

The background of the cover is a black and white photograph of a soccer goal on a grass field. The goal net is the central focus, with several soccer balls scattered on the grass in front of it. A person's leg and foot are partially visible on the left side. The text 'NSFA 2018' is overlaid on a green bar at the top, and 'HANDBOOK' is overlaid in large white letters across the middle. At the bottom, the text 'NSFA HANDBOOK CLUB ADMINISTRATORS' is printed in white.

**NSFA 2018**

# HANDBOOK

NSFA HANDBOOK  
CLUB ADMINISTRATORS

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# Member Protection Information

## INFORMATION FOR VOLUNTEERS AND PAID EMPLOYEES IN FOOTBALL

- The WWC Check is a NSW Government requirement
- All Paid employees working with children (u18) MUST have a WWC Number.
- Volunteers must have a WWC Number (unless exempt - see below)
- A WWC Check is free for volunteers
- A WWC Check costs \$80 for paid workers
- Persons requiring a WWC Number must apply on-line for a WWC Check
- A WWC Number lasts 5 years

### WWC Check Application Process

- Apply for a WWC Check
- Apply on-line to receive an Application (APP) number
- Take your APP number and Proof of ID to a NSW Service Centre (motor registry)
- Persons in a paid role pay an \$80 fee at the motor registry
- Your WWC Number is issued by email usually within 2 weeks

### Exemptions

The following are exempt in football from providing a WWC number:

- Persons under 18 years of age
- Volunteer parents who coach or manage their own child's or close relative's team
- Canteen managers, canteen workers and caterers
- Grounds persons
- Referees

Close Relative: spouse or de facto partner of the person; a child, step-child, sibling, step-sibling, parent, step-parents, grandparent, step-grandparent, aunt, uncle, niece or nephew.

### What do Exempt Persons sign?

Exempt persons complete a [FNSW Member Protection Declaration](#). The MPD is provided to the club/referee branch the person belongs to.

### What roles require a WWC Number in football?

- All paid roles that involve supervising or working with children under 18;
- Volunteer coaches and managers (unless exempt);
- Trainers, technical directors, youth coordinators;
- Committee members, MPIOs, tour chaperones;
- Referee coaches and referee mentors; and
- Any other role with children u18 (unless exempt)

### Have you lost your WWC Number?

If you have lost your WWC Number, it can be retrieved online at the [NSW Kids Guardian website](#)

WWC Numbers have only been issued since June 2013. WWC clearances prior to June 2013 no longer apply.

All clubs, associations and referee branches MUST BE COMPLIANT with the NSW WWC Check. Non-compliance can result in significant Government fines.

### GUIDELINES

Download and refer to the [WWC Employer Guidelines](#)

### MEMBER PROTECTION OFFICERS

It is a mandatory requirement of FNSW that every club, association and referee branch has at a minimum of one (1) Member Protection Information Officer (MPIO). For more information click here.

### STEPS TO WWC CHECK COMPLIANCE:

1. Appoint a person to manage the WWC Check
2. Register your organisation for the WWC Check (see below)
3. Identify roles which are child related.
  - All paid roles that involve supervising or working with children under 18;
  - Volunteer coaches and managers (unless exempt);
  - Trainers, technical directors, youth coordinators;
  - Committee members, MPIOs, tour chaperones;
  - Referee coaches and referee mentors; and
  - Any other role with children u18 (unless exempt)
4. Determine who is exempt. (see below)
5. Advise all volunteers and workers required to hold a WWC Number to apply for a WWC Check and provide their WWC Number to your organisation.
6. Obtain WWC Numbers from all paid employees and volunteers working with children U18 (unless they are exempt).
7. Obtain a signed MPD form from every person that is exempt from the WWC Check.
8. Verify all WWC Numbers on-line. (See below for guidance)
9. Keep a record of all WWC verifications on file (See below for guidance)
10. Maintain your Verifications Records and add the details of all new volunteers or employee verifications.

### Child Safe Culture

Having a child safe culture at your club is integral to providing a safe and child friendly club.

### WWC Audits and Fines

The NSW Office of the Children's Guardian is authorised to conduct audits on organisations for compliance with the working with children check. Failure to comply can result in significant Government fines. Football NSW requires all clubs, associations and referee branches and all persons who are required to comply with the working with children to be compliant. Football NSW reserves the right to conduct WWC compliance audits on any club, association, branch or referee branch affiliated to FNSW and/or covered by FNSW insurances.

Is your organisation compliant?

If your club is not registered for the WWC Check - your club is NOT compliant

If your club is registered and obtaining WWC Numbers - your club is NOT compliant

If your club is Registered, obtaining WWC Numbers, verifying all WWC Numbers and keeping a record of verifications - your club IS compliant.

## GUIDANCE NOTES FOR CLUBS

### *How to register your club*

- Register at [kidsguardian.nsw.gov.au](http://kidsguardian.nsw.gov.au)
- On the registration page select the sector called 'clubs and other bodies providing services for children'.
- Create a Username and Password for your organisation & keep this on file.
- Start verifying.

### *How to verify a WWC Number*

- Go to [kidsguardian.nsw.gov.au](http://kidsguardian.nsw.gov.au)
- Select the Employer Log In and Verify tab.
- Log in using your club Username and Password
- Enter the worker's Surname, Date of Birth and WWC Number and select Verify.
- You should then receive a clearance or result message.
- Print the clearance page and keep it on file.

### *How to keep a record of WWC verifications*

- Open the FNSW Verification Record template and save as your club's WWC Verification Records document. e.g. "Manly FC WWC Verification Records"
- Record and save the details of all WWC Verifications in the document.
- Your WWC Verifications document must be updated and maintained regularly for auditing purposes.

## WWC Exemptions

Exemptions in sport include:

- Persons under 18 years of age
- Referees (who only referee games)
- Volunteer parents who coach or manage their own child's team
- Volunteers who only coach or manage a close relative's team
- Canteen managers, canteen workers, caterers
- Grounds persons

## [More information about exemptions](#)

### *What do exempt people sign?*

- Exempt persons must complete a [FNSW Member Protection Declaration](#).
- Volunteers provide their MPD to their Club
- Referees provide their MPD to their Referee Branch

## *Frequently Asked Questions*

## Q1: Who requires a WWC Check?

- All paid persons who work with children under 18 yrs
- All volunteers who work with children under 18 yrs, unless exempt
- Coaches, managers, trainers, youth co-ordinators, technical directors, MPIOs, chaperones, tour directors, Committee members or Board members who assist with the delivery of activities, events or functions that involve children aged under 18 and any other person working or volunteering with children.
- Persons who mentor or directly supervise children under 18 years.
- Referee coaches, referee mentors, referee assessors

## Q2: WWC Exemptions - who is exempt and who is not exempt?

### EXEMPT

- Volunteer coach or manager of your own child's team
- Volunteer coach or manager of a close relative's team
- Volunteers under 18 years of age
- Referees who only referee matches
- Canteen workers or caterers
- Grounds persons
- Guest presenters or speakers for a one-off presentation
- Persons who work or volunteer with children visiting NSW from another State to attend an event where the work in NSW will be for no more than 30 days in a calendar year.

### NOT EXEMPT

- Police Officers
- School Teachers
- Persons working with children U18 in a paid role
- Trainers, youth co-ordinators, technical directors, physios, first aid officers, MPIOs, chaperones, tour directors, Committee members or Board members who assist with the delivery of activities, events or functions that involve children aged under 18 and any other person working or volunteering with children.
- Persons who have relocated to NSW and hold a working with children blue card or clearance from another State are not exempt.

Q3: What is the definition of paid? A: Any payment, honorarium, lump sum, out of pocket expenses including in cash or kind such as discounted player fees. It is not payment where reimbursement is paid and a receipt for expenses is provided.

Q4: What if someone refuses to provide a WWC Number, full name or DOB to their club? A: They cannot work or volunteer with children under 18 years.

Q5: Where can I get a WWC Number? A: Apply online at [kidsguardian.nsw.gov.au](http://kidsguardian.nsw.gov.au)

Q6: Do existing paid employees need a WWC number? A: Yes, all paid employees, including existing employees who work with children must apply for a WWC Check and provide their WWC Number to their employer.

Q7: How long does a WWC Check last? A: 5 years

Q8: What does a WWC Number look like? A: Paid position WWC1234567E Volunteer position WWC1234567V

Q9: Can I use a volunteer WWC Number (WWC1234567V) for a paid position? A: No. You must go on-line and upgrade to a WWC for paid employees.

Q10: Can I use a paid WWC Number (with an E on the end) for a volunteer position? A: Yes, a paid WWC Number that ends in an 'E' can be used for both paid and volunteer positions.



## ENQUIRIES

*NSW Office of the Children's Guardian*

WWC Check Phone: 02 9286 7219

Website: [kidsguardian.nsw.gov.au](http://kidsguardian.nsw.gov.au)

*Football NSW Member Support*

Phone: 02 8814 4402

E: [michelle@footballnsw.com.au](mailto:michelle@footballnsw.com.au)

## WEBPAGES

[FNSW Member Protection webpage](#)

[www.playbytherules.net.au](http://www.playbytherules.net.au)

[www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)

## NSFA MPIO

The NSFA MPIO is Damian Miles. His email address is [mpio@nsfa.asn.au](mailto:mpio@nsfa.asn.au)

# MiniRoos Information Sheet

## What is MiniRoos?

MiniRoos football is for children to enjoy football and to learn to love the game without the pressure of results and that is related to players, coaches and parent behavior that comes with a results orientated focus.

Under 6 to Under 9 is the Discovery phase and this is about the children discovering the game, enjoying the game and learning how to play the game.

Under 10 to Under 12 is the Skill Acquisition Phase and this is about children developing their core game skills. Players are encouraged to try new skills, make mistakes and learn from them.

## Game Formats

- (a) In Under 6 & Under 7 matches are played at one of the 8 MiniRoos centres in NSFA. Each squad splits into 2 teams and play matches simultaneously on adjoining fields. The fields are 30 metres x 20 metres using pop-up goals. There are 4 players on each team with up to 3 substitutes allowed. Matches are played over 2 halves of 20 minutes each with a half time break of 5 minutes.
- (b) In Under 8 & Under 9 matches are played at various grounds within NSFA. The fields are 40 metres by 30 metres and the goals are fixed and are 3metres wide by 2 metres high. Portable goals are used on some grounds. There are 7 players per team including a goal keeper and up to 3 substitutes are allowed. Matches are played over 2 halves of 20 minutes each with a half time break of 5 minutes.
- (c) In Under 10, Under 11 and Girls' Under 12 matches are played at various grounds within NSFA. The fields are 60 metres by 40 metres with goals that are 5 metres wide by 2 metres high. There are 9 players on each team including a goalkeeper and up to 4 substitutes are allowed. Matches are played over 2 halves of 25 minutes each with a half time break of 5 minutes.

## Team/Squad Sizes

NSFA regulations allow for the following team/squad sizes: -

- (a) Under 6 to Under 7 – minimum eight (8) – maximum twelve (12);  
Squads split into 2 team which play simultaneously on adjoining fields.
- (b) Under 8 to Under 9 – minimum seven (7) – maximum ten (10).
- (c) Under 10, Under 11 and Girls' Under 12 – minimum nine (9) – maximum thirteen (13).

## Naming Teams/Squads

- (a) All teams from Under 6 to Under 11 must be given non-hierarchical names (e.g. Tigers, Lions etc.). NSFA require that names are not repeated from one age group to the next (e.g. you should not have an Under 7 Tigers and an Under 8 Tigers).

## Club Ranking

Clubs must nominate a "ranking" to each of their teams on the MyClubMate system using the numbers one (1) to four (4), with one (1) being the strongest. In Junior Girls' each entry shall indicate a ranking from one (1) to two (2) with one (1) being the strongest. At the end of each season NSFA office provides a list of the finishing positions from that season to aid clubs in determining grading for the upcoming season. Teams do not carry forward their rating from season to season so this process must be carried out every year.

It is absolutely crucial that this process is carried out accurately as the consequence of an incorrect rating is extremely difficult to rectify once a draw has been made.

## NSFA Placement of Teams

NSFA places teams in zones according to the nominated club ranking. Zones are split into North & South in Under 6 to Under 9. There is no North/South split in Under 10 & Under 11. At the first re-grade a Cross zone is created in Under 8 and Under 9 combining the best performed teams from North & South.

Zones comprise either 6 or 8 teams depending on the number of nominated teams in each age group. Zones are given non-numerical names but are ranked within the NSFA draw system. Teams with a nominated grading of 1 will be put in the highest-ranked zone until exhausted; the teams graded as a 2 will be assigned next, followed by 3 and 4.

In non-Diamond League Girls' Under 12 clubs shall nominate teams into a division. The GWFC will assess the nominations and place teams into an appropriate division, taking into account the total number of teams nominating.

