



Belmont City Football Club Inc.

CONSTITUTION 2024

TABLE OF CONTENTS	Page: 1 of 2 Issue: 1.0 Date: November 2024
--------------------------	---

SECTION	TOPIC	ISSUE	DATE
1	EXECUTIVE SUMMARY		
1.1	Summary Overview - Background / Constitution Redesign	1.0	Nov 2024
2	CLUB ADMINISTRATION		
2.1	Club Name, Purpose and Mission, Status	1.0	Nov 2024
3	MEMBERSHIP MANAGEMENT		
3.1	Qualifications for Membership	1.0	Nov 2024
3.2	When Membership Ceases	1.0	Nov 2024
3.3	Resignation of Members	1.0	Nov 2024
3.4	Register of Members	1.0	Nov 2024
3.5	Membership Fees	1.0	Nov 2024
4	COMMITTEE MANAGEMENT		
4.1	Management Committee Powers	1.0	Nov 2024
4.2	Election of Members / Terms of Office	1.0	Nov 2024
4.3	Dealing with Vacancies	1.0	Nov 2024
4.4	Quorum / Procedures at Committee Meetings	1.0	Nov 2024
4.5	Record Keeping / Payments to Committee Members	1.0	Nov 2024
5	GENERAL MEETINGS MANAGEMENT		
5.1	Quorum / Procedures	1.0	Nov 2024
5.2	Member Notification	1.0	Nov 2024
5.3	Timing/Notices/ Membership Input	1.0	Nov 2024
5.4	Intervals Between Meetings	1.0	Nov 2024
6	FINANCIAL MANAGEMENT		
6.1	Controlling Funds / Budgeting	1.0	Nov 2024
6.2	Association Tier Status / Financial Year	1.0	Nov 2024
6.3	Dealing with Surplus Property on Wind up of BCFC	1.0	Nov 2024
7	GOVERNANCE MANAGEMENT		
7.1	Common Seal / Custody of Books / Securities	1.0	Nov 2024

7.2	Inspection by Members of BCFC Records / Documents	1.0	Nov 2024
7.3	Altering / Adding / Rescinding Rules	1.0	Nov 2024
7.4	Dispute / Grievance Resolution	1.0	Nov 2024
Appendix 1	Position Description – Club President	1.0	Nov 2024
Appendix 2	Position Description – Club Vice President	1.0	Nov 2024
Appendix 3	Position Description – Club Secretary	1.0	Nov 2024
Appendix 4	Position Description – Club Treasurer	1.0	Nov 2024
Appendix 5	Position Description – Club Registrar	1.0	Nov 2024
Appendix 6	Position Description – Committee Member	1.0	Nov 2024
Appendix 7	Code of Conduct	1.0	Nov 2024

1.0 EXECUTIVE SUMMARY	Page: 1 of 1 Issue: 1.0 Date: November 2024
------------------------------	---

1.1 Summary Overview

Background / History

Belmont City Football Club Inc. ("BCFC") was founded in 2024 as a merger of Belmont Junior Soccer Club ("BJSC") and Belmont Villa Soccer Club ("BVSC") to offer a single community club offering football to all ages.

Belmont City Football Club Inc. ("BCFC") has been incorporated to comply with the Associations Incorporations Act 2015.

Sport

For clarification, Football, as referred to hereon to within this Constitution, is also referred to as Soccer in Australia.

Basis of Design of New / Updated Constitution

The new constitution has been designed to comply with the Associations Incorporations Act 2015 including and addressing the following in its design alignment:

- 1. Adherence to Schedule 1 requirements of the Act
- 2. Aligning with the Model Rules Requirements
- 3. Recognising we are a tier 1 organisation in terms of the Act for reporting purposes (covered more in Financial Management Section 6)
- 4. Additional elements not required mandatory under Schedule 1 requirements but considered important and value adding for BCFC Management Committee and its members. These additional considerations now become binding in the BCFC constitution until / unless revoked at a special meeting.

2.0 CLUB ADMINISTRATION

Page: 1 of 1

Issue: 1.0

Date: November 2024

2.1 Club Name, Purpose and Mission, Status

Club Name

Belmont City Football Club Inc. ("BCFC") incorporated under the Associations Incorporations Act 2015

Purpose / Objects of BCFC

BCFC purpose / objects include but are not limited to:

- Providing a fun, friendly environment for playing football in accordance with the laws of the game.
- Encourage and foster a culture, where all members can play football and make friends, in a multicultural inclusive, "discrimination free", safe environment.
- Committing to our club values of "do your best, have fun" – play with your H.E.A.R.T – Humility, Effort, Attitude, Respect, Teamwork.
- Doing all things the club may consider to be in the beneficial interests of its members and in the interest of football.
- Complying with relevant best practice standards – club, regulatory and any other considered necessary.
- Ensuring sustainability through membership retention, growth, player development and raising additional funds through sponsorships and fundraising.
- Managing the club with confidence by having the relevant and appropriate systems, people and processes in place.

Mission Statement

Belmont City Football Club Inc. (BCFC) is committed to fostering a united, inclusive, and vibrant football community, that champions diversity, development and sportsmanship. Our mission is to provide a safe, supportive and enjoyable environment for players of all ages and backgrounds to develop their skills, build lasting friendships, and achieve their full potential both on and off the pitch. We strive to be a cornerstone of our community, promoting healthy lifestyles, teamwork and a love for the game of football.

Status

BCFC is incorporated as a Not for Profit organisation, which means as a minimum the following:

- The property and income of BCFC must be applied solely towards the promotion of the objects or purposes of BCFC.
- No part of that property or income may be paid or otherwise distributed, directly or indirectly, to any members of the association, except in good faith in the promotion of those objects or purposes.
- Aligning with the Model Rules Requirements.

