

**RULES OF THE
THIRROUL JUNIOR
FOOTBALL
CLUB INCORPORATED**

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VERSION CONTROL SHEET

Document Version	Section Changed	Description of Addition, Alteration or Deletion	Date of Annual or Special General Meeting
0.1		First draft Thirroul Junior Football Club Incorporated	For review only
1.0	Spelling corrections only	Thirroul Junior Football Club Incorporated	2 December 2007
1.1	Section VII & VIII, Appendix 2	Addition of new Section VII – Codes of Conduct, move of old Section VII – Miscellaneous, to Section VIII. Addition of Appendix 2 – Codes of Conduct; Club Participation Form; Senior Code of Conduct. Addition of Section 16.6 – Committee members to agree to Senior Code of Conduct	For review only
1.2	Interpretation, Section III	Addition of new definition – Associate Member Addition or amendment of Rules 3.2, 3.4, 3.5, 3.6, 5.1, and 6.1d	For review only
2.0	As listed in Versions 1.1 and 1.2	As listed in Versions 1.1 and 1.2	29 November 2009

PART 1 - PRELIMINARY.

1. Interpretation.

- 1.1. In these rules, except in so far as the context or subject matter otherwise indicates or requires;
- "Football"** means the sport also known as soccer as administered by the Football Federation of Australia (FFA)
- "ordinary member"** means any person over the age of eighteen (18) years who has been admitted to the Club in accordance with these rules
- "associate member"** means any person who has not attained age of eighteen (18), or any person who is currently registered to play football for the Club or appointed by the club to coach, manage or otherwise provide support for any club team
- "life member"** means those persons who have been admitted life membership of the Club in accordance with these rules
- "club"** means the Thirroul Junior Football Club Inc.
- "committee"** means the governing body of the Club
- "secretary"** means -
- (a) the person holding office under these rules as secretary of the Club; or
- (b) where no such person holds that office - the public officer of the Club;
- "public officer"** means the person who is for the time the public officer of the association under this Act.
- "special general meeting"** means a general meeting of Club other than an annual general meeting or regular meeting;
- "regular general meeting"** means such regular general meeting of the club not being a special general meeting or annual general meeting.
- "the Act"** means the Association Incorporation Act, 1984
- "the Regulation"** means the Association Incorporation Regulation, 1985.
- 1.2. In these rules -
- (a) a reference to a function includes a reference to a power, authority and duty; and
- (b) a reference to the exercise of a function includes, where a function is a duty, a reference to the performance of the duty.
- 1.3. The provisions of the Interpretation Act, 1987, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

PART II - STATEMENT OF OBJECTS

2. Objectives

- 2.1. The statement of objects of the Incorporated body are;
- (a) To promote and foster the sport of football.
- (b) To foster friendly relations among the officials and players of football by encouraging participation at all levels;
- (c) To prevent racial, religious or political discrimination or distinction among football players, officials and supporters;
- (d) To secure and maintain affiliation with other bodies having a common interest in football;
- (e) To co-operate with other bodies, including other member associations:
- i. in the promotion and development of football competitions at all levels; and
- ii. otherwise, in relation to football, promotion of the Statutes and Regulations and the Laws of the Game
- (f) Any other object which, in the opinion of the committee of the Club, is in the best interests of football.

PART III - MEMBERSHIP

3. Membership qualifications.

- 3.1. A person is qualified to be an ordinary member of the Club if, but only if -
- (a) the person is a person referred to in section 15 (1) (a), (b) or (c) of the Act and has not ceased to be a member of the Club at any time after incorporation of the Club under the Act; or
 - (b) the person is a natural person who has attained the age of eighteen (18) years and -
 - (i) has been nominated for membership of the Club as provided by rule 4; and
 - (ii) has been approved for membership of the Club by the committee of the Club.
- 3.2. A person is qualified to be an associate member of the Club if but only if -
- (a) the person is a natural person who has not attained the age of eighteen (18) years and is currently registered to play Football for the Club or is appointed as a coach, manager or in any other team support role by the Club; or
 - (b) the person is a natural person who is currently registered to play Football for the Club or is appointed as a coach, manager or in any other team support role by the Club or members of the committee of the Club.
- 3.3. A life member shall be any member who shall be elected as such by a two-thirds majority of those present at any general meeting of the club and shall hereafter be entitled to all privileges (including entitlement to vote and take part in the management of the club) as an ordinary member of the club without paying the annual subscription or any special payment for such Life Membership. Provided that no member shall be elected a Life member unless he has been a member for a continuous period of not less than five years and has rendered exceptional service to the Club. Not more than two (2) Life members shall be elected in any one financial year. Each nomination being put to a separate vote, must attain a two-thirds majority to be elected. Nominations for Life Membership with proposers and seconders remarks will only be accepted up to 42 days before the Annual General Meeting. In the event of there being more than two nominations for Life membership the committee will select the two (2) to be proposed for election by the members at the Annual General Meeting.
- 3.4. All players, coaches and managers registered with or appointed by the Club or members of the committee of the Club shall by virtue of such registration or appointment, be associate members of the Club, unless they have applied for and been granted normal membership or been elected to life membership of the Club.
- 3.5. An associate member may at any time apply for ordinary membership in accordance with the provisions of Section 4 of these rules.
- 3.6. No associate member shall be entitled to nominate any person for membership, stand for or be elected for any position on the committee of the club or nominate any other person to stand for the committee of the club or to vote in any election or any ballot of the election of members of the committee of the club or to vote at any meeting of the club.

