

RULES OF THE CENTRAL HIGHLANDS FOOTBALL LEAGUE INC.

1.NAME

"The incorporated association is CENTRAL HIGHLANDS FOOTBALL LEAGUE INCORPORATED (in these Rules called "the League").

2. DEFINITIONS

(1) In these Rules, unless the contrary intention appears -

Act- means the Associations Incorporation Act 1981.

"Committee" means the Board of Management of the League.

"Financial Year" means the year ending on 31st October

"General Meeting" means a general meeting of member clubs convened in accordance with Rule 12.

"Member" means a club of the League, duly appointed life member, officers of the League and ordinary Board members.

"Ordinary member of the Board" means a member of the committee under Rule 20(f)(b) and who is not an officer of the association under rule 21.

"Regulations" means regulations under the Act.

"Relevant documents" has the same meaning as in the Act.

(2) In these Rules a reference to the Secretary of the League is a reference:- to the secretary, manager, general manager and public officer of the league.

3. ALTERATION OF THE RULES

These Rules and the statement of purposes of the Association must not be altered except in accordance with the Act.

4. PURPOSE OF THE LEAGUE

a) To promote, advance, foster and cultivate the game of Australian football for the affiliated member clubs of the league.

b) To organise and carry on Australian football competitions for bodies which for the time being are affiliated member clubs of the league.

c) To carry on any activity or undertaking incidental to the conduct of Australian football within the area within which the league conducts Australian football.

5. MEMBERSHIP, ENTRY FEES AND AFFILIATION

(1) The members of the League are:

5.1.1. Each incorporated football club which has nominated for, and has been approved for membership of the League and has affiliated with the League.

Each incorporated member club of the league shall be eligible for two votes at general meetings of the league for whenever member clubs are required to exercise voting rights.

5.1.2. Duly appointed life members of the League who shall have no voting rights unless they are an elected member of the Board of Management or appointed club representative at a meeting.

5.1.3. The duly elected officers of the League.

(2) Nomination of an incorporated club for membership of the League shall be made in writing and lodged with the Secretary of the League who shall as soon as is practicable, refer the nomination to a general meeting who shall determine whether to approve or reject the nomination in accordance with the regulations of AFL Victoria.

- (3) The affiliation fee is the relevant fee determined by the League from time to time.

6. LIFE MEMBERS

Any person who the member clubs shall by resolution at a general meeting declare to have rendered outstanding service to the League may be recommended for life membership of the League and may be so elected to life membership according to the following procedures-

- (1) Nominations to be received as a notice of business for the mid-season general meeting.
- (2) Nominator must present in detail the services provided to the CHFL by the nominated person.
- (3) Nomination must be presented to a Board of Management member or current Life Member of the CHFL in accordance with the notice of business time requirements for the mid-season general meeting.
- (4) The acceptance of the nomination to a Life Membership will be conducted at the mid-season general meeting and be voted upon by the member club delegates, Board of Management and 60% of current Life Members.
- (5) The President of the CHFL will have a casting vote in the case of a tied vote.
- (6) If successful new Life Members will receive a Life Membership at the next annual CHFL Dinner & Presentation Night
- (7) Life Members will be entitled to a pass to all CHFL Home & Away matches, Finals and Senior Presentation Dinner.
- (8) No more than one Life Membership may be awarded each year.

7. REGISTER OF MEMBERS

- (1) The Secretary must keep and maintain a register of members containing -
 - (a) the name of each member club, life member, and officer of the League: and
 - (b) the date on which each member's name was entered in the register.
- (2) The register is available for inspection free of charge by any member upon request.
- (3) A member may make a copy of entries in the register.

8. CEASING MEMBERSHIP

- (1) A member club of the League which has paid all monies due and payable by a member club to the League may resign from the League by giving one months notice in writing to the Secretary of its intention to resign.
- (2) After the expiry of the period referred to in sub-rule (1) -
 - (a) the member club ceases to be a member and
 - (b) the Secretary must record in the register of members the date on which the member club ceased to be a member.

