



Bonnet Bay Football Club Inc.
Incorporation No. Y0330118

GUIDING POLICIES

Amended 13 November 2017

BONNET BAY FOOTBALL CLUB

POLICIES

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INTRODUCTION

The Club prides itself on its sense of community and club spirit which we call “Bomberaderie” The club caters for male and female players of all ages and all skill levels. The club’s Vision is:

**“Giving each person the opportunity
to become the best player, person and/or citizen
that they can be.”**

In achieving this the Club aims to:

**“To promote, develop and play
the game of “Soccer” football
in accordance with the rules set down
by the Federation of International Football Associations (FIFA)’**

The Club’s approach to achieving its Vision is depicted in the following Club Values Pyramid:



The club values all of its members but in turn expects its members to put the best interests of the club then their team ahead of personal wants.

These policies are reviewed at the Annual General Meeting each year and are intended to guide the Executive Committee in its decision making. The Executive Committee may, however use its discretion to make changes to these policies during the course of the season in order to ensure the smooth operation of the club and to attend to situations not envisaged by these policies.

When registering with or joining Bonnet Bay Football Club players (and their parents where applicable) agree to the club constitution and these policies which outline the club's expectations. Failure to adhere to the club constitution and these policies may lead to suspension or cancellation of membership or may jeopardise future registration.

1. Code of Conduct

The code of conduct establishes rules for how club members should interact with match officials, coaches, managers, players and one another. In summary respect should be shown to all parties at all times.

The club considers the code of conduct to be fundamental to maintaining its reputation for fair play and will treat violations of the code very seriously.

PLAYERS	COACHES & MANAGERS	ADMINISTRATORS & OFFICIALS	PARENTS & SPECTATORS
<ul style="list-style-type: none"> * Play by the rules. * Never argue with an official. * If you disagree with something dramatic within a game or at the field of play, seek out the ground control officer and advise of your complaint in a calm and rational manner. Advise the committee of your own club in writing within 48 hours of the event. * Control your temper. Verbal abuse of officials or other players, deliberately distracting or provoking an opponent is not acceptable. * Work hard for yourself and/or your team. Your team's performance will benefit and so will you. * Be a good sport. Applaud all good plays whether they be your team or the opponent. * Treat all players as 	<ul style="list-style-type: none"> * Remember that children compete for pleasure and that winning is only part of the fun. Never ridicule or yell at a child for making a mistake or losing. * Ensure that rules, equipment, length of games and training schedules suit the maturity level of players. * Be reasonable in your demands on young players' time, energy and enthusiasm. * Teach your players to always follow the rules. * Whenever possible, group players to ensure everyone has a reasonable chance of success. * Avoid overplaying talented players. The "just average" need and deserve equal time. * Ensure that equipment and facilities meet the safety standards required. * Develop team respect for the ability of 	<ul style="list-style-type: none"> * Give all children an equal chance to participate. * Provide quality supervision and instruction for all players * Remember that children participate for enjoyment. Don't over-emphasize awards. * Help coaches and officials highlight appropriate behaviours and skill development, and improve the standards of coaching and officiating. * Ensure everyone involved in junior sport emphasizes fair play, not winning at all costs. * Give a Code of Conduct sheet to officials, coaches, managers, players and parents, if possible. * Compliment and encourage all players. * For referees: be consistent, objective and courteous when making decisions. Condemn unsporting behaviour and promote respect for opponents. * Emphasize the spirit of the game rather than errors. * Set the example yourself by being a good sport. 	<ul style="list-style-type: none"> * Encourage children to participate, do not force them. * Focus on the child's efforts rather than the result of the game. * Encourage players to participate by the rules and decisions of the officials. * Never ridicule or yell at a child for making a mistake or losing. * Remember that children learn best by example. Applaud good performance. * Congratulate all participants regardless of the outcome. * Respect officials' decision and teach children to do likewise. * Respect the opposition – without them there is no game. * Show appreciation of volunteers, coaches and administration. Without them there would be no competition. * Support efforts to remove verbal and physical abuse from sporting activities.

<p>you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.</p> <p>* Co-operate with your coach, team mates and opponents. Without them there would be no competition.</p> <p>* Play for the fun of it, and not just to please parents and coaches. Remember, it is a game.</p>	<p>opponents and for the judgment of officials and opposing coaches.</p> <p>* Follow the advice of a qualified person when determining when an injured player is ready to recommence the game.</p> <p>* Keep up to date with the latest coaching practices and the principles of growth and development of children.</p>	<p>* Ensure this code of conduct is on display at the club's headquarters and is referred to.</p>	<p>* Do not use foul language, harass players, coaches, administration or officials.</p> <p>* Condemn the use of violence in any form, be it by spectators coaches, managers, officials or players.</p>
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2. Structure & Responsibilities

The club shall adopt a structure that ensures the smooth operation of the club. All members of the club shall perform their functions in accordance with these policies.

The structure will seek to distribute tasks across as many volunteers as possible yet retain good co-ordination. This is designed to ensure that no one person is required to take on too onerous a task.

The structure is at Appendix 1.

3. Child Protection Policy

Bonnet Bay Football Club Inc. is committed to ensuring that the health, safety and welfare of all children and young people are maintained at all times during their participation as a player, coach, official, volunteer or spectator of Bonnet Bay Football Club.

This club, as an affiliated member of Football NSW and Sutherland Shire Football Association, fully supports the Child Protection Policies and guidelines of these organisations and relevant government agencies.

In short there are possible legal ramifications for anyone who deals improperly with a person aged under 18. This applies to referees, players and coaches under the age of 18. The club will treat any child protection issues very seriously.

The Executive Committee appoints a Member Protection Information Officer to act as liaison to club members on any child protection issues.

4. Member Welfare Policy

The club expects all its members to respect all differences between individuals. There is no place for discrimination of any type within the club including on the basis of sex, race, illness, disability, popularity, mental capacity, marital status or aptitude for the game.

Parents are particularly asked to teach their children tolerance in all these respects as the club regards this as an essential component of their development as players and people.

BBFC aims to provide a sport environment where all those involved in its activities are treated with dignity and respect, and without harassment vilification or discrimination.

BBFC recognises that all those involved in its activities cannot enjoy themselves, perform to their best, or be effective or fully productive if they are being treated unfairly, discriminated against or harassed because of their sex, marital status, pregnancy, parental status, race, age, disability, homosexuality, sexuality, transgender, religion, political belief and/ or industrial activity.

BBFC prohibits all forms of harassment vilification and discrimination not only because it is against the law, but because it is extremely distressing, offensive, humiliating and/or threatening and creates an uncomfortable and unpleasant environment. If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy they should report this to the Member Protection Information Officer.

