

Saugeen Shores United Football Club

Constitution

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Article 1: Name

Saugeen Shores United Football Club Inc. (SSUFC) herein after referred to as "The Club"

The Club shall be affiliated with a recognized district of the Ontario Soccer Association, herein after referred to as "The District"

The Club will maintain a head office within the Town of Saugeen Shores in the Province of Ontario, Canada.

The official colours of the Club shall be predominately royal blue and white.

Article 2: Objectives of the Club

1. To provide for our members of all ages and skill levels the opportunity to play soccer for their enjoyment, for their improvement and for the improvement of the game.
2. To build a strong volunteer organization that is respectful and courteous.
3. Develop long-term appreciation of active living.
4. To ensure financial prudence.

Article 3: Affiliations

The Club shall be a Member of a recognized district of the Ontario Soccer Association and shall follow the published rules of The District and The Ontario Soccer Association, hereinafter referred to as "The OSA". The Club is subject to the published rules in declining order of authority of the following governing organizations to which it is affiliated:

1. The OSA
2. The District
3. Regional League (eg. Lakeshore Loop)
4. The Club

Article 4: Membership

Definition:

The membership shall be made up of:

1. Registered Players in good standing
2. One Parent or Guardian of registered players under the age of 18 (One Child, One Membership)
3. Registered Team Official
4. Board of Directors & Operating Committee
5. Club Official
6. Honorary Lifetime Member

Membership shall be for twelve (12) months starting on November 1st and ending on October 31st of the following year.

Although an individual may qualify for and be registered under more than one of the above categories, each individual holds only one Membership in The Club, provided said member is in good standing with The Club.

Honorary Life Member:

1. Any individual may be nominated by any Club Member to be an Honorary Life Member.
2. The Board of Directors will decide, through majority vote, whether or not the nominee will be accepted as an Honorary Life Member of The Club or not.

Fees:

Membership fees for regular Member shall be set annually by the Board of Directors.

Discipline of the Member:

Member discipline is governed in accordance with the policies and procedures published by The Club, The District & the OSA.

Member discipline for House League game infractions is governed by The Club's Discipline & Dispute Resolution Policy outlined in The Club Rules. In the case where Member discipline for game infractions is also governed by a league or by The OSA, further disciplinary action in addition to the decisions of the governing body is at the discretion of the Board of Directors of The Club. Any Member who infringes the By-Laws or Rules of The Club or brings The Club into disrepute may be censured, reprimanded, suspended, expelled or fined by The Club after a written complaint has been submitted and a hearing held in accordance with The Club's Discipline Policy. An individual who's Membership has been suspended or terminated loses all rights of Membership until the suspension has been completed or the conditions of termination have expired.

Termination of Membership:

Membership in The Club shall be deemed to have been terminated:

1. If the Member submits a signed letter of resignation to The Club and it is accepted by the Board of Directors
1. If the Member is under current suspension
2. If the Member is expelled
3. If the Member is no longer registered with The Club
4. If the Member fails to attend a discipline hearing for which the Member is required to attend
5. If the Member fails to remit registration fees or fines

Article 5: Board of Directors

The business of The Club shall be conducted by a Board of Directors, an Operating Committee and Volunteers. All Directors and Operating Committee members shall be subject to The OSA Conflict of Interest Policy The OSA's Published Rules.

Board of Directors

The Club shall be governed by a Board of Directors which shall consist of at least four (4) individuals, as may be amended from time to time in accordance with The Club's By-Laws.

The Board of Directors shall set policies and procedures, oversee implementation of said policies, approve all matters of finance, and shall oversee an Operating Committee to assist in the daily operations of The Club.

The Board of Directors shall be comprised of the following voting positions, in order of seniority:

1. President
2. Vice President
3. Treasurer
4. Registrar & Corporate Secretary
5. Head Coach
6. Administrative Assistant
7. Secretary
8. Director at Large(s)

In additions the following members of the Board of Directors shall be non-voting positions:

1. Club Manager
2. Immediate Past President

A Board of Directors member can hold multiple positions on the Board but will only have one vote.