## Re-grading

- (a) Automatic re-grading will be carried out in each age group of MiniRoos after 5 Rounds.
  - (i) Re-grading is computer generated and there is no human involvement. The computer program considers results, team/squad's grading and relative grading of each opponent ranked in order from the lowest quotient to the highest and then divided into Zones.
- (b) NSFA re-grades for the following reasons: -
  - (i) Clubs get initial grading wrong at the start of the season;
  - (ii) It enables teams to play similar opposition – minimizing one sided results.
- (c) Re-grading does not necessarily mean that you will change zones – it just seeks to provide the opportunity to play teams of similar ability.
- (d) Re-grading does not guarantee that you will win each week and some teams may still lose.
- (e) In the Girls' MiniRoos age groups, re-grading may also be performed after every five (5) rounds. Re-grading is carried out by the NSFA Competitions Department
- (f) Non-Diamond League Girls' Under 12 may be subject to regrading after one complete round at the discretion of the Competitions Department.

## Results

Team managers are required to enter results on MyClubMate. If teams enter different scores, then they will receive an email asking them to resolve the "mismatch" with the opposition.

If matches are forfeited or cancelled please inform the NSFA office. Do not enter a score.

## Forfeits

When a team forfeits a match a forfeit will be noted but no score will be recorded. When both teams forfeit a match a "match cancelled" will be noted. Forfeits do not count in the re-grading process.

## Non Publishing of MiniRoos Results

The FFA National Curriculum states that MiniRoos are not to be published on Association Websites.

The focus is player-centric, with player enjoyment and development as the key outcomes.

Results will be tabulated and teams ranked for the purposes of re-grading.

## Result Card

Match cards are not required for individual matches in MiniRoos. Teams/Squads will be required to carry a Season Result card on which will be recorded the results of all matches played by that team/squad. Forms can be download from the "Football Information" section at <http://nsfa.asn.au/>. Please use the appropriate form.

The use of Electronic Match cards (EMC) is required in Girls' Under 12 matches.

**NSCF14A – Under 6 to Under 7 MiniRoos Season Result Card.**

**NSCF14B – Under 9 to Under 11 MiniRoos Season Result Card.**

# Player Eligibility

## Under 12 to Under 18 Junior Mixed Competition.

Junior players must meet the age criteria of the competition in which they are playing. A junior player cannot play more than two (2) years higher than they are qualified for, unless special dispensation has been granted by the relevant football committee. Applications for special dispensation need to be made at least seven (7) days prior to the intended match.

Junior players may not play in a lower division than which they are registered for even if they meet the age requirement. For example: A player who is age eligible for Under 13's but is registered in an Under 14 team cannot play in the Under 13's.

*Players are able to play 6 matches in a higher division of the same age group. If the player wishes to play in any further games in a higher team that player must then be placed in the higher team.*

*A Super League player can only play Super League in a higher group or division 1 in U18's.*

Where a club have more than one team/squad in a division or knockout competition players are to play for the team that they are registered for. An individual player from a lower division or age group may only be "borrowed" by one team/squad in a division.

## Senior Mixed All Age or Women's All Age

For a Player to be eligible to plays Men's All Age or Women's All Age he/she is to be 16 on the day of the match, unless dispensation has been granted by the Competitions Department

To play Men's Over 35 or Women's Over 35 players must be 35 years of age or older on or before 31<sup>st</sup> December of the current year. Special dispensation can be granted by the Competitions Department.

To play Men's Over 45 or Women's Over 45 players must be 45 years of age or older on or before 31<sup>st</sup> December of the current year. Special dispensation can be granted by the Competitions Department.

To play in Women's Over 30 6-a-side players must be 30 years of age or older on or before 31<sup>st</sup> December of the current year. Special dispensation can be granted by the Competitions Department.

## Finals Eligibility

Except for Senior Mixed football, to be eligible to play finals a player who is not registered in the particular team must have played in 3 of the last 5 competition matches for that team.

For a player to be eligible to play in Reserve Grade in divisions with squads and/or quasi-squads his or her name must not be indicated on match cards as having played in five (5) of the last seven (7) First Grade competition matches played.

# Match Rules

## Under 6 to Under 7

Games will be 4 v 4 non-competitive on adjoining fields 30m x 20m with the goals 2m x 1m.

Goals are portable or otherwise known as pop up goals.

Teams will be in Zones (North and South) with teams playing at MiniRoos centres within their area.

There is no offside.

There is no goal keeper – ask players not to stand in front of the goal.

The general rules of play can be found on the NSFA Website.

## Under 8 to Under 9

Game will be 7 v 7 noncompetitive on fields 40m x 30m with goals 3m x 2m.

Goals can either be fixed or portable.

Teams will be put into Zones (North and South, with a Top Zone being the Cross).

There is no offside.

The general rules of play can be found on the NSFA Website.

## Under 10 to Under 11

Games will be 9 v 9 noncompetitive on fields 60m x 40m with goals 5m x 2m.

Goals will be fixed or portable.

Teams will be put into divisions as nominated by the clubs.

The general rules of play can be found on the NSFA Website.

Girls' Under 11 Diamond league is invitation only

## Girls' Under 12

Games will be 9 v 9 competitive on fields 60m x 40m with goals 5m x 2m.

Goals will be fixed or portable.

Teams will be put into divisions as nominated by the clubs

Girls' Under 12 Diamond league is invitation only

## Under 12

Games will be 11 v 11 on full size fields.

Corner kicks shall be taken no more than eight (8) metres from the penalty area.

Goal kicks are taken under the 25-metre rule – Playing Out from the Back (see Part 1 of this Handbook).

Normal rules of football will otherwise apply.

## Under 13

Games will be 11 v 11 on full size fields.

Goal kicks are taken under the 25-metre rule – Playing Out from the Back (see Information Sheet – Variations to Playing Rules).

Normal rules of football will otherwise apply.

## Under 14 & Upwards

Games will be 11 v 11 on full size fields.

Normal rules of football will otherwise apply.

# Code of Conduct

## Referees, Assistant Referees & Other Match Officials

- ❖ Abuse of referees, assistant referees and any other match official will not be tolerated in any form.
- ❖ Compliment and encourage all participants.
- ❖ Be a good sport yourself.
- ❖ Emphasize the spirit of the game rather than the errors.
- ❖ Modify rules and regulations to match the skill levels and needs of your people.

## Coaches and Managers.

- ❖ Never ridicule or yell at a player for making a mistake or not coming first.
- ❖ Avoid overplaying the talented players: the "just average" need and deserve equal time.
- ❖ Show concern and caution towards sick and injured players.
- ❖ Teach players that the rules of sport should be followed not broken.
- ❖ Remember that young people participate for pleasure and winning is only part of the fun.

## Parents and Spectators.

- ❖ Remember that children participate in sport for their enjoyment, not your enjoyment.
- ❖ Children learn best by example.
- ❖ Respect the rights, ability, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- ❖ Encourage players and accept results without disappointment.
- ❖ Encourage children to participate, do not force them.
- ❖ Show respect for your team's opponents. Without them, there would be no game.
- ❖ Do not use foul language, sledge or harass players, coaches or officials.

## Players

- ❖ Play by the rules.
- ❖ Respect officials.
- ❖ Abuse of opponents or officials is not allowed in any sport.
- ❖ Play for the "fun of it" and not just to please parents, spectators and coaches.
- ❖ Be a good sport.
- ❖ Treat all players the way you would like to be treated yourself.

For a more comprehensive Code of Conduct please refer to Section 6.18 of NSFA Competitions Regulations 6 - Member Protection.

NSFA is bound by FFA Code of Conduct. Please refer to the following link:

[FFA Code of conduct](#)

# Protests, Disputes & Disciplinary Committee Information Sheet

The NSFA P.D & D.C meets every Wednesday throughout the winter Football Season at the following address: -

Northern Suburbs Football Association  
Suite 2  
4 Bridge Street  
Pymble NSW 2073  
(See google map below)

**Parking:** There is street parking outside the office in Bridge Street.  
**Access to NSFA Office:** Access to the P.D. & D.C. Meeting is through the side door.  
**Sign-in Time:** From 7:00pm  
**Meetings Start:** 7:30pm  
**Bathrooms:** Are out the front Entrance of the NSFA office, go past the lifts and turn right.

## Arriving at P.D & D.C.

When arriving at the Pymble Office please enter through the side door, not the front door as this is locked after hours. The side door is located by approaching the office building from Bridge Street, turning right and following the path around the side of the building. When entering the office, there will be a sign-in sheet on the desk directly in front of you that you will need to sign to register your attendance. This sign-in sheet also acts as the running order for the cases to be heard, so the first people to sign the sign-in sheet will be heard first by the Committee. Only one person per case need sign the attendance register. Please be aware that if there are any Junior Cases (i.e. the player is Under 18) these are given priority over all other cases, given that Committee meetings may run quite late into the evening.

Once you have arrived at the NSFA office and signed in, you should wait in the Waiting Room for your matter to be called, which is the office located in the corner of the suite. Please do not sit at work stations.

## Who is on the P.D. & D.C.?

The P.D. & D.C consists of a Chair Person, at least 3 delegates and generally a Referee's Delegate.

## Process during the P.D. & D.C. Meeting.

When entering the P.D & D.C meeting room the player will be introduced to the P.D & D.C. Panel Members and potential conflicts of interest will be noted. The person who has been charged may challenge any such person's right to sit on the Committee. The Committee will then rule on the validity of the challenge.

The Referees report and/or any relevant complaints will be read to the accused. The Committee will then ask the person who has been charged for his/her version of events and ask if he/she has witness statements or witnesses they would like to present.

The Committee will then ask any questions and once this has finished the participants will be asked to leave the room while the Committee makes its decision.

## What is a hearing?

Where a club/person is making a complaint against another club/person the P.D. & D.C. may choose to conduct a hearing. No persons will be charged with an offence at this time. The purpose of the hearing is to establish the facts and determine whether any person(s) are to be charged with an offence.

## What is a citing?

A citing is where a person/player will be charged with an offence. Any person who is cited and charged with an offence must appear at the P.D. & D.C. hearing indicated in the citing notice unless a postponement is granted.

## Club Committee Members asked to appear

The Committee may require in a hearing/citing that Club Secretaries, Presidents, Team Managers and or Coaches must appear. This is only required if the alleged offence or complaint is of a serious nature. Clubs may be asked to provide evidence on what actions the club has taken or a report on their own investigations.

## Does the Committee Call Referees to appear?

Referees as a rule are not required to attend meetings. However, depending on the incident there could be a request for a referee to appear.

### **What happens when a player is sent off?**

Players sent off for the offences of R4, R5 & R7 receive a mandatory 1 match suspension and are not required to attend a P.D. & D.C. hearing.

Players sent off for the offences R1 and R2 can opt to appear at the next P.D. & D.C. meeting following the match in which they were sent off. However, the player can opt not to appear in which case he/she will be deemed to have accepted the mandatory penalty for that offence prescribed as prescribed in the NSFA regulations. **PLAYERS WILL NOT RECEIVE A CITING NOTICE TO ATTEND.**

Players sent off for the offences of R3 and R6 **MUST ATTEND** the next P.D. & D.C. meeting following the match in which he/she was sent off. If the player fails to attend he/she will be cited to appear and cannot play until he/she has attended a P.D. & D.C. hearing. The team manager is required to ask the referee after the match what offence his/her player was sent off for.

PLEASE REFER TO NSFA COMPETITION REGULATION 2 – COMPETITION FOOTBALL FOR AN EXPLANATION OF THE SEND-OFF CODES.

### **Cited Person Fails to Attend.**

When a cited person fails to attend two things may happen. If it is a player who has been sent off for the offences of R3 or R6 he/she is unable to play until he or she appears at the P.D. & D.C. Meeting.

When a player or other person is cited for any other incident, the Committee may decide to hear the matter in the person's absence.

### **Cited Player who is Unable to Attend – Send Offs.**

A player who is unable to attend may request that his/her case be postponed, heard in his/her absence or that someone be appointed to appear on his/her behalf.

#### **(a) Request to have hearing postponed.**

In this case the player must make written application, via the Club Secretary, to the P.D. & D.C Chair. The player is ineligible to play until he/she appears, however games missed will be taken into account when determining punishment.

#### **(b) Request that hearing be heard in absence.**

The player must make written application, via the Club Secretary, to the P.D. & D.C Chair. He/she should include in his/her application any statement he/she wishes to make about the incident leading to his/her send off. If he/she wishes to supply witness statements they must be endorsed by the Club Secretary.

#### **(c) Appoint someone to appear on his/her behalf**

In this case the player must make written application via the club secretary stating that he wishes to have another person appear on his/her behalf. He/she should include any statement he wishes to make in his/her defence.

Applications will only be accepted with the Club Secretary's endorsement and must be received at the NSFA Office by 5:00pm on the Tuesday immediately following the match in which the send-off occurred.

Any witnesses which a person wishes to present at the P.D & D.C. hearing should appear in person so that the committee can question them. If this is not possible then statements will only be accepted if endorsed by the club secretary. These can be presented by fax, email or post prior to the P.D. & D.C Meeting.

### **Cited Person who is unable to attend – Off-field Incidents**

A player, club official or spectator who is unable to attend may request that his/her case be postponed. The person must make written application, via the Club Secretary, to the P.D. & D.C Chair, stating the reasons for the request.

Cited persons may request for the matter to be heard in their absence or for another person to appear on their behalf but these requests will only be granted in exceptional circumstances. In either event requests must be endorsed by the club secretary and state the exceptional circumstances leading to the request.

