



# **ADELAIDE HILLS JUNIOR SOCCER ASSOCIATION INCORPORATED**

## **BY-LAWS**

**March 2015**

Approved by Resolution at the  
Board Meeting held 25<sup>th</sup> November 2014



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## 1. AUTHORITY

These By-Laws are made by the Board of the Adelaide Hills Junior Soccer Association under the powers conferred by section 32 of the Constitution.

## 2. DEFINITIONS AND INTERPRETATION

The meaning of words or phrases in these By-Laws have the same meaning as in section 2.1 of the constitution, or as defined below.

**“AHJSA”** means the Adelaide Hills Junior Soccer Association Incorporated.

**“AHRB”** means the Adelaide Hills Referees Branch.

**“CLUB”** means an Affiliate Member of the AHJSA.

**“CLUB OFFICIAL”** means any person involved with the administration, management or organisation of a Club (whether paid or unpaid), including employees, contractors, consultants, officers and directors and representatives.

**“COMPETITION ADMINISTRATOR”** means the entity responsible for the conduct and staging of a Competition.

**“DISCIPLINARY COMMITTEE”** means the disciplinary committee constituted in accordance with the Grievance Resolution Regulations that has jurisdiction over a Competition.

**“DISCIPLINARY HEARING NOTICE”** means the notice issued by a Competition Administrator to a Participant citing him or her to appear before a Disciplinary Committee to be heard in relation to an alleged Offence and possible disciplinary sanction.

**“DISCIPLINARY INFRINGEMENT NOTICE”** means the notice issued by a Competition Administrator to a Participant notifying of the disciplinary sanction imposed for an Offence committed by that Participant.

**“DISCIPLINARY REGULATIONS”** means the FFA National Disciplinary Regulations, FFA National Grievance Regulations, Part V of the FFA Statutes (Judicial Bodies and Disciplinary Sanctions), the FFA Code of Conduct.

**“AHJSA EXECUTIVE”** means the Adelaide Hills Junior Soccer Association Executive Committee

**“FIFA”** means Federation Internationale de Football Association.

**“FFA”** means Football Federation Australia.

**“FFSA”** means Football Federation South Australia.

**“FOOTBALL”** means “Association Football” as recognised by FIFA from time to time. To avoid doubt, Football includes the games of soccer, soccer football, indoor or 5 a side (Futsal) soccer and beach soccer.

**“MATCH”** means any match of football played in Australia under the auspices of the AHJSA, or under the AHJSA’s direction or control.

**“PARTICIPANT”** means a Player or a Team Official.

**“PLAYER”** means any person who is, from time to time, registered to a Club, whether that person is male or female, junior or senior or an amateur or professional. For the avoidance of doubt, a reference to a Player during a Match includes a substitute and a substituted player.

**“SAJSA”** means the South Australian Junior Soccer Association Incorporated.

**"SEASON"** means the period determined by the Board during which such time in each year football shall be played under its auspices.

**"TEAM"** means a team of players under the jurisdiction of an affiliated club or a team entered independently of an affiliated club.

**"TEAM OFFICIAL"** means any personnel involved with the management, preparation or participation of a Club's team (whether paid or unpaid), including the coaches, managers, medical staff (including team or match day doctor), physiotherapists, gear persons and other support staff.

### **3. THE DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

3.1 The Board shall exercise the executive powers of management of the AHJSA, and shall also be known as the "Adelaide Hills Junior Soccer Association Executive Committee".

3.2 The Board shall appoint from their number Directors to assume the portfolios of:

(a) Chair

The Chair of the AHJSA shall assume the responsibilities and duties as assigned to the Chairperson by the constitution. The Chair shall be responsible for the good management of the Board, the compliance of the AHJSA with its obligations under the constitution, the proper execution of the duties of the other portfolios and the setting of the direction of the AHJSA. The Chair is the nominal head of the AHJSA.

The Chair is normally responsible for the calling of meetings of the Board, and is responsible for the preparation of the agenda for meetings of the Board.

