



# **MILLEWA FOOTBALL NETBALL LEAGUE**

## **STATEMENT OF PURPOSE & RULES**

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# RULES OF THE MILLEWA FOOTBALL NETBALL LEAGUE INCORPORATED

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# **Rules of the Millewa Football Netball League Incorporated**

## **Note**

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

## **PART 1—PRELIMINARY**

### **1 Name**

The name of the incorporated association is the Millewa Football Netball League Incorporated, in these Rules referred to as 'the MFNL' or 'the League'.

### **2 Purposes**

The purpose of the Millewa Football Netball League shall be to:-

1. Provide, conduct, encourage, promote, arrange and develop an inclusive and equitable platform for individuals of all backgrounds to participate in the sport of Australian Rules Football and Netball. The league is committed to fostering an environment free from discrimination based on age, gender, sexuality, or race. Our aim is to promote diversity, fairness, and respect among all participants, creating opportunities for everyone to engage in the sport and contribute to its growth and enjoyment within our community.
2. To organise and carry on Australian Rules Football and Netball competitions between incorporated bodies under the name or style of the Millewa Football Netball League Incorporated or any other name or style as the MFNL determines.
3. To invite and/or allow Australian Rules Football and Netball Clubs which are incorporated bodies to become members of the Millewa Football Netball League Incorporated and to invite and/or allow netball clubs which are incorporated bodies but which otherwise are not part of Australian Rules Football and netball Clubs to participate in any netball competitions conducted by the Millewa Football Netball League Incorporated.
4. To establish and maintain Rules and By-Laws and establish procedures for the orderly and good management of the competitions that the MFNL conducts.
5. To carry on any activity or undertaking incidental to the conduct of Australian Rules Football and netball within the area(s) in which through the Millewa Football Netball League Incorporated conducts Australian Rules Football competitions and Netball competitions.
6. To make selection and be responsible for representative players or teams to participate in matches with teams or competitions of or with other bodies having as their purposes the encouragement, development, fostering, promotion or regulation of Australian Rules Football and Netball.
7. To control the selection and appointment of any representative player, official or team.
8. To control and discipline every player and official and club member of any team participating in a competition organised or sanctioned by the MFNL in relation to conduct occurring before, during or after the playing of any match.
9. To become affiliated or act in conjunction with any other body having as its objectives the encouragement, development, fostering, promotion and regulation of Australian Rules Football and Netball.
10. To facilitate and empower the appointment of an independent tribunal and appeals Board to act in accordance with the provisions of the A.F.L. Victoria Country Inc. or of Netball Victoria (as

appropriate) and as amended from time to time.

Solely for the purposes of furthering the purposes set out above, the MFNL shall have the power: -

1. To indemnify any person for any loss or damage incurred as a result of having on behalf of the incorporated association become liable to pay any amount by way of damages or otherwise.
2. To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not whose objects are altogether or in part similar to those of the MFNL provided that the MFNL shall not subscribe to or support with its funds any club, association or organisation which do not prohibit or restrict the distribution of its income and property among its members to an extent at least as great as that imposed on the MFNL under or by virtue of the Rules.
3. To buy, sell and deal of all kinds of articles, commodities and provisions, both liquid and solid, for the members of the MFNL or persons frequenting the MFNL's premises.
4. To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of or capable of being conveniently used in conjunction with, or any of the objects of the MFNL. Provided that in case the MFNL shall take or hold any property which may be subject to any trusts the MFNL shall only deal with the same in such manner as is allowed by law having regard to such trusts.
5. To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the MFNL; to obtain from any such Government or Authority any rights, privileges and concessions which the MFNL may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
6. To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen or other persons as may be necessary or convenient for the purposes of the MFNL.
7. To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the MFNL's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement maintenance, development, working, management, carrying out, alteration or control thereof.
8. To invest and deal with the money of the MFNL not immediately required in such manner as may from time to time be thought fit.
9. To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
10. To lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts, or obligations by any person or body corporate and otherwise to assist any person or body corporate.
11. To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any monies and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage charge, lien or other security upon the whole or any part of the MFNL's property or assets present or future and to purchase, redeem or pay off any such securities.
12. To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
13. To sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal

with all or any part of the property and rights of the MFNL.

14. To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, or any part of the MFNL's property of whatsoever kind sold by the MFNL or any money due to the MFNL from purchasers and others.
15. To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the MFNL but subject always to the proviso in paragraph four (4).
16. To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the MFNL, in the shape of donations, annual subscriptions or otherwise.
17. To print and publish any newspapers, periodicals, books or leaflets that the MFNL may think desirable for the promotions of its objects.
18. To amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the MFNL and which shall prohibit or restrict the distribution of its or their income and property among its or their members to an extent that is at least as great as that imposed upon the MFNL under or by virtue of the Rules.
19. To purchase or otherwise acquire and undertake all or any part of the property assets, liabilities and engagements of any one or more of the incorporated associations with which the MFNL is authorised to amalgamate.
20. To transfer all or any part of the property, assets, liabilities and engagements of the MFNL to any one or more of the incorporated associations with which the MFNL is authorised to amalgamate.
21. To make donations for patriotic, charitable or community purposes.
22. To do all such other things as are incidental or conducive to the attainment of the purposes and the exercise of the powers of the MFNL.
23. To commence and carry on any business which the MFNL may decide can be conveniently carried on or which the MFNL desires that the same should be commenced, acquired or carried on in the interest of the MFNL or in particular to become involved in the sale of sporting equipment to both member clubs and clubs of other leagues and to register and trade under the name 'Millewa District Sports Supplies' with Consumer Affairs Victoria or such other governmental instrumentality that may from time to time be responsible for the registration and regulation of incorporated associations or organisations that carry on the type of activity conducted by 'Millewa District Sports Supplies'.

### 3 Financial year

The financial year of the MFNL is each period of 12 months ending on 31<sup>st</sup> October.

### 4 Definitions

In these Rules—

**Absolute majority**, means a majority of affiliated clubs voting on a resolution which may be determined by a majority of 50% + 1;

**Affiliated Club** means a football club affiliated with the MFNL whose application for membership has been approved in accordance with these rules;

**AFL Victoria** means Australian Football League Victoria and is the parent body of AFL Victoria Country and AFL north-western Victoria and south-western New South Wales, Australia.

**Associate member** Not applicable;

**Auditor** means the registered auditor or company appointed by the AFL north-western Victoria and south-western New South Wales, Australia Board to audit the accounts of the MFNL;

**Board** means the AFL north-western Victoria and south-western New South Wales, Australia Board, being the governing body of the MFNL;

**Board meeting** means a meeting of the AFL north-western Victoria and south-western New South Wales, Australia Board held in accordance with these Rules;

**Business Day** means a day excluding a Saturday, Sunday or Public Holiday in Victoria;

**By Laws** means the football and netball by-laws of the MFNL;

**Chairperson** of a general meeting or Board meeting, means the person chairing the meeting as required under rule 44;

**Board member or Board Member** means a member of the AFL north-western Victoria and south-western New South Wales, Australia Commission elected or appointed under Division 3;

**Delegate** means the person who represents and votes on behalf of an affiliated member club at meetings of the MFNL who shall be the President of their Club;

**Disciplinary meeting** means a meeting of the AFL Millewa Football Netball League Incorporated Board convened for the purposes of Rule 19;

**Disciplinary subcommittee** means the subcommittee appointed under Rule 19;

**Electronic address** means email, website, SMS or any other form of notification;

**Financial year** means the 12-month period specified in Rule 3;

**General meeting** means a general meeting of the members of the MFNL convened in accordance with Part 4 and includes an ordinary meeting, annual general meeting, and a special general meeting;

**League** means a group of clubs for competition of football or netball as defined under these Rules;

**Secretary** means the person appointed by the Board to administer the activities of the MFNL on its behalf. The Secretary shall also administer the responsibilities of the Secretary under the Act;

**Life Member** means a person who has been awarded life membership of the MFNL for outstanding services, in accordance with the processes defined within the MFNL By-Laws;

**Member** means an affiliated Club who is a member of the MFNL;

**Member entitled to vote** means a member who under rule 12(2) is entitled to vote at a general meeting;

**Office** means the registered office for the time being of the MFNL;

**Official** means any person acting on behalf of an affiliated member club in relation to any match approved or controlled by the MFNL or any elected office bearer of a member club;

**Seal** means the common seal of the MFNL;

**Statement of Purposes** means the Statement of Purposes of the MFNL as provided in Rule 2;

**Special resolution** means a resolution that requires not less than three-quarters of the members voting at a general meeting, to vote in favour of the resolution;

**The Act** means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

**The Registrar** means the Registrar of Incorporated Associations.

Words or expressions contained in these Rules should be interpreted in accordance with the provisions of the Interpretation of Legislation Act 1984.



## **PART 2—POWERS OF THE MFNL**

### **5 Powers of the MFNL**

1. Subject to the Act, the MFNL has power to do all things incidental or conducive to achieve its purposes.
2. Without limiting sub rule (1), the MFNL may—
  - a) acquire, hold and dispose of real or personal property;
  - b) open and operate accounts with financial institutions;
  - c) invest its money in any security in which trust monies may lawfully be invested;
  - d) raise and borrow money on any terms and in any manner as it thinks fit;
  - e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
  - f) appoint agents to transact business on its behalf;
  - g) enter into any other contract it considers necessary or desirable.
3. The MFNL may only exercise its powers and use its income and assets (including any surplus) for its purposes.

