

**Granville & Districts
Soccer Football Association Inc.**

MASTER BOOKLET



**Introduction
Roles
&
Responsibilities**

REVISION HISTORY

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New

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1.0 MASTER BOOKLET

1.1 Introduction

This document is the master booklet. It lists the constitution, by-laws, rules & regulations by which GDSFA operates.

- i. Constitution
(http://www.granvillesoccer.com.au/mydocs/files/Constitution/GDSFA_Constitution_2010_11_27.pdf)
- ii. Affiliation and Administration By-Laws
- iii. Competition Regulations
- iv. Match Regulations
- v. Grievance & Disciplinary Regulations
- vi. Small Sided Football(Miniroos)Handbook Regulations

1.2 Abbreviations

AGM	Annual General Meeting
Board (The)	Directors of GDSFA
DC	Disciplinary Committee
GM	GDSFA General Manager
GDSFA	Granville & Districts Soccer Football Association (Inc)
GDSRA	Granville District Soccer Referees' Association (Inc)
SGM	Special General Meeting

1.3 Roles & Responsibilities

This section defines Association Officials, their duties and functions. The list of people elected as Association Officials shall be maintained and published on the Granville web site.

1.3.1 The Board

The Board of GDSFA define & operate a number of portfolios. The Association will publish a list of each portfolio and its responsible Director within 1 week of those being designated at first meeting of board after AGM or whenever changes in Directorship occurs.

Each year the previous year's portfolios are spilled and reallocation negotiated amongst the Board.

Key responsibilities of The Board include:

Elect the following:

a Executive Director;

- Prepare the Financial Report for The Board and GM.
- Act as the Public Officer of the Association.
- Organise the preparation of the Financial Report for The Board.
- Prepare an audited financial statement covering the financial year to 30th September to be presented at the AGM
- Prepare a financial report for Representative Teams to be presented to the AGM.

b Chairperson

- Appoint a Chairperson for all Board and Association meetings
- Ensure that all meetings are conducted in accordance with the rules of the Association
- Have a casting vote only at all meetings
- Be responsible to see that all officials of the Association carry out their duties in accordance with the Constitution and by-laws.

1.3.2 General Manager

The General Manager of GDSFA is responsible for a number of functions, including but not limited to the following:

- Hold the Association official stamp.
- Accept any monies due, giving an interim receipt only.
- Pay any accounts approved for payment.
- Pay to the Treasurer all monies received.
- Record any actions that the Board makes between meetings and report.
- Attend to the Association's correspondence.
- Prepare an Annual Report and distribute to all affiliated Clubs at least fourteen (14) days prior to the AGM.
- Undertake any other duties found necessary in carrying out the above functions and be an ex-officio member on all Committees.
- Keep a record of all attendances at meetings.
- Keep in the Official Minute Book the business transacted at every meeting.
- Report to the Chairperson on any official who has absented himself/herself without reasonable excuse from three (3) consecutive meetings.
- Keep a register of all players registered within the Association.
- Be responsible for the maintenance of a register of all-defaulting, suspended, and any ineligible player or Officials also suspended and defaulting players from outside the Association as circularised by Football NSW.
- Publish a season commencement date and arrange all competitions and fixtures as directed by The Board.
- Coordinate with the Director of Referees/GDSRA (Inc) re fixtures to ensure that Referees are to be in attendance at fixtures.
- Record all tables showing the position of all teams in competitions.
- Receive & file all team sheets covering competition fixtures.
- Record the results of all matches.
- record players that play out of assigned age/division
- Maintain statistics for each competition.
- List fines to be assigned to Clubs as applicable
- Investigate any other abnormalities found and present a report to The Board on a weekly/fortnightly basis.