



Kwinana Junior Knights Football Club Inc.

**PO Box 172
Kwinana WA 6966
www.kwinanajuniorknights.com**

KWINANA JUNIOR KNIGHTS FOOTBALL CLUB INC.

CONSTITUTION

ADOPTED 2018



Kwinana Junior Knights Football Club Inc.

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1. Name

The name of the club shall be the ***Kwinana Junior Knights Football Club Inc.*** hereinafter referred to as, "The Club".

2. Club Colours

The initial club colours shall be red, royal blue and white and shall be designed in such a manner as the committee determines.

3. Address

The Club's Registered Office shall be situated at an elected address as determined by the Committee.

4. Affiliation

The Club may affiliate with such organisations as the Committee deem fit.

5. Objects

The objects of the club shall be:

- a) to promote, advance, foster and cultivate the game of junior football
- b) to assist in the educational advancement of the community by means of the development of a sense of fair play and a love of sport; in particular, football
- c) to educate, train, coach and encourage members of the The Club in the game of football so that all members have the opportunity to reveal their maximum potential.
- d) To encourage members of The Club to assist in the development of the game of football throughout Australia but particularly within those areas zoned to the South Fremantle District Football Development Council, as defined by the regulations of the West Australian Football Commission.
- e) Foster a supportive and fun culture within The Club through encouraging family involvement.
- f) To take advantage of the services of the Recreation Department of the City of Kwinana.
- g) The Club shall be non-sectarian and non-political
- h) The control and management of football teams deemed necessary by The Club

6. Powers

The Club has power to do all such things as are necessary, incidental or conducive to the attainment of the objects of the District Football Development Council. The Club is bound by the Bylaws as determined by the District Football Development Council.



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7. Non-Profit

The income and property of the Club whencesoever derived, shall be applied solely towards the promotion of the objects of the Club, and no portion thereof shall be applied, paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the persons who, at any time, are or have been members of the Club, or to any of them, or to any person claiming through any of them. Provided that nothing herein contained shall prevent the payment in good faith of remuneration for services rendered to any person employed by the Club in conducting the business of the Club.

8. Membership, Life Membership and Voting Rights

8.1. Membership shall be open to all persons approved by the Committee on payment of the prescribed membership subscription.

8.1.1. A person will be excluded from membership if they:

8.1.2. Are bankrupt or their affairs are under insolvency laws;

8.1.3. Have been convicted of an indictable offence in relation to the formation or management of a body corporate in the last 5 years;

8.1.4. Have been convicted of an offence involving fraud or dishonesty punishable by at least 3 months imprisonment in the last 5 years;

8.1.5. Have been convicted of an offence under the Associations Incorporation Act, where a person has allowed an association to operate while insolvent in the last 5 years.

8.2. The term "Member" in respect of any minor shall include the parents or guardians of that minor.

8.3. A member shall cease to be a member if:

8.3.1. They resign;

8.3.2. They fail to pay any subscription due;

8.3.3. They are expelled

8.4. Life Membership shall be decided by Executive Committee as long as the nominees have met the criteria for life membership, as outlined in 8.4.1.

8.4.1. To be considered for Life Membership, members must have served seven years' service as a consecutive Committee member or five consecutive years as a junior or youth team official.

8.4.2. Maximum of two (2) Life Members can be made in any one year.

8.4.3. Nominations shall be made in writing to the Secretary, twenty-one (21) days prior to the Annual General Meeting by a financial member.

8.4.4. The Executive Committee retains the right to reject any nomination where the Life Membership criteria have not been met. The nominating member will be notified in writing as to the reason.

8.4.5. All nominees will have their achievements listed in writing by the Secretary and handed to those present at the Annual General Meeting.

8.5. No person under the age of eighteen shall be eligible to vote at any meeting of the Club. If one child from a family is a financial member of the Club, then one parent or guardian may act as a proxy. If two or more children from a family are financial members of the Club, then parents or guardians may act as proxies (with a maximum of two votes per family).



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9. Administration

The Club shall be managed by a committee comprised as follows:

- President
- Vice Presidents (2)
- Secretary
- Treasurer
- Registrar

Other Members (No more than 12), Committee members must be 18 years of age or older.

