

**WESTERN REGION FOOTBALL LEAGUE INCORPORATED (A0004486S)**



# **STATEMENT OF RULES**

**Revision 2, adopted 23 October 2012**

**REPLACES REVISION 1, ADOPTED 5 JUNE 2012**



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# **WESTERN REGION FOOTBALL LEAGUE INCORPORATED**

## **Statement of Rules**

### **1 NAME**

The name of the incorporated association is Western Region Football League Incorporated (hereinafter called "the League")

### **2 DEFINITION AND INTERPRETATION**

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

"Act" means the Associations Incorporation Act 1981 (Vic), the Regulations and all amendments thereto from time to time.

"Affiliated Club" means a football club affiliated with the League whose application for Membership has been approved in accordance with Rule 3.1.1 herein.

"Appeals Board" means the Appeals Board appointed in accordance with Rule 19 herein.

"Auditor" means the auditor (a registered auditor or company) appointed by the League to audit the League's accounts.

"Board" means the Board of the League referred to in Rule 9.3 herein.

"Board Member" means a Member of the Board.

"By-Laws" means the By-Laws of the League.

"Club Delegate" or "Delegate" means a person nominated by an Affiliated Club under Rule 3.5.

"CEO" means the Chief Executive Officer of the League appointed in accordance with Rule 16 herein.

"Emergency General Meeting" means a meeting convened for urgent items such as the playing of games for the forthcoming round or other urgent business for which a longer period of notice is not appropriate

"Financial Year" means the year ending on 31 October.

"Independent Hearing Committee" or "IHC" means the Independent Hearing Committee appointed in accordance with Rule 18 herein.

"Juniors Board" means a sub-committee appointed by the Board to oversee Junior Football.

“Junior Official Competition” means competition involving under-age teams (boys and/or girls) up to and including Under 17, normally (but not necessarily) scheduled for Sundays and overseen by the Juniors Board.

“Member” when used in isolation refers to an Affiliated Club of the League.

“Official” includes any person acting on behalf of an Affiliated Club in relation to any match approved or controlled by the League or any elected office bearer of an Affiliated Club.

“Open age” refers to competitions or teams for which no maximum age limit is specified in these Rules or the By-Laws.

“Registered Player” means a person registered by the League to play in the competitions conducted by it.

“Regulations” means regulations under the Act.

“Senior Official Competition” means competition involving open-age teams and those Under 18 and older, normally (but not necessarily) scheduled for Saturdays.

“Statement of Purposes” means the Statement of Purposes of the League, as specified in the Act.

“Tribunal” means the Independent Tribunal appointed in accordance with Rule 17 herein.

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

### **3 MEMBERSHIP**

- 3.1** The following shall comprise the membership of the League:

- 3.1.1** Affiliated Clubs; (pursuant to 3.2)
- 3.1.2** Board Members; (pursuant to 3.14)
- 3.1.3** Life Members. (pursuant to 3.15)

#### **3.2 Affiliated Clubs**

- 3.2.1** Each Club listed in Schedule A is an Affiliated Club.
- 3.2.2** Each Affiliated Club is a Member of the League.
- 3.2.3** Each Affiliated Club, in order to maintain its entitlement to Membership must make due and punctual payment of all affiliation fees and other amounts payable under these Rules, OR enter into and comply with a financial arrangement as approved by the Board from time to time.

**3.2.4** Any other club seeking to participate in the competitions conducted by the League, which club satisfies the Board of the following, namely, that:

**3.2.4.1** it is incorporated pursuant to the *Associations Incorporation Act* 1981;

**3.2.4.2** its application will comply with and satisfy AFL Victoria requirements for transfer of clubs between Leagues (if applicable);

**3.2.4.3** its facilities and financial circumstances are of a standard acceptable to the Board;

**3.2.4.4** its name and uniform are acceptable to the Board or will be altered to a uniform acceptable to the Board;

**3.2.4.5** it was a financial Member for the previous seasons of the previous league or association with which it was affiliated (if applicable);

**3.2.4.6** it is willing to pay a security bond, as determined by the Board, upon being accepted as a Member of the League;

**3.2.4.7** it is willing to comply with any other requirements as determined by the Board;

may make a written application to the League for Membership as an Affiliated Club.

**3.3** All applications by non-affiliated Clubs wishing to become Affiliated Clubs will be voted on at any following Annual or Special Meeting and acceptance or otherwise will be effective upon a majority decision of those eligible Members of the League actually attending and entitled to vote at the meeting at which the application is considered.

**3.4** No club shall be formed for admission to membership of the League within the jurisdiction of any other club; nor any club be formed by the amalgamation of two or more clubs, or parts of clubs, without the consent of the Board.

**3.5** Each Affiliated Club shall nominate two serving committee persons, at least one of whom shall be a senior office holder at the Affiliated Club (*ie* Club President or Club Secretary) or such other person authorised in writing by the Affiliated Club and approved by the Board, as its representatives at meetings of the League.

**3.6** Any person nominated pursuant to 3.5 will be known as a Club Delegate. The names of Club Delegates must be notified to the Board by their respective Affiliated Clubs. This notification shall be in the form of Schedule D: shall be lodged with the CEO within seven (7) days of any appointment of and/or change to nominated Delegate(s); and whether changed or not, annually on or before 15 December of each year for the next year following. Failure to lodge such advice in accordance with this rule will give rise to a fine of \$250.00.

- 3.7** No person may act as a Club Delegate while under suspension or disqualification by the Tribunal, IHC or any properly constituted Australian Rules Football controlling body.
- 3.8** No person, once appointed as a Club Delegate may represent any other member club in any official capacity before any forum of the WRFL or in any other Australian Rules football body.
- 3.9** No member club shall, without the consent of the Board, enter into any agreement, contract or other like arrangement with any other member club that forbids the free agency of its players.
- 3.10** No member club shall, without the consent of the Board, enter into any agreement, contract or other like arrangement with any other Australian Rules football League or body.
- 3.11** All Affiliated Clubs must hold their annual meetings prior to 1 December each year.
- 3.12** Each Affiliated Club must forward to the CEO no later than 31st January each year a copy of its Annual Report and Financial Statements for the previous year's operations. Failure to lodge such reports and statements in accordance with this rule will give rise to a fine of \$250.00.
- 3.13** 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, Registered Players, members and supporters.
- 3.14 Board Members**
- 3.14.1** The Members of the Board ("Board Members") from time to time shall be Members of the League for such time only as they hold office.
- 3.14.2** Each Board Member shall be entitled to attend and speak at all Annual and Special General Meetings of the League.
- 3.15 Life Members**
- 3.15.1** The League may in each financial year elect not more than two (2) Life Members (herein referred to as "ordinary Life Members") from nominees recommended to and approved by the Board. Any Life Member nomination(s) approved by the Board shall be submitted to the next Annual General Meeting and will be effective upon a majority decision of those eligible Members of the League actually attending and entitled to vote at the meeting at which the recommendation is considered.
- 3.15.2** The Board may from time to time confer upon any person who has played not less than three hundred (300) open-age (ie Senior or Reserve grade) official games with a club or clubs affiliated with the League a Life Membership of the League (herein referred to as "300 game Life Membership").