### **Notification of Penalties**

Players or their representatives who attend a hearing will be notified of a decision verbally on the night of the hearing. In all cases notifications will be sent to the player and Club Secretary within 48 hours or prior to the player's next scheduled match.

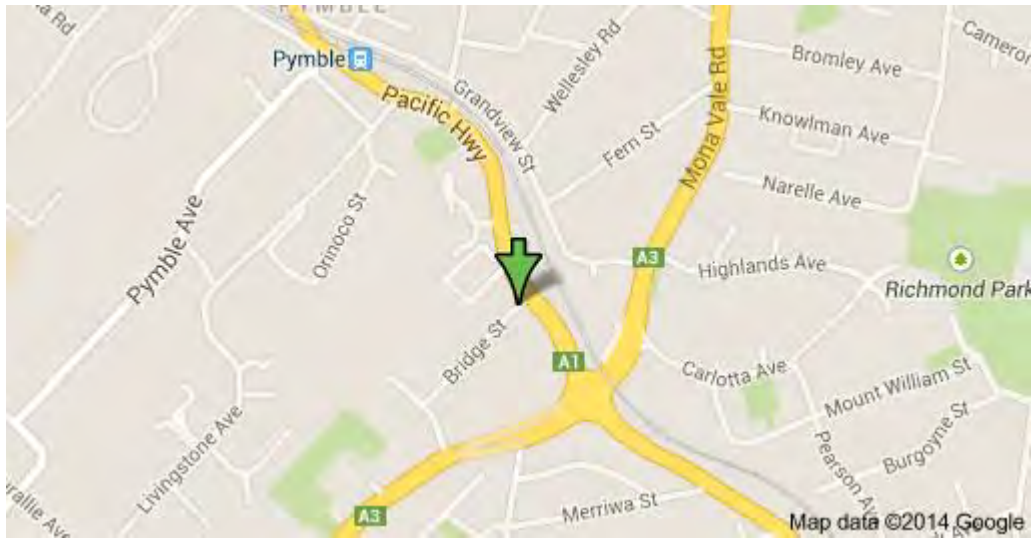
### **Reference Material**

Refer to the NSFA Website for the Regulations – Protests, Disputes & Disciplinary and Appeals.

<http://nsfa.asn.au/players/discipline-and-appeals/>



Google Map



# Check List for Managers

## MiniRoos – Under 6 to Under 11

- ❖ Check the playing field for safety: ensure no health hazards if no Ground controller present.
- ❖ Report any instances of ambulance gates not being unlocked to Club Secretary.
- ❖ Ensure all players are promptly attired.
- ❖ Provide an approved, licensed, properly inflated ball.
- ❖ Negotiate with the opposing manager to appoint a person to act as "Game Leader".
- ❖ Enter score on the season match card and verify score with opposition manager.
- ❖ Notify result either by entering the score onto the club website directly or sending to club recorder.
- ❖ Carry a full set of coloured bibs; if there is a clash of strips the "home" team shall wear bibs to distinguish them from the "away" team. The "home" team is the team named first in the draw.

## Under 12 – Upwards

- ❖ The manager of the home team (the first named in the draw) must ensure that the alternate strip is available in the event of a clash.
- ❖ Take to the game, an approved licensed match ball (properly inflated), playing strip, first aid, ice, pump & needle, match card and player ID Sheet.
- ❖ Ensure all players are properly attired.
- ❖ Report any instances of ambulance gates not being unlocked to Club Secretary.
- ❖ Check playing field for safety – ensure no safety hazards. The ground must include corner flags no less than 1.5m high. Nets are desirable, but a game can proceed without them.
- ❖ Both managers to introduce themselves to the referee and assist the referee as requested.
- ❖ Have all players that are participating in the match marked as 'Yes' on the EMC as well as their shirt numbers entered.
- ❖ Review the opponents match card prior to the game.
- ❖ Ensure no alcohol is present. Smoking is not allowed on any sports field.
- ❖ At the conclusion of the match, enter match score and select how the game finished (i.e. 'Match played to the end'). If paper match cards are used then the manager of the winning team (or the home team, in the event of a draw) collects the match cards from the referee at the conclusion of the match.
- ❖ Ensure cleanliness of the venue. Fines received by NSFA will be passed on.

This is a summary only. For more information, refer to the competition regulations.

# Courses Information Sheet

NSFA run courses regularly throughout the year, including out of the playing season.

Courses do not need to be completed in any specific order and is age specific; i.e. if a coach would like to coach an U15 team then the Game Training Certificate is for this age group. There are no age restrictions for the participant to attend a course. The participant must understand the laws of the game. All courses run through NSFA are free for registered coaches. Fees apply to out of area coaches.

## Grassroots Football Certificate

### **"Discovery phase"**

*For coaches training 5-9 year old players*

The Grassroots course is free. NSFA run the Grassroots courses regularly, however, we encourage coaches within Clubs to be mentored by NSFA Technical Director, Jason Eagar. Contact NSFA for more information on the mentoring program. When the coach is mentored they can train coaches within their own Club. In this way the technical standard of Grassroots coaches is elevated. It is hoped that all coaches of SSF teams have achieved the Grassroots Football Certificate. Many Clubs have enforced the coaching requirement whereby Grassroots coaches have obtained this certificate. The course runs for 3 hours.

The 3-hour course is fully practical and encourages the coach to develop practices that are based on FUN. The emphasis is on natural development i.e. learning by PLAYING football. No coaching but organising FUN football exercises is the key to helping players build a love for the game. Another highlight of the course is that the coaches are exposed to basic rules of the game as well as tips and hints on building a football culture in a completely practical setting.

## Skill Training Certificate

### **"Skill acquisition phase"**

*For coaches training 10-13 year old players*

In the Skill Acquisition Phase, the coach MUST focus on building a solid foundation of technical skill. The course is conducted over 14 hours, is fully practical and deals with the development of the 4 Functional Game Skills: -

First Touch, Striking the Ball, Running with the Ball, 1 v 1

These four Core Skills make up 95% of the actions of any outfield player during a game of football which is why it is critical to train these actions repeatedly so that the players have the opportunity to develop their ability to perform them more effectively during a game.

## Game Training Certificate

### **"Game training phase"**

*For coaches training 13-17 year old players*

In the Game Training Phase, the coach's aim will be the development of tactical awareness, perception and decision making through a game related approach to training.

The course is conducted over 14 hours, is fully practical and provides the coach with training sessions designed to help the players apply the Functional Game Skills in a team setting using the FFA endorsed '1-4-3-3' formation.

# Senior Coaching Certificate

## "Performance phase"

*For coaches training players 17 and above*

In this Phase the coach prepares the team for a competition environment where winning becomes the main aim. Training focuses on solving football problems, based on match analysis. FOOTBALL CONDITIONING also becomes a key part of the course

The course is conducted over 14 hours and assists the coach by providing model sessions on solving football problems.

### How do I book for a course?

1. Courses run by NSFA: -
  - (a) Advertising is by email out to Clubs, website <http://nsfa.asn.au/> and to participants who have previously attended a course with NSFA.
  - (b) A link for registration is sent with all advertising and placed on the NSFA Website and the Football NSW website.
  - (c) All registrations are linked to the QMS which is the Coaching Software package through Football NSW. All coach details can be found by entering their coach ID number and password.
2. Courses run by Football NSW: -
  - (a) Should a participant wish to find another date to do a course they can go to the FFA website <https://www.playfootball.com.au/coach/find-a-course>
3. Contact the NSFA office at [courses@nsfa.asn.au](mailto:courses@nsfa.asn.au) for more information and to register your interest in attending a course.

### How do I receive my certificate for attendance at a course?

Once the course is completed and approved in the QMS system by NSFA or Football NSW. The Coach is sent a letter letting them know they can now print off their Certificate by logging into the Coach area in MyFootballClub and entering their password. NSFA do not send out Certificates.

# Table of Penalties Relating to Team Sheet and Playing Compliance

Match Card Administration errors for the first three competition rounds will not be penalised by a fine. However, clubs will be formally notified each week of the fines that would have been applicable. On and after the fourth round, all fines shall be enforced.

Below is a listing of some of the fines that are applicable during the Football season. Refer to Competition Regulations and MiniRoos Regulations for a more comprehensive listing.

Playing an ineligible player in a match	\$100.00 & deduction of three (3) points
Late Forfeit Fee (within 48 hours of date of match.	\$50.00 & additional KDFRA Costs
Late Forfeit Fee (without notifying opposition team and or KDRFA) – First Offence	\$200.00 plus ground & referee costs
Late Forfeit Fee (without notifying opposition team and or KDRFA) – Second Offence	\$400.00 plus ground & referee costs
Late Forfeit Fee – MiniRoos – within 48 hours of the match	\$50.00
Late Forfeit Fee – MiniRoos – without notifying opposition team	\$50.00
Subsequent offences may result in additional fines, deductions of points and or suspension from the competition	
Failure to complete match card by stipulated time – First Offence	\$50.00
Failure to complete match card by stipulated time – Second Offence	\$100.00 plus deduction of points
Failure to provide printed electronic match card before match – First Offence	\$25.00
Failure to provide printed electronic match card before match – Second / Subsequent offence	\$50.00 plus deduction of points
Failure to lodge match card by 5:00pm on Wednesday following the match	\$25.00
Failure to lodge match card within 14 days of match (match card deemed lost) – First Offence	\$100.00
Failure to lodge match card within 14 days of match (match card deemed lost) – Second / Subsequent offence	\$100.00 plus deduction of points
Failure to use protocol for match cards – First Offence	\$25.00
Failure to use protocol for match cards – Second Offence	\$50.00
Failure to use protocol for match cards – Third Offence	\$100.00 plus deduction of points
Incorrect Information (names, shirt numbers, ID Numbers)	\$10.00 per offence, maximum \$50.00 per match card
Missing ID Numbers	\$10.00 per offence, maximum \$50.00
Players name missing	\$50.00
Failure to verify opposing player ID's	\$50.00
Failure to provide ID Sheet when requested	\$100.00
Players playing 2 years over their eligibility – First Offence	\$50.00

Players playing 2 years over their eligibility – Second / Subsequent offence	\$100.00 / and or deduction of Points
Playing under an alias name	Refer to P & D Committee
Incorrect Strip – Not wearing approved strip – First Offence	\$100.00 plus letter of reprimand
Incorrect Strip – Not wearing approved strip – Second Offence	Between \$300 & \$500.00 – cited by relevant committee
Incorrect Strip – Not wearing approved strip – Third Offence	Between \$500 & \$800.00 – deduction of Points
Failure to notify results by stipulated time	\$50.00 and / or deduction of points
Failure to open dressing sheds (where available)	\$25.00
Failure to open emergency access	\$100.00
Failure to provide 4 corner flags	\$200.00
Failure to provide nets	\$25.00
Failure to remove rubbish / or clean ground and dressing rooms after match – 1 <sup>st</sup> Offence	\$100.00
Failure to remove rubbish / or clean ground and dressing rooms after match – 2 <sup>nd</sup> Offence	\$200.00
Failure to remove rubbish / or clean ground and dressing rooms after match – Subsequent Offence	Deduction of points and / or expulsion from the competition.

## Important Dates for Clubs

2 <sup>nd</sup> January 2018	Pre-Season Training Requests Due
8 <sup>th</sup> January 2018	Club affiliations due
12 <sup>th</sup> January 2018	Season Training Requests Due
25 <sup>th</sup> January 2018	Registration Packs Sent Out
26 <sup>th</sup> February 2018	Girls / Women's plus Cup Team Nominations Due
26 <sup>th</sup> February 2018	Junior Mixed Under 12 to Under 18 Nominations Due.
1 <sup>st</sup> March 2018	Draft Divisions Junior Mixed & Girls/Women's Sent to clubs
10 <sup>th</sup> March 2018	President's Workshop #1 & Junior Mixed and Girls/Women's Grading Meeting
19 <sup>th</sup> March 2018	Junior Mixed MiniRoos & Junior Shield Nominations Due
25 <sup>th</sup> June 2018	Presidents Workshop #2
10 <sup>th</sup> August 2018	Gala Day Withdrawals Due
25 <sup>th</sup> August 2018	Junior Mixed Miniroos Gala Day
25 <sup>th</sup> August 2018	Grand Finals – Junior Mixed & Senior Mixed
26 <sup>th</sup> August 2018	Grand Finals – Junior Girls & Women's
26 <sup>th</sup> August 2017	Girls MiniRoos Gala Day
1 <sup>st</sup> September 2018	NSFA Cup & Shields Day
24 <sup>th</sup> September 2018	President's Workshop #3

