

# By-Laws

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*(Insert Zone name)* Zone Soccer Inc.

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# **Zone Soccer Inc.**

## **By-Law 1**

### **Zone Generally; Code of Conduct; Misc;**

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#### **1. Status**

This By-Law is made by the Zone Council under the powers conferred on them by Rule 12 of the Rules of Association of this Zone (**Rules**). It is to be known as By-Law 1.

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#### **2. Interpretation**

Words and phrases defined in the Rules have the same meanings in this By-Law, which is to be read in conjunction with (and subject to) the Rules.

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#### **3. Purpose**

This By-Law provides for the Code of conduct, meetings and other general matters of the Zone.

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#### **4. Code of Conduct**

There shall be adopted a Code of Conduct by which all member clubs, registered participants and others involved with Soccer in this Zone shall uphold.

The Code of Conduct shall be attached to these By-Laws at Appendix 1.

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#### **5. Relationships among soccer bodies**

##### **5.1 Competition Management Centres**

Competition Management Centres shall manage the operational aspects of conducting fixtures. The Centres shall operate under licence from Soccer Queensland Limited.

##### **5.2 Clubs**

Clubs shall be Members of the zone and must register with Soccer Queensland Limited to be allocated to a Zone.

##### **5.3 Zone**

Each Zone shall be responsible for managing all aspects of the game of soccer within their respective Zone boundaries.

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#### **5.4 Soccer Queensland Limited**

Soccer Queensland Limited shall be responsible for managing all aspects of the game of Soccer in Queensland.

#### **5.5 The Football Federation of Australia**

The Football Federation of Australia (FFA) is the national ruling body for the game of soccer within Australia.

#### **5.6 Federation Internationale de Football Association**

Federation Internationale de Football Association (FIFA) is the international ruling body for the game of soccer.

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### **6. Representing the Zone**

**6.1** The Zone Council is empowered to enter into agreements on behalf of the Zone to arrange fixtures whether intra-state or intra-league subject to the agreement of Soccer Queensland Limited.

**4.2** The Zone Council shall be empowered to call upon the services of all Zone players for representative Zone fixtures or matches held for the purpose of selecting teams for representative Zone fixtures upon such terms and conditions as they may consider fit.

**4.3** Players shall be encouraged by the Zone to make themselves available for any Zone representative team. Any players, once selected and accepts the offer, fails to honour their commitment without reason or timely explanation, the Zone Executive may refer the matter to the Zone Council for disciplinary action.

**4.4** Players who are selected for a zone representative team must be registered as a player with a member club within that Zone.

**4.5** Where a club fixture teams has three (3) or more players unavailable due to sanctioned representative soccer commitments, scheduled fixture matches may be re-programmed by the Zone Councillors at the request of the club.

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### **7. Club Tours**

**7.1** Prior to engaging in competition matches either in or outside of the soccer season which are not fixture matches, the member club or clubs involved in such matches must apply for and receive the sanction of the Zone Council, Soccer Queensland Limited and FIFA if appropriate.

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## **8. Meeting Procedures**

- 8.1** The meeting procedures of the Zone Council and Standing Committees are as outlined in Annexure 2 of these By-Laws.
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# **Zone Soccer Inc.**

## **By-Law 2**

### **Zone Standing Committees**

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#### **1. Status**

This By-Law is made by the Zone Council under the powers conferred on them by Rule 12 of the Rules of Association of this Zone (**Rules**). It is to be known as By-Law 2.

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#### **2. Interpretation**

Words and phrases defined in the Rules have the same meanings in this By-Law, which is to be read in conjunction with (and subject to) the Rules.

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#### **3. Purpose**

This By-Law establishes and prescribes the relationship between the Zone and the various Zone Standing Committees.

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#### **4. Standing Committees**

By-Law 9 of the By-laws of Soccer Queensland Limited allows the establishment of the following Zone Standing Committees:

- (a) Referees' Standing Committee;
  - (b) Coaches' Standing Committee;
  - (c) Women's Standing Committee;
  - (d) Futsal Standing Committee;
  - (e) Juniors' Standing Committee;
  - (f) Men's Standing Committee.
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#### **5. Zone Standing Committees' relationship within the Zone**

- 5.1** Each Zone Standing Committee is to advise its respective State Standing Committee on matters within the functions of its respective State Standing Committee for its Zone.

- 5.2** The respective State Standing Committee may refer any matter relating to its functions for a particular zone to its respective, relevant Zone Standing committee for advice.
- 5.3** A Zone Standing committee may assist its Zone Council in performing the functions and obligations of that Zone Council.

The recommendations or advice of a Zone Standing Committee to the Zone Council will not be binding upon the Zone Council.

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## **6. Proceedings**

### **6.1 Meetings**

The meetings of a Zone Standing Committee may meet together for conducting business, adjourn and otherwise regulate their meetings as they think fit.

A Zone Standing Committee must meet at least twice in each year.

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# **Zone Soccer Inc.**

## **By-Law 3**

### **Competition Management Centres**

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#### **1. Status**

This By-Law is made by the Zone Council under the powers conferred on them by Rule 12 of the Rules of Association of this Zone (**Rules**). It is to be known as By-Law 3.

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#### **2. Interpretation**

Words and phrases defined in the Rules have the same meanings in this By-Law, which is to be read in conjunction with (and subject to) the Rules.

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#### **3. Purpose**

This By-Law establishes, and prescribes the relationship between the Zone and the Competition Management Centres (CMC) .

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#### **4. Establishment**

There is established a system of Competition Management Centres (CMC) licensed by Soccer Queensland Limited that shall operate within each Zone.

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#### **5. Competition Management Centres Relationship with the Zone**

##### **5.1 Licences to be issued by Soccer Queensland Limited**

- (a) Soccer Queensland Limited shall issue licences for Competition Management Centres to bodies that qualify under the eligibility criteria established by the Directors of Soccer Queensland Limited.
- (b) Only bodies issued with licences by Soccer Queensland Limited may fulfil CMC functions.
- (c) Licences to operate CMCs may be withdrawn at any time at the discretion of the Directors of Soccer Queensland Limited.
- (d) Licences may be issued to Zones established under the Constitution of Soccer Queensland Limited.

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## **6. Role and Functions of the Competition Management Centres within the Zone**

### **6.1 Role**

Competition Management Centres are to manage the soccer competition in their designated areas under licence to Soccer Queensland Limited.

### **6.2 Functions**

Subject to the directions of Soccer Queensland Limited, and the Zone in which the CMC operates, each CMC is to be responsible for:

- (a) Management of Fixtures;
- (b) Management of collection of fees from Clubs on behalf of the Zone where authorised to do so by Soccer Queensland Limited and the Zone; and
- (c) The employment and management of referees on behalf of the Zone where authorised to do so by the Zone.

Within the CMC's designated area, all functions are to be exercised in accordance with the Constitution of Soccer Queensland Limited and its By-Laws, and with the Rules of this Association and these By-Laws.

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## **7. Competition Management Centre Structure**

### **7.1 Obligations of Competition Management Centres**

Each CMC shall elect a Management Committee who shall run the CMC. The Zone Council shall be entitled to require a CMC to report to it as to how it is fulfilling its responsibilities under the licence and under these By-Laws. If the Zone Council is of the view that the CMC is not properly fulfilling its responsibilities under its licence and these By-Laws, the Zone Council may seek the intervention of Soccer Queensland Limited to deal with the alleged failure or failures.

### **7.2 Zone Council to be Management Committee**

Where the CMC licence is held by a Queensland Soccer Zone Inc, the Management Committee of the CMC shall be the Executive Council of the Zone.

### **7.3 Management Committee Functions**

The functions of CMC Management Committees are:

- (a) to manage Competition Soccer at all levels within the CMC's designated area;
- (b) to maintain statistics of competitions run by the CMC and of individual players and referees;
- (c) to ensure compliance with the CMC licence;
- (d) to ensure compliance with these By-Laws;
- (e) to retain open communication with the CMC'S Zone Council; with Club Management Committees, and with the Directors of Soccer Queensland Limited; and
- (f) to manage the financial relationship with the CMC Zone, with Soccer Clubs and with Soccer Queensland Limited in accordance with these By-Laws and with the law of Associations.

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## **8. Membership**

### **8.1 Clubs within designated area to be members of CMC**

Those Clubs registered with Soccer Queensland and are situated within the area designated by the Zone to a CMC shall form the membership of that CMC.

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## **9. Fixtures**

### **9.1 Competition to be established within CMC area**

Each CMC shall establish soccer competitions in its designated area subject to its obligation to the Zone and to approval by Soccer Queensland Limited.

The competitions shall comply with competition standards as provided by these By-Laws and Soccer Queensland Limited.

There shall be available, in each CMC area, competitions for teams of:

- (a) Juniors
- (b) Women
- (c) Men
- (d) Futsal

Other competitions as approved by Soccer Queensland Limited.

## **9.2 Competition to feed into Zone Competition**

The Zone Council shall be responsible for organising all competitions between CMCs within the Zone.

The Zone Council may, at its discretion, delegate the role to the CMCs within the Zone.

## **9.3 Statistics**

The CMC shall keep records of each game and competition played in the CMCs designated zone. The records shall include the information provided on the team sheets submitted by Clubs at the close of each game. The records shall be available for inspection by the Zone Council and by representatives of Clubs playing in one of that CMCs competitions.

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# **10. Relationships between the Competition Management Centres and Referees**

## **10.1 Referee database to be managed by CMC**

Each CMC is to keep a database of referees from its area who are registered with the Zone.

The database will include contact and availability information for each referee, plus information about accreditation, skills and experience. The database will also include information on referee complaints and on disciplinary findings, as gathered and provided by the Zone Disciplinary committee established under these By-laws.

## **10.2 Referees appointed by the CMCs**

Each CMC shall appoint and manage referees on its database in accordance with the Rules and by-Laws of the Zone, and with the needs of the competition in the CMCs designated area.

Referees appointed or retained by CMCs must be Accredited Referees in good standing with the Zone and Soccer Queensland Limited.

Appointment conditions shall comply with state and national employment laws and with any standard practices that may be established by Soccer Queensland Limited.

### **10.3 Referees to abide by Soccer standards**

Any breach or alleged breach of a Referee's obligations will be addressed by the Zone Disciplinary Committee established under these By-Laws.

When a referee is brought before a Zone Disciplinary Committee for a breach or alleged breach, at least one experienced Referee must be a member of the presiding Zone Disciplinary Committee.

CMCs shall abide by decisions of Soccer Queensland Limited, by the Zone Disciplinary Committee and by the appeal board when engaging and retaining referees.

### **10.4 Referees rostered for duty**

Each CMC shall establish a roster of appropriately skilled and available referees for competitions run in the CMC area.

In selecting referees for the roster, the CMC shall take account of the referee's experience and qualifications, and of the referee's performance history.

A referee who has been before the Zone Disciplinary Committee shall only be rostered in accordance with any penalty applied.

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## **11. Finance**

### **11.1 CMCs responsible for collecting fees from clubs**

Each CMC is responsible for collecting on behalf of the Zone and itself from clubs:

- (a) team nomination fees (if any);
- (b) membership fees for Registered Participants (if any); and
- (c) game fees (if any) for each game played in competition managed by the CMC; or
- (d) any other fees that may be charged by CMCs.

### **11.2 Fees to be collected throughout the financial year**

Clubs shall remit to the CMC all fees within two weeks (2) of an invoice being issued by the CMC.

### **11.3 CMC to disburse funds**

CMCs shall:

- (a) remit to the Zone, within two (2) weeks of receipt, all fees due to the Zone;
- (b) payment for service to referees shall be made to referees within 4 weeks of services being provided unless the CMC has arranged for payment to be made by the clubs to whom the services were provided.

**11.4** Fees to be paid by referees shall be determined by the Zone Council in consultation with the CMC if applicable.

**11.5** CMCs are to maintain their own bank accounts for the purposes of carrying out their role and functions as a CMC.

**11.6** The Zone Council can require at any time but no more than twice a year for the CMC to report on all of the financial operations of the CMC. If the Zone Council is not satisfied with the contents of the information supplied or should the CMC fail to supply partly or in whole the information requested the Zone Council shall be at liberty to refer the matter to Soccer Queensland Limited for action.

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# **Zone Soccer Inc.**

## **By-Law 4**

### **Soccer Clubs**

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#### **1. Status**

This By-Law is made by the Zone Council under the powers conferred on them by Rule 12 of the Rules of Association of this Zone (**Rules**). It is to be known as By-Law 4.

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#### **2. Interpretation**

Words and phrases defined in the Rules have the same meanings in this By-Law, which is to be read in conjunction with (and subject to) the Rules.

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#### **3. Purpose**

This By-Law prescribes the structure, functions, membership and method of operation of the clubs of the Soccer Zone Inc.

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#### **4. Establishment and Recognition**

##### **4.1 Clubs shall be registered**

Soccer Queensland Limited shall, upon application, register those clubs that are eligible for registration according to criteria established by the Directors of Soccer Queensland Limited.

Those clubs that are not accepted for membership by Soccer Queensland Limited shall not form part of the structure of this Soccer Zone.

##### **4.2 Clubs shall be assigned to Zones and to CMC areas**

Upon registration with Soccer Queensland Limited, each club shall be assigned to a Zone and to the designated area of a CMC by Soccer Queensland Limited. The decision of Soccer Queensland shall be final.

##### **4.3 Registered clubs may be ordinary members of Zone**

Any club that is registered with Soccer Queensland Limited and which is located within the boundaries of this Zone shall be eligible to be an ordinary member this Soccer Zone Inc.

Before admission as a member, the Club's management committee must, by minuted resolution, agree to be bound by this Zone's Rules and By-Laws,

by Soccer Queensland Limited's Constitution and By-laws, and by relevant Statutes and Regulations.

Every application for membership shall apply in such form and manner as Soccer Queensland Limited may from time to time prescribe.

On receipt by the Secretary of the signed application and subscription fees (if imposed), the Zone Council will consider the application and decide if the applicant should be admitted to membership.

Such clubs as may be admitted to membership in accordance with the Rules shall be entered into the Register and shall be Members of the Association unless and until such membership is terminated by virtue of any of the powers contained in the Rules or in these By-Laws. The Register of Members shall be kept in accordance with the Act.

Clubs refused admission to membership may within two (2) weeks of being refused admission to membership make application to Soccer Queensland Limited for review of the decision.

- 4.2** Every club registered by Soccer Queensland Limited and assigned to the Zone must at all times have in place insurance to cover public liability claims and any other insurance as directed by Soccer Queensland Limited from time to time.

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## **5. Club Structure**

### **5.1 Management Committee**

Each club shall elect a Management Committee who shall run the club and ensure that the club fulfils its responsibilities under the policies and instruments of Soccer Queensland Limited and this Zone.

### **5.2 Clubs to be incorporated**

Clubs shall incorporate as associations under the *Associations Incorporation Act 1981 (QLD)* prior to gaining admission to membership of the Zone if not already incorporated.

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## **6. Function**

### **6.1 Generally**

Soccer Clubs are to manage Soccer activities at their club. They are to work with their assigned Competition Management Centre to contribute to competitions and fixtures in their CMC area. Registered Soccer Clubs are

required to comply with the policies and systems provided by Soccer Queensland Limited and their Zone.

## **6.2 Functions**

The functions of registered clubs include:

- (a) to maintain a register of “Registered Participants”;
- (b) to contribute teams to their assigned competitions;
- (c) to support all teams appropriately and in accordance with the policies established by Soccer Queensland Limited and their Zone;
- (d) to provide statistics, in the form of ‘Team sheets’ to the CMC at the end of each game;
- (e) to manage the Club’s activities in a way that will not bring Soccer into disrepute;
- (f) to establish a disciplinary committee with jurisdiction over players and non-playing members as provided by these By-Laws;
- (g) to collect fees for their own purposes and for the support of their CMC, Zone, and Soccer Queensland Limited;
- (h) to manage club finances in accordance with legal standards and with the systems established by the FFA, Soccer Queensland, their Zone and their CMC;
- (i) to maintain their home grounds to the standards set by Soccer Queensland Limited, or, if a club has not home grounds, to work towards the acquisition of soccer facilities.

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## **7. Register of participants, members and coaches**

### **7.1 Club to maintain register**

Each club must:

- (a) maintain a register of all Registered Participants; and
- (b) maintain a register of all non-active members; and
- (c) maintain a register of accredited coaches engaged by the club.

The club must make these registers available to their Zone Council or to Soccer Queensland Limited upon request.

Clubs shall provide each registered individual with a certificate or other document attesting to their registration.

## **7.2 Registered Participants bound by Soccer standards**

Prior to registration all potential participants must agree, in writing, to be bound by this Zone's Rules and By-Laws, by Soccer Queensland Limited's Constitution and By-Laws, and relevant Statutes and Regulations.

Any breach or alleged breach of a Registered Participant's obligations under these instruments will be addressed by the Zone Disciplinary Committee established under these By-Laws.

Clubs shall abide by decisions of the Zone Disciplinary Committee and by the Appeal Board if relevant.

## **7.3 Coaches bound by Soccer standards**

Coaches engaged or retained by clubs must be coaches in good standing with Soccer Queensland Limited.

Any breach or alleged breach of a Coach's obligations will be addressed by Soccer Queensland Limited or by the Zone disciplinary Committee established under these By-Laws, at the discretion of Soccer Queensland Limited.

Clubs shall abide by decisions of Soccer Queensland Limited, by the Zone Disciplinary Committee and by the appeal board when engaging and retaining coaches.

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# **8. Land and Ground Management**

## **8.1 Facilities and grounds to meet Soccer standards**

Clubs with grounds and facilities, and clubs acquiring them shall undertake to ensure that they comply with standards established by Soccer Queensland Limited. A summary of standard requirements is provided in Annexure A.

Only those fields and facilities that meet Soccer Queensland Limited standards shall be rostered for competitions by CMCs. Fitness for play shall be determined by the appropriate Zone.

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# **9. Disciplinary Committee**

## **9.1 Clubs to establish Disciplinary Committees**

Clubs shall establish disciplinary committees empowered to consider breaches of the Soccer Code of Conduct, game rules, and the constitutions, rules and by-laws of soccer in Queensland.

## **9.2 Committees to consider member breaches**

Club disciplinary committees shall consider alleged breaches by club members as directed by the Zone or by Soccer Queensland Limited.

When applying penalties, disciplinary committees shall have references to previous decisions and resolutions of the Zone Council and Zone Disciplinary Committee, and to those of the Directors of Soccer Queensland Limited.

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## **10. Finance**

### **10.1 Clubs responsible for collecting fees**

Each club is responsible for collecting from players and members:

- (a) membership fees for Registered Participants; and
- (b) sufficient other fees to provide for fees charged by the club's CMS.

### **10.2 Fees to be remitted to CMC throughout the financial year**

- (a) Clubs shall remit to the CMC all fees due to the CMC within two (2) weeks of the receipt of an invoice for fees due from the CMC.

### **10.3 Clubs shall raise other funds**

Acting in accordance with the policies and directives of Soccer Queensland Limited, and the Zone, clubs may raise funds in addition to those raised through fees and charges.

These funds may be used at the club's discretion once fees are paid to the CMC.

No expenditure may breach the policies and directives of Soccer Queensland Limited or the Zone, and all expenditure must fall within the objects of this Zone and of the Club. All spending must comply with the *Associations Incorporation Act 1981 (QLD)* and related legislation.

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## **11. Emblem and Colours**

### **11.1 Emblems and Colours to be approved**

Clubs shall apply for recognition of their emblem, primary and alternate colours, and any mascots or other symbols by the Zone and if directed by Soccer Queensland Limited. The Zone shall keep a register of such symbols.

Any changes must be approved by the Zone Council and Soccer Queensland Limited if required by Soccer Queensland Limited.

A chart of approved club emblems, colours and other symbols shall be attached by these By-Laws and shall be available upon application.

## **11.2 Use of colours in play**

- (a) No two teams shall play each other in similar colours;
  - (b) Goalkeepers colours in all cases shall be distinguishable from the colours worn by all other players.
  - (c) In the event of a clash of colours by the competing clubs in Premiership fixtures, the visiting team shall change to their alternate colours.
  - (d) In the event of a clash of colours by the competing clubs in finals, carnivals or cup competitions, the top seeded team shall retain the right to play in their primary colours.
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# Zone Soccer Inc.

## By-Law 5

### Players

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#### 1. Status

This By-Law is made by the Zone Council under the powers conferred on them by Rule 12 of the Rules of Association of this Zone (**Rules**). It is to be known as By-Law 5.

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#### 2. Interpretation

Words and phrases defined in the Rules have the same meanings in this By-Law, which is to be read in conjunction with (and subject to) the Rules.

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#### 3. Purpose

This By-Law prescribes the role of players in the Soccer Zone.

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#### 4. Register

##### 4.1 All players must register

All players must register with their club as “Registered Participants”.

Prior to registration, all potential participants must agree, in writing, to be bound by this Zone’s Rules and By-Laws, by Soccer Queensland Limited’s Constitution and By-Laws, and by relevant Statutes and Regulations.

Upon registration, players shall be given a certificate or other document attesting to their registration.

Players shall be notified at the time of their registration as to their category of registration. Categories of registration for players are:

- (a) Juniors
- (b) Women’s open
- (c) Men’s open
- (d) Futsal

##### 4.2 Players may only register with one club

No player may register with more than one club.

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In the event of a player applying for registration with more than one club, the registration first in time shall take effect. The application second in time shall be void. If the Zone Council determines that a prima facie case of attempted deception exists as to the two or more registrations it may refer the matter to the Zone Disciplinary Committee for action to be taken under these By-Laws.

### **4.3 Registration Periods**

Clubs shall be permitted to register players in accordance with FIFA Status and Transfer of Players regulations.

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## **4. Eligibility**

### **4.1 Registered Participants to play only when eligible**

Only those players who are registered and eligible to play in a game or competition run by Soccer Queensland Limited, or a licensed CMC shall participate in a game or competition run by Soccer Queensland Limited or a licensed CMC.

All registered players shall be considered eligible to play unless:

- (a) the player has been suspended for play through disciplinary proceedings; or
- (b) the player has not paid her or his fees; or
- (c) the player has paid their fees but does not qualify under the age limits on the competition; or
- (d) the competition stipulates that the player must be of a particular gender and the player seeking to play is not of that gender; or
- (e) the player has been declared ineligible for play by the Directors of Soccer Queensland Limited.

### **4.2 Penalties apply for playing ineligible players**

Any club found to have played an ineligible player in any match in the Zone shall be subject to disciplinary action for breach of these By-Laws.

The Zone Council may investigate a complaint against a club and determine whether or not a breach has occurred. Further the Zone Council on a finding that a breach has occurred may impose any penalty it considers appropriate in the circumstances. The Zone Council shall at all time provide

the accused club with procedural fairness, dictated by the principles of natural justice.

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## **5. Representation**

Players shall be represented by the Zone and State Standing Committees established under the foundation document of Soccer Queensland Limited and of this Zone.

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# **Zone Soccer Inc.**

## **By-Law 6**

### **Referees**

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#### **1. Status**

This By-Law is made by the Zone Council under the powers conferred on them by Rule 12 of the Rules of Association of this Zone (**Rules**). It is to be known as By-Law 6.

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#### **2. Interpretation**

Words and phrases defined in the Rules have the same meanings in this By-Law, which is to be read in conjunction with (and subject to) the Rules.

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#### **3. Purpose**

This By-Law prescribes the role of referees in the Soccer Zone.

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#### **4. Accreditation**

Referees must have successfully completed level 5 Introductory Course as minimum qualifications.

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#### **5. Registration**

Accredited Referees must register with the Zone.

Although by agreement with the Zone they maybe released to provide services to other Zones

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#### **6. Engagement**

##### **6.1 Competition Management Centres shall engage referees**

Competition Management Centres, according to their needs and to the policies of the Zone and of Soccer Queensland Limited, shall hire referees for the competitions and fixtures they establish and manage.

##### **6.2 Eligibility for engagement**

Only those referees who are accredited and in good standing with Soccer Queensland Limited and their Zones may be rostered to referee a game or competition run by Soccer Queensland Limited or a licensed CMC.

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All accredited referees shall be considered eligible to be engaged by a CMC unless:

- (a) the referee has been suspended disciplinary proceedings; or
- (b) the referee has not paid her or his fees (if applicable); or
- (c) the referee has been declared ineligible by the Directors of Soccer Queensland Limited.

### **6.3 Conditions of Engagement**

Where CMCs hire referees, conditions of engagement must comply with the policies of Soccer Queensland Limited, and with applicable legal requirements.

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## **7. Discipline**

Any breach or alleged breach of a referee's obligations under these instruments will be addressed by the Zone disciplinary Committee established under these By-Laws.

The Appeal Panel established by the Zone under these By-Laws shall hear appeals

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## **8. Representation**

Referees shall be represented by the Zone and State Standing Committees established under the foundation document of Soccer Queensland Limited and of this Zone.

Accredited referees who are eligible for roster with their CMC and who meet the criteria established in By-Law 1 of the By-Laws of Soccer Queensland Limited are eligible to participate in Zone and State Standing committees as members and, or, electors.

# **Zone Soccer Inc.**

## **By-Law 7**

### **Coaches**

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#### **1. Status**

This By-Law is made by the Zone Council under the powers conferred on them by Rule 12 of the Rules of Association of this Zone (**Rules**). It is to be known as By-Law 7.

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#### **2. Interpretation**

Words and phrases defined in the Rules have the same meanings in this By-Law, which is to be read in conjunction with (and subject to) the Rules.

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#### **3. Purpose**

This By-Law prescribes the role of coaches in the Soccer Zone.

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#### **4. Accreditation**

Coaches must have successfully completed a FFA Junior Licence.

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#### **5. Registration**

##### **5.1 Accredited Coaches must register with a Zone**

Accredited coaches must register with Zone.

##### **5.2 Coaches may work outside their Zone**

With the consent of the Zone Council accredited coaches may work outside of the Zone.

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#### **6. Engagement**

##### **6.1 Zones and clubs may engage coaches**

Zones and clubs, according to their needs and to the policies of the Zone and of Soccer Queensland Limited may appoint coaches from time to time.

##### **6.2 Eligibility for engagement**

Only those coaches who are accredited and eligible may be engaged as a coach.

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All accredited coaches shall be considered eligible to be engaged by a zone or club unless:

- (a) the coach has been suspended through disciplinary proceedings;
- (b) the coach has not paid her or his fees (if applicable); or
- (c) the coach has been declared ineligible by the Directors of Soccer Queensland Limited.

### **6.3 Conditions of Employment**

Where zones or clubs hire referees, conditions of engagement must comply with the policies of Soccer Queensland Limited, and with State and Commonwealth law where applicable.

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## **7. Discipline**

Any breach or alleged breach of a coach's obligations under the Rules or By-Laws shall be addressed by the Zone Disciplinary Committee established under these By-Laws.

The Appeal Panel established by the Zone under these By-Laws shall hear appeals.

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## **8. Representation**

Coaches shall be represented by Zone and State Standing Committees established under the foundation document of Soccer Queensland Limited and of this Zone.

Accredited coaches who are eligible for engagement by a Zone or club and who meet the criteria established in By-Law 1 of the By-Laws of Soccer Queensland Limited are eligible to participate in Zone and State Standing committees as members and, or, electors.

# **Zone Soccer Inc.**

## **By-Law 8**

### **Competition**

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#### **1. Status**

This By-Law is made by the Zone Council under the powers conferred on them by Rule 12 of the Rules of Association of this Zone (**Rules**). It is to be known as By-Law 8.

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#### **2. Interpretation**

Words and phrases defined in the Rules have the same meanings in this By-Law, which is to be read in conjunction with (and subject to) the Rules.

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#### **3. Purpose**

This By-Law establishes standards and structures for Competition Soccer in this Soccer Zone.

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#### **4. Rules**

##### **4.1 Common rules in use in Queensland**

Soccer in the Zone shall be played according to standard rules adopted upon the direction of Soccer Queensland Limited.

##### **4.2 Categories of Rules**

There shall be a set of rules adopted for each of the following:

- (a) Rooball;
- (b) Juniors;
- (c) Women's adult;
- (d) Men's adult; and
- (e) Futsal

The Rules shall be annexed to this By-Law.

# **Zone Soccer Inc.**

## **By-Law 9**

### **Zone Disciplinary Committee**

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#### **1. Status**

This By-Law is made by the Zone Council under the powers conferred on them by Rule 12 of the Rules of Association of this Zone (**Rules**). It is to be known as By-Law 9.

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#### **2. Interpretation**

Words and phrases defined in the Rules have the same meanings in this By-Law, which is to be read in conjunction with (and subject to) the Rules.

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#### **3. Purpose**

This By-Law establishes, and prescribes the functions, membership and method of operation of, the Zone Disciplinary Procedure.

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#### **4. Establishment**

This By-law establishes the Zone Disciplinary Procedure.

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#### **5. Zone Disciplinary Bodies**

##### **5.1 Zone Disciplinary Committee**

The Zone shall establish a Zone Disciplinary Committee to hear disciplinary matters.

The Zone Council shall on an annual basis appoint Zone disciplinary Committee members at the first meeting in February. Each Zone Committee shall consist of the following:

- (a) Three (3) permanent members:
- (b) Two (2) alternate members to sit, in substitution, for up to two of the permanent members;
- (c) A legally qualified person shall sit, in addition to the three (3) permanent members, when directed by the Board to do so.

A member of the Disciplinary Committee can only be removed by two weeks notice of motion by the Zone Councillors which motion shall require two-thirds majority to be passed.

The Zone Council shall appoint the Disciplinary Committee Chair.

Disciplinary Committee members shall be eligible for reappointment.

## **5.2 Zone Board of Appeal**

The Zone Council shall establish a Zone Board of Appeal to hear appeals of decision made by the Zone Disciplinary Committee.

The Zone Council shall appoint members to the Appeal Board from time to time. The appeal board shall consist of:

- (a) A chairperson: preferably a qualified legal practitioner admitted to practice (if one is not available a person with experience in the operation of the law, such as a clerk of court, para-legal);
- (b) One (1) member with a least 5 years experience in the administration of the game of soccer; and
- (c) One (1) member with at least five (5) years playing experience in the game of soccer.

Members may qualify for appointment to the Appeal Board on more than one basis.

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## **6. Jurisdiction**

### **6.1 Zone Disciplinary Committee**

The Zone Disciplinary Committee is empowered to deal with all disciplinary matters arising from player on the field behaviour under these rules. The committee is empowered to impose any period of suspension or other penalty it considers appropriate in all the circumstances of the case.

