

ENGADINE CRUSADERS

FOOTBALL CLUB

CONSTITUTION AND RULES



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1 – Name and Status

- (a) The name of the club shall be the Engadine Crusaders Football Club after this referred to as the Club.
- (b) This Constitution and these rules shall render null and void any Constitution and Rules of the Club issued before 20th August 2019, and shall, on request, be printed in full and distributed to any member. A copy of this Constitution can be found online on our website <https://www.engadinecrusadersfc.com>

2 – Objectives

The objectives of the Club shall be, but not limited to;

- (a) assist in the promotion and management of the game of football
- (b) enter teams in the competitions conducted by the Sutherland Shire Football Association and/or any other competition deemed by the Management Committee compatible with the objectives of the Club
- (c) encourage good citizenship and fellowship through team spirit, club loyalty, and sportsmanship
- (d) encourage social activities among its members
- (e) provide fundamental coaching for all players.
- (f) The Club's teams shall be bound by the Constitution and Rules of the relevant association.

3 – Club Colours

- (a) The Club uniform/kit colours shall be predominately maroon
- (b) There shall be an alternate strip as recommended by the Management Committee.

4 – Membership

Members of the Club shall consist of the following categories

Playing Member

May be granted to any applicant by the Registrar upon receipt of a duly completed application and where applicable, fully paid registration fee. Playing members must be registered with the Sutherland Shire Football Association or any such deemed body.

Honorary Member

Shall be granted to Office-bearers, Coaches, Managers, or any person the Management Committee may determine.

Life Member

Shall be persons who have rendered outstanding service to the club. Examples of which are, but not limited to; 5 years as an Executive Member or 25 years' service to the Club.

Nomination for Life Membership must be forwarded to the Club Secretary, in writing, no less than 2 calendar months before an Annual General Meeting, stating reasons for the nomination, and must be endorsed by the Management Committee before the Annual General Meeting at which the nomination is proposed. Nominations for Life Membership shall not be accepted from immediate family members. Life Membership vote shall be by secret ballot and must be agreed upon by no less than two-thirds of the members present.

5 – Fees

- (a) Playing members shall pay an annual registration fee as determined by the Executive Members after taking into consideration fees to be paid to the Sutherland Shire Football Association, Football NSW and Football Federation Australia.
- (b) Playing Life Members and playing Executive Members shall pay a fee determined by the Management Committee. After taking into consideration all variables, a fee will be determined between zero and the full registration fee.

- (c) All fees shall become due at the commencement of the registration period.
- (d) A late fee of up to \$50 comes into effect at the discretion of the Executive Members once the registration period is over.

6 – Registration of Members

The Registrar of the Club shall establish and maintain a register of members specifying the name and address of each member for each playing year.

7 – Termination of Membership

The Management Committee may decide to remove from membership or deny membership to any person who, in their opinion, has persistently refused or neglected to comply with the Constitution and Rules or [Code of Conduct](#) or wilfully acted in a manner that affects the interests of the Club.

8 – Election of Office-bearers

- (a) Office-bearers of the Club shall be elected yearly, at an Annual General Meeting
- (b) The term of an office-bearer shall commence after the Senior Presentation, Annual Awards Night
- (c) Any extraordinary vacancy of an office-bearer shall be filled at the first meeting after the vacancy has occurred. Duties of the position shall be undertaken by a Management Committee member until the position is filled.

9 – Executive Members

The Club's Executive Members shall consist of the following, and shall be included in the Management Committee;

- President
- Vice-President (*Junior Teams)
- Vice-President (*Senior Teams)
- Secretary
- Treasurer / Public Officer
- Registrar (*Junior Teams)
- Registrar (*Senior Teams)

10 – Management Committee

The Club shall also elect the following Management Committee positions;

- Canteen Manager
- Competition Secretary
- Event Co-ordinator
- Grounds Manager
- Media Manager
- Member Protection Information Officer
- Technical Director
- Uniform Manager
- Welfare Officer

11 – General Committee

- (a) Further to the Management Committee, the Club shall have a minimum of 4 General Committee members.

12 – Member Voting

- (b) A member shall be free to vote at any meeting.

- (c) All votes shall be in person, no proxy vote shall be counted.
- (d) Should one person hold multiple positions within the Club, that person shall have an entitlement of only one vote at any ballot.

12 – Duties & Authority of Office-bearers

President

The President shall chair all meetings except where otherwise specified within this Constitution.

They will conduct meetings in accordance with Club rules.

The Chairperson will not lodge a deliberate vote but where voting is tied, shall have the casting vote.

The President shall represent the Club at all social functions and shall speak on behalf of the Club. In their absence, they may nominate a past President or Executive Member to represent them. Priority is given to the Vice-President.

With the assistance of the RSA Holder, be responsible for overseeing the service of alcohol within legal guidelines.

Vice-President

In the absence of the President, the Vice-President will act as Chairperson.

They will be a delegate to the Council of the Sutherland Shire Football Association and within reason, perform tasks assigned to them by the President.