3.0 MEMBERSHIP MANAGEMENT

Page: 1 of 2

Issue: 1.0

Date: November 2024

3.1 Qualifications for Membership

Qualifications for membership is open to all interested players complying within the age status of the club, commencing from 4 years of age. The following are key considerations of membership application, review, acceptance and rejection:

- Registered players and parents agree to support the purpose and objects of the association to be eligible for membership, and all registered players and their parents shall be members of the Club upon completion of an application form and payment of their registration fee.
- Application for membership is done via the online management system managed by the appropriate football state / federation.
- Acceptance of membership is confirmed on approval by the registrar and on full payment of fees including receipt of any available subsidies before the season commences.
- Membership is for a period of 12 months and ceases thereafter until applying the following season.
- The Management Committee shall have the power to suspend or expel any member who has breached any of the club Code of Conduct rules (Appendix 7) and/or Terms and Conditions which will be set out in the online registration, or as covered in relevant processes / policies as detailed in the club management system.

3.2 When Membership Ceases

A person ceases to be a member when any of the following takes place —

- for a member who is an individual, the individual dies;
- for a member who is a body corporate, the body corporate is wound up;
- the person resigns from the Association;
- the person is expelled from the Association;
- the person ceases to be a member.

The secretary must keep a record, for at least one year after a person ceases to be a member, of —

- the date on which the person ceased to be a member; and
- the reason why the person ceased to be a member.

3.0 MEMBERSHIP MANAGEMENT

Page: 2 of 2

Issue: 1.0

Date: November 2024

3.3 Resignation of Members

A member may resign from membership of the Association by giving written notice of the resignation to the secretary. The resignation takes effect —

- when the secretary receives the notice; or
- if a later time is stated in the notice, at that later time.

A person who has resigned from membership of the Association remains liable for any fees that are owed to the Association (the owed amount) at the time of resignation. The owed amount may be recovered by the Association in a court of competent jurisdiction as a debt due to the Association.

3.4 Register of Members

A register of members shall be retained that includes as a minimum, the name and residential, postal or email address of each member. This register is available for all members to inspect upon request. The following are other considerations in respect of the Members Register:

- Depending on the nature of the request for access to the members registers, the Management Committee may request a statutory declaration be signed for example covering security and safety reasons.
- The register will be maintained in hard copy / electronic format as appropriate and password protected.
- The setup of the members registers is the responsibility initially, of the Registrar then working in conjunction with the Secretary (if 2 separate individuals) to ensure a regular up to date list is readily available for the Management Committee

3.5 Membership Fees

Membership Fees are reviewed and set annually by the Management Committee (as part of annual budget planning in section 6) and approved at the club AGM. In setting the fees, BCFC committee take into consideration the following:

- Level of fees versus previous years and inflationary factors and other cost increases to be funded.
- The ability of members to pay, including where appropriate payment plan options.
- The extent to which membership fees are sufficient to cover budgeted expenditure for the forthcoming Season.
- Discounts available for volunteers as raised in any AGM resolution or as detailed in any relevant policy.

4.0 COMMITTEE MANAGEMENT

Page: 1 of 6

Issue: 1.0

Date: November 2024

4.1 Management Committee

The Management Committee is responsible for the overall management of BCFC. The committee in addition to the powers conferred on it below and within position descriptions, shall control finances and property of the club and adjudicate on all matters which affect the club or impact on the game of football.

To be eligible to fulfil the roles, committee members need to satisfy the criteria in accordance with relevant position descriptions; be over 18 years old, be present at the Annual General Meeting; be a present member, player, or parent or guardian of a player; an upstanding member of the community, or a life member.

These management roles are to be made available to existing committee members and any members interested in joining the committee in the future or those filling casual vacancies. In all cases the term is a minimum 2 years to facilitate initial learning of the roles then transition / succession planning as required to handover to new members to ensure club sustainability. The Management Committee shall comprise of a minimum of 6 people up to a maximum of 10 people allowed, with the following roles detailed below.

President - Required

Club leader, elected at the AGM.

Provides strategic direction and chairs of all Management Committee meetings.

See Appendix 1: Position Description Club President

Vice President - Required

Elected at the AGM.

Assists with strategic direction and chairing of all Management Committee meetings in the absence of President

The Management Committee may wish to elect two Vice Presidents; one to oversee the junior registrations, and one to oversee the adult registrations.

See Appendix 2: Position Description Club Vice President

Secretary - Required

Elected at the AGM.

Keeping good records and correspondence, and providing support to the President, Treasurer and Registrar.

See Appendix 3: Position Description Club Secretary

4.0 COMMITTEE MANAGEMENT

Page: 2 of 6

Issue: 1.0

Date: November 2024

Treasurer - Required

Elected at the AGM.

Keeping the committee informed on all key financial matters and preparation of all relevant financial reports. The Management Committee may wish to elect two Treasurers; one to oversee the junior registrations and Kidsport, and one to oversee the adult registrations and associated payment plans.

See Appendix 4: Position Description Club Treasurer

Registrar - Optional

Elected at the AGM.

Keeping the committee informed on all key registration matters and member lists issues.

The Management Committee may wish to elect two Registrars; one to oversee the junior registrations and Kidsport applications, and one to oversee the adult registrations, or may wish to combine the position of Secretary and Registrar.

See Appendix 5: Position Description Club Registrar

Ordinary Committee Members – Optional

Elected at the AGM.

Assisting the committee in fulfilling the many and varied tasks required in administering the club. This includes heading up required sub committees as required.

Committee member roles may include, but are not limited to; Coaching Coordinator, Volunteer Coordinator, Social Media and Events Manager, Kit Manager, Sponsorship Manager and Equipment Manager.

See Appendix 6: Position Description Committee Member

Sub Committee – Optional and not part of the Management Committee

As identified during the course of club season to fulfil additional tasks – primarily supporting the committee to achieve tasks through delegated supporting roles.