5. Club Chaplain

The commitment of the BBFC to our members, their families and their extended families is a continual development process. There have been times in our history where we have needed to offer support in some way to our membership during adverse times. To assist in honouring this commitment the Executive Committee may appoint a suitably qualified person to the position of BBFC Club Chaplain.

The Club Chaplain is a totally confidential, non-intrusive, non-religious role that members can utilise at their request if needed or desired. We urge members who need some guidance to contact the Club Chaplain.

Club Chaplaincy is a popular trend in sport today as clubs provide support to their sporting community. Many elite teams are adopting Sports Chaplains as an important part of their club's culture where they provide pro-active support for their members, players and staff. Clubs with Sports Chaplains include Sydney FC, Sydney Swans and the Cronulla Sharks,

The BBFC Club Chaplain is a voluntary position at no cost to our sports community for services including; injury support, home and hospital visitation, encouragement, trauma leadership and support, grief and loss, club personnel care, spiritual support, marriage and relationship support, and other forms of pastoral care. Help during the difficult times of tragedy faced by individuals or the club as a whole, i.e., loss of a family member, accident or death of a team mate, difficult divorce, etc.

6. Coaches & Managers

Coaches and managers are volunteers. They are appointed to their position each year by the club. Their efforts should be respected by all players and parents. With younger teams parents play a major role in setting a good example to their children in this regard. Under no circumstances will the Committee condone public criticism of coaches or managers.

Club members are at liberty to discuss issues of concern with the Player Development Committee or the Committee very rare circumstances changes can be made mid-season, otherwise the process is that each position is opened for nominations at the conclusion of each season.

7. Wet Weather Policy

Where teams or players contravene this policy the Executive Committee may determine an appropriate penalty which may include suspension of players or refusal of future registrations.

Training Sessions - Weekdays:

Sutherland Shire Council controls whether or not grounds are open for training. Any person can get up to date information by telephoning council's Wet Weather Line 9710 0105.

Council may also post a "GROUND CLOSED" sign at the ground. This should be observed unless there is a formal message on the Wet Weather Line to the contrary.

Under no circumstances should a team train on any ground in Sutherland Shire when grounds are closed.

In some circumstances (eg where it rains late in the day) the club may decide to close the ground for training. All members are asked to respect such decisions which are made in the interests of protecting the field from undue wear and tear.

Competition – Saturdays and Sundays:

On weekends the Sutherland Shire Association decides if grounds are playable during inclement weather.

We will not be informed until about 7.30am of that morning. As soon as we are informed we will post a message to the club website.

Team managers should check the website then contact their players. Of course any person can check the website.

Please do not ring Lakewood as we will be using that phone or expecting a call from the association.

**DO NOT CALL THE COUNCIL WET WEATHER LINE
FOR THE WEEKEND GAMES.**

8. Field Allocation Policy

The club has two home grounds. Lakewood Reserve, Bonnet Bay is the number 1 ground and Prince Edward Park, Woronora is the number 2 ground.

Priority will be given to all games being played on the number 1 ground except that where there is a significant representation of Woronora residents in a team, efforts will be made to play a good proportion of home games for that team at Prince Edward Park. Where all games cannot be accommodated on the number 1 ground allocation will be made according to the table below with teams highest on the table having priority for matches to be allocated to the number 1 ground. This is subject to other provisions contained in this policy.

Fields will be allocated in accordance with the following table. Note that lower ranked teams may be rotated at the discretion of the committee so they play some games on the number 1 ground.

Saturday Teams

21A
21B
18A
18B
16A
21C and over
18C and over
16B and over
15 to 12 (according to age then grade)
W15 to W12 (according to age then grade)
11 to 6 (according to age and grade)

Sunday Teams

AL1 to AL5
WSA to WSB
35A to C
W21A
W18A
AL6 and over
35D and over
WSC and over
W21B and over
W18B and over
W16
45A and over
W30A and over

This formula provides all players with the opportunity to aspire to play on the number one ground as they move through the age groups and grades.

The club will use its best endeavours to arrange night games so more teams may be allocated matches at the number 1 ground.

Notwithstanding the above the committee may vary the manner of allocating the grounds where that is in the best interests of the club. One such situation may be where the committee feels it is in the interests of the club that the load on the number 1 ground is reduced.

9. "No Pay No Play Policy".

Any player who has not paid their registration fees will be unable to play until all fees are paid in full. This includes both junior and senior players.

Part of the registration costs goes towards covering players for insurance purposes. Therefore any player who has not paid their fees is not covered with insurance for injuries occurring during the game.

The Executive Committee has the power to come to alternate arrangements with individual players where special circumstances exist.

10. Ground Control Policy

The club expects that all members will contribute equally to ground control activities. This may include wearing an orange jacket during their match, the

manager wearing a yellow jacket during their match, assisting in the canteen or assisting in the canteen,

Teams are assigned to ground control every time they play a home game. This ensures the time required of them is proportionate with their usage of each field. Team managers are asked to organise members of their teams to assist with ground control. Club members are required to respond to requests from their team manager promptly and enthusiastically.

Failure by teams or individuals to properly carry out their ground control duties may jeopardise future registration with the club.

11. Club Functions Policy

The club holds various functions during the season to enable people within the club to get to know one another better and celebrate club, team and individual achievements. The club regards these as an important factor in developing a strong club spirit. All members are requested to support these activities.

The Executive Committee will issue a Calendar of Events at the commencement of each season. This will include monthly gatherings at Lakewood, at least one major function during the season and a Junior and Senior Presentation. The Executive Committee may subsidise some of these functions after considering the club's financial position.

The Club must observe certain conditions of Sutherland Shire Council the management and timing of events. These are set out in various development consents, a lease and other documents copies of which are kept at the Clubhouse.

12. Occupational Health & Safety Policy

The health and safety of all members of the club and people visiting Lakewood or Prince Edward Park is of paramount importance to the club. All club members are required to report any safety issue to the committee. Hazard reports are available in the Ground Control room.

All members are required to observe all safety procedures. In particular there are procedures in place for ground control.

Some specific safety requirements are outlined below:

Canteen

No person aged under 16 years is permitted in the canteen at any time.

Jewellery Policy

Football NSW confirms to all members the following 2005 FIFA guidelines and FFA advice concerning the wearing of jewellery whilst participating in the game of soccer (football).

This information has been provided to Football NSW by Football Federation Australia and is confirmed to all Branches, Associations, Clubs and NSW Referees Association Inc. as applicable to all competitions at all levels within Football NSW.

FIFA LAWS OF THE GAME

LAW 4 – PLAYERS’ EQUIPMENT SAFETY

“A player must not use equipment or wear anything that is dangerous to himself or another player (including any kind of jewellery).”

