



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

**ALL AGE COMPETITION**

**MEN and WOMEN**

**TEAM MANAGER'S MANUAL**

**2009**

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## Introduction

This Manual is available to Team Managers from the KDSA web site in the library – [www.kdsa.asn.au](http://www.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 and Women's Football Committee are sub-committees of the KDSA, and are charged with the running of Men's & Women's Competitions respectively. They are made up of at least 12 members from a range of clubs, and provide at least one Liaison 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://www.kdsa.asn.au">www.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
GIRLS/WOMEN'S COMMITTEE	CHAIR	Rhondda Shaw	0423 165 668	rhonddashaw@hotmail.com
	REGISTRAR	Penny Howell	0416 144 680	spunkrocker@optusnet.com.au
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 : 4 April 2009 to 29 August 2009

Women : 5 April 2009 to 30 August 2009

# 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 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  
Team Manager ↔ Division Liaison ↔ Men's / Womens Chairman ↔ Management Committee

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

The KDSA 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 web site 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.

Some clubs and teams will have their own home page and are responsible for maintaining their own page. Contact your club secretary to sort out the use of this team home page. The Association's web site - [www.kdsa.asn.au](http://www.kdsa.asn.au) - is the only official web site for KDSA information distribution. As Team Manager it is your duty to make sure all your players are aware of and read the important information on the KDSA website.

Many clubs also distribute a club newsletter which presents an opportunity to print and distribute website information if you wish.

## Contacts

### Men's Football Committee

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.i.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	Richard Lyon	0417 497 289	Richard.Lyon@bigpond.com
MO35 DIV. 4	Keith Woolley	0413 314 774	keithw@smartchat.net.au
MO35 DIV. 5	Simon Wheeler	0414 517 019	Simon.wheeler@gmail.com
OVER 45	Mark Bryant	0412 478 652	markbbryant@bigpond.com
KDSA CUP	Richard Pilgrim	0427 206 786	richard.pilgrim@civilab.com
RICK CLOSE CUP	John Hill	0413 005 054	hilljohn001@hotmail.com

### Girls/Women's Football Committee

CHAIR	Rhonda Shaw	0423 165 668	rhonddashaw@hotmail.com
REGISTRAR	Penny Howell	0416 144 680	spunkrocker@optusnet.com.au

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 & GIRLS/WOMEN'S FOOTBALL BY-LAWS

## Men's Football Committee and Girls/Women's Football Committee

- a) The Men's Football and Girls/Women's Football Committees shall be empowered to deal with all competition matters pertaining to Men's and Women's football (subject to the authority of the MC).
- b) The committees shall be formed each year under the guidance of the Committee Chairs. It is suggested that no two members of each Committee should be from the same club.
- c) The Men's Football Committee shall consist of a chairman and a minimum of 11 other persons. Girls/Women's Football Committee shall consist of a chair and a minimum of 5 other persons.
- d) The General Manager shall supply the committees with copies of relevant correspondence received and inform the committee on all other relevant matters.
- e) The General Manager shall provide minutes from the committee meetings.

## Competition Rules

The following competitions are available for entry:-

- a) Men's Premier League and Men's All Age - two-team squads or single teams, league format
- b) Men's Under 21s - single teams, league format
- c) Men's Over 35s - two-team squads or single teams, league format
- d) Men's Over 45s – single teams, league format
- e) KDSA Cup - single teams, knockout format
- f) KDSA Rick Close Over 35 Cup – single teams, knockout format
- g) Women's All Age – two-team squads (if sufficient entries) or single teams , league format
- h) Womens Over 35s –single teams, league format

Fixtures for the above a)-d) are scheduled on Saturday afternoons and Sunday afternoons where necessary. Fixtures for e)-h) are scheduled on Sundays. Fixtures may be scheduled on Friday or Saturday nights for any competition.

