

MACQUARIE FOOTBALL LIMITED A.C.N. 050 293 153

NEWCASTLE FOOTBALL LIMITED A.C.N. 052 054 163

HUNTER VALLEY FOOTBALL INCORPORATED

REGULATION A

DEFINITIONS/MISCELLANEOUS

Issued by the Joint Board of Directors of Macquarie Football Limited, Newcastle Football Limited and Hunter Valley Football Incorporated.

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A01 REGULATIONS – DEFINITIONS

The following Regulations, Procedures and Policies in conjunction with the Constitution and By-Laws of the Zone Association shall, with the approval of NSW Football and duly Registered with FFA, apply from the date of approval and shall take precedence over any previous Regulations of the Zone Association.

Throughout the following Regulations unless the context requires otherwise:

1. 'The Zone Association' shall mean Macquarie Football Limited, Newcastle Football Limited or Hunter Valley Football Incorporated.
2. 'Joint Board' shall mean a Joint Board of Directors of Macquarie Football Limited, Newcastle Football Limited and Hunter Valley Football Incorporated.
3. 'Advisory Committee' shall mean a Committee set up to advise the Directors of the Zone Association on the affairs of a Competition of the Zone Association.
4. 'Age Grade Competition' shall mean a Competition restricted to players who attain the Statutory Age Limit during the year of the Competition.
5. 'Amateur Player' means a player who is and always has been involved with the code for personal satisfaction and pleasure and without any thought to monetary or financial reward whatsoever, and as defined in the FFA National Registration Regulations 2007 **and Succeeding Documents**.
- hear 6. 'Appeals Tribunal' means the Committee set up by the Zone Association to appeals against the determinations of the Disciplinary Committee.
7. 'Associate Member' shall have the same meaning as 'Member' in the Constitution, By-Laws and Regulations of the Zone Associations.
8. 'Association Member' means the Zone Association being a Member of NSW Football and FFA with responsibilities for care and control of all football activities within the boundaries of the Zone Association.
9. 'Ballperson' means the person of the Home Club whose duty it is to return the ball when it goes out of play.
10. 'Board' or 'Board of Directors' means the Board of Directors of the Zone Association.
11. 'Close Season' means the period of the year outside the playing season.
12. 'Member Club' means a Member of the Zone Association (as defined in the Constitution, By-Laws and Regulations of the Zone Association) and registered as per FFA National Registration Regulations 2007 and Succeeding Documents.
13. 'Technical Director' or 'Manager – Coaching/Development' or 'Director of Coaching' means the official appointed by the Zone Association to act on its behalf with respect to coaching within the Zone Association's boundaries and in liaison with the Northern NSW Football Technical Director.
14. 'Committee Person' means a member of the governing committee of the Member.

15. 'Competition Administrator' means the entity responsible for the conduct and staging of a Zone Association Competition.
16. 'Competitions Administrator (Disciplinary)' means a person appointed by the Joint Board to administer the Disciplinary Rules and Regulations & procedures of the Zone Associations.
17. 'Competition' shall have meaning as per the FFA National Registration Regulations 2007 and Succeeding Documents.
18. 'Professional Player' means a player as defined in the FFA National Registration Regulations 2007 and Succeeding Documents.
19. 'Directors', 'Board of Directors' or 'Directors of the Zone Association' shall have the same meaning as referred to in the Constitution, By-Laws and Regulations of the Zone Association.
20. 'Directors' when used in relation to a Member of the Zone Association shall have the same meaning as in the Constitution, By-Laws and Regulations of the Zone Association.
21. 'Disciplinary Committee' or 'Judiciary Committee' means the Committee duly set up by the Zone Association for the purpose of determining Disciplinary matters referred to it.
22. 'Division' means a group of teams forming a Zone Association Competition.
23. 'Divisional Club' or 'Divisional Member' means a Member Club in one of the Zone Association Competitions.
24. 'Divisional Fixture' means a Fixture played between two members of the same Division of the Zone Association Competitions.
25. 'Extra Time' means two equal periods of play in addition to the playing time set down for the Fixture.
26. 'FFA' means the Football Federation of Australia.
27. 'Federation' means Northern New South Wales Football.
28. 'Federation Squad' means any duly selected group of players brought together from the Zone Associations to prepare for any Federation activities.
29. 'First Grade' means the top Team registered by a Member Club in the Association Zone Football League Competition.
30. 'Fixture' or 'Match Fixture' or 'Scheduled Match' means a game of football set down to be played on a given date at a given ground at a given time under the auspices of the Zone Association.
31. 'Gate' or 'Gate Monies' means the total of admission fees collected at the entrance to a Ground where such entry fees are applicable and approved by the Zone Association.
32. 'Goal Difference' is the difference between the goals scored by a Team and the goals scored against the Team ('goal difference = goals for – goals against').
33. 'Grading Committee' shall mean a Committee as determined by the Joint Boards of the Zone Associations for the purpose of grading teams for participation in the Zone Association's Competition.

