

## *ASSOCIATIONS INCORPORATION ACT 1985 (SA)*

## Hahndorf Soccer Club Inc. Regulations

### **Last Updated: January 2014**

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# Regulations of Hahndorf Soccer Club Incorporated

These regulations are made in accordance with the Clause 32 of the Constitution of the Hahndorf Soccer Club Inc. (“The Constitution”). Where there is an inconstistency between the Constituion and the Regulations the Constitution shall prevail.

# Membership

To become a member of the club you must:

 a) Complete a Club membership application form (see Schedule 1) to the satisfaction of the Club Secretary and

 b) Pay the Club annual registration fee (see Shedule 2).

Membership – shall be from the acceptance by the committee of the completed application and payment of appropriate fees.

# Categories of Membership

## Life Membership

To be eligible for Life Membership the minimum requirement will be continuous 10 years service as a financial member. Noting that the child’s parents/guardian who signs the membership form, becomes the club’s financial member.

Such service needs to be in at least two areas simultaneously, but not limited to, the following areas:

* coaching
* refereeing
* office bearer
* committee member
* association representative
* team manager
* player

Consideration always being given to individual circumstances and the benefits derived by the club as a direct result of that individual’s efforts.

1. A Life Member shall be entitled to all rights and privileges of membership, including the entitlement to vote at General Meetings and be eligible to hold office.
2. Life Members shall be issued with a suitable badge or medallion.

## Junior Membership

Junior membership may be extended to any person who is eligible to play in the Junior Competitions. Such competitions may have age eligibility requirements.

The Parent or Guardian who authorises the membership application of the Junior Member has the rights and obligations of an ordinary member.

For the sake of clarification, this allows a parent or guardian who authorises junior membership application eligibility for a single vote, notwithstanding the number of junior members he or she may have authorised.

## Honorary Membership

All coaches and Team Managers may be granted Honorary membership for the year of service.

## Ordinary Membership/senior player membership

May be extended to any person who wished to play for the club in a senior competition.

Membership may also be extended to persons who wish to support the club in a non-playing capacity.

# SUBSCRIPTIONS AND FEES

## Payment of fees

Subscriptions and fees shall be determined by the committee – refer to Schedule 2. All fees are due upon application of membership. Payments can be made in cash or cheque on Registration Day, depositing on-line to the club account (BSB 105-900, Account No. 131308040) by quoting your name, or by cheque and posting it to PO Box 492, Hahndorf SA 5245.

## Part/partial or Instalment fees

Part/partial or instalment fees may be considered by the committee as a result of – financial hardship, injuries, transfers. Members can request variations upon application to the committee.

The committee may make the final determination under such requests, considering:

a) A negotiated payment plan is discussed in advance with the club committee prior to the commencement of the season.

b) A reasonable deposit, negotiated with the club committee, is paid prior to the commencement of the official season.

Player registrations will not be accepted/processed with the appropriate Association unless the following criteria are met:

1. Full payment of membership and
2. Club fees from the previous seasons are paid in full.

## playing fees

Playing fees cover - ground and facility costs, training and game day equipment, Association costs, etc.

##  Player fines

Any individual player fines incurred will be the responsibility of the player involved.

## Discounts

Discounts, as set by the committee, may apply:

1. Sibling Discount (Junior Membership) - A sibling discount is available if there are a number of children joining from the same family. A $20 reduction to the second and subsequent membership applies for children in the same family (this does not apply to Miniroos/Development Squad players).

b) Early Bird Discount - “Early Bird” option may be available to senior players, if fees are paid in full on or before a date established by the committee.

# COMMITTEE:

## Form of Nomination

Nomination by completion of the relevent form (see Shedule 3)

## Portfolios/Positions

The Committee may allocate portfolios to Committee Members. These may vary from time to time as required and may include, but not limited to:

