

Highlands Soccer Association Incorporated



By-Laws

14 December 2010

**Highlands Soccer Association Incorporated
By Laws**

Section 1

1. COMMENCEMENT AND APPLICATION

- 1.1 These By-Laws are effective as from (date) subject to such alteration, addition or deletion as made from time to time by the Board of the Highlands Soccer Association Incorporated pursuant to its Constitution.

Section 2

2. DEFINITIONS

- 2.1. The words in bold shall in these By Laws mean:

- (a) “**Appellant**” means the party appealing a Determination at First Instance.
- (b) “**Away Club**” means the Club not playing the Match as its home Match.
- (c) “**HSA**” means the Highlands Soccer Association Incorporated
- (d) “**Board**” means the elected board of the HSA Inc.
- (e) “**Club Member**” means those admitted as Club Members under the Constitution of the HSA.
- (f) “**Competition**” means any Competition between Football Clubs including Competitions whether played during the playing season or pre season.
- (g) “**Complaint**” means a breach of the Constitution, By-Laws of, By Laws or grievance relating to a Football Activity.
- (h) “**Constitution**” means where the context permits the Constitution of HSA or a Football Club of an Association Member
- (i) “**Directors**” means the Board of Directors of HSA and where the context permits the like officers of a Member.
- (j) “**Costs**” includes fees and expenses of any nature incurred in Proceedings.
- (k) “**Delegate**” means the duly appointed representative of a Member.
- (l) “**Determination at First Instance**” means the final determination of proceedings before a commission/tribunal established by HSA or Association Member or Standing other than an appeal under section 9 of these By-Laws.
- (m) “**Director**” means a member of the elected Board.
- (n) “**Document**” means any written material in whatever form it is produced.
- (o) “**Executive**” means the Chief Executive Officer of HSA and where the context permits the like officer of an Association Member and includes those delegated by the Chief Executive Officer to carry out administrative functions.
- (p) “**Field of Play**” means where the Game is played.
- (q) “**Financial Default**” means the non-payment by a Member of any monies due and payable to the HSA or an Association Member after the date when such monies were due and payable.
- (r) “**Football Activity**” means any activity of a football nature that takes place on the field of play or playing area or within or external surrounds of a ground or any other activity relating or incidental to the objects the HSA.
- (s) “**Football Club**” (or “**Soccer Club**”) means an entity formed for the purpose of playing football in Competitions conducted by The HSA
- (t) “**Game**” means the playing of football (also known as soccer) and Futsal.
- (u) “**Ground**” means the venue where the game is played.
- (v) “**Initiating Notice**” means and where the context permits a notice of Complaint, notice of appeal, notice to produce, notice to attend, notice of dispute or general notice.

- (w) **“Insolvency Event”** means where a Club Member or Association Member or Football Club has:
- (i) a manager, receiver or administrative receiver appointed against it or any part of its undertaking or assets;
 - (ii) an administration order made against it;
 - (iii) a winding-up order made against it;
 - (iv) a resolution passed for its winding-up;
 - (v) enters into any arrangement with its creditors or some part of them in respect of the payment of its debts or part of them as a company voluntary arrangement or Scheme of Arrangement under the Corporations Act 2001; or
 - (vi) has any proceeding or step taken or any court order in any jurisdiction made which has a substantially similar effect to any of the above.
- (x) **“Internal Resolution Process”** means the process where a party has exhausted the grievance procedure and appeal process pursuant to the Constitution, By-Laws the HSA, Football NSW of that Constitution and By-Laws of FFA.
- (y) **“Match”** means a Game between Football Clubs whether as a friendly or trial Match or in a Competition or a play off series.
- (z) **“Material Change”** means a change in the Constitution or shareholding or membership of a Member as to reduce the beneficial control or ownership by 51% or more or ceases to play football in a competition conducted by Football NSW or an association member as its principal activity.
- (aa) **“Member”** means a Member admitted to membership under the Constitution of the HSA or the Constitution of an Association Member.
- (bb) **“Notice”** means an Initiating Notice, document or letter.
- (cc) **“Office Holder”** means a person who holds a position, whether elected or appointed, as:
- (a) President, vice-president, secretary, treasurer, director, committee member or employee of the governing body (however described) of a club member, association member, associate member of the Company, standing committee member or holds any like position with a member of an association member, associate member or standing committee member; or,
 - (b) a life member.
- (dd) **“Participant”** means Players, coaches, Office Holder, Match Official, Spectators and any other Person involved in a Football Activity.
- (ee) **“Party”** is a party to proceedings.
- (ff) **“Person”** means a natural person.
- (gg) **“Play off series”** means the Matches played at the conclusion of a Competition to determine that Competition’s champion.
- (hh) **“Player”** means a Player registered with a Football Club.
- (ii) **“Playing area”** means the field of play and any perimeter area between the by line of the field of play and the Spectator area.
- (jj) **“Pre-season”** means the period of the year outside the playing season.
- (kk) **“Proceedings”** means proceedings to determine any matter pursuant to these By-Laws or the grievance procedure of the FFA or Court of Law.
- (ll) **“Registration”** means the registration of a Player or Person with the HSA or a member Football Club.
- (mm) **“Spectator”** means a Person who attends a Football Activity.
- (nn) **“Transferor”** means the Football Club that transfers a Player.
- (oo) **“Transferee”** means the Football Club to which a Player is being transferred.

