

NSFA 2018

HANDBOOK

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Northern Suburbs Football Association

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Board of Directors

President	Ian Plant	email: ian.plant@mq.edu.au
Vice President	Hillary Bingham	email: hillary.bingham@cba.com.au
Treasurer:	Lee Sullivan	email: treasurer@nsfa.asn.au
Director	Brett Backhouse	email: brettbackhouse71@gmail.com
Director	Mick Da Silva	email: mickdas@gmail.com
Director	Jack Richardson	email: jacklr@live.com.au
Director	Simon Cox	email: scox@creative-endeavors.com.au
Director	Sarah Jenkins	email: sarah.tim.jenkins@bigpond.com

Ground	Suburb	Address	Council
Anderson	Neutral Bay	Clark Road	North Sydney
Asquith	Asquith	Mills Avenue	Hornsby
Auluba	South Turramurra	Auluba Road	Ku-ring-gai
Bales Park	Chatswood	Stanley Street	Willoughby
Bannockburn	Pymble	Bannockburn Road	Ku-ring-gai
Barra Brui	St Ives	Burraneer Avenue	Ku-ring-gai
Berowra	Berowra	Berowra Waters Road	Hornsby
Berry	Mount Colah	Cnr Myall & Berowra Roads	Hornsby
Bert Oldfield (Killara Park)	Killara	Rosebery Road	Ku-ring-gai
Bicentennial	Willoughby	Small Street	Willoughby
Blackman (synthetic 1 & 2)	Lane Cove West	Lloyd Rees Dr	Lane Cove
Blackman midi 1 & midi 2	Lane Cove West	Lloyd Rees Dr	Lane Cove
Blackman MinRoos 1 - 3	Lane Cove West	Lloyd Rees Dr	Lane Cove
Bob Campbell	Greenwich	foot of St Vincent's Road	Lane Cove
Brooklyn	Brooklyn	Brooklyn Road	Hornsby
Brooklyn Public School	Brooklyn	Brooklyn Road	School
Browns	Wahroonga	Campbell Drive	Ku-ring-gai
Burns Bay	Riverview	Kooyong Road	Lane Cove
Cammeray	Cammeray	Ernest Street & Park Avenue	North Sydney
Carrington	Wahroonga	Carrington Road	Ku-ring-gai
Castle Cove	Castle Cove	Holly Street	Willoughby
Charles Bean	Lindfield	End of Eton Road	Ku-ring-gai
Chatswood High School	Chatswood West	Oliver Road	Willoughby
Chatswood Oval	Chatswood	Albert Avenue	Willoughby
Comenarra	Turramurra	The Comenarra Parkway	Ku-ring-gai
Cowan	Cowan	Bujwa Bay Road	Hornsby
Curagul	North Turramurra	Bobbin Head Road	Knox College
Darnley	Gordon	Darnley Street	Ku-ring-gai
Edenborough	Lindfield	Bent Street	Ku-ring-gai
Foxglove	Mount Colah	Foxglove Road	Hornsby
Friars	Pymble	Ganmain Street	Ku-ring-gai
George Christie	Wahroonga	Yanilla Avenue	Ku-ring-gai
Glade	Wahroonga	The Glade	Ku-ring-gai
Golden Jubilee 2	North Wahroonga	Westbrook Avenue (at rear)	Ku-ring-gai
Greville St	Chatswood West	Greville Street	Willoughby
Howson	Turramurra	Howson Avenue	Ku-ring-gai
James	Hornsby	Cnr Palmerston & Lowe Roads	Hornsby
Karuah	Turramurra	Karuah Street	Ku-ring-gai
Keary St (Willoughby GHS)	Willoughby	Keary Street	Willoughby
Kent	Turramurra	Kent Road	Ku-ring-gai
Kingsford Smith	Longueville	Cnr Kenneth & Stuart Streets	Lane Cove
Koola	East Killara	Koola Avenue	Ku-ring-gai
Ku-ring-gai HS	North Turramurra	Bobbin Head Road	School
Loyal Henry	Roseville	Bromborough Road	Ku-ring-gai
Mills Park	Asquith	end Baldwin Avenue	Northern Tigers
Mimosa	Turramurra	Mimosa Road	Ku-ring-gai
Montview	Hornsby Heights	Montview Parade (Middle Oval)	Hornsby
Mowbray PS	Chatswood West	Cnr Hatfield & Mowbray Roads	Willoughby
Mt Kuring-gai	Mt Kuring-gai	Flanders Avenue (off Brisbane Avenue)	Hornsby
Naremburn	Naremburn	Dalleys Road	Willoughby
Norman Griffiths	West Pymble	Lofberg Road	Ku-ring-gai
Northbridge	Northbridge	Sailors Bay Road	Willoughby
North Turramurra RA	Turramurra	Bobbin Head Road	Ku-ring-gai
OH Reid	Chatswood West	Reid Drive	Willoughby
Parklands	Mount Colah	Parklands Road	Hornsby
Pottery Green	Lane Cove	Little Street	Lane Cove

Ground	Suburb	Address	Council
Primrose 1	Cremorne	Matora Lane (near water)	North Sydney
Primrose 2	Cremorne	Matora Lane (between 1 & 3)	North Sydney
Primrose 3	Cremorne	Marara Lane	North Sydney
Queen Elizabeth II	Lindfield	Bradfield Road	Ku-ring-gai
Redbank (Fiddens Wharf)	Killara	End of Fiddens Wharf Road	Ku-ring-gai
Regimental	Killara	Cnr Lorne Ave & Pacific Highway	Ku-ring-gai
Roseville	Roseville	Chelmsford Ave	Ku-ring-gai
Rosewood Oval	Waitara	The Avenue (off Unwin Road)	Barker College
Saiala (Allan Small)	East Killara	Saiala Road	Ku-ring-gai
Samuel King	North Turramurra	Bobbin Head Road	Ku-ring-gai
SH Pymble	Pymble	Bobbin Head Road	School
Showground	St Ives	Mona Vale Road	Ku-ring-gai
St Ives Park PS	St Ives	Cnr Acron & Woodbury Roads	School
Thomson Park	Artarmon	Reserve Road	Willoughby
Toolang	St Ives	Cnr Warrimoo Av & Toolang Street	Ku-ring-gai
Tunks	Cammeray	Brothers Avenue	North Sydney
Warrimoo	St Ives	Warrimoo Avenue	Ku-ring-gai
Warrina St	Berowra	Warwick Cres. off Warrina Street	Hornsby
Waverton	Waverton	Woolcott Street	North Sydney
Wellington	East Lindfield	Wellington Road	Ku-ring-gai
West Pymble Public School	West Pymble	Diana Avenue West	School
Willoughby Oval	North Willoughby	Warrane Street	Willoughby

Introduction

Welcome to the 4th edition of the NSFA Handbook for club administrators.

In 2013 the Competition Department identified that there was a need to produce a document that outlined all aspects of NSFA operations. After experiencing some difficulties in 2014 the first edition of this Handbook was published in 2015.

We noted that many clubs changed secretaries and/or administrators on a regular basis and that information was not always passed on from the departing secretary to the incoming secretary. It was felt that by producing an all-encompassing document which would be available on our website the handover would be much smoother.

The Handbook has been produced to assist club secretaries and others within a club's governance team to understand the club's obligations to both their members and to the Association with regards to competitions and relevant compliance, and in return our obligations to the clubs.

This handbook should be read in conjunction with the Association's Constitution, Regulations and Policies.

This Handbook is a guide only and in the event of any discrepancy the NSFA Constitution, Association Regulations, Competition Regulations and Policies take precedence.

We trust that you will find it extremely helpful in your role in 2018. This document is continually evolving and we welcome any feedback on ways it can be improved.

NSFA Competitions Department
January 2018
Adam Cloughton & Damian Miles.

Help Desk

If you require any assistance, then please don't hesitate to contact the help desk. The help desk will provide assistance with registrations, team nominations, Electronic Match Card (EMC's) and other general enquiries.

Contact: Adam Cloughton
Phone Number: (02) 9449 4933
Email Address: helpdesk@nsfa.asn.au

Affiliation Documents

In November each year all NSFA Clubs are sent an Affiliation package which needs to be completed by the first week of the following year. This is usually sent to the Club Secretary and President.