10. Delegates

The Club shall appoint delegates to attend meetings as required.

11. Financial Year

The financial year shall be from November 1st to October 31st in the following year. All members shall be deemed to be financial for the purpose of The Annual General Meeting or for nomination purposes, provided the previous year's annual subscription has been paid.

12. Power and Duties of Officers

President

To oversee the activities of the club and ensure all business is conducted in an ethical manner and within the guidelines of the Constitution and/or Bylaws and to ensure that all club officials receive the necessary guidance, leadership, resources and communication to ensure the smooth running of the club.

1. Chair all meetings where practical and provide adequate communication to the Vice Presidents to enable them to chair meetings in the President's absence.
2. Provide clear direction and communication to committee members and general members to enable them to carry out their duties within the guidelines of the Constitution and/or Bylaws.
3. Assist the Treasurer to compile realistic and achievable financial budgets for the season.
4. Represent the club as a delegate to the District Development Council and JCC and liaise with the local council on behalf of the club.
5. Responsible for the information entered on the club website.
6. The setting of strategic plans aimed at providing opportunities for all children in the area to have the opportunity to play football in the best possible learning environment.
7. Foster an interactive, progressive committee and ensure they have the necessary skills and resources to carry out their duties.
8. Work with the Fundraising Coordinator and Treasurer to ensure a fundraising strategy is in place to assist with the financial viability of the club.
9. Oversees the operations of the canteen liaising with the Canteen Manager.
10. Manage Portfolio as set down by the committee.



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Senior Vice President Youth teams.

Responsible for assisting the President carry out their duties and to assume control of the committee meetings in the President's absence. Responsible for the effect and efficient running of the Youth teams in the club.

1. Oversee the integrity of player registrations by ensuring that a club registrar is appointed and adequately skilled in their role.
2. Liaise with the Coaching Coordinator to ensure that all coaches are adequately appointed and accredited.
3. Ensure that the youth game day environment is adhered to as set out in the club and District policy handbook.
4. Manage player and parent issues relating to this age group including behaviour compliance.
5. Liaise with other users of the City of Kwinana (Fiona Harris Pavilion) facility to ensure the effect and efficient running of the facility.
6. Assume the role of chair at committee meetings and attend delegates meetings in the President's absence.
7. Manage Portfolio as set down by the committee.

Junior Vice President Junior teams.

The Junior Vice President is responsible for assisting the Senior Vice President and President carry out their duties and to assume control of the committee meetings in the President's and Senior Vice President absence. Responsible for the effective and efficient running of the Junior teams in the club.

1. Oversee the integrity of player registrations by ensuring that a club registrar is appointed and adequately skilled in their role.
2. Liaise with the Coaching Coordinator to ensure that all coaches are adequately appointed and accredited.
3. Ensure that the junior game day environment is adhered to as set out in the club and District policy handbook.
4. Manage player and parent issues relating to this age group including behaviour compliance.
5. Assume the role of chair at committee meetings and attend delegates meetings in the Senior Vice President's and Presidents absence.
6. Manage Portfolio as set down by the committee.

Secretary

Secretary shall be responsible for keeping an accurate record of all incoming and outgoing correspondence for the club and that all members are kept up to date in terms of club directions, events and any other general communication.

1. Keep and accurate record of all happenings at all committee meetings and circulate meeting minutes within one week of each committee meeting.



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2. Receive all incoming correspondence and pass it onto the appropriate person as soon as practical. Record all incoming correspondence and report to committee with a true and accurate list each meeting.
3. Generate outgoing correspondence and keep an accurate record for reporting at committee meetings. Ensuring all outgoing correspondence adheres to club standards.
4. Ensure that all requests for information are honoured on behalf of the club within specified deadlines.
5. Coordinate the team photos.
6. Maintain a clear and logical filing system housing all official club documentation
7. Manage Portfolio as set down by the committee.

Treasurer

The Treasurer shall be responsible for all matters relating to finances within the club and will be responsible for ensuring the financial viability of the club.