4.2 Election of Members / Terms of Office

A person can become a committee member if they are either elected at an AGM or appointed by the Management Committee to fill a casual vacancy.

Nominations

- As voted at AGM “from the floor” – need to be proposed and seconded (nominator and nominee).

4.0 COMMITTEE MANAGEMENT

Page: 3 of 6

Issue: 1.0

Date: November 2024

- Via nomination forms – to be submitted to the Secretary at least 14 days before the AGM. Forms can be submitted either electronically or posted. The nomination forms need to include the person being nominated ("the nominee") and the person nominating ("nominator"). For all submissions it will be assumed by the Secretary / Committee that due consideration has been given to the capacity of the nominee to fulfil the roles in accordance with the position descriptions available from the club.

Eligibility

In essence a person can become a member of the committee if they are deemed a fit and proper person, over 18 years of age and have the capacity to do the nominated roles.

The following issues preclude you from being elected or considered for the Management Committee:

- Previous criminal record, evidence of bankruptcy.
- Previous convictions involving fraud or dishonesty punishable on conviction by 3 months or more imprisonment.
- Previous convictions of an offence in connection with the promotion, formation or management of a body corporate including duties under the new law.

Evidence of any of the above precludes you from being a committee member for a period of 5 years from the conviction or 5 years from their release from custody.

Terms of Office

The committee members term begins when the member is elected at the AGM and ends when the position is declared vacant at the next AGM with the proviso below:

- In order to get the maximum benefit to the elected member and value / knowledge management retention within the club, in all cases the term expected is a minimum 2 years to facilitate initial learning of the roles then transition / succession planning as required to handover to new members to ensure club sustainability.

4.3 Dealing with Vacancies

Positions become Vacant

There are a number of situations where a person ceases to become a member of the committee and the position becomes vacant. These include, but are not limited to:

4.0 COMMITTEE MANAGEMENT

Page: 4 of 6

Issue: 1.0

Date: November 2024

- End of term in role.
- Resignation – if so, this needs to include the information citing reasons for resignation and is submitted to the committee either verbally or in writing – hard copy / electronic.
- Death.
- Becoming permanently unable due to a mental or physical disability.
- Insolvency (bankruptcy).
- Being removed from the Management Committee by a resolution of the club at a general meeting.
- Being ineligible by virtue of previous convictions deemed unacceptable by the Act.
- Failing to attend 3 consecutive committee meetings without sending an apology.

Casual Vacancies

A casual vacancy can arise where a committee member leaves the position before the term ends. These casual appointments are normally done by the committee; however, it is possible to involve the members if the committee deems it appropriate.

The following issues need to be considered in the appointment to fill a casual vacancy

- Eligible member over 18 years of age.
- There are not enough committee members to form a quorum.

In these cases, the committee can act to fill the vacancies or call a general meeting so the members can make the appointments.

4.4 Quorum / Procedures at Committee Meetings

A quorum is the minimum number of members who must be present for a meeting to be legally effective. The following consideration are taken into account at BCFC when considering quorums and procedures at BCFC Committee Meetings.

Quorum

A quorum for committee meetings to be valid and effective is 50% of the total committee members (a minimum of 3).

Procedures

The following issues need to be considered in following procedures at committee meetings

4.0 COMMITTEE MANAGEMENT	Page: 5 of 6 Issue: 1.0 Date: November 2024
---------------------------------	---

- All committee members are to be given at least 48 hours notice of any meeting.
- Club President is responsible for presiding over the meeting. In their absence, a Vice President followed by the Secretary or other appointed committee members will preside.
- Each committee member present at a committee meeting has one vote. In the event of a tie the President has the casting vote (unless deemed a conflict of interest refer below).
- Regular order of business is prepared for each committee meeting. Agenda items are noted, minutes are taken and follow up actions are noted for consideration at the next committee meeting.
- A calendar of events is prepared at the beginning of each year detailing venue, dates and time of meetings.
- Physical meetings are the preferred option; however, meetings can be done via phone hook ups or other digital / video platforms as required. The same minimum quorum numbers apply.
- Minutes of meetings are to be taken by the secretary, or in their absence a nominated committee member. In each case minutes are to be distributed to committee members within 7 days of the meeting.
- In the event that any committee member becomes aware of having a conflict of interest due to material personal interests they must declare this at the committee meeting. A record of this must be recorded in the minutes.
- In the event of any conflict of interest item affecting a committee member, and where it is under consideration, the committee member will be provided with the option to step outside as the issue is discussed. Under these circumstances the conflicted committee member has no vote on the outcome taken but can table their views initially for consideration.
- The conflicted committee member must disclose their interest to the members at the next general meeting.

4.5 Record Keeping / Payments to Committee Members

Minutes need to be kept of all committee meetings. The responsibility for this will normally be the role of the secretary, however, can be delegated in their absence as noted in section 4.4.

Record Keeping

The following issues need to be considered in keeping records of proceedings at committee meetings:

- Names of all committee members present at the meeting.
- Any apologies noted.
- Names of any persons attending the meeting by invitation to be recorded.
- Business considered at the meeting.

4.0 COMMITTEE MANAGEMENT

Page: 6 of 6

Issue: 1.0

Date: November 2024

- Any motions on which a vote is taken at the meeting and the result of the vote.

Payments to Committee Members – out of pocket

It is very normal for committee members to incur out of pocket expenses in fulfilling their roles in managing the club. This can include attending a committee meeting, a general meeting or otherwise in connection with the club's business.

The following issues need to be considered in reimbursing out of pocket expenses:

- Receipts need to be provided wherever possible or some evidence of payment
- Where it is not practical to provide receipts or they have been misplaced etc, approval can be given by the relevant committee member – the President, Vice Presidents, or Treasurer.

Payments to Committee Members – Other

There may be situations where a committee member is paid an "honorarium" payment for services provided to the club. These situations are acceptable provided there is no perceived bias or conflict of interest in the member offering these services. This could involve a specialist skill needed that is outside the committee's normal skill set.

