

HEATHCOTE WARATAH FOOTBALL CLUB INCORPORATED

MASTER RULES

1. *Amendment - '1. Grading' replaced with '1. Grading & Player Placement Policy' as adopted at SGM 12.12.05*

HWFC Grading and Player Placement Policy

a) Key Principles & Objectives

The object of the Heathcote Waratah Football Club (HWFC) is to foster and develop soccer in the Heathcote District, with a specific aim of promoting good citizenship and sportsmanship. This objective is considered above all else. With this in mind, the club will attempt to accommodate as many players as possible wishing to play soccer with the club.

It is a fundamental principle of the HWFC that individual players will be brought together into teams that are appropriate for each player's age and skill level. The HWFC Committee will appoint a Grading Committee to determine which is the most appropriate team for each player to play in rather than individual teams determining which players will play in their team.

b) Team Sizes

The minimum team size will be that number defined by the rules of the Sutherland Shire Football Association (SSFA) as the minimum necessary to field a team in an age group or division. The following number of players is deemed appropriate for each age group and defines the ideal minimum and maximum number of players that will be put into any team :

Under 6 & Under 7	7 to 9 players
Under 8	10 to 12 players
Under 9 to Under 18	13 to 16 players
All Age	13 to 16 players
Over 35 & Senior Ladies	15 to 18 players

Where there is more than one team in any particular age group, each team will be made up of the same number of players, where possible. If the total number of players in a particular age group makes it necessary to have one more player in one or more teams, the extra player(s) will be placed in the lower grade team(s). This provides more flexibility if players are required to play in a higher grade during the season (as higher grade players cannot play in a lower grade).

The Grading Committee can however exercise discretion to vary the maximum number where appropriate reasons exist for a higher number to be accepted into a team. Should a dispute arise that cannot be resolved by the Grading Committee then it shall be referred to the HWFC Executive Committee for a decision.

c) **Team Gradings**

Grading Day/s will be set at the discretion of the Grading Committee. Players in all age groups from Under 6 to Under 18 are required to attend the nominated grading day/s. Players not attending Grading Day/s shall be graded in a team at the Grading Committee's discretion. Players from Under 21 All Age, Over 35 and Senior Ladies teams will only be required to attend grading day/s where the teams have requested the Club to conduct grading. Requests to register "block teams" will NOT be permitted. Every player registering with HWFC will be assessed individually according to this HWFC Grading and Player Placement Policy.

On the grading day/s players will be split up into teams on the following basis:

i) ***Under 6 & Under 7***

Players will be placed in teams within their peer groups, friends or school colleagues within their age group. Some mixing of teams will occur so as to encourage a players social skills. Limited consideration only will be given to a player's skill level.

ii) ***Under 8 to Under 18***

Players will be graded on their individual abilities. For details of the Grading process see the Player Grading explanation below.

iii) ***Under 21, All Age, Over 35 and Senior Ladies***

As a general rule Under 21, AA, O35 and SL teams will not be graded on their individual abilities, unless requested by the Team/s. Where grading will be required it will follow the basis documented in Under 8 to Under 18 above.

Generally, players that played in the previous year with a HWFC will be placed in the same team. However, the final team selection and team grading will be determined by the Grading Committee. Should a dispute arise that cannot be resolved by the Grading Committee then it shall be referred to the HWFC Executive Committee for a decision.

The Junior Registrar will coordinate this process for Under 21 teams and Senior Registrar will co-ordinate this process for all others. All enquiries from players seeking to join HWFC must be referred to the respective Junior and Senior Registrars. This is to ensure that all registered players are placed into a team. Players or teams in these age groups may approach the Junior / Senior Registrar to change teams/players from the previous year. The Registrar will then seek guidance from the Grading Committee on whether the requested changes will be sanctioned. Should the Grading Committee not be able to resolve the issues the request is to be referred to the Executive Committee.

The matters that will be considered in determining which teams players will be placed in are:
the division of the team and the abilities of the relevant player(s)
the team that the relevant player(s) were in last year
the team that the relevant player(s) request to be placed in

d) **Player Grading**

Grading Committee – will be appointed by the HWFC Committee. The Grading Committee will be made up of at least three people, of which one will be designated as the Grading Coordinator, who will grade players in each age group. The Grading Coordinator, where possible should be someone independent of all Junior teams in the Club. The Grading Coordinator, and Grading Committee members must hold current recognised coaching qualifications, or where this is not possible be a player or coach of longstanding experience.

