



CLUB RULES AND POLICIES

Flying Bats Football Club Inc.
ABN 34 965 983 142

Amended 11 February 2024.

Inclusions:

- Club Rules
- Code of Conduct
- Member Protection Policy
- Grading Policy
- Player, Manager, Head Coach and Coach responsibilities and expectations
- Life Membership Policy

CLUB RULES AND POLICIES

1. PREAMBLE

1.1. Authority

These Rules are made in accordance with clause 32 of the Club's Constitution.

1.2. Interpretation

Capitalised terms in the Rules have the same meaning as defined in the Constitution unless a contrary intention is stated.

1.3. Structure

The Rules include the policies contained in the annexures and those policies are binding on the Club and all Members.

2. ALTERATIONS TO RULES

The Rules shall only be altered by a determination of the majority of the Committee at a meeting called specifically to consider such alterations. Members shall be advised of the Committee's intention to consider alterations to the Rules and provided with a copy of the proposed alterations at least seven (7) days' prior to the meeting.

3. MEMBERSHIP

3.1. Individual Membership

A person shall qualify to be an Individual Member if they have applied to play football for the Club and have satisfied the Club's registration requirements in **clause 6**.

Membership of Individual Members shall be for the period up until 31 December in the year of acceptance of their registration application by the Club.

3.2. Associate Membership

A person shall qualify to be an Associate Member if they have applied to coach, manage or perform some other official function for the Club and have satisfied the Club's registration requirements in **clause 6**.

Membership of Associate Members shall be for the period up until 31 December in the year of acceptance of their registration application by the Club.

3.3. Life Membership

A person shall qualify to be a Life Member if appointed in accordance with the Constitution. The Club's Life Membership Policy outlines the eligibility and nomination process and is annexed hereto as **Annexure 5**.

4. REGISTRATION

4.1. Registration Procedure

Individual Members shall be required to register online in accordance with instructions circulated by the Club prior to the commencement of the football season.

An Individual Member's application for registration shall only be considered by the Club on:

- (a) payment of the relevant registration fee; and
- (b) satisfactory completion of the online profile.

An Associate Member's application for registration shall only be considered by the Club on:

- (c) payment of the relevant membership fee; and
- (d) satisfactory completion of the online profile.

By applying for membership, a Member agrees to abide by the Constitution, these Rules and the policies annexed hereto as well as any applicable code or policy of the RSO, SSO, NSO or IF.

4.2. Registration Fee

The registration fee for Individual Members shall consist of:

- (a) a competition fee as set by the RSO;

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- (b) a competition fee as set by the SSO;
- (c) a competition fee as set by the NSO; and
- (d) a Club membership amount determined by the Committee prior to each playing season to allow the Club to fulfil its Objects.

The registration fee for Associate Members shall consist only of an amount determined by the Committee prior to each playing season.

For the avoidance of doubt, the amount determined by the Committee as payable by Individual Members and Associate Members may differ.

5. COMMITTEE

The Committee shall consist of the following portfolios with the associated attributes and duties:

5.1. President

The President shall report to Members. They shall provide the principal leadership and responsibility for the Club and the Committee, and act as the Public Officer.

Attributes:

The President should:

- be well informed of all Club activities and able to provide oversight;
- be a good role model and a positive image for the Club in representing the Committee in other forums;
- be enthusiastic with a good knowledge of the sport, the Club and the RSO;
- have a good working knowledge of the Constitution and Rules, and the roles of the Committee Members;
- be able to develop good relationships internally and externally;
- be forward thinking and committed to meeting the overall goals of the Club;
- work collaboratively with other Committee Members and motivate a volunteer workforce;
- be well organised and able to delegate;
- be approachable, a good listener and attuned to the interests of members and other interest groups;
- be a competent public speaker; and
- be accountable to the Committee and Members,

Duties:

- Chair and control Committee meetings to ensure they run efficiently and effectively;
- act as signatory for the Club for all legal and financial purposes, including act as Public Officer;
- Regularly focus the Committee's attention on matters of Club governance and what is in the best interests of all Members;
- Work with the Committee to achieve the Objects of the Club and develop and implement strategic plans;
- Maintain the timeline of Club activities to ensure they are completed on time;
- Periodically consult with the Committee Members on their role, how they are managing the responsibilities of their portfolio, and help them to optimise their contribution;
- Serve as Club spokesperson for the Club as required; and
- Assist in the development of partnerships with sponsors, funding agencies, local government, associations, shared facility users and organisations that are relevant to the goals of the Club.

5.2. Vice President

The Vice President shall report to the President and Members. They shall shadow the President in providing leadership and responsibility for the Club and the Committee and to step into the President's role as required; as well as act as the Member Protection Officer.

