

NEW SOUTH WALES
ASSOCIATIONS INCORPORATION ACT,
1984

GLADESVILLE-HORNSBY
FOOTBALL ASSOCIATION
INCORPORATED

OBJECTS

1. To foster and develop the game of Association Football in the North Western Districts of Sydney by organising competitions for junior and senior teams.
2. To foster and support the development of Gladesville-Hornsby Football Association Incorporated in competitions conducted by Football NSW Limited where appropriate.
3. To do all such other things as are incident or conducive to attainment of the objects of the Association.

RULES

of

GLADESVILLE-HORNSBY FOOTBALL ASSOCIATION INCORPORATED

PART 1

PRELIMINARIES

INTERPRETATION

1. (1) In the rules and by-laws except in so far as the context or subject matter otherwise indicates or requires -

'member' - a member of the Association shall include:

- affiliated Clubs
- Officials of the Association
- Life Members.

'person' means a natural person and includes a body corporate, firm or body of persons.

'secretary' means -

- (a) the person holding office under these rules as secretary of the Association;
or
- (b) where no such person holds that office - the public officer of the Association.

'special general meeting' means -

a general meeting of the Association other than annual general meeting.

'the act' means -

the Associations Incorporation Act, 1984.

'Association' means -

the Gladesville-Hornsby Football Association Incorporated.

'the Regulation' means -

the Associations Incorporation Regulation, 1994.

'referee' means -

not only a referee appointed by GHSRA but also a person, coach or manager who officiates as a referee in the absence of one appointed by GHSRA.

- (2) In the rules and by-laws -

- (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 the function is a duty, a reference to the performance of the duty.
- (c) where the following abbreviations appear throughout the rules and by-laws they shall have the meanings as set out hereunder:

AGM	-	Annual General Meeting
SGM	-	Special General Meeting
MC	-	Management Committee
MCM	-	Management Committee Meeting
P & D C	-	Protests & Disciplinary Committee
GC	-	Grading Committee
AC	-	Appeals Committee
GH	-	Gladesville-Hornsby
GHFA Inc	-	Gladesville-Hornsby Football Association Inc
GHSRA	-	Gladesville-Hornsby Soccer Referees Association Incorporated
FNSW	-	Football New South Wales Limited
FFA	-	Football Federation Australia

- (3) The provisions of the Interpretation Act, 1897, apply to and in respect of these run in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

PART 11

MEMBERSHIP

MEMBER'S QUALIFICATIONS:

- 2. A person is qualified to be a member of the Association if that person has been nominated and approved for membership by the Association.

REGISTER OF MEMBERS:

- 3. (1) The public officer of the Association shall establish and maintain a Register of Members of the Association specifying the name and address of each person who is a member of the Association together with the date on which the person became a member.
- (2) The Register of Members shall be kept at the principal place of administration of the Association and shall be open for inspection, free of charge by any member of the Association at any reasonable hour.

FEES, SUBSCRIPTIONS:

4. (1) A Member of the Association shall, upon admission to membership, pay to the Association on a fee of \$1 or, where some other amount is determined by the Management Committee, of that other amount.
- (2) In addition to any amount payable by the Member under clause (1), a Member of the Association shall pay to the Association an annual Membership Fee of \$2 or, where some other amount is determined by the MC.

MEMBERS' LIABILITY:

5. The liability of a Member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the Member in respect of membership of the Association as required by clause 4.

LIFE MEMBERS:

6. Any person who has rendered single service to the Association may be elected a Life Member by an AGM or GM provided that not more than one person shall be elected per annum and shall be entitled to be present and vote at all AGMs and GMs only. This shall not affect any rights which any person may have under other clauses herein.

PART 111

SCOPE OF JURISDICTION

7. (1) The Association shall affiliate for the forthcoming season in accordance with the decision made at each AGM. It shall adopt the Laws of the Game as set down by the International Football Association Board and shall apply the decisions, interpretations and amendments thereof, approved by FNSW.
- (2) The jurisdiction of the Association shall cover all Association Officials, Clubs, Teams, Grounds, Club Officials, Team Officials and matches within its boundaries.
- (3) The jurisdiction of the Association may be extended beyond it's boundaries by arrangement with other soccer Associations and with the approval, if necessary of SNSW. Jurisdiction shall also cover players representing the Association in matches or competitions played outside its boundaries.
- (4) All teams playing Association Football under the rules laid down by the International Board shall be eligible to play under the Association.
- (5) The Association may conduct matches or such functions as it may deem desirable and no Club shall organise matches or functions which conflict with the Association's events without first obtaining permission of the Association.
- (6) (a) The Association shall at all times be bound by the Constitution, Rules and Regulations of FNSW.

- (b) Where there is any inconsistency between any provision of the Rules of GHFA Inc. and those of FNSW, then to the extent of such inconsistency the Constitution or Rules and Regulations of FNSW shall prevail.
- (c) GHFA Inc. shall be bound by the lawful decisions of the Board of Football NSW Ltd. and it shall do all things reasonably necessary to implement and enforce such decisions.

PART IV

ALTERATIONS TO THE RULES AND OBJECTS:

- 8. (1) The Statement of Objects and these Rules may be altered, rescinded or added to only by a Special Resolution of the Association.
- (2) Each member shall have the right to apply for variation of the Objects or Rules.
- (3) The AGM or adjourned AGM shall have the power to deal with such variations or amendments.
- (4) Any further such applications shall be made in writing to the MC and shall be determined at a SGM.
- (5) The Secretary shall circulate to each member at least fourteen (14) days prior to the SGM a copy of such further applications.
- (6) The Objects and Rules shall only be varied by special resolution being the vote of three quarters majority of persons present and entitled to vote.
- (7) Notices of Motion for the AGM shall be in the hands of the Secretary of the Association not later than 30 September of each year.

PART V

OFFICIALS OF THE ASSOCIATION

- 9. (1) The Officials of the Association shall be:-
 - (a) President
 - (b) Vice President
 - (c) Chairman of the P & D C
 - (d) Treasurer
 - (e) Secretary
 - (f) Secretary of the P & D C
 - (g) Competition Secretary
 - (h) Mini Football Co-ordinator
 - (i) Representative Convenor
 - (j) Representative Secretary
- (2) Officials of the Association shall hold office from the AGM at which they are appointed until the succeeding AGM.

- (3) Should any Official (other than the Officials referred to in Rule 9 (1)(f) and 9(1)(j) absent him/herself without reasonable excuse from three consecutive meetings, the Secretary shall report this to the Chairperson, who may declare the office vacant.
- (4) Any Official deemed guilty of conduct considered prejudicial to the interests of the Association may be removed from Office by a majority vote at a MCM.
- (5) In the event of a vacancy occurring during the year in the positions of President, Vice President, Secretary, Treasurer, Competition Secretary, Chairman of P & D C, Secretary P & D C or Representative Convenor, the Association may call a SGM to fill such Office. Other vacancies may be filled at an MCM.
- (6) Any Official wishing to resign may do so by giving written notice to the Secretary.
- (7) The Association shall notify each member by printed form of the opening of nominations for the positions of Officials of the Association not later than 15 September each year.
- (8) Nominations for positions of Officials shall be made in writing and forwarded to the Secretary not later than 30 September each year, on the form provided by the Association.
- (9)
 - (a) Club Nominations shall be signed by the Club's Secretary and by the person nominated.
 - (b) Personal nominations shall be signed by both the proposer and the person nominated.
- (10) The Association shall forward a list of nominees to each affiliated Club at least fourteen (14) days prior to the AGM.
- (11) If only one nomination is received for any one position then such nominee shall be deemed to be elected.
- (12) Where more than one nomination is received for any one position then a ballot shall be conducted.
- (13) Where no nomination is received for any one position then nominations from the floor shall be accepted at the AGM.
- (14) Nominees not elected are eligible to stand for any succeeding vacancies.
- (15) The Association shall indemnify and hold harmless from costs any official of the Association or MC member against all actions, claims and suits either at law or in equity for damages arising out of or as a direct result of he/her/they holding office.