(b) Vice-Chair

The Vice-Chair shall be responsible for acting in the capacity of the Chair in the situation that the chair is temporarily or permanently unable to perform his or her duties. The person when present shall be the automatic appointment as acting Chair where the constitution requires the Directors to appoint an acting chair from their body. The person shall assist in the execution of the duties of the Chair, or in any other portfolio, as requested by the Board or the Chair.

(c) General Secretary

The General Secretary shall be the Public Officer of the AHJSA, and shall be responsible for all the recognised administrative and secretarial duties of the AHJSA. The Secretary shall be the official point of contact for the AHJSA.

(d) Treasurer

The Treasurer shall be responsible for all financial affairs of the AHJSA.

(e) Registrar

The Registrar shall be responsible for recording, checking and filing all registrations; checking of match cards; collating "Best and Fairest" points and dealing with the FFSA on registration matters.

(f) Programme Director

The Programme Director shall be responsible for the drawing up of all programs for matches organised by the AHJSA and the drawing up of league and Association Cup tables.

(g) Coaching Director

The Coaching Director shall be responsible for the organization of coaches registered within the AHJSA, and the improvement and development of coaches and players within the AHJSA.

(h) Property Manager

The Property Manager shall be responsible for the purchase, safe custody and control of equipment and property owned by the AHJSA.

(i) Child Safety Officer

The Child Safety Officer shall be responsible for the oversight of all issues related to Child Safety within the AHJSA. The officer shall be the person responsible for managing compliance by the AHJSA and Clubs with the Child Safety requirements of the FFA and FFSA.

(j) Competitions Manager

The Competitions Manager shall be responsible for the oversight of the AHJSA League and Association Cup competitions. The officer shall be responsible for the organisation and all decisions regarding the conduct of the competition, and co-ordinate and liaise with the other portfolios as they pertain to the competitions of the AHJSA. The person is the official voice on competition issues.

The person shall assume the responsibilities and duties of the Competition Administrator as described in the Disciplinary Regulations.

The scope of the responsibilities will be made by delegation of the authority of the Board. These cover the power to sanction Players, Team Officials and Clubs participating in AHJSA competitions, to postpone or cancel competition matches, to apply overage player exemptions in accordance with the competition rules, and to otherwise apply the competition rules as appropriate.

(k) Representative Team Manager

The Representative Team Manager shall be responsible for the oversight of the AHJSA Representative Team Programme. The officer shall be responsible for the organisation and all decisions regarding the conduct of the representative programme, and co-ordinate and liaise with the other portfolios as they pertain to the representative programme of the AHJSA. The person is not responsible for decisions regarding coaching or the training of players, but is the official voice on representative team issues.

The scope of the responsibilities will be made by delegation of the authority of the Board. These cover the power to rule on Player eligibility, disciplinary matters related to Players or Team Officials whilst participating in representative activities, and under advice from the Coaching Director the appointment of representative team coaches, assistant coaches and team managers, and the revocation of such appointments.

3.3 The assignment of all portfolios shall remain in force until the conclusion of the first Annual General Meeting following the appointment, or earlier by decision of the Board.

3.4 The Board shall convene as soon as practicable after the Annual General Meeting and make appointments to such portfolios as it sees fit, except that it must appoint a Chair, or acting Chair, of the Association.

3.5 The Board may at any time remove an appointment to any portfolio. If the Chair of the Association has been removed, then the Board must directly appoint a Chair, or acting Chair, of the Association.

3.6 All Directors are able to ask for items to be included on the agenda prepared for meetings of the Board, however the Chair may choose to not include any requested item.

