



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

## **MEN'S FOOTBALL**

### **TEAM MANAGERS' MANUAL**

**2010**

# CONTENTS

Introduction .....	4
Contact Details .....	4
Season Dates.....	4
<b>COMMUNICATION .....</b>	<b>5</b>
Within the Association .....	5
Website (kdsa.asn.au) .....	5
Contacts: Men's Football Committee Members 2010.....	6
<b>MEN'S FOOTBALL BY-LAWS .....</b>	<b>7</b>
2.1 Men's Football Committee (MFC).....	7
2.2 Competition Rules .....	7
2.3 Trophies .....	11
2.4 Champion of Champions .....	11
2.5 Protests.....	11
<b>INFORMATION FOR MANAGERS .....</b>	<b>12</b>
Code of Conduct .....	12
Club Championship .....	12
Insurance Claims .....	12
Late Registrations.....	12
Alcohol .....	12
Players Sent from the Field or Cautioned (Red / Yellow Cards) .....	12
Responsibility of Manager .....	13
Playing Strip .....	13
Public Liability.....	13
Grounds .....	13
Dressing .....	13
Locations .....	14
Ground Manager .....	14
Rescheduling of games when grounds are closed.....	14
Safety & Health .....	14
Ground Safety .....	14
Infectious Diseases .....	14
Player Safety .....	14
Injuries.....	14
Football NSW Competitions.....	14
Training.....	14
Wet Weather Procedure.....	14
Refereeing.....	15
Fixture Change Request.....	15
Forfeits .....	15
<b>WORKING WITH CHILDREN .....</b>	<b>16</b>
<b>CODE OF CONDUCT .....</b>	<b>16</b>
Players.....	16
Coaches .....	16
Officials .....	17
Spectators.....	17
Sport Rage .....	17
Preventing sport rage: Tips for players.....	18
Preventing sport rage: Tips for Supporters .....	18
Dealing with sport rage.....	18
<b>MEN'S CALENDAR .....</b>	<b>20</b>

<b>CLUB SECRETARY LIST.....</b>	<b>21</b>
<b>CLUB STRIPS .....</b>	<b>21</b>
<b>WORKING WITH CHILDREN FORM .....</b>	<b>22</b>
<b>FORFEIT FORM .....</b>	<b>24</b>
<b>CAUTION AND SEND-OFF FORMS .....</b>	<b>25</b>

## 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 Men's Football Committee is a sub-committee of the KDSA, and is charged with the running of Men's Competition. The committee is made up of at least 12 members from a range of clubs, and provides at least one Liaison Person for each division.

***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>			
MEN'S COMMITTEE	CHAIRMAN	Peter Reeves	0418 496 505	allage@kdsa.asn.au
	REGISTRAR	Roy Ashpole	0404 865 245	roy@footballnsw.com.au
	See page 6 for other committee members			
KDSA OFFICE	PO BOX 3288			
	ASQUITH NSW 2077	9477 6521	(F):94772854	admin@kdsa.asn.au
	5/27-29 Salisbury Road Hornsby NSW			
GENERAL MANAGER	John Ceccato	9477 6521	0423 847 912	gm@kdsa.asn.au

## Season Dates

Men : 10 April 2010 to 29 August 2010

KDSA Cup Final Day: 4<sup>th</sup> September 2010

# COMMUNICATION

## Within the Association

As Team Manager it is your responsibility to handle your team members' communications with your club.

It is your Club Secretary's responsibility to communicate with the KDSA office 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

However, matters relating to divisions, other than official correspondence, may be communicated as follows:

Team Manager ↔ Division Liaison ↔ Men's Chairman ↔ Management Committee

## 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 Men'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: Men's Football Committee Members 2010