9. DISCIPLINE, SUSPENSION AND EXPULSION OF MEMBERS

- (1) Subject to these Rules, if the Board of Management is of the opinion that a member club has refused or neglected to comply with these rules, or has been guilty of conduct unbecoming a member club or prejudicial to the interest of the League the Board of Management may by resolution -
 - (a) expel that member club from the League: or
 - (b) suspend that member club from membership of the League for a specified period; or
 - (c) fine that member club an amount not exceeding \$500.00
- (2) A resolution of the Board of Management under sub-rule (1) does not take effect unless -
 - (a) at a meeting held in accordance with sub-rule (3) the Board of Management confirms the resolution; and
 - (b) if the member club exercises a right of appeal to the League under this rule the League confirm the resolution in accordance with this rule.
- (3) A meeting of the Board of Management to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member club in accordance with sub-rule (4).
- (4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member club a notice in writing
 - (a) setting out the resolution of the Board of Management and the grounds on which it is based:

and

- (b) stating that the member club or its representative may address the Board of Management at a meeting to be held not earlier than 14 and not later than 28 days after the notice has been given to that member club: and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member club that it may do one or both of the following:
 - (i) Attend that meeting.
 - (ii) Give to the Board of Management before the date of that meeting a written statement seeking the revocation of the resolution.
 - (e) informing the member club that, if at that meeting, the Board of Management confirms the resolution, it may not later than 48 hours after that meeting, give the Secretary a notice to the effect that they wish to appeal to the League in general meeting against the resolution.
- (5) At a meeting of the Board of Management to confirm or revoke a resolution passed under sub-rule (1) the Board of Management must -
- (a) give the member club or its representative, an opportunity to be heard: and
 - (b) give due consideration to any written statement submitted by the member club: and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the Board of Management, the Board of Management confirms the resolution, the member club may not later than 48 hours after that meeting, give the Secretary a notice to the effect that they wish to appeal to the League at a general meeting against the resolution.
- (7) If the Secretary receives a notice under sub-clause (6), he or she must notify the Board of Management and the Board of Management must convene a general meeting of the League to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a general meeting of the League convened under sub-rule (7) -
- (a) no business other than the question of the appeal may be conducted; and
 - (b) the Board of Management may place before the meeting details of the grounds for the resolution and provide reasons for the passing of the resolution; and
 - (c) the member club or its representative must be given an opportunity to be heard: and
 - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

10. DISPUTES AND MEDIATION

- (1) The grievance procedure set out in this rule applies to disputes under these rules between
- (a) a member club and another member club; or
 - (b) a member club and the League.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting then the parties must within ten days hold a meeting in the presence of a mediator
- (4) The mediator must be -
- (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement
 - (i) in the case of a dispute between a member club and another member club, a person appointed by the Board of Management of the League; or

- (ii) in the case of a dispute between a member club and the League, a person who is a mediator appointed by the Dispute Settlement Centre of Victoria (Dept of Justice).
- (5) A member of the League can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must -
 - (a) give the parties to the mediation process every opportunity to be heard: and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

11. ANNUAL GENERAL MEETINGS

- (1) The Board of Management may determine the date, time and place of the annual general meeting of the League
- (2)** The Annual General Meeting shall be specified as such in the notice convening it.
- (3)** The ordinary business of the Annual General Meeting, shall be
 - (a) To confirm the minutes of the last proceeding Annual General Meeting and of any General Meeting held since that meeting, and
 - (b) To receive from the Board of Management reports upon the transactions of the League during the last preceding financial year: and
 - (c) To elect the Board of Management of the League and
 - (d) To receive and consider the annual report of the Committee on the activities of the Association during the preceding financial year; and
 - (e) The Annual General Meeting may conduct any special business of which notice has been given in accordance with these Rules.
 - (f) A member club failing to attend an annual general meeting will be liable to a fine

12. SPECIAL GENERAL MEETINGS

- (1) All general meetings other than the Annual General Meeting are special general meetings.
- (2) The Board of Management may, whenever it thinks fit convene a Special General Meeting of the League and, where, but for this sub-clause, more than 15 months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.
- (3) The Board of Management must, on the request in writing of not less than four (4) member clubs of the total number of members, convene a Special General Meeting of the League.
- (4) The request for a Special General Meeting shall state the objects of the meeting and shall be signed by the members making the request and be sent to the address of the League and may consist of several documents in a like form, each signed by one or more of the members making the request.
- (5) If the Board of Management does not cause a Special General Meeting to be held within 1 month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.
- (6) A Special General Meeting convened by members in accordance with the Rule shall be convened in the same manner so far as possible as a meeting convened by the Board of Management and all reasonable expenses incurred in convening the meeting shall be refunded by the League to the persons incurring the expenses.
- (7) All business that is conducted at a Special General Meeting and all business that is conducted at the Annual General Meeting, except for business conducted under the rules as ordinary business of the Annual General Meeting, is deemed to be special business.
- (8) A member club failing to attend a special general meeting will be liable to a fine.

