

LITHGOW DISTRICT FOOTBALL ASSOCIATION INC. CONSTITUTION



2022





LITHGOW DISTRICT FOOTBALL INC.

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LITHGOW DISTRICT FOOTBALL INC.

ENJOYMENT THROUGH PARTICIPATION

PREFACE TO L.D.F. Inc CONSTITUTION

Lithgow District Football Inc aims to make Football the sport of choice for families in Lithgow.

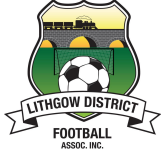
To achieve this, we will strive to:

- Ensure that the game is administered in a fair and efficient manner.
- Promote the values of fair play and sportsmanship.
- Encourage participation of players of all levels of ability by ensuring a fair go for all.
- Support and respect the rules of the games and those responsible to administer them.
- Seek to maximise the potential of players.
- Recognise the contribution that volunteers make to the sport.

To support these aims, Lithgow District Football Inc supports the Australian Sports Commission's Code of Conduct. The Code reminds:

- Coaches to:
 - ✓ Treat all players equally and recognise that all players deserve equal time.
 - ✓ Remember that children compete for fun and enjoyment and that winning is only part of their motivation. Never ridicule or yell at the children for making mistakes or losing.
 - ✓ Develop each athlete's respect for the ability of opponents, as well as for the judgement of officials.
- Parents to:
 - ✓ Recognise the value and importance of volunteer Coaches. They give their time and resources to provide for your child.
 - ✓ Focus upon your child's efforts and performance rather than the overall outcome. This assists your child in setting realistic goals related to their own ability by reducing the emphasis on winning.
 - ✓ Encourage your child to always participate according to the rules. Remember that children learn the best by example; applaud good performances by all athletes.
- Players to:
 - ✓ Compete and train for the "fun of it" not just to please your Parents or Coach.
 - ✓ Play by the rules.
 - ✓ Be a good sport. Cheer all good performances.
 - ✓ Remember that the goal of training or competition is to have fun, improve your skills and feel good.
 - ✓ Co-operate with your Coach, teammates and opponents for without them there is no competition.

Lithgow District Football Inc has a duty of care to all persons in our sporting activities and therefore has developed the following member protection policy.



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AIM:

To endeavour to create an environment which encourages fair play, good sportsmanship and safety for all persons who attend the grounds for the purpose of LDF Inc run events.

OVERVIEW:

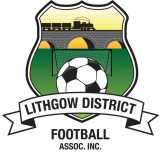
The LDFA Inc Committee will put the following procedures in place for the wellbeing of its members.

1. CHILD/MEMBER PROTECTION:

- That all LDF Inc. committee, affiliated club committees, coaches, managers, referees, canteen volunteers and any person in an assisting role will fill out an up to date member protection form issued by Football NSW at the time of nominating and forward to LDF Inc Member Protection Information Officer to site by June 30th each year. That all Committees, coaches, managers, assistant coaches, and managers etc. sign a Code of Conduct form at the time of nominating for positions. All persons listed will also have to apply for a Working with children check & supply their clearance number to their associated Club or Association prior to June 30th each year. That LDF Inc will supply to all clubs for distribution to players, spectators and referees the codes of conduct behaviour and play by the rules leaflets as distributed and endorsed by the Australian Sports Commission and encourage compliance of the rules and guidelines.
- That LDF Inc will encourage and support Lithgow Soccer Referees to apply harsh penalties to players who act contrary to the codes of behaviour.
- That LDF Inc will seek police assistance in the event of any person becoming physically aggressive or threatening to any other person or child at the grounds.
- That LDF Inc will encourage parents to know where their children are at all times while they are in attendance at the grounds and will discourage parents from allowing small children to attend canteen, toilets and creek unsupervised.
- That LDF Inc will encourage coaches/managers to know who the supporters are on their sidelines and to report to the committee any person they feel have no connection with the team after checking the opposing side.
- That Media Release forms will be signed by all members or parents before any publicity is published in the local media.
- Those players requiring an Ambulance NOT BE MOVED from the field of play until an ambulance arrives.
- That LDF Inc committee be notified when an ambulance has been called by anyone other than the committee.
- That players are not permitted to play more than two years above their own age.
- That all Clubs encourage coaches or managers remain with children until parent or nominated carer arrives to pick them up from training. Coaches and managers be discouraged from transporting players unless authorised by parents. Parents be encouraged to be at the grounds whilst children are training.