CHAIRMAN	Peter Reeves	0418 496 505	allage@kdsa.asn.au
REGISTRAR	Roy Ashpole	0404 865 245	roy.ashpole@footballnsw.com.au
PREMIER LEAGUE	Roy Ashpole	0404 865 245	roy.ashpole@footballnsw.com.au
MAA2	Richard Pilgrim	0427 206 786	richard.pilgrim@civilab.com
MAA3	David Kirley	0402 060 535	david.kirley@hotmail.com
MAA4	Peter Reeves	0418 496 505	allage@kdsa.asn.au
MAA5	Dell Burman	0414 914 147	brian.burman@optusnet.com.au
MAA6	Matt Feros	0402 779 789	mimferos@hotmail.com
MAA7	Mark Allaby	0447 226 091	mark.j.allaby@bigpond.com
MO35 DIV. 1	John Hill	0413 005 054	hilljohn001@hotmail.com
MO35 DIV. 2	Dorian Munting	0414 948 201	dorianm@bigpond.net.au
MO35 DIV. 3	Simon Wheeler	0414 517 019	Simon.wheeler@gmail.com
MO35 DIV. 4	Andrew Mobberley	0408 461 658	Mobberley01@optusnet.com.au
MO35 DIV. 5	Simon Wheeler	0414 517 019	Simon.wheeler@gmail.com
OVER 45 DIV 1/2	Mark Bryant	0412 478 652	markbbryant@bigpond.com
OVER 45 DIV 2/3	Richard Lyon	0417 497 289	Richard.Lyon@bigpond.com
KDSA CUP	Richard Pilgrim	0427 206 786	richard.pilgrim@civilab.com
RICK CLOSE CUP	John Hill	0413 005 054	hilljohn001@hotmail.com

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.

# MEN'S FOOTBALL BY-LAWS

## 2.1 Men's Football Committee (MFC)

- a) The Men's Football Committee shall be empowered to deal with all competition matters pertaining to Men's Football (subject to the authority of the MC).
- b) The committee shall be formed each year under the guidance of the Men's Football Chairman. It is suggested that no two members of the Men's Football Committee should be from the same club.
- c) The committee shall consist of a chairman and a minimum of 11 other persons.
- d) The General Manager shall supply the committee with copies of Men's Football correspondence received and inform the committee on all other relevant matters.
- e) Minutes of Men'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 Men's Football committee meetings to the KDSA MC and other relevant groups/individuals if required.

## 2.2 Competition Rules

The following competitions are available for entry: -

- a) Premier League and All Age - two-team squads or single teams; league format
- b) Under 21s - single teams; league format
- c) Over 35s - two-team squads or single teams; league format
- d) Over 45's – single teams; league format
- e) KDSA Cup - single teams; knockout format
- f) KDSA Over 35 Cup – single teams; knockout format
- g) Under 21 Challenge Cup – single teams; knockout format

Fixtures for the above a), c) & d) are scheduled on Saturday afternoons and Sundays where necessary. Fixtures for b), e), f) & g) are scheduled on Sundays. Fixtures may be scheduled on Friday or Saturday nights.

### 2.2.1 Squad/Team Entry (Nomination)

- a) Men's Football Committee shall publish a closing date for the entry of squads/teams for its competitions.
- b) Entries must be submitted to the relevant competition registrar by the published date.
- c) Following the closing date for entries, the Men's Football Committee shall arrange suitable competitions for the season. If insufficient entries are received for any competition, those squads/teams may be permitted to enter competitions conducted by neighbouring associations and any fees paid to the Association shall be refunded.
- d) Each nomination must include the name and contact details of the squad/team manager and coach. Details must be included on team nomination sheets.
- e) Each squad/team nominated is required to supply official referees and/or club officials as follows: -
  - i) Premier League and All Age Division 2 – one referee/club official per squad
  - ii) All Age Division 3 – two referees/club officials per squad
  - iii) All other squads (All Age, Over 35 & Over 45) – three referees/club officials.
  - iv) All single teams (Under 21s, All Age, Over 35 & Over 45) - three referee/club officials.
  - v) Club officials must attend workshops as specified by the Men's Football Committee. Referees must be members of the KDFRA and must fulfil the duties of KDFRA members.
  - vi) At least one club official must be available for, and referee matches when their team is the home team should no KDFRA Referee be appointed.
  - vii) Squad/team nominations must be accompanied by a bond of \$500. The bond will be refunded by deduction from the second invoice of fees upon squad or team fulfilling the requirements of 2.2.1. e.
- f) The minimum number of players to be registered in a single team is 12.
- g) The minimum number of players to be registered in a squad is 24.
- h) There is no maximum number of players to be registered in a team or squad.
- i) 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 Men's Football Committee.

#### 2.2.1.1 Promotion & Relegation

Squads/Teams are subject to promotion and relegation between divisions from year to year.

- a) The clubs in squad divisions whose first grade team finished in the bottom two positions in their division in the previous year may be relegated to the next lower division subject to the discretion of the Men's Football Committee.

- b) The clubs in squad divisions whose first grade team finished in the top two positions in their division in the previous year may be promoted to the next higher position subject to the discretion of the Men's Football Committee.
- c) Further promotions may be granted if positions are available
- d) Any club with two teams in a single team division that finished in the top two positions of that division may be invited to form squads to be promoted subject to the discretion of the Men's Football Committee.
- e) A club may have at most one squad in Premier League.
- f) New teams are placed in the lowest division subject to the discretion of the Men's Football Committee.

## **2.2.2 Late Team Entry or Withdrawal**

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

## **2.2.3 Player Eligibility**

Subject to dispensation that may be granted by the Men'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) Players may only play in age restricted competitions if they meet the age criteria on the day of the game.
- c) To be eligible to register in Men's Over 35s, players must turn at least 35 years of age within the season. Players cannot play in Men's Over 35s until they have turned 35.
- d) To be eligible to register in Men's Over 45s, players must turn at least 45 years of age within the season except that in 2010 each team may also register up to three players who were registered with the same team in 2009 and are either:
  - i. Aged between 44 and 45; or
  - ii. Aged 43 (at the start of the season) provided that they turned 43 during the 2009 season
- e) Players cannot play in All Age if they are fifteen (15) years of age or younger unless granted dispensation by Men's Football Committee.
- f) Players under suspension are not eligible to play until their suspension is duly served.
- g) Players may not play in a lower division within their age group than that in which they have registered.
- h) Players may play two matches in a higher division within their age group than that in which they have registered and return to play in their registered team. After the third occasion of playing in a higher division, they will be deemed to have transferred to the higher division squad/team and no longer be eligible to play in the squad/team in which they were originally registered.
- i) Players may play in any division of a different age group (or competition) than that in which they have registered provided they meet the age requirements. However, in accordance with h) above, if they have played three matches in a division of that age group, they may not play in a lower division of that age group.
- j) Where clubs have more than one team in a division or knockout competition, players may not play for more than one team.
- k) No player will be eligible to take part in any game if they are unable to present a current ID card at the match, for inspection by any official.
- l) Players whose names are not on the match card are not eligible to play in that match.
- m) 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 Men's Football Committee.
- n) No registrations will be accepted after 1st August without the approval of the MFC.
- o) Persons of any gender may register and play in men's football.

### **2.2.3.1 Reserve Grade Finals Series Matches**

- a) In squad divisions, to be eligible for reserve grade finals series, players registered in the squad must appear on at least five (5) of the last seven (7) Match Cards in games preceding the finals series.
- b) Players registered in lower divisions or other age groups may play if they are otherwise eligible.
- c) Dispensation may be applied for to the Men's Football Committee before any match is played in the series and must include:
  - i) The player's name and ID number.
  - ii) The playing history of the player.
  - iii) The reason for the application for dispensation.
- d) Managers should keep a record of who appears on match cards so eligible players can be easily listed.

## **2.2.4 Match Cards**

- a) All matches must have a match card – including friendly matches.
- b) Match cards must be completed by hand in INK or generated electronically.

- c) 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.
- d) Only eligible players may appear on the match card.
- e) Only players listed on the match card prior to the commencement of the match may play in the match.
- f) Players appearing on the match card shall be deemed to have played in the match, whether they actually took the field or not.
- g) Managers must sign the match card confirming ID acceptance prior to commencement of any game.
- h) 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.
- i) Each match card must be received at the association office no later than noon on the Tuesday following each game. If a match card is not received then any score entered to the web site shall be final.

#### **2.2.4.1 Matches in Dispute**

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

- a) The disputing manager must, on the day of the match, notify the Division Liaison that they will be disputing the match;
- b) The disputing manager must submit a report in writing to the Men's Football Committee via their club secretary within 7 days of the match detailing the circumstances surrounding the dispute and citing the rules that allegedly have been breached;
- c) The parties will be notified of the dispute and of the time and place when the Men'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;
- d) The Men's Football Committee may seek further evidence from additional sources;
- e) Following the committee hearing, the parties will be notified of the result and of their right of protest.

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

#### **2.2.5 Referees**

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

- a) In squad divisions, the home team provides a club official (see 2.2.1.e) and each team provides one assistant referee.
- b) In single team divisions, the home team provides a club official (see 2.2.1.e) and two assistants to the alternate fixture. In the event there is no alternate fixture, the home team provides a club official (see 2.2.1.e) and each team provides one assistant referee. An "alternate fixture" for a 1pm game means the Men's 3pm fixture on the same pitch and vice versa for the 3pm fixture.
- c) The club official who officiates at the game must referee the whole game.

#### **2.2.6 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) Provide officials (see 2.2.1.e) if no qualified referees are present.
- e) Home team manager to supply match card, complete and hand to away team manager at least 15 mins before kick-off.
- f) Away team manager to complete match card and meet with home team manager for ID check at least 5 mins before kick-off.
- g) Perform ID check and sign match card prior to commencement of each game.
- h) Ensure players are correctly attired.
- i) Provide an approved, licensed, properly inflated match ball prior to game start.
- j) Ensure alcohol is not present.
- k) Ensure players sent from the field leave the vicinity of the field.
- l) Ensure cleanliness of venue.
- m) Match cards must be handed to the winning team by the referee, to the home team in case of a draw. The team in possession of the match card must ensure that the match card is delivered to the Ku-ring-gai Soccer office by noon on the Tuesday following the game.
- n) Both managers to notify results to Division Liaison by the method specified by that person, but in any event, not later than 8pm for Saturday matches or 6pm for Sunday matches.

## 2.2.7 Modifications to the Laws of the Game

### 2.2.7.1 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.

### 2.2.7.2 The Ball

An approved, licensed, Size 5 ball shall be used in all competitions.

### 2.2.7.3 The Duration of Play

- a) All Men's football competitions 90 minutes (45 mins per half)
- b) The half-time interval shall not exceed 5 mins in all matches.
- c) Delayed start matches shall have their halves reduced to a minimum of 60 minutes (30 mins per half).
- d) Stoppage time may not be played in a 1pm game if a 3pm game is played on the same pitch.

### 2.2.7.4 The Players' Equipment

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

### 2.2.7.5 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) Premier League (1st Grade only) and All Age Division 2 (1st grade only) – each team may make 5 substitutions.
- d) For all other Men's Competitions, including Cup Competitions, Interchange shall apply. Players who have been interchanged during a match may still take part in the match.

## 2.2.8 Competition Points and Tables

- a) Competition points shall be awarded as follows: -
  - i) Win = 3 points
  - ii) Draw = 1 point
  - iii) Loss = 0 point
- 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 competition shall compete in a finals series, time permitting.
- e) Competition tables will be published on the KDSA website – [kdsa.asn.au](http://kdsa.asn.au).

## 2.2.9 Results

- a) Results must be notified to the Division Liaison by the method and time specified by that person, but in any event, not later than 8pm for Saturday matches or 6pm for Sunday matches (both teams).
- b) A one point penalty may be imposed on a team not notifying its results
- c) Results will be published on the KDSA website – [www.kdsa.asn.au](http://www.kdsa.asn.au).

## 2.2.10 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.

### 2.2.10.1 Forfeit with notice

- a) Clubs forfeiting after 4pm of the last working day in any week must advise the opposition Club.
- b) 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.
- c) In squad divisions, no 1st grade fixture may be forfeited without a corresponding forfeit in the reserve grade fixture.
- d) 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.

### 2.2.10.2 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 lapsed 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.

### **2.2.10.3 Ineligible Players**

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

### **2.2.10.4 Consecutive Forfeits**

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

## **2.2.11 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 15-minute periods may be played depending upon sufficient light. Golden goal rule applies. Then: -
- b) Kicks from the Penalty Mark

## **2.2.12 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 Men's Football Committee;
  - iii) The referee appointed to control the match.
- b) Abandoned/Cancelled matches may be rescheduled at the discretion of the Men's Football Committee.
- c) A full round that is cancelled due to weather or other circumstances before the June long-weekend may be made up on or before the June long-weekend. A full round that is cancelled due to weather or other circumstances after the June long-weekend may be made up immediately following the previously advertised premiership end date.

## **2.3 Trophies**

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

### **2.3.1 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.

## **2.4 Champion of Champions**

The winners of Premier League, Under 21s and Over 35 Division 1 shall be invited to represent the KDSA in the Champion of Champions competition at the end of the season.

## **2.5 Protests**

Decisions of the Men'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 Men'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.

### **2.5.1 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.

# INFORMATION FOR MANAGERS

## Code of Conduct

The KDSA has codes of conduct that are published in the By-Laws and in this document. All players, managers, coaches and club officials must adhere to the code of conduct.

## Club Championship

The results of competition teams contribute to your club's tally of club championship points. Clubs must have a minimum of 2 teams in each of 2 of the Competition structures (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 Ku-ring-gai Soccer.

## Late Registrations

Late registrations are effected by your Club Registrar via the KDSA Online Registration System. A player may play once registered and having a temporary ID card or an existing ID card.

## Alcohol

Alcohol is not permitted on any ground at any time

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

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

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

- k) All suspensions must be served in the next game[s] played by the player's registered team. A player sent off in a 1pm game cannot play in the 3pm game, but that 3pm game does not count towards any automatic suspension
- l) Players who play whilst suspended shall receive a one-match suspension for each game played whilst suspended, in addition to the suspension already imposed.
- m) Forms on which a club official acting as referee records Send-offs and Cautions is attached to this manual. A form must be completed by the person who refereed the game, regardless of whether that person was or was not appointed to the game by KDFRA

### **Responsibility of Manager**

It is the responsibility of the manager to ensure the above conditions are complied with, and further that:

- a) 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 advise the manager of the exact charge for which the player has been sent off. The team manager will advise the player of the referee's reason for sending the player from the field.
- b) Ignorance of procedure will not be accepted as a reason for non-attendance at P & D hearing.
- c) 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 his/her I.D. card will have the hearing postponed, and will not be permitted to play until he/she complies. Managers must ensure that players sent off leave the oval immediately.
- d) Suspended players are not permitted to sit or stand on the sideline at games from which they are suspended, nor to act as trainers.
- e) Team Managers must inform Club Secretary of players sent from the field as soon as possible.
- f) 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 7.30 p.m. Hearings are generally based in order of signing in, except that any junior players receive 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 21 of this manual.

### **Public Liability**

#### ***Never admit liability or hint at insurance.***

- Report potentially dangerous situations to your club secretary immediately (eg 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.
- In case of injury administer first-aid or seek medical help, without admission of liability.

### **Grounds**

#### **Dressing**

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

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

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

### **Locations**

Appear on the web site.

### **Ground Manager**

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

### **Rescheduling of games when grounds are closed**

When grounds are closed, the Men's Football Committee may reschedule fixtures to different grounds and/or times. Preference in the use of grounds that are open may be given to particular divisions or teams. This means that your game may be moved or cancelled even if the ground on which it was due to be played is open; and conversely, that your game may go ahead at a different time and/or location even if the ground on which it was due to be played is closed. Changes to fixtures will be recorded on KDSA's website.

## **Safety & Health**

### **Ground Safety**

Managers should inspect the safety of the ground before playing.

### **Infectious Diseases**

Bleeding players **must** leave the field, and 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**

Shin Pads **must** be worn by all players.

Mouthguards are recommended.

Players are NOT PERMITTED to wear watches or jewellery.

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.

