

**Gundaroo
Community
Association**

Gundaroo Community Association Inc.

Social Soccer Sub-committee

1. On 9 April 2006 the Gundaroo Community Association Inc. Committee (GCA Committee) passed a resolution to invite the Gundaroo Social Soccer Inc. (GSS) to transfer its soccer activities to the GCA and to establish a Social Soccer Sub-committee (the Sub-committee) to organize and manage those activities. The GSS accepted this invitation on 30 April 2006. This document contains GCA Committee directions and guidance for the Sub-committee.
2. The CGA Committee hereby delegates to the Sub-committee authority to control and manage in accordance with the GCA Constitution and directions and guidance contained in this document the community social soccer activities transferred from the GSS to the GCA.
3. The Sub-committee shall consist of an Executive Group, Officials and Supporters.
4. The Sub-committee Executive Group shall comprise a President, Vice-president, Secretary and Treasurer who are appointed by the GCA Committee in accordance with Clause 21 of the GCA Constitution. The Executive Group members:
 - (a) hold office for one year and may be re-appointed by the GCA Committee;
 - (b) hold delegations from the GCA Committee to control and manage soccer activities; and
 - (b) must be financial members of the GCA.
5. Sub-committee Officials are GCA members appointed by the Sub-committee Executive Group to officiate at soccer matches or to otherwise assist the Executive Group to control and manage soccer activities. Supporters are GCA members who wish to participate in the activities of the Sub-committee.

6. Prior to the anniversary of the Sub-committee being established, the Sub-committee shall hold a special meeting of its members to nominate candidates for the Sub-committee positions of President, Vice-president, Secretary and Treasurer for the forthcoming year and forward those nominations to the GCA Committee for ratification.

7. It is the duty of the Sub-committee Secretary to keep minutes of all proceedings at Sub-committee meetings. Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

8. It is the duty of the Sub-committee Treasurer:

- (a) to ensure that all money due to the GCA in connection with the conduct of the Sub-committee's activities is collected and received and that all payments authorised by the Sub-committee Executive Group are made;
- (b) to ensure that correct books and accounts are kept showing the financial affairs of the Sub-committee, including full details of all receipts and expenditure connected with the activities of the Sub-committee; and
- (c) to operate on behalf of the GCA a bank account that shall be used to hold Sub-committee funds.

9. It is not a function of the Sub-committee Treasurer to authorise expenditure of Sub-committee funds.

10. Expenditure by the Sub-committee on soccer activities shall be authorised as follows:

- (a) Expenditure on a single item greater than \$1000.00 must be authorised by a resolution of the Sub-committee Executive Group.
- (b) Expenditure on a single item that is \$1000.00 or less but greater than \$500.00 must be authorised in writing by any two Sub-committee Executive Group members except the Treasurer.
- (c) Expenditure on a single item that is \$500.00 or less must be authorised in writing by any one Sub-committee Executive Group member except the Treasurer.

11. On completion of a financial year⁽¹⁾ the Sub-committee's financial records shall be audited by a person or persons appointed by the GCA Committee and an audit report shall be provided to the GCA Committee.

12. It is a duty of the Sub-committee Executive Group to ensure that Sub-committee activities are self-funding and do not result in a financial burden on other areas of the GCA.

13. It is a duty of the Sub-committee Executive Group to ensure that no community social soccer activities are undertaken until such times as the GCA Committee has effected public liability insurance coverage that specifically covers community social soccer activities. The Sub-committee will be required to contribute to the cost of this insurance.

14. The Sub-committee shall provide the following reports to the GCA Committee:

- (a) A Quarterly Financial Report⁽²⁾ that includes a Profit and Loss Statement for the quarter and a Balance Sheet showing the Sub-committee's financial assets and liabilities at the end of the quarter.
- (b) A Quarterly Activity Report⁽³⁾ that summarizes the main activities of the Sub-committee during the quarter.
- (c) An Annual Financial Report⁽⁴⁾ that includes a Profit and Loss Statement for the full year and a Balance Sheet showing the Sub-committee's financial assets and liabilities at the end of the year.

NOTES:

- (1) The GCA Financial Year runs from 1 January to 31 December.
- (2) Quarterly Financial Reports shall cover the three months to 31 March, 30 June and 30 September. The December Quarter period will be covered by the Annual Financial Report.
- (3) Quarterly Activity Reports shall cover the three months to 31 March, 30 June, 30 September and 31 December.
- (4) The total income and expenditure of the Sub-committee shall be included in the overall GCA Accounts and the Sub-committee Annual Financial Report shall be annexed to the GCA Accounts.
- (5) This document was adopted by resolution of the GCA Committee on 21 November 2006.