



**CAPITAL  
FOOTBALL**

# **BY LAWS**

**28 OCTOBER 2021**

**VERSION 3**

<b>VERSION</b>	<b>DATE</b>	<b>AUTHOR</b>	<b>RATIONALE</b>
1	15/07/2019	Capital Football	
2	3/08/2020	Capital Football	Updated to template; amendments to clubs within regions and districts
3	30/07/2021	Capital Football	Amendments to clubs within regions and districts
4	28/10/2021	Capital Football	Updated list of clubs

# CONTENTS

BY LAWS .....	4
CAPITAL FOOTBALL BY-LAW 1.....	4
Election of Regional Representative and Standing Advisory Committee members .....	4
CAPITAL FOOTBALL BY-LAW 2.....	10
Regional Representatives .....	10
CAPITAL FOOTBALL BY-LAW 3.....	12
Referees' Standing Advisory Committee.....	12
CAPITAL FOOTBALL BY-LAW 4.....	15
Community Leagues Standing Advisory Committee .....	15
CAPITAL FOOTBALL BY-LAW 5.....	18
Juniors Standing Advisory Committee .....	18
CAPITAL FOOTBALL BY-LAW 6.....	21
Premier Leagues Standing Advisory Committee .....	21
CAPITAL FOOTBALL BY-LAW 7.....	24
Regions.....	24
CAPITAL FOOTBALL BY-LAW 8.....	26
Distinguished Service Awards .....	26

# BY-LAWS

These amended By-Laws were adopted by the ACT Football Federation's (trading as Capital Football) Board on 29 May 2019 and ratified by Football Federation Australia on 4 July 2019.

## CAPITAL FOOTBALL BY-LAW 1

### ELECTION OF REGIONAL REPRESENTATIVE AND STANDING ADVISORY COMMITTEE MEMBERS

#### 1. STATUS

This By-law is made by the Directors of the Board under the powers conferred on them by the Constitution of ACT Football Federation Incorporated (Constitution). It is to be known as By-law 1.

#### 2. INTERPRETATION

Words and phrases defined in the Constitution have the same meanings in this By-law, which is to be read in conjunction with (and subject to) the Constitution.

Football means "Association Football" as recognised by FIFA from time to time. To avoid doubt, at the date of incorporation of the Company, Football includes the games of soccer, soccer football, indoor or 5-a-side (Futsal) soccer and beach soccer.

#### 3. PURPOSE

This By-law provides for the election of Regional Representative Members and Standing Advisory Committees.

There will be four Regional Representative Members elected by clubs from each Region (preferably two per District within each Region). Members of each Standing Advisory Committee will be elected from the pool of eligible candidates nominated across all Regions in accordance with the By-laws.

#### 4. ELIGIBILITY – REGIONAL REPRESENTATIVE MEMBERS

##### 4.1 ELIGIBILITY FOR ELECTION

A person is eligible to be a Regional Representative Member if they are:

- a) 18 years of age or over; and
- b) nominated according to paragraph 9.2; and
- c) not an employee (or contractor) of Capital Football or of FFA.

##### 4.2 ELIGIBILITY TO VOTE

Subject to paragraph 9.1, only Clubs that are assigned to a Region may vote for the Regional Representative Member of that Region.

## **5. ELIGIBILITY – REFEREES’ STANDING ADVISORY COMMITTEE**

### **5.1 ELIGIBILITY FOR ELECTION**

A person is eligible to be a member of the Referees’ Standing Advisory Committee if they are:

- a) 18 years of age or over; and
- b) nominated according to paragraph 9.2; and
- c) not an employee (or contractor) of Capital Football or of FFA.

### **5.2 ELIGIBILITY TO VOTE**

Subject to paragraph 9.1, the following persons have the right to vote:

- a) A Registered Participant who is registered in the category of Accredited referee and is aged 18 years or over.

## **6. ELIGIBILITY – COMMUNITY LEAGUES STANDING ADVISORY COMMITTEE**

### **6.1 ELIGIBILITY FOR ELECTION**

A person is eligible to be a member of the Community Leagues Standing Advisory Committee if they are:

- a) 18 years of age or over; and
- b) Nominated according to paragraph 9.2;
- c) Not an employee (or contract) of Capital Football or of FFA.

### **6.2 ELIGIBILITY TO VOTE**

Subject to paragraph 9.1, votes may only be cast by Clubs fielding teams in Capital Football’s women’s, men’s or futsal community league competitions. These clubs must be participating in such competitions at the date of the relevant election or have participated in those competitions within the 12 months preceding that date.

## **7. ELIGIBILITY – JUNIORS STANDING ADVISORY COMMITTEE**

### **7.1 ELIGIBILITY FOR ELECTION**

A person is eligible to be a member of the Juniors Standing Advisory Committee if they are:

- a) 18 years of age or over; and
- b) Nominated according to paragraph 9.2;
- c) Not an employee (or contract) of Capital Football or of FFA.

### **7.2 ELIGIBILITY TO VOTE**

Subject to paragraph 9.1, votes may only be cast by Clubs fielding teams in Capital Football’s junior league (including junior futsal) competitions for players under 18 years of age. These clubs must be participating in such competitions at the date of the relevant election or have participated in those competitions within the 12 months preceding that date.

## **8. ELIGIBILITY – PREMIER LEAGUES STANDING ADVISORY COMMITTEE**

### **8.1 ELIGIBILITY FOR ELECTION**

A person is eligible to be a member of the Community Leagues Standing Advisory Committee if they are:

- a) 18 years of age or over; and
- b) Nominated according to paragraph 9.2;

- c) Not an employee (or contract) of Capital Football or of FFA.

## **8.2 ELIGIBILITY TO VOTE**

Subject to paragraph 9.1, votes may only be cast by Clubs fielding teams in Capital Football's men's, women's and futsal premier league competitions. These clubs must be participating in such competitions at the date of the relevant election or have been declared by the Board to participate in those competitions within the 12 months following that date.