13. NOTICE OF GENERAL MEETINGS

- (1) The Secretary of the League at least 14 days, or if a special resolution has been proposed, at least 21 days before the date fixed for holding a General Meeting of the League, must cause to be sent to each member of the League in writing or by electronic transmission a notice stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (2) Notice may be sent by prepaid post to the address appearing in the register of members.
- (3) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- (4) A member intending to bring any business before a meeting may notify in writing the Secretary of that business who must include that business in the notice calling the next general meeting.
- (5) A member club is expected to be represented by Club President at all General Meetings of the League. Other club executive members can attend a League General Meeting.
- (6) A member club failing to attend a general meeting will be liable to a fine.

14. QUORUM AT GENERAL MEETINGS

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these rules to vote is present at the time when the meeting is considering that item.
- (2) Ten members personally present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present the meeting, if convened upon the requisition of members must be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to the members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 6) shall be a quorum.

15. PRESIDING AT GENERAL MEETINGS

- (1) The President, or in his absence, a Vice-President, shall preside as Chairman at each general meeting of the League.
- (2) If the President and all Vice-Presidents are absent from a general meeting, or are unable to preside the members present must select one of their number to preside as Chairman.

16. ADJOURNMENT AT MEETINGS

- (1) The Chairman of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for fourteen days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
- (3) Except as provided in sub clauses (1) and (2) it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

17. VOTING AT GENERAL MEETINGS

- (1) A question arising at a general meeting of the League shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority, or lost, and an entry to that effect in the Minute Book of the League is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- (2) Upon any question arising at a General Meeting of the League, a member has one vote.

(except for life members who have no voting rights), and except for member clubs who shall have a maximum of two votes for each member club.

- (3) All votes must be given personally.
- (4) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.
- (5) A member is not entitled to vote at a general meeting unless all monies due and payable by the member to the League have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

18. POLL AT GENERAL MEETINGS

- (1) If at a meeting, a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairman or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.

19. PROXIES

- (1) Each member club is entitled to appoint another member club or Board of Management member as a proxy by notice given to the Secretary prior to the commencement of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy shall be in the form set out in Appendix 2.

20. BOARD OF MANAGEMENT

- (1) The affairs of the League shall be managed by the Board of Management.
- (2) The Board of Management-
 - (a) Shall control and manage the business and affairs of the League; and
 - (b) May, subject to these Rules, the Regulations and the Act, exercise all such powers and functions as may be exercised by the League other than those powers and functions that are required by these Rules to be exercised by General Meetings of the members of the League; and
 - (c) Subject to these Rules the Regulations and the Act, has power to perform all such acts and things as appear to the Board of Management to be essential for the proper management of the business and affairs of the League.
 - (d) May appoint such sub-committees as it sees fit and delegate any of its powers whatsoever to such sub-committees as it deems desirable for the efficient management of the League.
 - (e) Shall have the power from time to time to make alter and repeal such regulations and by-laws as the Committee deems desirable for the proper conduct and management of the affairs of the League.
 - (f) Subject to Section 23 of the Act, the Board of Management shall consist of up to seven members (plus the League Secretary in a non-voting position)-

(g) In the event of a casual vacancy arising on the Board of Management the Board may appoint a representative to serve until the conclusion of the next Annual General Meeting at which a replacement will be elected to serve the remainder of the term of the position.

21. OFFICE HOLDERS

(1) The officers of the League shall be -

- (a) A President.
- (b) A Vice President
- (c) A Treasurer
- (d) A Secretary/ League Manager (non-voting position)

(2) The provisions of Rule 22 so far as they are applicable and with the necessary modifications, apply to and in relation to the elections of persons to any offices mentioned in sub clause (1).

(3) Each officer of the League shall hold office until the Annual General Meeting next after the date of his or her election but is eligible for re-election.

(4) In the event of a casual vacancy in any office referred to in sub-clause (1) the Board of Management may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of the appointment.

(5) The Board of Management will appoint a secretary annually to manage the affairs of the League.