SECTION 3

3. ADMISSION TO MEMBERSHIP

- 3.1. Admission as a Member shall be by written application lodged with the Executive in the form prescribed by the Board:
 - (a) on an annual basis.
 - (b) on such terms and conditions as the Directors may determine.
- 3.2. Admission in any one year shall not constitute a right or privilege to be admitted in any subsequent year.
- 3.3. The application shall contain a provision:

“(Name of applicant Member) agrees for itself and for each of its Participants to be bound and comply with:

 - (a) The Constitution;
 - (b) By-Laws;
 - (c) Policies, directions of the Directors or the Executive;
 - (d) By Laws made pursuant to the By Laws;
 - (e) The laws of the Game;
 - (f) The Constitution, By-Laws, By Laws and Policies of FFA;
 - (g) Any agreement between FFA, Football NSW or the Member and their respective sponsors or with any other person made for the benefit of FFA, Football NSW, the Members or in the general interests of the Game;
 - (h) Any alteration, revocation or addition to any of the above made from time to time;
 - (i) Where there is any inconsistency between the Constitution, By-Laws and By Laws of the Member and the Constitution, By-Laws and By Laws of the Member, then to the extent of such inconsistency, the Constitution, By-Laws and By Laws of the HSA shall apply.
 - (j) Warrants that each of its participants prior to registration has read and understood the Constitution, By-Laws, By Laws, Policies, Directions of Directors and/or the Executive referred to in this By-Law 3.3 and has agreed in writing to be bound and submit to the jurisdiction of HSA and the Member.
- 3.4. The HSA and each Member, Participant or Football Club submits exclusively to the jurisdiction of a commission/tribunal established pursuant to these By-Laws to determine any Complaint/dispute that arises between the HSA, Member, Participant or Football Club or a combination of any of them and will not commence or pursue any proceedings a Court of Law until as such time as the Internal Resolution Process of the Complaint/dispute has been exhausted.
- 3.5. On the winding up of a Member or Football Club, any surplus assets of the Member or Football Club shall be transferred to a like body having objects similar to those set out in its Constitution or alternatively such surplus may be disposed of in such other manner as the members of the Member or Football Club with the consent of HSA shall determine.
- 3.6. If after the date of admission as a Member or Football Club, such Member or Football Club makes a material change to its constitution or shareholding or membership without the prior written consent of the Directors shall be deemed a new entity requiring a fresh application for admission as a Member or Football Club.

SECTION 4

4. CONSTITUTIONAL PROVISIONS FOR ASSOCIATION MEMBERS AND STANDING COMMITTEES

- 4.1. An Association Member must provide in its constitutions or By-Laws:
 - (a) Procedures to facilitate the expeditious and fair resolution of disciplinary Complaints and disputes within the Association Members' jurisdiction;

- (b) Provisions that:
 - (i) Upon registration with an Association Member, a Participant or Football Club shall comply and be bound by Constitution and By-Laws of the Association Member and that of the Constitution and By-Laws of the HSA, Football NSW and FFA;
 - (ii) Where there is any inconsistency between the Constitution or By-Laws of the Association Member and the Constitution, By-Laws of the HSA, then to the extent of such inconsistency, the Constitution, and By-Laws of the HSA shall apply;
 - (iii) Participant or Football Club will not commence or pursue any proceedings in a Court of Law until as such time as the Internal Resolution Process has been exhausted;
 - (iv) Participant and Football Club shall at all times submit to the jurisdiction of the Association Member and Standing Tribunal prior to initiating any appeal under these By-Laws.

Standing Committees

- 4.2. The Directors shall establish standing committees. The Persons to serve on the Standing committees shall be elected by Association Members.
- 4.3. The Standing committee shall comprise no more than Eight (8) Persons.
- 4.4. A Standing shall act as a forum to co-ordinate and promote the interests of Association Members.
- 4.5. A Board may establish a Standing Tribunal to investigate and determine any dispute or matter relating to a Football Activity between Association Members or appeal from a decision of a disciplinary tribunal or like body of an Association Member.