The following issues need to be considered in making any form of these payments:

- The committee have assessed the payments / service offers and considered the fee / service to be provided to be of a commercial arm's length and a reasonable value for money fee / service offering.
- The service / offer provided is in the best interests of the club.
- Any form of these payments for outside services must be approved by the members at the AGM or other special meeting called for approval.

5.0 GENERAL MEETINGS MANAGEMENT

Page: 1 of 3

Issue: 1.0

Date: November 2024

5.1 Quorum / Procedures at General Meetings

A quorum is the minimum number of members who must be present for a meeting to be legally effective. The following considerations are taken into account at BCFC when considering quorums and procedures for AGM and General Meetings at BCFC.

Quorum

In considering a quorum for a general meeting, the club has to ensure the number for the meeting is achievable whilst not being so small that it might not be representative of the general membership.

- A quorum for general meetings including the AGM to be valid and effective is 10. If there are insufficient numbers a quorum for any follow up meeting is 6.

Procedures

The following issues need to be considered in addressing procedures for general meetings including the AGM:

- AGM to be held within 6 weeks of Financial Year End.
- President is responsible for presiding over the meeting. In their absence – the Vice President followed by the Secretary or other appointed committee members will preside.
- If no quorum is achieved, the meeting is adjourned for 7 days and reconvened with a revised minimum quorum of 6.
- Each member present (and financial / paid up) at the AGM meeting has one vote. In the event of a tie the President has the casting vote.
- Voting can be by a show of hands, proxy, ballot, casting vote.
- Regular order of business is prepared for AGM with the following considered a minimum for presenting and resolution:
 - Review of, and confirmation of the minutes of the last AGM.
 - Matters arising from those minutes including any carried forward issues.
 - Financial Reports
 - Other appropriate, relevant reports.
 - Election of nominated Committee Members
 - Setting Membership Fee(s)
 - Setting Operational Expenditure Cap
 - Resolutions for consideration and voting.
 - General Business.

5.0 GENERAL MEETINGS MANAGEMENT	Page: 2 of 3 Issue: 1.0 Date: November 2024
--	---

5.2 Member Notifications

All members are entitled to receive notice of, and to attend any general meeting of the club irrespective of their membership class or voting rights. The following issues need to be considered in following procedures for general meetings including:

- At least 14 days notice from the Secretary to all members of a general meeting.
- At least 21 days’ notice from the Secretary to all members of a general meeting if a special resolution is to be proposed.

5.3 Timing / Notices / Membership Input

This covers the time within which, and the manner in which, notices of general meetings and notices of motion are to be given, published or circulated.

Notice of Meeting

This is a written notice that a meeting is going to take place at a specified time.

Notice of Motion

This is a notice, given by a member of the club that proposes some decision or action be discussed and voted on at the meeting.

Procedures

The following issues need to be considered in following procedures for timing, notices of meeting / motions:

- Member must (if appropriate) set out the period of notice to give other members if they propose to move a motion at a general meeting and whether they wish to allow for members to propose motions from the floor at a general meeting – in this case no advance notice is required.
- Notice must include details of each item of business to be considered.
- Notice may be:
 - Delivered by hand
 - Sent by post
 - Sent electronically (fax or email)

Membership Input

The committee can also allow members to have the ability to request meetings be called if necessary.

5.0 GENERAL MEETINGS MANAGEMENT	Page: 3 of 3 Issue: 1.0 Date: November 2024
--	---

The following issues need to be considered if members wish to call a meeting:

- Committee will convene a special meeting if at least 20% of the members require the meeting to be called.
- Meeting request must be submitted to the secretary and clearly state the business to be considered at the meeting.
- Committee then must call a meeting within 28 days of receiving the meeting request.

5.4 Intervals Between Meetings

Belmont City Football Club Inc. is only required to hold one general meeting of members a year, the Annual General Meeting (AGM). The AGM will be held every calendar year within six months from the association’s financial year ending.

Procedures

The following issues need to be considered by the committee when considering holding additional general meetings:

- Listen to the feedback from members and if convening a meeting is considered appropriate, decide on a venue, date, time and communication timeframe and mechanism to members.
- These meetings are deemed to be considered special general meetings and may be convened:
 - By the committee at any time.
 - If requested by at least 20% of members.

6.0 FINANCIAL MANAGEMENT

Page: 1 of 3

Issue: 1.0

Date: November 2024

6.1 Controlling Funds / Budgeting

All funds received into, and paid from, the clubs bank account/s need to be properly and appropriately controlled and managed. The following considerations are taken into account at BCFC managing and controlling the flow of funds.

Receiving / Paying Funds

The Treasurer is responsible for receiving funds on behalf of the Club and issuing appropriate receipts as required. He / she is also responsible for lodging funds directly into the Club's bank account/s where required. Funds can also be paid/received in agreed appropriate formats – e.g. cash, cheque, electronically, direct transfers, credit / debit cards.

Procedures / Authorisations

The following issues need to be considered in addressing procedures for controlling funds within the club:

- A bank account or multiple accounts must be held in the name of the club.
- All "physical" club monies received need to be deposited into the club's bank account/s within 5 days of receipt.
- Authorisation for expenditures below a set threshold (Operational Expenditure Cap) rests with the Treasurer, President and the Vice Presidents. However BCFC can use an additional nominated alternate committee member to authorise in the absence of either as long as there are 3 members involved in the decision making.
- Authorisation for expenditures above the Operational Expenditure Cap rests with the Management Committee at regular or ad-hoc requested meetings.
- Electronic authorisations and levels are set up through the relevant financial institution/s used by the club for electronic banking. Where required, cheques can be used and authorisations same as noted above, however, the preferred method of expenditures is electronic.
- Where considered appropriate by the committee, certain authorisation levels shall be set up and documented. These levels can be subject to review by the committee as required from time to time and noted in committee minutes / appropriate resolutions.