## **9. ELECTIONS GENERALLY**

### **9.1 NO RIGHT TO MULTIPLE VOTES**

Despite any other provision of this By-law, at an election held for the purposes of this By-law, a person (including a Club):

- a) may vote at each election for which that person is eligible to vote; but
- b) may not at any election:
  - i. vote for Regional Representative Members in more than one Region;
  - ii. vote more than once for any Standing Advisory Committee.

### **9.2 NOMINATIONS**

A person who is eligible for election according to paragraphs 4.1, 5.1, 6.1, 7.1 or 8.1 must be nominated for election by either of the following, as appropriate:

- a) A Club affiliated with Capital Football (by a resolution of the committee of the club communicated to Capital Football by the President of the club); or
- b) In the case of the Referee's Standing Advisory Committee, two registered senior referees with Capital Football

A Club may only nominate one candidate for each of the following:

- a) appointment to the Community Leagues, Premier Leagues, and Juniors Standing Advisory Committees; and
- b) Regional Representative Member for the Region in which the Club resides.

A nomination must be:

- a) in writing;
- b) signed by the nominator(s) and the nominee;
- c) specify the Region or Standing Advisory Committee in respect of which the nominee is standing for election; and
- d) be lodged at the Registered Office by the time and date specified in the notice calling for nominations.

### **9.3 STATEMENTS BY CANDIDATES**

Each candidate may provide the Board with a statement supporting their candidacy.

Statements are to be received at the Registered Office by the date for the close of nominations according to paragraph 9.2.

Statements which are received within time are to be made available to Registered Participants in the same way as ballot papers are made available under paragraph 9.6.

The Board need not make available a statement under this paragraph if it is more than 1,000 words long or is, in the opinion of the Board, defamatory.

## **9.4 NEED FOR A POLL**

If the number of candidates for election is equal to the number required to be elected, those candidates are taken to be elected and a declaration by the Board to that effect is final.

If the number of candidates for election is less than the number required to be elected those candidates are taken to be elected and a declaration by the Board to that effect is final.

If the number of candidates for election is greater than the number required to be elected, a poll will be held according to this By-law.

## **9.5 BALLOT PAPERS**

The Board must arrange for ballot papers to be published for:

- a) Regional Representative Member candidates in each Region; and
- b) Standing Advisory Committee members,
- c) in respect of which an election is required.
- d) Ballot papers will be in the form and contain information the Board think fit.

## **9.6 DISTRIBUTION OF BALLOT PAPERS**

Ballot papers will be made available to eligible electors in the manner the Board think fit, including:

- a) at the Registered Office;
- b) on Capital Football's website; and
- c) at major competition venues.

## **9.7 VOTING**

Votes are to be recorded on ballot papers as follows:

- a) electors must place consecutive whole numbers starting at "1" in the number of candidates squares equal to the number of candidates to be elected so as to indicate preferences; and
- b) electors may place further consecutive whole numbers in additional candidate squares so as to indicate additional preferences.

## **9.8 RETURN OF BALLOT PAPERS**

Completed ballot papers must be returned to the Registered Office by the date stipulated on the ballot paper.

Any ballot paper which is received after that time will not be counted.

## **9.9 SCRUTINY OF BALLOT PAPERS**

Except as provided in this paragraph, a ballot paper is formal and effect must be given to the elector's intention as far as that intention is clear.

A ballot paper is informal if:

- a) in the opinion of the Board, or the Board' nominee, it is not authentic;
- b) no first preference is marked; or
- c) a first preference is marked for two or more candidates.

The Board, or the Board's nominee, must examine each ballot paper and those ballot papers which are formal must be counted.

A decision by the Board, or the Board' nominee, under this paragraph is final.

## **9.10 COUNTING VOTES**

- a) Setting aside from the count as informal any ballot paper not in accordance with By-law 9.9:
- b) Counting a vote for each candidate for every number marked 1 to the number of vacancies to be filled on the ballot paper admitted to the count;
- c) Vacancies being filled in order of candidature who polls the highest number of votes until all vacancies are filled;
- d) Where there is a tie for the last vacancy/s it will be determined by the candidate/s who polled the highest number of first preference votes being elected to the vacancy/s. If the candidates are still tied the candidate chosen during the drawing of lots will be declared elected.

## **9.11 DECLARATION OF RESULTS**

As soon as possible after results of an election are ascertained, the Board will:

- a) declare the successful candidates elected;
- b) notify the candidates of the results of the election; and
- c) publish the results in any manner they consider appropriate.

A declaration made by the Board under this paragraph is final.

## **10. TERM OF OFFICE AND CASUAL VACANCIES**

### **10.1 TERM OF OFFICE**

Each member of a Standing Advisory Committee and each Regional Representative Member will serve a two-year term and is eligible for re-election.

### **10.2 CASUAL VACANCY OR OTHER SHORTFALL IN MEMBERS**

A casual vacancy will be filled by the Board. However, in filling a casual vacancy, the Board are to have regard to the results of the most recent election. A person appointed under this paragraph holds office until the end of the term of the person in whose place they were appointed.

In addition, the Board may appoint persons to be Standing Advisory Committee members in either of the following situations:

- a) after an election of a Standing Advisory Committee, if the number of candidates for election to a Standing Advisory Committee was less than the minimum required number of members for that Standing Committee; or
- b) at any time, if the Standing Advisory Committee had less than the maximum number of members.

In the case of such appointments, the Board may appoint any number of members they deem appropriate, provided that the Standing Advisory Committee does not as a result have greater than the maximum number of members permitted by the By-laws. All persons appointed to fill a shortfall of members holds office as if they were elected at the immediately preceding election of Standing Advisory Committee members.

## **11. TIMING OF ELECTION OF STANDING ADVISORY COMMITTEE MEMBERS**

Elections for Standing Advisory Committee members are to be held every two years and will coincide with Regional Representative Member elections.