### **6 Not for Profit Organisation**

1. The MFNL must not distribute any surplus, income or assets directly or indirectly to its members.
2. Sub rule (1) does not prevent the MFNL from paying a member—
  - a) reimbursement for expenses properly incurred by the member; or
  - b) for goods or services provided by the member—if this is done in good faith on terms no more favourable than if the member was not a member.

## **PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES**

### **Division 1—Membership**

### **7 Membership**

1. The MFNL shall consist of the following members:
  - a) Affiliated Clubs
  - b) Life Members
  - c) Board Members
2. All member clubs of the MFNL are required to keep the MFNL properly and promptly informed of contact particulars (or changes thereto) for their clubs and officials, including electronic mail addresses.

### **8 Application for Affiliation or Association**

1. A Club seeking to become an Affiliate Club, shall make a written application to the MFNL to become an Affiliate Club by the 31st of August of the preceding year accompanied with an

application fee, if any as determined by the Board, which shall be refunded in the event the application is unsuccessful.

2. Any club seeking to participate in competitions conducted by the MFNL, must satisfy the Board of the following, namely, that:
  - 2.1) It is incorporated pursuant to the Associations Incorporation Reform Act 2012 or be a company incorporated pursuant to the Corporations Act;
  - 2.2) It's application will comply with and satisfy AFL Victoria, AFL Victoria Country, AFL Millewa Football Netball League Incorporated Board and/or Netball Victoria requirements for transfer of clubs between leagues;
  - 2.3) It's facilities and financial circumstances are of a standard acceptable to the Board;
  - 2.4) It's name and uniform are acceptable to the Board or will be altered in a manner acceptable to the Board;
  - 2.5) It will satisfy the playing criteria as set by the Board;

## **9 Consideration of Application.**

1. As soon as practical, and no more than thirty (30) days after an application for affiliation is received, the Board shall present a recommendation to member Clubs at a Special General Meeting to accept or reject the application for affiliation. This shall be determined by a three quarters majority of Clubs in attendance and eligible to vote.
2. The Board must notify the applicant in writing of the determination of the Special General Meeting as soon as practicable after the decision is made.
3. If the application is rejected, the Board must return any money accompanying the application to the applicant.
4. No reason need be given for the rejection of an application.

## **10 New Affiliation**

1. If an application for affiliation is approved at a Special General Meeting of member Clubs:-
  - a) the resolution to accept the affiliation must be recorded in the minutes of the Special General Meeting and
  - b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
2. A club becomes a member of the MFNL and, subject to rule 12(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
  - a) the Board approves the club's affiliation; or
  - b) the club pays the affiliation fee.
3. Upon acceptance the applicant club will submit to the Secretary within seven (7) days of being notified of acceptance as an affiliated club of the MFNL, an Affiliation Agreement form contained in Appendix Two.
4. Upon acceptance as an affiliated club of the MFNL the Board will at its discretion determine in which competition the club will compete.
5. A Club, upon being admitted to membership of the MFNL, may not resign from the MFNL or move to another League without first obtaining the written approval of the MFNL and AFL Victoria, AFL Victoria Country, Netball Victoria, AFL Millewa Football Netball League Incorporated Board,

## **11 Annual Affiliation Fee.**

1. At least twenty one (21) days prior to the annual general meeting, the Secretary shall advise affiliated members clubs in writing regarding-
  - a) the amount of the annual affiliation fee (if any) for the following financial year; and
  - b) the date for payment of the annual affiliation fee, which shall be no less than 48 hours prior to the annual general meeting.
2. The Board may determine that a lower annual affiliation fee is payable by associate members.
3. The rights of a member (including the right to vote) who has not paid the annual affiliation fee by the due date are suspended until the affiliation fee is paid.
4. Each Member Club of the MFNL, in order to maintain its entitlement to Membership must make due and punctual payment of all fees payable under these Rules prior to the Annual General Meeting or enter into and comply with a financial arrangement as approved by the Board from time to time.
5. Payment of affiliation fees shall be accompanied by the Affiliation Agreement form contained in Appendix Two, where the Club agrees that the club, its players and its registered officials, will comply with the Rules, By-Laws and resolutions of the MFNL, the Rules, By-Laws and resolutions of AFL Victoria, AFL Victoria Country, Netball Victoria, AFL Millewa Football Netball League Incorporated Board, and the Laws of Australian Football.
6. Annually, each affiliated Club that fields netball teams and each Netball Associate shall complete a Netball Affiliation agreement, titled MFNL Netball Agreement which is contained in Appendix Three, where the club/netball associate agrees that the Club/Netball Associate, its players and registered officials, will comply with the Rules, By-Laws and resolutions of the MFNL. (Applied to the playing of netball), the Rules, By-Laws and resolutions of Netball Victoria, and the Rules of Netball.

## **12 General Rights of Members**

1. An affiliated member club of the MFNL who is entitled to vote has the right—
  - a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
  - b) to submit items of business for consideration at a general meeting; and
  - c) to attend and be heard at general meetings; and
  - d) to vote at a general meeting; and
  - e) to have access to the minutes of general meetings and other documents of the MFNL as provided under rule 71; and
  - f) to inspect the register of members.
2. An affiliated member club is entitled to vote if—
  - a) the affiliated member club is a member other than an associate member; and
  - b) more than ten (10) business days have passed since the affiliated club became a member of the MFNL; and
  - c) the member's membership rights are not suspended for any reason.
3. Life members do not have voting rights at any meetings of the MFNL

## **13 Associate Members**

Not applicable.

#### **14 Rights Not Transferable**

The rights of a member club are not transferable and end when membership ceases.

#### **15 Ceasing Membership**

1. The membership ceases on resignation, financial insolvency, dissolution or continued failure to meet playing commitments.
2. If membership of the MFNL ceases, the Secretary must, as soon as practicable, enter the date the club ceased to be a member in the register of members.

#### **16 Resigning as a Member**

1. A member other than an affiliate club may resign by notice in writing given to the Secretary.
2. A member club is taken to have resigned if—
  - a) the member's annual affiliation is more than twelve (12) months in arrears; or
  - b) where no annual affiliation is payable—
    - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
    - (ii) the member has not, within thirty (30) days after receiving that request, confirmed in writing that he or she wishes to remain a member.
3. A member may not move to another League without first obtaining the written approval of the MFNL, AFL Victoria Country, Netball Victoria and AFL Millewa Football Netball League Incorporated Board.

#### **17 Register of Members**

1. The Secretary must keep and maintain a register of members that includes—
  - a) for each current member—
    - (i) the member's name;
    - (ii) the address for notice given by the member;
    - (iii) the date of becoming a member;
    - (iv) if the member is an associate member, a note to that effect;
    - (v) any other information determined by the Board; and
  - b) for each former member, the date of ceasing to be a member.
2. Any member may, at a reasonable time and free of charge, inspect the register of members in accordance with the provision of the Act.

### **Division 2—Disciplinary action**

#### **18 Grounds for Taking Disciplinary Action**

The MFNL may take disciplinary action against a member club in accordance with this Division if it is determined that the member club —

- a) has refused or neglected to comply with these Rules or MFNL By Laws; or
- b) refuses to support the purposes of the MFNL; or
- c) has been found guilty of conduct unbecoming of a member, registered player or official
- d) has engaged in conduct prejudicial to the MFNL.

## **19 Disciplinary Sub-Committee**

1. The Board may resolve to proceed under Rule 18, to refer the matter to the MFNL Investigation Officer in accordance with AFL Victoria Country Rules and Netball Victoria – Unbecoming Conduct.
2. Subject to the provisions of Rule 19.1, where the Board is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Board must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member club, registered player or official.
3. The members of the disciplinary subcommittee—
  - a) may be Board members, members of the MFNL or anyone else; but
  - b) must not be biased against, or in favour of, the member concerned.

## **20 Notice to Member**

1. Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
  - a) stating that the MFNL proposes to take disciplinary action against the member; and
  - b) stating the grounds for the proposed disciplinary action; and
  - c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the *disciplinary meeting*); and
  - d) advising the member that he or she may do one or both of the following—
    - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
    - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
  - e) setting out the member's appeal rights under Rule 22.
2. The notice must be given no earlier than fourteen (14) days, and no later than twenty eight (28) days, before the disciplinary meeting is held.

## **21 Decision of Sub-Committee**

1. At the disciplinary meeting, the disciplinary subcommittee must—
  - a) give the member an opportunity to be heard; and
  - b) consider any written statement submitted by the member.
2. After complying with sub rule (1), the disciplinary subcommittee may—
  - a) take no further action against the member; or
  - b) subject to sub rule (3)—

- (i) reprimand the member; or
  - (ii) fine the member; or
  - (iii) suspend the membership rights of the member for a specified period; or
  - (iv) expel the member from the MFNL.
3. The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

## **22 Appeal Rights**

1. A person whose membership rights have been suspended or who has been expelled from the MFNL under Rule 21 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
2. The notice of appeal shall be issued in accordance with the AFL Victoria Country Appeals Board and Netball Victoria Appeals Board regulations and processes or where appropriate Netball Victoria Appeals Processes.

## **Division 3—Grievance procedure**

### **23 Application**

1. The grievance procedure set out in this Division applies to disputes under these Rules between—
  - a) a member and another member;
  - b) a member and the Board;
  - c) a member and the MFNL.
2. A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

### **24 Parties Must Attempt to Resolve the Dispute**

The parties to a dispute must attempt to resolve the dispute between themselves within fourteen (14) days of the dispute coming to the attention of each party.