Operating Committee

The Operating Committee shall assist in the daily operations of The Club. The Operating Committee should be comprised of the following positions:

1. Head Referee
2. Lakeshore Soccer League Representative
3. Club Convenors (U4,U6,U8,U10)
4. Public Relations & Communications
5. Referee Coordinator & Scheduler
6. Field & Schedule Manager

7. Head Equipment & Uniform Manager
 - a. Assistant Equipment Manager
 - b. Uniform Coordinator
8. Event & Sponsorship Coordinator
9. Fall and Indoor Coordinator
10. Rep Program Manager & Tournaments
11. Challenger Camp Coordinators
12. All Abilities Soccer Program Director
13. Adult Soccer Liaison
14. Player Representatives (1 male & 1 female)

Planning Advisory Team (PAT)

The planning advisory team provides strategic guidance to help the board make informed decisions. The PAT will also help and advise on supplier change management, master strategic planning and LTPD (examples; coaches, rep, LSL, tournaments). Establish Key Performance indicator (KPI) tool to be used for the board and The Club for future analysis and growth.

Volunteers

The Club values our Volunteers. Any individual, upon Board of Director approval may volunteer

1. To assist in the operations of The Club
2. To apply for a position on the Operating Committee

For the safety of our Members, Volunteers shall follow the Volunteer Policy outlined in the Rules.

Director Vacancy

A Director has the right to resign her or his position during a meeting of the Board of Directors of the fiscal year. A vacancy on the Board of Directors shall be filled by a majority vote during a meeting of the Board of Directors.

Removal of Board of Directors / Operating Committee / Planning Advisory Team

No Member of the Board of Directors, Operating Committee and Planning Advisory Team, shall be removed for arbitrary reasons but may be removed if:

1. The Member is unable to perform the duties expected of the position due to, but not limited by, any of the following reasons:
 - If she / he becomes incapable of performing the business of The Club.
 - If any member of the Board of Directors / Operating Committee / Planning Advisory Team has missed three (3) meetings in the fiscal year or two (2) consecutive meetings shall be considered in breach of duty and may be removed from the Board / Operating Committee / Planning Advisory Team at the discretion of the Board of Directors at its regular meeting.
2. The Member has compromised the integrity of The Club due to, but not limited by, any of the following reasons:
 - If she / he has been found guilty of an offence under the Harassment Policy of The OSA.
 - If she / he has been found guilty of an offence involving violence under the Discipline Policy of the OSA.
 - If she / he has failed to properly account for monies or other property belonging to The Club.
 - If she / he has been found guilty of a criminal offence regardless of whether or not the offence has directly affected The Club.

Duties of the Directors

The Board of Directors shall conduct the business of The Club during the periods between general meetings of The Club in accordance with the authority granted to it in the published rules of The Club.

The Board of Directors shall be responsible for the appointment and renewal of all positions within The Club except for those positions elected by the Membership of The Club. This shall include the appointment of volunteer and paid positions within The Club's operation. The selection process and the appointments shall be based on procedures outlined in The Club's published by-laws.

The Board of Directors may also revoke, for cause, any appointment providing that it has followed the procedures for the revocation of an appointment as outline in The Club's published rules.

In addition, the roles of the Board of Directors, Operating Committee and Planning Advisory Team, shall consist of, but not be limited to:

President

- Preside at all meetings of the Membership & the Board/Operating Committee
- Direct and/or delegate supervision to all officials or other Club personnel
- Have responsibility for the general operation of The Club
- Delegate authority, assign specific functions, and recommend the creation of special committees
- Make appointments to committees with the approval of the Board of Directors
- Represent The Club in matters involving affiliated organizations and other social, recreational and sports organizations
- Signatory on club bank account
- Authorize expenditures not in excess of five hundred dollars (\$500.00) without action / approval by the Board of Directors
- Prepare an Annual Report for and preside at, the Annual General Meeting
- Attend Lakeshore Loop meetings with the Lakeshore Rep. as appropriate
- Bursary and Awards
- Chairs club meetings
- Attend club meetings