## NSFA Potential Club Strip Clashes

Asquith Soccer Club	Brooklyn / Gordon / Greenwich / Kissing Point / Knox United / NSBHS
Berowa	Lane Cove West / North Sydney United / Old Barker FC / Willoughby Dalleys
Brooklyn United Soccer Club	Asquith / Gordon / Greenwich / Kissing Point / Knox United / NSBHS
Chatswood Rangers Sports Club	Corpus Christi / Lane Cove / Lindfield / SH Pymble / St. Michaels
Corpus Christi Hawks Soccer Club	Chatswood Rangers / Lane Cove / Lindfield / SH Pymble / St. Michaels
Gordon Soccer Club	Asquith / Brooklyn / Greenwich / Kissing Point / Knox United / NSBHS / North Turramurra / Prouille
Greenwich Sports Club	Asquith / Brooklyn / Gordon / Kissing Point / Knox United / NSBHS
Hornsby Heights Football Club	Lane Cove NS Lightning
Hornsby RSL Football Club	Awaiting confirmation of strip
Kissing Point Sports Club	Asquith / Brooklyn / Gordon / Greenwich / Knox United / NSBHS
Knox United Football Club	Asquith / Brooklyn / Gordon / Greenwich / Kissing Point
Lane Cove Football Club	Chatswood Rangers / Corpus Christi / Kissing Point / Lindfield / St Michaels Junior
Lane Cove West Football Club	Barker Old Boys / North Sydney United / Old Barker FC/ Willoughby Dalleys
Lindfield Football Club	Chatswood Rangers / Corpus Christi / Lane Cove / St Michaels
Mount Colah Football Club	St Ives
North Sydney Boys High School Football Club	Asquith / Brooklyn / Gordon / Greenwich / Kissing Point / Knox United / NSBHS
North Sydney United	Berowa, Lane Cove West, Old Barker FC, Willoughby Dalleys
North Turramurra	Gordon / Prouille
Northbridge	Berowa / Lane Cove West/ North Sydney United / Old Barker FC/ Wahroonga / Willoughby Dalleys
Old Barker FC	Berowa / Lane Cove West / North Sydney United / Willoughby Dalleys
Prouille Soccer Club	Gordon / North Turramurra
Sacred Heart Mosman	Bannockburn Rovers / West Pymble
Sacred Heart Pymble	Chatswood Rangers / Corpus Christi / Lane Cove / Lindfield / St. Michael's
St Ives	Mount Colah Football Club
St Michaels	Chatswood Rangers / Corpus Christi / Lane Cove / Lindfield /
Turramurra United	Willoughby Dalleys / Old Barker FC
West Pymble Football Club	Bannockburn Rovers / SH Mosman
Willoughby Dalleys	Berowa, Lane Cove West, North Sydney United, Old Barker FC, Lindfield FC



# Explanation of approval process for trial games and events.

## *Trial Matches*

All trial matches must be sanctioned in order for participants to be covered by the FNSW Accident Support Scheme.

If the trial match involves two NSFA affiliated teams, then the match is sanctioned by the NSFA office using this form:

[NSCF11E - NSFA Approval Form](#)

If this match is being played outside the NSFA catchment area, then FNSW will need to sign off.

If the trial match involves playing a team from another association, then the following form must be used:

[Football NSW Inter-Association Trial Match Form](#)

The "home" team must fill in the form and have it endorsed by their own association. The form is then sent to the association of the "away" team to endorse. This constitutes approval of the match. A copy of the approved form is then sent to FNSW for their records.

## *Events/Tournaments*

If you are hosting an event or tournament or participating in an event or tournament outside NSFA you need to submit the following form online at the following link:

[Football NSW Sanction Application Form](#)

The request will be approved by NSFA and then sent to Football NSW to sign off.

Football NSW require these forms to be submitted no later than seven (7) days before the event.

## *Interstate Travel*

If you are participating in a tournament or event outside Football NSW (including in Northern NSW and Kanga Cup) then you must fill in the following form: -

[Football NSW Tour Permit - Interstate Travel Application Form](#)

The form must be endorsed by the club secretary, then NSFA and finally Football NSW. A list of all participating players (including FFA numbers) must be attached. Once again Football NSW requires the form to be submitted no later than seven (7) days before day of travel.

## *Overseas Travel*

If you are participating in a tournament or event or playing matches overseas, you must complete the following form.

[Football NSW Tour Permit - Overseas Tour Form](#)

You must provide all information required, including a list of all participating players (including FFA numbers).

The form must be endorsed by the club secretary, then NSFA and finally Football NSW.

Football NSW requires the form to be submitted no later than eight (8) weeks before the day of travel.

## Summary

You are required to ensure that your participation in any trial match, event or tournament is sanctioned in the appropriate manner as outlined above or players may not be covered by the Accident Support Scheme and your club may not be covered by the D & O insurance or the Public Liability Cover.

Approval cannot be guaranteed if requests are submitted inside the allotted time frame.

The Football NSW Sanctioning Policy can be found at the following link:

[Football NSW Sanctioning Policy](#)

Damian Miles  
Competitions Manager  
Northern Suburbs Football Association  
Phone: 94494933  
Email: damian@nsfa.asn.au

# Volunteer Management Plan

The greatest single impediment to servicing increased participation in sport is attracting, training and retaining volunteers. Volunteers who feel valued, supported, recognised and rewarded for their efforts are more likely to be retained.

Before you can create your VMP, you should consider how you currently service your volunteers and what, if any, are the processes in place?

What processes do we have in place for our volunteers?

What is our Club currently doing for each of the above 8 phases?

Are these strategies successful, can they be improved?

What resources do we give our volunteers in order for them to fulfil their role?

Do we have a link on our website for volunteers – what is the content?

Do our volunteers know who to contact for support/assistance?

Do we support our volunteers, beyond their induction to the Club/role?

Do we offer continued training and develop our volunteers as people, as well as managers, coordinators, board members etc.

Do we engage in obtaining feedback?

What rewards do we offer and what can we do to ensure our volunteers are satisfied?

Your Clubs' VMP should comprise of the following stages: -

- o Planning
- o Recruitment
- o Orientation
- o Training
- o Development
- o Appraisal
- o Reward
- o Retention or Replacement

Click [here](#) for more information on how to create your clubs VMP.

## Sports Community

Sports Community's vision is to help build stronger communities by assisting grass roots sports clubs to succeed through the empowerment of club volunteers. Sports Community provides information and runs seminars for Presidents, Committees, Secretaries, Treasurers and more. For more information about Sports Community click [here](#)

## How to Section



# 2018 NSFA HANDBOOK

[USING MYFOOTBALLCLUB](#)

[HOW TO NOMINATE  
MANAGERS & COACHES](#)

[HOW TO CREATE A TEAM](#)

[HOW TO NOMINATE A  
TEAM](#)

[TEAM DIVISIONAL  
REQUESTS](#)

[HOW TO PRINT A MATCH  
CARD](#)

[HOW TO ENTER RESULTS](#)

[WHERE TO FIND FURTHER  
HELP](#)

[WEBSITE NAVIGATIONS](#)

# MyFootballClub

## Login into the MyFootballClub online registration System

On the MyfootballClub homepage, click on Clubs and you will see the admin login section on the right side of the screen. Note, you will only be able to login to the club administrative portal if you have admin access. Contact Marcia at [admin@nsfa.asn.au](mailto:admin@nsfa.asn.au) or Adam at [competitions@nsfa.asn.au](mailto:competitions@nsfa.asn.au) if you wish to be setup with admin access.

## Season Set-Up

### *Our Details*

These details are only viewable by your Club registrars and the staff at your Member federation. Federations will use this information to contact your club. You can also enter club location details for the club finder on the MyfootballClub website.

### *Age Groups*

You will need to decide which age groups you would like to set up in the system. These age groups will then be used to setup the fees and registration packages in the step below.

### *Fee Structure and Registration Packages*

Prior to clubs registering players you need to establish fees for the season. You will use the age groups setup above within this process. The fees should be inclusive of all costs associated with the club and Association. This fee will then be packaged together with Association, State and National Registration fees to create a registration package for the season.

### *Terms and Conditions*

There is a standard set of FFA Terms & Conditions (T&Cs) setup in the system that all participants must accept when they register. Additional T&C's can be setup by each club.

### *Additional Questions*

Additional Questions can be used by clubs to survey their players (or parents), coaches and volunteers at the time of registration. The Additional Questions function can create a large variety of questions to gather information from players during the registration process. As a club you have the ability to make questions mandatory or optional

For more information about Season setup please click [here](#)

## Registrations in MyFootballClub

The Middle section of the Club Home Page is where you will manage all registrations for your club

### *Registration Page*

If your club has decided to register all their players in the system, or part register players in the system, you will be working with 3 main sections

### *Re-Register Returning Players*

This section includes all players who registered with your club in the previous season. This section will include both Youth and Adult players.

### *Over 18's Registration*

You will use this section for Adult players who are new to your club. This section includes a searching ability which allows you to check whether a player is already in the system.

## *U18's & Under Registration*

You will use this section for youth players who are new to your club. This section also includes a searching ability.

## *Take Payments*

When a player self-registers, they have the option to either Pay now online or Manual Payment at club. If a player chooses Manual Payment at Club, they will be labeled as Pending Awaiting Payment in the system. Registrars must go to the take Payment section to process their payment.

## *Approve Registration*

Players who self-register and pay will have a Pending Awaiting Approval status. Players will remain in this status until the Club Registrar authorizes the registration by accepting the player which will change their status to Active.

For more information about Registrations in MyFootballClub click [here](#)

## **Club Administration 2018**

The Club Administration functions will enable you to manage an individual, including Players, Volunteers or Coaches, throughout the season.

### *Search by Club List*

This function provides a Club Registrar with a list of individuals registered with the Club. The steps below will highlight the key steps involved in viewing and updating Individual's details.

### *Searching by Individual*

This functionality is similar to Search by Club List. However, instead of being presented with a list of your Club's players you are able to search individual groups of Players, volunteers, coaches, match official by entering various search criteria.

### *Create/Edit Team*

Click on Create/Edit teams from the Main Menu. Enter the Name of the team and age group. You will only need to create teams for FNSW Competitions such as State cups and Champion of Champions.

### *Team Allocation*

Players can be allocated to a team when they are Active or Pending. Players can also be allocated to multiple teams.

### *Reports*

**Registration Reports** – This report displays a summary of self-registrations by club and gives a detailed breakdown of coach and volunteer registrations

**Summary Reports** – This report allows for all clubs to gain summaries of all registrations within their club

**xExport Reports** – This section allows for exporting of reports

For more information about Club Administration in MyFootballClub click [here](#)

### *Self-registration Guide*

All players, coaches and volunteers are required to register in MyFootballClub. Click [here](#) to view the Player Self Registration Guide

# Team Nominations

Clubs need to define their teams in the Team Admin section from the Player Admin Main menu; you need to define the appropriate number of teams in your Player Administration System.

This is a very simple task; it should just take a few minutes to define a team. You can predict how many teams you wish to nominate and define them in your Player Administration system.

Once teams have been defined, they are then nominated for the Main Winter Competition and Cup/Shield Tournaments in the Team Nominations section from the Player Admin Main Menu.

Division requested needs to be entered in the Team Division Requests section from the Player Admin Main Menu. **Note:** – teams can be defined for internal purposes, like waiting lists – just don't include such team in your nominations.

The competition department will send out email reminders before these deadline dates to ensure that you have defined your required teams in your Player Administration System. We will also confirm the team nominations we have received as soon as the deadline has passed. Any further team additions after the deadline will only be able to be accommodated if there is an opening in an appropriate competition.

Similar to the division request Under 12 to Under 18 teams, MiniRoos squads/teams need to be graded on a scale 1 – 4. It is **extremely important** that these grades are updated each year. Grades are not attached to a specific team but to a team name so a team's grade in 2018 will not be necessarily be the same in 2018.

Clubs need to ensure that all team managers and coaches are assigned to each competition team with the **MyClubMate** Player Administration System.

## How to nominate Team Managers and Coaches

### **First, define team managers and coaches as follows: -**

- Login with a username with admin rights
- Click on Update Contacts
- Click on Team Managers
- Click on Add a New Team Manager
- Enter details and Click to Insert Contact

### **Then assign team managers and coaches to each team and assign a team password: -**

- Go to Team Admin
- Click on the relevant team name
- Assign the team manager (and coach)
- Create a team password (in "Additional Info")
- Click on update team details

## How to create a team

### **Login with a username with admin rights: -**

- Click on Player Admin
- Click on Team Admin
- Click on add a new team
- Fields that need to entered:
  - Official Name
  - Friendly Name
  - Age Group – Drop down box
  - Male / Female – Drop down box
  - Team / Squad – Drop down box
  - Manager
  - Coach
  - Can add Assistant Manager / Assistant Referee
  - Minimum Players
- Preferred Players
- Team Password

## How to nominate a team

### **Login with a username with admin rights: -**

Click on Player Admin

Click On Team Nominations

Then Choose what competition they want to nominate into: -

e.g. Junior Comp (U12 – U18)

Then Click on the teams that the club has setup and they want to nominate for that comp.

