

Cromer 'Kingfishers' Junior Rugby League  
Football Club Incorporated.  
INC9878989 16/12/02

## **CONTITUTION**

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# **CONSTITUTION OF CROMER KINGFISHERS JUNIOR RUGBY LEAGUE FOOTBALL CLUB INCORPORATED** (as amended March 2009)

## **1. Name**

The name of the club shall be called "Cromer 'Kingfishers' Junior Rugby League Football Club Incorporated", (herein after referred to as "The Club"). The Club is incorporated under the Associations Incorporation Act, Regulation 1994 Clause 8.

## **2. Objects**

The objects of the club are :-

- (a) to promote, encourage and foster the game of Rugby League; and
- (b) to affiliate with the M.W.D.J.R.L. and play football under the rules of that body.

## **3. Colours**

The club's colours shall be green, blue and white.

## **4. Nominating for Membership**

Persons nominating for membership of the Club must complete a Players/Associates registration form. The Clubs prescribed membership fee must accompany this membership form.

Upon signing of the Player/Associate Registration Form the player or parent/guardian will undertake to conduct themselves in accordance with the Clubs code of conduct. (see attachment 1 Code of Conduct).

Nominations for membership by minors, meaning a person under 16 years of age, shall be signed by their parent or legal guardian. This signing parent or guardian becomes an Ordinary member of the Club.

### **Player Registration numbers for each team**

- a) A tally of registering players will be kept by the clubs Registrar for each age group of the club.
- b) Each new player registering will be notified of the number of players that have registered before them in that age group.
- c) In the case that a second team in one age group cannot be formed due to low player registrations, the Executive committee along with team management, will determine which nominations cannot be retained.
- d) In this instance, previous years members will be given the “first right of refusal” for their registration being accepted.
- e) All monies paid by the unsuccessful registration/s will be refunded within 21 days of formal written notification being provided by the club to the unsuccessful players registration.
- f) The Club shall ensure that teams numbers do not exceed the below mentioned figures. These numbers are to ensure that all players have a fair and equal amount of field time.
- g) Mini, Under 6 to Under 8, 8 players on the field with 4 reserves, a maximum of **12** registered players
- (h) Mod, Under 9 to Under 11, 11 players on the field with 5 reserves, a maximum of **16** registered players,
- (i) Mod International, Under 12, 13 players on the field with 6 reserves, a maximum of **19** registered players.
- (j) International Under 13 to Under 17 inclusive, 13 players on the field with 6 reserves, a maximum of **19** registered players.
- (k) Under 19, A Reserves & A Grade, registered player numbers will be left at team managements discretion, with consultation with the Executive Committee.  
Ultimately, the Exeuctive Committee within the spirit of the Club shall have the final decision.

### **Splitting of players for 2 teams in one age group**

- 4a.i) In the case that there are enough players to make up two (2) teams in one age group, players will be split up, making equal ability teams with consultation between the players and team management. The final decision will be determined by the Coaching Selection Committee, which shall be appointed by the Executive Committee.

## **5. Fees & Subscriptions**

The Registrar as soon as practical will refer membership forms to the Executive committee, which will determine whether to approve or not approve the nomination.

If the Executive committee deems not to approve a nomination the nominating member will be notified and all fees paid will be refunded within 21 days.

## **Fees, Registration & Associate**

Registration fees will be decided on by the Executive committee in consultation with the General Committee.

The Executive Committee may at their discretion reduce or waive the registration fee for a member who is suffering family financial hardship.

Registration fees must be paid before a player is allowed to play and represent the club. Players are not covered by insurance if fees are unpaid.

## **6. Members**

The club shall consist of an unlimited number financial and non financial members, who consist of; Life Members, Executive Committee, General Committee, Ordinary Members, Associated Members, elected Patrons and Distinguished Players.

**Life Members.** Life members shall only be appointed amongst members and players who have rendered ten (10) consecutive years of outstanding service to the Club. The privilege of Life Membership entitles the holder to speak and vote at any general meeting. Life members can be non financial members, however are entitled to vote.