34. 'Ground and Facilities' means the football Field and such spectator and Player amenities as are provided there.
35. 'Home Team' means the Team named first in each Fixture on the Fixture List as determined by the Zone Association.
36. 'Finals Series Fixture' means a Preliminary Semi-Final, Semi-Final, Final or Grand Final match.
37. 'Match Official' means the Referee and Assistant Referees (Linespersons) appointed to a Zone Association Fixture.
38. 'Member' shall mean a 'Registered Club' in the Zone Association's Competitions.
39. 'Member' when not having the restricted meaning referred to in Regulation A (38) shall have the same meaning as in the Constitution, By- Laws and Regulations of the Zone Association.
40. 'Minor' means a person under the age of 18 years.
41. 'Number' or 'Player Number' shall be the Number worn by a Player on the back of the shirt and shall correspond to the number on the Official Team Sheet.
42. 'Official' means any Committee Person, Director, Secretary, servant or duly authorized (expressed or implied) Agent of a Member of the Zone Association or any of its Member Clubs.
43. "Participant" means any Registered Player, Club or Official participating in the Zone Association's Competition.
44. 'Player' means any Registered football Player (being an Amateur Player or a Professional Player) offering to play, playing or having played for a Member Club.
45. 'Premiership' means the whole of the Zone Association Competition excluding the Finals Series.
46. 'Playing Season' or 'Season' means the period of the year commencing on date of the first Official Fixture and finishing on the date of the last Official Fixture duly determined by the Zone Association.
47. 'Publicity Officer' or 'Media Officer' shall mean the Agent of the Zone Association appointed for the purpose of publicizing the code and the Zone Association in every possible way.
48. 'Registered Player' shall mean a Player with a current Registration with a Member Club or the Zone Association, and a Player registered as defined in the FFA National Registration Regulations 2007 and Succeeding Documents.
49. 'Registrar' means the duly appointed Official whose duty it is to receive and approve the Zone Association Player Registrations.
50. 'Registered Office' shall have the same meaning as referred to in the Constitution, By- Laws and Regulations of the Zone Association.
51. 'Regulations' means those Regulations as adopted from time to time and such Regulations duly added to, amended or altered and shall also include all

Rules and By Laws made from time to time by the Directors of the Zone Association or by the Joint Board of Directors of the Zone Associations and as approved by NNSW Football and FFA.

- 52 'Professional Player' shall mean a Professional Player with a current service agreement to play for a Member Club of the Zone Association during the period for which the Club declares him/her as a Professional Player.
- 53 'Reserve Grade' means the team immediately below First Grade registered by a Member Club in the Association Zone Football League Competition.
- 54 'Season' means the Playing Season.
- 55 'Secretary' unless the context otherwise requires shall mean the Secretary of the Zone Association and shall have the same meaning as referred to in the Constitution, By- Laws and Regulations of the Zone Association.
- 56 'Sponsor' means a person, firm, corporation or other body offering or paying monies or considerations to the Zone Association for the purpose of promoting a Zone Association Competition and/or the Code of football.
- 57 'Strip', 'Club Strip' or 'Playing Strip' means the shirts or jerseys, shorts and socks worn by all Registered Players in any registered Team of the Zone Association's Competition.
- 58 'Substitute', 'Substitute Player', 'Bona-Fide Substitute', 'Replacement' or 'Interchange Player' means a Player taking the place of one who took the field at the start or earlier in the Fixture but is now leaving the field.
- 59 'Visiting Team' or 'Visitor' shall mean the Team which is named second in each Fixture on the Fixture List and therefore the Team which plays, has played or is set down to play a Fixture against a Home Team in the Zone Association's Competition.

Wherever in these Regulations the computation of time is involved, Sunday is to be reckoned to be a day.

