



**ELIZABETH DOWNS SOCCER CLUB INCORPORATED  
CONSTITUTION  
GENERAL RULES  
GENERAL POLICIES**

**VERSION 3**

**June 2017**

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## **Review history of The Elizabeth Downs Soccer Club Incorporated Constitution, General Rules and General Policies**

<b>Version</b>	<b>Date reviewed</b>	<b>Date endorsed</b>	<b>Content reviewed/purpose</b>
One	1977	1977	Original
Two	2001	October 2001	Amended
Three	2017	June 2017	Amended

Approved at a Special Meeting of The Elizabeth Downs Soccer Club Inc.

On the:- (Date)

Signed:- (Chairman)

## **PART A: CONSTITUTION**

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## **CONSTITUTION**

1. The name of the club is **ELIZABETH DOWNS SOCCER CLUB INCORPORATED**. Hereinafter called “the club”
2. The object of the club shall be-
  - (a) To promote and foster the game of soccer, and any other sport or activity in the City of Playford area.
  - (b) To provide social amenities and facilities for the members of the club and the community and provide accommodation for them on such premises as the club may from time to time occupy.
  - (c) To do all things which the club or committee of management thereof may think necessary or desirable for promoting the recreation, accommodation and convenience of its members and the community.
  - (d) To promote the interests and welfare of the club and the members thereof.
  - (e) To provide the members of the club with facilities for playing soccer and any other sport or activity deemed desirable to the club.
  - (f) To purchase, take on lease, in exchange or otherwise in lands, buildings, easements, or property, real, intellectual or personal, which may be required for the purpose of or conveniently used for in connection with any objects of the club and to sell, demise, mortgage, give in exchange or dispose of the same or any part or parts thereof from time to time and grant easements in, through, over or upon any land and to acquire easements or rights over any land.
  - (g) To apply the net profits of the club after the payment of all costs and expenses of and incidental to the proper and efficient management and development thereof to purposes benefiting the club.
  - (h) To hire and employ clerks, managers, and workmen and to pay them and to the other persons in return for services rendered to the club, salaries, wages gratuities, pensions and honorariums.
  - (i) To establish promote or assist in establishing or promoting and to subscribe to or become a member of or associated or amalgamated with any other association or club whose objects are similar to the club or the establishment or promotion of which may be beneficial to the club.
  - (j) To borrow or raise money with or without giving security and particularly by the issue of or upon bonds, debentures (redeemable on dates to be determined by yearly ballot or otherwise at the discretion of the committee of the club) bills of exchange, promissory notes or other obligations or securities of the club or by mortgage or charge upon all or any part of the property of the club.
  - (k) To support and subscribe to any charitable, sporting or public body.
  - (l) To do all such lawful things as are incidental or conducive to the attainment of the above objects.
3. The following persons or classes of person shall be eligible for membership of the club.
  - (a) Ordinary members being persons who shall have applied for admission and are admitted to membership in accordance with the rules for the time being in force.
  - (b) Junior members being such persons who shall be under the age of eighteen years at the date of the Annual General Meeting in any year who shall apply

- for and be admitted to membership in accordance with the rules for the time being in force.
- (c) Playing members being such persons directly associated with soccer being played by any Elizabeth Downs Soccer team, or any other sport or activity being carried on by the club.
  - (d) Life members shall be such persons as may be elected to honorary life membership in accordance with the rules.
  - (e) Honorary members shall be such persons as may be elected to honorary membership in accordance with the rules.
  - (f) Associate members being such persons who shall apply for and be admitted to associate membership in accordance with the rules for the time being in force.
4. This constitution shall not be altered except at a special meeting of the club called for the purpose at which at least twenty members of the club shall be present, and no motion for such alteration shall be carried unless supported by three quarters of those present and voting. Notice of any such motion and the meeting shall be placed on the noticeboard in the club at least twenty-one days prior to the meeting and any other notification procedures required by government regulations covering incorporated associations followed.
  5. The club shall be managed in accordance with the General Rules and General Policies annexed to this constitution.
  6. The seal of the club shall be under the control of the committee and shall not be affixed except in the presence of one seal holder and the secretary who shall countersign the document. There shall be three seal holders who shall be appointed by the committee as often as necessary. The use of the seal shall be in accordance with government regulations covering incorporated associations.

