



***Ku-ring-gai and District
Soccer Association Inc.***

2010 By-Laws



Contents

These By-Laws passed at meetings of the Management Committee form the procedural and functional basis for the operation of the Association, its officers and competitions, within the framework of the Rules of the Association.

It is the intent of the Management Committee to maintain the following principles throughout these By-Laws: -

Consistency, uniformity & equality

Impartiality

Love of the Game of Association Football

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1 Administration

1.1 Officers of the Association

1.1.1 President

The President shall: -

- a) Chair any general meetings and Committee of Management (MC) meetings, if present, and shall conduct such meetings in accordance with the rules of the Association. The Chairman shall have a casting vote.

1.1.2 Vice-President

The Vice-President shall: -

- a) Chair any general meetings and MC meetings in the absence of the President.
- b) Chair the Appeals Board.
- c) Undertake any duties found necessary in carrying out the affairs of the Association.
- d) Be an ex-officio member of all football committees.

1.1.3 Treasurer

The Treasurer shall: -

- a) Receive all moneys, giving an official receipt in return, and bank all moneys in the Association's bank accounts.
- b) Have charge of the bankbooks.
- c) Pay all amounts passed for payment as they fall due.
- d) Prepare an annual budget with the Finance Committee.
- e) Prepare and have audited a financial statement to be submitted to the Annual General meeting. Such statement to be circulated to all members prior to the Annual General meeting.
- f) Report to the MC monthly. All reports will be provided in the approved format.

1.1.4 Men's Football Committee Chairman

The Men's Football Committee Chairman shall: -

- a) Appoint members to the Men's Football Committee.
- b) Notify name, address and phone numbers of members of the Men's Football Committee to the Association.
- c) Chair the Men's Football Committee meetings.
- d) Supply to the General Manager minutes of all meetings held, for circulation to MC members prior to the next MC meeting. Minutes must be circulated in draft form to all Men's Football Committee members and MC members within 48 hours of meeting completion.
- e) Supply to the General Manager, in writing, any reports, correspondence or any actions taken by the Men's Football Committee. All reports will be provided in the approved format.

1.1.5 Men's Football Registrar/Recorder

The Men's Football Registrar/Recorder shall: -

- a) Receive and collate team entries.
- b) Check the player registrations against match cards as required.
- c) Impose the prescribed penalty on any club or teams as authorised in the By-Laws for breaches of registration requirements.
- d) Check results against Match Cards as required.

1.1.6 Junior Football Committee Chairman

The Junior Football Committee Chairman shall: -

- a) Appoint members to the Junior Football Committee.
- b) Notify name, address and phone numbers of members of the Junior Football Committee to the Association prior to the start of the season.
- c) Chair the Junior Football Committee meetings.
- d) Supply to the General Manager minutes of all meetings held, for circulation to MC members prior to the next MC meeting. Minutes must be circulated in draft form to all Junior Football Committee members and MC members within 48 hours of meeting completion.
- e) Supply to the General Manager, in writing, any reports, correspondence or actions taken by the Junior Football Committee. All reports will be provided in the approved format.

1.1.7 Junior Football Registrar/Recorder

The Junior Football Registrar/Recorder shall: -

- a) Receive and collate team entries.
- b) Check player registrations against Match Cards as required.
- c) Impose the prescribed penalty on any club or teams as authorised in the By-Laws for breaches of registration requirements.
- d) Check results against Match Cards as required.

1.1.8 Girls/Women's Football Committee Chairman

The Girls/Women's Football Chairman shall: -

- a) Appoint members to the Girls/Women's Football Committee.
- b) Notify name, address and phone numbers of members of the Girls/Women's Football Committee to the Association prior to the start of the season.
- c) Chair the Girls/Women's Football Committee meetings.
- d) Supply to the General Manager minutes of all meetings held, for circulation to MC members prior to the start of the season. Minutes must be circulated in draft form to all Girls/Women's Football Committee and MC members within 48 hours of meeting completion.
- e) Supply to the General Manager, in writing, any reports, correspondence or actions taken by the Girls/Women's Football Committee. All reports must be provided in the approved format.

1.1.9 Girls/Women's Registrar/Recorder

The Girls/Women's Football Registrar/Recorder shall: -

- a) Receive and collate team entries.
- b) Check player registrations against Match Cards as required.
- c) Impose the prescribed penalty on any club or teams as authorised in the By-Laws for breaches of registration requirements.
- d) Check results against Match Cards as required.

1.1.10 Publicity Officer

The Publicity Officer shall be responsible for publicising the activities of the Association to the best advantage and report to the MC monthly. All reports will be provided in the approved format.

1.1.11 Coaching Chair

The Coaching Chair shall: -

- a) Appoint members to the Coaching Committee
- b) Notify name, address and phone numbers of members of the Coaching Committee to the Association prior to the start of each season.
- c) Chair the Coaching Committee meetings.
- d) Supply to the General Manager minutes of all meetings held, for circulation to all MC members prior to the next MC meeting. Minutes must be circulated in draft form to all Coaching Committee members and MC members within 48 hours of completion.
- e) Supply to the General Manager, in writing, any reports, correspondence or actions taken by the Coaching Committee. All reports must be provided in the approved format.

1.1.12 Protests, Disputes & Disciplinary Committee (P.D. & D.C.) Chairman

The P.D. & D.C. Chairman shall: -

- a) Appoint members to the P.D. & D.C.
- b) Notify name, address and phone numbers of members of the P.D. & D.C. to the Association prior to the start of each season.
- c) Chair the P.D. & D.C. meetings.
- d) Report to the MC monthly. All reports must be provided in the approved format.

1.1.13 Representative Football Chairman

The Representative Football Convenor shall: -

- a) Organise pre-season matches for all Association representative teams.
- b) Chair Representative Football Committee meetings.
- c) Appoint members to the Representative Football Committee.
- d) Notify name, address and phone numbers of members of the Representative Football Committee to the association prior to the start of the season.
- e) Ensure all teams are properly registered with Football NSW.
- f) Ensure that managers and coaches for all representative teams are aware of competitions, changes of times or venues.

- g) Supply to the General Manager minutes of all meetings held, for circulation to MC members prior to the next MC meeting. Minutes must be circulated in draft form to all Representative Football Committee members and MC members within 48 hours of meeting completion.
- h) Supply to the General Manager, in writing, any reports, correspondence or actions taken by the Representative Football Committee. All reports must be provided in the approved format.

1.1.14 General Manager

The General Manager shall: -

- a) Attend to the general business of the Association.
- b) Act under the direction of the MC.
- c) Pay to the Treasurer all monies received.
- d) Be an ex-officio member of all committees.
- e) Attend to correspondence.
- f) Prepare the annual report.
- g) Appoint working parties or sub-committees as necessary.
- h) Undertake any other duties found necessary in the carrying out of the above functions.

1.2 Committees

1.2.1 Committee of Management

- a) The Committee of Management (MC) shall meet at least three times annually and as often as is necessary for the efficient management and administration of the affairs of the Association at other times. The minutes of the MC meetings shall be circulated to all members of the MC.
- b) A quorum at an MC meeting shall be 5 members.
- c) Should any member be absent without reasonable excuse for all meetings of the MC held during a period of 6 months, the Chairman may declare their office vacant on receipt of a report of such absence from the General Manager. Any MC member apologising for non-attendance at a MC meeting must do so in writing.

1.2.1.1 Powers and Functions of the MC

In addition to the powers vested by the rules of the Association, the MC has the power to determine: -

- a) Admission or rejection of applications by organisations for affiliation.
- b) Admission or rejection of applications by persons for registration as players.
- c) Approval or rejection of players' appeals for transfers.
- d) Fining, suspending or otherwise disciplining a member, team, player, official or supporter for misconduct or failure to comply with the rules of the Association or its By-Laws.
- e) The control and management of all finances of the Association with the exception of the granting of any honoraria at an Annual General meeting.
- f) The control and management of all competitions and matches conducted by the Association.
- g) The power to order any player, official, supporter or member to appear before the MC or P.D & D.C to answer any charge of conduct which is considered prejudicial to the game and or the Association.
- h) To alter, veto or set aside any sub-committee decisions.
- i) To award or deduct points at its discretion.

1.2.2 Finance Committee

A finance committee of at least 3 persons, including the President, Vice President and Treasurer, shall be appointed by the General Manager to review the financial affairs of the Association. This committee shall meet and prepare a budget for the consideration of the MC.

1.2.3 Men's Football Committee

As defined in Section 2.1 – "Men's Football Committee".

1.2.4 Junior Football Committee

As defined in Section 3.1 – "Junior Football Committee".

1.2.5 Girls/Women's Football Committee

As defined in Section 5.1 – "Girls/Women's Football Committee".

1.2.6 Protests, Disputes & Disciplinary Committee

As defined in Section 6.3 – "Structure of the P. D. & D. C."

1.2.7 Appeals Board

As defined in Section 6.20 – “Appeals Board”.

1.2.8 Representative Football Committee

As defined in Section 7.1 – “Representative Football”.

1.2.9 Coaching Committee

To be defined.

1.2.10 Other Committees

The General Manager may establish further committees (other than as mentioned above) as required for such purposes and periods, as the General Manager may consider necessary.

1.3 Auditor

An independent auditor shall be appointed at the Annual General meeting of the Association.

1.4 Bank Authority

All cheques issued by the Association shall be signed by any two of the following officials: -

President, Vice-President, Public Officer, Treasurer.

1.5 Patrons

- a) Patrons nominated by the MC may be ratified by the membership at any general meeting of the Association.
- b) Patrons nominated at the Annual General Meeting may be elected in the usual manner, by a majority of voters present at such meetings.

1.6 Life Membership

- a) Any member of the Association may nominate for Life Membership any person who has rendered outstanding service to the Association.
- b) The MC may endorse or reject the nomination. If endorsed the nomination and endorsement shall be confirmed at the next Annual General meeting of the Association.
- c) The MC may endorse a nomination for Life Membership using the following scoring system. As a guideline, the nominee should score a minimum of 500 points: -
 - i) Service on KDSA MC – 100 points per year of service;
 - ii) Service on KDSA sub-committees – 25 points per year of service;
 - iii) Service as club President and/or Secretary – 20 points per year of service;
 - iv) Service on club committee other than in (iii) – 10 points per year of service.

1.7 Referees

- a) Referees shall be appointed to fixtures conducted by the Association by the recognised referees' organisation.
- b) Fees to be paid to referees shall be determined each year for each grade of the competition by Football NSW.

1.8 Information Sessions

The Association shall conduct no fewer than three information sessions in each year. All clubs will be advised of the details of such meetings in writing.

1.9 Grounds and Appurtenances

- a) One or more “home” grounds will be allocated to each club. For every match scheduled at these grounds, clubs shall: -
 - i) Provide corner flags and nets
 - ii) Ensure that emergency access is open
 - iii) Provide ropes or other approved measures for spectator control as required by the MC

- iv) Open dressing sheds if available
- Any club not performing their duties in this regard shall be fined as per the By-Laws.
- b) Any club wishing to protest against the conditions of any ground, goal post, and corner flag shall make its protest to the referee before the commencement of the match where the cause of the protest is apparent prior to the game
 - c) The referee shall be empowered to order a match to be played or not played despite protests made. Where the protest relates to the ground, goal posts or corner flags not conforming to the laws of the game, such protests may be made in writing to the General Manager for referral to the relevant authority.
 - d) On all grounds rented by the Association, notwithstanding any agreement a club may have with any other authority, the Association has prior rights to the taking of gate moneys, running of stalls, holding of collections, raffles, doubles, or suchlike and the Association may exercise any or all of these rights at any such grounds, from time to time, subject to sufficient notice being given to the club.

1.10 Club Affiliation

- a) Any club wishing to enter in competitions or matches conducted by the Association shall apply in writing to the General Manager for affiliation using the approved affiliation forms.
- b) Any club ceasing to function must notify the Association in writing and forward all moneys owing to the Association immediately.
- c) Applications for affiliation may be made after the commencement of competitions and dealt with by the MC, subject to vacancies in competitions or otherwise.
- d) Officials from any affiliated club may be required to appear before an MC meeting.
- e) Each affiliated club shall provide to the General Manager, no later than the date set by the MC, the following: -
 - i) A list of the names and addresses of its office-bearers including two delegates for general meetings.
 - ii) A colour photograph of the club's full colours for both the main strip and alternate strip. Clubs are only permitted one main strip and one alternate strip. The alternate strip is for use where a clash of colours is evident and the home team will wear the approved alternate strip.
 - iii) Confirmation of incorporation.

Any club failing to supply these may be disaffiliated by notice from the MC.
- f) Each club shall be supplied with sufficient copies of these By-Laws for which an acknowledgement shall be given. Such acknowledgement shall be regarded as sufficient proof that its management, members and supporters are aware of the provisions of these By-Laws and shall be deemed bound by these By-Laws. The Association shall post the By-Laws and Constitution on the KDSA website prior to the start of the season and any amendments to either document within fourteen (14) days of implementation.
- g) Upon acceptance of a club's affiliation, all prescribed fees shall be paid by the due date set out in clause k) below. The MC may grant an extension of time for payment of the prescribed fees. Any affiliated club failing to pay the first 50% of fees in full within 90 days of the date of the invoice will be declared "un-financial" resulting in automatic loss of points earned during the "un-financial" period. If the club is "un-financial" at the time the invoice for the second 50% of fees has been issued the club is required to pay double the amount of the outstanding invoice, less any amount already paid immediately.
- h) Any affiliated club failing to pay the second 50% of fees in full within 45 days of the date of the invoice will be declared "un-financial" resulting in automatic loss of points earned during the "un-financial" period and/or withholding of trophies, medals and pennants due. A club who is in default under this clause will be required to pay total registration fees outstanding in full before the "un-financial" period will be lifted.
- i) Any invoices remaining unpaid after 45 days of due date will incur a fee as determined by the MC retrospective to the date of the invoice.
- j) Affiliation and registration fees shall be determined each year by the MC.
- k) An invoice for the first 50% of fees due will be issued at the beginning of April each year. An invoice for the second 50% of fees due will be issued at the beginning of July each year. All invoices for fees due must be paid to the Association within 21 days of the date of the invoice.
- l) The Association MC may require any club, team or person to lodge a bond with the Association. Such bond shall be returnable at the end of the bonded period if in the opinion of the MC, the registered club/team/person is of good conduct during the bonded period.
- m) No club shall be affiliated by the Association where the name of such club consists in whole or in part of:
 - i) A foreign country, place or state.
 - ii) A province, state, country, town or city of a foreign country, place or state.
 - iii) An organization or the abbreviation for an organization that is associated or synonymous with a political cultural movement.

- iv) A denomination that is descriptive of a race or ethnic group.
- v) Any name that the MC considers the average person would associate with one of the above.
- vi) Any other debtors who have not paid within 45 days of the date of the invoice will incur the fee described in clause i) above.

1.11 Player Registration

- a) Any person wishing to participate in competitions or matches conducted by the Association, must, except as provided hereunder in these By-Laws, be a properly registered player with the Association via a member club. All registrations shall be affected via the Online Registration System. No other format will be accepted.
- b) A player **MUST BE** registered before participating in a competition match.
- c) To be eligible to register in age-restricted competitions (except Men's Over 35s, Men's Over 45s and Women's Over 35s), players must be the required age at the commencement of the current year (1st January). Players must be at least 4 years of age at the commencement of the current year (1st January)
- d) To be eligible to register in age-restricted competitions (except Men's Over 35s, Men's Over 45s and Women's Over 35s), players who are more than two (2) years younger than the age group in which they register (for Men's and Women's All Age the age shall be sixteen (16)), must receive dispensation from the relevant football committee to do so.
- e) 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. *Policy 12/09*
- f) 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 42 during the 2009 season. *Policy 12/09*
- g) To be eligible to register in Women's Over 35s, players must turn at least 35 years of age within the 2009 season. Players cannot play in Women's Over 35s until they have turned 35. (See Section 5.2.3 (d) for exceptions in 2010) *Policy 12/09*
- h) **PROOF OF AGE** - every player who has not previously provided proof of his or her age to the satisfaction of his or her club registrar, must do so. The Association for verification may call upon clubs to provide such documentation. Failure to do so will nullify the player's registration and the team(s) will be penalised by loss of points for all matches in which the player participated as an unregistered player.
- i) All registrations of players with clubs shall be permanent. A player registered with a club may transfer to any other club by obtaining a written clearance from the player's existing club. The player must sign a further registration form in favour of the new club to which the player is transferring. The new club's registrar must hold the written clearance. The Association for verification may call upon clubs to provide such documentation.
- j) Any player who seeks and is refused a clearance by the player's club may appeal to the appropriate sub-committee of the KDSA to transfer to another club. A further appeal may be made to the Appeals Board of the Association.
- k) All player details must be provided at the time of registration via the approved and published registration process.
- l) The Association shall have the power to call on any player to attend representative or Northern Tigers trials and shall have first call on the player's services if chosen.
- m) Players may not be dual registered with a club of the Association and any 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 relevant Football Committee. *Policy 12/09*
- n) Any player taking part in district representative teams may return to the player's old club if the player's services are no longer required by the Association and any player subsequently replaced in a team may be regraded at the discretion of the MC.
- o) No registrations will be accepted after 1st August, without specific approval of the relevant football committee. *Policy 12/09*
- p) All players registered to play in Men's Football competitions will be provided with a photo ID card. Late registrations will be issued with a temporary ID card valid for a limited period whilst the ID card is being arranged. ID cards are not required for any other age groups. *Policy 12/09*
- q) All players in all age groups must ensure that their photos are uploaded onto the Online Registration System before the season commences. *Policy 12/09*.

1.12 Payment of Fines

For a fine to be imposed, the club/member must be informed within 35 days of the: -

- i) Receipt of the match card, for match day/match card offences; or
- ii) Offence being committed, for fielding ineligible players.

The payment of all fines shall be within 14 days of the date of any invoice. All fines must be paid in full under the terms of the invoice.

1.13 Communications

- a) All communications to the Association shall be by the club secretary or president to the General Manager. Direct communication from teams or players will receive no response.
- b) All communications to and from the association shall be in writing to be effective.
- c) Communication between all committees and clubs shall be via the KDSA office.
- d) Any communication between committees and the draw master shall be via the KDSA office.

