

Pennant Hills Australian Football Club Incorporated

By-laws

Final proposed By-laws to accompany the new Constitution

Status:	Final proposed text for adoption by Committee resolution, conditional on registration of the new Constitution.
Issued to Members:	26 October 2026.
Made under:	Clause 25 of the proposed Constitution. These By-laws do not form part of the Constitution and are not lodged with NSW Fair Trading.
AGM treatment:	The By-laws are tabled at the AGM on 16 November 2026 for Member information. They are not the subject of the Special Resolution.
Adoption pathway:	Committee resolution after registration of the new Constitution, followed by publication to Members within 14 days.

Document status

Version	Date	Prepared by	Status
1.0	26 October 2026	Committee	Final proposed version for Member information and Committee adoption.

This document comprises By-laws 1 to 21 and Schedule 1.

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Part A — Status and application

1. Status of these By-laws

- (1) These By-laws are made by the Committee under clause 25 of the Constitution.
- (2) These By-laws are not part of the Constitution, are not lodged with NSW Fair Trading, and are subordinate to the Act, the Regulation and the Constitution. If a By-law is inconsistent with the Constitution, the Constitution prevails.
- (3) These By-laws cannot change membership classes or rights, the elected Committee positions, or meeting, quorum, voting or election rules reserved to Members by the Constitution.
- (4) These By-laws bind Members, players, officials, employees, volunteers, contractors and other persons participating in Club activities, where reasonably applicable.
- (5) These By-laws commence on the date on which the new Constitution is registered by NSW Fair Trading. Version: 1.0.

2. Interpretation Words defined in the Constitution have the same meaning in these By-laws. References to clauses of the Constitution are marked "Constitution cl". References to By-laws are marked "BL".

Part B — Membership

3. Membership classes, renewal and expiry

(1) The following criteria apply to each class of membership under Constitution cl 8:

Class	Eligibility and admission	Fee	Expiry/renewal	Voting (18+ and financial)
Adult Playing	Aged 18+ on 1 January of the season year; registered through the Club in PlayHQ; registration fee paid or approved arrangement.	Registration fee (fees schedule)	31 December of the season year	Yes
Junior Playing	Under 18 on 1 January of the season year; registered through the Club in PlayHQ.	Registration fee	31 December of the season year	No
Supporter	Applies online or in person and pays the supporter fee.	Supporter fee	31 December of the season year	Yes
Volunteer/Official	Holds an approved role and applies for this class. Approved roles include coach, assistant coach, team manager, trainer, Committee Member, portfolio lead, ground manager, timekeeper, employee or another role approved by the Committee.	Nil	31 December of the season year	Yes
Life Member	Conferred under Constitution cl 11.	Nil	Continuing	Yes

(2) A Member who does not renew or pay the applicable fee within two months after the due date ceases to be a Member under Constitution cl 16, unless the Committee determines otherwise.

4. Fees schedule

(1) The Committee must approve a fees schedule before registrations open for each season, setting membership and registration fees, due dates, instalment options and concessions.

(2) The annual registration fee payable by a Player Life Member is 50 per cent of the senior registration fee, subject to a minimum amount set in the fees schedule.

(3) Any concession, waiver or discount given to a player must be recorded by the Registrar and reported to the Treasurer for assessment under the Total Player Payments Policy.

5. Voting eligibility cut-off

A Member is recorded as a Voting Member for a General Meeting if they meet the requirements of Constitution cl 10 as at close of business 7 days before the meeting.

Part C — Life Membership and awards

6. Life Membership criteria

- (1) The Committee may recommend a person to the AGM for Life Membership if the person has provided exceptional service to the Club or to Australian football, normally over at least 10 years, of a kind other Members would consider meritorious of Life Membership.
- (2) During that period the nominee would ordinarily have been a member, unless circumstances beyond their control prevented it.
- (3) The Committee may recommend a person with less than 10 years of service where the person has provided extraordinary or unique service or achievement.
- (4) A recommendation requires a resolution of at least two-thirds of the Committee Members present.

7. Player Life Membership

- (1) A registered player in the Men's program who has played 150 senior home-and-away and finals matches for the Club is eligible for Player Life Membership.
- (2) A registered player in the Women's program who has played 100 senior home-and-away and finals matches for the Club is eligible for Player Life Membership.
- (3) For this By-law, eligible matches are senior home-and-away and finals matches played for the Club.
- (4) A Player Life Member remains liable for the registration fee under the fees schedule.

