



Baptist Football Queensland Constitution 2011

1.00 Ministry Name

1.01 The sports ministry group shall be named Baptist Football Queensland, herein referred to as BFQ, and shall operate as a ministry group under the auspices of Queensland Baptists.

2.00 Aims

2.01 The aims of BFQ shall be to:

- a. Provide competitive games of modified association football for registered members who play for clubs which are organized by member churches of Queensland Baptists, other protestant churches and like minded organizations as approved by the executive management committee on a seasonal basis.
- b. That all team members registering with BFQ, shall be brought to knowledge of the saving grace of Jesus Christ.
- c. To promote a Christ centred lifestyle.

3.00 Affiliation

3.01 Affiliation shall be open to organizations that meet one or more of the following criteria.

3.02 Affiliation shall be open to churches, which are member churches of Queensland Baptists, and which shall apply for affiliation prior to the commencement of each football season or as otherwise decided by the executive committee.

3.03 Affiliation shall also be open to other Protestant churches provided that in each grade, teams from Queensland Baptists are in the majority. Each application for admission of teams under this category shall be subject to approval of the executive management committee.

3.04 Affiliation shall also be open to organizations that can show the BFQ executive sufficient evidence that significant support structures are in place to ensure that the goals and aims of BFQ can be upheld. Each application for admission of teams under this category shall be subject to approval of the executive management committee. BFQ executive reserves the right to appoint a team chaplain to teams that nominate under this category to ensure that the aims and goals of BFQ are strived for at all times.

3.05 The BFQ executive committee reserves the right to withdraw any team's right to play in any one or more seasons or balance of a particular season of BFQ sanctioned football if they demonstrate behavior that does not meet the aims of BFQ during a season. Teams that have their right to play withdrawn shall still be liable for all fees and charges with regard to the current season they are playing in.

3.06 The BFQ executive management committee reserves the right to affiliate with any like-minded organisation to promote Christian football to the wider football community.

4.00 Baptist Football Queensland Executive

4.01 The management of BFQ shall be vested in an executive management committee (EMC) and its various sub committees. The below mentioned positions shall generally comprise the executive management committee. These people must be elected or nominated at the previous Annual General Meeting to the BFQ executive, which shall be held at the conclusion of the winter season of fixtures and shall serve for a term of 1 calendar year.

President	Secretary	Games Convenor
Vice President	Senior Men's x 1	Over 30's x1
Non Portfolio Pos. 1	Senior Ladies x 1	Referees Pos. 1

4.02 The executive management committee may call for suitable applicants should an executive position become vacant due to the resignation of an existing executive member on an as required basis.

4.03 The role of the executive management committee is to ensure the effective and efficient management of BFQ in a manner that meets the general goals, aims and objectives of BFQ. This shall include the appointment of key positions to the various sub committees of the BFQ Executive.

4.04 The executive management committee of BFQ has the power to overrule decisions that may have been made by any of its sub committees when decisions made are seen by the executive management committee to not meet the goals, aims and objectives of BFQ.

4.05 The executive management committee shall meet at least on a quarterly basis.

4.06 The executive officers of BFQ shall wherever possible be active participants in their local church and shall include but not be limited to the following portfolios:

a. President

Chair Meetings of BFQ and its Executive

Represent BFQ at a wider Christian football community level

Represent BFQ with matters involving Queensland Baptists.

Represent BFQ to the wider football community at a national and international level.

Speak on behalf of BFQ when dealing with the media at all levels.

Sit on Senior Men's Competition Management Committee

In conjunction with the secretary set agendas for meetings

Be involved in judicial hearing committees on an as required basis.

Meet with each EMC member on a regular basis to oversee and assist to ensure individual portfolio responsibilities are being fulfilled.

The Executive position of President wherever possible shall be filled by a current regular attendant of an affiliated Queensland Baptists member church. If no such suitable nominees are found then a caretaker appointment may be made by the association to these positions subject to approval of such persons by the relevant reporting manager of Queensland Baptists.

b. Vice President

Represent the president should he be unable to attend to his duties

Be an active participant in judicial hearings on an as required basis

Serve on various working parties as appointed by BFQ executive from time to time

Assist the president in his roles on an as required basis to ensure the efficient running of BFQ.