- 3.15.3** The Board may from time to time confer upon any person who has officiated in the capacity of field umpire, boundary umpire or goal umpire (or any combination of the aforementioned) in not less than three hundred (300) open-age Senior official games (ie excluding Reserve grade or under-age games) controlled by the League a Life Membership of the League (herein referred to as "300 game Life Membership").
- 3.15.4** In determining eligibility for 300 game Life Membership, the Board may combine the total number of games accrued by any person as a player (pursuant to 3.15.2) and as an umpire (pursuant to 3.15.3) in order to satisfy the requirement for a minimum of 300 games.
- 3.15.5** Nominations for the award of 300 game Life Memberships will be accepted from affiliated clubs and/or the WRFL Umpires' Association and must be supported by documentary evidence that the nominee has played and/or umpired no less than 300 official games in competitions controlled by the League, pursuant to 3.15.2 and/or 3.15.3. The Board shall have sole discretion to determine the award of any 300 game Life Membership.
- 3.15.6** All Life Members shall be entitled to:
- 3.15.6.1** attend all Annual and Special General Meetings of the League and speak at such meetings but shall not be entitled to vote; and
  - 3.15.6.2** free entry to all matches controlled by the League on presentation of their life membership medallion or such other identification as directed by the Board from time to time; and
  - 3.15.6.3** such other benefits as the Board may determine.

#### **4 REGISTER OF MEMBERS**

- 4.1** The CEO shall keep and maintain a register of Members in which shall be entered the name, registered address, postal address and incorporation number of each Member of the League. The register shall be available for inspection by all Members upon request to the CEO.
- 4.2** Each Member shall within seven (7) days of any change of its Executive Committee or Club Delegates taking place notify the CEO of any such change. Failure to lodge such advice in accordance with this rule will give rise to a fine of \$100.00.

## **5 VOTING RIGHTS**

**5.1** The voting at all Annual and Special General Meetings of the League shall be as follows:

**5.1.1** Every Affiliated Club shall be entitled to attendance by its Delegates and to debate any resolution or amendment thereof, and shall be entitled to:

**5.1.1.1** In the case of an Affiliated Club fielding teams only in senior official competitions, one (1) vote on any resolution or amendment thereof.

**5.1.1.2** In the case of an Affiliated Club fielding teams only in junior official competitions, one (1) vote on any resolution or amendment thereof.

**5.1.1.3** In the case of an Affiliated Club fielding teams in both senior and junior official competitions:

- two (2) votes on any resolution or amendment thereof if the club fields one (1) or more open-age teams;
- one (1) vote on any resolution or amendment thereof if the club does not field any open-age teams.

PROVIDED THAT the Club Delegates of an Affiliated Club that has failed to pay all debts in excess of \$500.00 (or such other sum determined by the Board from time to time) due to the League for 60 days or more prior to each respective Annual or Special General Meeting shall be ineligible to vote until the indebtedness has been paid OR is the subject of a payment arrangement approved by the Board prior to each respective Annual or Special General Meeting;

**5.1.2** For the purpose of voting rights for Affiliated Clubs pursuant to 5.1.1 at any Annual and/or Special General Meeting of the League, the Board shall determine whether individual Clubs are entitled to exercise one (1) or two (2) votes; and shall cause to be published from time to time a listing of Affiliated Clubs and their respective voting rights.

**5.1.3** Every individual Board Member shall be entitled to attend and debate any resolution or amendment thereof, but shall not be entitled to vote.

**5.1.4** In the event of an equality of votes on the question of any resolution or amendment thereof, the President, or in his absence the Board member chairing the meeting shall be entitled to exercise one (1) casting vote.

**5.1.5** Every Life Member shall be entitled to attend and debate any resolution or amendment thereof, but shall not be entitled to vote.

## **6 AFFILIATION FEE**

The annual affiliation fee payable by Affiliated Clubs to the League shall be determined by the Board.

## **7 DISCIPLINE, SUSPENSION AND EXPULSION OF MEMBERS**

**7.1** Subject to these Rules, and in respect of any matter not expressly dealt with in the By-Laws, if the Board is of the opinion that a Member, Registered Player or Official has:

**7.1.1** wilfully refused or neglected to comply with these Rules; or

**7.1.2** has been found guilty of conduct unbecoming of a Member, Registered Player or Official; or

**7.1.3** has engaged in conduct prejudicial to the interests of the League;

the Board may refer the matter to mediation under Rule 8 OR resolve to proceed under this rule and resolve to:

**7.1.4** Fine that Member, Registered Player or Official; or

**7.1.5** Suspend that Member, Registered Player or Official from Membership of the League or from participation in matches conducted by the League for a specific period; or

**7.1.6** Expel that Member, Registered Player or Official from the League; or

**7.1.7** Deduct match points from that Member; or

**7.1.8** Disqualify that Member, Registered Player or Official from any match played in a finals series and award the match to the opposing team.

**7.2** If the matter is referred to mediation but is not resolved by that process, the Board may resolve to:-

**7.2.1** Fine that Member, Registered Player or Official; or

**7.2.2** Suspend that Member, Registered Player or Official from Membership of the League or from participation in matches conducted by the League for a specific period; or

**7.2.3** Expel that Member, Registered Player or Official from the League; or

**7.2.4** Deduct match points from that Member; or

**7.2.5** Disqualify that Member, Registered Player or Official from any match played in a finals series and award the match to the opposing team.

- 7.3** A resolution of the Board under Rule 7.1.6 or 7.2.3 to expel a Member, Registered Player or Official does not take effect unless:-
- 7.3.1** at a meeting held in accordance with Rule 7.4, the Board confirms the resolution; and
  - 7.3.2** if the Member exercises a right of appeal to the League under this rule, the Affiliated Clubs confirm the resolution at a Special Meeting convened pursuant to Rule 7.8.
- 7.4** A meeting of the Board to confirm or revoke a resolution passed under Rule 7.1 or Rule 7.2 must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the Member in accordance with sub-rule 7.5.
- 7.5** For the purpose of giving notice in accordance with Rule 7.4, the CEO must, as soon as practicable, cause to be given to the Member, Registered Player or Official a written notice: -
- 7.5.1** setting out the resolution of the Board and the grounds on which it is based; and
  - 7.5.2** stating that the Member, Registered Player or Official or his or her representative, may address the Board at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that Member; and
  - 7.5.3** stating the date, place and time of that meeting; and
  - 7.5.4** informing the Member, Registered Player or Official that he or she may do one or both of the following:-
    - 7.5.4.1** attend that meeting;
    - 7.5.4.2** give to the Board before the date of that meeting a written statement seeking the revocation of the resolution;
  - 7.5.5** informing the Member, Registered Player or Official that, if at that meeting, the Board confirms the resolution, he or she may not later than 48 hours after that meeting, give the CEO a notice to the effect that he or she wishes to appeal to the League in general meeting against the resolution.
- 7.6** At a meeting of the Board to confirm or revoke a resolution passed under sub-rule 7.1 or 7.2, the Board must:-
- 7.6.1** give the Member, Registered Player or Official or his or her representative, an opportunity to be heard; and
  - 7.6.2** give due consideration to any written statement submitted by the Member, Registered Player or Official; and
  - 7.6.3** determine by resolution whether to confirm or to revoke the resolution.

- 7.7** If at the meeting of the Board, the Board confirms the resolution, a Member, Registered Player or Official may, not later than 48 hours after that meeting, give the CEO a notice to the effect that he or she wishes to appeal to the League in General Meeting against the resolution.
- 7.8** If the CEO receives a notice under Rule 7.7, he or she must notify the Board and the Board must convene a Special General Meeting to be held within 21 days after the date on which the CEO received the notice.
- 7.9** At a Special General Meeting of the League convened under Rule 7.8:
- 7.9.1** No business other than the question of the appeal may be considered;
  - 7.9.2** The Board may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
  - 7.9.3** The Member, Registered Player or Official or his or her representative, must be given an opportunity to be heard; and
  - 7.9.4** Those persons present and entitled to vote under Rule 5 must vote by secret ballot on the question of whether the resolution of the Board to expel the Member, Registered Player or Official should be confirmed or revoked.
- 7.10** A resolution at a General Meeting of the League convened under Rule 7.8 is confirmed if not less than two thirds of those persons present and entitled to vote under Rule 5, vote in favour of the resolution. In any other case, the resolution is revoked.

