MAYFIELD UNITED JUNIOR SOCCER FOOTBALL CLUB INC.

COMPANION REGULATIONS & GOVERNANCE PACK

PART A – BOARD & EXECUTIVE ROLE REGULATIONS

A1. Board Composition and Authority

The Board is the governing body of the Club and is responsible for the strategic direction, financial sustainability, governance, compliance, and overall stewardship of the Club.

The Board acts collectively. No individual Director has authority to bind the Club unless expressly authorised by the Board.

A2. Executive Office Holders

From among the elected Directors, the Board shall appoint the following Executive Office Holders:

- President
- Vice President
- Secretary
- Treasurer

Executive appointments are made annually at the Annual General Meeting.

The Board may remove or reassign executive portfolios at any time by resolution.

A3. President – Role Description

The President:

- Provides leadership to the Board and Club
- Acts as the primary spokesperson for the Club
- Chairs Board Meetings and General Meetings
- Oversees strategic planning and governance
- Represents the Club to Newcastle Football, Northern NSW Football, councils, sponsors, and key stakeholders unless delegated elsewhere.
- Acts as an authorised signatory where approved by the Board

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A4. Vice President – Role Description (if appointed)

The Vice President:

- Supports the President in their duties
- Acts in the role of President when the President is unavailable
- Undertakes specific projects or portfolios as assigned by the Board

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A5. Secretary – Role Description

The Secretary:

- Acts as the Public Officer of the Club unless otherwise resolved
- Maintains official Club records, minutes, and correspondence
- Issues notices of Board and General Meetings
- Maintains the Register of Members
- Ensures compliance with Fair Trading NSW and Associations Incorporation Act requirements
- Lodges required forms and returns

A6. Treasurer – Role Description

The Treasurer:

- Oversees the financial affairs of the Club
- Presents financial reports to each Board meeting
- Coordinates preparation of the annual budget
- Ensures proper financial records are maintained
- Oversees grant acquittals and financial compliance
- Acts as an authorised signatory where approved by the Board

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PART B – FINANCIAL MANAGEMENT REGULATIONS

B1. Financial Year

The financial year of the Club shall be 1 November to 31 October.

B2. Budget

The Treasurer shall prepare a draft annual budget for Board approval prior to the commencement of each financial year.

No expenditure outside the approved budget may be incurred without Board approval.

B3. Banking and Signatories

- All Club funds shall be deposited into accounts approved by the Board
- All payments require two authorised signatories
- Debit card use is permitted only where approved by the Board and subject to spending limits

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B4. Spending Delegations

- President & Treasurer jointly: up to $1,000
- Board resolution required for expenditure exceeding $1,000 unless provided for in the approved budget

Delegations may be amended by Board resolution.

B5. Financial Reporting

The Treasurer shall present:

- A financial report at each Board meeting
- An annual financial statement to the AGM

PART C – CHILD SAFEGUARDING & MEMBER PROTECTION REGULATIONS

C1. Child Safety Commitment

The Club is committed to providing a safe, inclusive, and respectful environment for all children and young people.

C2. Working With Children Checks

All persons in child-related roles must:

- Hold a valid Working With Children Check and provide these details to the board
- Comply with Football Australia, NNSWF, and Newcastle Football requirements

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C3. Codes of Conduct

All Members, officials, coaches, volunteers, parents, and players must comply with:

- Club Code of Conduct
- Member Protection Policy
- Anti-bullying and harassment standards

Breaches may result in disciplinary action.

PART D – DISCIPLINE & JUDICIARY REGULATIONS

D1. Judiciary Committee

The Board may appoint a Judiciary Committee to hear disciplinary matters.

The Committee shall consist of at least three persons, independent of the matter being heard.

D2. Sanctions

Sanctions may include:

- Warnings
- Suspension
- Deregistration
- Termination of membership

PART E – COMMITTEES & DELEGATIONS

E1. Standing Committees

The Board may establish standing committees including, but not limited to:

- Football / Technical Committee
- Fundraising & Events Committee
- Judiciary Committee

Each committee shall operate under written terms of reference approved by the Board.

PART F – ELECTION & AGM PROCEDURES

F1. Voting Eligibility

Only financial Individual Members as at the voting cut-off date may vote at General Meetings.

F2. AGM Quorum

A quorum for a General Meeting shall be Ten (10) voting financial members.

PART G – ADOPTION & AMENDMENT

These Regulations are made under clause 35 of the Constitution.

They may be amended by resolution of the Board and take effect immediately unless otherwise resolved.

PART H – CLUB CODE OF CONDUCT

H1. General Behaviour

All Members, players, parents, officials, coaches, volunteers, and spectators must:

- **Act with respect, integrity, and sportsmanship**
- **Comply with the Constitution, Regulations, and policies of the Club, Newcastle Football, NNSWF, and Football Australia**
- **Refrain from abusive, discriminatory, or aggressive behaviour**

H2. Parents & Spectators

Parents and spectators must:

- **Support players positively**
- **Respect referees, officials, and volunteers**

- **Not coach from the sideline**

H3. Breaches

Breaches of this Code may result in disciplinary action including suspension or removal from the Club.

PART I – CHILD SAFE STATEMENT & RISK CONTROLS

I1. Child Safe Commitment

The Club is committed to safeguarding children and young people and providing a safe and inclusive environment.

I2. Risk Controls

The Club will:

- **Require valid Working With Children Checks**
- **Provide clear reporting pathways**
- **Act on complaints promptly**
- **Ensure two-deep supervision where practicable**

PART J – BOARD DELEGATIONS MATRIX (SUMMARY)

Area	Delegated Authority	Limit
Day-to-day operations	President	Within approved budget
Financial payments	President & Treasurer	Up to $1,000
Grants & funding	Treasurer	Board approval required
Discipline	Judiciary Committee	As delegated

PART K – COUNCIL & GRANT GOVERNANCE SUMMARY

The Club operates under a modern governance framework that includes:

- **Incorporated status under NSW law**
- **Independent Board governance**
- **Financial controls and auditing**

- **Child safeguarding compliance**
- **Risk management and delegation controls**

This framework supports transparency, accountability, and sustainability.

PART L – AFFILIATION & COMPLIANCE CHECKLIST

The Club confirms compliance with:

- **Associations Incorporation Act 2009 (NSW)**
- **Newcastle Football regulations**
- **Northern NSW Football governance requirements**
- **Football Australia policies**
- **Child protection and safety legislation**

Adopted by Board Resolution on: _____

Signed: _____
President