



By Laws

Version 3

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1. BY LAW VERSION HISTORY

Version #	When	Change	Who
1	Prior 2019	Original By Laws	Secretary - Michelle West
2	March 2019	<ul style="list-style-type: none">• Cosmetic uplift to document New Inclusions <ul style="list-style-type: none">• Membership fee deadline• Section #5 Extension of committee members• Section # 6 .5.7 Club official boards	Secretary- Drew Godfrey
3	Oct 2020	<ul style="list-style-type: none">• Cosmetic change to document New inclusions <ul style="list-style-type: none">• Sections 1,2,3,• Sections 4.2,5.3,5.4,6,7,8• Update 5.5 new awards Cannon Wright award	Secretary- Drew Godfrey
4	Oct 2021	New inclusion <ul style="list-style-type: none">• Version history• 7.4• Award correction an update	Secretary- Drew Godfrey

2. DEFINITIONS & INTERPRETATIONS

- **Club** means the Forrestfield Football Club Incorporated, an incorporated association .
- **Management Committee** means committee formally known as Executive Committee.
- **Committee Member** means committee formally known as subcommittee.
- **Volunteer** – Club member in an unpaid role.
- **Paid Role** – A role that receives financial payment as defined in the By Laws.
- **Voting & Poll means** as describe in the Forrestfield Football Club constitution
- **WAFC** -Western Australian Football League
- **PFL** – Perth Football League

3. INTRODUCTION

The Forrestfield Football By Laws are drafted and designed to provide direction for the administration of the management of the club and its operations and all grades of the club competition and should be read in conjunction with the most recent version of the Forrestfield Football Club Constitution.

The By Laws are to In order to achieve the clubs objectives a and apply rule and or law to be established to regulate itself, as allowed or provided for by authority describe in the Clubs constitution and or By Laws.

The objects of the Forrestfield Football Club Incorporated are:

- (i) To foster interest in “Australian Rules” Football.
- (ii) To promote community interest, involvement and awareness about the Forrestfield Football Club Incorporated and all of its activities.
- (iii) For the Forrestfield Football Club Incorporated to represent both a Senior and Junior club under one incorporated act. Inclusive of an Auskick program.
- (iv) To acquire, develop and maintain premises for the benefit of all Members.
- (v) To encourage and assist all Members to enjoy the benefits of being a Member whilst doing so in a respectable and good sportsman-like manner.
- (vi) To provide opportunities for all Members to become involved in the normal activities of the Forrestfield Football Club Incorporated and provide access of benefits to all Members.

4. COMMITTEE MEMBER - SUB COMMITTEE

Committee Members (Sub-committees) can be formed for various purposes to assist the objectives of the Forrestfield Football Club Incorporated. There are constitutional, financial and Club requirements that must be met by any sub-committee. It is stressed that it is not the intention of the Club to unreasonably limit the activities of any Committee Members and has the Club’s full support for its activities. However, as an official committee member of the Club, it is bound by the Associations Incorporation Act 2015 of Western Australia and the Club’s

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constitution. There are therefore certain financial and reporting requirements that need to be met by all committee members. It is also essential that there be sound lines of communication between the Club's Executive or Management Committee and every committee member to ensure that the guidelines and their intentions are in alignment with the clubs. The intent of any committee member is to foster the enjoyment and interest in football, to foster a team spirit amongst all age groups embracing the One Club principles of the Forrestfield Football Club.

Club Roles

SUB COMMITTEE ROLE	ROLE SUMMARY
Club Assistant Register	Accountable for the management of Club Registrations
Sponsorship & Fundraising Coordinator	Accountable for the management of the clubs major fundraising & sponsorships
Fundraising & Small Sponsorship Officer	Accountable for the management of lower fundraising & sponsorship
Events Coordinator	Accountable for the management of all club events
Club Awards Coordinator	Accountable for the management of club awards and trophies
Social Media & Communications Coordinator	Accountable for the management of club's social media platforms
COVID 19 Health & Well Being Officer	Accountable for the management of COVID regulated obligations & health requirement
Grants & Compliance Officer	Accountable for the management of Club Grants & formal obligations
Incident Coordinator	Accountable for the management of club tribunals – club & game day
School Liaison/Partnership Coordinator	Accountable for the management of school relationships
Volunteer Coordinator	Accountable for the management of Club volunteers
Property Coordinator	Accountable for the management of Clubs property
Competitions Coordinator	Accountable for the management of Club programs
Coach & Manager Coordinator Modified Rules (Juniors) Coach & Manager Coordinator Full Rules (Youth)	Accountable for the management of Club's Coaches & Managers
Auskick Coordinator	Accountable for the management of the Auskick Program
AFL 9 Competitions Coordinator	Accountable for the management of AFL9 Program
Seniors Delegate	Accountable for the management of communications to Senior members
Photo Coordinator	Accountable for the management of the Club's photo day
Uniform & Merchandise Coordinator	Accountable for the management of Club's uniform & merchandise