#### **4. FORMATION AND MANAGEMENT OF SUB-COMMITTEES**

- 4.1 The Board may form Subcommittees of the board and appoint as members any persons, having regard to the personal skills and experience the Board thinks will complement the composition of the subcommittee.
- 4.2 For the purposes of assigning a delegation of the Board to an individual, the Board may form a subcommittee consisting of a single member.
- 4.3 All appointments and delegations assigned to subcommittees of the Board expire at the conclusion of the first Annual General following the appointment, unless earlier by decision of the Board.
- 4.4 The Board shall appoint a chairperson to each subcommittee in which more than one member has been appointed. The chairperson shall act as the chair of the subcommittee and have the authority to call meetings of the subcommittee as needed, and at least as often as directed by the Board.
- 4.5 Each subcommittee in which more than one member has been appointed shall prepare written minutes of all meetings and present these minutes to the Board as soon as possible, and no later than the next meeting of the Board.
- 4.6 Questions arising at any meeting of a subcommittee shall be decided by Ordinary Resolution. Each member has one (1) vote on any question. The chair of the subcommittee has a casting vote where the vote is otherwise tied.
- 4.7 At meetings of a subcommittee the number of members whose presence is required to constitute a quorum is the greater of one half the number of appointed members, or two members.
- 4.8 The Chair, Vice-Chair and General Secretary are *ex officio* members of all subcommittees in which more than one member has been appointed.

#### **5. COMPETITION RULES**

- 5.1 The Board shall publish from time to time rules for the conduct of AHJSA competitions. These rules may cover, but are not limited to, the following matters:

- Codes of Conduct
- Security Clearances
- Registration of Players
- Registration of Teams
- Age of Players
- Transfers
- Team Sheets
- Notification of Results
- Duration of Matches
- Competition Points
- Unequal League Rounds
- Goal Difference
- Interchange Players
- Forfeiture of Matches
- Shortened Matches
- Postponed Matches
- Abandoned Matches
- Hot Weather Policy
- Modified Rules
- Pitch Markings
- Goals



Corner kicks  
Balls  
Playing Colours  
Ground Stewards  
Coaching  
Referees  
Disciplinary Procedures  
Association Cup Rules  
Carnival Rules

5.2 The Board may amend the rules of competition at any time, and any such change will have immediate effect.

## **6. LAWS OF THE GAME**

6.1 All matches shall be played in accordance with the laws of Football as laid down from time to time by the FIFA, except such adaptations or modifications as may be contained in these By-Laws or the Competition Rules of the AHJSA to take into account local conditions and regulations and the ages of players registered with the AHJSA.

6.2 The AHJSA will adopt the codes of conduct, regulations, guidelines and statutes of the FFA and FFSA as they apply to District Associations as defined within the statutes of the FFA.

## **7. ELIGIBILITY TO PARTICIPATE**

7.1 Any Player who is an amateur is permitted to play in any match conducted under the auspices of the AHJSA. For the purpose of this By-Law, an amateur is a properly registered Player who does not receive payment in cash or in kind for the services he/she renders to any Club, team or organization, the primary function of which is to play and promote the game of Football.

## **8. LEAGUE COMPETITION**

8.1 The Board shall organise a League competition encompassing any age group it sees fit to cover.

8.2 The rules relating to the conduct of the League competition are as laid down in the Competition Rules.

## **9. ASSOCIATION CUP**

9.1 The Board may organise an Association Cup competition for each competitive age group of the League competition.

9.2 All teams that are entered in the League competition must enter the Association Cup competition of their matching age group.

9.3 The rules relating to the conduct of the Association Cup competition are as laid down in the Competition Rules.

## **10. CARNIVALS**

10.1 The Board may organise, or arrange to have organised, carnivals for any age groups and using such rules as it sees fit to impose.

10.2 The rules regulating the conduct of the carnivals are as laid down in the Competition Rules.

## **11. SUSPENSION FROM COMPETITION**

11.1 Whilst and so long as any Club is in debt to the AHJSA for a period in excess of fourteen (14) days after notification in respect of Team Nomination Fee, Player Registration Fees, Match Fees, Fines levied, or any other debt whatsoever, that Club may, at the discretion of the Board, be suspended from participation in the affairs of the AHJSA until such outstanding dues are paid. In this situation the General Secretary shall notify

the Club that, upon payment of such outstanding dues, the Club will be re-instated and will be able to take part in all future AHJSA activities.

- 11.2 Any team required forfeiting league matches on three consecutive occasions or, at any time during the period of any season, a total of six league matches in accordance with this By-Law may be suspended from future participation in the affairs of the AHJSA for a period determined by, and at the discretion of, the Board.