### **25 Appointment of Mediator**

1. If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 24, the parties must within ten (10) days—
  - a) notify the Board of the dispute; and
  - b) agree to or request the appointment of a mediator; and
  - c) attempt in good faith to settle the dispute by mediation.
2. The mediator must be—
  - a) a person chosen by agreement between the parties; or
  - b) in the absence of agreement—
    - (i) if the dispute is between a member and another member—a person appointed by the Board; or
    - (ii) if the dispute is between a member and the Board or the MFNL—a person appointed or employed by the Dispute Settlement Centre of Victoria.

3. A mediator appointed by the Board may be a member or former member of the MFNL but in any case must not be a person who—
  - a) has a personal interest in the dispute; or
  - b) is biased in favour of or against any party.

## **26 Mediation Process**

1. The mediator to the dispute, in conducting the mediation, must—
  - a) give each party every opportunity to be heard; and
  - b) allow due consideration by all parties of any written statement submitted by any party; and
  - c) ensure that natural justice is accorded to the parties throughout the mediation process.
2. The mediator must not determine the dispute.

## **27 Failure to Resolve Dispute by Mediation**

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

# **PART 4—GENERAL MEETINGS OF THE MFNL**

## **28 Annual General Meetings**

1. The Board must convene an annual general meeting of the MFNL to be held within five (5) months after the end of each financial year.
2. Despite Rule 28(1) the MFNL may hold its first Annual General Meeting at any time within eighteen (18) months after its incorporation.
3. The Board shall determine the date, time and place of the annual general meeting.
4. The ordinary business of the annual general meeting is as follows—
  - a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
  - b) to receive and consider—
    - (i) the annual report of the Board on the activities of the MFNL during the preceding financial year; and
    - (ii) the financial statements of the MFNL for the preceding financial year submitted by the Board in accordance with Part 7 of the Act;
  - c) to elect a member to represent them on the Board;
  - d) to confirm or vary the amounts (if any) of the annual affiliation fee.
5. The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

## **29 Special General Meetings**

1. The Secretary shall convene a Special General Meeting of the MFNL, of an MFNL Football League and/or of a MFNL Netball League, as follows:-

- a) upon the direction of the Board
  - b) upon the request of 25% of affiliated clubs in writing, which must state the objectives of the meeting and shall be signed on behalf of the Clubs requesting the meeting.
2. The notice convening the Special General Meeting must be forwarded by the Secretary to each affiliated member club at that Clubs registered email address, not less than 48 hours prior to the meeting stating the place, date and time of the meeting, and the nature of the business to be transacted and any resolutions to be proposed.
  3. No business other than that set out in the notice under rule 32 may be conducted at the meeting.

***Note:** General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 31 and the majority of members at the meeting agree.*

### **30 Special General Meeting Held at Request of Members**

1. The Board must convene a special general meeting if a request to do so is made in accordance with 29.1(b) by at least 25% of the total number of affiliated clubs.
2. A request for a special general meeting must—
  - (a) be in writing; and
  - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
  - (c) shall be signed on behalf of the Club requesting the meeting; and
  - (d) be given to the Secretary.
3. If the Board does not convene a special general meeting within twenty one days after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
4. A special general meeting convened by members under sub rule (3)—
  - (a) must be held within thirty days after the date on which the original request was made; and
  - (b) may only consider the business stated in that request.
5. The MFNL must reimburse all reasonable expenses incurred by the members convening a special general meeting under sub rule (3).

### **31 Notice of General Meetings**

1. The Secretary (or, in the case of a special general meeting convened under rule 30(3), the members convening the meeting) must give to each member of the MFNL—
  - (a) at least twenty one days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (b) at least fourteen days' notice of a general meeting in any other case.
2. The notice must—
  - (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and
  - (c) if a special resolution is to be proposed—
    - (i) state in full the proposed resolution; and
    - (ii) state the intention to propose the resolution as a special resolution.



- (d) Comply with Rule 32(6).
- 3. This Rule does not apply to a Disciplinary Appeal Meeting.

### **32 Proxies**

1. A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a General Meeting other than at a disciplinary appeal meeting.
2. The appointment of a proxy must be in writing and signed by the member making the appointment.(Appendix 4)
3. The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
4. The appointment of a proxy vote is limited to one proxy vote per member entitled to vote per meeting.
5. If the Board has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
6. Notice of a General Meeting given to a member under Rule 31 must—
  - a)state that the member may appoint another member as a proxy for the meeting; and
  - b)include a copy of any form that the Board has approved for the appointment of a proxy.
7. A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
8. A form appointing a proxy sent by post or electronically is of no effect unless it is received by the League no later than 24 hours before the commencement of the meeting.

### **33 Use of Technology**

1. A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
2. For the purposes of this Part, a member participating in a general meeting as permitted under rule 33(1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

### **34 Quorum at General Meetings**

1. No business may be conducted at a general meeting unless a quorum of members is present.
2. The quorum for a general meeting is the presence (physically, or as allowed under rule 33) of 50%+1 of the members entitled to vote.
3. If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
  - a) in the case of a meeting convened by, or at the request of, members under rule 30—the meeting must be dissolved;
  - b) in any other case—
    - (i) the meeting must be adjourned to a date not more than 21 days after the

adjournment; and

- (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- 4. If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under sub rule (3)(b), the members present at the meeting (if not fewer than 50%) may proceed with the business of the meeting as if a quorum were present.

### **35 Adjournment of general meeting**

- 1. The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- 2. Without limiting sub rule (1), a meeting may be adjourned—
  - a) if there is insufficient time to deal with the business at hand; or
  - b) to give the members more time to consider an item of business.
- 3. No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- 4. Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with Rule 31.

### **36 Voting at general meeting**

- 1. On any question arising at a general meeting—
  - a) subject to sub rule (3), each member who is entitled to vote has one vote; and
  - b) members shall vote personally; and
  - c) except in the case of a special resolution, the question must be decided on a majority of votes (50% +1).
- 2. If votes are divided equally on a question, the Chairperson of the meeting shall have a casting vote.
- 3. If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.

### **37 Special resolutions**

A special resolution is passed if not less than three quarters of the members voting at a general meeting vote in favour of the resolution.

### **38 Determining whether resolution carried**

- 1. Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
  - a) carried; or
  - b) carried unanimously; or
  - c) carried by a particular majority; or
  - d) lost—

- and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
2. If a poll (where votes are cast in writing) is demanded by three or more members on any question—
    - a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
    - b) the Chairperson must declare the result of the resolution on the basis of the poll.
  3. A poll demanded on a question of an adjournment must be taken immediately.
  4. A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

### **39 Minutes of Meetings**

1. The Board must ensure that minutes are taken and kept of each general meeting, special general meeting and annual general meeting.
2. The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
3. In addition, the minutes of each annual general meeting must include—
  - a) the names of the members attending the meeting; and
  - b) the financial statements submitted to the members in accordance with Rule 28(3)(b)(ii); and
  - c) the certificate signed by two Board members certifying that the financial statements give a true and fair view of the financial position and performance of the MFNL; and
  - d) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

## **PART 5—THE BOARD**

### **Division 1—Powers of the Board**

#### **40 Role and Powers**

1. The business of the MFNL shall be managed by or under the direction of the AFL Millewa Football Netball League Incorporated Board, herein referred to as the Board.
2. The Board may exercise all the powers of the MFNL except those powers that these Rules or the Act require to be exercised by general meetings of the members of the MFNL.
3. The Board may—
  - a) appoint and remove staff;
  - b) establish subcommittees consisting of members with terms of reference it considers appropriate.

#### **41 Delegation**

1. The Board may delegate to a member of the Board, a subcommittee or staff, any of its powers and functions other than—

- a) this power of delegation; or
  - b) a duty imposed on the Board by the Act or any other law.
2. The delegation must be in writing and may be subject to the conditions and limitations the Board considers appropriate.
  3. The Board may, in writing, revoke a delegation wholly or in part.

## **Division 2—Composition of the Board and Duties of Members**

### **42 Composition of the Board**

1. The Board consists of a minimum of seven (7) voting Board members and a maximum of nine (9) voting Board members, each of whom shall be elected at an Annual General Meeting by the member clubs of the League. Those nominating for a position on the Board must possess the necessary skills to perform one or more of the designated portfolios listed below (Appendix 5 – position descriptions).
2. Portfolios may be changed at an Annual General Meeting with a majority vote (50% + 1) of the member delegates.
3. The composition of the inaugural Board will be:
  - (i) Chairperson (portfolio Director of Governance & Risk Management)
  - (ii) Deputy Chairperson (portfolio Director of Communications)
  - (iii) Treasurer (portfolio Director of Finance)
  - (iv) Secretary (portfolio of Human Resources & Legal)
  - (v) Director (portfolio Umpires)
  - (vi) Director (portfolio of Marketing, Events & Sponsorship)
  - (vii) Director (portfolio of Football)
  - (viii) Director (portfolio of Netball)
  - (ix) Director (portfolio of Womens Football)
  - (x) Operations Manager (portfolio minute taker - non voting-employee of the League)

These positions shall be appointed from amongst the Board, by a majority vote of the members at the Annual General Meeting. The appointees will hold their allocated portfolio until the conclusion of the next Annual General Meeting following their appointment.

4. Board members, are excluded from simultaneously holding any senior committee position within a member club of the League.

### **43 General Duties**

1. As soon as practicable after being elected or appointed to the Board, each Board member must become familiar with these Rules and the Act.
2. The Board is collectively responsible for ensuring that the MFNL complies with the Act and that individual members of the Board comply with these Rules.
3. Board members must exercise their powers and discharge their duties with reasonable care and diligence.
4. Board members must exercise their powers and discharge their duties—
  - a) in good faith in the best interests of the MFNL; and
  - b) for a proper purpose.
5. Board members and former Board members must not make improper use of—

- a) their position; or
  - b) information acquired by virtue of holding their position—so as to gain an advantage for themselves or any other person or to cause detriment to the MFNL.
6. In addition to any duties imposed by these Rules, a Board member must perform any other duties imposed from time to time by resolution at a general meeting.