Attributes:

The Vice President should:

- be willing and able to step in for the President as required;
- be well informed of all Club activities and able to provide oversight;
- be a good role model and a positive image for the Club in representing the Committee in other forums;

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- have a good working knowledge of the Constitution, Rules and duties of the Committee Members;
- be able to develop good relationships internally and externally;
- be comfortable raising concerns with the President as necessary;
- be approachable, a good listener and attuned to the interests of members and other interest groups; and
- be a competent public speaker.

Duties:

- Act as the President in the event they are unable to fulfill their duties;
- In the absence of the President, chair and control Committee meetings to ensure they run efficiently and effectively;
- Act as signatory for the Club for legal and financial purposes;
- Act as Member Protection Officer, enacting and enforcing the Club's Member Protection Policy and the associated complaints handling procedure;
- Manage the Club's relationship with the local council that provides the Club's training field and represent the Club at that council's stakeholder forums;
- Book and manage the Club's field contract for pre-season and seasonal training;
- Arrange the Club's indemnity insurance;
- Act as the Association Delegate if she is unavailable;
- Ensure all incident forms lodged with the RSO are recorded and archived in the Club shared drive;
- Represent the Club at meetings and forums as agreed with the President and/or Committee; and
- Other duties as nominated by the President and/or Committee.

5.3. Treasurer

The Treasurer shall report to the President and Members. They shall be responsible for the financial supervision of the Club to allow the Committee to provide good governance.

Attributes:

The Treasurer should:

- be able to maintain accurate financial records and work in a logical, orderly manner; · have some financial experience, such as producing accounts;
- be aware of the rules and legislation surrounding Club finances;
- be reliable, honest and trustworthy;
- have good communication skills; and
- have working knowledge of relevant computer systems, such as online banking and Microsoft Excel.

Duties:

- Prepare a budget in consultation with the Committee at the start of the year; · Act as signatory for the Club for financial purposes;
- Administer all financial affairs of the Club, including receipt of monies, payment of accounts, and writing cheques;
- Provide written and verbal reports to the Committee in respect of accounts and any major expenditure at every meeting;
- Monitor the budget throughout the year, tracking actuals against predicted;
- Ensure that funds are used appropriately and in accordance with the mandate of Members;
- Prepare end of year financial statements to present at the Annual General Meeting; · Ensure the Club is meeting legal and regulatory obligations regarding the Club finances;
- Work closely with Registrar during registration period to report payments as received and made;
- Support any required auditing processes; and
- Other duties as nominated by the President and/or Committee.

5.4. Secretary

The Secretary shall report to the President and Members. They shall ensure the smooth running of Club administrative matters.

Attributes:

The Secretary should:

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- be highly organised and efficient;
- have excellent communication skills and the ability to take minutes;
- have computer skills, including knowledge of Microsoft Word;
- have a good working knowledge of the Constitution and Rules, plus an understanding of the governance requirements;
- be able to develop good relationships internally and externally; and
- have access to a computer with internet access and Microsoft Office (or equivalent).

Duties:

- Organise meeting times and locations that enable at least seven Committee Members to attend, including a quorum of the Executive Committee;
- Source agenda items from Committee Members, prepare the agenda and circulate with previous meeting minutes at least four (4) days prior to meeting;
- Take minutes during meeting to accurately capture decision making processes and action items, and distribute minutes to Committee Members within three (3) days of the meeting;
- Follow up with Committee Members about their action items between meetings
- Maintain the Club's membership to organisations, such as Team Sydney;
- Ensure that the records of the Club are maintained as required by legislation and made available when required by authorised persons;
- Familiarise herself with all current Club documents to note applicability during meetings;
- Ensure that proper notice is given of Committee and General Meetings as specified in the Rules;
- Provide a summary of meeting minutes for distribution to all Members; and
- Other duties as nominated by the President and/or Committee.

5.5. Association Delegate

The Association Delegate reports to the President and Members. They shall represent the Club at the RSO and oversee the team managers.

Attributes:

The Associate Delegate should:

- be highly organised and efficient;
- have excellent communication skills;
- be able to develop good relationships internally and externally;
- have a good working knowledge of the Constitution and Rules, plus an understanding of the governance requirements;
- have good working knowledge of RSO rules and regulations; and
- be able to supervise and motivate a volunteer workforce;

Duties:

- Act as the key contact between the Club and the RSO;
- Attend monthly RSO meetings and the RSO Annual General Meeting;
- Provide written and verbal reports to the Committee in respect of RSO business at every Committee Meeting;
- Complete and submit affiliation form for RSO membership;
- Renew directors and officers insurance;
- Manage all business between the Club and the RSO, including but not limited to:
- coordination and submission of team nomination forms, registration/signature sheets, and late registrations;
- payment of fees;
- submission and negotiation of team gradings;
- submission of incident reports;
- liaison regarding insurance claims;
- attendance at P&D meetings if required;
- submission of results after each match;
- distribution of email notices from the RSO to managers/coaches/Committee as required;
- communication of ground closures;
- monitoring of fines, including working with managers to minimise the number of fines received; and
- coordination and allocation of canteen duty to teams, ensuring that each rostered session is covered.
- Supervise team managers, including assistance with recruitment, preparation of managers handbooks, and ongoing liaison; and

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- Other duties as nominated by the President and/or Committee.