## **12. REGIONAL REPRESENTATIVE AND STANDING ADVISORY COMMITTEE**

### **MEMBERS' INDIVIDUAL RESPONSIBILITIES**

Whilst performing their duties as a Regional Representative or a member of an ACT Standing Advisory Committee, a member shall:

1. Avoid bringing the FFA, Capital Football or the game of football into dispute. This includes adhering to the FFA Football Code of Conduct.
2. Attend Standing Advisory Committee and other sub-committee meetings as required.
3. Act respectfully, honestly and with integrity toward CF Directors, Capital Football employees, Clubs, Players, Officials, Referees and other stakeholders within the sport.
4. Make no statements in public or to the media that is disparaging of Capital Football Directors and employees, Clubs, Players, Officials, Referees and other stakeholders within the sport.
5. Make no statements in public or to the media in respect of any policy decisions of the Standing Advisory Committee or Capital Football unless following prior approval of the Board.
6. Abide by the Constitution & By-Laws, Policies, Rules & Regulations.
7. Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their position and their private interests and activities (financial and personal). This includes avoiding improper use of inside information and/or duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for any person.
8. Not use or reveal any confidential information either during their term, or any time thereafter, except for purposes approved by the CEO or Board of Directors. 'Confidential Information' for this purpose includes information about clients, dealings, finances, processes, products, technical information, equipment and organisation of staff, unless this information is available to the public.
9. Take notice that any violent or offensive behaviour towards any Capital Football Directors and employees, Clubs, Players, Officials, Referees and other stakeholders within the sport is at all times unacceptable and renders serious consequences, as is any sexual, racial and other forms of harassment.

# CAPITAL FOOTBALL BY-LAW 2

## REGIONAL REPRESENTATIVES

### 1. STATUS

This By-law is made by the Board under the powers conferred on them by the Constitution of ACT Football Federation Incorporated (Constitution). It is to be known as By-law 2.

### 2. INTERPRETATION

Words and phrases defined in the Constitution have the same meanings in this By-law, which is to be read in conjunction with (and subject to) the Constitution.

### 3. PURPOSE AND ROLE

This By-law establishes and prescribes the functions and obligations of Regional Representative Members.

The Regional Representatives shall report to the Board either directly or through the CEO or their delegate and work collaboratively with other Regional Representatives, ACT Standing Advisory Committees and Capital Football employees, in:

- a) facilitating communication between the Board and clubs in relation to matters concerning the management, governance, development and direction of football and futsal in the ACT;
- b) facilitating communication between clubs and the Board in relation to matters concerning the management, governance, development and direction of football and futsal in the ACT;
- c) contributing to the enhancement and management of football and futsal in the ACT and region by advising and making recommendations to the Board and CEO;
- d) contributing to the management and governance, together with future development and direction of football and futsal in the ACT; and
- e) relation to such other matters as requested by the Board.

### 4. MEMBERSHIP

There will be four Regional Representative Members for each Region (preferably with two from each District within the Region), elected or appointed according to By-law 1.

An employee of Capital Football will be appointed as Secretary to assist the Representative Members with the planning and conduct of regional council meetings. The Secretary will be entitled to hold an ex-officio role on the regional council.

### 5. FUNCTIONS AND OBLIGATIONS

#### 5.1 FUNCTIONS

Regional Representative Members must:

- a) seek and maintain membership of Capital Football for so long as they remain a Regional Representative Member;
- b) uphold and promote the objects of Capital Football and the FFA;
- c) attend all general meetings of Capital Football reasonably practicable;
- d) in their capacity as a Member of Capital Football receive and consider all reports and business discussed at general meetings;
- e) represent their Region at Capital Football functions and meetings;
- f) represent Capital Football at all relevant Region functions and meetings;
- g) facilitate the implementation of Capital Football policy, programs and initiatives within each club in the Region;

- h) act as a conduit for the flow of information and issues of relevance from Capital Football to the clubs within the Region and from the Region to Capital Football.;
- i) carry out such other reasonable functions as requested by Capital Football.

## **6. ACCOUNTABILITY**

The Regional Representative Members shall report and make recommendations to the Board via written reports or minutes following each Regional Council meeting.

The Regional Representative Members may make representation to or be asked to attend Board meetings.

Minutes of the Regional Council meetings shall be taken by the Secretary.

The minutes shall reflect action items with a required timeframe and resources required for implementation.

## **7. WORKING RELATIONSHIPS**

The Regional Representatives shall maintain constructive working relationships with relevant Capital Football employees, committees and working groups. The Regional Representatives have no authority over Capital Football employees and have no capacity to delegate the performance of any function or task to an employee without the consent of the CEO.

Regional Representatives shall take care to ensure that in the performance of their functions they do not compromise the operational management of Capital Football (under the responsibility of the CEO).

# CAPITAL FOOTBALL BY-LAW 3

## REFEREES' STANDING ADVISORY COMMITTEE

### 1. STATUS

This By-law is made by the Board under the powers conferred on them by the Constitution of ACT Football Federation Incorporated (Constitution). It is to be known as By-law 3.

### 2. INTERPRETATION

Words and phrases defined in the Constitution have the same meanings in this By-law, which is to be read in conjunction with (and subject to) the Constitution.

### 3. PURPOSE AND ROLE

This By-law establishes, and prescribes the functions, membership and method of operation of, the Referees' Standing Advisory Committee.

The Committee shall, in relation to matters concerning referees, report to the Board either directly or through the CEO or their delegate and work collaboratively with other Regional Representatives, ACT Standing Advisory Committees and Capital Football employees, in:

- a) facilitating communication between the Board and clubs in relation to matters concerning the management, governance, development and direction of football and futsal in the ACT;
- b) facilitating communication between clubs and the Board in relation to matters concerning the management, governance, development and direction of football and futsal in the ACT;
- c) contributing to the enhancement and management of football and futsal in the ACT and region by advising and making recommendations to the Board and CEO;
- d) contributing to the management and governance, together with the future development and direction of football and futsal in the ACT; and
- e) relation to such other matters as requested by the Board.

### 4. ESTABLISHMENT

There is established a Standing Advisory Committee of ACT Football Federation Incorporated to be called the ACT Referees' Standing Advisory Committee.

