



**KU-RING-GAI AND DISTRICT  
SOCCER ASSOCIATION INC.**

# **GIRLS/WOMEN'S FOOTBALL**

## **TEAM MANAGER'S MANUAL**

**2010**

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## Introduction

This Manual is available to Team Managers from the KDSA web site in the library- [kdsa.asn.au](http://kdsa.asn.au) - to assist in the smooth management of teams involved in the KDSA Competition. It does not replace the KDSA Constitution or By-Laws and is subject to change during the season as determined by KDSA Management. It should assist Team Managers in understanding the rules under which the competition is conducted and the requirements of the Team Manager.

The Girls/Women's Football Committee is a sub-committee of the KDSA and is charged with the running of Girl's & Women's Competition and Non-Competition Football. It is made up of members from a range of clubs, and provides Age Co-ordinators for each age group.

This Manual applies to Girls' Competition games (U12-U18) and Women's Competition games (WAA & O35). Please refer to the "Small Sided Football" Manual for (U8-U10).

This manual is a guide only and in the event of any discrepancy with the By-Laws, the By-Laws take precedence.

PLEASE KEEP THIS DOCUMENT WITH YOU.

## Contact Details

WET	WEATHER	PHONE	1900 957 016	
WEB SITE	<a href="http://kdsa.asn.au">kdsa.asn.au</a>			
GIRLS/WOMEN'S COMMITTEE	CHAIR	Christine Freer		<a href="mailto:christine@rhapsody.com.au">christine@rhapsody.com.au</a>
	REGISTRAR	Penny Howell	0416 144 680	<a href="mailto:spunkrocker@optusnet.com.au">spunkrocker@optusnet.com.au</a>
KDSA OFFICE	PO BOX 3288			
	ASQUITH NSW 2077 5/27-29 Salisbury Road Hornsby NSW	9477 6521	(F): 9477 2854	<a href="mailto:admin@kdsa.asn.au">admin@kdsa.asn.au</a>
GENERAL MANAGER	John Ceccato	9477 6521	0423 847 912	<a href="mailto:gm@kdsa.asn.au">gm@kdsa.asn.au</a>

## Season Dates

Girls'	18 April 2010	to	29 August 2010
Women's	11 April 2010	to	29 August 2010
School Holiday Break	11 July 2010		
Gala Day	29 August 2010		

# COMMUNICATION

## Within the Association

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

Any problems should be addressed through the appropriate channels. Only official correspondence from clubs will be dealt with. This means that any questions should be discussed with your club secretary first and if need be he/she will contact KDSA for response.

Players ↔ Team Manager ↔ Club Secretary ↔ Association General Manager

## Website ([kdsa.asn.au](http://kdsa.asn.au))

The Association's web site - [kdsa.asn.au](http://kdsa.asn.au) - is the only official web site for KDSA information distribution

The KDSA website has a section devoted to Girls/Women's Football.

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

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

As Team Manager it is your duty to make sure all your players are aware of and read the important information on the KDSA website.

## Contacts

### Girls/Women's Football Committee

CHAIR	Christine Freer	0423 165 668	<a href="mailto:christine@rhapsody.com.au">christine@rhapsody.com.au</a>
REGISTRAR	Penny Howell	0416 144 680	<a href="mailto:spunkrocker@optusnet.com.au">spunkrocker@optusnet.com.au</a>

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

# GIRLS/WOMEN'S FOOTBALL BY-LAWS

## 5.1 Girls/Women's Football Committee

- a) The Girls/Women's Football Committee shall be empowered to deal with all competition matters pertaining to Girls/Women's Football (subject to the authority of the MC)
- b) The committee shall be formed each year under the guidance of the Girls/Women's Football Chairman. It is suggested that no two members of the Girls/Women's Football Committee should be from the same club.
- c) The committee shall consist of a chairman and a minimum of five (5) other persons.
- d) The General Manager shall supply the committee with copies of Girls/Women's Football correspondence received and inform the committee on all other relevant matters.
- e) Minutes of Girls/Women's Football Committee meetings shall be taken that record all decisions taken by the Committee. These minutes should be made available to the General Manager.
- f) The General Manager shall make available minutes from the Girls/Women's Football committee meetings to the KDSA MC and other relevant groups/individuals if required.

## 5.2 Competition Rules

The following competitions are available for entry: -

- a) Under 8 Girls – SSG format (refer Small Sided Football Manual)
- b) Under 9 Girls – SSG format (refer Small Sided Football Manual)
- c) Under 10 Girls – SSG format (refer Small Sided Football Manual)
- d) Under 12 Girls – league format
- e) Under 14 Girls – league format
- f) Under 16 Girls – league format
- g) Under 18 Girls – league format
- h) Women's All Age – single teams; league format.
- i) Women's Over 35s – single teams; league format

Fixtures are scheduled on Sundays. Fixtures may be scheduled on Friday nights.

### 5.2.1 Team Entry (Nomination)

- a) The Girls/Women's Football Committee shall publish a closing date for the entry of teams for its competitions. Entries must be submitted to the Girls/women's Football registrar by the published date.
- b) Following the closing date for entries, the Girls/Women's Football Committee shall arrange suitable competitions for the season. If insufficient entries are received for any competition, those teams may be permitted to enter competitions conducted by neighbouring associations and any fees paid to the Association shall be refunded.
- c) Each nomination for All Age or Over 35 must include the name and contact details of the team manager. Details must be included on team nomination sheets.
- d) Each team entry must include the name and contact details of the team manager and coach. Details shall be included on team registration page at time of registration.
- e) Each team entry for All Age or Over 35 must include the name and contact details of the persons to become team referees.
- f) Each team is required to supply official referees as follows: -
  - i. All Age – one referee per team
  - ii. Over 35 - one referee per team
- g) The minimum number of players to be registered in a team is: -
  - i. Under 12 to Under 18 - 12
- h) The maximum number of players to be registered in a team is: -
  - i. Under 12 to Under 18 - 16
- i) There is no maximum number of players to be registered in All Age and Over 35 teams.
- j) Competition draws will be published on the KDSA website – [kdsa.asn.au](http://kdsa.asn.au). Changes to the draw will only be permitted at the discretion of the Girls/Women's Football Committee.