This includes anti-discrimination bands, leather necklaces and any other loose wristbands.

The taping of jewellery is no longer allowed (including earrings and wedding rings).

Sweatbands may be worn.

Any player not complying with these regulations will not be allowed to play.

Exception:

If in the opinion of the Referee, a medical bracelet or necklace presents no danger, then it may be allowed on the condition that it can be taped or bandaged to the body to provide protection. A medical bracelet can be covered by a tight wrist guard and similarly, a medical necklace can be sufficiently padded.

It is important for a Referee to ensure that the player’s coach, manager and team-mates are aware of the player’s condition, together with any first aider who may comprise part of the clubs management. If a player is injured and is unable to speak, ensure that somebody checks whether they are wearing a medical bracelet or necklace.

Shin Pads

All players must wear shin guards when playing or training. Failure to wear shin guards will result in team officials withdrawing the player from playing or training.

Food Safety Standards

The club prepares food on site. Certain safety standards must be maintained. These are kept at the Ground Control room and any person working on the bbq should familiarise themselves with them prior to commencing work.

Goal Post Safety

Football NSW has issued guidelines for goal post safety that need to be observed. Serious accidents have occurred around soccer fields in the past leaving young people with suffering serious injury and in some cases, death. The main issues surround roo-ball posts.

All parents are required to be vigilant in making sure the posts are set up properly and that they are properly anchored. Players should be actively discouraged from swinging on posts as they may pull them down on themselves or others. This is everyone's responsibility.

SOCCER GOALPOSTS - MAKE SAFETY YOUR GOAL

As a soccer player, parent, coach, team manager, club official, referee, or spectator you can play a part in ensuring equipment used for your soccer game is safe and suitable.

The best goalposts to use are those that are permanently fixed into the ground. Where these are not available, moveable goalposts can be used as an alternative. But you must strictly adhere to safety rules, as falling goalposts can be dangerous. New safety standards are being developed for moveable soccer goalposts. In the meantime, follow the safety steps

What is a moveable goalpost?

It's a soccer goalpost designed to be a temporary structure which can be transported (whether in one piece or after disassembly) both on and off a soccer field.

Provided the moveable soccer goalpost is stable with the necessary safety checks and precautions taken, a safe soccer environment is only a goal kick away.

At the start of the soccer season

All NSW soccer clubs have copies of the *Standards Australia Handbook (HB227-2203)* and policies issued by Soccer NSW and Northern NSW Soccer Federation.

The policy and handbook contain important information about the manufacture, use and storage of moveable soccer goalposts.

You must read these documents, and undertake the following steps before **every** match.

If you believe your soccer goalposts may be unsafe, **do not use them**. Soccer NSW and Northern NSW Soccer Federation can help you organise professional external testers.

Before every soccer game AND before all training sessions

Officials should undertake the following four steps before every match and before every training session. Players, coaches, spectators and others should check that these steps have been carried out.

Four steps to moveable soccer goalpost safety

1. Check it

Never use goalposts that are homemade.

Check that all goalposts are in good condition and properly constructed. Refer to the Australian Standard handbook HB227-2003.

Check there are no children around the goalpost, then shake it by using both hands and pushing from behind the upright.

If any goalposts fall, do not use them or let anyone else use them until they have been secured.

2. Secure it

For safety reasons, moveable soccer goalposts of any size must be anchored securely into the ground. As a general rule, it takes about 200 kilograms to properly anchor a full size portable soccer goalpost; this equates to 10 stakes or 12 bags of sand or 10 bags of cement mix per goalpost. Consider:

- fitting a number of sleeves into the ground along the goal lines of the field
- having each upright of the moveable soccer goalpost extended by about 300mm
- fitting the upright into the sleeves to make sure they will not topple over.

Again, officials should read, and take notice of Australian Standard Handbook HB227-2003 for more comprehensive information.

After use, always remove soccer goalposts and store them in a secure area.

3. Test it

Before use, adults (preferably club officials) should test all moveable soccer goalposts to make sure they're stable.

Again, check there are no children around the goalpost, then shake it by using both hands and pushing from behind the upright.

If you're unsure of the safety of your moveable soccer goalposts, don't use them or let anyone else use them until you have them tested professionally. Soccer NSW and Northern NSW Soccer Federation can help you organise professional external testers.

4. Respect it

Under no circumstances should people be allowed to climb, swing or play on a moveable goalpost. This can be extremely dangerous.

If you see anyone doing this, report them to your club officials immediately.

13. Good Sports Program

The club will actively participate in the Australian Drug Foundation's Good Sports program with an ongoing priority to achieve the highest possible level of accreditation. The club will promote the Good Sports program via its website and by signage at its facilities.

14. Alcohol Management Policy

This policy provides the basis for the responsible use of alcohol by Bonnet Bay FC members and guests and is seen as fundamental to the aims of the club.

In particular the Club is required to meet the requirements under Liquor Licensing legislation, its Lease(s) with Sutherland Shire Council and various Development Consents of Sutherland Shire Council.

The Policy is included as part of the Lakewood Plan of Operational Management which is at Appendix 3.

15. Smoke Free Policy

The Club recognises that passive smoking is hazardous to health and those non-smoking club members and visitors have the right to be protected from exposure to tobacco smoke.

Accordingly, the following policy shall apply to all club facilities, functions, meetings and activities undertaken by the club and will apply to all members, officials, players and club visitors.

Facilities

All club facilities are to be completely smoke free and shall include the social rooms and areas inclusive of canteen, meeting room, toilets, storage areas,

player change rooms, player warm up areas, ground control room, bbq area, spectator areas and within 20 metres of any of these areas.

Cigarettes will not be sold (including vending machines) at any time at or by the club.

Players, Officials & Coaches

Coaches, players, trainers, volunteers and officials will refrain from smoking and remain smoke free while involved in an official capacity for the club, on and off the field.

Functions

All club functions including social and fund raising events and meetings are to be completely smoke free:

- Ashtrays will be removed from all club facilities.
- Smokers must dispose of cigarette butts properly and safely before entering/ re-entering smoke free areas at club facilities

All club functions held away from the club facilities are to be completely smoke free and shall require an assurance from the venue management of compliance with the club policy before a booking is confirmed by removing all ashtrays from venue where function is to be held; enforcing a smoke free policy during the function and not selling cigarettes (including vending machines) at any time during the function.

Wherever practicable, invitations and advertising for functions, meetings and events will be promoted as smoke free.

Policy Promotion

The club will promote the smoke free policy regularly by putting a copy of the policy on its website and placing appropriate signage in key areas.