SECTION 5

5. REGULATIONS

- 5.1. The Executive shall make such Regulations, Standing Orders and Playing Conditions, as it deems necessary in respect of any matter arising from or incidental to the implementation of these By Laws.
- 5.2. Regulations, Standing Orders and Playing Conditions made pursuant to By-Law 5.1 come into effect on the date determined by the Executive.
- 5.3. The power to make Regulations, Standing Orders and Playing Conditions includes the power to amend, delete or add to Regulations, Standing Orders and Playing Conditions made.

SECTION 6

6. COMMITTEES, COMMISSIONS AND TRIBUNALS

Authority to Establish

- 6.1. The Directors may establish such committees, commissions and tribunals as it may from time to time determine and designate to each of them their respective functions and powers.
- 6.2. The Directors shall appoint the chairman and members committees.

Disciplinary Tribunal

- 6.3. A Disciplinary Tribunal ("DT") shall investigate and determine:
 - (a) Any offence on the field of play other than an offence which carries a maximum one (1) Match suspension in accordance with the Schedule of Persons Offences annexed to the By Laws; and

- (b) Impose any sanction provided for by the Laws of the Game and/or the By Laws made pursuant to these By-Laws.
- 6.4. The Executive shall appoint a Chairman and three (3) suitable Persons to the Tribunal from the panel appointed by the Directors to serve on the DT and who are independent and at arms length of any party involved before the DT.
- 6.5. The practice and procedure in Section 8 shall apply to the DT.
- 6.6. Where a party shall be legally represented, then notice must be given to the Executive no later than five (5) business days prior to the first return date of the DT.
- 6.7. Where the Executive receives notice of legal representation, then the Executive may, at the expense of the party, employ the services of a legal representative.

Contempt in the face of a Tribunal

- 6.9 A person must not –
 - (a) Insult a member of a Tribunal in or in relation to the exercise of the powers or functions of a member; or
 - (b) Repeatedly interrupt the proceedings of a Tribunal; or
 - (c) Create a disturbance or take part in creating or continuing a disturbance in or near a place where a Tribunal is sitting; or
 - (d) Obstruct or hinder the Tribunal or a member in the performance of the functions of the Tribunal; or
 - (e) Fail to comply in full with an order of the Tribunal
 - (f) Do any other act or thing that would, if a Tribunal were a Court of record, constitute a contempt of Court.
- 6.10 Upon a finding of a breach of 6.9 above, the Tribunal may refer the conduct to the Board of Directors seeking an order for:
 - (a) Payment, by a person who has committed the offence or been found to have acted in contempt or abused the process of the commission/tribunal, of the whole or any part of the costs of a party to proceedings occasioned by the contempt or abuse of process; and/or
 - (b) Deduction of points from any Football Club in a Competition; and/or
 - (d) Expulsion, suspension or disqualification of any Participant or Football Club from any Football Activity for such time as it deems fit; and/or
 - (e) Expulsion, suspension or disqualification of any Member from membership of Football NSW.

SECTION 7

7. APPOINTMENT OF MEMBERS TO COMMISSION/TRIBUNAL

- 7.1. The commission/tribunal members shall:
 - (a) Be appointed by the Executive;
 - (b) Consist of a Chairman plus at least three (3) Persons each of whom are independent and at arms length with any party to the proceedings before the Commission Tribunal;
- 7.2. The Executive shall appoint the Chairman and persons to the Tribunal from the panel appointed by the Directors.

SECTION 8

8. PROCEDURAL BY-LAWS IN PROCEEDINGS

Application

- 8.1. The following By-Laws shall apply in all proceedings:
- (a) A reference to commission/tribunal shall mean any tribunal or like body established by the Directors to determine Complaints/disputes or appeals;.

Service

- 8.2. It shall be sufficient service of any notice, if served by post at the last known address contained in the records of The HSA or the Member of the Participant to whom the notice is addressed or if served at another address, at that address provided there is evidence of service at that address.
- 8.3. The commission or tribunal hearing the matter shall determine whether there has been effective service of any notice.

Ex Parte

- 8.4. If a Person fails to respond to a notice, the commission/tribunal shall determine the matter ex parte.
- 8.5. An ex parte decision of the commission/tribunal has the same force and effect as if the determination was made after a full hearing before the commission/tribunal.

Warning Notice

- 8.6. A notice must contain the full text of By-Laws 8.4 and 8.5 in the form of a warning as to the consequence of failing to respond to the notice.