5. MEMEBERSHIP FEE'S

The Membership Fee's for any season will be decided by vote or poll by the Management and Committee. It may relevant that fees may require to be decided at varying times dependent on when registrations are open for any given season.

This is in accordance with the Forrestfield Football Clun Inc constitution.

5.1 Voting

The following member groups shall be voted on at a general meeting prior to the beginning of each season:

- Senior members
- Colts members
- Youth members
- Junior members
- Auskick members.
- Social members if applicable
- Other membership deemed requiring cost recovery

5.2 Pricing

The pricing of membership:

- Must not exceed the costs that would be incurred by the Forrestfield Football Club acting in good faith and in accordance with the objectives of the club, seeking to achieve the lowest sustainable costs to perform its duties and or operations.
- Must not exceed the incremental cost attributable to the club's duties and or operations and any allowance for profit margin, return on capital or return of capital must be kept at a minimum.
- May include discounted fees for an allocated period of time to attract members for early registration.

6. AWARDS & TROPHIES

Awards and Trophies are an integral part of any community club the following provides:

- **Guidelines** to how awards are nominated and voted upon.
- **Club awards** on what the awards are and for.
- **Milestone game recognition** how game counts for the club are recognised.

6.1 Voting of Awards

The Forrestfield Football Club has a variety of awards that allow awards to cover all age groups from Auskick Juniors Youth and Seniors.

Awards are based on the following:

- Highest number of votes for fairest and best process via game day officials or umpires and or process agreed by the committee to record game day votes.
- Highest number of competition votes in a season.
- Club nomination and highest number of votes by secret ballot or poll

The executive Committee may authorise presentation of additional awards or trophies throughout the season.

Introducing of new awards can be made via voting or special resolution request as per the club's constitution.

6.2 Nomination of Awards

Nomination of awards will be made by the following:

- Club award nomination form communicated to all members enabling a chance to nominate for a club award. The form may be hard copy or electronic.

- Nominations to be presented to the Management Committee (Executive Committee) and Committee Member (Sub Committee) collective by electronic or via a general meeting.
- Voting to be made in alignment with the club constitution via poll, secret ballot or show of hands at a general meeting. Voting method to be decided by the Management and Committee at a general meeting.
- Voting may be extended to regular attendees who hold a club membership, in the current season, of a general meeting by agreement via the Management Committee.

6.3 Best & Fairest Voting

Best & Fairest Voting shall be made within the following age groups within a home and away season:

- Youth
- Colts
- Seniors

No voting process is to occur during a final series.

6.4 Best & Fairest Voting Method

The following methods require to be made at the beginning of each season by the Management & Committee.

- 1- To agree whether best and fairest voting will be introduced for particular age groups.
- 2- Total number of votes to be given to players in a single game.
- 3- Who undertakes votes on game days which may include coaching and or game day officials or those representatives agreed by the Management & Committee.
- 4- The method of voting whether it be via hard copy forms or electronic.

