



**CENTRAL COAST  
FOOTBALL**

**Nominations for Election as  
Director of Central Coast Football**

## INTRODUCTION

Central Coast Football (**CCF**) is seeking nominations for individuals to stand for election as a Director of CCF at the Annual General Meeting.

At the AGM on 15 December 2021, three director positions become available for election as directors Brett Wright, Ian Cervo and Brad Campbell complete their term. These three directors are eligible to stand for re-election should they be nominated.

This document explains the process, criteria and timeline for the election of Directors. In addition to this document, all nominees should read the CCF Constitution which can be found at [www.ccfootball.com.au](http://www.ccfootball.com.au).

## ABOUT US

Central Coast Football (CCF) is the sole delegated authority empowered to promote and co-ordinate the game of football on the Central Coast and has been serving the Central Coast community since 1963.

CCF is a not for profit organisation with currently 14,200 players encompassing players under 5-year-old to all age women and men. There are a total of [24 clubs](#) affiliated with CCF.

Central Coast Football administers approximately 650 games of football each weekend in a round robin format which culminates in a Final Series in August/September at our home ground at Plum Park.

## PROCESS

### Completion of Documents

In accordance with the CCF Constitution, Nominees must complete the following documentation:

#### 1. Director Nomination Form

The Director Nomination Form contains three (3) parts which must be completed by all Nominees. Those parts are as follows:

- **First Part – Proposers:** All Nominees require either two CCF Members **OR** a CCF Member **and** a Director of CCF (**Proposers**) to nominate them to stand for election as a Director of CCF at the Annual General Meeting.
- **Second Part – Seconder:** All Nominees require another CCF Member or Director of CCF to second their nomination (**Seconder**) to stand for election as a Director of CCF at the 2019 Annual General Meeting.
- **Third Part – Consent to Act:** All Nominees are required to complete, sign and date the Nominee Director Consent to Act form.

**PLEASE NOTE THAT A “CCF MEMBER” IS AN AUTHORISED OFFICER OF A MEMBER CLUB OR A LIFE MEMBER OF CCF.**

**The Director Nomination Form is attached in Annexure 1 below.**

#### 2. Statutory Declaration

All Nominees must sign a Statutory Declaration. This is a requirement set out in the CCF Constitution. The Statutory Declaration must be witnessed by an authorised person

**The Statutory Declaration is attached in Annexure 2 below.**

#### 3. Nominations Criteria

All Nominees must demonstrate whether they meet the core competencies as set out in Article 14.4 (i) of the CCF Constitution and provided under the heading “Competencies” on page 6 and 7 below.

**Please insert your response to the competencies in Annexure 3 below.**

**NOMINATIONS WILL NOT BE ACCEPTED IF THEY ARE NOT ACCOMPANIED BY THE ABOVEMENTIONED DOCUMENTS AS SET OUT IN ANNEXURES 1, 2 AND 3.**

**THE ONUS IS ON NOMINEES TO ENSURE THAT ALL DOCUMENTATION AND REQUIRED INFORMATION IS PROVIDED TO CCF BY THE DUE DATE. PLEASE BE ADVISED THAT CCF MAY NOT REVIEW NOMINATIONS FOR COMPLETENESS AHEAD OF THE DUE DATE.**

Please return the abovementioned documentation via an electronic attachment to the following email address **by no later than 5:00pm on 24 November 2021:**

Central Coast Football  
Attention: Company Secretary  
Email: [admin@ccfootball.com.au](mailto:admin@ccfootball.com.au)

## **ROLE OF THE NOMINATIONS COMMITTEE**

### **Consideration by Nominations Committee**

Upon receipt of the abovementioned documentation, CCF will distribute nominations that require review to the Nominations Committee pursuant to Section 14 of the CCF Constitution.

### **Nominations Committee**

The Directors must establish a nominations committee in accordance with section 14.4 of the CCF Constitution. The Nominations Committee may consider each candidate for election as a Director and will assess each candidate as stated in Section 14.4 and against the core competencies section in Section 14.4 (i) of the CCF Constitution.

The Nominations Committee may, in its absolute discretion and acting in good faith, approve or reject a candidate being elected as a Director.

The CCF Constitution provides, in Section 14.4(d), that unless the Nominations Committee approves a candidate, the candidate is not eligible to stand for election as a Director at the next general meeting.

A decision made by the Nominations Committee under Article 14.4 of the CCF Constitution is final and not subject to challenge.

## CORE COMPETENCIES

In considering each candidate for election as a Director, the Nominations Committee will, in accordance with Section 14.4(b) of the CCF Constitution, assess:

- (i) the commitment of the candidate to a strong governance regime for Football in the Region;
- (ii) the commitment of the candidate to CCF developing policies and strategies for Football generally in the Region;
- (iii) that the candidate has not been involved in activities which could, or could reasonably be perceived to, materially interfere with the candidate's ability to act in the best interests of CCF;
- (iv) that the candidate is free from any interest and any relationship which could, or could reasonably be perceived to, materially interfere with the candidate's ability to act in the best interests of CCF; and
- (v) that the candidate satisfies the "Core Competencies".