5.6. Registrar

The Registrar reports to the President and the Members. They shall manage the membership of the Club.

Attributes:

- The Registrar should:
- be highly organised and efficient;
- have excellent communication skills and computer skills, including Excel;
- be able to develop good relationships internally and externally;
- have access to a computer with internet access and Microsoft Office (or equivalent); and
- ability to handle data efficiently and in a secure manner.

Duties:

- Prepare online registration portal in consultation with the Committee;
- Liaise with Sporting Pulse and the RSO as required;
- Ensure all players, coaches, managers and volunteers are correctly registered;
- Manage registration enquiries from current and potential members;
- Work with the Association Delegate to prepare team nomination forms and gather signatures;
- Work closely with the Treasurer during registration period to ensure payments are being received;
- Process de-registrations as required;
- Manage and maintain the Club membership database on an ongoing basis;
- Provide regular registration reports to the Committee; and
- Other duties as nominated by the President and/or Committee.

5.7. Communication Coordinator

The Communication Coordinator reports to the President and the Members. They shall manage internal and external communication on behalf of the Club.

Attributes:

The Communication Coordinator should:

- be highly organised and efficient;
- have excellent communication skills, including the ability to write compelling newsletter and social media copy;
- have good computer skills;
- be able to develop good relationships internally and externally; and
- have access to a computer with internet access, Microsoft Office (or equivalent) and Photoshop (desirable).

Duties:

- Prepare a communication timeline in collaboration with President and Committee;
- Manage the Club's social media presences (Facebook, Twitter, Flickr etc);
- Be the first point of contact for enquiries, and distribute to Registrar/other Committee Members as required;
- Draft, prepare and distribute Bat Signal newsletters;
- Prepare media releases and develop relationships with media to maximise coverage for the Club;
- Prepare surveys as required;
- Maintain the website and request assistance as required;
- Provide advice to the President and Committee about effective communication; and
- Other duties as nominated by the President and/or Committee.

5.8. Grants and Fundraising Coordinator

The Grants and Fundraising Coordinator reports to the President and the Members. They shall secure relevant grants, coordinate fundraising activities and seek sponsorship for the Club to support the financial sustainability and ongoing operations of the Club.

Attributes:

The Grants and Fundraising Coordinator should:

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- be highly organised and efficient;
- have a high degree of integrity and ethics;
- have financial literacy skills
- have excellent written and verbal communication skills;
- have experience or willingness to learn how to write grant applications and acquit grants;
- have good computer and technology skills; and
- have access to a computer with internet access and Microsoft Office (or equivalent).

Duties:

- Research and apply for relevant sport and community grants to assist in meeting the resourcing needs of the Club;
- Prepare grant applications and facilitate reporting of grant outcomes (i.e. grant acquittals) in consultation with the President, Treasurer and Committee;
- Develop and maintain a list of potential and existing grants and sponsors in collaboration with the President and Committee;
- Prepare sponsorship proposals and liaise with potential sponsors regarding financial contributions or in-kind donations;
- Maintain regular contact with sponsors to ensure good ongoing relationships;
- Other duties as nominated by the President and/or Committee.

5.9. Outreach and Engagement Coordinator

The Outreach and Engagement Coordinator reports to the President and the Members. They shall develop relationships and partnerships with external organisations to promote and enhance diversity and inclusion and participation in sport, ensure the functioning and further development of the club's LGBTIQA+ inclusion and diversity policies, coordinate the Club's diversity and inclusion activities to foster a safe and inclusive environment for Members and boost the Club's links and profile within the LGBTIQA+ and broader community.

Attributes:

The Outreach and Engagement Coordinator should:

- be highly organised and efficient;
- have excellent communication and stakeholder engagement skills;
- have experience or willingness to learn how to plan and execute diversity and inclusion initiatives;
- have experience or willingness to learn how to implement a stakeholder engagement plan;
- have good computer skills;
- be able to develop good relationships internally and externally; and
- have access to a computer with internet access and Microsoft Office (or equivalent).

