



O.Y.C.F.C. BY-LAWS 2022-23

Oakleigh Youth Club Football Club Inc.

Registration No. A 13008C, ABN: 55 718 980 707

P.O. Box 51, Oakleigh VIC 3166

Website: www.oakleighdragons.com.au

1. **MATTERS NOT PROVIDED FOR**
2. **BY-LAWS AND ALTERATIONS TO BY-LAWS**
3. **PLAYING RIGHTS**
4. **THE COMMITTEE & ITS MEMBERS**
5. **ORDER OF BUSINESS IN MEETINGS**
6. **SUB COMMITTEES**
7. **HEARINGS COMMITTEE**
8. **ACCOUNTS**
9. **MISCELLANEOUS ETHICAL ISSUES**
10. **SUBSCRIPTIONS PAYABLE**
11. **RECORDING OF GAMES PLAYED**
12. **PLAYING IN A HIGHER AGE GROUP**
13. **TROPHIES AND MEDALLIONS**
14. **PERPETUAL TROPHIES**
15. **LIFE MEMBERSHIPS & OTHER AWARDS**
16. **PROPERTY OF THE CLUB AND CLUBROOM FITTINGS**
17. **CLEARANCES RECEIVED AND REQUESTED**
18. **CODE OF CONDUCT**
19. **REMEDIES FOR BREACHES OF CONDUCT**
20. **REPORTING BREACHES OF MATCH CONDUCT**
21. **WORKING WITH CHILDREN CHECK**
22. **CLUB DUTY ROSTERS**
23. **COACHES, TEAM MANAGERS & COACHING STAFF**
24. **COACHING / PLAYER CLUB GUIDELINES**

DEFINITIONS:

Act – means the “Associations Incorporation Reform Act 2012” or any published revisions

By-Law(s) – means those By-Laws of the O.Y.C.F.C. contained in this document and any published amendments and appendices approved by the Committee of the O.Y.C.F.C. that the current membership of the CLUB have been given reasonable time and opportunity to be made aware of.

CLUB – means the Oakleigh Youth Club Football Club Inc. (often variously called the Oakleigh Dragons, Oakleigh Dragons Junior Football Club.)

Club – means any other club or organization other than the O.Y.C.F.C.

Clubroom Fixtures and Fittings – means any item permanently or temporarily fixed, fitted, installed, utilised, stored, displayed within any structure or building at W.A. Scammell Reserve or any other CLUB venue regardless of the ownership of that item.

Coaching and On Field Staff – means permanent, temporary, occasional or one off appointees/volunteers involved in the conduct of a home and away match, a finals match, a practice match or any training session including but not limited to, the Coaching Coordinator, Coaches, Assistant Coaches, Team Managers, Trainers, Runners, Boundary Umpires, Goal Umpires, Umpire Escorts, first aid attendants, water persons, vote givers, scoreboard attendants, timekeepers and any other assistant to the abovementioned.

Committee of Management – means the Committee of the O.Y.C.F.C.

Committee Meeting – means a meeting of the elected Committee.

Delegate – means a person appointed by the Committee to represent the CLUB within a specific area so delegated.

General Body of Members – means all current adult financial and Life Members of the CLUB.

General Committee – means the whole of the current properly elected Committee of the O.Y.C.F.C.

Hearings Committee – means the four Officers of the Club and/or their delegated representative(s) acting in their capacity as the Hearings Committee.

Material Amount – an amount exceeding \$100.00.

Meeting – means any meeting of the elected General Committee, an appointed Sub Committee, the Hearings Committee or Executive of the Committee or Annual General Meeting.

Member – means member of the O.Y.C.F.C. as described by its Rules.

Membership Schedule – means schedule of current members of O.Y.C.F.C. as required by the Act

Membership Fees – means the fees payable to the CLUB to secure membership and playing rights.

S.M.J.F.L. – means the South Metro Junior Football League.

Officer of the CLUB – means one of, the properly elected President, Vice President, Secretary or Treasurer of the CLUB.

O.Y.C.F.C. – means the Oakleigh Youth Club Football Club Inc.

Player – means junior football player.

Property of the CLUB – means all property legally belonging to the CLUB whether or not labelled or stored or recorded as such.

Rule(s) – means the current version of the Model Rule(s) contained in the “Act” as described in these By-Laws.

Subscription – means fee payable to the O.Y.C.F.C. for membership as prescribed by the CLUB.

Sub Committee – means a group of persons appointed by the General Committee for the purposes of a specified objective and comprising of at least one General Committee member who shall report the activities of that group to the Committee at each General Meeting.