Budgeting

It is considered to be prudent financial management that the committee run the club measured against appropriate budgeting mechanisms / tools.

The following issues need to be considered when setting the budget for the financial year:

6.0 FINANCIAL MANAGEMENT

Page: 2 of 3

Issue: 1.0

Date: November 2024

- A revenue budget is prepared estimating club membership fees for the forthcoming financial year, taking into account current and previous years activities.
- An expenditure budget is prepared estimating club expenses for the forthcoming financial year, taking in to account current and previous years activities.
- The assumptions underlying the budgeted surplus / deficit for the year need to be documented and presented to the committee by the Treasurer in conjunction with other committee members as required.
- The budget for the financial year needs to be signed off and approved by the relevant committee members as noted in the committee minutes.

6.2 Association Tier Status / Financial Year

Association Tier Status

Under the terms of the Associations Act 2015, BCFC is currently considered as a Tier 1 association (revenue less than \$500,000). As a result of this status the following applies:

Record Keeping

Must keep financial records which:

- Correctly record and explain the club's transaction and financial position and performance.
- Enable true and fair financial statements to be prepared.

Financial records must be retained for a period of 5 years.

Accounting Method

The club will prepare its financial statements using the accrual method of accounting which requires it to prepare:

- A statement of income and expenditure; and a balance sheet.
- A reconciled statement of bank account balances.

The financial statements must give a true and fair view of the financial position and performance of the association but are not required to comply with the Australian accounting standards.

The financial statements need not be reviewed or audited unless members make a resolution to that effect or if the Commissioner directs a review or audit.

6.0 FINANCIAL MANAGEMENT

Page: 3 of 3

Issue: 1.0

Date: November 2024

Financial Year End / Start

The club's financial year is determined using a 12-month period based on the main activity of the club. Accordingly, the financial year end will be 31st December each year and the start of new financial year will be 1st January.

6.3 Dealing with Surplus Property on Wind-up of BCFC

In the event of the Club being wound up or its incorporation being cancelled the committee needs to determine the manner in which any surplus property would be distributed or dealt with.

Procedures

The following issues need to be considered in relation to surplus property for the cancellation of incorporation or winding up:

- Distribution of surplus assets must not be inconsistent with the Act.
- Generally surplus assets must not be distributed to any member or former member of the Club.
- The members can decide who the property will be given to at the time of the wind up.
- On cancellation of the incorporation or winding up, the surplus property must be distributed as determined by a special resolution and can only be distributed to the following in terms of the Act:
 - An incorporated association under the Associations Incorporation Act 2015.
 - A company limited by guarantee registered under the Corporations Act 2001 s150.
 - An organisation that holds a current licence under the Charitable Collections Act 1946.
 - An organisation that is a member or former member of the club and whose rules prevent the distribution of property to its members.
 - A non-distributing co-operative registered under the Co-operatives Act 2009.

7.0 GOVERNANCE MANAGEMENT

Page: 1 of 3
Issue: 1.0
Date: November 2024

7.1 Common Seal / Custody of Books / Securities

Common Seal

The club does not use a Common Seal.

Custody of Books and any Securities

It is important that all relevant records relating to the club's specific activities are kept in secure locations (hard copies and electronic).

Procedures

The following issues need to be considered in relation to the custody of club books and securities:

- The books and any securities of the club must be kept in the Secretary's custody or under the Secretary's control.
- The financial records, and as applicable financial statements or financial reports of the club must be kept in the Treasurer's custody or under the Treasurer's control.
- The books of the club must be retained for at least 5 years.

Handover of Documents on Cessation of Membership

The following issues need to be considered where a person ceases to be a Committee Member:

- As soon as practicable after their membership ceases, the outgoing committee member must deliver to a member of the current committee, all of the relevant documents and records they hold pertaining to the management of the club's affairs.
- All outgoing committee members will use their best endeavours to ensure a smooth transition in cooperation with existing committee members involved in the handover process.

7.2 Inspection by Members of BCFC Records / Documents

All members shall be given the right (subject to certain conditions detailed below), to inspect selected records and documents of the club. Documents and records of the club can include but not be limited to:

- Information relating to incorporation.
- Rules, management, membership records.
- Financial statements.
- Club transactions, dealings, business or property.

7.0 GOVERNANCE MANAGEMENT

Page: 2 of 3
Issue: 1.0
Date: November 2024

Procedures

The following issues need to be considered in following procedures for any inspections:

- The committee may refuse to permit inspection of confidential material, such as confidential personal details (e.g. security risks), commercial or legal matters.
- A member may at any reasonable time, inspect free of charge the following:
 - The register of members.
 - The record of Management Committees.
 - Minutes of general meetings.
 - Rules of association / Club constitution.
- If a member requests to inspect the register of members, they must allow a reasonable timeframe for this to happen – 7 to 10 days is considered reasonable depending on the urgency/nature of the request.
- If the member wants to inspect a document that records the minutes of a committee meeting, the right to inspect that document is subject to any decision the committee has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members

7.3 Altering / Adding / Rescinding Rules

The manner of altering and / or rescinding rules and of making additional rules to the club constitution is covered below.

Special Resolution

The club may only alter its rules, name or objects by passing a special resolution.

Procedures

The following issues need to be considered in following any alteration to the rules:

- A special resolution must be passed by at least 75% of the members present at the meeting or voting by proxy at a general meeting.
- Such notice must be in writing and include:
 - The date, time and place of the meeting.
 - The full proposed resolution.
 - A statement of the intention that the motion be proposed as a special resolution.

7.0 GOVERNANCE MANAGEMENT

Page: 3 of 3
Issue: 1.0
Date: November 2024

7.4 Dispute / Grievance Resolution

The following below covers in general terms how BCFC will deal with disputes between members themselves, or between members and the Club. More specific policies and codes of conduct can be made available to members.