*When and if required, positions of Vice President (Junior) and Vice-President (Senior) can be implemented. The decision to enact these positions is to be voted by Executive Committee. When and if the club membership reaches more than 500, these positions will be required.

Secretary

The Secretary shall attend to the general business of the Club and perform all administration, including all Club correspondence.

They shall keep records of attendance and minutes of all Club meetings

In the absence of the President and Vice-President, the Secretary shall act as Chairperson.

Maintain a record of Club key holders.

Treasurer

The Treasurer shall be responsible for all financial transactions of The Club.

They will keep records of said financial transactions and shall produce financial reports on request, but at least bi-monthly to the Management Committee.

The Treasurer shall promptly pay supplier bills and follow up on overdue invoices, reporting any issues to the Management Committee for discussion.

Prepare an annual Profit and Loss report for distribution at an Annual General Meeting and to forward to Sutherland Shire Football Association, in accordance with their rules.

Registrar

The Registrar will record registrations of all players and members of the club.

They shall ensure that all identification documents, including photos, comply with the Sutherland Shire Football Association rules.

*When and if required, positions of Registrar (Junior) and Registrar (Senior) can be implemented. The decision to enact these positions is to be voted by Executive Committee. When and if the club membership reaches more than 500, these positions will be required.

Canteen Manager

The Canteen Manager is responsible for the ordering of canteen supplies and maintenance of stock levels.

Along with the Management Committee is responsible for the cleanliness of the canteen and to upkeep the rear storeroom to a reasonable standard, where possible.

Competition Secretary

The Competition Secretary shall be responsible for rostering upcoming ground duties, including setup, pack up and all associated tasks.

They are also responsible for confirming Match Day Co-ordinator duties are covered.

Event Co-ordinator

The Event Coordinator, with the assistance of the Management Committee, shall be responsible for organising all social events, examples of which are, but not limited to, the Senior / Junior Presentations, fundraising events.

Grounds Manager

The Grounds Manager, with the assistance of the Management Committee, shall maintain the playing field to the standard required by Sutherland Shire Football Association for competition use.

Maintain surroundings and external storerooms in an acceptable condition, where possible.

They are to be the Club's representative to Sutherland Shire Council for building works, field conditions, and immediate surrounds. Report any concerns to the Management Committee for discussion.

Media Manager

The Media Manager shall be responsible for the upkeep of the Club's website and various social media pages.

They shall be notified of all upcoming events and required changes to information by the Club President and/or Secretary and update the relevant media options accordingly.

Member Protection Information Officer

The Member Protection Information Officer shall be the first point of contact for member protection or child protection enquiries or complaints.

They provide information to Club members about the options available to them.

They shall also provide information to the Club about member protection and related policies.

Member Protection Information Officer shall remain impartial and will not mediate or investigate complaints.

With the assistance of the Club Secretary, shall keep a record of all Working with Children checks as required by government and Sutherland Shire Football Association directives. Regularly check valid dates and submit associated documents when requested to relevant departments.

RSA Holder

Be responsible for the sale of alcohol within the legal guidelines, reporting to the Executive Committee any issues arising.

Technical Director

The Technical Director shall endeavour to increase the standard of football played throughout the Club by assisting Coaches with training and communicating to Coaches any information regarding training opportunities offered by Sutherland Shire Football Association.

Uniform Manager

The Uniform Manager shall be responsible for the distribution of kit bags, first aid kits, and training gear before the start of the season, and shall keep records of all returns at end of the playing season. Maintain stock of uniform and merchandise at an appropriate level.

Welfare Officer

The Welfare Officer, with the assistance of the Management Committee, shall keep in contact with all Club members.

They shall bring to the attention of the Management Committee or the Executive Members any areas of welfare concern where the Club may be of assistance either financially or otherwise.

General Committee (minimum 4)

The General Members do not have a specific role or duty but are expected to involve themselves with any task that is required for the running of the club, including the role of Match Day Coordinator.

13 – Club Meetings

Executive Member Meeting

Executive Member meetings can be held when urgent decisions are needed to be made or significant issues have arisen.

The meeting must be held with no less than 4 Executive Members, or any decision will be null and void.

One of the 4 in attendance must be either the President or Secretary.

The Secretary shall contact all Executive Members stating the objective/s, location, date and time of the meeting.

Any decisions made at these meetings are to be reported back to the Management Committee at the next committee meeting, or as deemed fit by the Executive Members depending on the severity of the issue.

The Executive Members shall meet at least every two months during the playing season.

Management / General Committee Meeting

Shall be held as necessary during the playing season, but at least every two months on notice to members by the Secretary at least seven days before the meeting.

Quorum is reached at 5 members.

Members must attend a minimum of 75% of the meetings to remain current.

Annual General Meeting

All Club members shall be given at least 14 days' notice of an Annual General Meeting, or 21 days should a special resolution be proposed.

The Secretary shall give notice of the meeting which must specify, location, date and time.

A member shall be able to vote at an Annual General Meeting.