The Affiliation pack includes the following documents: -

- ❖ Affiliation Form
- ❖ NSAF11B – Club Financial Report
- ❖ Winter Season Training Ground Request Form
- ❖ Pre-Season Training Request Form
- ❖ Pre-Season Grading/Trial Ground Request Form
- ❖ Age Eligibility
- ❖ Statutory Declaration
- ❖ Calendar
- ❖ NSFA Approval Form
- ❖ Explanation of training availability
- ❖ Summary of Training Charges in Season 2017
- ❖ Explanation of approval process for trial games and events
- ❖ Playing strip advertising policy
- ❖ Playing strip policy
- ❖ Working with Children Requirements

- ❖ FNSW Member Protection Declaration Form

For the Affiliation application to be accepted by NSFA the applicant club must provide the following documents: -

- ❖ 2018 Affiliation Form – fully completed.
- ❖ Copy of 2017 Financial statements (or most recent).
- ❖ Copy of NSAF11B – Financial Report.
- ❖ Copy of Certificate of Incorporation.
- ❖ Copy of 2017 return to Department of Fair Trading (or most recent).
- ❖ Copy of the Club Constitution.

If you have any difficulties in providing any of these items, please contact Marcia Allman (admin@nsfa.asn.au) or Damian Miles (damian@nsfa.asn.au) at the NSFA Office. They will be able to provide advice on how to comply.

Age Eligibility

For those age groups preceded by "Under" players must be turning the relevant age in that calendar year. For example, a player born on 30th August 2006 is eligible to play in Under 12 or higher in 2018.

For those age groups preceded by "Over" players must be turning the relevant age during the current relevant year. For example a player born in 1973 or earlier is eligible to play Over 45. However only players born in 1972 or earlier are eligible to play in competitions run by Football NSW.

Players registering for MiniRoos football must have turned four (4) on or before December 31st of the previous year.

Annual General Meeting and Special General Meetings

- ❖ The Annual General Meeting is generally held on the 4th Tuesday in November.
- ❖ The Board may convene a Special General Meeting at any time.
- ❖ A group of Member clubs whose combined voting rights make up no less than five (5%) of the total voting entitlements may also requisition the Board to convene a Special General Meeting at any time.

Notice

At least twenty-one (21) days' notice is given to Members of any General Meeting. The notice will include: -

- ❖ The time, date and venue for the meeting;
- ❖ The agenda for the meeting;
- ❖ Any notice of motion received from Members entitled to vote;
- ❖ Forms of authority in blank for proxy votes.

Voting Rights

Member clubs are allocated a number of votes depending on the number of teams the club enters in NSFA competitions and MiniRoos.

Clubs are allocated one (1) vote per every three (3) teams. The maximum number of votes is five (5) and each club will receive at least one (1) vote. As an example a club with two (2) teams would get one (1) vote and a club with five (5) teams would get one (1) vote. A club with six (6) to eight (8) teams would get two (2) votes and so on.

Votes are designated at General Meetings by the use of coloured voting cards and/or voting slips. The voting cards and voting slips are as follows: -

- ❖ Red Voting Card/Slip 5 votes
- ❖ Blue Voting Card/Slip 4 votes
- ❖ Yellow Voting Card/Slip 3 votes
- ❖ Green Voting Card/Slip 2 votes
- ❖ Pink Voting Card/Slip 1 vote

Life members and Board members have no voting rights.

Approval for Trial Matches and Other Events

Please see Information Sheet in Part 2 of this Document.

Association Fees

Football NSW advise the fees that players will be charged in the following season in November.

NSFA release the team fees and player fees in December after setting the budget for the year.

Team fees will be invoiced in early April. The terms of payment are twenty-one (21) days. Player fees will be invoiced in early July to coincide with the Football NSW registration cut-off date of June 30th. A second invoice will be raised before the end of August to coincide with the NSFA registration cut-off date of August 1st. Again the terms of payment are twenty-one (21) days.

The player fees contain the following items: -

- ❖ FFA Levy.
- ❖ Football NSW Capitation Fee.
- ❖ Football NSW Accident Scheme Payment.

Penalties may be applied for late or non-payment of fees.

Association Rules and Regulations

The operation of NSFA is governed by the following: -

- ❖ Association Constitution and Association Regulations;
- ❖ Competition Regulations;
- ❖ Board Policies;
- ❖ Rules, regulations and policies of FIFA, Football Federation Australia and Football NSW.

Association Constitution and Association Regulations

The Constitution and Association Regulations are the rules of governance and conduct of the Association. Changes to the Constitution can only be made by the passing of a Special Resolution at an Annual General Meeting or Special General Meeting of the Association. A Special Resolution requires the consent of Seventy-Five (75%) + 1 of the total votes in attendance, either in person or by proxy. The Association Regulations are formulated and amended by the Board from time to time. Under the Constitution a draft copy of any changes must be sent to the clubs for a period of twenty-eight (28) days during which time clubs can put forward any amendments to the draft regulations.

Competition Regulations

These are the rules by which the Association conducts its football competitions and other programmes. There are seven (7)

Competition Regulations: -

- ❖ Participant Registration;
- ❖ Competition Football;
- ❖ MiniRoos football;
- ❖ Protests, Disputes & Disciplinary and Appeals;
- ❖ Member Protection;
- ❖ 6-A-Side (still in development).
- ❖ Knock-out Tournaments

The Competition Regulations are reviewed at the end of every season by each of the football committees and the NSFA Competitions Department. Any changes are enacted by the Board after the club-consultation period has concluded.

Board Policies

The Board sets a number of Policies which it reviews from time to time. These policies are not subject to the twenty-eight (28) day consultation period required for changes to regulations.

Rules, regulations and policies of FIFA, Football Federation Australia and Football NSW

NSFA is an affiliated association with Football NSW and by progression Football Federation Australia and FIFA. We are bound by the rules and regulations of these organisations and the rules and regulations of these organisations override our regulations.

The Constitution, Association Regulations and Policies are all available on the NSFA website.

Ball Sizes

All balls need to be approved and licensed by Football NSW. In January of each year NSFA will send out a listing of approved and licensed balls.

The sizes of the balls used are: -

- ❖ Under 6 to Under 9 – Size 3.
- ❖ Under 10 to Under 13 – Size 4.
- ❖ Under 14 to Over 45 – Size 5.

Board of Directors

- ❖ There are eight (8) members of the NSFA Board of Directors.
- ❖ There is one (1) elected position (Treasurer) and seven (7) elected Board members.
- ❖ The Board shall appoint a President and Vice-President once the seven (7) elected directors have been determined. The position of Treasurer will continue to be elected by the members at the AGM.
- ❖ All Board members are elected for two (2) year terms. These terms are staggered so that only half the number of director positions are declared vacant at each AGM.
- ❖ The Board meets regularly, usually on the third Monday of each month.

Borrowing Players

As Football Federation Australia Registration regulations do not permit dual registration with more than one club at any one time, NSFA have allowed in the competition regulations for players to be borrowed in certain circumstances: -

- a) If a girl is registered for an NSFA club in a Junior Mixed team and she wants to play for an NSFA club in a Girls' team on Sunday, and the club with which she is registered does not enter teams in the relevant age group in Girl's football, she may be "borrowed" by another club. The player must be age-eligible and her current club must have given permission for her to do so. She may only be borrowed by one (1) club per season.
- b) If a girl is registered for an NSFA club in a Girls' team and she wants to play for an NSFA club in a Junior Mixed team on Saturday, and the club with which she is registered does not enter teams in the relevant age group in Junior Mixed football, she may be "borrowed" by another club. The player must be age-eligible and her current club must have given permission for her to do so. She may only be borrowed by one (1) club per season.
- c) A girl registered for an NSFA club in a Junior Mixed team may be borrowed by another NSFA club to play Diamond League even if the club with which she is registered does not enter teams in the relevant age group in Girl's football. The player must be age-eligible and her current club must have given permission for her to do so. She may only be borrowed by one (1) club per season.
- d) A girl registered for an NSFA club in a Girls' team may be borrowed by an official NSFA Development squad to play in the Junior Mixed competition. The player must be age-eligible and her current club must have given permission for her to do so.
- e) Where two single teams from different clubs are combined to form a squad in a squad division, all players registered in one team may be borrowed by the other team at any time.
- f) After initially registering in MyFootballClub, the borrowed player needs to be registered for both teams in MyClubMate in order to appear on the Electronic Match Card (EMC). If a paper match card is used, then the borrowed player's name, ID number and registered club must be handwritten on the relevant match sheet.
- g) Please remember that the provisions in a) to d) in the regulations are for the benefit of the player, not a club.

Certificate of Currency

A Certificate of Currency is a legal document that demonstrates your club has Public Liability Insurance. This document is sometimes required by councils and/or facility management.

What is covered by the Certificate of Currency: -

- ❖ General & Products Liability - \$25,000,000 (\$1,000 Excess);
- ❖ Errors and Omissions - \$10,000,000 (\$1,000 Excess).

The Certificate of Currency can be downloaded from the NSFA website.

This can be found under Clubs / Insurance.

Covers the club from the 1st January to the 31st December.

Changes to Fixtures

Once the draw has been published on the NSFA website changes will only be permitted if: -

- a) A ground has been closed or a "double-up" has been created;
- b) A club formally requests a change and the opposition agrees.