The members of the Grading Committee will be independent of the side being graded, where possible. This may mean that some members stand down from the grading process for an individual team where they have an involvement with that side. The Grading Committee will grade players on their performance at grading day(s) and they will review the assessments of the previous Coach and Manager of the players being graded. Where the grading committee deems two or more players to be of equal ability and it is necessary to split these players between teams, preference will be given on the following basis:

- Firstly players attending grading days and
- Secondly, players who played in the higher grade in the previous year.
- Thirdly, the Player Assessment Sheets submitted by the previous Coach

Player Assessment Sheet – at the conclusion of each season the Grading Committee will forward to the Coach and Manager of each side a Player Assessment Sheet. This sheet enables the Coach and Manager (separately) to provide feedback on each players skill levels and attitude, which will be used to assist the Grading Committee the following year.

Grading Process – The Grading Committee will utilise the Player Assessment Sheets provided by the previous years coach to assist in the grading process. The assessment sheets should be reviewed and discussed by the Grading Committee members prior to the first grading session. Grading will also include a skills based session and a simulated game situation. At the conclusion of the grading process teams will be formed by the Grading Committee. Players will be advised by the nominated coach/manager of the team they are selected in.

Appeal - Any appeal against the grading of a player is to be referred firstly to the Grading Committee. If unable to be resolved, the appeal is to be referred in writing to the Executive Committee. Any decision of the Executive Committee is final.

e) **Players wishing to play in a lower grade**

Players may request to play in a grade lower than the grade determined by the Grading Committee. This request should be made to the Grading Committee prior to the first grading session. Any request will be assessed at the discretion of the Grading Committee.

Should a dispute arise that cannot be resolved by the Grading Committee then it shall be referred to the HWFC Executive Committee for a decision.

f) **Players wishing to play in higher age groups**

Players wishing to play in an age group that is above their proper age group will only be permitted to do so if:

- they notify the club on their registration form that they wish to play in an older age group, or
- they have the necessary skills and physical attributes, or
- they have the agreement of their parents and the Coach of the higher age side, or
- they played in the higher side the previous year, or
- it assists the club in forming teams with an appropriate number of players in each age group, without exceeding the targeted number of players (as set out above)..

If the club requires players to play in a higher age group, volunteers will be sought. If there are too many volunteers, preference will be given firstly, to players who have previously played in the higher age group, secondly, based on an individual player's skill level, physical appropriateness and year at school.

g) **Late Registrations**

Registrations submitted after the last advertised registration day, will only be accepted if it does not cause the number of players registered in that age group to exceed the targeted number of players (as set out above). Where late registrations are received after the last grading day the player will be placed in a team at the discretion of the Grading Committee.

h) **Too many players in one age group**

If the number of players that are registered in any particular age group causes a team size to exceed the targeted number of players for that age group a request will be made for volunteers to play in a higher age group. Where numbers continue to exceed the targeted team size one team will be formed in the age group based on the best graded players from the grading day/s. All efforts will then be made to move players up to the age group above or up from the age group below so that all team sizes fall within the targeted team sizes. Players who move to a new age group will attend grading day/s and be graded in the new age group.

Where it is still not possible to create teams for that age group within the targeted team size, registrations will be declined in the following order:

- Firstly: Registrations received after the last advertised registration date, then
- Secondly: Players with registration fees that have not been paid by final grading day (and at the discretion of the Executive Committee in the event of financial hardship), then
- Thirdly: Based on the number of successive years that each player has played with the HWFC. Players who have played with the club the shortest time will have their registration declined first, then

Should there continue to be too many players, the decision on whose registration will be declined will be made by the Executive Committee

i) Insufficient players in one age group

Where there are insufficient player numbers within an age group to make up a team or teams with the appropriate number of players (as set out above under "Team Sizes"), the club will make every effort to attract surplus players from neighbouring clubs so team numbers will be sufficient for players to play within their age group. Failing this, players will be offered the opportunity to play in a team in the age group above that which they should play, so long as the numbers do not go over the Club team number policy. However, if this is not possible all fees paid will be refunded prior to the first game of the season.

j) Team Grading

Following the completion of the grading day/s the Grading Committee and Junior and Senior Registrars shall discuss the appropriate grade for each selected team, for submission to the SSFA.

k) Disputes

Where a dispute arises that cannot be resolved by the Grading Committee it shall be referred to the HWFC Executive Committee for decision. The decision of the HWFC Executive Committee in these instances shall be final.