1. Together with the President, put together a realistic and achievable budget for the season.
2. Receive all monies into the club and issue receipts for same, bank all monies as soon as is practical.
3. Obtain approval at committee meetings for the payment of all bills and file receipts.
4. Ensure all registered players are financial by the third game of the season.
5. Present a written true and accurate record of finances to the committee at monthly meetings.
6. Present all financial accounts together with receipts annually to the club auditor prior to the AGM each year.
7. Issue Uniform Manager and Canteen Manager with necessary floats and ensure collection of same.
8. Maintain the Club's Public Liability Insurance so that it is current.
9. Provide a summary of income and expenditure via written Treasurer's Report at the Annual General Meeting in October of each year.
10. Manage Portfolio as set down by the committee.

Club Registrar

The Registrar is responsible for ensuring that all players are fully registered by the third game of each year and game tallies are received and updated in a timely manner.

1. Liaise with Team Manager Coordinator at the commencement of the season to ensure all players are registered.
2. Ensure all team sheets and voting cards are received at the completion of each round and posted to District as appropriate.
3. Attend Registrar's meetings conducted by the District.
4. Liaise with Treasurer and Team Manager Coordinator to ensure all players are financial members by the third game of each year.
5. Tally games played by each player at season's end and enter onto player card.



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6. Maintain an up to date and accurate list of all registered players and distribute to relevant members of the committee as required.
7. Liaise with the Auskick Coordinator and Vice President's at the beginning of the season on recommended teams to field for the season based on registrations received on or before registration day.
8. Coordinate and purchase the player end of year trophies.
9. Report to club monthly meetings.
10. Manage Portfolio as set down by the committee

Junior Registrar

The junior registrar will report to the club registrar to ensure that all players are registered by the beginning of the season and game tallies are updated in a timely manner.

1. Liaise with Team Manager Coordinator at the commencement of the season to ensure all players are registered.
2. Ensure all team sheets are received at the completion of each round and posted to District.
3. Attend Registrar's meetings conducted by the District.
4. Liaise with Treasurer and Team Manager Coordinator to ensure all players are financial members by the third game of each year.
5. Tally games played by each player at season's end and enter onto player card.
6. Maintain an up to date and accurate list of all registered players and distribute to relevant members of the committee as required.

Coach Coordinator

The Coach Coordinator shall assume responsibility for the development of football skills amongst the players by providing effective guidance, direction and communication to the Coaches.

1. Ensure all coaches have the necessary accreditations and coordinator courses as required.
2. Conduct regular meetings with coaches to ensure effective communication, goal setting and player development.
3. Monitor coach development and provide necessary support and/or coaching to coaches.
4. Represent the club at Coach Coordinator meetings conducted by the District.
5. Report to club monthly meetings.
6. Manage Portfolio as set down by the committee.

Team Manager Coordinator

The Team Manager Coordinator shall assume responsibility for the dissemination of accurate up to date information to all team managers.

1. Responsible for ensuring that all team files are complete with all resources and information required for distribution to Team Managers at commencement of season.



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2. Liaise with Team Managers at the commencement of the season to ensure they are fully conversant with correct procedures of completing team sheets, etc.
3. Direct point of contact for Team Managers.
4. Distribute monthly newsletter to Team Managers for distribution to their players.
5. Report to club monthly meetings.
6. Manage Portfolio as set down by the committee.

Auskick Coordinator

The Auskick Coordinator shall ensure the smooth running of all Auskick activities aimed at developing basic football skills amongst players with minimal pressure or opposition. This will be achieved through a close working relationship with the club committee, Auskick Coaches and Team Managers.

1. Set goals for the year and ensure a common focus is achieved with all Auskick teams. Communicate to parent's season format.
2. Attend Auskick meetings on behalf of the club.
3. Recruit and delegate roles to parent helpers, including umpiring, grounds, equipment, canteen help and first aid.
4. Regularly update and inform parent group through social media.
5. Coordinator Grid Games (if allocated AFL match through District) and Field Days.
6. Liaise with the Girls Coordinator to promote and coordinate Girls within Auskick Program
7. Coordinate the team photos
8. Liaise with Property and Equipment Managers to ensure all equipment is available for the year.
9. Report to club monthly meetings.
10. Manage Portfolio as set down by the committee.