In the case of a), if the change occurs within fourteen (14) days of the scheduled time of the match the draw master will inform both clubs, the relevant committee chair and KDFRA by email. If the change is more than fourteen (14) days before the match, then email notification will not be sent. Teams are expected to check the website regularly in case matches have been relocated.

In the case of b) teams must complete the Request Fixture Change Request form and send it to NSFA. We will then forward this to the opposition club for approval. If the opposition club does not agree then the match will not be rescheduled.

NSCF11B – Fixture Alteration Form

Club Championship

NSFA award a trophy for the best performed club in competition football in the season.

The Club Championship is open to all clubs who satisfy the following criteria;

- ❖ Enters at least 5 teams in competition age groups;
- ❖ Enters teams in three (3) out of the four (4) competition streams: -
 - i) Senior Mixed;
 - ii) Women's;
 - iii) Junior Mixed;
 - iv) Junior Girls.

The winner is determined by adding together all points earned by each club in competition matches divided by the number of competition matches played. The club with the highest number is awarded the Club Championship trophy, provided they satisfy the qualification criteria.

Club Strips

Strip Register

NSFA keeps a register of each club's official colours and a description of the approved "main" strip and approved "alternate" strip. This register is sent to clubs in October and will be published on the NSFA website.

Requirements

Each club is required to have an approved "main" strip and an approved "alternate" strip. Both strips must be worn by all teams within the club. One-off strips are not permitted and there are heavy penalties for teams found to be wearing non-approved "main" strips. Clubs are required to provide an "alternate" strip when they are the "home" team and the referee of the match determines that there is a clash. Clubs do not need to provide an "alternate" strip for every one of their competition age teams but should carry a sufficient supply.

Strip Changes

Clubs must gain approval from NSFA whenever they change either the "main" strip or the "alternate" strip.

Requests for approval must be in writing and must include a colour diagram or colour photograph of the proposed strip.

Minor changes that do not affect the existing potential "clashes" can be approved by the NSFA office.

Changes which significantly alter the design of a strip (i.e. block colour changing to stripes) can be approved by the NSFA office but the approval may have restrictions placed on it. Usually this means that the club must wear "alternate" strips for both "home" and "away" matches in the first year in the event that the change of design creates a "clash" that did not previously exist.

Changes to the official club colours need to be approved by the Board. The Board may reject a request if they feel that there are too many clubs with that colour combination already.

Most changes can be approved in seven (7) days. Clubs should not purchase strips before gaining approval. Clubs may, on application, be allowed to cascade the new strip through the club in either two years or three years.

Strip Advertising

Clubs are permitted to have advertising on playing strips however any advertising must conform to the following conditions: -

- ❖ The following products cannot be advertised on the playing strip – alcohol or tobacco products.
- ❖ Other sponsors advertising on strips is subject to NSFA Board approval based on suitability to the image of football.
- ❖ No more than three (3) separate areas on any strip may contain advertising. Clubs can choose to use three (3) out of these four (4) areas: shirt front, shirt back, shorts or shirt sleeves.
- ❖ Any advertising must conform to the following size requirements: -
 - i) Shirt front – 300sq cm (approx. 8cm x 37.50cm);
 - ii) Shirt back – 180sq cm (approx.. 6cm x 30cm);
 - iii) Shorts – 25sq cm (approx.. 5cm x 5cm);
 - iv) Shirt sleeves – 25sq cm (approx. 5cm x 5cm).
- ❖ Any request must be in writing and include a design of the proposed advertising to be used. It must also specify the dimensions of the proposed advertising.

Clubs are permitted to obtain different advertising for different teams and/or age groups. Different advertising for individual players will not be permitted.

Strip Clashes.

In Part 2 of this Handbook you will see a list of “potential” club strip clashes. In the event that the Referee deems there to be a clash, the home team must wear the approved alternate strip.

Coaching Requirements (Junior Mixed Under 6 to Under 14)

NSFA is committed to developing players in accordance with the FFA National Curriculum. NSFA are introducing the following coaching requirements for NSFA Clubs. This applies to NSFA Clubs entering teams in Junior Mixed and Girls Football.

In 2018 NSFA requires that all Under 6, 7, 8 and 9 coaches have a minimum FFA Grassroots Coaching Certificate

In 2018 NSFA requires that all clubs that have an Under 12, Under 13 and/or a Under 14 Division 1 team meet the following requirements: -

- ❖ The coach has achieved an FFA Skill Training Certificate or an Advanced FFA C License (Youth) or higher;
- ❖ The relevant team will be trained and play in the manner consistent with the FFA National Curriculum;
- ❖ The coach attend a pre-season workshop conducted by NSFA Technical Director.

Clubs that have a team in the Under 12 Division 1, must ensure that their highest graded Under 10 & Under 11 Teams are coached by a person with FFA Skill Training Certificate or Advanced FFA C Licence (Youth) or higher.

**All courses offered through NSFA are free to all NSFA registered caches*

Communication

The NSFA office when sending out information to clubs sends it to the following people.

- ❖ Presidents;
- ❖ Secretaries;
- ❖ Club admin email if noted on Affiliation documents.

NSFA tries to ensure that at least two (2) club emails are on their contact list.

NSFA strongly encourages that all correspondence be sent to their members.

Information which is sent to Presidents/Secretaries/Club admin can include: -

- ❖ Policies;
- ❖ Club Circulars;
- ❖ Forfeit / Change of Fixture Forms;
- ❖ Information from the relevant NSFA Committees;
- ❖ Changes to NSFA Regulations.

Newsletter

The NSFA newsletter is sent via email every second Thursday during the season and includes various articles and happenings from around NSFA, including details of gala days, special promotions, match reports, Northern Tigers trials and results from around the grounds. Every registered member receives a copy of the newsletter and you can also be added to the mailing list by emailing nick.amies@nsfa.asn.au. Contributions are also welcome and can be emailed to nick.amies@nsfa.asn.au. During the off season the newsletter is usually sent once a month.

Competition Manuals

NSFA produce a Competition Manual for each of the following competitions for the benefit of Team Managers, parents and players, containing only information relevant to these participants.

- ❖ Senior Mixed
- ❖ Junior Mixed Football
- ❖ MiniRoos Football
- ❖ Girls' and Women's Football

These manuals will be available on the NSFA website in mid-March. We will advise clubs by email when these have been posted on-line.

Competition Points and Tables – Under 12 Mixed and upwards

- ❖ Win – 3 points.
- ❖ Draw – 1 point.
- ❖ Loss – 0 points.
- ❖ Forfeit – 3 points.

All results and tables are published on the website.

Competition Points and Tables – MiniRoos (Under 6-Under 11 & Girls' Under 12)

- ❖ Tables are not kept in MiniRoos Football.
- ❖ Results are recorded and used only for re-grading purposes.
- ❖ Forfeits are not recorded as a "result" but have the same effect as a cancelled match for re-grading.

Competition Winners

There have been a number of changes to the competition structure for the 2018 season. All Junior Competitions (U12 to U18) will play 17 rounds and a two-week finals series. The completion date for competition games has been set for August 11th and 12th in 2018. This allows time for a 2-week finals series between the top four (4) of each division in the last 2 weeks of the season.

For 9 and 10 team competitions a finals series will only be played if competition matches (18 rounds) are completed by August 11th and 12th (in 2018).

At the end of the scheduled competition the competition winner shall be the team which finishes in first position on the table and the runner-up shall be the team which finishes in second position on the table. The winner of the Grand Final will be the 'Finals Series Winner'. This is distinct from the winners of the competition who are referred to as the 'Premiers'. The Premiers of Division One qualify for Champion of Champions. If the Competitions Department cancel a Grand Final for any reason, there is no Finals Series Winner.

In the event that two teams or more finish on equal points in either first or second position then the highest placed team will be determined using the following method: -

- ❖ Highest goal difference (goals scored minus goals conceded); then,
- ❖ Most goals scored.
- ❖ Head-to-head results in the current season

In the event that two or more teams are still equal using this method then joint winners and/or runners-up will be declared.

Joint winners and/or runners up may also be declared if a division is unable to be completed because of bad weather or other unforeseen factors and a clear winner or runner-up cannot be determined.

(For information in regards to Finals Series please see section "Final Series" page 17)

Complaints / Grievances

All complaints and grievances must be addressed to the Club secretary. NSFA will not answer any complaints or problems that do not come through the correct channels.

Please refer to NSFA Policy – NSPD13C Communications

Complaints Procedure

Any club, club member or external person or organization may make a complaint against any other club, club member or referee.