Vice President

- Assumes President's responsibilities during his/her or their absence
- Work in conjunction with Head Coach on Grading sessions to form teams
- Help with creation and updating of grading-assessment player tool
- Manages Youth Conveners
- Responsible to organize and conduct a coaches/managers pre-season meeting
- Attend Lakeshore Loop meetings with the Lakeshore Rep. as appropriate when President is unavailable
- Provides assistance & volunteers to LSL Coord. on hosting year end tournament
- Pictures Coordinator
- Attend club meetings
- Perform such duties as delegated by the President and/or Board of Directors

Treasurer

- Review and approve all incoming and outgoing Club financial transactions on a monthly basis, when possible
- Review financial data for preparation of financial statements
- Act as a liaison with Auditors, when required
- Prepare a balanced Annual Budget within 30 days after the Annual General Meeting
- Produce financial reports, as required, for meetings of the membership, Board of Directors and Operating Committee
- Perform such duties as delegated by the President and/or Board of Directors

Head Coach

- Responsible for coordinating training coaches
- Responsible for recruitment of coaches for each team
- Create running database of all coaches
- Forward all resources from Ontario Soccer/other soccer resources to coaches
- Shall help to develop and implement coaching education and certification opportunities
- Responsible for educating coach/managers of game day administration
- Responsible for the development of players
- Responsible for coordinating Grading sessions including identifying appropriate graders, dates and venues
- Attend club meetings and update Executive on status
- Perform such duties as delegated by the President and/or Board of Directors

Registrar & Corporate Secretary

- Primary contact for all registration enquiries
- Responsible for advertising registration
- Responsible for coordinating helpers for Registration Dates
- Responsible for completion of registration paperwork and delivery to EMSA/SWRSA, Lakeshore if applicable

- Responsible for ensuring all fees are collected for registrations
- Attend club meetings and update Executive on status
- Perform such duties as delegated by the President and/or Board of Directors
- POC for the incorporation of the Club

Administrative Assistant

- Assist the Club registrar with Rep/TMSL registration portal
- Access to the CMTS and assistance when needed to RPM
- SEOS/Oscar Roster Management System
- Access to SE membership emails
- other duties assigned by President/Registrar

General Secretary

- Perform task set out by the President and/or Board of Directors
- Record meeting minutes

Director at Large; Coach & Convener Coordinator

- Recruitment of youth coaches, along with proper coaching qualifications & police checks
- Assist Head Coach (Thank-You's/Coaching Kit/Gear)
- Forward coaching reimbursement plan to all coaches

Director at Large(s)

- Perform duties as assigned by the President and/or Board of Directors

It is recommended the Board have no more than 3 members in these positions.

Operating Committee

Head Referee (Should have referee/rules of game background)

- Responsible for the recruitment of new referees and the retention of experienced referees
- Shall help to develop and implement referee education and certification opportunities
- Shall provide recommendations to the Executive on youth and adult referee development
- Responsible for educating referees of game day administration
- Shall evaluate referees at events where possible
- Attend club meetings and update Executive on status
- Perform such duties as delegated by the President and/or Board of Directors

Lakeshore Soccer League Representative

- Attend Lakeshore Soccer League (LSL) meetings representing the best interests of The Club
- Coordinate with Head Coach and LSL Coaches on rules, schedules, game sheets, and other league protocol
- Help Head Coach & Coach-Convener Coordinator on coaches and additional team staff
- Manage the Division Year End Tournament

Club Co-Convenors (2 required per division –U4, U6, U8, U10)

- Manage coaches as per assigned age group
- Responsible to organize and conduct a coaches pre-season meeting
- Responsible for assigning practice/game schedules (in coordination with Field Manager)
- Work in conjunction with Head Coach on Grading sessions to form teams
- Escalation point for assigned age group issues and non-executive issues
- Help organizing and assisting in running Assessment sessions at the start of the season (Start of May)