8. Annual Awards

- (1) At the conclusion of each season, the Club may present the following Annual Awards:
 - (a) Footballer of the Year (Men's): awarded to the men's player adjudged to have achieved and contributed most to the game during the season, having regard to playing performance, leadership, commitment, sportsmanship and contribution to the Club. The Executive Committee shall determine the award by vote.
 - (b) Footballer of the Year (Women's): awarded to the women's player adjudged to have achieved and contributed most to the game during the season, having regard to playing performance, leadership, commitment, sportsmanship and contribution to the Club. The Executive Committee shall determine the award by vote.
 - (c) Best Local First Year Player (Men's): awarded to a male player under 21 years of age at the commencement of the season who had played no more than 10 senior matches at the commencement of the season, was recruited from a local junior club, and has demonstrated outstanding achievement, development and future potential during their first season with the Club. The award shall be determined by a vote of the President, Vice President, Director of Football (or equivalent position), Senior Men's Coach, Senior Women's Coach, Under 19.5 Coach and Women's Under 20 Coach.
 - (d) Best Local First Year Player (Women's): awarded to a female player under 21 years of age at the commencement of the season who had played no more than 10 senior matches at the commencement of the season, was recruited from a local junior club, and has demonstrated outstanding achievement, development and future potential during their first season with the Club. The award shall be determined by a vote of the President, Vice President, Director of Football (or equivalent position), Senior Men's Coach, Senior Women's Coach, Under 19.5 Coach and Women's Under 20 Coach.
 - (e) Best & Fairest: awarded to the player who accumulates the highest number of votes under the Club's Best & Fairest voting system and is judged to have delivered the best overall football performance during the season. Votes shall be cast by the coaching staff of the relevant team.

7. Player Life Membership

- (1) A registered player in the Men's program who has played 150 senior home-and-away and finals matches for the Club is eligible for Player Life Membership.
- (2) A registered player in the Women's program who has played 100 senior home-and-away and finals matches for the Club is eligible for Player Life Membership.
- (3) For this By-law, eligible matches are senior home-and-away and finals matches played for the Club.
- (4) A Player Life Member remains liable for the registration fee under the fees schedule.
- (f) Runner Up Best & Fairest: awarded to the player who accumulates the second-highest number of votes under the Club's Best & Fairest voting system. Votes shall be cast by the coaching staff of the relevant team.
- (g) Most Consistent Player: awarded to the player who demonstrates the most consistent standard of performance, effort and contribution throughout the season. The award shall be determined by the coaching staff of the relevant team.
- (h) Most Improved Player: awarded to the player who demonstrates the greatest improvement in football ability, commitment, development and contribution during the season. The award shall be determined by the coaching staff of the relevant team.
- (i) Coaches Award: awarded to the player who best exemplifies the standards, values, attitude, commitment and culture promoted by the coaching group, irrespective of playing performance. The award shall be determined by the coaching staff of the relevant team.
- (j) Players' Player Award: awarded to the player considered by teammates to have made the greatest contribution to the team throughout the season through performance, commitment, support and leadership. The award shall be determined by a vote of the registered players of the relevant team.

- (k) Best Team Person: awarded to the player who best demonstrates teamwork, selflessness, club spirit, support of teammates, respect for coaches and officials, and commitment to team culture throughout the season. The award shall be determined by the coaching staff of the relevant team.
- (l) President's Award: awarded at the sole discretion of the President to a person who has made an exceptional contribution to the Club during the season or over a longer period of service.
- (m) Club Person of the Year: awarded to a person who has made an outstanding contribution to the operation, development, administration, success or culture of the Club during the season. The award shall be determined by a majority vote of the Committee.
- (n) Volunteer of the Year: awarded to a volunteer who has demonstrated outstanding service, commitment and contribution to the Club during the season. The award shall be determined by a majority vote of the Committee following consideration of nominations received from Members.
- (2) Any person participating in the determination of an Annual Award must declare any actual or perceived conflict of interest and must not participate in the determination of that award if directed by the Committee.
- (3) The Committee shall ratify all Annual Award recipients prior to their announcement at the Club Presentation Night.
- (4) Unless otherwise provided in this By-law, a player remains eligible for any Annual Award notwithstanding any suspension, reprimand, fine or sanction imposed by the League, AFL NSW/ACT or the Club during the season.

Part D — Football

9. Football Department

- (1) The Committee must appoint a Director of Football (or equivalent) to lead football operations, strategy and development across the Club.
- (2) The Football Department comprises, as appointed by the Committee:
 - (a) the Director of Football;
 - (b) a Head of the Men's Program and a Head of the Women's Program where the Committee determines that the Club's resources permit;
 - (c) a Football Operations Manager;

- (d) senior and underage head coaches, assistant coaches and a team manager for every team, each holding the accreditation required by the Governing Body Rules;
 - (e) player development, match analysis, high-performance, medical and welfare leads or partners; and
 - (f) a List Management Committee.
- (3) The List Management Committee consists of the Director of Football, the program heads, the senior coaches and one other person appointed by the Committee. It must maintain a documented list management strategy.
- (4) The Director of Football must prepare an annual football operations budget for Committee approval and report to each Committee meeting.

