



**PARRAMATTA JUNIOR RUGBY LEAGUE CLUB
INCORPORATED [ABN 53 787 746 480]
(the "Junior League")**



Call for Nominations for the Advisory Committee

1. The Annual General Meeting of the Junior League is to be held on Wednesday, 6 December 2023 (the "**AGM Date**").
2. At that meeting all Advisory Committee Members are to retire.
3. Nominations are hereby called for persons to stand for election as an Advisory Committee Member of the Junior League at that meeting. Retiring Advisory Committee Members may be nominated to stand for re-election.
4. Nominations must be made on the Nomination Form, which **accompanies** this form.

Nominations by means of the Nomination Form must be received by the Junior League not less than 7 days before the AGM Date (by close of business on Wednesday, 29 November 2023).

at either:

Eels HQ
Kellyville Memorial Park
Corner of Kennedy Avenue & Stone Mason Drive
Kellyville, NSW, 2155 (office address), or;

Parramatta Junior League
PO Box 317
Kellyville, NSW, 2155 (postal address), or:

adam.fairley@parraeels.com.au (email address)

5. The qualifications and job description for the Advisory Committee are as follows:

Qualifications

The Junior League accepts any person or official without deference to residential qualifications providing those persons are of integrity and are associated with an affiliated Club, the PNRL or the Junior League.

Notwithstanding that Executive Committee Members (President, Vice-President, Secretary, Treasurer, Registrar) of any affiliated Junior League Club are ineligible to be appointed as a member of the Advisory Committee.

Each person who is nominated (each "Nominee"):

- (a) must be of integrity and are associated with an affiliated Club, the PNRL or the Junior League
- (b) must not be a be President, Vice-President, Secretary, Treasurer, Registrar of an affiliated Club
- (c) must not:
 - (i) be under 18 years of age;
 - (ii) be bankrupt;
 - (iii) be of unsound mind;
 - (iv) be a person who:
 - (A) has acted in a manner unbecoming a member; or
 - (B) has acted in a manner prejudicial to any Junior League; or
 - (C) has brought any Club, Junior League or Association into disrepute.

- (d) must, at the time of accepting nomination for election as an Advisory Committee Member, disclose to the Junior League:
 - (i) any roles and/or positions held by them with any Club(s) which is (are) a Member of the Junior League or otherwise affiliated with the Junior League;
 - (ii) any roles and/or positions held by them with any entity which, upon their election, would give rise to a material conflict of interest; and
 - (iii) any actions or omissions of the Nominee in the three (3) years preceding the date of this document:
 - (A) which would have involved conduct unbecoming of a person if the person was an Advisory Committee Member of the Junior League; or
 - (B) which, if they were made known publicly, could, or would, bring the Junior League, or Rugby League, into disrepute;
- (e) must have demonstrated:
 - (i) a commitment to Rugby League in general, and a commitment to Rugby League in the District;
 - (ii) a commitment to respectful and moral behaviour; and
- (f) commits, if elected as an Advisory Committee Member in that role:
 - (i) to the positive promotion of Rugby League in the District and the general interests of the Members;
 - (ii) to act with reasonable concern and diligence;
 - (iii) to disclose conflicts of interest;

Job Description

- (a) to undertake the role of an Advisory Committee Member in a manner consistent with the clause (f) of the Qualifications;
- (b) to, where possible, attend all meetings of the Advisory Committee and make recommendations at those meetings which are in the interests of the Junior League and consistent with its objects;
- (c) to, where possible attend all meetings of the Junior League (Presidents & Secretaries, Forum, Annual General Meeting, Special General Meetings)
- (d) to give due consideration to all documents provided to Advisory Committee Members;
- (e) to sit on Junior League Sub-Committees which align to your relevant experience;
- (f) to, where possible, attend match days on Friday night, Saturday and Sunday;
- (g) to adhere to Junior League game day procedures for Grounds Committee Members;
- (h) to report any incidents initially to Junior League Operations, who will advise how to proceed with the issue;
- (i) to undertake roles as per Annexure 1.

Acceptance of Nomination

Any Nomination for the position of an Advisory Committee Member of the Junior League of any person who, in the opinion of the Board (acting reasonably and expressed in a resolution of the Board) does not meet the Qualifications shall not qualify as a valid nomination. Any such resolution of the Board must be passed by not less than 75% of the members of the Board.

Adam Fairley

Adam Fairley

15 November 2023

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Signed

Print Name

Date

Public Officer, Parramatta Junior Rugby League Club Incorporated

ROLE OF THE ADVISORY COMMITTEE

PROCEEDINGS OF THE ADVISORY COMMITTEE

- a) The Advisory Committee shall meet on such days and at such times as directed by the Board of Management and the procedures to be observed at all meetings of the Advisory Committee shall be the same as that provided for the meetings of the Board of Management.
- b) Meetings of the Advisory Committee may be conducted in conjunction with meetings of the Board of Management, but at such meetings, members of the Advisory Committee shall have no voting rights.
- c) Where an Advisory Committee meeting is not held in conjunction with a Board meeting, it shall be chaired by a Director from the Board of Management.

