

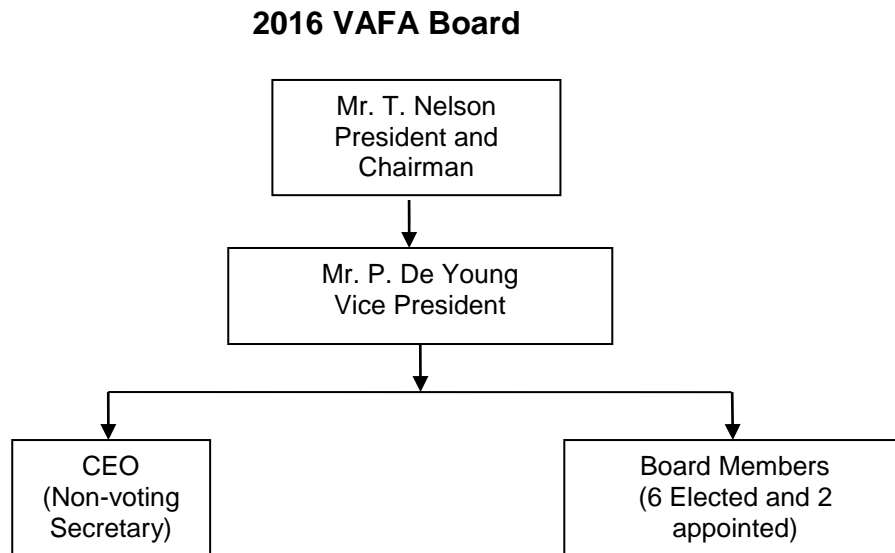


**2016  
Fact Sheet**

# **VFA Administration**

## 1. Information for clubs

### 1. VAFA Board



### 2. VAFA Contacts

All correspondence should be directed to the VAFA via

**Mail** P.O. Box 359, Elsternwick Vic 3185.

**Telephone** 9537 6777      **Fax** 9531 6601

#### Staff

Chief Executive Officer, Michael Sholly – [michael@vafa.com.au](mailto:michael@vafa.com.au)

General Manager Football and Umpire Operations, Brian Goodman – [brian@vafa.com.au](mailto:brian@vafa.com.au)

General Manager – Commercial Operations, Blair O’Hara – [blair@vafa.com.au](mailto:blair@vafa.com.au)

Administration & Events Manager Ally Handley – [ally@vafa.com.au](mailto:ally@vafa.com.au)

Umpiring Manager– Brian Woodhead – [bwoodhead@vafa.com.au](mailto:bwoodhead@vafa.com.au)

Football Operations Manager – Sam Confait – [sam@vafa.com.au](mailto:sam@vafa.com.au)

Football Operations Assistant – Mikala Sykes – [mikalas@vafa.com.au](mailto:mikalas@vafa.com.au)

Media & Communications Coordinator, Nick Armistead – [nick@vafa.com.au](mailto:nick@vafa.com.au)

Sponsorship Coordinator, Christian Burgess – [christian@vafa.com.au](mailto:christian@vafa.com.au)

### 3. Admission to Membership of VAFA

1. Clubs wanting to join the VAFA must submit a written application before the 31st day of October.
  - (a) Each application must be accompanied with an application fee of \$100.
  - (b) The Board shall take into account the:
    - (i) Financial stability.



Audited financial statements of the applicant club for the preceding three years.

(ii) Player payments (if applicable)

(iii) Club history

before considering an application for membership.

2. The following conditions strictly apply for all clubs wanting to join the VAFA
  - (a) Clubs must be incorporated
  - (b) Players may not under any circumstance receive any financial gain either directly or indirectly.

#### **4. Meetings**

All VAFA clubs must hold their Annual General Meetings between the last day of the VAFA Season and November 28 each year.

Information about official VAFA meetings of which clubs should be aware -

1. An appointed representative of each club must attend the AGM of the Association. (rule 15, \$25 fine)
2. An appointed representative of each club must also attend any additional meeting of the members of the Association which is called by VAFA administration. (rule 16, \$25 fine)
3. If a club wishes to send a proxy instead of the appointed representative, prior to such meeting the club must lodge the name and address of the proxy to the CEO in writing. (rule 17, \$10 fine)
4. If a member is expelled from a club, (rule 18, \$10 fine)
  - (a) The club must notify the CEO of the Association within fourteen (14) days of the expulsion.
  - (b) The name and address of the member expelled must be forwarded to the CEO.

#### **5. Club Administration**

1. A Club must take note of all meetings in which its members should participate. Details of these meetings will be sent to all Club Secretaries and Members.
2. By 20 March each year, clubs must;
  - (a) Send a list (minimum 2) of Field Umpire nominees for club reserve section games to the VAFA. (rule 21, \$25 fine)
  - (b) Lodge the following to VAFA using the appropriate forms. (rule 22, \$10 fine)



- (i) Home Ground
  - (ii) Pavilion
  - (iii) Other building
  - (iv) Facilities
  - (v) By 7 December, each clubs must;
- (a) Send a list of names and address of the following to the VAFA.  
(rule 23, \$25 fine)
- (i) President,
  - (ii) Vice President,
  - (iii) Secretary,
  - (iv) Treasurer,
  - (v) Marketing Officer,
  - (vi) Press Correspondent,
  - (vii) other members of the Committee,
  - (viii) Coach, Assistant Coaches and Trainers of each team
- Should any details be altered, VAFA must be notified within fourteen (14) days of the change.
- (b) Send financial statement of all receipts and expenditures and the balance sheet of the previous year to the VAFA. (rule 24, \$25 fine)