## **PART B: GENERAL RULES**

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## **GENERAL RULES**

### **1. Management.**

- (a) The business and general affairs of the club shall be under the management of the committee. The committee shall consist of a Chairperson, Secretary and Treasurer who form the executive of the committee and at least four other committee members. It is desirable but not essential that all major activities of the club be represented on the committee. As such the other committee members should consist of one who directly represents junior soccer, one who directly represents men's soccer, one who directly represents women's soccer, a bar manager, a social function coordinator and one or more to singularly represent other major activities as they arise. The committee shall determine the duties of the non-executive committee members with their consent. The non-executive committee members may form sub-committees and delegate tasks to members of that sub-committee to facilitate the efficient running of the club. All members of sub-committees shall be subject to approval of the executive committee. The committee may form sub-committees to deal with anything it deems fit from time to time. All sub-committees shall be bound by the instructions and directives of the committee.
- (b) Separate financial records are to be kept for each of the major activities of the club. These records shall be consolidated into one financial report, which will be presented at the AGM. Any member who wishes to view the separate financial statements of any or all the major activities of the club shall be entitled to do so prior to the AGM of the club.
- (c) The committee shall determine what major activities are to have separate financial records for the year.
- (d) The chairperson and secretary shall at the AGM of the club be elected for the period of two years and thereafter the offices of chairperson and secretary shall become vacant biannually. The offices of chairperson and secretary shall not run concurrently.
- (e) The remaining committee members shall at the AGM of the club be elected for the period until immediately prior to the next year's AGM whereupon their offices shall become vacant.
- (f) All sub-committees shall be disbanded immediately prior to the AGM and may then be reformed by the newly elected committee.
- (g) In order to constitute a quorum to enable a committee meeting to be held there shall be at least two members of the executive committee and at least a total of five committee members present.
- (h) The chairperson shall preside over all meetings of the club. In the absence of the chairperson the secretary shall act as chairperson. The chairperson shall have the casting vote at any committee or general meeting of the club should any vote be tied.
- (i) The committee shall meet at intervals that it deems fit in order to facilitate the efficient running of the club.
- (j) The office of any committee member who is absent for three consecutive committee meetings without reasonable excuse in the opinion of the committee shall become vacant and another person shall be appointed by the executive committee to fulfil the vacancy so left for the period until the holding of the next AGM of the club.



- (k) If for whatever reason a committee member is unable to remain a committee member during the term of office the office shall become vacant and another person shall be appointed by the executive committee to fulfil the vacancy so left for the period until the holding of the next AGM of the club.
- (l) The chairperson shall be the public officer of the club.

## **2. Election of Committee and Office Bearers.**

- (a) Each candidate for election shall be nominated in writing signed by the proposer and seconder and endorsed with the consent of the candidate to act duly signed by him/her.
- (b) Vacancies in the elective offices of the club shall be filled at the AGM following the occurrence of such vacancy.
- (c) The nomination shall specify the office for which the candidate is nominated.
- (d) All nominations shall be lodged with the secretary prior to the AGM and a list of candidates for election shall be posted on the club noticeboard.
- (e) If no more persons are nominated for any office than there are vacancies, the chairperson of the AGM shall declare such persons duly elected.
- (f) If more candidates nominate than there are vacancies, a vote shall take place. The nominee with the most votes shall be elected. If the voting is tied a recount shall be taken, if the votes are still tied the chairperson shall have the casting vote.
- (g) Where a vacancy shall occur in any elective office between two AGM's the executive committee shall have the power to appoint any eligible person to fill such vacancy until the next AGM and any person so appointed shall retire at such last mentioned AGM but subject to the rules and constitution of the club shall be eligible for election of the new committee.

## **3. Vacancies**

- (a) At the AGM, subject to the provisions of rule 1 hereof all elective offices shall become vacant immediately prior to the AGM.

## **4. Auditor.**

- (a) There shall be one or more (not members of the club or in any way associated with a member of the club) who shall be certified auditors. The account books must be audited at least once annually.

## **5. General Meetings**

- (a) The AGM of the club shall be held between the 5<sup>th</sup> day of October and the 10<sup>th</sup> of November each year. Preliminary notice of such meeting shall be posted on the noticeboard of the club at least twenty-one days prior to the holding of the AGM and any other notification procedures required by government regulations covering incorporated associations followed. At this meeting the committee shall present a report and the secretary shall submit a statement and account for the past year, the election of officers for the current year shall take place and such other business as transacted. No proposed alteration of these rules shall be dealt with except in accordance with rule 12.
- (b) The order of business shall be:-
  - (i) Reading and submission of minutes of the previous AGM.
  - (ii) The committee shall present a report for the past year.
  - (iii) Consideration of general and financial reports for the year under review.
  - (iv) Election of officers for the ensuing year.
  - (v) Consideration of any matter of broad policy which pertains to the club.