Duties:

- Identify and develop a list of potential stakeholders and partners, including community and sporting partners, in collaboration with the President and Committee;
- Establish and strengthen relationships with global, interstate and local LGBTIQA+ sports organisations (e.g. LGBTIQA+ Clubs and Associations), initiatives or tournaments;
- Establish and strengthen relationships with key sport bodies, including Football Australia, Football NSW and the Association for the purpose of diversity and inclusion initiatives in collaboration with the President, Association Delegate and Committee;
- Develop external relationships in consultation with the Grants and Fundraising Coordinator where there is likely to be a financial contribution or in-kind support;
- Oversee the functioning and further development of the club's LGBTIQA+ inclusion and diversity policies to ensure a safe and inclusive environment for Members;
- Plan and coordinate diversity and inclusion initiatives, tournaments, gala days or other activities and initiatives that encourage participation in sport/football and foster a safe and inclusive environment;
- Prepare annual submissions to the Pride in Sport Index (or similar nationally recognised LGBTIQA+ diversity and inclusion in sport benchmarking initiative) and work with the Committee to improve the Club's performance;
- Seek opportunities for the Club and Club members to be recognised as leaders in diversity and inclusion in sport and football through global, national or local awards or other forms of recognition;
- Support the Communications Coordinator to prepare press releases or other promotions related to the Clubs diversity and inclusion efforts;
- Maintain regular contact with partner organisations to ensure good ongoing relationships;

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- Prepare reports for partners to demonstrate accountability; and
- Other duties as nominated by the President and/or Committee.

5.10. Social and Events Coordinator

The Social and Events Coordinator reports to the President and the Members. They shall take ownership of organisation of social events.

Attributes:

- The Social and Events Coordinator should:
- be highly organised and efficient;
- have excellent communication skills;
- have good computer skills;
- be able to develop good relationships internally and externally; and
- have access to a computer with internet access, Microsoft Office (or equivalent).

Duties:

- Communicate with Club members to determine the types of social activities that members would enjoy;
- Arrange regular social events, start of season, end of season, as appropriate;
- Arrange social fundraising events (eg. sausage sizzle, trivia night or other events as appropriate);
- Make and negotiate bookings for events, including venues, entertainment, food and beverage;
- Ensure that social events and social fundraising events fall within a budget acceptable to the Club;
- Support the Communications Coordinator to communicate social events to Club members;
- Other duties as nominated by the President and/or Committee

5.11. General Committee Members

There shall be up to four General Committee Members whom report to the President and the Members. They shall contribute to Committee decisions and assist with tasks as required.

Attributes:

General Committee Members should:

- be enthusiastic and motivated with a good knowledge of the Club; and
- be committed to attending meetings and learning about Club governance.

Duties:

- Attend Committee meetings;
- Contribute to discussions and Committee decisions; and
- Undertake tasks as assigned by the President and the Committee, including but not limited to:
 - o Assisting with organisation of social events;
 - o assisting with online communication;
 - o assisting with enquiries during busy periods, like registration;
 - o attending Club events and taking initiative to lend a hand; and
 - o leading/coordinating small project group teams.

6. EQUIPMENT

6.1. Uniforms

Members shall be required to play in the Club uniform along with meeting any additional requirements of the RSO, SSO, NSO or IF in respect of footwear or other player protection.

Any item of Club uniform provided to a Member for use during the season only shall be returned to the Club at the conclusion of that season.

6.2. Care and Responsibility

Members shall take care of and not deliberately break or ruin any Club equipment. The Club may require Members to replace any Club equipment lost or damaged whilst in their care.

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7. FINES

Fines received from the RSO in respect of non-compliance with process or procedure by a team or accidental or inadvertent individual behaviour shall be covered by the Club.

Fines received from the RSO in respect of deliberate or offensive individual behaviour or in breach of the RSO's code of conduct shall be passed on to the relevant Member. Any such fine received from the RSO in respect of a Member will be considered a breach of these Rules.

8. COMMUNICATION WITH THE RSO

8.1. Protests

Any protest in respect of matters arising out of the competition run by the RSO must be made in writing, signed by the President and provided to the RSO by the Association Delegate within 72 hours of the incident in question.

8.2. Other Communication

Members shall not communicate directly with the RSO. All Club communication with the RSO shall be via the Association Delegate. Any correspondence from a Member to the RSO shall be provided to the Association Delegate in writing who may pass it on to the RSO at their absolute discretion.

9. CLUB INCOME

9.1. Use of Income

The Committee shall be responsible for applying the Club's income towards the Objects. Any Member requesting Club income shall be required to make a proposal to the Committee (either in writing or verbally) outlining:

the total amount requested (supported by quotations where relevant); and (b) how the expenditure of the income will further the Objects.

Use of Club income shall be authorised by a decision at a meeting of the Committee in accordance with clause 17.2 of the Constitution.

9.2. Records and Accounts

Receipts and records of all Club expenditure shall be provided to the Committee.

Access to any account containing Club income shall require authorisation by no less than two Committee Members.

10. CLUB RECORDS

10.1. Register

The Register shall be created using data exported from the RSO or NSO (as the case may be) registration system as well as details of all Life Members and Associate Members. In addition to the details required to be included in accordance with clause 7.1 of the Constitution, the Register shall include contact telephone numbers, next of kin details and each Individual Member's NSO registration number. The Register shall be held by the Secretary in an electronic version.