Procedures

The following issues need to be considered in dealing with any disputes, grievances, conflict management:

- In addressing any disputes between the parties, the club will start as its default by referring to any relevant club codes of conducts, processes or policies currently in place.
- In the absence of any of the above within the club to address the issue, the club may refer to the relevant affiliated peak body for mediation and resolution.
- Disputes between members - the clubs preference is that the parties try to resolve the issues themselves with reference (if relevant) to internal codes of conduct guidelines.
- If that proves to not be possible, the committee reserves the right to act as mediators to assist in the resolution of the dispute and determine the outcome/s.
- Disputes between members and Club will be dealt with in accordance with club policies and if there is any conflict of interest within the committee, that committee member is not involved in initial discussions.
- Once the outcome/s to any dispute (e.g. member to member, member to club) is agreed, it is documented and acknowledged by all relevant parties, with appropriate review and follow up if required.
- A turnaround timeframe of 28 days is considered reasonable from request from the member to action by the committee.

If none of the above approaches prove to be effective, the committee will, if deemed appropriate, appoint the services of outside professional mediators.

APPENDIX 1

Position Description – Club President

Page: 1 of 2

Issue: 1.0

Date: November 2024

Objective:

As one of the required members of the Management Committee, the Club President supports and promotes the participation and achievement of all its teams whilst ensuring that the Club runs efficiently administratively, financially, and socially to support all on, and off-field activities.

The President helps the Management Committee prioritise their goals and keeps the Committee on track by working within the club's framework. At an operational level, the major function of the President is to facilitate effective Annual General Meetings.

Responsibilities:

- Ensure Club Committee members, team manager and coaches fulfil their responsibilities to the club.
- Attend governing body and Council meetings/forums where relevant.
- Manage/Chair monthly Committee meetings and the club's AGM (or delegate as appropriate).
- Prepare minutes of all Committee and AGMs of the club and provide them to Club Secretary for record keeping and future reference.
- Discuss the agenda items prior to each committee meeting with the Secretary and ensure that it is circulated to relevant members in plenty of time.
- Ensure that all sub-committees are accountable and responsible.
- Report activities of the portfolio to the membership of the AGM.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- Review Constitution, By-Laws, and Rules of Competition.
- Champion Club Code of Conduct and other relevant policies.
- Adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies.
- Be a facilitator for club activities.
- Be available to handle any disputes.
- Liaise with relevant stakeholders including local Council.

Relationships:

- The President reports to the club's members, and the Management Committee of the club.
- A close relationship is required with all governing body departments.
- Supports all managers, committee members, coaches, players, and staff.

APPENDIX 1

Position Description – Club President

Page: 2 of 2

Issue: 1.0

Date: November 2024

Accountability:

- The President is accountable to the members and the Committee of the club.
- The President has one vote on the Management Committee. When a vote is tied, the President decides on the outcome at Management Committee, or AGM Meetings.

The estimated time commitment required as the President is 4-5 hours per week.

Essential Skills:

- Well informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional, and higher levels.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its Management Committee roles and sub-committees.
- Well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues.
- Well informed about the purpose of any meeting and items to be covered and can avoid repetition, arguments, interruptions, and deviation from the matter under discussion.
- Receptive to change.
- Dedicated club person.
- Be approachable.

Desirable Skills:

- Ability to plan events and activities for a year.
- Financial skills/knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.

APPENDIX 2

Position Description – Club Vice President

Page: 1 of 2

Issue: 1.0

Date: November 2024

Objective:

As one of the required members of the Management Committee, the role of Vice President is to support the Club President in providing primary leadership and responsibility for the club and the committees. In the absence of the President, the Vice President will fulfill the President's roles.

The club can elect two Vice Presidents,; one to oversee junior registrations and one to oversee senior registrations

Responsibilities:

- To be willing to step into the role of President as required.
- To be well informed of all club activities.
- Have a good working knowledge of the club constitution, rules, by-laws, policies, and procedures as well as the roles and responsibilities of all Management Committee members.
- Strong understanding of the legal and compliance obligations of running the club and ensuring that these are adhered to.

Relationships:

- Reports to the President, as well as the club's members, the Management Committee of the club.
- When needed, a close relationship is required with all governing body departments.
- Supports all managers, committee members, coaches, players, and staff.

Accountability:

- The Vice President is accountable to the members and Committee of the club.
- The Vice President has one vote on the Management Committee.

The estimated time commitment required as the Vice President is 1-2 hours per week.

Essential Skills:

- Well informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Able to chair committee or executive meetings when needed.
- A good understanding of league requirements at local, regional, and higher levels.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its Management Committee roles and sub-committees.

APPENDIX 2

Position Description – Club Vice President

Page: 2 of 2

Issue: 1.0

Date: November 2024

- Well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues.
- Well informed about the purpose of any meeting and items to be covered and can avoid repetition, arguments, interruptions, and deviation from the matter under discussion.
- Receptive to change.
- Dedicated club person.
- Be approachable.

Desirable Skills:

- Ability to plan events and activities for the year.
- Financial skills/knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.

APPENDIX 3

Position Description - Club Secretary

Page: 1 of 2

Issue: 1.0

Date: November 2024

Objective:

As one of the required members of the Management Committee, the Club Secretary is Public Officer of the club, is primarily responsible for all administration duties, provides the coordinating link between members, the Management Committee and various stakeholders.

