



# **JUNIOR NON – COMPETITION MANUAL**

## **2011**

**UPDATED 25<sup>TH</sup> 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](http://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](http://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](mailto: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](http://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](http://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](http://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](http://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 NON-COMPETITION

### 2.1 UNDER 6 & UNDER 7

Small Sided Football (SSF) is played on smaller fields with a reduced number of players on each side. The object of SSF is to provide children with more opportunities to touch the ball during a game and give them greater opportunities to score goals. The primary objective is to improve the overall skill levels of all children in the district and retain more children in soccer for longer.

#### 2.1.1 Competition Committees

The Junior Mixed SSF games (U6-U11) on Saturdays are managed by the Junior Football Committee and the Girl's SSF games (U8-U10) on Sundays are managed by the Girls/Women's Committee.

#### 2.1.2 Junior Committee Contacts

<b>CHAIRMAN</b>	Alan Barwick	0419 293 383
<b>REGISTRAR</b>	Belinda Templeman	0414 433 470

Please feel free to talk to your committee - if you have a problem then please seek our guidance, if you don't tell us about it we cannot solve it.

#### 2.1.3 Competition Season Dates

Start: 2 April 2011  
Finish: 28 August 2011  
School Holiday Dates: 16th/17th April & 9th/10th July

#### 2.1.4 Rules Modifications - Under 6 & Under 7

##### Match Day Format

Match days are divided into 4 or 5 sessions on up to 7 pairs of fields at each SSF centre (see Ground Locations). Games are conducted between two squads. The start and finish times will be controlled by the Ground Controller at each centre with a siren or similar. Each squad will be divided into two 4 a-side teams and each team will play one game against the corresponding team of another squad on adjoining fields (E.g. Team A v Team A; Team B v Team B). Squads will be assigned to a "home" field and the draw will be conducted on a "home and away" basis. All squads will be assigned to either the "north" zone or "south" zone and all games should be played in the respective zone. (Under 6 games will start at 8:30 am and 9:15 am and 10 am. Under 7 games will start at 10:00 am, 10:45 am and 11:30 am).

#### 2.1.5 The Field of Play

Size: The field of play should be rectangular. Variations in the length and width are allowed. The recommended sizes for a mini-field is 30m x 20m

Goals: The maximum internal height and width of the goals should be 1m x 2 m

#### 2.1.6 The Ball

An approved, licensed, Size 3 ball shall be used in all Under 6 & Under 7 matches. Both teams must supply an approved, licensed ball. Please ensure that the ball is properly inflated.

#### 2.1.7 Duration of Games

- Two periods of 15 minutes.
- There will be a 5-minute break between each half.

### 2.1.8 Number of players

- a. Under 6 and Under 7 squads shall consist of a minimum 8 players and a maximum of 12 players.
- b. In Under 6 and Under 7, each squad is divided into 2 teams of 4 players, with up to two (2) players in each team being nominated as interchange. There are no goalkeepers.
- c. If a team/squad is short, players may be borrowed from any other team/squad of equal or similar ability from the same club. **NOTE:** The majority of SSF teams/squads are based on friendships rather than being strictly graded. If a team is short, players may be borrowed from any other team of similarly skilled players so as to keep the balance in the team. Borrowing a player who is too strong is unfair on the opposition as well as the team's own players. Also, the team is likely to be regraded upwards to play against tougher opposition in future games. For example, if a club has teams A to E, with A being properly graded and B to E being based on friendships, then the E team shouldn't borrow from the A team but it can borrow a suitably skilled player from the B to D teams.
- d. All players in attendance at a game shall receive equal playing time

### 2.1.9 Interchange

Play does not have to be stopped for interchange to take place.

Players must enter field from same side as the coach.

Players leaving the field can exit from anywhere.

There is unlimited interchange.