Auskick Registrar

The Auskick Registrar is responsible for ensuring that all players are fully registered by the third game of each year and game tallies are received and updated in a timely manner.

1. Liaise with Auskick Coordinator at the commencement of the season to ensure all players are registered.
2. Attend Registrar's meetings conducted by the District.
4. Liaise with Treasurer and Team Manager Coordinator to ensure all players are financial members by the third game of each year.
5. Tally games played by each player at season's end and enter into SportsTG.
6. Maintain an up to date and accurate list of all registered players and distribute to relevant members of the committee as required.
7. Coordinate and purchase the player end of year trophies.
8. Report to club monthly meetings.
9. Manage Portfolio as set down by the committee



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Fundraising/Sponsorship Coordinator

Reporting through to the President will be responsible for all social and fundraising activities. They shall ensure that a fundraising and sponsorship programme is developed for the season to realise the financial targets set by the Treasurer and President.

1. Apply for and be holder of all permits associated with fundraising and social activities.
2. Assemble a Subcommittee as necessary.
3. Negotiate all prizes for raffles, quiz nights, etc.
4. Source sponsorships through the Sponsorship Program in the form of financial assistance, prizes and services on behalf of the club.
5. Report to club monthly meetings.
6. Act as organiser for the club for all social gatherings, including Association dinners, club functions, etc (including end of year windups).
7. Manage Portfolio as set down by the committee

Canteen Manager

The Canteen Manager will be responsible for all activities associated with the canteen each week at home games and will assume responsibility for profit generation, staffing, ordering and hygiene.

1. Develop a range and price structure of products to be sold in the canteen, which represents value and maintains profit margins.
2. Liaise with the Treasurer in relation to floats, and monies in and out.
3. Organise the delivery of products for sale in the canteen.
4. Ensure that the risk of infection is minimised through maintaining a clean and hygiene working environment, including utensils.
5. Liaise with the President in relation to any issues associated with the running of the canteen.
6. Report to club monthly meeting.
7. Manage Portfolio as set down by the committee.

Grounds Manager

Ensures the grounds are correctly marked before the first game of the season and during the season.

1. Liaise with the Senior Vice President to ensure the council has completed the initial marking of the oval for the beginning of the season.
2. Responsible for the purchase of line marking paint with receipt being given to the Treasurer for reimbursement.
3. Ensure the lines are continually visibly marked during the season.
4. Liaise with the council on any matters pertaining to the upkeep of the ground.
5. Report to club monthly meeting.
6. Manage Portfolio as set down by the committee.



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Asset Manager (Uniforms and equipment)

Responsible for the management of team jumpers and kits for the club.

1. Ensure that all team jumpers are returned clean at the end of the season.
2. Manage an itinerary of jumpers and training kits issued per team.
3. Ensure that all kits are equipped with necessary equipment (i.e.: footballs, goal flags, first aid) for the season for issue to coaches.
4. Liaise with Team Manager Coordinator in relation to management of jumpers.
5. Purchase new equipment on behalf of the club with the committee authorisation.
6. Report to club monthly meeting
7. Manage Portfolio as set down by the committee.

First Aid Officer

Responsible for the management of all matters regarding First Aid.

1. Liaise with Team Managers and team First Aid officers and organise adequate training for team First Aid officers.
2. Purchase, distribute and restock depleted first aid supplies throughout the season.
3. Report to club monthly meetings.
4. Manage Portfolio as set down by the committee.

Female Coordinator

Responsible to assisting the District Development Council in the promotion of the Female Football Program.

1. Assists the District Development Council in the promotion of the Girls Football Program.
2. Liaise with junior, youth vice presidents and Auskick Co-ordinator to ensure football program succeeds in the Kwinana district.
3. Attend meetings conducted by the District in relation to the program.
4. Report to club monthly meeting.
5. Manage Portfolio as set down by the committee.

General Committee

To assist were required in the smooth running of the club were necessary.

1. Assist other portfolios where necessary
2. Attend club monthly meeting.



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13. Powers of The Executive Committee

13.1. The Executive Committee shall consist of the President, Vice Presidents, Secretary, Treasurer and Registrar.

13.2. Should any urgent matters arise, and it is impracticable to refer the matter to the Committee Meeting, the Executive shall have the power to deal with such matters.