2 Men's Football

2.1 Men's Football Committee

- 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. *Policy 12/09*
- f) The General Manager shall make available minutes from the Men's Football committee meetings to the MC and other relevant groups/individuals if required. *Policy 12/09*

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) KDSA Under 21 Challenge Cup – single teams: knockout format. *Policy 12/09*

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 for any competition. *Policy 12/09*

2.2.1 Squad/Team Entry (Nomination) *Policy 12/09*

- a) Men's Football Committee shall publish a closing date for the entry of squads/teams for its competitions. *Policy 12/09*
- 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. *Policy 12/09*
- 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. *Policy 12/09*
- e) Each squad/team 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. *Policy 12/09*
 - ii) All Age Division 3 – two referees/club officials per squad. *Policy 12/09*
 - iii) All other squads (All Age, Over 35 & Over 45) – three referees/club officials. *Policy 12/09*
 - iv) All single teams (Under 21's, All Age, Over 35 & Over 45) - three referees/club officials. *Policy 12/09*
 - 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. *Policy 12/09*
 - vi) At least one club official must be available to, and referee matches when their team is the home team should no KDFRA referee be appointed. *Policy 12/09*
 - 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. *Policy 12/09*
- 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. 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 the previous year may be relegated to the next lower division subject to the discretion of the Men's Football Committee. Further promotions may be granted if positions are available. *Policy 12/09*

- b) The clubs in squad divisions whose first grade team finished in the top two positions in the previous year may be promoted to the next higher division subject to the discretion of the Men's Football Committee. *Policy 12/09*
- c) Any clubs with two teams in a single-team division which 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. *Policy 12/09*
- 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. *Policy 12/09*

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: - *Policy 12/09*

- a) Players must be properly registered, in accordance with the provisions of section 1.11.
- b) Players may only play in age restricted competitions if they meet the age criteria on the day of the game. *Policy 12/09*
- c) Players cannot play in All Age if they are fifteen (15) years of age or younger unless granted dispensation by Men's 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 within their age group than that in which they have registered. *Policy 12/09*
- f) Players may play two matches in a higher division within their age group than that 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. *Policy 12/09*
- g) 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 g) 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. *Policy 12/09*
- h) Where clubs have more than one team in a division or knockout competition, players may not play for more than one team.
- i) 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.
- j) Players whose names are not on the match card are not eligible to play in that match.

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. *Policy 12/09*
- b) Players registered in lower divisions or other age groups may play if they are otherwise eligible.
- c) Dispensation may be applied for to Men's Football Committee before any match is played in the series and must include: -
 - i) The player's name and number
 - ii) The playing history of the player.
 - iii) The reason for the application for dispensation. *Policy 12/09*

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. *Policy 12/09*
- 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 5 p.m. on the Wednesday 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 qualified referee 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 and each team provides one assistant referee. An "alternate fixture" for a 1pm game means the Men's 3pm fixture on the same field and vice versa for the 3pm fixture. [Policy 12/09](#)
- c) The club official who officiates at the game must referee the whole game. [Policy 12/09](#)

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 Kuring-gai Soccer office by noon on the Tuesday following the game.
- n) Both managers to notify results to Division Liaison by 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 Competition matches - 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 1:00pm game if a 3:00pm game is played on the same ground.

2.2.7.4 The Players' Equipment

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

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. [Policy 12/09](#)
- d) For all other Men's 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 – www.kdsa.asn.au.

2.2.9 Results

- a) Results must be phoned to the Division Liaison before 8pm for Saturday matches or 6pm for Sunday matches (both teams).
- b) Results will be published on the KDSA website – 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. [Policy 12/09](#)
- 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) 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.

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 pennants competitions 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.
- c) Cite grounds for the protest.
- d) 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.

3 Junior Competition Football

3.1 Junior Football Committee

- a) The Junior Football Committee shall be empowered to deal with all competition matters pertaining to Junior Football (subject to the authority of the MC).
- b) The committee shall be formed each year under the guidance of the Junior Football Chairman. It is suggested that no two members of the Junior Football Committee 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 Junior Football correspondence received and inform the committee on all other relevant matters. [Policy 12/09](#)
- e) Minutes of Junior Football Committee meetings shall be taken that record all decisions taken by the committee. These minutes should be made available to the General Manager. [Policy 12/09](#)
- f) The General Manager shall make available minutes from the Junior Football Committee meetings to the MC and other relevant groups/individuals if required. [Policy 12/09](#)

3.2 Competition Rules

The following competitions are available for entry: -

- a) Under 12s – league format
- b) Under 13s – league format
- c) Under 14s – league format
- d) Under 15s – league format
- e) Under 16s – league format
- f) Under 18s – league format
- g) Treasurer's Shield – Under 14s, knockout format
- h) Secretary's Shield – Under 16s, knockout format
- i) President's Shield – Under 18s, knockout format

Fixtures for the above a)-f) are scheduled on Saturday, and Sundays at the discretion of the Junior Football Committee. Fixtures for g)-i) are scheduled on Sundays.

3.2.1 Team Entry (Team Nomination)

- a) The Junior Football Committee shall publish a closing date for the entry of teams for its competitions.
- b) Details of the number of teams entered in each age group must be submitted to the relevant competition registrar by the published date. [Policy 12/09](#)
- c) Following the closing date for entries, the Junior Football Committee shall arrange suitable competitions for the season. If insufficient entries are received in any age group, those teams may be permitted to enter competitions conducted by neighbouring associations and any fees paid to the Association shall be refunded.
- d) Each team entry must include the name and contact details of the team manager and coach. Details shall be included on team registration page at time of registration.
- e) The minimum number of players to be registered in a team is twelve (12).
- f) The maximum number of players to be registered in a team is sixteen (16).
- g) Competition draws will be published on the KDSA website – www.kdsa.asn.au. Changes to the draw will only be permitted at the discretion of the Junior Football Committee.
- h) Division sizes for competition ages shall comprise eight (8) teams where possible with any variation at the discretion of the Junior Football Committee with the approval of the MC.

3.2.1.1 Grading

Teams are subject to grading by the Junior Football Committee. The basis of grading method is typically (but not limited to) the following: -

- a) Previous year's performances;
- b) Information provided by clubs.

3.2.1.2 Regrading

No regrading will occur except at the absolute discretion of the Junior Football Committee.

3.2.2 Late Team Entry or Withdrawal

- a) Late entries may be accepted at the discretion of the Junior 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.

3.2.3 Player Eligibility

Subject to dispensation that may be granted by the Junior Football Committee, the following criteria define player eligibility: -

- a) Players must be properly registered, in accordance with the provisions of section 1.11
- b) Players must meet the age criteria of the competition in which they are playing.
- c) Players under suspension are not eligible to play until their suspension is duly served.
- d) No player shall play in an age group more than two (2) years higher than they are qualified for, unless they have been granted dispensation by the Junior Football Committee. [Policy 12/09](#)
- e) Players may not play in a lower division than that which they have registered within their age group.
- f) Players may not play in a lower age group than that in which they are registered, even if they qualify by age.
- g) Players may play three matches in a higher division than that which they have registered and continue to play in their registered team. On the fourth occasion of playing in a higher division, they will be deemed to have transferred to the higher division team.
- h) Players may play in a higher age group (or competition) than that in which they have registered provided that they meet the age requirements and with the following exceptions: -
 - i) Division 1 players from a lower age group may only play in Division 1 or 1/2 of the next highest age group.
 - ii) Division 1/2 players from a lower age group may only play in Division 1 or 2 of the higher age group. This is until the Division is split, after that, i) shall apply.
- i) Where clubs have more than one team in a division or knockout competition, players may not play for more than one team.
- j) No player will be eligible to take part in any match if they are unable to present a current ID card at the match, for inspection by any official.
- k) Players of any gender may register and play in junior mixed football.

3.2.3.1 Dispensation

Applications for dispensation may be made to the Junior Football Committee 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.

3.2.4 Match Cards

- a) All matches must have a match card – including friendly matches.
- b) Match cards are to be printed from the club registration system and will include the names and ID numbers of all registered players in the team. Any amendments required to the printed match card, including the listing of borrowed players, must be completed by hand in ink. The presence of a shirt number handwritten in ink indicates that the player took part in the match. [Policy 12/09](#)
- 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. Alterations to Match Cards are not permitted after commencement of match.
- 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 with shirt numbers handwritten in ink shall be deemed to have played in the match, whether they actually took to the field or not. [Policy 12/09](#)
- 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) Winning managers (or home managers in the case of a draw) must return both match cards to the club recorder/secretary in time for them to be forwarded to the KDSA office no later than 5p.m. on the Wednesday following each game. [Policy 12/09](#)

3.2.4.1 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: - [Policy 12/09](#)

- a) The disputing manager must, on the day of the match, notify the Age Liaison that they will be disputing the match;
- b) The disputing manager must submit a report in writing to the Junior Football Committee via their club secretary within seven (7) days of the match detailing the circumstances surrounding the dispute and citing the rules that allegedly have been breached;
- c) The parties will be notified of the dispute and of the time and place when the Junior 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 Junior 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 Junior Football Committee may also initiate proceedings without a “Match in Dispute” where a breach of the rules is evident.

3.2.5 Referees

The Referees' Association will appoint referees. Where no appointed referees are present at fixtures, team managers shall mutually appoint a referee and assistant referees.

3.2.6 Duties of Team Managers

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

- a) Home team manager to ensure alternate strip is available in the event of a clash.
- b) Check playing ground for safety – ensure no safety hazards.
- c) Introduce themselves to the referees and assist the referee as requested.
- d) Mutually appoint a referee and assistant referees if no qualified referees are present.
- e) Each team manager to complete his/her half of match card and hand to the referee no later than five (5) minutes before the scheduled kick-off time.
- f) Perform ID check and sign both match cards prior to commencement of each game.
- g) Ensure players are correctly attired.
- h) Provide an approved, licensed, properly inflated match ball prior to game start.
- i) Ensure alcohol is not present.
- j) Ensure that players sent from the field leave the vicinity of the field.
- k) Ensure cleanliness of venue.
- l) Match cards must be handed to the winning team by the referee, or to the home team in case of a draw. The team in possession of the match cards must ensure that the match cards are delivered to the club recorder/secretary in time to be forwarded to the KDSA office by 5:00PM on the Wednesday following the game. *Policy 12/09*
- m) Both managers to notify results to their club recorder/secretary.

3.2.7 Modifications to the Laws of the Game

3.2.7.1 *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.

3.2.7.2 *The Ball*

An approved Size 4 ball shall be used in Under 12 & Under 13 matches.

An approved Size 5 ball shall be used in matches from Under 14 to Under 18.

3.2.7.3 *The Duration of Play*

- a) Under 12s – 50 minutes (25 mins per half).
- b) Under 13-14s – 60 minutes (30 mins per half).
- c) Under 15-16s – 70 minutes (35 mins per half).
- d) Under 18s (Youth) – 90 minutes (45 mins per half).
- e) The half-time interval shall not exceed 5 mins in all matches.
- f) Delayed start matches shall have their halves reduced so they conclude within the allotted time.
- g) No stoppage time shall be played.

3.2.7.4 *The Players' Equipment*

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

3.2.7.5 *The Number of Players*

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

3.2.7.6 *The Corner Kick*

In Under 12s, if the minimum distance of the corner flag from the penalty area is greater than 8 yards then corner kicks shall be taken from an imaginary arc centred on a point on the goal line 8 yards from the penalty area.

3.2.8 Competition Points and Tables

- a) Competition points shall be awarded as follows: -
 - i) Win = 3 points
 - ii) Draw = 1 point
 - iii) Loss = 0 points
- b) Team positions in competition tables shall be ordered by: -
 - i) Competition points
 - ii) Goal Difference ('goals scored' minus 'goals conceded')
 - iii) Goals Scored
- c) The team in first position at the end of the competition shall be declared the competition winner.
- d) At the end of the competition, teams shall compete in a finals series, time permitting.
- e) Competition tables will be published on the KDSA website – www.kdsa.asn.au.

3.2.9 Results

- a) Both team managers must enter the result online as soon as possible after the match. Results are entered via the Match Results menu item in the Team Managers section of the club website. The result will be displayed online as soon as the first instance is entered. [Policy 12/09](#)
- b) If both instances don't agree then the recorded result will be blanked out. An email will be sent to both managers telling what results have been entered and asking them to re-enter the correct result. The recorded result will remain blank until agreement is reached. [Policy 12/09](#)
- c) An email reminder will be sent automatically to any manager who hasn't entered a result by midnight on Sunday. [Policy 12/09](#)
- d) Club recorders will receive a report of all outstanding results at midnight on Tuesday. [Policy 12/09](#)

3.2.10 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.

3.2.10.1 Forfeit with notice

- a) All forfeits must be notified to the Association on the published Forfeit Form at least 48 hours prior to the scheduled commencement of the fixture.
- b) In squad divisions, no 1st grade fixture may be forfeited without a corresponding forfeit in the reserve grade fixture.
- c) 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.

3.2.10.2 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, ten (10) minutes grace may be claimed and must be allowed. After the 10-minute grace period has elapsed 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) Forfeiting teams will be penalised as per these By-Laws.

3.2.10.3 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 Junior Football Committee.

3.2.10.4 Consecutive Forfeits

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

3.2.11 Knock-Out Competition matches, Finals Series matches

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

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

3.2.12 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 Junior Football Committee
 - iii) The referee appointed to control the match.
- b) Abandoned/Cancelled matches may be rescheduled at the discretion of the Junior Football Committee.
- c) Where a full round is cancelled due to weather or other circumstances such round will be made up immediately following the previously advertised premiership end date.

3.3 Trophies

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

3.3.1 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) Clubs cannot win perpetual trophies outright. 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.

3.4 Champion of Champions

The winners of Division 1 in each age group shall be invited to represent the KDSA in Champion of Champions competitions at the end of the season.

3.5 Protests

Decisions of the Junior 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 Junior Football Committee 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.

3.5.1 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.

3.6 Special Time Requests

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

- a) Playing time requests may be accepted for: -
 - i) Saturday 8:30am;
 - ii) Saturday late morning (usually 11:20am);
 - iii) Saturday early afternoon (usually 12:30pm onwards);
 - iv) Saturday late afternoon (usually 2:00pm onwards);
- b) For playing time request options (ii), (iii) and (iv), specific times cannot be requested. Actual times allotted will depend on other Special Time Requests and available grounds.

- c) For playing time request options (i) and (ii) a minimum of five (5) players in any team must be subject to an inability to otherwise participate in a team before a Special Time Request application will be granted.
- d) For playing time request options (iii) and (iv) a minimum of eight (8) players in any team must be subject to an inability to otherwise participate in a team before a Special Time Request application will be granted.
- e) Proof of need for request: -
 - i) Where the request is made necessary for school reasons or preferences a statement from the Principal of the school must be provided for each player involved.
 - ii) Where the request is based on religious requirements a statement from an official of the religious institution must be provided for each player involved.
- f) All Special Time Requests must be submitted on the approved KDSA form.
- g) Special Time Requests must be made to the Junior Football Committee prior to the draw being completed.
- h) Any Special Time Requests not able to be scheduled on a Saturday due to a shortage of grounds will be played on a Sunday on a date and at a time determined by the Junior Football Committee.
- i) If there is a conflict between two Special Time Requests then the two teams must negotiate an agreeable time on the same weekend that fits in with available grounds. If agreement cannot be reached then the fixture will be declared null and void with both teams receiving zero points.
- j) If a team without a Special Time Request is unable to field at least eleven (11) registered team players on a Saturday afternoon then the two teams must negotiate an agreeable time on the same weekend that fits in with available grounds. If agreement cannot be reached then the fixture will be declared null and void with both teams receiving zero points.
- k) Special Time Requests may not apply to finals series games. [Policy 12/09](#)

4 Junior Non – competition Football

4.1 Small Sided Football (U6 – U7) Policy 12/09

4.1.1 The Field of Play

- a) Size: The field of play should be rectangular. Variations in the length and width are allowed. The recommended sizes for a mini-field is: -
 - i) Under 6 & Under 7 - Maximum: 30m x 20m
 - ii) Under 8 – Maximum: 40m x 30m
- b) Markings: - An arc with a radius of 1m shall be drawn from the centre of each goal line.
- c) Goals: The maximum internal height and width of the goals should be 1m x 2 m.

4.1.2 The Ball

An approved, licensed, Size 3 ball shall be used in all competitions.

4.1.3 Duration of Games

- a) Two periods of 15 minutes. Policy 12/09
- b) There will be a maximum 5-minute break between each half.
- c) The ground co-ordinator will signal the start, half time, restart and finish of all games.

4.1.4 Number of players Policy 12/09

- a) Under 6 & Under 7 squads shall consist of a minimum 8 players and a maximum of 12 players.
- b) In Under 6 & Under 7 each squad is divided into 2 teams of 4 players, with up to two (2) players in each team being nominated as interchange. There are no goalkeepers.
- c) If a team/squad is short players may be borrowed from any other team/squad of equal or similar ability from the same club. (See restrictions in 4.1.5 (v))
- d) All players in attendance at a game shall receive equal playing time

NOTE: The majority of SSF teams/squads are based on friendships rather than being strictly graded. If a team is short, players may be borrowed from any other team of similarly skilled players so as to keep the balance in the team. Borrowing a player who is too strong is unfair on the opposition as well as the team's own players. Also, the team is likely to be regraded upwards to play against tougher opposition in future games. For example, if a club has teams A to E, with A being properly graded and B to E being based on friendships, then the E team shouldn't borrow from the A team but it can borrow a suitably skilled player from the B to D teams.

4.1.5 Playing Rules Policy 12/09

Games will be played under modified FFA SSF rules: -

- a) Play should be as continuous as possible with no stoppages.
- b) There is NO offside.
- c) The game is started with a kick off at halfway.
- d) The team kicking off will be determined by the referee using the "which hand is the whistle, rock etc. in" method.
- e) The team taking a restart has 3 seconds to recommence play. Policy 12/09
- f) There are no corners. When the ball passes over the goal line play is restarted with a goal kick, regardless of which team last touched the ball. Policy 12/09
- g) When a goal is scored play is restarted from the half way line. Policy 12/09
- h) The following restarts can be started with a pass or a dribble: -
 - i) Sideline kick in (when the ball travels over the sideline). Policy 12/09
 - ii) Goal kicks (when the ball travels over the goal line).
 - iii) Kick offs (except at start of game which must be passed to a team mate)
- i) All free kicks are indirect free kicks and must be kicked into play (no dribbling). Policy 12/09
- j) All opposition players must stand at least 4.5m from kicker at every restart until ball is played or the referee has finished his countdown and has called "Go!"
- k) The ball must be touched twice before a goal can be scored from any restart.
- l) It is not permitted to have a player permanently stationed immediately in front of the goalmouth as an attacker or defender. Policy 12/09

- m) Where goal posts are not available cones may be used. Where cones are used a goal is scored when the ball passes over the goal line and between the cones, without knocking the cones over.
- n) Players cannot switch from one team from his/her squad to the other team from his/her squad during a session unless a player from the other field is unable to continue due to injury and not transferring the player would result in a team being short.