## Team Entry (Team Nomination)

- a) The Committees shall publish a closing date for the entry of teams for its competitions. Entries must be submitted to the relevant competition registrar by the published date.
- b) Following the closing date for entries, the Committees 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 team entry must include the name and contact details of the team manager. Details shall be included on team registration page at time of registration.
- d) Each team entry must include the name and contact details of the persons to become team referees. Each team is required to supply referees as follows:-
  - i) Men's Premier League and Men's All Age Division 2 – one referee per squad
  - ii) Men's All Age Division 3 – two referees per squad
  - iii) All other squads (Men's All Age & Over 35 ) – three referees
  - iv) All single teams ( Men's All Age, Under 21, Over 35 & Over 45) – three referees
  - v) All Womens teams - one referee
- e) The club referees must join the referee's association and must fulfil the duties of the referee's association members.
- f) At least one club referee must be available to referee matches when their team is the home team.
- g) Each Men's team entry must be accompanied by a payment of \$500 per team or squad as a bond, which will be refunded on compliance with section d) above.

## Promotion & Relegation

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

**Men's:** -

- a) The clubs with the bottom two teams in squad divisions are automatically relegated.

- b) The clubs with the top two teams in squad divisions are automatically promoted (subject to point iv)
- c) The clubs with the top two teams in single team divisions are invited to form squads to be promoted.
- d) A club may have at most one squad in Premier League.
- e) New teams are placed in the lowest division subject to the discretion of the Men's Football Committee.

#### **Women's: -**

- a) The top team in each division will be automatically promoted.
- b) The bottom team in each division will be automatically relegated.

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

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

- a) Late entries may be accepted at the discretion of the Men's Football and Girls/Women's Football Committees, 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.

### **Player Eligibility**

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

- a) Players must be properly registered.
- b) Players may only play in age restricted competitions if they meet the age criteria.
- c) Players must be 16 years or older to play in All Age competitions unless granted dispensation by the relevant football committee.
- d) Players under suspension are not eligible to play until their suspension is duly served.
- e) Players may not play in a lower division than that which they have registered within their age group.
- f) Players may play two matches in a higher division than that 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.
- g) Players may play in a different age group (or competition) than that which they have registered provided they meet the age requirements. However, 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.
- h) To be eligible to register in Over 45's, players must be at least 45 years of age: except that in 2009 each team may also register up to three (3) players who were registered with the same team in 2008 and are either: -
  - i) aged between 43 and 45 inclusive;
  - ii) aged 42 (at the start of the season) provided that they turned 42 during the 2008 season. (Refer section 2.2.3 (c) of the KDSA By –Laws.
- i) To be eligible to register in Women's Over 35's, players must be at least 35 years of age. In 2009 players who are 30 years of age and older will be permitted to register provided they played Over 30's in 2008. They will remain eligible to play in Over 35's provided they maintain continuous registration in Over 35's.
- j) Where clubs have more than one team in a division or knock-out 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.

#### ***Dispensation***

Applications for dispensation may be made to the Men's Football and Girls/Women's Football Committees and must include:-

- a) The player's name and ID number.
- b) The playing history of the player.
- c) The reason for the application for dispensation.

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

To be eligible for reserve grade finals matches, players must appear on 5 of the last 7 match cards.

## **Match Cards**

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

## **Matches in Dispute**

Managers 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 in the case of Men's Football and the Committee Chairman in the case of Women's Football, that they will be disputing the match.
- b) The disputing manager must submit a report in writing to the Men's Football Committee or 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 have allegedly been breached.
- c) The parties will be notified of the dispute and of the time and place where the matter will be heard by the Men's Football Committee or Girls/Women's Football Committee. The parties may make written submissions to the committee and/or make personal representations at the committee hearing.
- d) The Men's Football Committee or Girls/Women'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 or Girls/Women's Football Committee may also initiate proceedings without a "Match in Dispute" where a breach of the rules is evident.

## **Referees**

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

- a) In squad divisions, the home team provides a qualified referee and each team provides one assistant referee.
- b) In single team divisions, the home team provides a qualified referee and two assistants to the alternate fixture. In the event there is no alternate fixture, the home team provides a qualified referee and each team provides one assistant referee.
- c) In the case of Women's Football, if no qualified referees are present, team managers shall mutually appoint a referee and assistant referees.
- d) In the case of Men's Football if no qualified referees are present, the home team manager must find and provide a suitable persons to referee and assist.