- (vi) The quorum for the AGM or a special meeting shall be twenty financial members present.
- (c) The committee may call a special meeting of members at any time. A special meeting of members shall be called by the committee after receiving a written request specifying the matter to be discussed and the motion or motions to be submitted and signed by at least twelve members. Twenty-one days notice of such meeting, and of the business to be brought before it, to which discussion shall be strictly confined, shall be placed on the noticeboard in the club and any other notification procedures required by government regulations covering incorporated associations followed.
- (d) No member can vote at any special meeting unless his subscriptions and all monies due by them to the club have been paid.

## **6. Duties of the treasurer**

- (a) The honorary treasurer shall :-
  - (i) Receive the contributions of members and all monies due to the club.
  - (ii) Keep correct account of income and expenditure.
  - (iii) Keep correct account books showing the financial affairs of the club and the particulars usually shown in books of account of like nature, and shall submit financial statements of the club to the committee at committee meetings, and to each member at the AGM. Such statement issued to members at the AGM having been examined and certified correct by the auditor of the club.
  - (iv) All payments made by or on account of the club shall be by order of the committee. Cheques issued on the clubs account/s shall be signed by any two of the executive committee or such other person as nominated by the committee for that purpose.

## **7. Secretary**

The secretary shall keep current minutes of all meetings of the committee of the club and all special meetings, conduct correspondence under direction of the committee and in general perform functions usually pertaining to this office.

## **8. Registration and membership fees.**

- (a) The committee shall determine the registration and membership fees for each class of member (other than life members).
- (b) All fees shall be due and payable in advance by each member of the club on the 1<sup>st</sup> day of March each year.
- (c) Any member failing to pay their fees before the 30<sup>th</sup> day of May of the current year shall cease to be a member of the club.
- (d) Notwithstanding anything contained in these rules the committee may refuse to accept any fees of any member if such committee shall so decide by two-thirds majority of those members of the committee present and entitled to vote.
- (e) The committee may at any time vary the amount of the annual fees provided that the committee may not reduce the amount of the annual fees below the sum of \$2.00 per annum.

## **9. Expulsion**

- (a) The committee shall have the power to remove and prohibit entry into the premises of the club for a period of time it deems fit and/or revoke membership or refuse renewal of membership, any persons in the club they consider detrimental to its' interests by a motion passed by two-thirds majority of those members of the committee present and entitled to vote.

- (b) Appeals against expulsion must be submitted in writing to the secretary within seven days of being notified of said expulsion.
- (c) The appellant may be required to appear before the committee.

#### **10. Alteration to rules.**

A motion for the alteration of any of the rules of the club shall only be made at the AGM or a special meeting called for the purpose at which at least twenty members shall be present and no such motion shall be deemed to be carried unless supported by at least two thirds of those voting. Any such motion shall be posted on the noticeboard at least twenty-one days prior to the meeting and any other notification required by government regulations covering incorporated associations given.

#### **11. Addresses of members**

Members shall notify the secretary of any change of address.

#### **12. Complaints**

All complaints shall be made in writing to the secretary.

#### **13. Noticeboard.**

There shall be erected within the club premises a noticeboard upon which any notice will be clearly visible to members.

#### **14. Honorary Membership.**

- (a) There shall be two categories of honorary membership, Life members and Player/Coach Hall of Fame members.

##### **14.1 Life Members**

- (b) To be eligible to be elected to Life membership a person must have made significant contribution to the running and organisation of the club. This entails involvement for a period of a minimum of ten years service, which need not be continuous, in voluntary roles within the club.
- (c) Time served with other organizations, which merge with or are absorbed by the Elizabeth Downs Soccer Club Inc. will not be taken into account when evaluating length of service.
- (d) No more than two persons may be elected for Life membership in any one year.
- (e) Life members shall not be required to pay fees to the club and shall be honorary guests at all club functions and activities.
- (f) Notwithstanding the provisions contained herein, a Life member who is deceased shall have the word deceased or an abbreviation thereof placed alongside their name on the honour role of the club.