4.1.6 Refereeing

- a) Before the match starts both teams will agree on a person to act as the “game leader”.
- b) The “game leader” must record the score on the scorecards provided and return the cards to each squad’s manager. Policy 12/09
- c) The “game leader’s” role is to instruct players in the correct way to play the game and help them to enjoy the game.
- d) The “game leader” must use common sense to ensure that the game flows as much as possible.
- e) The “game leader” must ensure that the game is restarted quickly by enforcing the three-second rule and calling “Go” at every restart of play.
- f) The “game leader” should try to give advantage to the attacking team where possible.
- g) The “game leader” must be fair to both sides.

4.1.7 On-field Coaching

- a) On-field coaching is NOT PERMITTED.
- b) Standing near the goal line by coaches or spectators is NOT PERMITTED.
- c) One parent is permitted to stand behind the goal line at each end to retrieve the ball.

4.1.8 Grading

Clubs are required to Grade squads and teams using a scale of 1 to 4 with 1 being strong and 4 weak.

4.2 Small Sided Football (U8 – U11) Policy 12/09

4.2.1 The Field of Play

- a) Size: The field of play should be rectangular. Variations in the length and width are allowed. The recommended sizes for a mini-field are: -
 - i) Under 8 & Under 9 - Maximum: 40m x 30m. Policy 12/09
 - ii) Under 10 & Under 11 – Maximum 60m x 40m. Policy 12/09
- b) Markings: A penalty area shall be drawn twelve (12) metres from the centre of each goal line on both sides and extending five metres (5) metres into the field of play. Policy 12/09
- c) Goals: The maximum internal height and width of the goals shall be 3m x 2 m for Under 8 & Under 9, and 5m x 2m for Under 10 & Under 11. Variations may occur at some grounds. Policy 12/09

4.2.2 The Ball

- a) An approved, licensed, Size 3 ball shall be used in all Under 8 & Under 9 matches. Policy 12/9
- b) An approved, licensed, Size 4 ball shall be used in all Under 10 & Under 11 matches. Policy 12/09

4.2.3 Duration of Games

- a) Under 8 & Under 9 matches - two periods of twenty (20) minutes. Policy 12/09
- b) Under 10 & Under 11 matches – two periods of twenty-five (25) minutes each. Policy 12/09
- c) There will be a maximum 5-minute break between each half and a maximum 5-minute break between each game. Policy 12/09
- d) The instructing referee is the sole arbiter of time.

4.2.4 Number of players

- a) Under 8 & Under 9 teams shall consist of a minimum of seven (7) players and a maximum of ten (10) players. Policy 12/09
- b) Under 10 & Under 11 teams shall consist of a minimum of nine (9) players and a maximum of twelve (12) players. Policy 12/09
- c) In Under 8 & Under 9 games seven (7) players from each team may be on the field at any time, one of who must be a goalkeeper, with up to three (3) players nominated to interchange. Policy 12/09
- d) In Under 10 & Under 11 games nine (9) players from each team may be on the field at any time, one of who must be a goalkeeper, with up to three (3) players nominated to interchange. Policy 12/09
- e) All players in attendance at a game shall receive equal playing time.

4.2.5 Playing Rules

Games will be played under modified FFA SSF rules: -

- a) Play should be as continuous as possible with no stoppages.
- b) There is NO offside. The "instructing referee" shall move players deliberately put in offside positions. [Policy 12/09](#)
- c) A player may only enter the opposition's penalty area when the ball is in the same half of the field.
- d) The game is started with a kick off on the halfway line.
- e) The team kicking off will be determined by the referee using the "which hand is the whistle, rock etc. in" method.
- f) When a goal is scored play is restarted from the halfway line.
- g) The following restarts can be started with a pass or a dribble: -
 - i) Goal kicks (when the ball travels over the goal line).
 - ii) Kick offs (except at start of game where the ball must be passed to a team mate).
 - iii) Corner kicks must be kicked into play (no dribbling).
 - iv) Indirect free kicks must be kicked into play (no dribbling).
- h) When the ball goes over the sideline and out of play, play is restarted with a throw in. The player taking the throw in must face the field of play, have part of each foot either on or behind the side line, use both hands and deliver the ball from behind and over the head. The thrower may not touch the ball a second time until another player has touched it.
- i) All free kicks are indirect free kicks, except where a player deliberately commits any of the following offences anywhere on the field: -
 - i) kicks an opponent,
 - ii) strikes an opponent
 - iii) tackling an opponent in a dangerous manner
 - iv) charging an opponent in a dangerous manner.
 - v) handles the ball in own penalty area, except if he/she is the nominated goalkeeper;in which case a penalty kick shall be awarded.
- j) The penalty kick is taken from the centre of the field, at a point eight (8) metres from the goal line, with a goalkeeper in position. All other players must stand behind the half way line. [Policy 12/09](#)
- k) All opposition players must stand at least 4.5m from kicker at every restart until ball is played or the referee has finished his countdown and has called "Go!" The ball must be touched twice before a goal can be scored from any restart.
- l) The team taking a restart has 3 seconds to recommence play.
- m) All players must take a penalty kick before any player can take a second penalty kick in a game.
- n) Goalkeepers may only release the ball into play by throwing it or placing it on the ground and kicking it. Goalkeepers must throw or kick the ball within 5 seconds of catching it. Punt kicks and drop kicks are not allowed.
- o) Where goal posts are not available cones may be used. Where cones are used a goal is scored when the ball passes over the goal line and between the cones, without knocking the cones over.
- p) It is not in the spirit of the game to have a player permanently stationed in the goal area as an attacker or defender.

4.2.6 Refereeing

- a) The referee's association may appoint an "instructing referee" to any match. [Policy 12/09](#)
- b) If there is no referee appointed both teams will agree on a person to act as an "instructing referee".
- c) The "instructing referee" must record the score on the scorecards provided and return the cards to each team's manager. [Policy 12/09](#)
- d) The "instructing referee's" role is to instruct players in the correct way to play the game and help them to enjoy the game.
- e) The "instructing referee" must use common sense to ensure that the game flows as much as possible.
- f) The "instructing referee" must ensure that the game is restarted quickly by enforcing the three-second rule and shouting, "Go" at every restart of play.
- g) The "instructing referee" should try to give advantage to the attacking team where possible.
- h) The "instructing referee" must be fair to both sides.

4.2.7 On-field Coaching

- a) On-field coaching is NOT PERMITTED.
- b) Standing near the goal line by coaches or spectators is NOT PERMITTED.
- c) One parent is permitted to stand behind the goal line at each end to retrieve the ball.

4.2.8 Grading

Clubs are required to grade teams using a scale of 1 to 4 with 1 being strong and 4 weak.

4.3 Special Time Requests

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

- a) Playing time requests may be accepted for: -
 - i) Saturday 8:30am;
 - ii) Saturday 11:50am for Under 8/Under 9 or 11:30am for Under 10/Under 11; Policy 12/09
 - iii) Saturday 1:00pm;
- b) For playing time request options (i) and (ii) a minimum of three (3) players in any Under 8/Under9/Under 10/Under 11 team must be subject to an inability to otherwise participate in a team before a Special Time Request application will be granted. Policy 12/09
- c) For playing time request option (iii) a minimum of five (5) players in any Under 8/Under 9 team or six (6) players in any Under 10/Under 11 team must be subject to an inability to otherwise participate in a team before a Special Time Request application will be granted. Policy 12/09
- d) Proof of need for request: -
 - i) Where the request is made necessary for school reasons or preferences a statement from the Principal of the school must be provided for each player involved.
 - ii) Where the request is based on religious requirements a statement from an official of the religious institution must be provided for each player involved.
- e) All Special Time Requests must be submitted on the approved KDSA form.
- f) Special Time Requests will be allocated to grounds as determined by the draw.
- g) Special Time Requests must be made to the Junior Football Committee prior to the draw being completed.
- h) Any Special Time Requests not able to be scheduled on a Saturday due to a shortage of grounds will be played on a Sunday on a date and at a time determined by the Junior Football Committee.
- i) If there is a conflict between two Special Time Requests then the two teams must negotiate an agreeable time on the same weekend that fits in with available grounds. If agreement cannot be reached then the fixture will be declared null and void.
- j) If a team without a Special Time Request is unable to field at least seven (7) registered Under 8/Under 9 team players or at least nine (9) registered Under 10/Under 11 team players for a game against a team with Special Time Request option (iii) then the two teams must negotiate an agreeable time on the same weekend that fits in with available grounds. If agreement cannot be reached then the fixture will be declared null and void. Policy 12/09
- k) A Special Time Request will not apply to a game rescheduled due to a washout unless the rescheduled game is being played on a spare Saturday during the normal season.

5 Girls/Women's Football

5.1 Girls/Women's Football Committee

- a) The Girls/Women's Football Committee shall be empowered to deal with all competition matters pertaining to Girls/Women's Football (subject to the authority of the MC)
- b) The committee shall be formed each year under the guidance of the Girls/Women's Football Chairman. It is suggested that no two members of the Girls/Women's Football Committee should be from the same club.
- c) The committee shall consist of a chairman and a minimum of five (5) other persons.
- d) Minutes of Girls/Women's Football Committee meetings shall be taken that record all decisions taken by the committee. These minutes should be made available to the General Manager. [Policy 12/09](#)
- e) The General Manager shall make available minutes from the Girls/Women's Football Committee meetings to the MC and other relevant groups/individuals if required. [Policy 12/09](#)

5.2 Competition Rules

The following competitions are available for entry: -

- a) Under 8 Girls – SSG format (refer Section 4.1)
- b) Under 9 Girls – SSG format (refer Section 4.2)
- c) Under 10 Girls – SSG format (refer Section 4.2)
- d) Under 12 Girls – league format
- e) Under 14 Girls – league format
- f) Under 16 Girls – league format
- g) Under 18 Girls – league format
- h) Women's All Age – two team squads (if sufficient entries) or single teams; league format.
- i) Women's Over 35s – single teams; league format

Fixtures are scheduled on Sundays.

5.2.1 Team Entry (Team Nomination)

- a) The Girls/Women's Football Committee shall publish a closing date for the entry of teams for its competitions. Entries must be submitted to the relevant competition registrar by the published date.
- b) Following the closing date for entries, the Girls/Women's Football Committee shall arrange suitable competitions for the season. If insufficient entries are received for any competition, those teams may be permitted to enter competitions conducted by neighbouring associations and any fees paid to the Association shall be refunded.
- c) Each team nomination for All Age or Over 35 must include the name and contact details of the team manager. Details must be included on team nomination sheets.
- d) Each team entry must include the name and contact details of the team manager and coach. Details shall be included on team registration page at time of registration.
- e) Each team entry for All Age or Over 35 must include the name and contact details of the persons to become team referees.
- f) Each team is required to supply referees as follows: -
 - i) All Age – one referee per team
 - ii) Over 35 - one referee per team
- g) The minimum number of players to be registered in a team is: -
 - i) Under 8 – 6 (Refer Section 4.1.4)
 - ii) Under 9 & Under 10 – 7 (Refer Section 4.2.4)
 - iii) Under 12 to Under 18 - 12
- h) The maximum number of players to be registered in a team is: -
 - i) Under 8 – 9 (Refer Section 4.1.4) Policy 1
 - ii) Under 9 & Under 10 – 10 (Refer Section 4.2.4)
 - iii) Under 12 to Under 18 - 16

- i) There is no maximum number of players to be registered in All Age and Over 35 teams.
- j) The competition draw will be published on the KDSA website – kdsa.asn.au. Changes to the draw will only be permitted at the discretion of the Girls/Women's Football Committee.

5.2.1.1 Grading

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

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

5.2.1.2 Promotion and Relegation

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

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

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

5.2.2 Late Team Entry or Withdrawal

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

5.2.3 Player Eligibility

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

- a) Players must be properly registered, in accordance with the provisions of Section 1.11.
- b) Junior players must meet the age criteria of the competition in which they are playing.
- c) All Age players may only play in age-restricted competitions if they meet the age criteria.
- d) Players cannot play in Over 35 competition unless they meet the age criteria, except where the Girls/Women's Committee has granted dispensation at the beginning of 2009 to players who were registered and played in Over 30 in 2008. Those players will remain eligible provided they maintain continuous registration in Over 35 until they turn 35.
- e) Players under suspension are not eligible to play until their suspension is duly served.
- f) Players may not play in a lower division than that which they have registered within their age group.
- g) Players may not play in a lower age group than that in which they are registered, even if they meet age requirements.
- h) All Age 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.
- i) Players registered in All Age competitions may play in age-restricted competitions, providing they meet age requirements.
- j) Players cannot play in All Age if they are fifteen (15) years of age or younger unless granted dispensation by Girls/Women's Football Committee.
- k) Junior players may play three matches in a higher division than that which they have registered and continue to play in their registered team. On the fourth occasion of playing in a higher division, they will be deemed to have transferred to the higher division team.
- l) Junior players may play in a different age group (or competition) than that in which they have registered provided that they meet the age requirements and with the following exceptions:
 - i) Division 1 players from a lower age group may only play in Division 1 or 1/2 of the next highest age group
 - ii) Division 1/2 players from a lower age group may only play in Division 1 or 2 of the higher age group. This is until the Division is split, after that, i) applies.
- m) No player shall play in an age group more than two (2) years higher than they are qualified for, unless granted dispensation by the Girls/Women's Football Committee.
- n) Where clubs have more than one team in a division or knockout competition, players may not play for more than one team.
- o) 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.

5.2.3.1 Dispensation

Applications for dispensation may be made to the Girls/Women's Football Committee 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.

5.2.4 Match Cards

- a) All matches must have a match card – including friendly matches.
- b) Match cards must be completed by hand in INK.
- 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 5p.m. on the Wednesday following each game. If a match card is not received then any score entered to the website shall be final.

5.2.4.1 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 Girls/Women's Football Chairman that they will be disputing the match.
- b) The disputing manager must submit a report in writing to the Girls/Women's Football Committee via their club secretary within seven (7) days of the match detailing the circumstances surrounding the dispute and citing the rules that allegedly have been breached.
- c) The parties will be notified of the dispute and of the time and place when the Girls/Women's Football Committee will hear the matter. The parties may make written submissions to the committee and/or make personal representations at the committee hearing.
- d) The 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 Girls/Women's Football Committee may also initiate proceedings without a "Match in Dispute" where a breach of the rules is evident.

5.2.5 Referees

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

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

5.2.6 Duties of Team Managers

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

- a) Home team manager to ensure alternate strip is available in the event of a clash.
- b) Check playing ground for safety – ensure no safety hazards.
- c) Introduce themselves to the referees and assist the referee as requested.
- d) Mutually appoint a referee and assistant referees if no qualified referees are present.
- e) 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 the 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 (or to the home team in the case of a draw). The team in possession of the match card must ensure that the match card arrives at the Ku-ring-gai Soccer office by AM on the Tuesday following a game.
- n) Both managers to notify results to their club recorder/secretary.

5.2.7 Modifications to the Laws of the Game

*For rules in Under 8 refer to Section 4.1 and for rules in Under 9 & Under 10 refer to Section 4.2.

5.2.7.1 The Field of Play

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

5.2.7.2 The Ball

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

5.2.7.3 The Duration of Play

Juniors: -

- a) Under 12 – 50 minutes (25 mins per half).
- b) Under 14 – 60 minutes (30 mins per half).
- c) Under 16 – 70 minutes (35 mins per half).
- d) Under 18 – 80 minutes (40 mins per half).
- e) Delayed start matches shall have their halves reduced so they conclude within the allotted time.
- f) The half-time interval shall not exceed 5 mins in all matches.
- g) No stoppage time shall be played.

All Age and Over 35: -

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

5.2.7.4 The Players' Equipment

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

5.2.7.5 The Number of Players

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

5.2.8 Competition Points and Tables

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

5.2.9 Results

- a) All teams must advise results to their club recorder/secretary.
- b) Club recorders will load the results onto the website by 10.00 am on the Monday morning following the game.
- c) Results will be published on the KDSA website – www.kdsa.asn.au

5.2.10 Forfeits

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

5.2.10.1 Forfeit with notice

- a) All forfeits must be notified to the Association on the published Forfeit Form at least 48 hours prior to the scheduled commencement of the fixture.
- b) In squad divisions, no 1st grade fixture may be forfeited without a corresponding forfeit in the reserve grade fixture.
- c) Clubs forfeiting after 4 pm of the last working day in any week must advise the opposition Club Secretary, the Referees Association and the Association.

5.2.10.2 Forfeit without notice

- a) Where a team has not reported to the referee by the scheduled kick-off or does not have the required minimum number of players present, 10 minutes grace may be claimed and must be allowed. After the 10 minutes grace period has 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) Forfeiting teams will be penalised as per these By-Laws.

5.2.10.3 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 Girls/Women's Football Committee.

5.2.10.4 Consecutive Forfeits

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

5.2.11 Knock-Out Competition matches, Finals Series matches

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

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

5.2.12 Abandoned/Cancelled Matches

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

5.3 Trophies

- a) Medallions shall be awarded to players in the winning and runner up teams in each grade of the season's junior competition age groups.
- b) Goblets shall be awarded to players in the winning team in each grade of the season's All Age and Over 35 competitions.
- c) Medallions shall be awarded to players in the runner up team in each grade of the season's All Age and Over 35 competitions.

- d) Medallions shall be awarded to players in the winning and runner up teams in finals series for each grade.
- e) Pennants shall be awarded to the winning team of the pennants competitions for each grade.

5.3.1 Perpetual Trophies

- a) Where a shield, cup or other trophy is in existence for annual competition it shall be handed to the appropriate winner by the Association at the end of the season, or as soon as practicable thereafter.
- b) All perpetual cups, trophies and the like shall remain the property of the Association.
- c) Clubs cannot win perpetual trophies outright. 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.

5.4 Champion of Champions

The winners of Division 1 Girls Under 12, 14, 16, 18 and All Age shall be invited to represent the KDSA in the Champion of Champions competition at the end of the season.

5.5 Protests

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

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

5.5.1 Grounds for Protests

There are three grounds upon which to base a protest:

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

6 Protests, Disputes & Disciplinary Committee

6.1 Mandate of the P.D. & D.C.

- a) The P.D. & D.C. Committee (hereafter referred to as the P & D) shall hear all formal protests, disputes and complaints by affiliated clubs and organisations and matters referred to it by the KDSA Management Committee (MC), against clubs, players, officials and supporters arising from incidents occurring under the jurisdiction of the Association and determine appropriate action, including sanctions, where required. The P & D shall hear all matters referred to it by the General Manager under Section 11 "Member Protection".
- b) The P & D shall also hear all protests by affiliated clubs against decisions of any KDSA competition Committee.
- c) The P & D shall meet as required.
- d) The Chairman shall keep a record of decisions reached and advise the Public Officer and any interested party, in writing, of such decisions within (7) days.
- e) The Chairman shall keep a record of its business and of all cautions issued to any player registered with the Association, and inform players and the Club Secretary when they are suspended after accumulating 4 and/or 6 cautions in a season.
- f) The P & D shall keep a record of all suspended players and ensure that suspensions are duly served.
- g) The Chairman shall advise the MC of all serious charges such as racial vilification and those likely to result in suspensions exceeding 9 matches/6 months immediately.