### 2.1.10 Playing Rules

Games will be played under modified FFA SSF rules: -

- a. Play should be as continuous as possible with no stoppages.
- b. There is NO offside.
- c. The game is started with a kick off at halfway.
- d. The team kicking off will be determined by the referee using the "which hand is the whistle, rock etc. in" method.
- e. The team taking a restart has 3 seconds to recommence play.
- f. No corners – goal line restart regardless of which team touched the ball last. Opposing team back to half way line.
- g. When a goal is scored play is restarted from the half way line.
- h. The following restarts can be started with a pass or a dribble:-
  - i. Sideline kick in (when the ball travels over the sideline).
  - ii. Goal kicks (when the ball travels over the goal line).
  - iii. Kick offs (except at start of game which must be passed to a team mate).
- i. All free kicks are indirect free kicks and must be kicked into play (no dribbling).
- j. At every restart other than corner kicks, all opposition players must stand at least 4.5m from kicker until ball is played or the referee has finished his countdown and has called "Go!"
- k. The ball must be touched twice before a goal can be scored from any restart.
- l. It is not permitted to have a player permanently stationed immediately in front of the goalmouth as an attacker or defender.
- m. Where goal posts are not available cones may be used. Where cones are used a goal is scored when a ball passes over the goal line and between the cones without knocking the cones over.
- n. Players cannot switch from one team from his/her squad to the other team from his/her squad during a session unless a player from the other field is unable to continue due to injury and not transferring the player would result in a team being short.

### 2.1.11 Refereeing

- a. Before the match starts both teams will agree on a person to act as the "game leader".
- b. The "game leader" must record the score on the scorecards provided and return the cards to each squad's manager.

- c. The “game leader’s” role is to instruct players in the correct way to play the game and help them to enjoy the game.
- d. The “game leader” must use common sense to ensure that the game flows as much as possible.
- e. The “game leader” must ensure that the game is restarted quickly by enforcing the three-second rule and calling, “Go” at every restart of play.
- f. The “game leader” should try to give advantage to the attacking team where possible.
- g. The “game leader” must be fair to both sides.

### 2.1.12 On-field Coaching

- a. On-field coaching is NOT PERMITTED.
- b. Standing near the goal line by coaches or spectators is NOT PERMITTED.
- c. One parent is permitted to stand behind the goal line at each end to retrieve the ball.

### 2.1.13 Ground Controller

The Lead Club at each U6 & U7 SSF centre will be required to provide a Ground Controller, who will be paid a fee as determined each year by the MC. This role can be shared among a number of people. The Ground Controller must wear clothing (e.g. fluorescent bib) that identifies them as the ground controller.

Ground Controllers need to be responsible, reliable and proactive. They will have a number of responsibilities on the day. The duties and responsibilities of the Ground Controller are to:

- a. Co-ordinate the set-up of the goalposts by nominated teams
- b. Ensure that you have a key to open the toilets, changing rooms and emergency gate. In the event of an emergency open the emergency gate and monitor pedestrian traffic when the emergency vehicle arrives and leaves the field.
- c. Open up toilets and make sure they are clean. Check them at least once every hour. Keep a supply of toilet paper available.
- d. Co-ordinate vendors and/or canteen. Check with the local council in regards to their rules about portable vendors (e.g. mobile coffee vans) on its grounds. If portable vendors are permitted ensure that they do not park in a position that obstructs the emergency gate. Again, monitor pedestrian traffic when the vehicle is entering or leaving the field.
- e. Indicate the start, half time, restart and finish of each set of games by a siren or other device.
- f. Set up an information table.
- g. Display a layout of the grounds and the draw for the day’s matches.
- h. Provide a copy of the SSF manual for reference.
- i. Provide ice.
- j. Provide a first aid kit.
- k. Carry a stopwatch.
- l. Carry a mobile phone and ensure battery is charged.
- m. Monitor and report any safety issues or incidents to the KDSA. If you receive reports of any inappropriate contact with children report the incident to the local police. Any such occurrences must be reported to your club’s Member Protection Information Officer who must then report to KDSA.
- n. Monitor rubbish bins throughout the day.
- o. At the end of the day co-ordinate the removal and storage of goalposts, the marquee (if used) and table and chairs and clean up any rubbish which may be lying on the ground or in the changing rooms.
- p. Above all ensure the smooth running of the day’s activities so that the children get full benefit from their participation.
- q. The Lead Club is responsible for engaging any outside vendors it may require to supplement their canteen. When engaging outside vendors you must ask them for a copy of their Certificate of Currency for Public Liability with cover up to \$10,000,000. A copy must be lodged with KDSA before any vendor will be allowed on to a ground.
- r. The Ground Controller is not expected to carry out these tasks alone. He/she should delegate these tasks to others. If necessary approach people from other clubs in attendance to help out.