2. SOCIAL GAMES.

Any team wishing to play in games other than the SSFA competition games must obtain the approval of the Management Committee.

3. SUBSTITUTES.

- a) Except in extreme circumstances, any player who plays a game or games in a team higher than their age group must first obtain the consent of their coach. Players younger than sixteen (16) years of age must also have their parents consent.
- b) Coaches must ensure that substitution of players is done in accordance with the rules of this Club and in particular with the rules of the SSFA Association.

4. UNIFORMS AND EQUIPMENT.

- a) The Club playing strip shall be that registered with and approved by the SSFA.

- b) All teams will be issued with:-
- 1) A set of Club shirts, including the goalkeepers shirt.
 - 2) One (1) match ball and at least two (2) training balls.
 - 3) **DELETED 27/1/98**
 - 4) Knee guards and gloves for goalkeepers when requested.
- c) A hire fee as determined each year by the Management Committee, will be charged for the use of Club shirts.

5. TROPHIES AND AWARDS.

a) JACKETS

- 1) A Club jacket complete with Premiership pocket will be presented to players of a team winning the Premiership. Subsequent wins over the next two (2) years will entitle the player to further Premiership embroidery only. Players will not be eligible for a Club jacket until the third (3rd) year.
- 2) Players of teams winning the Minor Premiership only will be presented with a Club pocket. INSERT AS POINT 2 a) THE FOLLOWING. *“ That if a team wins the premiership the Club will pay fifty percent (50%) of the cost of the Club jacket and the parent/player will pay fifty percent (50%) of the cost of the jacket. If a jacket is not required a Club pocket will be supplied plus a trophy.” GM 28/5/96.*
- 3) Players must have played two thirds of the competition games to be eligible for Club jackets and/or pockets. Players who, because of injury sustained during training or competition games, and have not played the required number of games may be considered eligible.
- 4) Non-playing Coaches and Managers of the team shall be regarded as “players” for the purpose of Rule Five (5) Section a).

b) PLAYERS TROPHIES

Trophies where appropriate will be awarded to all registered players. Trophies will be inscribed with the players name, team and year of competition.

c) CLUB AWARDS

Three (3) Club awards will be made to each team. These awards will take the form of additional, appropriate inscriptions on the Players Trophy and will be known as (*amendment replaced Two (2) with Three (3) - 9/4/07*):-

1) **Player of the Year Award**

“In the event of a tie, the following shall apply.”

Player with points in most games, if still a tie, Player with the most 3's, if still a tie, Player with the most 2's, if still a tie, Player with the least games played.

2) **Most Improved Player Award**

“A Players Player Award “is to supersede Most Improved Award for U18 teams and above. To be determined by the players at the conclusion of the final competition round. Nominations to be on the official Club notification forms. *Amendment 27/1/98*

(Deleted 4/9/07)

DEFINITION - PLAYER OF THE YEAR

At the completion of each game, a maximum of six (6) points shall be awarded to the players of each team. The points may be awarded in any of the following ways:-

1 at 3 and 1 at 2 and 1 at 1 or 1 at 3 and 3 at 1 or 2 at 3 or
3 at 2 or 2 at 2 and 2 at 1 or 1 at 2 and 4 at 1 or 6 at 1

A total in each case of six (6) points. Note that the maximum to any one player is three (3) points.

Each week, these points are to be recorded in the appropriate column on the Club Match Card opposite the players name. COACHES AND MANAGERS MUST NOT KEEP A RECORD OF THE POINTS.

The player gaining the most points during the playing season will be eligible for this award.

DEFINITION - MOST IMPROVED PLAYER AWARD

The player who, in the agreed opinion of the Coach and Manager of the team has shown the most improvement in willingness, sportsmanship, teamwork and playing ability during the season, will be eligible for this award.

At the request of either the Coach or Manager, the Management Committee will adjudicate on any dispute and this decision will be final.