22. ORDINARY MEMBERS OF THE BOARD OF MANAGEMENT

(1) Each ordinary member of the Board of Management shall, subject to these Rules hold office for a maximum period of two years or for the length of time identified at the time of their election.

- a) up to three members of the Board of Management are able to be nominated by member clubs.
- b) up to four members of the Board of Management are able to be nominated as Independent members.

No ordinary Board of Management member is eligible to also be a member of a member club committee of management during their term of office on the Board of Management.

(2) A retiring member of the Board of Management is eligible for re-election.

23. ELECTION OF OFFICERS AND ORDINARY BOARD OF MANAGEMENT MEMBERS

(1) Nominations of candidates for election as members of the Board of Management of the League must be -

- (a) made in writing, signed by two members of the League and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and

(b) delivered to the Secretary of the League not less than 7 days before the date fixed for the holding of the Annual General Meeting.

(2) If insufficient nominations are received to fill all vacancies on the Board of Management the candidates nominated shall be deemed to be elected and further nominations may be received at the Annual General Meeting.

(3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

(4) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

(5) The ballot for the election of members of the Board of Management must be conducted at the Annual General Meeting in such manner as the Board of Management may direct.

(6) The election of the office bearers of the Board of Management is conducted at the first meeting of the Board of Management following the Annual General Meeting.

24. VACANCIES

The office of an officer of the League becomes vacant if the officer

- a) Ceases to be a member of the League; or
- b) becomes an insolvent under administration within the meaning of the Corporations Law; or
- c) resigns from office by notice in writing given to the Secretary.

25. GENERAL MEETINGS OF THE LEAGUE

(1) The Board of Management shall meet at least 3 times in each year with the members of the league at such place and such times as the Board of Management may determine.

(2) General meetings of the members of the league may be convened by the President or by any 4 members of the League.

26. NOTICE OF MEETINGS

(1) Written notice of each Board of Management meeting must be given to each member of the Board of Management at least 5 business days before the date of the meeting.

(2) Written notice of each general meeting of the league must be given to each member of the league at least 10 business days before the date of the meeting.

27. QUORUM FOR BOARD OF MANAGEMENT MEETINGS

(1) Any 4 members of the Board of Management constitute a quorum for the transaction of the business of a meeting of the Board of Management.

(2) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting, a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.

28. PRESIDING AT BOARD OF MANAGEMENT MEETINGS

(1) At meetings of the Board of Management

- (a) the President or in his or her absence a Vice-President shall preside; or

- (b) if the President and all Vice-Presidents are absent, or are unable to preside the members present must choose one of their members to preside.

29. VOTING AT BOARD OF MANAGEMENT MEETINGS

- (1) Questions arising at a meeting of the Board of Management or of any sub-committee appointed by the Board of Management shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (2) Each member present at a meeting of the Board of Management or of any sub-committee appointed by the Board of Management (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

30. REMOVAL OF BOARD OF MANAGEMENT MEMBER

- (1) The League in general meeting may by resolution remove any member of the Board of Management before the expiration of the members term of office and appoint another member in his or her place to hold office until the expiration of the term of the first mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the League and may request that the representations be provided to the members of the League.
- (3) The Secretary or the President may give a copy of the representations to each member of the League or if they are not so given, the member may require that they be read out at the meeting.

31. MINUTES OF MEETINGS

- (1) The Secretary of the League must keep minutes of the resolutions and proceedings of each general meeting and each Board of Management meeting together with a record of the names of persons present at general and Board of Management meetings.

32. FUNDS

- (1) The Treasurer of the League must -
 - (a) collect and receive all moneys due to the League and make all payments authorised by the League; and
 - (b) keep correct accounts and books showing the financial affairs of the League with full details of all receipts and expenditure connected with the activities of the League.the treasurer may delegate the execution of these duties to any suitable person but must retain responsibility for their performance.
- (2) The accounts and books referred to in sub-rule (1) shall be available for inspection by members.
- (3) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the Board of Management.
- (4) At each Annual General Meeting the members of the league will appoint an auditor of the financial records of the league.

33. SEAL

The common seal of the League must be kept in the custody of the Secretary.

- (1) The common seal must not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures either of two members of the Committee or of one member of the Committee and of the Public Officer of the League.