6.2 Powers of the P.D. & D.C.

The P & D has the power to: -

- a) Consider the reports of Referees, Referee's Assistants and others.
- b) Decide if the offence is proved.
- c) Determine and set whatever punishments or sanctions considered appropriate.
- d) Set the starting and finishing dates of any suspensions it imposes.
- e) Impose appropriate bonds.

6.3 Structure of the P.D. & D.C.

The P & D consists of the Chairman and (5) members, and, where appropriate, a delegate from the referee's association. A minimum of (3) members plus the Chairman must be in attendance at any P & D hearing. All present except the referee's delegate may vote, with the Chairman having a second casting vote in the event of a deadlock.

6.4 Committee to Act in Good Faith

- a) The Committee must keep an open mind about all the matters before it until all the evidence is in. No member of the panel may suggest during a hearing that any particular decision could be arrived at. No member of the Committee may have any close association with the accused party or be an active member of his Club, or have any material interest in the outcome.
- b) The accused shall be introduced to the Committee members, and may challenge any such person's right to sit on the Committee. The Committee will then rule on the validity of the challenge.
- c) The general form of the proceedings to be followed shall be outlined; including any assistance afforded the accused to present a case.
- d) Witnesses shall be called separately where practicable. Both the accused and members of the Committee shall be present throughout a hearing. The accused shall be given every opportunity to present a case, and shall be the sole judge of what witnesses and supporting evidence he wishes to present. The same rights apply to those bringing a charge. However the Chairman has the right to call a halt to any duplication or repetition of evidence, or to rule on any evidence straying outside the bounds of the case before them.
- e) Determination of any charge by the Committee is not "beyond reasonable doubt", but rather a standard of proof that the Committee is comfortable with, having regard to the seriousness of the matter before them.
- f) At the conclusion of a hearing and after the handing down of a decision, the accused must be advised of any rights of appeal.

6.5 Meeting Times

P & D meetings are held every Wednesday night at the KDSA office at 5/27-29 Salisbury Road, Asquith, commencing at 7.30pm. Cases are heard in the order in which parties sign in, with cases involving junior players heard before all others. The Chairman may alter the timing of meetings as and when required.

6.6 Notification of Charges

Every player sent from the field of play must be informed of the exact charge for which the referee has sent him off, either at the time of the send off or immediately after the match. The team manager only should approach the referee after the match at which time the referee must inform him of the offence the player has been charged with. The referee will not discuss any other aspect of the incident at this time.

6.7 Notification of Citing

- a) All players cited for incidents immediately after being sent off will be informed in writing of the charge and the time of the hearing seven (7) days before the hearing, and are subject to the requirements set out in sections 6.9 a), b), & c).
- b) Players cited for incidents which occur off the field of play, and clubs and club officials cited to appear for incidents of misconduct, will be advised in writing of the charge and the time of the hearing seven (7) days before being required to appear. Such cited persons or clubs are subject to section 6.9 e).
- c) The Chairman must ensure that citations for offences likely to receive a suspension of four (4) matches or more have been acknowledged as "received" by the parties involved. This may take the form of a return email from the parties involved or other tangible, written proof. Receipt from any one of the parties involved (e.g. Club Secretary or accused) is sufficient.
- d) Should confirmation not be received within seven (7) days, the Chairman will contact the Club Secretary by telephone. If this is not successful, a letter will be sent to all parties by Registered Post. Notification by Australia Post that the letter has been delivered will suffice as acknowledgement of receipt.
- e) Notification of citing will be on the prescribed FFA National Disciplinary Regulations form 03: Disciplinary Hearing Notice.

6.8 Punishments

- a) If the P & D finds the offence proven then it determines the penalty from the guidelines supplied by Football NSW. These guidelines are attached in section 6.26.
- b) Suspensions are calculated in matches or until a specified date. They refer to the periods of time within which Football NSW conducts its competitions.
- c) The P & D has the right to consider a player's age and past record, the severity of the offence, and other extenuating circumstances, in determining punishment.
- d) Where the offence is of a relatively minor nature and the player has a previous record of good conduct, the P & D may choose to set a suspended sentence or issue an official caution. A suspended sentence will be suspended for a period of time (usually 12 months) during which time if the player is found guilty of any offence the suspended sentence will be invoked.
- e) The P & D has the power to fine clubs or impose bonds on clubs, subject to ratification by MC.
- f) The P & D has the power to impose more severe penalties than those prescribed in the guidelines in section 6.26.

6.9 Persons Required To Attend

- a) Except in the case of mistaken identity all players sent from the field of play are automatically suspended for the next competition match, as defined in Section 6.13, irrespective of the offence committed and notwithstanding the result of a subsequent P&D hearing.
- b) All players sent off for the offence of "Second Cautionable Offence" (i.e. 2 Yellow cards in one match), will receive an automatic (1) match suspension with no right of appeal. Players sent off for this offence a second time in one season shall receive an automatic (2) match suspension with no right of appeal. Players sent off for a further time will be cited to appear at a P & D hearing.
- c) All players sent off for offences carrying set penalties (see Section 6.27) must sit out the prescribed number of games. Players have the right to challenge the suspension by appearing at the P & D hearing immediately following the said game. Failure to attend or to seek adjournment will constitute acceptance of the set penalty. The P & D reserve the right to impose further penalties if the player challenges the set penalty and is proven guilty. Players challenging set penalties are suspended until their challenge is heard. The P & D also reserves the right, on receipt of the referees' report, to cite players to appear at a P & D hearing and increase penalties if proven guilty. Players may not play until they appear.

- d) Players sent off for ALL offences other than those carrying set penalties must appear at the first P & D hearing after the match. Failure to attend will result in the player being suspended from playing until he does so. Players sent off may not play in any games sanctioned by the Association between the send off and P & D meeting.
- e) Players cited for incidents immediately after being sent off must attend as requested. Failure to do so may lead to the player being suspended until he appears.
- f) Persons cited for off field and after match incidents who are unable to attend on the specified date may request in writing for the hearing to be postponed for a further 7 days, stating the reasons for not attending. If they then fail to appear on the rescheduled date, the matter may be heard and a determination made. The person will be informed in writing of the decision and may appear at the next P & D meeting to appeal the decision. The normal appeal process then applies. (Subject to section 6.7 c)

NOTE: All players attending must present their ID cards. Failure to do so may result in the hearing being postponed. If the player is suspended for four (4) matches or more the card will be retained by the Chairman and returned to the Club Secretary within seven (7) days. The card will be returned to the player if a suspension of less than four (4) matches is applied.

6.10 Persons Unable To Attend

Players who are unable to attend on the required night may do one of the following:

- a) Request that hearing be postponed.
In this case the player must make written application, endorsed by the club Secretary, to the P. & D. Chairman, KDSA. The player may not play until he appears, however games missed will be taken into account when determining punishment.
- b) Have the case heard in his absence.
Again the player must make written application to the P. & D. Chairman, KDSA, via the Club Secretary. He should include in his application any statement he wishes to make about the incident leading to his send off.
- c) Appoint someone to appear on his behalf.
In this case the player must make written application via the Club Secretary stating that he wishes to have another person appear on his behalf. He should include any statement he wishes to make in his defence. The player can write in advance or have the person appearing present the letter to the P & D at the hearing.

NOTE: Applications will only be accepted with Club Secretary endorsement and must be sent by Fax or post to the KDSA or by e-mail attachment to P. & D. Chairman direct. They must be received by Wednesday evening at 7.30pm.

6.11 Rights of Accused Parties

All principles of Natural Justice apply.

6.11.1 Knowledge of the accusation made

- a) A player must be told what offence he is being charged with (eg violent conduct – striking) when sent from the field. This should be done after the match through the team Manager unless impractical because of the situation at the game. At the hearing, as a minimum, the full charge shall be read out to the accused at the beginning of proceedings.
- b) Any person being cited, that is: -
 - i) a player for actions off the field of play, or
 - ii) a team official, or
 - iii) a Club when dealing with the actions of a spectator, **must** be advised of the charge being brought at the time of being cited to appear. The charge shall be advised in writing, as part of the citing letter. The rule about innocent until proven guilty applies. The hearing of any case or issue will be held expeditiously. Otherwise, a person is permitted to act (play, coach) until the case is heard.

6.11.2 Protection of accused parties rights

It is an **absolute requirement** that an accused person shall hear all evidence on which a committee makes its determination. That is, the accused **must** be present throughout any hearing, and no evidence, which is considered, is to be heard or presented without the accused being present. Accused persons may waive this right in accordance with section 6.9.

The committee is not permitted to see or take into account any material that is not available to the accused unless there are exceptional circumstances, which must be fully explained to the accused. A reasonable time has to be given any cited person to prepare a case.

6.11.3 Accused persons failing to attend

When an accused party fails to appear when required to do so, two things happen:

- a) Any player who has been sent off, or cited for incidents occurring immediately after a send off, is suspended until he does appear in accordance with sections 6.9 c) & d)
- b) Where a person is cited for any other incident, section 6.9 e) applies.

6.11.4 Opportunity to state a case

This is an opportunity, not a requirement. The accused party shall not be required or pressured to make a statement or to produce any case unless there is a wish to do so. However, any failure to respond to questions or accusations in circumstances where a committee thinks it appropriate may have a bearing on any ultimate decision.

In some situations, an accused may not want to make any statement because it may be used in a Court action. That is their right. In this case, the accused shall be suspended until ready to take part in a hearing and the immediate hearing adjourned until then.

A Football body is **NOT** prevented from hearing a case if it is going to Court. Any tribunal under the jurisdiction of Soccer NSW is not an official tribunal, and any hearing conducted is not recognised at a subsequent Court hearing. This is based on Supreme Court rulings.

The accused has the right: -

- a) to ask questions, but only through the Chair, never directly of another party. This is not a direct cross-examination situation.
- b) to produce any material that may be considered relevant – documents, statements or photographs. Video evidence is not admissible. It is, of course, a matter for the Committee to decide what weight, if any, should be given to any such evidence, how reliable it is and how far it goes to proving or otherwise a particular fact.

6.11.5 Use of legal representatives

The use of legal representatives is not permitted at P & D hearings. A legal representative who is a Club President or Secretary may argue for an accused person in their official Club capacity, but no more than that. An accused may have a legal representative present at a P & D hearing, but only to advise the accused, and not to argue a case on behalf of the accused.

An accused party may be permitted to use a legal representative at an appeal. However, the accused must advise the Appeals Board in good time. Provision may be made for the Appeals Board to have legal representation, and the cost of this shall be charged to any accused party who advises that they intend to have a legal representative. The accused party must be advised of this intention, including the approximate cost, prior to the hearing.

6.12 Presenting of Witnesses

Any witnesses that a person wishes to present at any P & D hearing should appear in person so that the Committee can question them. If this is not possible then statements will only be accepted as Statutory Declarations. The person appearing can present these by Fax or post only prior to the relevant P & D hearing. If this is not possible by the required time then the person due to appear may seek a postponement in accordance with the procedure outlined in 6.10a.).

6.13 Application of Suspensions

- a) Players are suspended for a number of matches or until a specified date.
- b) Where the suspension is in matches, the player may not play in the next specified number of matches his team plays. This includes all competition matches sanctioned by KDSA and its parent bodies. A "MATCH" refers to the entire day on which the required match is played.
- c) Suspensions must be served in the equivalent match to that in which the send off occurred. For example, if a player is sent off in an All Age Reserve Grade match, irrespective of whether that is his regular grade, he must miss the next Reserve Grade match.
- d) Matches missed on the same day, as the match in whom the send off occurred will not count in determining sentences. Only matches played from the following day until date of hearing will be considered part of a suspension.
- e) Where a suspension specifies a date on which the suspension finishes, the player may not play in any competition matches sanctioned by KDSA or its parent bodies until that date has passed.
- f) Players, coaches, managers, officials or other persons suspended for a period of 4 matches or more shall have the details of their suspension and the process followed to arrive at such suspension circulated to all bodies affiliated to KDSA for them to impose a concurrent suspension within their own body.

- g) Players, coaches, managers, officials or other persons suspended for a period of 4 matches or more will be reported to all bodies to which the KDSA is affiliated for the application of corresponding suspensions throughout those bodies and their affiliates. Persons who have failed to appear or are un-financial will also be reported.
- h) Players, coaches, managers, officials or other persons suspended following a judicial process by a body to which KDSA is affiliated or a body affiliated to KDSA, for a period of four weeks or more, may be suspended by the KDSA for the corresponding period provided that the P & D is satisfied that natural justice has been served and that said body provides details of: -
 - i) Overview of process followed
 - ii) Charges
 - iii) Suspension applied (if outside standard FFA recommendations justification must be provided)
 - iv) Appearance or otherwise of accused, and subject to approval of the MC.
- i) Players, club officials and supporters may also be barred from entering KDSA sanctioned grounds during games. In all instances this means that where there is a fence on any side of a ground the barred person must remain outside that fence. Where there is no fence the barred person must stay at least 10 metres from the outer boundaries of the playing field. Clubs will be held responsible for ensuring that such sanctions are complied with.
- j) Team coaches and managers may also be barred from holding these positions for a specified period. This will include matches and training and is the responsibility of the club to enforce. A sentence imposed as a result of send offs and citing carries over from one year to the next. Players do not have to be registered in the following year for suspensions to expire. Suspensions for yellow card offences expire at the end of the year in which they were applied.
- k) Players who play whilst suspended will receive a suspension of (1) match per match played, in addition to original suspension.

6.14 Accumulation of Yellow Cards

Yellow Cards are recorded as they are received. A player receiving 4 yellow cards will receive a (1) match suspension. A further 2 yellow cards in the season will incur a further (2) match suspension. Receipt of further yellow cards may lead to the player being cited to appear at next P & D hearing. No player should stand down until instructed to do so by the P & D Chairman.

6.15 Notification of Penalties

- a) Players sent off for offences carrying automatic suspensions that do not appear at the next P & D hearing after being sent off are presumed to have accepted the suspension and no notification will be given. A copy of the suspension notification will be sent to the Club Secretary and player within 7 days.
- b) Players or their representatives who attend a hearing will be notified in writing on the night of the hearing, and a copy of the notification will be sent to the Club Secretary within 7 days.
- c) Where a player allows the case to be heard in his absence the P & D Chairman will inform the Club Secretary by telephone or e-mail within 48 hours and then notify the Secretary and player in writing within 7 days.
- d) Where a player is suspended for Yellow Card offences the P & D Chairman will inform the Club Secretary by telephone or e-mail. A copy of the notification will be sent within 7 days to the Club Secretary and player.
- e) Where action is taken against a club, club official or supporter the P & D Chairman will inform the club in writing within 7 days of the decision and the reasons for the decision. A copy will be sent to the individual(s) involved if the Association knows their contact details.
- f) Notification of sanction imposed will be on the prescribed form 02: Disciplinary Infringement Notice.

6.16 Right of Appeal

Any party affected by a decision of the P & D may appeal that decision. The General Manager must receive all appeals within 7 days of notification of P & D decision. All appeals must be lodged by the Secretary of the club or affiliated body and be accompanied by a club cheque for \$200. All appeals must include the grounds for the appeal and any evidence to be presented in support of the appeal.

The MC may determine, at its sole discretion, that a case may be reheard either by instructing the P & D Chairman or by forming an appeal hearing.

6.17 Grounds for Appeal

There are three grounds to lodge an appeal: -

- a) Severity/leniency of sentence. Here, the offence is conceded but the appeal is against the length or severity of sentence 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.

A letter of appeal must state the exact wording of the decision being appealed against and the grounds upon which the appeal are based upon.

6.18 Protests against Football Committee Decisions

Protests against a decision by Men's, Junior Football or Girls/Women's Football shall be heard in the first instance by the P & D at its next meeting after lodgement of protest.

Any decision of the P & D can be appealed against at the Appeals Board of KDSA.

The Appeal fee of \$200 applies.

6.19 Disputes with Affiliated Bodies

All persons subject to decisions by judicial processes of bodies affiliated to KDSA shall have the right to dispute such decisions at KDSA P & D Committee within seven (7) days following notification of the affiliated body's decision.

6.20 Evidence Required For Appeal

Appeals on the grounds listed in Section 6.17 should consist of the following:

- a) Comparison with other sentences imposed for the same offence; request for consideration of player's age and/or past record.
- b) Reasons why P & D decision is incorrect including the relevant sections of the KDSA Constitution or By-Laws, or the particular FIFA Law of the game claimed to have been breached.
- c) Any new evidence which was unable to be presented, or was not permitted to be presented, at the original P & D hearing.

All evidence to be presented in support of an appeal must be provided at the time of lodging the appeal.

6.21 The Appeals Board

- a) The Appeals board shall hear appeals against the P & D Committee.
- b) The Chairman shall be the KDSA Vice President, or any person nominated by the MC in his absence and shall have a casting vote only.
- c) A quorum shall be 5 members. The Appeals Board members are drawn from Life Members or club officials. A delegate from the referees association may be present to offer expert advice on the Laws of the Game but may not vote. No person who is connected to the parties involved or who may gain an advantage from the case being heard is permitted to sit on an Appeal.
- d) The Appeals Board has the power to either reduce or increase any suspension being appealed against and to impose further penalties or bonds as they see fit.
- e) The following parties may be present at any appeal:
 - i) The person or party charged.
 - ii) The person or party who originally brought the charge or case. If the charge is based on a referees report, the referee may elect not to attend, though he/she may be asked to provide supplementary information pertaining to the case..
 - iii) A statement by the P & D in writing must be provided and must include copies of all evidence, the process followed and the reasons why their decision was reached.
- f) The original charge, if by a match official, can still be the original report. The match official(s), if the appeal involves him/them, shall be given the opportunity to be present.

6.22 Timing of Appeals Board Hearings

Under Football NSW procedures, any determination at a lower level holds good until it is changed on appeal. Therefore, all appeals must be heard within 10 days of lodgement.

Appeals against suspensions of 2 matches or less may not be heard before they are served.

6.23 Return of Appeal Fee

Every appeal lodged must be accompanied by a cheque for \$200 to proceed.

The Appeal fee is returnable at the conclusion of the appeal. The Appeals Board may withhold the fee if the appeal is deemed to be frivolous.

6.24 Further Appeals

Any party affected by an Appeals Board decision may appeal to Football NSW (Sydney branch) within seven (7) days of notification of Appeals Board decision. A copy of the appeal must be forwarded to General Manager KDSA at time of lodgement.