#### 5.2.1.1 Grading

Girls' teams are subject to grading by the Girls/Women's Football Committee. The basis of grading method is typically (but not limited to) the following: -

- i. Previous year's performance.
- ii. Information provided by clubs.

### 5.2.1.2 Promotion and Relegation

All Age and Over 35 teams will be subject to promotion and relegation on the following basis: -

- i. The top team in each division will be automatically promoted.
- ii. The bottom team in each division will be automatically relegated.

All promotions and relegations are at the discretion of the Girls/Women's Football Committee.

### 5.2.2 Late Team Entry or Withdrawal

Late entries may be accepted at the discretion of the Girls/Women's Football Committee, and must be accompanied by a late entry fee as prescribed in the By-Laws.

Withdrawals must be made in writing and are subject to a withdrawal fee as prescribed in the By-Laws.

### 5.2.3 Player Eligibility

Subject to dispensation that may be granted by the Girls/Women's Football Committee, the following criteria define player eligibility: -

- a) Players must be properly registered, in accordance with the provisions of Section 1.11 of the By-Laws.
- b) Junior players may only register in an age group if they turn that age or younger during the calendar year (subject to the conditions of clause e) herein).
- c) Senior players may only play in age restricted competitions if they meet the age criteria on the day of the game.
- d) To be eligible to register in Women's Over 35's players must turn at least 35 years of age within the season, except where the Girls/Women's Committee has granted dispensation at the beginning of 2009 to players who were registered and played in Over 30 in 2008. Those players will remain eligible provided they maintain continuous registration in Over 35 until they turn 35.
- e) No junior player shall play in an age group more than two (2) years higher than they are qualified for, unless granted dispensation by the Girls/Women's Football Committee.
- f) Players cannot play in All Age if they are fifteen (15) years of age or younger unless granted dispensation by Girls/Women's Football Committee.
- g) Players under suspension are not eligible to play until their suspension is duly served.
- h) Players may not play in a lower division than that which they have registered within their age group.
- i) Players may not play in a lower age group than that in which they are registered, even if they meet age requirements.
- j) Junior players may play three matches in a higher division than that in which they have registered and continue to play in their registered team. On the fourth occasion of playing in a higher division, they will be deemed to have transferred to the higher division team.
- k) All Age and Over 35 players may play two matches in a higher division than that in which they have registered and continue to play in their registered team. On the third occasion of playing in a higher division, they will be deemed to have transferred to the higher division team.
- l) Players registered in All Age competitions may play in age-restricted competitions, providing they meet age requirements.
- m) Junior Players may play in a higher age group (or competition) than that in which they have registered provided that they meet the age requirements and with the following exceptions:
  - i. Division 1 players from a lower age group may only play in Division 1 or 1/2 of the next highest age group.
  - ii. Division 1/2 players from a lower age group may only play in Division 1 or 2 of the higher age group. This is until the Division is split, after that, i) applies.
- n) Where clubs have more than one team in a division or knockout competition, players may not play for more than one team.
- o) Players are not permitted to be dual registered with a club of the Association, or with any other club playing in any form of professional or representative league. Thus, for example, any player taking part in district representative teams may not play in competitions of the Association. Matters in this clause are subject to the discretion of the Girls/Women's Football Committee.
- p) No registrations will be accepted after 1st August without the approval of the Girls/Women's Football Committee.

### 5.2.4 Match Cards

- a) All matches must have a match card – including friendly matches.
- b) Match cards are to be printed from the club registration system and will include the names and ID numbers of all registered players in the team. Any amendments required to the printed match card, including the listing of borrowed players, must be completed by hand in ink. The presence of a shirt number handwritten in ink indicates that the player took part in the match.
- c) Any amendments required to the printed match card must be completed by hand in ink.
- d) The name, shirt number and ID number must be listed for all players in the match. If a player's shirt number or ID number is missing from the card whilst their name is on the card, a fine is applicable. If a

player's name is missing from the card, and they took part in the match, the match shall be forfeited to the opposition. Alterations to Match Cards are not permitted after commencement of match.

- e) Only eligible players may appear on the match card.
- f) Players with shirt numbers handwritten in ink shall be deemed to have played in the match, whether they actually took to the field or not.
- g) Players appearing on the match card shall be deemed to have played in the match, whether they actually took the field or not.
- h) Managers must sign the match card confirming ID acceptance prior to commencement of any game.
- i) Managers may list players who are not present at the start of a match; however the opposing manager must be given the opportunity to perform ID checks before such players take the field.
- j) Winning managers (or home managers in the case of a draw) must return both match cards to the club recorder/secretary in time for them to be forwarded to KDSA Office by 5pm on the Wednesday following the game.

#### **5.2.4.1 Matches in Dispute**

- a) Managers are encouraged to settle any dispute at the game. However if this is not possible the manager may mark the match card "Match in Dispute" at the conclusion of any match if they wish to dispute the result due to an alleged breach of the competition rules. The dispute procedure is as follows:
    - b) The disputing manager must, on the day of the match, notify the Girls/Women's Football Chairman that they will be disputing the match.
    - c) The disputing manager must submit a report in writing to the Girls/Women's Football Committee via their club secretary within seven (7) days of the match detailing the circumstances surrounding the dispute and citing the rules that allegedly have been breached.
    - d) The parties will be notified of the dispute and of the time and place when the Girls/Women's Football Committee will hear the matter. The parties may make written submissions to the committee and/or make personal representations at the committee hearing.
    - e) The Girls/Women's Football Committee may seek further evidence from additional sources.
    - f) Following the committee hearing, the parties will be notified of the result and of their right of protest.
- Note: The Girls/Women's Football Committee may also initiate proceedings without a "Match in Dispute" where a breach of the rules is evident.