## **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 referee and assist the referee as requested.
- d) Mutually appoint a referee and assistant referees if no qualified referees are present.
- e) Home team manager to supply match card, complete and hand to away team manager at least 15mins before kick-off.
- f) Away team manager to complete match card and meet with home team manager for ID check at least 5mins 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 who are sent from the field leave the vicinity of the field.
- l) Ensure cleanliness of venue.
- m) Winning team manager (or home team manager in the event of a draw) to return match card to KDSA within stipulated timeframe.
- n) Both Mens managers to call results to Division Liaison by 8pm for Saturday matches or 6pm for Sunday matches.
- o) All Womens results are to be communicated to their respective club recorder/secretary on the day of the match.

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

### *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.

### *The Ball*

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

### *The Duration of Play*

- a) Under 21s – 90 minutes (45 mins per half).
- b) All Age – 90 minutes (45 mins per half).
- c) Over 35s & Over 45s – 90 minutes (45 mins per half).
- d) The half-time interval shall not exceed 5 mins in all matches.
- e) Delayed start matches shall have their play reduced to a minimum of 60 minutes (30 mins per half).
- f) Stoppage time may be played in 1st grade 3pm matches only.

### *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.

### *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) Under 21s, Premier League and Men's All Age Division 2 – each team may make 5 substitutions.
- d) Men's All Age Divisions 3 and lower – Interchange shall apply. Players who have been interchanged during a match may still take further part in the match.
- e) Men's & Women's Over 35s, Men's Over 45s and Women's All Age– Interchange shall apply. Players who have been interchanged during a match may still take further part in the match.

## **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 competition shall compete in a finals series, time permitting.

- e) Competition tables will be published on the KDSA website – www.kdsa.asn.au

## **Results**

- a) Men : Results must be phoned to the Division Liaison before 8pm for Saturday matches or 6pm for Sunday matches (both teams).
- b) Women : All teams must submit match results to your club recorder/secretary by 6pm on the day of the match.
- c) Results will be published on the KDSA website – www.kdsa.asn.au

## **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.

### *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) In squad divisions, no 1st grade fixture may be forfeited without a corresponding forfeit in the reserve grade fixture.
- c) Teams forfeiting after 4 pm of the last working day in any week must advise the opposition Club Secretary, the KDSRA and the KDSA Office.

### *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 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 the By-Laws.

### *Ineligible Players*

- a) Any team playing an ineligible player shall 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 or Girls/Womens Football Committee.

### *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 or Girls/Womens Football Committee.

## **Abandoned/Cancelled Matches**

- a) All matches must be played at the time and place advertised, except where abandoned or cancelled by: -
  - i) The General Manager
  - ii) The Men's Football Committee or 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 Men's Football Committee or Girls/Women's Football Committee.
- c) Where a full round is cancelled due to weather or other circumstances before the June long-weekend such round will be made up by the June long-weekend. Where a full round is cancelled due to weather or other circumstances after the June long-weekend such round will be made up immediately following the previously advertised premiership end date.

## **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 shall be played, Golden Goal rule applies; then
- b) Kicks from the Penalty Mark

## **Trophies**

1. A perpetual trophy and tankards (Men's) or goblets (Women's) shall be awarded to the winners in each grade of the season's competitions.
2. Medallions shall be awarded to the runners up in each grade of the season's competitions.
3. Medallions shall be awarded to the winners and runners up in finals series for each grade.
4. Pennants shall be awarded to the winning team of the season's competitions and finals series for each grade.

### *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) Perpetual trophies cannot be won outright by any club. All perpetual trophies shall be returned to the Association before 1st May each year, or upon demand by the Association. Failure to return trophies by any club by this date will render it liable to the penalties as prescribed in the By-Laws.
- d) 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.

## **Champion of Champions**

The winners of Premier League, Under 21s, Over 35 Division 1, Women's All Age Division 1 and Women's Over 35 Division 1 shall be invited to represent the KDSA in the Football NSW Champion of Champions competition at the end of the season, provided Football NSW conducts a competition.

## **Protests**

Decisions of the Men's Football Committee or 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 7 days of notification of the relevant committee's decision;
- b) state the exact wording of the decision being protested against;
- c) cite grounds for the protest;
- d) include a club cheque for the protest fee of \$200.

### **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 in the execution of their duties.

## 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.

## Dual Registration

Players may NOT be simultaneously registered with any other soccer /football club and with a club of the KDSA.