6.25 Appeals out of Time

Where an appeal is out of time according to Rules set by higher-level jurisdictions (Football NSW), it is still possible to appeal. However, the party wishing to appeal must obtain approval from the Association where the case was first heard for the appeal to Football NSW to be heard out of time. The point is to stop any party simply trying to bypass one level of appeal for a higher one, or simply deciding to "have a go" at some future date, without explicit permission. In other words, serious and good reasons should not be dismissed in allowing an appeal. But trivial reasons or none will lead to dismissal of the application to be heard out of time. Refusal by the Association can itself be appealed, but any consideration of such a case shall be dealt with separately and before the main case can be heard.

Where a case was determined by the KDSA P & D but no appeal followed, the case may be referred to the KDSA Appeals Board at the sole discretion of the MC even if the appeal is out of time.

6.26 Referees Association Delegate as Member of Hearing Panels

A representative of the referees association may be present at any P & D and Appeals Board hearing. The representative is not to be a voting member of the panel and should not be counted as part of the quorum, but will remain with the panel during all deliberative stages to offer expert advice on the Laws of the Game. The P & D Chairman and the Appeals Board Chairman will determine the need for having the referee's association delegate attend the relevant hearings.

The referee's association delegate must not have had ANY involvement or prior information regarding any of the cases that he may be required to provide advice on.

6.27 Sentencing Guidelines

The P&D refer to the following guidelines provided by Football NSW when determining penalties.

All players sent from the field are automatically suspended for 1 match.

	SECTION A	MINIMUM	MAXIMUM
	Offences by players against other players*		
R1	Serious Foul Play		
	a) Head butting	Cited 2 matches	12 matches
	b) Punching/fighting	Auto 2 matches	8 matches
	c) Kicking	Auto 2 matches	8 matches
	d) Elbowing to the head	Cited 4 matches	12 matches
	e) Elbowing to the body	Auto 2 matches	8 matches
	f) Violent tackle	Auto 2 matches	8 matches
	g) Rugby tackle	Auto 2 matches	8 matches
	h) Violent charging	Auto 2 matches	8 matches
	i) "Over the Ball" Tackle	Auto 2 matches	8 matches
	j) Grabbing by hair	Auto 4 matches	12 matches
	k) Misconduct	Auto 2 matches	8 matches
	l) Dangerous play	Auto 2 matches	12 matches
R2	Violent Conduct		
	a) All offences as in R1		
R3	Spits on/at an opponent	Cited 6 matches	12 matches
R4	Denies obvious GSO by handling ball	Auto 1 match	Auto 1 match
R5	Denies obvious GSO by committing offence punishable by free kick or penalty kick	Auto 1 match	Auto 1 match
R6	Uses offensive or insulting language and/or gestures	Auto 2 matches	8 matches
	a) Indecent actions	Auto 2 matches	8 matches
R7	Receives a second caution in the match	Auto 1 match	Auto 1 match

Also applies to offences against other persons not covered by Section B, and to offences committed after having been sent from the field.

	SECTION B	MINIMUM	MAXIMUM
	Offences by players and Team Officials against Match Officials and Team Officials		
	Threatening or intimidating an official by word or	Cited 8 matches	Life

action		
Tripping	Cited 1 year	Life
Pushing with an open hand, shoulder or hip	Cited 1 year	Life
Striking with the ball or other object	Cited 1 year	Life
Striking, kicking, elbowing,	Cited 1 year	Life
Head butting	Cited 1 year	Life
Spitting at or on	Cited 8 matches	Life
Using offensive, insulting or abusive language or gestures	Cited 4 matches	20 matches

SECTION C	MINIMUM	MAXIMUM
Other offences by players and team officials		
Inciting the crowd	Cited 10 matches	6 years
Attacking or fighting with spectators	Cited 1 year	Life
Bringing the game into disrepute	Cited 6 matches	Life
Deliberately misleading the committee	Cited 4 matches	Life
Playing while suspended	Auto 1 per match	
Spitting at or on spectators	Cited 8 matches	Life

Note: The above sentences are guidelines only and the P & D reserves the right to vary penalties as appropriate.

Players: Includes named substitutes and all Men's squad members.

Coaches: Comprises coaches, managers, trainers and any other person permitted in the technical area.

Where a person is both a registered player and a "coach" or equivalent on the day of the incident, his/her status as a player takes precedence.

7 Representative Football

7.1 Management Structure

- a) Management structure is identical for Metropolitan League and Youth League (boys and girls). It consists of a Rep Convenor that liaises with league co-ordinators who liaise with the team managers.
- b) The rep committee to include rep convenor (MC member) and a full club style management committee, to meet on a monthly basis or as required. Minimum of 6 members plus Rep Convenor.
- c) Internal sub committee (discipline) consists of the Rep Convenor, the Youth League Head Coach and the co-ordinator of the league involved. Escalation to P & D.
- d) Team Manager's role is defined in the Managers Manual. Manager is to liaise between players, parents, coach on the one hand and the league co-ordinator and convenor on the other.

7.2 Coaching

- a) Coaching structure: Youth League Head Coach oversees all coaching matters. All rep coaches answer to the co-ordinator and carry out his instructions in regard to coaching matters.
- b) Coach's role is to extend and develop the individual player's skill, to develop team spirit and co-operation, to positively encourage the players and to encourage fair play.
- c) Metropolitan League coaches shall emphasise development of player skills within a team structure plus enjoyment of the game.
- d) A Goalkeeper coach shall be appointed to coach keepers from all leagues.
- e) Coaching appointments – process to begin in July each year.
 - i) All coaching positions become vacant at the conclusion of each season.
 - ii) In July/August current coaches to be asked to apply for a coaching position in the following season.
 - iii) Advertising for next season's coaches to begin in July/August in appropriate media.
 - iv) Selection of Youth League Head Coach to be carried out by KDSA executive committee, reviewed annually.
 - v) Selection of team coaches and assistant coaches to be carried out by the Youth League Head Coach, Rep Convenor, Director of Coaching and Chairman of Committees (Vice President).
 - vi) A person cannot coach a team in which an immediate family member is a player without the permission of MC.

7.3 Trials and Selection Process

- a) Trials information shall be put on the web site in August. Trials for Youth league to be advertised in September/October in a range of papers. Trials for U11s & U12s shall be advertised in papers circulating within KDSA boundaries. Trials information shall be circulated to clubs and faxed to schools in KDSA area.
- b) Trials will be held weeknights and/or Sundays from the end of the October public school holidays, for 3 consecutive weeks, according to Football NSW rules. Players must wear appropriate footwear and shin pads.
- c) Players will generally be selected from those who have participated in at least 2 trials.
- d) A player must notify convenor if unable to attend trials, outlining reason for non-attendance. Convenor, in consultation with coach and the Youth League Head Coach will decide if the player can be considered for a trial outside the designated times.
- e) Players will be notified if they have been successful or not. Youth League Head Coach or person delegated by him will thank unsuccessful players for trialling, tell them to continue to develop their skills and invite them to trial again next year. Cuts can be made after the first, second and third trials at the discretion of the coaches. The end of the second trial should do the bulk of the cuts. Successful players will be notified when to attend for registration and uniform fitting. Train-on players may only be asked to attend training for a maximum 4 weeks.
- f) Parents of rep soccer players are to be given information sheets explaining the commitment required from rep players for training and matches before players are signed.
- g) Squad size will be a minimum of 14 and a maximum of 16 players in U13, U14, U15, U16 and U18.
- h) All players in all leagues are to be punctual to games and training, to wear correct attire and to have well-maintained, clean equipment.

7.4 Metropolitan League

- a) U11 and U12 boys will compete in the Metropolitan League. Training will be 2 nights a week for 1.5 to 2 hours per night. U11 and U12 players should have equal playing time over the duration of the season.
- b) The preference is for players to play in their correct age group. Exceptions will be at the discretion of the MC.
- c) In accordance with Football NSW rules U11 and U12 will not be permitted to dual register, i.e. they cannot be registered to play representative soccer and club soccer in the same season.
- d) All Metropolitan League players must reside within KDSA area.
- e) Coaches for the U11 and U12 teams should attend club games as often as possible from the halfway point of the season on, to identify talented players.

7.5 Youth League - Boys

In accordance with Football NSW rules rep players are not permitted to play club soccer.

7.6 Youth League - Girls

- a) KDSA and Northern Tigers to promote girls rep soccer in schools and clubs with the assistance of the Women's Soccer Council.
- b) A coaching co-ordinator for girl's soccer to be appointed and to work in conjunction with Youth League Head Coach.

7.7 Fees

- a) Registration fees are non-refundable. Exception may be made if injury forces withdrawal for the season within 4 weeks of commencement of the season in which case 50% only will be refunded. A partial refund may be made in exceptional circumstances at the discretion of the Representative Football Chairman. U11 and U12 players should have equal playing time over the duration of the season.
- b) Uniform items will not be refunded. Northern Tigers players must purchase uniform items to ensure that they are wearing the current strip, which is in good condition and fits appropriately. Players must be of neat appearance when representing the Association. No uniform items will be refunded.
- c) No representative player will be issued with any equipment until the registration fee is paid in full.
- d) No representative player will be permitted to participate in any extra coaching course, academy, coaching camp or similar until the fees for that activity have been paid in full.

7.8 Equipment – All Leagues

- a) Managers shall return all kit at the end of the season to the KDSA office. Representative Football Committee will carry out stocktaking of equipment. Office to order any equipment required. Any items not returned will be deducted from the Manager's allowance.
- b) Goalkeeper's shirts must be numbered. Black shirts are not permitted.
- c) The maximum rebate for Goalkeepers for gloves is \$100.

7.9 Canteen

- a) A canteen supervisor shall be appointed by Representative Football Committee to oversee canteen operation.
- b) Canteen co-ordinators from each team shall liaise with canteen supervisor to assist in the smooth operation of the canteen.
- c) It is a requirement of parents of representative players to do canteen duty as rostered by the team canteen co-ordinators.

7.10 Miscellaneous

- a) Rep Convenor and Representative Football Committee to review policy in June for consideration by the MC at July meeting.
- b) Procedure for rescheduling washed out home games: -
- c) Rep Convenor asks the office what grounds are available and when they are available then consults with the Youth League Head Coach and opposition's convenor to arrange rescheduling of the game.
- d) KDSA office ratifies the change with Football NSW, books ground and notifies ref appointment officer re change in schedule.
- e) Presentation and conduct of all coaches, players and officials should reflect positively on Ku-ring-gai reps and Northern Tigers at all times.

- f) Rep Convenor shall liaise with Northern Tigers Soccer Club, Sydney FC and Central Coast Mariners to provide mentors for team training sessions.
- g) All players, parents and officials of Northern Tigers and representative players must sign all Sport Rage pledges.

7.11 Seniors

7.11.1 Management Structure

- a) The Football Manager liaises with the Rep Convenor.
- b) Each team has a manager.
- c) The Football Manager will be a member of the Representative Football Committee.
- d) Football Manager and Team Managers' roles to be defined in the manager's manual.
- e) An internal sub committee for discipline consisting of the Football Manager, the General Manager and the Chairman of Committees (Vice President) shall be formed as required. Escalation to P & D.

7.11.2 Football Manager

The Football Manager, in consultation with the Representative Convenor has control of all operational matters relating to the State League Teams. The incumbent is responsible for players' registration with Football NSW and liaises with the said organization on matters relating to the players on behalf of KDSA. Other responsibilities are as follows:

- a) In collaboration with the KDSA General Manager negotiates contractual agreements with the players, completes contract papers and arranges for their registrations with Football NSW.
- b) On a monthly basis prepare schedule of players' payments and forward it to KDSA for cheques to be raised and posted.
- c) Keep accurate records of players attendance at training, yellow cards and "send off details".
- d) Ensure that KDSA code of conduct is implemented and adhered too.
- e) Take appropriate action against players' misbehaviour both on and off the field and when delegated act as players advocate on Football NSW disciplinary committee or other committees.
- f) Liaise with team managers to ensure proper record keeping of the points system.
- g) Put in place a system for running the canteen and BBQ when State League teams play at home. It may be necessary to appoint a person to undertake canteen duties. This person must liaise with the Canteen Supervisor and canteen co-ordinators from Metropolitan and Youth Leagues (Boys and Girls).
- h) Arrange for the gate to be manned on home game days and ensure that appropriate gate charges are applied. It may be necessary to appoint a person to undertake gate-taking responsibilities.
- i) Attend Representative Football Committee meetings.
- j) Liaise with KDSA General Manager on State League matters.
- k) Coordinate the grounds set up and oversee the canteen on match days.
- l) Organise the rescheduling of postponed games and liaise with the KDSA office in this regard.

7.11.3 Team Manager

The team managers are responsible for all administrative matters on match days. They would be required to complete Team Sheets and Referee Reports and arranged for same to be passed on to the Football Manager at the conclusion of each game. Other responsibilities expected from managers are as follows:

- a) Control and retrieve playing strips on the day;
- b) Arrange for same to be washed;
- c) Delegate Team official responsibilities on match days
- d) Collaborate with Football Manager on the collection of match statistics as determined by the head coach.
- e) Maintain control on players' cards and equipment.

7.11.4 Coaching Appointments

- a) The KDSA MC shall appoint The First Grade Coach, the Assistant Coach and the Under 20's Coach.
- b) The First Grade Coach oversees all coaching matters in State League teams and liaises with the Youth and Metropolitan League Head Coach.
- c) A Goalkeeper coach shall be appointed for specialist coaching – this person may also be required to assist with specialist coaching for Junior Reps.

7.11.5 First Grade Coach

The role of the First Grade Coach is to enable the players to achieve levels of performance to a degree that may not have been possible if left to their own endeavours.

The First Grade Coach, in collaboration with his Assistant, creates the right condition for the players to learn and to find ways of motivating the players.

The First Grade Coach would be expected to perform the following:

- a) Advise the players on the training to be conducted;
- b) Assess players performance in training and in competition;
- c) Demonstrate to the players the skill required by them to perform
- d) Instructing players in skills required in soccer;
- e) Maintain the motivation of all throughout the year;
- f) Prepare training plans for players;
- g) Plan and select the best team to represent the club;
- h) Deal with various individual personalities within the team;
- i) Provide continual feedback to the team and individuals within the team;
- j) Generate involvement and support by seeking players opinion on opposition teams and his own game plans;
- k) Provide an environment that does not expose the player to potential injury.

7.11.6 Equipment

- a) The Manager's kit is distributed at the beginning of the season. All items are to be listed.
- b) The Football Manager shall return the kit to the KDSA office at the end of the season. Damages and loss of any equipment must be reported to the office.
- c) Clothing – Each team member will be supplied with 1 tracksuit jacket, 1 pair of shorts, 1 polo shirt, 2 pairs of socks, playing shirt and alternate strip so that all players are wearing the same strip in good condition. Any additional clothing must be ordered and purchased by players through the Football Manager who will keep a log of clothing supplied to players.
- d) The playing shirt and alternate strip remain the property of Northern Tigers Soccer Club.

7.11.7 Budget

The Football Manager, First Grade Coach, Rep Convenor and General Manager shall work with the Treasurer in October to formulate the seniors' budget.

7.11.8 Physiotherapist

State League teams will be provided with the services of a physiotherapist recommended by the First Grade Coach. This is a paid position (terms to be discussed with the First Grade Coach) appointed by the KDSA. Players will be responsible for supplying their own tape for strapping. The tape can be purchased from the canteen.

7.11.9 Mentoring

State League Coaches and players are to develop a mentor relationship with junior reps, assisting at training sessions, attending semi-final/final games etc when possible/as required and attending presentation night for junior reps, as required.

Presentation and conduct of all coaches, players and officials should reflect positively on KDSA and Northern Tigers at all times.

8 5-A-Side Football

The MC shall appoint a 5-A-Side Football Convenor.

The 5-A-Side Football Convenor is responsible for the operation of the 5-A-Side competitions.

8.1 KDSA 5-A-Side Football - 2008/2009 Competition Rules

8.1.1 Competition Regulations

- a) Playing time allowed for each game shall be:
 - i) Thirteen (13) minutes each half, with no half time break – U16 and under.
 - ii) Twenty (20) minutes each half, with no half time break – U18 and older.
- b) There will be no time added for injury or other stoppages of play.
- c) Kick-off times are listed on the draw.
- d) Competition points will be awarded as follows: -
 - i) Three (3) points for a win,
 - ii) One (1) point for a draw and
 - iii) Zero (0) points for a loss.
- e) If teams are equal on competition points at the end of the competition, goal difference (goals for minus goals against) will decide the final placing. If teams have the same goal difference then the team with the most goals scored is the higher placed team. If the teams are still equal, the regular season win/loss record between the equal placed teams will decide the higher placed team, or goal difference between the teams in these matches if required. If teams are still equal, a coin will be tossed to determine the higher placed team.
- f) All players must have an ID card. ID number of all players is to be listed on the match card before taking the field for each match. Failure to complete the match card before taking the field may result in forfeits and/or fines
- g) No player shall take the field of play unless they have registered and paid their insurance levy. The registering of new players will be arranged with the Ground Manager or Tournament Convenor. New players may be registered at any time during the season prior to taking the field. No late registering player is permitted to take the field without payment of all fees and with the approval of the Ground Manager. All registered players must enter their photo on the website within their team. Team managers must ensure all player photo ID's are printed on the form available via the website (www.5aside.kdsa.asn.au). Players without a current photo printed on the team player photo form are not permitted to play in any game.
- h) Forfeits will be awarded when an opposing team does not field a minimum of 3 players, one of who shall be a goalkeeper, 5 minutes after the scheduled commencement of the game. Any game forfeited will be recorded as four – nil (4-0) win.
- i) Late forfeits (i.e. within 48 hours of the game) will incur a \$50.00 fine, which will be deducted from the team bond. Forfeits without any notice will also incur the penalty advised in 8.1.1 (f) as well as the deduction of 1 (one) competition point.
- j) For all forfeits with notice, team managers are to complete a Forfeit form and forward to the Tournament Organiser.
- k) Players may register to play for more than one team on the same night or alternate nights as long as the teams are not in the same divisions. A breach of this rule will result in an automatic forfeit.
- l) Playing of unregistered or suspended players will result in a forfeit.
- m) Washed out games will be played if time permits and/or the results have a bearing on the final table.
- n) The maximum number of substitutes is three (3) players.
- o) Teams allocated to the first time slot are required to dress the grounds and teams allocated to the last time slot are required to undress playing fields (posts, nets, and corner flags).
- p) Failure to dress or undress fields will result in a 3-point deduction to both teams listed for the respective game.
- q) Each team must supply a licensed Futsal match ball for the game. Size 3 balls are to be used for all age groups up to and including Under 14's. Size 4 balls are to be used for all age groups Under 16 and above.
- r) If a referee has not been appointed to your game, teams are to supply their own referee. Each team is to supply its own whistle.
- s) Extra time is not to be added on to games for any reason. The Ground Manager is the official timekeeper and games will commence and finish on his siren.