4. Nomination for membership.

- 4.1. A nomination of a person for membership of the Club -

- (a) shall be made by a member of the Club in writing in the form set out in Appendix 1 to these rules; and
 - (b) shall be lodged with the secretary of the Club.
- 4.2. As soon as practicable after receiving a nomination for membership, the secretary shall refer the nomination to the committee which shall determine whether to approve or to reject the nomination.
- 4.3. Where the committee determines to approve a nomination for membership, the secretary shall, as soon as practicable after that determination, notify the nominee of that approval and request the nominee to pay within the period of 28 days after receipt by the nominee of the notification the sum payable under these rules by a member as entrance fee and annual subscription.
- 4.4. The secretary shall, on payment by the nominee of the amounts referred to in Clause 4.3 within the period referred to in that clause, enter the nominee's name in the register of members and, upon the name being so entered, the nominee becomes a member of the Club.

5. Continuation of Membership

- 5.1. Any person accepted for ordinary membership of the Club shall be entitled to remain a member of the Club, without the need for subsequent re-nomination, provided;
 - (a) Payment of the annual membership fee, as defined in Section 10, is made by the 31st of October each calendar year.
 - (b) The member has not ceased to be a member under the provisions of Rule 6.

6. Cessation of membership.

- 6.1. A person ceases to be a member of the Club if the person -
 - (a) dies;
 - (b) resigns that membership; or
 - (c) is expelled from the Club; or
 - (d) in the case of an associate member;
 - (i) ceases to be a registered player, coach or manager for the Club.
 - (ii) Applies for and is granted ordinary membership of the Club
 - (e) fails to pay the annual membership fee to the Club within one month from the date upon which that fee becomes payable in accordance with these rules.

7. Membership entitlements not transferable.

- 7.1. A right, privilege or obligation which a person has by reason of being an ordinary member of the Club;
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon cessation of the person's membership.

8. Resignation of membership.

- 8.1. An ordinary member of the Club is not entitled to resign that membership except in accordance with this rule.
- 8.2. An ordinary member of the Club who has paid all amounts payable by the ordinary member to the Club in respect of the ordinary member's membership may resign-from membership of the Club by first giving notice (being not less than 1 month or not less than such other

period as the committee may determine) in writing to the secretary of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be an ordinary member.

- 8.3. Where an ordinary member of the Club ceases to be a member pursuant to clause 8.2, and in every other case where an ordinary member ceases to hold membership, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be an ordinary member.

9. Register of members.

- 9.1. The public officer of the Club shall establish and maintain a register of members of the Club specifying the name and address of each person who is a member of the Club together with the date on which the person became a member.
- 9.2. The register of members shall be kept at the principal place of administration of the Club and shall be open for inspection, free of charge, by any member of the Club at any reasonable hour.

10. Fees, subscriptions, etc.

- 10.1. An ordinary member of the Club shall, upon admission to membership, pay to the Club a joining fee of \$1.00 or, where some other amount is determined by the committee, of that other amount.
- 10.2. No joining fee or annual membership fee shall be payable by a junior member. Provided however that the committee of the club may charge any junior a playing fee which shall be determined from time to time by the Committee.
- 10.3. In addition to any amount payable by the member under Clause 10.1 an ordinary member of the club shall pay to the club an annual subscription fee of \$5.00 or where some other amount is determined by the committee, of that amount:
- (a) except as provided by paragraph (b), before the 31st October in each calendar year; or
 - (b) where the member becomes a member of the club on or after the 1st April 1987, upon becoming a member and thereafter before the 31st October in each succeeding calendar year.

11. Members' liabilities.

- 11.1. The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required by rule 10.

12. Disciplining of members.

- 12.1. If any member shall wilfully refuse or neglect to comply with the provisions of the Rules of the Club or shall be guilty of any conduct of which in the opinion of the Committee is unbecoming of a member or prejudicial to the interest of the Club the Committee shall have power to reprimand and fine and suspend and expel such member from the Club. Provided that at least six (6) days before the meeting of the Committee at which a resolution to reprimand and/or fine and/or suspend and/or expel such member or any combination thereof

is put the member shall have had notice in writing of such meeting and of what is alleged against him and that he shall at such meeting and before the passing of such resolution have had an opportunity of giving orally or in writing any explanation or defence he may think fit and provided further that no member shall be expelled from the Club unless the resolution for his expulsion is passed by a majority of two-thirds of those Committee Members present and voting.