#### **44 Chairperson and Deputy Chairperson**

1. Subject to sub rule (2), the Chairperson or, in the Chairperson's absence, the Deputy Chairperson is the Chairperson for any general meetings and for any Board meetings.
2. If the Chairperson and the Deputy Chairperson are both absent, or are unable to preside, the Chairperson of the meeting must be—
  - a) in the case of a general meeting—a Board member elected by the members, a Club President present; or
  - b) in the case of a Board meeting—a Board member elected by the other Board members present.

#### **45 Secretary**

1. The Board may appoint a Secretary, who shall perform any duty or function required under the Act, to be performed by the 'Secretary' of an incorporated association. This shall include but not limited to responsibility for lodging documents of the MFNL with the Registrar.
2. The Secretary must—
  - a) maintain the register of members in accordance with Rule 17; and
  - b) keep custody of the common seal of the MFNL and, including the financial records referred to in Rule 66(3), all books, documents and securities of the MFNL in accordance with Rules 71
  - c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
  - d) perform any other duty or function imposed on the Secretary by these Rules.
3. The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

#### **46 Treasurer Financial Responsibilities**

1. The Treasurer shall —
  - a) receive all moneys paid to or received by the MFNL and issue receipts for those moneys in the name of the MFNL; and
  - b) ensure that all moneys received are paid into the accounts of the MFNL within 5 working days after receipt; and
  - c) make any payments authorised by the Board or by a general meeting of the MFNL from the MFNL's funds; and
  - d) ensure cheques are signed by at least 2 Board members or 1 Board member and the Treasurer.
  - e) ensure compliance with Part 6 of these Rules in relation to Financial Matters.

2. The Treasurer must—
  - a) ensure that the financial records of the MFNL are kept in accordance with the Act; and
  - b) coordinate the preparation of the financial statements of the MFNL for audit and their certification by the Board prior to their submission to the annual general meeting of the MFNL.
3. The Treasurer must ensure that at least one Board member has access to the accounts and financial records of the MFNL.

### **Division 3—Election of Board Members and Tenure of Office**

#### **47 Who is eligible to be a Board Member?**

A member is eligible to be elected or appointed as a Board Member if the member—

- a) Is 18 years or over; and
- b) does not hold any office position (elected or otherwise) with an affiliated member club.
- c) Possesses the skills to undertake at least one of the current portfolios (see rule 45 composition of board)
- d) Gender equity of 60/40 must be achieved

#### **48 Election of Board Members**

1. The MFNL Board Members must not hold any office position (elected or otherwise) of any affiliated Club.
2. Interested persons of the community or member clubs can apply to become a MFNL Board of Management member by submitting a Board Application Form to the League Secretary (Appendix 1).
3. The Board will consist of a minimum of seven (7) and a maximum of nine (9) members and considered based on their skills and experience in the following areas:
  - (i) Governance & Risk Management
  - (ii) Finance
  - (iii) Umpire
  - (iv) Human Resources
  - (v) Law
  - (vi) Marketing
  - (vii) Football
  - (viii) Netball
  - (ix) Womens Football
  - (x) Events Coordination
  - (xi) Any other field deemed to be of value to the Board of Board Members terms will be negotiated on acceptance of an offer. Length of term will be:
    - a) One (1) year, or
    - b) Two (2) years;

- c) Three (3) years;
4. Board members will be appointed at the Annual General Meeting by member clubs and serve for the agreed term of office unless they resign or are dismissed in accordance with Rule 15, 16 and 21.
  5. Election of the League's office bearers will occur at the League's Annual General Meeting.
  6. Appointment of office bearers with affiliation to member clubs will be limited to one officer bearer per club.
  7. Upon the expiration of the term, the appointee shall be eligible for election as a Board member at the next Annual General Meeting if upon expiration of the appointed term he/she gives notice in writing to the Board of the intention to seek election to the Board.
  8. If the number of members nominated for the position of Board member is less than or equal to the number to be elected, the Chairperson of the meeting must declare those members to be elected to the position.
  9. If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with Rule 50.

#### **49 Nominations**

1. The Board or any affiliated member club may nominate a person to stand for the position of MFNL Board Members with the AFL Millewa Football Netball League Incorporated Board.
2. Each nomination shall be in the form of Appendix 1 and on that form, the nominee shall:
  - a) acknowledge his/her willingness to stand for the position of which they are being nominated
  - b) provide a brief outline of the skills or abilities he or she would bring to the Board
  - c) be co-signed by the nominee and two affiliated clubs or by one member of the Board, one affiliated club and the nominee.
  - d) All nominations shall be lodged with the Secretary at least twenty one (21) days prior to the Annual General Meeting and circulated to all affiliated clubs no later than fourteen (14) days prior to the Annual General Meeting.
  - e) Any Board member whose period of appointment has expired shall be eligible to reapply for a position on the Board.

#### **50 Ballot**

1. In the event that the number of nominees exceed the number of positions vacant, a secret ballot will be conducted as the Annual General Meeting
2. If a ballot is required for the election for a position, the Secretary shall act as returning officer to conduct the ballot.
3. Before the ballot is taken, each candidate may make a short speech in support of his or her election.
4. The Secretary must give a blank piece of paper to each person who is eligible to vote.
5. The Secretary, as the Returning Officer, shall manage any electronic voting as per Rule 33 as deemed appropriate.
6. If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.

7. If the ballot is for more than one position—
  - a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
  - b) the voter must not write the names of more candidates than the number to be elected.
8. Ballot papers that do not comply with sub rule (7)(b) are not to be counted.
9. Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
10. The Secretary must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
11. If the Secretary is unable to declare the result of an election under sub rule (9) because 2 or more candidates received the same number of votes, the returning officer must—
  - a) conduct a further election for the position in accordance with sub rules (4) to (9) to decide which of those candidates is to be elected; or
  - b) with the agreement of those candidates, decide by lot which of them is to be elected.

(NOTE: The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.)

## **51 Term of Office**

1. Subject to sub rule (3) and rule 48.2, a Board member holds office until the positions of the Board are declared vacant at the next annual general meeting.
2. A Board member may be re-elected.
3. A general meeting of the MFNL may—
  - a) by special resolution remove a MFNL League Board member from office; and
  - b) elect an eligible person to fill the vacant position in accordance with this Division.
4. A member who is the subject of a proposed special resolution under sub rule (3)(a) may make representations in writing to the Secretary or Chairperson of the MFNL (not exceeding a reasonable length) and may request that the representations be provided to the members of the MFNL.
5. The Secretary or the Chairperson may give a copy of the representations to each member of the MFNL or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

## **52 Vacation of Office**

The office of a Board member shall become vacant if a Board member:-

1. submits his or her resignation in writing to the Secretary;
2. dies or becomes physically or mentally incapacitated to an extent which interferes with the performance of her or her duties as a Board member: or
3. is prohibited for any reason from being a Board member under the Corporations Law
4. fails to attend 3 consecutive Board meetings (other than special or urgent Board meetings) without leave of absence under rule 63; or
5. otherwise ceases to be a Board member by operation of section 78 of the Act.

## **53 Filling Casual Vacancies**



1. The Board may appoint an eligible person to fill a position on the Board that:
  - a) has become vacant under rule 52; or
  - b) was not filled by election at the last annual general meeting.
2. In the event of a casual vacancy by any Board member, the Board may appoint any suitable 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
3. Rule 53 applies to any Board member appointed by the Board under sub rule (1) or (2).
4. The Board may continue to act despite any vacancy in its membership, except under provisions of a quorum as per Rule 59.

## **Division 4—Meetings of the Board**

### **54 Meetings of the Board**

1. Board must meet on at least eight (8) occasions in each year at the dates, times and places determined by the Board.
2. The date, time and place of the first Board Meeting must be determined by the members of the Board as soon as practicable after the Annual General Meeting of the League at which the members of the Board were elected.
3. Special Board Meetings may be convened by the Chairperson or by any three (3) members of the Board.

### **55 Notice of Board Meetings**

1. Notice of each Board meeting must be given to each Board member no later than 7 days before the date of the meeting.
2. Notice may be given of more than one Board meeting at the same time.
3. The notice must state the date, time and place of the meeting.
4. If a special Board meeting is convened, the notice must include the general nature of the business to be conducted.
5. The only business that may be conducted at the meeting is the business for which the meeting is convened.

### **56 Urgent Meetings**

1. In cases of urgency, a meeting can be held without notice being given in accordance with rule 55 provided that as much notice as practicable is given to each Board member by the quickest means practicable.
2. Any resolution made at the meeting must be passed by an absolute majority of the Board.
3. The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

### **57 Procedure and Order of Business**

1. The procedure to be followed at a meeting of the Board shall be determined from time to time by the Board.

2. The order of business may be determined by the members present at the meeting.

## **58 Use of technology**

1. A Board member who is not physically present at a Board meeting may participate in the meeting by the use of technology that allows that Board member and the Board members present at the meeting to clearly and simultaneously communicate with each other.
2. For the purposes of this Part, a Board member participating in a Board meeting as permitted under sub rule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

## **59 Quorum**

1. No business may be conducted at a Board meeting unless a quorum is present.
2. The quorum for a Board meeting is the presence (in person or as allowed under rule 58) of a majority of the Board members holding office (50% +1).
3. If a quorum is not present within 30 minutes after the notified commencement time of a Board meeting—
  - a) in the case of a special meeting—the meeting lapses;
  - b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 55.

## **60 Voting – Board Meetings**

1. On any question arising at a Board meeting, each Board member present at the meeting has one vote.
2. A motion is carried if a majority of Board members present at the meeting vote in favour of the motion.
3. If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
4. Voting by proxy is not permitted.

## **61 Conflict of Interest**

1. A Board member who has a material personal interest in a matter being considered at a Board meeting must disclose the nature and extent of that interest to the Board.
2. The member—
  - a) must not be present while the matter is being considered at the meeting; and
  - b) must not vote on the matter.
3. This rule does not apply to a material personal interest—
  - a) that exists only because the member belongs to a class of persons for whose benefit the MFNL is established; or
  - b) that the member has in common with all, or a substantial proportion of, the members of the MFNL.

## **62 Minutes of Meeting**

1. The Board must ensure that minutes are taken and kept of each Board meeting.
2. The minutes must record the following—
  - a) the names of the members in attendance at the meeting;
  - b) the business considered at the meeting;
  - c) any resolution on which a vote is taken and the result of the vote;
  - d) any material personal interest disclosed under rule 61.

### **63 Leave of absence**

1. The Board may grant a Board member leave of absence from Board meetings for a period not exceeding three (3) months.
2. The Board must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Board member to seek the leave in advance.

## **PART 6—FINANCIAL MATTERS**

### **64 Source of Funds**

1. The funds of the MFNL may be derived from joining fees, annual subscriptions, levies, donations, fund-raising activities, sale of goods, grants, fines, interest and any other sources approved by the Board.
2. The Board shall have the power to impose levies upon member Clubs if such is necessary.

### **65 Management of Funds**

1. The MFNL must open an account with a financial institution from which all expenditure of the MFNL is made and into which all of the MFNL's revenue is deposited.
2. The Board may approve the establishment of additional accounts with financial institutions for specific purposes
3. Subject to any restrictions imposed by a general meeting of the MFNL, the Board may approve expenditure on behalf of the MFNL.
4. The Board may authorise the Treasurer to expend funds on behalf of the MFNL (including by electronic funds transfer) up to a specified limit without requiring approval from the Board for each item on which the funds are expended.
5. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 Board members or 1 Board member and the Treasurer.
6. All funds of the MFNL must be deposited into the financial account of the MFNL no later than five (5) working days after receipt.
7. With the approval of the Board, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

### **66 Financial Records**

1. The MFNL must keep financial records that—
  - a) correctly record and explain its transactions, financial position and performance; and
  - b) enable financial statements to be prepared as required by the Act.
2. The MFNL must retain the financial records for seven (7) years after the transactions covered by the records are completed.
3. The Treasurer must keep in his or her custody, or under his or her control—
  - a) the financial records for the current financial year; and
  - b) any other financial records as authorised by the Board.

### **67 Financial Statements**

1. For each financial year, the Board must ensure that the requirements under the Act relating to the financial statements of the MFNL are met.
2. Without limiting sub rule (1), those requirements include—

- a) the preparation of the financial statements in accordance with Australian Accounting Standards;
- b) the review or auditing of the financial statements;
- c) the certification of the financial statements by the Board;
- d) the submission of the audited financial statements to the annual general meeting of the MFNL;
- e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

## **PART 7—GENERAL MATTERS**

### **68 Common Seal**

Not applicable.

### **69 Registered Address**

The registered address of the MFNL is—

- a) the address determined from time to time by resolution of the Board; or
- b) if the Board has not determined an address to be the registered address—the postal address of the Secretary.

### **70 Notice Requirements**

1. Any notice required to be given to a member or a Board member under these Rules may be given—
  - a) by handing the notice to the member personally; or
  - b) by sending it by post to the member at the address recorded for the member on the register of members; or
  - c) by email or equivalent electronic transmission.
2. Sub rule (1) does not apply to notice given under rule 56.
3. Any notice required to be given to the MFNL or the Board may be given—
  - a) by handing the notice to a member of the Board; or
  - b) by sending the notice by post to the registered address; or
  - c) by leaving the notice at the registered address; or
  - d) if the Board determines that it is appropriate in the circumstances—
    - (i) by email to the email address of the MFNL or the Secretary.

## **71 Custody and Inspection of Books and Records**

1. Members may on request inspect free of charge—
  - a) the register of members;
  - b) the minutes of general meetings;
  - c) subject to sub rule (2), the financial records, books, securities and any other relevant document of the MFNL, including minutes of Board meetings.
2. The Board may refuse to permit a member to inspect records of the MFNL that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the MFNL.
3. The Board must on request make copies of these rules available to members and applicants for membership free of charge.
4. Subject to sub rule (2), a member may make a copy of any of the other records of the MFNL referred to in this rule and the MFNL may charge a reasonable fee for provision of a copy of such a record.
5. For purposes of this rule—

***relevant documents*** means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the MFNL and includes the following—

- a) its membership records;
- b) its financial statements;
- c) its financial records;
- d) records and documents relating to transactions, dealings, business or property of the MFNL.

## **72 Winding Up and Cancellation**

1. The MFNL may be wound up voluntarily by special resolution.
2. In the event of the winding up or the cancellation of the incorporation of the MFNL, the surplus assets of the MFNL must not be distributed to any members or former members of the MFNL.
3. Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the MFNL and which is not carried on for the profit or gain of its individual members.
4. The body to which the surplus assets are to be given must be decided by special resolution.

## **73 Alteration of Rules**

These Rules may only be altered by special resolution of a special general meeting of the MFNL.

## **74 Liability of the League**

The League will not be responsible for any debts incurred by clubs or teams in the League.

## **75 By-Laws**

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1. Each club affiliated with the League must comply at all times with the By-Laws as determined by the League.
2. Amendments to the Football or Netball By-Laws shall only be made at the Annual General Meeting, or at a special General Meeting called solely for that purpose, after the proposed amendment has been circulated among all Clubs fourteen days in advance of the meeting, and only if a majority of the Delegates present vote in favour.

#### ***PART 8- COMPETITION STRUCTURE***

- 76** Any changes or request for changes to the competition structure of the MFNL requires not less than three quarters of the members voting at a general meeting to vote in favour of the request or changes.

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Insert MFNL Logo HERE

## PART 8—APPENDICES

### APPENDIX 1: APPLICATION FOR BOARD OF MANAGEMENT POSITION MILLEWA FOOTBALL NETBALL LEAGUE (MFNL)

APPLICATION MILLEWA FOOTBALL NETBALL LEAGUE (MFNL) BOARD OF MANAGEMENT	
Contact Information	
Name of applicant	Surname.....  First Name .....
Preferred address for correspondence	..... .....
Telephone Number (Please indicate the preferred contact number)	Work: .....  Home: .....  Mobile: .....  Preferred: (circle)      Work      Home      Mobile
Email Address	.....

  

Personal Details	
Date of birth	..... / ..... / .....
Gender	Female <input type="checkbox"/> Male <input type="checkbox"/>
Residential Address and Postcode	..... .....



APPLICATION MILLEWA FOOTBALL NETBALL LEAGUE (MFNL) BOARD OF MANAGEMENT	
Interest in MFNL	
Describe your reasons for applying to join the MFNL Board of Management.	

Experience and Knowledge	
List three areas of expertise	1) ..... 2) ..... 3) .....
Describe your experience in or connections with the following area/s:	
FOOTBALL	
NETBALL	
GOVERNANCE	
FINANCIAL	

APPLICATION MILLEWA FOOTBALL NETBALL LEAGUE (MFNL) BOARD OF MANAGEMENT	
MARKETING	
UMPIRES, HUMAN RESOURCES & LEGAL	
EVENT MANAGEMENT	
WOMENS FOOTBALL	
Other professional expertise relevant to membership of the MFNL Board. eg Information Technology	
Additional Comments	
Include any further information you feel relevant to your application for membership.	

# APPLICATION MILLEWA FOOTBALL NETBALL LEAGUE (MFNL) BOARD OF MANAGEMENT

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## Conflict of Interest

Do you feel there may be any conflict of interest which may need to be taken into account in relation to your position on the MFNL Board of Management

.....

.....

.....

## Preferred term of appointment MFNL

One Year	
Two Years	
Three Years	

The Board position & portfolio/s I would like to express my interest in are (please indicate preferences by numbering 1-9) e.g if you are only interested in two position put a number 1 for your first preference and number 2 for your second preference and leave the rest blank. If you are interested in all positions number them in order of preference 1-9

Chairperson <i>Governance and Risk</i>	Deputy Chairperson <i>Communications</i>	Secretary <i>HR &amp; Legal</i>	Treasurer <i>Finance and Risk</i>	Director <i>Football</i>	Director <i>Netball</i>	Director <i>Umpire</i>	Director <i>Marketing/ Events / Sponsorship</i>	Director <i>Womens Football</i>

In the event that your application for a board position is not successful would you like to volunteer in some capacity for the MFNL?   **Yes** ☐      **No** ☐

I support the purposes of MILLEWA FOOTBALL NETBALL LEAGUE and in the event of my appointment, I agree to be bound by the Rules of the League for the time being in force.

Signature: .....

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

Insert MFNL Logo HERE

**APPENDIX 2: MEMBER DELEGATE(S) AUTHORISATION - GENERAL MEETING OF MILLEWA FOOTBALL NETBALL LEAGUE (MFNL)**

Held at .....

on ..... / ..... / .....

**Each Club must nominate in writing 2 delegates authorised to vote on behalf of the club at General Meetings of MILLEWA FOOTBALL NETBALL LEAGUE.**

To be eligible to vote at the General meetings, this nomination must be provided to the administrators of MFNL before the commencement of the General Meeting.