34. WINDING UP

In the event of the winding up or of the cancellation of the incorporation of the League the assets of the League must be disposed of in accordance with the provisions of the Act.

35. CUSTODY AND INSPECTION OF BOOKS AND RECORDS

- (1) Except as otherwise provided in these rules the Secretary and/ or the Treasurer shall keep in custody or under control all books, documents and securities of the League.
- (2) All accounts, books, securities and any other relevant documents of the League must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the League.

36. POWERS

Without in any way limiting the generality of any of the foregoing Rules of the League the League shall be entitled to:

- (1) Print any news sheets, leaflets or the like or engage in any other lawful forms of mass communication that the League may think desirable for the promotion of its objects.
- (2) To purchase, take on lease or in exchange, hire or otherwise acquire any lands, buildings, easements or property, real or personal, or any rights or privileges which may be requisite for the purposes of or capable of being conveniently used in connection with any of the objects of the League.
- (3) To enter into any arrangements with any government or authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the League and to obtain from any government or authority any rights, privileges or concessions which the League may think it desirable to obtain and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- (4) To employ any person or persons as may be necessary to further the purposes of the Association.
- (5) To borrow money or enter into financial undertakings.
- (6) To do all such things as may be necessary, conducive or incidental to the attainment of the purposes of the League.
- (7) Adopt additional rules with respect to the League's affiliation with AFL Victoria, club affiliations with the League, playing conditions, match arrangements, player qualifications, permits, tribunal constitution and operation, and such other rules as the League may from time to time consider appropriate in order to achieve its objects.

APPENDIX ONE

**APPLICATION FOR MEMBERSHIP OF THE
CENTRAL HIGHLANDS FOOTBALL LEAGUE INCORPORATED**

We, _____ an _____ incorporated club (full name of Applicant)
_____ of _____ (address)
_____ (occupation) desire to become a member club of CENTRAL HIGHLANDS
FOOTBALL LEAGUE

In the event of our admission as a member club we agree to be bound by the Rules of the League for the time being in force.

Signature of Applicant

Date

I, _____ (name) a member of the League nominate the Applicant club,
for membership of the League.

Signature of Proposer

Date

I, _____ (name) a member of the League second the nomination of the
Applicant club, for membership of the League.

Signature of Seconder

Date

APPENDIX TWO
FORM OF APPOINTMENT OF PROXY

I, _____ of _____

being a member of _____ FNC

hereby appoint _____ of _____

being a member of that Incorporated Association as my Proxy to vote for me on my behalf at the General Meeting of the Association (Annual General Meeting or Special General Meeting as the case may be)

to be held on the _____ day of _____ 20 _ and any adjournment of that meeting.

My Proxy is authorised to vote in favour of/against (delete as appropriate) the Resolution (details).

Signed

Date

**ADDITIONAL RULES OF
THE CENTRAL HIGHLANDS FOOTBALL LEAGUE INCORPORATED
(Made pursuant to Rule 36(7))**

1. LEAGUE AFFILIATION

The League shall affiliate with AFL Victoria Country, AFL Goldfields or such other organisation as the League may from time to time agree and adopt the AFL National Community Football Handbook.

2. CLUB AFFILIATION AND NAME

The League shall have the power to approve or refuse the proposed registered name of affiliated clubs seeking to either affiliate or renew their affiliation with the League.

3. COMPETITION RULES FOR CLUBS

3.1 The league shall conduct the following grades of competition:

3.1.1 Seniors.

3.1.2 Reserves.

3.1.3 Under 18 years of age (as at 31st December of the year prior to the season)

3.1.4 Under 15 years of age (as at 31st December of the year prior to the season)

3.1.5 Under 12 years of age (as at 31st December of the year prior to the season)

3.2 Each club seeking affiliation with the League, or intending to renew its registration with the League, shall compete in each grade of competition specified in clause 3.1.

3.3. Notwithstanding the provisions of 3.2 if a member club is unable to compete in each grade of competition in a year the League may, in its discretion, grant such exemption from this rule as it might determine.

4. LEVIES/FINES/PAYMENT CONDITIONS

4.1. The League shall have the power to impose such levies or fines as it considers appropriate in furtherance of the League's objectives and such levy or fines shall be payable by member clubs within twenty one days of the date of the invoice for such levy or fine.