Words or expressions contained in these Regulations shall be interpreted in accordance with the Provisions of the Act as in force at the date at which such interpretation is required.

In these Regulations, unless a different intention shall appear:

- i. words importing the singular number shall include the plural number and vice-versa;
- ii. words importing the masculine gender shall include the feminine gender;
- iii. words importing persons only shall include Companies, Corporations and Associations.
- iv. Any Heading, Marginal Notes or Numbers inserted in the Regulations are included for convenience only and shall not affect the construction thereof.

A02 REFERENCES TO THE CONSTITUTION & BY-LAWS OF ZONE ASSOCIATION

Throughout the Regulations of the Zone Association the context of the following Constitution & By-Laws of Zone Association shall also apply.

- Membership of the Zone Association
- Membership Application
- Admission to Membership

- Acceptance of Membership
- Annual Membership Fees, Levies and Charges
- Continuation of Membership
- Cessation of Membership
- Expulsion of Membership
- Expulsion of Primary Delegate
- Expulsion of Club Officials
- Cessation by Attribution
- Primary Delegates Entitlements
- Right to Appoint a Proxy
- Voting by Members and Directors
- Patrons and Life Members
- Number of Directors
- Directors
- Election of Directors
- Failure to Vote
- Election of Executive and Officers
- Rotation of Directors
- Retirement of Directors
- Casual Vacancies
- Additional Director
- Vacation of Directors
- Removal and Replacement of Directors
- Disqualified Directors
- Qualification of Directors
- Directors Remuneration
- Powers and Duties of the Directors
- Amendments
- Meetings of the Board
- Chairperson at Board Meetings
- Quorum
- General Meetings
- Extraordinary General Meeting
- Notice of General Meetings
- Proceedings at General Meetings
- Chairperson at Meetings
- Voting and Taking of a Poll
- Register of Members
- Minutes
- Financial year
- Secretary
- Accounts and Books
- Auditors Report and Balance Sheet
- Appointment of Auditor
- Seal
- Notices
- Regulations
- Appeals Tribunal
- Indemnity
- Members Information Meetings
- Registered Colours and Uniforms
- Interpretation
- Official Registration Register
- Failure to Attend Meetings
- Standing Committees

Pursuant to the relevant Constitution & By- Laws of the Zone Association, a Member Club shall have its boundaries defined from time to time by the Zone Association in every way which seems proper to the Zone Association or Directors of the Zone Association.

- (a) A Member or Body of Persons may submit to the Zone Association in writing a proposal to alter or vary the boundaries.
- (b) The Directors of the Zone Association shall appoint a Boundaries Committee of three (3) persons together with a Zone Association Director as Chairperson to consider the proposal, consult with other Members that could be affected by the alterations and report the findings to the Directors of the Zone Association.
- (c) Should the Directors of the Zone Association be of the opinion that the alterations to Boundaries are warranted they shall determine the date when such alterations become effective.

A04 GOVERNMENT SUBSIDY SUBMISSIONS

Each Member or any of its Affiliates, shall, on or before 01 March each year, provide the Zone Association in writing with any Subsidy submissions in respect of Special Employment, Junior Coaching, Representative Squads, Improvements to Fields, Establishment of Facilities or any other items for which a Subsidy may be allocated.

- (a) Each submission shall be vetted by the Board of Directors of the Zone Association and, if approved, shall be lodged in bulk with the appropriate Government Department.
- (b) Submissions lodged in March shall refer to the year commencing 01 July in that year, for the 12 month period up to 30 June in the following year.
- (c) Subsidies are not retrospective and Submissions in March shall not refer to any employment items or projects commenced prior to 30 June in that year.
- (d) A Member funding projects on the basis of a Subsidy shall not commence any capital improvements until advised by the Zone Association that their Subsidy has been approved, and confirmed by the Government Department responsible for the granting of such Subsidies.

A05 ZONE ASSOCIATION'S EXPENSES

The Directors of the Zone Association or an Official of the Zone Association shall be entitled to be paid out of the funds of the Zone Association their legitimate expenses incurred in attending Meetings and Functions whether of the Zone Association or one of its Committees.

- (a) A Director or Official of the Zone Association authorized to spend the Zone Association's funds or expecting to recoup expenses shall apply and receive from the Zone Association a duly signed authorisation warrant before committing the Zone Association to any financial outgoings.