1. MATTERS NOT PROVIDED FOR

1. Any matter not provided for in either the Model Rules (the Act) or By-Laws of the CLUB shall be determined by the Committee with reference to expected community standards, current legislation, common law principles, the S.M.J.F.L.'s rules and regulations and the relevant regulations of the Australian Football League ("AFL").
2. The Committee's interpretation of its By-Laws subject to ss.(1) of this By-Law shall be final and shall be taken and acted upon as binding upon all parties within the O.Y.C.F.C.

2. BY-LAWS & ALTERATIONS TO BY-LAWS

1. The CLUB'S Rules, the CLUB By-Laws and any legal requirements binding on the CLUB cannot be viewed in isolation to determine any matter.
2. All Committee Members, Sub Committee Members, Team Coaches and Team Managers shall be provided with their own current copy of the CLUB'S By-Laws, which will contain on each page, a version number and the date of the Committee's acceptance of those By-Laws.
3. Copies of these By-Laws shall be made available for viewing or copying to all interested parties.
4. Where any Member considers it necessary to have a By-Law reviewed, that Member should request in writing for the Committee to review the relevant By-Law.
5. The request shall give the reasoning for the alteration and provide a suggested new wording for the change.
6. The Committee on receipt of the request shall discuss the merit of the change and if a decision to proceed with the request is made, immediately refer the request to the By-Laws Sub-Committee for evaluation and a report.
7. Where a decision is made not to continue, written advice will be sent to the Member that requested the review detailing the reasons as to why the suggested alteration will not proceed.
8. Changes to these By-Laws shall not come into effect until all Members of the CLUB are notified of the changes by the most effective and practical method available.

3. PLAYING RIGHTS

1. Every registered and paid up Player of the CLUB shall be treated equally with respect to all the rights, privileges and benefits the CLUB offers to its Players.
2. All registered Players shall play at least one full quarter of each home and away game and each finals game and play no less than 4 quarters in 3 games unless prior notification is given to the Player that they will play less and the Player or their representatives accept this.
3. All qualified Players shall play at least one full quarter of any finals game, or with regard to any Lightning Premiership game, play at least one quarter of the entire time allocated for each game.
4. Where the number of Players on a team exceeds the number that will provide for the times specified under clauses 3.2 and 3.3, the Coach will endeavour to balance playing times as closely as possible in the spirit of those clauses.

4. THE COMMITTEE AND ITS MEMBERS

Refer to Section 44, Model Rules for OYCFC

5. ORDER OF BUSINESS IN MEETINGS

Refer to Section 61, Model Rules for OYCFC

6. SUB COMMITTEES

1. The Committee may appoint any Sub-Committee it deems necessary.
2. The Sub-Committee so appointed will include at least one member of the Committee, who is responsible for reporting to the progress of that Sub-Committee to the Committee.
3. The Committee cannot delegate any of its powers to any Sub-Committee, unless a motion has been voted upon and passed by the Committee at a Committee Meeting, that it has so delegated that power.
4. Each Sub-Committee appointed or empowered in accordance with sub-clauses (1), (2) and (3) of this section shall at each Committee meeting of the CLUB, give a report either verbally or in writing as to the progress of that Sub-Committee.
5. The Committee has the option to disband any Sub-Committee where there are grounds to believe that the Sub-Committee has failed to or cannot fulfil the requirements requested of it by the Committee.

7. HEARINGS COMMITTEE

Refer to Section 20, Model Rules for OYCFC

8. ACCOUNTS

Refer to Part 6, Model Rules for OYCFC

9. MISCELLANEOUS ETHICAL ISSUES

1. No Player shall receive payment, goods or material favour of any kind as a condition of playing for the CLUB.
2. Intentional poaching of Players registered and playing for another Club is strictly forbidden.
3. No CLUB Member or Player shall induce the registration of a Player to this CLUB by means of or the future assurance of favours or benefits not normally available to all Players, unless full disclosure is made to the Committee prior to the agreement and those circumstances are fully accepted and agreed to by the Committee.