The club recognises the importance of educating club members, particularly players, of the benefits of implementing a smoke free policy and will endeavour to provide information to assist this process.

16. Safe Transport Policy

This policy aims to provide a basis for avoiding any incidents as people travel to or from the club and its events.

The Club understands and accepts its responsibility to the safety of our members and friends. The following requirements will apply when people consume alcohol, either at the club or during a club function.

- Members shall encourage fellow members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration (or .00 if probationary driver)
- Telephone calls will be made free of charge to arrange a taxi or other transport
- Contact telephone numbers for taxi services will be clearly displayed
- Groups are encouraged to nominate a designated driver to drive them home safely
- Where available club transport will be provided to/from events
- Taxi vouchers will be considered as part of selected raffle prizes/player awards
- Committee will consider pre-order taxis or other transport to arrive at the venue at the conclusion of the function.

17. Club Trips

In order to reduce the risks to individuals and the club, the club does not endorse or support any end of season celebration that involves excessive drinking.

Fundraising events throughout the year that help subsidise such activities may not be conducted at the club.

The club takes no responsibility for conducting such activities and reminds members of its concern regarding their health and safety, as well as the potential for the activity to bring the image of the club into disrepute.

It is against the law for anyone under 18 to drink alcohol.

The club recommends that event organisers and members consider the following suggestions to help reduce the risks of alcohol related harms at end of season events:

- Identify possible risks and measures to be taken to reduce those risks.
- Ensure no-one under 18 is involved in the event.
- Provide a copy of this policy to all participants.
- For trips away, encourage transport that does not require anyone to drive.

- Where driving a bus, assist to organise a trained driver or ensure at least two people will act as designated drivers.
- Ensure drivers have an appropriate license and keep zero blood alcohol content.
- Encourage regular meals and food being eaten throughout the day.
- Consider a 'buddy' system, whereby delegated participants agree not to drink and look after others.
- For 'Mad Monday' type events, encourage use of taxis or a bus (and driver(s)).
- Ensure suitable insurance coverage is obtained for the event

18. Dispute Resolution Policy

Refer to Complaint Handling procedures at Appendix 32.

19. Privacy Policy

The club obtains information about each player or member at registration including:

- Name
- Address
- Home, Business & Mobile Telephone Numbers
- Email Addresses
- Date of Birth
- Sex
- Playing History
- Identification photographs
- Details of Parents or Guardians

Similar information is also maintained for committee members, coaches and managers, and other volunteers.

The club uses this information to:

- conduct its affairs including regular communication with members.
- maintain a database of current players and historical records
- provide committee members access to all this information.
- grade players into teams
- provide coaches and managers information for their team members.
- provide information to the Sutherland Shire Football Association to conduct its affairs including officially registering players and issuing identification cards for players

- promote itself by publishing photographs of spectators and players other matters associated with running the affairs of the club

It is usual for each team manager to publish a team contact sheet which contains all this information and provide a copy to each team member. The club also issues broadcast emails to keep people up to date. Under the club's processes email addresses are distributed widely throughout the club network and in the ordinary course of events will become available to unrelated parties as could the content of such emails. The use of email is important to the club as it saves considerable administrative time.

Apart from the above the club will not provide your information to any other party without your express permission. If there is any information you do not wish the club to use please advise the Registrar. Please note certain information is essential in order to register.

20. MiniRoos Football

MiniRoos Football is simply an introduction to the sport of soccer football. Parents are encouraged not to place too much importance on things like winning or losing or the score. These things are of no relevance at earlier ages as these are not official competitions. Even when competition tables are introduced the priority should be given to development of every player entire skill set rather than results.

The important thing is the kids learn to enjoy their sport and learn values such as sportsmanship, supporting their team mates, respecting their coach etc. Players must first enjoy and respect the game to reach their potential.

The U6 and U7 age groups will be graded, such that all players play with at least one friend.

From the U8s and upwards, any age group which has sufficient players to form more than one team, will be graded with team members being selected by a grading committee in accordance with our registration & grading procedures.

It is important that parents understand that grading is an essential part of running a club properly. They must prepare their children and themselves for the eventuality that they may not be selected in their preferred team.

21. Player Development Policy

Players will vary in their skills level, learning ability, attitude, fitness and overall aptitude for the sport. These variances need to be understood and every player given the opportunity to get the best out of themselves. That is the achievement.

The club is committed to catering for players who are interested in improving irrespective of their overall aptitude. An important part of this is to have transparent and fair grading processes in place. These are covered by the Grading Policy.

The club provides the following development opportunities for its players:

- The opportunity to develop life skills by being part of a club
- The opportunity to develop life skills by being part of a team working towards common goals
- The opportunity to develop playing skills to their full potential
- The opportunity for all players to play in a grade suitable to their ability
- The opportunity for developing skills to adapt to getting involved in new groups
- The opportunity for strong players to follow pathways to representative soccer

The club has an ongoing program to develop the capabilities its coaches. Coaches who do not demonstrate continual improvement will jeopardise future appointments.

The club has an ongoing small sided football development program designed to create a love of the game in these players and get them to try things without being scared of making mistakes. These programs are also designed to provide an opportunity for the parents of these players to gain an understanding of the club's approach and to get to know other members of the club as their children may later be graded into different teams.

The Player Development Committee may engages external footballing professionals to supplement the efforts of our volunteer coaches & managers where required. These resources are made available to all players and teams on an equal basis except that some teams may be allocated greater resources as they approach the semi-final stage of the season.

The club encourages its senior players to become involved in the development of juniors.

22. Registration Policy

Each season the club needs to make decisions about the teams it intends to register and the players it will register in those teams.

The acceptance of teams each season will be based on the following criteria:

- The optimum number of players in each team as per the table below
- The availability of coaches and managers for teams
- The availability of sufficient players to form a team without chasing players
- The ability of the team to properly manage itself
- The years of service of players comprising the team
- The commitment of returning teams to their ground control and financial obligations the previous season
- The general contribution of returning teams to the club culture and spirit the previous season
- The strategic value of the club having a particular team eg to fill a gap in an age group or to have a senior A grade team (say 18s, 21s, open men's, open women's).
- The availability of sufficient playing space to accommodate all teams playing home matches on one of the club's fields

Sufficient players will be registered to fill the optimum playing roster for each team to be registered. The optimum for each team will be set down by the club but may vary for each team based on consultation with the appointed coach and manager of each team.