4.2. In the event that a member club fails to pay the levy or fine within the specified time then the Committee may double the fine and the member club will have a further seven (7) days to pay the total penalty. If the member club fails to pay the double fine within the further seven (7) days that club will be deemed to be unfinancial and suspended from competition until such time as the fines are paid in full.

4.3. The Committee shall have the power to impose such fine as it considers appropriate in the event that a member club is not represented at a meeting of the League unless the Committee in its discretion excuses such non-attendance. The maximum fine shall be \$100.00 in the case of the annual general meeting and \$50.00 in the case of other meetings.

4.4. Any Club, Club Official or Members who alters an official account issued by the Central Highlands Football League without first discussing the account with the League Treasurer or Secretary shall be liable to a fine not exceeding \$100.00.

5. PLAYER REGISTRATION

The League shall register each eligible player using a form of registration authorised by the AFL Victoria from time to time and containing such information as the League considers relevant.

6. UNDERAGE REGISTRATION

6.1. Underage players seeking registration to enable them to compete in an underage grade shall:

- (a) have their application consented to by a parent or legal guardian:
- (b) be accompanied by an extract of birth certificate, if required by the league:
- (c) in the case of the under 18 age grade, be under 18 years of age as of 31st December of the year prior to the season of competition:

- (d) in the case of the under 15 age grade, be under 15 years of age as of 31st December of the year prior to the season of competition:
- (e) in the case of the under 12 age grade, be under 12 years of age as of 31st December of the year prior to the season of competition:

6.2. The League may in its discretion, exempt a player from the requirements of clause 6. 1(b) if it so determines.

7. PLAYER ELIGIBILITY

- 7.1. Any player seeking registration with the League shall first satisfy the Committee that he is eligible to be registered and provide to the Secretary such information as the Secretary may reasonably require including:
 - 7.1.1. If transferring from another club, evidence of an endorsed clearance from his previous club and League as per the competition management system.
 - 7.1.2. Evidence of membership and registration of the club within the League with which he intends playing as per the competition management system.
- 7.2. A player shall not be eligible to compete with a member club unless he has previously signed and lodged with the Secretary a form of registration.
- 7.3. The Secretary shall maintain a register containing particulars of all players registered with the League.

8. PERMITS/CLEARANCES

- 8.1. All permits and clearances, apart from the current junior interchange agreements with the Ballarat FNL, shall be delivered to the Secretary on or before 30 June in each year.
- 8.2. No clearance application shall be considered unless lodged on or before 30th June in each year
- 8.3. Clearance applications and procedures must be in line with the current AFL Victoria clearance procedures

9. ELIGIBILITY FOR FINALS

- 9.1. Subject to rule 9.2 unless a registered player has played in at least three home and away matches for his club during the season he shall be ineligible to play in any final series match in which his club is engaged.
- 9.2. Notwithstanding the provisions of clause 9.1 in the event that a player has played in two home and away matches and was eligible for but prevented from playing in a third due to the failure of opposing team to fulfill its engagement then he will be considered to have played three matches and be deemed eligible to compete in the finals series.
- 9.3. In order to compete in a reserve grade or underage final a player must have played no less than three matches in that particular grade, unless clause 9.5 applies.
- 9.4. In the event that a player plays two or more games on the same day in two or more grades of football then he shall be deemed to have played one game only and at the highest level of grade in which he participated.
- 9.5. A player who has played more than nine senior grade matches with his club during the season shall be ineligible to play in his club's reserve grade team during a finals match unless his club is participating in both senior and reserve grade matches on the same weekend during the finals series.
- 9.6. A player who has competed in both underage grades during the season shall be permitted to play

in a lower age grade during a finals series provided that player has played at least three games in such lower age competition during the season.

10. MATCH ARRANGEMENTS

101. All matches conducted by the League shall be conducted pursuant to the rules of the AFL Victoria Country. Where such rules are silent then according to rules laid down by the League.
102. Four premierships points shall be awarded for a win and two premierships points for a draw.
103. Matches shall be conducted at such venues and subject to such conditions as the Committee may from time to time determine.
104. Matches shall commence at such times as directed by the Committee who shall impose such fines as they consider appropriate in the event that a match does not commence at the appointed time.
105. Prior to the commencement of the season the League shall determine the general playing conditions, including, length of quarters and time on rules for each grade of football and provide such information to all clubs and Umpire's Association. Time keepers engaged by each competing club shall complete a record of the commencing time of each match, the duration of each quarter and the completion time of each match and submit such record to the League.