#### **5.2.5 Referees**

The Referees' Association will appoint referees. Where no appointed referees are present at fixtures: -

- a) In All Age and Over 35, the home team provides a qualified referee and each team provides one assistant referee.
- b) The home team in part a) above may request the away team to provide a qualified referee and/or assistants if the away team is willing and able to do so.
- c) In Under 12 to Under 18, team managers shall mutually appoint a referee and assistant referees.

#### **5.2.6 Duties of Team Managers**

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

- a) Home team manager to ensure alternate strip is available in the event of a clash.
- b) Check playing ground for safety – ensure no safety hazards.
- c) Introduce themselves to the referees and assist the referee as requested.
- d) Mutually appoint a referee and assistant referees if no qualified referees are present.
- e) Each team manager to supply his/her half of match card and hand to referee before kick-off. See "Match Card Procedure" on page 30 of this manual.
- f) Perform ID check and sign match card prior to the commencement of each game.
- g) Ensure players are correctly attired.
- h) Provide an approved, licensed, properly inflated match ball prior to game start.
- i) Ensure alcohol is not present.
- j) Ensure players sent from the field; leave the vicinity of the field.
- k) Ensure cleanliness of venue.
- l) After the match, the winning team (or home team in the case of a draw) takes both halves of the match card, folds them together (ideally join with a staple) and delivers the match card to their club recorder.
- m) Both managers enter the result online as soon as possible after the match.

#### **5.2.7 Modifications to the Laws of the Game**

### 5.2.7.1 The Field of Play

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

### 5.2.7.2 The Ball

- a) An approved Size 4 ball shall be used in Under 12 matches
- b) An approved Size 5 ball shall be used in matches from Under 14 and above.

### 5.2.7.3 The Duration of Play

Juniors: -

- a) Under 12 – 50 minutes (25 mins per half).
- b) Under 14 – 60 minutes (30 mins per half).
- c) Under 16 – 70 minutes (35 mins per half).
- d) Under 18 – 90 minutes (45 mins per half).
- e) Delayed start matches shall have their halves reduced so they conclude within the allotted time.
- f) The half-time interval shall not exceed 5 minutes in all matches.
- g) No stoppage time shall be played.

All Age and Over 35: -

- a) All Age – 90 minutes (45 mins per half).
- b) Over 35 - 90 minutes (45 minutes per half).
- c) Delayed start matches shall have their halves reduced to a minimum of 60 minutes (30 mins per half).
- d) The half-time interval shall not exceed 5 minutes in all matches.
- e) No stoppage time shall be played.

### 5.2.7.4 The Players' Equipment

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

### 5.2.7.5 The Number of Players

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

## 5.2.8 Competition Points and Tables

- a) Competition points shall be awarded as follows: -
  - i. Win = 3 points
  - ii. Draw = 1 point
  - iii. Loss = 0 points
- b) Team positions in competition tables shall be ordered by: -
  - i. Competition points
  - ii. Goal Difference ('goals scored' minus 'goals conceded')
  - iii. Goals Scored
- c) The team in first position at the end of the competition shall be declared the competition winner.
- d) The teams in the first four positions at the end of the Under 12, Under 14, Under 16 and Under 18 competitions shall compete in a finals series, time permitting.
- e) The teams in the first four positions at the end of the All Age and Over 35 competitions shall compete in a finals series, time permitting.
- f) Competition tables will be published on the KDSA website – [kdsa.asn.au](http://kdsa.asn.au)

## 5.2.9 Results

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

## 5.2.10 Forfeits

- a) Where a team forfeits a match, the opposition shall be awarded a 3-0 win.
- b) Where both teams forfeit a match, neither team shall be awarded any goals or competition points.
- c) Where a team forfeits a match and the entire corresponding round is postponed, the match will be rescheduled at a later date.

### 5.2.10.1 Forfeit with notice

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

### 5.2.10.2 Forfeit without notice

- a) Where a team has not reported to the referee by the scheduled kick-off or does not have the required minimum number of players present, 10 minutes grace may be claimed and must be allowed. After the 10 minutes grace period has passed a team failing to report to the referee shall automatically forfeit to its opponents, provided that the opponents have reported in good order to the referee.
- b) Forfeits without notice will be penalised as per these By-Laws.

### 5.2.10.3 Ineligible Players

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

### 5.2.10.4 Consecutive Forfeits

Teams forfeiting on consecutive occasions without good reason may be removed from the competition at the discretion of the Girls/Women's Football Committee.

## 5.2.11 Knock-Out Competition matches, Finals Series matches

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

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

## 5.2.12 Abandoned/Cancelled Matches

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

## 5.3 Trophies

- a) Goblets shall be awarded to players in the winning team in each grade of the season's All Age and Over 35 competitions.
- b) Medallions shall be awarded to players in the winning and runner up teams in each division of all the competition age groups.
- c) Medallions shall be awarded to players in the winning and runner up teams in finals series for each grade.
- d) Pennants shall be awarded to the winning team of the pennants competitions for each grade.

### 5.3.1 Perpetual Trophies

- a) Where a shield, cup or other trophy is in existence for annual competition it shall be handed to the appropriate winner by the Association at the end of the season, or as soon as practicable thereafter.
- b) All perpetual cups, trophies and the like shall remain the property of the Association.

- c) All trophies must be returned in good condition. The holders of trophies shall be held responsible for the same whilst in their possession and shall be liable for full replacement value of the trophies damaged or lost whilst in their possession.

## **5.4 Champion of Champions**

The winners of Division 1 Girls Under 12, 14, 16, 18 and All Age shall be invited to represent the KDSA in the Champion of Champions competition at the end of the season. The Girls/Women's Committee may also invite a team to participate in the Women's Over 30 Champion of Champions competition.

## **5.5 Protests**

Decisions of the Girls/Women's Football Committee may be protested to the P & D. Protests must:

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

### **5.5.1 Grounds for Protests**

There are three grounds upon which to base a protest:

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

# COMPETITION FORMAT

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

If the full rotation is achieved prior to the season end, then a final series competition will be played. The final series competition has no impact on the Premiership Competition. Weather permitting; all teams will play the full 18 games.

All ages will be structured into 8 team Divisions (where feasible). Variations in division size will be at the discretion of the Girls/Women's Football Committee and must be approved by the Management Committee.

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

# INFORMATION FOR MANAGERS

## Code of Conduct

The KDSA has a code of conduct that is published in its By-Laws and in this document. All players, managers, coaches and club officials must adhere to the code of conduct in the execution of their duties.

## Club Championship

The results of competition teams contribute to your clubs tally of club championship points. Clubs must have a minimum of 2 teams in each of 2 of the Competition structures (All Age Men's, Junior Mixed or Girls/Women's). Points will be displayed on the web.

## Insurance Claims

Insurance claim forms are available on the KDSA website.  
Insurance claim forms must not be sent to KDSA.

## Alcohol Policy

Alcohol is not permitted on any ground at any time

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

Please refer to the P.D. & D.C. & Appeals Manual for further information. The following guidelines apply:

- a) Any player ordered from the field of play by the referee **MUST** leave the oval immediately.
- b) All players sent from the field of play are automatically suspended for the next competition match, as defined in Section 6.13 of the By-Laws, irrespective of the offence committed and notwithstanding the result of a subsequent P & D hearing.
- c) Players sent off for a second cautionable offence will receive an automatic (1) match suspension. No appeal allowed. Any player sent off for this offence for a second time in a season will receive an automatic two match suspension. No appeal allowed. Players sent off for a further time will be cited to appear at a P & D hearing.
- d) Players sent off for an offence that carries an automatic suspension [refer to P & D Manual] who choose not to challenge the suspension at the first P & D hearing after the match, will receive the prescribed suspension.
- e) Players sent off for an offence that does not carry an automatic suspension **MUST** attend the first P & D hearing after the match. Failure to do so will result in the player being suspended until the player does appear.
- f) Players cited for incidents that occur immediately after being sent off must attend the P & D as requested. The player may play until requested to appear, provided the automatic suspension has been served. Players who fail to attend as requested will be suspended until they do so.
- g) Players who are unable to attend P & D or who wish to present witnesses must contact their Club Secretary before scheduled date of hearing. For further advice refer to P & D Manual.
- h) Any player cited to appear at P & D for off-field incidents must appear as requested. If the player is unable to attend at the requested meeting the player must inform the P & D in writing of the reasons for non-attendance before the meeting, and advise what meeting, within 14 days of the date of the citing letter, the player can attend. If a player does not attend a hearing within 14 days a decision will be made and the player advised. The player may challenge the decision within 7 days of the advice. The player may play until a decision is made.
- i) Any player receiving (4) Yellow Cards in a season will receive a (1) match suspension. Any player receiving (6) Yellow Cards will receive a (2) match suspension. Players should not stand down unless advised to do so by P & D Chairman. There is no appeal against Yellow Cards.
- j) Any player who receives in excess of (6) Yellow Cards may be cited to appear at next P & D meeting.
- k) All players have the right of appeal within 7 days.
- l) All suspensions must be served in the next game[s] played by the player's registered team.
- m) Players who play whilst suspended shall receive an additional one (1)-match suspension for each game played whilst suspended.

## Responsibility of Manager

- a) It is the responsibility of the manager to ensure the above conditions are complied with.
- b) At the completion of the match the Team Manager **ONLY** must ask the referee what offence the player Sent Off has been charged with. The referee will inform the manager of the exact charge for which the player has been sent off.
- c) Ignorance of procedure will not be accepted as a reason for non-attendance at P & D hearing.

- d) Managers must ensure that a Sent Off or cited player takes his/her I.D card to the P & D hearing. A player who arrives without their I.D card will have his/her hearing postponed, and will not be permitted to play until he/she complies. Managers must ensure that players sent off leave playing area and surrounds immediately.
- e) Suspended players are not permitted to sit or stand on the sideline at games from which they are suspended, nor to act as trainers.
- f) Team Managers must inform club secretary of players sent from the field as soon as possible.
- g) Team Managers must also inform club secretary if player is unable to attend in person or if he/she wishes to present witnesses. The club secretary will advise manager of correct procedure in such cases. P & D meetings are held each Wednesday at Unit 5 / 27-29 Salisbury Road, Hornsby commencing at 7.30pm. Hearings are generally heard in order of signing in with any junior players receiving preference.

## Playing Strip

Each registered Club has an approved playing strip (socks, shorts and shirt). Teams not correctly attired risk fines of \$10.00 per player not correctly attired.

- Each player must wear an individually numbered shirt.
- Shirts must be tucked in.
- Boots may have moulded sole, plastic or metal screw studs (providing the last are deemed safe by the referee).
- Shin pads are mandatory.
- No watches or jewellery are permitted.
- No plaster or other rigid casts are permitted.
- A club wishing to change its playing strip must apply via its Club Secretary to KDSA BEFORE purchasing a new strip as such application may well be rejected.
- All teams must have access to the club's alternate strip. This strip may only be worn if there is a clash of strip in which case the home team is required to wear an approved alternate strip. A home team failing to wear its alternate strip when there is a clash may be deemed to have forfeited the game.
- Advertising on the strip is allowed BUT only AFTER approval is obtained from KDSA (Alcohol & Tobacco Advertising is not permissible).
- See list of approved strips on page 25 of this manual.