13.3. The President shall seek the opinion of all available Executive members and shall act in such a manner as the majority of such members approve.

13.4. In the event of there being no majority the President shall call a meeting of the Executive Committee to decide on the matter.

13.5. The Executive committee powers in terms of suspension and expulsion of members are set out in Clause 27.

14. Powers and Duties of the Committee

The Executive Committee shall be deemed to be part of the Committee. The Committee subject to the control by members as shown in the minutes shall have the following powers and perform the following duties:

14.1. To control, superintend and manage the affairs of the Club, its officers, members and funds.

14.2. To control the finances of the Club.

14.3. To arbitrate on any disputes which may arise between teams or members thereof in connection with football and to determine any matters referred to it by any team or member.

14.4. To deal with, as it deems necessary, any team or member thereof which the Committee determines is functioning in a matter detrimental to the welfare of football.

14.5. To remove from office any official appointed under Clause 19 by a two thirds majority and fill such vacancy thereby created.

14.6. To fill any vacancy that may arise on the Committee.

14.7. To determine the membership and playing fees of the Club.

14.8. To demand an audit of the books and accounts of the Club at any time.

14.9. To appoint exofficio members to the Committee.

14.10. The term of office of a committee member begins when the member-

a. is elected at an annual general meeting

b. is appointed to fill a casual vacancy under clause 14.6.

14.11. A committee member holds office until the positions on the committee are declared vacant at the next annual general meeting.

14.12. A person ceases to be a committee member if the person —

a. dies or otherwise ceases to be a member; or

b. resigns from the committee or is removed from office under clause 27; or

c. becomes ineligible to accept an appointment or act as a committee member under clause 8;
or

d. becomes permanently unable to act as a committee member because of a mental or physical disability.



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15. Attendance

Any office bearer absent without apology from more than two consecutive meetings of the Committee shall be liable to expulsion at the discretion of the said Committee.

16. Committee Meetings

16.1. The Committee shall meet at least once during each calendar month excluding the month in which the AGM is held.

16.2. Conduct of meetings:

Open

Apologies

Minutes from Previous Meetings

Business Arising

Correspondence

Reports

General Business

Date of Next Meeting

Close

16.3. The Committee has the power to appoint exofficio members to the Committee, but no exofficio member has the power to vote.

16.4. The Manager of each portfolio to report monthly either in writing or attendance at a meeting of the Committee on activities and subcommittees.

17. Annual General Meeting and Special General Meeting

17.1. The Annual General Meeting of The Club shall be held prior to the end of each calendar year at such time as may be determined by the Committee. Annual Statement of Income and Expenditure and Balance Sheets will be presented at meeting. Discuss any matters brought forward and take any constitutional action, which may be deemed advisable.

17.2. At all Annual General Meetings of the Club, 20 financial members, 18 years or older, present in person are entitled to vote shall form a quorum.

17.3. The Secretary shall give notice of a special general meeting, at the request of the President or if at least 20% of the members require a special general meeting to be convened. In the case of a special general meeting a quorum shall be 8 members of the Committee. The members requiring a special general meeting to be convened must —

- a. make the requirement by written notice given to the secretary; and
- b. state in the notice the business to be considered at the meeting; and
- c. each sign the notice.

17.4. For all Annual and Special General Meetings should a quorum not be present within thirty minutes of the advertised time, the meeting shall be adjourned till the same day in the succeeding week. The President shall advise the place before the adjournment and at such adjourned meeting the members then present may proceed to business notwithstanding that there is not a quorum present. No decisions requiring a quorum to vote may be passed in these circumstances.



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18. Notice of Meeting

- 18.1. Twenty-one (21) days' notice must be given for an Annual General Meeting and fourteen (14) days for a Special General Meeting.
- 18.2. Minimum two days' notice must be given for Committee Meetings.
- 18.3. Minimum two days' notice must be given for Executive Committee Meetings.
- 18.4. All meetings must have minutes taken.
- 18.5. Notice for the Annual General Meeting and any Special meetings will be by email to all members in the database.