### 5. FUNCTIONS

The ACT Referees' Standing Advisory Committee is to advise the Board and the CEO on strategic and policy matters relating to Football (including Futsal) referees and refereeing.

The Board, the CEO or the Members may refer any matter relating to Football (and Futsal) referees or refereeing to the ACT Referees' Standing Advisory Committee for advice.

The ACT Referees' Standing Advisory Committee may give any advice requested of it, and may (whether or not requested to do so) make recommendations to the Board and the CEO on:

- a) measures to promote, develop, support and improve Football and Futsal refereeing in the ACT;
- b) policies and processes relating to the welfare of referees, including policies and processes relating to behaviours and actions by players, coaches, administrators and spectators that affect the performance, behaviour and retention of referees;
- c) measures to promote the development of all referees and to identify talented referees;
- d) policies and processes relating to the selection and appointment of referees;

- e) refereeing qualifications, standards and referee behaviour;
  - f) referee registration and remuneration; and
- any other relevant matter relating to referees.

## **6. MEMBERSHIP**

The Referees Standing Advisory Committee shall not have less than 5 nor greater than 7 members, unless the Board considers it appropriate to appoint more than 7 members.

At least one of these members will be nominated to specifically represent the interests of Futsal referees.

Each member will serve a two-year term and then be eligible for re-election.

An employee of Capital Football will be appointed as Secretary of the Committee who is entitled to hold an ex-officio role on the Committee.

A Director from the Board of Capital Football may attend Committee meetings in an ex-officio capacity.

## **7. PROCEEDINGS**

### **7.1 MEETINGS**

The members of the ACT Referees' Standing Advisory Committee may meet together for conducting business, adjourn and otherwise regulate their meetings as they think fit.

The ACT Referees' Standing Advisory Committee will meet at least three times in each

year preferably in February, June and October or at other times approved by the Board. A quorum shall consist of half plus one of the members of each Committee meeting. The Secretary shall provide administrative support to the Committee.

Minutes of the Committee meetings shall be taken by the Secretary.

The minutes shall reflect action items with a required timeframe and resources required for implementation.

### **7.2 CHAIR**

The members of the ACT Referees' Standing Advisory Committee must elect one of their number as chair and may determine the period for which that person is to hold office.

A Standing Advisory Committee member who has been elected to the Zone Council to become a registered voting Member of Capital Football is only eligible for election to the position of Committee chair should they resign their position on the Zone Council

### **7.3 DEPUTY CHAIR**

The members of the ACT Referees' Standing Advisory Committee must elect one of their number as deputy chair and may determine the period for which that person is to hold office.

### **7.4 ABSENCE OF CHAIR AT STANDING ADVISORY COMMITTEE MEETING**

The chair is entitled to preside at meetings of the ACT Referees' Standing Advisory Committee.

If the chair is not present and able and willing to act within 15 minutes after the time appointed for a meeting or has indicated their intention not to be present and able and willing to act, the following may preside (in order of entitlement):

- a) the deputy chair
- b) a member of the ACT Referees' Standing Advisory Committee chosen by a majority of the members present.

## **7.5 USE OF TECHNOLOGY**

A meeting of the ACT Referees' Standing Advisory Committee may be called or held using teleconferencing or video conferencing facilities or any other technology agreed to by all its members. The agreement may be a standing one. A member of the ACT Referees' Standing Advisory Committee may only withdraw their agreement within 48 hours before the meeting.

## **8. MEMBERSHIP OF THE ACT FOOTBALL FEDERATION**

The person who occupies the position of chair of the ACT Referees' Standing Advisory Committee:

- a) agrees to apply for membership of ACT Football Federation Incorporated (Capital Football) according to the Constitution;
- b) agrees that, once admitted as a member of ACT Football Federation Incorporated (Capital Football) they will maintain that membership for as long as they remain the chair of the ACT Referees' Standing Advisory Committee; and
- c) automatically ceases to be a member of ACT Football Federation Incorporated (Capital Football) upon vacating the chair (for whatever reason) of the ACT Referees' Standing Advisory Committee.

## **9. ACCOUNTABILITY**

The Chair of the Committee or their delegate shall report and make recommendations to the Board via written reports or minutes following each meeting.

The Chair of the Committee or their delegate may make representation to or be asked to attend Board meetings.

## **10. WORKING RELATIONSHIPS**

The Committee shall maintain constructive working relationships with relevant Capital Football employees, committees and working groups.

The Committee and any member of the Committee has no authority over Capital Football employees and has no capacity to delegate the performance of any function or task to a Capital Football employee without the consent of the CEO.

Members of the Committee shall take care to ensure that in the performance of their functions that they do not compromise the operational management of Capital Football (under the responsibility of the CEO).

# CAPITAL FOOTBALL BY-LAW 4

## COMMUNITY LEAGUES STANDING ADVISORY COMMITTEE

### 1. STATUS

This By-law is made by the Board under the powers conferred on them by the Constitution of ACT Football Federation Incorporated (Constitution). It is to be known as By-law 4.

### 2. INTERPRETATION

Words and phrases defined in the Constitution have the same meanings in this By-law, which is to be read in conjunction with (and subject to) the Constitution.

### 3. PURPOSE AND ROLE

This By-law establishes, and prescribes the functions, membership and method of operation of, the Community Leagues Standing Advisory Committee.

The Committee shall, in relation to matters concerning Community Leagues, report to the Board either directly or through the CEO or their delegate and work collaboratively with other Regional Representatives, ACT Standing Advisory Committees and Capital Football employees, in:

- a) facilitating communication between the Board and clubs in relation to matters concerning the management, governance, development and direction of football and futsal in the ACT;
- b) facilitating communication between clubs and the Board in relation to matters concerning the management, governance, development and direction of football and futsal in the ACT;
- c) contributing to the enhancement and management of football and futsal in the ACT and region by advising and making recommendations to the Board and CEO;
- d) contributing to the management and governance, together with the future development and direction of football and futsal in the ACT; and
- e) relation to such other matters as requested by the Board.

