



# FOOTBALL SOUTH COAST

**Abstract:** Football South Coast is a member of Football NSW and is responsible for the administration of the game of Association football for the Illawarra region.

Version 11.0 November 2024

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## DOCUMENT CONTROL

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### TABLE OF REVISIONS

Version	Date	Revision By	Revision Details
1.0	2011		Original Document
1.1	2011	FSC Board Review	Changes
1.2	2013	FSC Board Review	Referee Inclusion
2.0	2014	FSC Board	Consolidation of all Football Council By-Laws
3.0	2015	FSC Board	Revision
4.0	2016	FSC Board	Revision
4.1	2016	FSC Board	Amendment in relation to Head and Deputy Head of Councils – not holding executive positions on member clubs
5.0	2017	FSC Board	Revision
6.0	2018	FSC Board	Revisions
7.0	2018	FSC Board	Revisions to MFC Composition and Referee Council
8.0	2021	FSC Board	Introduction of direct club voting for Heads of Council for Men, Women and Junior Football Councils, Formation of the Men's Community Football Council
9.0	2022	FSC Board	Revisions based on Structural Review, introduction of club voting on nominations and clarification of EOI process for Men's Premiership Club Executives
10.0	2023	MPFC Review and Board Review	Revisions to annual meeting requirements, nominations that may be declined (For Head and Councillor roles) and other areas of clarification.
11.0	2024	FSC Board	Removal of the Referee Coordination Council which is being replaced with the Referee Services Committee. Changing the name of the Community League Football Council to the Men's Community League Football Council.

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## DISTRIBUTION LIST

Date	Name	Company	Role
16 <sup>th</sup> Dec 2015	FSC Board	FSC	Board
15 <sup>th</sup> March 2016	Members	FSC	Members
13 <sup>th</sup> March 2017	FSC Board	FSC	Board
September 2017	FSC Board	FSC	Board
May 2018	FSC Board	FSC	Board
December 2018	FSC Board	FSC	Board
October 2021	FSC Board	FSC	Board
May 2024	FSC Board	FSC	Board
June 2024	FSC Board	FSC	Board
November 2024	FSC Board	FSC	Board

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## TABLE OF CONTENTS

<b>1</b>	<b>ESTABLISHMENT OF BY-LAWS AND DEFINITIONS.....</b>	<b>4</b>
<b>2</b>	<b>FOOTBALL COUNCILS.....</b>	<b>5</b>
2.1	ESTABLISHMENT AND ROLE OF FOOTBALL COUNCILS.....	5
2.2	ELIGIBILITY AND CRITERIA FOR HEAD OF COUNCIL (ELECTED DIRECTOR).....	5
2.3	ELIGIBILITY FOR COUNCILS.....	7
2.4	FOOTBALL COUNCIL ELECTION PROCESS .....	8
2.5	REFEREES SERVICES COMMITTEE .....	10
2.6	REMOVAL OF A COUNCILLOR .....	11
2.7	RESIGNATION OF THE HEAD OF A FOOTBALL COUNCIL.....	11
2.8	FOOTBALL COUNCIL MEETINGS.....	12
<b>3</b>	<b>FOOTBALL COUNCIL.....</b>	<b>13</b>
3.1	CURRENT FOOTBALL COUNCILS.....	13
3.2	FUNCTIONS AND OBLIGATIONS .....	14
3.3	MEMBERSHIP OF FOOTBALL COUNCILS.....	15
3.4	MEMBERSHIP OF FSC .....	16
<b>4</b>	<b>PROCESS TO AMEND BY-LAWS, POLICIES, COMPETITION RULES, DISCIPLINARY REGULATIONS &amp; ANY OTHER FSC REGULATORY STANDARD.....</b>	<b>17</b>
<b>5</b>	<b>SPECIFIC BY-LAWS PERTAINING TO CLASS A MEMBER CLUBS.....</b>	<b>19</b>
5.1	MEMBER CLUB .....	19
5.2	CONSTITUTION AND BY-LAWS: MEMBER OR AFFILIATED CLUB .....	19
5.3	MEMBER CLUBS FINANCIAL .....	19
5.4	CLASS A MEMBER CLUB RESPONSIBILITIES TO FSC .....	20
5.5	FORMATION OF A NEW CLASS A MEMBER CLUB.....	21
5.6	MEETINGS OF FOOTBALL COUNCILS.....	21
5.6.1	Annual Meeting – Football Councils.....	21
5.6.2	Conduct of a General Club and Annual Meeting.....	22
	<b>SCHEDULE 1:CLASS A MEMBER CLUBS.....</b>	<b>24</b>

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## **1 ESTABLISHMENT OF BY-LAWS AND DEFINITIONS**

- a) These by-laws are effective as from 11 November 2024 following board approval.
- b) Words and phrases defined in the Constitution have the same meanings in these by-laws, which are to be read in conjunction with (and subject to) the Constitution.
- c) These by-laws provide for the formation and operation of Football Councils.

