



Zone Representative and Standing Committee Elections Process

Guidelines for Clubs

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1. Introduction

This document is intended to provide the information required for your club to participate in the nomination and election of Football West Zone Representatives and Standing Committee delegates.

More detailed information can be found within the [Football West Constitution and By-Laws](#) on the Football West website.

2. Zones

In accordance with the Football West By-Laws, Western Australia has been divided into 10 Zones:

- Metropolitan North
- Metropolitan Central
- Metropolitan East
- Metropolitan South
- Mid West/Gascoyne
- Kimberley/Pilbara
- Wheatbelt/Goldfields
- Great Southern
- Peel
- South West

Your club will be eligible to nominate and vote for candidates in the elections within your zone. Your club is allocated to a zone based on the geographical location of your home ground, and in circumstances in which a club utilises more than one venue for its home matches, the home ground where the most games are played will be the location used to determine the club's zone.

The nominations and elections process will fill the following positions:

- 14 Zone Representatives – 2 from each Metropolitan Zone (8 in total) and one from each Regional Zone (6 in total); and
- 6-10 delegates of each Standing Committee.

The elected Zone Representatives and Standing Committee Chairs will become voting members of Football West, and as such, will elect the Board of Directors.

3. Standing Committee Outline

3.1 Introduction

Clubs will nominate delegates to Standing Committees representing the different areas of the game within their Zone.

The Standing Committees to which Clubs are able to elect delegates are:

- a) Men's Social, Amateur & Masters Standing Committee;
- b) Men's State League Standing Committee;
- c) Women's Standing Committee;
- d) Juniors Standing Committee; and
- e) Futsal Standing Committee.

Note: There will also be two additional Standing Committees representing Referees and Coaches that will be elected by their respective members.

3.2 Role of the Standing Committee

The function of the standing committees is to advise and make recommendations to the Directors and Chief Executive Officer on matters related to their specific area of the game, in particular (but not limited to):

- a) Measures to promote, develop and improve the game in WA;
- b) Measures to identify and promote the development of talented players;
- c) Consistency of application of rules, programs and structures; and
- d) Any other matter relating to the game.

3.3 Standing Committee Chairs

The Chair of each Standing Committee will be chosen by delegates of the Committee and becomes a voting member of Football West. The Chairs:

- a) agree that they will maintain their position as a member of the company as long as they remain in the role of Chair; and
- b) automatically cease to be a member of Football West upon vacating the role of Chair.

4. Zone Representative Outline

4.1 Introduction

Clubs that are eligible to vote may nominate and elect a Zone Representative, who becomes a voting member of Football West. Regional Zones are eligible to nominate and elect one Zone Representative and Metropolitan Zones are eligible to nominate and elect two.

4.2 Role of the Zone Representative

In fulfilling their role, the elected Zone Representatives will be required to:

- a) Seek and maintain membership of Football West for so long as they remain Zone Representatives;
- b) Uphold and promote the objects of Football West and Football Federation Australia;
- c) Attend all general meetings of Football West;
- d) In their capacity as a member of Football West receive and consider all reports and business discussed at general meetings;
- e) Represent their Zone at Football West functions;
- f) Represent Football West at all relevant Zone functions;
- g) Facilitate the implementation of Football West policy, programs and initiatives;
- h) Act as a conduit for the flow of information and issues of relevance from Football West to the Zone and from the Zone to the Football West;
- i) Convene and chair Zone meetings; and
- j) Carry out such other reasonable functions as requested by Football West.

4.3 Zone meetings

It is the responsibility of the Zone Representative(s) to organise and coordinate a minimum of two Zone meetings per annum between all stakeholders within their Zone. Attendees at these meetings should include:

- a) Elected Zone Representatives;
- b) Zone Standing Committee delegates; and
- c) Club representatives.

The purpose of these meetings is to:

- a) Provide a forum for the Zone Representatives and Standing Committee delegates to communicate information from Football West to affiliated clubs and registered participants; and
- b) Provide a forum for the clubs in the Zone to communicate to the Zone Representatives and Standing Committee delegates' issues affecting their clubs.
- c) These meetings are seen as an informal forum, allowing each Zone to conduct their meetings in the manner and frequency that best suits the Zone.

5. Standing Committee Nominations

Clubs registered with Football West are eligible to nominate candidates for Standing Committee delegates based upon the areas of the game in which they field teams, i.e. Juniors, Women's, State League or Social, Amateurs & Masters. For example, a club fielding Junior and Amateur teams may only nominate and vote for delegates for the Juniors and Social, Amateur & Masters Standing Committees. A club's eligibility to vote is determined by the registration details held at the Football West office as at the date nominations open.

5.1 Eligibility for Nomination

A person is eligible to be nominated as a Standing Committee delegate if he or she is:

- a) Aged 18 years or over; and
- b) Nominated by a Club affiliated with Football West competing in the competition overseen by the standing committee for which the nominee is being nominated, on the correct form that is returned by the due date.

5.2 Multiple Votes

During the course of the elections process any eligible voter:

- a) may nominate and vote at each election for which they are eligible to vote;
- b) may not nominate or vote for Zone Representatives in more than one Zone; and
- c) may not nominate or vote for more than one delegate per Standing Committee.

6. Zone Representative Nominations

6.1 Eligibility for Nomination

A person is eligible to be nominated as Zone Representative if he or she is:

- a) Aged 18 years or over; and
- b) Nominated by a Club affiliated with Football West located in the Zone for which the nominee is being nominated, on the correct form that is returned by the due date.