We .....  
(Enter name of club)

hereby nominate ..... and .....  
(Enter name of delegate 1) (Enter name of delegate 2)

as our club delegates authorised to vote at .....

Signed: .....  
(Club Chairperson/Secretary)

Print Name: .....

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

Insert MFNL Logo HERE

**APPENDIX 3: APPOINTMENT OF PROXY - GENERAL MEETING OF MILLEWA FOOTBALL NETBALL LEAGUE(MFNL)**

Held at.....

on ..... / ..... / .....

**This form is only to be used if you are unable to attend the .....**

You may nominate the delegate of another delegate member or a member of the MFNL Board of Management to act as your proxy.

I, .....

being duly authorised delegate of .....  
(Enter name of club)

hereby nominate .....  
(Enter name of delegate or board member)

as my proxy to vote on my behalf at the .....

to be held on .....

Signed: .....  
(Club Delegate)

Print Name: .....

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

Insert MFNL Logo HERE

**APPENDIX 4: APPLICATION TO BECOME A MEMBER CLUB OF THE MILLEWA FOOTBALL NETBALL LEAGUE (MFNL)**

We .....  
(Enter name of club)

Wish to become a member club of the Millewa football netball league and that our members of the club are in support and have voted in favour of this application.

We understand that by putting in an application does not automatically mean we will be accepted to the Millewa football netball league and that this decision will need to be made and voted on by way of special resolution by MFNL members.

Signed: .....  
(Club Chairperson)

Signed:.....  
(Club Secretary)

Print Name:.....

Print Name:.....

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

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

**APPENDIX 5 – POSITION DESCRIPTION, OBLIGATIONS AND RESPONSIBILITIES OF BOARD MEMBERS**



# Millewa Football Netball League Incorporated

POSITION DESCRIPTION, OBLIGATIONS AND RESPONSIBILITIES OF BOARD MEMBERS

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## Position Title: Chairperson of Millewa Football Netball League

Overview: As the Chairperson of the Millewa Football Netball League, you will be responsible for providing strategic leadership, direction, and governance to ensure the successful operation and growth of the league. Your role will involve working closely with league members, stakeholders, and external partners to uphold the league's values, promote participation, and enhance the overall experience for players, coaches, officials, and fans.

### Key Responsibilities:

1. Strategic Leadership:
  - Develop and communicate a clear vision and strategic plan for the league in alignment with its objectives and values.
  - Lead the implementation of strategic initiatives to drive growth, development, and sustainability of the league.
2. Governance and Compliance:
  - Oversee compliance with league rules, regulations, and policies.
  - Ensure transparency and accountability in decision-making processes.
  - Chair league meetings and facilitate effective communication among members and stakeholders.
3. Stakeholder Management:
  - Build and maintain positive relationships with member clubs, sponsors, government bodies, and other relevant stakeholders.
  - Represent the league in external forums, negotiations, and partnerships.
  - Address concerns and conflicts among stakeholders in a fair and timely manner.
4. Financial Management:
  - Work closely with the treasurer and finance committee to develop and manage the league's budget.
  - Seek opportunities to generate revenue through sponsorship, fundraising, and other initiatives.
  - Ensure prudent financial practices and compliance with financial regulations.
5. Development and Promotion:
  - Implement strategies to promote participation, diversity, and inclusion within the league.
  - Support the development of players, coaches, officials, and administrators through training programs and resources.
  - Enhance the visibility and reputation of the league through marketing, media relations, and community engagement activities.
6. Risk Management:
  - Identify and mitigate risks to the league's reputation, financial stability, and operations.
  - Establish and review policies and procedures related to safety, integrity, and risk management.
  - Stay informed about relevant legal and regulatory requirements affecting the league.

### Qualifications and Skills:

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- Demonstrated leadership experience in a sports organisation, preferably in a governance or executive role.
- Strong understanding of the sports industry, particularly football and netball, including competition structures, regulations, and trends.
- Excellent communication and interpersonal skills, with the ability to engage and inspire diverse stakeholders.
- Strategic thinking and problem-solving abilities to navigate complex challenges and opportunities.
- Sound financial management skills, including budgeting, financial analysis, and fundraising.
- Commitment to upholding the values of fairness, integrity, and respect in sports.
- Relevant qualifications in sports management, business administration, or a related field are desirable.

The Chairperson of the Millewa Football Netball League plays a crucial role in shaping the direction and success of the league, fostering a vibrant and inclusive sporting community for all participants.

# **Position Title: Deputy Chairperson of Millewa Football Netball League**

Overview: As the Deputy Chairperson of the Football Netball League, you will work closely with the Chairperson to provide support, assistance, and leadership in the governance and management of the league. Your role is pivotal in ensuring the smooth operation of the league, promoting its objectives, and enhancing the experience for all stakeholders, including players, coaches, officials, and supporters.

## **Key Responsibilities:**

1. Support to the Chairperson:
    - Assist the Chairperson in fulfilling their duties and responsibilities, including strategic planning, governance, and stakeholder management.
    - Act as a reliable and effective deputy in the absence of the Chairperson, ensuring continuity of leadership and decision-making processes.
  2. Governance and Compliance:
    - Collaborate with the Chairperson to ensure compliance with league rules, regulations, and policies.
    - Contribute to the development and review of governance frameworks, procedures, and documentation.
    - Help maintain transparency and accountability in the league's operations and decision-making processes.
  3. Stakeholder Engagement:
    - Liaise with member clubs, sponsors, government bodies, and other stakeholders to foster positive relationships and collaboration.
    - Represent the league in meetings, events, and discussions as delegated by the Chairperson.
    - Assist in addressing concerns, resolving conflicts, and promoting unity and cohesion among stakeholders.
  4. Operational Support:
    - Provide support in the planning and execution of league activities, competitions, and events.
    - Assist with logistical arrangements, communication strategies, and resource management as needed.
    - Contribute to the development and implementation of initiatives to enhance the efficiency and effectiveness of league operations.
  5. Development and Promotion:
    - Support initiatives aimed at promoting participation, diversity, and inclusion within the league.
    - Assist in the development of programs and resources to support the growth and development of players, coaches, officials, and administrators.
    - Contribute to marketing, media relations, and community engagement efforts to raise awareness and promote the league's brand.
  6. Collaboration and Teamwork:
    - Work collaboratively with the Chairperson, fellow board members, and league staff to achieve common goals and objectives.
    - Foster a positive and supportive team environment based on trust, respect, and open communication.
    - Act as an ambassador for the league, promoting its values and objectives both internally and externally.
-

**Qualifications and Skills:**

- Experience in sports administration, governance, or leadership roles, preferably within a football or netball organisation.
- Strong interpersonal and communication skills, with the ability to engage and collaborate with diverse stakeholders.
- Good understanding of sports management principles, including governance, compliance, and risk management.
- Organisational and time management skills to effectively prioritise tasks and manage competing demands.
- Commitment to upholding the values of fairness, integrity, and sportsmanship in all aspects of league operations.
- Relevant qualifications in sports management, business administration, or a related field are desirable.

The Deputy Chairperson of the Millewa Football Netball League plays a vital role in supporting the Chairperson and contributing to the effective governance, management, and development of the league. This position offers an exciting opportunity to make a meaningful impact on the success and growth of the league and its community.

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## **Position Title: Secretary of Millewa Football Netball League**

Overview: The Secretary of the Millewa Football Netball League is a key administrative role responsible for ensuring efficient communication, documentation, and organisation within the league. The Secretary plays a crucial part in maintaining accurate records, facilitating meetings, and supporting the governance and operations of the league.

### **Key Responsibilities:**

1. Record-Keeping and Documentation:
    - Maintain comprehensive and up-to-date records of league meetings, decisions, and correspondence.
    - Prepare and distribute agendas, minutes, and other relevant documentation for league meetings and events.
    - Organise and maintain electronic and physical filing systems for easy access to league documents.
  2. Meeting Coordination and Support:
    - Coordinate logistics for league meetings, including scheduling, venue booking, and catering arrangements.
    - Assist the Chairperson in developing meeting agendas and ensuring they align with the league's strategic priorities.
    - Attend meetings, record minutes from time to time, and provide administrative support to facilitate productive discussions and decision-making.
  3. Communication and Correspondence:
    - Serve as the primary point of contact for league inquiries, correspondence, and communication.
    - Respond to emails, phone calls, and other inquiries promptly and professionally.
    - Distribute league-related information, announcements, and updates to members, stakeholders, and the public as required.
  4. Governance and Compliance:
    - Ensure compliance with league rules, regulations, and policies in all administrative processes.
    - Assist with the preparation and dissemination of league policies, procedures, and governance documents.
    - Maintain awareness of legal and regulatory requirements relevant to the operation of the league.
  5. Membership and Registration:
    - Support the registration process for member clubs, teams, players, coaches, and officials.
    - Collect and maintain accurate membership records, including contact details, registrations, and fees.
    - Coordinate with relevant stakeholders to ensure compliance with player eligibility and transfer regulations.
  6. Administrative Support:
    - Provide general administrative support to the league executive, committees, and working groups as needed.
    - Assist with the organisation of league events, competitions, and activities.
    - Collaborate with other league officials and volunteers to ensure smooth and effective operations.
-

**Qualifications and Skills:**

- Previous experience in administrative or secretarial roles, preferably within a sports organisation or similar environment.
- Excellent organisational skills and attention to detail, with the ability to manage multiple tasks and deadlines effectively.
- Strong written and verbal communication skills, including proficiency in drafting professional correspondence and meeting minutes.
- Proficiency in office software applications, including word processing, spreadsheets, and email.
- Ability to maintain confidentiality and handle sensitive information with discretion and integrity.
- Knowledge of sports administration principles, governance frameworks, and regulatory requirements is desirable.