All complaints must be submitted using the following form: -

NSCF16C – Notice of Complaint or Grievance

Complaints from individual club members must be endorsed by the member's club secretary. Complaints should be sent to the NSFA MPIO Damian Miles at mpio@nsfa.asn.au

Once received the MPIO will determine how the complaint will be addressed, depending on the nature of the complaint: -

- ❖ If the complaint refers to the behaviour of players, officials or spectators before, during or after an NSFA approved match then the complaint will in all likelihood be referred directly to the P.D. & D.C.
- ❖ If the MPIO determines that the complaint is a potential Member Protection issue concerning an individual from another club, then he/she will refer the complaint to the opposition club to investigate and take appropriate action. The club will then be required to communicate that response to the complainant club which will then affirm whether they are happy with the response. If the complainant club is not happy with the response they may then refer the complaint to the NSFA MPIO.
- ❖ If the MPIO determines that the complaint is a potential Member Protection issue concerning an individual from the same club, then he/she will refer the complaint to the complainant's club to investigate and take appropriate action. The club will then be required to communicate that response to the complainant who will then affirm whether he/she is happy with the response. If the complainant is not happy with the response they may then refer the complaint to the NSFA MPIO.
- ❖ If the complaint concerns the performance or conduct of a KDFRA referee the complaint will be referred to the KDFRA with a request for the KDFRA to respond to the complainant and a copy sent to the MPIO.
- ❖ Some complaints may be referred to the Association CEO to respond to.

Grievance Procedure

Notifications of disputes must be sent to the NSFA MPIO Damian Miles at mpio@nsfa.asn.au.

- ❖ The grievance procedure applies to disputes between a Member and:
 - i) Another Member; or
 - ii) The Association.
- ❖ The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all parties.
- ❖ If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within ten (10) days, refer the dispute for resolution to an independent tribunal established by Football NSW in accordance with the procedures determined by Football NSW from time to time.

Cups and Shields

NSFA run the following Cup and Shield competitions during the season: -

- a) NSFA Cup – open to all Men's teams.
- b) Rick Close Cup – open to all Men's Over 35 and Over 45 teams.
- c) U21 Challenge – open to Under 21 Mixed teams.
- d) President's Shield – open to all Mixed Under 18 teams.
- e) Vice President's Shield – open to all Mixed Under 15 and Under 16 teams.
- f) Treasurer's Shield – open to all Mixed Under 13 and Under 14 teams.
- g) Girls Under 18 Shield – open to Girls Under 16 and Under 18 teams not playing in State Cup.

Competitions a) to f) are played on Sundays while g) is played on Friday night, Saturday or Sunday.

All competitions are conducted in the knockout format. The draw is made before Round 1 of each competition with the top two teams as determined by the relevant football committee running each competition seeded to meet in the final.

Clubs must create a new team for each competition and nominate it in the relevant competition in MyClubMate. Any team may use any eligible player within the club but no player may play for more than one team in each competition.

Diamond League and Super League

In addition to the existing Diamond League, which acts a development league for girls football in the association, 2018 sees the introduction of Super League for Junior Mixed football between the Under 12 and Under 16 age groups. These development leagues aim to improve the standard of football in NSFA by offering a minimum standard of coaching qualification and more frequent and structured training. Any coach of a Diamond League or Super League team must have achieved a FFA Skill Training Certificate and / or Game Training Certificate (or higher e.g. FFA C-Licence), to be completed by 31st May 2018.

More information about the requirements for the 2018 Diamond League and Super League can be found under the "Players" tab of the NSFA website.

Draw

Draw Master

The draw master for Senior Mixed & Junior Mixed is Damian Miles. Email: damian@nsfa.asn.au.

The draw master for Junior Mixed MiniRoos, Girls MiniRoos, Girls and Women is Adam Cloughton. Email: competitions@nsfa.asn.au

Timeline

The aim for all draws is to publish the draw for Round 1 at least one week prior to the first round of competition matches and MiniRoos matches. However, this is not always achievable as clubs sometimes withdraw teams or add teams at the last minute. The reason only Round 1 is released in the first instance is to allow the draw master the chance to correct any errors that arise and to cater for any late withdrawals.

Due to unpredictable weather and ground closures all draws are subject to change and should be checked regularly.

Season Draw

Men's and Women's Football

The competitions department will aim to publish the full draw for the season two weeks prior to the competition commencing.

Junior Mixed and Girls

The competitions department will aim to publish the full draw for the season two weeks prior to the competition commencing. Please note that some teams may be re-graded after round 3.

Under 12 – a series of grading days are held to determine divisions for Under 12 competitions. Once the grading days are completed and divisions determined a draw for the first cycle of matches will be published.

MiniRoos (Junior Mixed and Girls)

Only five (5) rounds are released at any one time.

After 5 rounds Junior Mixed MiniRoos teams are re-graded using a computer-generated programme after which another 5 rounds are generated and released.

In Girl's MiniRoos, except for Girls Under 11 & U12 Diamond League, results are assessed by the Competitions Department and teams re-graded if necessary. A new cycle of 5 rounds is then generated and released.

Duration of Play

- ❖ Under 6 - Under 7 – Two periods of 15 minutes each.
- ❖ Under 8 – Under 9 – Two periods of 20 minutes each.
- ❖ Under 10 – Under 11 – Two periods of 25 minutes each.
- ❖ Under 12 – Two periods of 25 minutes each.
- ❖ Under 13 – 14 – Two Periods of 30 minutes each.
- ❖ Under 15 – 16 – Two periods of 35 minutes each.
- ❖ Under 18 – Two periods of 45 minutes each.

- ❖ All Age, Over 35, Over 45 - Two periods of 45 minutes each.
- ❖ Women's Over 40 - Two Periods of 30 minutes each.

All matches must be finished by their allotted time. It may be necessary to reduce the halves of a match so that it finishes on time. All morning matches must be completed by 12:55pm at the latest.

The half time interval must be no more than five (5) minutes. For a match to be valid a minimum 2/3 of the match must be completed.

NSFA Representative Player Policy

XLR8 Football School

The XLR8 Football School is a year round development program, operating in each school term. The name reflects the manner in which our young players will be "educated" in football via the building blocks set out in the National Curriculum.

Preference will be given to candidates who are a resident within the NSFA Boundaries* or are registered with an NSFA club in that season. The XLR8 Development Program also runs holiday clinics in all four (4) school holidays.

Skills Acquisition Program (SAP) – Under 9 to Under 12.

SAP is a football development program of the highest standard and is for talented and committed players. SAP is the start of the FNSW/FFA official elite player pathway. NSFA operates 3 SAP licences (Northern Tigers/NT SAP, Northern Lions/NSFA SAP, Northern Tigers Girls SAP).

NT SAP and NSFA SAP

The main differences between NT SAP and NSFA SAP will be the coaches and training location. NT SAP and NSFA SAP will have their own unique coaching teams and they will train at different locations. NT SAP training locations will be based in the central/southern part of the association, while NSFA SAP will be based in the northern part of the association. NT SAP and NSFA SAP can be made up of both boys and girls.

Northern Tigers Girls SAP – U10 through to U13

NT Girls SAP was introduced to provide greater opportunities for girls. Girls are welcome to trial for NT SAP/NSFA SAP and NT Girls SAP. The Girls SAP will be equivalent to the mixed SAP options in terms of training 3 times per week and playing a game every weekend.

Metro Far North State Titles

In the July and September school holidays Football NSW run State Titles in various age groups in both Boys and Girls. Teams are divided into zones. NSFA is part of the Metro Far North zone, along with Central Coast Football.

Selection is open to all players, not just players in Northern Tigers and Central Coast Youth League but also club players living within those two areas. The tournament is conducted over one week in one centre, usually in a country town like Mudgee or Dubbo for example.

There is an extra cost involved for participants but this includes the playing kit which the player retains.

Northern Tigers Senior Men's Teams –Under 18, Under 20 & First Grade

Northern Tigers enter teams into the Football NSW competitions. Northern Tigers currently enter a First Grade and Under 20s team in the National Premier League Division 2 (NPL2) competition. Trials are held for the Under 18s and Under 20s in October each year. Please email player CV to technicaldirector@nsfa.asn.au.

NPL2 is a semi-professional league so some First Grade players are paid to play and train. Under 20s players are required to pay to play in the same way that Northern Tigers Youth League players do.

Northern Tigers Girls (U14 – U17)' and Senior Women WPL 1

Northern Tigers currently has a team in WPL1, which is the top tier of women's football in New South Wales. The competition consists of ten team's competition in U14, U15, U17, Reserves, and First Grade.

Northern Tigers Youth NPL1 Under 13 to Under 16

The Northern Tigers Football Club is the representative arm of the Northern Suburbs Football Association (NSFA). The Northern Tigers brings together the best football players from both within the Association and elsewhere (with priority given to Association players) to compete in the Football NSW State League competitions. These competitions are player-development competitions so there are no points tables kept.

Preference at trials will be given to "NSFA Players" over non- "NSFA players" when players are of similar ability.