## **8 DISPUTES AND MEDIATION**

- 8.1** The procedure set out in this Rule applies to disputes for which no other specific process for resolution and/or determination is made in these Rules and/or the By-Laws between:
- (a) a member and another member or any registered player or official of another member; or
  - (b) a member and the League; or
  - (c) a member and a registered player or official of that member, where the member has referred the dispute to the League for resolution.

Where provision is made in these Rules and/or the By-Laws for resolution and/or determination of a matter, that process and any related appeal procedure will apply.

Mediation under this Rule is not available in relation to a resolution of the Board pursuant to Rule 7.1.6.

## **8.2 Board Referral**

The Board may resolve to refer for mediation under this rule, before proceeding further under Rule 7.1, any charge that a Member, Registered Player or Official has wilfully refused or neglected to comply with these Rules, the By-Laws or has been guilty of conduct unbecoming a Member or prejudicial to the interests of the League.

## **8.3 Member/Member Referral:**

- 8.3.1** Any member club, registered player or official with a complaint involving any other club, registered player or official for which no provision is made in these Rules or the By-Laws for resolution and/or determination may have that complaint dealt with in accordance with this Rule 8.
- 8.3.2** The Board may delegate its discretion as to the referral of the Complaint to the Chief Executive Officer to be exercised in accordance with this Rule and the By-Laws.

## **8.4 Mediation Procedure**

- 8.4.1** Once the referral of the charge, dispute or complaint has been made, the parties shall proceed with the resolution of the charge, dispute or complaint, howsoever referred, in accordance with this rule.
- 8.4.2** The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 8.4.3** If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 8.4.4** The mediator must be—
- 8.4.4.1** a person chosen by agreement between the parties; or
- 8.4.4.2** in the absence of agreement—
- in the case of a dispute between a member and another member, a person appointed by the Board; or
  - in the case of a dispute between a member and the League, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 8.4.5** A member of the League can be a mediator.
- 8.4.6** The mediator cannot be a member who is a party to the dispute.
- 8.4.7** The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

- 8.4.8** The mediator, in conducting the mediation, must—
  - 8.4.8.1** give the parties to the mediation process every opportunity to be heard; and
  - 8.4.8.2** allow due consideration by all parties of any written statement submitted by any party; and
  - 8.4.8.3** ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 8.4.9** The mediator must not determine the dispute.
- 8.4.10** If the mediation process does not result in any charge, dispute or complaint being resolved, the parties may seek to resolve the matter in accordance with the Act or otherwise at law.

## **9 BOARD**

### **9.1 Powers**

The Affairs of the League shall be managed by the Board, constituted as provided in clause 9.2 herein. In the event of a vacancy or vacancies in any position of the Board, the remaining Members of the Board may act provided their numbers are sufficient to maintain a quorum at Board meetings.

The Board, in addition to any specific powers in these Rules:

- 9.1.1** shall control and manage the business and affairs of the League;
- 9.1.2** shall, subject to these Rules, the By-Laws and the Act, have power to perform all such acts and things as appear to the Board to be necessary for the proper management of the business and affairs of the League;
- 9.1.3** shall appoint an Auditor in accordance with the Act;
- 9.1.4** shall have power to discipline, fine, suspend or expel Members, Officials of Member clubs or Registered Players in such manner as is provided for in these Rules or the By-Laws;
- 9.1.5** Shall deal with:
  - 9.1.5.1** any matter coming to its knowledge which it considers may not be in the best interests of the League; or
  - 9.1.5.2** any matter referred to it by the Tribunal, the IHC or any sub-committee;
- 9.1.6** subject to Rule 15, may make, amend, substitute or cancel such by-laws as the Board considers necessary for the League to implement from time to time;

**9.1.7** shall have authority to execute affiliations of the League to other Australian Rules football entities; and

**9.1.8** may delegate specified powers and responsibilities, set out in the By-Laws, to the CEO and/or such committees the Board considers appropriate, provided that such committees shall not have any power of delegation, such committees to include, but not be limited to:

**9.1.8.1** Administration/Clearances/Registrations;

**9.1.8.2** Tribunal/Independent Hearing/Appeals/Investigations

**9.1.8.3** Finance;

**9.1.8.4** Umpires;

**9.1.8.5** Senior Football;

**9.1.8.6** Junior Football;

**9.1.9 Call-in Power**

In exercising its powers, the Board may, before any:

**9.1.9.1** delegated committee of the Board;

**9.1.9.2** Independent Tribunal;

**9.1.9.3** Independent Hearing Committee;

established under these Rules or under the By-Laws makes a decision in respect of any matter referred to it in accordance with the Rules or By-Laws, direct the relevant delegated committee, Independent Tribunal or Independent Hearing Committee to refer the matter to it for determination, if it appears to the Board that: -

**9.1.9.4** the matter raises a major issue of policy in relation to the activities of the League and the determination of the matter may have a substantial effect on the affairs of the League and/or any of its members; or

**9.1.9.5** any decision on the matter has been unreasonably delayed or is otherwise disadvantaging one of the parties or the consideration of the matter by the League Board would better facilitate the League in controlling and managing the affairs of the League.

**9.2 Constitution of the Board**

**9.2.1** The Board shall consist of nine (9) elected directors who shall be elected on a rotational basis. Each Board position will be for a three (3) year term.

**9.2.2** Board elections shall be conducted at the Annual General Meeting. The members of the Board shall be elected as follows:



- President (Board Position 1) and 2 ordinary members (Board Positions 4 and 7) in Year 1 (2010 Annual General Meeting);
- Vice-President (Board Position 2) and 2 ordinary members (Board Positions 5 and 8) in Year 2 (2011 Annual General Meeting);
- Treasurer (Board Position 3) and 2 ordinary members (Board Positions 6 and 9) in Year 3 (2012 Annual General Meeting);
- Repeating the sequence in subsequent years...

**9.2.3** A tenth (10<sup>th</sup>) Board member may be appointed by the Board (if exercised) under Rule 9.5.

**9.2.4** In the event that a Board position due for election is held by the President, and neither the President is nominating for re-election nor any other eligible person is nominating for election as President, the retiring President shall vacate the Chair at the conclusion of the AGM and the Vice President shall act as the President of the League until the next scheduled Board Meeting at which time the remaining Board Members shall elect a President and Vice President from amongst their numbers.

**9.2.5** In the event that the Board Members elect a President and/or Vice-President pursuant to Rule 9.2.4, or in any other event where Board position numbers as specified in Rule 9.2.2 are affected, the Board shall determine the allocation of positions to remaining Board members, always maintaining the designations of President as position 1, Vice President as position 2 and Treasurer as position 3 and maintaining the three-year rotation sequence as specified in Rule 9.2.2.

**9.2.6** No person shall serve as a member of the Board, including any term or terms as President, for more than three (3) consecutive full terms.

### **9.3 Board Members**

**9.3.1** A Board member or any Affiliated Club may nominate or second the nomination of any eligible person to stand for the position of a Board Member.

**9.3.2** Each nomination shall be in the form of Schedule B; shall be signed by an eligible nominator and seconder; and on that form the nominee shall:

- 9.3.2.1** Acknowledge his or her willingness to stand for the position for which he or she is being nominated; and
- 9.3.2.2** Provide an undertaking that he or she will not seek or accept any office or functional position in any Affiliated Club OR any other position of conflict during his or her term as a Board Member; and
- 9.3.2.3** Provide a short outline of the knowledge and skills they would bring to the Board.