- (b) Any expenses incurred by a Director or Official of the Zone Association shall be submitted to the Zone Association on the appropriate form accompanied by receipts and/or any other such verification of expenses as the Association may from time to time require.

A06 OFFICIAL REGISTRATION REGISTER

Pursuant to the relevant Constitution & By-Laws of the Zone Association, a Member shall each year provide on the appropriate forms supplied by the Zone Association or on FFA on-line registration the following details for the Official Registration of Registered Players for the purposes of participating in the Zone Association's Competition:

- (a) Name, Address, Date of Birth, Phone Number, e-mail address, FFA Number and details of previous years Registration of each Player registered by a Member participating in the Zone Association's Competitions or any other Competition approved by the Zone Association.
- (b) Name, Address and Qualifications of each Team Official (Coach, Manager or Masseur) registered by a Member participating in the Zone Association's Competitions or any other Competition approved by the Zone Association.
- (c) Name, Address and Home Ground(s) of each Member participating in the Zone Association's Competitions or any other Competition approved by the Zone Association.
- (d) Name, Address, e-mail contact and Telephone Number of the Executive Officers of a Member Club.

When required, a Member is responsible for establishing proof of Date of Birth for each Player registered to participate in the Zone Association's Competition.

In the event that the above information is not provided by a Member on the due date, a fine shall be imposed by the Zone Association.

A07 ANNUAL FEES, LEVIES AND CHARGES

The Annual Fees payable by a Member to Register Players and/or Teams in the Zone Association's Competition shall be such Fees as may vary between the different categories of Membership or from Competition to Competition. The Fees shall be such amounts as the Directors of the Zone Association shall from time to time prescribe by notice in writing to a Member.

- (a) The Directors of the Zone Association may from time to time also decide on other Fees, Levies or Charges to be paid by a Member or Registered Participant. Itemised accounts shall be sent periodically setting out in detail the amounts due to the Zone Association. The nominated payment dates will also be advised.

- (b) The scale of Fees, Levies or Charges together with payment dates shall be regulated by the Zone Association.
- (c) Such Fees, Levies or Charges will be itemized and disclosed in written form to a Member or Registered Participant.

A08 TRAVEL TO ASSOCIATION EVENTS

The Zone Association may prescribe the manner and details of travel by a Member or Participant to any Zone Association event.

- (a) All Travel prescribed by the Zone Association will be arranged by the Zone Association. Each Member shall notify the Zone Association no later than twenty-eight (28) days prior to the due date of departure of any special travelling arrangements it may require.
- (b) Each Member or Participant involved in travel shall be responsible for the payment of all costs in connection with travel, accommodation, meals and other requirements.

A09 ANNUAL ZONE ASSOCIATION PRESENTATION NIGHT

On a night set down in each year the Association may hold a Function called the Annual Zone Association Presentation Night. The venue and format of this Presentation Night shall be decided by the Zone Association on an annual basis.

- (a) The purpose of the Presentation Night is to honour a successful Member by the issuing of trophies, plaques, prize money or any other items that the Zone Association may determine.
- (b) Each Member shall be charged the cost of its tickets to the Presentation Night. The number of tickets issued shall be determined by the Zone Association from time to time. Additional tickets may be available on request by a Member on a first-come-first-served basis. The Zone Association shall decide annually the cost of a single ticket.
- (c) A Member or any of their Officials that organizes or takes part in any function in opposition to the Annual Zone Association Presentation Night shall be dealt with as determined by the Zone Association.

A10 PERIODICAL PROGRAM/NEWS SHEET/YEAR BOOK

The Zone Association may publish from time to time a Periodical Program, News Sheet or Year Book for distribution to a Member. The design, format, details and numbers of copies for distribution shall be decided by the Zone Association on an annual basis.

Pursuant to Regulation A07, the costs associated with such publications may be included in the Annual Fees payable by a Member and their Participants.

A11 CONSTITUTION & BY-LAWS

The Zone Association may publish from time to time the Constitution & By-Laws of the Zone Association and the Regulations, Procedures & Policies of the Zone Association for distribution to a Member. The design, format and number of copies for distribution shall be as decided by the Zone Association on an annual basis.

Pursuant to Regulation A07, the costs associated with such publications may be included in the Annual Fees payable by a Member and its Participants.