- i) Nominations for Life Membership may be submitted at any time during the season, however must be submitted to the Secretary no later than 21 days prior to the date of the AGM. Such nominations are to be proposed and seconded by Ordinary members of the Club, for election at the Annual General Meeting.
- ii) There must be a majority of votes at the Annual General Meeting in favour of the nominee before the member can be elected a Life Member.
- iii) A maximum of two (2) Life Members may be elected at any Annual General Meeting.
- iv) Nominees must be voted on in alphabetical order.
- v) Life Members will be presented with a "Life Membership Jacket".

**Executive Committee** shall be members occupying the offices of President, Club Vice President, Vice President/Seniors Delegate, Secretary, Treasurer, Registrar/s, Sponsorship & Marketing, Club Captain Seniors, and must be a financial member of the Club. Members desirous of holding executive positions in the club must have previously been an Ordinary member for a period of no less than 1 season.

i) The **Executive Committee** of the club shall be elected at the Annual General Meeting of the club, and each officer shall, subject to these rules, hold office until their positions are declared vacant at the next annual general meeting, and are eligible for re-election.

ii) A person desirous of nominating for the Presidents office must have held a position in either the Executive committee or **General committee** for a period of 1 year. However, if the Executive committee is unanimous this may be overruled.

iii) In the case of either an Executive or General committee member failing to attend two (2) consecutive meetings of any committee meeting without written or verbal apologies given, their position shall be declared vacant by the Chairman.

iv) Any resignation occurring within any of the Executive Committee positions in their term of office shall be filled by either their assistants or by the **General committee**. Nominees must be in attendance or indicate in writing their willingness to stand and must be approved by the Executive Committee.

v) In the event of the death or resignation of the President the Executive Committee shall appoint an acting President from amongst the members of the Executive Committee.

vi) In the event of a member calling a no confidence vote for either an Executive or General committee member and seconded by another member, the executive committee will call for a Special Extraordinary meeting to be held within 7 days. At this Special Extraordinary meeting both the nominee and the nominator will both be given the opportunity to outline each of their cases. At the conclusion, a secret ballot will be held. Both Executive and General Committee will be able to vote. Both the nominator and nominee will refrain from voting. If the vote of no confidence is against the President he/she may not have a casting vote if the voting is tied, the next senior Executive would hold the casting vote.

vii) The term of office for Executive and General Committee positions is 1 year.

**Returning Executive Members:**

The returning officer shall be appointed by the Association before a secret Balot.

**Re-Election of Executive Members:**

At each Annual General Meeting (A.G.M.) of the Association. Officers and members of the Executive Committee shall retire from office but shall be eligible for re-election, for the same position held in the prior Executive or a new Executive position.

An executive member shall hold the same office for more than (3) three consecutive years.

If in the event after an Executive member retires from their current position, and they have held office for (3) three years and there are no nominations made for the position to be filled, then the retiring Executive Member shall have the first right of refusal to hold the same Executive position for a period of 12 months, or when the A.G.M or Special General Meeting is held.

**General Committee** ; shall be members occupying the positions of Seniors Sponsorship Coordinator, Seniors Administrator, Seniors Finance Officer, Gear Steward / Junior, Gear Steward / Senior, Canteen Coordinator, Assistant Treasurer, Grounds Committee, Junior League Delegate, Coaches & Managers.

**Ordinary Members** A parent or guardian registering for a minor, and or any registered senior player. Ordinary membership entitles the holder to speak and vote at any General Meeting provided that :-

- i) The prescribed registration membership fee for the current year has been paid
- ii) No new ordinary members will be accepted after the 30<sup>th</sup> June in any one year.

**Associate Members** Any person other than a minor may become an Associate Member by paying the prescribed Associate membership fee. Membership must be held for no less than (6) months to be entitled to vote.

**Distinguished Players** These are players who have played football for the Club for 10 years or more.

**Patrons** A patron is someone that is held in high regard by the Club and is asked to represent the club on special occasions. Nominations for Patron may be submitted at any time during the season, however must be submitted to the Executive Committee no later than 21 days prior to the date of the AGM. Such nominations are to be proposed and seconded by Ordinary members of the Club for election at the Annual General Meeting.

**Chairman** The Chairman of meetings is usually the President or Vice President if the President is not available, but can be any of the Executive Committee. A Life Member usually holds the position of Chairman at Annual General Meetings.