Unless specifically empowered by the Board, the Committee shall be unable to make binding Board decisions or speak for the Board.

### 4. ESTABLISHMENT

There is established a Standing Committee of ACT Football Federation Incorporated to be called the ACT Community Leagues Standing Advisory Committee.

### 5. FUNCTIONS

The ACT Community Leagues Standing Advisory Committee is to advise the Board and the CEO on strategic and policy matters relating to women's, men's and futsal community leagues football including masters and summer programs.

The Board, the CEO or Members may refer any matter relating to Community Football to the ACT Community Leagues Standing Advisory Committee for advice.

The ACT Community Leagues Standing Advisory Committee may give any advice requested of it, and may (whether or not requested to do so) make recommendations to the Board and the CEO on:

- a) measures to promote, develop and improve community football in the State;
- b) consistency of application of rules, programs and structures, and equality of opportunity, for all community league participants in football; and
- c) any other matter relating to community football such as League Rules.

## **6. MEMBERSHIP**

The Community Leagues Standing Advisory Committee shall not have less than 5 nor greater than 7 members, unless the Board considers it appropriate to appoint more than 7 members.

At least one of these members will be nominated to specifically represent the interests of Community Futsal.

Each member will serve a two-year term and then be eligible for re-election.

An employee of Capital Football will be appointed as Secretary of the Committee who is entitled to hold an ex-officio role on the Committee.

A Director from the Board of Capital Football may attend Committee meetings in an ex-officio capacity.

## **7. PROCEEDINGS**

### **7.1 MEETINGS**

The members of the ACT Community Leagues Standing Advisory Committee may meet together for conducting business, adjourn and otherwise regulate their meetings as they think fit.

The ACT Community Leagues Standing Advisory Committee will meet at least three times in each year preferably in February, June and October or at other times approved by the Board.

A quorum shall consist of half plus one of the members of each Committee meeting. The Secretary shall provide administrative support to the Committee.

Minutes of the Committee meetings shall be taken by the Secretary.

The minutes shall reflect action items with a required timeframe and resources required for implementation.

### **7.2 CHAIR**

The members of the ACT Community Leagues Standing Advisory Committee must elect one of their number as chair and may determine the period for which that person is to hold office.

A Standing Advisory Committee member who has been elected to the Zone Council to become a registered voting Member of Capital Football is only eligible for election to the position of Committee chair should they resign their position on the Zone Council.

### **7.3 DEPUTY CHAIR**

The members of the ACT Community Leagues Standing Advisory Committee must elect one of their number as deputy chair and may determine the period for which that person is to hold office.

### **7.4 ABSENCE OF CHAIR AT STANDING ADVISORY COMMITTEE MEETING**

The chair is entitled to preside at meetings of the ACT Community Leagues Standing Advisory Committee.

If the chair is not present and able and willing to act within 15 minutes after the time appointed for a meeting or has indicated their intention not to be present and able and willing to act, the following may preside (in order of entitlement):

- a) the deputy chair;
- b) a member of the ACT Community Leagues Standing Advisory Committee chosen by a majority of the members present.



## **7.5 USE OF TECHNOLOGY**

A meeting of the ACT Community Leagues Standing Advisory Committee may be called or held using teleconferencing or video conferencing facilities or any other technology agreed to by all its members. The agreement may be a standing one. A member of the ACT Community Leagues Standing Advisory Committee may only withdraw their agreement within 48 hours before the meeting.

## **8. MEMBERSHIP OF THE ACT FOOTBALL FEDERATION**

The person who occupies the position of chair of the ACT Community Leagues Standing Advisory Committee:

- a) agrees to apply for membership of ACT Football Federation Incorporated (Capital Football) according to the Constitution;
- b) agrees that, once admitted as a member of ACT Football Federation Incorporated (Capital Football), they will maintain that membership for as long as they remain the chair of the ACT Community Leagues Standing Advisory Committee; and
- c) automatically ceases to be a member of ACT Football Federation Incorporated (Capital Football) upon vacating the chair (for whatever reason) of the ACT Community Leagues Standing Advisory Committee.

## **9. ACCOUNTABILITY**

The Chair of the Committee or their delegate shall report and make recommendations to the Board via written reports or minutes following each meeting.

The Chair of the Committee or their delegate may make representation to or be asked to attend Board meetings.

## **10. WORKING RELATIONSHIPS**

The Committee shall maintain constructive working relationships with relevant Capital Football employees, committees and working groups.

The Committee and any member of the Committee has no authority over Capital Football employees and has no capacity to delegate the performance of any function or task to a Capital Football employee without the consent of the CEO.

Members of the Committee shall take care to ensure that in the performance of their functions that they do not compromise the operational management of Capital Football (under the responsibility of the CEO).

# CAPITAL FOOTBALL BY-LAW 5

## JUNIORS STANDING ADVISORY COMMITTEE

### 1. STATUS

This By-law is made by the Board under the powers conferred on them by of the Constitution of ACT Football Federation Incorporated (Constitution). It is to be known as By-law 5.

### 2. INTERPRETATION

Words and phrases defined in the Constitution have the same meanings in this By-law, which is to be read in conjunction with (and subject to) the Constitution.

### 3. PURPOSE AND ROLE

This By-law establishes, and prescribes the functions, membership and method of operation of, the ACT Juniors Standing Advisory Committee.

The Committee shall, in relation to matters concerning junior football and futsal, report to the Board either directly or through the CEO or their delegate and work collaboratively with other Regional Representatives, ACT Standing Advisory Committees and Capital Football employees, in:

- a) facilitating communication between the Board and clubs in relation to matters concerning the management, governance, development and direction of football and futsal in the ACT;
- b) facilitating communication between clubs and the Board in relation to matters concerning the management, governance, development and direction of football and futsal in the ACT;
- c) contributing to the enhancement and management of football and futsal in the ACT and region by advising and making recommendations to the Board and CEO;
- d) contributing to the management and governance, together with the future development and direction of football and futsal in the ACT; and
- e) relation to such other matters as requested by the Board.

Unless specifically empowered by the Board, the Committee shall be unable to make binding Board decisions or speak for the Board.