13. *Right of appeal of disciplined member.*

- 13.1. A member may appeal to the Club in general meeting against a resolution of the committee which is passed under rule 12.1, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- 13.2. Upon receipt of a notice from a member under clause 13.1, the secretary shall notify the committee which shall convene a general meeting of the Club to be held within 21 days after the date on which the secretary received the notice.
- 13.3. At a general meeting of the Club convened under clause 13.2 -
- (a) no business other than the question of the appeal shall be transacted;
 - (b) the committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - (c) the members present shall vote on the question of whether the resolution should be confirmed, revoked or varied.
 - (d) Voting shall be conducted on a show of hands unless the meeting resolves by ordinary majority to conduct a secret ballot.

PART IV - THE COMMITTEE.

14. *Powers, etc., of the committee.*

- 14.1. The committee shall be called the Management Committee of the Club and, subject to the Act, the Regulation and these rules and to any resolution passed by the Club in general meeting -
- (a) shall control and manage the affairs of the Club;
 - (b) may exercise all such functions as may be exercised by the Club other than those functions that are required by these rules to be exercised by a general meeting of members of the Club; and
 - (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Club.
 - (d) may from time to time make, alter or repeal all such by-laws as it may deem necessary or expedient for the proper conduct and management of the club, subject to the acceptance of such new, altered or repealed by-laws by an Annual General Meeting or Special General meeting of the Club.

15. *Constitution and membership.*

- 15.1. Subject in the case of the first members of the committee to section 21 of the Act, the committee shall consist of:
- (a) President
 - (b) Secretary
 - (c) Treasurer
 - (d) Senior Vice President
 - (e) Junior Vice President

- (f) Assistant Secretary
 - (g) Executive Member
 - (h) Executive Member
 - (i) Publicity Officer
 - (j) Registrar
 - (k) District Delegate
 - (l) Canteen Co-ordinator
 - (m) One only Senior Men's Player representative
 - (n) One only Senior Women's Player representative
 - (o) Additional General Committee members as determined necessary from time to time by the committee
- 15.2. Each member of the committee shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- 15.3. In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Club to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

16. Election of Committee.

- 16.1. Nominations of candidates for election as members of the committee shall be made at the time nominations are called for during the course of the annual general meeting provided such nomination is moved by two members of the association and the candidate either orally if he be in attendance at the meeting or in writing if he not be in attendance at the meeting indicates his consent to nomination.
- 16.2. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 16.3. If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- 16.4. The ballot for the election of office-bearers and ordinary members of the committee shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- 16.5. If insufficient nominations are received the persons nominated shall be deemed to be elected and any vacant positions remaining on the committee shall be deemed to be casual vacancies.
- 16.6. Upon election all members of the committee shall be required to read and agree to the Senior Code of Conduct. Agreement shall be signified by the signing of the declaration at the end of the Senior Code of Conduct document.

17. Secretary.

- 17.1. The secretary of the Club shall, as soon as practicable after being appointed as secretary, lodge notice with the Club of his or her address.
- 17.2. It is the duty of the secretary to keep minutes of -

- (a) all appointments of members of the committee;
- (b) the names of members of the committee present at a committee meeting or a general meeting; and
- (c) all proceedings at committee meetings and general meetings.

17.3. Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

18. Treasurer.

- 18.1. It is the duty of the treasurer of the Club to ensure that -
- (a) all money due to the Club is collected and received and that all payments authorised by the Club are made; and
 - (b) correct books and accounts are kept showing the financial affairs of the Club including full details of all receipts and expenditure connected with the activities of the Club.

19. Casual vacancies.

- 19.1. For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member -
- (a) dies;
 - (b) ceases to be a member of the Club;
 - (c) becomes an insolvent under administration within the meaning of the Companies (New South Wales) Code;
 - (d) resigns office by notice in writing given to the secretary;
 - (e) is removed from office under rule 20;
 - (f) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
 - (g) is absent without the consent of the committee from three (3) consecutive committee meetings.

20. Removal of member.

- 20.1. The Club in general meeting may by resolution remove any member of the Committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- 20.2. Where a member of the committee to whom a proposed resolution referred to in clause 20.1 relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the Club, the secretary or the president may send a copy of the representations to each member of the Club or, if they are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

21. Meetings and quorum.

- 21.1. The committee shall meet together for the despatch of business and adjourn at such times and such places and at such frequency as the committee may determine.
- 21.2. Additional meetings of the committee may be convened by the president
OR

- by any two members of the committee, notice of which shall be given by the Secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- 21.3. Notice of a meeting given under clause 21.2 shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- 21.4. Any six (6) members of the committee constitute a quorum for the transactions of the business of a meeting of the committee.
- 21.5. No business shall be transacted by the committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- 21.6. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- 21.7. At a meeting of the committee -
- (a) the president or, in the president's absence, the vice-president shall preside; or
 - (b) if the president and the vice-president are absent or unwilling to act such one of the remaining members of the committee as may be chosen by the members present at the meeting shall preside.