DUTIES AND FUNCTIONS OF OFFICIALS OF THE ASSOCIATION:

10. (1) (a) **President:**
The President shall:
Be Chairperson of all meetings he attends, except the P & D C.
Conduct such meetings in accordance with the Rules of the Association.
Have a casting vote only at all meetings.
- (b) **Vice President:**
The Vice President shall:
In the absence of the President, be chairperson of the MCM's, SGM's and AC. When doing so he shall have a casting vote only.
Be Chairperson of the Strip Committee.
Be Delegate to the Referees Association and any other bodies in the absence of the President.
- (c) **Chairman of P & D C.**
The Chairman of the P & D C shall:
Be Chairperson of the P & D C and as such may not sit on the AC.
- (d) **Treasurer:**
The Treasurer shall:
Receive all moneys and bank same in the Associations Bank Accounts.
Pay all accounts passed for payment in accordance with these rules.
Prepare a report for all MCMs.
Prepare a Financial Statement covering the financial year to 30 September, For Audit and submission to the AGM.
- (e) **Secretary:**
The Secretary shall:
Hold the Common Seal.
Accept any moneys, if the Treasurer is absent, and pay such moneys to the Treasurer.
Record the business transacted at every meeting in the official Minute Book.
Record any action taken by the Executive Committee between meetings.
Attend to the correspondence.
Be an Ex-Officio member of all Sub-Committees.
Keep a record of attendance at all meetings.
Furnish a report of attendance if required.
Report to the Chairperson any official who absents himself without reasonable excuse from three consecutive meetings.
- (f) **Secretary of P & D C:**
The Secretary of the P & D C shall:
Be Secretary and Vice Chairperson of the P & D C.
- (g) **Competition Secretary:**
The Competition Secretary shall:
Be Chairperson of the Grading Committee.
Arrange with the Councils concerned to procure the use of grounds for the coming season.
Re-arrange the draw to allow for any authorised replays, deferred games or wash-outs.

Arrange for the publication of the fixtures information.

- (h) **Mini Football Co-ordinator:**
The Mini Football Co-ordinator shall:
Supervise Small Sided Games in the Under 6 to Under 8 age groups.
- (i) **Representative Convenor:**
The Representative Delegate shall:
Represent the Association with the appropriate bodies.
Supply, on behalf of the Representative Committee, regular reports on the progress of all representative teams of the Association.
- (j) **Representative Secretary:**
The Assistant Secretary shall:
Attend to the general business of the Representative Committee.
Accept and bank any moneys received.
Record the business transacted at every meeting of the Representative Committee in the official minute book.
Record any action taken by the Representative Committee between meetings.
Attend to the correspondence of the Representative Committee.
Keep a record of attendance and, if required, furnish a report of attendance at the Representative Committee meetings.

PART VI

COMMITTEES

11. (1) Committees of the Association shall comprise:-
- (a) **Executive Committee:** {quorum shall be five (5)}
 - President
 - Vice President
 - Chairman of P & D C
 - Treasurer
 - Secretary
 - Competition Secretary
 - Representative Delegate
 - (b) **Protests & Disciplinary Committee:** {quorum shall be (3)}
 - Chairman of P & D C
 - Vice Chairman of P & D C
 - Secretary P & D C

- (c) **Appeals Committee:** {quorum shall be (4)}
 President (Chairman)
 Secretary
 A member of the Executive, of not less than two (2) affiliated clubs, who are not delegates to the MCM.
 Members of the AC shall be excluded from voting where it is considered by the Chairman that they have a vested interest in the Appeal or voted on a decision which is being appealed against.
 A member of GHSRA may be invited attend such meeting and advise on the law of the game, but shall not be entitled to vote.
 - (d) **Strip Committee:** {quorum shall be (2)}
 Vice President
 Members of the Association (2) who shall be elected at the AGM or MCM.
 - (e) **Grading Committee:**
 Competition Secretary
 Members of the Association (5) who shall be elected at the AGM or MCM.
 Only one delegate from each Club may be elected.
 - (f) **Management Committee:**
 Officials of the Association
 One Delegate from each affiliated club
 - (g) **Representative Committee:** {quorum shall be five (2)}
 President
 Representative Convenor
 Representative Secretary
- (2) The term of each Committee shall commence from the AGM at which they are elected/appointed to the succeeding AGM.

FUNCTIONS OF COMMITTEES

12. The Functions of the Committee/s shall be:

- (a) **Executive Committee:**
 The Executive Committee shall be empowered to deal with any matters concerning the Association between MCM's. The Executive shall have the power to impose penalty by way of fine or a bond on any club. The Executive shall report its actions to the MC.
- (b) **Protests & Disciplinary Committee:**
 - (i) All members of the P & D C shall be fully conversant with the laws of the game.
 - (ii) Members of the P & D C may not be members of the AC.
 - (iii) The onus of proving charges and grounds of protests shall be on the person making them.
 - (iv) The P & D C shall have the power to hear and determine matters relating to the following:
 - * Any player ordered off the field of

- play by a referee.
- * Any player reported to the Association for ungentlemanly conduct off the field of play or for persistent infringement of the Laws of the Game.
 - * Protest by any team concerning the eligibility of any player participating in matches conducted by the Association.
 - * Protests by any team concerning Point of Law.
 - * Matters concerning lack of discipline amongst Club Officials and spectators which may reflect on the good name of the Association.
 - * Any other matter referred by the MC or Executive.
 - * Any breach of the Objects, Rules and By-Laws of the Association, and where no penalty is imposed by the Rules or By-Laws recommend to the Executive and/or MCM the imposition of the appropriate penalty, fine or bond.
- (v) There shall be a right of appeal to the AC upon the appellant's club giving notice in writing together with the relevant appeal fee, to the office of the Association within seven (7) of the decision of the P & D C.
 - (vi) Players whose penalty has been appealed are suspended from playing until the AC has heard the case. The AC shall convene within an appropriate time and notice of the date and time of the AC hearing shall be conveyed to the appellant's club.
 - (vii) Persons appearing before the P & D C may not take legal representation to that hearing.
- (c) **Appeals Committee:**
- (i) All members of the AC shall be fully conversant with the Laws of the Game.
 - (ii) Members of the AC shall be empowered to hear and determine all Appeals against decisions made by the P & D C.
 - (iii) An aggrieved member may appeal against the decision of the AC to NSWASF (Sydney Branch) within seven (7) days - details of appeal procedure to be obtained from the President or Secretary.
 - (iv) The P & D C shall provide to the AC the player's record of previous offences.
 - (v) Any member, except Life Member, may appeal to the AC against a decision of the P & D C provided that such an appeal is lodged in writing together with the Appeal Fee, at the office of the Association within seven (7) days of notification of the decision of the P & D C.
 - (vi) Persons appearing before the AC may be accompanied by a legal representative upon giving 48 hours notice of such intention and on lodgement of \$500 to cover the cost of the Association's legal representative.

(d) **Strip Committee:**

The Strip Committee shall be empowered to approve or reject any new strip or changes to existing strip (including advertising) and to require alternate strip to be used against certain Clubs where colours are similar.

The Strip Committee shall maintain a record of strip approved and requirements for changing to alternate strip.

The Strip Committee shall meet as required having been given 48 hours notice, however, notice may be waived at the discretion of the Chairman.

(e) **Grading Committee:**

The Grading Committee shall grade all teams who play in GHFA Inc.

(f) **Management Committee:**

(1) The MC shall consist of one (1) delegate from each of the affiliated Clubs and the Officials of the Association as set out in Section 9(1). The delegate shall be a member of the Executive or Management Committee of the affiliated Club and who is in a position to have knowledge of the current affairs of such Club. In the event of the named delegate not being able to attend a meeting, each affiliated Club shall nominate an alternate delegate, such person to have the qualifications as described herein.

(2) Questions arising at the meeting shall be determined by a majority of the votes of members of the MCM present and entitled to vote.

(3) The MC shall meet as required, normally Wednesday. A Special MCM may be called by the Secretary by giving, where possible, 24 hours notice to members.

A quorum shall consist of:

At least four (4) of the Executive
½ of Affiliated Clubs

(4) Any member of the MC deemed guilty of conduct considered prejudicial to the interest of the Association may be removed by a majority at any MCM.

(5) If within half an hour after the appointed time for the commencement of a MCM 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 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.

(6) 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 seven) shall constitute a quorum.

(7) The accepted rules of Parliamentary Debate shall apply to all MCMs.

(8) The MC shall generally administer the Association business, which shall include:-

(i) Admission or rejection of application by teams for registration and decisions on competitions to be conducted.