## Pregnancy Policy

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

## Public Liability

- Never admit liability or hint at insurance.
- Report potentially dangerous situations to your club secretary immediately (e.g., broken goal posts) so the KDSA and relevant council can be notified and repairs made.
- Be aware of your responsibilities to the players in your care – keep them in non-hazardous areas, and enlist parental help for adequate supervision.
- In case of injury administer first-aid or seek medical help, without admission of liability.

## Results

All results are required to be passed on to KDSA to ensure that the web site is kept up to date and that the points tables can be maintained.

Results must be communicated to your club recorder/secretary by 6pm on Sunday (both winning and losing team).

## Fixture Change

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

## **Grounds**

### **Dressing**

All clubs are required to dress one or more fields, and this is usually delegated to teams on a rostered basis throughout the season. When it is your team's turn, please make sure you, or parents from your team, dress the field properly. A field without nets is a great inconvenience to players, and fines or other penalties will be incurred. A field without corner posts is unplayable in accordance with FIFA rules and officially appointed referees will not officiate at grounds without corner posts.

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

### **Locations**

Locations appear on the web site, and in other publications as advised by the MC.

### **Ground Manager**

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

## **Safety & Health**

There is a duty of care incumbent on all managers.

### **Ground Safety**

Ensure ground is inspected and safe to use before playing.

### **Infectious Diseases**

Bleeding players must leave the field.

Can return only when authorised by the referee.

Contaminated clothing must be replaced.

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

### **Player Safety**

All players must wear shin pads.

Mouthguards are recommended.

Players are NOT PERMITTED to wear watches or jewellery of any description.

Players are NOT PERMITTED to wear plaster or similar rigid casts.

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

Players requiring spectacles may wear Safety Glasses only. Players who wear glasses should obtain a letter from their optometrist stating that they are Safety Glasses, and carry it with them at all times.

### **Injuries**

If a player is injured seek medical attention – call for any persons that are qualified to administer first aid or call an ambulance according to the nature and severity of the injury.

### **Member Protection**

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

## **Football NSW Competitions**

Participation in these competitions is encouraged by KDSA but any entry to these competitions must be lodged through KDSA. KDSA will circulate nominations appropriately.

- State Cup
- Champion of Champions

## **Training**

Training times are allocated by KDSA Grounds Controller in accordance with the requests received from your club. In the event the weather is doubtful all players should ring the Wet Weather number. If you train on grounds that are

officially closed by the relevant Council, you run the risk of heavy fines or suspension. Councils close grounds to protect them, and KDSA fully supports this action.

## Wet Weather Procedure

In the event the weather is doubtful all players are able to ring the wet weather recorded message service.

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

**WET WEATHER LINE - 1 900 957 016**

or check the Weather Alert on the website [kdsa.asn.au](http://kdsa.asn.au)

## Refereeing

- The referee's association supplies referees to as many matches as possible, but there is always a shortage of official referees.
- If a referee is not available Team Managers shall agree on appointment of a person to act as referee (see match card). This person must have completed a Prohibited Employment Declaration Form if refereeing junior matches. (Attached)
- Wherever possible it is recommended that the coach is not the referee, as on-field coaching is not permitted.
- Encourage players and parents to undertake the refereeing courses, which are run during the year to help increase the supply of official referees. (It's a great way for players to really learn the rules!) Always have a whistle at the game (just in case). All teams are requested to have at least one Assistant Referee's flag in their kit, for use if an official Referees Association referee is not present at the game.

Remember – Referees (particularly younger referees) are not there to be abused by anyone. You are responsible for the conduct of your parents and spectators.

The Girls/Women's Committees will not accept poor behaviour towards referees.

## Gala Day

The KDSA season concludes with Girls' Gala Day on Sunday 29 August 2010. Gala Day involves teams playing a number of round robin games in pools, and then knockout finals. All teams are automatically entered into Gala Day. If for some reason a team cannot play on Gala Day, Club Secretaries must notify KDSA prior to the draw being prepared. A fine of \$300 per team will be incurred for teams withdrawing from Gala Day after the 13<sup>th</sup> August 2010.

## Interchange

- Interchange applies in all competitions.
- Total players able to take part in game are 16.
- Players can only take part in the match if their name is on the match card prior to commencement of the game.
- All players in the team must have unique shirt numbers.
- Interchange can only occur during a stoppage in play, with referee's approval.
- Interchange must take place at the half way line.
- Breaches in Interchange (12 players on the field, unregistered players, players not signed on) will cause the game to be abandoned and Girls/Women's Football Committee will adjudicate result.
- Loss of match card - \$100 fine. Match cards are deemed to be lost if not received by the KDSA office within 28 days of the match.
- Results are posted on KDSA web site at [kdsa.asn.au](http://kdsa.asn.au) as soon as possible, and are dependent on the co-operation of team managers and club recorders in following the correct procedure.

## Match Changes / Cancellations

All match changes will be notified by the KDSA to club secretaries. The draw will remain as published on the web site unless your club's secretary notifies your team of a change. It will be your responsibility to make sure your players are aware of the changes.

## **Matches in Dispute**

Where an apparent irregularity in a player identity or some other grounds for disputing the result of a match arises, the Team Manager concerned shall note the intention to take the matter further by ticking the "Match in Dispute" box on the front of the card and by signing it accordingly. The Team Manager should then ask the referee to retain the card for immediate reference to the KDSA General Manager, who will forward it to the appropriate disputes committee.

The Team Manager should without delay submit a written report setting out full details of the complaint to their Club Secretary, who should consult the rules as to appropriate dispute procedure. The referee also has the authority to retain a match card and/or player or team ID cards for the purpose of reporting any matter of concern to him/her.

## **Regrading of Teams**

Regrading WILL NOT automatically be carried out for U12 to U18. It is the club's responsibility, working with the Girls/Women's Football Committee Age Co-ordinator, to ensure that team grading is accurately submitted prior to the start of the season.