## **7. Management of the Club**

The management of the club will be conducted by the Executive Committee consisting of the President, Vice President, Secretary, Treasurer, Registrar's.

A Quorum must be reached at any meeting of the Club and be made up of three (3) Executive Officers, and at least two (2) ordinary members, at all times there must be more Executive Officers than ordinary members in attendance.

The Executive Committee can make decisions if all are in agreement in such emergency cases where the calling of a General Meeting is impractical. All decisions agreed upon must be minuted at the next General Meeting.

### **Selection of A Grade Coach**

The selection of the A Grade Coach will be decided upon by the Executive Committee.

Re-appointed or replacement after this term will be voted upon by the Executive Committee.

### **All Coaches**

Coaches terms of appointment are from the date of signing a terms of agreement letter with the Club and will end at the next AGM.

All applicants for coaching positions from A Grade to Under 6's must include in their application a resume/coaching history and their current coaching accreditation. All Coaches terms of appointment are from the date of signing a Terms of Agreement letter with the Club and will end at the next AGM.

**Coaching Selection Panel** Shall comprise the President, Vice President, A Grade Coach and a neutral member, who has been appointed by the Executive Committee. However if any of the selection panel members are applying for a coaching position he/she must withdraw from the discussions from that vote. The next senior Executive Committee member will be asked to take the applicants place on the Selection Panel. This panel will appoint Coaches to each team working under the Clubs Guidelines for Coaches Selection.

## **8. Duties of the Executive**

**President** As head of the Club and the Chairman, he shall ;

- I) ensure sponsorship agreements are being fulfilled
- II) preside over all activities of the club
- III) act as Chairman at all General Committee Meetings
- IV ) be unbiased and impartial, give clear direction, set an example for others to follow
- V) ensure Club rules and constitution are respected and observed
- VI) ensure the Executive Committee remains positive and progressive
- VII) endeavour to be in attendance at all home games

**Vice President** The Vice President shall ;

- I) assume the duties of the president in the absence of the President and when so requested by the President
- II) be unbiased and impartial, give clear direction, set an example for others to follow
- III) ensure Club rules and constitution are respected and observed
- IV) ensure the Executive Committee remains positive and progressive
- V) endeavour to be in attendance at all home games

**Vice President / Seniors** The Vice President / Seniors shall ;

- I) advise and update Executive Committee of all matters relating to the running of Seniors sub Committee
- II) recommend to Executive Committee choice of A Grade Coach
- III) Shall generally supervise seniors sub committee members in the carrying out of their obligations
- IV) represent the Seniors at Manly Warringah District meetings
- V) be unbiased and impartial, give clear direction, set an example for others to follow
- VI) ensure Club rules and constitution are respected and observed
- VII) ensure the Executive Committee remains positive and progressive
- VIII) endeavour to be in attendance at all home games

**Secretary** The Secretary shall:

- i) Convene and issue notices of club meetings
- ii) Keep minutes of all meetings
- iii) Conduct the correspondence of the club and maintain records thereof
- iv) Ensure the Registrars have up to date lists of members and addresses
- v) Follow up all outstanding matters referred to at meetings
- vi) Shall generally supervise members of the club in the carrying out of their obligations, and assist with presiding over all activities of the club
- vii) Shall keep personal insurance records and report all Injuries sustained by players to M.W.D.J.R.L.

**Treasurer** The Treasurer shall:-

- I) Be responsible for collecting and accounting for all fees and funds due to the Club, and banking same within seven days of receipt
- II) Disburse all monies of the club under authority of the Executive Committee, but no money shall be paid except by cheque signed by two (2) persons authorised to do so by the Executive Committee. Signatories shall consist of two of either; President, Vice President, Secretary, Treasurer or Canteen Coordinator.
- III) Report to Executive & Sub Committee meetings of the financial position of the club, together with a summary of receipts and payments since the last General Committee meeting.
- IV) Produce at the Annual General Meeting a full set of incoming and outgoing expenditure statements as at the date of the Annual General Meeting.
- V) The clubs financial year shall commence on the 1<sup>st</sup> January and end on the 31<sup>st</sup> December each year, wherein the Treasurer must hand over all financial records to the auditor