- (ii) Admission or rejection of applications by persons for regrading or transfers.
 - (iii) Approval or rejection of player's application for regrading or transfers.
 - (iv) Suspension of any Club from participation in any competition or matches under the jurisdiction of the Association.
 - (v) Suspension or expulsion of any Club Official or Club Member (who is not an Association Official or member of the MC) from participation in Association affairs where such Club Official or Club Member is deemed guilty of conduct considered prejudicial to the interests of the Association.
 - (vi) Control and management of all finances of the Association with the exception of honoraria.
 - (vii) Control and management of all competitions and matches conducted by the Association.
 - (viii) Instructions to the Competition Secretary to make alterations to match results and point scores, resulting from cases or proved ineligibility of players.
 - (ix) Formation of Sub-Committees such as Social, Constitution and Ladies Auxiliary etc.
 - (x) Appointment of delegates to represent the Association at meetings of the body to which it is affiliated. (The delegate/s shall vote as authorised by the Association or if not specifically instructed, in the manner they deem to be in the best interests of the game and the Association).
- (9) (i) Any member except Life Member may Move for a rescission of any motion carried by the MC. Such rescission motion to be heard and dealt with by a SGM. The member should submit the rescission motion to the office of the Association with seven (7) days of notification by the MC.
- (ii) If still dissatisfied the member may appeal to the body with which the Association is affiliated in accordance with such body's constitution.

(g) **Representative Committee:**

The Representative Committee shall:

- (1) Administer representative football for the Association.
- (2) Foster and develop football in the Gladesville-Hornsby area at a representative level.
- (3) Promote excellence in playing and coaching standards.
- (4) Report its actions to the MC and supply the MC with regular reports on the progress of all representative teams of the Association.

PART VII

AUDITOR AND BANK AUTHORITY

AUDITOR:

13. An Auditor, being a registered Public Accountant, who need not be connected with the Association, shall be appointed by the AGM each year.

BANK AUTHORITY:

14. (1) Subject to Rules 14(2) and 14(3), all cheques issued by the Association shall be signed by the Treasurer together with the President, Secretary or Competition Secretary.
- (2) Cheques issued by the Association for amounts less than \$500 may be signed by the General Manager appointed by the Executive if given such authority by the Executive.
- (3) The Executive Committee may authorise a person or persons other than those Officials described in Rule 14(1) to operate the Association's bank accounts and sign cheques relating thereto.

PART VIII

MEETINGS:

15. (1) **Annual General Meeting - Holding of:**
- (a) With the exception of the first AGM of the Association, the Association shall, at least once in each calendar year and within the period of six months after the expiry of each financial year of the Association, convene an Annual General Meeting of its members.
- (b) The Association shall hold its first AGM -
- (i) Within the period of 18 months after its incorporation under the Act; and
- (ii) Within the period of two months of the expiration of the first financial year of the Association.
- (c) Clauses (1) and (2) take effect subject to any extension or permission granted by the Commissioner under Section 26(3) of the Act.
- (2) **Annual General Meeting - Calling of and Business at:**
- (a) The AGM of the Association shall, subject to the Act and to Rule 15(1), be convened on such date and at such place and time as the Executive Committee thinks fit, provided it is held not later than 30 November in each year.
- (b) In addition to any other business which may be transacted at an AGM, the business of the AGM shall be:-
- (i) to adopt the minutes of the last preceding AGM and any SGM held since that meeting.

- (ii) to receive from Committees or Officials Annual Reports upon the activities of the Association during the preceding year.
- (iii) to receive and consider the statement which is required to be submitted to members pursuant to Section 26(b) of the Act.
- (iv) the consideration of granting reimbursement of expenses pursuant to PART XII of these Rules.
- (v) to affiliate as required by Rule 7(1).
- (c) New Clubs desiring affiliation for the following season shall then be admitted.
- (d) The Chairperson shall next declare all offices vacant and the elections of officers shall then take place.
- (e) At this stage the meeting shall continue to General Business including any alterations to the Objects and Rules, by special resolution.
- (f) An AGM shall be specified as such in the notice convening it.

(3) Management Committee Meetings:

- (a) The order of business at a MCM shall be:
 1. Reading of the Minutes of the previous MCM.
 2. Business Arising from the Minutes.
 3. Adoption of the Minutes of the previous meeting.
 4. Correspondence.
 5. Reports by Officials, GHSRA and others.
 6. Motions on Notice.
 7. General Business.
- (b) The MCM shall hear any matter which may result in the expulsion of any Club from participating in any competition or matches under the jurisdiction of the Association.

(4) Special General Meeting:

- (a) SGMs shall be convened as follows:-
 1. By a resolution carried at a MCM.
 2. By a decision of the majority of the Executive Committee.
 3. By a requisition in writing to the Secretary signed by the Secretaries of at least three affiliated Clubs.
 4. By a requisition in writing to the office of the Association from any Club whose affiliation has been rejected by the MC.
 5. By a requisition in writing by any member except Life Member.
- (b) A requisition for a SGM -
 1. Shall state the purpose or purposes of the meeting.
 2. Shall be signed by those making the requisitions.
 3. May consist of several documents in a similar form, each signed by one or more of those making the requisition.
- (c) If the Executive Committee fails to convene a SGM to be held within one month after the date on which a requisition for the meeting is lodged with the Secretary, any one or more of those who made the requisition may convene a SGM to be held not later than three months after that date.
- (d) SGMs may be called for the following purposes only:-
 1. To deal with any revision, alteration or amendment to the Rules or Objects which cannot be held over until the next AGM.
 2. To deal with any Notices of Motion for changes to the By-Laws of the Association.

3. To deal with any written Notice of Motion seeking rescission of any resolution carried at an MCM.
4. To deal with any matter of an urgent nature which cannot be held over to the next AGM.

(5) **Notice:**

- (a) Except where the nature of the business proposed to be dealt with at a SGM requires a special resolution of the Association the Secretary shall at least 14 days before the date fixed for the holding of the SGM cause to be sent by post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (b) Where the nature of the business proposed to be dealt with at a SGM requires a special resolution of the Association, the Secretary shall, at least 21 days before the date fixed for the holding of the SGM, cause notice to be sent to each member in the manner provided in clause (a) specifying, in addition to the matter required under clause (a), the intention to propose the resolution as a special resolution.
- (c) Where a SGM is adjourned for 14 days or more, the Secretary shall give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (d) Except as provided in clause (a) and (b) above, notice of an adjournment of a SGM or of the business to be transacted at an adjourned meeting is not required to be given.

(6) **Making of Decisions:**

- (a) A question arising at a SGM of the Association 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 association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (b) At a SGM of the Association, a poll may be demanded by the chairperson or by not less than three members present in person.
- (c) Where a poll is demanded at a SGM, the poll shall be taken -
 - (i) 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
 - (ii) in any other case, in such name 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.

(7) **Procedure:**

- (a) No item of business shall be transacted at a SGM unless a quorum of members is present during the time the meeting is considering that item.
- (b) A quorum shall consist of - A majority of the elected officials 2/3 of Affiliated Clubs
- (c) If within half an hour after the appointed time for the commencement of a SGM 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 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.

- (d) 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 seven) shall constitute a quorum.
- (e) The accepted rules of Parliamentary Debate shall apply to all SGM's.

(8) **Presiding Member:**

- (a) The President, or in the President's absence, the Vice President, shall preside as Chairperson at each SGM of the Association.
- (b) If the President and Vice President are absent from a SGM or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

(9) **Adjournment:**

The chairperson of a SGM 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.

(10) **Voting:**

- (a) All members shall be entitled to one vote except in the case of a member-affiliated Club which shall be entitled to one vote per delegate. A member Club shall be entitled to one delegate for each five teams or part thereof plus their delegate at the MC.
- (b) All votes shall be given personally.
- (c) There shall be no voting by proxy.

PART IX

AFFILIATION OF CLUBS AND TEAMS:

- 16. (1) Any Club wishing to participate in competitions or matches conducted by this Association shall apply, in writing to the Secretary for affiliation.
- (2) Each Club shall upon affiliation, be supplied with a copy of the Association's Objects, Rules and By-Laws.
- (3) Any Club wishing to resign from the Association shall intimate the same in writing to the Secretary. No resignation shall be accepted unless all outstanding moneys and dues have been paid.
- (4) Each team of a Club shall be regarded as a separate entity in each age group and/or division and/or grade.
- (5) Clubs shall apply to the MC for permission to enter a team or teams in special competitions run by other recognised bodies.