19. Elections and Appointments

19.1. The Annual General Meeting of the Club shall elect the following Office Bearers:

- President
- 2 Vice Presidents
- Secretary
- Treasurer
- Registrar

No more than 12 other committee members to fill each position on committee.

19.2. All positions shall be declared vacant by the outgoing President. A ballot shall be conducted if necessary. In the case of equality of votes for the Returning Officer the outgoing President shall give the casting vote. Once elected the Returning Officer shall call for nominations for all vacant positions.

19.3. When a ballot is required, every member 18 years or older of the Club present at the meeting shall vote for the full number of candidates required to be elected for each Office. The Returning Officer shall show in a prominent place the names of the members nominated. Each member shall so vote by placing the choice of person or persons against the places provided on the ballot paper. The ballot shall be conducted by the Returning Officer and a member not associated with the nominations. At the completion of the ballot the Returning Officer shall report verbally to those present the names of the Officers elected. In the case of equality of votes for any candidate the newly elected President shall give a casting vote.

19.4. Nominations for office shall be declared open by the Secretary for a period not less than fourteen days and received by the Secretary up to a time and date fixed by the retiring Committee and not later than the date of the Annual General Meeting.

19.5. Should nominations for any office be received in excess of the vacancies, a ballot shall be taken.

19.6. Should nominations equal the number of vacancies the persons nominated shall be deemed elected.

19.7. Should insufficient nominations be received at an Annual General Meeting for the number of vacancies, the Committee may appoint a member to fill each position still remaining vacant.



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20. Quorums

20.1. At Committee Meetings a quorum shall consist of at least two members of the Executive Committee and four other members.

20.2. At Executive Committee Meetings a quorum shall consist of four members.

21. Finance

21.1. A banking account shall be opened with a recognised banking institution(s) in the name of the Club which shall be operated by at least two of nominated signatories, consisting of members of the executive committee.

21.2. Canteen Manager is a remunerated position as voted at the AGM. Remuneration to be set yearly by the Executive Committee after the AGM

21.3. In this clause a committee member includes a member of a subcommittee; committee meeting includes a meeting of a subcommittee.

A committee member is entitled to be paid out of the funds of the Club for any out-of-pocket expenses for travel and accommodation properly incurred —

- a. in attending a committee meeting or
- b. in attending a general meeting; or
- c. otherwise in connection with the Club's business.

22. Trophies/Awards– Auskick/Juniors/Youth/Club

22.1. All players receive non-discriminatory participation awards, medallions or trophies as lay down by the Committee.

22.2. The Committee, at its discretion, shall grant a Club Person of the year award. Nominations will be called for by the Secretary two weeks before the end of the regular season. In the event of three or more nominees, The Executive Committee will narrow down the nominees to no more than a total of three. The committee at its earliest convenience will then vote by secret ballot for the Club person of the year. In the event of a tied vote, identical awards shall be given.

23. Allocation of Votes Youth

23.1. Voting will take place on a weekly basis to determine winners of Club trophies and will come into effect for age groups Y8 and over.

23.2. Twenty-one (21) votes to be allocated per game, on the basis of 5, 4, 3, 2, 1 by the coaching staff and 3, 2, 1 by an independent person as rostered by the team manager.

23.3. Each voting slip will not have the same player's name more than once.

23.4. All votes to be counted within seven (7) days of the conclusion of the qualifying rounds

23.5. Players, in any age group, reported throughout the season and found guilty by the Ruling Body's Tribunal shall not be eligible to win or receive any Fairest and Best or Fairest and Best Runner Up award, relative to that season.

23.6. Players who are unfinancial shall not be eligible to receive any of the Fairest and Best awards.

23.7. In the event of a tied vote, identical trophies shall be awarded. No count back provisions shall apply.

23.7. In attendance at vote counting must be a least one executive committee member.



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23.8. The maximum number of performance related trophies to be given is five per team as follows:

- Fairest and Best as per vote count (mandatory)
- Runner up Fairest and Best as per vote count (mandatory)
- Coaches Award (mandatory)
- Two other trophies to be decided and named by the coach, examples to include, Most Courageous, Most Improved, Best Clubman etc... or discretionary as agreed with committee.

