



BAULKHAM HILLS SPORTS CLUB
FOOTBALL DIVISION
BY-LAWS

Updated – 25th October 2021

1. TEAM MANAGERS AND/OR COACHES AND AGE GROUP CO-ORDINATORS

a) Appointment

Applications shall be made in writing/ email, prior to pre-season grading. Lodged with the Secretary and shall be appointed at the discretion of the Executive Committee.

All Coordinators, Coaches and Managers must:

- i) Hold a current Baulkham Hills Sports Club membership
- ii) Be registered with the affiliated association
- iii) Have Child Protection and relevant legislative authorisation clearance if they are working with children under 18

b) Responsibility

Age Group Coordinators will:

- i) Assist with grading,
- ii) Assign players to teams based on advice of the grading committee, and liaise with coaches/managers
- iii) Follow up player registrations, and assign late registrations to relevant teams.
- iv) Communicate with players and teams regarding distribution and collection of gear
- v) Be point of contact to address day to day matters relating to the age group
- vi) Inform the executive of disputes or concerns within the age group

Coaches and Managers will:

- i) Contact team members to advise/remind teams of pre-season activities: registration/grading/trials.
- ii) Participate in initial grading with the age coordinator and shall be responsible for team selection and on-going managerial duties.
- iii) Ensure a team representative is present at each Baulkham Hills Football Club Incorporated (BHFC) monthly meeting.
- iv) Follow the BHFC. Management Guide
- v) Ensure team equipment is used in a proper manner and returned on request no later than the AGM.
- vi) Be stood down if breaching any rules laid down by controlling bodies, and shall at the discretion of the Executive Committee bear the cost of the offence.
- vii) Abide by the field set up and canteen rosters when allocated for duty and have an appropriate number of volunteers secured to complete the duty. If teams do not supply a sufficient number of volunteers to complete their duty, the team will receive a BHFC suspension and be stood down for the following game. (This applies to any subsequent game- whether it is association or tournament) This BHFC suspension is not negotiable.
- viii) Support BHFC activities through personal involvement and by fostering parental and player participation.
- ix) Ensure team members and supporters behave according to the BHFC codes of conduct at all games and/or events while representing BHFC, and where appropriate intervene to uphold the standards required of BHFC members and supporters.

c) Conduct

- i) Abide by the BHFC Codes of Conduct
- ii) The decision of the executive is final if a member is deemed unfit to Coach/manage a team and as such is stood down.

2. REGISTRATION OF PLAYERS

a) Application for Registration

- i) All registrations will be completed online. (Links via the BHFC website)
- ii) Registrations open at the discretion of the relevant Association.
- iii) New players will be required to provide proof of identity and age at the time of registration.
- iv) New players will be required to have a photo taken by the registrar at the time of registration in accordance with the requirements so determined by the Association.
- v) Registration is not considered complete until all fees are paid.
- vi) Registration for players over 18 is incomplete without a valid Baulkham Hills Sports Club membership.

b) Late Applications for Registration

A player applying for a late registration shall only be considered should there be insufficient numbers in a particular age group to bring a team to the desired number required. The Registrar shall process late registrations in accordance with the Association guidelines.

c) De-registrations.

- i) Requests for de-registrations are to be made in writing/email to the Secretary, stating the reason or circumstances.
- ii) No player may play with another club in any other Association until their deregistration with BHFC has been finalised. A clearance letter may be requested in order for a deregistered player to play for another club.
- iii) The executive will determine if reimbursement (or part thereof) of fees is appropriate. Fee refunds are not automatic with deregistration.
- iv) Players de-registered from other clubs during a season, wanting to register with BHFC, must obtain a clearance/release letter from their former club secretary, stating they are financial and are not suspended by their club or previous association, before they can register with BHFC. This letter must be forwarded to the BHFC Secretary prior to application for registration.

d) Dual Registration

Dual Registration for players representing BHFC in two BHFC affiliated association teams will be accepted in accordance with Association by-laws.

e) Registration Fees

- i) Shall be determined by the Executive Committee and are payable at the time of Registration. Where a family has three [3] or more registered full fee paying players the third [3rd] and subsequent players will be eligible for a registration discount, provided they are dependent children under eighteen [18] years, and at the Executive's discretion, in the year of registration.