(The Teams will be listed on the right hand side)

Click on Team required in Junior Competition

Click Add to add that team to the competition

Once teams are added

Click on the field at the bottom that says "Click to updated teams requested to be in this competition"

## Team Divisional Requests

### **Click on Player Admin: -**

Click on Division Request / Team Grading Request

On the Left Hand Side – Enter Age Group Required

Enter Requested Division

Click on "Update Division Request"

*Teams need to be nominated before division requests can be allocated.*

On the right hand side there is a comments box. This can be used for club information or NSFA information,

Comments could be: -

"This team is new to the age group"

"Mostly played with friend's team"

"This is a hope and prayer team"

"This is a division 3 team"

## How to Enter Child Protection WWC Information

### **You need to enter this information when you nominate coaches and managers: -**

Identity Sighted

There is a drop down menu – click on required response

Date Identity Confirmed

Enter date which identity was confirmed

WWC Status

Drop down menu – click on required response

WWC Number – Enter application number

Date WWC Verified – Enter date verified by club

WWC Expiry Date – Enter date WWC number expires

## Reports for Clubs to Run In Regards to WWC

### **Login with a username with admin rights: -**

Click on Reports

Go to Club Reports – Yellow Tab – Left Hand Side

Reports that can be run

Missing Club Officials

Outstanding WWC Checks

WWC Verified



## How to prepare electronic match card

- 1) Login
  - a) Use club specific URL (Every club is assigned a Team Manager url for EMC)
  - b) For username enter your email address (as included in team Manager Module)
  - c) Enter Password
  - d) Select Team from Drop Down List
  - e) Click 'Login'
- 2) Click 'Game Day' from top menu
- 3) Click 'My Electronic Match Card'
  - a) All games are displayed. Choose the specific game, then;
  - b) For all players who are to be included on the match card select 'YES' in far right column (min 7, max 16)
  - c) For all players marked 'YES' on match card enter their unique numeric shirt number in left most column
  - d) To add borrowed players to match card select 'Choose Player', scroll to find additional player and select. Select 'Yes' and add shirt number. If eligible player is not in drop down list, add FFA ID Full name and shirt number in text box
  - e) Should you wish to save for later, click 'Save for now – I will submit later' at bottom of screen
  - f) When complete click 'submit my final match card' at bottom of screen (NO CHANGES ALLOWED AFTER THIS STEP)
  - g) Above steps must be completed 10 minutes or more prior to scheduled start time of game
- 4) Click 'Game Day' from top menu
- 5) Click 'Review Opponents match card'
  - a) All games are displayed. Choose the specific game, then;
  - b) Opposition players will be displayed, showing: i) Photo, Name, FFA ID & shirt number
  - c) Check the ID of opposition players
  - d) Click either: i) I Confirm I have checked the Match card and everything is in order  
ii) Record this match card as in dispute
- 6) Above steps must be completed 5 minutes or more prior to scheduled start time of game

**\*Always carry a generic paper match card to all games (containing all player details). Complete team names, game time and ground at the game**

## How to enter results

### Using EMC

- 1) Login as per above, using username and password
- 2) Click 'game day' from top menu
- 3) Click 'Enter match Results'
- 4) choose how the game finished from Drop Down Menu
  - a) Postpone
  - b) Home Team Forfeit
  - c) Away Team Forfeit
  - d) Abandoned
  - e) Match played to the end
- 5) Enter scores for both teams
- 6) Click Enter Match Score

### Paper Match Cards

You will be asked to complete 3 things –

Email ID: (your email address)

Password: (each team has a unique password – please provide each team with their password)

Team Name: (Select your team from the drop-down list)

(Match results)

(Update match results)

Enter the goals for and goals against

Click to update match results

# Paper Match Card Information Sheet

*Paper Match Cards should only be used in the event that EMC is not available\**

Winning managers (or home managers in the case of a draw) must return the match cards to the NSFA office no later than 5pm on the Wednesday following the match. Match cards can be submitted using one of the following methods: -

❖ **HAND DELIVERY**

Either to the NSFA office or in the post box located at the front of the building – the post box is labelled as Northern Suburbs Football Association. You can also post to this address: -

Northern Suburbs Football Association  
Suite 2  
4-10 Bridge Street,  
Pymble NSW 2073

❖ **POST TO:**

PO Box 3288  
Asquith NSW 2077

❖ **FAX TO:**

Fax Number: (02) 9449 4877

❖ **SCAN and email to: [matchcards@nsfa.asn.au](mailto:matchcards@nsfa.asn.au)**

Please note the file must be named appropriately as per Competition Regulations.

Please see section 2.7 (n) in NSFA Competition Regulation 2 – Competition Football.

If a manager chooses to email a match card to the NSFA office, the email should be addressed to: -

<mailto:matchcards@nsfa.asn.au>

An emailed match card must be saved in a pdf file and must comply with the following naming protocol: -

Division Grade Date (2014MMDD) Home Team v Away Team (team you are submitting on behalf of in capitals).

For example, "MAA4 Res 20140721 Northbridge v LANE COVE"

❖ **DROPBOX®**

Each club can only use one dropbox account i.e. individual teams cannot use a dropbox of their own.

All match cards must be scanned and saved as a PDF.

All match cards must be named according to NSFA naming protocols.

All match cards must be uploaded to your Club's dropbox by 5:00pm the following Tuesday.

Email [matchcards@nsfa.asn.au](mailto:matchcards@nsfa.asn.au) after your match cards have been added to your dropbox from the weekend.

Do not delete any match cards from the dropbox until NSFA advises they have been downloaded.


Please be reminded that all match cards are due to be delivered to NSFA no later than 5pm on the Wednesday following the match for late fines not to be imposed.







# Where to Find Further Help

There is a lot more information that you can access on MyClubMate. Please see below how this can be accessed: -

Login with a username with admin rights  
Click on Help and how to

## MyClubMate Help and How To Section

<b>General Admin</b>		<b>Competition Management</b>	
<a href="#">[High Level Overview]</a>		<a href="#">[Set Up Local Councils]</a>	
<a href="#">[MyClubMate Functionality]</a>		<a href="#">[Set Up Ground Sizes]</a>	
<a href="#">[Getting Started]</a>		<a href="#">[Set Up Grounds]</a>	
<a href="#">[How to Add New Admin Users]</a>		<a href="#">[Set Up Competitions]</a>	
<a href="#">[How to Manage Email Accounts]</a>		<a href="#">[Participating Club Details]</a>	
<a href="#">[How to Enable JavaScript in IE7]</a>		<a href="#">[Creating Age Groups]</a>	
<a href="#">[How to Enable Session Cookies]</a>		<a href="#">[Setting Results Points]</a>	
<a href="#">[How to Delete Temp Files]</a>		<a href="#">[Team Nomination Management]</a>	
<a href="#">[MyClubMate Price List]</a>		<a href="#">[Using the Auto-Create Divisions]</a>	
		<a href="#">[Create Divisions Manually]</a>	
<b>Player and Team Admin</b>		<a href="#">[Place Teams into Divisions]</a>	
<a href="#">[Getting Started Managing Players and Teams]</a>		<a href="#">[Generating a Simple Draw]</a>	
<a href="#">[Setting Up Online Registrations]</a>		<a href="#">[Generate a Round Robin Competition]</a>	
<a href="#">[Allocating Players to Teams]</a>		<a href="#">[Generate a Knock Out Competition]</a>	
<a href="#">[How to Send Player Emails]</a>		<a href="#">[Referee Availability, Allocation and P&amp;D]</a>	
		<a href="#">[Move a Game using the Visual Scheduler]</a>	
<b>Team Managers and Coaches</b>		<a href="#">[Auto ReGrading For Non-Comp Age Groups]</a>	
<a href="#">[How to Add New Team Managers &amp; Coaches]</a>		<a href="#">[Sending SMS Messages]</a>	
<a href="#">[Printing Out Match Cards]</a>			
		<b>Event Registrations</b>	
<b>Website Admin</b>			

<a href="#">[Getting Started Updating your Website]</a>		<a href="#">[Setting up Events]</a>	
<a href="#">[How to Add or Update General WebPages]</a>			
<a href="#">[How to Maintain a <i>Downloads</i> Section]</a>			
<a href="#">[Maintaining the Website Main Menu]</a>			
<a href="#">[How to Enable Team Web Pages]</a>			
<a href="#">[How to Add Videos to your Website]</a>			

# Website Navigations

NSFA website can be found at: <http://nsfa.asn.au/>

There are various tabs on the website and below is an overview on where to find things.

Below is a listing of all our bookmarks and tab. Some Tabs are self-explanatory.

## Competitions Tab

- ◆ NSFA Calendar link with important dates.
- ◆ Draws and Results  
This is where you can find the draw and for those that play "Competition Football", the table.
- ◆ Tournaments  
This is where you can view all tournaments run by NSFA and Football NSW for footballers in our association
- ◆ Competition Regulations  
Will contain the updated 2018 competition regulations.
- ◆ Referees
- ◆ Summer Football

## Grounds Tab

- ◆ Find A Ground  
Contains and interactive map and listing of all NSFA grounds with google maps links for easy navigation.
- ◆ Wet Weather  
This page will be updated with any wet weather information throughout the season.
- ◆ Pre-Season Training  
2018 pre-season booking spreadsheet.

## XLR8 Tab

- ◆ Programs  
Lists all XLR8 programs and registration details
- ◆ In-Club Coaching  
Overview of the In-Club Coaching program and 2018 development partners.

## Players Tab

- ◆ Find A Club
- ◆ Representative – links to Northern Tigers Website
- ◆ Diamond League/Super League – information on our development leagues
- ◆ MiniRoos page
- ◆ Girls / Women's page
- ◆ Junior / Mixed page
- ◆ Men's Football page
- ◆ Insurance
- ◆ Discipline/Appeals information

## Coaches Tab

- ◆ Education  
Here you will find information about what courses/workshops NSFA are running, dates, how to register
- ◆ Inspire  
Information about our INSPIRE program, a new online learning tool for our coaches.

## Clubs

- ◆ Find a Club: Displays a map of all clubs in the association along with the administration contact details and club website link
- ◆ Administrator Handbook – this document!

- ◆ Electronic Match Cards – information
- ◆ Member Protection information
- ◆ Insurance
- ◆ Policies
- ◆ Forms

## The Association Tab

- ◆ Calendar
- ◆ News Archive
- ◆ About Us
- ◆ Contact Us
- ◆ Strategic Plan
- ◆ Life Members
- ◆ Governance
- ◆ Annual Report / Financials
- ◆

## Policies / Websites



# 2018 NSFA HANDBOOK

[Policies](#)  
[Website Links](#)  
[2018 Calendar](#)  
[Community Coaching  
Pathway](#)

## Policies that are available on the NSFA Website

The following policies can be found on the [www.nsfa.asn.au](http://www.nsfa.asn.au) website: -

They are under the Resource Tab / Policies

❖ NSPD 11A	Playing Strip
❖ NSPD 11B	Playing Strip Advertising
❖ NSPD 11C	Players Equipment
❖ NSPD 12A	Goal Post Safety
❖ NSPD 12B	Hot Weather
❖ NSPD 12C	Lightning
❖ NSPD 12D	Smoking
❖ NSPD 12E	Pregnancy
❖ NSPD 12F	Alcohol
❖ NSPD 12G	Photography & Video
❖ NSPD 12H	Social Media
❖ NSPD 12J	Privacy
❖ NSPD 12K	Concussion
❖ NSPD 13A	Wet Weather
❖ NSPD 13B	Elite Program
❖ NSPD 13C	Communications
❖ NSPD 13D	Canteen
❖ NSPD 14A	Accident Support Scheme

## Websites

Northern Suburbs Football Association	<a href="http://nsfa.asn.au/">http://nsfa.asn.au/</a>
Football NSW	<a href="http://www.footballnsw.com.au">www.footballnsw.com.au</a>
Football Federation Australia	<a href="https://www.myfootball.com.au/">https://www.myfootball.com.au/</a>
KDRFA (Referees Association)	<a href="http://kdfra.com.au/">http://kdfra.com.au/</a>
Northern Tigers	<a href="http://northerntigersfc.com.au/">http://northerntigersfc.com.au/</a>
MiniRoos Home	<a href="https://www.playfootball.com.au/miniroos">https://www.playfootball.com.au/miniroos</a>
Find My FFA Number	<a href="https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx">https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx</a>
My Football Club	<a href="https://www.playfootball.com.au/">https://www.playfootball.com.au/</a>
Gow-Gates Insurance	<a href="http://www.gowgatessport.com.au/football/">http://www.gowgatessport.com.au/football/</a>
Kids Guardian <a href="https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check">check</a>	<a href="https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check">https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check</a>
Play by the rules	<a href="http://www.playbytherules.net.au">www.playbytherules.net.au</a>