The Executive position of Vice President wherever possible shall be filled by a current regular attendant of an affiliated Queensland Baptists member Church. If no such suitable nominees are found then a caretaker appointment may be made by the association to these positions subject to approval of such persons by the relevant reporting manager of Queensland Baptists.

c. Secretary

Record, collate and store an accurate record of BFQ general meetings of member clubs.

Record, collate and store an accurate record of BFQ annual general meetings.

Record, collate and store an accurate record of BFQ executive management committee meetings.

Collate and store an accurate minute's record of the various subcommittees of BFQ executive.
Collate and store an accurate minute's record of any judicial hearings.
Be an active participant in judicial hearings on an as required basis
Serve on various working parties as appointed by BFQ executive from time to time

d. Treasurer

Prepare season financial budgets
Prepare and present to BFQ executive a yearly financial report
Prepare and send season accounts to member clubs
Collect outstanding monies from member clubs and other debtors and bank on behalf of BFQ
Prepare and pay season expenses in conjunction with Queensland Baptists Accounts section.
Be an active participant in judicial hearings on an as required basis
Serve on various committees as appointed by BFQ executive from time to time

e. Games Convenor

Co-ordinate the preparation of draws for any and all competitions conducted by BFQ.
Prepare and maintain the draw for all Senior Men's Competitions conducted By BFQ.
Work in conjunction with the BFQ Grounds Convenor to actively search out possible new fields and liaise with owners regarding payment schedules.
Sit on Senior Men's Competition Management Committee
Be an active participant in judicial hearings on an as required basis
Serve on various committees as appointed by BFQ executive from time to time

f. Registrar Senior Men

Be an active member of the Senior Men's Management Committee on behalf of the executive of BFQ.
Provide to the secretary of BFQ copies of minutes of those meetings.
Collate team registration forms for all senior men's teams and provide a complete team contacts listing to the secretary of BFQ for each season.
Collate squad registration forms for all clubs playing as a squad
Collate and file individual player registration forms as supplied by individual clubs
Counter sign all claim forms for player injury insurance claims providing suitable evidence that the claim is from a registered player or registered official actively involved in BFQ activities.
Be an active participant in judicial hearings on an as required basis
Serve on various working parties as appointed by BFQ executive from time to time

g. Registrar Ladies

Be an active member of the Senior Ladies Management Committee on behalf of the executive of BFQ.
Provide to the secretary of BFQ copies of minutes of those meetings.
Collate team registration forms for all ladies teams and provide a complete team contacts listing to the secretary of BFQ for each season.
Collate squad registration forms for all clubs playing as a squad
Collate and file individual player registration forms as supplied by individual clubs
Counter sign all claim forms for player injury insurance claims providing suitable evidence that the claim is from a registered player or registered official actively involved in BFQ activities
Be an active participant in judicial hearings on an as required basis
Serve on various working parties as appointed by BFQ executive from time to time

h. Registrar Over 30's

Be an active member of the Over 30's Management Committee on behalf of the executive of BFQ.
Provide to the secretary of BFQ copies of minutes of those meetings.
Collate team registration forms for all Over 30 men's teams and provide a complete team contacts listing to the secretary of BFQ for each season.
Collate squad registration forms for all clubs playing as a squad

Collate and file individual player registration forms as supplied by individual clubs
Counter sign all claim forms for player injury insurance claims providing suitable evidence that the claim is from a registered player or registered official actively involved in BFQ activities
Be an active participant in judicial hearings on an as required basis
Serve on various working parties as appointed by BFQ executive from time to time

i. Representative Football Convenor

Represent BFQ to the wider Christina football community at a local and state level.
Organize and coordinate any and all representative teams that may be approved by the executive of BFQ on an as required basis.
Be an active participant in judicial hearings on an as required basis
Serve on various working parties as appointed by BFQ executive from time to time

j. Referees Convenors (Up to 2 Positions)