- (6) Any Club with moneys outstanding from the previous Financial Year will not be considered for nomination of teams.
- (7) Any team nominating to play in the annual competition must be part of an affiliated Club.

PART X

FEES AND FINES:

17. (1) **Nomination Fees:**
 - (a) The Nomination Fee is the fee payable by each Club at the time of nomination of teams by that Club.
 - (b) The Nomination Fee payable in respect of a team in any season shall be an amount equivalent to three times the Competition Fee for a player in the team nominated.
 - (c) Save as provided in Rule 17(2)(b), the Nomination Fee is not refundable.
- (2) **Competition Fee:**
 - (a) The Competition Fee shall be the fee charged to each Club for each player registered with the Association for the current season.
 - (b) A Club shall receive a credit for the Nomination Fee referred to in Rule 17(1) where players are registered in the team in respect of which the Nomination Fee was paid.
- (3) **Forfeit Fee:** {See By-Law 12(a)}
A Forfeit Fee shall apply to any team deemed to have forfeited a match.
- (4) **Protest Fee:** {See By-Law 12(b)}
Any Club submitting a Protest must cover such Protest with the prescribed fee. Such Fee to be refunded if the Protest is upheld.
- (5) **Appeal Fee:** {See By-Law 12(c)}
Any Club submitting an Appeal must cover such Appeal with the prescribed fee. Such Fee to be refunded if the Appeal is upheld.
- (6) **Withdrawal of a Player:**
A Withdrawal Fee being a proportion of the Competition Fee as set out below will be applicable to any player who withdraws on or before the following dates: -
 - * Withdrawal Fee of 25% of the Competition Fee for withdrawal prior to the start of the competition.
 - * Withdrawal Fee of 50% of the Competition Fee for withdrawal prior to 31st May of each year.
 - * Withdrawal Fee of full 100% of Competition Fee for withdrawal after 31st May of each year.
- (7) **Referees Fees:**
 - (a) The Association shall contract with the GHSRA for referees and linespersons to Officiate at competition games.

- (b) The fee for each age group shall be as determined annually by SNSW.
- (c) The contract fee shall be paid by monthly account.

(8) **Fixing of Fees:**

The Competition Fees which shall be applied to the various grades shall be recommended by the Executive Committee for ratification by the AGM. Failing any recommendation to the contrary the Fees as applied in the previous season shall continue.

- (9) (a) Clubs will be reimbursed for Council charges for grounds hired by them on the production of the Council invoice for winter season Saturday hire of their particular ground.
- (b) \$200 will be paid to each Club for line marking per season where Councils do not maintain those grounds.
- (c) Clubs which use school grounds will be reimbursed an amount equal to the cost of the nearest equivalent Council ground plus \$200 for line marking per season.

(10) **Fines:**

- (a) **Undressed Grounds:** {See By-Law 12(e)}
Any Club not dressing its allocated ground by 8.00 am will be subject to the imposition of a fine.
- (b) **Unserviceable/No Soccer Ball:** {See By-law 12(e)}
Any Club not supplying a match ball or supplying a match ball in an unserviceable condition will be subject to the imposition of a fine per team involved.
- (c) **No Result:** {See By-Law 12(e)}
Any Club failing to supply results of the days matches to the Association by the time set down by the MC will be subject to the imposition of a fine per team involved.
- (d) **Non-Attendance Fine:** {See By-Law 12(e)}
Any Club failing to be in attendance at Meetings of the Association shall be subject to the imposition of a fine.
- (e) **Team Sheets:** {See By-Law 12(e)}
Any Club using unofficial team sheets shall be subject to the imposition of a fine.
- (f) **Non-Numbered Shirts:** {See By-Law 12(e)}
Any Club failing to number (unduplicated) players shirts in Under 9 to All Age shall be subject to the imposition of a fine.
- (g) The MC or Executive may impose on any Club or Official such fines and/or bonds as it may consider necessary where such Club and/or Official has acted in a manner considered prejudicial to the interest and good name of the Association.
- (h) **Mini Soccer:** {See By-Law 29}
The MC or Executive may impose a fine and/or bond on any team and/or Club and/or Official infringing the rules of mini soccer.
- (i) **Armbands:** {See By-Law 12(e)}
The Club of any coach or manager reported to have not worn an armband shall be subject to the imposition of a fine.
- (j) **Alternate Strip Fine:** {See By-Law 12(e)}
Any team failing to supply a change of strip as indicated in the "List of Strip Clashes" shall be subject to the imposition of a fine.

- (k) **Incorrect Result Fine:** {See By-Law 12(e)}
Any Club failing to supply the correct result of any match will be subject to the imposition of a fine.

- (11) **Payments:**
All payments due to the Association shall be due and payable within thirty (30) days of the date of the Invoice. All amounts remaining unpaid after thirty (30) days shall attract interest at the rate of 25% per annum to be calculated on a daily basis until the outstanding amount and interest is fully paid
AND The MC may review the affiliation of the Club.
- (12) **Insurance:**
Insurance premiums, if applicable, shall be paid at the time of lodgement of player registration.

PART XI

REPRESENTATIVE FOOTBALL:

18. Representative football in GHFA Inc shall be conducted as follows -

- (a) **Metropolitan League**
- (i) GHFA Inc teams shall represent the Association in FNSW Metropolitan League Competitions.
 - (ii) The colours of the teams shall be gold and black.
 - (iii) Coaches and Managers shall be appointed by the Representative Committee after receiving applications for these positions.
 - (iv) Players representing the Association shall be required to pay such fees as are determined by the Representative Committee.
- (b) **Youth League**
- (i) Youth League in GHFA Inc shall be run by GHFA Spirit FC Inc and shall compete in the competitions conducted by FNSW.
 - (ii) GHFA Inc shall support the Youth League in whatever manner GHFA Inc deem fit.
 - (iii) The Representative Committee shall form part of the Committee of GHFA Spirit FC Inc and shall report back to the Executive of GHFA Inc on a regular basis regarding all matters relating to the Youth League as determined by GHFA Inc.
- (c) **Super League**
- (i) Super League in GHFA Inc shall be run by the GHFA Spirit FC Inc and shall compete in the competitions conducted by FNSW.
 - (ii) GHFA Inc shall support Super League in whatever manner GHFA Inc deem fit.
 - (iii) The Representative Committee shall form part of the Committee of GHFA Spirit FC Inc and shall report back to the Executive of GHFA Inc on a regular basis regarding all matters relating to Super League as determined by GHFA Inc.

The colours of GHFA Spirit FC Inc shall included gold and black.

PART XII

REIMBURSEMENT OF EXPENSES:

19. (1) The Association may, by appropriate resolution passed at the AGM, approve the reimbursement of expenses to be paid to the Executive - President, Vice President, Chairman P & D C, Treasurer, Secretary and Competition Secretary.
- (2) Subject to a recommendation being received from the Executive, the Association may also approve by the appropriate resolution at the AGM, reimbursement of expenses to the following - Mini Football Co-ordinator, Representative Convenor, Secretary of the P & D C and Delegates to all meeting representing the Association.
- (3) No Honoraria or Ex-Gratia payments may be made.

PART XIII

MISCELLANEOUS:

INSURANCE:

20. (1) The Association shall effect and maintain insurance pursuant to Section 44 of the Act.
- (2) In addition to the insurance required under clause (1), the Association may effect and maintain other insurance.

COMMON SEAL:

21. (1) The common seal of the Association shall be kept in the custody of the public officer.
- (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 Executive Committee or of 1 member of the Executive Committee and of the public officer or secretary.

CUSTODY OF BOOKS, ETC.:

22. 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 Association.

INSPECTION OF BOOKS:

23. The records, books and other documents of the Association shall be open to inspection, free of charge, by a member of the Association at any reasonable hour.

FUNDS - SOURCE:

- 24. (1) The funds of the Association shall be derived from Registration Fees of players, annual subscriptions of members, sponsorship, donations and, subject to any resolution passed by the Association in MC meetings, such other sources as the MC determines.
- (2) All moneys received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- (3) The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

SERVICE OF NOTICE:

- 25. (1) For the purpose of these rules, a notice may be served by or on behalf of the Association 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.
- (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 purpose 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.