The Secretary of the Millewa Football Netball League plays a critical role in supporting the administration, communication, and governance of the league. This position offers an opportunity to contribute to the success and growth of the league while ensuring transparency, accountability, and professionalism in its operations.

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## **Position Title: Treasurer of Millewa Football Netball League**

Overview: The Treasurer of the Millewa Football Netball League is entrusted with the management of the league's finances, ensuring transparency, accuracy, and accountability in all financial matters. This key role involves budgeting, financial reporting, and strategic financial planning to support the league's objectives and sustainability.

### **Key Responsibilities:**

1. Financial Management:
    - Develop, implement, and monitor the league's annual budget in collaboration with the executive committee.
    - Maintain accurate financial records, including income, expenses, assets, and liabilities.
    - Oversee financial transactions, payments, and receipts, ensuring compliance with financial policies and procedures.
  2. Financial Reporting:
    - Prepare regular financial reports for the executive committee, board of directors, and general meetings.
    - Present financial statements, including income statements, balance sheets, and cash flow statements, in a clear and comprehensible manner.
    - Provide analysis and interpretation of financial data to support decision-making and strategic planning.
  3. Budgeting and Forecasting:
    - Work with league officials and committees to develop realistic and achievable budgets for various activities, events, and projects.
    - Monitor budget performance and variance analysis, identifying areas for cost savings or revenue generation.
    - Assist in forecasting future financial needs and opportunities based on historical data and projected trends.
  4. Financial Controls and Compliance:
    - Establish and maintain internal controls to safeguard league assets, prevent fraud, and ensure compliance with financial regulations.
    - Coordinate financial audits, reviews, and inspections as required by relevant authorities or stakeholders.
    - Ensure adherence to taxation requirements, including filing tax returns and reporting obligations.
  5. Banking and Cash Management:
    - Manage the league's bank accounts, deposits, withdrawals, and reconciliations.
    - Optimise cash flow management, including investment of surplus funds and financing of short-term expenses.
    - Monitor and analyse banking fees, interest rates, and other financial services to minimise costs and maximise returns.
  6. Financial Planning and Strategy:
    - Provide financial guidance and support to the executive committee and board of directors in setting financial goals and priorities.
    - Assist in the development of long-term financial plans, strategies, and policies to support the league's growth and sustainability.
    - Evaluate the financial implications of strategic initiatives, partnerships, and investments.
-

**Qualifications and Skills:**

- Bachelor's degree in accounting, finance, or a related field. Professional certification (e.g., CPA, CFA) is desirable.
- Proven experience in financial management, accounting, or treasury roles, preferably in a nonprofit organisation or sports league.
- Strong analytical skills and attention to detail, with the ability to interpret financial data and identify trends and insights.
- Proficiency in financial software and tools, such as accounting software, spreadsheets, and financial modelling.
- Excellent communication and interpersonal skills, with the ability to liaise effectively with stakeholders and present financial information clearly and persuasively.
- Integrity, reliability, and a commitment to upholding ethical standards and financial best practices.

The Treasurer of the Millewa Football Netball League plays a critical role in ensuring the financial health and sustainability of the league, contributing to its long-term success and impact within the community. This position offers an opportunity to make a meaningful contribution to the governance and management of the league while advancing its mission and objectives.

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## **Position Title: Director of Football of Millewa Football Netball League**

Overview: The Director of Football of Millewa Football Netball League holds a pivotal role in overseeing and advancing all football-related aspects within the league. This position requires a comprehensive understanding of football operations, including player development, coaching standards, competition management, and strategic planning. The Director of Football plays a crucial role in shaping the league's football programs, fostering talent, and ensuring the highest standards of competition and sportsmanship.

### **Key Responsibilities:**

1. Football Program Development:
    - Develop and implement comprehensive football programs that cater to players of all ages, skill levels, and genders within the league.
    - Design player development pathways to nurture talent from grassroots levels through to elite competition.
    - Establish coaching frameworks, curriculum, and resources to support the development of coaches and players.
  2. Competition Management:
    - Oversee the organisation and scheduling of football competitions, including leagues, tournaments, and special events.
    - Ensure fair and balanced competition formats that prioritise participant enjoyment, development, and safety.
    - Collaborate with clubs and teams to coordinate fixtures, venues, and match officials.
  3. Talent Identification and Pathways:
    - Implement systems for talent identification and scouting to identify promising players within the league.
    - Facilitate opportunities for talented players to progress to higher levels of competition, such as representative teams or elite pathways.
    - Forge partnerships with professional clubs, academies, and scouting networks to expand opportunities for player development.
  4. Coaching and Development:
    - Support the recruitment, training, and accreditation of coaches within the league.
    - Provide ongoing support, mentorship, and professional development opportunities for coaches to enhance their skills and knowledge.
    - Promote coaching best practices, including player-centred coaching philosophies, skill development techniques, and sports science principles.
  5. Player Welfare and Safeguarding:
    - Prioritise the welfare and safety of players by implementing safeguarding policies, procedures, and education programs.
    - Ensure compliance with relevant child protection regulations and codes of conduct.
    - Address any concerns or issues related to player welfare in a timely and appropriate manner.
  6. Strategic Planning and Stakeholder Engagement:
    - Contribute to the development of the league's strategic plans and initiatives, with a focus on football development and growth.
-



- Engage with stakeholders, including clubs, schools, local authorities, and governing bodies, to foster collaboration and support for football programs.
- Represent the league in football-related forums, committees, and networks to stay informed about industry trends and best practices.

**Qualifications and Skills:**

- Extensive experience in football coaching, administration, or leadership roles, preferably within a football or sports organisation.
- Strong knowledge of football development principles, competition structures, and player pathways.
- Excellent communication and interpersonal skills, with the ability to engage and inspire players, coaches, officials, and stakeholders.
- Strategic thinking and problem-solving abilities to develop innovative football programs and initiatives.
- Qualifications in coaching, sports management, or related fields are desirable.
- Passion for football and a commitment to fostering a positive and inclusive football culture within the league.

The Director of Football of Millewa Football Netball League plays a critical role in driving the development, success, and sustainability of football programs within the league. This position offers an exciting opportunity to make a significant impact on the growth and quality of football participation and competition within the community.

# **Position Title: Director of Netball of Millewa Football Netball League**

Overview: The Director of Netball of Millewa Football Netball League is responsible for overseeing and advancing all netball-related aspects within the league. This role requires a deep understanding of netball operations, including player development, coaching standards, competition management, and strategic planning. The Director of Netball plays a crucial role in shaping the league's netball programs, fostering talent, and ensuring the highest standards of competition and sportsmanship.

## **Key Responsibilities:**

1. Netball Program Development:
    - Develop and implement comprehensive netball programs catering to players of all ages, skill levels, and genders within the league.
    - Design player development pathways to nurture talent from grassroots levels through to elite competition.
    - Establish coaching frameworks, curriculum, and resources to support the development of netball coaches and players.
  2. Competition Management:
    - Oversee the organisation and scheduling of netball competitions, including leagues, tournaments, and special events.
    - Ensure fair and balanced competition formats that prioritise participant enjoyment, development, and safety.
    - Collaborate with clubs and teams to coordinate fixtures, venues, and match officials for netball matches.
  3. Talent Identification and Pathways:
    - Implement systems for talent identification and scouting to identify promising netball players within the league.
    - Facilitate opportunities for talented players to progress to higher levels of competition, such as representative teams or elite pathways.
    - Establish partnerships with professional netball clubs, academies, and scouting networks to expand opportunities for player development.
  4. Coaching and Development:
    - Support the recruitment, training, and accreditation of netball coaches within the league.
    - Provide ongoing support, mentorship, and professional development opportunities for netball coaches to enhance their skills and knowledge.
    - Promote coaching best practices, including player-centred coaching philosophies, skill development techniques, and sports science principles specific to netball.
  5. Player Welfare and Safeguarding:
    - Prioritise the welfare and safety of netball players by implementing safeguarding policies, procedures, and education programs.
    - Ensure compliance with relevant child protection regulations and codes of conduct specific to netball.
    - Address any concerns or issues related to player welfare in a timely and appropriate manner.
  6. Strategic Planning and Stakeholder Engagement:
-

- Contribute to the development of the league's strategic plans and initiatives, with a focus on netball development and growth.
- Engage with stakeholders, including clubs, schools, local authorities, and governing bodies, to foster collaboration and support for netball programs.
- Represent the league in netball-related forums, committees, and networks to stay informed about industry trends and best practices.

### **Qualifications and Skills:**

- Extensive experience in netball coaching, administration, or leadership roles, preferably within a netball or sports organisation.
- Strong knowledge of netball development principles, competition structures, and player pathways.
- Excellent communication and interpersonal skills, with the ability to engage and inspire players, coaches, officials, and stakeholders.
- Strategic thinking and problem-solving abilities to develop innovative netball programs and initiatives.
- Qualifications in coaching, sports management, or related fields are desirable.
- Passion for netball and a commitment to fostering a positive and inclusive netball culture within the league.

The Director of Netball of Millewa Football Netball League plays a critical role in driving the development, success, and sustainability of netball programs within the league. This position offers an exciting opportunity to make a significant impact on the growth and quality of netball participation and competition within the community.

# **Position Title: Director of Umpiring of Millewa Football Netball League**

Overview: The Director of Umpiring of Millewa Football Netball League is responsible for overseeing and advancing all umpiring-related aspects within the league. This role requires a comprehensive understanding of umpiring standards, training methodologies, match officiating, and strategic planning. The Director of Umpiring plays a crucial role in ensuring the highest standards of officiating, fairness, and integrity in league competitions.