A12 ADVERTISING

The Zone Association may arrange advertising for the purpose of publicizing the activities of the Zone Association and the football Code.

Pursuant to Regulation A07, the costs associated with such publications may be included in the Annual Fees payable by a Member and its Participants.

A13 HOME GROUND DETAILS

Each Member shall supply to the Zone Association the details of its Home Ground(s) for the Season. A Member shall not move to another ground without first obtaining the consent of the Zone Association. Failure to observe this Regulation shall result in a fine as determined by the Zone Association.

A14 REGISTERED UNIFORM AND EMBLEM

Each Member shall register with the Zone Association its uniform and shall designate on registration both its regular strip colours and the alternate strip colours. The registration shall be supported by the supplying of two (2) coloured photographs of each strip.

- (a) A Badge and/or Emblem may be designed from time to time by a Member and such design shall be in keeping with the criteria as determined from time to time by the Zone Association.
- (b) Permission to make any changes to the registered Uniform and/or Emblem shall be granted by the Zone Association only if it can be shown that the proposed changes do not clash with the Uniform or Emblem of another Member.
- (c) The Zone Association shall have the power to refuse the change if, in its opinion, the proposed Uniform or Emblem is not sufficiently different from the Uniform or Emblem of another Member, or the reason for such change is considered frivolous or unacceptable.

A15 PROTESTS, CLAIMS AND DISPUTES

Each Member making a Protest, Claim or Complaint (on behalf of itself, Players or Officials) shall submit **by e-mail** a written submission on its official letterhead certified by the Secretary or another Executive Officer outlining the Protest, Claim or Complaint to the Competition Administrator – Disciplinary (disciplinary@macquariefootball.com) within **two (2) days/forty-eight (48) hours** of the incident.

- (a) Each Member submits exclusively to the jurisdiction of the Grievance Resolution Regulations (FFA National Registration Regulations 2007) and agrees that it will not attempt to resolve any grievance in a Court of Law.

- (b) Except as provided for in other Regulations (see Disciplinary Rules and Regulations) the Competition Administrator - Disciplinary shall give a determination on any Protest, Claim or Complaint expeditiously on its receipt by the Competition Administrator - Disciplinary.
Resolutions shall be dealt with in a fair and expeditious manner and given to the Member concerned, as soon as possible after the determination.
- (c) A Protest, Claim or Complaint received directly from an individual shall be investigated by the Competitions Administrator (Disciplinary) and if determined as justifiable upon investigation will be resolved in a fair and expeditious manner by the Competitions Administrator (Disciplinary) and/or may be referred to the Disciplinary Committee for determination.

A16 FINANCIAL RECORDS

Each Member shall keep its financial records and provisions in proper accounting form and shall produce such records for inspection by the Zone Association upon being requested to do so by the Zone Association. A Member must forward a copy of its audited Balance Sheet to the Zone Association upon any request to do so by the Zone Association.

Each Member shall ensure that it keeps its Financial Records and Provisions in compliance with FFA National Registration Regulations 2007, Regulation 15.3 Right of Audit and Inspection.

Each Member and/or any Nominee for the Zone Association's Competitions shall, upon receipt of a written instruction from the Zone Association, submit within seven (7) days a proposed budget of its Income and Expenditure in support of its application for entry into the Zone Association's Competitions.

A17 COMPETITION FEES

Pursuant to Regulation A07 a Fee shall be set for the following:

- (a) **COMPETITION FEE**
A Competition Fee may be imposed on a Member participating in the Zone Association's Competitions. Such Fee shall be used to fund the costs associated with the Competitions and the Fee may vary from Competition to Competition. This Fee shall be lodged with the Competition Nomination Form.
- (b) **TEAM REGISTRATION FEE**

This Fee may be imposed on a Member for each Team nominated in the various Zone Association Competitions. Such Fee shall be used to fund the costs associated with the Competitions and the Fee may vary from Division to Division. This Fee shall be lodged with the Team Registration Form.

A18 PLAYER/TEAM OFFICIAL REGISTRATION FEE

Pursuant to Regulation A07 a Fee known as the 'Player Team Registration Fee' or the 'Team Official Registration Fee' **may** be imposed on the Member Club to subsidise the costs associated with the following:

- FFA affiliations
- FFA national levy
- Association Employees
- Association Administration
- Association Competitions
- Association Coaching
- Development/Facilities
- Administrative Services

The Registration Fee shall be paid in full on the appropriate date as specified from time to time by the Zone Association and a Player or Team Official shall be declared ineligible to participate in a Zone Association Competition unless the Fee has been paid by the Member.