## Insurance Claims

Your club secretary has an Insurance claims manual and forms. Claims MUST be lodged within thirty (30) days of injury and must be forwarded direct to Concord Insurance once the Club Secretary has verified the player's registration.

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 they are registered and have a temporary ID card or an existing ID card.

## Over 35's and Over 45's

Players may REGISTER in Over 35 competitions if they are or will turn at least 35 years of age during the season.\*  
Players may only PLAY in Over 35 competitions if they are at least 35 years of age.\*

Players may REGISTER in Over 45 competitions if they are or will turn at least 45 years of age during the season.  
Players may only PLAY in Over 45 competitions if they are at least 45 years of age.

In 2009 teams will be permitted to register in Over 45 three players between the ages of 43 and 45 inclusive who were registered as Over 35 players in 2008. Players who turned 42 during the 2008 season are also eligible.

In 2009 teams will be permitted to register in Women's Over 35 any player who was registered in Women's Over 30 competition in KDSA in 2008.

## Player Registration Requirements

If a player was not registered with your club in the preceding season then they must provide a clearance (if registered in KDSA) or a statutory declaration (if registered outside KDSA or not having played).

## Protests

Any team may protest, in writing through their club secretary, to the KDSA General Manager on any matter relating to, or arising out of the competitions conducted by the Association. The procedure is outlined on page 10 of this manual.

## 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**

It is the responsibility of the manager to ensure the above conditions are complied with.

- 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.
- 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 their I.D. card will have their hearing postponed, and will not be permitted to play until he/she complies. The player must also take the referees send off advice to the P & D hearing as well
- d) 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 7.30 p.m. Hearings are generally based in order of signing in with any junior players receiving preference.

### **Playing Strip**

Each registered Club has an approved playing strip. Teams not correctly attired, risk fines of \$10.00 per player not correctly attired.

If a club wishes to change their playing strip, it is their responsibility to make application for change via their Club Secretary to KDSA **BEFORE** purchasing a new strip as such application may well be rejected by KDSA.

All teams must have access to an approved 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.

Advertising on the strip is allowed BUT only AFTER approval is obtained from KDSA (Alcohol & Tobacco Advertising is not permissible).

## Alternate Strip

Teams are to wear their approved club strip at all times, except where there is a clash of colours with the opposition. Where the colours of opposing teams in any match are similar, the home team is to provide an approved alternate strip (the home team is the first team mentioned in the draw).

## Dress Code

- All players must be dressed correctly in approved club strip (socks, shorts, club shirt) and comply with the laws of the game. Teams not correctly attired, risk fines of \$10.00 per player not correctly attired.
- All players must wear individually numbered shirts. No duplication of numbers permitted.
- 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 on the field

## 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 (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.

## 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 from men's games must be phoned through to the Division Liaison before 8pm for Saturday matches or 6pm for Sunday matches (both winning and losing team).

Failure to phone in results – 1 point deduction per offence at the discretion of Men's Football Committee.

Women's results must be communicated to club recorder/secretary by 6pm on the day of the match (both winning and losing team)

## 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

Appears 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 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**

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
- Tiger Turf 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 [www.kdsa.asn.au](http://www.kdsa.asn.au)**

## **Registered Player Numbers & Replacements**

Squads - minimum 24 registered players

Single teams - minimum 12 registered players: 16

Play 11 a side (maximum 5 interchange/substitution)

## Interchange

- Interchange applies in Men's All Age Divisions 3 to 7, Under 21, Over 35, Over 45 and all Women's football.
- 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 KDSA will adjudicate result.

## Match Cards & Results

The home team (i.e. the first team listed in the draw) provides the match card. All matches must have a match card, *including Friendly Matches*.