DEFINITION - PLAYERS PLAYER AWARD

For under eighteen (U18) and above teams the Most Improved Award will become the Players Player Award to be determined by the players of that team at the conclusion of the final competition round. Nominations are to be on the official Club Notification Form.

d) **DELETED 1989.**

e) **PERPETUAL TROPHIES**

Club Champion Trophy (Arthur Haddon)

Will be awarded to the team that finishes the season with the most competition points. In the event of a tie, the team with the best goal average shall be awarded the trophy (not applicable to nursery teams).

Most Outstanding Team Trophy (Len Walsh)

Will be awarded to the team that wins the most Association Awards.

Most Improved Team Trophy (Keith Rogers)

Will be awarded to the team that has the best ratio of points between the first round and the second round, as per the Association rules. Goal average will be used to separate tied teams (not applicable to nursery teams).

Nursery Champion Trophy (Joe Greenwell)

Will be awarded to the nursery team gaining the most points during a season. Goal average will be used to separate tied teams.

The Richards Memorial Trophy (Neil, Glen and Craig Richards)

Will be awarded to the Junior Team that finishes with the best goal difference. In the event of a tie, the team scoring the most goals, and if still tied, the team playing in the highest grade will be awarded the trophy.

The Robert Tickner Trophy

An encouragement Award, to be awarded to one player in the Nursery Division. One player from each team nominated by the Coach (s) and Manager(s) and selected by the Management Committee.

Jim Taplin Memorial Trophy

An encouragement Award, to be awarded to one player in the Junior Division. One player from each team nominated by the Coach (s) and Manager(s) and selected by the Management Committee.

Joe Greenwell Memorial Trophy

Will be awarded to the Under 21 Division player gaining the most Player of the Year points during the season.

Most Improved Amateur League Player (Davis Family)

Will be awarded to the Amateur League Player, as selected by the Management Committee.

The Cec and Robin Partland Trophy

To be awarded to the Premier League (or equivalent grade) player considered by the Coach (s) and Manager (s) and selected by the Management Committee.

Kelvin Smith Memorial Trophy

To be awarded to the Amateur League or Premier League player receiving the most Player of the Year points.

Chris Roger's Elder Statesperson Award

To be awarded to the eldest registered player in the club, who has played more than 50% of the current season. This trophy can only be won once by any individual. **MM 25/9/2001**

Robert Tickner Senior Coach Trophy

Will be awarded to the Coach of the Senior Team (Sunday) that finishes the season with the most competition points. In the event of more than one (1) finishing the season on the same points, the following procedure shall determine one (1) winner:-

- a) The team with the most wins.
- b) The team with the least number of losses.
- c) The team with the largest number of consecutive wins.

Kathie Gay Junior Coach Trophy

Will be awarded to the Coach of the Junior Team (Saturday) that finishes the season with the most Competition Points. In the event of more than one (1) team finishing the season on the same points, the following shall determine one (1) winner:

- a) The team with the most wins.
- b) The team with the least number of losses.
- c) The team with the largest number of consecutive wins.

Dave Markey Memorial Trophy

To be awarded to the Club-Person of the Year. Nominations to be called from club members. All nominations to be considered by the Committee for merit and those nominations considered suitable to be passed on to the Markey family to select a recipient. **MM 24/6/02**

f) SERVICE AWARDS

Subject to the discretion of the Management Committee, an appropriate award will be made to each Club Member (player or non-player) on the completion of ten (10) years continuous service to the Club and every five (5) additional years' continuous service to the Club.

Amended 4/9/07

In regard to female club players a seven (7) year club service award will apply at the discretion of the Management Committee. *Amended 21/3/00*

Where a Player, who has signed to play with the Club, is unable to play by virtue of the fact that there is no age appropriate team for them to play with, their Continuity or Service shall be suspended pending a return to the Club at the first opportunity that an age appropriate team is available in future years. On such return, their service shall be deemed to recommence as if unbroken. The time spent playing with the alternate Club shall not be included in their years of service.

Representative Players - where a player is selected to play in a representative team their continuity of service shall continue, provided they return to play with the Club at the first opportunity should they cease playing representative football. Their time spent playing representative football shall be included in their years of service.