As a guideline the optimum number of teams for each division and players within each team shall be as follows:

Division	Optimum No. of Players
<i>Small Sided Football</i> 6s, 7s, 8s, 9s, 10s & 11s	No. of players that can take the field at any one time plus 2
<i>Full Field Games</i> 12s, 13s, 14s, 15s, 16s	12-14
18s, 21s	16
AL, 35s	16

W12s, W13s, W14s, W16s, W18s	13-15
W30s	16
WAL	16

Priority of the acceptance of the registration of players each year will be:

1. players who played the previous season and fulfilled all their commitments to the club. Players returning directly to the club from representative commitments will be included in this group. These players will be accepted in order of years of service with the club, then ability from strongest to weakest.
2. new players who have made a longstanding commitment as a coach, manager or official or with family members already playing for the club where these families have fulfilled all their commitments to the club.
3. players who have previously played for and fulfilled all their commitments to the club and wish to return. These players will be accepted in order of years of service with the club, then ability from strongest to weakest.
4. new roo ball players from the club's catchment (ie Bonnet Bay and the adjoining suburbs of Woronora, Sutherland, Como and Jannali).
5. new players from the club's catchment (ie Bonnet Bay and the adjoining suburbs of Woronora, Sutherland, Como and Jannali). These players will be accepted on the basis of ability from strongest to weakest.
6. new players from outside the club's catchment. These players will be accepted on the basis of ability from strongest to weakest.

The exception to the above rules shall be for 21As, All Age 1 to 3 and WSA.

These are the top grades within the local competitions and the club feels it is desirable to have teams in these grades so that young players have higher grades to aspire to. The criteria will be as follows:

1. at least 60 years of previous service to the club between all players .
2. at least 5 players with 5 years' service or more
3. all players graded on ability from strongest to weakest.
4. players must have fulfilled all their commitments to the club.

All players who register must agree to be bound by the club's constitution and its policies. Failure to adhere to these may result in suspension or cancellation of membership or jeopardise future registration.

Players will waive their rights under the criteria above if they do not register by deadlines established by the Executive Committee.

23. Grading Policy

An integral part of the grading is the information available about the player from his or her coach in the previous year. The Player Development Committee will ask each coach to complete a mid-season and an end of season evaluation assessing player attributes and playing ability.

These evaluations should be completed & returned within 2 weeks of presentation to Coaches, to give the most up to date information. If an evaluation is not returned within 2 weeks the Player Development Committee may complete it's own report

The reports remain CONFIDENTIAL to the Player Development Committee and the Committee in the case of appeals. They are used to provide such things as statistical information of player development, as well as preliminary grading and support the actual placement of players into teams. We advise refraining from discussing the reports content as this may cause disharmony and misunderstanding. Players of all ability exist within every team, and an honest appraisal of their talent is not unkind or demeaning.

The grading process gives all players the opportunity to demonstrate their talents to a variety of unbiased selectors thus giving all talented players (irrespective of the team they played with in the previous season) a chance to play in the highest division in the new season. The Club holds this as important in providing equal opportunity to all players.

Young players can change dramatically during a 12 month period. A player who is graded into an "A" team in one season must try out again in the following years to win a position in the "A" team. This is the best format to maintain the equality of opportunity.

Care must be taken to cater for those who have average ability (or less) but still love the game. It adds to their enjoyment if they are playing with and against players of similar or equal ability. Grading must help these players as well.

The Committee has the care of members/players at heart and it is the Club generally, rather than individuals, which enters teams into various competitions.

Where necessary the club grades all teams. Parents need to clearly understand that this is a difficult job and there are bound to be decisions made that people do not agree with. The club believes it is an important part of each player's development to deal with disappointment as well as enjoy success. People will face many disappointments during their life and the club feels parents should take responsibility for helping their children in this regard.

Grading will be conducted as follows:

1. All players registered for a division will be gathered into one group.
2. The number of teams to be graded will be determined by dividing the number of players by the optimum number of players per team
3. Excess players will always be allocated to the lowest graded team as this facilitates borrowing of players between teams
4. An Independent Grading Committee will be appointed by the Player Development Committee for each division to be graded. Independent means the coaches and managers of the teams in question will not be on the Grading Committee. The Grading Committee is encouraged however to consult with the coaches and managers, particularly where they have been involved with some players in previous seasons
5. Players will be graded based on the following criteria with each criteria carrying equal weighting:
 - a. Having fulfilled their commitments to the club in previous seasons
 - b. Their ability to contribute effectively to the spirit of the team (note this may rule out some quite skillful players)
 - c. Their aptitude for the game as supported by data collected by the club which may include player evaluations, previous experience whether with the club or another club
 - d. Their general fitness level and athleticism
 - e. Their attitude to training, club and team officials
 - f. Their ability to improve
6. As the number of teams is driven by the number of registrations, there may be occasions where the numbers make it difficult to allocate the optimum number of players as per the Registration Policy to each team. In such instances players may be asked to play in different teams or age groups to ensure that every one gets a game. In every case the committee will strive to ensure everyone gets a game with declining a registration considered only as a last resort.

The Player Development Committee has the responsibility of grading teams, where they deem it is in the best interests of the Club and Players to do so.

At the start of a New Season the Player Development Committee will appoint Graders to assist in carrying out the Grading Process.

To assist in the orderly and fair grading of players the Player Development Committee may appoint an age co-ordinator to act as a liaison between the Player Development Committee and the age group. It is usual that the coach of the highest graded team within the age group is firstly offered the position of co-ordinator. The role is to advise and direct with the grading process drawing on their past experience with the players. The age co-ordinators will not have any ruling power over the Grading Committee, but rather act as a support role.

For the purpose of grading, age co-ordinators will be asked to attend some grading meetings and as a minimum their relevant grading days or trials.

Grading will be carried out prior to commencement of each season on days determined by the Grading Committee, which will be subject to field availability.

The Grading Committee will determine the time allocated to age groups dependent on the number of players registered and participating in that age group.

The Grading Committee will choose which of the following two methods to use in grading players:

Method 1: Trial Days

Under this method all players will be invited to trial for the top team only. After this team is selected players will be advised of arrangements for other team(s) in the age group.

Method 2: Grading Days

All players must attend grading. Players unable to attend may be allocated to a team having regard to player numbers.

Guidelines for Trials and Grading

The Grading Committee will determine the time allocated to age groups dependant on the number of players registered and participating in that age group.

All players must attend grading. Players unable to attend may be allocated to a team having regard to player numbers. Players unable to attend grading, but wanting to try out for higher division sides, must make application in writing to the Player Development Committee. The Player Development Committee decisions will be final.

The Player Development Committee will ensure that sufficient graders are present to enable proper consideration of all players.

Grading will be carried by the running of trial Games, and/or Basic Skill exercises; as well as using the relevant Player Development Assessments, along with the Grading sheets, with decisions made on a majority of graders' votes basis.

Players are sorted into teams, and the team then recommended into a grade to the SSFA.