Commencement of Proceedings

- 8.7. Initiating Notices to be used pursuant to these By-Laws:
- (a) *Notice of Complaint* – to initiate any Complaint as a result of a breach of the Constitution, By-Laws, By Laws, policies, directions of HSA.
 - (b) *Notice of Costs* – details the Costs, expenses and fees of the commission/tribunal including for each hearing session until completion of the proceedings.
 - (c) *Notice of Dispute* – to initiate any Complaint of a dispute between Members, Persons, Football Clubs or any Person under the jurisdiction of HSA
 - (d) *Notice to Attend* – to require the attendance of any Person and to give evidence;
 - (e) *Notice to Produce* – requires the production of any documentation, information or material in whatever form it is held;
 - (f) *General Notice* – for the doing of any thing not covered by the notices above.
 - (g) *Notice of Appeal* – to initiate an appeal from a Determination at First Instance.
 - (h) *Notice of Response* – response to the Initiating Notice whether to admit, deny or counterclaim or object to the doing of any thing in the Initiating Notice.
- 8.8. A respondent must file notice of response within seven (7) business days of service of the Initiating Notice.
- 8.9. The commission/tribunal may determine any proceedings ex parte where notice of response has not been filed within the prescribed time.

Particulars in Notice

- 8.10. A Complaint/dispute shall be commenced by an Initiating Notice which shall contain:
 - (a) Name of the party against whom the Initiating Notice is brought;
 - (b) Name of the party issuing the Initiating Notice;
 - (c) Particulars of the Complaint/dispute including any By-Law or By Law pursuant to which it is made;
 - (d) The time, date and place where the Initiating Notice is returnable.
- 8.11. A notice of dispute may be issued by any Member, Football Club or Participant and may issue against HSA.
- 8.12. A notice of Complaint may contain more than one Complaint.
- 8.13. Initiating Notices may be issued by or against HSA or any other party.
- 8.14. A commission or tribunal may direct the issue of notice to attend, notice to produce or general notice against HSA or any other party at any time in the course of the proceedings.
- 8.15. Where an Initiating Notice has been issued and served against a party, that party must lodge with the Executive a notice of response.

Evidence

- 8.16. The admissibility and weight to be given to evidence including electronic, audio, visual material, i.e. video, DVD recordings in the proceedings shall be at the discretion of the commission/tribunal.
- 8.17. A commission/tribunal is not bound by the Laws of Evidence applicable to proceedings in Courts of Law.
- 8.18. All proceedings shall be conducted in accordance with the principles of natural justice.
- 8.19. The commission/tribunal must have before it prior to commencing proceedings the Initiating Notice and notice of response together with all documents as relate to the evidence in the proceedings.
- 8.20. A party to any proceedings must, except if otherwise directed by the Executive no later than seven (7) days prior to the return date of an Initiating Notice, be served with all the evidence of the other party including written statements of witnesses to be called, documents and any audio or visual evidence upon which a party intends to rely in the proceedings.
- 8.21. If there is non-compliance with By-Law 8.20, such evidence is not admissible in the proceedings without leave of the commission/tribunal.
- 8.22. Leave shall only be given if the party satisfies the commission/tribunal that the evidence it seeks to tender was not reasonably available to the party in order for the party to have complied with By-Law 8.20.
- 8.23. The commission/tribunal may disallow cross-examination of any party to the proceeding if it considers the cross-examination to be frivolous, vexatious, irrelevant, and unnecessary or of little probative value.

Time to Do Anything

- 8.24. The Executive, commission/tribunal may shorten or extend a time fixed under these By-Laws.
- 8.25. If a By-Law or order requires a party to do any thing but does not specify a time, it must be done as soon as practicable.
- 8.26. Powers of Commission/Tribunal
 - (a) To conduct its meeting at such time, date and place as it may determine.
 - (b) To take evidence.
 - (c) To require the attendance of any party Member or Participant to give evidence.

- (d) To require the production of any document, information or other material in whatever form held by any party under the jurisdiction of HSA including HSA;
- (e) Where the party Member or Participant are required to give evidence and/or produce information or other material refuses or fails to attend and give evidence, the commission/tribunal shall request the Directors to suspend the party from Competition or membership privileges of HSA until lifting of the suspension.
- (f) To inform itself on any matter or thing in order to properly carry out its function.

Determination

8.27. The determination of any tribunal / commission shall be in accordance in with majority opinion and if equally divided the Chairman's determination shall prevail.

Onus of Proof

8.28. A commission/tribunal shall make determinations on the balance of probabilities.

Dispute on Jurisdiction

8.29. Any dispute as to power or jurisdiction of a commission/tribunal shall be made to the Directors whose determination of the dispute shall be final and binding and without recourse to the Appeal Tribunal.

Reporting of Determination

- 8.30. The commission/tribunal shall, subject to its terms of reference, report in writing to the Executive who shall notify the parties of:
- (a) Its determination;
 - (b) Any right to appeal.
- 8.31. The determination of a commission/tribunal shall be in writing and contain reasons for the determination.