### 4. ESTABLISHMENT

There is established a Standing Advisory Committee of ACT Football Federation Incorporated to be called the ACT Juniors Standing Advisory Committee.

### 5. FUNCTIONS

The ACT Juniors Standing Advisory Committee is to advise the Board and the CEO on strategic and policy matters relating to Juniors Football.

The Board, the CEO or Members may refer any matter relating to junior Football to the ACT Juniors Standing Advisory Committee for advice.

The ACT Juniors Standing Advisory Committee may give any advice requested of it, and may (whether or not requested to do so) make recommendations to the Board and the CEO on:

- a) inter-Zone and state competitions for junior Football players, including school competitions;
- b) any matters affecting participation by, and the development of, junior Football players; and
- c) any other matter relating to junior Football such as League Rules.

## **6. MEMBERSHIP**

The Juniors Standing Advisory Committee shall not have less than 5 nor greater than 7 members, unless the Board considers it appropriate to appoint more than 7 members.

At least one of these members will be nominated to specifically represent the interests of Junior Futsal.

Each member will serve a two-year term and then be eligible for re-election.

An employee of Capital Football will be appointed as Secretary of the Committee who is entitled to hold an ex-officio role on the Committee.

A Director from the Board of Capital Football may attend Committee meetings in an ex-officio capacity.

## **7. PROCEEDINGS**

### **7.1 MEETINGS**

The members of the ACT Juniors Standing Advisory Committee may meet together for conducting business, adjourn and otherwise regulate their meetings as they think fit.

The ACT Juniors Standing Advisory Committee will meet at least three times in each year preferably in February, June and October or at other times approved by the Board.

A quorum shall consist of half plus one of the members of each Committee meeting. The Secretary shall provide administrative support to the Committee.

Minutes of the Committee meetings shall be taken by the Secretary.

The minutes shall reflect action items with a required timeframe and resources required for implementation.

### **7.2 CHAIR**

The members of the ACT Juniors Standing Advisory Committee must elect one of their number as chair and may determine the period for which that person is to hold office.

A Standing Advisory Committee member who has been elected to the Zone Council to become a registered voting Member of Capital Football is only eligible for election to the position of Committee chair should they resign their position on the Zone Council.

### **7.3 DEPUTY CHAIR**

The members of the ACT Juniors Standing Advisory Committee must elect one of their number as deputy chair and may determine the period for which that person is to hold office.

### **7.4 ABSENCE OF CHAIR AT STANDING ADVISORY COMMITTEE MEETING**

The chair is entitled to preside at meetings of the ACT Juniors Standing Advisory Committee.

If the chair is not present and able and willing to act within 15 minutes after the time appointed for a meeting or has indicated their intention not to be present and able and willing to act, the following may preside (in order of entitlement):

- a) the deputy chair;
- b) a member of the ACT Juniors Standing Advisory Committee chosen by a majority of the members present.

### **7.5 USE OF TECHNOLOGY**

A meeting of the ACT Juniors Standing Advisory Committee may be called or held using teleconferencing or video conferencing facilities or any other technology agreed to by all its members. The agreement may be a standing one. A member of the ACT Juniors Standing Advisory Committee may only withdraw their agreement within 48 hours before the meeting.

## **8. MEMBERSHIP OF THE ACT FOOTBALL FEDERATION**

The person who occupies the position of chair of the ACT Juniors Standing Advisory Committee:

- a) agrees to apply for membership of ACT Football Federation Incorporated (Capital Football) according to the Constitution;
- b) agrees that, once admitted as a member of ACT Football Federation Incorporated (Capital Football), they will maintain that membership for as long as they remain the chair of the ACT Juniors Standing Advisory Committee; and
- c) automatically ceases to be a member of ACT Football Federation Incorporated (Capital Football) upon vacating the chair (for whatever reason) of the ACT Juniors Standing Advisory Committee.

## **9. ACCOUNTABILITY**

The Chair of the Committee or their delegate shall report and make recommendations to the Board via written reports or minutes following each meeting.

The Chair of the Committee or their delegate may make representation to or be asked to attend Board meetings.

## **10. WORKING RELATIONSHIPS**

The Committee shall maintain constructive working relationships with relevant Capital Football employees, committees and working groups.

The Committee and any member of the Committee has no authority over Capital Football employees and has no capacity to delegate the performance of any function or task to a Capital Football employee without the consent of the CEO.

Members of the Committee shall take care to ensure that in the performance of their functions that they do not compromise the operational management of Capital Football (under the responsibility of the CEO).

# CAPITAL FOOTBALL BY-LAW 6

## PREMIER LEAGUES STANDING ADVISORY COMMITTEE

### 1. STATUS

This By-law is made by the Board under the powers conferred on them by the Constitution of ACT Football Federation Incorporated (Constitution). It is to be known as By-law 6.

### 2. INTERPRETATION

Words and phrases defined in the Constitution have the same meanings in this By-law, which is to be read in conjunction with (and subject to) the Constitution.

### 3. PURPOSE AND ROLE

This By-law establishes, and prescribes the functions, membership and method of operation of, the ACT Premier Leagues Standing Advisory Committee.

The Committee shall, in relation to matters concerning Premier League competitions, report to the Board either directly or through the CEO or their delegate and work collaboratively with other Regional Representatives, ACT Standing Advisory Committees and Capital Football employees, in:

- a) facilitating communication between the Board and clubs in relation to matters concerning the management, governance, development and direction of football and futsal in the ACT;
- b) facilitating communication between clubs and the Board in relation to matters concerning the management, governance, development and direction of football and futsal in the ACT;
- c) contributing to the enhancement and management of football and futsal in the ACT and region by advising and making recommendations to the Board and CEO;
- d) contributing to the management and governance, together with the future development and direction of football and futsal in the ACT; and
- e) relation to such other matters as requested by the Board. Unless specifically empowered by the Board, the Committee shall be unable to make binding Board decisions or speak for the Board.

### 4. ESTABLISHMENT

There is established a Standing Advisory Committee of ACT Football Federation Incorporated to be called the ACT Premier Leagues Standing Advisory Committee.

### 5. FUNCTIONS

The ACT Premier Leagues Standing Advisory Committee is to advise the Board and the CEO on strategic and policy matters relating to junior, women's, men's and futsal Premier League Football.

The Board, the CEO or Members may refer any matter relating to Premier League Football to the ACT Premier Leagues Standing Advisory Committee for advice.

The ACT Premier Leagues Standing Advisory Committee may give any advice requested of it, and may (whether or not requested to do so) make recommendations to the Board and the CEO on:

- a) measures to promote, develop and improve all areas of Premier League Football in the State;

- b) consistency of application of rules, programs and structures, and equality of opportunity, for all areas of Premier League Football; and
- c) any other matter relating to Premier League Football such as League Rules.

## **6. MEMBERSHIP**

The Premier Leagues Standing Advisory Committee shall not have less than 5 nor greater than 7 members, unless the Board considers it appropriate to appoint more than 7 members.

At least one of these members will be nominated to specifically represent the interests of Premier League Futsal.

Each member will serve a two-year term and then be eligible for re-election.

An employee of Capital Football will be appointed as Secretary of the Committee who is entitled to hold an ex-officio role on the Committee.

A Director from the Board of Capital Football may attend Committee meetings in an ex-officio capacity.

## **7. PROCEEDINGS**

### **7.1 MEETINGS**

The members of the ACT Premier Leagues Standing Advisory Committee may meet together for conducting business, adjourn and otherwise regulate their meetings as they think fit.

The ACT Premier Leagues Standing Advisory Committee will meet at least three times in each year preferably in February, June and October or at other times approved by the Board.

A quorum shall consist of half plus one of the members of each Committee meeting. The Secretary shall provide administrative support to the Committee.

Minutes of the Committee meetings shall be taken by the Secretary.

The minutes shall reflect action items with a required timeframe and resources required for implementation.

### **7.2 CHAIR**

The members of the ACT Premier Leagues Standing Advisory Committee must elect one of their number as chair and may determine the period for which that person is to hold office.

A Standing Advisory Committee member who has been elected to the Zone Council to become a registered voting Member of Capital Football is only eligible for election to the position of Committee chair should they resign their position on the Zone Council.

### **7.3 DEPUTY CHAIR**

The members of the ACT Premier Leagues Standing Advisory Committee must elect one of their number as deputy chair and may determine the period for which that person is to hold office.

### **7.4 ABSENCE OF CHAIR AT STANDING ADVISORY COMMITTEE MEETING**

The chair is entitled to preside at meetings of the ACT Premier Leagues Standing Advisory Committee.

If the chair is not present and able and willing to act within 15 minutes after the time appointed for a meeting or has indicated their intention not to be present and able and willing to act, the following may preside (in order of entitlement):

- a) the deputy chair;
- b) a member of the ACT Premier Leagues Standing Advisory Committee chosen by a majority of the members present.

## **7.5 USE OF TECHNOLOGY**

A meeting of the ACT Premier Leagues Standing Advisory Committee may be called or held using teleconferencing or video conferencing facilities or any other technology agreed to by all its members. The agreement may be a standing one. A member of the ACT Premier Leagues Standing Advisory Committee may only withdraw their agreement within 48 hours before the meeting.

## **8. MEMBERSHIP OF THE ACT FOOTBALL FEDERATION**

The person who occupies the position of chair of the ACT Premier Leagues Standing Advisory Committee:

- a) agrees to apply for membership of ACT Football Federation Incorporated (Capital Football) according to the Constitution;
- b) agrees that, once admitted as a member of ACT Football Federation Incorporated (Capital Football), they will maintain that membership for as long as they remain the chair of the ACT Premier Leagues Standing Advisory Committee; and
- c) automatically ceases to be a member of ACT Football Federation Incorporated (Capital Football) upon vacating the chair (for whatever reason) of the ACT Premier Leagues Standing Advisory Committee.

## **9. ACCOUNTABILITY**

The Chair of the Committee or their delegate shall report and make recommendations to the Board via written reports or minutes following each meeting.

The Chair of the Committee or their delegate may make representation to or be asked to attend Board meetings.

## **10. 10. WORKING RELATIONSHIPS**

The Committee shall maintain constructive working relationships with relevant Capital Football employees, committees and working groups.

The Committee and any member of the Committee has no authority over Capital Football employees and has no capacity to delegate the performance of any function or task to a Capital Football employee without the consent of the CCEO.

Members of the Committee shall take care to ensure that in the performance of their functions that they do not compromise the operational management of Capital Football (under the responsibility of the CEO).

# **CAPITAL FOOTBALL BY-LAW 7**

## **REGIONS**

### **1. STATUS**

This By-law is made by the Board under the powers conferred on them by the Constitution of ACT Football Federation Incorporated (Constitution). It is to be known as By-law 7.

### **2. INTERPRETATION**

Words and phrases defined in the Constitution have the same meanings in this By-law, which is to be read in conjunction with (and subject to) the Constitution.

### **3. PURPOSE**

This By-law establishes the Regions within the Zone of Capital Football and identifies their boundaries.

### **4. THE REGIONS**

The Clubs as listed for each Region are those identified in the Attachment A to this By-law.

### **5. CLUBS MUST BE ASSIGNED TO REGIONS**

Capital Football must:

- a) maintain a register of all Clubs; and
- b) assign each Club to a Region and records that fact in the register



## 6. ATTACHMENT A

Capital Football: Regions & Districts with Clubs from 2020 winter season.

Clubs are automatically part of a Region once they register to participate in Capital Football competitions and activities.