10. Selection

- (1) Each program has a selection panel appointed by the Director of Football, chaired by the senior coach or a Chair of Selectors.
- (2) Teams must be selected and entered in PlayHQ by the deadlines set by the League and communicated to players as set out in the football operations policy.
- (3) A selector must declare any close personal relationship with a player under consideration and must not participate in that decision unless the Director of Football approves.
- (4) Selection discussions are confidential. A player may seek feedback from their senior coach.
- (5) Selection decisions are football operational decisions and are not subject to Constitution cl 23 or to appeal.

11. Club colours, emblem, logo and playing uniforms

- (1) The colours of the Club are red and blue, being Pantone Red 485 and Pantone 2767 (blue). The Club emblem is a Demon.
- (2) The Club logo must include the name "Pennant Hills" and display the Club nickname "Demons". The logo must use the Club colours of red and blue, unless the Committee approves a single-colour, reversed or simplified version for a specific approved use.
- (3) The primary playing guernsey colours for all teams are Pantone Red 485 and Pantone 2767 Blue.. The primary guernsey design has a red yoke forming a V at the front over a blue body, with numbers in white on the back. The Committee must maintain a record of the approved primary guernsey design.
- (4) An alternative or clash guernsey may only be used where required or approved by AFL Sydney, AFL NSW/ACT or the SFL, including to avoid a uniform clash, or where a specific sponsorship, special-round or commemorative opportunity is approved by the Committee and any relevant governing body.
- (4A) The Club must maintain an away or clash guernsey and clash shorts for every grade, as required by SFL standard 6.3. All playing and coaching apparel must comply with AFL NSW/ACT licensed supplier guidelines, League sponsor requirements and any other directive issued from time to time.
- (5) A permanent change to the Club colours, emblem, nickname or name requires a Special Resolution of Members under Constitution clause 7(4). Any permanent change to the primary playing strip must be approved by the Committee and, where required, approved in writing by AFL Sydney, AFL NSW/ACT or the SFL before use.
- (6) Players, water carriers, runners and support staff must wear the uniforms and identification required by the SFL, AFL Sydney or AFL NSW/ACT for their role on match day.

Part E — Conduct

12. Conduct and behaviour

- (1) The Club expects everyone involved to act ethically and professionally, be accountable, make decisions with integrity, and treat all people with respect and courtesy.
- (2) Everyone to whom these By-laws apply must comply with the current codes of conduct and policies of the AFL, AFL NSW/ACT, the League and the Club, including those on safeguarding, respect and responsibility, anti-discrimination, gender diversity, anti-doping and social media.
- (3) Prohibited conduct includes abusive, threatening, violent, discriminatory or harassing behaviour, in person or online.
- (4) Players, coaches, officials, employees and volunteers must not bet on any match involving the Club or engage in match-fixing or any conduct intended to unfairly affect the result of a match.
- (5) Concerns may be reported to the President, the Safeguarding Officer, the Match Day Operations lead or through AFL reporting channels.
- (6) Immediate safety action may be taken under Constitution cl 21. Sanctions are imposed under Constitution cl 20, and matters within AFL jurisdiction are referred under Constitution cl 19.

13. Match-day operations and crowd behaviour

- (1) An accredited Ground Manager and an accredited Timekeeper must be present at every home SFL match.
- (2) Home matches must display signage promoting respectful behaviour and include ground announcements about expected behaviour.
- (3) The Ground Manager must intervene promptly in poor behaviour, escalate where needed and record incidents for reporting to the Committee and, where required, the League.

14. Codes of conduct — scope Codes of conduct apply at all Club activities, including matches, training, functions, travel and online, and whenever a person represents the Club. The Club may take proportionate action under the Constitution and applicable Policies.

Part F — Facilities, events and naming

15. Facilities and events

- (1) The Committee is responsible for the Club's interests in leases, licences, buildings and structures, including at Greenway Park, subject to the requirements of the owner, Council and any lease or licence.
- (2) The Facilities portfolio lead must maintain an asset register and a facilities development plan addressing the SFL facilities audit and standards.
- (3) Events must comply with safety, planning, liquor licence and League requirements. The Governance portfolio lead maintains the liquor licence, signage compliance and a register of RSA certificates, and ensures a copy of the liquor licence is provided to the League where required.

16. Branding, sponsorship and naming

- (1) The Committee approves the design, logos, signage, sponsorship and naming rights associated with any Club building, structure or event.
- (2) Before committing to any sponsorship, signage or naming right, the Commercial portfolio lead must confirm it does not conflict with the sponsors or partners of AFL NSW/ACT or the League or obtain AFL NSW/ACT approval.
- (3) A building, structure or event may be named after a person who meets at least three of the following: an extensive connection to the Club; direct assistance to the Club in any capacity; a willingness to help the Club achieve its objects; personal involvement with the Club; a significant contribution to a specific development or structure; or Life Membership, Player Life Membership or Hall of Fame recognition.
- (4) Naming decisions are made by simple majority of the Committee, subject to any lease, licence, planning or Council requirements.