8.1.2 Interchange / Substitutes

- a) Substitution method: "Flying substitution" (all players apart from the goalkeeper enter and leave as they please; goalkeeper substitutions can only be made when the ball is out of play and with the consent of the referee).
- b) The interchange of players must take place at the half way mark on the pitch. The player being replaced is required to leave the field before the replacement enters the field of play. Any breach of this rule will be penalised and cautioned by the referee.

8.1.3 Playing Rules

- a) All rules and regulations of the FIFA Laws of the Game (Laws 1-17 inclusive) will apply unless otherwise directed below.
- b) There will be no offside rule applied during the competition.
- c) The minimum distance an opposing player may stand from the ball in any restart of play is five (5) metres.
- d) Kick-ins are taken in place of throw-ins when the ball passes over the sideline. Kick-ins are taken under the following conditions: -
 - i) The ball is placed on the touchline before kicking;
 - ii) The kicker's foot not kicking the ball must be outside or touching the sideline when the ball is kicked; infringement of this rule will result in the kick-in being awarded to the opposition team;
 - iii) The kick-in must be taken within 4 seconds: if it is not, the kick-in is awarded to the opposition team;
 - iv) The kicker cannot play the ball a second time until another player has touched it; infringement of this rule will result in an indirect free kick to the opposing team from where the infringement occurred;
- e) All players must stand at least five (5) metres from kicker;
- f) A goal cannot be scored directly from a kick-in. Another player within the field of play must touch the ball first, prior to the ball wholly crossing the goal line.
- g) All free kicks, apart from penalty kicks, will be indirect. A penalty kick is awarded if a player commits an offence, which is punishable with a direct free kick, inside his own "D".
- h) Penalties are to be taken eight (6) metres from the goal, in the centre of the "D" radius.
- i) Players, who, in the opinion of the referee, commit a dangerous "slide-tackle", will be penalised with an indirect free kick and a mandatory caution.
- j) Players may not play the ball while sitting or lying on the ground. An indirect free kick will be awarded for an infringement of this rule.
- k) Games will commence on time and the ground manager will control time. All games (excluding semi-finals and finals) MUST start and finish on the siren. Extra time is not to be added on to any games for any reason, apart from semi-finals and finals. The referee is the sole timekeeper in semi-finals and finals.
- l) No jewellery whatsoever is permitted to be worn by any player or official. The referee may wear a wristwatch for timekeeping purposes. Players may not use tape to cover items of jewellery.

8.1.4 Clothing

- a) Teams shall wear shirts, socks and shorts of the same colour. Black playing strips (shirts) are NOT permitted. ALL playing strips are to have permanent numbers (No tape or marker pen is permitted).
- b) All players must wear shin pads. Referees will not permit players to take the field of play without shin pads.

8.1.5 Goalkeepers

- a) The Goalkeeper cannot kick the ball out of their hands over the half way line on the full. This will result in an indirect free kick to the opposition at half way.
- b) The Goalkeeper cannot pick the ball up directly from a kick in taken by a team mate. This will result in an indirect free kick where the infringement occurred.
- c) The Goalkeeper must release the ball within four (4) seconds of gaining control of the ball in their hands and/or feet. This will result in an indirect free kick where the infringement occurred.
- d) The Goalkeeper is not permitted to touch the ball for a second time until an opponent has touched it or a team mate, after the ball has crossed the halfway line, has touched it.

8.1.6 Cautions / Send Offs

- a) Referees at their discretion may issue yellow cards. An accumulation of four (4) yellow cards will result in an automatic one-match suspension. The committee has the authority to adjust suspensions at their discretion.

- b) The referee may sin bin a player for periods of up to 5 minutes at their discretion for offences committed. A player may not be substituted whilst in the sin bin.
- c) Referees at their discretion may issue a red card and send players from the field. Dismissed players may be substituted two (2) minutes after the player has left the field of play. The referee will advise when the substitute may enter the field of play.
- d) The following automatic suspensions apply: -
 - i) Second Cautionable offence in a match – 1 match;
 - ii) Deliberate hand ball to prevent goal scoring opportunity – 1 match;
 - iii) Serious foul play to prevent goal scoring opportunity – 1 match;
 - iv) Serious foul play of a non-violent nature – 1 match;
 - v) Offensive, insulting or abusive language loudly or to opponents – 1 match;
 - vi) Offensive, insulting or abusive language to referees, officials or spectator – 2 matches;
 - vii) Serious foul play of a violent nature – 2 matches;
 - viii) Violent conduct – 2 matches;
- e) The Ground Manager has the discretion to cite and/or suspend any player/official/spectator for breaches of the respective “Codes of Conduct” in consultation with the respective team manager and KDSA. This disciplinary action may include instances of violent/abusive behaviours before or after a game.
- f) Serious offences may be subject to further action by P & D Committee.
- g) All suspensions will be served in the next scheduled game/s.
- h) The P & D committee has the discretion to review or confirm all suspensions.
- i) Appeals against non-mandatory suspensions may be made to the Appeals Committee.

8.1.7 Semi-Finals and Finals

- a) For a player to be eligible for a semi-final or final, that player must have played at least three (3) competition games for that team.
- b) In the semi-finals and finals, extra time will be played in the event of a draw. Extra time will be in the form of two (2) extra periods of five (5) minutes each way. The “Golden Goal” rule does not apply. If the result is still a draw, then a five (5)-goal penalty shoot out will be held in accordance with FIFA rules.

9 Schedule Of Fees, Fines & Penalties

The levying of all fines and penalties are subject to the discretion of the MC or the relevant sub-committee. All fees & fines are listed exclusive of GST.

9.1 Membership Fees

- | | |
|--|-----|
| a) Membership application fee | \$0 |
| b) Annual Membership subscription | \$1 |
| c) Annual Life Membership subscription | \$0 |

9.2 General Meetings

- | | |
|---|-------|
| Failure of member club to send delegate to a GM without apology | \$200 |
|---|-------|
- All questions regarding financial statements/reports shall be placed in writing to the General Manager at least 7 days prior to any meeting.

9.3 Team Entry Fees

- | | |
|--|-----------------------|
| a) Late Entry Fee | 10% of team entry fee |
| b) Withdrawal Fee (prior to draw finalisation) | 10% of team entry fee |
| c) Late Withdrawal Fee (after draw publication) – U6-U9 | half team fees |
| d) Late Withdrawal Fee (after draw publication) – all others | full team fees |
| e) Late Withdrawal Fee (within 14 days of: -) – Gala Day | \$300 |
| f) Late Withdrawal Fee (after draw publication) – Cups/Shields | \$200 |

9.4 Grounds

- | | |
|---|-------|
| a) Failure to provide corner flags* | \$200 |
| b) Failure to provide nets* | \$25 |
| c) Failure to provide approved spectator control measures | \$50 |
| d) Failure to open emergency access | \$25 |
| e) Failure to open dressing sheds (where available) | \$25 |
| f) Recurring failure to dress grounds may result in heavier fines, loss of points and/or suspension from a competition. | |

*Corner flags and nets must comply with the FIFA Laws of the Game.

9.5 Forfeits

- | | |
|---|--------------------------|
| a) Late forfeit fee (within 48 hours of match) | \$50 + additional costs |
| b) Late forfeit fee (without notice) | |
| iv) First offence | \$200 + additional costs |
| v) Second offence | \$400 + additional costs |
| c) Subsequent offences may result in additional fines, loss of points and/or suspension from a competition. | |

9.6 ID Cards

- | | |
|-----------------------------|-------|
| Replacement of lost ID card | \$ 50 |
|-----------------------------|-------|

9.7 Match Cards

- | | |
|--|--------------------------|
| a) Failure to complete match card by stipulated time | |
| i) First/Second offence | \$25 |
| ii) Subsequent offences | \$50 + points deductions |
| b) Failure to verify opposing player ID's | \$50 |
| c) Incorrect player information (names, shirt numbers, ID numbers) | \$10 per offence |
| d) Failure to lodge match card at KDSA Office by stipulated time | \$25 |
| e) Loss of match card* | \$100 |

* Match cards will be deemed lost if not received within 28 days of match.

9.8 Players

- | | |
|--|--|
| a) Ineligible players in match | \$50 + match forfeited |
| b) Incorrect strip – team not wearing approved strip | |
| i) First offence | \$100 + letter of reprimand |
| ii) Second offence | >\$300/<\$500 + club to appear |
| iii) Further offence | >\$500/<\$800 + loss of points for game. |

9.9 Referees

- | | |
|--|-----------------------------|
| a) Failure to supply officials when required (All Age and Women's) | |
| i) First offence | \$50 |
| ii) Further offences | \$100 |
| b) Team managers failing to mutually appoint referee and assistants: | match cancelled + citations |

9.10 Results

Failure to notify match results by stipulated time

- | | |
|------------|---------------------------------|
| a) Juniors | \$50 fine and/or loss of point |
| b) All Age | \$50 fine and/or loss of points |

9.11 Trophies

Failure to return perpetual trophy by stipulated time	\$100 + replacement cost
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9.12 Other

- | | |
|-----------------------------|-------|
| a) Appeal Fee | \$200 |
| b) Use of non-licensed ball | \$50 |

10 Club Playing Strips

- a) All clubs must provide current photographs and descriptions of approved strips at the time of application for affiliation each year and these photographs will appear on the web site
- b) Only approved strips shall be worn in any match. Clubs will have one approved strip and one approved alternate strip
- c) If a home team's approved shirt clashes with the opposition's approved shirt, the home team must wear their approved alternate shirt.
- d) All shirts must be permanently numbered – tape is not acceptable. The numbers must correspond to the match card.
- e) Approved club strip and colours - refer to website for list www.kdsa.asn.au

11 Member Protection

11.1 Member Protection

11.1.1 KDSA Inc. Mission Statement

The mission of KDSA Inc. is to: -

- a) Develop well rounded young Australians through the proper football environment which teaches respect, humility, integrity, reward through effort and fair play at all times;
- b) Provide an environment for every player that is free from discrimination, abuse and harassment;
- c) Encourage all participants to treat other participants with respect and dignity at all times;
- d) Enforce the principles of the Codes of Conduct and Sports Rage;
- e) Provide an environment for every player which allows freedom of expression, creativity and a love of beautiful football;
- f) Encourage all our players to express who they are through their football;
- g) Provide football training which systematically develops in our players the key football attributes of technique, ball skill, and football intelligence;
- h) Encourage our coaches to facilitate player learning, rather than imposing restrictions and strict tactics on our players;
- i) Strive to constantly improve our Association's football knowledge base through education and employment of outstanding technicians to offer the best football learning environment to our players;
- j) Encourage as a matter of policy the core football attributes of technique, ball skill, and respect for the football above physical attributes;
- k) Play football with a smile.

11.1.2 Purpose of this policy

- a) This Member Protection Policy (policy) aims to ensure our core values, good reputation and positive behaviours and attitudes are maintained. It assists us in ensuring that every person involved in our sport is treated with respect and dignity, and is safe and protected from abuse. This policy also ensures that everyone involved in our sport is aware of his or her legal and ethical rights and responsibilities. This policy also reflects our support and implementation of the sport industry principles and values outlined in The Essence of Australian Sport – principles of fairness, respect, responsibility and safety.
- b) The policy attachments provide the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, KDSA Inc. will take disciplinary action against any person or organisation bound by this policy if they breach it.
- c) This policy has been endorsed by the KDSA Inc. MC and has been incorporated into our By-Laws. The policy commences on 18th February 2008 and will operate until replaced. This policy and/or its attachments may be amended from time to time by resolution of the MC. Copies of the policy and its attachments can be obtained from our website kdsa.asn.au or from General Manager, KDSA Inc.

11.1.3 Who this Policy Applies To

This policy applies to the following, whether they are in a paid or unpaid/voluntary capacity: -

- a) Individuals sitting on boards, committees and sub-committees;
- b) Employees and volunteers;
- c) Support personnel (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers);
- d) Coaches and assistant coaches;
- e) Players;
- f) Referees, referee's assistants and other officials;
- g) Members, including life members;
- h) Affiliated clubs and associated organisations;
- i) Any other person or organisation that is a member of or affiliated to the KDSA Inc.
- j) Parents, guardians, spectators and sponsors to the full extent that is possible.

This policy will continue to apply to a person even after they have stopped their association or employment with KDSA Inc. if disciplinary action, relating to an allegation of child abuse against that person, has commenced.

11.1.4 Code of Conduct

KDSA Inc. requires every individual and organisation bound by this policy to: -

- a) Be ethical, fair and honest in all their dealings with other people and KDSA Inc.;

- b) Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations;
- c) Always place the safety and welfare of children above other considerations;
- d) Comply with KDSA's constitution, rules and policies including this member protection policy;
- e) Operate within the rules and spirit of the sport;
- f) Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws;
- g) Be responsible and accountable for their conduct; and
- h) Abide by the relevant Role-Specific Codes of Conduct outlined in Section 11.4 of these by-laws.

11.1.5 Organisational Responsibilities

KDSA Inc. and its affiliated clubs and organisations must: -

- a) Adopt, implement and comply with this policy;
- b) Publish, distribute and otherwise promote this policy and the consequences for breaching it;
- c) Promote appropriate standards of conduct at all times;
- d) Promptly deal with any breaches of or complaints made under this policy in an impartial, sensitive, fair, timely and confidential manner;
- e) Apply this policy consistently without fear or favour;
- f) Recognise and enforce any penalty imposed under this policy;
- g) Ensure that a copy of this policy is available or accessible to the persons to whom this policy applies.
- h) Appoint or have access to appropriately trained people to receive and handle complaints and allegations (e.g. Member Protection Information Officers (MPIOs)) and display the names and contact details in a way that is readily accessible; and
- i) Monitor and review this policy at least annually.

11.1.6 Individual Responsibilities

Individuals bound by this policy are responsible for: -

- a) Making themselves aware of the policy and complying with the standards of conduct outlined in this policy;
- b) Consenting to a national police check if the individual holds or applies for a role that involves direct and unsupervised contact with people under the age of 18 years.
- c) Complying with all other requirements of this policy;
- d) Co-operating in providing a discrimination, child abuse and harassment free sporting environment;
- e) Understanding the possible consequences of breaching this policy.

11.1.7 Policy Position Statements

11.1.7.1 Child Protection Policy

Every person and organisation bound by this policy must always place the safety and welfare of children above all other considerations.

KDSA acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of our juniors. KDSA aims to ensure this continues and to protect the safety and welfare of its junior participants. Several measures will be used to achieve this such as: -

- a) Prohibiting any form of abuse against children;
- b) Providing opportunities for our juniors to contribute to and provide feedback on our program development;
- c) Carefully selecting and screening people whose role requires them to have regular direct and unsupervised contact with children. (Screening procedures are outlined in Section 11.2 of these by-laws);
- d) Ensuring our codes of conduct, particularly for roles associated with junior sport, are promoted, enforced and reviewed;
- e) Providing procedures for raising concerns or complaints (our complaints procedure is outlined in Section 11.3 of these by-laws); and
- f) Providing education and/or information to those involved in our sport on child abuse and child protection.
- g) KDSA requires that any child who is abused or anyone who reasonably suspects that a child has been or is being abused by someone within our sport, to report it immediately to the police or relevant government agency and MPIO. Descriptions of the sorts of activity that may be abuse are in the Dictionary in Section 11.1.11 of these By-Laws.

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected. Our procedures for handling allegations of child abuse are outlined in Section 11.3.4 of these by-laws.

If anyone bound by this policy reasonably suspects that a child is being abused by his or her parent/s, they are advised to contact the NSW Department of Community Services.

11.1.7.2 Anti-Discrimination and Harassment Policy

- KDSA aims to provide a sport environment where all those involved in its activities are treated with dignity and respect, and without harassment or discrimination.
- KDSA recognises that all those involved in its activities cannot enjoy themselves, perform to their best, or be effective or fully productive if they are being treated unfairly, discriminated against or harassed because of their age, disability, family responsibilities, gender identity, homosexuality or sexual orientation, irrelevant medical or criminal record, marital status, political belief, pregnancy or breastfeeding, race, religion, sex, social origin and/or trade union membership/activity.
- KDSA prohibits all forms of harassment and discrimination based on personal characteristics listed in the Dictionary. Discrimination and harassment are extremely distressing, offensive, humiliating and/or threatening and create an uncomfortable and unpleasant environment. In most circumstances discrimination and harassment are against the law.
- Descriptions of some of the types of behaviour, which could be regarded as harassment or discrimination, are provided in the Dictionary in Section 11.1.11 of these By-Laws
- If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, please refer to our complaints procedure outlined in Section 11.3 of these By-Laws. This will explain what to do about the behaviour and how KDSA will deal with the problem.

11.1.7.3 Sexual Relationships Policy

- KDSA takes the view that intimate relationships (whether or not of a sexual nature) between coaches and players, while not necessarily constituting Harassment, can have harmful effects on the individual player involved, on other players and on the sport's public image. Such relationships may be perceived to be exploitative because there is usually a disparity between coaches and players in terms of authority, maturity, status and dependence. Given there is always a risk that the relative power of the coach has been a factor in the development of such relationships, coaches at all levels should avoid them. In the event that a player attempts to initiate an intimate relationship, the coach must take personal responsibility for discouraging such approaches, explaining the ethical basis for such actions.
- The law is always the minimum standard for behaviour within KDSA and therefore sex with a child is a criminal offence.

