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, 9 December 2026 (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, 2 December 2026).

   at either:

   James Hardie Centre of Excellence
   304 Stone Mason Drive
   Kellyville, NSW, 2155 (office address), or;

   Parramatta Junior Rugby 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 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	18 November 2026
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Signed	**Print Name**	**Date**

Public Officer, Parramatta Junior Rugby League Club Incorporated

ANNEXURE 1

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 may 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 Manager, 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 note 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 and NSWRL Metro Conference By Laws 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

Click here to view the NSWRL Metro Conference By Laws

Click here to view the Ground Managers Handbook

Click here to view the Team Managers Handbook

(note: you will be supplied with printed copies)

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