Part G — Committee operations

17. Operational Portfolio Schedule

(1) The Committee must approve the following Operational Portfolio Schedule as soon as practicable after each AGM, under Constitution cl 41. Each portfolio lead has a position description and is a non-voting role unless the holder is also a Committee Member.

Portfolio	Key responsibilities	SFL standards	Reports to	Holder
Football (Director of Football)	Football strategy, department structure, coaching appointments and accreditation, list management, football budget.	1.1–1.11	Committee	
Women's Football	Women's program leadership, equity of access, Women's and Girls Charter.	1.1, 1.10, 6.17	Director of Football	
Pathways	Academy, AFLW/VFL and representative program liaison; junior club partnerships; pathway plan and junior-to-senior transition.	4.1–4.6	Director of Football	
Medical and Welfare	Physiotherapy, trainers, concussion, injury management, recovery, athlete wellbeing partners.	5.1–5.10	Director of Football	
Match Day Operations	Ground Manager, Timekeeper, crowd behaviour, on-field official uniforms.	6.2, 6.4–6.6	President	
Volunteers	Volunteer roster, contingency plan, education and recognition.	6.18	Match Day Operations	
Safeguarding	Safeguarding Officer role; WWCC register; policy compliance; education programs.	6.14–6.16	President	
Registrar	PlayHQ registrations, transfers, permits, team selection and results compliance.	6.1, 6.7	Secretary	
Commercial	Sponsorship prospectus, sponsor conflict checks, membership packages, merchandise, grants.	3.3, 6.12	Treasurer	
Media and Communications	Social media strategy, website, League marketing support.	3.1, 3.2	Commercial	
Facilities and Council Liaison	Facility development plan, lease and Council relationship, SFL facilities audit.	2.x	Vice President	
Governance and Compliance	SFL compliance register, Participation Agreement documents, policy and delegations registers, insurance, liquor licence, SFL club meeting attendance.	6.9–6.13, 6.19, 7.x	Secretary	
Events and Social	Club functions, presentation night, community events.	—	Commercial	

18. Committee meeting practice

- (1) The Committee aims to meet monthly.
- (2) Standing agenda items are: finance report; football report (men's and women's); safeguarding and compliance; SFL compliance register; commercial; facilities.
- (3) Papers should be circulated at least 48 hours before each meeting.
- (4) The Governance and Compliance lead must ensure the Club is represented at all club meetings scheduled by the League.

19. AGM timing and election procedure

- (1) The Committee should hold the AGM between November and February so that the incoming Committee is in place before the pre-season.

- (2) Nominations use the form in Schedule 1 and close 7 days before the AGM under Constitution cl 53.
- (3) For a contested office, each Voting Member votes for one candidate and the candidate with the most votes is elected.
- (4) For Ordinary Committee Members, each Voting Member may vote for up to the number of vacancies, and the candidates with the most votes fill the vacancies.
- (5) A tie is resolved by a further ballot between the tied candidates and, if still tied, by lot drawn by the Returning Officer.
- (6) Candidates may provide a short written statement, circulated with the AGM papers.

20. Records and registers The Secretary maintains the register of Members, the register of Committee Members, the register of disclosed interests, the delegations register and the Working With Children Check register (with the Safeguarding Officer), and ensures handover of records when role-holders change.

Part H — Alteration

21. Alteration of By-laws

- (1) The Committee may make, amend or repeal these By-laws by resolution, provided they remain consistent with the law and the Constitution.
- (2) Changes must be minuted, version-controlled, published to Members within 14 days and reported at the next AGM.
- (3) Changes to these By-laws do not require a Special Resolution or lodgement with NSW Fair Trading.
- (4) A By-law affecting voting or election procedures does not apply to a General Meeting unless it was published before notice of that meeting was given.

Schedule 1 — Committee nomination form

Pennant Hills Australian Football Club Incorporated — Nomination for election to the Committee at the AGM on Monday 16 November 2026. Return to the Secretary at least 7 days before the AGM.

Field	Details
Position(s) nominated for	President / Vice President / Secretary / Treasurer / Ordinary Committee Member Other: _____
Candidate name	
Candidate contact (email/phone)	
Candidate consent	I consent to this nomination and confirm I am a Voting Member aged 18 or over and eligible under Constitution cl 30. Signature: _____ Date: _____
Proposer (Voting Member)	Name: _____ Signature: _____ Date: _____
Seconder (Voting Member)	Name: _____ Signature: _____ Date: _____
Optional candidate statement (max 150 words)	