- 9.3.3** Any position on the Board that is due to be vacated at the AGM will be advertised, and any eligible person may be nominated for election to the Board, pursuant to these Rules. All nominations shall be lodged with and certified by the CEO at least 14 clear days before the meeting at which the election is to take place.
- 9.3.4** The CEO shall inform all Members of the meeting at which an election is to take place of the candidates for any position on the Board by forwarding to each of the Members of the League the list of candidates' names in alphabetical order in respect of each position to be filled at the meeting, at least 7 days prior to the meeting at which the election is to take place.
- 9.3.5** A person will not be eligible for nomination or election as a Board Member if the person holds office or any functional position in any Affiliated Club of the League UNLESS such person undertakes:
- 9.3.5.1** to immediately resign any office or functional position with any Affiliated Club and any other position of conflict following election as a Board Member;
  - 9.3.5.2** not to accept any office or functional position in any Affiliated Club OR any other position of conflict during his or her term as a Board Member;
  - 9.3.5.3** if elected, to act independently of the interests of any single party and to act at all times in the interests of the League as a whole.
- 9.3.6** Subject to Rule 9.2.6, any retiring Board Member is eligible to be nominated for re-election.
- 9.3.7 Board elections**
- 9.3.7.1** All elections to elect Board Members shall be by ballot unless there shall not be sufficient numbers of candidates to require election, in which case the nominee shall be deemed to be elected to the vacant office.
  - 9.3.7.2** The CEO or his appointee shall be the Returning Officer for all ballots for election of Board Members.
  - 9.3.7.3** In any ballot for election of Board Members, the nominee with the greatest number of votes shall be declared elected. In the event the greatest number of votes is equal for two or more nominees, then all nominees with a lesser number of votes shall be eliminated and a further ballot conducted only involving the candidates with the shared greatest number of votes. In the event that a series of ballots is unable to produce a winner, then the Board will determine and declare a winner at the next following Board meeting.

## **9.4 Vacancy**

**9.4.1** The office of a Board Member shall become vacant if a Board Member:

- submits his or her resignation in writing to the CEO;
- dies or becomes physically or mentally incapacitated to an extent which interferes with the performance of his or her duties as a Board Member; or
- is absent from three consecutive meetings of the Board without leave of the Board.

**9.4.2** In the event of a casual vacancy occurring on the Board, the Board may appoint any suitable, eligible person to the office and that person may continue in office up to and including the conclusion of the Annual General Meeting following his or her appointment.

**9.4.3** In the event of a casual vacancy of the position of President, the Vice President shall assume the role of Acting President and the Board may appoint:

**9.4.3.1** another serving Board member as Acting Vice President;

**9.4.3.2** any suitable person to fill the resulting Board position vacancy.

**9.4.4** During the period from when the casual vacancy of the office of President arises until the election of a new President, the Acting President may exercise all powers conferred upon the President under these Rules. Any persons elected to the offices of Acting President, Acting Vice-President and Board Member under this Rule shall hold office until the next Annual General Meeting.

## **9.5 Board Appointed Member**

The Board shall have the power to appoint not more than one person to act as a Board Member for a term not exceeding three (3) years should it decide in its absolute discretion that the particular skills and expertise of that person warrant his or her appointment as a Board Member. Any such appointee shall satisfy the provisions of Rule 9.3.5. Upon the expiration of the appointed term, the Appointee shall be eligible for nomination pursuant to Rule 9.3.

## **9.6 Board Meetings**

The Board shall meet on no less than eight occasions in each calendar year AND at least once in every twelve (12) week period in such places and at such times as the Board may determine from time to time.

## **9.7 Quorum**

**9.7.1** Any five (5) Members of the Board shall constitute a quorum for the transaction of the business of a meeting of the Board.

- 9.7.2** No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to a time and place to be advised by the CEO

## **9.8 Proceedings at Board Meetings**

At meetings of the Board:

- 9.8.1** the President shall preside or:
- if the President is absent, the Vice President shall preside;
  - If both the President and Vice-President are absent, the remaining Board Members present shall elect a chairperson for that meeting from amongst their numbers.
- 9.8.2** any Board Member who is an interested party in a matter before the Board shall, prior to discussion or consideration of the matter declare such interest to the Board; and at the request of the Board, leave the meeting during the hearing and discussion of the matter and not be involved in any determination relating to the matter;
- 9.8.3** questions arising at a meeting of the Board or any sub-committee appointed by the Board shall be determined on a show of hands or, if a secret ballot is demanded by three Board Members or sub-committee members, by a secret ballot taken in such manner as the person presiding at the meeting may determine;
- 9.8.4** each Board Member present at a meeting of the Board or member of any sub-committee appointed by the Board present at a meeting of that sub-committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may, in addition to his/her deliberative vote exercise a second or casting vote;
- 9.8.5** notice of each Board meeting shall be given to each Board Member by communicating the time and place of the meeting to him or her a reasonable time before the meeting;
- 9.8.6** No Board Member shall be represented at any meeting of the Board by a proxy.

## **10 ANNUAL GENERAL MEETING**

- 10.1** The Annual General Meeting of the League shall be held not later than 21 December in each year. The Board will determine the date, time and place of the Annual General Meeting.

- 10.2** The notice convening the Annual General Meeting must specify that the meeting is an Annual General Meeting of the League.
- 10.3** The ordinary business of the Annual General Meeting shall be:
- 10.3.1** to confirm the minutes of the previous Annual General Meeting; and
  - 10.3.2** to receive from the Board reports upon the transactions of the League during the last preceding financial year; and
  - 10.3.3** to conduct the election of any vacant Board positions; and
  - 10.3.4** to receive and consider the statements submitted by the League in accordance with section 30(3) of the Act.
- 10.4** The Annual General Meeting may conduct any special business of which notice has been given in accordance with these Rules.
- 10.5** When any election provided for at the Annual General Meeting does not take place such election shall be dealt with at the next Special General Meeting. Where such deferral of election(s) may affect the composition of the Board the retiring Member(s) shall be entitled to continue in office until replaced by person(s) elected in accordance with this Rule.

## **11 SPECIAL GENERAL MEETINGS**

- 11.1** In addition to the Annual General Meeting, other general meetings of the League may be held in the same year.
- 11.2** All general meetings other than the Annual General Meeting are Special General Meetings.
- 11.3** The CEO shall convene Special General Meetings of the League as follows:
- 11.3.1** from time to time upon the direction of the Board; and
  - 11.3.2** upon receipt by the CEO of a written request of a majority of Affiliated Clubs (ie 50% plus one (1) of the total number from time to time of all Affiliated Clubs) to convene a Special General Meeting of the League;
- 11.4** A request for a Special General Meeting under Rule 11.3.2 must:
- 11.4.1** state the objective(s) of the meeting;
  - 11.4.2** be signed on behalf of the Affiliated Clubs requesting the meeting; and
  - 11.4.3** be delivered to the offices of the League.
- 11.5** If the CEO does not cause a Special General Meeting to be held within one month after the date on which a request under Rule 11.3.2 is received by the CEO, the

Members making the request, or any of them, may convene a Special General Meeting to be held not less than 3 months after that date.