As per Section 14.4 (b)(v) of the CCF Constitution, the "Core Competencies" are that a candidate:

- 1) must possess each of the following:
  - (A) demonstrated leadership at a senior level in an environment compatible with the requirements of CCF;
  - (B) demonstrated commitment to strong governance principles and an understanding and appreciation of the duties and responsibilities of the role of Director demonstrated by membership of the Australian Institute of Company Directors, relevant education or experience serving on or working with other Boards of Directors;
  - (C) a commitment to and record of ethical behaviour including not having been the subject of an adverse finding or the current subject of an inquiry or investigation by any statutory, regulatory or law enforcement authority or agency including a disciplinary body of any sporting body or the Company relating to any serious ethical matter; and
- 2) must possess at least one of the following:
  - (A) legal qualifications (LLB or equivalent);
  - (B) accounting/finance qualifications (CA, CPA, CFA or equivalent);
  - (C) in depth knowledge or experience of football through experience as a player, coach or official as determined by the Nominations Committee;
  - (D) football administration experience through serving as a club or association president;

- (E) business experience and/or qualifications (MBA or senior management experience);
- (F) technology experience and/or qualifications (IT, Technology degree, CIO or equivalent position); or
- (G) marketing, communications, government relations or public relations experience at a senior level.

## **CONTACT US**

Any queries in relation to the nomination process should be directed to:

The Company Secretary  
Central Coast Football  
Email: [admin@ccfootball.com.au](mailto:admin@ccfootball.com.au)  
Phone: (02) 43624300

**ANNEXURE 1 – DIRECTOR NOMINATION FORM**

**NOMINATION FOR POSITION AS  
DIRECTOR OF CENTRAL COAST FOOTBALL**

**NOMINEE'S FULL NAME:**

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**PROPOSER 1- DETAILS (CCF MEMBER)**

I hereby nominate \_\_\_\_\_ for the position of Director of Central Coast Football

(Name of Nominee)

**FULL NAME:**

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**POSITION HELD (must be a CCF Member or Director)**

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**PROPOSER'S SIGNATURE:**

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**DATE:**

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**PROPOSER 2- DETAILS (CCF MEMBER OR CCF DIRECTOR)**

I hereby nominate \_\_\_\_\_ for the position of Director of Central Coast Football

(Name of Nominee)

**FULL NAME:**

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**POSITION HELD (must be a CCF Member or Director)**

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**PROPOSER'S SIGNATURE:**

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**DATE:**

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**SECONDER – DETAILS (CCF MEMBER OR CCF DIRECTOR)**

I hereby second \_\_\_\_\_ for the position of Director of Central Coast Football

(Name of Nominee)

**FULL NAME:**

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**POSITION HELD (must be a CCF Member or Director)**

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**PROPOSER'S SIGNATURE:**

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**DATE:**

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<b>TO BE COMPLETED BY THE NOMINEE</b>
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**CONSENT TO ACT AS DIRECTOR**

In accordance with section 201D of the *Corporations Act 2001* (Cth) (**the Act**), I hereby notify my consent to act as Director of Central Coast Football (**CCF**).

<b>NOMINEE'S FULL NAME:</b>			
<b>RESIDENTIAL ADDRESS:</b>			
<b>SUBURB:</b>		<b>POSTCODE:</b>	
<b>DATE OF BIRTH:</b>			
<b>TELEPHONE:</b>		<b>MOBILE:</b>	
<b>EMAIL:</b>			

I have read and understood the CCF Constitution, By-Laws and the information I have provided is true and correct. In submitting this nomination I agree to be bound by the CCF Constitution, By-Laws, Rules, Regulations and all applicable policies;

<b>NOMINEE'S SIGNATURE:</b>			
<b>DATE:</b>			

**ANNEXURE 2 – STATUTORY DECLARATION**

**Central Coast Football (the Company)  
Statutory Declaration  
OATHS ACT 1900, NSW, EIGHTH SCHEDULE**

I, \_\_\_\_\_ of \_\_\_\_\_

in New South Wales solemnly and sincerely declare as follows:

**THAT** to the best of my knowledge and belief, I have not been involved in any activities which could materially interfere with my ability to act in the best interests of the Company.

**THAT** to the best of my knowledge and belief, I am free from any interest or relationship which could materially interfere with my ability to act in the best interests of the Company.

**THAT** I do not hold a position of delegate or as an officer (executive Committee member) of a club or if I do I will resign this position if within seven (7) days of being elected

**AND I MAKE** this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1900.

Declared at:.....on .....  
*(place) (date)*

.....  
*(signature of declarant)*

in the presence of an authorised witness, who states:

I, ..... , a ..... ,  
*(name of authorised witness) (qualification of authorised witness)*

certify the following matters concerning the making of this statutory declaration by the person who made it: [*\* please cross out any text that does not apply*]

1. \*I saw the face of the person OR \*I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
2. \*I have known the person for at least 12 months OR \*I have not known the person for at least 12 months, but I have confirmed the person’s identity using an identification document and the document I relied on was .....  
*[describe identification document relied on]*

.....  
*[signature of authorised witness]*

.....  
*[date]*

### **ANNEXURE 3 – STATEMENT OF COMPLIANCE**

In considering each candidate for election as a Director, the Nominations Committee will, in accordance with Section 14.4 must approve whether a candidate is eligible for election.

Please either attach a statement and/or Resume outlining how the nominee meets the core competencies or provide details in the section below: