



JUNIOR FOOTBALL MANUAL

2011

UPDATED 29TH MARCH 2011

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1. THE ASSOCIATION

1.1 Introduction

This Manual is available from the “library” on the KDSA web site– kdsa.asn.au – It does not replace the KDSA constitution or By-Laws (held by club secretaries and available on the KDSA website), and is subject to change during the season as determined by the KDSA Management Committee. It should assist team managers and all those associated with KDSA.

1.1.1 Contact Details

Wet weather: 1900 957 016
Web site: kdsa.asn.au
KDSA office: PO BOX 3288 ASQUITH NSW 2077
5/27-29 Salisbury Road Hornsby
Phone: 9477 6521 (F): 9477 2854
General Manager: admin@kdsa.asn.au

1.1.2 Communication with the Association

The Team Manager is responsible to handle team members’ and parents’ communications with your club. It is your club secretary’s responsibility to communicate with KDSA on the team’s behalf, should the need arise. Many queries and/or issues can be sorted out at club level, without the need to refer to KDSA.

Players →Team Manager→Club Secretary →Association General Manager

1.1.3 Website (kdsa.asn.au)

The KDSA website contains the season draw for all age groups. Also on the web site are procedures for players ordered from the field or cautioned, wet weather procedures, ground locations, contact lists for clubs, the KDSA code of conduct, manager’s manuals, etc.

Please check the web site for any changes on the night before or on the morning of the game before setting out. This will make sure that parents and players are playing at the correct ground at the correct time.

Some clubs and teams will have their own home page and are responsible for maintaining their own page. Contact your club secretary to sort out the use of this team home page. The Association’s web site - kdsa.asn.au - is the only official web site for KDSA information distribution. As Team Manager it is your duty to make sure all your players are aware of and read the important information on the KDSA website.

Many clubs also distribute a club newsletter which presents an opportunity to print and distribute website information if you wish.

1.1.4 Sub-Committees

Three sub-committees are delegated to manage and run competitions and games; Junior, Men’s and Girls/Women’s.

1.1.5 Protests

Decisions of a Sub Committee may be protested to the P & D. Protests must: -

- a) Be lodged by the club secretary to the General Manager within seven (7) days of notification of the Junior Football Committee decision;
- b) State the exact wording of the decision being protested against;
- c) Cite grounds for the protest;
- d) Include a club cheque for the protest fee of \$200.

1.1.6 Grounds for Protests

There are three grounds upon which to base a protest: -

- a) Severity/leniency of penalty. Here, the offence is conceded but the protest is against the severity/leniency of the penalty or extent of any ban.
- b) Unfair treatment of the relevant party or the case being presented, material witnesses not allowed to be heard etc.
- c) New evidence, or more frequently, evidence improperly dealt with, not given sufficient weight etc.

1.2 Safety and Health

1.2.1 Ground Safety

Ensure ground is inspected and safe to use before playing and training.

1.2.2 Infectious Diseases

Bleeding players must leave the field. They can only return when authorised by the referee.

Contaminated clothing must be replaced.

Players are not to share water bottles due to the risk of transfer of infectious diseases.

1.2.3 Player Safety

Shin Pads are mandatory.

Mouthguards are recommended.

Watches and jewellery of any kind are not permitted on the field.

First Aid kit and ice-pack should be taken to each game (check if your club supplies these).

Hard casts are not permitted on the field.

Players who wear spectacles while playing should obtain a letter from their optometrist and carry it with them at all times stating spectacles are safety glasses.

1.2.4 Member Protection

Your club is required to appoint a Member Protection Information Officer (MPIO). Speak to the MPIO if you have a grievance with any person within your own club or from another club. You should also advise your MPIO if you observe any behaviour from others that you have concerns about. A Member Protection Manual is available on the KDSA website at kdsa.asn.au.

1.2.5 Working with Children

In July 2000 legislation was introduced which requires all persons who will be working with children (U18) at team or club level to sign a Prohibited Employment Declaration. This is available from your club secretary (a copy is also included at the end of this manual). Any person who cannot or will not sign this declaration will not be permitted to hold any related role within the club. The Declaration needs to be returned to Club Secretaries. It is a statutory requirement.

1.2.6 Pregnancy Policy

The KDSA supports the position that a pregnant player should be given the opportunity to decide for herself, in consultation with her medical advisers, whether or not to participate whilst pregnant. Pregnant players should note the two files in the KDSA website file library regarding Pregnancy Policy and Pregnant Player Checklist.

1.2.7 Public Liability

- a) Never admit liability or hint at insurance.
- b) Report potentially dangerous situations to your club secretary immediately (e.g., broken goal posts) so the KDSA and relevant council can be notified and repairs made.
- c) Be aware of your responsibilities to the players in your care – keep them in non-hazardous areas, and enlist parental help for adequate supervision.

- d) In case of injury administer first-aid or seek medical help, without admission of liability.

1.2.8 Injuries

1.2.8.1 First Aid

First Aid kit and ice-pack should be taken to each game (check if your club supplies these). If a player is injured seek medical attention – call for any persons that are qualified to administer first aid or call an ambulance according to the nature and severity of the injury.

1.2.8.2 Accident Support Scheme

All registered players are covered by the FNSW Accident Support Scheme. The benefits are limited so please refer to the “2011 Insurance Form” in the Library section of the KDSA website.

1.2.8.3 Claim forms

Claim forms are available from the club secretary or on the KDSA website.

Claims MUST be lodged within thirty (30) days of injury and MUST be endorsed by the Club Secretary and Association General Manager. KDSA will take a copy and return to the claimant for lodgement.

1.3 Conduct

1.3.1 Players Sent from the Field or Cautioned (Red / Yellow Cards)

The P.D. & D.C. & Appeals Manual has complete information. The following are guidelines only:

- a) Any player ordered from the field of play by the referee MUST leave the oval immediately.
- b) All players sent from the field of play are automatically suspended for the next competition match, as defined in Section 6.13 of the By-Laws, irrespective of the offence committed and notwithstanding the result of a subsequent & D hearing.
- c) Players sent off for a second caution in the same match will receive an automatic one-match suspension. No appeal allowed. Any player sent off for this offence for a second time in a season will receive an automatic two-match suspension. No appeal allowed. Players sent off for a further time will be cited to appear at a P & D hearing. Players sent off for an offence that carries an automatic suspension who choose not to challenge the suspension at the first P & D hearing after the match, will receive any additional prescribed suspension.
- d) Players sent off for an offence that does not carry an automatic suspension MUST attend the first P & D hearing after the match. Failure to do so will result in the player being suspended until the player does attend P&D.
- e) Players cited for incidents that occur immediately after being sent off must attend the P & D if requested. The player may play until requested to appear, provided the automatic suspension has been served. Players who fail to attend as requested will be suspended until they do so.
- f) Players who are unable to attend P & D or who wish to present witnesses must contact their Club Secretary before scheduled date of hearing. For further advice refer to P & D Manual.
- g) Any player cited to appear at P & D for off-field incidents must appear as requested. If the player is unable to attend at the requested meeting the player must inform the P & D in writing of the reasons for non-attendance before the meeting, and advise what meeting, within 14 days of the date of the citing letter, the player can attend. If a player does not attend a hearing within 14 days a decision will be made and the player advised. The player may challenge the decision within 7 days of the advice. The player may play until a decision is made.
- h) Any player receiving four Yellow Cards in a season will receive a one-match suspension. Any player receiving six Yellow Cards in a season will receive a two-match suspension. Players should not stand down unless advised to do so by P & D Chairman. There is no appeal against Yellow Cards.

- i) Any player who receives more than six Yellow Cards in a season may be cited to appear at next P & D meeting.
- j) All players have the right of appeal within 7 days.
- k) All suspensions must be served in the next game[s] played by the player's registered team. A player sent off in a 1pm game cannot play in the 3pm game, but that 3pm game does not count towards any automatic suspension
- l) Players who play whilst suspended shall receive a one-match suspension for each game played whilst suspended, in addition to the suspension already imposed.
- m) Forms on which a club official acting as referee records Send-offs and Cautions is attached to this manual. A form must be completed by the person who refereed the game, regardless of whether that person was or was not appointed to the game by KDFRA

1.3.2 Code of Conduct

For the benefit of all participants and their enjoyment of the game of football, all players, managers, coaches, club officials and spectators must exhibit good behaviour and comply with this code of conduct when they participate in competitions of the Association or carry out their duties for their team or club.

It is an offence to: -

- a) Use offensive, insulting or abusive language or gestures.
- b) Use inflammatory language or gestures.
- c) Make unsporting remarks.
- d) Publish inflammatory, defamatory or unsporting remarks via any written or electronic media (eg: club newsletter or website or email)
- e) Bring the game into disrepute.
- f) Act in a manner that is prejudicial to any other participant, club or the Association.

Offenders will be cited to appear before the relevant competition sub-committee or MC of the Association.

1.3.2.1 Players

- a. Play by the rules.
- b. Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- c. Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
- d. Work equally hard for yourself and/or your team. Your team's performance will benefit, and so will you.
- e. Be a good sport. Applaud all good plays whether your team or the opposition makes them.
- f. Treat all participants in your sport, as you like to be treated. Do not bully or take unfair advantage of another competitor.
- g. Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
- h. Participate for your own enjoyment and benefit, not just to please parents and coaches.
- i. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

1.3.2.2 Coaches

- a. Remember that people participate for pleasure and winning is only part of the fun.
- b. Never ridicule or yell at a player for making a mistake or not coming first.

- c. Be reasonable in your demands on players' time, energy and enthusiasm.
- d. Operate within the rules and spirit of your sport and teach your players to do the same.
- e. Ensure that the time players spend with you is a positive experience. All people are deserving of equal attention and opportunities.
- f. Avoid overplaying the talented players; the "just average" need and deserve equal time.
- g. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- h. Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- i. Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- j. Show concern and caution toward sick and injured
- k. Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- l. Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- m. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- n. No one is to stand on or behind the goal line.

1.3.2.3 Officials

- a. Compliment and encourage all participants.
- b. Be consistent, objective and courteous when making decisions.
- c. Condemn unsporting behaviour and promote respect for all opponents.
- d. Emphasise the spirit of the game rather than the errors.
- e. Be a good sport yourself. Actions speak louder than words.
- f. Keep up to date with the latest trends in officiating and the principles of growth and development of people.
- g. Remember, you set an example. Your behaviour and comments should be positive and supportive.
- h. Place the safety and welfare of the participants above all else.
- i. Give all people a 'fair go' regardless of their gender, ability, cultural background or religion

1.3.2.4 Spectators

- a. Remember that people participate in sport for their enjoyment and benefit, not yours.
- b. Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
- c. Respect the decisions of officials and teach players to do the same.
- d. Never ridicule or scold a player for making a mistake. Positive comments are motivational.
- e. Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- f. Show respect for your team's opponents. Without them there would be no game.
- g. Encourage players to follow the rules and the officials' decisions.
- h. Do not use foul language, sledge or harass players, coaches or officials.

- i. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- j. No one is to stand on or behind the goal line.

1.3.3 Sport Rage

Action against “Sport Rage” is an initiative of the NSW Department of Sport & Recreation and is fully supported by the KDSA.

Sport rage can come in many forms – an unruly supporter abusing a referee, a player punching another player, or a spectator shouting racial taunts.

These moments of madness can result in serious injuries, disciplinary action and even lifetime bans.

Dealing with sport rage is now a major challenge for clubs. Not only does sport rage reflect badly on the clubs involved, it can deter participation at all levels.

It is important that everyone involved in sport unites to combat sport rage.

1.3.4 Preventing sport rage: Tips for players

While sport rage is often the result of many factors, players can help reduce incidents by creating a positive sporting environment. Players should consider the following four points: -

Be a good sport

- Remember the principles of fair play – respect, integrity and fairness.
- Display modesty in victory and graciousness in defeat.
- If you win, don’t rub it in.
- If you lose, don’t make excuses.
- If you make a mistake, learn from it and be ready to play on.
- If a team member makes a mistake, offer encouragement not criticism.
- Control your temper, - don’t use bad language or harass others.
- Cooperate with your coach, team-mates and officials.
- Learn the rules of the game and abide by them.
- Visit www.playbytherules.net.au to learn more about fair play.

Respect your opponent

- Treat your opponent the way you would like to be treated.
- Give encouragement to injured players and recognition to outstanding performances for both teams.
- Don’t sledge or make any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial or sexual nature.
- Don’t bully or take unfair advantage of another player.
- Always thank the referee at the end of the game.

Respect officials

- Accept and respect the referee’s decision.
- Always thank the referee at the end of the game.
- If you have an issue with a decision, raise it in controlled and professional way with the coach or your captain.

Uphold the code of conduct

- Support and uphold the code of conduct for players.
- Don’t drink alcohol at matches or arrive at the field intoxicated.

1.3.5 Preventing Sport Rage: Tips for Supporters

While sport rage is often the result of many factors, supporters can help reduce incidents by being good role models and helping to create a positive sporting environment. Supporters should consider the following points:

- **Keep your emotions in check:** While some sideline emotion can be well intentioned, always consider the impact this is having. Bad behaviour, such as abusing an official or ridiculing the opposition, is unacceptable.
- **Respect for coaches:** Coaches and team managers play an essential role in providing a sporting experience. Without them there would be no team and no game, so show respect for the people in these roles.
- **Respect for referees and officials:** Referees and other officials are there to help make the game fair and more enjoyable for everyone. But they are human and may occasionally make mistakes. Your behaviour toward officials will affect the attitude of players. Supporters should never approach the official directly. If you have an issue raise it in a controlled and professional way with the coach or club administrator.

1.3.5.1 Upholding the code of conduct

It is important you understand, support and uphold the supporter's code of conduct. Your club is entitled to enforce this code. For example, while it may not be a criminal offence for a spectator to verbally taunt an opposition team, such behaviour may well breach the code of conduct and disciplinary action may be taken.

1.3.5.2 Dealing with Sport Rage

Despite everyone's best intentions, sport rage incidents sometimes occur. While it is mainly the responsibility of ground officials and club committee members to deal with incidents, it is important that everyone understands and supports the process. Here are some of the steps that can be taken, depending on the seriousness of the incident: -

- **Reporting inappropriate behaviour – Responsibility of everyone:** Behaviour that contravenes the codes of conduct should be reported to the ground official. Any person who is unsure who the ground official is should report the incident to a club committee member.
- **Approaching the offender – Responsibility of the ground official/club committee member:** Only the ground official or club committee member should approach the offender.
- **Issuing warnings – Responsibility of the club committee/ground official :**The first time a person breaches a code of conduct, they might be issued with a warning. The person may not be aware that their behaviour is unacceptable and should be notified of club rules.
- **Taking disciplinary action – Responsibility of the club committee member:** The club committee should consider taking disciplinary action in accordance with its rules if the conduct is repeated or of a serious nature. This might result in counselling, suspension or expulsion.
- **Removing people from the field of play or venue – Responsibility of the ground official/club committee:** The referee should communicate directly and immediately with the ground official to remove a person from the field. If the club is in a position to control ground entry, it will be able to evict persons from the ground. Where attendance is not controlled, clubs can request offenders leave the venue, or otherwise can discipline the person for the breach of the code of conduct.
- **Suspending play – Responsibility of the referee:** The referee may suspend play and refuse to restart until appropriate action has been taken. They may request that a person is removed from the sideline and, in serious cases, abandon the game altogether.
- **Involving the police – Responsibility of the ground official/club committee:** If you feel the behaviour of an individual constitutes a criminal act the police should be notified immediately by the ground official. While it is lawful for a club to detain a person who has

committed a criminal offence until the police arrive, it is recommended that this is done only as a last resort. Club officials are able to exercise reasonable force in detaining a person who has committed a criminal offence until the police arrive, but this should not be disproportionate to the conduct of the offender.

1.3.6 Alcohol

Alcohol is not permitted on any ground at any time.

1.4 Grounds

1.4.1 Training

Training times are allocated by KDSA Grounds Controller in accordance with the requests received from your club. In the event the weather is doubtful all players should ring the Wet Weather number. If you train on grounds that are officially closed by the relevant Council, your club runs the risk of heavy fines or suspension. Councils close grounds to protect them, and KDSA fully supports this action.

1.4.2 Wet Weather Procedure

In the event the weather is doubtful all players are able to check the KDSA web site or ring the wet weather recorded message service **1 900 957 016**.

- after 7pm the night before games
- after 3pm on the day for training

1.4.3 Dressing

All clubs using full size fields are required to dress one or more fields. This may be delegated to teams on a rostered basis throughout the season. When it is your team's turn, please make sure that the field is dressed properly. A field without nets is a great inconvenience to players, and fines or other penalties will be incurred.

A field without corner posts is unplayable in accordance with football rules and officially appointed referees will not officiate at grounds without corner posts.

"Dressing" the ground also includes opening dressing rooms and ensuring that emergency access gates are open, including at non-competition grounds.

Clubs responsible for ground dressing are listed on the KDSA website.

1.4.4 Locations

Appear on the web site.

1.4.5 Ground Manager

Unless a Ground Manager has been appointed by the club responsible for dressing of that ground, the Team Manager should act as Ground Manager and be responsible for control of the clubs' players and supporters, and act upon referee's instructions.

1.4.6 Team Officials ID cards

- 1) All team officials are required to display a KDSA official ID card at all games in which they are participating.
- 2) Referees have the power to requires any person not displaying an ID card to leave the vicinity of the playing area.
- 3) Any official who does not produce his ID card when requested to do so by the referee may be referred to the PD & DC. Referees may ask to sight an official's card for the purpose of obtaining his/her name.

2. JUNIOR COMPETITION (U12-U18)

2.1 Junior Committee

- a) The Junior Football Committee shall be empowered to deal with all competition matters pertaining to Junior
- b) Mixed Football (subject to the authority of the MC).
- c) The committee shall be formed each year under the guidance of the Committee Chairman. It is suggested that no two members of the Committee, including the Chairman and Registrar, shall be from the same club.
- d) The Junior Football Committee shall consist of a Chairman and a minimum of 11 other persons.
- e) The General Manager shall supply the committee with copies of Junior Mixed Football correspondence received and shall inform the committees on all other relevant matters.
- f) Minutes of Junior Football Committee meetings shall be taken that record all decisions taken by the Committee. These minutes should be made available to the General Manager.
- g) The General Manager shall make available minutes from the Men's Football committee meetings to the KDSAMC and other relevant groups/individuals if required.

2.1.1 Junior Committee Contacts

CHAIRMAN:	Alan Barwick	0419 293 383	juniorchair@kdsa.asn.au
REGISTRAR	Belinda Templeman	0414 433 470	juniorregistrar@kdsa.asn.au

2.2 Competition

The following competitions are available for entry: -

- a) Under 12s – league format
- b) Under 13s – league format
- c) Under 14s – league format
- d) Under 15s – league format
- e) Under 16s – league format
- f) Under 18s – league format
- g) Treasurer's Shield – Under 14s, knockout format
- h) Secretary's Shield – Under 16s, knockout format
- i) President's Shield – Under 18s, knockout format

Fixtures for the above a)-f) are scheduled on Saturday, and Sundays at the discretion of the Junior Football Committee. Fixtures for g)-i) are scheduled on Sundays.

2.2.1 Season Dates

Start: 17 April 2010
Finish: 28 August 2010
School Holiday Date: 10th July 2010

2.2.2 Points and Tables

- a) Competition points shall be awarded as follows: -
 - i. Win = 3 points
 - ii. Draw = 1 point
 - iii. Loss = 0 points
- b) Team positions in competition tables shall be ordered by: -
 - i. Competition points
 - ii. Goal Difference ('goals scored' minus 'goals conceded')
 - iii. Goals Scored

- c) The team in first position at the end of the competition shall be declared the competition winner.
- d) At the end of the competition, teams shall compete in a finals series, time permitting.
- e) Competition tables will be published on the KDSA website – kdsa.asn.au

2.2.3 Format

The Junior Football Committee will endeavour to have teams play each other at least twice over the season, weather and other circumstances permitting. If circumstances affect the possibility of completing rotations then only those games deemed necessary to determine the competition winner will be played. The team in first position at the end of the competition shall be declared the competition winner.

If the full rotation is achieved prior to the season end, then a final series competition will be played. The final series competition has no impact on the Premiership Competition. Weather permitting; all teams will play the full 18 games. All ages will be structured into 8 team Divisions (where feasible). Variations in division size will be at the discretion of the Junior Football Committee and must be approved by the Management Committee.

If circumstances require 12 teams in a division, that division will play the first 11 games of the season, and then split into two separate divisions for the remainder of the season. Points from the first round of matches will be carried forward.

Special Note on U12 in 2010

U12 Division 1 will follow the standard competition format. Below Division 1, U12 will follow a different format. For the first 7 rounds, teams will be divided into two Northern Conferences (North-A, North-B) and two Southern Conferences (South –A, South-B). All points from the Conference stage will carry over to the next stage of competition.

North –A will play 7 rounds against opponents from their own conference as well as 1 game against an opponent from South-A. **South –A** will play 7 rounds against opponents from their own conference as well as 1 game against an opponent from North-A. After 7 rounds we will form one 6-team division and one 8-team division by combining North-A and South-A. A further 5 rounds for the 6-team division and 7 rounds for the 8-team division will be played, followed by Finals Series if time permits.

North-B and South-B will play 7 rounds against 7 random opponents from their own conference. After 7 rounds we will form two 6-team divisions and one 8-team by combining North-B and South-B. A further 5 rounds for the 6-team divisions and 7 rounds for the 8-team division will be played, followed by Finals series if time permits.

For purposes of applying the player eligibility by-laws, North-A and South-A are considered to be the same level, one division below Division 1. Also, North-B and South-B are considered to be at the same level, one division below North-A and South-A.

2.2.4 Modifications to the Laws of the Game

2.2.4.1 The Field of Play

On fields where combined soccer/rugby style goalposts are used, the ball shall be considered out-of-play if it touches any part of the rugby-specific sections of the goalposts.

2.2.4.2 The Ball

An approved Size 4 ball shall be used in Under 12 and Under 13.
An approved Size 5 ball shall be used in Under 14 to Under 18.

2.2.4.3 The Duration of Play

- a. Under 12s – 50 minutes (25 mins per half).
- b. Under 13-14s – 60 minutes (30 mins per half).

- c. Under 15-16s – 70 minutes (35 mins per half).
- d. Under 18s – 90 minutes (45 mins per half).
- e. The half-time interval shall not exceed 5 mins in all matches.
- f. Delayed start matches shall have their halves reduced so they conclude within the allotted time.
- g. No stoppage time shall be played.

2.2.4.5 The Players' Equipment

- a. Jerseys must be uniquely, permanently numbered.
- b. Jewellery is not permitted.
- c. Plaster or similar rigid casts are not permitted.
- d. All equipment is subject to the referee's authority as per the Laws of the Game.

2.2.4.6 The Number of Players

- a. The minimum number of players to start and complete a match is seven (7).
- b. A maximum of sixteen (16) players from each team may take part in a match.
- c. Interchange shall apply in all competitions. Players who have been interchanged during a match may still take further part in the match.

2.2.4.7 The Corner Kick

In Under 12s, if the minimum distance of the corner flag from the penalty area is greater than 8 yards then corner kicks shall be taken from an imaginary arc centred on a point on the goal line 8 yards from the penalty area.

2.2.5 Playing Strip/Dress Code

- a) Each registered Club has an approved playing strip (socks, shorts and shirt). Teams not correctly attired risk fines of \$10.00 per player not correctly attired.
 - i) Each player must wear an individually numbered shirt.
 - ii) Shirts must be tucked in.
 - iii) Boots may have moulded sole, plastic or metal screw studs (providing the last are deemed safe by the referee).
- b) Shin pads are mandatory.
- c) No watches or jewellery are permitted.
- d) No plaster or other rigid casts are permitted.
- e) A club wishing to change its playing strip must apply via its Club Secretary to KDSA BEFORE purchasing anew strip as such application may well be rejected.
- f) All teams must have access to the club's alternate strip. This strip may only be worn if there is a clash of strip in which case the home team is required to wear an approved alternate strip. A home team failing to wear its alternate strip when there is a clash may be deemed to have forfeited the game.
- h) Advertising on the strip is allowed BUT only AFTER approval is obtained from KDSA (Alcohol & Tobacco Advertising is not permissible).
- i) See list of approved strips in this manual

2.3 Teams

2.3.1 Team Entry (Nomination)

- a) The Junior Football Committee shall publish a closing date for the entry of teams for its competitions.
- b) Details of the number of teams entered in each age group must be submitted to the competition registrar by the published date.
- c) Following the closing date for entries, the Junior Football Committee shall arrange suitable competitions for the season. If insufficient entries are received in any age group, those teams

may be permitted to enter competitions conducted by neighbouring associations and any fees paid to the Association shall be refunded.

- d) Each team entry must include the name and contact details of the team manager and coach. Details shall be included on team registration page at time of registration.
- e) The minimum number of players to be registered in a team is 12.
- f) The maximum number of players to be registered in a team is 16.
- g) Competition draws will be published on the KDSA website – kdsa.asn.au. Changes to the draw will only be permitted at the discretion of the Junior Football committee.
- h) Division sizes for competition ages shall comprise 8 teams where possible with any variation at the discretion of the relevant competition committee with the approval of the MC.

2.3.2 Team Grading

Teams are subject to grading by the Junior Football Committee. The basis of grading method is typically (but not limited to) the following: -

- a) Previous year's performances.
- b) Information provided by clubs.

2.3.4 Regrading

No regrading will occur except at the absolute discretion of the Junior Football Committee.

2.3.5 Late Team Entry or Withdrawal

- a) Late entries may be accepted at the discretion of the Junior Football Committee, and must be accompanied by a late entry fee as prescribed in the By-Laws.
- b) Withdrawals must be made in writing and are subject to a withdrawal fee as prescribed in the By-Laws.

2.4 Players

2.4.1 Player Eligibility

Subject to dispensation that may be granted by the Junior Football Committee, the following criteria define player eligibility: -

- a) Players must be properly registered, in accordance with the provisions of Section 1.11 of the By-Laws.
- b) Players may only play in competition matches if they meet the age criteria on the day of the game.
- c) Players under suspension are not eligible to play until their suspension is duly served.
- d) No player shall play in an age group more than two (2) years higher than they are qualified for, unless they have been granted dispensation by the Junior Football Committee.
- e) Players may not play in a lower division than that which they have registered within their age group.
- f) Players are not permitted to play in a lower age group to that in which they are registered, even if they qualify by age.
- g) Players may play three matches in a higher division than that which they have registered and continue to play in their registered team. On the fourth occasion of playing in a higher division, they will be deemed to have transferred to the higher division team.
- h) Players may play in a higher age group (or competition) than that in which they have registered provided that they meet the age requirements and with the following exceptions: -
 - i. Division 1 players from a lower age group may only play in Division 1 or 1/2 of the next highest age group
 - ii. Division 1/2 players from a lower age group may only play in Division 1 or 2 of the higher age group. This is until the Division is split, after that, i) applies.
- i) Where clubs have more than one team in a division or knockout competition, players may not play for more than one team.
- j) No player will be eligible to take part in any match if they are not included on their team's Team ID sheet at the match, available for inspection by any official. If a player is substituting for another team then he must be able to present his own team's Team ID Sheet with his

details included, or a cut out section of his own team's Team ID Sheet that includes his name, photo and ID number.

- k) Players are not permitted to be dual registered with a club of the Association, or with any other club playing in any form of professional or representative league. Thus, for example, any player taking part in district representative teams may not play in competitions of the Association. Matters in this clause are subject to the discretion of the Junior Football Committee.
- l) No registrations will be accepted after 1st August without the approval of the Junior Football Committee.
- m) Persons of any gender may register and play in junior mixed football.

Note that girls who are registered in the Sunday competition may also substitute in mixed Junior Competition teams provided they are age-eligible. Likewise, girls registered in the mixed junior competition may substitute in the Girls' Sunday Competition provided they are age-eligible.

Please make sure that borrowed players get a share of game time.

2.4.2 Player Identification

ID cards ARE NO LONGER REQUIRED for these competitions. Managers will be required to print their entire team, with photos, onto 1 sheet of paper and retain that for the entire season. In order for this to occur all player photos MUST be loaded onto the Calford green registration website before the season starts. To load photos just click on the blank photo icon on the player's page and follow the instructions. Alternatively managers can load photos for their team from the Team Managers' section of the website (team manager instructions are included in the registration pack. Do not send photos to the office as we do not have access to your registration database.

2.5 Officials

2.5.1 Referees

The Referees' Association will appoint referees. Where no appointed referees are present at fixtures, team managers shall mutually appoint a referee and assistant referees.

2.5.2 Team Managers

Team managers shall perform the following duties on match days: -

- a) Home team manager to ensure alternate strip is available in the event of a clash.
- b) Check playing ground for safety – ensure no safety hazards.
- c) Introduce themselves to the referees and assist the referee as requested.
- d) Mutually appoint a referee and assistant referees if no qualified referees are present.
- e) Each team manager to supply his/her half of match card and hand to referee before kick-off. See "Match Card Procedure" in this manual.
- f) Perform ID check and sign match card prior to commencement of each game.
- g) Ensure players are correctly attired.
- h) Provide an approved, licensed, properly inflated match ball prior to game start.
- i) Ensure alcohol is not present.
- j) Ensure that players sent from the field leave the vicinity of the field.
- k) Ensure cleanliness of venue.
- l) After the match, the winning team (or home team in the case of a draw) takes both halves of the match card, folds them together (ideally join with a staple) and delivers the match card to their club recorder.
- m) Both managers enter the result online as soon as possible after the match.

2.6 Results

2.6.1 Match Cards

- a) All matches must have a match card – including friendly matches.
- b) Match cards are to be printed from the club registration system and will include the names and ID numbers of all registered players in the team.

- c) Any amendments required to the printed match card, including the listing of borrowed players, must be completed by hand in ink. The presence of a shirt number handwritten in ink indicates that the player took part in the match.
- d) Any amendments required to the printed match card must be completed by hand in ink.
- e) The name, shirt number and ID number must be listed for all players in the match. If a player's shirt number or ID number is missing from the card whilst their name is on the card, a fine is applicable. If a player's name is missing from the card, and they took part in the match, the match shall be forfeited to the opposition. Alterations to Match Cards are not permitted after commencement of match.
- f) Only eligible players may appear on the match card.
- g) Players with shirt numbers handwritten in ink shall be deemed to have played in the match, whether they actually took to the field or not.
- h) Players appearing on the match card shall be deemed to have played in the match, whether they actually took the field or not.
- i) Managers must sign the match card confirming ID acceptance prior to commencement of any game.
- j) Managers may list players who are not present at the start of a match; however the opposing manager must be given the opportunity to perform ID checks before such players take the field.
- k) Winning managers (or home managers in the case of a draw) must return both match cards to the club recorder/secretary in time for them to be forwarded to KDSA Office by 5pm on the Wednesday following the game.

2.6.2 Matches in Dispute

Managers are encouraged to settle any dispute at the game. However if this is not possible the manager may mark the match card "Match in Dispute" at the conclusion of any match if they wish to dispute the result due to an alleged breach of the competition rules. The dispute procedure is as follows: -

- a) The disputing manager must submit a report in writing to the Junior Football Committee via their club secretary within 7 days of the match detailing the circumstances surrounding the dispute and citing the rules that allegedly have been breached.
- b) The parties will be notified of the dispute and of the time and place when the Junior Football Committee will hear the matter. The parties may make written submissions to the committee and/or make personal representations at the committee hearing.
- c) The Junior Football Committee may seek further evidence from additional sources.
- d) Following the Committee hearing, the parties will be notified of the result and of their right of protest.

Note: The Junior Football Committee may also initiate proceedings without a "Match in Dispute" notification where a breach of the rules is evident.

2.6.3 Recording Results

- a) Both team managers enter the result online as soon as possible after the match. Results are entered via the Match Results menu item in the Team Managers section of the club website. The result will be displayed online as soon as the first instance is entered.
- b) If both instances don't agree then the recorded result will be blanked out. An email will be sent to both managers telling them what results have been entered and asking them to re-enter the correct result. The recorded result will remain blank until agreement is reached.
- c) An email reminder will be sent automatically to any manager who hasn't entered a result by midnight on Sunday.
- a) Club recorders will receive a report of all outstanding results at midnight on Tuesday.

2.7 Forfeits

- a) Where a team forfeits a match, the opposition shall be awarded a 3-0 win.
- b) Where both teams forfeit a match, neither team shall be awarded any goals or competition points.

2.7.1 Forfeit with notice

- a) All forfeits must be notified to the Association on the published Forfeit Form at least 48 hours prior to the scheduled commencement of the fixture.
- b) Teams forfeiting after 4 pm of the last working day in any week must advise the opposition Club Secretary, the KDFRA and the KDSA Office.

2.7.2 Forfeit without notice

- a) Where a team has not reported to the referee by the scheduled kick-off or does not have the required minimum number of players present, 10 minutes grace may be claimed and must be allowed. After the 10 minute grace period has passed a team failing to report to the referee shall automatically forfeit to its opponents, provided that the opponents have reported in good order to the referee.
- b) Forfeiting teams will be penalised as per these By-Laws.

2.7.3 Ineligible Players

- a) Any team playing an ineligible player shall be considered to have forfeited the match.
- b) If it is proved that the club has wilfully sanctioned such practice, the said club or team shall be suspended from further part in the Association's competitions or otherwise dealt with at the discretion of the Junior Football Committee.

2.7.4 Consecutive Forfeits

Teams forfeiting on consecutive occasions without good reason may be removed from the competition at the discretion of the Junior Football Committee.

2.8 Abandoned/Cancelled Matches

- a) All matches must be played at the time and place advertised, except where abandoned or cancelled by: -
 - i. The General Manager
 - ii. The Junior Football Committee
 - iii. The referee appointed to control the match
- b) Abandoned/Cancelled matches may be rescheduled at the discretion of the Junior Football Committee.
- c) Where a full round is cancelled due to weather or other circumstances such round will be made up immediately following the previously advertised premiership end date.

2.9 Fixtures

2.9.1 Special Time Requests

Special Time Requests may be granted to clubs meeting the following criteria:

- a) Playing time requests may be accepted for:-
 - i. Saturday 8.30am
 - ii. Saturday late morning (usually 11:20 – 11.50am)
 - iii. Saturday early afternoon (usually 12.30pm onwards)
 - iv. Saturday late afternoon (usually 2:00pm onwards)
 - v. Saturday mornings (Junior Girl's)
- b) For playing time request options (ii), (iii) and (iv), specific times cannot be requested. Actual times allotted will depend on other Special Time Requests and available grounds.
- c) For playing time request options (i) and (ii) a minimum of five (5) players in any team must be subject to an inability to otherwise participate in a team before a Special Time Request application will be granted.
- d) For playing time request options (iii) and (iv) a minimum of eight (8) players in any team must be subject to an inability to otherwise participate in a team before a Special Time Request application will be granted.
- e) In 2010, any Under 12 Division 1 team can apply for a Special Time Request (any option). No Special Time Request options are available for Under 12 teams below Division 1.
- f) Proof of need for request: -

- i. Where the request is made necessary for school reasons or preferences a statement from the Principal of the school must be provided for each player involved.
 - ii. Where the request is based on religious requirements KDSA may request a statement from an official of the religious institution, for each player involved.
- g) All Special Time Requests must be submitted on the approved KDSA form.
- h) Special Time Requests must be made to the Junior Football Committee prior to the draw being completed.
- i) Any Special Time Requests not able to be scheduled on a Saturday due to a shortage of grounds will be played on a Sunday on a date and at a time determined by the Junior Football Committee.
- j) If there is a conflict between two Special Time Requests then the two teams must negotiate an agreeable time on the same weekend that fits in with available grounds. If agreement cannot be reached then the fixture will be declared null and void with both teams receiving zero points.
- k) If a team without a Special Time Request is unable to field at least eleven (11) registered team players on a Saturday afternoon then the two teams must negotiate an agreeable time on the same weekend that fits in with available grounds. If agreement cannot be reached then the fixture will be declared null and void with both teams receiving zero points.
- l) Special Time Requests may not apply to finals series games.

2.10 Championship and Trophies

2.10.1 Trophies

- a) Medallions shall be awarded to players in winning and runner up teams in each grade of the season's competitions.
- b) Medallions shall be awarded to players in winning and runner up teams in finals series for each grade.
- c) Pennants shall be awarded to the winning team of the season's pennant competitions.

2.10.2 Perpetual Trophies

- a) Where a shield, cup or other trophy is in existence for annual competition it shall be handed to the appropriate winner by the Association at the end of the season, or as soon as practicable thereafter.
 - i. All perpetual cups, trophies and the like shall remain the property of the Association.
 - ii. All trophies must be returned in good condition. The holders of trophies shall be held responsible for the
- b) same whilst in their possession and shall be liable for full replacement value of the trophies damaged or lost whilst in their possession.

2.10.3 Knock-Out Competition matches, Finals Series matches

Where a match requires a result and the scores are equal at the conclusion of normal time, the following procedure shall apply: -

- a) Extra Time – two additional 10 minute periods may be played depending on sufficient light. Golden goal rule applies. Then: -
- b) Kicks from the Penalty Mark

2.10.4 Champion of Champions

The winners of Division 1 in each age group shall be invited to represent the KDSA in Champion of Champions competitions at the end of the season. In the case of a "super-team" that has agreed to play up one year, a home-and-away play-off series will be conducted between the super-team and the winner of Division 1 in the super-team's original age group. The winner of the play-off series shall be determined by the aggregate score over the Home-and-away series. If the aggregate score is tied then the winner shall be determined by counting away goals as double. If the aggregate score is still tied then the winner shall be determined in the same way as for Finals Series (see section 3.2.11)

2.15 Appendix

- 1) Working with Children Form.
- 2) Fixture Change Request Form
- 3) Forfeit form
- 4) Club Strips



VOLUNTEER/STUDENT DECLARATION

An easier way? Complete this form online at check.kids.nsw.gov.au

Volunteers who mentor disadvantaged children or who provide intimate personal care to disabled children should use the Applicant Declaration and Consent rather than the Volunteer/Student Declaration.

