

Hawkesbury City Junior Rugby League Club By-Laws

**Annexure A
13th November 2025**

1. Membership & Subscription & Fees

1.1 Membership

- (a) Each Player and volunteer should be registered for their role/s in accordance to Penrith District junior Rugby league.
 - (i) Where a Volunteer holds multiple roles within the club/team you maybe required to register on more than one occasion with our club for those positions such as:
 - Coach
 - Trainer
 - Volunteer – Board or Sub-Committee Members, Team Managers, Game Day Purple Shirt Ground Manager etc.
- (b) Memberships are only valid once the individual meets the requirements of clause 6 of the Constitution and the financial contribution has been received by the club.
- (c) A volunteer is not a member unless they have paid their financial subscription Fee's
- (d) A players membership fee is included in their Registration Fee's.
- (e) Any players under the age of 18 are classed as junior members.
- (f) All Board, Committee and Sub-Committee members MUST be financial members to hold positions.

1.2 Subscription Fees

- (a) The board members will vote on the yearly membership fee (AU\$) at the Annual General Meeting each year as per 'Clause 11' of the constitution. The agreed amount will be recorded in the meeting minutes and the fee set for the next twelve (12) months.
- (b) The vote will be made by show of hands with a majority required to pass the fee.
- (c) If a majority to pass the suggested figure cannot be agreed upon within, 15 minutes then the amount will be automatically set at the previous year's figure plus 2% for CPI.

2. Registration of members

Privacy Statement

The club recognises the importance of your privacy and your right to control your Personal Information and is committed to complying with applicable privacy laws (including the Privacy Act and GDPR).

The club however may at times need to share your personal details with affiliated leagues, associations, clubs, commissions, judicaries, boards, board members, members, coaches, managers, trainers and possibly others as required as part of our need to operate without your consent.

3. Discipline

3.1 Judiciary Committees

The Board from time to time may appoint a judiciary team to deal with any disciplinary matters. The board consists of the clubs five (5) Directors of the Club, and they may choose to be on the judiciary or not.

A judiciary should consist of at least three (3) members, with a maximum of five (5) members.

3.2 Suspensions

If a member is suspended by Penrith Junior District Rugby League or New South Wales Rugby League, then the member may be requested to appear before a club judiciary committee.

Members will be given 5 days' minimum notice in writing and the member must appear before the judiciary committee at the designated day and time. If the member is late or fails to appear at the judiciary meeting any judgements and actions made against them at the meeting will be final.

4. Sub-committee Co-Ordinator's

4.1 Co-Ordinator's Positions

(a) The Board will require Sub-Committee Co-Ordinator's each year to manage particular aspects of the club's operation, and they will be referred to as the Sub-Committee Co-Ordinator's.

This will comprise of the following but not limited to:

- Assistant Secretary
- Manager's Co-Ordinator
- Registrar
- Sponsorship Co-Ordinator
- Fundraising Co-Ordinator
- Canteen Co-Ordinator
- Grounds Manager
- Welfare Officer
- Uniform Co-Ordinator
- First Aid Co-Ordinator
- Publicity Officer

(b) It is not uncommon that at times the board may elect more than one member to fill any of these positions or add/change the positions as they see fit.

4.2 Nominations for Co-Ordinator's Positions

Nominations for these roles should be in writing to the Club Secretary at least seven (7) days before the Annual General Meeting. A nomination must be submitted with the name of the Nominee's full name, contact phone number and email along with the full name of the supporting member.

Both members must be financial at the time of the nomination.

4.3 Election for Co-Ordinator's

Elections for these positions will take place at the Annual General Meeting by the Board. The board will confirm the eligibility of the nominations before commencing.

- (i) Where there is only one (1) nomination the member will be asked if they wish to accept the position.
- (ii) Where there is more than one (1) nomination for the position the board will conduct a silent ballot on paper. The results will be read out to the members and the members with the majority of votes will be elected.
- (iii) Where there are no nominations before the Annual General Meeting, then the board can call for nominations from the floor at the meeting.
- (iv) Where there are no nominations for a position and no person is nominated from the floor, then the role will be temporarily covered by the Club Secretary until time someone is elected which can happen at a Board or General Meeting.

