



CARINE JUNIOR FOOTBALL CLUB BY-LAWS FOR SUB-COMMITTEES

Preamble

Sub-committees can be formed for various purposes to assist the objectives of the Carine Junior Football Club Incorporated.

As such, there are several constitutional, financial and Club requirements that must be met by any sub-committee.

It is stressed that it is not the intention of the Club to unreasonably limit the activities of any sub-committee, and that the sub-committee has the Club's full support for its activities.

However, as an official sub-committee of the Club, it is bound by the *Associations Incorporation Act 2015 of Western Australia* and the Club's constitution. There are therefore certain financial and reporting requirements that need to be met by all sub-committees.

It is also essential that there be sound lines of communication between the Club's Management Committee and every sub-committee to ensure that the guidelines and their intentions are being followed.

The intent of any sub-committee is to foster the enjoyment and interest in football and to foster a team spirit amongst all age groups.

1. Constitutional and financial requirements

The constitutional and financial requirements are as follows:

- 1.1. The names of the office bearers on any sub-committee sanctioned by the Club, are to be submitted as soon as possible after being formed, to the Carine Junior Football Club Management Committee for ratification.
- 1.2. Under the constitution the Club, will at the Annual General Meeting appoint a coordinator who will liaise with and represent the sub-committee at Management Committee meetings.
- 1.3. A copy of the minutes of the sub-committee's meetings are to be provided to the Club Secretary for incorporation into the Club's monthly meeting minutes.
- 1.4. Specific Club business must remain confidential and not be discussed outside Management Committee members.
- 1.5. Appropriate financial processes are to be established, if funds are to be raised or expended, in conjunction with the Club's Treasurer and a financial report included in the sub-committee's minutes.

- 1.5.1. A full annual financial statement is to be submitted to the Club Treasurer by the 31st August, for consolidation within the annual financial reports of the Club.
- 1.5.2. Excess funds,
 - 1.5.2.1. if the sub-committee is of a yearly duration, then any funds remaining must be transferred to the Club's main account and any sub-committee's bank account cleared out in preparation for the next sub-committee.
 - 1.5.2.2. If The sub-committee is continuing then the bank account must be reconciled and submitted together with the annual reports, by the 31st August, the Club's Treasurer for inclusion in the annual return.
- 1.5.3. As a sub-committee of the Carine Junior Football Club, the financial processes and records of all sub-committees are subject to audit by the Club's Auditor.
- 1.6. The Club will supply to the sub-committee, or ratify, a set of guidelines, which are to be passed on to all parents and/or players.
- 1.7. If the sub-committee wishes to deviate from the intent of these guidelines, they need to obtain the Management Committee's approval prior to doing so.
- 1.8. If a sub-committee is a time-based one and will be followed by a similar sub-committee, activities are not to commence before the official handover from the outgoing sub-committee.
- 1.9. The sub-committee needs to examine the level and type of any additional insurance cover they require over and above the Club's insurance which covers injury, illness and public liability only.
 - 1.9.1. Any travel insurance will be the decision of the sub-committee, however custom and practice of previous sub-committees should be fully considered prior to proposing changes.

2. Club requirements

Sub-committees' operational activities will be nominated from time to time by the Club's Management Committee and may include (but not limited to):

- 2.1. fundraising;
- 2.2. supply of food and beverages;
- 2.3. Club sponsor signs being erected prior to commencement of play on match days; and
- 2.4. ensuring that security issues are met

3. Fund raising guidelines

If the main objective of the sub-committee is fundraising, then the following guidelines are to be maintained.

- 3.1. Eligibility – all participants must be players of a Club's team or supervisory parents, guardian or Carers, except where specifically nominated &/or ratified by the Club's Management Committee Club.
- 3.2. Administration is the responsibility of the Sub-Committee and any funds raised and expenses incurred are to be accurately recorded by their Treasurer and are subject to audit by the Club's Auditor.
- 3.3. Funds raised by players and parents/guardians for the specified purpose of that sub-committee and are to be used solely for the purposes of the sub-committee and must be fully accounted for under guidelines provided to and ratified by the Club management Committee
- 3.4. Bank accounts will be established by the Club's Treasurer at the Club's Bank and be subject to:
 - 3.4.1. a minimum of two authorised signatories to be registered, including the Club's Treasurer; and
 - 3.4.2. where the value of a payment is greater than \$2999, the Club's Treasurer must be one of the two signatories
- 3.5. Ideally, funds should be raised through the activities of the sub-committee and not through sponsorship, except where sponsors provide items for a raffle and/or quiz night if held.
- 3.6. Sponsors logos and names are not to be attached by any means to the Club's uniform but can be displayed on non-official supplementary equipment.
- 3.7. If it is necessary to have some parents/guardians travelling with a group in a supervisory role, a maximum of one parent/guardian per player may travel as a parent/guardian supervisor and ideally each parent/guardian should be responsible for no more than a 1:4 parent player ratio.
- 3.8. Players and/or supervisory parents/guardians can make personal lump sum payments at any time to meet the final 'budgeted' costs.
 - 3.8.1. These amounts, including the deposits, are not refundable should the player or supervisory parent/guardian have to withdraw from a trip, except for reasons that have been ratified by the sub-committee, or in the event the final amount raised by that player or parent/guardian exceeds the actual amount required for the trip.
 - 3.8.2. Where payments for travel or accommodation have been fully committed or made on behalf of the player or parent/guardian which exceeds the amount of funds raised and the travel or accommodation provider does not agree to the refund. Any fund-raising monies raised by the exiting player or parent/guardian in excess of the deposit or lump sum payments shall be transferred to the trip's consolidated revenue.

4. Under the constitution, the Club may at the Annual General Meeting appoint Coordinators/Chair, who will liaise with and represent the sub-committee at Management Committee meetings and present a report including a copy of the sub-committee minutes and monthly financial statements.
5. All players are to sign a Code of Conduct Agreement and are to be made fully aware of the consequences if any of the requirements are broken.
6. **Sub-committee Office Bearers**
 - 6.1. **Coordinator**

The Coordinator is responsible for coordinating the organising committee to make sure that all the different roles are occurring. They chair the organising committee meetings and report through to the main Club Management Committee. They are the key contact person
 - 6.2. **Treasurer**

The Treasurer is responsible for all the accounts relating to the sub-committee's activities and must report to the Club's Treasurer. They are responsible for keeping track of any fundraising of the players and parents individual fundraising elements, be it hourly work or actual funds raised.
 - 6.3. **Secretary**

The Secretary is responsible for the recording and distribution of minutes of the subcommittee.
 - 6.4. In addition, other subcommittee members may be included, depending on necessity.