**Registrar/s senior & Junior** The registrar/s shall:-

- i) Must provide to each team Manager a folder containing, teams lists containing the total number of games played for each player.
- ii) Ensure all other relevant current years paperwork provided by the Executive Committee is included in Managers Folder
- iii) Maintain accurate and comprehensive records
- iv) Ensure all players are fully paid financial members of the Club
- v) Ensure all player information is true and correct and original birth certificate sighted where needed
- vi) Ensure photographs of players are updated every three years
- vii) Ensure Player cards are stamped in accordance with M.W.D.J.R.L. rules at the beginning of each playing season
- viii) Updated team lists throughout the season, copies to Secretary
- ix) At end of season update master records for each player re: number of games played and years played
- x) Ensure that the full year Games Sheets for each team are collected and filed with all other relevant paperwork.

**VP of the Ground** At all home games any two (2) Executive or General committee members must be in attendance. They are responsible for supervising the players and supporters of both teams to adhere to the Clubs Code of Conduct, rules of conduct drawn up by M.W.D.J.R.L, and Warringah Council Rulings on Ground Usage. (see attached forms).

**Gear Steward** The Gear Steward shall ;

- i) Record player sizes on registration days in readiness for preparing teams uniforms
- ii) Prepare kit bags for the coming season including uniform, first aid kit, footballs
- iii) Ensure kit bags are returned at the end of each season and contents checked, items missing must be accounted for
- iv) Stock take to be done at end of season for replacement and ordering purposes for next season

**Canteen Coordinator.** The Canteen coordinator shall ;

- i) Oversee the running of the canteen
- ii) Order stock and keep canteen in good order
- iii) Ensure all monies are banked within two (2) day of receipt
- iv) Ensure no minors are in the canteen whilst alcohol is being sold

**Sponsorship & Marketing Coordinator** Shall generate marketing ideas and sponsorship ideas. Before any action on these ideas can be taken, they must be approved by the Executive committee.

**Grounds Person** Maintain the playing field, including line marking. Notify secretary if maintenance is required by either the Club or Warringah Council.

**Junior League Delegate** The Junior League Delegate shall ;

- i) Represent club at all Manly Warringah District meetings
- ii) Report to General Committee on the proceedings of these meetings

**Manager** The Manager shall ;

- i) Adopt and practice the Managers Code of Conduct and ensure that the requirements as set out by the club are followed
- ii) Ensure that each player has a Medical Advice Sheet
- iii) Must attend monthly General Meetings and report relevant information back to team members

**A Grade Coach** The A Grade Coach shall ;

- i) Adopt and practice the Coaches Code of Conduct and ensure that the requirements as set out by the club are followed
- ii) Have a current Coaching Certificate
- iii) Must follow the Business / Financial Guidelines for A Grade as set out by the Executive committee.

**Coach** The Coach shall ;

- iv) Adopt and practice the Coaches Code of Conduct and ensure that the requirements as set out by the club are followed.
- v) have a current Coaching Certificate

**Coaching Selection Panel** The Coaching Selection Panel shall;

- i) appoint Coaching positions in each team soon after the AGM
- ii) shall recommend to the Executive Committee which nominations are to be retained or not, in the case of excessive numbers for a particular team
- iii) shall make recommendations to the Executive Committee on team splitting.

**Seniors Administrator** The Seniors Administrator shall:

- iv) maintain records of all seniors administration ensuring they are kept up to date
- v) provide registrars up to date lists of senior players names and addresses
- vi) report all Injuries sustained by players to the Secretary

**Seniors Finance Officer** The Seniors Finance Officer shall;

- vii) provide Budget for the season ahead to the Executive Committee within 1 month of AGM
- viii) all receipts and invoices to be kept and ready for auditing by 31<sup>st</sup> December
- ix) disburse and collect all monies in relation to the Seniors administration
- x) report to the Vice President / Seniors of financial status
- xi) produce to the Club Treasurer accounts as requested

**Gear Steward / Senior** The Gear Steward Senior shall ;

- i) jointly prepare order for Clubs uniforms with Gear Steward / Junior
- ii) prepare kit bags for the coming season
- iii) ensure kit bags and first aid kits are returned at the end of each season
- iv) stock take to be done at end of season for replacement and ordering purposes for next season

**Seniors Sponsorship Coordinator** The Seniors Sponsorship coordinator shall ;

- i) generate marketing and sponsorship ideas on behalf of the Seniors
- ii) shall ensure sponsorship agreements are being fulfilled
- iii) ensure all correspondence is kept

### **9. Meetings of Club**

**Quorum.** A Quorum must be made at any meeting of the Club consisting of three (3) Executive Officers, and at least two (2) members. In the event of a quorum not being present at any meeting of the club within half an hour of the time fixed, the meeting shall lapse and be adjourned to a date to be fixed.