1. Chairperson - be the leader of the Club, manage committee meetings, have knowledge of Club constitution, rules and duties of office holders.
2. Secretary - manage administration duties (minutes, correspondence, player registrations), act as Public Officer, liaise with all affiliated committees and associations, players, coaching staff, etc.
3. Treasurer - keep proper records, report financial position at meetings, manage club funds and player fees, prepare annual budget, arrange annual audit, and arrange referee payments.
4. Coaching Director - advertise coaching positions, appoint coaches, manage skill development of coaches and players, organise pre-season sessions, confirm training times/locations, assist players representating the club.
5. Canteen Manager - manage staffing and stock, keep financial records, apply for liquor licenses.
6. Grounds/Facilities Manager - liaise with Oval Committee, arrange maintenance when required, mark pitches prior to season start, manage ground hire, and coordinate working bees.
7. Sponsorship/Grants Officer - obtain sponsors and manage agreements, maintain relevant signage, apply for appropriate grants, market club within Community.
8. Events/Fundraising Officer - arrange club functions, produce calendar of events, assist with carnivals, and look for fundraising opportunities.
9. Merchandise Officer - source merchandise, promote and sell items available, manage appropriate records.
10. Property/Equipment Officer - maintain club records, order equipment when necessary, distribute equipment to teams – shirts, balls, bibs, first aid kits, drink holders, etc, arrange appropriate returns.
11. Communications Officer - maintain website and other Social Media, produce newsletter when required, advertise Club activities to local community.
12. Senior and Junior Coordinators – liaise between the committee and the players/juniors/families to provide information and enable clear communication, represent the club with affiliated associations and report details (see Team Manager duties Schedule 4).
13. Child Safe Officer - uphold the child safe environment guidelines, maintain a national criminal history register (see schedule 5).

## 5.3 Delegation

The committee may establish sub committees to perform the functions of the club.

## 5.4 Signatories

Signatories on all bank accounts in the club’s name shall be any two (2) of Chairperson, Vice Chair, Treasurer or Secretary to sign, who are not related and have no conflict of interest.

# Voting procedure

The voting procedures for Special General meetings and Annual General meetings are:

1. Any member who is present shall be entitled to a single vote.
2. There will be no proxy votes considered.
3. The voting shall by a simple majority - the Chairperson does not have a casting vote. If there are an equal numbers of votes, the resolution is denied.
4. Voting shall be by a show of hands – and if requested by any members a secret ballot may be held.
5. The Secretary shall be the returning officer.

# Discipline

## Notification

The committee shall be notified of any disputes, protests or complaints within 48 hours or as soon as practically possible. A breach while representing the club on or off the pitch, which may include, but not limited to, breeching the codes of conduct.

## Disciplinary Committee

The committee shall be made up of: Chairperson, Coaching Director/Senior Coach, Team Coach and Team Manager or other members deemed suitable.

## Club Penalties

Clun penalties may be applied irrespective of any Governing Bodies own disciplinary action. Penalties may include, but are not limited to:

1. First offence – counselling
2. Second offence – Match ban/s
3. Third and subsequent offence - membership suspension

The committee will reserve the right to ban members on the first offence if the act committed brings the club in disrepute, the member has committed a criminal act or the club deems it necessary due to inappropriate behaviour.

# respect program

The Club follows the philosophy of the “Respect Program” – Respect your coach, Respect your team mates and Repsect your Club. Guidelines to remember:

1. Listen – when your coach is speaking your mouth is closed; you can ask questions, however wait for your coach to finish and do not talk back or argue.
2. Pay attention – when listening do not get distracted by other players.

This is for the enjoyment of everyone. If players choose not to be Respectful then there will be a consequence:

1. Warning – you will be clearly told that you are being warned and why,
2. Yellow card – 15 minutes on the bench at the beginning of the next game, or
3. Red Card – 1st half of the next game on the bench

In the event of a penalty either the coach or coordinator will speak to the player/parent involved and explain the club’s program.

# Junior team formation Philosophy

The Hahndorf Soccer Club is committed to be a family-friendly, grass-roots soccer club. Our juniors team formation philosophy reflects this dedication to building a positive community atmosphere, and to offering young players opportunities for their development.

Teams will not be decided through try-outs or preference picks, but shall be based on the following guidelines:

1. Team formation is finalised by a decision of the Committee.
2. In line with the AHJSA junior philosophy, the Club’s main priority is the young player’s enjoyment of the game and their happiness in their teams.
3. Friendships are more important than ability on the pitch, as is achieving a level of social cohesion within the team. As the club attracts players from various townships in a wide circle around Hahndorf, care is taken to bring groups of players together in a team to foster this cohesion.
4. A single friendship group shall not make up more than half of the members of their team when there are sufficient players to field more than one team in a single age group.
5. Where the club is able to field more than one team in a single age group, care shall be taken to create teams of comparable strength.