Family discount structure will be:

- a) Pursuant to e) i) above the 3rd family registration: i.e. dependent child under eighteen [18] years shall pay 50% of registration fees. The discount is to be calculated on the value of the full registration fee.

b) Pursuant to e) i) above the 4th family registration: i.e. dependent child under eighteen [18] years shall pay 25% of registration fees. The discount is to be calculated on the value of the full registration fee.

c) Pursuant to e) i) above the 5th family registration: i.e. dependent child under eighteen [18] years shall pay no registration fees.

ii) a) BHFC Life Members are exempt from paying registration fees.

ii) b) Playing Long Service Members are exempt from paying registration fees for the period that their continuous service is current. Continuity of service is subject to the discretion of the executive.

If a Playing Long Service Member plays intermittent rather than continuous seasons, they shall retain the title of Playing Long Service Member, but be no longer eligible for the registration fee discount.

f) Unpaid Fees

Players seeking registration with BHFC shall return any outstanding gear (or reimburse for losses incurred) and pay all outstanding monies owed from previous years before being eligible to register.

3. GRADING

a) Teams

The method of grading shall be at the discretion of the majority of the Grading Committee in conjunction with advice of the coaches and managers of each age group. Grading committees shall be appointed by the Executive Committee to carry out initial assessment of players' ability. All grading exceptions/disputes should be placed in writing /email to the BHFC secretary.

b) Age Group

All players must be available for grading and selection in their correct age group. Requests to play in an age group above a player's chronological age shall be considered on an individual basis and in accordance with the Association guidelines.

c) Player Movement

- i) Player movement post grading shall be in agreement with team management and in accordance with Association By-Laws
- ii) Association by-laws regarding the borrowing of players will be adhered to, with respect to movement of players between teams on a casual basis.

d) Different Divisions

Wherever possible when two or more teams are entered into the same age group, they are to play in different divisions of that age group, subject to Association adjudication.

4 UNDER 6 AND 7 AGE GROUPS

a) Competition

- i) Will play in an internal program unless insufficient players are available necessitating entry into Association mini-competition. Decisions to be made by Executive Committee early enough to allow team to enter in Association Competition, if necessary.
- ii) Players registered in the **U6 age group** must be **5 or 6 years of age** in the current season. **Players must turn 5 prior to 1st April to be eligible for the U6 programme.**
- iii) Players registered in the **U7 age group** must be **6 or 7 years of age** in the current season. **Players must turn 6 prior to 1st April to be eligible for the U7 programme.**

b) Method of Play

Under six (6) and Under seven (7) age group play small sided football with miniature goals and no goalkeeper. Association guidelines for U6 U7 shall be adopted for size of fields, goals, balls, equipment, numbers of players per team and duration of games.

c) Program

- i) BHFC Funskills Football shall comprise two components: Skills and Match play. Each session will comprise half the scheduled period of play, with the skills session to be followed by a short game.
- ii) Skills sessions are to be fun and age appropriate. **I.e. NO SLIDE TACKLING!**
- iii) Only registered Funskills players are eligible to participate in the BHFC inc. in-house Funskills program i.e. **no older siblings or other association registered miniros players are eligible to play in in-house football**, even to bolster numbers during a particular week of high absenteeism. Funskills teams will be split to accommodate weekly discrepancies in team sizes. See 4c iv) below
- iv) Each team will play with an equal number of players or with a difference of not more than one, with members receiving an equal number of games subject to availability.
- v) There is to be no record of scoring. If a 'game' is disproportionate in score, coaches and managers should rearrange play to make sure both teams have ample opportunity of ball possession and scoring.

d) Managers and/or Coaches

- i) Managers and coaches will keep in mind the aims of small sided football, and manage the program to introduce football skills as well as match play to beginning footballers.
- ii) Coaches and managers will be responsible for 'refereeing' matches, by teaching the children and explaining the rules as they go. Strict adherence to rules is not required at this age.
- iii) Managers and Coaches must have to appropriate Child Protection authorisation to participate in the program.