10. SUBSCRIPTIONS PAYABLE

Refer to Section 12, Model Rules for OYCFC

11. RECORDING OF GAMES PLAYED

1. The CLUB shall ensure a record of the number of games played for the CLUB by each junior Player is maintained.
2. A one (1) game credit shall be applied for each home, away game, and each finals game.
3. For the purposes of sub clause (2), a Lightning Premiership series is considered as one (1) game.
4. Where a game has been forfeited on the day of the game, the Players that have signed the team sheet will be credited that game.
5. Each Player being transferred from another Club or League shall present conclusive documentation to evidence the number of games played with any previous Club or League.
6. The CLUB may accept the documentation to include the number of games played with the previous Club or League.
7. Where a doubt exists with the number or type of games played with the previous Clubs or Leagues, the CLUB may contact the previous Clubs or Leagues, to verify the documentation or to expand on the contents of the documentation.
8. Each Player granted a clearance from the CLUB will, upon request, be given documentary evidence on an official CLUB letterhead to confirm the number of games played for the CLUB.
9. Where the CLUB has approved the Games played with previous Clubs or Leagues to be included in the records, the document supplied shall include those games.

12. PLAYING IN A HIGHER AGE GROUP

1. Players will not be permitted to play the whole of a season in a higher age group, unless the following conditions are met.
 - a. The Player provides to the Committee written permission from their parents or guardian to play in a higher age group prior to participating in any home and away game in the higher age group.
 - b. The Player's parents or guardian makes an application in writing to the Committee stating reasons why the Player should be exempted from playing in their proper age group and the Committee agrees this Player may be exempted.
2. The Committee is not required to accept the request of any Player to play the season in a higher age group.
3. Where a dispute occurs in relation to this By-Law, the Hearings Committee will decide which team the Player shall take part in.
4. Parents may rescind their permission to allow their child to play in an older age group at any time.

13. TROPHIES AND MEDALLIONS

1. Each Player who is registered with the CLUB between U8 – U10 inclusive, and who has paid the appropriate registration fee, shall be eligible to receive a trophy/medallion at the end of season function. ALL Players will receive a team photo and presentation booklet.

2. The CLUB shall provide the following trophies for each team:
 - a. Best and Fairest - in accordance with votes given
 - b. 2nd Best and Fairest - in accordance with votes given
 - c. 3rd Best and Fairest - in accordance with votes given
 - d. Coach's Award
 - e. Most Improved
 - f. Most Courageous
 - g. Best Finals Player – where that Player's team participated in finals.
3. Trophies other than the Best and Fairest and Runner Up Best and Fairest and Best Finals Player, may with Committee approval, be retitled by the Coaching staff to more accurately reflect a Player's contribution to the team.
4. Additional trophies or awards may be given within a team, upon the approval of the Committee. The Committee will decide who is to fund any additional trophy or award.
5. The Committee shall determine the appropriate method of allocating best and fairest votes.
6. Votes are to be allocated strictly on the basis of overall best and fairest Player contributing most to the outcome of the game and no other criteria shall be used to allocate votes.
7. Any Player sent off the ground by an umpire shall not be awarded any best and fairest votes for that game.
8. In event of a tie for Best and Fairest, a recount will be undertaken to confirm the result.
9. If a tie is confirmed for any placegetters, trophies will be awarded to all Players finishing in the top three positions, whether outright or tied, eg:
 - a. Equal Best and Fairest (2 trophies), Runner Up Best and Fairest, Third Place
 - b. Best and Fairest, Equal Runner Up (2 trophies), Third Place
 - c. Best and Fairest, Runner Up, Equal Third Place (2 trophies)

14. PERPETUAL TROPHIES

1. Where a perpetual trophy is offered through the CLUB, any Member may nominate another Member (including Players) for a perpetual trophy.
2. The nomination shall be in writing, giving the reasons for the nomination, signed by two Members and delivered to the Secretary.
3. From the nominations received, if any, the Committee may select only one (1) winner, which is to be agreed at a General Committee Meeting. If a General Committee Member has a conflict of interest the Committee Member must excuse themselves from the decision.
4. The Perpetual Trophies available are:
 - a. The "Hepburn Award", awarded to a person who has shown loyalty and commitment to the CLUB that would not normally be expected.
 - b. The "Irene Bourke Award", awarded to a person (not being a Committee member) who has shown outstanding commitment to the CLUB.
 - c. The "Malcomson Medal", the highest CLUB award able to be bestowed upon a current Player. It recognises a Player who has performed their best both on and off the field.
5. A perpetual trophy offered to the CLUB after the date of passing this By-Law is to be fully maintained by the donor of that perpetual trophy.

15. LIFE MEMBERSHIPS & OTHER AWARDS

1. The CLUB may make available any award it deems appropriate to any person or group of persons.
2. All awards to all Players and Members must receive Committee approval.
3. The CLUB may award each year a “Coaching Award” to a qualified CLUB Coach who has shown excellence in coaching standards and achievements.
4. The CLUB may award each year a “Family Award” (known as the ‘Goodwill Family Award’) to recognise the outstanding CLUB participation and contribution made by a family either in the current year or in past years. There will be no limit to the number of Family Awards given in any one year.
5. The CLUB, at its discretion, may confer on a Member a Life Membership where that person has performed a minimum 5 years of distinguished service to the CLUB in a major on-field or Committee role or other significant position. Each Life Member shall receive a membership badge containing the words “Life Member” and shall be recorded in the CLUB Register as such.