BY - LAWS

of

GLADESVILLE-HORNSBY FOOTBALL ASSOCIATION

INCORPORATED

1. ALTERATIONS TO THE BY-LAWS:

- (a) Each member shall have the right to apply for variation of these By-Laws.
- (b) The MC shall have the power to deal with such variations or amendments.
- (c) Notice of Motion for such variation shall close with the Secretary not later than 30 September of each year.
- (d) The By-Laws shall only be varied by a majority vote of those persons in attendance and entitled to vote.
- (e) Members shall be advised of any Notice of Motion and given fourteen (14) days notice of the meetings at which they shall be discussed. Notices of Motion of alteration of By-Laws shall be considered by a SGM.

2. REGISTRATIONS:

- (a) Any person wishing to participate in competitions or matches conducted by this Association must be properly registered with the Association. No contracted players shall register with the Association.
- (b) A player shall become a registered player with the Association once all of the following take place -
 - (i) The player or parent/guardian must complete and sign a Club/FFA or Electronic Registration form thus agreeing to abide by the rules and regulations of FFA, FNSW, GHFA and the Club.
 - (ii) The player must pay to the Club the relevant club registration fee together with the insurance/accident support fee.
 - (iii) The Club submits to the Association the players details and photo as prescribed by the Association.
- (c) Once a Club has submitted to the Association the required information to register a player, it is the responsibility of the Club to ensure that the player's ID Card is collected from the Association Office by 4.00pm on the Friday prior to the player's first game. Such ID Cards must be used at all matches as proof of registration for the players club and team.
- (d) For the purposes of the "insurance/accident support program", a player is considered registered from the time he/she completes a club registration form and may submit a claim to the insurance company upon registration with the Association.
- (e) To be eligible to play in "under age" grades, a player must be under the relevant age on the 31st December of the previous year except for players registering for under 6 mini football where a player must have turned four (4) by the 31st December in the previous year. Clubs must ensure a player is eligible to play in a particular age group by obtaining documented proof of age. Any breach of this By-Law shall be deemed to be a forfeit in any game in which the player plays.

- (f) Where a player signs more than one registration form in any one year in which he/she agrees to play for more than one club, he/she shall be deemed to be registered with the club which first lodges the players details (as described in [(b)(iii) above] except as contained in By-Law 3(a).
- (g) No player may be registered for competitive football after 4.00pm on 31st May or the Friday preceding the 31st May if the 31st May falls on a weekend.
- (h) A team consisting of not less than seven (7) players for Under 9 to Over 35, fourteen (14) players for Super League & Premier League and five (5) players for Under 6 to 8 must be registered with the Association at least ten (10) days prior to the commencement of the first competition game.
- (i) Clubs with outstanding teams not registered as in (h) above must seek readmission at the MC Meeting on the Wednesday prior to the first competitive game. Any team readmitted shall be subject to a late team fine.
- (j) Registration of additional players will then be accepted up until 1.00pm on the Friday preceding the game in which the additional player intends to play subject to (g) above.

3. TRANSFERS:

- (a) A player having been registered with the Association as a member of a Club may transfer to another Club upon the first Club having received from the Association written notification of the deregistration of the said player with the Association. Such deregistration notification shall only be issued by the Association upon receipt from the first Club of a "Notice of Deregistration" in which it is stated that the said player is transferring to another Club within the Association. In this instance the first Club will only be charged the appropriate amount of registration as defined in Rule 17 (6). The second Club will be charged the full insurance and registration fee.
- (b) No registered player may transfer on more than one occasion in any one season.
- (c) If an affiliated Club has more than one registered team playing in the same grade and division, it shall not permit any player to interchange within these two teams unless previously sanctioned by the MC.
- (d) Transfer of a player of a Club between teams in the same grade and division or in the same grade and lower or higher division may be sanctioned by the MC.
- (e) Any player who seeks, and is refused a clearance from his/her Club may appeal in writing to the MC for permission to transfer to another Club.
- (f) No player may be transferred after the close of player registrations as in 2.(g) above.

4. PLAYING OUT OF GRADE:

- (a) A player may play for his/her Club in a higher grade than the one which he/she was originally registered provided that -
- (i) Upon playing up a sixth game in a higher grade/division, a player shall continue to play in the higher grade/division he/she played in on the sixth occasion and shall not be permitted to revert to the lower grade.
It is the responsibility of a players club to keep a record of all players playing up. The club must then notify the Association in writing when a player has played his/her 6th game out of his/her original grade and also the grade in which the player played his/her 6th game. The players ID card must then be lodged with the Association for alteration.
 - (ii) It is the responsibility of all clubs to keep a record of all players playing as upgraded players. The club must then notify the Association in writing when a player has played his/her 6th game out of his/her original grade and also the grade in which the player played his/her 6th game. The players ID card must then be lodged with the Association for alteration.
 - (iii) A player may not take the field in a higher grade/division match until such time as all available registered members of that team have taken the field of play. A maximum of five (5) upgraded players shall be allowed to play in a match for the same team per round as conducted by this Association.
 - (iv) Any player playing in a higher grade and/or division than his/her registered team, must have his/her name, ID number and registered grade and division noted in the appropriate columns on the team sheet.
 - (v) In age groups Under 10 to Under 16, and subject to sub-clauses (a)(iii) and (a)(iv) of this By-Law, during Championship/Pennant matches, players may only play for a higher grade in a division equal to or higher than the division in which they are registered.
 - (vi) In Under 9s, and subject to sub-clauses (a)(iii) and (a)(iv) of this By-Law, during Championship/Pennant matches, teams may only play upgraded players from lower Under 9 divisions or from Under 7 or Under 8 teams. Teams may only upgrade players as follows:
 - (1) If a team has ten (10) or more of their own registered players available then the team may not use any upgraded players.
 - (2) If a team has only nine (9) of their own registered players available then the team may use one (1) upgraded player.
 - (3) If a team has only eight (8) of their own registered players available then the team may use two (2) upgraded players.
 - (4) If a team has only seven (7) of their own registered players available then the team may use three (3) upgraded players.
 - (5) If a team has only six (6) of their own registered players available then the team may use four (4) upgraded players.
- (b) A Club may apply to the MC in writing for permission for a player to be downgraded
within his/her Club where he/she is qualified by age for the lower grade.

Downgrading for players from the grade/division in which they are registered to Another grade or division shall cease between the completion of the third match and Before the beginning of the fourth match of the Premiership Competition.

5. CHANGING OF PLAYERS:

- (a) In the Under 9 age group, association games, unlimited player interchange is permissible at any time during the game. However no more than fourteen (14) players may participate in any match for any one team. At no stage can more than fourteen (14) names appear for any team on the team sheet. More than fourteen (14) names appearing on a team sheet will constitute a forfeit against that team. Players taking the field of play in any game must have their own numbered shirt corresponding to the number appearing on the team sheet.
- (b) In age groups Over 35, Over 40 and Over 45, Association games, unlimited player interchange is permissible at any time during the game. However no more than eighteen (18) players may participate in any match for any one team. At no stage can more than eighteen (18) names appear for any team on the team sheet. More than eighteen (18) names appearing on a teamsheet will constitute a forfeit against that team. Players taking the field of play in any game must have their own numbered shirt corresponding to the number appearing on the team sheet.
- (c) In age groups Under 10 to All Age, Association games, unlimited player interchange is permissible at any time during the game. However no more than sixteen (16) players may participate in any match for any one team. At no stage can more than sixteen (16) names appear for any team on the team sheet. More than sixteen (16) names appearing on a team sheet will constitute a forfeit against that team. Players taking the field of play in any game must have their own numbered shirt corresponding to the number appearing on the team sheet.
- (d) Interchange procedure shall be as follows:-
 - (i) "Interchange zone" will be an area one metre either side of the half-way line.
 - (ii) An interchange is one which is made when the ball is out of play and for which the following conditions shall be observed –
 - (1) The player leaving the field shall do so from the touch line crossing over at the sector called the interchange zone.
 - (2) The player entering the field shall also do so from the interchange zone but not until the player leaving the field has passed completely over the touch line.
 - (3) A player nominated for interchange shall be subject to the authority and jurisdiction of the referee whether called upon to play or not.
 - (4) The interchange is completed when the player who was off the field, enters the field. From this moment they become a player and the player who they replaced ceases to be a player.
- (e) Subject to the authority and jurisdiction of the referee, the number of interchanges made during the match is unlimited. A player who has been replaced may return to the field for another player.
- (f) If during an interchange, an interchange player enters the field before the replaced player has completely left the field, the referee shall ensure the replaced player leaves the field, caution the interchange player and then restart the game.