5. BHFC AWARDS

BHFC inc. awards are distributed based upon service, achievement and/ or merit.

a) Service Awards

- i) U6/7 will receive a bannerette to denote their year's playing service to BHFC.
- ii) U8 – U18 will receive a 1 year service medal, as selected by the Executive Committee for each season they play for BHFC.
- iii) U19 – O45 will receive a small memento, to be determined by the executive, to acknowledge a year of playing service to BHFC.
- iv) All BHFC players who play consecutive seasons for BHFC, as approved by the executive committee, will be recognised after:
 - 5 years continuous service with a bronze medal
 - 10 years continuous service with a silver medal
 - 15 years continuous service with a gold medal
 - 20 years continuous service with a plaque and be acknowledged as BHFC Playing Long Service Members.
 - After 20 years, every subsequent 5 years of consecutive seasons' play will be acknowledged with the award of a plaque to denote the level of BHFC service attained.
- v) Where a player ceases to play with the Division due to injury, pregnancy or in order to represent the Association, or to play at State or National level, that period of injury, pregnancy or representation shall not be included towards the period of service with the Division. However, when a player returns immediately from that period in order to resume playing with the Division, having not played with another Association or club,

the period of service shall continue with the Division as if the player had not left the Division.

b) **Achievement Awards**

i) **Team awards**

- **SEMI-FINALISTS.**
 - i) U12 – U18 players will receive a trophy to reflect the level of semi-finalists.
 - ii) U19 – O45 will receive a bronze semi-finalist medal
- **FINALISTS.**
 - i) U12 – U18 players will receive a trophy to reflect the level of finalist (being larger than the semi-finalists trophy).
 - ii) U19 – O45 will receive a silver finalist medal
- **GRAND FINALISTS.**
 - i) U12 – U18 players will receive a trophy to reflect the level of Grand finalist (being larger than the finalists' trophy).
 - ii) U19 – O45 will receive a gold Grand finalist medal
- **GRAND CHAMPIONS.**
 - i) U12 – U18 players will receive a trophy to reflect the level of Grand Champion (being larger than the Grand finalist's trophy).
 - ii) U19 – O45 will receive a Grand Champion medal
- **LEAGUE CHAMPIONS**
 - i) All competition teams U12 - O45 who finish the season as League Champions will receive a special award to recognise their title.
 - ii) In addition, junior League Champion title holders U12 - U18 shall have their League Championship status reflected in the size of the end of season achievement trophy they receive. 'League Champions' is considered the highest 'regular season' achievement during the year. As such, commensurate trophies will reflect the importance of this award. E.g. junior teams who finish as combined League Champions/Finalists will receive a larger trophy than those who finish as finalists.

ii) **Team Player awards**

Each team will receive two team player awards to be known as the Sportsperson Award and Coach's Award. No one player may win both awards in any given season.

- The **Sportsperson Award** - Teams will award 3,2,1 points after each game. No points are submitted for byes, or forfeits. The points are allocated in recognition of effort and achievement during that particular game.
- The points are allocated by a method to be determined by each team. eg a panel of three spectators on a fixed or rotational basis to maintain impartiality. The weekly points remain secret/unknown to players and must be submitted after each game to the nominated club official in accordance to guidelines in the BHFC Team Management Guide.
- The weekly submitted points will be tallied at the end of the year by the Club official to determine each team's Sportsperson Award winner. Only weekly submitted points will be used to determine each team's winner.
 - i) In the event of a tie, both/all tied players will receive the award.
 - ii) Player's judiciary record during the season is the only additional consideration in the awarding/non-awarding of this trophy as per the BHFC Team Management Guide.)
- The **Coach's Award** shall be awarded to the player deemed most deserving by the coach at the end of the season.

c) Special Awards

Goal Difference Awards

The teams eligible for each of the Goal Difference awards: Max Stibbard and Tom Newhouse trophies will be defined thus:

- **Max Stibbard Trophy**

Will be awarded each year to the team in the seniors (U19 and older) with the best goal difference.