Nb: The Player must remain a Financial Member of the Club during their non playing period.
Added 10/4/06

g) TWENTY YEAR PLAYER AWARD

Subject to the discretion of the Management Committee, an appropriate award will be made to each player who registers and plays with the Club for twenty (20) consecutive years.

Such an award will be known as the "Twenty Year Player Award." and will be of a design approved by the Management Committee.

NOMINATION FOR ALL AWARDS

Nomination for all awards detailed in Rule Five (5) shall be received by the Management Committee whose decision on:-

- a) Whether any or all awards shall be made or
- b) Whether a team or member shall receive an award will be final and no protest be accepted.

6. ELIGIBILITY TO PLAY.

- a) A player not playing or training with a team for two (2) consecutive weeks without good reason, subject to the Management Committee's discretion, shall be declared ineligible to play.
- b) To be eligible to play registration fees are to be paid in full by the time that the Registration file is submitted to the Association.

The only exceptions shall be :

- at the agreement of the Registrar and Treasurer, payment may be extended to be made, in full, prior to the first Competition game
- in the event of financial hardship, at the agreement of the Registrar and Treasurer extended payment terms may be provided to allow payment throughout the season. In such circumstances a payment plan should be documented. Full payment must be received by the final round of normal competition. *Amended (Replaced b) as adopted at MM 26/3/07)*

c) For U6 to U16 Teams inclusive:-

If any player is stood down for two full (2) consecutive games, it is considered that a dispute exists. At the request of the Player or Player's Parent (s), (if a Financial Member of the Club), the Coach, the Manager or the Management Committee all parties will meet before the Club's Tribunal Sub-committee for adjudication. *Amendment 27/1/98 (word full inserted)*

7. **COACHES AND MANAGERS.**

a) Nominations will be accepted before the start of each playing season.

If insufficient Coaches or Managers are nominated by this day, further nominations will be called for by the Management Committee.

b) Coaches will be appointed according to experience and/or ability. The appointment of Coaches and Managers will be made by the Management Committee.

c) Any query or dispute concerning the selection or grading of Coaches or Managers will be handled by the "Tribunal Sub-committee."

d) **DELETED 1989.**

e) The conduct of the Coaches and Managers is to be of an exemplary nature with regards to actions and speech. It is expected that the conduct and behaviour of Coaches and Managers will set an example to players and promote a friendly and social atmosphere with other Clubs.

f) Any Coach or Manager successfully completing a Coaching Course approved by the Club, shall have their fees reimbursed on application to the Management Committee.

g) The following notes are included in the Rules as a guide for Coaches and Managers. Whilst these responsibilities are shown separately, it is expected that the Coach and Manager will work in harmony and be prepared to assist one another when required.

h) Teams will have a minimum of one (1) coach and one (1) manager who must be recognised by the club. It is recommended that it should not be the same person, where possible. Where more than one (1) Coach and/or Manager is appointed one person is to be nominated as the main contact point for the Club. In cases where a Coach or Manager can not be found the team is not to be permitted to take the field as players and all games forfeited until the positions are filled. *Amended 4/9/07*

- i) All coaches and managers must be financial members of the club. *Added 19/4/2004*

MANAGER to ensure that:-

- i) Players are advised of the time and place of the game and the pick-up point (if required).
- ii) The team is safely conveyed to and from the game.
- iii) Players equipment, particularly boot studs, Club shirts and match ball are in good order.
- iv) All players of the Team are under control and that their conduct is of the highest standard.
- v) Club Match Cards and oranges are collected before the game from the place nominated by the Management Committee.
- vi) All monies due to the Club are collected.
- vii) All injuries are reported to the Club Secretary within twenty four (24) hours of occurrence.
- viii) No player uses Club Equipment other than during a game or training or as directed.
- ix) Club shirts are issued at the start of the game, collected at the end and washed. This may be done using a roster system of parents or as the Manager may decide.

COACH to ensure that:-

- i) Coaching and training is carried out where possible to meet the team's requirements.
- ii) The team is under control during these training sessions, and that no training is carried out on any area allocated to another sport. In addition the Coach must ensure that no training is carried out on any Council Ground while that ground is closed.
- iii) The responsibility for the positioning of players in a team rests solely with the Coach. This rule is subject to Club Policy from time to time as advised.
- iv) The Association Match Cards at the playing fields are to be filled out correctly.
- v) The Club Match Card is filled in correctly and returned with all money due to the Club to the nominated place within the twenty four (24) hours following the match.
- vi) Up to and including U16 teams, that every player in the team plays an equal number of games. In Semi-finals, Final and Grand Finals the Coach will field the strongest available. (See also Rule 3 – Substitutes and Rule 5 – Eligibility to play).