In a situation where players wish to play with friends or not in a division one team their choice should be respected. The Club should endeavour, where practical and possible, to cater to these players' needs albeit without ever moving a weaker player into a higher graded team at the expense of a stronger player. The Club should endeavour to cater for all players irrespective of their ability and should promote football as a means for all players to have fun both on and off the field.

Appeals

Any appeal to the Player Development Committee's decision must be submitted in writing and addressed to the Chairman.

Any submission must include a parent or guardian name, contact phone number, child's name and age group as well as the circumstance or nature of the appeal.

Any appeal lodged will be reviewed by the Player Development Committee who will submit a report to the Executive Committee who will make a final decision.

Any verbal approach will not be considered.

24. Social and Trial Matches

Teams may only play social matches or trials with the permission of the committee. This will only be granted after receipt of permission from the association.

Where such permission is not in place players do not have insurance cover for injuries.

25. Association Rules & By-Laws

The association establishes Rules and By-Laws which govern how competitions and matches are conducted. Each team manager is advised how to access a copy of the Rule Book each season.

All players, parents, supporters and officials are bound by these rules and they must be adhered to otherwise penalties can be imposed on the club, the offending team and the player(s) involved.

If a member of the club feels a rule requires revision they should forward their suggested revision to the club secretary who will add it to the business of a club meeting. If the club agrees with the proposed revision they will submit it to the association for consideration by the delegates representing the various clubs.

26. Borrowing from Other Teams

All team managers and coaches are required to work together (within the rules) to:

- enable all teams to field the strongest possible team every week subject to that not adversely affecting the performance of teams they may borrow players from.
- actively encourage players in their team to assist other teams whenever required.
- ensure every team in the club has the best opportunity, on balance, to qualify for semi-finals.

The association establishes rules for the borrowing of players between teams. These must be adhered to otherwise penalties can be imposed on the club, the offending team and the player(s) involved. These are set out in the association rule book which can be downloaded from their website. The club secretary can assist if you are uncertain of an interpretation.

A player registered in a team may only play for another team with the permission of his/her coach or manager. If the player is under 16 years of age they must also have the permission of a parent.

Due to teams losing players during the season due to injury or other reasons the committee may transfer players to higher grades during the course of the season. Such decisions will take account of the needs of all teams but it is easier to bring players up through grades when needed rather than downwards.

27. Training Policy

The committee will allocate teams to specific areas at specific times. All teams are expected to respect these decisions and the rights of other teams.

Teams of similar type (eg age, sex and/or capability) will train at the same time and venue to encourage those players to work together from a development perspective.

28. Keys Policy

Security of the clubhouse and storage areas is important to the club as they contain valuable equipment, stock and records.

Members of the club need to access certain areas in order to carry out their functions eg stocking the canteen or bar, carrying out ground control duties etc.

The club will have keys available for people to carry out these functions. These keys will be allocated by the committee as the committee determines appropriate. It is the responsibility of all persons borrowing keys to return them as soon as they are finished with them.

When using the clubhouse Coaches or Managers must take ALL care and ALL responsibility for the club house during such access. They are responsible for the use of keys, the behaviour of the team and the condition of the clubhouse. The following rules apply:

- Coaches and Managers are ALWAYS responsible for the behaviour of the team, the condition of the Club House and locking up before they leave
- Junior teams are expected to be under adult supervision at all times
- When the team is finished, all seats are to be returned to their correct place
- The floor is to be swept, all rubbish placed in bins and the Clubhouse left in a clean and tidy condition
- The canteen and internal store room doors are to remain locked.

In the event that the above guidelines are not adhered to, or there are reports of unacceptable behaviour, the Coach and Manager shall be asked to show reason to the committee why they and their team should continue to have access to the Club House.

The committee may review this policy at any time during the season.

A register of keys shall be maintained by the committee.

29. Good Neighbour Policy

Refer to Plan of Operational Management at Appendix 3

30. Special Arrangements for Mid-Week Night Games

Refer to Plan of Operational Management at Appendix 3

31. Waste Management

Refer to Plan of Operational Management at Appendix 3

32. Accident/Emergency & Evacuation Procedures

Refer to Plan of Operational Management at Appendix 3

33. Playing Home Games at Other Club's Grounds

Where a team is drawn to play a home game at another club's home ground our team is expected to respect the fact that the other club is assisting us. Our team should approach ground control and offer to assist as much as is practicable with the co-ordination of activities whilst our club is using their facilities.

As a minimum we should:

- assume ground control responsibility for the ground our match is being played on.
- provide a referee if one has not been officially appointed.
- Ensure our team cleans up after itself
- Assist with any set up or pack up duties as required
- Make a point of thanking the officials from the club who have hosted our home game

34. Gear Policy

The club provides teams with gear to use at training and on match days. This gear is the property of the club and all members are required to take good care of it.

Players must always retrieve balls they have kicked away.

Players must assist the coach and manager to take good care of all gear.

35. Club Property Policy

The club has invested funds into the development of its facilities over many years. All members are required to protect the club's property.

All damage to club property should be reported to a member of the committee.

36. Club Awards Policy

Small Sided Games

- each player receives a small memento

12s to 16s

- an award is given to the best and fairest player
- players receive a memento for making semifinals or better

18s upwards

- a President's Medal is awarded to one player from each team who has made a significant contribution to the team. The criteria for each team is determined by the Club President in consultation with the coach and manager of each team.

Loyalty Awards

- 5 years service – a medal + as determined by committee
- 10 years service – a medal + as determined by committee
- 15 years service – a medal + as determined by committee
- 20 service – determined by committee on a case by case basis
- 25 years service – determined by committee on a case by case basis

Years Service Playing Representative Soccer is counted as years service with the club where the player does not play for another local club in the intervening period.

Club Awards

Paul Ferguson Memorial Award (best competition team):

Paul Ferguson was a well respected member of the Bonnet Bay community and soccer club, who worked tirelessly on the committee as the club's ground and equipment coordinator and was precise and meticulous in his duty. Paul's memory is carried, through this significant club award.

Awarded to the best "competition" team from the season – Criteria:

- 1 – highest placed team after grand finals
- 2 – if 1 is level then best placed team of the teams tying in minor premierships
- 3 – if 2 is level also then best for & against

Ron Miller Memorial Shield (achievement award):

Ron Miller was the 2nd Bonnet Bay Club President (1985, 1986), and was one of those responsible for the early foundation and direction of the Bonnet Bay Football Club. This trophy is a proud monument to Ron and is a highly regarded prize within the Bonnet Bay club.

Awarded for the most outstanding effort by a team during the season, or to an individual recognised for a significant input to the club's development.