2. ENVIRONMENTAL PROTECTION:

- That LDF Inc will encourage grounds persons to be watchful for syringes.
- That LDF Inc will notify the Lithgow Council of any repairs required to the toilet facilities and or grounds that could be deemed a risk to member's safety. LDF Inc will take action to repair such items which come under its jurisdiction.
- That children under 15 not be permitted to serve or work in the canteen.
- That members be encouraged to drive slowly and watchful in all car parks and roads surrounding the grounds.
- That the grounds be closed, and games abandoned when the fields are deemed to be a danger to the players/officials.
- That all electrical appliances and cords be tagged twice per season.
- That all games run under LDF Inc banner be declared Alcohol Free Zones.



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PART 1 PRELIMINARY

1 NAME

The name of the Sub-Committee shall be LITHGOW DISTRICT FOOTBALL INC.

2 HEADQUARTERS

- a) The Headquarters of Lithgow District Football Association Inc. shall be Marjorie Jackson Sporting Complex where all meetings shall be held other than the exception of point (b).
- b) The LDF Inc. Executive shall meet where convenient as well as by phone/video conference when time constraints are an issue.

3 LITHGOW DISTRICT FOOTBALL INC:

Lithgow District Football Inc shall consist of all Clubs from the Lithgow District.

4 OBJECTS

The Objects of the Committee shall be:

- (1) Except where modified by L.D.F. Inc. the Incorporation shall adopt the laws of the game set down by FIFA and shall apply decisions, interpretations and amendments approved by Football NSW/FFA.
- (2) To adopt NSW Department of Fair-Trading model rules as at 1 July 2010 as the benchmark.
- (3) The organisation and Management of all non-competitive, competitive, and representative games.
- (4) The development and improvement of the Lithgow District football grounds, buildings, and equipment.
- (5) Make reasonable changes throughout the trading year to improve the efficient running of the Lithgow District Football Inc.

5 YEAR

- (1) For administration purposes - from 1st October to 30th September.
- (2) For player registration - from 1st January to 31st December.

6 ABBREVIATIONS

- (1) M.C.M..... Monthly Committee Meeting
- (2) A.G.M Annual General Meeting
- (3) FNSW – Western Branch Football N.S.W Western Branch
- (4) FNSW..... Football N.S.W
- (5) L.D.F. Inc Lithgow District Football Incorporated

7 BANK AUTHORITY

All withdrawals made for the L.D.F. Inc shall be signed by any two (2) of the three (3) nominated executive members. All three signatories MUST not be related in any way.

PART 2 MEMBERSHIPS

- (1) All L.D.F. Inc membership fees are to be paid prior to the commencement of the competition. New members \$2.00, member renewal \$1.00. (Form attached: APPENDIX 1). Memberships are valid from AGM to AGM of each year. Life members are automatically renewed but must, prior to the commencement of competition, nominate their affiliated club if they intend to utilize their vote.



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PART 3 THE COMMITTEE

8 EXECUTIVE OFFICIALS

(1) PRESIDENT

- (a) The President, when present, shall chair all meetings and shall conduct such meetings in accordance with these guidelines. He/she shall have a casting vote at all L.D.F. Inc meetings.
- (b) Shall be a member of the Western Area Branch Committee and attend all meetings of that committee as required. Shall be 2nd delegate on Lithgow Sports Advisory committee.
- (c) Prepare the annual report.

(2) SNR VICE PRESIDENT

- (a) In the absence of the President from any meeting he/she shall be in the chair. While acting as President, he/she shall have the same voting rights as the President.
- (b) Shall represent L.D.F. Inc at Western Area Branch Committee meetings as required.