## **2.2 UNDER 8 – UNDER 11**

### **2.2.1 Match Day Format Under 8 & Under 9**

Matches will be conducted in the same way that competition-age matches are conducted. There will be up to 4 fields per ground and up to 5 matches per field. Teams will be assigned to a 'home' field and the draw will be conducted on a 'home and away' basis. Under 8 games will start at 8.30 am, 9.20 am and 10.10 am. Under 9 games will start at 10.10 am, 11 am and 11.50 am.

### **2.2.2 Match Day Format Under 10 & Under 11**

Matches will be conducted in the same way that competition-age matches are conducted. There will be up to 2 fields per ground and up to 4 matches per field. Teams will be assigned to a "home" field and the draw will be conducted on a "home and away" basis. Under 10 games will start at 8:30 am, 9:30 am and 10:30am. Under 11 games will start at 9:30 am, 10:30 am and 11:30 pm.

### **2.2.3 Match Day Format – Girls Sunday**

In 2011 competitions will be run on a Sunday for girls in the following age groups

- Girl's Under 8's
- Girl's Under 9's
- Girl's Under 10's

Allocation of grounds and times for these competitions are subject to team numbers and location of clubs entering teams. Clubs will be advised of grounds and times when numbers are finalised.

### **2.2.4 Interchange**

Play does not have to be stopped for interchange to take place.  
Players must enter field from same side as the coach.  
Players leaving the field can exit from anywhere.  
There is unlimited interchange.

### **2.2.5 The Field of Play**

- a. Size: The field of play should be rectangular. Variations in the length and width are allowed. The recommended sizes for a mini-field are: -
  - i. Under 8 & Under 9 - Maximum: 40m x 30m.
  - ii. Under 10 & Under 11 - Maximum 60m x 40m.
- b. Markings: The penalty area is a standard size of 5m depth x 12 m width regardless of goal size.
- c. Goals: - The maximum internal height and width of the goals shall be 5m x 2m for Under 10 and Under 11, and 3m x 2m for Under 8 and Under 9 where goals of this size are in place from the previous season and it is impractical to change them.

### **2.2.6 The Ball**

- a. An approved, licensed, Size 3 ball shall be used in all Under 8 & Under 9 matches.
- b. An approved, licensed, Size 4 ball shall be used in all Under 10 & Under 11 matches.
- c. Both teams must supply an approved, licensed ball. Please ensure that the ball is properly inflated.

### **2.2.7 Duration of Games**

- a. Under 8 and Under 9 - two periods of twenty (20) minutes.
- b. Under 10 & Under 11 matches – two periods of twenty five (25) minutes each.
- c. There will be a maximum 5-minute break between each half and a maximum 5-minute break between each game.
- d. The instructing referee is the sole arbiter of time.



## 2.2.8 Number of players

- a. Under 8 and Under 9 teams shall consist of a minimum of seven (7) players and a maximum of ten (10) players.
- b. Under 10 and Under 11 teams shall consist of a minimum of nine (9) players and a maximum of thirteen (13) players.
- c. In Under 8 and Under 9 seven (7) players from each team may be on the field at any time, one of who must be a goalkeeper, with up to three (3) players nominated to interchange.
- d. In Under 10 & Under 11 nine (9) players from each team may be on the field at any time, one of who must be a goalkeeper, with up to four (4) players nominated to interchange.
- e. All players in attendance at a game shall receive equal playing time.