22. *Delegation by Committee.*

- 22.1. The committee may delegate to one or more sub-committees (consisting of such member or members of the Club as the committee thinks fit) the exercise of such of the powers and functions of the committee as the committee think fit.
- 22.2. A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- 22.3. A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified by the committee.
- 22.4. Notwithstanding any delegation under this rule, the committee may continue to exercise any function delegated.
- 22.5. Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- 22.6. The committee may revoke wholly or in part any delegation under this rule.
- 22.7. A sub-committee may meet and adjourn as it thinks proper.

23. *Voting and Decisions.*

- 23.1. Questions arising at a meeting of the committee or of any sub-committee appointed by the committee shall be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- 23.2. Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 23.3. Subject to rule 21.4, the committee may act notwithstanding any vacancy on the committee.
- 23.4. Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

PART V - GENERAL MEETINGS.

24. *Annual General Meetings - holding of.*

- 24.1. With the exception of the first annual general meeting of the Club, the Club shall, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Club, convene an annual general meeting of its members.
- 24.2. The Club shall hold its first annual general meeting -
 - (a) within the period of 18 months after its incorporation under the Act; and
 - (b) within the period of 2 months after the expiration of the first financial year of the Club.
- 24.3. Clauses 24.1 and 24.2 have effect subject to any extension or permission granted by the Commission under section 26 (3) of the Act.

25. *Annual General Meetings - calling of and business at.*

- 25.1. The annual general meeting of the Club shall, subject to the Act and to rule 24, be convened on such date and at such place and time as the committee thinks fit.
- 25.2. In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be -
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
 - (b) to receive from the committee reports upon the activities of the Club during the last preceding financial year;
 - (c) to elect office-bearers of the Club and ordinary members of the committee; and
 - (d) to receive and consider the statement which is required to be submitted to members pursuant to section 26(6) of the Act.
- 25.3. An annual general meeting shall be specified as such in the notice convening it.

26. Special General Meetings - calling of.

- 26.1. The committee may, whenever it thinks fit, convene a special general meeting of the Club.
- 26.2. The committee shall, on the requisition in writing of not less than 5 per cent of the total number of members, convene a special general meeting of the Club
- 26.3. A requisition of members for a special general meeting -
- (a) shall state the purpose of the meeting;
 - (b) shall be signed by the members making the requisition;
 - (c) shall be lodged with the secretary; and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 26.4. If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- 26.5. A special general meeting convened by a member or members as referred to in clause 25.4 shall be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who thereby incurs expense is entitled to be reimbursed by the Club for any expense so incurred.

27. Regular General Meetings

- 27.1. Regular General Meetings of the Club shall take place at such times and at such places as the committee shall from time to time determine.
- 27.2. Business at such Regular General Meetings shall include:
- (a) confirmation of minutes of preceding Regular General Meetings or any special general meeting held since the previous Regular General Meeting.
 - (b) receive correspondence not previously dealt with by the Committee.
 - (c) to receive reports from members of the committee and any sub-committees.
 - (d) General Business.

28. Notice.

- 28.1. Except where the nature of the business proposed to be dealt with at a special general meeting or annual general meeting requires a special resolution of the Club, the secretary shall, at least fourteen (14) days before the date fixed for the holding of the special general meeting or annual general meeting, cause to be published in a newspaper of general circulation throughout the Illawarra area in the public notices section, a notice specifying the name of the club, the date, time, place and nature of such meeting
PROVIDED;
that in lieu of notice as above provided the committee may, by ordinary resolution, resolve that notice of such special general meeting or annual general meeting shall be given by the secretary at least fourteen (14) days before the date fixed for the holding of such meeting by causing to be sent by pre-paid post to each member entitled to vote at such meetings, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

- 28.2. Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in clause 28.1 specifying, in addition to the matter required under clause 28.1, the intention to propose the resolution as a special resolution.
- 28.3. No business other than that specified in the notice convening a special general meeting or annual general shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to rule 25.2.
- 28.4. A member desiring to bring any business before a regular general meeting may give notice in writing of that business to the secretary prior to the commencement of the meeting.

29. Procedure.

- 29.1. No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 29.2. Six (6) members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 29.3. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 29.4. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall constitute a quorum.

30. Presiding Member .

- 30.1. The president or, in the president's absence, the vice-president, shall preside as chairperson at each general meeting of the Club.
- 30.2. If the president and the vice-president are absent from a general meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

31. Adjournment.

- 31.1. The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 31.2. Where a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the Club stating the place, date and time of the meeting and the nature 'of the business to be transacted at the meeting.

- 31.3. Except as provided in clauses 30.1 and 30.2, notice of an adjournment of 4 general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

32. *Making Decisions.*

- 32.1. A question arising at a general meeting of the Club shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 32.2. At a general meeting of the Club, a poll may be demanded by the chairperson or by not less than 3 members present in person at the meeting.
- 32.3. Where the poll is demanded at a general meeting, the poll shall be taken -
- (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

33. *Special Resolution.*

- 33.1. A resolution of the Club is a special resolution if -
- (a) it is passed by a majority which comprises not less than three quarters of such members of the Club as, being entitled under these rules so to do, vote in person at a general meeting of which not less than 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
 - (b) where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) the resolution is passed in a manner specified by the Commission.