- (g) If during an interchange, an interchange player enters the field or a replaced player leaves it from a place other than the interchange zone, the referee shall caution the offending player.
- (h) Premier League and Super League
 - (i) In “Premier League” and “Super League” competitions substitution rather than interchange applies. It is permissible for a team to substitute a maximum of five (5) players at any time during the game.
 - (ii) Subject to the authority and jurisdiction of the referee, substitutions can be made at any time during the match. Once a player has been substituted he/she may not re-take the field.
 - (iii) For these competitions, at no stage can more than sixteen (16) names appear for any team on the team sheet. More than sixteen (16) names appearing on a team sheet will constitute a forfeit against that team.
 - (iv) Players taking the field of play in any game must have their own numbered shirt corresponding to the number appearing on the team sheet.

6. PLAYING OUTSIDE ASSOCIATION:

Any registered player proved to have played in any competition match of Association Football outside the Association without the permission of the MC may be suspended for a period to be determined by the MC or P & D C.

No Club entering teams in GHFA Inc shall be permitted to enter teams in any competition run outside the Association without the permission of the MC.

7. TEAM NOMINATIONS:

- (a) Teams should be nominated on the forms provided by the Association. With the exception of Premier League and Super League which shall be nominated on Club Letterhead.
- (b) The closing date for the nomination of teams for the next season, except for Premier League and Super League, shall be fixed by the Association at the completion of the current season. Premier League and Super League nominations must be received at the office of the Association by 5.00pm on the last Friday in November of the preceding year.

8. GROUNDS AND APPURTENANCES:

Upon affiliation, the Competition Secretary shall allocate a ground to each Club to dress. Dressing shall consist of 4 corner posts, 2 nets, post and rope barriers to both sidelines at a minimum of 1.5m from the sideline. Grounds must be dressed at least thirty (30) minutes prior to the scheduled kick-off of the first game on that ground until the completion of the last game on that ground that day.

9. PLAYERS EQUIPMENT:

Players in all matches must appear in proper uniform, comprising shirt, shorts, socks in the team's colours, approved footwear and shin pads to conform with the rules.

The shirts of all players in competitive football must have unduplicated numbers.

Clubs must seek permission from the Strip Committee before putting advertising/sponsorship on their playing strip. If approved, patches will only be allowed as follows -

- (i) A patch not exceeding 25 x 10 cm shall be permitted on the front of shirts.
- (ii) A patch not exceeding 75 x 75 mm shall be permitted on each sleeve of shirts.
- (iii) A patch not exceeding 75 x 75 mm shall be permitted on the front-side of each leg of shorts.
- (iv) Any Club not complying shall be subject to a fine of up to \$500.
- (v) Any Club incurring a fine, as in (iv) above, shall modify sponsorship patches within fourteen (14) days of notification.

10. CLUB COLOURS:

- (a) Where the colours of Clubs are similar, the strip committee shall determine if a 'clash of strip' has occurred. The visiting team (as per fixture book) shall be the team to change when a clash of strip occurs, unless otherwise directed by the MC. The MC will decide on the colours of all Clubs.
- (b) Approval for colour registration/alteration and also changes to any part of a Club's strip must be submitted by the first MC Meeting in February each year for consideration by the Strip Committee.
- (c) Referees to be issued with a list of such Clubs whose colours clash.
- (d) Manager or Coach to inform referee prior to commencement of game if alternate strip is not worn by opposing team. Referee to then note this on the back of the team sheet.
- (e) A sample of each Clubs current playing strip must be supplied to the Association for approval and retention.

11. SPECIAL COMPETITIONS:

The Association may conduct special competitions under such rules and conditions as are directed by the MC.

12. FEES AND FINES:

- (a) Forfeit Fees:

Mini Soccer	\$15.00
U9 to U11	\$20.00
U12 to U14	\$25.00
U15 to U16	\$30.00

U17 to P/L \$75.00

Except as provided for in By-Law 15 (d) the above fees shall apply. If however notification of such forfeit is NOT given to the Association by 4.00pm on the Friday preceding the game then the team forfeiting shall also be liable for the appropriate officials fees for the forfeited game.

- (b) Protest Fee: \$200.00
- (c) Appeal Fee: \$250.00, \$100 of which is non refundable
- (d) Late Team Fine: \$100.00
- (e) Fines: (i) Undressed Grounds \$50.00
 (ii) No Ball \$10.00
 (iii) No Result \$10.00
 (iv) Non-attendance \$50.00
 (v) Team Sheets \$ 5.00
 (vi) Non-numbered Shirts \$ 5.00 per team
 (vii) No Armband \$ 5.00
 (viii) Alternate Strip \$50.00
 (ix) Incorrect Result \$10.00
- (f) The MCM shall have the power to waive any fees or fines.

13. ENTRIES:

- (a) Following the closing date for entries by Clubs for teams in each grade, the GC shall meet and arrange suitable competition for the season.
- (b) If insufficient entries are received in any grade, that competition may be suspended for the year.
- (c) GHFA Inc competitions will receive precedence during the season over Club organised events.

14. POINTS:

- (a) In Premiership, Championship and Pennant Competitions points shall be allotted at follows:-

Win	-	3 points
Draw	-	1 point
Win by forfeit or bye	-	3 points

(with result being given as 3 goals to nil)

- (b) In all Premiership Competitions the team with the greatest number of Competition Points at the completion of the competition proper shall be Competition Premiers. Should there be teams equal on points at the end of the competition then their position shall be decided on goal difference (ie goals against subtracted from goals for). If goal difference is the same the team with the greatest number of goals scored for shall be the premiers.

15. FORFEITS:

- (a) Matches shall be played on the ground set down by the Association and shall commence at the official kick-off times. Any team failing to play its match as set down shall be deemed to have forfeited the match. All forfeits shall be notified to the Competition Secretary by 4.00pm on the Friday immediately preceding the game.
- (b) In all grades (other than Under 9s – see subclause (d) below), if a team is unable to field at least seven (7) of its registered players at the scheduled starting time, then such team is deemed to have forfeited the match. No grace period shall be permitted. It is the responsibility of the Manager or Coach of the opposing team at the scheduled kick-off time to request the referee to note on the back of the team sheet that their team has claimed a forfeit. No team will be entitled to claim a forfeit after kick-off if this procedure has not been followed.
- (c) Where a team (other than Under 9s) takes the field with only seven (7) of its own registered players, should any of these players leave the field and be unable to return (ie due to injury or send off) then the game shall cease and the referee must record the fact on the back of the team sheet.
- (d) For Under 9s, if a team is unable to field at least six (6) of its own registered players at the scheduled starting time, then such team is deemed to have forfeited the match. No grace period shall be permitted. It is the responsibility of the Manager or Coach of the opposing team at the scheduled kick-off time to request the referee to note on the back of the team sheet that the team has claimed a forfeit. No team will be entitled to claim a forfeit after kick-off if this procedure has not been followed. Where a team takes the field with only six (6) of its own registered players, should any of these players leave the field and be unable to return (ie due to injury or send off) then the game shall cease and the referee must record the fact on the back of the team sheet.
- (e) Teams forfeiting on two consecutive occasions without satisfactory reason, may be removed from the competition by the MC.
- (f) A forfeit fee will not apply where fourteen (14) days advance notice is given to the Association.
- (g) Any team which plays an ineligible player or a player who is not registered with the Association shall be deemed to have forfeited that match.
- (h) Where a team forfeits a match, such match shall be treated as a game by the opposing team for all purposes of these By-Laws.

16. DEFERRED GAMES:

Matches washed out by rain or unplayable due to ground unavailability shall be replayed at the discretion of the Competition Secretary. No application for deferred games shall be considered.

17. TEAM SHEETS:

In all competition matches, except Championship Finals, the first team mentioned in the draw shall, at least five (5) minutes before the scheduled start of the match, hand to the Referee a team sheet duly completed by both teams.

A player may take the field at any time during a game and if not noted on the team sheet shall do so at that time or as instructed by the referee.