Represent BFQ approved referees at an executive level.
Represent BFQ Referees at a state and national level with other like minded bodies.
Coordinate and chair the local BFQ Referees Technical committee
Responsible for the appointment and scheduling of referees to BFQ sanctioned games.
Represent BFQ referees at general and executive meetings of BFQ.
Advise BFQ executive and member clubs on FIFA law changes and guidelines.
Be an active participant in judicial hearings on an as required basis
Serve on various working parties as appointed by BFQ executive from time to time

k. Players Representative Men's

Represent Senior Men's player's views at a BFQ executive level.
Be a current registered Senior Men's player playing BFQ sanctioned matches
Be an active participant in judicial hearings on an as required basis
Be an active member of the Senior Men's Management Committee
Serve on various working parties as appointed by BFQ executive from time to time

l. Players Representative Ladies

Represent Senior Ladies player's views at a BFQ executive level.
Be a current registered Senior Ladies player playing BFQ sanctioned matches
Be an active participant in judicial hearings on an as required basis
Be an active member of the Senior Ladies Management Committee
Serve on various working parties as appointed by BFQ executive from time to time

m. Players Representative Over 30's

Represent Over 30's competition players views at a BFQ executive level.
Be a current registered Over 30's player playing BFQ sanctioned matches
Be an active participant in judicial hearings on an as required basis
Be an active member of the Over 30's Management Committee
Serve on various working parties as appointed by BFQ executive from time to time

n. Chaplain

Represent BFQ at a player, spectator and official level on matters of a spiritual nature.
Act as spiritual counsel to the executive and member clubs of BFQ.
Assist injured players with preparation of insurance claims
Be an active participant in judicial hearings on an as required basis
Serve on various working parties as appointed by BFQ executive from time to time

o. Non-portfolio position (Up to 2 persons)

Be called upon by the executive of BFQ to assist in resolving disputes that may arise from time to time.

Recognized for their wisdom and wise counsel in both football and spiritual matters.

Be an active participant in judicial hearings on an as required basis

Serve on various working parties as appointed by BFQ executive from time to time

p. Promotions Officer

Prepare any press releases that may be required on behalf of BFQ.

Proactively market BFQ and its goals aims and objectives where opportunities to do so are given.

Actively generate sponsorship opportunities for BFQ with like minded businesses and organizations.

Be an active participant in judicial hearings on an as required basis

Serve on various working parties as appointed by BFQ executive from time to time

q. Web Site

Manage the BFQ web site on a day to day basis.

Design and implement changes to the web site as directed by EMC on an as required basis.

Proactively present for approval to EMC any proposed changes and new features to be included on web site on a season by season basis.

Be an active participant in judicial hearings on an as required basis

Serve on various working parties as appointed by BFQ executive from time to time

r. Results Officer

Record and collate match results and divisional tables for all divisions of BFQ sanctioned football.

Record and collate all player infringements as recorded on the back of completed match cards.

Record and collate all BFQ annual awards tallies.

Advise individual teams in a timely manner of any and all player suspension notices.

Advise individual teams and players of any judicial hearing notices and outcomes

Be an active participant in judicial hearings on an as required basis

Serve on various working parties as appointed by BFQ executive from time to time

s. Grounds Convenor

Work in conjunction with the Games Convenor to supply adequate fields for the ongoing needs of BFQ.

Ensure that all BFQ supplied fields are adequately marked in accordance with current FIFA guidelines.

Negotiate with field owners and local government organizations regarding ongoing costs of field utilization on behalf of BFQ.

Proactively seek out suitable fields for use by BFQ on an as required basis.

Inspect all club supplied fields to ensure that they meet the ongoing requirements of BFQ on a season by season basis.

The executive shall always be made up of a majority of members that are current regular attendants of affiliated member churches of Queensland Baptists.

4.06 Each competition whilst under the overall management of BFQ executive shall be run on a day to day basis by the relevant BFQ League Management Committee. These committees shall normally be made up of relevant executive portfolio members plus others as required and approved by the executive management committee of BFQ.

A. League Management Committee

Relevant Divisional Registrar
BFQ President or Vice President
Games Convenor or his appointed representative
Relevant Divisional Players Representative
Plus at least 1 other current Executive Member

B. Referees Technical Committee

Referees Convenor
Referees Technical Director
Referees Coaching Director
Plus at least 1 other senior referee

4.07 Each league management committee shall meet on a regular basis (at least quarterly) during each season to ensure the efficient running of the individual competition on behalf of BFQ executive.

4.08 Each league management committee shall prepare and present a report on its current status to all BFQ executive management meetings.

4.09 Each league management committee may bring issues that it can not resolve within itself to executive management meetings of BFQ for wider input, discussion and decision.

4.10 Each league management committee shall prepare and present a report to the annual general meeting of BFQ on its activity during that season just completed.

5.00 Affiliation Reviews

5.01 Each league management committee shall review each relevant team's application each year to ensure that it meets the requirements under "Affiliation Clauses" of the constitution and acceptance into the competition shall be communicated to each team complete with a copy of the current constitution, rules of competition and team and individual player registration forms.