Public Relations & Communications

- Overseas Club's website, print, radio and social media
- This position can be co-position within the operating committee
- Coordinate all advertisements for all Club events such as registration, general meetings, AGM, picture day, BBQ and other activities
- Responsibilities include recommendations to board regarding marketing and communications
- Help recognize key stakeholders and sponsorships
- Send out Club emails to membership (maintain mass email using SE)
 - Website – responsible for maintaining information on website & preparation of newsletter
 - Print/Radio – liaise with media

- Social Media Contact –operate the Clubs Facebook and Instagram accounts. Promoting the game, highlighting The Club and its members, helping create engaging events for the community
- Attend Club meetings and update board on status

Referee Coordinator & Scheduler

- Responsible for organizing referees for each home game
- Maintain register of The Club referees
- Responsible to assist to Head Referee in organizing training of The Clubs referees

Field & Schedule Manager

- Responsible for the allocation of fields for practice nights and game nights in consultation with the Referee Scheduler and President/BOD
- Act as Liaison with the Town to ensure ground playing conditions are in good order

Head Equipment & Uniform Manager

- Responsible for all Club Sheds
- Responsible for maintaining ordering and inventorying club equipment (this can include balls, pinnies, coaching kits, ref uniforms, practice & training equipment)
- Overseas equipment distribution and retrieval to youth conveners, Lakeshore Soccer League Teams, and Rep Team managers
- Work with board on creating & updating soccer/sports first aid kits
- Attend Club meetings and update board on status

Assistant Equipment Manager

- Duties outline by BOD/Head Equipment & Uniform Manager
- First Aid Kits and helps with coordination of player safety

Uniform Coordinator

- Assistant and coordinate uniforms and jerseys for The Club
- Overseas uniform distribution & retrieval at the end of the season (start of September of the current year)
- Inventory all uniforms (kits) and help prepare purchasing orders in Feb-March
- Works with conveners and coaching staffs to ensure that all uniforms are maintained and returned in a clean and serviceable condition
- Club/Team apparel contact

Event & Sponsorship Coordinator

- Help with obtaining and coordinating team-league sponsorship
- Special Projects and Club Master Plan
- Assist in coordination of year end events (such as Lions BBQ)
- Point of Contact for all fundraising activities
- Recruit volunteers for events and other fundraising activities
- Responsible for recording fundraising takings
- Attend club meetings and update Executive on status

Fall and Indoor Coordinator

- Manages coaches and managers as per assigned age group
- Responsible to organize and conduct a coaches/managers pre-season meeting
- Responsible for assigning practice/game schedules
- Work in conjunction with Head Coach on Grading sessions to form teams
- Escalation point for assigned age group issues and non-executive issues

Rep Program Manager & Tournaments/Festivals

- Will report to President and/or Board of Directors
- Escalation point for all rep team issues
- Help create & or update grading-assessment player tool
- Manages all coaches, managers and Team Staff
- Contact for Tournaments/Festivals working in conjunction with VP
- Have access to the CMTS
- Attend league meetings as appropriate

- Attend club meetings and update board

Challenger Camp Coordinators

- Main point of contact for all Challenger related information and details
- Help with securing all camp details (host families for coaches, welcome packets/budget)
- Can coordinate with Challenger Contact along with Club President
- Attend club meetings and update board

All Abilities Soccer Program Director

- Create, impendment training programming
- Secure volunteers and field time
- Help push registration
- Work with community partners (GBIP and others) to provide access to youth in Grey-Bruce Counties.

Adult Soccer Liaison

- Helps with getting players to fill out adult teams in LSL and TMSL
- Helps with finding adult volunteers for SSUFC events/coaches/refs

Player Representatives

- (1) male and (1) female must be 9 years of age or older
- Assist in the daily operations of the Club
- Liaisons between the players and the Club/Board
- Help with coaching/volunteer appreciation
- Give feedback on clinics, camps and training

Planning Advisory Team (PAT)

The PAT will be annually appointed by the BOD at or after the Annual Members Meeting. The Club recommends having a max of 5 team members. They will meet when needed by the board and present any findings and or recommendations at general meetings of the board.

- Past Presidents/SR board members
- Key stakeholders in community, sport and recreation
- Membership of SSUFC

Nominations & Elections

1. Directors shall be elected for a two (2) year term of office.
2. Election for Board of Directors for even years will be for the positions of President, Treasurer, and Head Coach. In odd years it will be VP, Registrar and Secretary with those sitting as Directors at Large will be one (1) year term of office. The Administrative Assistant will be appointed yearly.
3. Members of the Operating Committee shall be appointed by the Directors yearly.
4. Members of the Planning Advisory Team shall be appointed by the Directors yearly.
5. In the event that there are no suitable candidates for these positions, or a vacancy exists as a result of a resignation or removal, the Board of Directors may appoint a member to serve in a position until the next Annual Members Meeting.
6. Positions for which nominations will be accepted shall be advertised on The Club website no later than one (1) month prior to the Annual Members Meeting.
7. There shall be a separate election for each available position.
8. Only those persons who have met the criteria for nomination will be considered for a position as a Member of the Board of Directors or Operating Committee or Planning Advisory Team.

Criteria for Nomination

1. A person over the age of eighteen (18) who wishes to serve The Club as a Member of the Board of Directors must be nominated by a Member of The Club at the AMM.
 - a. Self nominations are accepted, must be submitted prior to the AMM
2. A person whose membership has been terminated or suspended by The Club may not stand for election or be appointed to serve on the Board of Directors until such time as the conditions of the termination or suspensions have expired.

Article 6: Meetings

Meetings of the General Membership

1. Each voting Member shall be entitled to one (1) vote at any Meeting of the General Membership. A Member must be present to vote. Proxy votes are not permitted.
2. A minimum of fourteen (14) days notice of the proposed time and location of any Meeting of the General Membership will be provided.
3. Notification to Members must be posted on The Club website.
4. The President shall preside at all Meetings of the General Membership. In the event of the President's absence, the next senior member of the Board of Directors shall assume this responsibility.
5. The Board of Directors of the outgoing or current board (minimum of 3 present) shall constitute a quorum.
6. Voting at all Meetings of the General Membership shall be by a show of hands unless a poll is requested. Decisions shall be reached by simple majority unless otherwise specified in the By-Laws of The Club or Corporate Law.
7. Meetings shall be conducted according to the most recent published edition of Robert's Rules of Order insofar as they may apply.

Annual Members Meetings of the Membership

1. The Annual Members Meeting (AMM) of The Club and a review of the Audited Club's financial statement shall occur by October 31ST.
2. Order of Business:
 - a. Roll Call
 - b. Minutes of the Previous Annual General Meeting
 - c. President's Address
 - d. Director of Financial Operations' Report
 - e. Auditor's Report
 - f. Appointment of Auditors
 - g. Director's Reports
 - h. Other Reports
 - i. Unfinished Business
 - j. New Business
 - k. Amendments to the Constitution & By-Laws
 - l. Election of the Board of Directors & Operating Committee
 - m. Adjournment

Special General Meeting of the Membership

1. A Special General Meeting of the Membership may be called by the Board of Directors by its own motion at its regular meeting.
2. A Special General Meeting must be called within thirty (30) days following the receipt of a written request signed by no less than one third (1/3) of the Voting Members.
3. Only the business for which a Special General Meeting has been called will be dealt with at the meeting.

Article 7: Committees

The Membership at any general meeting, or the Board of Directors at any meeting of the Board, may establish a standing committee or special committee to carry out specific business or programs of The Club. All committees shall report back to the Board of Directors with all action items to be approved by the Board of Directors.