## 2.2.9 Playing Rules

Games will be played under modified FFA SSF rules: -

- a. Play should be as continuous as possible with no stoppages.
- b. There is NO offside but the referee can move players blatantly put in offside positions. Coaches are encouraged to make their players aware of off side at training and to play this way in game situations. Offside will still occur during games but the intention is to pre-empt blatant situations and not to penalise marginal situations.
- c. A player may only enter the opposition's penalty area when the ball is in the same half of the field.
- d. The game is started with a kick off on the halfway line.
- e. The team kicking off will be determined by the referee using the "which hand is the whistle, rock etc. in" method.
- f. When a goal is scored play is restarted from the halfway line.
- g. The following restarts can be started with a pass or a dribble: -
  - i. Goal kicks (when the ball travels over the goal line).
  - ii. Kick offs (except at start of game where the ball must be passed to a team mate).
  - iii. Corner kicks and indirect free kicks must be kicked into play (no dribbling).
- h. When the ball goes over the sideline and out of play, play is restarted with a throw in. The player taking the throw in must face the field of play, have part of each foot either on or behind the side line, use both hands and deliver the ball from behind and over the head. The thrower may not touch the ball a second time until another player has touched it.
- i. All free kicks are indirect free kicks, except where a player deliberately commits any of the following offences anywhere on the field in which case a penalty kick shall be awarded: -
  - i. kicks an opponent
  - ii. strikes an opponent
  - iii. tackling an opponent in a dangerous manner
  - iv. charging an opponent in a dangerous manner.
  - v. handles the ball in own penalty area, except if he/she is the nominated goalkeeper.
- j. The penalty kick is taken from the centre of the penalty area line, eight (8) metres from the goal line, with a goalkeeper in position. All other players must stand behind the half way line.
- k. All opposition players must stand at least 4.5m from kicker at every restart until ball is played or the referee has finished his countdown and has called "Go!" The ball must be touched twice before a goal can be scored from any restart.
- l. The team taking a restart has 3 seconds to recommence play.
- m. All players must take a penalty kick before any player can take a second penalty kick in a game.
- n. Where goal posts are not available cones may be used.
- o. Where cones are used a goal is score when the ball passes over the goal line and between the cones, without knocking the cones over.
- p. It is not in the spirit of the game to have a player permanently stationed in the goal area as an attacker or defender.

## 2.3 Goalkeeper

### 2.3.1 Under 8 & Under 9

The Goalkeeper is allowed to handle the ball anywhere in the penalty area. To restart play after a save or gathering the ball with his/her hands, the ball must be thrown or rolled from the hands or played from the ground with his/her feet, within 6 seconds. The goalkeeper is not allowed to kick or drop kick the ball directly from his/her hands. Opponents must be at least 5m outside the penalty area and cannot move inside the penalty area until the ball is in play. The ball is in play once it moves out of the penalty area.

### 2.3.2 Under 10 & Under 11

The Goalkeeper is allowed to handle the ball anywhere in the penalty area. To restart play after a save or gathering the ball with his/her hands, the ball must be thrown or rolled from the hands or played from the ground with his/her feet, within 6 seconds. The goalkeeper is not allowed to kick or drop kick the ball directly from his/her hands. Opponents must be at least 5m outside the penalty area and cannot move inside the penalty area until the ball is in play. The ball is in play once it moves out of the penalty area or when the goalkeeper places the ball on the ground\*.

#### **\* Goalkeeper Progression**

*The developmental progression of the game becoming “live” when the goalkeeper places the ball on the ground provides the necessary learning phase for players transitioning to the 11v11 format of football.*

## 2.4 Playing Strip/Dress Code

- All players must be dressed correctly in approved club strip – socks, shorts, and club shirt.
- Shirts must be worn. (Numbers not required).
- Shirts must be tucked in.
- Boots may have a moulded sole, plastic or metal screw studs (providing the last are deemed safe by the referee).
- Shin pads are mandatory.
- No watches or jewellery are permitted on the field.
- Safety Glasses only to be worn. Players who wear glasses should obtain a letter from their optometrist and carry it with them at all times stating glasses are safety glasses.

## 2.5 Team Entry (Nomination)

Clubs are required to grade squads and teams using a scale of 1 to 4 with 1 being strong and 4 weak

## 2.6 Grading and Regrading of Teams

As learning the game and enjoyment are the prime focus of SSF, every effort is made by the Association to ensure that teams will play other teams of similar ability. Having one or two players in a team that are much stronger than their team mates is discouraged as it is detrimental to the development of all players in the team and makes it difficult to grade a team appropriately to give them fair, even games against other teams.

Clubs are encouraged to grade players to ensure that players with widely disparate skills are not placed in the same team.

Results are monitored throughout the season by the JFC, and the draw restructured whenever necessary to ensure fair games.

## 2.7 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 are not permitted to play in a lower age group to that in which they are registered, even if they qualify by age.
- f) Players may play in a higher age group (or competition) than that in which they have registered
- g) 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
- h) 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.
- i) No registrations will be accepted after 1st August without the approval of the Junior Football Committee.
- j) 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 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.

## 2.8 Player Identification

Team managers need to print out team ID sheets from the Player Administration System; so that teams have a record of their players on game day should this be required for an insurance claim or other purposes. Photos and individual ID cards are not required.