##### **Life Member Application Process**

- (g) A person may become through their actions both a Life member and a Player/Coach Hall of Fame member.
- (h) All applications for Life membership shall be made to the committee in the first instance by a proposer and seconder outlining the reason for nomination. Only persons who are current members at the time of nomination are eligible to be elected to life membership.
- (i) The committee shall examine all applications for life membership and decide if the nominated person satisfies the requirements of life membership. The committee has the right to reject any nomination duly received for life

membership. Should the committee approve the nomination for life membership the members name shall be put before the AGM for acceptance or otherwise.

#### **14.2 Player/Coach Hall Of Fame Members**

- (a) To be eligible for Player/Coach Hall of Fame membership a senior player or coach must have played or coached at a senior level (U18s and above) for the club for a minimum period of fifteen years, which need not be continuous, and played or coached a minimum of one hundred and fifty games, during which time they showed commitment and dedication towards the club, the team and the spirit of sport.
- (b) Time served with other organizations, which merge with or are absorbed by the Elizabeth Downs Soccer Club Inc. will not be taken into account when evaluating length of service.
- (c) The number of persons elected as Player/Coach Hall of Fame members in any one year shall be at the discretion of the committee.
- (d) After retiring from playing or coaching, Player Hall of Fame members shall not be required to pay membership fees to the club.
- (e) Notwithstanding the provisions contained herein, a Player/Coach Hall of Fame member who is deceased shall have the word deceased or an abbreviation thereof placed alongside their name on the Player/Coach Hall of Fame honour role of the club.

#### **Player/Coach Hall Of Fame Application Process**

- (f) A person may become through their actions both a Life member and a Player/Coach Hall of Fame.
- (g) All applications for Player/Coach Hall of Fame membership shall be made to the committee detailing the playing or coaching history of the nominee. Only persons who are current members at the time of nomination are eligible to be elected to life membership or senior player honorary membership.
- (h) The committee shall examine all applications for Player/Coach Hall of Fame membership and decide if the nominated person satisfies the requirements of Player/Coach Hall of Fame membership. The committee has the right to reject any nomination duly received for Player/Coach Hall of Fame membership. Should the committee approve the nomination the members name shall duly be added as a member of the Player/Coach Hall of Fame.

#### **15. Interpretation of rules**

If any matter shall arise for which these rules do not provide or if there be any doubt as to the interpretation thereof, the direction or opinion as the case may be of the committee shall be acted upon.

#### **16. Winding Up**

If upon winding up or dissolution of the club there remains after satisfaction of all debts and liabilities, any property whatsoever the same shall not be paid to or distributed amongst the members but shall be given or transferred to some other institute or institutions have objectives similar to that of the club and which shall prohibit the distribution of its' or their property amongst its' or their members.

## **17. Accreditation and Best Management**

To see the club managed at the highest level the committee will endeavour to maintain full accreditation with, but not exclusively limited to, both of the South Australian Government's StarClub and V-Star Programs and to any requirements with the club's National or State Governing bodies.

To achieve this, the Committee will develop and maintain a "Club Management, Volunteer and Membership Manual" to document all the Rules, Policies and Procedures, and other supporting documents, which will not only include the club's philosophies but all those of the afore mentioned programs and bodies, and to achieve and maintain full accreditation and compliance.

This manual will be reviewed, at least annually by the committee, or as regulations change, and updated accordingly.

The manual will be open to review by all members at any time incorporating all current changes but then, at a date no later than 2 years after any initial change, all current changes are to be adopted in accordance with Rule 10.

## **PART C: GENERAL POLICIES**

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## **GENERAL POLICY**

To cover all facets and aspects of the Elizabeth Downs Soccer Club. This document outlines the general objectives and general management policies of the club!

### **1. Objectives**

#### **General**

- (1) To maintain and develop a strong club delivering real benefits to its members and to the greater community.
- (2) To actively promote and encourage players, members, supporters and the greater community to participate in club activities.
- (3) To present the club in a “professional” way.

#### **Business**

- (4) To employ the best business practices possible in the administration of the club.
- (5) To develop and actively employ a comprehensive business plan to guide the operations of the club.
- (6) To develop and maintain strong relationships with club sponsors.

#### **Soccer (and other Sports)**

- (7) As its primary focus to foster and develop the game of soccer in the Elizabeth Downs area.
- (8) To build and maintain a strong team and club spirit and create a cohesive group at all ages and grades of soccer (or other sports). This to be achieved by downplaying the singular ambitions of the individual.
- (9) To improve the quality and standard of soccer (or other sports) by offering the highest possible standard of coaching.
- (10) To embody all positive aspects of sport and the participation in sport by people of all ages and sex.