11. UMPIRES

- 11.1 The League shall, prior to each season, engage a panel of umpires from the Ballarat Football Umpire's Association or such other Association as it decides, on such terms and conditions as approved within the BFUA Umpires Memorandum of Understanding.
 - (a) In the event that Ballarat Football Umpire's Association is unable to appoint umpires to any match then a club umpire registered with the BFUA and provided by each competing club shall officiate.
 - (b) In the event of no club umpire registered with the BFUA is available a club umpire provided by each of the competing clubs shall officiate.
 - (c) Failure by a club to provide an umpire shall render that club liable to a fine not exceeding \$100.00
- 11.2 The fees payable to the umpires shall be paid by the home club, except for one goal umpire and one and a half boundary umpires for the senior grade which shall be paid by the visiting club.

12. FOOTBALLS

It shall be the responsibility of each home club to provide one brand new football for use in each senior grade of football and also to provide an as new, spare football for use if needed. In all other grades of competition the home club shall provide a ball in as new condition. In the case of the under 15 grade the AFL Victoria, recommended synthetic size ball shall be provided.

13. FAILURE TO FULFIL ENGAGEMENT

In the event that a club is unable to fulfill its match engagement or engagements then that club shall pay all expenses associated with such match, including umpire's fees, and shall be fined a maximum of \$100.00 for each grade forfeited, such fine to be paid to the League within twenty one days. The Committee shall at its next meeting determine the allocation of the premierships points applicable for such matches.

14. GROUND MANAGER

- 14.1. The club which hosts a League fixture shall, at its expense, provide a ground manager who shall ensure that all requirements for playing of the fixture are in place including:
 - (a) Four white flags for use by the goal umpires. (Each club to supply two flags if not Association appointed goal umpires)
 - (b) An efficient sounding device.
 - (c) A properly marked ground including boundary, goal square, central square, centre circle, interchange area and dividing lines clearly marked.

- (d) Properly painted and padded goal posts.
 - (e) Suitable shelter for time keepers.
 - (f) A ground considered in a fit condition for play and providing no known or foreseeable risk of injury.
 - (g) That the ground manager is attired as directed by the League including wearing the league's identifying vest.
 - (h) Clearly identified umpires escorts are provided for umpires of all grades when umpires are moving onto and off the ground.
- 14.2. If in the opinion of the Committee a club has failed to comply with any of its obligations then it shall be liable for a fine not exceeding \$500.00 in respect of each breach.

15. RISK MANAGEMENT

Each club shall ensure that it downloads the current version of the AFL National Risk Protection Programme app and complies with the provisions of the AFL National Risk Management Programme.

16. MATCH TEAM SHEETS

- 16.1. Each participating club shall ensure that a team sheet signed by its team manager is submitted to the Secretary no later than 8.00pm on the day of a match. Such card shall contain the following particulars:
- i. The names and numbers of the playing members of the team (including interchange players):
 - ii. Runners, trainers and water persons, who must have club identification and number of uniform *and interchange steward (if appointed)*. For senior grade matches water persons must be more than fourteen years of age.
 - iii. Names of the officiating umpires if club supplied.
- 16.2.1 Senior Grade teams must provide match team sheets for exchange with opposition club 20 minutes prior to the scheduled start time of the match.
- 16.2.2 All other grades must provide match cards for exchange with opposition club prior to the start of the match.
- 16.3 In addition the club shall ensure that such match team sheet is handed to the officiating central umpire prior and to the ground manager prior to the commencement of each match. Cards containing incorrect information or lack of information shall render the club liable for a fine not exceeding \$100.00.

17. MEDIA

Each club shall ensure that all media information directed by the League including, results, best players, goal kickers etc shall be made available to the League's media outlets within such time as is specified by the League. Breach of this condition shall render a club liable for a fine not exceeding \$50.00.

18. REPORTS

At the conclusion of each match the team manager of each competing club shall wait upon the central umpires and enquire as to whether it is their intention to make any complaint or notice of report. In the event that that, to obtain such complaint or report and forward it to the club Secretary immediately in the form which is approved at that time by AFL Victoria Country.