## **Key Responsibilities:**

1. Umpiring Program Development:
    - Develop and implement comprehensive umpiring programs catering to football and netball competitions within the league.
    - Design umpire training pathways to recruit, develop, and retain umpiring talent at all levels, from grassroots to elite.
    - Establish umpiring accreditation frameworks, training resources, and mentorship programs to support umpire development.
  2. Umpire Recruitment and Retention:
    - Recruit and retain umpires for football and netball matches, including recruiting from within the league's player and supporter base as well as external sources.
    - Develop strategies to attract and retain a diverse pool of umpires, including initiatives to engage youth, women, and underrepresented groups.
    - Provide ongoing support, recognition, and incentives to motivate and retain umpiring volunteers.
  3. Umpire Training and Education:
    - Provide comprehensive training and education programs for umpires, covering rules interpretation, match management, conflict resolution, and communication skills.
    - Coordinate regular workshops, seminars, and online resources to enhance umpiring knowledge and skills.
    - Facilitate accreditation courses and assessments to ensure umpires meet the required standards for officiating league matches.
  4. Match Officiating and Assessment:
    - Oversee the appointment and allocation of umpires for football and netball matches, ensuring fairness, impartiality, and competence.
    - Conduct regular assessments and evaluations of umpire performance to provide feedback, support development, and maintain standards.
    - Implement mechanisms for monitoring and addressing issues related to umpire conduct, integrity, and professionalism.
  5. Umpire Welfare and Support:
    - Prioritise the welfare and well-being of umpires by implementing policies, procedures, and support mechanisms.
    - Provide access to resources, equipment, and protective gear to ensure umpires can officiate matches safely and confidently.
    - Address any concerns or grievances raised by umpires promptly and sensitively, fostering a supportive and inclusive umpiring community.
  6. Strategic Planning and Stakeholder Engagement:
    - Contribute to the development of the league's strategic plans and initiatives, with a focus on umpiring development and quality.
-

- Collaborate with clubs, leagues, and governing bodies to promote best practices in umpiring standards, education, and recruitment.
- Represent the league in umpiring-related forums, committees, and networks to stay informed about industry trends and advancements.

**Qualifications and Skills:**

- Extensive experience in umpiring, officiating, or leadership roles within football, netball, or related sports.
- Strong knowledge of rules and regulations governing football and netball matches, as well as umpiring principles and techniques.
- Excellent communication and interpersonal skills, with the ability to engage and motivate umpires, coaches, players, and stakeholders.
- Strategic thinking and problem-solving abilities to develop innovative umpiring programs and initiatives.
- Qualifications in umpiring, sports officiating, or related fields are desirable.
- Passion for fair play, integrity, and sportsmanship, with a commitment to upholding these values within the league's umpiring community.

The Director of Umpiring of Millewa Football Netball League plays a critical role in ensuring the quality, fairness, and integrity of league competitions through effective umpire recruitment, training, and support. This position offers an exciting opportunity to make a significant impact on the development and professionalism of umpiring within the league.

# **Position Title: Director of Marketing, Events, and Sponsorship of Millewa Football Netball League**

Overview: The Director of Marketing, Events, and Sponsorship of Millewa Football Netball League is responsible for leading the development and execution of strategic marketing initiatives, events management, and sponsorship partnerships to enhance the league's brand, revenue streams, and community engagement. This role requires a combination of creativity, strategic thinking, and relationship management skills to attract sponsors, promote events, and maximise the league's visibility and commercial opportunities.

## **Key Responsibilities:**

1. Marketing Strategy and Brand Management:
    - Develop and implement comprehensive marketing strategies to raise awareness of the league, increase fan engagement, and attract new participants.
    - Manage the league's brand identity, ensuring consistency across all communication channels, including digital platforms, print materials, and merchandise.
    - Conduct market research and analysis to identify trends, opportunities, and audience preferences to inform marketing strategies.
  2. Event Planning and Execution:
    - Plan, organise, and execute a diverse range of events, including matchdays, tournaments, community festivals, and fundraising initiatives.
    - Coordinate logistics, venue booking, vendor management, and promotional activities to ensure successful and memorable events.
    - Evaluate event performance, gather feedback, and identify opportunities for improvement to enhance future events.
  3. Sponsorship Development and Management:
    - Identify and cultivate relationships with potential sponsors, partners, and donors to secure financial support, in-kind contributions, and sponsorship deals.
    - Develop customised sponsorship proposals and packages that align with sponsors' marketing objectives and provide tangible benefits and value.
    - Negotiate sponsorship agreements, contracts, and partnerships, ensuring mutually beneficial terms and deliverables for both parties.
  4. Brand Promotion and Marketing Campaigns:
    - Design and implement integrated marketing campaigns to promote league events, programs, and initiatives across various channels, including digital, social media, traditional media, and grassroots outreach.
    - Create engaging content, including videos, graphics, and written materials, to showcase the league's brand, values, and impact.
    - Monitor and analyse campaign performance metrics, including reach, engagement, and conversion rates, to optimise marketing efforts and maximise ROI.
  5. Community Engagement and Outreach:
    - Develop and implement strategies to engage with fans, supporters, clubs, and the wider community to foster a sense of belonging and loyalty to the league.
    - Collaborate with clubs, schools, local organisations, and community groups to deliver outreach programs, clinics, and initiatives that promote participation and inclusivity.
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- Represent the league at community events, forums, and meetings to build relationships and strengthen ties with key stakeholders.
6. Budgeting and Financial Management:
- Develop and manage budgets for marketing, events, and sponsorship activities, ensuring financial sustainability and accountability.
  - Monitor expenses, revenue streams, and sponsorship revenue targets, identifying opportunities for cost savings and revenue growth.
  - Provide regular financial reports and updates to the executive committee and board of directors on marketing and sponsorship performance.

### **Qualifications and Skills:**

- Bachelor's degree in marketing, business administration, communications, or a related field is desirable.
- Proven experience in marketing, events management, and sponsorship development, preferably within the sports industry or a nonprofit organisation.
- Strong strategic thinking and analytical skills, with the ability to develop and implement effective marketing strategies and sponsorship proposals.
- Excellent communication and negotiation skills, with the ability to build and maintain relationships with sponsors, partners, and stakeholders.
- Creative mindset and innovative thinking, with the ability to develop engaging marketing campaigns and events that resonate with target audiences.
- Proficiency in marketing software and tools, including email marketing platforms, social media management tools, and analytics platforms.
- Passion for sports, community engagement, and making a positive impact through marketing and sponsorship initiatives.

The Director of Marketing, Events, and Sponsorship of Millewa Football Netball League plays a critical role in driving the league's growth, visibility, and financial sustainability through strategic marketing, events management, and sponsorship partnerships. This position offers an exciting opportunity to lead dynamic marketing initiatives, engage with diverse stakeholders, and contribute to the success of the league.

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## **Position Title: Director of Women's Football of Millewa Football Netball League**

**Overview:** The Director of Women's Football of Millewa Football Netball League is entrusted with the responsibility of leading and advancing all aspects related to women's football within the league. This role requires a deep understanding of women's football development, strategic planning, and collaboration with stakeholders to drive the growth and success of women's football programs.

### **Key Responsibilities:**

1. Program Development:
  - Develop and implement comprehensive women's football programs tailored to cater to players of all ages and skill levels within the league.
  - Design player development pathways and initiatives to foster the growth and talent development of female players.
  - Work closely with clubs and teams to promote participation and create a supportive and inclusive environment for female players.
2. Competition Management:
  - Oversee the organisation and scheduling of women's football competitions, including leagues, tournaments, and special events.
  - Ensure that competition formats and structures prioritise participation, development, and enjoyment for female players.
  - Collaborate with clubs and teams to coordinate fixtures, venues, and match officials for women's football matches.
3. Talent Identification and Development:
  - Implement systems for talent identification and scouting to identify promising female players within the league.
  - Facilitate opportunities for talented female players to progress to higher levels of competition, such as representative teams or elite pathways.
  - Establish partnerships with professional clubs, academies, and scouting networks to expand opportunities for female player development.
4. Coach and Player Development:
  - Support the recruitment, training, and accreditation of coaches specifically focused on women's football within the league.
  - Provide ongoing support, mentorship, and professional development opportunities for coaches to enhance their skills in coaching female players.
  - Facilitate player development programs and resources to support the growth and skill acquisition of female players.
5. Community Engagement and Promotion:
  - Engage with the community, schools, local organisations, and grassroots football clubs to promote women's football participation and involvement.
  - Organise outreach programs, clinics, and events specifically targeted towards encouraging girls and women to participate in football.
  - Represent the league at community events, forums, and meetings to advocate for women's football and foster support from key stakeholders.

### **Qualifications and Skills:**

- Extensive experience in women's football coaching, administration, or leadership roles, preferably within a football or sports organisation.
  - Strong knowledge of women's football development principles, competition structures, and player pathways.
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- Excellent communication and interpersonal skills, with the ability to engage and inspire female players, coaches, officials, and stakeholders.
- Strategic thinking and problem-solving abilities to develop innovative women's football programs and initiatives.
- Passion for promoting gender equality and empowering female athletes through football.
- Bachelor's degree in sports management, coaching, or a related field is desirable.

The Director of Women's Football of Millewa Football Netball League plays a crucial role in driving the development, visibility, and success of women's football programs within the league. This position offers an exciting opportunity to make a significant impact on the growth and advancement of women's football while fostering a culture of inclusivity and empowerment within the football community.