SUB-COMMITTEES

Advisory Committee Members sit on the following Sub-Committees:

- Grading & Re-Grading Committee
- Grounds Committee (of significant importance)
- Constitution and Policies Committee
- Competition Policy & Review Committee

Grounds Committee

- a) The Grounds Committee shall consist of all Board of Management and Advisory Committee members whose duty shall be to investigate and report on the fitness of a ground or grounds to be played on during the competition.
- b) In the absence of the Grounds Committee to decide on the fitness of a ground where a competition match is to be played, the Referee after consultation with the home Club Secretary or ground controller, may suspend or terminate the game. In all cases in which a game is terminated the Referee shall submit a report to the Junior League.

If the ground you are in attendance at is not fit for play – please immediately contact Martina Bialluch on 0426 227 486 prior to making any decisions.

GAME DAY PROCEDURES

Advisory Committee Members are to be scheduled to attend PJRL game days (when available).

The role of Advisory Committee Members at game days is to have a presence across the Junior League and to assist Clubs and Ground Managers (if required).

The Advisory Committee are not at grounds to police situations, though if game day processes and management are not in line with the NSWRL Policies and Procedures, your role is to discreetly approach Club Committee's and/or the Ground Manager to request changes to align with the NSWRL Policies & Procedures which ensures compliance.

Examples of non-compliance are:

- Registration Cards not being checked prior games
- Mini/Mod sheets not being available
- Coaches sitting outside of the Bench Area and yelling instructions at their players (they MUST be seated inside the officials area for games to begin, and are not permitted to yell at their team during the game)
- Injured teammates and friends in the Official Area or on the Benches – this is not acceptable, only players on the scoresheet, coaches and trainers may be on the bench
- Trainers not following the rules with respect to entering the field of play – the On Field Policy explains when Trainers can enter the field of play – [click here](#) for information
- Sin Binned players being allowed to interact with Reserves
- Toddlers being allowed to sit on the Manager's knee
- Cameras being used inside the fence line
- People smoking & vaping inside the fence or near fields (all grounds are non-smoking areas)
- Clubs not recording matches Under 13s and older with a VEO Unit (PJRL Policy)

The NSWRL Policies & Procedures are in place to protect the Players and Officials and the integrity of the game, they must be enforced as best as possible.

[Click here](#) to view the NSWRL Policies & Procedures (**note: you will be supplied with a printed copy**)

If there are any issues, complaints or incidents at the ground you are in attendance at - please immediately contact Martina Bialluch on 0426 227 486 to advise the situation



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INCORPORATED [ABN 53 787 746 480]
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NOMINATION FORM

Nomination for the position of an Advisory Committee Member of the Junior League

NOMINATOR:

I, _____ being a person authorised by _____
(Full Name) (Name of club)
 ("Club") to make this nomination, and the Club being a member of the Junior League or otherwise affiliated with the Junior League, hereby nominate _____ as a person to stand for election as an
(Full Name of Nominee)
 Advisory Committee Member of the Junior League at the AGM of the Junior League to be held on Wednesday, 6 December 2023 ("AGM Date").

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Signature of Nominator **Date**

Note: Nominees for the position of an Advisory Committee Member must certify their willingness to accept the position for which the Nominee is nominated and must declare any position they hold in any Club being a member of the Junior League or otherwise affiliated with the Junior League including as an officer (however described including as a Delegate) or as a full-time employee.

Declaration of Nominee:

I _____:
(Full Name of Nominee)

- (a) certify my willingness to accept the position for which I am nominated, if elected;
- (b) certify that I have read and I meet the Qualifications, and have read and am able to meet the Job Description, for an Advisory Committee Member as set out in the form of Call for Nominations in respect of the Annual General Meeting to be held on the AGM Date;
- (c) declare that I hold the following roles/position/s with the following Club(s) being a member (or members) of the Junior League or otherwise affiliated with the Junior League:

Club: _____	Club: _____
Roles/Position/s: _____	Roles/Position/s: _____
_____	_____
_____	_____

(d) declare that I hold the following roles/position/s with the following entities:

Entity:	_____	Entity:	_____
Roles/Position/s:	_____	Roles/Position/s:	_____
	_____		_____
	_____		_____

(e) declare that if I am elected that will not, by reason of my existing role(s) and/or position(s) in those Clubs and/or in any other entity (or entities), give rise to any material conflicts of interest;

(f) declare that I am not aware of any actions or omissions on my part, in the three (3) years preceding the date of this declaration:

(i) which would have involved conduct unbecoming of a person if the person was a director of any National Sporting Organisation, any State Sporting Organisation, any Junior League, any Club; or

(ii) which if they were made known publicly, could, or would, bring any National Sporting Organisation, any State Sporting Organisation, any Junior League, any Club, or football, into disrepute; and

(iii) if I have been before a hearing of any National Sporting Organisation, any State Sporting Organisation, any Junior League or any Club I will disclose the details as below:

Year: _____

Charge : _____

Guilty/Not Guilty: _____

Sanction: _____

(g) disclose my address, telephone number and email address are as follows:

Address: _____

Mobile Number: _____

Email: _____

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Signature of Nominee

.....
Date

THIS FORM MUST BE RECEIVED BY THE JUNIOR LEAGUE not less than 7 days before the AGM Date (by 5:00pm on Wednesday, 29 November 2023 at:

(Office)

Eels HQ

Kellyville Memorial Park

Corner of Kennedy Avenue & Stone Mason Drive

Kellyville, NSW, 2155

or

(Post Office Box)

PO Box 317

Kellyville, NSW, 2155

or

(Email Address)

adam.fairley@parraeels.com.au