Article 8: Amendments to the Constitution

1. All proposed amendments to the Constitution must be submitted to The Club no less than fourteen (14) days prior to the Annual Members Meeting or a Special General Meeting of the Membership called for that purpose.
2. Amendments to the Constitution require a 2/3 majority vote of those present at a Meeting of the Membership called for that purpose.
3. Copies of the proposed amendments to the Constitution must be posted on The Club's website no less than seven (7) days prior to the General Meeting of the Membership at which they will be considered.

Article 9: Rules and Regulations

The Board of Directors shall establish, implement, and/or review a Rules & Regulations to guide and direct The Club's affairs in accordance with its constitutional mandate and objectives. Rules & Regulations will be maintained in a Rules Manual. This manual may include, but is not limited to:

- a) Volunteer Screening
- b) Budget and Finance
- c) The Club Discipline Policy
- d) The Club Dispute Resolution Policy
- e) Duties of the Board of Directors and Operating Committee

The Board of Directors may approve and publish Rules and Regulations which are consistent with this By-Law.

Amendments to the Rules and Regulations may be made by a majority vote of the Board of Directors or the Membership at a General Meeting.

All paid positions within The Club shall be reviewed annually by the Board of Directors with regards to role, hours, work and compensation.

Article 10: Hold Harmless

Every Member of the Board of Directors, Operating Committee, Volunteer or Staff Member shall be indemnified by The Club against all costs, losses and expenses incurred by them respectively in /or about the discharge of their respective duties, except those which happen as a result of their own wilful negligence or default.

The reimbursement will take place per The Club expense claim policy.

Article 11: Finance

The accounts of the Club shall be audited annually by a Chartered Accountant if the annual Gross Revenue is greater than \$150,000.

At the Annual General Meeting of the Club, a Chartered Accountant Firm shall be appointed to perform the audit.

The fiscal year of The Club shall end on December 31th, unless otherwise ordered by the Board of Directors.

Article 12: Signing Authority

All cheques must be signed by either the Treasurer and the President or the Treasurer and Vice President.

Article 13: Harassment

The Club shall adhere to the Harassment Policy as published and approved by The OSA.

The Harassment Policy shall apply to all Employees, Directors, Officers, Volunteers, Coaches, Game Officials, Players and Members of The Club.

Harassment is defined as any comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. It includes, but is not limited to sexual harassment.

The Club shall make available to any Member, The OSA's Harassment Policy when requested in writing to do so.

Article 14: Appeals

Any member or registrant of The Club directly affected by a decision of The Club may appeal such a decision. The denial or termination of Membership in The Club may be appealed by a non-Member.

A decision of The Club may be appealed to the District Association with which The Club is affiliated. The appeal shall be conducted in accordance with the OSA's and District Association's published rules.

An individual shall not appeal a decision made by the Board of Directors regarding the appointment, non-appointment, re-appointment or revocation of an appointment of an individual to any coach or paid position

within The Club's operations, except where the selection, appointment and revocation process outlined in The Club's published rules has not been followed.

An individual shall not appeal a decision made by The Club regarding a player's team assignment.

Article 15: Dissolution

In the event of dissolution of The Club, and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of by the Board of Directors to one or more not-for-profit soccer related organizations, or any not-for-profit athletic community organizations, which operate solely in Ontario.

Article 16: Definition / Terminology

Terminology used in this By-Law shall have the same meaning as that used by the OSA in its By-Laws and published rules.