6.5 Awards

AWARD	AGE GROUP	AWARD SUMMARY
Doug Watson Memorial Trophy	All age groups	A suitable award shall be made each year to the best adult club person from a via club committee vote
Amateur League Team Club Best & Fairest	Seniors 18+	The player receiving the highest number of votes submitted by spectators or match officials selected at random during the course of the official competition's football program will receive the Fairest and Best award
Amateur League Team Club Best & Fairest Runner Up	Seniors 18+	The second highest number of votes will be awarded the Runner up the Fairest and Best award
Spencer West Award	Seniors 18+	Suitable award shall be made each year to the best persons who contributes to the Amateur teams via a club member/committee vote
Thomas Family Award	Seniors 18+	Awarded to the senior player with highest number of goals kicked in a season (as recorded by the WAFC)
Josh Woolhouse Memorial (Perpetual Award)	Seniors 18+	Awarded to the senior player with highest amount of umpire votes in a season
Hindmarsh Family Trophy (Perpetual Award)	Youth & Seniors	Awarded to the player from Youth or Seniors who gains the most official competition umpires votes over the season from the club
Cannon Wright Award	Youth Year 7 to Year 12	Shall be awarded to the best club supporter via club member/committee vote
Team Best & Fairest Each team from Year 7 to 12	Youth Year 7 to Year 12	The player receiving the highest number of votes submitted by spectators or match officials selected at random during the course of the official competition's football program will receive the Fairest and Best award
Team Runner Up Best & Fairest Each team from Year 7 to 12	Youth Year 7 to Year 12	The player receiving the highest number of votes submitted by spectators or match officials selected at random during the course of the official competition's football program will receive the Fairest and Best award
Davidson MacArthur Awards (formally the Branch awards)	Juniors Year 3 to Year 6	Shall be awarded to the best club supporter via club committee vote
Burdekin/Marshall Auskick Award	Auskick	A suitable award shall be made each year to the Auskick Club person from via club member/committee vote
Milestone Games	All Ages	For players where games are officially counted by the WAFC at milestones for every 50 games played for e.g. 50,100 ,150 and so on shall be awarded a medal. A player's name shall only be placed on club honor boards f or games played at the Forrestfield Football Club.
WAFC Awards	Youth Year 7 to Year 12	A player receiving highest umpire votes for each age group, a runner up and potentially a third place (disgression of the WAFC) may receive an award determined by the WAFC on an award night held by the WAFC.

6.6 Team Trophies

At the end of the Competition's football season, the Club, where rules and guidelines of the game played, as promoted and adopted by the Governing bodies of Australian Rules football or Government youth sport do not recommend against individual trophies.

Club guidelines are the following:

- The club shall provide seven (7) trophies to each team.
- One trophy to be allocated for player receiving highest number of game votes.
- One trophy to be allocated for One trophy to be allocated for player receiving highest number of game votes he runner up player receiving highest number of game votes.
- Where two or more players receive the same amount of votes each player shall be awarded a trophy.
- The remaining five trophies shall be awarded and named at the discretion of The Coach's and Manager.

6.7 Milestone Games

The following outlines the process for players reaching milestone games:

- Players be entitled to a banner (arranged by parent or guardian) at the player choice either at a home or away game to be recognised for the milestone game.
- Coaches and managers should be encouraged to ensure milestone game players begin and end the game on the field as long as no misconduct has taken place during the game breaching the WAFC rules and or club behavioral policy.
- Players who have completed fifty (50) official games shall be entitled to appropriate recognition at the Club's expense, and thereafter at each subsequent fiftieth (50) official appearance.
- Players cleared to the club from other recognised football club shall, upon presentation in writing of previous games played be also eligible to receive the awards.
- Players to be recognised on club award boards must have played consecutive games for the Forrestfield Football Club.

6.8 Life Membership

Life membership shall be voted as per the club's constitution.

Where a Management Committee member or members (Executive committee) a trustee must be present to oversee the voting process.

It is at the discretion of the Management Committee when the Life membership is awarded during that season

6.CLUB PAID ROLES

The club to meet its objectives may introduce paid roles.

Paid roles cannot apply to any management committee roles as defined by The Forrestfield Football Club Inc constitution.

Paid roles are to be allocated to roles that contribute to the majority of financial incomings to the club and require a level of legal and regulated accountability.

A person that is defined under a paid role will not be recognised as a volunteer under the club definition.

6.1 Establishing a Paid Role

Establishing a paid role will be defined by Voting and or poll via a special resolution of the committee

Establishing the role may be defined as:

- 1- The position that is to be paid.
- 2- The payment method as to apply to the position.
- 3- Duration of the paid the role.

6.2 Club Paid Roles

Club paid roles have been defined as the following from October 2020 General meeting.

- Canteen Manger
- Bar Manager

There is no restriction for a person to occupy the two roles and is at the digression of the Management (Exec) Committee.

6.3 Selection of candidate for a Paid Role

For a member and or non-member to apply for a paid role must be made under an application process.

The process will be as follows:

- Application to be defined by the Management Committee.
- Applications to be received and reviewed by the Management Committee.
- Interview to be held with Management Committee.
- Selection of candidate via vote and or poll by the Management Committee.