A19 INSURANCES

The Directors of the Zone Association shall in conjunction with NSW Football arrange suitable Insurance Cover to protect a Member, its Committees, Players, Team Officials and all other persons involved in the Playing Administration and presentation of the Code of football.

Premiums in respect of such Insurances shall be payable to the Zone Association in the following manner:

- (a) For a Player or Team Official the Insurance Premiums shall be payable in conjunction with the Player or Team Official Registration Fee.
- (b) For a Match Official or other persons the Insurance Premiums shall be payable on Tax Invoice/Statement issued by the Zone Association.

A20 ADMINISTRATION OFFICER / MANAGER / GENERAL MANAGER

The Zone Association may from time to time appoint an Administration Officer / **Manager / General Manager** who shall, **under the delegated authority** of the Directors of the Association, be responsible for conducting the day to day affairs of the Zone Association.

Pursuant to Regulation A07, the costs associated with such an appointment shall be included in the Annual Fees payable by a Member and its Participants.

A21 ZONE TECHNICAL DIRECTOR / MANAGER (COACHING/DEVELOPMENT)

The Zone Association may from time to time appoint a Zone Technical Director / Manager (Coaching/Development) / Director of Coaching who shall, **under the**

delegated authority of the Directors of the Zone Association, be responsible for conducting the coaching / development affairs of the Zone Association.

Pursuant to Regulation A07, the costs associated with such an appointment shall be included in the Annual Fees payable by a Member and its Participants.

A22 COMPETITION MANAGER

The Zone Association may from time to time appoint a Competition Manager who shall, **under the delegated authority** of the Directors of the Zone Association, be responsible for conducting the Competition affairs of the Zone Association.

Pursuant to Regulation A07, the costs associated with such an appointment shall be included in the Annual Fees payable by a Member and its Participants.

A23 COMPETITIONS ADMINISTRATOR (DISCIPLINARY)

The Zone Associations may from time to time appoint a Competitions Administrator (Disciplinary) who shall, **under the delegated authority** of the Directors of the Zone Associations, be responsible for conducting the affairs of the Disciplinary Rules & Regulations of the Zone Associations.

Pursuant to Regulation A07, the costs associated with such an appointment shall be included in the Annual Fees payable by a Member and its Participants.

A24 ACCIDENT REPORT BOOK

A Member shall have at its Home Ground(s) an Accident Report Book, in which injuries of a nature that may result in an Insurance claim are recorded. The Duty Officer at the Ground where the Fixture was played shall record in the Accident Report Book the date, time, Club, Team, Player's Name and the nature of the injury sustained.

- (a) The Member shall forward a copy of all recorded injuries to the Zone Association within fourteen (14) days of the injury occurring.
- (b) The Zone Association shall not incur any liability to a Player, a Club or others, for any failure to arrange adequate insurance in respect of any matter howsoever arising.

A25 ALCOHOL AND PROHIBITED DRUGS

Drinking of alcohol is not permitted on or adjacent to the Playing Field and its availability at the venue is subject to State Government Regulations and Local Government ordinances.

- (a) A Person accused of being involved in supplying or allowing a Player under eighteen (18) years of age to drink alcoholic beverages before, during or after a Fixture or other Activities under the control of the Zone Association shall have the accusation referred to and dealt with by the Disciplinary Committee.
- (b) A Person accused of being involved in distributing or taking prohibited drugs shall have the accusation referred to the appropriate Legal Authority for its action. Any Person found guilty automatically forfeits his/her rights and entitlements to any further involvement in the Zone Association's affairs for a period as determined

by the Disciplinary Committee.

A26 CERTIFICATE OF APPRECIATION

If, in the opinion of a Member, outstanding or exceptional service has been given by a Person or Organisation to the Zone Association in promoting the interests of the Competitions or the Code of football, it may make application for recognition of that fact.

Full written details shall be submitted to the Zone Association by 31 July each year for consideration and determination by the Directors of the Zone Association. The award shall be limited to two (2) in any one year. If for any reason it is decided not to make the award to a Person or Organisation who has been considered, then the application shall lapse and another is to be lodged in the following year.

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