11.1.7.4 Pregnancy Policy

- KDSA is committed to providing an inclusive sporting environment for pregnant women involved in its activities. KDSA expects everyone bound by this policy to treat pregnant women with dignity and respect and to remove any unreasonable barriers to participation in our sport that disadvantage them. We will not tolerate any unlawful discrimination or harassment against pregnant women or women who may become pregnant.
- Descriptions of some of the types of behaviour, which could be regarded as pregnancy discrimination or harassment, are provided in the Dictionary in Section 11.1.11 of these By-Laws.
- If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, please refer to our complaints procedure outlined in Section 11.3 of these By-Laws. This will explain what to do about the behaviour and how the KDSA will deal with the problem.
- While many sporting activities are safe for pregnant women to participate in, there may be particular risks that apply to some women during pregnancy. Those risks will depend on the nature of the particular sporting activity and the particular pregnant woman's circumstances.
- KDSA will take reasonable care to ensure the safety, health and well being of pregnant women and their unborn children. We will advise pregnant women that there may be risks involved, and encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, are of utmost importance in their decision making about the extent and manner in which they participate in our sport.
- We encourage all pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation in particular sporting activities. We will only require pregnant women to sign a disclaimer if we require other participants to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

11.1.7.5 Gender Identity Policy

- KDSA is committed to providing an inclusive sporting environment where transgender or transsexual people involved in its activities are able to contribute and participate. KDSA expects everyone who is bound by this policy to treat people who identify as transgender or transsexual fairly and with dignity and respect. This includes acting with sensitivity and respect where a person is undergoing gender transition. We will not tolerate any unlawful discrimination or harassment against a person who identifies as transgender or transsexual or who is thought to be transgender or transsexual.
- Descriptions of some of the types of behaviour, which could be regarded as transgender or transsexual discrimination or harassment, are provided in the Dictionary in Section 11.1.11 of these By-Laws.
- If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, please refer to our complaints procedure outlined in Section 11.3 of these By-Laws. This will explain what to do about the behaviour and how the KDSA will deal with the problem.
- KDSA recognises that the exclusion of transgender or transsexual people from participation in sporting events has significant implications for their health, wellbeing and involvement in community life. In general KDSA will facilitate transgender or transsexual persons participating in our sport of the sex with which they identify.
- KDSA also recognises there is debate over whether a male to female transgender person obtains any physical advantage over other female participants. This debate is reflected in the divergent discrimination laws across the country. If issues of performance advantage arise, KDSA will seek advice on the application of those laws in the particular circumstances.
- KDSA is aware that the International Olympic Committee (IOC) has established criteria for selection and participation in the Olympic games. Where a transgender or transsexual person intends competing at an elite level, we will encourage them to obtain advice about the IOC's criteria, which may differ from the position taken by KDSA.
- KDSA notes that drug testing procedures and prohibitions also apply to people who identify as transgender or transsexual. A person receiving treatment involving a Prohibited Substance or Method, as described on the World Anti-Doping Agency's Prohibited List, should apply for a standard Therapeutic Use Exemption.

11.1.7.6 Other Relevant Policies

Other KDSA relevant policies can be found at www.kdsa.asn.au. Some of the policies that contribute to the welfare of all those involved in our activities include: -

- (i) Pregnancy Policy;
- (ii) Alcohol policy;
- (iii) Smoking policy;
- (iv) Lightning policy;
- (v) Heat policy;
- (vi) "Playing above your age" policy.

11.1.8 Complaints Procedures

11.1.8.1 Complaints

- a) KDSA aims to provide an easy to use, confidential and trustworthy procedure for complaints based on the principles of natural justice. Any person may report a complaint (complainant) about a person/s or organisation bound by this policy if they reasonably believe that a person/s or a sporting organisation has breached this policy. A complaint should be reported to the MPIO of KDSA or its affiliated club or organisation.
- b) A complaint may be reported as an informal or formal complaint. The complainant decides whether the complaint will be dealt with informally or formally unless the MPIO to whom the complaint is made considers that the complaint falls outside the parameters of this policy and would be better dealt with another way.
- c) All complaints will be dealt with promptly, seriously, sensitively and confidentially. Our complaint procedures are outlined in section 11.3 of these by-laws.

11.1.8.2 Vexatious Complaints & Victimisation

- a) KDSA aims to ensure our complaints procedure has integrity and is free of unfair repercussions or victimisation. If at any point in the complaint process the MPIO to whom the complaint is made considers that a complainant has knowingly made an untrue complaint or the complaint is vexatious or malicious, the matter may be referred to the KDSA P & D Committee for appropriate action, which may include disciplinary action against the complainant.

- b) KDSA will also take all necessary steps to make sure that people involved in a complaint are not victimised by anyone for coming forward with a complaint or for helping to sort it out. Disciplinary measures will be imposed on anyone who victimises another person for making a complaint.

11.1.8.3 Mediation

- a) KDSA aims to sort out complaints with the minimum of fuss wherever possible. In many cases, complaints can be sorted out by agreement between the people involved with no need for disciplinary action. The people involved in a formal complaint - the complainant and the person complained about (respondent) - may also seek the assistance of a neutral third person or a mediator. Lawyers are not able to negotiate on behalf of the complainant and/or respondent.
- b) Mediation may occur either before or after an investigation of a complaint. If a complainant wishes to try and resolve the complaint with the assistance of a mediator, the MPIO will, in consultation with the complainant, arrange for a mediator to mediate the complaint. More information on the mediation process is outlined in section 11.3.2 of these by-laws.

11.1.8.4 Tribunals

- a) The P & D shall hear a formal complaint that has been referred by the General Manager, KDSA Inc. for an alleged breach of the policy. The hearing procedure is outlined in Section 11.3.5 of these By-Laws.
- b) A respondent may lodge one appeal only to the Appeal's Board in respect of a decision of the P & D. The decision of the Appeals Board is final and binding on the people involved to the appeal. Our appeals process is outlined in Section 11.3.5 of these By-Laws.
- c) Every organisation bound by this policy will recognise and enforce any decision made, and form of discipline imposed, by an appeals tribunal under this policy.
- d) Members of P & D and the Appeal's Board will be indemnified by the organisation that appointed them against any claim for loss, compensation or damages, and for costs incurred defending a claim made against them, because of their function as a member of a P & D or Appeals Board.

11.1.9 What is a Breach of this policy?

It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have: -

- a) Done anything contrary to this policy;
- b) Breached the Code of Conduct and Role-Specific Codes of Conduct;
- c) Brought the sport (and/or KDSA) into disrepute;
- d) Failed to follow KDSA policies and procedures for the protection, safety and welfare of children;
- e) Appointed or continued to appoint a person to a role that involves working with children and young people contrary to this policy;
- f) Discriminated against or harassed any person;
- g) Victimised another person for reporting a complaint;
- h) Engaged in a sexually inappropriate relationship with a person that the person supervises, or has influence, authority or power over;
- i) Disclosed to any unauthorised person or organisation any KDSA information that is of a private, confidential or privileged nature;
- j) Made a complaint they knew to be untrue, vexatious, malicious or improper;
- k) Failed to comply with a penalty imposed after a finding that the individual or organisation has breached this policy;
- l) Failed to comply with a direction given to the individual or organisation during the discipline process.

11.1.10 Forms of Discipline

If an individual or organisation to which this policy applies breaches this policy, one or more forms of discipline may be imposed. These may include making a verbal or written apology, paying a fine, being suspended or de-registered or having a person's appointment or employment terminated. More information on the range of disciplinary measures and the factors that will be considered before imposing discipline is in Section 11.3.6 of these By-Laws.

11.1.11 Dictionary

This Dictionary sets out the meaning of words used in this policy and its attachments without limiting the ordinary and natural meaning of the words. State specific definitions and more detail on some of the words in this dictionary can be sourced from the relevant State child protection commissions or equal opportunity and anti-discrimination commissions.

Abuse is a form of harassment and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power. Examples of abusive behaviour include bullying, humiliation, verbal abuse and insults.

Affiliated club means any club that has satisfied the requirements of Section 1.10 of these By-Laws.

Child means a person who is under the age of 18 years (see also definition of young person)

Child abuse relates to children at risk of harm (usually by adults, sometimes by other children) and often by those they know and trust. It can take many forms. Children may be harmed by both verbal and physical actions and by people failing to provide them with basic care.

Child abuse may include: -

- Physical abuse by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs; or training that exceeds the child's development or maturity).
- Sexual abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations).
- Emotional abuse by ill-treating a child (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child).
- Neglect (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

Complaint means a complaint made under Section 11.3 of these By-Laws.

Complainant means the person making a complaint.

Discrimination means treating or proposing to treat someone less favourably than someone else because of a particular characteristic in the same or similar circumstances in certain areas of public life (this is Direct Discrimination). The law also covers Indirect Discrimination. This is imposing or intending to impose an unreasonable requirement, condition or practice that is the same for everyone, but which has an unequal or disproportionate effect on individuals or groups with particular characteristics. The characteristics covered by discrimination law across Australia are: -

- Age;
- Disability;
- Family/carer responsibilities;
- Gender identity/transgender status;
- Homosexuality and sexual orientation;
- Irrelevant medical record;
- Irrelevant criminal record;
- Political belief/activity;
- Pregnancy and breastfeeding;
- Race;
- Religious belief/activity;
- Sex or gender;
- Social origin;
- Trade union membership/activity.

Some States and Territories include additional characteristics such as physical features or association with a person with one or more of the characteristics listed above.

Examples of Discrimination

- Age: A club refuses to allow an older person to coach a team simply because of their age.
- Breastfeeding: A member of the club who is breastfeeding her baby in the clubrooms is asked to leave.
- Disability: A junior player is overlooked because of her mild epilepsy.
- Family responsibilities: A club decides not to promote an employee because he has a child with a disability even though the employee is the best person for the job.
- Gender Identity: A transgender contract worker is harassed when employees refuse to call her by her female name.
- Homosexuality: An athlete is ostracised from her team after she tells a team mate that she is a lesbian.
- Marital Status: A player is deliberately excluded from team activities and social functions because she is single.
- Pregnancy: A woman is dropped from her squad when she becomes pregnant.

- Race: An Italian referee is not permitted to referee games with a high proportion of Italian players on one team because of his race.
- Sex: Specialist coaching is only offered to male players in a mixed team.

Harassment is any type of behaviour that the other person does not want and does not return and that is offensive, abusive, belittling or threatening. The behaviour is unwelcome and of a type that a reasonable person would recognise as being unwelcome and likely to cause the recipient to feel offended, humiliated or intimidated.

Unlawful harassment includes the above but is either sexual or targets a person because of their race, sex, pregnancy, marital status, sexual orientation or other characteristic (see characteristic list under discrimination).

It does not matter whether the harassment was intended: the focus is on the impact of the behaviour. The basic rule is if someone else finds it harassing then it could be harassment. Harassment may be a single incident or repeated. It may be explicit or implicit, verbal or non-verbal.

Under this policy discrimination and harassment are not permitted in employment (including volunteer and unpaid employment); when providing sporting goods and services including access to sporting facilities; when providing education and accommodation; the selection or otherwise of any person for competition or a team (domestic or international); the entry or otherwise of any player or other person to any competition and the obtaining or retaining membership of clubs and organisations (including the rights and privileges of membership).

Some exceptions to state and federal anti-discrimination law apply.

Examples include: -

- Holding a competitive sporting activity for females only who are 12 years of age or over where strength, stamina or physique is relevant; or
- Not selecting a participant if the person's disability means he or she is not reasonably capable of performing the actions reasonably required for that sporting activity.
- Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination or harassment may also be against the law.
- It is also against discrimination law to victimise a person who is involved in making a complaint of discrimination or harassment. Example: a player is ostracised by her male coach for complaining about his sexist behaviour to another club official or for supporting another player who has made such a complaint.

Public acts of racial hatred, which are reasonably likely in the circumstances to offend, insult, humiliate or intimidate, are also prohibited. This applies to spectators, participants or any other person who engages in such an act in public. Some states and territories also prohibit public acts that vilify on other grounds such as homosexuality, gender identity, HIV/AIDS, religion and disability – see vilification.

Junior means a person under the age of eighteen (18) years who is participating in any activities of KDSA.

Mediator means a person appointed to mediate complaints made under this policy. It is preferable that the mediator has relevant skills, qualifications and/or training in mediation.

Member means affiliated clubs, affiliated organisations, life members and other persons approved for membership of the Association by the committee of management.

Member protection is a term used by the Australian sport industry to describe the practices and procedures that protect members – both individual members such as players, coaches and officials, and the member organisations such as clubs, state associations, other affiliated associations and the national body. Member protection involves: -

- Protecting those that are involved in sport activities from harassment, abuse, discrimination and other forms of inappropriate behaviour
- Adopting appropriate measures to ensure the right people are involved in an organisation, particularly in relation to those involved with juniors, and
- Providing education.

Member Protection Information Officer (MPIO) means a person trained to be the first point of contact for a person reporting a complaint under, or a breach of, this policy. The MPIO provides confidential information and moral support to the person with the concern or who is alleging harassment or a breach of this policy. They help the complainant deal with any emotions they may have about what has happened and operate as a sounding board as the complainant decides what they want to do. The MPIO may accompany the complainant in anything they decide to do, if it feels appropriate and they are happy to do it.

Natural justice incorporates the following principles: -

- A person who is the subject of a complaint must be fully informed of the allegations against them
- A person who is the subject of a complaint must be given full opportunity to respond to the allegations and raise any matters in their own defence
- All parties need to be heard and all relevant submissions considered
- Irrelevant matters should not be taken into account

- No person may judge their own case
- The decision maker/s must be unbiased, fair and just
- The penalties imposed must not outweigh the 'crime'

Police check means a national criminal history record check conducted as a prudent pre-employment or pre-engagement background check on a person.

Policy and this policy mean this **Member Protection Policy**.

Respondent means the person who is being complained about.

Role-specific codes of conduct mean standards of conduct required of certain roles (e.g. coaches).

Sexual harassment means unwanted, unwelcome or uninvited behaviour of a sexual nature, which makes a person, feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment.

Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.

Sexual offence means a criminal offence involving sexual activity or acts of indecency including but not limited to (due to differences under state/territory legislation): -

- Rape
- Indecent assault
- Sexual assault
- Assault with intent to have sexual intercourse
- Incest
- Sexual penetration of child under the age of 16
- Indecent act with child under the age of 16
- Sexual relationship with child under the age of 16
- Sexual offences against people with impaired mental functioning
- Abduction and detention
- Procuring sexual penetration by threats or fraud
- Procuring sexual penetration of child under the age of 16
- Bestiality
- Soliciting acts of sexual penetration or indecent acts
- Promoting or engaging in acts of child prostitution
- Obtaining benefits from child prostitution
- Possession of child pornography
- Publishing child pornography and indecent articles.

Victimisation means subjecting a person or threatening to subject a person to any detriment or unfair treatment because that person has or intends to pursue their rights to make a complaint under government legislation (e.g. anti-discrimination) or under this policy, or for supporting another person to make a complaint.

Vilification involves a person or organisation doing public acts to incite hatred towards, serious contempt for, or severe ridicule of a person or group of persons having any of the attributes or characteristics within the meaning of discrimination. Public acts that may amount to vilification include any form of communication to the public and any conduct observable by the public.

Young People/person means people in the 13 – 18 year age group.

11.2 Child Protection Requirements

Child Protection is about keeping children safe from abuse and protecting them from people who are unsuitable to work with children. Child abuse is illegal in all states and territories of Australia, with each having their own child protection laws that cover the reporting and investigation of cases of child abuse. In New South Wales, Queensland, Western Australia, Victoria and South Australia child protection legislation places specific requirements upon individuals and organisations involved in a range of areas including sport and recreation. The Northern Territory, Australian Capital Territory and Tasmania governments are currently reviewing their child protection legislation. We will add new requirements or any amendments to existing requirements to our Member Protection Policy as they are introduced.

Please be aware that state and territory child protection requirements may apply to individuals and organisations originating outside of the states with the legislation in place. For example, if one of our state associations or affiliated clubs takes junior players into Victoria for training camps, competition or other activities, those travelling with the teams must comply with the Victorian legislative requirements.

Please note that the state specific child protection requirements apply despite the existence of our Member Protection Policy.

As part of KDSA's commitment to protecting the safety and welfare of children and young people involved in KDSA activities, KDSA requires the following measures to be met: -

- a) Provide opportunities for juniors to contribute to and provide feedback on program development;
- b) Provide education and/or information on child abuse and child protection to those involved in our sport such as coaches, juniors, parents and officials; and
- c) Where applicable meet the requirements outlined in:

11.2.1 Child Protection Requirements

This section sets out the screening process for people who currently occupy or who apply for any work (paid or voluntary) in our association or its affiliated clubs and organisations that involves direct and unsupervised contact with people under the age of 18 years.

Screening under this policy is not a replacement for any other procedure required by law. If State or Territory legislation sets an equivalent or higher standard of screening, the requirement to screen people under the process outlined below need not be followed.

11.2.1.1 Association/club requirements

Under KDSA's Member Protection Policy, the association or its affiliated clubs and organisations are required to: -

- a) Identify positions (paid and voluntary) that involve working with people under the age of 18 years.
- b) Obtain a completed Member Protection Declaration (MPD) (Attachment 11.2A) from all people who are bound by this policy if they occupy or apply for a position that involves working with people under the age of 18 years. The MPD will be kept in a secure place.
- c) If a MPD is not provided, or it reveals that a person does not satisfactorily meet with one or more of the clauses in the MPD (e.g. has a relevant criminal conviction), the association or its affiliated club or organisation will: -
 - (i) Provide an opportunity for the person to respond/provide an explanation, and
 - (ii) Make an assessment as to whether the person may pose a risk to or be unsuitable to work
 - (iii) With people under the age of 18 years.
 - (iv) If unsatisfied, then the association or its affiliated club or organisation will: -
 - (v) In the case of an existing employee/volunteer, transfer the person to another role that does not require them to work (directly and unsupervised) with people under the age of 18 years. If this is not possible then end the appointment. Note: Legal advice should be obtained before the termination process begins.
 - (vi) In the case of someone applying for the position/role, not appoint them.
- d) Check a person's referees (verbal or written) and interview a person about his/her suitability for the role and his/her suitability for working with children for both paid and voluntary positions.
- e) Ask people applying for and people who currently occupy a position that involves direct and unsupervised contact with people under the age of 18 years to sign a "consent form" for a national police check. (Information on police checks and forms can be found at www.ausport.gov.au/supporting/ethics/child_protection/legislation/police_checks/nsw).
- f) Request a national police check from the relevant police jurisdiction for people applying for (and people who currently occupy) paid positions that involves direct and unsupervised contact with people under the age of 18 years.
- g) In most police jurisdictions, a "Part Exclusion" check for people working with children can be requested. This check excludes irrelevant records.
- h) If the police check indicates a relevant offence, the association or its affiliated club or organisation will: -
 - (i) Provide an opportunity for the person to respond/provide an explanation, and
 - (ii) Make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years.

If unsatisfied, then the association or its affiliated club or organisation will: -

- (i) In the case of an existing employee/volunteer, transfer the person to another role that does not require them to work (directly and unsupervised) with people under the age of 18 years. If this is not possible then end the appointment. Note: Legal advice should be obtained before the termination process begins.
- (ii) In the case of someone applying for the position/role, not appoint them.