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## **2 FOOTBALL COUNCILS**

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### **2.1 ESTABLISHMENT AND ROLE OF FOOTBALL COUNCILS**

- a) Each Football Council will effectively operate as a sub-Committee of the FSC Board responsible for:
- i. providing input, comment and appropriate and relevant information into the establishment, formation, maintenance, and delivery of the FSC Strategic Plan, Business Plan, Annual Budgets, Policy Review & Development, Disciplinary Regulations Reviews and Football Competitions establishment, entry criteria, reviews and re-structures.
  - ii. assist with the direct two-way communication link between FSC Board and FSC Member Clubs, through the organisation and conduct of regular Club meetings, Annual Clubs Meeting, direct Club contact, ground and match day visits, Member Clubs ground Inspections, written communications and meetings with Member Club Executives and Officials;
  - iii. liaison with FSC CEO and management to ascertain best practice, methods of delivery of services and effective allocation of tasks, priorities, resources and FSC Strategic Projects;
- b) The FSC Board may from time to time constitute Football Councils and will define the composition of any Football Council and co-ordinate the election of the Football Council under these By- laws.
- c) When a new Football Council is constituted by the FSC Board, the first elections for Football Councillors and Head of Council ("First Election") will take place as soon as practicable as determined by the FSC Board. All subsequent elections must take place in November or by the first Wednesday in December in each subsequent year or at such other times as the FSC Board may allow or nominate in order to ensure alignment with the process for election to the Board of Football South Coast.

The FSC Board shall determine the initial term for the Head of Council (one year or two years).

- d) After the first election is held, the Council will need to determine the term for each member so that 50% serve a two-year term and the remaining 50% a one-year term.

### **2.2 ELIGIBILITY AND CRITERIA FOR HEAD OF COUNCIL (ELECTED DIRECTOR)**

- a) Further to rule 11 of the Constitution, the eligibility, and criteria to be taken into account for persons to be nominated for election as the Head of Council and therefore an Elected Director are:

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- i. The candidate is over twenty-one (21) years of age;
  - ii. Nominated in accordance with the requirements of the relevant Football Council as outlined in these By-Laws;
  - iii. The candidate must have served at some point in the previous six (6) years preceding nomination date either:
    - a. A minimum of two years on the relevant Football Council as a councillor or;
    - b. A minimum of two years on another Football Association in a similar role to the role of a councillor within a Football South Coast Council or;
    - c. As a FSC Director.
  - iv. The candidate must not be an active Executive Committee member of a Club which is an A Class member. For the avoidance of doubt, Executive Committee is defined as the positions of President, Vice President, Treasurer or Secretary;
  - v. The candidate must not be on another FSC Football Council;
  - vi. The candidate must not be a person associated with, or employed by, a company that is in direct competition with FSC operations related to football;
  - vii. Availability to attend a minimum of nine (9) FSC Board meetings per year, as well as meetings with FNSW and other parties from time to time as required;
  - viii. The candidate must meet the requirements of a Director under the Corporations Act
  - ix. It is preferred that the candidate meets at least one of the following:
    - Minimum of five (5) years' experience and knowledge of sporting administration at Club or other level, demonstrate an understanding of all matters with respect to the operation and development of their stream of football, and have strong verbal and written communication skills.
    - At least two (2) years local football knowledge and experience as an administrator, director and/or portfolio manager, coach or committee member.

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- Demonstrated understanding and support of the principles and desired outcomes of FSC.
  - Demonstrated understanding and appreciation of at least one of the key drivers for success of administration and promotion of the game of football – for example organisational design, business planning, strategic planning, financial reporting, annual reporting, corporate and/or compliance principles.
- b) Any nominations that do not meet the criteria or eligibility outlined in [clause 2.2a](#)) (i) - (ix) must be approved by the Board.
- c) The FSC Board has discretion to refuse a Head of Councillor nomination in circumstances where:
- i. there is a pending disciplinary and disputes process being undertaken at the time of nomination and the nominee is alleged to have committed a disciplinary breach; and
  - ii. the nominee has a disciplinary and disputes history within FSC or a Member Club or another football entity.