# Northern Suburbs Club Websites

Asquith Soccer Club	<a href="http://asquithsc.org.au/">http://asquithsc.org.au/</a>
Berowra Soccer Club	<a href="http://berowrafc.org.au/cgi-bin/home.cgi">http://berowrafc.org.au/cgi-bin/home.cgi</a>
Brooklyn United Soccer Club	<a href="http://www.brooklynssoccer.org.au/cgi-bin/home.cgi">http://www.brooklynssoccer.org.au/cgi-bin/home.cgi</a>
Corpus Christi Hawks	No website
Chatswood Rangers Sports Club	<a href="http://chatswoodrangers.com.au/">http://chatswoodrangers.com.au/</a>
Gordon Soccer Club	<a href="http://gordonsoccerclub.com.au/">http://gordonsoccerclub.com.au/</a>
Greenwich Sports Club	<a href="http://www.greenwichsportsclub.com.au/">http://www.greenwichsportsclub.com.au/</a>
Hornsby Heights Football Club	<a href="https://www.hhfc.org.au/">https://www.hhfc.org.au/</a>
Hornsby RSL Football Club	<a href="http://www.hornsbyrslfc.com.au">www.hornsbyrslfc.com.au</a>
Kissing Point Sports Club	<a href="http://www.kpfc.asn.au">www.kpfc.asn.au</a>
Knox United Football Club	No website
Lane Cove Football Club	<a href="http://www.lcfc.com.au">www.lcfc.com.au</a>
Lane Cove West Football Club	<a href="http://www.lcwf.com.au">www.lcwf.com.au</a>
Lindfield Football Club	<a href="http://www.lfc.asn.au">www.lfc.asn.au</a>
Mongo Football Club	<a href="http://www.mongofootball.com">www.mongofootball.com</a>
Mount Colah Football Club	<a href="http://www.mtcolahfc.org.au">www.mtcolahfc.org.au</a>
North Sydney Boys High School Football Club	<a href="http://www.nsbhfc.com.au">www.nsbhfc.com.au</a>
North Sydney United Football Club	<a href="http://www.northsydneyunited.com.au">www.northsydneyunited.com.au</a>
North Turramurra Football Club	<a href="http://www.nafc.com.au">www.nafc.com.au</a>
Northbridge Football Club	<a href="https://northbridgefc.com.au/">https://northbridgefc.com.au/</a>
Old Barker Football Club	<a href="http://www.oldbarkerfc.com/">www.oldbarkerfc.com/</a>
Prouille Soccer Club	<a href="http://www.prouillesoccer.com.au">www.prouillesoccer.com.au</a>
Sacred Heart Mosman Football Club	<a href="http://www.sacredheartmosman.com/sports-club">www.sacredheartmosman.com/sports-club</a>
Sacred Heat Pymble Football Club	<a href="http://www.lionsfootball.org.au">www.lionsfootball.org.au</a>
St Ives Football Club	<a href="http://www.stivesfootball.com.au">www.stivesfootball.com.au</a>
St Michaels Football Club	<a href="http://www.stmfc.org.au">www.stmfc.org.au</a>
Turramurra United Football Club	<a href="https://turramurraunited.com.au/">https://turramurraunited.com.au/</a>
UTS Football Club	<a href="http://www.utsoccerclub.com">www.utsoccerclub.com</a>
Willoughby Dalleys Football Club	<a href="http://willoughbydalleysfc.com.au/website/">http://willoughbydalleysfc.com.au/website/</a>
West Pymble Football Club	<a href="http://www.wpfc.asn.au">www.wpfc.asn.au</a>

For Club Primary Contact Information ie: email, contact number and contact person please use the following link:

<http://nsfa.asn.au/clubs/find-a-club/>

## 2018 NSFA Calendar

<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Event</u>	<u>Location</u>
2-Jan-18	Tuesday		MyFootballClub opens for registrations	
8-Jan-18	Monday	9:00 AM	<b>NSFA REOPENS FOR 2018</b>	
8-Jan-18	Monday	5:00 PM	Club Affiliations Due	NSFA Office
11-Jan-18	Thursday	5:30 PM	Finance & Risk Committee Meeting	NSFA Office
15-Jan-17	Monday	7:00 PM	NSFA Board Meeting	NSFA Office
25-Jan-18	Thursday		Registration Packs sent out	
26-Jan-18	Friday		Australia Day Public Holiday	
30-Jan-18	Tuesday		School Resumes	
12-Feb-18	Monday	5:00PM	Senior Men's Division Submissions Due	NSFA Office
15-Feb-18	Thursday	5:30 PM	Finance & Risk Committee Meeting	NSFA Office
19-Feb-18	Monday	7:00 PM	NSFA Board Meeting	NSFA Office
26-Feb-18	Monday	5:00PM	Junior Mixed & Girls/Womens Nominations Due	NSFA Office
1-Mar-18	Thursday		Draft Divisions Junior Mixed & Girls/Womens Sent to clubs	
2-Mar-18	Friday	5.00 PM	Senior Mixed Referee Nomination Forms Due	NSFA Office
5-Mar-18	Monday		Expressions of interest for State Cup sent out	
10-Mar-18	Saturday	3:00PM	President's Workshop #1 & Junior Mixed and Girls/Women's Grading Meeting	NSFA Office
15-Mar-18	Thursday	5:30 PM	Finance & Risk Committee Meeting	NSFA Office
19-Mar-18	Monday	5:00PM	Junior Mixed & Girls' MiniRoos Nominations Due	NSFA Office
19-Mar-18	Monday	7:00 PM	NSFA Board Meeting	NSFA Office
29-Mar-18	Thursday		FNSW State Cup Closing date for nominations (TBC)	
30-Mar-18	Friday		Good Friday	
31-Mar-18	Saturday		Easter Saturday	
1-Apr-18	Sunday		Easter Sunday	
2-Apr-18	Monday		Easter Monday	
4-Apr-18	Wednesday	7:00 PM	P.D. & D.C. Pre-Season Briefing	NSFA Office
7-Apr-18	Saturday		Senior Mixed, Junior Mixed & Women's Over 30 6-a-side competitions	
7-Apr-18	Saturday		Junior Mixed Under 12 Grading Day	
7-Apr-18	Saturday		Junior Mixed MiniRoos	
8-Apr-18	Sunday		Women's, Girls', Men's Sunday rounds & Junior Mixed Sunday Divisions	
8-Apr-18	Sunday		Girls' MiniRoos	
11-Apr-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
12-Apr-18	Thursday	5:30 PM	Finance & Risk Committee Meeting	NSFA Office

13-Apr-18	Monday		School holidays commence	
14-Apr-18	Saturday		Senior Mixed,Junior Mixed & Women's Over 30 6-a-side competitions	
14-Apr-18	Saturday		Junior Mixed Under 12 Grading Day	
14-Apr-18	Saturday		Junior Mixed MiniRoos	
15-Apr-18	Sunday		Women's,Girls',Men's Sunday rounds & Junior Mixed Sunday Divisions	
15-Apr-18	Sunday		Girls' MiniRoos	
16-Apr-18	Monday	7:00 PM	NSFA Board Meeting	NSFA Office
18-Apr-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
21-Apr-18	Saturday		Senior Mixed & Women's Over 30 6-a-side competitions	
21-Apr-18	Saturday		<b>**No Junior Mixed Competitions or MiniRoos**</b>	
22-Apr-18	Sunday		Women's, & Men's Sunday rounds	
22-Apr-18	Sunday		<b>**No Girls' competition,Junior Mixed competition or Girls' MiniRoos**</b>	
25-Apr-18	Wednesday		Anzac Day Public Holiday	
26-Apr-18	Thursday	7:30 PM	P.D. & D.C Meeting	NSFA Office
28-Apr-18	Saturday		Senior Mixed,Junior Mixed & Women's Over 30 6-a-side competitions	
28-Apr-18	Saturday		Junior Mixed MiniRoos	
2-May-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
5-May-18	Saturday		Senior Mixed,Junior Mixed & Women's Over 30 6-a-side competitions	
5-May-18	Saturday		Junior Mixed MiniRoos	
6-May-18	Sunday		Women's,Girls',Men's Sunday rounds & Junior Mixed Sunday Divisions	
17-May-18	Thursday	5:30 PM	Finance & Risk Committee Meeting	NSFA Office
12-May-18	Saturday		Senior Mixed,Junior Mixed & Women's Over 30 6-a-side competitions	
12-May-18	Saturday		Junior Mixed MiniRoos	
13-May-18	Sunday		Women's,Girls',Men's Sunday rounds & Junior Mixed Sunday Divisions	
13-May-18	Sunday		Girls' MiniRoos	
21-May-18	Monday	7:30 PM	NSFA Board Meeting	NSFA Office
16-May-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
19-May-18	Saturday		Senior Mixed,Junior Mixed & Women's Over 30 6-a-side competitions	
19-May-18	Saturday		Junior Mixed MiniRoos	
20-May-18	Sunday		Girls' MiniRoos	
20-May-18	Sunday		State Cup Round 2	
23-May-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office

26-May-18	Saturday		Senior Mixed,Junior Mixed & Women's Over 30 6-a-side competitions	
26-May-18	Saturday		Junior Mixed MiniRoos	
27-May-18	Sunday		Women's,Girls',Men's Sunday rounds & Junior Mixed Sunday Divisions	
27-May-18	Sunday		Girls' MiniRoos	
30-May-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
2-Jun-18	Saturday		Senior Mixed,Junior Mixed & Women's Over 30 6-a-side competitions	
2-Jun-18	Saturday		Junior Mixed MiniRoos	
3-Jun-18	Sunday		Women's,Girls',Men's Sunday rounds & Junior Mixed Sunday Divisions	
3-Jun-18	Sunday		Girls' MiniRoos	
3-Jun-18	Sunday		State Cup Round 3	
6-Jun-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
9-Jun-18	Saturday		Senior Mixed,Junior Mixed & Women's Over 30 6-a-side competitions	
9-Jun-18	Saturday		Junior Mixed MiniRoos	
10-Jun-18	Sunday		Women's,Girls',Men's Sunday rounds & Junior Mixed Sunday Divisions	
10-Jun-18	Sunday		Girls' MiniRoos	
10-Jun-18	Monday		Queen's Birthday Holiday - Provision for washed out matches	
13-Jun-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
14-Jun-18	Thursday	5:30 PM	Finance & Risk Committee Meeting	NSFA Office
16-Jun-18	Saturday		Senior Mixed,Junior Mixed & Women's Over 30 6-a-side competitions	
16-Jun-18	Saturday		Junior Mixed MiniRoos	
17-Jun-18	Sunday		Women's,Girls',Men's Sunday rounds & Junior Mixed Sunday Divisions	
17-Jun-18	Sunday		Girls' MiniRoos	
17-Jun-18	Sunday		State Cup Round 4	
18-Jun-18	Monday	7:00 PM	NSFA Board Meeting	NSFA Office
20-Jun-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
23-Jun-18	Saturday		Senior Mixed,Junior Mixed & Women's Over 30 6-a-side competitions	
23-Jun-18	Saturday		Junior Mixed MiniRoos	
24-Jun-18	Sunday		Women's,Girls',Men's Sunday rounds & Junior Mixed Sunday Divisions	
24-Jun-18	Sunday		Girls' MiniRoos	
25-Jun-18	Monday	7:00PM	President's Workshop #2	TBA
27-Jun-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office

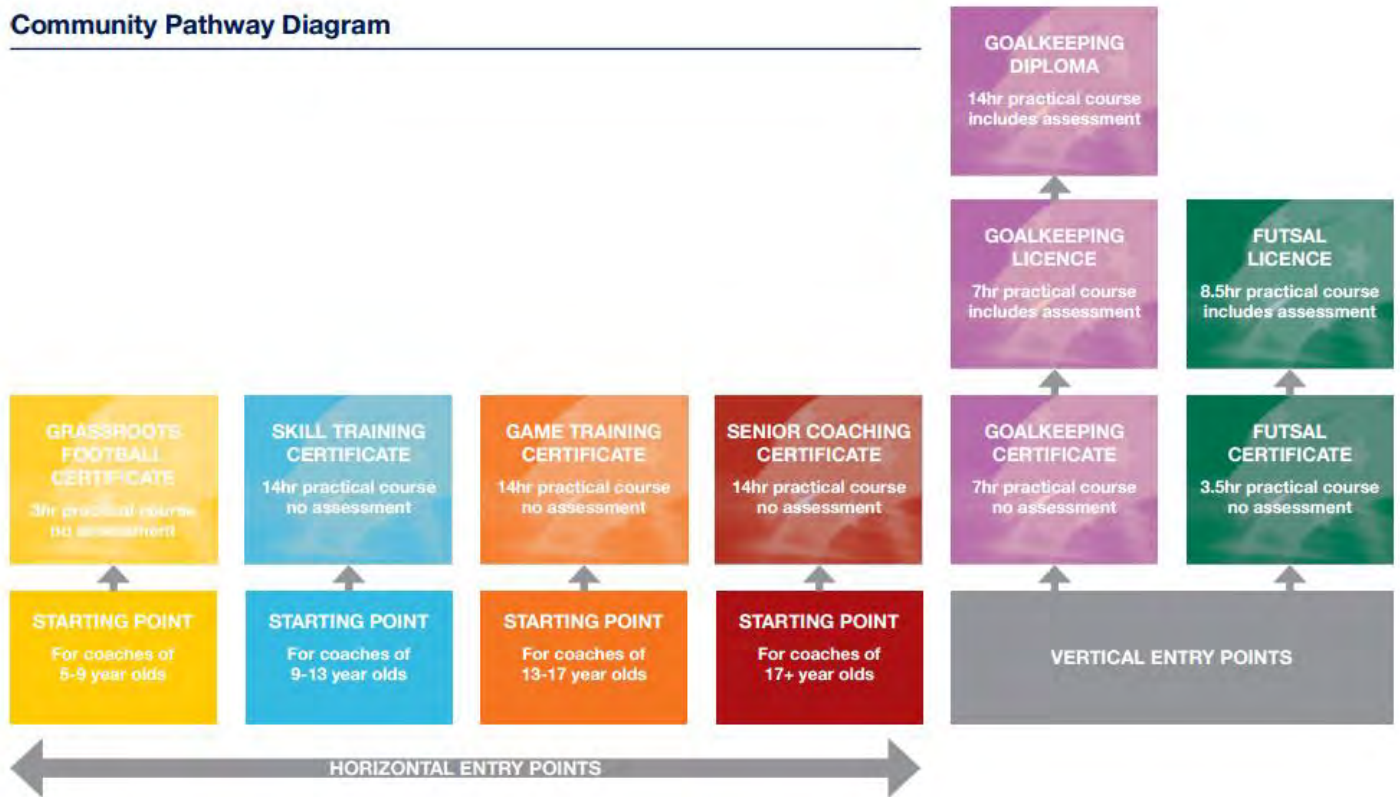
30-Jun-18	Saturday		Senior Mixed,Junior Mixed & Women's Over 30 6-a-side competitions	
30-Jun-18	Saturday		Junior Mixed MiniRoos	
1-Jul-18	Sunday		Women's,Girls',Men's Sunday rounds & Junior Mixed Sunday Divisions	
1-Jul-18	Sunday		Girls' MiniRoos	
1-Jul-18	Sunday		State Cup Semi-Finals	
4-Jul-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
7-Jul-18	Saturday		Senior Mixed,Junior Mixed & Women's Over 30 6-a-side competitions	
7-Jul-18	Saturday		Junior Mixed MiniRoos	
8-Jul-18	Sunday		Women's,Girls',Men's Sunday rounds & Junior Mixed Sunday Divisions	
8-Jul-18	Sunday		Girls' MiniRoos	
9-Jul-18	Monday		School Holidays Commence	
9-Jul-18	Monday		FNSW State Titles Under 13 & Under 14 Boys (Finish 13/08/2018)	Mudgee
9-Jul-18	Monday		Kanga Cup (Finish 13/08/2018)	ACT
11-Jul-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
12-Jul-18	Thursday	5:30 PM	Finance & Risk Committee Meeting	NSFA Office
14-Jul-18	Saturday		Senior Mixed & Women's Over 30 6-a-side competitions	
14-Jul-18	Saturday		<b>**No Junior Mixed Competitions or MiniRoos**</b>	
15-Jul-18	Sunday		Women's & Men's Sunday rounds	
15-Jul-18	Sunday		<b>**No Girls' competitions,Junior Mixed competitions or Girls' MiniRoos**</b>	
16-Jul-18	Monday	7:00 PM	NSFA Board Meeting	NSFA Office
18-Jul-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
21-Jul-18	Saturday		Senior Mixed,Junior Mixed & Women's Over 30 6-a-side competitions	
21-Jul-18	Saturday		Junior Mixed MiniRoos	
22-Jul-18	Sunday		Women's,Girls',Men's Sunday rounds & Junior Mixed Sunday Divisions	
22-Jul-18	Sunday		Girls' MiniRoos	
22-Jul-18	Sunday		State Cup Finals	
23-Jul-18	Monday		School Resumes	
25-Jul-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
28-Jul-18	Saturday		Senior Mixed,Junior Mixed & Women's Over 30 6-a-side competitions	
28-Jul-18	Saturday		Junior Mixed MiniRoos	
29-Jul-18	Sunday		Women's,Girls',Men's Sunday rounds & Junior Mixed Sunday Divisions	