Make sure that you –

- Read the procedure and information on the back of the card.
- Complete the match card in ink. Pre-printed team lists are not allowed.
- Correctly complete the match details (for both teams) at the top of the card.
- Add all players' identification card numbers on the card, against their shirt number.
- Verify the identity of the players on the opposing team, and that they are eligible to play. Failure to comply - \$50 fine.
- Print your name and sign the card.
- Have the score correctly filled in on the back of the card after the game
- Arrange for the winning team (or home team in the case of a draw) to lodge the Match Card with their club recorder immediately. Result Card is to be completed and lodged by the losing team (or away team in the case of a draw) with their club's recorder. Club recorders are required to lodge all cards with KDSA by the following Tuesday.
- Managers must be able to produce photo ID cards of all players listed on the match card, before the game starts.
- Once a game has commenced no player can be added to the card.
- Hand the match card to referee 10 minutes before kick-off. Failure to complete the match card by the stipulated time will result in a fine of \$25.

Incorrect or incomplete cards attract a minimum \$25 fine per card

Incorrect player information on match card will attract a \$10 fine per offence.

Late lodgement of cards also attracts a \$25 fine.

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 [www.kdsa.asn.au](http://www.kdsa.asn.au) and in the North Shore Times and Advocate as soon as possible, and is 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 their club secretary notifies the 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.

## 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 referee (one who has been nominated in accordance with Team Entry d) on page 7 of this manual.

If no referee is available the process described on page 9 of this manual under referees should be followed. This person must complete a Prohibited Employment Declaration Form (Attached) if the match involves refereeing minors.

Wherever possible it is recommended that coaches not be the referee, as on-field coaching is not permitted.

Encourage players and team supporters to undertake the refereeing courses, which are run during the year to help increase the supply of official referees. 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 KDSRA referee is not present at the game.

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

***The Competition Committees will not accept poor behaviour towards referees.***

## Fixture Change Request

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

## Forfeits

(Please see the procedure in the By-Laws)

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

A minimum of 7 players is required to start the match.

Please note: teams that forfeit on a Saturday are deemed to have forfeited any game that may have been scheduled for the Sunday of the same weekend.

# 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 (Attached). This form is attached to this manual or available from the KDSA website library [www.kdsa.asn.au](http://www.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.

# MANAGER'S CHECKLIST – MATCH DAY

The team manager is responsible for the following duties:

- a) Check playing ground for safety – ensure no safety hazards.
- b) Check all players are registered properly (player ID cards)
- a) Equipment (licensed match ball - properly inflated, playing strip, first aid, ice, pump & needle, match card)
- b) The home team is responsible for the provision and completion of the match card.
- c) Correct completion of match card by both teams prior to start of game (Failure to comply could mean loss of points and/or a fine).
- d) Ensuring that all substitute/interchange players are listed on match card. You may list five substitutes/interchange and may use five only.
- e) Prior to signing match card satisfy yourself as to credentials of opposition team ie: checking the photo ID cards is **COMPULSORY**. Opposing managers **MUST** check player's shirt number, and match card correctness. Clubs will be fined for non compliance. The pre-match ID Check does not involve the Referee.
- f) Ensuring all players are attired in the correct strip and that each player's number matches the number he is recorded next to on the match card. Fines will be imposed for players incorrectly attired.
- g) In the event of a clash of colours (unless otherwise advised by the Men's Football Committee or Girls/Women's Football Committee) the home team (or the first mentioned team if on a neutral ground) must change to their alternate strip.
- h) Referees duties – if no officials are present, ensure duties are carried out in compliance with KDSA.
- i) Appointment of a Ground Manager and introduction of such to the Referee.
- j) The cleanliness of the oval and the dressing rooms - if KDSA is fined by the council rest assured that the fine will be passed on.
- k) It is your responsibility to ensure that any player sent from the field by the referee leaves the OVAL - a player sent off is not allowed to stand on the sideline. At the conclusion of the match it is your responsibility to check with the referee the charge of the send off.
- l) The winning team manager (in the event of a draw the manager of the home team listed will collect the match card from the referee and return it to the club secretary or club recorder. The club will be responsible for delivery to KDSA Office (5/27-29 Salisbury Rd, Hornsby) or KDSA Post Box (P.O. Box 3288 Asquith, 2077).
- m) **MEN** : Both managers must phone result to Liaison before 8pm for Saturday games or 6pm for Sunday games - WIN, LOSE or DRAW.
- n) **WOMEN** : Both managers must communicate the result to your club recorder/secretary before 6pm on the day of the match - WIN, LOSE or DRAW.
- o) **NO ALCOHOL** – alcohol is banned at all KDSA games