5.02 The executive management committee after due consideration and consultation with the relevant league management committee may withdraw a clubs right to participate in BFQ sanctioned matches due to repeated breeches of BFQ's goals and aims. This shall be communicated to the club and its sponsoring church in writing and is subject to the BFQ's normal appeals process.

5.03 The executive management committee after due consideration and consultation with the relevant league management committee may withdraw an individual player's right to participate in BFQ sanctioned matches due to repeated breeches of BFQ's goals and aims. This shall be communicated to the player via his sponsoring club and its sponsoring church in writing and is subject to the BFQ's normal appeals process.

5.04 Players, teams and clubs that have had their right to play in BFQ withdrawn for breaches of the Players code of conduct shall have their relevant details also forwarded to the Queensland Christian Soccer Association, Australian Christian Football Federation and Football Queensland.

6.00 Finances

6.01 Baptist Football Queensland runs on a not for profit basis. The costs of the season are spread equally amongst teams. Any and all profits made are held by BFQ for the purchasing of equipment, promotion of BFQ and the support of various charities on an occasional "when funds are available" basis.

6.02 The executive after reviewing the previous season and forecasting costs for the next shall apply a fee structure to each club for the following season. All affiliated clubs are equally responsible for the running costs of BFQ for each season. This fee structure for each team may include but not be limited to:

- a. Seasonal Team Registration Fee
- b. Forfeit Fee
- c. Good Behaviour Bond
- d. Weekly Ground Charges
- e. Referee's Fees
- f. Ground Lighting Charges
- g. Ground Preparation Fees

6.03 Finance may also be raised by acceptance of donations and gifts and by such means as are permitted by Queensland Baptists current guidelines for fund raising by ministry arms.

6.04 Finance may also be raised in the form of sponsorship of the various competitions as negotiated from time to time by the executive of BFQ with suitable outside organizations.

6.05 Teams must have all outstanding bills paid in full prior to the last premiership fixture or forfeit their right to contest any final series that they may have qualified for.

6.06 Individual clubs and teams are encouraged to find sponsors to offset some of their playing costs. A sponsor is able to place its name on the front or back of the playing strip. Teams are not able to accept any form of sponsorship without first gaining approval of the sponsor's name via the executive management committee of BFQ.

6.07 If the sponsor is rejected by the executive management committee of BFQ the club or team may take the matter to the floor of a general meeting of BFQ where an 80% acceptance vote will be required for the sponsor to gain approval. Sponsors that gain approval via this means will also have to be approved by the reporting body within Queensland Baptists. Should the reporting body within Queensland Baptists reject this sponsor as being unsuitable then the matter shall be deemed closed and the prospective sponsor right to sponsor a team in BFQ shall be withdrawn.

7.00 Laws Of The Game

7.01 The Laws of the game shall generally be those which apply to Association Football as printed in the current issue of "Laws of the Game" as published by the Football Federation of Australia.

7.02 The executive management committee and its various sub-committees with the approval of the member clubs at a duly formed general meeting may alter any or all of these rules to better reflect the aims and goals of BFQ on a season by season basis.

8.00 Teams

8.01 All teams participating in sanctioned games of BFQ shall aspire to the aims and goals of BFQ.

8.02 Teams shall be divided into competitions and divisions based on age, gender and overall skill levels of individual teams. All players shall have reached minimum age requirements as laid down in the season rules during the year of the season for which they are applying for registration in. The executive prior to the commencement of that season shall decide the number of divisions and various sanctioned competitions on a season by season basis.

8.03 All coaches and managers over the age of 18 of member clubs of BFQ shall be in possession of a current Queensland Government Children's Commission CCYP suitability card.

9.00 Competitions

9.01 The BFQ shall normally only run competitions of competitive football to be known as Senior Men's, Senior Ladies and Over 30 Men's leagues. Each league shall have minimum age requirements which shall be listed in the season handbook rules in their relevant sections.

9.02 The BFQ shall conduct contests each season within these leagues, which may include but not be limited to:

- a. A point's premiership contest based on the results of each fixture game.
- b. A final contest in which a number of the leading clubs in a point's table in each division participates. The executive will decide on a per division basis what the make up of this finals contest each season shall be.
- c. A Knockout contest.
- d. An Invitation match between BFQ clubs and clubs representing other like minded football associations.
- e. A modified summer competition.
- f. Representative football as negotiated with other like minded organizations within the wider football community.