# grievance Procedure

The Club encourages members to share their ideas and concerns regarding the Club and its development. The Committee welcomes informal feedback, however, any information disclosed in informal conversations will not constitute Committee decisions or positions.

In the interest of transparency in decision making, should any members (or in the case of juniors, parents of players) be unhappy with, or have any questions regarding any Committee decisions, correspondence will be welcome in writing if there is desire for a formal response from the Committee. Written correspondence will be welcome in the form of an email (to contact@hahndorfsc.com), sms (to a Committee member) or letter (to Post Office Box 492, Hahndorf SA 5245).

# Review of Regulations:

The committee will review these Regulations annually, or earlier if deemed necessary.

Regulation approved :

………………………………………………………….

Hahndorf Soccer Club Chairman (dated)

…………………………………………………………………..

Hahndorf Soccer Club Secretary (dated)

# HahndorfCrest_2010Schedule 1 – Membership Applicatiom Form

**SURNAME: ……………………..……………GIVEN NAMES:…….………..…………………….……………………..**

**DATE OF BIRTH: ………………….……… EMAIL: ..........................................................................**

**RESIDENTIAL ADDRESS: …...……………………………..….…………..………….......................................**

**POSTAL ADDRESS: ...............................................................................................................**

**HM PH:. …………….…………....…MOB PH: ………...….………………....WK PH:…..…....…………..………..**

Preferred method of contact – email, post, txt (please circle one)

**By applying for registration with the Hahndorf Soccer Club, all players are deemed to have read, understood and will therefore abide by the Code of Conduct**

**EMERGENCY CONTACT**

**NAME: ……………………………………………………....…RELATIONSHIP TO PLAYER: .………….……..………………..**

**HM PH: ………………………..……….MOB PH: …………….….…..……………WK PH: ..…….……………..……………….**

**MEDICAL CONDITION(S): ………………………………………………………..………….…………………………………………**

**REQUIRED FOR JUNIOR PLAYERS ONLY**

* I, (parent/guardian’s name) ………………………………..……………..………. consent to (player’s name) …………………………………..……………… playing for the Hahndorf Soccer Club in 2016.

Signature of parent/guardian:..………………………………………….………………..………………………

NB: Signing parent/guardian becomes a Club/Ordinary Member

* FFA Amateur Player Form (FFA No. ……………..…………..……………………………..…..………. if known)
* Please indicate whether your child also plays for another club Yes / No

Photo consent: I ………………………………….….…… (name) do / do not (circle one) consent to my photograph being used for promotional purposes in Club newsletter, local paper and/or the club website/facebook page.

Signature of parent/guardian or player …………………………………………….………………………………

# Schedule 2 - Fees

The Committee has set the playing fees for the 2016 season (see below):

* Development Squad/Miniroos $70
* Non-competitive Juniors (U8, U9, U10 teams) $110
* Competitive Juniors (U12, U13G, U14, U16 and U17G teams) $140
* Senior Mens $250 (“Early Bird” option – Pay $230 on or before Registration Day)
* Senior Womens $200

Non-playing membership fee $10

# HahndorfCrest_2010Schedule 3 – Nomination form

 **Hahndorf Soccer Club Incorporated**

**PO Box 492, Hahndorf 5245**

The Committee is responsible for the good management of the Hahndorf Soccer Club as described in the constitution. It consists of up to seven (7) Elected Committee Members and up to two (2) Appointed Committee Members. Any person over 18 years can nominate.

The term of office is two years. Nominees cannot nominate for specific positions on the committee. These are determined by the vote of the committee, however, they are encouraged to indicate the roles or positions that they would be interested in filling.

Copies of the Constitution and Regulations are available at [www.hahndorfsc.com](http://www.hahndorfsc.com)

Name of Nominee:

|  |
| --- |
| I am interested in contributing through the following roles: |
| Chairperson |  | Grounds/Facilities Manager |  | Property/Equip Officer |  |
| Secretary |  | Sponsorship/Grants Officer |  | Communications Officer |  |
| Treasurer |  | Events Co-ordinator |  | Senior Co-Ordinator |  |
| Coaching Director |  | Fundraising Co-ordinator |  | Junior Co-Ordinator |  |
| Canteen Manager |  | Merchandise Officer |  | Child Safe Officer |  |

Signature of nominee: Date:

# HahndorfCrest_2010Schedule 4 – team managers duties

**For all teams**

* Distribute fixture list to the team
* Maintain team list from registrar and amend/notify of any changes.
* Ensure players have registered on the “Myfoolballclub” website
* Organise roster - for canteen duties (juniors only), oranges, etc.
* Distribute club shirts - keeping a record of shirt number/player name and follow up return at end of season.
* Keep players informed - keep up-to-date with information from [www.hahndorfsc.com.au](http://www.hahndorfsc.com.au) , [www.ahjsa.asn.au](http://www.ahjsa.asn.au), [www.ffsa.com.au](http://www.ffsa.com.au) and [www.saasl.com.au](http://www.saasl.com.au) plus hand out Club newsletters, flyers etc when necessary
* Organise pitch set-up (when necessary) – pitch marking, goal nets and flags, etc.
* Organise pack-up (if last home game) – goal nets, flags, canteen, etc.
* Roster someone write a match report for the club (send to contact@hahndorfsc.com) by 10pm Saturday; plus take photos for the articles and end-of-season presentation.
* Complete Team Sheet – Fill in Team Sheet ensuring that it is filled out correctly before handing to referee prior to the start of the match, then collect and sign

**For Senior and Junior Competitive Teams only**

* Pay referee fee: Juniors – pay half the fee to the referee when you hand over the Team Sheet prior to the start of the game (please make arrangements with the Treasurer to collect your team’s money); Seniors - pay referee when playing at “home”
* Juniors to email results and best players to results@ahjsa.asn.au ; seniors to notify parent body
* Assist coach with Best player selection (1st, 2nd, 3rd each week) and maintain a record for end of season presentation/trophy count
* Roster helpers for “Game Marshall” and “Linesman” (one of each required per game)

# Schedule 5 – child safe environment guidelines

Read and discuss information outlined in the FFSA Child Safe Environment Guidelines with club members.

Sign and lodge a “Compliance Statement” with the AHJSA, agreeing to abide by the FFA Member Protection Policy.

Display FFSA poster “Our Club: Supports Kids, Is Safe For Kids, Is Fun For Kids”

Communicate with Club members the adoption of the policy, processes and procedures.

Ensure that relevant Club volunteers have a National Police Check and record the details. Report these details to the AHJSA.

Undertake the Child Safe Officer course.

Make sure all relevant officials, coaches and team managers understand the Clubs Code of Behaviour and undertake the free online training available at www.playbytherules.net .au

Undertake a risk assessment of the Clubs facilities and practises to identify any potential risks to the safety of children.

Engage children so they can have a say on issues that impact on their involvement.

Build and maintain a commitment to provide a child safe environment which is embedded in the Club’s culture.

# Schedule 6 – SMOKE FREE POLICY

**Rationale**

Hahndorf Soccer Club recognises that:

* Environmental (second-hand) tobacco smoke is a health hazard and that non-smokers should be protected from it.
* Role modelling can have a significant impact upon the junior members of the club.
* Smoke free areas make smoking less visible and less socially acceptable.
* Smoke free areas support smokers who are trying to quit as well as reduce their overall cigarette consumption.
* Outdoor smoke free areas help to reduce the amount of cigarette butt litter (reducing clean-up costs, fire risk and children’s health risk due to swallowing discarded butts).
* Smoke free environments are advantageous in attracting new members as well as positively promoting the club in the community.

Accordingly, the following policy shall apply to all members, administrators, officials, coaches, players, spectators, visitors and other volunteers and/or or staff of the club.

**General**

* Cigarettes and other tobacco products will not be sold, including from vending machines, at any time at or by the club.
* Coaches, players, officials and volunteers will refrain from smoking while involved in an official capacity for the club, on and off the field.
* No images of club volunteers, members, officials, coaches and players smoking at club-related activities are to be placed on social media.

**Smoke Free Areas**

The Hahndorf Soccer Club requires the following areas of the club’s to be smoke free:

* All indoor areas
* All outdoor playing/training areas
* All spectator areas (standing and seated, covered and uncovered)
* All canteen, catering and eating and drinking areas

Smoke free areas will be signed (where possible) and promoted in club materials. A designated smoking permitted area is located near the car park.

**Functions**

* Club functions, including social and fundraising events and meetings, held at club facilities are to be smoke free.
* Club functions, including social and fundraising events and meetings, held away from club facilities are to be smoke free wherever possible.
* If provided, smokers may only smoke at outdoor designated smoking areas and are to dispose of cigarette butts safely before entering facilities.
* Invitations and advertising for functions, meetings and events will be promoted as smoke free.