(3) JNR VICE PRESIDENT

- (a) In the absence of the President and Snr Vice President from any meetings, he/she shall be in the chair. While acting as President, he/she shall have the same voting rights as the President.
- (b) Shall represent L.D.F. Inc at Western Area Branch Committee meetings as required.

(4) SECRETARY

The Secretary shall:

- (a) Distribute to all clubs Small Sided Football Guidelines as per FNSW for U/6, U/7, U/8, U/9, U/10 & U/11s.
- (b) Distribute to all affiliated clubs and L.D.F. Inc committee members, a copy of all the minutes from all meetings of L.D.F. Inc meetings within fourteen (14) days.
- (c) Maintain and distribute up-to-date copies of the L.D.F. Inc Constitution to all affiliated clubs and members of the L.D.F. Inc committee before the start of the season.
- (d) Distribute to all Clubs, a copy of "ENJOYMENT THROUGH PARTICIPATION" statement to pass onto all families associated with L.D.F. Inc (**PREFACE 1**).
- (e) Attend to all general business of the Association.
- (f) Attend to all correspondence.
- (g) Undertake any other duties found necessary in the carrying out of the above.
- (h) Be an ex-officio member of all committees.
- (i) Record any action taken in an emergency.
- (j) Keep a record of all attendance at all meetings.

(5) TREASURER/PUBLIC OFFICER

The Treasurer shall:

- (a) Receive all monies, giving an official receipt thereof.
- (b) Bank all monies received in an account approved by the committee and in a name approved by the committee.
- (c) Have charge of investment, bank, cheque and deposit books.
- (d) Produce all investment, bank cheque and deposit books at all meetings.
- (e) Produce a current bank statement at all meetings.
- (f) Pay all accounts passed for payment.
- (g) Prepare a financial statement for audit and submission at the A.G.M.
- (h) Prepare an annual budget to be submitted at the A.G.M.
- (i) Account records to be processed through online MYOB program.
- (j) All requisitions to be approved by the TREASURER and two (2) other EXECUTIVE OFFICIALS prior to purchase.



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- (k) All purchases must be made by the L.D.F. Inc Treasurer or by their nominated person. If deliveries are required, they must be sent to the L.D.F. Inc post office box or to the Treasurer's nominated address if no postal delivery is available. All purchases must be opened by the L.D.F. Inc Treasurer or with the L.D.F. Inc Treasurer in attendance.
- (l) Should a change of elected officials within a club, belonging to L.D.F. Inc, membership shall be transferred over to elected replacement upon notification from said club.
- (m) Issue Registration Invoices to all Clubs, which will be due and payable within two (2) weeks of issue. If Clubs do not comply, the treasurer will declare the Club/Clubs unfinancial and they will also be suspended from the competition until all monies are paid in full.
- (n) Liaise between L.D.F Inc. and the Department of Fair Trading regarding all matters to effect the correct and legal operation of L.D.F Inc.

9 COMMITTEE OFFICIALS

(1) REGISTRAR/RECORDER

The Registrar/Recorder shall:

- (a) Accept all registrations and deal with immediately, returning without delay, only those team registration sheets and photo ID sheets which meet the requirements of LDF Inc. & Football NSW.
- (b) Record the names, addresses, ages etc. of all players playing in all or any competitions conducted by L.D.F. Inc.
- (c) Record the results of all competition matches conducted by L.D.F. Inc.
- (d) Examine all Match Cards after each round of the competition and take appropriate action of any irregularities found in those cards, removing any points so gained by any team breaching any By-Law where that By-Law provides to do so.
- (e) Report to the committee any irregularities or breaches of conduct noted on the Match Cards by the officiating Match Official.
- (f) Inform the Club in writing of any loss of points, giving the reason.
- (g) Keep an up-to-date record of all unfinancial and suspended players.
- (h) Hold the card of any suspended player during the period of suspension and return same immediately the period of suspension expires.
- (i) Produce and distribute to participating Clubs up-to-date points score on a monthly basis where possible.
- (j) Notify Clubs of any Players that are suspended within 24 hours with a copy sent to the L.D.F.A Inc. Secretary.
- (k) Provide Clubs with a list of current unfinancial and suspended players at the LDF Inc. February monthly meeting.