The Girls/Women's Football Committee will consider Under 12 teams for regrading after Round 3.

## WORKING WITH CHILDREN

In July 2000 legislation was introduced which requires all persons who will be working with children (aged 17 years and under) at team or club level to sign a Prohibited Employment Declaration Form. This form is attached to this manual and is also available from the KDSA website library: [kdsa.asn.au](http://kdsa.asn.au).

Any person who cannot or will not sign this declaration will not be permitted to hold any child-related role within the club. The Declaration needs to be returned to Club Secretaries and will be held by the Member Protection Officer of the KDSA.

This mainly applies to Coaches, Managers, Trainers, Referees where teams include players aged 17 years and under. It is a compulsory requirement and a law that must be obeyed.

# MANAGER'S CHECKLIST

## Pre Match

- Check ground safety
- Check all players registered properly (Player ID cards)
- Equipment (licensed match ball - properly inflated, playing strip, first aid, ice, pump & needle, match card)
- Complete match card (both teams prior to game start time)
- Give match card to referee
- Appoint suitable referee if official referee not present

## Post Match

- Retrieve match card from referee
- Collect equipment and balls
- Submit results, match card or results card to Club Recorder
- Lodge any protest
- Notify Club Secretary of any problems - grounds, protests or general inquires

## General Duties

- Check website to see if any changes to the draw have been made
- Ensure location and time of match is understood by players
- Check results posted on website and report any discrepancies to your Club Secretary / Club Recorder

# CODE OF CONDUCT

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

It is an offence to: -

- Use offensive, insulting or abusive language or gestures.
- Use inflammatory language or gestures.
- Make unsporting remarks.
- Publish inflammatory, defamatory or unsporting remarks via any written or electronic media (eg: club newsletter or website or email)
- Bring the game into disrepute.
- Act in a manner that is prejudicial to any other participant, club or the Association.
- Offenders will be cited to appear before the relevant competition sub-committee or MC of the Association.

## Players

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

## Parents

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- No one is to stand on or behind the goal line.

## Coaches

- Remember that young people participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Avoid overplaying the talented players; the "just average" need and deserve equal time.

- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Show concern and caution toward sick and injured
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- No one is to stand on or behind the goal line.

## Officials

- Modify rules and regulations to match the skill levels and needs of young people.
- Compliment and encourage all participants.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all opponents.
- Emphasise the spirit of the game rather than the errors.
- Encourage and promote rule changes that will make participation more enjoyable.
- Be a good sport yourself. Actions speak louder than words.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Place the safety and welfare of the participants above all else.
- Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion

## Spectators

- Remember that young people participate in sport for their enjoyment and benefit, not yours.
- Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them there would be no game.
- Encourage players to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass players, coaches or officials.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- No one is to stand on or behind the goal line.

## Sport Rage

“Sport Rage” is an initiative of the NSW Department of Sport & Recreation and is fully supported by the KDSA. Sport rage can come in many forms – an unruly supporter abusing a referee, a player punching another player, or a spectator shouting racial taunts.

These moments of madness can result in serious injuries, disciplinary action and even lifetime bans. Dealing with sport rage is now a major challenge for clubs. Not only does sport rage reflect badly on the clubs involved, it can deter participation at all levels.

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

### **Preventing sport rage: Tips for players**

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

- Be a good sport
- Remember the principles of fair play – respect, integrity and fairness.

- Display modesty in victory and graciousness in defeat.
- If you win, don't rub it in.
- If you lose, don't make excuses.
- If you make a mistake, learn from it and be ready to play on.
- If a team member makes a mistake, offer encouragement not criticism.
- Control your temper, - don't use bad language or harass others.
- Cooperate with your coach, teammates and officials.
- Learn the rules of the game and abide by them.
- Visit [www.playbytherules.net.au](http://www.playbytherules.net.au) to learn more about fair play.
- Respect your opponent
- Treat your opponent the way you would like to be treated.
- Give encouragement to injured players and recognition to outstanding performances for both teams.
- Don't sledge or make any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial or sexual nature.
- Don't bully or take unfair advantage of another player.
- Always thank the referee at the end of the game.
- Respect officials
- Accept and respect the referee's decision.
- Always thank the referee at the end of the game.
- If you have an issue with a decision, raise it in controlled and professional way with the coach or your captain.
- Uphold the code of conduct
- Support and uphold the code of conduct for players.
- Don't drink alcohol at matches or arrive at the field intoxicated.

### **Preventing sport rage: Tips for Supporters**

- While sport rage is often the result of many factors, supporters can help reduce incidents by being good role models and helping to create a positive sporting environment. Supporters should consider the following points:
- Keep your emotions in check
- While some sideline emotion can be well intentioned, always consider the impact is having.
- Bad behaviour, such as abusing an official or ridiculing the opposition, is unacceptable.
- Respect for coaches
- Coaches and team managers play an essential role in providing a sporting experience. Without them there would be no team and no game, so show respect for the people in these roles.
- Respect for referees and officials
- Referees and other officials are there to help make the game fair and more enjoyable for everyone. But they are human and may occasionally make mistakes. Your behaviour toward officials will affect the attitude of players.
- Supporters should never approach the official directly. If you have an issue raise it in a controlled and professional way with the coach or club administrator.
- Upholding the code of conduct
- It is important you understand, support and uphold the supporter's code of conduct. Your club is entitled to enforce this code. For example, while it may not be a criminal offence for a spectator to verbally taunt an opposition team, such behaviour may well breach the code of conduct and disciplinary action may be taken.

### **Dealing with sport rage**

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

#### **Reporting inappropriate behaviour – Responsibility of everyone**

Behaviour that contravenes the codes of conduct should be reported to the ground official. Any person who is unsure who the ground official is should report the incident to a club committee member.