### 2.3 ELIGIBILITY FOR COUNCILS

- a) Subject to [clauses 2.3 b\), c\) and d\)](#) a person is eligible for nomination for a position on a Football Council as a Councillor if they:
- i. Are over 18 years of age;
  - ii. Have minimum of five (5) years' experience and knowledge of sporting administration at Club or other level, demonstrate an understanding of all matters with respect to the operation and development of their stream of football, and have strong verbal and written communication skills;
  - iii. Are nominated in accordance with the requirements of the relevant Football Council as outlined in these By-Laws.
- b) A person associated with, or employed by, a company that is in direct competition with FSC operations related to football is ineligible for nomination to a Football Council.
- c) Any nominations that do not meet the criteria or eligibility outlined in [clause 2.3 a\) and b\)](#) must be approved by the Board.
- d) A person can only be on one Football Council unless approval is obtained from the FSC Board.



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- e) The FSC Board has discretion to refuse a Councillor nomination in circumstances where:
- i. there is a pending disciplinary and disputes process being undertaken at the time of nomination and the nominee is alleged to have committed a disciplinary breach; and
  - ii. the nominee has a disciplinary and disputes history within FSC or a Member Club or another football entity.

## 2.4 FOOTBALL COUNCIL ELECTION PROCESS

The following will apply to the Junior Football Council, Women's Football Council, Men's Premiership Football Council and Men's Community League Football Council:

- a) Elections if required for Football Councils will take place at the Football Council Annual Meeting, which must be held in November or no later than the first Wednesday in December in each year or at such other times as the Board may allow or nominate in order to ensure alignment with the process for election to the Board of Football South Coast.
- b) At least 21 days prior to a proposed Election Date, the council must send notice of the Election opportunities that have arisen or are available to the clubs or members who are class "A" members of FSC along with all current Council members, for the purpose of advising the Election Date (if required), time and venue, and seeking nominations of candidates to stand for election (if required), as per [clause 2.4 f\)](#).
- c) Subject to [clauses 2.1 c\) and d\)](#), the Head of Council and each Councillor will be entitled to serve a two (2) year term before facing re-election. Unless prior consent is received in writing from the Board of FSC, no Head of Council or Councillor may serve more than 5 consecutive terms.
- d) Each year, each Football Council must call for nominees to fill any vacancies arising in accordance with this by-law due to rotation, retirement or resignation of any Head of Council or Councillor.
- e) Nominations for positions are to be received at or before midnight no later than 10 calendar days before the proposed Football Council Annual Meeting date using the proforma attached. No nominations will be taken from the floor at the Annual Meeting.

### Nominations for Football Councils

- f) Nomination for a Head of Council or Councillor will require a nominator and seconder. Class "A" Member Clubs, current Football Councillors and life members of the relevant Council may nominate or second more than one candidate for election. In the case of a Class "A" Club nomination or seconder, this must be endorsed by a member of Class A Member Club's Executive Committee. In the event that the nominee is on the Committee of a Member Club, the nomination must be endorsed by that same Member Club. In all cases where a nomination comes from a member club the person cannot be seconded by someone from that same member club.

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- g) The Head of Council or Councillors will in each case be elected by a vote of the Clubs or Members holding “A” Class membership in the company and participating in the Competitions run by that particular Council, along with each Councillor. For example, membership of the elected positions on the Men’s Premiership Council will comprise those Clubs holding “A” Class membership of the company and playing in Competitions authorised and run by the Men’s Premiership Council, along with each Men’s Premiership Councillor.
- h) At nomination all candidates must address the criteria outlined in [clauses 2.2 or 2.3](#), and are required to declare:
- iii. Current employment;
  - iv. Any previous employment in which the candidate still has a financial or other interest;
  - v. Any appointments (voluntary or otherwise) e.g., position in member Club, or affiliated or guest club, association, trusteeship, directorships, local authority, membership, tribunals, or any other bodies which have a relationship FSC.
- i) The Board must ratify the nomination of Candidates before the election is held.
- j) Head of Council Election

If there is one (1) eligible candidate for the position of Head of Council, then that candidate is taken to be elected.

If there are two or more eligible candidates for the position of Head of Council, then there must be a vote of Clubs and individuals who are members of that Football Council. Positions of nominations on the ballot paper will be in alphabetical order of the surname of each nomination.

If there are no candidates, the FSC Board will appoint a Head of Council based on an EOI process and in consultation with the relevant Football Council in accordance with the eligibility criteria as referenced in Clause 2.2.

k) Council Elections

If the number of candidates for election to a Football Council is less than or equal to the number required to be elected, those candidates are taken to be elected.