A register of attendance will be made of those members attending any meeting (attendance book).

Minutes of meetings will be taken by the Secretary, and be supplied to all members that attended the said meeting as soon as practicable prior to the next General Meeting. Minutes of all meetings will be kept and made available to any member on request.

Meetings held monthly are called General Meetings, other than the Annual General Meeting held once a year. Any special meeting shall be called Special Extraordinary Meeting.

**General Committee Meetings.** Business shall be transacted in the following order;

- i) Apologies
- ii) Accepting Minutes of previous meeting
- iii) Correspondence In & Out
- iv) Reports and passing of accounts for payment
- v) Motions of which notice has been given
- vi) Reports from Committee Members
- vii) General business

**Annual General Meeting** . The Annual General Meeting of the club shall be held on or before the 3rd week in October each year. At least 28 days written notice shall be given to all Members, and business shall be transacted in the following order conducted by the standing Executive Committee.

- i) Open Annual General Meeting
- ii) Apologies from previous General Committee Meeting
- iii) Reading and confirmation of minutes of last General Committee Meeting
- iv) Reading of Annual Financial Statements
- v) Adoption of Annual Reports and Balance Sheet
- vi) First part of AGM closed, Chairman (Life Member) chairs the continuance of the meeting,
- vii) All elected committee stand down, declare all positions vacated, and shall seek all nominations.
- viii) Nominations forms to be handed to the Chairman excluding Coaches and Managers positions
- ix) Reading and voting of nominations
- x) Close meeting

**Special Extraordinary Meeting** The Executive Committee may on it's own authority convene a special extraordinary meeting of which no less than 24 hours notice be given to all members as practicable.

- i) Such notice shall state the time, place and object of the proposed meeting and no business other than mentioned in the notice shall be discussed at the meeting.

## **10. Voting**

Families with registered child/children under the age of 18 are entitled to one vote only. Players who are over 18 years of age are entitled to one vote only. All members wanting to cast a vote must be financial.

Associate members are entitled to one vote.

Life Members may be non financial, however are entitled to one vote.

Voting must be cast in person, or, a financial member may bring with them to the meeting one (1) proxy vote from another financial member.

Proxy votes sent by mail must be received by the Secretary no later than 21 days prior to the Annual General Meeting.

Voting shall be decided on a show of hands, unless at least ten (10) members request a ballot.

All committee members including Executive and General Committee are entitled to one (1) vote, a second vote cannot be cast by this same person if he/she is also a parent or guardian of a player. One (1) vote per family.

In the case of equal votes whether on a show of hands or a ballot, the Chairman shall be entitled to a second or casting vote. It is at the Chairman's discretion to disclose or show the vote tallies.

Unfilled positions can be nominated for from the floor at the Annual General Meeting.

## **11. Discipline**

The Executive Committee shall have the power to cite or cause to appear before it, any club official, member or player, against whom a complaint of misconduct shall have been laid in writing. After proper enquires, therein, shall adjudicate within a reasonable period of time. The Executive Committee shall be able to call upon the General Committee for further consensus and adjudication.

Written notice shall be forwarded to all parties concerned, outlining the Executive Committees ruling, any action to be taken, and reason for the decision.