NSFA Players are defined as: -

- ❖ Northern Tigers player in the previous season; or
- ❖ Played with NSFA Club in previous year; or
- ❖ Resident within NSFA Boundaries*.

*NSFA Boundaries have been set by Football NSW. An explanation of the boundaries is available on request.

Finals Series

At the end of the competition a "Finals Series" will take place. The four (4) highest placed teams will be invited to take part but in the event one of these teams opts not to participate the spot will be offered to the next highest placed team etc.

The method used to determine competition winners and runners-up shall apply if two or more teams finish equal on points.

The "Finals Series" is played as a knockout format. The "semi-finals" are as follows: -

- ❖ Highest placed team vs 4th highest placed team.
- ❖ 2nd highest placed team vs 3rd highest placed team

The winners of each "Semi-Final" shall play in the "Final".

In the event that the score is level in a "Semi-Final" or "Final" then the protocols used are those outlined in the section "Knockout Competition Protocols".

The "Finals Series" is completely separate from the main competition other than determining the participating teams.

The winner of the "Finals Series" is declared the "Finals Series Winner". They are NOT the Competition Winners.

Fines

NSFA issues fines occasionally for breaches of the regulations. Fines are issued within twenty-one (21) days of the offence. Clubs are eligible to dispute the fine, and must apply in writing to the relevant committee within seven (7) days of receiving the fine.

Football Boots in Pre-season

Football Boots are "not allowed" to be worn on grass fields in pre-season. Boots can be worn on artificial surfaces. Football boots are only to be worn when the winter season starts.

Clubs may be charged for the repair of grounds due to damage caused by the wearing of football boots in pre-season. Clubs may also be subject to disciplinary action by NSFA if found guilty.

Football NSW Competitions – Clubs

Waratah/FFA Cup

The Waratah/FFA Cup is a knock-out competition for Men's All Age teams. It is open to all Football NSW National Premier League clubs, Football NSW State League clubs and association Men's teams. Teams also enter from the ACT National Premier League.

The competition begins with association teams and State League teams and in later rounds national Premier League 2 teams and finally National Premier League 1 teams. Matches begin March or April and are played at night on Tuesdays, Wednesdays or Thursdays. The final will be played on a Sunday early in July.

NSFA will advise when entry to the competition is open. There is a fee to enter a team but there is prize money if your club reaches a certain point in the competition. Each club that enters deals directly with Football NSW.

State Cup

Football NSW runs a knock-out competition in May to July called the State Cup. The State Cup is open to any Football NSW club in the following age groups: -

- ❖ Under 12 Boys; Under 13 Boys; Under 14 Boys; Under 15 Boys; Under 16 Boys; Under 17 Boys;
- ❖ Under 18 Men; Under 21 Men (Robertson Cup); All Age Men (Bill Cullinan Cup); Over 35 Men;
- ❖ Under 12 Girls; Under 14 Girls; Under 16 Girls; Under 18 Women; All Age Women; Over 35 Women.

If clubs wish to enter teams in Under 17 Boys and Under 21 Men then please contact the NSFA office to discuss whether the team meets the Football NSW criteria.

Football NSW call for nominations in March. Once nominated clubs will be required to create a State Cup team and register their players in that team via MyFootballClub. Football NSW has a number of criteria that may preclude particular teams or clubs from entering the competition so check with NSFA office before nominating a team.

The competition is played on Sundays, beginning in May, with the final in early July. NSFA matches for female teams entered into State Cup will be postponed and played at a later date.

All correspondence in relation to these competitions is via the NSFA office.

Champion of Champions

At the end of the season Football NSW runs a knock-out competition called Champion of Champions. The competition is open to one team per association, per age group. There is a Champion of Champions competition for all age groups in which NSFA runs competitions. The exception is Over 35 Women as they will be invited to enter Over 30 Women.

There is also a competition for Under 17 Boys and Under 21 Men. NSFA will offer competitions in these age groups in 2017 however, in the event there are no competitions then clubs may nominate a team to enter each age group. There are however strict criteria as determined by Football NSW over who can enter so clubs are advised to contact the NSFA office before the start of the season for advice on the criteria for entry.

There are no plans by NSFA to create an Under 21 Women's competition but clubs may nominate a team to enter Champions of Champions. Again if your club has an interest in entering an Under 21 Women's team in Champion of Champions then please contact the NSFA office before the start of the NSFA season.

NSFA will invite the competition winners of Division One in each age group to enter Champion of Champions. In the event that the Division 1 winner is not eligible under Football NSW rules or declines the invitation the invitation may be extended to the next highest placed team.

In the event that more than one club seeks to enter a team in an age group in which NSFA does not conduct a competition then NSFA will conduct a play-off to determine which club will be nominated. Any prospective teams must satisfy the Football NSW criteria for entry.

All correspondence in relation to these competitions is via the NSFA office.

Forfeits

- ❖ All forfeits must be notified to NSFA on the published Forfeit Form at least forty-eight (48) hours prior to the scheduled commencement of the fixture. The form is available on the NSFA website – www.nsfau.asn.au. Also a copy is available in the form section of this handbook. Forfeit fines may apply to the forfeiting club, depending upon the amount of notice given.
- ❖ In squad divisions, no First Grade fixture may be forfeited without a corresponding forfeit in the Reserve Grade Fixture. This does not apply to "quasi squads".
- ❖ Clubs forfeiting after 4.00pm of the last working day in the week must advise the opposition Club Secretary, KDFRA (Under 12 upwards) and NSFA Office.
- ❖ When a team forfeits a match, the opposition shall be awarded a 3 – 0 win.
- ❖ When both teams forfeit a match, neither team shall be awarded any goals or competitive points.

- ❖ In all Competition Age Groups (other than Under 9 to Under 11's), if a team is unable to field at least seven (7) eligible registered players at the scheduled starting time, then such team will be deemed to have forfeited the match. No grace period shall be permitted.
- ❖ Where a team has not reported to the referee by the scheduled kick-off or does not have the required minimum number (refer to section "Number of Players" page 24) of players present, 10 minutes grace from the scheduled starting time 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 to the referee in good order.

Teams forfeiting on consecutive occasions without good reason may be removed from the competition at the discretion of the relevant football committee.

NSFC11A – Forfeit Form

Gala Day

On the second last weekend of August NSFA hold Gala Days for MiniRoos teams (Under 6 to Under 11) and Girl's teams (Under 6 to Under 11). There will be no Junior Mixed or Junior Girls' Gala Day in 2018.

In the event that Gala Day is washed out, it will not be rescheduled, as grounds are no longer available.

There are no finals for Gala Day.

All teams are automatically entered into the NSFA Gala Day and it is up to Clubs to advise NSFA if a team is withdrawing. Fines will be applied if teams withdraw after the specified closing date.

Ground Dressing

Clubs are assigned grounds which they are responsible for dressing. In dressing the fields, the club must: -

- ❖ Ensure fixed goal posts are anchored properly to the ground. If posts are not permanently fixed clubs must anchor the posts with either metal spikes or pegs or sand bags;
- ❖ Fix nets securely and safely to both sets of goals;
- ❖ Place corner posts with a flag at the top in each corner of the ground;
- ❖ Dressing rooms are open and clean and tidy;
- ❖ Where possible emergency gate is unlocked. This applies also to MiniRoos grounds;
- ❖ Remove nets and corner posts, close dressing room and relock emergency gate at the end of the day;
- ❖ Report any damage or rubbish to NSFA as soon as possible.

Insurance

Personal Injury Cover

Whilst we have a Personal Injury Cover policy with Gow-Gates via FNSW, State and Federal Laws prohibit this type of support to be viewed as medical insurance. At best, it supplies assistance for any Non-Medicare expense and is quite helpful in some instances.

At the beginning of the season, your club should have given you an information sheet on the type of support you can expect.

When visiting your doctor, DO NOT refer to this as insurance, players have been misunderstood by medical staff and then received large bills from people who thought you were insured.

Personal Injury cover provides financial assistance in three key areas: -

- ❖ Non-Medicare Medical Benefits.
- ❖ Loss of Income benefits.
- ❖ Capital benefits.

Player injury insurance expires on the 31st of December each year.

Trial Matches – Who is covered?

If a club has a trial match in February / March next year: -

- ❖ The trial match needs to be sanctioned by NSFA and/ or Football NSW held on an NSFA approved venue;
- ❖ The players should all be registered prior to participation in a trial match;
- ❖ If there is a player or players who are not yet registered and they are injured, they are still able to lodge a claim for injury;

- ❖ To be able to claim under the insurance scheme if they are not yet registered, they must then take appropriate steps to register before making a claim under the insurance scheme and before the club and association signs off on the claim form.