If the number of candidates for election is more than the number required to be elected, then there must be a vote of Clubs and individuals who are members of that Football Council. Positions of nominations on the ballot paper will be in alphabetical order of the surname of each nomination.

Vacancies will be filled in order by candidates polling the highest number of votes until all vacancies are filled. The method of conducting such a vote will be determined by the respective Football Council.

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- l) Any casual vacancy on a Football Council (other than the Head of the Football Council – [clause 2.7](#)) will be filled by either:
    - a. a person nominated by the relevant Football Councillors by simple majority vote, with the prior approval of the FSC Board, and, where practicable, having regard to the most recent Football Council elections. A football Councillor so appointed must be endorsed by clubs at the next AM if the term of the appointment is continue for another year.. Or
    - b. the endorsement of a new FSC Board pre-approved Councillor at a Club Meeting.
    - c. A Football Councillor appointed to fill a casual vacancy will hold office until the end of the term of the person in whose place they were appointed or where there has not been a resignation, at the end of the term that would have applied if a Councillor had been appointed to the role as per annual nomination process.
  - m) Unless otherwise specified in the relevant Council appendix, a Club will be entitled to one vote for any Council matters including the election of the Head of Council role, requiring the votes of “A” Class members under these by-laws.
  - n) The Football Council may at any time appoint persons to act as an Appointed Councillor to assist with projects. The Football Councillors may remove those persons as and when desired. Appointed Councillors will be permitted to attend Football Council meetings but will have no voting rights. Appointed Councillors will not receive any honorariums but with written permission of the Football Council may claim any out-of-pocket expenses incurred, provided that it is in the budget. For the avoidance of doubt, Appointed Councillors are able to be appointed in addition to the positions outlined in [clause 2.11](#) and any appointment must be approved by the FSC Board.
  - o) For the Men’s Premiership Football Council only, the FSC Board will appoint a maximum of two (2) club representatives, who may be Executive committee members to sit on the Men’s Premiership Football Council (MPFC). Executive committee member is defined as President, Vice President, Secretary or Treasurer. These appointments will be selected based on an expression of interest and selection process by the FSC Board. Club Executives cannot however hold positions of Head of the Men’s Premiership Football Council and will have full voting rights for all MFC matters.
  - p) An annual event may not be required in the event that no elections are required.

## 2.5 REFEREES SERVICES COMMITTEE

- a) The FSC Board will determine relevant portfolios (eg coaching, Technical Panel, Junior Referee Development, Welfare Support, etc) to assist with the delivery of services to the Referee Membership
- b) All roles will be appointed via selection criteria and an expression of interest process.
- c) The FSC Board is to approve the panel of interviewers to determine the appointments to the portfolios to provide referee services.

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## 2.6 REMOVAL OF A COUNCILLOR

A Councillor may only be removed with the approval of the FSC Board, following a recommendation from:

- i. The Football Council based on a majority vote of the relevant Council;
- ii. The FSC Board where the councillor has engaged in any conduct deemed inappropriate by the FSC Board;
- iii. A General Purpose Tribunal conducted in accordance with the FSC Disciplinary and Disputes Regulations.

## 2.7 RESIGNATION OF THE HEAD OF A FOOTBALL COUNCIL

- a) In the event that the Head of Council ([clause 2.9a-d](#)) resigns during their term the FSC Board can either:
  - i. appoint an acting Head of Council from remaining Councillors until the next ACM. This person will become the Elected Director from the Council or;
  - ii. appoint an interim Head of Council and call for a new election at a Special Club meeting.

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## 2.8 FOOTBALL COUNCIL MEETINGS

- a) All Football Council Members will be required to attend 80% of Football Council Meetings in person. Failure to comply with this requirement may result in the Councillor being removed from the Council. A Councillor may be removed under this provision if the majority of the Football Council votes to do so and the FSC Board approves the removal under [clause 2.6](#). If this occurs, then the Football Council must nominate a replacement Council Member within two (2) weeks of the previous Council Member being stood down.
- b) Each Football Council may from time to time call general meetings of their relevant Clubs or members.
- c) Council members will determine the frequency and purpose of club / member and Football council meetings.
- d) If elections are required, one of these meetings must be held in November or by the first Wednesday in December each year and will be designated as the “Annual Meeting” for elections of Council members to take place.
- e) An annual event may not be required in the event that no elections are required.