McCallum Perpetual Trophy (most improved team):

Presented to the club by former club president and current association president Craig McCallum and the McCallum family. The McCallum family have more years of service between them than any other family in the club.

Awarded to the team with the most improved form for Round 2 Vs Round 1.
Criteria – improvement in wins from round 1.
If wins are equal, then improvement in 'draws' from round 1 is taken into account.
If teams are still equal – overall goal differences are then taken into account.

Bonnet Bay Football Club Encouragement Award:

Club committee generated award raised to applaud 'Bonnet Bay Spirit'.

Awarded to a team that has stuck to their task and displayed a strong will to improve during the competition. Teams subject to adverse aspects such as composite team age groups, team disruptions etc., which strive for success throughout the year are considered strong candidates.

Gary Lawler Under 21 Player of the Year:

Gary Lawler was a 'favourite son' within the Bonnet Bay community and soccer club, and held the position of Secretary during the years 1994/ 95 and 1998. Gary also served on the SSJSFA committee for 10 years and was awarded life membership of the association in 2005. He was instrumental in taking the club's first group of juniors into all age in 1991(the sweatogs). Gary's irreverent approach helped him win the hearts of players at that critical stage where they move from the junior to senior ranks. He made a very significant contribution to the development of Bonnet Bay's senior teams.

Awarded to a player aged under 21 who has made a significant contribution to the club and their team on and off the field.

Rob Morris Senior Player of the Year:

Rob Morris played an important role in the development of the club's players from the early 1990s until 2013. During this time he coached many junior teams and was Club Coach for a number of years. Rob coached the club's very first women's team to a premiership in 1997. During the period from 2000 to 2012 Rob was very heavily involved as coach of BBFC's under 18 and under 21 teams. A number of these teams moved through to 21A with many players then progressing to become key players in our senior men's teams. Rob has always taken an active interest in all the club's teams and has been tireless worker in many areas particularly looking after the development and maintenance of grounds and facilities.

Awarded to a player aged over 21 who has made a significant contribution to the club and their team on and off the field. The recipient will be identified as a role model and appointed as Club Captain for the ensuing season.

Womens Football Award (Significant women's team award):

Presented to the club by former club president Glenn Elms who played a major role in ensuring equity between male and female players of all ages and skill levels.

Awarded to the women's team, either junior or senior, that has displayed a most significant performance for the season when all circumstances surrounding the team considered.

Coach of the Year

Awarded to the coach who achieves the best overall result during the season in terms of club development. In considering nominees the Executive Committee should take into account results and also longer term benefits to club development. Results also include improvement in a team from one season to the next rather than their standing on the competition table.

Clubperson of the Year:

Awarded by the club whenever the need arises – is presented to an individual responsible for a significant display of club loyalty and/or dedication throughout the season which contributes significantly to enhancing and developing club culture.

Life Membership:

Refer to Appendix 2

37. Playing Time Allocation Policy

For age groups Under 16s and below all players should receive approximately the same playing time (where possible) during the competition proper. During the “semi finals, finals and grand finals series and for State Cup or other such competitions the best available team will take the field.

For ages above Under 16s teams should remain conscious of the need for everyone to be provided with equal opportunity to earn field time. Field time will be allocated however at the discretion of team officials.

38. Lakewood Clubhouse Hire Policy

The clubhouse is available hire for purposes as approved by council.

Fees shall be set by the committee.

39. Other Policies

Club members are also bound by all rules and policies of FIFA, Football Federation of Australia, Football NSW and Sutherland Shire Football Association, as well as various legislative provisions, some of which are identified below:

Privacy Policy

Football NSW - Goal Post Safety Policy

Goal Post Safety Brochure

Office of Fair Trading - Moveable Goalpost regulation

Football NSW - Lightning Policy

Football NSW - Pregnancy Policy

Football NSW - Child Protection

Football NSW - Players Code of Conduct (Full)

Football NSW - Players Code of Conduct (Short)

Football NSW - Touring Code of Conduct (Full)

Football NSW - Touring Code of Conduct (Short)

Smoking Policy

Refer to the following websites for further information:

Sutherland Shire Football Association:	www.shirefootball.com
Football NSW:	www.footballnsw.com.au
Football Federation of Australia:	www.footballaustralia.com.au
Australian Sports Commission:	www.ausport.gov.au
NSW Fair Trading:	www.fairtrading.nsw.gov.au
Australian Taxation Office:	www.ato.gov.au

Appendices:

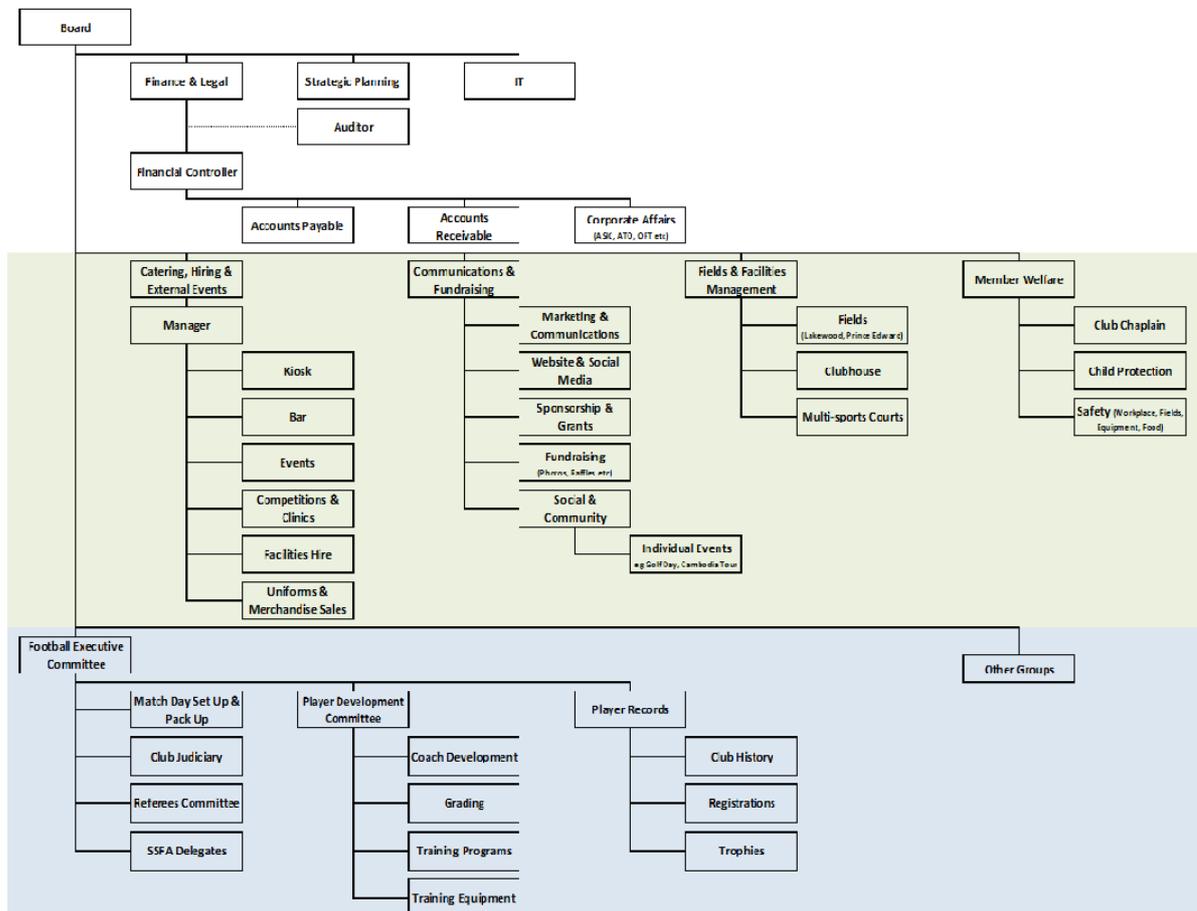
Appendix 1 – Organisation Structure

Appendix 2 – Life Membership

Appendix 3 – Lakewood Plan of Operational Management

Appendix 1 - Structure

Bonnet Bay FC - Operating Structure



The Board (or Committee) is elected in accordance with the Constitution

Sub-committees are appointed by the Board and report to the Board. Each Sub-committee is chaired by a member of the Board.

All positions are appointed by the Board either directly or through the relevant Sub-committees and report to any relevant Sub-committee or directly to the Board

Broad Terms of Reference for Various Committees and Position Descriptions are attached. These can be varied by the Committee as required to ensure the smooth operations of the Club.

Sub-Committees – Terms of Reference

Club Sub-committees play an important role in helping the Club to reach its goals in a co-ordinated fashion. Sub-committees need to work together where there is a crossover of responsibilities.

All Sub-committees must operate in accordance with Constitution, Club Policies, Legal requirements and other relevant documentation. They should utilise current systems as a starting point and seek to improve on them.

Members of Sub-committees should have an appropriate skill set to carry out their duties.

Board

Provide leadership, guidance and scrutiny to ensure the Club operates in accordance with its Goals and Objectives.

Financial & Legal

Ensure the Club meets its Financial and Legal obligations

Strategic Planning & IT

- Strategic Planning
 - o Develop goals and plans for the Club to achieve those goals.
- Information Technology
 - o Develop and implement systems which enable the Club to carry out all its functions effectively

Catering, Hiring & External Events

Ensure superior customer service in all related activities. Produce a revenue stream for the Club.

Communications, Social & Fundraising

- Communications
 - o Co-ordinate communications with club members and the general community through website, social media, signage, newspaper and other forms of communication
- Sponsorship Committee
 - o Develop and promote sponsorship packages
- Social Committee
 - o Develop, promote and co-ordinate social program

Fields & Facilities

- Develop and Implement Plans for the Maintenance of all facilities including fields, clubhouse and future infrastructure

Member Welfare

- Child Protection
 - o Develop and implement a program which meets legislative requirements
- Member Safety
 - o Develop and implement a Club Safety program that meets legislative requirements including Workplace Safety and Food Safety

Player & Coach Development Committee

- Player & Coach Development
 - o Develop and implement Club Player and Coach Development Programs across the Club in accordance with Club Policies
- Player Records
 - o Manage Processes for Registrations, Club History and Trophies

Appendix 2 – Life Membership

Bonnet Bay Football Club Inc.

Life Membership Guidelines

The Award & Criteria

Life Membership can be awarded to members who have shown “**distinguished and outstanding service and contribution to the Club's development over at least 10 years**”.

During the nomination and selection process due respect must be paid to the honour and privilege associated with the award and the fact that Life Members become role models for other Club members. Life Membership should only be granted after careful consideration of the merits of each nominee’s overall contribution to the development of the Club, firstly by the selection panel and secondly by the members.

The following points should be taken into account when considering the award of Life Membership:

- an individual should have demonstrated significant, sustained and high quality service enhancing the reputation and future development of the Club
- the general attitude and overall demeanour of the nominee reflects a dedication to the values of the Club
- the nominee demonstrates a commitment to the principles of good sportsmanship
- the nominee displays valued leadership and is a good role model who brings credit upon the Club
- the nominee displays a genuine interest in and has made a contribution to every section of the Club

Selection Panel

The Selection Panel shall consist of the President, a Life Member and a Committee member. The President of the Club shall appoint the Selection Panel and will be responsible for the operation of the panel and its compliance with these guidelines.

Eligibility

Eligibility for nomination shall be a minimum of 10 years of active service to the Club. This service to the Club may include, but not be restricted to, service as a player, volunteer, committee member and/or Club official.

Nominations

Nominations may be made by any member of the Club and are to be made on the approved Life Membership Nomination Form, a copy of which is available on the club's website.

Each nomination should state the full service history of the nominee to the Club and a brief outline of the reasons for the nomination. In order to be valid, a nomination must be seconded by another member of the Club.

Nominations must be lodged with the President of the Club.

Consideration

Upon receipt of a valid nomination for Life Membership, the President will convene a meeting of the selection panel to consider the nomination.

In the event that the selection panel agrees that the nomination for Life Membership should be moved at the next General Meeting the President will ensure that this matter is included as an agenda item for that meeting.

In the event that the nomination is not accepted by the panel the President will inform the nominee of the panel's decision and reasons.

Ratification

Nominations for Life Membership will require the ratification of the members at the next General Meeting and the formal acknowledgement of Life Membership shall be made at the following Presentation Night.

Bonnet Bay Football Club Inc.
Nomination Form for Life Membership

Name of Nominee:

Date:

Playing Years of Service:

Playing History:

.....
.....

Volunteer Years of Service:

Volunteer Positions Held:

.....
.....

Brief description of reasons for nomination (attach a separate page if required).

The nominee has provided distinguished and outstanding service and contribution to the Club's development over many years in the following ways (*please address criteria outlined above - attach separate sheet if insufficient space*):

Nominated by:..... Seconded by:

Selection Panel use only:

Nomination recommended: YES / NO

President:

Life Member:

Committee Member:

Appendix 3 – Lakewood Plan of Operational Management

(refer separate file)

Appendix 4 – Guidelines Principles for Conduct of Business

(refer separate file)

Appendix 5 – Charter of the Oversight and Nominations Panel

(refer separate file)