6.4 Types of Payment

Payment type may be dependent of the role and include:

- An hourly rate whilst undertaking duties of the role.
- Annual or partial lump sum payment.
- Payment based on incentive driven percentage of revenue received in a season.
- Combination of the above where defined by the Management Committee.

6.5 Paid Role Obligations

Paid role obligations:

- Report directly to the Management committee.
- Report financial earnings at each general and Annual General meeting.
- Report performance-based statics and information as defined by the role.

7 ALLOCATION OF COACHES

The following is the process of how coaches are to be chosen for teams in the Forrestfield Football Club.

7.1 Applications

- Interested coaches are to apply via a formal club application process each year.
- Process may include written or electronic submission at the disgression of the Management Committee.
- Applications are to be open at the conclusion of the season's AGM unless otherwise agreed by the Management Committee.
- Closure of applications are dependent on the number of applications received the following is a guideline:
 - a) Coaches from Juniors to Seniors age groups to be allocated by the general meeting in December.
 - b) Teams who have not been allocated a coach will remain open until a nomination and coach allocated.
 - c) Auskick coaches to be allocated by National registration day generally February of the new season.
 - d) Where year groups have no nominated coach naturally the position will remain vacant until suitable candidate is found.

7.2 Allocation of Coaches

The Club will assign coaches that align with the objectives of the club and the game of AFL.

- Applications will be reviewed by the Management Committee and inclusive of the Clubs Coach and Auskick Coordinator.
- Voting will be at the discretion of the Management Committee either via show of hands, poll or by ballot.
- Voting where a decision is undecided will be via voting process under the club's constitution. For e.g. to determine a result from a draw.
- The Management Committee may call upon guidance to make an informed decision from experience person such as:
 - a) Prior Coaches and or game day officials
 - b) Experience from the WAFC, Swans Conference or Perth Football League
 - c) Persons who would assist in making an impartial decision whose guidance is align to the objectives of the club to assist make an informed decision.

7.3 Coach Deliberation Prior to Decision

The club will allow deliberation between applicants that have applied for the same team.

It is deemed the conversation to be positive, the best outcome for players and the club, to align with the club's objectives.

- The following may be considered acceptable:
 - a) Agreement for a shared senior coach role.
 - b) Agreement for one applicant to become a senior coach whilst the other assigned to an assistant coach role.
 - c) Where agreement cannot be made section 5.2 will apply for the Management Committee to vote on the applicants.

7.4 Coaching Paid Roles

Coaches shall only be paid for the age groups that over the ages of 18 inclusive of Colts and any other senior level team within the Perth Football League.

Payment amount shall be in alignment with acceptable benchmarks that are outlined by the WAFC and PFL.

7.5 Disputes

Disputes to be handled as per the club's constitution.

8 CONFLICT OF INTEREST

Management Committee, Committee, Members and club members that during the season term, and any extension of the season term under this by law will not engage, either directly or indirectly, in any activity (a "Conflict of Interest") which might adversely affect the Club.

Examples of conflict of interest may be where a committee or club member maybe affiliated with other sporting clubs that share common interests where information and or decisions could comprise the club to be adversely disadvantaged.

8.1 Conflict of Interest Disclosure

The Executive Committee may call for the disclosure of conflict under the following conditions.

- Key strategic decisions are being made for the club.
- Special or general meetings are deciding an outcome where a member may be present that is:
 - a) Committee member at another club.
 - b) Coach or official at another club.
 - c) Affiliated with a club sharing the John Reid Oval facility.

8.2 Process of Conflict Interest Disclosure

- Management Committee may call for a conflict of interest disclosure during a special or general meeting when key information or decision making is to be made.
- Attending members with a conflict of interest should voluntarily leave the proceedings until the information or decision has concluded.
- If a member refuses to leave, then the proceedings may be suspended until another time.
- Voting on decisions is not to include the member with conflict of interest.
- Where the Management committee cannot agree on whether a conflict of interest exists a vote either by show of hands, poll, ballot or as describe in the club's constitution will decide the outcome.

8.3 Exemption of Conflict Interest Disclosure

- The Management Committee may make an exception for a member at their own disgression in an act of good faith.
- Where the Management committee cannot agree on whether a conflict of interest can be exempt a vote either by show of hands, poll, ballot or as describe in the club's constitution will decide the outcome.

END OF DOCUEMENT