APPENDIX 1 – CLUB CODE OF CONDUCT

The Player's Pledge

In applying for membership of the Club I pledge that

1. I am a good sport, which means that I will –
 - a. always play by the rules
 - b. never argue with an official
 - c. try my hardest for & contribute as part of our team
 - d. applaud all good plays, by both my team & our opponents
 - e. not bully or take unfair advantage of a competitor
 - f. be modest in victory & gracious in defeat
 - g. thank the opposition & officials at the end of the game

2. I am a respectable and responsible person, which means that I will –
 - a. treat others as I would like to be treated
 - b. respect the rights, dignity & worth of all people involved in the game, regardless of their gender, ability or cultural background
 - c. control my temper

The Parent's Pledge

In witnessing my child's application for membership of the Club I pledge that

1. I am a good sports parent, which means that
 - d. I will teach my child –
 - i. to play within the rules
 - ii. to respect the officials' decisions
 - iii. to respect the coach's decisions
 - iv. to respect the efforts of their opponents
 - v. that good fun is more important than a good win
 - e. I won't –
 - i. pressure my child in any way
 - ii. criticise or ridicule my child's performance
 - f. I will –
 - i. applaud all good plays, by both my child's team & their opponents
 - ii. give positive comments that motivate & encourage continued effort
 - iii. focus on my child's and their team's efforts & performance - not the score
 - iv. thank the opposition, officials & other volunteers who make the event possible for my child
 - v. volunteer my services & help when asked

2. I am a respectable and responsible person, which means that
 - g. I will –
 - i. respect the rights, dignity & worth of all people involved in the game, regardless of their gender, ability or cultural background
 - ii. control my temper
 - h. b. I won't –
 - i. use bad language

APPENDIX 2 – DISCIPLINE & DISPUTE RESOLUTION POLICY

Resolution of internal disputes

1. Disputes between Members of the Club, and disputes between Members and the Club, shall be dealt with by a meeting of the Board, which shall act in the best interest of the Club - referring to the Objectives and these Rules. This meeting may be the next scheduled Board meeting or a meeting of the Board especially convened to address the dispute.
2. At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

Disciplining of Members

1. A complaint may be made to the Secretary by any person that a Member of the Club
 - a. has persistently refused or neglected to comply with these Rules, or
 - b. has persistently and wilfully acted in a manner prejudicial to the interests of the Club
2. On receiving such a complaint, the Secretary must
 - a. cause notice of the complaint to be served on the Member concerned; and
 - b. give the Member at least 14 days from the time the notice is served within which to make submissions to the Board in connection with the complaint, and
 - c. convene a meeting of the Disciplinary Committee to be held within 28 days after the date on which the Secretary received the complaint.
3. The Disciplinary Committee, after considering the complaint and any submissions made in connection with the complaint, is satisfied that the facts alleged in the complaint have been proved, may
 - a. expel the Member from the Club, or
 - b. suspend the Member from Membership of the Club
4. The Secretary must, within 7 days after the meeting of the Disciplinary Committee, cause written notice to be given to the Member of the decision made, any action taken, and the reasons given by the Disciplinary Committee for having taken that action and of the Member's right of appeal

The expulsion or suspension does not take effect:

- a. until the expiration of the period within which the Member is entitled to appeal against the resolution concerned, or
- b. if within that period the Member exercises the right of appeal, unless and until the Club confirms the resolution, whichever is the later.

Right of appeal of disciplined Member

1. A disciplined Member may appeal to the Club against a resolution of the Disciplinary Committee within 7 days after notice of the resolution is served on the Member, by lodging with the Secretary a notice to that effect.

The notice may, but need not, be accompanied by a statement of the grounds on which the Member intends to rely for the purposes of the appeal.

On receipt of a notice from a Member the Secretary must notify the Board and convene a meeting of the Appeals Board to be held within 21 days after the date on which the Secretary received the notice.

At the meeting of the Appeals Board

- a. no business other than the question of the appeal is to be transacted, and
 - b. the Disciplinary Committee and the Member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - c. the Appeals Board will vote by secret ballot to either be confirmed or revoked.
2. The decision of the Appeals Board is final.

APPENDIX 3 – VOLUNTEER POLICY

The Club's policy requires all volunteers providing direct supervision of players to submit every third year a Criminal Reference Check, including Vulnerable Sector Search. The Club will reimburse the cost of the Criminal Reference Check, including Vulnerable Sector Search.