This process is in place particularly for players who trial for various clubs. They obviously can't be registered when they are attending trials so we allow them to trial prior to registering and if they are injured prior to registering, then they must register to be able to claim under the player injury insurance scheme. This also applies to come-and-try days which clubs can run prior to registration days. (Maximum of 4 come-and-try days are permitted per club pre-season).

Where these types of claims occur, and especially if it is a season ending injury, the association can elect to only charge the player the minimum fees payable to become a 'registered' player and therefore be eligible to claim under the insurance.

The minimum fees for an injured grassroots player would be the Association fees payable to Football NSW (i.e. FFA NRF + Football NSW Capitation + Insurance fee.) While these claims are very minimal they do occur and in some cases the association might also put on an administrative fee to cover their administrative costs. (E.g. \$20 Association Admin fee.)

All players must also be registered on MFC and hold a FFA number to lodge a personal injury claim.

Interchange / Substitution

Substitutions are used in Men's Premier League First Grade matches and in the NSFA Cup (Semi-Final onwards) only. Teams are permitted to name up to eleven (11) starting players and five (5) substitutes on the match card and may use all five during a match. Once replaced a substituted player may not return to the field of play during the match.

Interchange is used in ALL OTHER competitions. Teams are permitted to name up to sixteen (16) players of whom eleven (11) may start the match. Players can be interchanged at any time during a match in accordance with the laws of the match and players can enter and leave the field an unlimited number of times.

Football Risk Management App and Match Day Checklist

The Football Risk Management App features a pre-game Match Day Checklist inspection tool for evaluating potential injury and accident causes on and around the player and public areas. It allows club officials to identify safety concerns and record any actions required to address these concerns. The answers within the form are submitted electronically and stored within a secure database. This means that clubs no longer need to maintain the responsibility of storing a paper copy for the required 7 years. For more information about the Football Match Day Checklist App click [here](#)

To view a paper copy of the Match Day Checklist, click [here](#)

Knockout Competition Protocols

Knockout Competition Protocols: -

- ❖ If scores are level at the conclusion of normal time, two additional periods of extra time must be played, provided that there is sufficient light. The "golden goal" rule applies (i.e. a team scoring a goal in extra time wins the match, but if no goal is scored then kicks from the penalty mark will decide the winner).
- ❖ The length of each period of extra time depends on the normal duration of the match, as follows: -
 - i) For matches of 90-minutes normal duration – 15 minutes.
 - ii) For matches of less than 90-minutes normal duration – 10 minutes.

Local Councils

Overview

NSFA hires grounds from the following five (5) councils: -

- ❖ Hornsby Shire Council.
- ❖ Ku-ring-gai Municipal Council.
- ❖ Lane Cove Council.
- ❖ North Sydney Council.
- ❖ Willoughby City Council.

Each council has different booking policies and fee structures. NSFA makes all the bookings for competition matches. The cost of ground hire for competition matches is built into the team fees charged by NSFA.

NSFA books training grounds with Hornsby, Ku-ring-gai and Willoughby councils. Clubs using grounds in these councils are invoiced by NSFA at the end of the season based on their training usage. Clubs in Lane Cove and North Sydney book directly with the council and are invoiced by the respective council.

NSFA also uses a number of school grounds for competition matches and sign agreements directly with the schools to do so. This does not apply to schools in Willoughby council which are booked through the council.

Restrictions

Hornsby Shire Council: -

- ❖ Maximum use of 10 Sundays on certain grounds

Ku-ring-gai Municipal Council: -

- ❖ Maximum 30 hours combined use per week on all grass fields;
- ❖ Maximum use of 15 Sundays.

Lane Cove Council: -

- ❖ Pottery Green and Kingsford Smith only available for 10 Sundays each.

North Sydney Council: -

- ❖ Maximum use of 32 hours per grass field per week. This includes use by schools.

Willoughby City Council: -

- ❖ Limited use of fields on Sundays;
- ❖ Female Football only on Sundays;
- ❖ At least 1 Willoughby based club in each match played at Northbridge Oval.

Synthetic Fields

In 2018 all councils with the exception of Hornsby will have at least one synthetic playing field. The councils have agreed that the seasonal rate across all councils for synthetic playing fields is \$43/hour plus \$27/hour for lights at 100 lux.

Deduction of Points

Teams which use ineligible players will have three (3) points deducted from the competition table and may also be fined.

Clubs will be informed in writing if a team has had points deducted. Clubs may then ask the relevant football committee to review the deduction of points. Clubs will then be advised in writing of the result of the review.

Matches in Dispute

In the event that a team wishes to report a match as "in dispute" the procedure is as follows: -

- ❖ Indicate intention in EMC system or, designated box on the match card if using paper match cards;
- ❖ Put the dispute in writing using the form below;
- ❖ Provide any evidence you may have in support of the dispute;

NSCF16D – Match in Dispute

Please be aware that if the "dispute" concerns the identity of opposition players then your case will be less likely to be considered if your team did not carry out a pre-match ID photo check.

Please also note that under the FIFA Laws of the Game the referee's decision is final so it is unlikely that results of matches will change because a particular referee made an error at law.

"Matches in Dispute" will not be investigated purely on the fact that the box on the match card has been ticked. We require a follow-up letter with documentation in order to consider a "Match in Dispute" claim.

Member Protection

Refer to Part 2

MiniRoos Starting Times

Junior Mixed

The Junior Mixed age groups are divided into three (3) pairs as they play on the same fields: -

- ❖ Under 6 and Under 7.
- ❖ Under 8 and Under 9.
- ❖ Under 10 and Under 11.

As a rule of thumb the MiniRoos draw will schedule Under 6, Under 9 and Under 10 in the first slots in each pairing and Under 7, Under 8 and Under 11 in the second or third slot in each pairing.

However, some teams are granted Special Time Requests so occasionally this will vary. Also, because the number of Under 8 teams far outweigh the number of Under 9 teams the draw will also schedule some Under 8 matches in the second time slot on those fields.

Girl's

Girls Under 6 to Under 7 will play on Saturdays at designated MiniRoos Centres and Under 8 to Under 11's will play on Sunday.

In Girl's Under 6's the majority of teams will play at 8:30am or 9:15am depending on ground availability. Match times will vary from week to week.

In Girl's Under 7's the proposed timeslots are 9:15am or 10:00am or later. Match times will vary from week to week.

In Girl's MiniRoos Under 8 matches are scheduled for the first slot with the Under 9 matches in the second slot.

Similarly, Under 10 matches are scheduled first slot followed by non-Diamond League Under 11 matches.

Under 11 Diamond League matches are held on one field starting at 9:30. Match times will vary from week to week.

National Club Accreditation Scheme

All clubs have achieved a level 1 Accreditation. NSFA has become a leading Association which drives its Clubs to raise their standards for the betterment of players, parents and volunteers. For all Club Development and NCAS related information, please contact Paul Orgad at clubdevelopment@nsfa.asn.au.

Number of Players

- ❖ The minimum number of registered and eligible players to start and complete a match in Under 12 & upwards is seven (7).
- ❖ A maximum of 16 players from each team/squad may take part in competition matches.
- ❖ MiniRoos Under 6 to Under 7 – Minimum 8 – maximum 12 per squad / team.
- ❖ MiniRoos under 8 to Under 9 – Minimum 7 – maximum 10 per squad / team.
- ❖ MiniRoos under 10 to Under 11 – Minimum 9 – Maximum 12 per squad / team.

Player Equipment

Basic compulsory equipment

Basic compulsory equipment is matching and approved shirts, shorts, socks and approved footwear. Each shirt shall be individually numbered and the goal keeper must wear a shirt that is distinguishable from all other players.

The basic compulsory equipment must not have any political, religious or personal slogans, statements or images.

The team of a player whose basic compulsory equipment has political, religious or personal slogans or, statements or images will be sanctioned by NSFA.

Headwear

Unless otherwise exempted or allowed by a referee, goal keepers are the only players who are permitted to wear caps as they may constitute a danger to opponents.

FIFA has declared that players are allowed to wear head covers in football matches. Head covers are subject to the following: -

- ❖ be black or of the same main colour as the jersey (provided that the players of the same team wear the same colour);
- ❖ be in keeping with the professional appearance of the player's equipment;
- ❖ not be attached to the jersey;
- ❖ not pose any danger to the player wearing it or any other player (e.g. opening/closing mechanism around neck);
- ❖ not have any part(s) extending out from the surface (protruding elements).

Head Bands and Wrist Bands

The wearing of cloth head and wrist sweat bands is permitted.

Hair Ties

Material and elastic ties only are permissible.

Glasses

Players are permitted to wear sports goggles, sports glasses or sports sunglasses as long as, in the opinion of the referee, they pose no danger to the player or other players. The Optometrists Association of Australia has stated that children requiring assisted vision who are involved sporting activities, should wear protective eyewear such as sports goggles or sports glasses with soft or flexible frames fitted with a plastic or polycarbonate lens.