**Non-compliance**

All club committee members will enforce the smoke free policy and any non-compliance will be handled according to the following process:

* Explanation of the club policy to the person/people concerned, including identification of the areas in which smoking is permitted
* Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function.

**Policy Promotion**

The club will promote the smoke-free policy by:

* Putting a copy of the policy in club newsletters and on the website.
* Promoting positive smoke free messages through the club’s social media.
* Periodic announcements to members at functions.
* Placing non-smoking signage in prominent locations.

The club recognises the importance of educating club members, particularly players, of the benefits of implementing a smoke free policy and will endeavour to provide information to assist this process.

**Policy Review**

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

# Schedule 7 – SAFE TRANSPORT POLICY

**Rationale**

Hahndorf Soccer Club recognises that:

* It has a duty of care to all members and visitors involved in club-related activities
* Mixing drugs (including prescription medication) with other drugs or alcohol can seriously affect the ability to drive safely
* Driving under the influence of alcohol and drugs is illegal and hazardous to individuals and the wider community
* Drink driving is one of the main causes of road deaths in Australia
* It takes one hour for each standard drink of alcohol consumed to be broken down by the liver
* It takes considerable time until a person can legally and safely drive home if they have consumed over the recommended levels of alcohol.

Accordingly, the following safe transport policy shall apply for all functions undertaken by the club that involve the serving and/or consumption of alcohol.

**General**

* Where possible, the club will display standard drink posters / cards to help patrons recognise what standard drinks are and the implications on drink driving.
* Telephone calls will be made free of charge (where possible) to arrange a taxi or to call a sober person to provide transport from the club.
* Contact telephone numbers for taxi services will be clearly displayed in the club.

**Bar Staff/Servers of alcohol**

Bar staff/servers of alcohol shall:

* Encourage members and visitors to make alternate safe transport arrangements if they are considered to be intoxicated or at risk of exceeding .05 blood alcohol concentration (e.g. free call to a taxi/friend/family)
* Offer low alcohol and non-alcoholic drinks to consumers.

**Club Functions**

* The club may offer transport to and from functions where available.
	+ The bus or transport provided will be an alcohol-free zone (ie. no loading up the bus with alcohol or consuming alcohol on the bus).
	+ The bus is not to be used to transport members between licensed venues (i.e. not to be used for a pub crawl).
	+ People who have consumed alcohol are to make alternative safe transport arrangements to get from the bus drop-off to home.
* The committee mayl offer to pre-order taxis (where available) to arrive at the venue at the conclusion of the function.
* For selected functions, the club may provide designated sleeping areas on site (where safe, possible and legal to do so) for members to use at the conclusion of the night. Members will need to bring a swag/sleeping bag.
* For selected functions held at a hotel or similar, the club may arrange for reduced-rate rooms for members to encourage them stay over rather than drive while potentially intoxicated.
* Taxi companies (where available) may be provided with club function details for potential business on the night.
* Taxi company phone number(s) (where available) will be printed on the function invitation / flyers.
* The MC for the function/committee will advise attendees that the club is a Good Sport accredited club communicate the safe transport options and regularly remind attendees to drink and behave responsibly.

**Committee Members, Members, Players and Officials**

Those attending club activities where they are planning on drinking alcohol are encouraged to:

* Make alternative transport arrangements to get to and from the activity safely.
* Plan ahead and arrange overnight accommodation.
* Share a taxi (where available) with friends.
* Catch public transport (where available).
* Ride with a driver who hasn’t been drinking alcohol or taking drugs.

**Policy Review**

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

**TABLE OF UPDATES**

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Schedule 1 – Membership ApplicatioN Form Jan 2014

Schedule 2 - Fees Dec 2015

**SCHEDULE 3 - NOMINATION FORM…………………………………………………...Oct 2015**

**SCHEDULE 4 - TEAM MANAGER'S DUTIES…………………………………………Dec 2015**

**SCHEDULE 5 - CHILD SAFE ENVIRONMENT GUIDELINES……………………….Jan 2016**

**SCHEDULE 6 - SMOKE FREE POLICY…………………………………………..…APRIL 2016**

**SCHEDULE 7 - SAFE TRANSPORT POLICY …………………………………......APRIL 2016**