16. PROPERTY OF THE CLUB & CLUBROOM FITTINGS

1. The condition and safeguard of all the Property, including Records, of the CLUB is the responsibility of the Committee.
2. An inventory of the entire property of the CLUB shall be maintained by the Property Officer, and is to be included in the Balance Sheet when presented by the Treasurer at each Annual General Meeting.
3. The inventory is to include the description, make, model and serial number (if applicable) of the property owned by the CLUB, as well as the value of the property determined by purchase price, replacement cost or an estimation of such.
4. The Committee shall ensure that all items of property belonging to CLUB are secure and clearly and permanently labelled or contained as such.
5. No person shall take, borrow, remove or store away from the CLUB premises, any item of property of the CLUB or clubroom furniture and fittings without the express permission of the owner or persons responsible for those items.
6. Any person or Member damaging, destroying or losing any CLUB property, or clubroom furniture and fittings, accidentally or otherwise, shall forthwith report the same to the Property Officer, or in his absence a Member of the Committee of the CLUB, and shall be responsible for the repair, replacement, retrieval or renewal of the same.

17. CLEARANCES RECEIVED AND REQUESTED

1. No Committee Member shall enter into discussions with a Player currently registered with another Club or their representatives, with a view to recruiting that Player to this CLUB without the express permission of the Officers of the Committee.
2. Players being transferred from another Club shall, before being eligible to play with O.Y.C.F.C., supply the CLUB with a completed clearance form.
3. The Registrar or approved Delegate will confirm the previous Club has approved the transfer, and determine any current tribunal actions affecting the Player.

4. Upon approval by the Registrar or approved Delegate, the clearance request will be submitted to the S.M.J.F.L. via the approved channel (eg SportsTG or any platform as dictated by the SMJFL).
5. The Registrar or Delegate shall investigate a suspect clearance to verify its authenticity.
6. Where the document cannot be verified, the matter is to be referred to the Committee for further advice.
7. All clearances requested by registered Players of the CLUB are to be approved by the Registrar or Delegate, provided that the application has been discussed and approved by the Registrar and an Officer of the CLUB, and any property of the CLUB has been returned.
8. All clearance requests must be processed in a timely manner to avoid the automatic transfer mechanism set down by the S.M.J.F.L.

18. CODE OF CONDUCT

1. The CLUB will adopt and enforce a “Code of Conduct”.
2. The CLUB shall advise all Members that the “Code of Conduct” described in Sub paragraph (1) of this section has been adopted and shall be enforced by the CLUB.
3. The CLUB shall distribute copies to all Members and make available copies of this publication to all Members and interested parties to view or copy upon request.
4. The Hearings Committee will investigate any alleged or known breaches of these “Codes of Conduct”, and reserves the right to impose and enforce penalties or give warnings to any person(s) found to have breached this Code of Conduct.

19. REMEDIES FOR BREACHES OF CONDUCT

Refer to Section 19, Model Rules for OYCFC

20. REPORTING BREACHES OF MATCH CONDUCT

1. Each Team Manager at each CLUB game, finals game or practice match shall complete a Match Conduct Report, which will be submitted to the CLUB by the end of the day of the game.
2. The sheet shall contain the following details:
 - a. The date and time and round number of the game
 - b. The age group of the CLUB Team playing
 - c. The venue and opposition team played
 - d. The signature of the Coach and Team Manager
3. Where no apparent misconduct has occurred in all the circumstances surrounding the game, a “nil” report, containing the details listed in Sub section (2) of this By-Law will be submitted.
4. Events which must be recorded on the Match Conduct Report in detail include:
 - a. any event where a breach of rules, By-Laws or Code of Conduct did or may have occurred
 - b. any event where an umpire, or official has spoken to or cautioned a CLUB Player, member of the coaching staff, CLUB parent, spectator or other CLUB Member regarding their behaviour.

- c. any event where a Player has been reported or has been sent off the ground by an umpire for any misconduct whatsoever.
5. Any other event that the Coaching staff believes ought to be brought to the attention of the Committee that may give rise to future problems or that may need immediate Committee intervention.
6. An Executive member of the Committee shall view each sheet no later than Monday night following that round and shall immediately advise all other Executive members of any matter found to require review.