## **12 NOTICE OF ANNUAL AND SPECIAL GENERAL MEETINGS**

- 12.1** Attendance by member Clubs at all Annual and Special General Meetings and all other meetings designated by the Board as “compulsory meetings”, represented by at least one (1) Delegate appointed pursuant to Rules 3.5 and 3.6 is compulsory. Failure to be so represented, whether or not notice is tendered in advance, will result in a fine of \$250.00 unless otherwise directed by the Board.
- 12.2** The CEO shall, at least 14 days before the date fixed for convening of an Annual General Meeting, cause to be sent to each Member of the League at each Member’s address appearing in the Register of Members, a notice by email or pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 12.3** The CEO shall, at least 7 days before the date fixed for convening of a Special General Meeting, cause to be sent to each Member of the League at each Member’s address appearing in the Register of Members, a notice by email or pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 12.4** The CEO shall, at least 3 days before the date fixed for convening of an emergency Special General Meeting, cause to be sent to each Member of the League at each Member’s address appearing in the Register of Members, a notice by email or pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 12.5** No business other than that set out in the notice convening the meeting shall be transacted at any Annual or Special General Meeting.
- 12.6** The Board may by resolution bring any item of business before any Annual or Special General Meeting, provided that such business is included on the notice of that meeting sent to each Member pursuant to Rule 12.1, 12.3 or 12.4 as applicable.
- 12.7** A Member intending to bring any business before a Special General Meeting, including proposed alteration to these Rules, must notify the CEO of that business in writing no later than 21 days before the date of the meeting on the form set out in Schedule C, and the CEO must include that business in the notice calling the next Special General Meeting.
- 12.8** A Member intending to bring any business before the Annual General Meeting, including proposed alterations to the Rules, must notify the CEO of that business in writing no later than 30 days before the date of the Annual General Meeting on the form set out in Schedule C.

## **13 POWERS OF CLUB DELEGATES**

- 13.1** Notwithstanding Rule 9.1, Club Delegates may, on behalf of their Affiliated Clubs resolve at any Annual General Meeting or Special General Meeting that:
- 13.1.1** any resolution or decision of the Board be revoked, varied or amended;
  - 13.1.2** the Board be directed to act or to refrain from acting in a specified way on any particular matter.
- 13.2** Upon the passing of any resolution by the Club Delegates pursuant to Rule 13.1 the resolution or decision of the Board shall be revoked, varied or amended accordingly or the Board shall act or refrain from acting in a specified way on a particular matter, as the case may be.

### **PROVIDED THAT:**

- 13.2.1** A written request from a majority of Affiliated Clubs (*ie* 50% plus one (1) of the total number from time to time of all Affiliated Clubs) to convene a General Meeting of the League is received by the CEO not less than seven (7) days prior to the Annual General Meeting or Special General Meeting, stating:
- 13.2.1.1** the specific resolution(s) or decision(s) of the Board proposed to be revoked, varied or amended; and
  - 13.2.1.2** if relevant, any alternative course of action intended to be adopted.
- 13.2.2** Any resolution of the Club Delegates pursuant to Rule 13.1 will only have effect if it is passed by a majority of at least 75% of the total eligible votes available from those Affiliated Clubs actually represented by their Delegates at the Annual General Meeting or Special General Meeting.
- 13.2.3** Rule 13.1 will not apply with respect to resolutions, decisions or actions of the Board or to be made by the Board in relation to any disciplinary matter pursuant to Rule 7 or any resolution of the Board pursuant to Rule 8.

## **14 QUORUM AND PROCEDURE AT SPECIAL AND ANNUAL GENERAL MEETINGS**

- 14.1** No item of business may be conducted at a General Meeting unless a quorum of Members or their representatives entitled to vote under these Rules is present at the time the meeting is considering that item.
- 14.2** A majority of all Affiliated Clubs for the time being entitled to vote, represented by their Delegate(s) at meetings personally present or represented by person(s) entitled under these rules to vote at Annual and Special General Meetings, constitutes a quorum for the transaction of business at any Annual or Special General Meeting. No voting can be made by proxy.

- 14.3** If within half an hour after the appointed time for the commencement of an Annual or Special General Meeting, a quorum is not present, the meeting, if convened upon the requisition of Club Delegates, shall be dissolved and in any other case shall stand adjourned to a time and place determined and announced by the Chairman.
- 14.4** The President shall preside as Chairperson at each Annual or Special General Meeting of the League.
- 14.5** If the President is absent from any Annual or Special General Meeting, the Vice President shall preside as Chairperson of the meeting. If both the President and Vice President are absent from the meeting, the meeting will be chaired by a Board member agreed by those present and eligible to vote; or by the CEO.
- 14.6** The Chairperson of an Annual or Special General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 14.7** Where a meeting is adjourned for ten (10) days or more, a notice of the adjourned meeting shall be given as in the case of an Annual or Special General Meeting.
- 14.8** Except as provided in Rule 14.7, it is not necessary to give notice of an adjournment or of the business to be transacted at the adjourned meeting.
- 14.9** A question or motion arising at an Annual or Special General Meeting of the League, except as otherwise provided in these Rules, shall be determined on a show of voting cards and unless before or on the declaration of the show of voting cards, a secret ballot is demanded by not less than ten (10) Affiliated Clubs through their Delegates entitled to vote under these Rules at such meeting, a declaration by the Chairperson that a resolution has, on a show of voting cards, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect is made in the minutes of the meeting, is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against the question or motion.
- 14.10** If at an Annual or Special General Meeting a secret ballot on any question or motion is demanded by not less than ten (10) Affiliated Clubs, then a secret ballot shall be taken at the time and in such manner as the Chairperson of the meeting may direct and the resolution of the poll or ballot shall be deemed to be a resolution of the meeting on that question or motion.
- 14.11** An Affiliated Club may appoint a member of its committee as a substitute for a Club Delegate for a particular meeting of the League. Any such appointment MUST be notified prior to the scheduled starting time of the meeting, in writing to the CEO, signed personally by either the President or Secretary of the Affiliated Club. Any substitute person attending without notice may attend the meeting and speak, but shall not be eligible to vote.
- 14.12** In the case of an equality of voting on a question or motion at an Annual or Special Meeting, the Chairperson of the Meeting, in addition to his/her deliberative vote shall be entitled to exercise a second or casting vote.



- 14.13** Pursuant to Rule 5.1, Delegates of an Affiliated Club that has failed to pay all debts in excess of \$500.00 (or such other sum determined by the Board from time to time) due to the League for 60 days or more prior to each respective Annual or Special General Meeting shall be ineligible to vote until the indebtedness has been paid OR is the subject of a payment arrangement accepted by the Board prior to each respective Annual or Special General Meeting.
- 14.14** A maximum of two (2) representatives of the Western Region Football League Umpires' Association Inc shall be entitled to attendance at any Annual or Special General Meeting, to speak and to debate any resolution or amendment thereof, but shall not be entitled to vote on any such resolution or amendment thereof.
- 14.15** Unless otherwise directed by the Chairperson at the commencement of an Annual or Special General Meeting, the following standing orders shall apply at Annual and Special General Meetings:
- 14.15.1** Club Delegates on rising to speak shall identify themselves and name the Affiliated Clubs they represent;
  - 14.15.2** any Club Delegate or Member wishing to move a motion shall rise, address the chair, avoiding personal or unbecoming language, and state the motion proposed;
  - 14.15.3** any motion must be seconded before it is debated;
  - 14.15.4** in the event that any motion is not seconded, it shall lapse and no further discussion on the matter shall be entertained;
  - 14.15.5** a motion shall not be withdrawn without the consent of the seconder;
  - 14.15.6** no Member or representative of a Member shall speak more than once to any motion or amendment, excepting the mover of the original motion, who shall have a right of final reply at the conclusion of debate;
  - 14.15.7** after a motion or amendment has been moved and seconded, debate may be conducted, but not more than two speakers shall follow successively on the same side of the question. If two speakers having so spoken and there is no speaker to take the opposite view, the question shall be put;
  - 14.15.8** on any Member or representative of a Member rising to a point of order during discussion, the speaker shall resume his or her seat, and the Member or representative rising shall state the point of order, upon which the Chairperson of the meeting shall then rule, which ruling may be reviewed by the meeting;
  - 14.15.9** when two or more Members or representatives of Members rise to speak at the same time, the Chairperson of the meeting shall decide who is entitled to the floor;
  - 14.15.10** any Club Delegate wishing to leave the meeting shall ask permission of the Chairperson of the meeting.

- 14.15.11** Unless specifically authorised by the Chairperson, no food or drinks may be consumed during the course of the meeting nor brought into the meeting room.

## **15 BY-LAWS**

- 15.1** The CEO shall give notice to all Affiliated Clubs and Members of the Board of any proposed change to the By-Laws as soon as practicable after the meeting of the Board at which any change to the By-Law(s) was proposed to be made.
- 15.2** Subject to Rule 15.3, a change to the By-Law(s) becomes effective seven (7) days after notice has been given under Rule 15.1 unless within that seven (7) days the CEO has received a written request from:
- 15.2.1** in respect of senior competition By-Laws, at least 50% of the Affiliated Clubs who participate in the senior competitions;
  - 15.2.2** in respect of junior competition By-Laws, at least 50% of the Affiliated Clubs who participate in the junior competitions; or
  - 15.2.3** in relation to those By-Laws which affect both Senior and Junior competitions, or those By-Laws with general application not affecting either Senior or Junior competitions, at least 50% of all Affiliated Clubs;
- requiring the Board to have the change to the By-Law(s) considered by a Special General Meeting or Annual General Meeting of the League.
- 15.3** Where the CEO receives a written request under Rule 15.2 to have the proposed change to the By-Law(s) considered by a Special General Meeting or Annual General Meeting of the League, the Board shall either convene a Special General Meeting under Rule 11.3.2 or have the proposed change to the By-Law(s) placed on the agenda of the next Special General Meeting or Annual General Meeting convened under Rule 11.3.1 to determine whether to approve the proposed change to the By-Law(s).
- 15.4** A three fourths (75%) majority of all those Club Delegates in attendance at the Special General Meeting or Annual General Meeting held under this Rule 15 and entitled to vote is required to prevent the proposed change to the By-Law(s).
- 15.5** Where a proposed change to the By-Law(s) is considered by a Special General Meeting or Annual General Meeting of the League under this Rule 15, any proposed change to the By-Law(s) only becomes effective after the Special General Meeting or Annual General Meeting, provided that the proposed change was not disallowed pursuant to Rule 15.4.

## **16 CHIEF EXECUTIVE OFFICER**

**16.1** The Board shall appoint a full-time Chief Executive Officer of the League (to be known as “the CEO”) who shall be:

- 16.1.1** an employee of the League;
- 16.1.2** entitled to remuneration, a term of employment and other employment benefits as the Board may determine from time to time;
- 16.1.3** responsible for the day to day activities of the League under the directions of the Board, consistent with all duties as detailed in the relevant position description;
- 16.1.4** responsible for attending, recording and keeping all minutes of meetings of the League and the Board, including all duly appointed sub-committees and a record of the names of persons present at the meetings;
- 16.1.5** responsible for the collection and receipt of all monies due to the League;
- 16.1.6** responsible for the custody and maintenance of correct accounts and books showing the financial affairs of the League with full details of all receipts and expenditures connected with the activities of the League;
- 16.1.7** Responsible for:
  - 16.1.7.1** submitting a financial statement in the format approved by the Board at meetings held under Rule 9.6, and
  - 16.1.7.2** presenting the League’s accounts to the Auditor within four weeks of the end of the League’s financial year, and
  - 16.1.7.3** Submitting an audited balance sheet for the League to the Board prior to presentation at the Annual General Meeting.
- 16.1.8** the Public Officer of the League.

**16.2** If the CEO dies, is removed from office by the Board or is unable to fulfil his or her responsibilities, the Board will:

- 16.2.1** appoint an alternative person as CEO; and/or
- 16.2.2** exercise the powers of the CEO under these Rules pending appointment of a new CEO.

## **17 INDEPENDENT TRIBUNAL**

**17.1** The Board shall appoint an independent investigation tribunal to be known as “the Tribunal”:

- 17.1.1** To hear and determine any reports made by an approved umpire of matches controlled or authorised by the League, concerning the conduct of a player or Official before, during or after any match.
  - 17.1.2** To hear and determine any other matter referred to it by the Board.
  - 17.1.3** To hear and determine any matter referred by the Investigations Officer.
  - 17.1.4** To conduct its hearing in the manner set out in the By-Laws at such times and places as it thinks fit.
- 17.2** The Tribunal may deal with any report or matter referred to it as it thinks fit and it may impose whatever penalty it deems appropriate in the circumstances of each report upon any Member, Registered Player or Official directly or indirectly related with the report or reference from the Board and the League shall give effect to all penalties imposed by the Tribunal.
- 17.3** Decisions of the Tribunal shall be binding on any Member, Registered Player or Club Official.
- 17.4** The Tribunal shall notify any Member, Registered Player or Official concerned of the decisions and penalties of each hearing.
- 17.5** The Tribunal may sit as a full tribunal or in divisions of not less than three (3) members.
  - 17.5.1** In the case of unexpected absence of one or more Tribunal members, a formal hearing may proceed with not less than two (2) members PROVIDED THAT all parties agree to such action and to be bound by any and all decisions determined by the reduced panel of two (2) Tribunal members.
  - 17.5.2** In the event that one (1) or more parties to a hearing objects to the hearing proceeding with a reduced panel of two (2) Tribunal members, then the hearing shall be adjourned to a time and place to be determined by the CEO no less than 24 hours after the originally scheduled time for the hearing.
- 17.6** In the absence of the Tribunal Chairperson, the members present shall appoint one of their numbers to act as Chairperson of that sitting.
- 17.7** The Tribunal panel shall comprise not less than six (6) Members who shall be appointed from time to time by the Board for a term of up to three (3) years, one of whom shall be appointed as Chairperson.
- 17.8** The CEO shall maintain a register of members of the Tribunal recording their names, addresses, telephone numbers, date of their appointment, and details of any past or present club affiliations.

- 17.9** The Tribunal shall cause to be published from time to time an outline of its procedures and the persons required and permitted to attend and give evidence in respect of its hearings.
- 17.10** At the discretion of the Board, a Tribunal result may be reviewed if the Board believes that incorrect and/or improper procedures have occurred which have affected the result.

## **18 INDEPENDENT HEARING COMMITTEE**

- 18.1** The Board shall appoint an "Independent Hearing Committee" (IHC):
- 18.1.1** To hear and determine:
    - 18.1.1.1** protests, charges and disputes between clubs;
    - 18.1.1.2** charges laid by persons other than by umpires, Board Members and League staff in the course of a game;
    - 18.1.1.3** transfer of player issues and other matters requiring a hearing and/or investigation.
    - 18.1.1.4** any other matter referred to it by the Board.
    - 18.1.1.5** any matter referred by the investigations officer.
  - 18.1.2** To conduct its hearing in the manner set out in the By-Laws at such times and places as it thinks fit.
- 18.2** The IHC may deal with any report, dispute or matter referred to it as it thinks fit and it may impose whatever penalty it deems appropriate in the circumstances of each report upon any Member, Registered Player or Official directly or indirectly related with the report or reference from the Board and the League shall give effect to all penalties imposed by the IHC.
- 18.3** Decisions of the IHC shall be binding on any Member, Registered Player or Club Official.
- 18.4** The IHC shall notify any Member, Registered Player or Official concerned of the decisions and penalties of each hearing.
- 18.5** The IHC may sit as a full panel or in divisions of not less than three (3) members. In the absence of the IHC Chairperson, the members present shall appoint one of their numbers to act as Chairperson of that sitting.
- 18.6** The IHC panel shall comprise not less than six (6) members who shall be appointed from time to time by the Board for a term of up to three (3) years, one of whom shall be appointed as Chairperson.

- 18.7** The CEO shall maintain a register of Members of the IHC recording their names, addresses, telephone numbers, date of their appointment, and details of any past or present club affiliations.
- 18.8** The IHC shall cause to be published from time to time an outline of its procedures and the persons required and permitted to attend and give evidence in respect of its hearings.
- 18.9** At the discretion of the Board, an IHC result may be reviewed if the Board believes that incorrect and/or improper procedures have occurred which have affected the result.

## **19 APPEALS BOARD**

- 19.1** The Board shall appoint an Appeals Board to be known as “the Appeals Board”, to hear and determine any appeal in relation to any decision of:
  - 19.1.1** the Independent Investigation Tribunal;
  - 19.1.2** the Independent Hearing Committee;only where the following pre-requisites are satisfied:
  - 19.1.3** the decision of the determining body being appealed against imposes a penalty upon a player or official of a Member club in excess of a four week suspension; or a fine of at least \$1,000.00 against a player, official or Member Club; or
  - 19.1.4** in a matter where the decision of the determining body does not involve a suspension or fine, but some other penalty and the appealing party alleges the decision of the determining body is both harsh and unreasonable in all of the circumstances.
  - 19.1.5** The appealing party lodges with the CEO at the time of lodging the appeal:
    - 19.1.5.1** payment to the League of the sum of \$250.00, which sum shall not be refundable; and
    - 19.1.5.2** payment of the further sum of \$500.00 which sum may be refundable in part or in full pursuant to Rule 19.6 herein.
- 19.2** Until the Appeals Board has heard the appeal, any decision of the determining body being appealed against shall apply and be performed and discharged.
- 19.3** A person wishing to appeal must lodge the appeal with the CEO no later than 2.00 pm on the second working day after the decision of the determining body being made.
- 19.4** The notice of appeal lodged with the CEO must in writing:
  - 19.4.1** identify the decision appealed against;

- 19.4.2** set out the grounds of appeal; and
- 19.4.3** specify the persons who will be called in support of the grounds of appeal, together with a short summary of the evidence they will give.
- 19.5** The CEO shall determine whether or not there is sufficient cause to refer the appeal to an Appeals Board. In any instance where the CEO does not believe there is sufficient cause to lodge an appeal, a written response shall be forwarded to the appellant.
- 19.6** Where an appeal is to be referred to the Appeals Board, the appealing party shall lodge with the CEO an amount of \$500.00 (refer Rule 19.1.5.2) by way of security to be dealt with as the Appeals Board directs.
- 19.7** The CEO shall notify the Chairman of the Appeals Board (or his delegate) and all other relevant parties to the appeal by written notice no later than 5:00pm on the second working day after receiving the appeal.
- 19.8** The Chairman of the Appeals Board (or his delegate) shall notify the League Board of the proposed time, date and place of the hearing of the appeal, which the CEO shall communicate to each of the parties to the appeal within five (5) days after the date of the appeal notice being lodged with the CEO.
- 19.9** Any party to the appeal may appear by a legal representative upon giving prior notice to the CEO of its intention to do so on the express understanding that the Chairman of the Appeals Board may request a legal advisor sit with the Appeals Board in hearing the appeal (to advise in respect of any legal arguments put forward) and the party seeking legal representation on its behalf may be required to pay any costs incurred by the Appeals Board in obtaining legal representation in respect of the appeal.
- 19.10** The Appeals Board may deal with any appeal in such manner as it thinks fit and may impose whatever penalty it considers appropriate in the circumstances upon any party to the appeal or, in the appropriate circumstances and after an appropriate opportunity of being heard has been given, to any other party it considers appropriate and competent to impose a penalty upon.
- 19.11** Subject to the right of any Member under Rule 7, any decision of the Appeals Board shall be final and binding.
- 19.12** The Appeals Board shall notify the parties to the appeal of its decision at the conclusion of the Appeal.
- 19.13 Constitution of the Appeals Board**
- 19.13.1** The Appeals Board shall comprise not less than three Members who shall be appointed from time to time by the Board for a term of up to three years, one of whom shall be appointed as Chairperson.
- 19.13.2** The Appeals Board may cause to be published from time to time an outline of its procedures in respect of its hearing.

## **20 UMPIRES**

**20.1** The Board (by itself or a duly authorised committee) has power to:

- 20.1.1** select, appoint, control, organise and discipline all umpires required to officiate at matches authorised or organized by the League;
- 20.1.2** to register umpires permitted to officiate at matches organised by the League.

## **21 FUNDS**

The funds of the League shall be derived from annual subscriptions, donations, fines, levies and other sources as the Board determines.

## **22 PAYMENTS & DISBURSEMENTS**

All cheques, drafts, bills of exchange, promissory notes, electronic funds transfers and other negotiable instruments shall be signed or authorised as applicable by not less than two (2) persons authorised by the Board.

## **23 NOTICES**

**23.1** Any notice required to be given to or served upon the League or Board shall be addressed to the CEO at the registered office of the League from time to time and shall be deemed to have been duly served:

- 23.1.1** at the time personal service was effected on the CEO or;
- 23.1.2** at the time of sending of any email; or
- 23.1.3** three (3) days after placing in the pre-paid post.

**23.2** Any notice by the League or Board to any Member, Registered Player or Official may be served:

- 23.2.1** by post;
- 23.2.2** personally;
- 23.2.3** by email;

and shall be deemed to have been duly served at the time it would ordinarily be received:

- 23.2.4** in the case of post, three (3) days after placing in the pre-paid post;



**23.2.5** in the case of personal service, the date that it was received; and

**23.2.6** and in the case of email at the time of the dispatch of the email.

**23.3** Notwithstanding Rule 23.2, where a Member, Registered Player or Official has requested or agreed that any notice the League or Board may to be served on the Member, Registered Player or Official by facsimile or electronic transmission, the League or Board may effect any notice by such means and such notice shall be deemed to be duly served at the time the transmission was effected.

**23.4** Any notice of impending player deregistration or player deregistration shall be served on the player via registered mail.

## **24 SEAL**

**24.1** The common seal of the League shall be kept in the custody of the CEO at the League's headquarters.

**24.2** The common seal of the League shall not be affixed to any instrument except with the authority of the Board and the affixing of the common seal shall be attested by the signatures of either two Members of the Board or of one Member of the Board and the CEO.

## **25 CUSTODY AND INSPECTION OF BOOKS AND RECORDS**

**25.1** Except as otherwise provided in these Rules, the CEO must keep in his or her custody or under his or her control all books, documents and securities of the League at the League's headquarters.

**25.2** All accounts, books, securities and other relevant documents of the League must be available for inspection free of charge by any Member upon written valid request to the Board giving at least fourteen (14) days notice of the time for such inspection. The Board shall determine the validity of such requests.

## **26 WINDING UP**

In the event of the winding up or the cancellation of the incorporation of the League, the assets of the League must be disposed of in accordance with the provisions of the Act.

## **27 ALTERATION OF RULES AND STATEMENT OF PURPOSES**

These Rules and the Statement of Purposes shall not be altered except in accordance with the provisions of the Act.

## **28    PLAYER TRANSFERS**

The League adopts the AFL Victoria Rules for Player Transfer System.

## **29    CLUB TRANSFERS**

The League adopts the AFL Victoria Rules for Member to Member – Movement of Players and Clubs insofar as they apply to the transfer of clubs.

## **30    WITHDRAWAL OF AFFILIATION**

**30.1** An Affiliated Club may apply to withdraw or change its affiliation with the League only between 1 September and 31 October in any year by giving notice in writing to the CEO. Such notification shall be signed by the Executive Members of the Affiliated Club and shall contain the reason for its decision to seek withdrawal together with a duly certified Minute of the Meeting where a majority of the members voted to withdraw affiliation with the League.

**30.2** The Board shall consider and rule upon any such application within 21 days of receipt of the notice in writing.

**30.3** In the event the Board objects to the withdrawal or change application, the CEO shall advise the Club in writing, of the reasons for its refusal within 7 days of that refusal.