Notice of Costs and Payment of Costs

- 8.32. At the commencement of any proceedings, a notice of Costs shall be given to each party in the proceedings. A copy of the notice of Costs is to be signed by each of the parties to the proceedings as acknowledgment and agreement to be bound to comply with any order as to Costs of the proceedings.
- 8.33. Where an order for payment of Costs is made against a party and payment is not made within sixty (60) days of determination of the proceedings, then the non payment shall be deemed a Financial Default under these By-Laws.
- 8.34. Where the convening of a commission/tribunal will subject HSA or other party to Costs and expenses, then the unsuccessful party or the party against whom the Complaint has been proven shall pay the Costs and expenses.

8.35. Representation

- (a) During proceedings:
 - (i) A party shall attend in Person or if approved by the commission /tribunal by teleconference or video link.
 - (ii) Legal counsel may represent a party or any Person nominated by the party.
 - (iii) HSA may be represented and shall be entitled to take part in the proceedings whether a party or otherwise.

- (b) HSA may appoint counsel to assist the commission/tribunal in the conduct of its proceedings.
- (c) Counsel assisting the commission/tribunal shall be independent of HSA and any other party to the proceedings;
- (d) The function of counsel assisting the commission/tribunal is to assist the commission/tribunal in the discharge of its functions including but not limited to advising on any procedural or evidential matter in dispute.
- (e) HSA may charge the party for the costs of any representation.

Determinations Binding on Parties

- 8.36. Subject only to right of appeal as set out in these By-Laws, all determinations at First Instance of a commission/tribunal are binding on the parties to the determination including HSA
- 8.37. The Directors may by-pass referral of any Complaint/dispute to a commission/tribunal and refer it directly to FNSW for determination in accordance with FNSW's grievance procedure.

Register of Determinations

- 8.38. The Executive must maintain a register of all determinations.
- 8.39. The determinations shall be recorded in the register in alphabetical name order commencing with the initiating party and by particular subject matter of the determination.

SECTION 9

9. APPEALS

Appeal Tribunals

- 9.1. The Directors shall establish an Appeal Tribunal to determine appeals from a Determination at First Instance.
- 9.2. The Directors shall appoint a Panel of Persons to sit on the Appeal Tribunal.
- 9.3. There shall be no less than three (3) Persons sitting on any Appeal Tribunal.
- 9.4. No Person on the Appeal Tribunal may hear any appeal if that Person was involved in the Determination at First Instance.
- 9.5. The Executive shall appoint the Chairman and persons to the Appeal Tribunal from the panel appointed by the Directors.
- 9.6. Persons on the Appeal Tribunal shall be independent of the parties to the appeal and must not hold any position with a party to the appeal whether honorary or otherwise.

Right of Appeal

- 9.7. Any party including HSA although not party to the proceedings aggrieved by a Determination at First Instance has a right of appeal.
- 9.8. All appeals from Determination at First Instance shall be made to the Appeal Tribunal.
- 9.9. Notwithstanding By-Law 9.8, no appeal shall lie to an Appeal Tribunal from a determination of the disciplinary tribunal relating to a penalty imposed for breach of the laws of the Game.

Power of Appeal Tribunal

- 9.10. The Appeal Tribunal may:
- (a) Dismiss, allow in whole or part, or vary (whether by way of reduction or increase) any Determination at First Instance;
 - (b) Impose any sanction or make any order or determination that the Determination at First Instance could have imposed or made.

Payment of Appeal Fees

- 9.11. If an appeal is successful, the Executive or unsuccessful party to the appeal must pay to the other any appeal fee.

Appeal to FFA

- 9.12. An appeal from the determination of an Appeal Tribunal lays only to FNSW Southern Branch Appeal Tribunal.

Procedural By-Laws

- 9.13. Save where there is anything to the contrary in this Section 9, the procedural By-Laws in By-Law 8 where relevant apply to the Appeal Tribunal.

Grounds of Appeal

- 9.14. An appeal from any Determination at First Instance shall only be made on the following grounds:
- (a) Failure to afford procedural fairness;
 - (b) Lack of jurisdiction;
 - (c) Insufficient evidence;
 - (d) Incorrect interpretation of the By-Laws or By Laws;
 - (e) Involves a question or principle of importance to Football NSW;
 - (f) Severity.

Determination

- 9.15. The determination of any tribunal / commission shall be in accordance with majority opinion and if equally divided the Chairman's determination shall prevail.

Notices

- 9.16. A notice of appeal shall be lodged with the Executive in writing setting out the grounds and particulars within the prescribed time.
- 9.17. The prescribed fee shall accompany the appeal.