19. COMPLAINTS. DISPUTES, PROTESTS

- 19.1 Any complaints, disputes or protests intended to be made by any competing club shall be in writing, signed by a member of the club's Committee and delivered to the League Secretary within 5 day of completion of the match. Such written complaint must be in the form approved by AFL National Community Football Policy Handbook and accompanied by required deposit as determined at the time.
- 19.2 Upon receipt of such complaint the Committee shall, in its discretion, determine how to deal with such complaint according to the procedures AFL National Community Football

Policy Handbook and may:

- (a) Refer such complaint, dispute or protest to the League's investigation officer.
- (b) Refer such complaint, dispute or protest to the League's independent tribunal:
- (c) Deal with the complaint, dispute or protest itself.

19.3 The Secretary shall immediately notify the club lodging the complaint and any other club or person affected by the complaint of its determination as to how the complaint is to be dealt with and provide such other information and/or direction as is considered necessary.

20. DISREPUTE

Each club shall ensure that its officials, members, players and supporters are made aware of the League's rules, AFL Victoria Country rules, and AFL National Community Football Policy Handbook and of their obligations to ensure that they do nothing which would bring the League, AFL Victoria or the game into disrepute and that in the event that such club official member, player or supporter is in breach of these rules that they may be subject to sanction as outlined in the rules.

21. ENTRY BY OFFICIALS AND PLAYERS

Each visiting player and club official shall pay such entry fee at venues as specified by the League to the home club.

22. MATCH SCHEDULING

The Committee of the League shall have sole discretion as to the scheduling of home and away and finals matches and may, if it considers it necessary, refixture any home and away or finals match having regard to the state of the playing surface, other conditions of the ground, facilities or for any other reason as it determines.

23. SAFE ENVIRONMENT

The Committee may from time to time issue such directives as it considers necessary in furtherance of the League's obligations towards providing a safe environment and conditions for players.

24. FINAL SERIES

24.1

(a) A club shall not be permitted to train on any ground which is or may be scheduled for a finals series match without first seeking and obtaining the approval of the Committee. The Committee may in its discretion approve or reject such application or impose such conditions as it considers appropriate.

(b) A breach of the rule or of the conditions imposed will render a club liable for a fine not exceeding \$500.00.

24.2 A club shall not participate in any football match nor arrange or engage in any end of season trip or other trip during any of the finals series matches scheduled by the League. A breach of this rule shall render a club liable to a fine not exceeding \$500.00.

24.3 In the event that a draw occurs in any grade during a finals match extra time shall be played as follows.

24.3.1 When goal umpires confirm the drawn score, the teams shall change ends and first five minutes shall consist of seniors (with time on) and reserves, under 18 and under 15 (without time on).

24.3.2 At the conclusion of the first five minutes teams shall change ends and a further five minutes shall be played under the same conditions.

In the event that goal umpires confirm scores are still tied after the second period of extra time the game shall continue, after changing ends, until a score is registered and the club scoring first will be declared the winner.

24.3.3 In the event that a draw exists at the end of full time in the Grand Final of all grades extra time shall be played with time on added as per the match instructions determined by match operations. Other conditions of extra time periods will remain the same as in parts (24.3.1) and (24.3.2).

25. UNDERAGE COMPETITION

In underage grades no coach or other team official (unless listed on the match team sheet as a role which is permitted) shall enter the playing arena whilst the match is in progress.

26. PLAYING UNIFORM

26.1 Prior to the commencement of each season member clubs shall submit to the League its proposed uniform for approval. In the event of conflicting uniforms the League shall have the absolute discretion to approve or reject any uniform. Once approved each member club shall ensure that its teams compete in the colours as registered.

Breach of this rule shall render a club liable for a fine not exceeding \$500.00.

26.2 In considering the registration of uniforms the League shall, among other things, direct that all jumpers will clearly display an AFL Victoria Country logo and that the AFL Victoria Country approved shorts are worn.

27. INDEPENDENT TRIBUNAL AND APPEALS BOARD

27.1 The league shall appoint an independent tribunal each year.

27.2 Such tribunal shall consist of not less than a total of five persons. A maximum of three members shall sit on each tribunal hearing as required.

27.3 All hearings shall be conducted in accordance with rules and directions laid down for independent tribunals by the AFL National Community Football Policy Handbook and AFL Victoria Country regulations.

27.4 Appeals against decisions of the independent tribunal may be lodged with the AFL Victoria Country Appeals Board according AFL Victoria Country regulations for submission details.