23.9. With the exception of the two F&B trophies which will be decided by vote, all other trophies will be awarded by the Coach.

23.10. All players shall receive a participation or memento trophy.

24. Member Protection Policy

The Club adopts the Member Protection Policy as set down by the West Australian Football Commission under the current WAFC Junior Club Manual. It has been produced to address a range of undesirable behaviours that will not be tolerated by the club.

25. Issue Resolution Policy

The Club has developed this Policy and Procedure to provide clear guidance to its members regarding how to raise issues, with whom, and how these issues will be resolved. The Club requires that issues raised are addressed and resolved to the satisfaction of the member raising the issue, as well as the Committee, in a timely manner. This will depend on the issue raised and the seriousness of the issue. All members of the Club have a responsibility to participate in reasonable actions to resolve issues.

Procedure

25.1. Any person wishing to raise an issue shall do so as follows:

- a. Football or team related – raise the issue with the Team Manager or Coach
- b. General issues – raise the issue with the Senior or Junior Vice President where applicable

Football / Team Related Issues can be, for example:

- Player and / or parent concerned about the Coach, or
- Coach concerned about a Player or Parent, or
- Parent and /or Player concerned about another Parent and /or Player, or
- Parent and / or Player concerned about the Team Manager, or
- Team Manager concerned about a Parent and / or Player, or
- Club concerned about a Parent or Player.

General Issues are defined as any other issues that are outside the Football / Team Related Issues. In the first instance, the person reporting the issue should discuss this in the presence of the Team Manager or applicable Vice President. Where possible, the person reporting the issue should also make suggestions that may resolve the issue.



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Parents are advised that they should not attempt to confront a Coach during training or whilst a game is in progress. Discussions should be held at a suitable time away from training and away from the game.

Process & Resolution

25.2. As soon as possible after an issue has been reported, the person raising the issue, the Team Manager, and / or Coach must meet and try and resolve the issue.

25.3. If the issue cannot be resolved after initial discussions or if the complaint is a serious matter, it must be raised directly with the applicable Vice President or The Club President.

25.4. If the matter is referred directly to the Club President, he or she may delegate to the applicable Vice President to enquire into the issue raised, and work with all parties to resolve the issue. The Vice President will ensure they:

25.4.1. Confirm with both parties the issue that has been reported and enquire as to why it remains unresolved.

25.4.2. Obtain statements from any witnesses identified by both parties, if required.

25.4.3. If available, obtain any other evidence.

25.4.4. If necessary, take all steps required for the issue to be conciliated within an agreed timeframe.

25.5. In attempting to resolve the issue, all parties should take into account the following factors:

25.5.1. The extent of the issue, i.e., if it is likely to have a wider effect in the Club

25.5.2. The number of players or teams affected.

25.5.3. Whether appropriate temporary measures are possible or desirable.

25.5.4. The expected time before the issue can be addressed.

25.5.5. What resources may be needed to resolve the issue.

25.6. The consent of the Committee must be obtained before any external parties are involved in the resolution of Club issues. Only the Club President is authorised to make public statements on behalf of the Club.

25.7. The Team Manager and/or Coach may at any time call on the applicable Vice President for assistance.

25.8. Any football or team related issue reported to the Committee or to the Complaints Officer, where the Team Manager and/or Coach have not been given the initial opportunity to resolve any such issue, will be referred back to the Team Manager/Coach.

25.9. All persons must take reasonable actions to avoid situations that could cause serious injury or harm to health of players, officials or the public. If any hazard is identified the Committee are to be informed as soon as possible.

25.10. Confidentiality must be maintained throughout this process. All parties must all agree to the maintenance of confidentiality. No person involved in this process should publicly comment on any aspect of the process.



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26. Disciplinary Suspension

A coach or team manager may request the suspension of any player for one (1) week for misconduct. Such suspension must be reported to the Secretary in writing and the Parents within twenty-four hours of the penalty being requested. Subject to Clause 13, the Executive Committee shall hear all reasons for the request from all parties.