Prescribed Time to Lodge Notice of Appeal

- 9.18. A notice of appeal from a commission/tribunal or any other like tribunal or committee established under these By-Laws or authority of HSA must be lodged with the Executive, within seven (7) days of date of notification of the Determination at First Instance.
- 9.19. For the purpose of this By-Law, notification of the Determination at First Instance is deemed to have occurred when the Determination at First Instance is served on the

- Appellant or where the party or its legal representative was present at the time the Determination at First Instance was made.
- 9.20. Determination at First Instance was served:
- (a) by registered post, the 3rd business day after the date of the Determination at First Instance.
 - (b) by facsimile or email, the day after the date of the facsimile transmission or email sent to the Appellant.
- 9.21. The Appellant's postage or email address or facsimile number is deemed to be that last contained in the records of Football NSW.

Appeal Fee

- 9.22. At the time of lodging notice of appeal there shall be paid an appeal fee.
- 9.23. The Appeal Tribunal may make such order as to payment of the appeal fees as in the circumstances of the appeal it determines.
- 9.24. Where the appeal hearing takes more than one (1) hearing session, an additional non-refundable fee per session is payable by the Appellant prior to commencement of the second hearing session.
- 9.25. "*Hearing session*" means any period within a 24 hour day.

Notification of Legal Representation

- 9.26. An Appellant may not be represented by a legal representative before the Appeal Tribunal unless written notification of intention to be so represented is given to the Executive no later than ten (10) clear business days from the date of the hearing of the appeal. The Executive may appoint a legal representative to the Appeals Tribunal at the cost of the Appellant.
- 9.27. If notice of appeal is not lodged within the prescribed time, the Appeal Tribunal may dismiss the appeal.

Determination under Appeal

- 9.28. Pending final determination of an appeal, the Determination at First Instance shall be given effect unless the Appeal Tribunal makes an interim determination to the contrary.

SECTION 10

10. FEES

- 10.1. Fees payable pursuant to anything arising or incidental to these By-Laws:

(a) **Notice of Complaint, Notice of Dispute**

- (i) Lodged by HSA – Nil.
- (ii) Any other party – \$250.00.

(b) **Notice of Response (including Notice of Appeal)**

- (i) Lodged by HSA – Nil.
- (ii) Any other party – \$250.00.

(c) **Notice to Attend**

- (i) Staff member of HSA - \$75.00 per hour for each or part hour in attendance

- (ii) Director of HSA – \$75.00 for each or part hour in attendance.
- (iii) Any other Person – \$75.00 flat fee subject to making an application to the Tribunal at the hearing.
- (iv) The fees shall be paid at the direction of the Commission/Tribunal.

(d) **Commission/Tribunal (including Appeal Tribunal)**

- (i) Such fees for service and any reasonable expenses incurred by the commission/tribunal in discharge of their functions.

SECTION 11

11. CONDUCT

11.1. Insolvent Conduct

Where any Member or Football Club suffers an Insolvency Event, it shall be referred to the Directors who may:

- (a) If a Football Club and the Insolvency Event occurs at any time during the playing season:
 - (i) Deduct points it has accumulated in the Competition in which it participated; or
 - (ii) Where the Insolvency Event occurs during the pre season, deduct points from the Competition following the pre season such that it starts that Competition on minus the number of points deducted.
- (b) Suspend or expel the Member or Football Club from membership of HSA or Competitions.

11.2. A Member or Football Club may appeal against the Directors' decision. The appeal shall be referred to the Appeal Tribunal.

11.3. Prior to the Appeal Tribunal hearing the appeal, it shall appoint an independent chartered accountant to review the Member or Football Club's activities and prepare an independent report into the circumstances surrounding and leading up to the insolvency event and to its general future financial viability.

- (a) The independent report shall be made available to the Member or Football Club, the Appeal Tribunal hearing the appeal and the Directors.
- (b) The Member or Football Club shall pay the Cost of the independent report.
- (c) The Tribunal shall not hear the appeal until it is in receipt of the independent report and evidence of payment by the Member or Football Club of the independent report.

11.4. The Appeal Tribunal may make such determination as available to it pursuant to these By-Laws.

Misconduct

11.5. A Member, Football Club and/or Participant and spectators shall, at all times in a Football Activity, act in the best interest of the Game and shall not act in any manner which:

- (a) Is unsportsmanlike or unprofessional;
- (b) Brings or may bring the Game into disrepute or damage the reputation and goodwill of the Game;
- (c) Is violent;
- (d) Is improper, threatening, abusive, indecent, insulting or discriminatory whether by words or behaviour by reason of persons of ethnical origin,

colour, race, nationality, religion, sex, sexual orientation or disability or any other reason;

- (e) Directly or indirectly offers, agrees to give, gives, solicits, agrees to accept or accepts any gift or award or consideration of any nature which is or to be related in any way to influencing the outcome or conduct of a Match;
- (f) Directly or indirectly bets or instructs, permits or enables any Person for the other Person's benefit to bet on the result, progress or conduct of a Match or Competition;
- (g) Directly or indirectly induces or attempts to induce a Player to leave the Football Club for which that Player is registered;
- (h) Knowingly or willfully engages in the "ring in" of a Player or Players in any Match;
- (i) is disrespectful or abusive of Match officials or of their decisions;
- (j) Hinders the proceedings of a Tribunal/Commission in any matter as defined in Clause 6.21 of the By-Laws.
- (k) Breach of any obligations imposed by the By-Laws.