## **FOOTBALL COUNCIL**

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### **2.9 CURRENT FOOTBALL COUNCILS**

As at the date of these By-Laws, here are established councils called:

- a) Junior Football Council
- b) Men's Premiership Football Council
- c) Men's Community League Football Council
- d) Women's Football Council

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## 2.10 FUNCTIONS AND OBLIGATIONS

The Football Councils must:

- a) foster development of football in the Illawarra region under FSC Board Governance;
- b) uphold and promote the objects of FSC, FNSW and the FA;
- c) Promote engagement, training, and development of all participants;
- d) act as a conduit for the flow of information from FSC Board & Management to the Clubs and from the Clubs to FSC Board & Management;
- e) assist FSC Board & Management to identify and secure facilities of an appropriate standard for the conduct of football in the Illawarra under the governance of FSC Board;
- f) enforce rules, regulations and By-laws set by FSC, FNSW and the FA as appropriate;
- g) facilitate the implementation of FSC policies, strategies, programmes, and initiatives;
- h) co-operate with the other Football Councils and with FSC Board & Management to ensure the enhancement, growth, and inclusion of all aspects of football in the Illawarra region;
- i) make recommendations to the FSC Board of Directors as to any matters or issues relating to the promotion and enhancement of football in the Illawarra; and
- j) co-operate in respect of clearly defined roles and responsibilities in relation to the operation of the Football Council
- k) do everything else and discharge all other duties which are from time to time prescribed in writing by the FSC Board of Directors.

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## 2.11 MEMBERSHIP OF FOOTBALL COUNCILS

- a) The Junior Football Council will be comprised of
- i. an elected Head of Council whose term expires at the end of their 2<sup>nd</sup> year in holding this position; and;
  - ii. a minimum of five to a maximum of 9 elected Councillors.

Elections (if required) shall occur at the Annual Meeting of the Junior Clubs in accordance with these By-Laws.

- b) The Men's Premiership Football Council will be comprised of:
- i. An elected Head of Council whose term expires at the end of their 2<sup>nd</sup> year in holding this position and;
  - ii. a minimum of five to a maximum of 6 Elected Councillors who must not be an active Executive Committee member of a Club which is an A Class member. For the avoidance of doubt, Executive Committee is defined as the positions of President, Vice President, Treasurer or Secretary;
  - iii. A Maximum of Two Club representatives can be appointed at the discretion of the Board who will be selected for a one year term based on an expression of interest process.

Elections (if required) shall occur at the Annual Meeting of the Men's Premiership Competition comprising of Illawarra Premier League and District League Clubs in accordance with these By-Laws.

- c) The Women's Football Council will be comprised of:
- i. an elected Head of Council whose term expires at the end of their 2<sup>nd</sup> year in holding this position and;
  - ii. a minimum of five to a maximum of 9 elected Councillors.

Elections (if required) shall occur at the Annual Meeting of the Women's Premiership Clubs in accordance with these By-Laws.

- d) The Men's Community League Football Council will be comprised of:
- i. an elected Head of Council whose term expires at the end of their 2<sup>nd</sup> year in holding this position and;
  - ii. a minimum of five to a maximum of 9 elected Councillors.



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Elections (if required) shall occur at the Annual Meeting of the Men's Community League Clubs in accordance with these By-Laws.

- e) All Football Councils will have portfolios with clear roles and responsibilities of each Councillor. These portfolios are to be reviewed and approved by the FSC Board on an annual basis.
- f) In order to facilitate strategic focus within Football Councils, an individual is not permitted to be on multiple Football Councils;
- g) A quorum will be defined as greater than or equal to 50% of council members.

## 2.12 MEMBERSHIP OF FSC

- a) The Head of the Men's Premiership, Junior, Women's and Men's Community League must apply for membership of FSC according to rule 5 of the Constitution.
- b) The Men's Premiership, Junior, Men's Community League and Women's Football Councillors must elect a Councillor, who will apply for membership of FSC according to rule 5 of the Constitution.
- c) The Head of Councils as per [clause 2.12 a\)](#) and elected Councillors as per [clause 2.12b\)](#) will be defined, known & identified as the FSC 'ordinary members' as per the FSC Constitution.
- d) If a FSC member ceases to be a Football Councillor for any reason, that person will automatically be deemed to have resigned as a member of FSC. Any person replacing an existing member or Elected Director will only be entitled to serve the balance of the first person's time as a member or Elected Director.