10.00 Referees

10.01 The referee's technical committee on the recommendation of the Referees Convenors shall appoint Referees and Assistant Referees to control BFQ sanctioned matches on a season-by-season basis.

10.02 The referee's convenor shall by 30th June each year present to the executive management committee of BFQ an updated listing of currently approved referees and assistant referees and their grading levels for appointment to BFQ sanctioned games.

10.03 The executive reserves the right to terminate individual referee appointments at anytime during the regular season should an individual referee be assessed to not be able to meet the aims, goals and objectives of BFQ or is found to have skill levels that do not meet the current requirements of BFQ.

10.04 The referees will elect from within themselves suitable candidates to serve on their Technical Committee. This committee is responsible for the ongoing education and grading of referees and assistants on behalf of BFQ.

10.05 All referees shall be a minimum of 16 years of age before the commencement of the season for which they applying for registration.

10.06 All assistant referees shall be a minimum of 13 years of age before the commencement of the season for which they applying for registration.

10.07 All referees and assistant referees appointed by BFQ shall have completed and passed a BFQ approved course of study in referee techniques.

10.08 All referees and assistant referees over the age of 18 shall be in possession of a current Queensland government Children's Commission CCYP suitability card.

10.09 All referees appointed by BFQ shall also be eligible for grading by the Australian Christian Football Federation.

11.00 Meetings

11.01 The executive management committee shall call a general meeting of all clubs of the previous season and new clubs prior to the commencement of each season and on an as required basis from time to time ensuring the efficient running of BFQ.

11.02 The executive has the power to call a general meeting of member clubs at any time during the season. Normally a general meeting will be called at the start and end of each regular season of sanctioned matches.

11.03 An individual club may call a general meeting of member clubs at any time during the regular season by submitting to the secretary of BFQ a petition supported by not less than 50% of current member clubs stating the business matters they wish to discuss at that meeting.

11.04 A general meeting shall consist of the current members of the executive plus at least one representative from each club fielding teams. More than one representative from each club may attend, but when voting, the club may be represented by one vote only.

11.05 For the purposes of forming a quorum it will be deemed that 50% of member clubs and 50% of the executive be in attendance.

11.06 Clubs attending general meetings of BFQ will be credited with 1 competition point for each team they have entered in the current season of competition.

11.07 The annual general meeting shall normally be held towards the end of each regular winter season normally during September or October of each year, at which time reports shall be received from relevant executive members regarding the current season, a general review shall be conducted of the current season and the election of executive positions for the following one year period shall take place.

11.08 The annual general meeting shall consist of the current members of the executive plus at least one representative from each club fielding teams. More than one representative from each club may attend, but when voting, the club may be represented by one vote only.

11.09 For the purposes of forming a quorum it will be deemed that 50% of member clubs and 50% of the executive be in attendance.

11.10 Clubs attending the annual general meeting will be credited with 1 competition point for the following season of competition.

11.11 Clubs not able to attend a general meeting or annual general meeting of BFQ are requested to communicate their apology to the BFQ secretary before the scheduled meeting time. Clubs which communicate their apology in this manner will be credited with the same number of points per team as those attending.

12.00 Policies & Procedures

12.01 The BFQ executive and its various committees shall from time to time develop various policies as required by government or associated regulatory bodies that shall be read in conjunction with the BFQ seasonal handbook and rules of engagement.

12.02 These policies shall include but not be limited to standards of behavior for players, officials, coaches and managers when engaged in BFQ sanctioned activities.

13.00 Winding Up Procedures

13.01 Should the member clubs of BFQ be unable to continue to elect suitable members to the executive management committee to ensure the ongoing day to day operations of BFQ, the outgoing

elected BFQ executive will undertake to present a completed financial report after the sale of any assets to the management executive of Queensland Baptists?

13.02 Any monies still in the possession of BFQ after all outstanding debts have been paid will then be transferred to Queensland Baptists and be dispersed to an approved charity of their choice. It is the assumed desire of BFQ that these monies be utilized in the further development of Queensland Baptist Youth activities.

14.00 Alterations To BFQ Constitution

14.01 This constitution may not be altered, cancelled or added to, except by a two-thirds majority vote of the BFQ executive at a duly constituted meeting of the full BFQ executive.