## **Some advice to managers:**

- a) Make sure you have the right time on your watch – call 1194 for the correct time.
- b) To assist in filling out the match card, keep a list of players and ID numbers. Use this list to keep track of attendance and shirt numbers. Information can then be quickly and easily transferred to the match card.
- c) Home teams should fill out the match card and hand it to the opposition 20 minutes before kickoff.
- d) Away teams should fill out the match card and hand it to the referee 10 minutes before kickoff.
- e) Delegate some responsibilities to your players – balls, shirts, drink bottles etc.
- f) Always know where you can get some corner posts. If possible, keep them in your car. Nets are optional, corner posts are compulsory.
- g) **DO NOT** let ineligible players play – you will get the blame.
- h) **Alcohol is BANNED** – this is not a joke – this is for real. **NO ALCOHOL** - this is a condition of ground hire. If spectators are drinking, move them away from the field – over the fence. Matches have been abandoned because of this.

# 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 young people participate for pleasure and winning is only part of the fun.
2. Never ridicule or yell at a young 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 young 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 young person regardless of their gender, ability, cultural background or religion.
14. No one is to stand on or behind the goal line.

## Officials

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

## Spectators

1. Remember that young 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 young people to do the same.
4. Never ridicule or scold a young 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 young person regardless of their gender, ability, cultural background or religion.
10. 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, 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.

# ALL AGE 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
3 March	All Age Committee forms divisions
25 March	All Age Managers Meeting (North)* - Montview Oval
27 March	All Age Managers Meeting (South)* - Lindfield Sports Club
4,5 April	Round 1 / Sun:MAA Div 4
11,13 April	Easter
18, 19 April	Round 2 / Sun:MAA Div 5
25, 26 April	Round 3 / Sun:MAA Div 6
2, 3 May	Round 4 / Sun:MAA Div 7;M45 Divs 1 & 2
9, 10 May; Mothers' Day	Round 5 / Sun:M35 Div 1;KDSA Cup Round 1a
16, 19 May	Round 6 / Sun:M35 Divs 2 & 3
23, 24 May	Round 7 / Sun:M35 Divs 3 & 4;KDSA Cup Round 1b
30,31 May	Round 8 / Sun:MAA Div 2;Rick Close Cup Round 1
6, 7, 8 June	Round 9 / Sun:MAA Div 3
13, 14 June	Round 10 / Sun:MAA Div 4/ Mon:Spare Full Round
20, 21 June	Round 11 / Sun:MAA Div 5;KDSA Cup Round 2
27, 28 June	Round 12 / Sun:MAA Div 6
4, 5 July	Round 13 / Sun:M35 Div 1
11, 12 July	Round 14 / Sun:MAA Div 7;M45 Divs 1 & 2;Rick Close Cup Round 2
18, 21 July	Round 15 / Sun:M35 Divs 2 & 3;KDSA Cup Round 3
25, 26 July	Round 16 / Sun:M35 Divs 3 & 4
1 Aug	<i>Player Late Registration Cut-off Date</i>
1, 2 Aug	Round 17 / Sun:MAA Div 2;Rick Close Cup Semis
8, 9 Aug	Round 18 / Sun:MAA Div 3;KDSA Cup Semis
15, 16 Aug	Semi-Finals
22, 23 Aug	Finals
6 Sep	KDSA Cup & Rick Close Cup Finals Day

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

**NOTE :** Women's matches will be played as per the above calendar, with all matches being on Sundays unless advised to the contrary through your club secretary.

## 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
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
Chase United	Orange, black trim	Black, orange trim	Black
Chatswood Rangers	Royal blue, white trim	White	Royal blue, white type
Dalleys	Blue & maroon halves, dark blue sleeves	Dark blue	Dark blue, white type
Gordon	White, royal blue trim	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	White, blue trim	Black	Black, blue tops
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 collar	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
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

### 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.

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**



# FIXTURE CHANGE REQUEST FORM

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

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

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

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

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

**Match details:**

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

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

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Club Secretary:

Date:

<b><u>OFFICE USE ONLY</u></b>		
KDSA Received	Date requesting and opposition club advised	.....
Date	Date KDFRA advised	.....
Time	Date Webmaster advised	.....
	Date I Batey advised	.....