8. GROUND CONTROL.

A roster will be prepared by the Management Committee, of teams to perform Ground Control duties as set down in the SSFA. Where possible, the Committee will roster Nursery Teams to perform their Ground Control duties in combination with another team.

As well as arranging to staff and manage the kiosk on that day, each team rostered for Ground Control will also be responsible for:-

- a) On the evening prior to the game, collect the change from the kiosk from the nominated location.
- b) Mark out all grounds in plenty of time for the first game of the day, ensuring that the nets are affixed properly to each goalpost and that the ropes are erected around the field to keep spectators at least one (1) metre from the sideline and ten (10) metres from behind the goals.

Corner flags must be placed at each corner of the fields and half-way flags to be placed one (1) metre from the sidelines.

- c) Arrange for at least *three (3)* persons to be on duty and wearing the official “Ground Control” vests at all times during the day. ***Amendment 27/1/98.***
- d) No persons to be permitted to barrack for any team from any position close to and behind either goal line.
- e) Ensure that each team fills out the Association Match Card in accordance with the SSFA Rules.
- f) Appoint referees to games if no official referee arrives prior to ten (10) minutes before the scheduled start of the game. Record the name of such “Ground Appointed” referees on the form provided to enable payment to be made. In such cases the Ground Controller must enter “Ground Appointed” in the appropriate place on the Association Match Card.
- g) Telephone the results of all matches played at the ground to the SSFA at the appointed time (the results must be advised to the Association in ascending order of age group).
- h) Arrange to deliver the Association Match Cards to the SSFA at the appointed time.
- i) At the completion of the day’s games return all ground equipment to the store. Ensure that the area is clean and that all garbage cans are returned to the compound.
- j) Ensure that the kiosk, changing rooms and toilets are locked *and cleaned.* ***Amendment 27/1/98***
- k) Return the Ground Control Keys and all money collected during the day to the place nominated by the Management committee.

9. MEETINGS.

- a) **DELETED 27/1/98.**
Amendment 27/1/98 (9a)I inserted to replace (9a)
(9a) i) Monthly Management Meetings of the Club will be held eleven times a year, each month except December. Notification of these meetings will be by way of notice in the weekly newsletter distributed to players and members”
- b) The minutes of any Club Sub-committee shall be lodged with the Club Secretary seven (7) days prior to any Management Meeting of the Club.
Amendment 27/1/98
- c) Right to speak:-
 - i) Except by leave of the meeting, only financial members have the right to speak at meetings.
 - ii) No member shall speak twice to the same motion, except with the permission of the Chairperson, provided that any member having previously spoken on the original motion shall

be entitled to speak once on each amendment and the mover of the original question shall have the right of final reply, and by speaking close the debate.

iii) No member shall speak upon any motion or amendment for a period longer than five (5) minutes without leave of the meeting.

iv) Any dispute regarding meeting procedure will be settled by the Chairperson.

10. VOTING.

Only Financial and Life Members shall be entitled to vote, move or second motions.

11. REPORTS.

Reports of all Sub-committees and Delegates shall be submitted to the Management Committee in writing.

12. FINANCE.

- a) All funds and accounts of the Club shall be operated on the signatures of any two (2) of the seven (7) members of the Executive Committee, at least one of whom shall be Treasurer, Secretary or President.
- b) All financial matters will be brought before the Finance Committee before being presented to the Management Committee or the members at a General Meeting of the Club.
- c) ***DELETED 27/1/98.***
- d) A petty cash advance of an amount to be determined from time to time, by the Management Committee, will be made to the Secretary to cover small amounts. A petty cash book is to be used to record expenditure.
- e) ***DELETED 27/1/98.***
- f) Honoraries – On the agreement of the General Committee the Club may provide reimbursement of an agreed reasonable sum for duties performed on behalf of the Club. For this clause, agreement is to be 90%.