10.2. Equipment Register

The Club shall keep a register of all Club equipment, including uniforms, and its location for the purpose of tracking and auditing ("Equipment Register"). The Equipment Register shall be held by the Secretary in an electronic version.

10.3. Maintenance of Records

All records required to be kept in accordance with the Act, the Constitution and these Rules shall be held by the Secretary on behalf of the Club. All records will be kept for a minimum of six years.

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ANNEXURE 1 – PLAYER CODE OF CONDUCT

Player Code of Conduct

The Flying Bats Football Club (“the Club”) is committed to fair play, creating an inclusive and positive environment both on and off the football pitch. The objective of this Code of Conduct is to ensure that appropriate forms of behaviour are adopted and remain the norm both on and off the field for all persons associated with the Club. We ask that all Members maintain the positive and inclusive culture that remains the hallmark of the Club.

The Club has a unique culture, which is founded on the following values:

- **Inclusivity** - the Club welcomes Members of all ages, backgrounds, ability levels
- **Equality** - all Members have a fair and equal opportunity to access and represent the Club at all Club activities regardless of ability, age, background, sexual or gender identity, disability or cultural background
- **Positivity** - all Members of the Club contribute towards a supportive and encouraging environment
- **Fairness** - all Members agree to abide by the rules of the game and spirit of fair play

Upon registering with the Club, Members agree to abide by the following codes of behaviour:

- The principles and rules of the Club as set out in the Constitution and Rules;
- The RSO (i.e. NWSWF Association), SSO (i.e. Football NSW), NSO (i.e. FFA) and IF (i.e. FIFA) rules of the game;
- Act in a sporting manner at all times as set out in the Rules and associated policies, particularly in relation to the principles of fairness and common courtesy;
- Treat all persons with respect, dignity and proper regard to for their rights and obligations;
- Display a manner which does not bring themselves as individuals, or members of a team or the Club, into public disrepute or censure;
- Represent the Club in a mature, fair and professional manner;
- Respect the decisions of Club officials and use the proper complaints handling processes outlined in the Member Protection Policy to raise any concerns;
- Refrain from the harassment of any player, coach, associate of the Club or official (where harassment is defined as unwelcome behaviour, comment, conduct or gesture which may be deemed offensive, abusive, belittling or threatening);
- Demonstrate positive support of the Club, Members, Committee and Club ethos;
- Refrain from discrimination of any form and maintain an environment that encourages equal opportunity and recognises diversity;
- Cooperate with team mates, follow instructions of coaches, managers and the Committee;
- Hold confidential or privileged information in relation to Club matters or Members privately;
- Use funds or property of the Club in an appropriate and responsible manner;
- Avoid using officially obtained information for personal financial gain or advantage and;
- Refrain from passing on or publishing information of an offensive, unsubstantiated or derisive type.

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ANNEXURE 2 – MEMBER PROTECTION POLICY

1. Introduction

The Flying Bats Women's Football Club Incorporated's ("the Club") core objective is to foster participation in football in an inclusive environment, free from discrimination and harassment.

2. Purpose of our policy

The main objective of our Member Protection Policy ("our Policy") is to maintain responsible behaviour and ethical and informed decision-making by members and participants in the Club. Our Policy outlines our commitment to a person's right to be treated with respect and dignity, to have their personal information handled in an appropriate manner, and to be safe and protected from abuse.

Whilst the Club's Constitution codifies Club membership and governance, our Policy informs everyone involved in our Club of their legal and ethical rights and responsibilities and the standards of behaviour that are required when participating in Club activities. It also specifies the consequences of breaching these standards of behaviour.

3. Who our policy applies to

Our Policy applies to everyone involved in the Club including Club Officials, Individual Members, Associate Members, Life Members, coaches, managers and spectators. Under the provisions of the Club's Constitution, all Club Members must abide by our Policy, the Code of Conduct and Club Rules.

4. Extent of our policy

Our Policy covers:

- unfair decisions;
- inappropriate handling of personal information by the Club;
- inappropriate behaviour that occurs at practices, meetings, matches, social events organised or sanctioned by the Club, the RSO (i.e. North West Sydney Women's Football Association), the SSO (i.e. Football NSW), the NSO (i.e. FFA) and on away or overnight trips; and
- any behaviour that brings or is likely to bring the Club or the game of football into disrepute, including but not limited to breaches of our Code of Conduct and Club Rules

5. Club officials' responsibilities

Club Officials will:

- make any necessary amendments to our Constitution to enable our Policy to be enforceable;
- implement and comply with our Policy, the Code of Conduct and Club Rules;
- promote our Policy to everyone involved in the Club;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under our Policy promptly, fairly, and confidentially;
- review this policy every 12–18 months; and
- seek advice from, and if necessary or appropriate, refer serious issues to RSO, SSO or NSO.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault) and any other issues that the SSO or NSO request to be referred to them (e.g. where Club Officials have a conflict of interest).