11.6. A Member, Football Club and/or Participant shall:

- (a) Not bring into or display national and political flags, banners or emblems in a ground except the Australian and state flags;
- (b) Not throw missiles or light flares within the confines of the ground;
- (c) Comply with the terms of entry to a ground including bag inspections for prohibited and restricted items including flares or objects which in the opinion of the responsible person of the ground have the potential to cause injury or public nuisance.

11.7. A Member or Football Club shall have notices printed and posted at all entrances to and within the ground threatening with expulsion from the ground. Any Participant responsible for behaving in any manner, which is not in the best interest of the Game and contrary to these By-Laws.

11.8. Any Participant who breaches any of these By-Laws during a Football Activity at a ground shall be removed from the ground by designated ground officials where the breach has occurred with such force as may reasonably be necessary for the purpose of effecting such removal.

11.9. The Directors or commission/tribunal shall have the power to order that a Person be suspended from all or any specific Football Activity for such period and on such terms and conditions as it considers fit where the Person has been convicted of an offence under the Laws of the State of New South Wales or the Commonwealth or any other State of the Commonwealth relating to offences by Persons at a ground during a Football Activity.

HSA shall have the power to order a Participant, Club Member, Association Member or spectator to be suspended from all or any specific Football Activity for such period and on such terms and conditions as HSA considers fit ("Interim Suspension Order") where:

- (a) The Participant, Club Member, Association Member or spectator has been charged by HSA in relation to an alleged act of Misconduct (section 11), or with a criminal offence, or in connection with disciplinary action pursuant to this By-Laws; and
- (b) Where HSA and the relevant Participant, Club Member, Association Member or spectator have each agreed to a Interim Suspension Order.
The period of an Interim Suspension Order shall not be capable of lasting beyond the date upon which any charge of Misconduct, criminal offence or disciplinary proceedings referred to in (a) above is decided or brought to an end.

Notification of an Interim Suspension Order shall be given as soon as is reasonably practicable to the Participant, Club Member or Association Member involved.

- 11.10. Any Participant who fails or refuses to submit or respond or cooperate when required to do so by the Directors, the Executive, commission/tribunal, shall be deemed to have breached these By-Laws.
- 11.11. The HSA may direct an Association Member to convene a Tribunal to deal with their own members. All findings and penalties must be forwarded within the prescribed time to the Executive. The Board may adopt or reject the findings and penalties at their discretion.

SECTION 12

12. REGISTRATION OF PARTICIPANTS

- 12.1. A Participant shall be registered with HSA
- 12.2. A Participant shall complete a registration form prescribed from time to time by the Executive.
- 12.3. The registration form shall contain no less than the following details:
 - (a) Name;
 - (b) Residential address;
 - (c) Age and date of birth;
 - (d) Last Football Club;
 - (e) Gender;
 - (f) Email address (if available);
 - (g) Phone (including mobile)

("the required details").
- 12.4. The Executive shall maintain a register of Participants containing the required details.
- 12.5. The Executive shall refuse a Participant who refuses to provide the required details registration.
- 12.6. Information contained in the required details shall not be used for a purpose other than administrative purposes relating to conduct, control, fostering, developing, promoting and regulating the objectives, Competitions and Members of HSA
- 12.7. Where usage of the required details for a purpose other than By-Law 12.6, the Participant's consent to such usage is to be obtained beforehand.
- 12.8. De-registration of a participant is as per FFA NRR and is the sole prerogative of the Executive; clubs may not de-register a participant.

SECTION 13

13. COMPETITIONS

Admission and Suspension

- 13.1. The Executive shall conduct such Competitions as the Directors may from time to time determine.
- 13.2. The administrative control and conduct of Competitions vests in the Executive subject to any resolution by the Directors to the contrary.
- 13.3. The Directors may upon reasonable grounds and on terms and conditions as in its absolute discretion determine, admit, suspend, promote, relegate, expel or accept the withdrawal of any Football Club from a Competition.
- 13.4. The Directors may admit a Football Club from other associations to participate in HSA Competitions.
- 13.5. The Directors shall determine the playing season of a Competition from time to time.