Shin Pads

Shin pads are not compulsory at training but are recommended; please see your club's policy on this. Shin pads must be worn in all NSFA matches.

Jewellery

All types of jewellery (necklaces, watches, rings, bracelets, earrings and other visible body piercing, hair clips made of hard rigid material, leather bands, rubber charity bands etc.) are strictly forbidden and must be removed. Using tape to cover jewellery is not acceptable.

Medical alert bracelets and/or necklaces are permitted but must be taped securely to the chest or wrist.

Referees are also prohibited from wearing jewellery (except for a watch or similar device to time the match).

Protective Equipment

Modern protective equipment such as headgear, facemasks and knee and arm protectors made of soft lightweight padded material are not considered dangerous and are therefore permitted.

Casts, splints, joint or limb supports are not permitted, regardless of the material they are manufactured from. Padding, bandaging or otherwise disguising of plaster or hard plastic casts etc. is also not permitted.

Undergarments

Players must not reveal undergarments that show political, religious, personal slogans, statements or images, or advertising other than the manufacturer logo.

A player/team of a player that reveals an undergarment that shows political or religious statements, personal slogans, statements or images, or advertising other than the manufacturer logo will be sanctioned by the competition organiser or by FIFA

Pre-season Training

In pre-season NSFA only books training with Ku-ring-gai council and Hornsby council. In January one (1) night a week is available per ground, rising to two (2) nights in February and three (3) nights in March, Clubs who require pre-season training in other council areas must book directly with the appropriate council. NSFA send out a Pre-Season Training Request form with the Affiliation documents.

Clubs that use Ku-ring-gai or Hornsby Council Grounds will be invoiced for Pre-Season training in April / May.

Pre-season contacts for the following councils are: -

Lane Cove Council: -

Tara Benjamin

Email: tempcivic@lanecove.nsw.gov.au

North Sydney Council: -

Dean Bullock

Denise Smith

Email: bookings@northsydney.nsw.gov.au

Email: bookings@northsydney.nsw.gov.au

Willoughby City Council: -

Erin Colwell

Email: sportsground@willoughby.nsw.gov.au

President's Workshops

President's Workshops will be scheduled each year. These are generally held in February, May and August.

The purpose of these workshops is for NSFA to update clubs on the activities of NSFA in a number of key areas and to provide clubs with an opportunity to put forward ideas and directions they would like the Association to follow.

The workshops are not compulsory but clubs are strongly urged to send a delegate along.

Protests/Appeals

Clubs may protest a decision of a football committee to the P.D. & D.C., in accordance with NSFA Regulation 4 - Protests, Disputes & Disciplinary and Appeals (section 4.15), using the following form: -

NSCF16A – Protest Form

Clubs may appeal a decision of the P.D. & D.C. to the NSFA Appeals Board in accordance with NSFA Regulation 4 – Protests, Disputes & Disciplinary and Appeals (sections 4.16, 4.17 & 4.18), using the following form: -

NSCF16B – Appeal Form

A fee of \$200 is required for any protest or appeal. The fee will be refunded if the relevant committee deems that the protest or appeal was not frivolous. If a protest is escalated to an appeal, then the fee will be held until the process available under NSFA regulations has completed. All appeals must include a letter from the club outlining the reasons for the appeal and all evidence being presented in support of the appeal.

Recording Results

Under 12 Upwards

Electronic Match Card (EMC)

EMC's were introduced for the 2016 football season. Post-game managers can record the match results by following the instructions below (Note, Match result can only be entered if EMC was submitted prior to the commencement of the game).

- 1) Login through the club specific URL > enter your email address and password.
- 2) Click Game Day from top menu > enter Match Results
- 3) Choose how the game finished from the drop down menu
 - a) Postponed
 - b) Home Team Forfeit
 - c) Away Team Forfeit
 - d) Abandoned
 - e) Match played to the end
- 4) Enter scores for both teams
- 5) Click 'Enter Match Result'

Paper Match Card

Team managers are required to enter results on MyClubMate online after the match. Results are to be entered via the Match Results menu in the Team Managers section of the club website. The result will be displayed once both team managers have entered the same score. If there is a mismatch in scores, the result will be blanked out and email will be sent to both managers advising them that the results entered are mismatched and to enter the correct result. An email reminder will also be sent automatically to any manager who hasn't entered a result by midnight on Sunday. If a match is forfeited, cancelled or abandoned no score is to be entered and you need to advise the NSFA Competitions department that the match was forfeited and they will enter the forfeit.

MiniRoos

MiniRoos results are entered through the MyClubMate system.

Referees

MiniRoos (Under 6 & 7)

Do not have referees but a person nominated as the "game leader". Both teams shall agree on a person to act as "game leader" before the match starts. The "game leader" must record the score on the scorecards provided and return the cards to each squad manager. The role of the "game leader" is to: -

- ❖ Instruct players to enjoy the match;
- ❖ Instruct players to play the correct way;
- ❖ Ensuring the match is restarted quickly by enforcing the 3 second rule and calling "GO" at every restart of play.
- ❖ Be fair on both sides.

MiniRoos (Mixed Under 8 - Under 11 and Girls' Under 12)

The KDFRA may appoint a "game leader" to any match. If no referee is appointed, then both teams will agree on a person to act as a "game leader". The role of the "game leader" is: -

- ❖ Record the score on the scorecards provide and return the cards to both team managers;
- ❖ Instruct players the correct way to play the match;
- ❖ To make sure players enjoy the match;
- ❖ Show common sense to ensure the matches flows as much as possible;
- ❖ Try to give advantage to the attacking team;
- ❖ Be fair on both side;
- ❖ Ensuring the match is restarted quickly by enforcing the 3 second rule and calling "GO" at every restart of play.

Competition Football

All matches must have a referee and if possible two assistant referees. Referees are appointed by the KDFRA.

The draw on the NSFA website will indicate if a referee has been appointed to a particular match.

In the event that a referee is not appointed by KDFRA then the following must occur: -

- ❖ For Women's, Junior Mixed and Junior Girls' Football, the home team must provide a person to referee the match and another person to act as an assistant referee. The away team must provide a second assistant referee. If the home team fails to appoint a referee then the away team may provide one, but this should be noted on the match cards.
- ❖ In squad divisions in Men's Football, the home team must appoint one nominated official Referee or Club Official to referee and each team must provide one assistant referee.
- ❖ In single-team divisions in Men's Football, the home team must provide a nominated official Referee or Club Official (to referee) plus two assistant referees to the alternate fixture. An "alternate fixture" for a 1pm match means the Men's 3pm fixture on the same pitch and vice versa for the 3pm fixture. In the event that there is no alternate fixture, the home team must provide a nominated official Referee or Club Official to referee its own match and each team must provide one assistant referee.

Only one person shall referee the entire match. Refereeing duties are not permitted to be shared between 2 or more people, unless the starting referee has not arrived by Kick-off time or is unable to continue through illness and/or injury.

"Quasi squads"

In Senior Mixed football, the committee may invite team entries for, or may later form teams into, "quasi-squads". A quasi-squad comprises two teams from different clubs who are paired to play in divisions that are in squad format.

Players from one team from a "quasi-squad" may be borrowed by the other team in the relevant "quasi-squad".

Senior Mixed Football Club Referees

Each club with a squad or team in Senior Mixed football is required to supply at least the minimum specified number of referees who are current members of KDFRA or who have committed to qualifying as KDFRA members early in the season. Nominated referees must be eighteen (18) years of age or older.

Each club must appoint a Referee Liaison Officer (RLO) who will be the club's point of contact for all matters relating to Referees, including NSFA's multi-year plan to increase the number of KDFRA referees.

Each club, through its RLO, must ensure that those whom it has nominated (or sufficient others in lieu) actually become current KDFRA members.

The minimum number of referees required is calculated as follows: -

- ❖ Premier League – no requirement;
- ❖ Senior Mixed All Age Division Two– no requirement;
- ❖ Senior Mixed All Age Division Three – one per squad
- ❖ All other Senior Mixed squads – two per squad;
- ❖ All Senior Mixed single teams (whether formed into quasi-squads or not) – one per team;

Squad/team nominations for Senior Mixed football competitions must be accompanied by a bond of \$500. The bond will be refunded upon squad fulfilling all of the requirements relating to referees in these Regulations.

Becoming a Referee

To become a Referee, you must be aged fourteen (14) by the 7th April 2018, so you need to be at least 14 by the 2018 season.

Refer to the following website for more information www.kdfra.asn.au

Registrations

Registrations for MyFootballClub open on the first working day in January.