6. Individuals' responsibilities

Everyone associated with the Club must:

- comply with the standards of behaviour outlined in our Policy, the attached Code of Conduct and Club Rules;
- treat others with respect;

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- be responsible and accountable for their behaviour; and
- follow the guidelines outlined in our Policy if they wish to make a complaint or report a concern about discrimination, harassment or other inappropriate behaviour.

7. **Harassment, discrimination and bullying**

The Club has a zero-tolerance policy against any form of homophobia, biphobia, transphobia, racism, sexism, ageism and ableism and opposes all forms of harassment, discrimination and bullying within the Club and among its Members.

This includes:

- treating or proposing to treat someone less favourably because of a particular characteristic;
- imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; and
- any behaviour that is offensive, abusive, belittling, intimidating or threatening — whether this is face-to-face, indirectly, or via communication technologies such as mobile phones and computers.

Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race and marital status.

The Club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the Club who will respond to the complaint in accordance with our Policy (see *Section 10. Responding to Complaints*).

8. **Inclusive practices**

The Club is inclusive and welcoming and we invite Members from all areas of our community.

8.1. **People with disability**

Where possible we will include people with disability in our teams and Club. We will make reasonable adaptations (e.g. modifications to equipment and rules within the Club's control) to enable participation.

8.2. **People from diverse cultures**

We will support and respect people from diverse cultures and religions to participate in our Club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).

8.3. **Sexual and gender identity**

All people, regardless of their sexuality, are welcome at our Club. We strive to provide a safe environment for participation and will take action over any homophobic, biphobic or transphobic behaviour.

8.4. **Pregnancy**

Pregnant women should be aware that their own health and wellbeing (and that of their unborn children) should be of utmost importance in their decision-making about the way they participate in our sport. We recommend that pregnant women consult their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

9. **Handling of personal information**

The Club respects the privacy of all Members, coaches and managers and only collects personal information that is necessary to carry out its core functions and activities.

The Club's primary purpose for the collection of personal information is the registration of players and teams with the Association. Members' contact details (i.e. email addresses and telephone numbers) are also used by Club Officials, coaches and managers to communicate with Members about football and Club social activities.

We handle all personal information confidentially and will not disclose it to any other person, club or organisation without the relevant individual's consent.

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A Member may request access to the personal information held about them by the Club, which will be provided within a reasonable period. If a Member considers any personal information held by the Club to be inaccurate, incomplete or out-of-date, the Club will take reasonable steps to correct that information so that it is accurate, complete and up-to-date.

From time to time the Club publishes photographs of Members, coaches, managers and spectators on its website. During the Club's registration process, Members are provided with the opportunity to request not to have their photographs published on the website and best endeavours are made to ensure that such requests are adhered to by the Club. Any Member, coach, manager or spectator who sees a photograph of themselves on the website that they wish to be removed may contact a Club Official and the photograph will be removed within a reasonable period.

10. Responding to complaints

10.1. Complaints

The Club takes all complaints about on and off-field behaviour and inappropriate handling of personal information seriously. The Club will handle complaints based on the following principles of procedural fairness:

- all complaints will be taken seriously;
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond;
- irrelevant matters will not be taken into account;
- decisions will be unbiased and fair; and
- any disciplinary action taken will be fair and reasonable.

More serious complaints may be escalated to the RSO, SSO or NSO.

If the complaint relates to suspected physical assault, sexual assault or other criminal activity, then the Club will need to report the behaviour to the police and/or relevant government authority.

10.2. Complaint-handling process

When a complaint is received by the Club, the complaint will be referred to the Member Protection Officer, who will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available to help resolve the problem;
- take notes; and
- maintain confidentiality but not necessarily anonymity.

A form that can be used to make a complaint is available on the website. This can be completed before or in conjunction with the Member Protection Officer on making the complaint.

Once the complainant decides on their preferred option for resolution, the Club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the complainant to talk to the respondent;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people who may have seen the incident or behaviour);
- seeking advice from the RSO, SSO, NSO or from an external agency (e.g. state department of sport or anti-discrimination agency);
- referring the complaint to the RSO, SSO or NSO; or

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- referring the complainant to an external agency such as a community mediation centre, the police or the anti-discrimination agency.

10.3. **Disciplinary measures**

The Club will take disciplinary action against anyone found to have breached our Policy or to have made false and malicious allegations. Any disciplinary measure imposed under our Policy must:

- be applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach; and
- be consistent with the codes, rules and policies of the RSO, SSO and NSO.