Eligibility and Application for Admission

- 13.6. The Directors, who shall set admission criteria, shall determine eligibility for Admission to a Competition.
- 13.7. Application for admission shall be made to the Executive by written application.
- 13.8. A Football Club shall in any application for admission to a Competition warrant that at all times it will comply with criteria for admission to the Competition and these By-Laws.

Exemption from Compliance

- 13.9. Any application for exemption or time for compliance with the criteria or part must be made at the time of application.
- 13.10. The Directors may approve any application for exemption or time to comply with criteria subject to such terms and conditions as the Directors may determine ("conditional admission").
- 13.11. A Football Club who does not comply with conditional admission or part may be expelled from Competition by resolution of the Directors if no later than fourteen (14) days prior to the commencement of the Competition it has failed to comply in all respects with the conditional admission.

Expulsion

- 13.12. If the Directors pass a resolution to expel the Football Club from a Competition, then such expulsion shall apply to all other Competitions in which the Football Club was admitted irrespective of age, grade or gender of the Competition.
- 13.13. A resolution by the Directors to expel a Football Club from Competitions may also include a resolution for expulsion from Membership of HSA

SECTION 14

14. REGISTRATION AND TRANSFER AND SUSPENDED PLAYERS

- 14.1. This section 19 is to be read in conjunction with FFA National Registration By Laws as amended from time to time ("the NRR").

Registered Players

- 14.2. Where there is any inconsistency between HSA By-Laws or By Laws and any provision in the NRR than to the extent of such inconsistency the NRR shall prevail.
- 14.3. A Player registered with a Football Club cannot transfer to another Football Club other than in accordance with these By Laws, and any By Law in force from time to time.
- 14.4. A Player registered with a Football Club can only play for that Football Club for the period of the registration.
- 14.5. The Executive shall only approve the temporary transfer of registration of a Player to another Football Club for a defined period during a playing season subject to any transfer conditions and with the approval of the Player.
- 14.6. The Executive shall make Regulations as to:
 - (a) The number of loan transfers to and between Football Clubs in any one season.

Transfer of Player Registration

- 14.7. The Player and the two Football Clubs concerned must in writing on the prescribed transfer form duly sign the transfer of a Player's registration from one Football Club to another.
- 14.8. The transfer form shall be registered with the HSA and where relevant a Football Club.
- 14.9. A Player may play for another Football Club with the written permission of the Football Club holding the Player's registration conditional that:
 - (a) it is for benefit, testimonial and charitable purposes;
 - (b) it is in a Futsal Competition.
- 14.10. The transfer of a Player does not become effective until the Player is registered by the Executive and confirmation from the Transferor that the Transferee has paid any applicable transfer or compensation fee or satisfied any other condition previously agreed to between the Transferor and the Transferee.

Suspended Players

- 14.11. A Player serving any suspension or being subject to penalty of a disciplinary nature cannot play in any Competition until the suspension or penalty has been discharged. .

SECTION 15

15. FINANCIAL RECORDS

- 15.1. Each Member and Football Club shall keep accounting records to record the fact and nature of all payments and receipts in a manner as to disclose with reasonable accuracy at any time its financial position including assets and liabilities.
- 15.2. Each Member and Football Club is to make available at the request of the Executive all annual financial statements prepared in accordance with State and Commonwealth Legislation as relate to corporations.
- 15.3. Any material errors or omissions in the accounting records or financial statements of a Member must be reported to HSA where accounting records and annual returns have already been lodged.

SECTION 16

16. FINANCIAL DEFAULT

- 16.1. Where a Member is in financial default and without prejudice to any other right, power or remedies of HSA or an Association Member interest shall be paid by the Member on monies due under the Financial Default at the rate charged by the Commonwealth Bank of Australia ("CBA") secured overdrafts of \$100,000.
- 16.2. In addition to interest, rights, powers and remedies referred to in By-Law 16.1 a Member in financial default shall:
 - (a) If more than Ninety (60) days and the Member is a Football Club:
 - (i) Shall not be entitled to points from matches in which the Football Clubs' teams participate until the Financial Default is rectified;
 - (ii) Points lost are not re-instateable;
 - (iii) Prohibited from participating in semi-final or final play off series;
 - (iv) For the purpose of this clause a Football Club includes each of the teams playing for that Football Club.
 - (b) If a Member other than a Football Club:
 - (i) The Member's voting rights pursuant to the Constitution are suspended until the Financial Default is rectified;

- (ii) Such other sanctions as the Directors may determine including suspension as a Member.

SECTION 17

17. TRANSITION PROVISIONS

- 17.1 So much of the existing HSA as relevant and not inconsistent with any of these By-Laws shall remain in force and effect as By Laws until expressly repealed or amended by the Executive.