29-Jul-18	Sunday		Girls' MiniRoos	
1-Aug-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
3-Aug-18	Friday		Deadline for Gala Day withdrawals without penalty	
4-Aug-18	Saturday		Senior Mixed,Junior Mixed & Women's Over 30 6-a-side competitions	
4-Aug-18	Saturday		Junior Mixed MiniRoos	
5-Aug-18	Sunday		Women's,Girls',Men's Sunday rounds & Junior Mixed Sunday Divisions	
5-Aug-18	Sunday		Girls' MiniRoos	
8-Aug-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
11-Aug-18	Saturday	TBA	Senior Mixed,Junior Mixed & Women's Over 30 6-a-side competitions <sup>3</sup>	
11-Aug-18	Saturday		Junior Mixed MiniRoos	
12-Aug-18	Sunday	TBA	Women's,Girls',Men's Sunday rounds & Junior Mixed Sunday Divisions <sup>3</sup>	
12-Aug-18	Sunday		Girls' MiniRoos	
15-Aug-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
16-Aug-18	Thursday	5:30 PM	Finance & Risk Committee Meeting	NSFA Office
18-Aug-18	Saturday	TBA	Junior Mixed MiniRoos Gala Day	
19-Aug-18	Sunday	TBA	Girls' MiniRoos Gala Day	
20-Aug-18	Monday	7:00 PM	NSFA Board Meeting	NSFA Office
22-Aug-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
25-Aug-18	Saturday		<b>No Junior Mixed MiniRoos</b>	
26-Aug-18	Sunday		<b>No Girls' MiniRoos</b>	
29-Aug-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
1-Sep-18	Saturday		NSFA Cup & Shields Day	TBA
5-Sep-18	Wednesday	7:30 PM	P.D. & D.C Meeting	NSFA Office
12-Sep-18	Wednesday	7:00 PM	P.D. & D.C. Post-Season Review	
13-Sep-18	Thursday	5:30 PM	Finance & Risk Committee Meeting	NSFA Office
16-Sep-18	Sunday		Champion of Champions Round 1	
17-Sep-18	Monday	7:00 PM	NSFA Board Meeting	NSFA Office
23-Sep-18	Sunday		Champion of Champions Round 2	
24-Sep-18	Monday	7:00PM	President's Workshop #3	TBA
28-Sep-18	Friday		School Holidays Commence	
30-Sep-18	Sunday		End of Financial Year	
1-Oct-18	Monday		Labour Day Public Holiday	
11-Oct-18	Thursday	5:30 PM	Finance & Risk Committee Meeting	NSFA Office
15-Oct-18	Monday		School Resumes	
15-Oct-18	Monday	7:00 PM	NSFA Board Meeting	NSFA Office

3-Nov-18	Saturday		President's Dinner	TBA
15-Nov-18	Thursday	5:30 PM	Finance & Risk Committee Meeting	NSFA Office
19-Nov-18	Monday	7:00 PM	NSFA Board Meeting	NSFA Office
27-Nov-18	Tuesday	7:30PM	Annual General Meeting <sup>2</sup>	TBA
30-Nov-18	Friday		Affiliation Packages sent out	
13-Dec-18	Thursday	5:30 PM	Finance & Risk Committee Meeting	NSFA Office
17-Dec-18	Monday	7:00 PM	NSFA Board Meeting	NSFA Office
			<sup>2</sup> Subject to change	
			<sup>3</sup> Final competition round for all competitions	
		TBD	NSFA Cup, Rick Close Cup, U21 Challenge & Junior Mixed Shields	
		TBD	Girls Shield Competition	

# Community Coaching Pathway

Community Pathway Diagram





# NSFA Competitions Department

<p><b>Paul Orgad</b></p> <p><b>Facilities / Club Development Officer</b></p>	<p><b>Damian Miles</b></p> <p><b>Competitions Manager</b></p>	<p><b>Adam Cloughton</b></p> <p><b>Competitions Manager</b></p>
<p><b>Email: facilities@nsfa.asn.au</b></p>	<p><b>Email: damian@nsfa.asn.au</b></p>	<p><b>Email: competitions@nsfa.asn.au</b></p>
<p><b>Responsibilities</b></p>	<p><b>Responsibilities</b></p>	<p><b>Responsibilities</b></p>
<p>Grants &amp; Funding Opportunities</p> <p>Ground Booking Requests</p> <ul style="list-style-type: none"> <li>o Training Allocations</li> </ul> <p>Floodlights / Keys</p> <p>Wet Weather</p> <p>Line Markings</p> <p>Mills Park – All Aspects</p> <p>Wills Centre – All Aspects</p> <p>Leases for Grounds</p> <p>Ground Issues</p> <ul style="list-style-type: none"> <li>o Complaints</li> <li>o Maintenance</li> </ul>	<p>2018 Draw</p> <ul style="list-style-type: none"> <li>o Men's</li> <li>o Junior Mixed</li> </ul> <p>Oversee all other draws</p> <p>Sanctions / Approvals</p> <p>Wet Weather</p> <p>Re-Allocation of Games</p> <p>P &amp; D Management</p> <p>Strip Register</p> <p>Regulations</p> <p>Policies</p> <p>Competitions</p>	<p>2018 Draw</p> <ul style="list-style-type: none"> <li>- Women's / Girls</li> <li>- MiniRoos</li> </ul> <p>6aside</p> <p>EMC Support</p> <p>Online and phone support for club registrars, secretaries</p> <p>Competition Regulations</p> <p>Administrators Handbook</p>



## Forms

# 2018 NSFA HANDBOOK

NSCF11A – Forfeit Form  
NSCF11B – Fixture Alteration Request  
NSFCF11C – Special Time Request –  
Competition Ages  
NSCF11D – Special Time Request –  
MiniRoos  
NSCF11E – NSFA Approval Form  
NSCF14A – Under 6 to Under 7  
MiniRoos Season Match Card  
NSFCF14B – Under 9 to Under 11  
MiniRoos Season Match Card  
NSFCF15A – Special Dispensation  
Request Form Consent Form  
NSCF15B – Playing Above Age  
Consent Form  
NSCF16A – Protest Form  
NSCF16B – Appeal Form  
NSCF16C – Notice of Complaint or  
Grievance  
NSCF16D – Match In Dispute



**NSCF11A – Forfeit Form**

To be emailed to NSFA – [forfeits@nsfa.asn.au](mailto:forfeits@nsfa.asn.au)

**MATCH DETAILS**

Club Forfeiting:	
Date Of Forfeit:	
Opposition Team:	
Age Group:	
Division:	
Time:	
Ground:	

**REASON FOR FORFEIT**


Club Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

NSFA Date / Time Received:	
Damian Advised: <input type="checkbox"/>	Website Updated: <input type="checkbox"/>
Opposition Advised: <input type="checkbox"/>	Committees Advised: <input type="checkbox"/>
KDFRA Advised: <input type="checkbox"/>	
Date / Time All Advised:	
Fine Applicable:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Amount:	



**NSCF11B - FIXTURE ALTERATION REQUEST FORM  
2018 OUTDOOR COMPETITION**

<b>CLUB DETAILS</b>	
Home Club:	
Away Club:	
Age Group:	
Division:	
<b>MATCH DETAILS (AS SCHEDULED) FROM</b>	
Round:	
Match Date:	
Kick Off Time:	
Ground:	
<b>ALTERATION REQUEST TO</b>	
Match Date:	
Kick off times:	
Ground:	
Reason for Alteration:	
<b>SUBMITTED BY</b>	
Club:	
Name:	
Position:	
Date:	

Note: **This form must be submitted via email to Damian Miles at [damian@nsfa.asn.au](mailto:damian@nsfa.asn.au)**

- Submission of this form does not constitute approval of the alteration.
- NSFA will contact the opposing clubs and referees prior to confirming fixture alteration.

<b>FIXTURE ALTERATION DETERMINATION (NSFA USE ONLY)</b>	
Determination:	
Date Communicated:	
Approved By:	
KDFRA Notified:	

Home Team Club Representative:	
Away Team Club Representative:	



**NSFC11C - Special Time Request Form (Competition Ages)**

**Club Details**

Club:	
Registration Contact:	
Address:	
Phone ( mobile):	
Phone (home):	
Email:	
Team (eg Under 14 A)	
Time Request Options:	Friday Evening <input type="checkbox"/> Saturday 8.30am <input type="checkbox"/> Late Morning* <input type="checkbox"/> * 11.20am Onwards
Nominated Referee:	

**Players in team requiring Special Time Request ( please specify all affected players)**

Surname	First	School	Saturday School Sport
Smith	John	Knox United	Football

**Dates required (please do not specify entire season: restrict dates to school sport calendar)**


1. This form is used to advise and justify Special Time Requests.
2. Please complete one form per team.
3. Please read STR By-Laws included within this spreadsheet.

Please return to NSFA by 24<sup>th</sup> February 2018

Email: [competitions@nsfa.asn.au](mailto:competitions@nsfa.asn.au)



## 2018 Special Time Request Rules

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

- a) Playing time requests may be accepted for:
  - i) Friday evening;
  - ii) Saturday 8:30am
  - iii) Saturday late morning (usually 11:20am onwards);
- b) For playing time request options (ii) and (iii) specific times cannot be requested. Actual times allotted will depend on other Special Time Requests and available grounds.
- c) For playing time request options (i) and (ii) a minimum of five (5) players in any team must be subject to an inability to otherwise participate in a team before a Special Time Request application will be granted.
- d) For playing time request options (iii) a minimum of eight (8) players in any team must be subject to an inability to otherwise participate in a team before a Special Time Request application will be granted.
- e) Proof of need for request:
  - i) Where the request is made necessary for school reasons or preferences a statement from the Principal of the school must be provided for each player involved.
  - ii) Where the request is based on religious requirements a statement from an official of the religious institution must be provided for each player involved.
- f) All Special Time Requests must be submitted on the approved NSFA form.
- g) Special Time Requests must be made to the Junior Football Committee prior to the draw being completed.
- h) 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.
- i) If there is a conflict between two Special Time Requests, then the two teams must negotiate an agreeable time on the same weekend that fits in with available grounds. If agreement cannot be reached, then the decision reverts to the Junior Football Committee by the Monday prior to the scheduled match.
- j) If a team without a Special Time Request is unable to field at least eleven (11) registered team players on a Saturday afternoon, then the two teams must negotiate an agreeable time on the same weekend that fits in with available grounds. If agreement cannot be reached, then the decision reverts to the Junior Football Committee by the Monday prior to the scheduled match.
- k) Special Time Requests may not apply to finals series games.
- l) Under 12 – Under 18 STR **must have** a qualified referee attached to their team





NSFC11D - Special Time Request Form (Mixed MiniRoos)	
Club Details	
Club:	
Registration Contact:	
Address:	
Phone ( mobile):	
Phone (home):	
Email:	
Team ( e.g. Under 11 Blue)	
Time Request Options:	Saturday 8.30am <input type="checkbox"/> Saturday 11:50am* <input type="checkbox"/> Saturday 11:30** <input type="checkbox"/>
	* Under 8 to Under 9 ** Under 10 to Under 11

Players in team requiring Special Time Request ( please specify all affected players)			
Surname	First	School	Saturday School Sport
Smith	John	Knox United	Football
Dates required (please do not specify entire season: restrict dates to school sport calendar)			


1. This form is used to advise and justify Special Time Requests.
2. Please complete one form per team.
3. Please read MiniRoos Regulations attached.