Responsibilities:

- Establish a meeting schedule for General and Club Committees for the current year.
- Provide secretarial support to the Committees, including preparing agendas in consultation with the President.
- Collect and collate reports from the Management Committee.
- Keep records of all Committee meetings and distribute them in accordance with the club's Constitution.
- Collate and arrange for appropriate distribution of the annual report.
- Prepare a report of all activities of the club for presentation to members at the AGM.
- Maintain an accurate copy of the Rules and By-Laws of the club.
- Maintain registers of members' details plus life members and sponsors.
- Be familiar with the roles of the Club, Competition, governing body, and any other body that has governance.
- Give advice to the President, the Management Committee and the AGM as required.
- Receive all correspondence directed to the club, inform President and the Management Committee as needed, react, follow up and distribute to appropriate members.
- Ensure all licenses required by the club are current.
- Coordinate team reports for club newsletters, emails and social media platforms.
- Complete annual statements as required by the Incorporations Act.
- Maintain sponsorship records.
- Provide notice to governing body and relevant stakeholders regarding changes to committee members and key contacts.
- If the Secretary also acts as Club Registrar, the secretary must register all players within the Football West guidelines.
- Act as the Public Officer of the club.
- Liaise with Football West and other external stakeholders such as local council.

APPENDIX 3

Position Description - Club Secretary

Page: 2 of 2

Issue: 1.0

Date: November 2024

Relationships:

- President, and Management Committee.
- Liaises with all team managers, coaches, players, volunteers, and other club staff.
- In regular contact with Governing Body, Council, and other external stakeholders.

Accountability:

- The Secretary is accountable to the President, and the Management Committee.
- The Secretary has one vote on the Management Committee.

The estimated time commitment required as the Secretary is 4-5 hours per week during the season. This may be increased at the beginning of the season.

Essential Skills:

- Enthusiasm and dedication.
- Well organised.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Dedicated club person.

Desirable Skills:

- Minute taking skills.
- Computer skills.
- Negotiating skills.
- Empathy with varying groups of people.

APPENDIX 4

Position Description - Club Treasurer

Page: 1 of 2

Issue: 1.0

Date: November 2024

Objective:

As one of the required members of the Management Committee, the Club Treasurer's primary role is to ensure that a financial management and reporting system is put in place and operable, so the Management Committee has an accurate understanding of the financial status of the club at all times.

Responsibilities:

- Prepare budget, in consultation with the committee, to reflect income and expenditure of the club for presentation at the first meeting of the year.
- Ensure all staff, team managers and coaches do not exceed authority ceilings (agreed annually in a general meeting) for financial expenditure without reference to the Management Committee.
- Attend to general banking activities.
- Maintain accurate records of income and expenditure.
- Report to the Club Committee monthly.
- Present all accounts for payment for approval.
- Arrange invoices for periodical payments.
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act.
- Organise collection of funds from various events for banking.
- Oversee and seek reports of all other accounts held by sections of the club.
- Ensure all taxation commitments (if any) are met by the club.
- Ensure the club finances are appropriately audited.
- Prepare annual financial accounts for auditing and provide the auditor with necessary information.
- Report activities of the portfolio to the membership at the AGM.
- Monitor sponsorship funds.
- Attend monthly Club Committee meetings.
- Liaise with governing body regarding financial payment system if and when needed.
- Liaise with other stakeholders such as local council regarding financial payment system if and when needed.
- Attend governing body financial training session as required.

Relationships:

- Reports to the President, and the Management Committee.
- Liaise with all members of the Club with financial responsibility.
- Liaise with external creditors and debtors.

APPENDIX 4

Position Description - Club Treasurer

Page: 2 of 2

Issue: 1.0

Date: November 2024

Accountability:

- The Treasurer is accountable to the President, , and the Management Committee.
- The Treasurer has one vote on the Management Committee
- The Treasurer shall seek ratification from the Club Committee of a club budget and authority thresholds, thereafter, shall have the authority to act within the limits of the budget and strategy approved.
- The Treasurer shall provide a monthly report to the Club Committee of all financial transactions.

The estimated time commitment required as the Treasurer is up to 1-2 hours per week.

Essential Skills:

- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to maintain the books.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy.

Desirable Skills:

- Financial accounting experience.
- Negotiating skills.
- Computer skills.

APPENDIX 5

Position Description - Club Registrar

Page: 1 of 2

Issue: 1.0

Date: November 2024

Objective:

The Club Registrar is primarily responsible for the registration of all players across the various platforms (the Club, Football West), and keeping an up to date database of players, coaches and team managers.

Responsibilities:

- At the start of the season, open registrations for the Club in order for parents/players to start registering.
- Assist the club on Registration Days and help parents/players register.
- Set up and maintain a registered players database.
- Assist parents/carers with initial Kidsport queries.
- Register all players with the required organisations (i.e. Football West).
- Liaise with FW and other external stakeholders as required.
- Maintain an accurate copy of the Rules and By-Laws of the club.
- Maintain registers of members' details plus life members and sponsors.
- Be familiar with the roles of the Club, Competition, governing body, and any other body that has governance.
- Give advice to the President, the Management Committee and the AGM as required.

Relationships:

- President, and Management Committee.
- Liaises with all team managers, coaches, players, volunteers, and other club staff.
- In regular contact with Governing Body, Council, and other external stakeholders.

Accountability:

- The Registrar is accountable to the President, and the Management Committee.

The estimated time commitment required as the Registrar is 5-6 hours per week at the start of the season, and then 1-2 hours per week for the latter part of the season.

Essential Skills:

- Enthusiasm and dedication.
- Well organised.
- Good leadership skills.
- Good listening ability.

APPENDIX 5

Position Description - Club Registrar

Page: 2 of 2

Issue: 1.0

Date: November 2024

- Effective communicator with a range of stakeholders.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Dedicated club person.

Desirable Skills:

- Computer skills.
- Negotiating skills.
- Empathy with varying groups of people.

APPENDIX 6

Position Description – Committee Member

Page: 1 of 1

Issue: 1.0

Date: November 2024

Objective:

To provide support to the Management Committee to ensure the efficient operation of the club.