**30.4** Any Affiliated Club may within 7 days of receipt of the reasons appeal the decision to AFL Victoria.

## **SCHEDULE A: AFFILIATED CLUBS**

| <b>Incorporated Entity Name</b>                | <b>WRFL Club Trading Name</b>      | <b>Incorporation No.</b> |
|--|------------------------------------|--------------------------|
| Albanvale Football Club Inc                    | Albanvale Football Club            | A0039713C                |
| Albion Football Club Sports Club Inc           | Albion Football Club               | A0004077U                |
| Altona Football Club Inc                       | Altona Football Club               | A0004877M                |
| Altona Football Club Junior Section Inc        | Altona Juniors Football Club       | A0023334G                |
| Braybrook Sporting Club Inc                    | Braybrook Football Club            | A0007953A                |
| Caroline Springs Football Club Inc             | Caroline Springs Football Club     | A0043175K                |
| Coburg District Football Club Inc              | Coburg Districts Football Club     | A0017468Z                |
| Deer Park Football Club Inc                    | Deer Park Football Club            | A0005793M                |
| Kensington Flemington Junior Sports Club Inc   | Flemington Juniors Football Club   | A0026770F                |
| Glen Orden Sports Club Inc                     | Glen Orden Football Club           | A0007290U                |
| Hoppers Crossing Football Club Inc             | Hoppers Crossing Football Club     | A0002253Z                |
| Laverton Magpies Football Club Inc             | Laverton Football Club             | A0025518K                |
| Manor Lakes Football Club Inc                  | Manor Lakes Football Club          | A0058153Z                |
| Newport Power Junior Football Club Inc         | Newport Power Football Club        | A0047721Y                |
| North Footscray Football Club Inc              | North Footscray Football Club      | A0013603Z                |
| North Sunshine Football Club Inc               | North Sunshine Football Club       | A0026580Y                |
| Old Westbourne Amateur Football Club Inc       | Old Westbourne Football Club       | A0032616A                |
| Parkside Football Club Inc                     | Parkside Football Club             | A0009709B                |
| Old Essendon Grammarians Football Club Inc     | PEGS Juniors Football Club         | A0033356E                |
| Point Cook Football Club Inc                   | Point Cook Football Club           | A0044827U                |
| Port Colts Football Club Inc                   | Port Melbourne Colts Football Club | A0020911D                |
| Sanctuary Lakes Football Club Inc              | Sanctuary Lakes Football Club      | A0058406F                |
| Spotswood Football Club Inc                    | Spotswood Football Club            | A0010102X                |
| The St Albans Sports Club Inc                  | St Albans Football Club            | A0025008E                |
| St Bernard's Old Collegians' Football Club Inc | St Bernards Football Club          | A0001723J                |
| Sunshine Football Club Inc                     | Sunshine Football Club             | A0004474J                |
| Sunshine Heights Football Club Inc             | Sunshine Heights Football Club     | A0005937M                |
| Tarneit Football Club Inc                      | Tarneit Titans Football Club       | A0059781V                |
| Werribee Centrals Sport & Youth Club Inc       | Werribee Centrals Football Club    | A0009788A                |
| Werribee Districts Football Club Inc           | Werribee Districts Football Club   | A0026996L                |
| West Footscray Recreational Sporting Club Inc  | West Footscray Football Club       | A0029087J                |
| Williamstown Juniors Football Club Inc         | Williamstown Juniors Football Club | A0022810L                |
| Wyndhamvale Falcons Football Club Inc          | Wyndhamvale Football Club          | A0040780M                |
| Yarraville Seddon Eagles Inc                   | Yarraville Seddon Football Club    | A0049899J                |



## SCHEDULE B: NOMINATION FOR EXECUTIVE BOARD POSITION

I .....  
(Print full name)

of .....  
(Print full residential address)

Accept nomination for the following position on the Western Region Football League Board (tick one box only):

- |  |  |
|--|--|
| <input type="checkbox"/> Board Position 1 (President)              | <input type="checkbox"/> Board Position 6 (Executive Board Member) |
| <input type="checkbox"/> Board Position 2 (Vice President)         | <input type="checkbox"/> Board Position 7 (Executive Board Member) |
| <input type="checkbox"/> Board Position 3 (Treasurer)              | <input type="checkbox"/> Board Position 8 (Executive Board Member) |
| <input type="checkbox"/> Board Position 4 (Executive Board Member) | <input type="checkbox"/> Board Position 9 (Executive Board Member) |
| <input type="checkbox"/> Board Position 5 (Executive Board Member) |  |

In the event that I am elected, I undertake (where applicable):

- to immediately resign any office or functional position with any Affiliated Club and/or any other position of conflict;
- not to accept any office or functional position in any Affiliated Club OR any other position of conflict during my term as a Board Member;
- to act independently of the interests of any single party and to act at all times in the interests of the League as a whole.

I attach an outline of the relevant knowledge and skills that I will bring to my role as a Board member.

Nominee: ..... Date: .....  
(Signature of Nominee)

Nominator: .....  
(Signature of Nominator) (Print Name) (Club)

Secunder: .....  
(Signature of Secunder) (Print Name) (Club)

**NOTE:** Nominee, Nominator and Secunder must satisfy the eligibility criteria specified in Rule 9.3.

Received by Chief Executive Officer:

CEO signature: ..... Date: .....



## SCHEDULE C: NOTICE OF BUSINESS FOR GENERAL MEETING

**TO: The Chief Executive Officer, Western Region Football League Inc:**

Pursuant to WRFL Rule 12, TAKE NOTICE THAT:

.....  
(Insert name of Affiliated Club)

desires to bring the following business / motion before the next:

☐ Special General Meeting      ☐ Annual General Meeting of the League:

(Set out business / motion. If insufficient space, attach additional pages.)

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

DATED this ..... day of ..... 20 .....

Signature of Club President / Secretary\* .....  
(\* cross out whichever not applicable)

Received by Chief Executive Officer:

CEO signature: ..... Date: .....

**NOTE:**

This Notice must be lodged with the Chief Executive Officer not less than:

- in the case of a Special General Meeting, twenty-one (21) days prior to the date of the meeting at which the Notice will be considered;
- in the case of an Annual General Meeting, thirty (30) days prior to the date of the meeting at which the Notice will be considered.



## SCHEDULE D: NOTIFICATION OF APPOINTED CLUB DELEGATE(S)

Pursuant to WRFL Statement of Rules (Rules 3.5 – 3.8 inclusive),

the ..... Football Club  
(Print full name of Football Club)

Incorporation Number: ..... ABN: .....

advises the appointment of the following Club Delegates:

**Delegate 1:** .....  
(Print full name)

Position .....  
(eg President, Secretary, Treasurer, Administrator, Committee member)

of .....  
(Print full residential / postal address, Delegate 1)

Telephone: (h) ..... (b) ..... (m) ..... **Email:** .....

**Delegate 2:** .....  
(Print full name)

Position .....  
(eg President, Secretary, Treasurer, Administrator, Committee member)

of .....  
(Print full residential / postal address, Delegate 2)

Telephone: (h) ..... (b) ..... (m) ..... **Email:** .....

In providing this advice, I declare that:

- d) ..... the above Delegate(s) was/were duly appointed by resolution of the club committee;
- e) ..... I am authorized to communicate this advice to the Western Region Football League.

**Signed on behalf of club:** .....  
(Signature of authorized club representative)

**Date:** ..... / ..... / .....

**Name:** ..... **Position:** .....  
(Print full name)

**Received by Chief Executive Officer:**

**CEO signature:** .....

**Date:** ..... / ..... / .....

WRFL Statement of Rules