## **12. OBLIGATIONS OF CLUBS**

- 12.1. Each Club shall contribute to the proper advancement, management and administration of the Association: (inserted 2015)

- (a) By providing on request from the Board access to their facilities for official Association activities, subject to the following conditions:
  - (i) A Club has the right to refuse access to playing and training surfaces where it reasonably believes that such access would cause damage to the surface
  - (ii) A Club has the right to refuse access to facilities during times when the facility is unavailable due to scheduled or anticipated use by others
  - (iii) The AHJSA will recompense a Club for the reasonable costs incurred by a Club in providing this access
  - (iv) The AHJSA will not recompense a Club by way of a hire fee or other charge for access to, or use of, their facility
  - (v) Where the Board and a Club are unable to agree on what is a reasonable cost, the Board will determine this amount, and will act in good faith in making this determination
- (b) By any other action as required by the Board, and consistent with these By-Laws and the Constitution of the Association.

## **13. ELIGIBILITY TO ENTER TEAMS**

- 13.1. The Board may, at its discretion, refuse to accept or allow a nomination by a Club for a team, or teams, of Players to participate in any competition organised by, or on behalf of, the Association. The Board may consider the following matters as a whole when determining the acceptance of a team to compete in a competition: (inserted 2015)

- (a) The Club must have officially supported a nomination for a position on the Board within the preceding two (2) years
- (b) The nomination must be in response to a request by the Board for nominations to positions on the Board
- (c) The Club must have the approval of the nominee when providing this support
- (d) Each nomination can have the official support of at most one (1) Club
- (e) The Board will determine from time to time the manner in which this support is to be indicated
- (f) Clubs in which the total number of teams competing during the previous season was three (3) or fewer are exempt from the application of this rule

## **14. FRIENDLY MATCHES**

- 14.1 Any club desiring one or more of its teams to play friendly matches with any team or teams outside the confines of the AHJSA shall notify the Board at the earliest possible date, and prior to the commencement of the match

- 14.2 The Board may arrange friendly matches for representative teams against AHJSA affiliated clubs provided they do not clash with any official AHJSA competition match. Any friendly matches so arranged shall be notified to the clubs concerned not less than one week prior to the date of the match.
- 14.3 Referees have the right to report or send off Players and report Team Officials in all friendly matches.
- 14.4 In the event of an official report by a referee, the disciplinary processes of the AHJSA will be followed. For the purposes of this clause, all friendly matches are deemed to lie within the scope of the League competition.

## **15. REPRESENTATIVE TEAMS**

- 15.1 The Board may enter teams to represent the AHJSA and compete in the SAJSA Representative team carnivals.
- 15.2 The Board shall publish from time to time rules for the selection and conduct of representative team coaches and players.
- 15.3 The rules for eligibility for selection to represent the AHJSA include those rules published from time to time by the SAJSA for this purpose, and the rules as may be contained in these By-Laws and the Competition Rules of the AHJSA.
- 15.4 The minimum rules of eligibility for selection are:
- (a) To be eligible to represent the AHJSA a Player must be currently playing for and be registered with an AHJSA club and must have played no less than 50% of the AHJSA's league matches for his or her club(s) in the previous 12 months, including a minimum of 50% of the matches in the current season.  
  
Exceptions to this are:
    - (i) Where a Player has through, injury, absence from the state, transfer from another association or not having played, missed league matches in the previous season which would otherwise count towards his or her eligibility. In this instance a Player then only has to play a minimum of 50% of matches in the current season and currently be a registered Player of the AHJSA.
    - (ii) Where a Player would have played 50% of matches in the previous 12 months but for having missed matches in the current league season through injury. In this instance, provided that the Player was registered with the AHJSA at the time of the matches missed through injury, those matches shall count as matches played
  - (b) The number of players in any single representative team and registered to play with the same Club in the current season cannot exceed five (5) without the approval of the Board.

## **16. DISCIPLINARY MATTERS**

- 16.1 The AHJSA shall follow the FFA National Disciplinary Regulations, FFA National Grievance Regulations, Part V of the FFA Statutes (Judicial Bodies and Disciplinary Sanctions) and the FFA Code of Conduct (the "Disciplinary Regulations"). The regulations apply to Clubs, Players and Team and Club Officials and spectators as defined within the Disciplinary Regulations.