Personal Details:

Name:

Family name: _____
 First name: _____ Other given name(s): _____

Previous names/aliases:

Family name: _____
 First name: _____ Other given name(s): _____
 Family name: _____
 First name: _____ Other given name(s): _____

Residential address:

Address Line 1: _____
 Address Line 2: _____
 Suburb/Town: _____ State: _____ Postcode: _____
 Country: _____

Contact:

Phone: _____ Mobile: _____
 Email: _____

Date of birth: _____ Gender: _____

Place of birth:

Suburb/Town: _____ State: _____
 Country: _____

Identifying document:

If you used one of these documents to verify your identity, please fill in these details

Licence Type: Driver's License Firearms License
 Issuing Agency: Australian Capital Territory New South Wales Northern Territory
 Queensland South Australia Tasmania
 Victoria Western Australia Australian Army
 Commonwealth of Australia Defence Force Academy Australian Navy
 Australian RAAF Issued by a country other than Australia Other

Licence number: _____

Passport Type: Private Government UN Refugee

Issuing Country: _____

Passport number: _____

Position details:

Title of child-related position: _____

Name of organisation you are volunteering for: _____

Address of this organisation (if known): _____

I am a parent or guardian of a participating child (y/n): _____

I am a volunteer or student on placement (y/n): _____

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, or to sign this declaration. A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):

- murder of a child
- serious sex offence, including carnal knowledge
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child)
- indecency offences punishable by imprisonment of 12 months or more
- kidnapping (unless the offender is or has been the child's parent or carer)
- offences connected with child prostitution
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the *Child Protection (Offenders Registration) Act 2000*.

Details of these offences can be found online at *Working With Children Employer Guidelines Fact sheet 1*. A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

Declaration:

I have read and understood the information above about prohibited persons. I am aware that it is an offence to make a false statement on this form.

I declare that I am not a prohibited person under the *Commission for Children and Young People Act 1998*.

I consent to the Commission for Children and Young People checking my relevant criminal records, to verify these statements. I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 38 (1)(f) of the *Commission for Children and Young People Act 1998*.

Signature: _____

Date: _____

Employer to Complete:

I have sighted photo identification for this person

Signature: _____

Date: _____

Name: _____ Position: _____

What should I do next? Once you have completed your details, you will need to sign the printed form and provide the signed form to your employer/volunteer organisation. You may also wish to retain a copy for your records.

Fixture Change Request Form

Ku-ring-gai & District Soccer Association Inc

This form is used to request a change in a fixture after the draw has been published.

Step 1: The requesting team needs to complete this form and send it via club secretaries to the opposition team. The opposition team needs to agree to any change before KDSA will accept the fixture change request.

Step 2: The requesting team and opposition team need to agree on a range of acceptable times for the re-arranged fixture. The more options that can be provided, the more likely a ground will be available to accommodate the request. The requesting team needs to specify the agreed options on this form and then send the form to KDSA via club secretary.

Step 3: Based on ground availability, KDSA will inform the requesting and opposition club of the revised fixture details and change the draw accordingly.

Match details:

CLUB:	DATE:
TEAM:	DIVISION:
TIME:	GROUND:
OPPOSITION TEAM:	

Reason for fixture change, and requested date/time options as agreed by opposition team:

Club Secretary:

Date:

OFFICE USE ONLY		
KDSA Received	Date requesting and opposition club advised
Date	Date KDFRA advised
Time	Date Webmaster advised
	Date I Batey advised
<hr/>		
<hr/>		
<hr/>		

FORFEIT FORM

Ku-ring-gai & District Soccer Association Inc

Match Forfeit Advice

Match details:

CLUB	DATE
TEAM	DIVISION
TIME	GROUND
OPPOSITION TEAM	

Reason for forfeit:

Club Secretary:

Date:

OFFICE USE ONLY

KDSA Received Date Time	Date KDSRA advised Date Webmaster advised Date I Batey advised Date Club advised Date Accounts advised _____ _____ _____ _____
Football Committee Chair Football Committee Chair	Date Age Convener advised

CLUB STRIPS

Junior SSF

CLUB	SHIRTS	SHORTS	SOCKS
Asquith	White: blue trim	Blue: white trim	White
BCRFC	Dark blue: yellow trim	Blue	Yellow
Berowra	Maroon: white trim	Maroon: white trim	Maroon
Brooklyn	White: red trim	White: red trim	White & red hoops
Corpus Christi	Royal blue: red & white trim	Royal blue: red & white trim	Royal blue
Gordon	Blue & white vertical stripes	White	Royal blue & white
Greenwich	White: red & black trim	Black	Red
HRSL Youth	Blue & gold vertical stripes	Blue: gold trim	Blue: gold top
Highfield Family	White	Green	Green
Hornsby Heights	Bottle green: orange sleeves	Bottle green	Bottle green
KDSA Tigers	Purple and White	Purple and White	Purple
Kissing Point	Red, white & blue vertical stripes	Blue	Blue
Lane Cove	Royal blue: gold trim	Gold: royal blue trim	Gold
Lindfield	Navy blue: white trim	Navy blue: white trim	White
Mongo	Black: white trim	Black: white trim	Black
Mt Colah	Dark green: gold trim	Dark green: gold trim	Gold
Northbridge	Red & white vertical stripes	Black	Red
Northside Monash	Light blue: dark blue trim	Dark blue	Light blue
North Sydney United	Red & Black vertical stripes	Black	Black
Prouille	White: black trim front and back	Black: white trim	Black
Rangers	Blue	White	Blue
SH Mosman	Yellow: blue trim	Royal blue	Royal blue
SH Pymble	Blue: maroon trim & sleeves	Maroon	Blue
St Ives	Green: white trim	White: green trim	Green
St Michael's	Navy blue: white trim	Navy blue: white trim	Navy blue
Wahroonga	Red: white trim & black piping	Red: white trim & black piping	Red
West Pymble	Royal blue: gold side panels	Royal blue: gold side panels	Gold

In the event of a clash bibs may be worn.