34. *Voting.*

- 34.1. Upon any question arising at a general meeting of the Club a member has one vote only.
- 34.2. All votes shall be given personally.
- 34.3. In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote. -
- 34.4. A member is not entitled to vote at any general meeting of the Club unless all money due and payable by the member to the Club has been paid, other than the amount of the annual subscription in respect of the then current year.

35. *Appointment of proxies.*

- 35.1. No member shall attend or vote at any meeting of the Club or of any committee of the club or vote at any election of the club as a proxy of another person.

Part VI – FUNDS

36. *Funds - source.*

- 36.1. The funds of the Club shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Club in general meeting, such other sources as the committee determines.
- 36.2. All money received by the Club shall be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- 36.3. The Club shall, as soon as practicable after receiving any money, issue an appropriate receipt.

37. *Application of income*

- 37.1. All the Club's profits (if any), other income and property, however derived, must be applied only to promote its objects, rule 39 notwithstanding.

38. *Funds - management.*

- 38.1. Subject to any resolution passed by the Club in general meeting, the funds of the Club shall be used in pursuance of the objects of the Club in such manner as the committee determines.
- 38.2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the committee or employees of the Club, being members or employees authorised to do so by the committee.

39. *Payments in good faith*

- 39.1. The Club may make payment in good faith to an officer or Member, or to a firm of which an officer or Member is a partner for:
 - (a) Remuneration for services to the Club;
 - (b) Goods supplied to the Club in the ordinary course of its operation;
 - (c) Interest on money borrowed from them by the Club
 - (d) Reasonable rent for premises let by them to the Company
 - (e) Any other purpose as deemed reasonable by the management committee of the Club in general meeting.
- 39.2. Any payment proposed under rule 39.1 must first be presented to, and endorsed by the management committee of the Club in general meeting.
- 39.3. All payments authorised to be made under rule 39.2 should be made in accordance with rule 38.2.

Part VII – CODES of CONDUCT

40. *Intent.*

- 40.1. To ensure that the objectives of the Club, as defined in Part II of these rules, are upheld, the Club shall do all things necessary to ensure that all members as defined in Part II Section 3 of these rules are aware of and adhere to all Codes of Conduct that are either enacted by the Club or deemed to apply to the Club by virtue of its affiliation to any other body.

41. *Applicable Codes.*

- 41.1. Any Code of Conduct created or endorsed by any body to which the Club is affiliated will be deemed to apply to the Club. Affiliated bodies include, but are not limited to;
- (a) Illawarra Football Association
 - (b) Illawarra Women's Football Association
 - (c) Illawarra Junior Football Association,
 - (d) Any other football governing body the Club may choose to directly affiliate with, or
 - (e) Any football regional, state, national or international governing body directly or indirectly affiliated with any of the bodies listed above
- 41.2. For the purposes of this Section indirect affiliation means there is a direct hierarchal governing structure in place
- 41.3. Where is it considered necessary the Club shall enact its own codes of conduct, a copy of which shall be added to these rules in Appendix 2 – Club Codes of Conduct.
- 41.4. Any code of conduct enacted by the Club shall not be considered to apply to Club members until;
- (a) The code has been approved for inclusion in the rules at a General Committee Meeting of the Club, and
 - (b) The amended rules have been submitted to and approved by an Annual General Meeting or Special General Meeting of the Club.

42. *Notification to Members.*

- 42.1. The Club shall do all such things necessary to ensure that all members are aware of and agree to all applicable Codes of Conduct as defined in Section 41 of these rules.
- 42.2. Notification procedures for junior players and officials shall consist of the following;
- (a) At the start of each playing season all prospective players, coaches, managers and parents/guardians are to be given a written copy of all currently applicable Codes of Conduct
 - (b) As part of the registration process all prospective players, coaches and managers, or the parents/guardians of players, coaches or managers under 18 years of age at the time of registration, will be required to complete a form acknowledging receipt of the Codes of Conduct and agreeing to abide by these codes.
 - (c) The form for acknowledgement of receipt of the Codes of Conduct and agreement to abide by these codes is shown in Appendix 2, Section 54.
- 42.3. Notification procedures for senior players and officials shall consist of the following;
- (a) All committee members, office bearers or other officials of the club, senior players, coaches, assistant coaches, team managers, officially engaged support staff shall read and agree to, in writing, the Club's Senior Code of Conduct.

- (b) For the purposes of these rules a Senior Player is defined as a participant in any competition sanctioned by the Club or any body to which it is affiliated, except for competitions organised for players under the age of 18 years – Junior Competition.
- (c) If any player registers as a Senior Player, as defined in Section 42.3b, and is under the age of 18 years on the date of registration the Senior Code of Conduct shall be signed by a parent or legal guardian.
- (d) In the case of players registered in a Junior Competition as defined in Section 42.3b, who plays individual matches as a Senior Player as defined in Section 42.3b, they shall not be required to sign the Senior Code of Conduct.
- (e) The Senior Code of Conduct is shown in Appendix 2, Section 55

43. *Dispute Procedures.*

- 43.1. Rule 12.1 notwithstanding, if any member of the club, or affiliated official believes that there has been a breach of the codes of conduct, the following procedures shall apply;
- 43.2. A written submission is to be made to the club Secretary outlining the alleged breach of the code. The submission must contain all relevant details including;
 - (a) The name(s) of the person who allegedly committed the breach
 - (b) The nature of the breach
 - (c) Date, time and location of the breach
 - (d) Name(s) of any person(s) who witnessed the alleged breach or who can provide any other information relating to the matter.
- 43.3. The Club Secretary refer the submission to the Disciplinary Panel Chair for review.
- 43.4. The chair can decide to reject submission or refer it to the full Disciplinary Panel. In reaching a decision the Chair may seek the views and observations of other club members and persons involved in the incident.
- 43.5. Should the Disciplinary Panel Chair decide to proceed with the submission they form a Disciplinary Panel. Membership of the panel is defined in Section 44.1.
- 43.6. The Disciplinary Panel will carry out a further review of the submission. The panel can choose to dismiss the case or call all concerned parties to a Disciplinary Tribunal.
- 43.7. The Disciplinary Panel will conduct a hearing where concerned parties are queried on their written statements. Advice of the Disciplinary Tribunal may take one of the following forms;
 - (a) The matter is resolved and agreed amicably by all parties.
 - (b) The matter is resolved by the application of one of the following sanctions:
 - i. a member is suspended from some specified club activities
 - ii. a member is suspended from all club activities and games for a defined period
 - iii. a member is expelled from the club.

The committee reserves the right to inform the appropriate Football Association of its action if the matter has arisen as a result of an officials' formal complaint or if the matter is a dispute involving another club.
- 43.8. Some matters may require urgent action to be taken and immediate contact made with the relevant civil authority. In these cases the procedures followed will be as directed by that authority.

44. *Disciplinary Panel*

- 44.1. When the Disciplinary Panel Chair decides that a panel should be convened, the panel shall consist of three members of the Management Committee who did not witness the incident and who are not directly related to the parties involved.
- 44.2. If three members of the Management Committee cannot be found who meet the selection criteria outlined in Section 44.1 the Chair shall seek suitable panel members from the club membership.

PART VIII – MISCELLANEOUS.

45. *Membership of Association.*

- 45.1. The Club shall do all such things necessary to implement and enforce any decision relating to any player, official, person or club who is a member of the Club or seeks to be a member of the club, made by;
 - (f) Illawarra Football Association
 - (g) Illawarra Women's Football Association
 - (h) Illawarra Junior Football Association, or
 - (i) Any other football governing body the Club may choose to affiliate with

46. *Insurance.*

- 46.1. The Club shall effect and maintain insurance pursuant to section 44 of the Act.
- 46.2. In addition to the insurance required under clause 46.1, the Club may effect and maintain other insurance.

47. *Alteration of objects and rules.*

- 47.1. The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Club.

48. *Common seal.*

- 48.1. The common seal of the Club shall be kept in the custody of the public officer.
- 48.2. The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary.

49. *Custody of books, etc.*

- 49.1. Except as otherwise provided by these rules, the public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Club.

50. *Inspection of books, etc.*

- 50.1. The records, books and other documents of the Club shall be open to inspection, free of charge, by member of the Club at any reasonable hour

51. *Service of notices.*

- 51.1. For the purpose of these rules, a notice may be served by or on behalf of the Club upon any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- 51.2. Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

52. *Surplus property.*

- 52.1. In a winding up of the Club the surplus property of the Club shall subject to any trust affecting that property or any part of it vest in such organisations as determined by the Club by special resolution which has objects substantially similar to the Club and is not carried on for the object of trading or securing or procuring gain for its members, or failing such special resolution as nominated by the Corporate Affairs Commission.

Appendix 1 – Forms

53. APPLICATION FOR MEMBERSHIP OF CLUB

Membership Application Form

Thirroul Junior Football Club Incorporated (incorporated under the Associations Incorporation Act, 1984)

I,
(full name of applicant)

of.....
(address)

.....
(occupation)

hereby apply to become an – *ordinary/*junior (* delete whichever is not applicable)
member of the above named incorporated Club. In the event of my admission as a member, I agree
to be bound by the rules of the Club for the time being in force.

.....
Signature of applicant

Date.....

I, a member of the Club.
(full name)
nominate the applicant, who is personally known to me, for membership of the Club.

.....
Signature of proposer

Date.....

I, a member of the Club.
(full name)
second the nomination of the applicant, who is personally known to me, for membership of the
Club.

.....
Signature of seconder

Date.....

APPENDIX 2 – Codes of Conduct

54. Junior Participation Form



THIRROUL JUNIOR FOOTBALL CLUB

yyyy CLUB PARTICIPATION FORM

This form is used to gather additional information in relation to the registration of your child/children with the club.

Please complete the form and hand to the club official when completing your child/children's registration.

In line with the club's privacy policy all information collected on this form will be used only by the club and not passed on to any other parties.