The Annual General Meeting of the Club shall be held in August with the order of business as follows;

- (a) the reading and confirmation of the minutes of the previous Annual General Meeting and business arising from those minutes.
- (b) consideration of the annual reports
- (c) nomination and voting of Life Members
- (d) election of office-bearers
- (e) consideration of amendments to the Constitution and Rules of the Club
- (f) general business

14 – Finances

Funds of the Club shall be derived from fees, canteen profits, fundraising, fundraising events, grants and sponsorship and any other sources as approved by the Management Committee.

All financial institution accounts shall be operated with dual signatures or authorities of Executive Members or past President if a current member of the Club.

The funds shall be used in pursuance of the objectives of the Club in such a manner as the Management Committee determines.

The Treasurer is empowered to transfer funds into an account bearing interest. Financial gain shall not be acquired by any member with, or by use of the Club name, monies, equipment or facilities without prior approval of the Management Committee.

15 – Amendment of Constitution and Rules

Amendment of, addition to and deletion from the Constitution and Rules shall not be made without a majority vote at a general meeting of Club members where at least 14 days' notice has been given to members of such amendment, addition or deletion.

16 – Documents

Except as otherwise provided by this Constitution and Rules, the Secretary shall keep in their custody all records, books and other documents relating to the Club, with the exception to the financial transactions which shall be held by the Treasurer with Executive Members having real-time access. These documents can be either physical or electronic.

17 – Dissolution of the Club

Dissolution of the Club cannot be affected without the approval of at least two-thirds majority of the members present and eligible to vote at a general meeting convened for that purpose.

In the event of a merger with another Club (as selected by the Management Committee), any property (including monies) shall be passed onto the other club.

Should a merger not be an option and the Club is to dissolve completely, any property shall be donated to Sutherland Shire Football Association, and any monies, after payment of outstanding debts, shall be donated to a charity as selected by the Management Committee.

21 days' notice of location, date and time, of said meeting, is to be given to all members by the club Secretary, before such a meeting taking place.

Appendix 1



2019 Club Award Nomination Form

I would like to nominate _____ for the below award: (please tick)

- Gardner Shield Team Award
- Garry Martin Senior Sportsman Award
- Terry Smith Junior Sportsman Award
- Len Harrison Award
- Peter Frede Coach/Manager of the year Award

Reason/s for Nomination:

Nomination Submitted by: _____ Date: _____

Nominations to be submitted to the Secretary by 15th July

Award Descriptions

➤ Gardner Shield Award

Qualifications for this award:

Any team in the Club.

Suggested reasons may include:

Club loyalty and sportsmanship, teams with outstanding team spirit, teams which have overcome difficulties.

➤ Terry Smith Junior Sportsman Award

Terry Smith was involved in the Crusaders for many years as a player (who rarely kicked with his right foot) and as a Committee Member for many years. Terry is also associated with the Referees Association.

Qualifications for this award:

Any Club member playing in the junior competition or SSF (6's to 21's)

Suggested reasons:

Outstanding sportsmanship, attitude and punctuality, outstanding sporting ability, Club loyalty and service.

➤ Garry Martin Senior Sportsman Award

Garry Martin was our first Life Member. He joined the club as a coach when his son was in the U8's. He continued coaching through to All Ages in the Churches Association until around 2000 (with his teams winning many competitions along the way). Garry was also deeply involved with the running of the Club in Committee and coaching capacities.

Qualifications for award:

Any Club member playing in the senior competition, either male or female, junior members (i.e. under twenty one years of age) playing in the senior competition shall be considered for the Award only if they have not been nominated for the "Terry Smith Junior Sportsman" Award.

Suggested reasons:

Outstanding sporting achievements or for exceptional contribution to the management, administration or running of the Club, preferably a combination of all of these.

➤ Len Harrison Memorial Shield Award

Len Harrison was involved in the Crusaders for many years as a player & was an early instigator of club sponsorship. At that stage Len was working for Donnelly Datsun at Kirrawee and arranged for the Crusaders to be one of the first clubs to have a major sponsor's logo on our shirts. This was a great boost for our club and helped our club maintain its low fees and purchase equipment. Sadly Len passed away while training with his All Age team leaving many stunned, but with many memories of a fine man, a true Crusader.

Qualifications for this award:

Any member of the Club

Suggested reasons:

Outstanding service to the Club e.g. administrative, social, coaching/managing etc.

➤ Peter Frede Coach/Manager of the year Award

Qualifications for award:

Any Club Coach or Manager.

Suggested reasons:

Outstanding service to their team, encourages sportsmanship & a positive attitude to the game, fair in their treatment of players, a great sport from the sideline.

Appendix 2



2019 Life Membership Nomination Form

I would like to nominate _____ for Engadine Crusaders FC Life Membership

Reason/s for Nomination: Please include how long they have been involved with ECFC, what service they have provided to the club, why you believe they are worthy of Life Membership (please feel free to add additional pages if needed)

Nomination Submitted by: _____ Date: _____

Nominations to be submitted to the Secretary by 5pm 18th June