#### **Social**

- (11) To offer a wide range of social activities which complement and assist the sporting aspects of the club.
- (12) To offer unique social activities not generally found in the general commercial world.
- (13) Utilize the facilities of the club i.e. Argana Hall whenever possible.

### **2. Discipline**

All players, members, supporters and the general community who represent the club or use the club facilities are to be subjects of the Club’s **Code of Conduct**.

Coaches/Manager shall be responsible for the first line of action in disciplinary matters with respect to players’ behaviour and attitude towards the Club or the opposition in Official Games, Training Sessions, Cup Games and Friendly matches.

The Committee reserves the right to overrule any disciplinary action imposed by Coaches/Managers if it is deemed harsh or inadequate.

Any situation, which the Coach/Manager believes, is beyond his/her authority or responsibility should be referred to the Committee.

The Committee has the authority to send a cautionary warning, ban, suspend or rescind membership in accordance with the Code of Conduct. The assessment based

on the full evidence that the person was acting in a detrimental manner to the interests of the club.

## **6. Complaints**

Any complaints, grievances etc. other than from playing members, should be in writing directed to the Chairman for consideration by the management committee. The complaint should contain the nature of the grievance and any supporting evidence.

Any person making a formal complaint may be called upon to appear before the above committee.

Complaints pertaining to Senior or Junior Teams shall be directed to the appropriate representatives by the Chairman.

In rare cases if the Chairman feels the action taken by the Senior or Junior Representatives is harsh or inadequate, the full committee shall deal with the matter.

Replies to complaints, grievances, etc. shall be in writing to the club secretary.

Decisions reached by the above committee shall be final.

## **7. Sports Management**

### **Club Creed**

All sporting teams will be encouraged to understand and adhere to the principles outlined in the Club Creed.

### **Coaches**

Coaches/Managers shall be responsible for selection of Team Groups within their charge. Their primary responsibility is to teach and uphold the fundamental objectives of the Club.

### **Senior**

As a guide the following conditions may be applied:

- (a) The Coach/Manager shall select the requirements of the team on the last day of training of each week at least, or at a time convenient to the coach.
- (b) In the opinion of the coach, the strongest possible team shall be selected for each game using this policy as a pre-requisite.
- (c) A Selection Panel shall be formed comprising the Senior Coach, Assistant/Reserves Coach and a Senior Committee Member.
- (d) The Coach/Manager has the final decision when selecting the team and can override other members of the selection panel if the need arises.
- (e) Should there be difficulty in Selection of a player or players of equal skill, aptitude etc. preference shall be given to the longest serving member of the club.
- (f) Absenteeism from training is outlined in the Training Section.
- (g) The Senior Coach should be encouraged to use Senior Colts i.e. U18's in the Senior's if the players desire or warrant consideration for the Senior Teams.
- (h) Favouritism in selection of the team in reference to committee members etc. shall not be permitted.

### **Junior**

Coaches/Managers shall be responsible for selection of the age group within their charge. Their primary responsibility is to teach and uphold the fundamental objectives of the Club.



The approach to team selection and coaching is initially determined by the guidelines of the governing sporting association. Any guidelines that conflict with the Club's objectives/policies should be reported to the committee so that objections can be raised.

Outside such guidelines the following conditions may be applied:

- (a) The Coach/Manager shall select the requirements of the team on the last day of training of each week, or at a time convenient to the coach.
- (b) The club will endeavour to provide as many teams in each age group as possible. The purpose is to give as many children the chance to participate in soccer (or other sport).
- (c) There should be liaison between all teams at similar age groups i.e. guidance at training etc.
- (d) Coaches/Managers should try to limit their squads to minimize the number of substitutes wherever possible.
- (e) Players should be encouraged to play at a level that best suits their ability. The main objective is to ensure participation and enjoyment.  
The Elizabeth and Districts Junior Soccer Association encourages the more skillful and mature players to play 1<sup>st</sup> Division whenever possible.
- (f) Coach/Manager shall ensure that the equipment issued to them is cared for in a proper manner.
- (g) In Cup Games the best possible team should be selected to represent the club.
- (h) It is possible for the Coach and Manager to have equal status of rank if they so desire. Some Coaches and Managers prefer this type of arrangement.
- (i) Junior teams from the age's U/6 to U/10 should try to give as many players a game as possible. In older age groups selection should be on a more competitive basis.
- (j) Should there be difficulty in selection of player or players of equal skill, aptitude etc. preference shall be given to the longest serving member of the club.
- (k) The Senior Coach if possible shall monitor the progress of the Junior Coaches/Managers and Players.
- (l) Parents should be encouraged to enroll in coaching, referee and linesman courses.
- (m) Coaches/Managers should take notice of players' behaviour and training habits when selecting the team for Saturday/Sunday.
- (n) The club condones the attitude of "Win At All Costs" but expects a highly competitive attitude towards playing the game.
- (o) Favouritism in selection of the team in reference to Committee Members/Coaches relatives etc shall not be permitted.