Player(s) Name					
THIS SECTION TO BE COMPLETED ROO BALL - AGES 4 TO 9 YEARS ONLY					
Q1. School You Attend:					
Q2. Two friends' names, of the same age, you wish to play with:-					
.....					
.....					
ALL PLAYERS					
Q1. Do you want to play up an age group		Y / N		What Age Group	Age This Year:
				<input style="width: 40px; height: 30px;" type="text"/>	
CLUB / TEAM SUPPORT					
By registering with the club it is understood that you will provide basic support by performing canteen duty when requested at least once and no more than twice during the season. If you can offer further support to the club please tick one or more of the boxes below.					
Coach <input type="checkbox"/>	Assistant Coach <input type="checkbox"/>	Team Manager <input type="checkbox"/>	Ground Marshall <input type="checkbox"/>	Join Committee <input type="checkbox"/>	Referee <input type="checkbox"/>
Please note: Minimum requirement for coaching is to hold or agree to obtain a Level 1 Coaching certificate Name: _____ Preferred Contact Method: Mail/Telephone/E-mail (Circle preference) Contact Details: _____					

CODES OF CONDUCT please sign below:

I, parent/guardian of the above mentioned player(s) have received, read & agree to comply with the Illawarra Junior Football Association's Codes of Conduct (pages 8 to 10 of the Information Booklet).

I also understand that the club will every effort to place all players who register with the club, in the appropriate team. However, it is not until the registration process is completed that the club can determine if there are enough players available to meet minimum number requirements for teams. Should the club be unable to find a place for any player it will attempt to find a place at an adjoining club.

Signature..... Date:/...../.....

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55. Senior Code of Conduct



Thirroul Junior Football Club Inc.

Senior Code of Conduct

- | | | |
|----------|--|-----------------------------------|
| 1 | Introduction | |
| | | 1.1 Purpose |
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| 7 | Who Does this code apply to? | |

1 Introduction

1.1 Purpose

The Code seeks to promote and strengthen the good reputation of the Sport of Football, the IFA, IWFA, IAFA, IJFA competitions, the IFA, the IWFA, the IAFA, the IJFA, Football South Coast, the Thirroul Junior Football Club and it's players by establishing standards of performance and behaviour for all players. In addition it seeks to deter conduct that could have an adverse affect on the standing and reputation of the sport, the association, the club and it's participants.

1.2 Discipline.

In addition to breaching this code, misconduct by a player may give rise to action against the player under or pursuant to any one of the following:

- (i) Civil and/or criminal law
- (ii) FIFA laws (dealing with conduct unbecoming)

2 General Responsibilities

2.1 Behaviour

All bound by this code must at all times behave in a sportsmanlike manner and uphold the highest standards of professional conduct so as not to compromise the integrity and dignity of the Sport, it's governing bodies, the Club and it's players

2.2 Fitness

All bound by this code will endeavour to maintain an acceptable standard of fitness throughout the season and between seasons

2.3 FIFA Rules and Regulations

All players must make reasonable endeavours to be and remain familiar with the rules, regulations and policies of FIFA pertaining to the game. Players must abide by the rules at all times.

2.4 Property

All bound by this code must show due regard for property of Thirroul Football Club, other Clubs and their staff, The Association and it's staff, the Thirroul Bowling Leagues and Recreation Club and it's staff.

Where an individual breaches this provision, they shall pay the relevant person or body an amount equivalent to the cost of repairing or replacing the damaged property or facility.

3 Football Responsibilities

3.1 Playing

Players must not willfully engage or participate in any activity that may cause or aggravate any injury or illness and which prevents other players from playing to the best of their ability.

3.2 On field behaviour

All players must, during matches and training sessions, behave in the same manner as described in Clause 2.1 of this code. Foul language or abuse is not permitted under any circumstances.

Findings by the IFA Judiciary Panel of misconduct against any player will be dealt with in accordance with Association Rules.

3.3 Attendance and Apparel

Players must (unless granted express permission otherwise or provide an explanation satisfactory to the Club Coaching Staff) attend, and attend punctually, all Matches, training sessions and related events.

All Players must wear appropriate apparel during all matches and Club Training.

3.4 Vilification

Players must not vilify other players, officials or spectators on the basis of race, religion, colour, sex, sexual orientation or other related characteristics.

4 Public and related Responsibilities

4.1 Public Conduct

All bound by this code must, at all times and while in public, behave in a manner which upholds the highest standards of integrity and dignity. Players must not behave in any way so as to bring the sport, the club and other clubs into disrepute.

Public behaviour includes, without limitation, behaviour to and from Matches, participation in matches, Club Excursions, Club Functions and Promotional Events

4.2 Functions

Players must (unless granted express permission otherwise by their coach) attend, and attend punctually all Club functions. Such functions include (without limitation)

- (i) Authorised after-Match functions
- (ii) Annual Presentation
- (iii) Or any Club Function as directed by the Club

4.3 Sponsors

All bound by this code may be required to attend and attend punctually Club Sponsor promotional events and conduct themselves in accordance with Clause 4.1

4.4 Vilification

All bound by this code must not vilify other players, officials or spectators on the basis of race, religion, colour, sex, sexual orientation or other related characteristics

5 Substance Abuse

5.1

All bound by this code must refrain from the taking of illicit and/or performance enhancing substances.