#### **Approaching the offender – Responsibility of the ground official/club committee member**

Only the ground official or club committee member should approach the offender.

#### **Issuing warnings – Responsibility of the club committee/ground official**

The first time a person breaches a code of conduct, they might be issued with a warning. The person may not be aware that their behaviour is unacceptable and should be notified of club rules.

***Taking disciplinary action*** – Responsibility of the club committee member

If the conduct is repeated or of a serious nature, The Club committee should consider taking disciplinary action in accordance with its rules. This might result in counselling, suspension or expulsion.

***Removing people from the field of play or venue*** – Responsibility of the ground official/club committee

The referee should communicate directly and immediately with the ground official to remove a person from the field. If the club is in a position to control ground entry, it will be able to evict persons from the ground. Where attendance is not controlled, clubs can request offenders leave the venue, or otherwise can discipline the person for the breach of the code of conduct.

***Suspending play*** – Responsibility of the referee

The referee may suspend play and refuse to restart until appropriate action has been taken. They may request that a person is removed from the sideline and, in serious cases, abandon the game altogether.

***Involving the police*** – Responsibility of the ground official/club committee

If you feel the behaviour of an individual constitutes a criminal act the police should be notified immediately by the ground official. While it is lawful for a club to detain a person who has committed a criminal offence until the police arrive, it is recommended that this is done only as a last resort. Club officials are able to exercise reasonable force in detaining a person who has committed a criminal offence until the police arrive, but this should not be disproportionate to the conduct of the offender.

## PLAYING DATES

ROUND	GIRLS' COMP	ROUND	WOMEN'S COMP
School Holidays	11/04/10	1	11/04/10
1	18/04/10	2	18/04/10
2	25/04/10	3	25/04/10
3	2/05/10	4	2/05/10
4	9/05/10	5	9/05/10
5	16/05/10	6	16/05/10
6	23/05/10	7	23/05/10
7	30/05/10	8	30/05/10
8	6/06/10	9	6/06/10
9	13/06/10	10	13/06/10
10	20/06/10	11	20/06/10
11	27/06/10	12	27/06/10
12	4/07/10	13	11/07/10
School Holidays	11/07/10	14	11/07/10
13	18/07/10	15 & Semi Finals	18/07/10
14	25/07/10	Finals/Semi Finals	25/07/10
15 & Semi Finals	1/08/10	Spare Day/Finals	1/08/10
Finals	8/08/10	Spare Day	8/08/10
Spare Day	15/08/10	Spare Day	15/08/10
Spare Day	22/08/10	Spare Day	22/08/10
GALA DAY	29/08/10		

Note: Dates may vary depending on washouts.

## CLUB SECRETARY LIST

Please see the website for a current list of club secretaries.

# CLUB STRIPS

CLUB	SHIRT	SHORTS	SOCKS
Asquith	White, blue trim	Blue, white trim	White, 2 white bands
Barker Old Boys	Blue,red trim	White	Red,2 blue hoops
Bannockburn-Clarke Road	Blue with gold centre panel, white sides	Blue with gold panel	Gold
Berowra	Maroon, white trim	Maroon	Maroon, 2 white bands
Brooklyn United	White, red trim	White, red trim	White, red hoops, 2 red bands
Chatswood Rangers	Royal blue, white trim	White	Royal blue, white type
Corpus Christi	Royal blue,red & white trim	Royal blue,red & white trim	Royal blue
Dalleys	Blue & maroon halves, dark blue sleeves	Dark blue	Dark blue, white type
Gordon	Blue & White Stripes	White	Royal blue, white type
Greenwich	White, red & black sleeves	Black	Red, 1 black & 1 white band
Hornsby Heights	Orange, green sleeves	Green	Green, 2 orange bands
Hornsby RSL	Blue, gold trim	Blue, gold trim	White, 1 blue & 1 gold band
Kissing Point	Red, white & blue stripes	Royal blue	Blue, 2 red bands
Knox United	Black,white & blue stripes	Black	White
Lane Cove	Royal blue, gold trim	Gold, royal blue trim	Gold
Lane Cove West	Red, yellow trim	Red	Red
Lindfield	Dark blue, white trim	Dark blue	White
Mt Colah	Green, yellow trim	Green, yellow trim	Yellow, 2 green bands & type
North Sydney AA	Red, white trim	Black	Black
North Sydney Bears	Red & black stripes	Black	Black, 1 red & 1 white band
Northbridge	Red & white stripes	Black	Black, 2 red bands
NSBHS	White, maroon & gold sleeves	Maroon	Maroon with white tops
Northside Monash	Sky blue, royal blue trim	Sky blue, royal blue trim	Sky blue
North Turramurra	Black & white stripes	Black	White, 2 black hoops
Prouille	Gold, black trim & sleeves	Black	Black
SH Pymble	Sky blue,maroon sleeves	Maroon	Sky blue,2 white bands
St Ives	Green, white trim	White, green trim	Green
St Michael's	Royal blue, white trim	Royal blue, white trim	Blue, 2 white bands
UTS	Teal green, black & white sleeves	Black	Black, 2 white bands & type
Wahroonga	Red, white trim	Red, white stripe	Red
West Pymble	Blue, yellow & white stripe	Blue, yellow sides	Yellow, 2 blue bands

# MEMBER PROTECTION & CHILD PROTECTION



nsw commission for  
children & young people

## CHILD PROTECTION FOR CLUBS AND REFEREE BRANCHES

Quick link to Working With Children Check FORMS - <https://check.kids.nsw.gov.au/>

Quick link to Working with Children Check GUIDELINES - <https://check.kids.nsw.gov.au/employer-guidelines.php>

Quick link to Printable full version of WWCC Guidelines -  
[http://kids.nsw.gov.au/uploads/documents/WWCC\\_Guidelines\\_Feb2010\\_full.pdf](http://kids.nsw.gov.au/uploads/documents/WWCC_Guidelines_Feb2010_full.pdf)