5. Meetings

5.1 Types of Meetings

- (a) Meetings of the Club shall be convened as required and may include the following types:
 - Annual General Meeting (AGM)
 - Special General Meeting (SGM)
 - Board Meeting
 - General Meeting
 - Discipline Meeting or Judiciary Meeting
 - Committee and/or Sub-Committee Meetings
 - Coaches, Trainers and Managers Meetings
 - Team Meetings
 - Other meetings as required from time to time by the Board

5.2 Board Meetings

- (a) The 'Board' is to conduct a minimum of three (3) Board Meetings per calendar year.

5.3 General Meetings

- (b) The 'Board' is to conduct a minimum of six (6) General Meetings per calendar year with its members.

5.4 Chairperson of Club meetings

- (a) If the elected member is unable to fulfill the role then the responsibility will be handed along in the following order:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary
 - v. Other board member

6. Player Payments

- (a) No members are authorised to enter into any payment agreements directly with sponsors or third-party enterprises or individuals without the approval of the 'Board'.
- (b) Under Clause 31.4 of our Constitution payments can be made in good faith for the

purpose of services rendered, employee, director or otherwise.

- (c) We acknowledge that from time to time it might be necessary for the club to make player payments for their services to our club in the form of per game remuneration.
- (d) A player payment agreement can be made between the club and a player based on the approval of the 'Board'. The 'Board' must have a unanimous vote to approve such payments.
- (e) If the 'Board' enters into individual player payments, these payments should not negatively impact the club's annual financial profitability, therefore cause the club to make a loss in any season because of such agreements.

7. Fundraising and club events

It is expected that all teams, parents and members will participate in club fundraising events which may include but are not limited to:

- (a) Preparing and helping to source prizes for events
- (b) Distributing and sharing upcoming events
- (c) Assist with setup and pack up for events
- (d) Attending club fundraising events for the club such as:
 - (i) Mother's Day Raffle
 - (ii) Meat Raffle Nights
 - (iii) Hawks Fun Day / Back to Hawks Day (Team Stores)
 - (iv) Sportsman Lunches
 - (v) Trivia Night
 - (vi) Disco Night
- (e) Any funds raised should be deposited directly into the HCJRLC Major Account Bank Account and/or cash payments handed over to a 'Board member' as soon as possible after the fundraising.
- (f) Any individual or team fundraising is to be communicated and approved by the 'Board' in writing prior to any fundraising taking place.
- (g) Donations are not to be paid into anybody's personal bank account under any circumstances unless prior authorization in writing is granted by the board.
- (h) Where funds are being raised for an annual Club/Team Trip Away, the funds must be handed over to the 'Board'. The 'Board' will place the funds into a correct club bank account. Funds will remain in these accounts until invoices are required to be paid.

8. Trips Away

- (a) No team will arrange to travel outside of the area without the approval of the 'Board'
- (b) Teams wishing to travel together for the purpose of playing rugby league under the Hawks banner must submit their request in writing with all information and documentation to the Secretary. The request will be assessed and either approved or declined by the 'Board'.

9. Knock-Out Competitions

- (a) No teams are permitted to enter into any Knock-out competitions without the approval of the board.

- (b) No teams are allowed to play in non-approved NSWRL or PDJRL affiliated competitions under the Hawkesbury City Junior Rugby League name.

10. Trial Matches

- (a) No team will enter into any trial game matches with any other clubs or out of district matches without the approval of the 'Board'.

11. Training Sessions

- (a) Training should take place at the designated locations and times as outlined by the 'Board' or Committee Members elected to manage the training schedule.
- (b) When fields are closed there should be no training in these locations, without permission from a Board member.
 - (i) If training space is limited due to field closures, then training should be prioritised to competitive age groups first followed by Non-competitive age groups in oldest to youngest.
 - (ii) Teams can make their own training arrangements when club allocated fields are closed, however they are required to inform the club Secretary and Coaching Co-ordinator with details on their training plan (Date, Locations & Time)
 - (iii) Team management and coaching staff of a team are responsible for checking Sports Councils website for field closures before utilising other fields or parks within our district.