### **Right of Appeal of a Disciplined Member**

A member may appeal in writing, the Executive Committee's decision within seven (7) days after notice. A General Committee meeting will be held within 28 days after appeal is received. The committee and the member must be given the opportunity to state their respective cases orally or in writing. The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

## **12. Football Gear, Junior**

- i) All football gear supplied by the club excluding shorts and socks, remains the sole property of the club and must be returned within two (2) weeks of the completion of each teams competition to the team Manager.
- (ii) The General Committee will determine the condition for renewal renovation or disposal of all football gear.
- (iii) Grand Final winning teams will retain their jerseys along with an other award agreed on by team management and Executive committee.
- (iv) Grand Finalists (non winning teams) do not retain their Jersey, but will be awarded with a T-shirt or similar, agreed on by team management and Executive committee.

## **13. Football Gear, Senior**

- (i) All football gear supplied by the club shall be retained by the players
- (ii) The General Committee will determine the condition for renewal renovation or disposal of all football gear.

#### **14. Trophies, Junior**

The awarding of trophies will be decided by the Executive Committee at a date to be decided for presentation to the players.

Teams who win any Division Grand Final will be awarded their Jersey and a further reward after agreement between the team management and Executive Committee.

Grand Finalists who do not win, will be awarded a T-shirt or similar award after agreement between the team management and Executive Committee.

If additional trophies are requested this must be approved by the Executive Committee.

Perpetual trophies will be awarded on presentation day. The perpetual trophy will remain at the Club and a substitute trophy will be kept by the recipient.

#### **15. Trophies, Seniors**

The awarding of trophies and further rewards will be decided by the Executive Committee at a date to be decided for presentation to the players.

#### **16. Alteration of Constitution**

The statement of objects and these rules may be altered, rescinded or added to, only by a majority vote or a special resolution of the club. All alterations to this constitution must be typed up and called By Laws. These said By Laws will be kept on file and attached to this Constitution.

#### **17. Special Resolution**

All proposals of amendment to the Constitution must be received in writing by the Secretary, who will table the proposal at the next Extraordinary Meeting. The Executive Committee will decide if this amendment is warranted. If so, these procedures must be followed to vote on a Special Resolution;

i) twenty one (21) days written notice to all members specifying the intention to propose the resolution as a special resolution.

ii) At least three quarters of the members in attendance must vote to adopt the special resolution

#### **18. Dissolution**

The Club may be dissolved by a resolution passed by a majority of members present and voting at a General Meeting, provided that the resolution shall be confirmed by a majority of seventy five per cent (75%) of the members present and voting at a Extraordinary Meeting called for that purpose within one month thereafter.

## **19. Division of Property on Dissolution**

Upon the passing of a resolution for dissolution, the General Committee shall forthwith or upon such date as shall be specified in the resolution, proceed to release the property of the club, and after discharging all liabilities the balance available shall be handed over to an approved body connected with junior sport, and upon completion thereof the club shall be dissolved.

## **20. Insurance** The Club shall ;

- i) have public liability insurance cover for the amount as stated in our lease agreement with Warringah Council. Item 17 (cl 8.1.1).
- ii) ensure all players are covered by Player insurance
- iii) ensure the building and contents are covered

## **21. Accounts**

The financial year of the club shall end on 31<sup>st</sup> December in every calendar year. The committee shall cause proper books of accounts to be kept with respect to;

- (a) all sums of money received and expended by the club and the matters in respect of which such receipts and expenditure take place.
- (b) all sales and purchases of goods by the club
- (c) the assets and liabilities of the club

Proper books of account shall be kept and give a true and fair view of the state of affairs of the club to explain its financial transactions.

A copy of the Annual Financial Statements are to be tabled at the Annual General Meeting and all financial records forwarded onto the clubs approved Auditor.

## **22. Auditor**

An Auditor for the clubs finances will be voted on at a General Meeting. The auditing of the clubs finances are to be done soon after the Annual General Meeting and presented at the first General Meeting to be held in February the next playing year.

## **23. First Aid**

The Club shall ensure that each team has a fully accredited first aider. A first aider must be present at all games.

## **24. Non Profit**

The assets and income of the organisation shall be applied solely in furtherance of its above mentioned objectives and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

## **25. Winding Up**

In the event of the organisation being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall transferred to any organisation which has similar objects and which is exempt from income tax.

## **26. Amalgamation**

Where it furthers the objects of the organisation to amalgamate with any one or more other organisations having similar objects, the other organisation(s) must have rules prohibiting the distribution of its (their) assets and income to members; and must be exempt from income tax.

**END**