NORTH REGION	SOUTH REGION
<b>Ginninderra District (11 clubs) (Belconnen and West Canberra)</b>	<b>Central District (13 Clubs) (Inner South Canberra)</b>
Belconnen United FC	Boomerangs SF
Belnorth FC	Canberra Croatia FC
Belsouth SC	Canberra Girls Grammar School
Belwest FC	Canberra Grammar School
Burgmann Anglican School	Canberra United Academy
Griffith FC	Canberra White Eagles FC
North Canberra Futsal	Marist Canberra FC
Radford College	Narrabundah SC
UC Stars	South Canberra FC
Yass FC	St Edmunds College
Yoogali SC	Weston Molonglo FC
	Woden Valley SC
	West Canberra Wanderers FC
<b>Limestone District (12 clubs) (North Canberra &amp; Southern Tablelands)</b>	<b>Namadgi District (11 clubs) (South Canberra &amp; Queanbeyan/Monaro)</b>
ADFA Vikings FC	Brindabella Blues FC
ANU FC	Burns FC
ANUWFC	Cooma SC
Canberra City FC	Lanyon United FC
Canberra Olympic FC	Monaro Panthers FC
Capital Country JFC	Palerang United FC
Gundaroo Bullocks	Queanbeyan City FC
Gungahlin Juventus FC	South Canberra Futsal
Gungahlin United FC	Tigers FC
Majura SC	Tuggeranong United FC
O'Connor Knights SC	Wagga City Wanderers
Southern Tablelands United FC	

# CAPITAL FOOTBALL BY-LAW 8

## DISTINGUISHED SERVICE AWARDS

### 1. LIFE MEMBERSHIP

#### 1.1 STATUS

This By-law is made by the Board under the powers conferred on them by the Constitution of ACT Football Federation Incorporated (Constitution). It is to be known as By-law 8.

#### 1.2 INTERPRETATION

Words and phrases defined in the Constitution have the same meanings in this Bylaw, which is to be read in conjunction with (and subject to) the Constitution.

#### 1.3 PURPOSE

The purpose of the Life Membership By-law is to articulate the process via which individuals may be nominated for Life Membership of Capital Football.

#### 1.4 NOMINATION PROCESS

- a) The CEO of Capital Football shall call for nominations for Life Membership of Capital Football each year with a closing date determined on an annual basis which should allow sufficient time for consideration in that year and, where possible, presentation at a major Capital Football function.
- b) Nominations may only be made during the communicated nomination period.
- c) Nominations may only be made by Members of Capital Football.
- d) All nominations must be forwarded to the Board of Capital Football for consideration at the meeting following the deadline for submission of nominations.
- e) The Board may include in its consideration a person who was not nominated initially but, in such a case, the supporting documentation must be as extensive as that for other nominees.

#### 1.5 CRITERIA AND INFORMATION

- a) The award of Life Membership of Capital Football may be made to a nominee who has made an outstanding and extended contribution to the ACT and Region in any aspect of football.
- b) Nominations may be received for players, coaches, referees, administrators and volunteers of Capital Football and the wider football community.
- c) Nominations should be made on the basis of a contribution of at least seven years.
- d) Nominations should include a list of achievements and supporting statements by representatives of the football community and others who can attest to the nominee's achievements.
- e) The CEO may call for further information if required.

#### 1.6 DECISION

- a) In their absolute discretion and without the need for doing so, the Directors may recommend the nomination, or decide not to recommend or submit the nomination to the next general meeting for approval.
- b) The nominator will be advised in writing by the CEO of the outcome of the Board's consideration.
- c) A rejected nomination may be re-submitted at a later date. d) A nominee is admitted to life membership if:
  - i. the Directors recommend that the nominee be admitted to life membership; and
  - ii. the recommendation is approved by a majority of Members present at a general meeting at which the recommendation is considered.

- d) Successful nominees shall have their names and the year of the award inscribed on the Honour Board held by Capital Football and also on a publicly accessible electronic list maintained by Capital Football.

## **2. HALL OF FAME**

### **2.1 STATUS**

This By-law is made by the Board under the powers conferred on them by the Constitution of ACT Football Federation Incorporated (Constitution). It is to be known as By-law 8.

### **2.2 INTERPRETATION**

Words and phrases defined in the Constitution have the same meanings in this Bylaw, which is to be read in conjunction with (and subject to) the Constitution.

### **2.3 PURPOSE**

The purpose of the Hall of Fame By-law is to articulate the process via which individuals may be nominated for acceptance in the Capital Football Hall of Fame.

### **2.4 NOMINATION PROCESS**

- a) The CEO of Capital Football shall call for nominations for elevation to the Capital Football Hall of Fame each year with a closing date determined on an annual basis which should allow sufficient time for consideration in that year and, where possible, presentation at a major Capital Football function.
- b) Nominations may only be made during the communicated nomination period.
- c) Nominations may be made by individuals, clubs and committees.
- d) All nominations must be forwarded to the Board of Capital Football for consideration at the meeting following the deadline for receipt of nominations.
- e) The Board may include in its consideration a person who was not nominated initially but, in such a case, the supporting documentation must be as extensive as that for other nominees.

### **2.5 CRITERIA AND INFORMATION**

- a) Elevation to the Capital Football Hall of Fame may be made to a nominee who has achieved an outstanding proficiency in an aspect of football.
- b) Nominations may be received for players, coaches, referees, administrators and volunteers of Capital Football and the wider football community provided there has been a link to Capital Football.
- c) Individuals are only eligible for nomination to the Hall of Fame if they have not been involved in the highest level of competition relevant to their nomination for a period of not less than three years prior to their nomination.
- d) Nominations should include a list of achievements and supporting statements by representatives of the football community and others who can attest to the nominee's achievements.
- e) The CEO may call for further information if required.

### **2.6 DECISION**

- a) In their absolute discretion and without the need for doing so, the Directors may elevate or not elevate nominees to the Hall of Fame.
- b) The nominator will be advised in writing by the CEO of the outcome of the Board's consideration.
- c) A rejected nomination may be re-submitted at a later date.
- d) A nominee is elevated to the Hall of Fame if a majority of Directors, in attendance at the meeting the nominations are considered, approve the elevation to the Hall of Fame.
- e) Successful nominees shall have their names and the year of the award inscribed on the Honour Board held by Capital Football and also on a publicly accessible electronic list maintained by Capital Football.