At time of release - Hawkesbury Sports Council:

<https://www.hawkesbury.nsw.gov.au/your-spaces/book-a-space/hawkesbury-sports-council>

12. Hawkesbury Uniforms and Logo's

- (a) The club may allow players to keep game day playing uniforms from time to time and while that becomes the property of the individual, at no time is the individual or teams allowed to use Hawks uniforms for non-affiliated competitions outside of the general club season without written permission from the 'Board'
- (b) No members or anybody else is authorised to reproduce Hawkesbury City Junior Rugby League uniforms, logos or merchandise without the written consent of the 'Board'.

13. Team Coach and/or Manager

- (a) Coaching applications are required to be completed each season on the club approved format by candidates willing to fulfill positions and submitted to the Secretary prior to expected date and time.
- (b) Manager applications are required to be completed each season on the club approved format by candidates willing to fulfill positions and submitted to the Secretary prior to expected date and time
- (c) Trainer applications are required to be completed each season on the club approved format by candidates willing to fulfill positions and submitted to the Secretary prior to expected date and time
- (d) No Coach and/or manager is to remain as the same team coach and/or manager

for a period of more than three (3) years. This rule can be relaxed or varied under special circumstances with the endorsement from members to the 'Board' who will make the final decision.

- (e) Team Coaches and managers are required to attend at least four (4) monthly meetings throughout the season and (1) compulsory meeting at the beginning of the season.

14. Multiple Teams Per Age Group

- (a) In the case of two or more teams of the same age group entering, the number one side (higher division team) will always have that team filled first.
- (b) The higher division team will have the opportunity to run preseason try-outs and trial players during the trial matches. While this is at the discretion of the higher division team, we recommend both coaches are involved in the process and that the decisions are made based on what's best for the game, club, teams and players.
- (c) Player Equalisation Rules
 - (i) Rules 14(a) & 14(b) do not apply to age groups that must comply with Player Equalization Rules.
 - (ii) Where Player Equalisation Rules Apply refer to the Junior Leagues Policy for player rules
 - (iii) Coaches must comply with the Player Equalisation Rules and are expected to actively act in a professional and fair manner to ensure players are graded accordingly based on the criteria's elected by The Junior League.

15. Team Withdrawals

- (a) A team may be withdrawn from competition by the 'Board' if there are insufficient players to form a team by PDJRL deadlines.
- (b) It is always the club's goal to form as many teams as possible and to continue to grow our club and game with player retention the highest of our goals.

16. Competition Rules and Conduct

- (a) All matches and ground control shall be played in accordance with the rules set down by Penrith District Junior Rugby league and the Hawkesbury City Junior Rugby League Constitution and By-laws.
- (b) It is expected that the Coaching staff and managers are fluent with the games rules each season. The current rule books can be downloaded from the Penrith Juniors website or contact the Club Secretary for a digital copy.
- (c) Rules can change from season to season, so it is expected that officials and coaches are up to date with the current rules.
- (d) Breaches of the rules by Hawkesbury officials can be raised directly to the Secretary.
- (e) Breaches of other clubs can be submitted online directly to Penrith District Junior Rugby league and/or NSWRL. It is recommended that you have supporting video or evidence to go with your complaints.

17. Club Colours

Training Gear and merchandise

- (a) The 'Board' should always consider and where possible try to uphold the traditional colours of the club across all merchandise and uniforms
- (b) The 'Board' may at times allow the introduction of other colours into the club's Training gear and merchandise to keep a fresh and modern look in conjunction with PDJRL and other clubs.
- (c) The 'Board' may approve specialised uniforms for NRL, NSWRL and/or PDJRL special round themes that are not club colours, however where possible include the Hawkesbury City Junior Rugby Leagues logo (the Hawks).

18. Voting Rights

(a) Proxies

- (i) Voting by proxy shall not be permitted at any club meeting

(b) Ballots for Sub-Committee Co-Ordinator Positions

- (i) Where there is a secret ballot and the winning votes are equal between any two or more nominees, the losing member/s shall be removed from a revote.
- (ii) If after the second vote they are equal, then the 'Board' will have a secret ballot to determine a winner.

19. Bank Accounts, Access and Management

19.1 Bank Accounts

The Club Currently has four (4) Bank Accounts all held with Bendigo Community Bank North Richmond and are as follows:

- **HCJRL Major Account (ending in 8657)**
 - Clubs daily operating account
 - On the 31st of October each year the balance of this account must not exceed \$25,000.00, with any excess funds having been transferred into the club's Term Deposit Account (ending in 2307).
 - Up to \$25,000 can be held in this account after the 31st of October to go towards early seasonal payments for the upcoming season.
- **Canteen Account (ending in 4165)**
 - All Canteen Sales and expenses transactions through this account
 - Occasional sales for merchandise and other club sales and donations may also go through this account
 - On the 31st of October each year the balance of this account must not exceed \$2000.00, with any excess funds having been transferred into the club's Major Account (ending in 8657) or Term Deposit Account (ending in 2307).
- **Under 14's trip Account (ending in 2281)**
 - This account is to hold any funds raised by the Under 14's team during the season for the annual overseas trip.
 - These funds are exempt from being transferred into the Clubs Term Deposit Account or any other club account.

- Funds in this account cannot be spent or issued to go towards payments for parents or siblings to travel with the team/s.
- Funds can only be used to go towards the team's travel and expenses.
- The annual minimal balance for this account should remain at \$400.00 or higher.
- **Term Deposit Account (ending in 2307)**
 - This is the club's long-term savings account
 - Where possible the funds within this account should be locked in for maximum profit.
 - Restrictions on transferring funds from this account apply as per these By-Laws.

19.2 – Appointed Directors with Bank Account Access

- (a) The Board may appoint up to three (3) Directors' to manage the club's bank Accounts as they see fit, however it must include at least one of the following 'directors':
 - (i) Treasurer or;
 - (ii) President
- (b) The Board can change its appointed members at their discretion at any Board Meeting and changes to be noted in the meeting minutes.

20. Bank Accounts - Electronic Transfers

- (a) The Board acknowledges and authorises the electronic transfer of funds from the club's nominated Canteen Bank Account with Bendigo Community Bank (Ending in 4165) without the requirement for dual authorisation to allow for easier and faster account management.
 - (i) Payments from the nominated Canteen Bank Account must be directly aligned to the running cost and expenditure of the Canteen and/or BBQ.
 - (ii) Payments for non-canteen expenses cannot be made from this account
 - (iii) The outlined 'Authorised Spending rules' under **clause 21** of these By-Law still apply to this account
- (b) Dual Authorisation is not required for the transferring of funds between linked club accounts with Bendigo Community Bank unless the rules in Clause 22 are reached.

21. Authorised Spending

- (a) The Directors may approve individual payments of up to \$15,000.00 per invoice without requiring further approval from the 'Board' so that the club can operate efficiently and easily.
 - (i) The total amount payable to any individual person, association, business, or other entity must not exceed \$25,000.00 within a calendar year without approval from the 'Board'.
 - (ii) Exceptions to clauses 21(a) and 21(a)(i) apply to payments made to:
 - The Junior League as per our Constitution
 - The authorised merchandise provider appointed by the Board under a formal agreement.
 - Currently Sinalli until October 2028.

- (b) Any individual payment exceeding \$15,000.00, or where cumulative payments to the same entity are expected to exceed the \$25,000.00 annual limit nominated within these By-Laws, it must be raised at a Board Meeting.
 - (i) The 'Board' must move the motion that the invoice or invoices exceeding the \$25,000.00 limit is to be paid, and they must outline:
 - o the purpose for raising the approval
 - o who the payee is
 - o what the payment is for
 - (ii) The motion must be seconded by another member
 - (iii) The motion is then moved to a vote by means of a show of hands, with a majority in favour required to pass.
- (c) The above motion and information in clause 21(b) must be added to the meetings minutes along with the outcome of the vote.
- (d) Where a successful vote is recorded, then this invoice can be processed immediately afterwards
- (e) Where an unsuccessful vote is recorded, the 'Director/s' may request a second motion and present another case to its members as to why this invoice should be approved and repeat the process in clause 21(b)
 - (i) An additional motion can only be requested once per invoice per meeting.
 - (ii) A second unsuccessful motion cannot be raised again until the next Board Meeting.