6 Alcohol Consumption

6.1 Principles

This Code of Conduct aims to encourage and promote responsible attitudes and practices to alcohol through leadership and support. The Club, and individuals covered by this Code of Conduct have a role to play to help promote responsible drinking in society.

Thirroul Junior Football Club Inc is committed to conducting its activities in a manner that encourages responsible service and consumption of alcohol.

Thirroul Junior Football Club Inc accepts that it occupies a community leadership position in setting standards for a wide range of social and sporting behaviours.

Establishing benchmarks for responsible alcohol consumption and reducing the harm associated with excessive alcohol consumption is in the interests of Thirroul Junior Football Club Inc at all levels and the wider community.

Thirroul Junior Football Club Inc believes that all people involved in its activities, whether or not in the public arena, should be treated with dignity and respect.

Thirroul Junior Football Club Inc appreciates that both the Club and individuals have responsibilities to give effect to responsible service and consumption of alcohol and will support and promote the principles of this Code.

6.2 Organisation Responsibilities

Thirroul Junior Football Club Inc will play its part by:

- not allowing individuals to participate in any sporting activities expressly sanctioned Thirroul Junior Football Club Inc if they are consuming alcohol or under the influence of alcohol;
- not encouraging the promotion or service of alcohol in and around competition areas at underage events expressly sanctioned by the Thirroul Junior Football Club Inc;
- using its best endeavours to ensure that food and low alcohol and non-alcoholic drinks are available at any activity held or expressly sanctioned by Thirroul Junior Football Club Inc where alcohol will be served;
- encouraging responsible alcohol practices as well as being mutually supportive of individuals covered by this

RULES OF THE THIRROUL JUNIOR FOOTBALL CLUB INC.

Code of Conduct, including providing support for individuals seeking assistance on alcohol related matters;

- ensuring that, alcohol products are not used as prizes/rewards; and
- complying with all relevant liquor licensing laws regarding the responsible service of alcohol.

6.3

Individual Responsibilities

Thirroul Junior Football Club Inc expects that individuals covered by this Code and undertaking activities associated with Thirroul Junior Football Club Inc shall at all times where there is alcohol usage:

- at all times and while in public, behave in a manner which upholds the highest standards of integrity and dignity. Players must not behave in any way so as to bring the sport, the club and other clubs into disrepute;
- Will not purchase or supply any alcohol to any Thirroul player who is under the legal age of (18) for any reason what so ever and if caught or cited will be dealt with in accordance to the rules and regulations
- act as role models for their club/team and Thirroul Junior Football Club Inc
- not put themselves, club/team mates nor the general public at risk of serious physical and social harms;
- accept that they are responsible and accountable for the choices they make and the consequences of these choices;
- assist their club/team mates and others covered by the Code of Conduct if they have had too much to drink; and
- take reasonable action to both prevent alcohol problems and address any alcohol-related issues as they emerge.
- take reasonable action to ensure that they do not attend a club function in an intoxicated state and/or become intoxicated at Club functions

Public behaviour includes, without limitation, behaviour to and from Matches, participation in matches, Club

6.4

Functions

All bound by this code must conduct themselves in accordance with Clause 6.3 at all Club functions. Such functions include (without limitation)

- (iv) Authorised after-Match functions
- (v) Annual Presentation
- (vi) Or any Club Function as directed by the Club
- (vii) Authorised IFA game

6.5

Sponsors

All bound by this code may be required to attend and attend punctually Club Sponsor promotional events and conduct themselves in accordance with Clause 6.3

7

Who does this Code apply to?

The Code applies to the following individuals whether in a paid or voluntary capacity:

- registered players of Thirroul Junior Football Club Inc participating in teams or competitions conducted by the Illawarra Football Association, Illawarra Junior Football Association, Illawarra Amateur Football Association and Illawarra Women's Football Association, Football South Coast or on behalf of Thirroul Junior Football Club Inc;
- accredited coaches and assistant coaches of teams organised by or on behalf of Thirroul Junior Football Club Inc;
- support personnel with whom the Thirroul Junior Football Club Inc has a formal relationship;
- registered umpires, referees and other officials of Thirroul Junior Football Club Inc; and
- office bearers or other officials of Thirroul Junior Football Club Inc

Further, Thirroul Junior Football Club Inc will encourage others who have an association with Thirroul Junior Football Club Inc, such as spectators, supporters, members and affiliates, to support the principles of the Code of Conduct.

8

Agreement to Code.

I the undersigned agrees to and fully understands this Code of Conduct and it's intentions. I agree to abide by and to assist in upholding the Code of Conduct to the best of my ability.

RULES OF THE THIRROUL JUNIOR FOOTBALL CLUB INC.

Print Name:

Signed: Parent/Guardian.....
(if player is under the age of 18 at registration)

Witnessed by : Print Name:.....

Signed:

Position held: Date.....

for and behalf of Thirroul Junior Football Club Inc

***** END OF DOCUMENT *****