(2) COMPETITION SECRETARY

The Competition Secretary shall:

- (a) Prepare all draws for all competitions conducted by L.D.F. Inc.
- (b) Be responsible for the conduct of all competitions, with the right to co-opt the services of members of the committee should the need arise.

(3) PUBLICITY OFFICER

- (a) The Publicity Officer shall publicise all activities of the L.D.F. Inc.

(4) PROPERTY OFFICER

- (a) The Property Officer shall be charged with the responsibility of the keeping, issuing, well being and subsequent returning, each year, of the property belonging to the L.D.F. Inc. He/she shall report the need to repair or improve any property belonging to the L.D.F. Inc. When appointed to do so, he/she shall oversee, in conjunction with the L.D.F. Inc. Treasurer, any repairs or replacements needed to maintain the L.D.F. Inc property.



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- (5) **ASSISTANT REGISTRAR/RECORDER**
- (a) Assist the Registrar/Recorder with duties at the start of the season, and when the need arises during the season.
 - (b) Must not be from the same affiliated club as the REGISTRAR/RECORDER.
 - (c) Assists the REGISTRAR/RECORDER in checking all match cards after each game.
- (6) **DISTRICT CO-ORDINATOR**
- (a) Arrange selection trials for all L.D.F. Inc representative teams.
 - (b) Be responsible for the co-ordination of any inter town challenges.
 - (c) Be the liaison between the L.D.F. Inc Executive and the District coaches and managers.
 - (d) Return completed District Team Order Forms promptly to the L.D.F. Inc Treasurer so order can be placed.
 - (e) All monies owed must be collected and handed to the L.D.F. Inc Treasurer prior to receiving and distributing team purchases.
 - (f) All District registration sheets, and ID cards must be checked by the L.D.F. Inc Registrar/Recorder or Assistant Registrar/Recorder prior to being sent. One copy of Registration sheet must also be supplied and kept by the L.D.F. Inc Registrar/Recorder. (Clear photocopy acceptable)
 - (g) All allocated gear must be returned to the Property Officer within two (2) weeks of the conclusion of District games.
- (7) **SPORTS ADVISORY LIAISON OFFICER**
- (a) To be a member of the Lithgow Sports Advisory Committee and attend all sports advisory meetings in the Lithgow City Council Chambers on the last Monday of each month and report to L.D.F. Inc. all outcomes of such meetings. To raise all L.D.F. Inc concerns at these meetings and follow up these concerns for appropriate action.
- (8) **MEMBER PROTECTION INFORMATION OFFICER**
- (a) Polices and checks all insurance, member protection and media forms after the finalisation of registrations.
 - (b) Protection officer keeps a record of protected children.
 - (c) Distribute and witness all Member Protection Declarations from all L.D.F. Inc. Executive, Committee Members, District Coaches, Grounds and Canteen Helpers.
 - (d) An MPIO is responsible for providing information and options to an individual making a complaint or raising a concern.
 - (e) They can also provide information and advice to sport administrators and complaint handlers with regard to the Member Protection Policy of that sport.
 - (f) MPIO's should be impartial and don't mediate or investigate complaints.
- 10** L.D.F. Inc officials shall be elected at the A.G.M each year, but should a vacancy occur during the year, it may be filled at a M.C.M. To be eligible for election of any of the above positions, the person concerned must have some direct connection with a club affiliated with L.D.F. Inc.
- 11** L.D.F. Inc officials shall hold office in an honorary capacity during the year they are appointed.
- 12** No L.D.F. Inc official shall hold more than one Executive position.
- 13** Any L.D.F. Inc official absenting him/herself without reasonable excuse, to be decided by the committee, from three (3) consecutive meetings shall be deemed to have vacated office.
- 14** Any L.D.F. Inc official deemed guilty of conduct prejudicial to the interests of the committee may be removed from office at any M.C.M by a two thirds majority of those present and entitled to vote.
- 15** Any official wishing to resign may do so by giving written notice to the secretary.
- 16** In matters of urgency, a quorum of Three (3) officials may act in the interests of the committee. The order of precedence for forming such a quorum shall be: President, Senior Vice President, Junior Vice President, Secretary and Treasurer.