Possible measures that may be taken include:

- a requirement that a verbal and/or written apology be made;
- counselling to address behaviour;
- withdrawal of any awards, records or achievements bestowed in any tournaments, activities or events held or sanctioned by the Club;
- suspension or termination of participation in a Club activity;
- suspension or termination of engagement in a role within the Club;
- suspension or termination of Club membership for a period of time or permanently;
- a fine; or
- any other form of discipline that the Club considers reasonable and appropriate

10.4. **Investigations into suspected breaches of our Policy by Club Officials**

Irrespective of whether a complaint has been received, Club Officials may initiate an investigation into suspected breaches of our Policy. The process will be led by the Club's Member Protection Officer. Disciplinary action may be taken by the Club following the completion of the investigation as if a complaint had been received in respect of the suspected breach.

10.5. **Appeals**

The complainant or respondent can lodge one appeal against decisions of, or disciplinary measures imposed by, the Club to the RSO, SSO or NSO. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure/s being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision-maker. An appeal to the Association can be made by completing an incident report and requesting that the Club's Association Delegate submit it to the Association Secretary for consideration by the Association's Protest and Disciplinary Coordinator. Please note that the Association will not accept incident reports from individuals (i.e. the Club's Association Delegate must submit it to the Association on a complainant or respondent's behalf).

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ANNEXURE 3 – GRADING POLICY

1. Introduction

The Grading Policy is designed to address a number of player and Club needs, some of which may conflict from time to time. It aims to:

- ensure that all players have the maximum opportunity to play in a competitive environment, appropriate to their skill and ability;
- minimise the possibility of bias by using independent graders;
- ensure there is a clear pathway for players to progress within the Club;
- support the creation of a club culture, that takes priority over an individual team culture; and
- support players and coaches to have fun, enjoy the season, and return to the Club.

2. Guidelines

- the Committee will appoint a grading committee to evaluate all players and form teams;
- the grading committee will comprise the Head Coach and additional volunteers, none of whom currently sit on the Committee;
- at no stage will the Committee guarantee a player's allocation for any reason, including on the basis of friendship groups or relationships, and all players will be subject to the same grading process;
- confidentiality is to be recognised at all times. The assessment of any individual player will only be discussed by the grading committee and the player, or with the Committee in the event of a grievance;
- all players must be registered and fully financial Members of the Club before they will be receive their final allocation into a team;
- the grading assessments will be based on player performance, fitness, injuries, availability, team mixture, as well as attitude and work ethic;
- in the event of any disagreement between the members of the grading committee, the Head Coach will have the final decision;
- there will be four grading processes (trials for Division 1, grading for All Age divisions, team allocation for Over 35s, and goalkeepers), which are outlined in greater detail in Grading Process;
- players that do not attend grading will be graded based on their previous year's performance (returning players only) or assigned to a team at the discretion of the grading committee (new players only);
- queries or grievances with the grading process should be directed in writing to the Committee within 48 hours of the release of teams;
- in the event of a grievance, the Committee will meet with the Head Coach, obtain feedback on the player's grading assessment and discuss whether to re-grade the player. The decision of the Committee after this meeting will be final; and
- players who voluntarily de-register after the grading results have been announced may forfeit a percentage of their registration fees at the discretion of the Committee.

3. Grading Process

Trials for Division 1 team

Players may elect to trial for the Club's Division 1 team, which will be held prior to All Age grading. Players will be assessed by the Head Coach and a subset of the grading committee.

Trials will be a two-stage process consisting of basic skills assessment and game play. All players will receive a copy of the assessment criteria prior to or at the trials.

All players who are not selected for the Division 1 team will be given specific feedback on their individual assessment, and are also required to participate in general grading.

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Grading for remaining All Age divisions

Individual assessments will take place at the Club's two grading sessions, where players will be assessed during match play, either small-sided or on a full pitch. Graders will look for the following attributes:

- Ball control (dribbling, trapping, passing, shooting, shielding)
- Speed, fitness and coordination
- Defending and tackling ability
- Positional sense

For returning players, the grading committee will also consider feedback from each of the coaches from the previous season.

New players will be given an initial ball control assessment in addition to the general grading process.

Team allocation for Over 35s

Players will be asked to initially identify their interest in playing Over 35s during the registration process. The team allocation process will be dependent on the number of players nominating for Overs 35s and the number of teams the Club is able to form.

The Committee, in consultation with the players, will determine a fair and transparent process for team allocation. Players who played in the Over 35s in the previous season will be given preference.

Any players who are not allocated to an Over 35s team will be able to be considered for grading into an All Age team.

Goalkeepers

Goalkeepers will be assessed separately by the Head Coach and members of the grading committee.

Assessment criteria will be made available prior to grading.

Any goalkeeper who wishes to play part-time on the field must also participate in general grading.

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ANNEXURE 4 – PLAYER, MANAGER, HEAD COACH AND COACH RESPONSIBILITIES AND EXPECTATIONS

1. PLAYERS

- The Club expects that players make themselves available for all matches during the competition.
- Players who are unable to make that commitment are requested to advise the Registrar at time of registration that they will be a part-time player.
- It is expected that players will come to training wherever possible. The coach and manager of teams may select players for a match based on training attendance.
- Players are required to arrive at the playing ground at least 45 minutes or at the coach's discretion before a match so an effective warm-up, kit change and team discussion can be completed.
- Players are expected to respect and adhere to the Club's Grading Policy (see Annexure 3), including the correct procedure for complaints and grievances.