Please return to NSFA by 6<sup>th</sup> March 2018

Email: [competitions@nsfa.asn.au](mailto:competitions@nsfa.asn.au)



**NORTHERN  
SUBURBS  
FOOTBALL**  
EST. 1957

## **2018 Special Time Request Rules**

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

- a) Playing time requests may be accepted for: -
  - i) Saturday 8:30am
  - ii) Saturday 11:50am for Under 8 to Under 9
  - iii) Saturday 11:30am for Under 10 to Under 11
- b) For playing time request options (i), (ii) and (iii), specific times cannot be requested. Actual times allotted will depend on other Special Time Requests and available grounds.
- c) For playing time request options (i), (ii) and (iii) a minimum of three (3) players in any team must be subject to an inability to otherwise participate in a team before a Special Time Request application will be granted.
- d) Proof of need for request: -
  - i) Where the request is made necessary for school reasons or preferences a statement from the Principal of the school must be provided for each player involved.
  - ii) Where the request is based on religious requirements a statement from an official of the religious institution must be provided for each player involved.
- e) All Special Time Requests must be submitted on the approved NSFA form.
- f) Special Time Requests must be made to the Junior Football Committee prior to the draw being completed.
- g) If there is a conflict between two Special Time Requests, then the two teams must negotiate an agreeable time on the same weekend that fits in with available grounds. If agreement cannot be reached, then the decision reverts to the Junior Football Committee by the Monday prior to the scheduled match.



### **NSCF11E - NSFA APPROVAL FORM**

This form must be completed by all clubs intending to play trial matches against another NSFA club and must be submitted to NSFA for approval at least seven (7) days prior to the match.

- For trial matches against clubs from another FNSW-affiliated association please use the following form: - FNSW Inter Association Trial Match Request Form.
- If you are intending to host an event or participate in an event, please fill out the Football NSW Sanction Form online at [footballnsw.com.au](http://footballnsw.com.au).
- If you are travelling interstate to participate in a tournament or play a trial match (including ACT and Northern NSW), please fill out the Football NSW Interstate Tour Permit online at [footballnsw.com.au](http://footballnsw.com.au).
- If you are travelling overseas to participate in a tournament or play a trial match, please fill out the Football NSW Overseas Tour Permit online at [footballnsw.com.au](http://footballnsw.com.au).

#### **MATCH DETAILS**

Name Of Club:			
Age Group of Team(s):			
<i>Other please specify:</i>			
Contact Person:		Position:	
Daytime Phone:		Mobile:	

Opposition Club:			
Age Group of Team(s):			
Date of Event:			
Venue(s) to be used:			
Address of Venue:			
Starting Time:			
Contact Person:		Phone:	

*Note: Only players registered with Football NSW will be covered for sporting injuries. Football NSW Club and Association events must be sanctioned by Football NSW for Public liability coverage to apply*

**NSFA Approval - Fax to 9449 4877**

**Email: [competitions@nsfa.asn.au](mailto:competitions@nsfa.asn.au)/[damian@nsfa.asn.au](mailto:damian@nsfa.asn.au)**

Print Name:		Title:	
Signature:		Date:	



**NSCF14A – Under 6 to Under 7 MiniRoos Season Result Card**

CLUB DETAILS							
Club:							
Managers Name:							
Age Group:							
Squad Name:							
Round	Date	Away Club	Away Squad	A v A Score	B v B Score	Aggregate Score	Squad Managers Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Both Squad Managers must complete a match card and then enter the match result (aggregate score) online with 48 hours. Both Squad managers must agree and initial the aggregate score.



# NORTHERN SUBURBS FOOTBALL

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<b>MiniRoos Format</b>	Under 6 to Under 7
<b>Player Numbers</b>	4 x 4
<b>Field Size</b>	2 x (30x20)
<b>Ball Size</b>	3
<b>Goal Keeper</b>	NO
<b>Playing Time</b>	2 x 20 minute halves
<b>Half Time Break</b>	5 minutes
<b>Throw In / Kick In</b>	Kick In
<b>Offside</b>	No

MiniRoos – It’s all about participation, skill development and fun.

- ❖ Coaches should encourage players to pass and dribble rather than kick-up field or shoot for goal from anywhere.
- ❖ Coaches must not enter the field of play.
- ❖ Parents should offer the players encouragement but must not coach from the sidelines
- ❖ Parents must not stand behind the goal line.
- ❖ Game Leaders need to instruct players on how to play the game but must not coach their own team.
- ❖ Half-Way restart after a goal is scored
- ❖ No corners – goal line restart regardless of which team touched the ball last. Opposing team back to half way line.
- ❖ It is not permitted to have a layer permanently stationed immediately in front of the goalmouth as an attacker or defender. Game leaders should tell players to get involved in play.



**NSCF14B– Under 8 to Under 11 MiniRoos Season Result Card**

**CLUB DETAILS**

Club:	
Managers Name:	
Age Group:	
Squad Name:	

Round	Date	Time	Away Team	Ground	Home Team Goals	Away Team Goals	Squad Managers Initial's
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Both Squad Managers must complete a match card and then enter the match result (aggregate score) online with 48 hours. Both Squad managers must agree and initial the aggregate score.



<b>MiniRoos Format</b>	Under 8 to Under 9	Under 10 to Under 11
<b>Player Numbers</b>	7 x 7	9 x 9
<b>Field Size</b>	40 x 30m	60 x 40m
<b>Ball Size</b>	3	4
<b>Goal Keeper</b>	Yes	Yes
<b>Playing Time</b>	2 x 20 minute halves	2 x 25 minute halves
<b>Half Time Break</b>	5 minutes	5 minutes
<b>Throw In / Kick In</b>	Throw in	Throw In
<b>Offside</b>	No	No

MiniRoos – It’s all about participation, skill development and fun.

- ❖ Coaches should encourage players to pass and dribble rather than kick-up field or shoot for goal from anywhere.
- ❖ Coaches must not enter the field of play.
- ❖ Parents should offer the players encouragement but must not coach from the sidelines
- ❖ Parents must not stand behind the goal line.
- ❖ Instructing Referees need to instruct players on how to play the game but must not coach their own team.
- ❖ No Offside, but Instructing Referee can move players who are blatantly put in offside positions.





**NSFC15A – SPECIAL DISPENSATION REQUEST FORM**

**PLAYER DETAILS**

Player Name:	
Player Club:	
FFA / ID Number:	
Age Group:	
Division:	
Date of Birth:	
*Height:	
*Weight:	
*Disability If Any:	

**PLAYER HISTORY**


**REASON FOR APPLICATION**


Club Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

\*Only applicable if applying to play more than two (2) years above the age group qualified for OR if applying to play down one (1) age group and the birthdate falls before 1<sup>st</sup> October

INFORMATION ATTACHED	
NSFA Date / Time Received:	
Doctors Report <input type="checkbox"/>	Parents Letter <input type="checkbox"/>
Coaches Report <input type="checkbox"/>	Club Information <input type="checkbox"/>
Other <input type="checkbox"/>	
Date NSFA Advised Club of Decision	



**NSCF15B - Playing Above Age Consent Form**

I, the undersigned as guardian of the participant named hereunder have read, understood, acknowledged and agree to the contents of this document and that I have had the right to obtain independent legal advice regarding same.

I, the undersigned as guardian of the participant give consent for the participant to play in the higher age group (as stated below) which I acknowledge is above what is my child’s true age group and as governed by the age groups of participation.

In relation to this participant I acknowledge and accept that there is an inherit risk in the participant playing in an age group which is above/greater than the participant’s current age including but not limited to participation against adults in All Age and senior competition. It is acknowledged participation in (soccer) football is a high exertion activity and a contact sport and that the participant has an equal if not greater risk of both general injury and injury from contact arising from participation in the higher age group. These may include muscle cramps, muscle soreness, pain, discomfort, fatigue, abrasion, laceration, bruising, bone dislocation or breakage, head injury including but not limited to concussion and other injuries that may require medical treatment or hospitalisation.

To the full extent permitted by law I as the guardian of the participant release, hold harmless and indemnify the club, association and Football NSW, and their respective board members, officers and employees and any related third party from any and all liability for any loss, damage, expense or personal injury including death that the participant may suffer as a result of the participation in (soccer) football competition in the higher age group due to any cause whatsoever including negligence, breach of contract, or breach of any statutory or other duty of care.

I as guardian of the participant am aware that by signing this document I am waiving certain legal rights on behalf of the participant that I or the participant has or may have had against the Club, Association, Football NSW, and their respective board members, officers, employees or related third parties and I reconfirm that there is an inherit risk in participation in the higher age group which includes but is not limited to the potential for serious personal injury or death.

Where I as guardian sign on behalf of a minor child, I also give full permission for any person connected with the Club and/or Association and/or Football NSW to administer first aid deemed as necessary, and in the case of serious illness or injury, give permission to call for medical and/or surgical care for the participant and to transport the participant to a medical facility deemed as necessary for the wellbeing of the child.

Club Participant Registered with:	
Participant True Age Group:	
Age Consenting to Play:	
Name of Participant:	
Signature of Participant:	
Name of Guardian:	
Signature of Guardian:	
Name of Club Representative	
Signature of Club Representative	
Name of Association Representative	
Signature of Association Rep	



**NORTHERN  
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**NSCF16A – Protest Form**

Club:	
Team:	

NSFA Committee	
Decision being Protested	

<b>Details of Protest</b>	

<b>NSFA USE ONLY</b>	
Date Received by NSFA	
Date Sent to PD & DC	
Cheque Received <input type="checkbox"/>	

<b>EVIDENCE RECEIVED</b>

<b>PD &amp; DC Findings</b>	
Date of Hearing	

Result: Upheld / Dismissed	
----------------------------	--

<b>CONDITIONS</b>	



**NSCF16B – Appeal Form**

Club:	
Team:	

<b>P &amp; D Decision:</b>	

Grounds of Appeal:	
Failure to afford Procedural fairness <input type="checkbox"/>	Lack of Jurisdiction <input type="checkbox"/>
Incorrect Interpretation of the regulations <input type="checkbox"/>	Involves a question / principle of important to NSFA <input type="checkbox"/>
Severity/ Leniency of determination <input type="checkbox"/>	

<b>BRIEF SUMMARY</b>

<b>Evidence Received:</b>	
Club Letter <input type="checkbox"/>	Supporting Evidence <input type="checkbox"/>
Other <input type="checkbox"/>	Cheque <input type="checkbox"/>

<b>NSFA USE ONLY</b>	
Date Appeal Received	
Date sent to Chairman of the Appeals Board	



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**NSCF16C – Notice of Complaint or Grievance**

**APPLICANT DETAILS**

Applicants Name:	
Applicants Club:	
FFA / ID Number:	
Time	
Date:	
Regulation Breached	
Place:	

**RESPONDENT DETAILS**

Respondents Name:	
Respondents Club:	

**Details of Complaint or Grievance.**


REMEDIES SOUGHT

Club Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

INFORMATION ATTACHED	
----------------------	--

MPIO Date / Time Received: _____	
Evidence Attached <input type="checkbox"/>	Witness Statements <input type="checkbox"/>
Other <input type="checkbox"/>	

PD & DC FINDINGS	
------------------	--

Notice to Produce <input type="checkbox"/>	Other <input type="checkbox"/>
Notice to Attend <input type="checkbox"/>	
Date Club & Applicant Notified	





**NORTHERN  
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**NSCF16D – Match in Dispute**

Home Team:	
Away Team:	
Fixture:	
Round:	
Age Group/Division:	
Ground:	
Date:	
Time:	

<b>Preliminary Game Result</b>	
Home Team Score	
Away Team Score	
Protest By Club	

<b>Protest Details:</b>	<b>(please indicate which NSFA Playing rule is alleged to be breached)</b>
NSFA Playing Rule:	

Time Incident Occurred:	
Score when Incident Occurred:	

<b>Full Incident Details</b>	

If the Protest is claiming an “Error in Law”, please also provide full particulars stating how the error at Law substantially and irrecoverably altered the match result.