### **Team Mangers**

Coaches are encouraged to select a team manager to help organize and manage different aspects of fielding a competitive team.

Any Coach having difficulty in this area should contact their Senior or Junior Representative.

Team Managers responsibilities may be as follows:

- (a) Control and care of club equipment.
- (b) Filling in team sheets and similar formwork.
- (c) Distribution of refreshments.
- (d) General assistance to the coach during and after games.

- (e) Render assistance at training, especially at a Junior Level.

### **Training**

All Senior Teams shall train on the same day for purposes of viewing by the Senior Coach and for selection to the various grades.

Any player failing to attend training sessions without reasonable cause or without the consent of the Coach shall not be considered for selection or penalized accordingly. Players are required to train unless they have good cause i.e. illness, injury, employment, transport etc.

In relation to Junior Training, session times as prescribed by the coach. Flexibility and commonsense need prevail in the Juniors as the younger players are dependent on their parents for transport to training. A player should not be penalized as a result of actions beyond their control.

Senior Club Coach shall view, from time to time, other teams within the club for the purpose of upgrading of players and advice to other team coaches.

Both at a Senior and Junior level every effort should be made to ensure that the No 1 pitch is kept in first class order.

### **8. Business Management**

The Committee shall view the club as a small business enterprise. The aim is to encourage and develop management systems, which encompass best business practices and where feasible take advantage of the latest technology.

Business Plan development and maintenance is important to modern enterprises and as such should be a regular occurrence. Importance is to be placed on adherence to the Business Plan. A Committee lacking experience in such areas should endeavour to find assistance from existing businesses or find experience from within the membership.

### **9. Social Functions**

In hosting Social Functions at the club the following is offered as a guideline:

- (a) Check calendar dates to avoid clashes with large public event, public holidays, school holidays or important club matches.
- (b) Budget carefully. Compare costs with anticipated numbers and minimize entrance costs.
- (c) Aim for events that larger commercial operations i.e. pubs in the local area don't do.
- (d) Strongly promote the function. Start no later than a month before. The best is via direct contact while at the same time selling pre-paid tickets. A discount on door entry encourages pre-paid tickets.
- (e) Offer discount drinks for early attendees. This encourages people to be there on time.
- (f) At larger functions security helps to avoid unwanted trouble.

### **10. General**

All Club Officials, Coaches and Members are expected to attend Club functions and assist in distribution of various communications from within the club.

More people must be encouraged to become involved in the running of the club whether Senior or Junior. The club has tremendous assets in Argana Hall and change rooms. The workload both at Senior and Junior level should be spread over a much

larger base. Sub-committees to assist in such activities as Cabarets, Senior Presentation Night and Junior Presentation Day are essential. It is important that the Committee work as a cohesive unit to foster soccer (or other sports) and community activities within our area.

The policy is not rigid or fixed but should be flexible, dependent on situations as they evolve. The policy should be used as a guideline and amended when necessary.

### **8. Accreditation and Best Management**

To see the club managed at the highest level the committee will endeavour to maintain full accreditation with, but not exclusively limited to, both of the South Australian Government's StarClub and V-Star Programs and to any requirements with the club's National or State Governing bodies.

To achieve this, the Committee will develop and maintain a "Club Management, Volunteer and Membership Manual" to document all the Rules, Policies and Procedures, and other supporting documents, which will not only include the club's philosophies but all those of the afore mentioned programs and bodies, and to achieve and maintain full accreditation and compliance.

This manual will be reviewed, at least annually by the committee, or as regulations change, and updated accordingly.

The manual will be open to review by all members at any time incorporating all current changes but then, at a date no later than 2 years after any initial change, all current changes are to be adopted in accordance with Rule 10.