Responsibilities:

- Assist the President and Secretary in their duties as required.
- Undertake tasks at the request of the Management Committee.
- Attend monthly Club Committee meetings.
- Participate in discussion and decision making of the General Committee.
- Look after a specific portfolio (e.g. marketing, sponsorship, events, facilities) as requested by the President, or the Management Committee.

Relationships:

- Reports to the Management Committee.
- Liaises with various internal / external stakeholders depending on assigned tasks and/or the allocated club portfolio.

Accountability:

- Club Committee members are accountable to the Management Committee.
- Must seek ratification from the Management Committee prior to committing the club to any financial expenditure or action (with thresholds agreed annually).
- Provide a report of their allocated portfolio for each Club Committee meeting.

The estimated time commitment required as a Club Committee member is up to 1 hour per week.

Essential Skills:

- Dedicated club person
- Ability to provide calculated opinion in group discussions at committee meetings.
- Outgoing personality.
- Effective communicator.
- Be discreet and able to maintain confidentiality on relevant matters.
- Good report writing skills

APPENDIX 7 Code of Conduct	Page: 1 of 3 Issue: 1.0 Date: November 2024
---	---

This Code of Conduct for Belmont City Football Club Inc. (the Club) supplements the Code of Conduct issued by Football West (FW), a copy is available via this link:

<https://www.footballwest.com.au/play/resources/regulations-and-policies>.

The Club Code of Conduct, as well as Football West Code of Conduct, apply to all members and associates of Belmont City Football Club, including but not limited to:

- Club officials (including Management Committee , coaching staff, managers, volunteers and/or other associates);
- Players; and,
- Supporters.

The Club reserves the right to warn, suspend, or terminate the membership of any of its members deemed to be in breach of it's Code of Conduct as set out in this document.

In addition to the Club, Football West or Football Australia could also impose a fine, suspension, or loss of competition points where applicable against a club member, a team or The Club.

Club Officials:

All Club Officials at Belmont City Football Club Inc., including Management Committee Members, coaching staff, managers, volunteers and / or other associates MUST:

1. Respect the rights, dignity and worth of all participants, regardless of their gender, race, ability, cultural background or religion.
2. Support all efforts to remove racial and religious vilification, verbal and physical abuse from sporting activities.
3. Display control, respect and professionalism to all involved with soccer and encourage all participants to do the same.
4. Ensure that other club officials, players, members, spectators and sponsors understand their responsibilities regarding fair play.
5. Condemn unsporting behaviour and promote respect for all opponents.
6. Ensure that verbal abuse is not practiced nor tolerated.
7. Ensure privacy and confidentiality of all club members are respected, and that a culture of trust and mateship thrives at the club.
8. Act as role models and remember that their actions are reflective of the perception others take away with them for the Club.

APPENDIX 7 Code of Conduct	Page: 2 of 3 Issue: 1.0 Date: November 2024
---	---

Additionally, all coaching staff and managers MUST:

1. Always operate within the rules and the spirit of the game, and teach the players to do the same.
2. Ensure that rules, equipment, nature and length of training sessions meet the safety standards and take into consideration the age, ability and fitness levels of participating members.
3. Ensure that adequate supervision is provided by qualified and competent coaches and officials capable of developing appropriate sporting behaviour and skills.
4. Recognise the significance of injury and sickness, and seek and follow the physician's advice concerning the return of injured or ill players to training or competition. Assist injured players and complete a First Aid Incident Form.
5. Display and promote respect for referees, team mates, opponents, coaches, administrators, other officials, and spectators.
6. Ensure well-being and safety of referees and encourage good sportsmanship before, during and after matches.
7. Ensure that arriving intoxicated (from either alcohol or drugs) to team training, game days or any other club event will not be tolerated under any circumstances.
8. Reject and report the use of performance enhancing substances, or any other banned or unauthorised drugs, in sport.
9. Remember that all junior players are playing for enjoyment, and winning is only part of the fun.
10. Do not humiliate your team or individual players.
11. Ensure that training and match days are a positive experience.
12. Physical contact with any players must be appropriate to the situation.
13. Obtain a first aid certificate, to be arranged by the Club.

Players:

All Players at Belmont City Football Club Inc. MUST:

1. Respect the rights, dignity and worth of all participants, regardless of their gender, race, ability, cultural background or religion.
2. Support all efforts to remove racial and religious vilification, verbal and physical abuse from sporting activities.
3. Play by the rules.
4. Be a good sport. Applaud all good plays, and shake hands at the end of a game.
5. Control their temper and ensure that verbal or physical abuse of officials and other players, or deliberately provoking other players, is not practiced nor tolerated.
6. Cooperate with club officials, coaching staff, teammates, referees and opponents.
7. Not argue with the match official(s); if you disagree, have your captain or coach approach the match official during a break in play or after the match is concluded.

APPENDIX 7 Code of Conduct	Page: 3 of 3 Issue: 1.0 Date: November 2024
---	---

8. Avoid using derogatory language at all times.
9. Ensure privacy and confidentiality of all club members is respected, and that a culture of trust and mateship thrives at the club.
10. Not arrive intoxicated (from either alcohol or drugs) to team training, game days or any other club event.
11. Not accept or use any banned or unauthorised drug(s).

Spectators:

All spectators at Belmont City Football Club Inc. MUST:

1. Respect the rights, dignity and worth of all participants, regardless of their gender, ability, cultural background or religion.
2. Support all efforts to remove racial and religious vilification, verbal and physical abuse from sporting activities.
3. Respect the final decisions of the coach, team manager, club and match officials on the day.
4. Condemn the use of violence in any form, be it by spectators, coaches, officials or players.
5. Show respect to both teams when watching matches, because without them there would be no game.
6. Not intimidate, harass or use foul language towards, players, match officials, club officials or spectators.
7. Attend your child's matches on game days, and support them and their team by helping out with the fruit roster, canteen duty or pitch set up/pack up.