### **6.2 The Zone Board of Appeal**

The Board of Appeal is empowered to deal with appeals from the Zone Disciplinary Committee that impose a penalty of a four (4) match suspension or greater. The committee is empowered to impose any period of suspension or other penalty it considers appropriate in all the circumstances of the case.

### 6.3 Club Disciplinary Committees

Club Management Committees shall establish Club Disciplinary Committees.

Subject to these By-Laws, Club Disciplinary Committees are responsible for evaluating the behaviour of their non-active members and registered players upon allegation of off field activity:

- (a) failure or refusal to comply with a provision of the Constitution of Queensland Soccer, its By-Laws, or with the Rules of Association of this Zone or these By-Laws, or with any policy, resolution or determination of Soccer Queensland Limited or this Zone; or
- (b) having acted in a unbecoming manner or in any way prejudicial to the objects and interest of Soccer Queensland Limited, the Zone or the sport generally;
- (c) having brought Soccer Queensland Limited, the Zone or the sport generally into disrepute; or
- (d) breaching the Code of Conduct.

In the event that a club's Disciplinary Committee finds against the member, the Committee shall impose a penalty that is appropriate in all of the circumstances of the case. The Club shall at all times ensure that the principles of natural justice are applied to a disciplinary hearing. If appropriate the Club Disciplinary Committee shall decide to take no action as the Disciplinary breach was dealt with at the Zone Disciplinary Committee.

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## 7. Pre-appeal discipline procedure

### 7.1 Referee Reports

- (a) **Weekend Matches:** Reports by referees of misconduct, send-off reports or caution reports must be received whether posted, sent by facsimile, e-mail or personally delivered at the registered office of the zone no later than **4.00pm Tuesday following the match** where the misconduct is alleged to have occurred.
- (b) **Midweek Matches:** Reports by referees of misconduct, send-off reports or caution reports must be received whether posted, sent by facsimile, e-mail or personally delivered at the registered office of the Zone no later than **4.00pm Tuesday following the match** where the misconduct is alleged to have occurred.

## **7.2 Send off protests by players**

The Player shall be entitled to receive a copy of the particulars of the alleged offence prior to the hearing by the Disciplinary Committee of the alleged offence.

Should the Player wish to appear before the Disciplinary Committee and be heard on the alleged offence, he/she shall lodge with the office of the Zone, **no later than 4.00pm on the day prior to the hearing**, a notice of intention to appear.

The notice to appear must to accompanied by a **\$50.00** hearing fee.

No later than **4.00pm on the day of the hearing** the Player shall supply to the office of the zone a written outline of submissions to be made by the Player to the Disciplinary Committee.

Player submissions may address:

- (a) Facts in dispute as to the alleged offence;
- (b) Matters in support of mitigation of penalty; or
- (c) Both (a) and (b).

The Disciplinary Committee shall, at its discretion, receive evidence into the hearing that it considers appropriate and in any form it considers appropriate.

## **7.4 Penalty point protests by players**

A Player who has in the current season amassed three (3) cautions from the referees will be warned in writing by the Zone that, should the player incur a further caution, he/she will be automatically suspended for one (1) match of Zone Fixture, Final Series matches or any other match or match series sanctioned by the Zone Council. Where Zones engage specific competition rules for pre-season and final competitions, those provisions will apply.

A player suspended under these provisions has the right of appearance before the Disciplinary committee only on the occasion of the alleged offence that has resulted in the suspension.

The procedure set down in these rules for the appearance of players in send-off situations shall equally apply in the situation where a player is suspended as a result of accumulation of cautions.

The Disciplinary Committee shall be at liberty to take into consideration in its deliberations any or all of the circumstances of the cautions made against he player leading to his suspension.

## **7.5 Protests by member clubs as to ineligible players**

A member club shall be entitled to lodge a protest with the Zone when it is reasonably of the belief that an ineligible player has to take the field in a match. The player's eligibility or ineligibility should be determined by the Zone Council at the earliest possible date.

If the Zone Council finds that an ineligible player has taken the field, the Zone Council may choose to:

- (a) take no action whatsoever; or
- (b) impose a penalty that may include one (1) or all of the following:
  - (i) a fine;
  - (ii) loss of points;
  - (iii) suspension of the team from competition; or
  - (iv) other penalty considered appropriate.

The protest must be made on behalf of a member club and a fifty dollar (\$50.00) hearing fee should accompany the complaint. If the complaint is upheld the hearing fee shall be refunded.

## **7.6 Protests by member clubs as to match outcome**

Member Clubs are entitled to lodge an Appeal to the Zone Council on the grounds of misconduct of the referee.

Applications must be in writing and must be accompanied by a Protest Fee of fifty dollars (\$50.00). Applications must state the game, the date, the name of the referee, and detailed explanation of the complaint.

If the protest is upheld, the Protest Fee may be refunded. If the protest fails, the Protest Fee will be forfeited to the Zone.

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# **8. Disciplinary Procedures**

## **8.1 Zone Disciplinary Committee Procedures**

- (a) The Disciplinary committee shall meet once per week if required during the playing season.

- (b) A member of the Disciplinary Committee shall not arbitrate on matters involving a member of his or her own club.
- (c) The quorum for the Disciplinary Committee shall be three (3) but, in the event of committee members and alternate members not being available, the Chairman of the committee shall call upon a member of the Zone Council to make up the quorum.
- (d) All appeals to the Disciplinary Committee shall be heard *de novo* (afresh).
- (e) The determination of the Disciplinary Committee may be made on a unanimous or majority basis. Each Committee member's decision shall hold equal value.
- (f) The Disciplinary Committee shall deliver its decision as soon as possible practical but within 24 hours of the Disciplinary Committee's sitting.
- (g) Appeals from the Disciplinary Committee shall be directed to the Zone Board of Appeal if they qualify for consideration by that body.

## **8.2 Appearances**

A player suspended under these provisions has the right of appearance before the Disciplinary Committee only on the occasion of the alleged offence that has resulted in the suspension or send-off.

The procedure set down in these rules for the appearance of players in send-off situation shall equally apply in the situation where a player is suspended as a result of accumulation of cautions.

If a player sent from the field of play lodges a notice of intention to appear, the player, the referee and any advocate allowed to appear by the Disciplinary Committee must be present at the hearing.

If the player or referee should fail to appear at the appeal hearing the Disciplinary Committee may:

- (a) adjourn the matter to a later date with an automatic suspension to remain operative;
- (b) proceed to hear and determine the matter in the absence of either party on the evidence before the tribunal;
- (c) impose any costs order it considers appropriate.

### 8.3 Considerations

The Disciplinary Committee shall be at liberty to take into consideration in its deliberations any or all of the circumstances of the cautions made against the player leading to his suspension.

### 8.4 Zone Board of Appeal Procedure

- (a) An appeal of the Board of Appeal shall only be accepted by the Appeal Board if the player appealing has been suspended by the Disciplinary Committee for a period of four (4) matches or more.
- (b) The appeal from the decision of the Disciplinary Committee shall be lodged at the office of the Zone in writing within **five (5) working days** of the player being notified of the decision of the Disciplinary Committee.
- (c) The player shall outline in the appeal the following:
  - (i) The ground of appeal; and
  - (ii) An outline of argument in support of the grounds of appeal.
- (d) The Player shall pay an appeal fee of one hundred and fifty dollars (**\$150.00**) at the time of lodgment of appeal. The fee is refundable at the discretion of the Appeal Board on the successful upholding of an appeal.
- (e) The Players and the Referee will have a right of appearance before the Appeal Board. Should any of the parties fail to appear for the date of hearing, the Appeal Board may:
  - (i) adjourn the matter to a later date with any automatic suspension to remain operative;
  - (ii) proceed to hear and determine the matter in the absence of either party on the evidence before the tribunal;
  - (iii) impose any costs order it considers appropriate.
- (f) The Appeal Board enjoys the full powers of the Disciplinary Committee as if it was sitting in substitution of the Disciplinary Committee.
- (g) The Appeal Board sits on the appeal de nova (as a new) and may accept whatever evidence and in what form it considers appropriate in the circumstances.

- (h) The determination of the Appeal board may be made on a unanimous or majority basis.
- (i) Each Appeal Board member's decision shall hold equal value.
- (j) The determination of the Appeal Board is binding on all parties unless overturned by the State Appeal process.

### **8.5 Appeals as to Send-offs**

If, upon hearing the Player, the Referee, any witnesses called by the Player and Referee and any other evidence the Disciplinary Committee considers appropriate, the Disciplinary Committee may find that:

- (a) the send-off was not justified in all of the circumstances, and the player is to suffer no period of suspension nor penalty points applied;
- (b) the send-off was justified in all of the circumstances and the penalty of a one match suspension shall apply;
- (c) the send-off was justified in all of the circumstances and the circumstances of the offence were such that a penalty of in excess of a one match suspension shall apply, the substituted penalty to be within the jurisdictional maximum of the Disciplinary Committee.

### **8.6 Soccer Queensland Limited Disciplinary Action**

In accordance with Rule 16 of the Constitution of Soccer Queensland Limited, the Board of Soccer Queensland Limited may take whatever action it considers appropriate if a member club or registered participant should:

- (a) breach, fail, refuse or neglect to comply with a provision of the Constitution of Soccer Queensland Limited, its By-Laws, or any policy, resolution or determination of the Company; or
- (b) act in a unbecoming manner or in anyway prejudicial to the objects and interests of the Company, the Zone or the sport generally; or
- (c) bring the Company, Zone or the sport generally into disrepute,

subject to the rules of natural justice, applicable Legislation and the procedures provided for in the Company By-Laws.

# **Zone Soccer Inc.**

## **By-Law 10**

### **Zones**

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#### **1. Status**

This By-Law is made by the Zone Council under the powers conferred on them by Rule 12 of the Rules of Association of this Zone (**Rules**). It is to be known as By-Law 10.

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#### **2. Interpretation**

Words and phrases defined in the Rules have the same meanings in this By-Law, which is to be read in conjunction with (and subject to) the Constitution.

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#### **4. Purpose**

The By-Law identifies the Zone boundaries.

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#### **5. The Zones**

The Zone Boundary is described in the Annexure of the Soccer Queensland By-Laws