## **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, Robertson and (Bill) Cullinan Cup (State Cup dates in Calendar)
- Sydney Cup
- Waratah 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 no qualified referee is in attendance the home team must appoint a club official, as explained in By-Law 2.2.1 above.
- Wherever possible it is recommended that coaches *not* be the referee. On-field coaching is not permitted.
- Managers should encourage players and team supporters to undertake the refereeing courses to help increase the supply of official referees. Always have a whistle at the game (just in case). All teams should have at least one Assistant Referee's flag in their kit, for use if an official KDSRA referee is not present at the game.

***Remember – Referees are not there to be abused by anyone. Managers are responsible for the conduct of your spectators.***

## Fixture Change Request

If a team may request, in writing to the Men's Football Committee, that a fixture be rescheduled The Committee has discretion whether or not to accept the request.

## Forfeits

Forfeits must be notified in writing, using the form at the end of this manual

# WORKING WITH CHILDREN

This information is included in Men's Manual because there will be times when players younger than 18 play in Men's fixtures.

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 (Attached). This form is attached to this manual or 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 club.

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.

## CODE OF CONDUCT

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

It is an offence to: -

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

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

### Players

1. Play by the rules.
2. Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
3. 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.
4. Work equally hard for yourself and/or your team. Your team's performance will benefit, and so will you.
5. Be a good sport. Applaud all good plays whether your team or the opposition makes them.
6. Treat all participants in your sport, as you like to be treated. Do not bully or take unfair advantage of another competitor.
7. Cooperate with your coach, teammates and opponents. Without them there would be no competition.
8. Participate for your own enjoyment and benefit, not just to please parents and coaches.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

### Coaches

1. Remember that people participate for pleasure and winning is only part of the fun.
2. Never ridicule or yell at a player for making a mistake or not coming first.
3. Be reasonable in your demands on players' time, energy and enthusiasm.
4. Operate within the rules and spirit of your sport and teach your players to do the same.

5. Ensure that the time players spend with you is a positive experience. All people are deserving of equal attention and opportunities.
6. Avoid overplaying the talented players; the “just average” need and deserve equal time.
7. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
8. 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.
9. 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.
10. Show concern and caution toward sick and injured
11. Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
12. Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
13. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
14. No one is to stand on or behind the goal line.

## Officials

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

## Spectators

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

## Sport Rage

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

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

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

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

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

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

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

### **Be a good sport**

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

### **Respect your opponent**

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

### **Respect officials**

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

### **Uphold the code of conduct**

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

## **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*

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

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

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

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

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

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

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

# MEN'S CALENDAR

All dates are subject to change by KDSA. The website will be updated with changes. Wet weather may restrict the playing of Semi-Finals and Finals.

Date	Fixtures
1 March	All Age Committee forms divisions
16 March*	All Age Managers Meeting (North)* - Clubhouse Montview Oval
18 March*	All Age Managers Meeting (South)* - Lindfield Sports Club
2, 4 April	Easter
10, 11 April	Round 1 / Sun; M O35/2
17, 18 April	Round 2 / Sun; M O35/1
24, 25 April	Round 3 / Sun; M O35/4 & O35/5
1, 2 May	Round 4 / Sun; M O45/1, O45/2 & AA/7; KDSA Cup Round1 (a)
8, 9 May; Mothers' Day	Round 5 / Sun; M O35/3; Round 1 S,R,C Cups
15, 16 May	Round 6 / Sun; M AA/5 & AA/6; KDSA Cup Round1 (a)
22, 23 May	Round 7 / Sun; M AA/4 Round 2 S,R,C Cups
29, 30 May	Round 8 / Sun; M AA/3 RCC Round 1
5, 6 June	Round 9 / Sun; M AA/2; Round 3 S,R,C Cups
12, 13, 14 June	Round 10 / Sun; M O35/2 / Mon:Spare Full Round
19, 20 June	Round 11 / Sun; M O35/3; Round 4 S,R,C Cups
26, 27 June	Round 12 / Sun; M O35/4 & O35/5 ; Semi Finals S,R,C Cups
3, 4 July	Round 13 / Sun; M O45/1, O45/2 & AA/7
10, 11 July	Round 14 / Sun; M O35/1;Rick Close Cup Round 2
17, 18 July	Round 15 / Sun; M AA/5 & AA/6; Finals S,R,C Cups
24, 25 July	Round 16 / Sun; M AA/4
31 July, 1 August	Round 17 / Sun; M AA/3;Rick Close Cup Semis
1 Aug	<i>Player Late Registration Cut-off Date</i>
7, 8 Aug	Round 18 / Sun:M AA/2;KDSA Cup Semis
14, 15 Aug	Semi-Finals
21, 22 Aug	Finals & North vs South
28, 29 Aug	Gala Days Juniors, Girls
4 Sep	KDSA Cup & Rick Close Cup Finals Day