Any person wishing to play in competitions or matches conducted by the Association must be registered with FFA via the MyFootballClub System: -

- ❖ Players become eligible to play in Association competitions when the players club has approved the registration and made the participant "Active" and placed him/her into a team.
- ❖ Players cannot be dual registered with any other club either from within the Association or outside.
- ❖ To be eligible to play in "Under age" grades, a player must be under the relevant age on the 31st December of the previous year.
- ❖ Players registering for MiniRoos must have turned (4) by the 31st December in the previous year.
- ❖ All registrations must be lodged and accepted no later than 11:59pm on the day before the scheduled match.

De-Registration of Players

Any amateur player wishing to deregister from an NSFA club must do the following: -

- ❖ De-register in MyFootballClub;
- ❖ Inform his/her current club – who will then confirm de-registration;
- ❖ The club then sends a request to NSFA for approval.

In regards to a refund the players club must refund to the player the FFA Levy and FNSW accident support scheme payment. Any further refunds are at the discretion of the first club.

Coaches and Managers

All coaches and Managers are required to register via the FFA MyFootballClub System. Coaches and Managers will only be able to register if the club has set-up registration packages in the MyFootballClub system. If you have more than one role (i.e. Player & coach) then you will need to register multiple times. The system will not allow you to select more than one registration package when registering.

Seasonal Training

Clubs make requests for training and NSFA allocate available slots as fairly and equitably as possible, taking into account the following criteria;

Clubs make requests for training and NSFA allocate available slot as fairly and equitably as possible, taking into account the following criteria: -

- ❖ "Traditional" home grounds;
- ❖ Pre-existing bookings;
- ❖ Council-imposed usage restrictions;
- ❖ Number of competition age teams within the club.

The first draft of training allocations will be sent out to clubs in February. Clubs are then welcome to apply for any vacant slots and/or negotiate with other clubs to share or swap times. Clubs will be invoiced in August for season training. Clubs must advise NSFA by the end of April if they do not require any of their allotted slots they been allocated to avoid being invoiced for those slots. In Lane Cove and North Sydney council, clubs are required to book training grounds directly with the respective council.

Shirt Numbering

MiniRoos

MiniRoos shirts do not have to be numbered and player's names may be printed on the back of the shirt.

Mixed Under 12 & Girls' Under 14 & Upwards

All shirts must be numbered and tape is not acceptable. The shirt numbers must correspond to the match card and EMC. Names may be printed on the back of the shirt, however, nicknames or offensive words will not be permitted.

Special Dispensation

The NSFA competition regulations allow clubs to seek special dispensation for players in certain circumstances.

Any club seeking special dispensation must apply in writing to NSFA office using the following form: -

NSCF15A – Special Dispensation Request Form

The form must be submitted no later than seven (7) days prior to the match in which the player wishes to participate.

The most common request for dispensation concerns players who are lagging behind their age group peers physically or intellectually and are seeking to play in a lower age group than they are eligible for. Such requests must be supported by documentation from a medical professional and a letter from the child's parent.

If in doubt, please check with the NSFA office to find out what documentation is required for any request for dispensation to be considered.

If dispensation is being sought for a player to play more than two (2) years above his age then he/she must be assessed by a properly qualified coach. The player will need to attend a coaching session with an appropriate Northern Tigers representative team where he/she can be assessed by a Northern Tigers coach. Once the player has been assessed and approved to play in the older age group then the player's parents must sign the following form: -

NSCF15B – Playing Above Age Consent Form

Relative Age Effect (RAE)

RAE is a development policy to assist players who may be adversely affected (developmentally) by their date of birth being later in the year than other players with whom they are "competing" for football opportunities. RAE is referenced in the Football Federation Australia National Curriculum and is a program NSFA is committed to offering in support of the national direction.

We are all aware of the differing growth patterns of young players and our national tendency to select the biggest and most powerful players at young ages. Those players born in the last three months of the year will, under strict guidelines, be eligible to apply to JFC to play in the age group below, if they are assessed by appropriately qualified professionals as lacking psychological, emotional or physical maturity due to being born in the last three months of the calendar year.

A maximum limit of four (4) RAE players will be permitted.

Special Time Requests

Teams may request a Special Time for their matches to be played because of private school or religious commitments.

Clubs must request a Special Time Requests at the beginning of each season using one of the following forms: -

NSCF11C – Special Time Request Form (Competition Ages)

NSCF11D – Special Time Request Form (Mixed MiniRoos)

There are strict requirements surrounding Special Time Requests. The forms and rules can be found in Part 2 of this Handbook.

Trophies and Awards

Competition- winning clubs are presented with a perpetual trophy. A banner will also be awarded to the club.

Players in competition winning teams will receive a personal trophy (medallion, mug or goblet) while players in competition runner-up teams will receive a medallion.

Perpetual trophies and banners are NOT awarded to "Finals Series" winning teams.

Perpetual Trophies must be returned to NSFA by 1st May of the following year. Clubs failing to return by stipulated time will be required to pay an amount of \$100.00 plus replacement cost of the trophy.

Players in "Finals Series" winning teams are awarded medallions. Players in "Finals series" runner-up teams do not receive any medals.

The player trophies are reviewed by the Board before the start of each season so the information above is subject to change.

Volunteers

The Australian Sports Commission has conducted some extensive research into volunteering in sport.

The research looked into why people volunteer and specifically why certain types of people volunteer and also why people stop volunteering.

Coming out of the research are a number of suggestions to make the volunteering experience more enjoyable and suggestions as to retaining volunteers.

We highly recommend that you visit the following site and look at the research for yourselves: -

www.researchinsport.com.au

We would suggest you go to the footer and look at: -

- ❖ Market Segmentation – Volunteers.
- ❖ Volunteers in Sport.

Please also refer to the information sheet "A study in volunteers – summary" in Part 2 of this Handbook.

Wet Weather

Weekend Matches

Decisions on ground closures are generally not made until Friday. Councils and schools assess their grounds and advise NSFA by 2:00pm which grounds are unfit for play.

Sometimes councils will close grounds for the Saturday but leave them open on Sunday.

NSFA policy is to play as many matches as possible on any ground that is left open by councils and schools. In normal circumstances we will make the decision to play matches as they are listed in the draw. However, sometimes it becomes necessary to prioritize matches that need to be played. This could be because we are about to re-grade, split large competitions into smaller ones or because teams have already missed more matches in their divisions than other teams in that division. If your match is not listed as cancelled or postponed on the NSFA website, then you must attend your match. Failure to attend a match will lead to a forfeit by the non-attending team.

The principle method of communicating information on ground closures is via the NSFA website. The website message is also repeated on Facebook®. The website will generally be updated by 7:00pm on the Friday.

Grounds may also be closed on Saturday mornings by clubs, referees or the NSFA ground controller. Every effort will be made to communicate these ground closures to teams via the website before teams leave for their match. Every effort will also be made to send text messages to team managers and coaches as well but sometimes this is not possible. It is important that mobile phone numbers are entered onto MyClubMate to ensure that text messages get through.

Decisions on Sunday matches will be made as soon as practicable. Often this will not be until late on Saturday afternoon so that we can assess whether grounds have suffered further damage as a result of play on Saturday. Again grounds may also be closed on the morning of the match and every effort will be made to communicate any closures to the teams involved.

The following criteria are used by councils, clubs and the NSFA ground controller to assess playability and safety of a ground for use: -

- ❖ Surface water present.
- ❖ Water rises to the surface when walking across the surface (indicates soil is at saturation point).
- ❖ Surface is slippery to walk on, or grass dislodged easily.
- ❖ Heavy and/or consistent rains occur immediately prior to or during play.

This is in contrast to the match referee whose only consideration in determining if a ground is playable is the safety for the players.

Sunny skies do not always mean play will proceed; it is the saturation of the soil which determines play. Your club may incur fines if there is damage to the fields after playing on waterlogged grounds.

Similarly rain on the night before or on the morning of the match does not necessarily mean your match will be cancelled.

If there are cancellations or postponements of matches, or matches are relocated, the website will be updated to reflect this.

It is the responsibility of team managers to keep checking the website for changes.

Postponed matches may be rescheduled if time permits.

Cancelled matches will not be rescheduled.

Weekday Training and Matches

Council decisions on ground closures on weekdays are made by 2:00pm. The website and Facebook page will be updated by 3:00pm.

Clubs or the NSFA ground controller may also make the decision to close grounds in order to preserve them for weekend matches.

Your club may incur fines if there is damage to the fields after training or playing on grounds that have been closed.

NSFA DECISIONS TO CLOSE GROUNDS OVERRIDE ANY MESSAGE DISPLAYED ON COUNCIL WET WEATHER MESSAGES.

Council Wet Weather Lines

Hornsby Shire Council	9847 6764
Ku-ring-gai Municipal Council	9424 0800
Lane Cove Council	9936 8220
North Sydney Council	9911 3585
Willoughby City Council	9777 7631

The NSFA Wet Weather information can be found at: - www.nsf.aasn.au/grounds/wet-weather/