### **3 PROCESS TO AMEND BY-LAWS, POLICIES, COMPETITION RULES, DISCIPLINARY REGULATIONS & ANY OTHER FSC REGULATORY STANDARD**

#### FSC Board

- a) The FSC Board is the sole authority to make amendments to By-Laws, policies, competition rules, disciplinary regulations, and the like ("FSC Regulatory Standards") as outlined in the Constitution of FSC. Any or all such proposed change/s will be in writing for Board review, tabled through the Board Agenda at a Board Meeting through Board of Directors motions and resolutions to accept or otherwise any or all such changes.
- b) Upon Board acceptance of a Director's resolution to adopt and/or implement a change to the FSC Regulatory Standards that change will immediately be formally effective from the time of the resolution or from such other effective date specified by the FSC Board.

#### Football Councils

- c) Should any Football Council require amendments to the FSC Regulatory Standards for their respective football competition, that Football Council must submit a written proposal - after consultation with their respective Class A Member Clubs and only if determined appropriate by that Football Council - to the FSC Board detailing the required changes and the full reasons and explanations for seeking such amendments.
- d) The disciplinary regulations will be reviewed and co-ordinated annually upon completion of the regular football Season, by the FSC Disciplinary Commissioner through a collective and consultative process including all the Heads of Council and FSC CEO. The Disciplinary Regulations annual review – collaborated with the direct input by the Football Councils & FSC CEO - will be presented by the FSC Disciplinary Commissioner as a draft document to the full Board of FSC Directors at a time following the regular football season.
- e) The FSC Board will consider all such requests presented for changes to the FSC Regulatory Standards or policies and review all proposals in good faith as soon as practicable, at the next or available Board of Directors Meeting, other than the Disciplinary Regulations annual review when those proposals/reviews will be presented & determined as per [clause 3 d\)](#); but any amendments and the timing of introduction or implementation of any such changes are at the complete discretion of the FSC Board.

### Class "A" Members

- f) Should any "A" Class member desire any amendments to the FSC Regulatory Standards they must submit a written proposal on Class "A" Member Club Letterhead duly signed by an elected Office Bearer as notified by their Club to FSC following the A Class Member Clubs AGM (see [clause 4.4 c\)](#) detailing:
- i. the proposed changes;
  - ii. the reason for the proposed changes;
  - iii. the history and/or evidence regarding the root cause that requires changes to the By-laws, rules, regulations;
  - iv. the timing required for introduction of any such changes and finally;
  - v. reference to any previous requests for these such changes and reasons why resubmission is different to any previous or initial requests.
- g) This written proposal must initially be submitted to their respective Football Council for appropriate assessment, comment and/or endorsement. The respective Football Council must consider the request in good faith, as soon as practicable after receipt of the request and where agenda scheduling is possible and appropriate, at the next practical and available Football Council Meeting – to be determined **only** by the Football Council. Where the Football Council is in favour of the amendment by simple majority, then that Football Council will submit the written request to FSC Board in accordance with the above for consideration and approval.
- h) Where the Football Council does not accept the changes in any manner, that Football Council will formally write to the Class "A" Member Club advising of the result/assessment and the reasons for the Football Councils decision.
- i) The Class "A" Member Club can, after considering the Football Council's reasoning and decision, re-submit their written proposal to the FSC CEO for re-assessment & determination.

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## **4 SPECIFIC BY-LAWS PERTAINING TO CLASS A MEMBER CLUBS**

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### **4.1 MEMBER CLUB**

- a) The Member Clubs as at the date of these By-Laws are listed in Schedule 1 to these By – Laws.
- b) A club or affiliate is qualified to be a member club, if and only when the member or affiliate club has been admitted to class A membership of FSC in accordance with FSC constitution and these By – Laws.

### **4.2 CONSTITUTION AND BY-LAWS: MEMBER OR AFFILIATED CLUB**

A member or affiliated club must provide in its constitution or by – laws:

- a) Procedures to facilitate the expeditious and fair resolution of disciplinary complaints and disputes within the member club or Association’s jurisdiction;
- b) Provisions that:
  - i. Upon accepting membership, the member or affiliated club shall comply and be bound by Constitution and By – Laws of the member club and that of the Constitution, By – Laws and Regulations of FSC, FNSW and FA;
  - ii. Where there is any inconsistency between the member club or affiliates Constitution, By – Laws or regulations of the member club and the Constitution, By – Laws or regulations of FSC, then to the extent of such inconsistency, the Constitution, By – Laws or regulations of FSC shall apply;
  - iii. Participant or member club shall do all things necessary to implement and enforce any decision of FSC relating to any player, official, or person who has membership or seeks membership with the member club.

### **4.3 MEMBER CLUBS FINANCIAL**

All member clubs shall have control of their own affairs with respect to club administration and finance, provided the same does not conflict with the constitution or By Laws of FSC.

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#### 4.4 CLASS A MEMBER CLUB RESPONSIBILITIES TO FSC

Each Class A member or affiliate club **must**:

- a) Forward to FSC a copy of its constitution, financial statement, annual club report and receipt of payment from the Department of Fair Trading for Incorporation annually, shortly following, but no longer than 30 calendar days, the Class A Member Club's Annual General Meeting of its Members;
- b) Failure to comply with the FSC requirements above will make the Member club ineligible to vote at all relevant club meetings and may result in the Class A member Club's Executives being asked to attend a meeting of FSC Football Council Representatives and/or FSC Management to show cause why appropriate corrective and/or disciplinary action should not be enacted;
- c) Provide contact details of the Class A Member Clubs' elected office bearers to FSC Management and Football Council within fourteen (14) days of the Class A Member Clubs AGM, as per the requirement of the respective Football Council;
- d) Notify on a Club letterhead any changes which occur during the year to FSC within fourteen (14) days of such change for any executive committee members changes;
- e) Adhere to the following protocols and policies
  - i. All Correspondence with the FSC office must be on the Class A Member Club's letterhead, via mail or email, which has been authorised, initiated or authored only by a registered Elected Office Bearer as notified by the Class A Member Club ([clause 4.4 c](#));
  - ii. Applications to play any trial games, play in tournaments, etc. **must** be pre-approved and lodged in writing through the FSC office prior to any sanctioned trial game, tournament or out of season competition, etc... taking place; or
  - iii. Any discipline or grievance issue is lodged with FSC in the first instance as per the relevant Competition Rules or FSC Disciplinary and Disputes Regulations.
- f) Be responsible for its own travelling expenses or any other expenses incurred whilst carrying out daily activities associated in the management of football controlled by FSC unless authorised by the FSC Football Council and FSC CEO;
- g) Be financial at all General Meetings; Special General Meeting and Annual Meeting. Should a member club not be financial then the member club is not entitled to move resolutions or vote at the meeting.

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#### **4.5 FORMATION OF A NEW CLASS A MEMBER CLUB**

- a) Any club seeking membership and participation in FSC competitions must first make written application to the relevant Football Council who will advise of the requirements and information that must be provided. Such information may include:
  - i. names and addresses of club officials;
  - ii. Bank details;
  - iii. a copy of Club's constitution;
  - iv. proposed club boundaries;
  - v. proposed ground venue;
  - vi. proposed club colours.
- b) The Football Council shall organise a boundary meeting with affected Member Clubs where applicable.
- c) The Football Council will review the application and, if thought appropriate, submit the application to the FSC Board for approval as per clause 6 of the Constitution.

#### **4.6 MEETINGS OF FOOTBALL COUNCILS**

##### **4.6.1 Annual Meeting – Football Councils**

- a) The Annual Meeting of the Football Council shall be held in November or by the first Wednesday in December of each year. At least twenty-one (21) days written notice must be given to all club members, affiliated clubs, life members and all respective Football Councillors of the scheduled Annual Meeting. The meeting must be convened on such a date and at such place and time as the Football Council thinks fit.
- b) In the event that no elections are required, the Council may decide to not hold an Annual Meeting and all impacted club members will be notified.
- c) In the event that the Annual Meeting proceeds, the notice must contain the agenda and any proposed resolutions.

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## Procedure – Annual Club Meetings

The order of business shall be determined by each Council; however this shall include:

- (1) Presentation and confirmation of the minutes of last annual meeting;
- (2) Presentation and adoption of any reports;
- (3) Presentation of a Summary Report of all/any amendments adopted by FSC Board throughout the Football Season (calendar year) or to be implemented in the next Football Season to the FSC Regulatory Standards and any other such changes adopted or about to be implemented to the Regulatory Standards as per [clause 3](#) of these By-Laws;
- (4) Election of Councillors as outlined in [clause 2.4](#) of these By – Laws (for the Annual Meeting);
- (5) General Business of which prior written notification has been received within the notified time 21-day notice limit as per [clause 4.6.1 a](#)).

### 4.6.2 Conduct of a General Club and Annual Meeting

The Football Council General Meeting will be governed as per the general meeting procedures:

a) QUORUM at Meetings for A Class Members

No General Club meeting or Annual Club Meeting for any Football Council requires a quorum. Fines may apply for non-attendance at meetings as determined by each football council.

b) ATTENDANCE at Meetings by Class A Members

Attendance at FSC Football Council Club Meetings shall take precedence over the Class A members own meeting or business.

c) **NUMBER OF VOTES for Class A Members for Election of Head of Council and Football Council Members**

Each club / member is entitled to one (1) vote with the exception of the Junior Clubs which are as follows:

- i. A club member who is financial and has one (1) or more teams registered with a FSC Competition shall have one (1) vote only.
- ii. Each Football Councillor and Head of Council shall have one (1) vote only each for their respective Football Council meetings.
- iii. Any registered and recognised affiliate listed in these By-Laws, other than a Club A Member or elected Football Councillor, shall have one (1) vote only.

d) **VOTING RIGHTS OF CLASS A Members**

For matters other than the election and voting of Football Council members, the Football Council, under formal Direction from the FSC Board of Directors, will have the discretion to determine the process for the level of involvement and appropriateness for Class A Members acceptance and approval of any changes relating to the Regulatory Standards as per [Clause 3 c\)](#) and [clauses 3 f\) to i\)](#). For the avoidance of doubt, the FSC Board of Directors, delegates the Football Councils their Roles and Obligations as outlined & detailed in [clause 2.10](#) of these by-laws.

e) **PROXIES**

All Class A member votes shall be made in person and no proxies shall be allowed.

f) **EQUALITY OF VOTES**

In the case of an equality of votes for the election of the Head of Council then the Board of Directors shall appoint the Head of Council.

In all other matters, the current & presiding Head of the Football Council is allowed to exercise a second or casting vote.

g) **BALLOTS**

Where a ballot is conducted, three (3) scrutineers are to be chosen. For best practice, one (1) scrutineer each should be chosen from a member club, councillor, life member or an FSC director independent of that football council.



## **SCHEDULE 1:CLASS A MEMBER CLUBS**

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### JUNIORS

All Clubs/teams which have approved entry into the Junior Competition as determined by FSC each year.

### MENS PREMIERSHIP

All Clubs/teams which have approved entry into the Men's Premiership Competition as determined by FSC each year.

### WOMEN'S

All Clubs/teams which have approved entry into the Women's Competition as determined by FSC each year.

### Men's Community League

All teams which have approved entry into the Men's Community League as determined by FSC each year.



**Football South Coast Football Council**  
**Nomination Form – Head of Council**

I, .....  
Print Name (Nominator)

hereby nominate

.....Print Name (Nominee)

to the Football South Coast \_\_\_\_\_ Head of Council.

Nominator:- .....  
Please sign

Seconder:- .....  
Please sign

I accept the nomination:- .....  
Nominee – Please sign

---

I, \_\_\_\_\_ accept the above nomination and

provide the following information as per FSC By – Laws:

At nomination, all candidates are required to declare:-

- (i) Current employment
  
- (ii) Any previous employment in which the director still has a financial or other interest
  
- (iii) Any appointments (voluntary or otherwise) e.g. position in member club, other football club or affiliated or guest club, association, trusteeship, directorships, local authority, membership, tribunals or any other bodies which have a relationship to FSC
  
- (iv) Address eligibility criteria as listed in clause 2.2

Please note that all nominations must be received 10 calendar days before the scheduled Football Council Annual Meeting.

The Football Council Annual Meeting date is *INSERT DATE*.

All nominations are to be sent to *INSERT EMAIL ADDRESS*



**Football South Coast Football Council**  
**Nomination Form – Council Members**

I, .....  
Print Name (Nominator)

hereby nominate

.....Print Name (Nominee)

to the Football South Coast \_\_\_\_\_ Council.

Nominator:- .....  
Please sign

Secunder:- .....  
Please sign

I accept the nomination:- .....  
Nominee – Please sign

---

I, \_\_\_\_\_ accept the above nomination and

provide the following information as per FSC By – Laws:

At nomination, all candidates are required to declare:-

- (i) Current employment
  
- (ii) Any previous employment in which the director still has a financial or other interest
  
- (iii) Any appointments (voluntary or otherwise) e.g. position in member club, other football club or affiliated or guest club, association, trusteeship, directorships, local authority, membership, tribunals or any other bodies which have a relationship to FSC
  
- (iv) Address the criteria listed in By-Law 2.3

Please note that all nominations must be received 10 calendar days before the scheduled Football Council Annual Meeting.

The Football Council Annual Meeting date is *INSERT DATE*.

All nominations are to be sent to *INSERT EMAIL ADDRESS*