\* Managers of Men's teams must attend one of these Men's Football Managers meetings.

\*\* Dates for further rounds of Cups will be advertised on KDSA website

# 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

# WORKING WITH CHILDREN FORM

## ATTACHMENT 4

### 6.4 PROHIBITED EMPLOYMENT DECLARATION



The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment.

It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the *Working With Children Employer Guidelines*.

**Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:**

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

**NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.**

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

**Under *Commission for Children and Young People Act 1998*:**

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- penalties are imposed for non compliance.

The Working With Children Employer Guidelines December 2006

continued next page

ATTACHMENT 4 (CONTINUED)

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.



I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

All fields must be completed. Please use block letters.

Name: \_\_\_\_\_

Aliases (previous/other names): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Contact telephone number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**NOTE: Seek legal advice if you are unsure of your status as a prohibited person.**

**THIS FORM IS TO BE RETURNED TO YOUR EMPLOYER**

# 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 Convenor	.....

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Football Committee Chair .....

**FAX TO KDSA - 9477 2854**  
**OR SCAN AND EMAIL to admin@kdsa.asna.u**



# Send-Off Report

<b>Match</b>	
<input type="text"/>	V <input type="text"/>
Competition: <input type="text"/>	Grade: <input type="text"/> Division: <input type="text"/>
Ground: <input type="text"/>	Date: <input type="text"/> K.O.: <input type="text"/>

<b>Offence Type</b>	
<input type="checkbox"/>	R1 - Striking
<input type="checkbox"/>	R2 - Kicking
<input type="checkbox"/>	R3 - Elbowing
<input type="checkbox"/>	R4 - Spitting
	Denies obvious goal-scoring opportunity by
<input type="checkbox"/>	R5 - tripping
<input type="checkbox"/>	R6 - holding
<input type="checkbox"/>	R - impeding
<input type="checkbox"/>	R - handling the ball
<input type="checkbox"/>	R9 - Violent tackle from behind
<input type="checkbox"/>	R10 - "Over the ball" tackle
<input type="checkbox"/>	R11 - Made obscene gestures
<input type="checkbox"/>	R12 - Offensive, insulting or abusive language
<input type="checkbox"/>	R13 - Second cautionable offence
<input type="checkbox"/>	R14 - Send-off offence not previously specified

<b>Player</b>	
Name:	<input type="text"/>
Team:	<input type="text"/>
Shirt:	<input type="text"/>
I.D. No:	<input type="text"/>

<b>Offence</b>	
<input type="checkbox"/>	Serious foul play
<input type="checkbox"/>	Violent conduct
<input type="checkbox"/>	Spitting at any person
<input type="checkbox"/>	Offensive, insulting or abusive language
	Denies obvious goal-scoring opportunity by
<input type="checkbox"/>	- handling the ball
<input type="checkbox"/>	- fouling the opponent
<input type="checkbox"/>	Second cautionable offence

Minute of the Game:	<input type="text"/>
Game score at the time of incident:	<input type="text"/>

Description of incident (Describe fully the events leading up to and about the incident)

<b>Referee</b>	I was the <input type="checkbox"/>	<b>REFEREE</b>	<input type="checkbox"/>	<b>ASSISTANT REFEREE</b>
Signed:	<input type="text" value="(Typed name here acceptable)"/>		Name (Print):	<input type="text" value="(Type name here also)"/>