## 2.9 Refereeing

- a. The referee's association may appoint an "instructing referee" to any match.
- b. If there is no referee appointed both teams will agree on a person to act as the "instructing referee".
- c. The "instructing referee" must record the score on the scorecards provided and return them to each team's manager.
- d. The "instructing referee's" role is to instruct players in the correct way to play the game and help them to enjoy the game.
- e. The "instructing referee" must use common sense to ensure that the game flows as much as possible.
- f. The "instructing referee" must ensure that the game is restarted quickly by enforcing the three second rule and calling, "Go" at every restart of play.
- g. The "instructing referee" should try to give advantage to the attacking team where possible.
- h. The "instructing referee" must be fair to both sides.

## 2.10 On-field Coaching

- a. On-field coaching is NOT PERMITTED.
- b. Standing near the goal line by coaches or spectators is NOT PERMITTED.
- c. One parent is permitted to stand behind the goal line at each end to retrieve the ball.

## 2.11 On Line Entry

In Under 6 – Under 11, both home and away team managers are required to enter results online by the end of the weekend when each match is played. Email reminders will automatically be sent out in the case of missing results. Emails will also automatically be sent out in the case of conflicting results from home and away managers. Once both Team Managers have entered an agreed result then the match card may be discarded. -Disputes/Protests

## 2.12 Forfeits

Forfeiting a game should be a very last resort – try to borrow from other teams first – (most junior players will happily play an extra game).

If it is necessary to forfeit, KDSA should be given 48 hours notice. The team must notify their Club Secretary who must notify the opposition club's Secretary and the KDSA Office. A forfeit form is included at the end of this manual. Penalties may apply for late notification.

Notification before 4.00 pm on the last working day – Forfeit form must be faxed or emailed to the KDSA by your club secretary.

Notification after 4.00 pm on the last working day – Forfeiting club must inform opposition Club Secretary.

## 2.13 Fixture Change Request

If a team is unable to field enough players at the time specified in the draw then the team can request a different time on the same day by completing the Fixture Change Request Form that can be found attached to this manual.

## 2.14 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 8:30 am;
  - ii. Saturday 11.50 am for U8/U9 or Saturday 11.30 am for U10/U11;
  - iii. Saturday 1:00 pm.
- b. For playing time request options (i) and (ii) a minimum of three (3) players in any U8/U9/U10/U11 team must be subject to an inability to otherwise participate in a team before a Special Time Request application will be granted. For playing time request option (iii) a minimum of five (5) players in any U8/U9 team or six (6) players in any U10/U11 team must be subject to an inability to otherwise participate in a team before a Special Time Request application will be granted.
- c. Proof of need for request: -
  - i. Where the request is made necessary for school reasons or preferences KDSA may request a statement from the Principal of the school for each player involved.
  - ii. Where the request is based on religious requirement, KDSA may request a statement from an official of the religious institution for each player involved.
- d. All Special Time Requests must be submitted on the approved KDSA form.
- e. Special Time Requests will be allocated to grounds as determined by the draw.
- f. Special Time Requests must be made to the Junior Football Committee prior to the draw being completed.

- g. 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. .
- h. 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.
- i. If agreement cannot be reached then the fixture will be declared null and void.
- j. If a team without a Special Time Request is unable to field at least seven (7) registered U8/U9 team players or at least nine (9) registered U10/U11 team players for a game against a team with Special Time Request option (iii) 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.
- k. A Special Time Request will not apply to a game rescheduled due to a washout unless the rescheduled game is being played on a spare Saturday during the normal season.

## 2.14 Gala Day

The KDSA season concludes with Junior Gala Day on Saturday 27 August 2011 and Girls Gala Day on Sunday 28 August 2011. Gala Day involves teams playing a number of round robin games in pools, with the pool winner being the team who collects the most points. All teams are automatically entered into Gala Day. If for some reason a team cannot play on Gala Day, Club Secretaries must notify KDSA prior to the draw being prepared. A fine of \$300 per team will be incurred *for teams withdrawing from Gala Day after 12th August 2011.*

## 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](http://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 36 (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:**

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Club Secretary:

Date:

<b>OFFICE USE ONLY</b>		
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	Light blue: dark blue trim	Dark blue	Light blue
Monash			
North Sydney	Red & Black vertical stripes	Black	Black
United			
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.