22. Term Deposit Account (ending in 2307)

- (a) The 'Directors' can use up to \$25,000.00 from the club's Term Deposit Account in a calendar year to cover operational expenses as required.
- (b) If more than \$25,000.00 is required in a calendar year, then the 'Directors' are required to get approval at a 'Board' Meeting
 - (i) The 'Director/s' must nominate what the funds are being used for and the amount.
 - (ii) A motion must be moved and a ballot vote by means of a show of hands, with the majority required to pass.
 - (iii) The motion must be recorded in the meeting minutes.
- (c) Where a successful vote is recorded under clause 22(b), the 'Directors' can proceed to utilise the funds approved at the conclusion of the meeting.
 - (i) An approval is valid for a period of four (4) months at which time if the funds have not been used for the requested purpose the approval is invalid and the 'Directors' must re-submit a new motion for approval.

23. Headquarters

At the time of this review the club headquarters is at Turnbull Oval North Richmond. The club also uses fields at Peel Park North Richmond and if Turnbull is not available would refer to Peel Park.

24. Player, Member and Parent Volunteering

(a) Purpose

The purpose of this by-law is to ensure the sustainable operation of the Club by establishing clear expectations for parents, guardians, and members to contribute to the volunteer activities necessary for the effective running of the Club.

(b) Principle

The Club operates as a community-based, volunteer-driven organisation. All programs, events, and activities are made possible through the active participation and support of members, parents, and guardians.

(c) Volunteer Commitment

- (i) Each family or individual member is expected to contribute time and assistance to the Club's activities, which may include but are not limited to:
 - Game-day setup and pack-down
 - Cleaning and Tidying fields & amenities
 - Canteen, fundraising, and event assistance
 - Team management or coaching support
 - Administrative or behind-the-scenes duties
 - Sponsorship & Promotions
 - Photography & Publicity
 - Other tasks as reasonably requested by the Club's Board or coordinators
- (ii) The Club will make reasonable efforts to provide a variety of volunteer opportunities, taking into account the different skills, availability, and capacities of members and parents.

(d) Shared Responsibility

- (i) No single individual or small group of volunteers should bear a disproportionate share of responsibilities.
- (ii) The greater the participation by members and parents, the less workload falls on each individual.

(e) Compliance

- (i) Players, Members and parents acknowledge, upon joining or renewing membership, their responsibility to contribute to volunteer duties.
- (ii) Failure to provide reasonable volunteer assistance may result in review by the Club's Board, which may take actions such as limiting eligibility for certain benefits, programs, positions or support.

(f) Recognition

- (i) The Club will seek to acknowledge and celebrate the contributions of volunteers regularly, recognising that the efforts of members and parents are the foundation of the Club's success.

24.1 Game Day Help

- (a) It is expected that players, parents and members will assist on game day with (but limited to):
 - (i) Field Setup and changes
 - (ii) Canteen and BBQ Setup
 - (iii) Operation of Canteen & BBQ's
 - (iv) Ground Managers Roles
 - (v) Field pack up and pack away
 - (vi) Canteen pack up and clean up

- (vii) Locker room & amenities clean up
- (viii) Rubbish and field cleanup

24.2 Club Facilities and Line Marking

(a) Club Amenities and Maintenance

- i. From time-to-time players, parents and members may be requested to help with field club and/or amenities maintenance and it's expected that members make themselves available to help.

(b) Line Marking Fields

- i. It is expected that players, parents and members will all assist throughout the season with regular field marking as requested.
- ii. Field marking is generally best completed fortnightly from pre-season to season end to allow for easy remarking.
- iii. Black Paint shall be used on all fields with Red Paint used to mark the 20 & 40 Metres lines on all International Fields.
- iv. The centre of the halfway line should be marked vertically across it 50-80cm either side of the centre line in Black to distinguish the middle of the field.

24.3 Grounds Managers (GM) – Purple Shirts

- (a) It is a club requirement that every team has a minimum of one (1) (but not limited to) qualified Ground Manager, who is required to fulfill the role at your teams home games.

- (b) The requirement for Grounds Managers is as follows:

Behind the Managers Desk/s:

- i. 1 GM for up to 4 Micro games (5-7's) playing on the same International Field
- ii. 1 GM for up to 2 Mini games (8-9's) playing on the same International Field or 1 per field where there are separate Mini Fields
- iii. 1 per game for MOD field and above

Crowd Control

- iv. 1 GM is required to monitor supporters where the crowd is on the opposite side to the Managers Table Ground Manager.

- (c) HCJRLF will supply and issue all nominated Ground Managers with the approved PDJRL shirts.

24.4 League Safe Trainers - Yellow Shirts

- (a) PDJRL sets the minimum requirement for League Safe Trainers per team

- i. HCJRL will supply and provide all nominated and qualified League Safe Trainers with appropriate PDJRL attire.

24.5 Level 1 Sports Trainers - Blue Shirts

- (a) HCJRLC requires that ALL Junior Teams have at least one (1) qualified Blue Shirt Member:

Exception to this rule is:

- i. Under 5 & 6 can have 1 Blue Shirt between each age group
- ii. Under 7's can have:
 - 1 x Blue shirt for every two teams
 - 3 teams would require 2 Blue Shirts and so on

- (b) A Blue Shirt can be used in lieu of Yellow Shirt as this is simply a higher qualification. Therefore a team can have 2 Blue and no Yellow shirts.

- (c) A member cannot be a nominated as a team Blue Shirt for multiple teams unless approved by the Board.
 - i. Therefore: if you have a child in Under 7's and Under 9's and you nominate as Blue shirt to the under 7's then a different Blue Shirt needs to be arranged for the Under 9's team.
You can still act as a Blue Shirt for any other teams as required, but that Under 9's team requires another Blue Shirt nomination to increase our Blue Shirt numbers.
- (d) HCJRL will supply and provide all nominated and qualified Level 1 Sports Trainers with appropriate PDJRL attire.
- (e) HCJRL requires all Blue Shirts to Renew their CPR annually and First Aid every 3 years and provide up to day documentation to stay accredited with NSWRL.
- (f) HCJRLF will re-imburse any costs associated with payment for Blue Shirt Courses.

24.6 Level 2 Sports Trainer - Orange Shirts

- (a) Orange Shirts are required for Senior Teams as per The Junior League Requirements.
- (b) HCJRL will supply and provide all nominated and qualified Level 2 Sports Trainers with appropriate PDJRL attire.
- (c) HCJRL requires all Orange Shirts to Renew their CPR annually and First Aid every 3 years and provide up to day documentation to stay accredited with NSWRL.
- (d) HCJRLF will re-imburse any costs associated with payment for Orange Shirt Courses.

25. Club Communication and Chat Groups

(a) Official Club Communication

- (i) If the club has an official communication platform for which communication is to be conducted through, then it is expected that all members will subscribe and utilise the designated platform.
- (ii) A platform could be:
 - A Mobile Application such as:
 - Player 360
 - Wats App
 - Messenger
 - Electronic Mail
 - Facebook
 - Or anything else the club decides is suitable
- (iii) Where the club does not have an official platform the Board will designate an individual who must be included in all team chat groups.

(b) Code of Conduct

- (i) The NRL Code of Conduct is applicable in all public and private club, team, committee and sub-committee chat groups or any other groups related to the club. Any breaches of the Code of Conduct in these groups may involve penalties and discipline action by the Board.
- (ii) Breaches of the code of conduct should be directed to the Board along with the supporting evidence of the breach. The Board will review and if deemed necessary take any appropriate actions.