All team sheets are to be posted or delivered to the Association following the completion of each competition game and are to be posted so as to reach the Association no later than the mail each Tuesday following the weekend game.

The Association reserved the right to apply a late penalty for any team sheet not received from a referee by the Tuesday following the game and also to apply a further penalty for any team sheet not received by the Association by the following Tuesday. Such penalty shall be determined by the MCM.

Prior to the manager signing the team sheet at the conclusion of the game, the referee shall enter on the said team sheet, beside the name of players, the code for any caution and/or send off issued during the game.

All players listed on the team sheet shall be deemed to have played in that match.

18. DURATION OF MATCHES:

(a) The duration of matches in the various grades shall be 2 equal periods of -

Under 6	-	15 minutes
Under 7 to Under 9	-	20 minutes
Under 10 to Under 12	-	25 minutes
Under 13 to Under 14	-	30 minutes
Under 15 to Under 16	-	35 minutes
Under 17 to All Age	-	45 minutes
Over 35 and Over 40	-	45 minutes

(b) In all games except the 1.15pm and 3.15pm games (except in extreme circumstances) if the commencement of a game is delayed, a shorter period of time must be played in equal halves. In respect to the 1.15pm games no shortened times will be played unless the game commences half an hour or more late.

(c) No addition is to be made to the duration of either half of the game in the event of time being lost due to injury or any other occurrence that causes play to be suspended.

19. CORNER KICKS AND GOAL KICKS:

(a) For all grades up to and including Under 12, corner kicks are to be taken 7 metres out from the penalty area.

- (b) For all grades up to and including Under 10, goal kicks and free kicks to the defending team, shall be taken from an imaginary line through the penalty spot, parallel with the goal line, to a distance of 9 metres each side of the penalty spot.

20. TEAM COACH(S) AND MANAGER:

- (a) Team Coach(s) and Manager shall be registered with the Association and shall wear their ID Cards and a GHFA Inc armband for the period during which they are acting in that capacity at official GHFA Inc games.
- (b) Only officials identified in the way as described in (a) are allowed to act as Coach(s) and Manager.
- (c) The team Coach(s) and Manager shall be noted on the team sheet for all games in which they are acting in that capacity.

21. REFEREES:

A referee shall be appointed for each match by GHSRA or by this Association. Where no referee is available, it shall be the duty of the two team managers to reach a decision and appoint a substitute referee or referees (one each half). If no decision can be reached, each manager must referee half a game. Both managers should sign the teamsheet after the match. Person or persons who referee should sign the reverse side of the teamsheet and return same to the home Team Manager who shall ensure that it is returned to the Association by the following Tuesday. Where an active, qualified member of GHSRA is present at the ground that referee has the right to referee the match, providing that the match is at the level of game the member normally covers.

22. PLAYERS CAUTIONED OR ORDERED OFF THE FIELD OF PLAY:

- (a) Any player shown a red card which is upheld must serve an automatic one (1) match suspension in the very next competition match to be played by the team in which the player is registered. A match suspension means that the player is not permitted to play for any other team during that round on that weekend.
- (b) Byes, washouts and forfeits by the players Club do not constitute matches served as part of a suspension. For suspensions in Premier League and Super League, a match is considered both the first and reserve games on any one day.
- (c) A player may appear at the very next P & DC meeting following his/her dismissal to have his/her case heard by the P & DC. However, failure to appear at this meeting forfeits that players rights to appeal the minimum set penalty for the code of their send off.
- (d) If the P & D C so requests, the player must appear before the P & D C and have the case heard for the action or actions which caused the player to be dismissed from the field.

- (e) Any player receiving four (4) yellow cards during the premiership rounds shall be suspended for one (1) competition match and any player receiving six (6) yellow cards in the premiership rounds shall be suspended for two (2) further competition games. Notification shall be given to the player's Club as soon as possible after the fourth and sixth caution is received by the Association.
- (f) The accumulation of yellow cards shall cease at the end of the premiership rounds and restart for the round robin. If in the championship or pennant round robin a player receives two (2) yellow cards, that player shall be automatically suspended for one (1) match. Notification shall be give to a players Club as soon as possible after the second caution is received by the Association.
- (g) There shall be no right of appeal against yellow cards.

23. PROTESTS/APPEALS:

Any team may protest through their Club in writing to the MC on any matter relating to or arising out of competitions conducted by the Association.

- (a) All protests to be recognised must be made in writing and received at the office of the Association by the Tuesday following the match and accompanied by the Protest Fee.
- (b) Any appeal in relation to penalties issued where a person has appeared at the P & DC hearing must be received at the office of the Association within seven (7) days of the decision of the P & DC hearing to appeal the decision and accompanied by the Appeal Fee.
- (c) All appeals will be heard under the GHFA Inc Appeals Procedures as drawn up by the GHFA Executive Committee.

24. BIRTH CERTIFICATES:

- (a) Clubs entering teams in age group competitions must provide original birth certificates or satisfactory evidence of age of players if requested by GHFA Inc.
- (b) Points to be deducted in respect of each game played by the player or players in question until evidence of age is provided.

25. COMPETITION FORMAT:

Teams competing in the Premiership Competition, except for Premier League, shall be expected to play in the Championship or Pennant Competitions. Any team which does not complete their responsibility in this regard shall be liable to a fine of four (4) times the Forfeit Fee as specified in By-Law 12(a) per game forfeited.

(a) Premiership:

Eight (8) team competitions to form the basis of all competitions except at the discretion of the GC.

- (i) 10 Team Competitions: (except for Premier League, refer to By-Law 28) Will play fourteen (14) rounds to be drawn at the beginning of the season and the top team on points will be recognised as the Premiers and the top four teams will play off for the Championship on a Round Robin basis.
- (ii) 8 Team Competitions: Will play fourteen (14) rounds and the top team on points will be recognised as the Premiers and the top four teams will play off for the Championship on a Round Robin basis.
- (iii) 6 Team Competitions: Will play fifteen (15) rounds and the top team on points will be recognised as the Premiers and the top four teams will play off for the Championship on a Round Robin basis. The fifteen (15) rounds will be drawn in calendar order through the year, including any additional round scheduled on a date determined by the Competition Secretary.
- (iv) The Premiership Competition shall be suspended on Easter Saturday.

(b) **Championship:**

- (i) Championship Round Robin:

1st Round	2nd Round	3rd Round
1 v 4	1 v 3	1 v 2
2 v 3	2 v 4	3 v 4

In the event of any round being washed out, Round 1 will be rescheduled until played or until the remainder of the round robin is cancelled.

- (ii) Where teams are equal on points and goal difference at the conclusion of the Championship Round Robin series the Championship Finalists shall be decided by:-
 - A) Overall total of Premiership and Championship Round Robin points.
 - B) If still equal, overall Premiership and Championship Round Robin goal difference.
- (iii) In Championship Finals, for all age groups except Super League, where two teams are drawn at full time, ten (10) minutes extra time each way shall be played. During that extra time, the first team to score will be declared the winner. If no score is recorded during the extra time, the teams shall be declared Joint Champions.
- (iv) Championship Round Robin to be played at the discretion of the Competition Secretary if the premiership competition is affected by wet weather.

(c) **Pennant Competition:**

- (i) 10 Team Competitions: While the top 4 teams are playing off the remaining 6 teams will play a pennant Competition as set out below:-

1st Round	2nd Round	3rd Round
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5 v 10	5 v 8	5 v 9
6 v 7	6 v 9	6 v 10
8 v 9	7 v 10	7 v 8

(ii) 8 Team Competitions:

While the top 4 teams are playing off the remaining teams will play a Pennant Competition as set out below:-

1st Round	2nd Round	3rd Round
5 v 8	5 v 7	5 v 6
6 v 7	6 v 8	7 v 8

In the event of any round being washed out, Round 1 will be rescheduled until played or until the remainder of the pennant competition is cancelled.

(iii) 6 Team Competitions:

While the top 4 teams are playing off the remaining 2 teams will play a for the pennant. If possible the Competition Secretary will organise a special competition with other six (6) team competitions in the same age group.

(iv) In the event that the round robin is reduced to only one (1) round, the games will be played as friendly games but no pennant will be awarded.