- **Tom Newhouse Trophy**

Will be awarded each year to the team in the junior competitive teams (U12 – U18) with the best goal difference.

d) Merit Awards

i) Sportsperson of the Year

A Junior and Senior Sportsperson of the Year may be nominated by any BHFC member (as described in Constitution 1f) with the winner to be selected by Executive Committee from those nominations.

- ***BHFC Junior Sportsperson of the Year.***

The nominees for the Junior Sportsperson Award will have played in the Under Eight (8) to Under Eighteen (18) age groups.

The winner of the Junior Sportsperson Award will be presented with the Ron & Stella Burns Shield.

The Junior Sportsperson Award winner will be BHFC nominee for the Baulkham Hills Sports Club's Junior Sportsperson of the Year Award

- ***BHFC Senior Sportsperson of the Year.***

The nominees for the Senior Sportsperson Award will have played in the Under Nineteen (19) to Over 45 age groups.

The winner of the Senior Sportsperson Award will receive the Horace Wass Memorial Trophy.

The Senior Sportsperson Award winner will be BHFC nominee for the Baulkham Hills Sports Club's Senior Sportsperson of the Year Award.

ii) Cathy Ellis Award

The Cathy Ellis Trophy will be presented each year to the person selected by the Executive Committee from within member nominations for outstanding efforts while working on BHFC behalf in areas other than playing.

iii) Coach of the Year

The Coach of the Year is to be nominated by any member of the club, (as described in Constitution 1f) the winner is to be selected by the Executive Committee from those nominations.

The winner of the Coach of the Year Award will be presented with the Jimmy Moreland Coach of the Year Trophy.

e) Exemptions

- Awards may be implemented by the Executive Committee at their discretion. No awards other than these presented by BHFC are to be made without Executive Committee approval.
- The Executive Committee retains discretion to award a medallion/award /perpetual award irrespective of any matter referred to in section 6-above, *including* discretion not to award any medallion(s)/awards, for example, where a player brings the game into disrepute or where there is no eligible candidate.

6) PRESENTATIONS

A committee selected by the Executive shall be formed to organise two presentation ceremonies. One for junior BHFC teams and one for senior BHFC teams.

- i) Junior presentation will take place on a date and time determined by the Executive.
- ii) Senior Presentation will be a subsidised function arranged on their behalf with representation from the Executive Committee and players of the various teams concerned.
To book a ticket to the presentation, registered senior BHFC players and registered senior coaches and managers (maximum of two per team) will pay a deposit, to be determined by the executive committee. This deposit will be refunded upon attendance at the event. Non-attendance will result in a forfeit of the deposit.
- iii) Registered senior BHFC players and registered senior coaches and managers (limit of 2 subsidised team officials per team), together with official guests and BHFC Life Members will be subsidised for the senior presentation function.

7) REFEREES

- i) BHFC will encourage the development of referees by sponsoring junior members to participate in the “instructing referees program” as conducted by the club. The degree of assistance is to be determined prior to the commencement of football activities each year.
- ii) BHFC will encourage the progression of “BHFC instructing referees” to Level 4 accreditation by refunding 50% of the course fee (currently \$250?) for those who achieve the L4 certification and undertake to referee in the Association (including HFI Association related duties at an extra-Association level).”
- (iii) This level of support would also apply from season 2022 onwards to any registered club member who plays with BHFC and achieves L4 accreditation.