13. INJURED PLAYERS. (DELETED 27/1/98)

14. DUTIES OF OFFICE BEARERS.

a) REGISTRAR

The Registrar, who shall be a member of the Management committee, shall:-

- i) Record all registrations of the Club and comply with the current regulations of the SSFA.
- ii) Collect all monies in connection with the registration and membership, and without due delay, hand such monies to the Club Treasurer for banking.
- iii) Compile and maintain a register of players and financial members including recipients of the “service award” and “twenty year player award”.
- iv) **DELETED 1989.**
- v) Ensure that each member completes a Club Registration and/or Membership Form.
- vi) **DELETED 27/1/98.**
- vii) Report to the Management Committee and should include any irregularities with regard to registrations. *Amendment 27/1/98.*

b) ASSISTANT SECRETARY

A member of the Management Committee will be delegated to act as Assistant Secretary when such a position becomes necessary. The duties of the Assistant Secretary will include the recording and writing up of proceedings at all meetings of the Club, and to assist the Secretary in every way.

c) PUBLICITY OFFICER

The Publicity Officer, where possible shall be a member of the Management Committee, and shall be responsible for:-

Publicising all functions of the Club.

- ii) **DELETED 27/1/98.**
- iii) Publishing and distributing the weekly news sheet which shall include:-
 - a) Winners of all raffles etc.
 - b) Team report and results.
 - c) Meeting times and venues.
 - d) Any other items deemed necessary by the Management Committee.

d) POINT SCORE RECORDER

The Point Score Recorder shall be responsible for compiling and maintaining:-

- i) A record of all points awarded for trophies.

- ii) A record of Club results of individual teams and obtain a copy of the Association Result Sheet for checking. Any anomalies will be reported to the Management Committee.
- iii) Report to the Management Committee on players that have played three (3) games in higher graded teams than their listed team.

e) **EQUIPMENT OFFICER**

The Equipment Officer shall keep a record of all Club property and bring to the notice of the Management Committee, the necessity for any replacements or repairs of any such property. He shall obtain a signature from a responsible person for any Club property and/or equipment issued. At the conclusion of each playing season, the Equipment Officer will present a written report to the Management Committee on the condition of the Club's equipment.

f) **COUNCIL DELEGATES**

Two (2) members of the Management Committee, as well as the President and the Secretary shall be appointed as Association Delegates. The Club will pay membership fees for these Delegates who will become members of the SSFA.

Amendment 27/1/98

The Council Delegates are responsible for attending all Council Meetings held by the SSFA and shall introduce matters at the Association Meeting in accordance with the notices of motion or letters from the Club. They shall have the power to speak on behalf of the Club as directed by the Management Committee and shall report the proceedings of all Association Council Meetings to the Management Committee.

g) **527 DELEGATES**

Two (2) members of the Management Committee shall be appointed as 527 Delegates. They will represent the Club at all meetings of the 527 Management Committee, and shall have the power to speak on behalf of the Club at such meetings. They shall report the proceedings of all 527 Committee Meetings to the Management Committee of the Club.

15. SSFA RULES.

For the purpose of Rule Five (5) Nursery, Junior, Amateur League and Premier League shall be determined by the SSFA Rules.

16. ALTERATIONS TO RULES.

Any alterations to these rules must be submitted in writing at a Monthly General Meeting of the Club, as a Notice of Motion and will be accepted or rejected on a vote of those members of the Club who are present and are eligible to vote. *Amended 4/9/07.*

17. DISTRIBUTION OF RULES.

The Rules of the Club, shall be printed in full and be available, upon request to all Members of the Club. *Amendment 27/1/98*

18. LIFE MEMBERSHIP. – DELETED 19/4/2004

19. TEAMS.

- a) There should be a support group consisting of one (1) person (being a parent or player) from each team fielded by Heathcote Waratah Football Club. It is also proposed that said person (or nominated substitute) should attend every committee meeting held during the soccer season. This will allow the club to function more efficiently, to the benefit of everybody concerned.
Carried AGM 1996.
- b) Records of attendance of each member of this support group should be recorded in the minutes of the meeting and all teams not represented noted and reported to the club members via the club newsletter. *Added 19/4/2004*

Sutherland Shire Junior Football Association and SSJSFA amended throughout Master Rules to read Sutherland Shire Football Association and SSFA (4/9/07)