27. Suspension and Expulsion

27.1. Any member of the Club who fails to observe the Rules and Policy of the Club or whose conduct in the opinion of the Executive Committee is prejudicial to the interests of the Club may be suspended or removed from membership of the Club. At least two thirds of the Executive Committee shall be present and vote at a Meeting of the Executive Committee and for which 2 days' notice of the meeting has been given to the member whom it is proposed to suspend or expel.

27.2. The member whom it is proposed to suspend or expel may attend such Meeting for the purpose of being heard and explaining their alleged conduct if they so desire.

27.3. An appeal may be made to a Committee Meeting which shall be called by the President at the request in writing of the member who has been suspended or expelled within three days of the Executive Committee's decision.

27.4. Any member who is suspended or expelled shall not be entitled to any refund of subscription.

27.5. On appeal from a decision of the Executive Committee the Committee may make such resolution as it may see fit to allow or disallow the appeal in whole or in part and may vary the decision of the Executive Committee.

27.6. Where a member has been suspended or expelled, his or her suspension or expulsion shall not affect the membership of any persons who may comprise a family membership.

27.7. Where a member is suspended, such member shall be deemed to be not a member during the period of his suspension until such time as their suspension is lifted.

28. Clearances and Transfers

All Clearances and Transfers will be dealt with under the current District club manual as determined by the Bylaws set out by the District Football Development Council.

29. Payment of Fees

Playing members shall pay their fees upon registering or on joining the club. Exemptions can be addressed on applications to the executive committee.

30. Dissolution

If, on the winding up of The Club, any property of the Club remains after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of that winding up, that property shall be distributed to;

- An incorporated association;
- A company limited by guarantee registered under the *Corporations Act 2001*;
- An organisation that holds a current licence under the *Charitable Collections Act 1946*;



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- An organisation that is a member or former member of the association and whose rules prevent the distribution of property to its members; or
- A non-distributing co-operative registered under the *Co-operatives Act 2009*.

31. Alterations to Constitution

To alter this Constitution, a majority vote of 75 percent of those members present at an Annual General Meeting or specially convened meeting for this purpose, is required. Such alteration cannot be made unless written notice of motion is lodged with the Secretary and written notification has been made available to all members at least twenty-one (21) days prior to the meeting.

32. Voting at Committee Meetings and AGM

The decision of any question to be decided at any The Club meeting shall be by show of hands, except whereupon a resolution carried by a majority of the members present, it is decided to submit the question to ballot.

33. Auditors

33.1. The Auditors shall examine and audit all the books and accounts of The Club as requested by the Executive committee.

34. Injured Players

The Club shall not at any time be responsible for any injury, loss of life or damages whatsoever to any member or sustained by any playing member of the Club during any official football function.

35. Total Games

Total games played by any registered player shall be in line with the Ruling Body and include:

35.1. Games played with other Junior Football Clubs. (Official confirmation is required).

35.2. A 2 game tally will be credited for completion of an Auskick season.

35.3. A 1 game tally will be credited for participation in a field day.

35.4. A medal or trophy will be presented to eligible players who reach the following milestones:

- 50 Games
- 100 Games
- 150 Games

36. Common Seal

The club has no common seal.

37. Custody of the Books and Securities

37.1. The books and any securities of the club must be kept in the secretary's custody or under the secretary's control.

37.2. The financial records and, as applicable, the financial statements or financial reports of the club must be kept in the treasurer's custody or under the treasurer's control.



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37.3. Clauses 37.1 and 37.2 have effect except as otherwise decided by the committee.

37.4. The books of the club must be retained for at least 7 years.

38. Inspection by members of the club's records and documents

38.1. Clause 38.2 applies to a member who wants to inspect —

- a. the register of members; or
- b. the record of the names and email addresses of committee members; or
- c. any other record or document of the association.

38.2. The member must contact the secretary to make the necessary arrangements for the inspection.

38.3. The inspection must be free of charge.

38.4. If the member wants to inspect a document that records the minutes of a committee meeting, the right to inspect that document is subject to any decision the committee has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members.

38.5. The member may make a copy of or take an extract from a record or document but does not have a right to remove the record or document for that purpose.

38.6. The member must not use or disclose information in a record or document referred to in clause 38.1. except for a purpose that is directly connected with the affairs of the club.