

AFL HUNTER COAST INCORPORATED

Charter of Operation

1 SCOPE

- 1.1 The aim of this Charter of Operation is to form guidelines for the management of the competition administration sub-committees (“Committees”) of AFL Hunter Coast. The Committees are responsible for the operations of the individual football competitions within the AFL Hunter Coast association.

2 DEFINITION AND INTERPRETATION

- 2.1 In these Rules, unless the contrary intention appears:

“Committee” means a Competition Committee of the League as referenced in Rule 28 of the AFL Hunter Coast – Rules of Association.

“Affiliated Club” means a football club affiliated with the League whose application for Membership has been approved in accordance with Rule 7 of the AFL Hunter Coast – Rules of Association.

“Junior Club” means a Junior club affiliated with the League.

“Board” means the Board of the AFL Hunter Coast

“By-laws” means the by-laws of the League.

“Club Delegate” means a person nominated by an Affiliated Club

“Financial Year” means the year ending 31 October.

“Member” means a Member of the League

“Regulations” means regulations under the Act.

- 2.2 Words and expressions contained in these Rules will be interpreted in accordance with the provisions of the Interpretation of Legislation Act 1984 (NSW) and the Act as in force from time to time.

3 COMMITTEES OF THE LEAGUE

- 3.1 As per Rule 28 of the AFL Hunter Coast – Rules of Association, a separate sub-committee (“Committee”) shall manage each of the junior competitions of AFL Hunter Coast.
- 3.2 Each Committee may consist of :
 - 3.2.1. A Chairman
 - 3.2.2. A Vice Chairman
 - 3.2.3. A Secretary
 - 3.2.4. A Treasurer
 - 3.2.5. An Umpires Coordinator
 - 3.2.6. A Registrar , plus
 - 3.2.7. the Junior AFL Hunter Coast Football Operations Manager.
- 3.3 The Board members who hold the Football portfolio positions for each competition shall be members of each respective Committee. This person shall be the Chairman of their respective Committee.
- 3.4 The Junior AFL Hunter Coast Football Operations Manager shall be entitled to attend and participate in debate at all meetings of the Committee but are non voting members.
- 3.5 The Committee portfolio of positions may be altered with the approval of the Board.
- 3.6 A Board Member or a person external to the Board may be considered by the Board as a member of the Committee.
- 3.7 The Board shall determine and appoint candidates for office as a member of the Committee during the month of November in each year. The Board shall canvas nominations from Member Clubs if desired.

4 BUSINESS OF THE COMMITTEE

- 4.1 The business of each Committee is designated by the Board from time to time. Below is an indicative list of portfolios:
 - a) Draw/fixture
 - b) Registrations
 - c) Media and Promotion
 - d) Finals
 - e) Eligibility
 - f) Presentations
 - g) Tribunal coordination
 - h) Representative football logistics
 - i) Creating (with approval of Board) and managing Budget
 - j) Implementing and enforcing By-Laws
 - k) Activating appeals and investigations

5 MEETINGS OF THE COMMITTEE

- 5.1 The Chairman of the Committee may convene a meeting of the Committee at any time.
- 5.2 Meetings may be held in of any of the following formats:
- a) face-to-face
 - b) telephone
 - c) videoconference or
 - d) any other form of communication where all persons participating in the meeting have an opportunity to express their views and opinions and participate fully in the meeting, even through they may not be physically present.
- 5.3 A Member of the Board or AFL (NSW/ACT) staff member may attend any meeting of the Committee.
- 5.4 Upon invitation, a Member Club or invited guest is entitled to attend any meeting of the Committee and may address the meeting, but is not entitled to vote at any meeting.

6 AFFILIATED CLUB DELEGATES

- 6.1 Each Affiliated Club shall be entitled to nominate one Club Delegate, who shall be an office holder at the Affiliated Club (Club President, Club Treasurer, Vice President or Club Secretary) to attend Club Delegates meetings of the Committee.
- 6.2 Club delegates may only attend the Committee Meetings for competitions in which their club fields a team.
- 6.3 Affiliated Clubs must notify the respective Committee of their nominated Club Delegate. This notification shall be lodged with the Operations Manager on or before 31 December for the next year. Failure to lodge this in accordance with this rule may give rise to a fine at the discretion of the Committee.

7 DELEGATES MEETINGS

- 7.1 A minimum of three (3) Delegates meetings must be held each calendar year. The Chairman of the Committee shall set and convene Delegates meetings.
- 7.2 Delegates do not have any voting rights in relation to meetings of the Administration Management Committee.

8 BY-LAWS

- 8.1 The Committee will be responsible for the implementation and interpretation of competition By-Laws. Changes to By-Laws may only be recommended to the Board for approval.

9 BUDGET AND FINANCE

- 9.1 Each Junior Committee will be required to submit to the Board for approval an annual budget by 1 December each year. Once the budget is approved by the Board, the Committee shall disseminate any required information, such as Affiliation fees, to Affiliated Clubs in a timely matter.
- 9.2 The Committee will provide quarterly financial statements to the Board.

10 NOTICES

- 10.1 Any notice required to be given to or served upon the Committee shall be addressed to the Chairman of the Committee at the registered office of the League from time to time and shall be deemed to have been duly served:
- 10.1.1 at the time personal service was effected on the Chairman or;
 - 10.1.2 at the time of sending of any electronic transmission; or
 - 10.1.3 3 business days after placing in the pre-paid post.
- 10.2 Any notice by the Board or Committee to any Member, Registered Player or Official may be served:
- 10.2.1 by post;
 - 10.2.2 personally;
 - 10.2.3 by electronic transmission;
- and shall be deemed to have been duly served at the time it would ordinarily be received:
- 10.2.4 in the case of post 3 business days after placing in the pre-paid post;
 - 10.2.5 in the case of personal service, the date that it was received; and

10.2.6 and in the case of electronic transmission at the time of the dispatch of the electronic transmission.

10.3 Where appropriate, notices should be referred under the relevant By-Law or Policy

Each Affiliated Club, as a Member of the League, agrees to be bound by the Rules, By-laws, determinations and decisions of the League, for itself, its Officials and Registered Players.

DRAFT