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- 17 Persons holding Executive positions, who are nominated as signatories for banking authority, as per Part 3 Point 8.1 to 8.5, shall not be related to or in a relationship with, other than friends or acquaintances, to other persons who hold EXECUTIVE positions.
- 18 Affiliated clubs shall have the option to hold one (1) EXECUTIVE OFFICIAL position. If after voting at the A.G.M., an EXECUTIVE position/s is/are not held by an affiliated Club, the unfilled EXECUTIVE position/s will be open to the affiliated Clubs which already hold EXECUTIVE positions.
- 19 All persons holding positions on the L.D.F. Inc. Committees, including those who help out on the Grounds and in the Canteen, MUST have a Working With Children Check and MUST register online in the Play Football System. The system will ask for WWCC number and Expiry date.
- 20 Any persons who have been declared unfinancial cannot hold any official positions on the L.D.F Inc. Committee.
- 21 There is no Maximum term for Committee Members to hold Office Positions.

PART 4 MEETINGS

22 GENERAL MEETINGS

- (1) The affairs of L.D.F. Inc shall be administrated by the committee and club representatives.
- (2) All affiliated clubs shall have at least one (1) representative at each meeting.
- (3) General meetings will be held at 7.00 pm on the first Tuesday in each month.
- (4) Executive members cannot represent their club at these meetings.
- (5) The committee shall meet as and when required but with a minimum of three (3) meetings during the season.
- (6) A quorum at a meeting shall consist of a number equal to one third of those entitled to be present and to vote.
- (7) **The order of business at a monthly meeting shall be:**
 - Open meeting.
 - Apologies.
 - Reading and accepting of minutes of previous meeting.
 - Business arising from those minutes.
 - Correspondence.
 - Business arising from correspondence.
 - Treasurer's report.
 - Registrar/Recorder report.
 - Competition Secretary Report.
 - Canteen committee report.
 - Publicity Officer Report.
 - Property Officer Report.
 - Grounds committee report.
 - Intensive training report.
 - Representative teams report.
 - Referee's report
 - Sports advisory report.
 - General business
- (8) **The powers and functions shall be:**
 - a) The organisation arrangements and control of non-competitive and competitive games between affiliated clubs each year.
 - b) Arranging with the Lithgow Referee's Association for Match Officials to officiate any L.D.F. Inc. approved competitive and non-competitive games conducted by L.D.F. Inc.
 - c) Control and management of the L.D.F. Inc. finances.
 - d) The right to require any affiliated club to produce any records or documents deemed necessary by the committee.
 - e) A meeting may be called by the President and Secretary on his/her own authority or on a request of not less than two (2) members of the committee, and each member of



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the committee shall be given not less than 48 hours notice of such a meeting being called.

23 SPECIAL MEETINGS AND COMMITTEE'S

- (1) A special meeting shall be called and notices of such meetings together with the business to be discussed be given to all clubs in writing at least seven (7) days prior to the meeting at the request of three (3) affiliated clubs or committee members and shall consider only that business for which it was called.
- (2) Appeals and Judiciary Decision Panels must comprise of a minimum of three (3) members, (only one of whom shall be a member of the L.D.F. Inc executive) not involved in the dispute.
- (3) Special committees may be elected for such period and purpose as considered required.
- (4) All CLUB Committee Members must be prepared to sit on any L.D.F. Inc. Appeal, Judiciary and Discipline Decision Panel when needed throughout the season. Representatives will only be called upon if they or their Club have no connection to any alleged incidents.

24 POLICY MEETINGS

- (1) The policy meeting shall be held in September each year at the L.D.F. Inc clubhouse following the normal September MCM.
- (2) All clubs wishing to propose amendments to the L.D.F. Inc. Constitution must have written submissions to the Secretary at least seven (7) days before meeting. No correspondence will be accepted at the meeting.
- (3) Any proposed policy changes tabled at each L.D.F. Inc policy meeting will only be accepted from affiliated clubs on club letterhead and signed by the club Secretary, or from the L.D.F. Inc committee, also on letterhead and signed by the Secretary. All proposals MUST come through the respective committees. No individual proposals will be accepted.