7. Standing Committee Elections

7.1 Need for an election

If the number of candidates for election is equal to or less than the number required, those candidates are taken to be elected unopposed. Where the number of candidates for election is greater than the number required then an election will be held.

7.2 Candidate Statements

Each nominated candidate may provide a statement supporting their candidacy. To be included, this statement must be no more than 150 words in length and emailed to elections2021@footballwest.com.au by the due date. Football West reserves the right to exclude statements if they are provided after the due date, contain more than 150 words, or are deemed defamatory in nature.

Candidate statements typically contain the following information:

- a) Personal and professional details about the candidate; and
- b) Information pertaining to the candidate's suitability for the role.

7.3 Ballot Papers and Voting Process

If the necessity for an election arises, the ballot papers, supporting documentation and timelines will be provided to all eligible voters for the relevant Standing Committee.

Football West may engage an external consultant to scrutinise the poll.

7.4 Declaration of Results

As soon as possible after the conclusion of the election, the result will be declared.

7.5 Term of Office and Casual Vacancies

Each delegate of a Standing Committee will serve a two year term of office and is eligible for re-election.

Each Zone Representative will serve a two year term and is also eligible for re-election.

A casual vacancy may be filled by the Directors. A person appointed to a casual vacancy holds office until the end of the term of the person in whose place they were appointed.

In addition, the Directors may appoint persons to be Standing Committee delegates in either of the following situations:

- a) if the number of candidates elected was less than the minimum required number of delegates for that Standing Committee, or
- b) At any time and for any reason, if the Standing Committee has less than the maximum number of delegates.

All persons appointed to fill a shortfall of delegates' hold office as if they were elected at the immediately preceding election of Standing Committee delegates.

8. Zone Representative Elections

8.1 Need for an election

If the number of candidates for election is equal to or less than the number required, those candidates are taken to be elected unopposed.

Where the number of candidates for election is greater than the number required then an election will be held, the result of which will be scrutinised by the external consultant.

8.2 Candidate Statements

Each nominated candidate may provide a statement supporting their candidacy. To be included, this statement must be no more than 150 words in length and emailed to elections2021@footballwest.com.au by the due date. Football West reserves the right to exclude statements if they are provided after the due date, contain more than 150 words, or are deemed defamatory in nature.

Candidate statements typically contain the following information:

- a) Personal and professional details about the candidate; and
- b) Information pertaining to the candidate's suitability for the role.

8.3 Ballot Papers and Voting Process

If the necessity for an election arises, ballot papers, supporting documentation and timelines will be provided to all eligible voters for the relevant Zone.

Football West may engage an external consultant to scrutinise the poll.

8.4 Declaration of Results

As soon as possible after the conclusion of the election, the result will be declared.

8.5 Term of Office and Casual Vacancies

Each Zone Representative will serve a two year term and is also eligible for re-election.

A casual vacancy may be filled by the Directors. A person appointed to a casual vacancy holds office until the end of the term of the person in whose place they were appointed.

All persons appointed to fill a shortfall of delegates hold office as if they were elected at the immediately preceding election.



Nomination Form – Competition Standing Committee

Candidate Details (All Fields are Mandatory)

| | | | |
|---------------------|--|----|----------|
| Standing Committee | Choose an item. | | |
| Candidate Name | Candidate Name | | |
| Residential Address | Street Address | | |
| | Suburb | WA | Postcode |
| Email Address | Email Address | | |
| Mobile Phone Number | Mobile Number | | |
| Declaration | By lodging this nomination, I agree to be bound by and comply with: <ul style="list-style-type: none"> • Football West's values; • Football West's Constitution, By-laws and all of the Rules, Regulations, Policies, Codes of Conduct and any other regulatory documents of Football West; and • Football Federation Australia's Statutes as in force from time to time. | | |
| Candidate Signature | | | |

Nominating Club Details (All Fields are Mandatory)

| | |
|--------------------------|--|
| Nominating Club Name | Name of Club |
| Club President Name | Name of President |
| Declaration | By lodging this nomination, I declare that I am authorised by my Club to make this nomination on behalf of the Club. |
| Club President Signature | |

Completing this Form

- Please complete the Candidate details and Nominating Club Details by typing in the spaces provided.
- Print the completed form and have both the Candidate and Club President sign the form.
- Scan the document and email the completed form the email address below.

Lodging Nomination Forms

Forms must be received by the Company Secretary **no later than 12:00pm WST on Friday 4 June 2021** by email to elections2021@footballwest.com.au.



Nomination Form – Zone Representative

Candidate Details (All Fields are Mandatory)

| | | | |
|---------------------|--|----|----------|
| Candidate Name | Candidate Name | | |
| Zone Nominated | Choose an item. | | |
| Residential Address | Street Address | | |
| | Suburb | WA | Postcode |
| Email Address | Email Address | | |
| Mobile Phone Number | Mobile Number | | |
| Declaration | By lodging this nomination, I agree to be bound by and comply with: <ul style="list-style-type: none">• Football West's values;• Football West's Constitution, By-laws and all of the Rules, Regulations, Policies, Codes of Conduct and any other regulatory documents of Football West; and• Football Federation Australia's Statutes as in force from time to time. | | |
| Candidate Signature | | | |

Nominating Club Details (All Fields are Mandatory)

| | |
|--------------------------|--|
| Nominating Club Name | Name of Club |
| Club President Name | Name of President |
| Declaration | By lodging this nomination, I declare that I am authorised by my Club to make this nomination on behalf of the Club. |
| Club President Signature | |

Completing this Form

- Please complete the Candidate details by typing in the spaces provided.
- Print the completed form and have both the Candidate and Club President sign the form.
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