26. IDENTIFICATION CARDS AND RESULT SHEETS:

- (a) All competitions shall be played under the ID Card system.
- (b) Every mentioned player on the team sheet will produce his/her ID Card to the opposition manager at the centre of the field for checking prior to the commencement of the game. At this point if ID Cards are not available then the opposition manager must request from the referee the team sheet so that he/she may write on the back of the team sheet the fact that ID Cards were not produced prior to the commencement of the game.
- (c) No protests will be accepted regarding player eligibility and identity if ID Cards are not checked.
- (d) If a team fails to produce their ID Cards for inspection prior to the scheduled kick-off, the game shall be forfeited by the offending team.
- (e) Should an ID Card not be available for an individual player, then said player shall not be eligible to take the field in any game.
- (f) ID Cards for substitutes must be produced to the opposing manager as the substitute is taking the field of play.
- (g) A manager has the right, at any time during the game, to request from the opposition manager, the ID Cards for that particular team if he/she has any doubt about the eligibility of any player on the field providing the ID Cards were checked prior to the commencement of the game.
- (h) Only current year ID cards issued by GHFA Inc are permitted to be used.

- (i) When a Club has requested and obtained permission for the regrading of any player, that Club must return the players ID card to the Association and obtain a ndw ID Card for the player prior to the player taking the field.
- (j) ID Cards may be inspected by any Executive Official of the Association at any time during the game.
- (k) When a player plays out of grade and/or division it must be noted in the appropriate column of the team sheet where the player's grade and division must be recorded.
- (l) Photographs shall be updated every three (3) years for players in Under 6 to Under 16.
- (m) Photographs shall be updated every five (5) years for players in Under 17 to Over 35 inclusive unless the Club or Association considers a player has changed his/her appearance so as not to be easily recognised from the current photo.

27. PERPETUAL TROPHIES:

Clubs shall return to the Association, by 30th June in each year, any perpetual trophies presented to their teams for the previous season. Clubs failing to return same by the said date will be required to pay an amount of \$100 per trophy for the replacement thereof.

28. PREMIER LEAGUE & SUPER LEAGUE DIVISIONS:

- (a) There will be a Premier League Division and an Super League Division both comprising of First and Reserve Grades.
- (b) Premier League shall comprise of ten (10) teams which shall play two (2) complete rounds with a Semi-Final (1 v 2 and 3 v 4) and a Final (being the loser of 1 v 2 versus the winner of 3 v 4). The winner of 1 v 2 will go through to a Grand Final against the winner of the Final.
- (c) Super League shall be restricted to 8 teams and there will be a Premiership and Championship/Pennant competition within that division in both first and reserve grades which shall be run according to the same rules and regulations governing such competitions as herein provided except that for the Championship Final, if at the end of extra time the game is still a draw then a penalty shoot out will occur.
- (d)
 - (i) In Premier League, players may be freely transferred between first grade and reserve grade for the first thirteen (13) matches of the competition, however once thirteen (13) matches have been completed, those players who play in first grade three (3) of the next five (5) games will be ineligible to play in reserve grade for the balance of the competition and finals.
 - (ii) In Super League, players may be freely transferred between first grade and reserve grade for the first nine (9) matches of the competition, however once nine (9) matches have been completed, those players who play in first grade in three (3) of the next five (5) games will be ineligible to play in reserve grade for the balance of the competition and finals.

- (iii) A player will be deemed to have taken the field and played in a match if the player is listed on the team sheet.
- (e) In the application of By-Law 28(d), goalkeepers shall be neutral players and shall be eligible to play in goals in either grade as required. Where a first grade player plays in goals (and only in goals) for reserve grade, their appearance on the team sheet will not be counted for the purposes of By-Law 28(d).
- (f) The rules for Premier League finals series shall be -
 - (i) If in any game of the finals series the score at the end of full time is drawn then ten (10) minutes each way will be played.
 - (ii) If at the end of extra time the score is still drawn then a penalty shoot out will occur.
 - (iii) Stoppage time will be played in all finals.
- (g) The team finishing No. 10 in the Premier League First Grade premiership to be relegated to Super League. The team finishing No. 1 in the Super League First Grade Premiership to be promoted to Premier League and the team finishing No. 8 in Super League First Grade to be relegated to the All Age competition.
- (h) In the event of a club being unable to provide sufficient players to take the field in both the reserve and first grade games and therefore wishing to forfeit one game, can only forfeit the reserve grade game.
- (g) No Club shall be represented by more than one team in the Premier League/ Super League competitions.
- (h) The closing date for nominations for a position in Premier League and Super League for the following season shall be received at the office of the Association by 5.00pm on the last Friday in November of the preceding year. The Association will contact all nominating clubs no later than fourteen (14) days after the close of nominations to advise them of the result of their nomination.

29. MINI FOOTBALL:

- (a) In the Under 6, 7 and 8 age groups Small Sided Games shall be played.
- (b) For Under 6s, 4 v 4 games shall be played in fifteen (15) minute halves with a five (5) minute half time on a field 30 x 20 metres with portable goals 2m x 1m.
- (c) For Under 7s, 5 v 5 games shall be played in twenty (20) minute halves with a five (5) minute half time on a field 30 x 20 metres with portable goals 2m x 1m.
- (d) For Under 8s, 7 v 7 games shall be played in twenty (2) minute halves with a five (5) minute half time on a field 50 x 35 metres with goals 5m x 1.5m.
- (e) Competition points shall not be accumulative..
- (e) Managers, Coaches, Club Officials or Spectators may not take the field unless requested to do so by the Referee and then only in the case of injury.

- (g) All teams which play non-competitive football shall be differentiated by colours/animals.
- (h) The season will end the week prior to Championship Finals. The middle weekend of the NSW State School Holidays will be byes for mini football teams.
- (i) Teams forfeiting without prior notice to Clubs in Mini Football shall incur a forfeit fee.
- (j) Fines for Mini Soccer [see Rule 17(10)(h)] shall be \$5.00 per infringement up to \$10.00 per team per week to deter further infringements by specific teams or clubs.

30. UNDER 9 COMPETITION:

In the Under 9s, games of 9 v 9 shall be played in twenty (20) minute halves with a five (5) minute half time on a field 70 x 45 metres with goals 5m x 1.5m.. Normal rules of competition shall apply and points shall be accumulative.

31. OVER 35 COMPETITION:

- (a) To be eligible, a player must be over the age of 35 on 31st December in the previous year.
- (b) In Association games, unlimited player interchange is permissible at any time during the game. The interchange procedure shall be as set out in By-Law 5 (a).
- (b) Players may only be upgraded to play from Over 40's and or Over 45s.
- (d) Subject to By-Law 31(h), players eligible to register as Over 40 or Over 45 players under By-Law 32 and 33 may register in the Over 35 competition, but shall nonetheless be noted by the Association as eligible Over 40 players. Subject to paragraphs (e) to (h) of this By-Law, they will be eligible to play down for their Club as a substitute player in any division of Over 35s. Players playing down may do so on five (5) occasions only.
- (e) The maximum number of Over 40 players permitted by By-Law 31(d) to play down in any one Over 35 match is two (2).
- (f) A maximum of five (5) players, whether they are Over 40 players as per (d) above (maximum 2 players) or upgraded players, shall be permitted to play for any one team in any one game.
- (g) By-Law 31(d) does not apply for the final round of the Premiership and/or in any Round Robin Championship and Pennant matches.
- (h) By-Law 31(d) does not apply to Over 40 or Over 45 players who are registered to play in the Over 35 Division 1 competition. These players are, while registered in Division 1, not eligible to play in lower Over 35 divisions.

32. OVER 40 COMPETITION:

- (a) To be eligible, a player must be over the age of 40 on 31st December in the previous year.
- (b) In Association games, unlimited player interchange is permissible at any time during the game. The interchange procedure shall be as set out in By-Law 5 (a).
- (c) Players may only be upgraded to play from lower Over 40 divisions.

32. OVER 45 COMPETITION:

- (a) Players eligible for Over 45s must be over the age of 45 on 31st December in the previous year however each team may register a maximum of three (3) players who are Over 40 players, ie must be over the age of 40 on 31st December in the previous year.
- (b) In Association games, unlimited player interchange is permissible at any time during the game. The interchange procedure shall be as set out in By-Law 5(a).
- (c) Players may only be upgraded to play from lower Over 45 divisions.

33. GRADING:

When there is a combination of two teams into one from the previous year then the highest division for grading for the current year for the nominated team will be no higher than the average of the previous year's two divisions unless nominated by the club.