25 ANNUAL GENERAL MEETINGS

- (1) The A.G.M shall be held on the first Wednesday in November of each year at the L.D.F. Inc clubhouse.
- (2) Each affiliated club will be entitled to nominate two (2) members, prior to the commencement of the meeting, to vote on their behalf. These members must be in attendance and financial members of L.D.F. Inc. No Proxy or Postal Votes will be accepted.
- (3) The order of business at the A.G.M shall be:
 - (a) Open meeting.
 - (b) Apologies.
 - (c) Confirmation of the last preceding A.G.M and of any special general meeting held since that meeting.
 - (d) Presentation of Annual Reports.
 - (e) Presentation of adoption of annual financial statements.
 - (f) Consideration of honorariums (being partial reimbursement of out-of-pocket expenses).
 - (g) Proposed amendments to L.D.F. Inc Objects & Rules or Constitution.
 - (h) Declare all positions vacant.
 - (i) Election of Life Members. All nominations for Life Members must be in writing and handed to the L.D.F. Inc. Secretary at least seven (7) days prior to the Meeting.
 - (j) Election of Auditors
 - (k) Election of Executive Officials
 - (l) Election of Committee Officials
 - (m) Naming of all players and/or clubs deemed to be unfinancial.
 - (n) Consideration of grants to each club to assist in the replacement and/or purchase of club equipment. Grants to be determined and reviewed at every A.G.M.
 - (o) General business deemed to be of importance.



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26 VOTING

- (1) At all meetings conducted by L.D.F. Inc, every club will be entitled to two (2) votes each if two financial members are in attendance.
- (2) No Proxy or Postal Votes will be accepted at any Meeting.
- (3) Electronic Votes will be accepted if received 24 hours prior to the commencement of a Meeting (excluding Appeals)

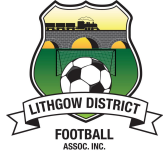
27 ALTERATIONS TO THESE RULES

- (1) Except in cases of changed circumstances which were not contemplated or reasonably foreseeable at the time of adoption of these rules or which render any provision in-operable or impracticable, the provision of these rules shall not be altered or amended until the A.G.M each year.
- (2) Where changed circumstances are alleged to exist, any affiliated club shall have the right to apply for alterations or amendments. (*As Per Part 4 Point 25.1*)
- (3) Any such application for amendments must be in writing and in the hands of the Secretary seven (7) days prior to meeting.

PART 5 CLUBS

28 AFFILIATED CLUBS

- (1) All affiliated clubs must supply the following information to the L.D.F. Inc Secretary prior to the commencement of the competition:
- (2) The names, addresses and phone numbers of all executive committee members.
- (3) The name, address and phone number/s of their nominated delegate for judiciary and appeals.
- (4) The name, address and phone number/s of their nominated delegate for grounds committee.
- (5) The names, addresses and phone numbers of all coaches and managers.
- (6) Their nominated club colours.
- (7) Their nominated training grounds.
- (8) Media release and insurance are part of the online registration Play Football System and all clubs must include these as part of the registrations for players, coaches, managers and committee members.
- (9) Any club who fails to fulfil these obligations will be playing for no competition points, for all competitive teams, until these obligations are met.



APPENDIX 1

APPLICATION FOR MEMBERSHIP

LITHGOW DISTRICT FOOTBALL INC.

(Incorporated under the Association Incorporation Act, 2010)

I _____
[Full Name of Applicant]

Of _____
[Address]

[Occupation]

hereby apply to become a member of the above-named incorporated association. In the event of my admission as a member, I agree to be bound by the constitution of the Incorporation for the time being in force.

Signature of Applicant

Date: _____

I _____,
[Full Name]

a member of the incorporation, nominate the applicant, for membership of the incorporation.

[Signature of Proposer]

Date: _____

I _____
[Full Name]

a member of the incorporation, second nomination of the applicant for membership of the incorporation.

[Signature of Secunder]

Date: _____