### All Clubs, Associations and Referee Branches are required to:

1. Have an identified Member Protection Information Officer (MPIO)
2. Be registered with CCYP as a child related employer Registration form - <https://check.kids.nsw.gov.au/employer-registration.php>
3. **Volunteers** must sign a Volunteer Declaration -  
[https://check.kids.nsw.gov.au/handler/volunteer\\_declarations/print\\_form/print](https://check.kids.nsw.gov.au/handler/volunteer_declarations/print_form/print)

*NOTE: All volunteers who work with or supervise children (U18) must sign this form. The form should be completed on line, then printed and signed and handed to the club/assoc/Ref Branch. If they cannot complete on-line then a printable version is available. Volunteer forms must be kept by the employer (Club/Assoc/Referee Br.) in a secure place for 3 years from date of signing. Failure to produce a form when requested can result in penalties for breach of the Child Protection Act.*

4. **Paid employees** must sign a Declaration & Consent form .

*NOTE: All paid employees who work with or supervise children (U18) must sign this form. This includes paid persons at clubs and associations and referees who are remunerated for their services. Forms must be printed and then signed by the employee to be valid. The form is then used by the employer to background check the employee. (see 5. Check below). These forms must be held in a secure place for 2 years after the person has ceased their employment.*

5. **Background Check** - the employer conducts a check on the paid employee by completing the Request Background Check form <https://check.kids.nsw.gov.au/background-check-request.php> - and then sending the form and the Declaration & Consent form signed by the employee to Communities NSW CCYP for checking. Fax to (02) 9286 7201 or scan and Email to: [check@kids.nsw.gov.au](mailto:check@kids.nsw.gov.au)

*NOTE: The CCYP will check the employee/applicant for any records and suitability to work with children and then issue the employer with a clearance to employ that person. Allow up to 10 days for this process, longer if the person was born overseas.*

### ADDITIONAL MANDATORY CHILD PROTECTION REQUIREMENTS

6. **Self Employed persons** who work for your organisation or are invited to coach at your club should be asked to show you their Self Employed Child Protection Certificate. If the self employed person does not have a Self Employed Child Protection Certificate then you should ask them to obtain one before they work at your club.

For more information - <https://check.kids.nsw.gov.au/#self-employed>

7. **Respond to complaints** - The employer (your organisation) is responsible for responding to complaints of child abuse, either directly at a child or in the presence of children, that are reported to have occurred within their organisation and which are alleged to have been committed by your employee (volunteer/paid).

Click here for Reportable Offences - [https://check.kids.nsw.gov.au/employer-guidelines.php#guideline-9\\_4](https://check.kids.nsw.gov.au/employer-guidelines.php#guideline-9_4)

*Refer page 12 of the Working with children check guidelines.*

For information and resources to assist in managing complaints  
<http://www.kids.nsw.gov.au/kids/working/safefriendly/managecomplaints.cfm>

**8. Report Relevant Employment Proceedings (volunteers or paid persons)** The employer (your organisation) is required to report any relevant employment proceedings (suspension/sacking etc) applied to a volunteer or paid employee as a result of any act of violence in the presence of a child or where an act of violence was committed towards a child, adult or other person in the presence of a child by an employee (volunteer or paid person) whilst in your employment.

Click here for Reportable Offences [https://check.kids.nsw.gov.au/employer-guidelines.php#guideline-9\\_4](https://check.kids.nsw.gov.au/employer-guidelines.php#guideline-9_4)

Refer page 12 of the Working with children check guidelines for information about your reporting obligations.

For more information [https://check.kids.nsw.gov.au/#employing-staff\\_reporting-relevant-employment-proceedings](https://check.kids.nsw.gov.au/#employing-staff_reporting-relevant-employment-proceedings)

**FREQUENTLY ASKED QUESTIONS - Child Protection** See link  
<http://www.soccernsw.com.au/index.php?id=160>

# FORFEIT FORM

## Ku-ring-gai & District Soccer Association Inc

Match details:

CLUB	DATE
TEAM	DIVISION
TIME	GROUND
OPPOSITION TEAM	

Reason for forfeit:

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Club Secretary: .....

Date: .....

### OFFICE USE ONLY

KDSA Received	Date KDFRA advised .....
Date	Date Webmaster advised .....
Time	Date I Batey advised .....
	Date Club advised .....
	Date Accounts advised .....
	Date Age Convener advised .....

Football Committee Chair .....

**FAX TO KDSA - 9477 2854**

# Fixture Change Request Form

## Ku-ring-gai & District Soccer Association Inc

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

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

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

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

Match details:

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

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

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Club Secretary:

Date:

OFFICE USE ONLY		
KDSA Received	Date requesting and opposition club advised	.....
Date	Date KDFRA advised	.....
Time	Date Webmaster advised	.....
	Date I Batey advised	.....

# ELECTRONIC MATCH CARD PROCEDURE

## Instructions to Team Managers

Team managers will be required to pre-print their half of the match card from the KDSA system and bring it to each match.

To log on to the team's information, visit:

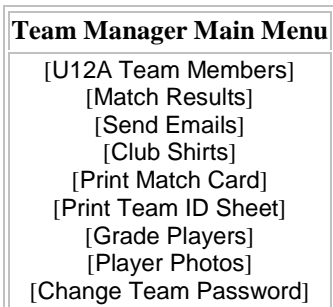
You will be asked to complete 3 things

email ID: (your email address)

Password:

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

Once you have logged on, the home screen is:



Click on Print Match Card. This will allow you to print specific match cards with fixture details included, or generic match cards which can be used for any match and require fixture details to be handwritten in ink.

We recommend that managers print several generic match cards and keep them in the cars of the coach and manager. This means you won't get caught out by last minute technical problems like Internet access unavailable or printer not working.