21. WORKING WITH CHILDREN CHECK

1. All volunteers aged 18 and over, undertaking the following roles are required to complete a Working With Children Check (WWCC) via the Department of Justice and Regulation or any other responsible authority as identified in future:
 - Coach
 - Assistant Coach
 - Development Coach
 - Trainer
 - Runner
 - Team Manager
 - Umpire Escort
 - Club Volunteer Umpires (Modified Rules)
 - Goal Umpire
 - Boundary Umpire
 - Water Carrier
 - Timekeeper
 - Ground Manager
 - Child Safety Officer
 - All Committee Members, whether Executive or General
 - Any person at the CLUB that does not have children at the CLUB eg. senior players helping with training
 - Any other position identified by the S.M.J.F.L. or the CLUB from time to time
2. WWCC exemptions that may apply in some circumstances for other organisations (eg. VIT registered teachers, police officers) may be accepted by the S.M.J.F.L. The CLUB will only abide by exemptions as determined by the S.M.J.F.L. No other exemptions will apply.
3. Any WWCC application must list 'SMJFL – Oakleigh' as an associated organisation.
4. All WWCC information must be uploaded to the S.M.J.F.L. determined database (eg. Oho, or any other database subsequently advised in future) for verification.
5. Refusal to undergo such a check or refusal to provide the CLUB with the results of the check shall automatically render that person ineligible to hold any of the positions listed in By-Law 21.2 above, or any other position of trust or responsibility as defined by the CLUB within the CLUB. No inference shall be made by a person's refusal to undergo such a check and a person's refusal or reasons for refusal if known, shall remain strictly confidential.

6. The CLUB's Child Safety Officer may receive directly from the person being checked, or from the S.M.J.F.L. if applicable, the findings of the WWCC and make recommendations regarding their contents to the Officers of the Committee.

22. CLUB DUTY ROSTERS

1. As a condition of membership of the CLUB, parents or guardians of a Player are required to perform voluntary duties. These duties may include, but will not be limited to, ground and venue preparation and cleaning up duties, canteen duties, food preparation duties, game day duties, fund raising duties and venue and event preparation duties.
2. The CLUB may, as it requires, create rosters for parents or guardians of a Player to perform duties for the CLUB. Game day duties may also be set down by individual Team Managers or other appropriate delegates.
3. Persons listed on those rosters shall properly perform those duties as required and instructed on the dates and times at locations required.
4. Parents or guardians of a Player unable to perform those duties shall arrange for a replacement person to perform those same duties or shall apply in writing to the CLUB within 7 days to be exempted from the roster due to specific personal circumstances.
5. Where a parent or guardian of a Player fails to perform their duty and/or fails to organise a replacement person to perform their duties, the CLUB reserves the right to impose a penalty for each rostered duty missed or not performed properly.

23. COACHES, TEAM MANAGERS & COACHING STAFF

1. All Coaching and on-field Members as described in the definitions of these By-Laws, either permanent or temporary, shall ensure they are familiar with and abide by the CLUB's By-Laws, accepted Code of Conduct and CLUB Rules and any relevant regulations or laws binding on the CLUB and shall at all times ensure that they and all other Members within their team are aware of and comply with those requirements.
2. Coaching and on-field positions shall be declared vacant at the end of each season.
3. The Committee may permanently or temporarily replace any member of the Coaching or on-field team it deems necessary at any time and without notice.
4. The Committee will seek applications for coaching positions from any person and by any means it determines appropriate.
5. The Committee is not required to appoint any applicant to a permanent coaching position and may appoint a temporary coach where it has determined that no suitable person is yet available for that coaching position.
6. The CLUB shall limit a coach to a maximum of three consecutive seasons of coaching the same group of Players. Any Coach that has coached the same group of Players for three consecutive seasons shall not be permitted to re-apply to coach that same group of Players. If a Coach has coached the same group of Players for three consecutive years, the Coach will only be permitted to apply to coach a completely different group of Players.
7. At the discretion of the Executive or where there have been significant changes in Players within the team, a Coach may be appointed to a limited tenure of a further 12 months.
8. The CLUB shall advise all appointed Coaches of this policy and the Coach's signed acceptance of this policy shall be a prerequisite to their appointment as Coach.

24. COACHING / PLAYER CLUB GUIDELINES

1. In addition to the acceptance of the requirements stated in s23 of these By-Laws, all Coaches will be required to adhere to a practical set of guidelines. These guidelines are age appropriate for each team or age grouping and are published as “Coaching Skills Framework” and “Team Placement and Balancing Policy”.