2. MANAGERS

- Team managers are responsible for the coordination and smooth running of teams, including communication with players and the coach and liaison with the Club via the Association Delegate.
- Where a manager considers that a player has breached the Club Constitution, Rules, Code of Conduct or any other of the Club's policies, they may refer the matter to the Committee in accordance with the Club's Member Protection Policy.
- Managers will be responsible for on-the-day management of the team, including team sheet and equipment.
- Managers are asked to encourage good crowd/supporter behavior (i.e. no dissent to match officials or rude comments to opposition players or supporters) and, in the absence of your coach, player discipline.
- Managers are responsible for maintaining the team's kit bag, including match ball, first aid kits, training balls/equipment.
- The Club will provide a Manager's Handbook, which outlines all duties of the Manager.

3. HEAD COACH

- The Head Coach will be appointed by the Committee based on suitability for the role (relevant qualifications and experience).
- The Committee will work with the Head Coach to set the grading criteria in line with the Grading Policy, which the Head Coach will enact while coordinating the grading process.
- The Head Coach will assist the Committee in resolving disputes arising from the Grading Policy.
- It is expected that the Head Coach will support all Club coaches, offering advice and assistance throughout the season.
- The Head Coach will provide regular updates to the Committee on coaching matters.
- When coaching their team, the Head Coach will adhere to the expectations of the coaches (see below).

4. COACHES

- Coaches will attend training and matches where possible.
- Coaches are responsible for the planning and running of training sessions that are appropriate for the skill level of the players.
- The Club expects coaches to ensure each player receives a fair and reasonable amount of field time.
- Coaches are expected to attend all scheduled meetings with the Head Coach or the Committee.

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- Coach responsibilities include maintaining contact with the team manager, advising the Head Coach or other coaches if they are unable to attend training, and keeping track of team equipment.
- Coaches will educate players on rules and rule changes, technical and tactical skills, and other football philosophies
- The Club asks coaches to monitor whether players are adhering to the Club's Rules and Code of Conduct, and report instances of bullying, consistent negativity or breaches to the Committee.

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ANNEXURE 5 – LIFE MEMBERSHIP POLICY

1. Introduction

Life membership to the Flying Bats Women's Football Club is the highest honour available to recognise the exceptional contribution of individuals to the Club, well beyond that of a typical Member, leaving a noteworthy legacy.

A person shall qualify to be a Life Member if appointed in accordance with the Constitution. The Committee shall accept submissions nominating either current or past Members for Life Membership.

2. Eligibility

In considering the award of Life Membership an individual should have demonstrated significant, sustained and high quality service enhancing the reputation and future of their code within the Club over a period no less than ten (10) years, however in exceptional circumstances it may be recognition of an extraordinary contribution over a shorter period of time that resulted in a highly significant benefit to the Club.

The award of Life Member should be exclusive, difficult to attain, and held in great respect by all Members of the Club. The following areas of contribution are suggested, as a minimum, appropriate for the award of Life Membership.

- The nominee must have been an active member of the Club for a period of at least ten (10) years
- The nominee has performed significant, sustained and high quality service enhancing the reputation and future of the Club
- The nominee has demonstrated outstanding sportsmanship and embodied the spirit of the Club with dignity and honour
- The award should be made at a point when the individual's contribution and service to the Club is already widely accepted and respected by the Membership

Nominations should provide substantial detail into why the nominee deserves Life Membership, referencing at least the items listed above.

Important Note:

These points apply in any and all roles the nominee has participated in during their service in the Club (on or off the field). Achieving the minimum service levels will not in any way automatically guarantee the award of Life Membership.

Any objections to the nomination will be referred to the Management Committee for resolution. All objections to a nomination must be made in writing to the Secretary of the Club.

3. Privileges of Life Membership

The recipient shall:

- be presented with a trophy at the Presentation Night following the AGM decision;
- have their name listed on the Life Member roll on the Club website;
- be exempt from membership fees associated with the Club (registration fees still apply for on-field activities)
- be invited to attend all official Club functions

Life Members shall be responsible for Club assets and property in the event that the Club does not register teams to participate in a competition in any given year but has not been wound up in accordance with clause 29 of the Constitution.

4. Retraction of Life Membership

Retraction of Life Membership may occur where the recipient has acted in a manner contrary to the Club Rules and associated policies. This provision will only be exercised in exceptional circumstances and the Life Member

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in question is to be given an opportunity to present their case for retention of their Life Membership status.

Retraction will require passing of a special resolution of removal from Life Membership. Life Membership is not transferable to any other person.