If the person does not agree to a national police check after explaining why it is a requirement, the association or its affiliated club or organisation shall make an assessment as to whether the

person may pose a risk to or be unsuitable to work with people under the age of 18 years. If unsatisfied, the association or its affiliated club or organisation will: -

- (i) In the case of an existing employee/volunteer, transfer the person to another role that does not require them to work (directly and unsupervised) with people under the age of 18 years. If this is not possible, then end the appointment. Note: legal advice should be obtained before the termination process begins;
 - (ii) In the case of someone applying for the position/role, not appoint them.
- i) Decide whether to offer the person the position (or retain the person in the position), taking into account the result of the police check and any other information the association or its affiliated club or organisation has available. Where it is not practical to complete the police check prior to employment commencing, the association or its affiliated club or organisation must still complete the check as soon as possible. The association or its affiliated club or organisation will advise the person that their ongoing employment is conditional upon the satisfactory outcome of the check.
 - j) Where a national police check is obtained under this member protection policy, another organisation that is also required to screen may obtain a copy of the national police check provided that the consent of the relevant person is obtained and the national police check was performed in the immediately preceding two years.
 - k) Protect the privacy of any person who is checked and the confidentiality of any information obtained through the checking process. Information collected during screening (such as a completed MPD form, police records and referee reports) will be returned to the relevant person if that person is not appointed to/will not remain in the position, or otherwise be destroyed with the consent of the person concerned.

11.2.2 New South Wales Child Protection Requirements

All NSW clubs and associations who engage/employ people in child-related activities (in a paid or voluntary capacity) must meet the requirements of the Working With Children Check. This is a legal requirement. Interstate clubs and organisations that visit NSW and engage/employ people in child-related activities (in a paid or voluntary capacity) may also be required to complete a Working with Children Check with the NSW Commission for Children and Young People. KDSA and its affiliated clubs and organisations are required to:

- a) Register with the NSW Department of Sport and Recreation Employment Screening Unit;
- b) Identify positions (paid and voluntary) which are child-related positions;
- c) Obtain a Prohibited Employment Declaration (PED) from all existing employees in child-related positions. PED forms can be downloaded from www.kids.nsw.gov.au/check/resources.html. If the person is a prohibited person he/she must be removed from the child-related employment;
- d) Keep the PED in a secure place for as long as the person is employed;
- e) Ask preferred applicants for paid child-related positions to sign a Consent Form for a background check;
- f) Include advice about the Working With Children Check in information being provided about child-related positions (e.g. coach of junior team);
- g) Request a background check for preferred applicants for paid child-related employment before they start work;
- h) Decide whether to offer the applicant the position, taking into account the result of the Working With Children Check and any other information we have available;
- i) Where it is not practical to complete the background check prior to employment commencing, we must still complete the check as soon as possible. Employees must be advised that their ongoing employment is conditional upon the satisfactory outcome of the check;
- j) Notify the NSW Commission for Children and Young People of any person whose application for child-related employment has been rejected primarily because of a risk assessment in the Working With Children Check. This must be done even if the person is offered an alternative position;
- k) Advise the person if their application was rejected primarily because of an adverse risk assessment in the Working With Children Check;
- l) Notify the NSW Commission for Children and Young People of any person against whom relevant employment proceedings have been completed; and
- m) Protect the privacy of any person who is checked and the confidentiality of any information obtained through the checking process.

11.2.2.1 Glossary

Child-related employment is any work (paid or unpaid) that involves direct and unsupervised contact with children in several types of areas such as sporting and recreation clubs and associations that have a significant child membership or involvement.

Employment includes work done: -

- a) Under a contract of employment;
- b) As a sub-contractor;
- c) As a volunteer for an organisation;
- d) As a minister of religion (whether or not ordained); and
- e) Undertaking practical training as part of an educational or vocational course

Prohibited person is a person convicted of committing a serious sex offence or is a registrable person.

Registrable person is someone who has been found guilty of the following offences against children: -

- a) Murder;
- b) Sexual offences;
- c) Indecency offences;
- d) Kidnapping;
- e) Child prostitution;
- f) Child pornography;

Relevant employment proceedings are disciplinary proceedings completed in NSW, or elsewhere, where an employer or professional body that supervises the conduct of the employee has found that '**reportable conduct**' or an act of violence occurred, or there is some evidence that it occurred. An act of violence will be relevant only if an employee in the course of employment and in the presence of a child committed it.

Reportable conduct is: -

- a) Any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence);
- b) Any assault, ill treatment or neglect of a child; or
- c) Any behaviour that causes psychological harm to a child.

11.3 Complaint Handling Procedures

To ensure due process, consistency and that the principles of natural justice are followed in all aspects of handling or conducting complaints, allegations, investigations, tribunals and disciplinary measures, KDSA will follow and implement the following procedures:

11.3.1 Complaints Procedure

A complaint can be about an act, behaviour, omission, situation or decision that someone thinks is unfair, unjustified, unlawful and/or a breach of this policy. Complaints will always vary. They may be about individual or group behaviour; they may be extremely serious or relatively minor; they may be about a single incident or a series of incidents; and the person about who the allegation is made may admit to the allegations or emphatically deny them.

Given all of the variables that can arise, KDSA Inc. provides a step-by-step complaint procedure that people may use/enter at any stage. Individuals and organisations to which this policy applies may also pursue their complaint externally under anti-discrimination, child-protection or other relevant legislation.

If at any point in the complaint process the MPIO of the affiliated club or organisation considers that a complainant has knowingly made an untrue complaint or the complaint is vexatious or malicious, the matter will be referred to the General Manager, KDSA Inc. for appropriate action. All complaints will be kept confidential and will not be disclosed to another person without the complainant's consent except if law requires disclosure or if disclosure is necessary to effectively deal with the complaint.

Step 1

As a first step you (the complainant) should try to sort out the problem with the person or people involved if you feel able to do so.

Step 2

- a) If the first step is not possible/reasonable; or
- b) You are not sure how to handle the problem by yourself; or
- c) You just want to talk confidentially about the problem with someone and get some more information about what you can do; or
- d) The problem continues after you tried to approach the person or people involved; then
- e) Talk with the MPIO of the affiliated club or organisation of which you are a member. If you do not know the name of your club or organisation's MPIO then contact the General Manager, KDSA Inc., and he/she will direct you to the appropriate person.

The MPIO will: -

- a) Take notes about your complaint (which the MPIO will keep in a secure and confidential place);
- b) Try to sort out the facts of the problem;

- c) Ask what outcome/how you want the problem resolved and if you need support;
- d) Provide possible options for you to resolve the problem;
- e) Explain how our complaints procedure works;
- f) Act as a support person if you so wish;
- g) Refer you to an appropriate person to help you resolve the problem, if necessary;
- h) Inform the relevant government authorities and/or police if required by law to do so; and
- i) Maintain strict confidentiality.

Step 3

After talking with the MPIO, you may decide: -

- a) There is no problem;
- b) The problem is minor and you do not wish to take the matter forward;
- c) To try and work out your own resolution (with or without a support person such as a MPIO);
or
- d) To seek an informal mediated resolution with the help of a third person (such as a mediator or a Manager).

If you wish to remain anonymous, the MPIO can't assist you to resolve your complaint. We have to follow the principles of natural justice and be fair to both sides. This means that the KDSA Inc. or you may be required to provide the person/people you have complained about with full details of the complaint so they have a fair chance to respond to all the allegations.

Step 4

If your complaint is not resolved to your satisfaction, you may: -

- a) Make a formal complaint in writing to the General Manager, KDSA Inc. who will refer the matter to the MPIO of KDSA Inc.; or
- b) Approach a relevant external agency such as an equal opportunity commission, for advice.

Step 5

If you decide to make a formal complaint in writing under Step 4, the MPIO of KDSA Inc. will, on receiving the formal complaint and based on the material you have provided, decide whether: -

- a) They are the most appropriate person to receive and handle the complaint;
- b) The nature and seriousness of the complaint warrants a formal resolution procedure. Some complaints may be of a minor and/or purely personal nature with no connection to the activities of the KDSA Inc. In these cases, the MPIO of KDSA Inc. may determine that the complaint does not warrant a formal resolution procedure;
- c) To appoint a person to investigate the complaint;
- d) To refer the complaint to an informal or formal mediation session;
- e) To refer the complaint to a hearings tribunal;
- f) To refer the matter to the police or other appropriate authority; and/or
- g) To implement any interim administrative or other arrangements that will apply until the complaint process set out in these Procedures is completed.

In making the decision(s) outlined above, the MPIO of KDSA Inc. will take into account: -

- a) Whether they have had any personal involvement in the circumstances giving rise to the complaint and, if so, whether their ability to impartially manage the complaint is compromised or may appear to be compromised;
- b) Whether, due to the nature of the complaint, specific expertise or experience may be required to manage the complaint;
- c) Your wishes, and the wishes of the respondent, regarding the manner in which the complaint should be handled;
- d) Whether, due to the nature of the complaint, the relationship between you and the respondent and any other relevant factors, the complaint should be referred (or should not be referred) to informal or formal mediation or to a hearings tribunal. Relevant factors may include an actual or perceived power imbalance between you and the respondent, the nature of any ongoing working relationship between you and the respondent, and the personal attributes of you and the respondent (for example, if one party does not speak English fluently, some of the possible complaints resolution mechanisms may not be appropriate);
- e) The nature and sensitivity of any information or other material that must be provided by you, the respondent, and any of the other people involved in the complaint;
- f) Whether the facts of the complaint are in dispute; and
- g) The urgency of the complaint, including the likelihood and the consequences (if the complaint is ultimately proven) that you will be subject to further unacceptable behaviour while the complaint process set out in these Procedures is being conducted.

If the MPIO of KDSA Inc. is the appropriate person to handle the complaint they will, to the extent that these steps are necessary: -

- a) Get full information from you (the complainant) about your complaint and how you want it resolved (if this information has not already been obtained through earlier steps);
- b) Put the information they've received from you to the person/people you're complaining about and ask them to provide their side of the story;
- c) Decide whether they have enough information to determine whether the matter alleged in your complaint did or didn't happen; and/or
- d) Determine what, if any, further action to take. This action may include disciplinary action in accordance with Section 11.3.6 of these By-Laws, appointing a person to investigate the complaint, referring the complaint to an informal or a formal mediation session or a hearings tribunal and/or referring the complaint to the police or other appropriate authority.

Step 6

If: -

- a) A person is appointed to investigate the complaint under Step 5, the investigator will conduct the investigation and provide a written report to the General Manager, KDSA Inc. who will determine what, if any, further action to take. This action may include a direction to the investigator to make further enquiries and obtain additional information, disciplinary action in accordance with Attachment C6, and referring the complaint to an informal or a formal mediation session, a hearings tribunal and/or the police or other appropriate authority;
- b) The complaint is referred to an informal or a formal mediation session under Step 5, the mediation session will be conducted in accordance with Section 11.3.2 of these By-Laws or as otherwise agreed by you and the respondent;
- c) The complaint is referred to a hearings tribunal under Step 5, the hearing will be conducted in accordance with Section 11.3.5 of these By-Laws;
- d) The complaint is referred to the police or other appropriate authority under Step 5, the KDSA Inc. will use its best endeavours to provide all reasonable assistance lawfully required by the police or other appropriate authority; and
- e) Interim administrative or other arrangements are implemented under Step 5; the KDSA Inc. will periodically review these arrangements to ensure that they are effective.
- f) Any costs relating to the complaint process set out in this Policy (e.g. investigation and/or mediation and/or hearings tribunal) are to be met by KDSA Inc. unless otherwise stated in the relevant section.

Step 7

If, under Step 6, an informal or formal mediation session is conducted, and you and the respondent(s) cannot reach a mutually acceptable mediated solution to the complaint, you may request that the MPIO of KDSA reconsider the complaint in accordance with Step 5.

You or the respondent(s) may be entitled to appeal where:

- a) Under Step 5, the MPIO of KDSA Inc made a decision
 - i) Not to take any action; or
 - ii) To take disciplinary action; or
- b) Under Step 6, a decision was made by the P.D. & D. Committee of KDSA Inc;
 - i) Not to take any action; or
 - ii) To take disciplinary action.

The grounds for appeal and the process for appeals under this Policy are set out in Section 11.3.5 of these By-Laws. If the internal complaints processes set out in this Policy do not achieve a satisfactory resolution/outcome for you, or if you believe it would be impossible to get an impartial resolution within KDSA Inc., you may choose to approach an external agency such as an equal opportunity commission to assist with a resolution.

Step 8

The MPIO of KDSA Inc. will document the complaint, the process followed and the outcome. This document will be stored in a confidential and secure place. If the complaint was dealt with at a state/district level, the information will be stored in the state association office. If the matter is of a serious nature, or if the matter was escalated to and/or dealt with at the national level, the original document will be stored at the national office with a copy stored at the state office.

External Procedure

There may be a range of external options available to you depending on the nature of your complaint. If you feel that you have been harassed or discriminated against, you can seek advice from your State or Territory equal opportunity commission without being obliged to make a formal complaint. If the commission advises you that the problem appears to be a type of harassment that comes within its jurisdiction, you may then make a decision as to whether or not to lodge a formal complaint with the commission.

Once an anti-discrimination commission receives a complaint, an investigation will be conducted. If it appears that unlawful harassment or discrimination has occurred, there will usually be an attempt to conciliate the complaint confidentially first. If this fails, or is inappropriate, the complaint may go to a formal hearing where a finding will be made as to whether unlawful harassment or discrimination occurred. The tribunal will decide upon what action, if any, will be taken. This could include financial compensation for such things as distress, lost earnings or medical and counselling expenses incurred. An anti-discrimination commission can decline to investigate a complaint, or dismiss a complaint at any point in the investigation, conciliation or public hearing stages.

If you do lodge a complaint under anti-discrimination law, you may use an appropriate person (e.g. an MPIO) as a support person throughout the process. It is also common to have a legal representative, particularly at the hearing stage of a complaint.

11.3.2 Mediation process

Mediation is a process by which people who are in conflict can be helped to communicate with each other about what is important for them and how to make decisions about resolving their dispute. Mediators provide a supportive atmosphere and method of talking to one another, to assist in sorting out the issues, coming up with acceptable solutions and making mutually satisfactory agreements.

This attachment outlines the general procedure of mediation that will be followed by KDSA Inc. and affiliated member clubs and organisations: -

- a) The people involved in a formal complaint (complainant and respondent(s)) may work out their own resolution of the complaint or seek the assistance of a neutral third person or a mediator. Mediation may occur either before or after an investigation of the complaint.
- b) Mediation (getting those involved to come to a joint agreement about how the complaint should be resolved) will only be recommended: -
 - i) After the complainant and respondent have had their chance to tell their version of events to the MPIO on their own; and
 - ii) The MPIO does not believe that any of the allegations warrant any form of disciplinary action - proven serious allegations will not be mediated, no matter what the complainant desires; and
 - iii) Mediation looks like it will work (i.e. the versions given by the complainant and respondent tally or almost tally and/or at the very least, it looks as though it will be possible for each party to understand the other party's point of view).
- c) Mediation will not be recommended if: -
 - i) The respondent has a completely different version of the events and they won't deviate from these;
 - ii) The complainant or respondent are unwilling to attempt mediation; or
 - iii) Due to the nature of the complaint, the relationship between you and the respondent(s) and any other relevant factors, the complaint is not suitable for mediation.
- d) If mediation is chosen to try and resolve the complaint, the MPIO or other designated person will, under the direction of KDSA Inc., and in consultation with the complainant and the respondent(s), arrange for a mediator to mediate the complaint.
- e) The MPIO will notify the respondent(s) that a formal complaint has been made and provide them with details of the complaint and notify them that the KDSA Inc. or affiliated club or organisation has decided to refer the matter to mediation to resolve the complaint.
- f) The mediator's role is to assist the complainant and respondent(s) reach an agreement on how to resolve the problem. The mediator, in consultation with the complainant and respondent(s), will choose the procedures to be followed during the mediation. At a minimum, the mediator will prepare an agenda of issues for discussion.
- g) The mediation will be conducted confidentially and without prejudice to the rights of the complainant and the respondent(s) to pursue an alternative process if the complaint is not resolved.
- h) At the end of a successful mediation the mediator will prepare a document that sets out the agreement reached between the complainant and respondent(s) and they will sign it as their agreement.
- i) If the formal complaint is not resolved by mediation, the complainant may:
 - i) Write to the KDSA General Manager or Secretary of affiliated club or organisation to request that the MPIO of KDSA Inc. reconsider the complaint in accordance with Step 5; or
 - ii) Approach an external agency such as an anti-discrimination commission.

11.3.3 Investigation Process

If an investigation needs to be conducted the following steps are to be followed: -

- a) A written brief will be provided to the investigator to ensure the terms of engagement and scope of the investigator's role and responsibilities are clear.
- b) The complainant will be interviewed and the complaint documented in writing.
- c) The details of the complaint will be conveyed to the person/people complained about (respondent(s)) in full. The respondent(s) must be given sufficient information to enable them to properly respond to the complaint.
- d) The respondent(s) will be interviewed and given the opportunity to respond. The respondent(s) response to the complaint will be documented in writing.
- e) If there is a dispute over the facts, then statements from witnesses and other relevant evidence will be obtained to assist in a determination.
- f) The investigator will make a finding as to whether the complaint is:
 - i) Substantiated (there is sufficient evidence to support the complaint);
 - ii) Inconclusive (there is insufficient evidence either way);
 - iii) Unsubstantiated (there is sufficient evidence to show that the complaint is unfounded); and/or
 - iv) Mischievous, vexatious or knowingly untrue.
- g) A report documenting the complaint, investigation process, evidence, finding and, if requested, recommendations, will be given to the General Manager, KDSA Inc.
- h) A report documenting the complaint and summarising the investigation process and key points that were found to be substantiated, inconclusive, unsubstantiated and/or mischievous will be provided to the complainant and the respondent(s).
- i) Both the complainant and the respondent(s) are entitled to support throughout this process from their chosen support person/adviser (e.g. MPIO or other person).
- j) The complainant and the respondent(s) may have the right to appeal against any decision based on the investigation. Information on our appeals process is in Section 11.3.5 of these by-laws.
- k) More detailed information on conducting internal investigations can be found at: - www.ausport.gov.au/ethics/policy.asp

11.3.4 Investigation Procedure for child abuse

An allegation of child abuse is a very serious matter and must be handled with a high degree of sensitivity. The initial response to a complaint that a child has allegedly been abused should be immediate if the incident/s are serious or criminal in nature while less serious/urgent allegations should be actioned as soon as possible, preferably within 24 hours.

The following is a basic outline of the key processes to follow. More information can be obtained from your relevant State or Territory government agency.

Step 1 - Clarify basic details of the allegation

- a) Any complaints, concerns or allegations of child abuse should be made or referred to the MPIO.
- b) The initial response of the person that receives the complaint from the child (or person on behalf of the child) is crucial to the well being of the child. It is important for the person receiving the information to: -
 - i) Listen to, be supportive and do not dispute what the child says;
 - ii) Reassure the child that what has occurred is not the fault of the child;
 - iii) Ensure the child is safe;
 - iv) Be honest with the child and explain that other people may need to be told in order to stop what is happening; and
 - v) Ensure that what the child says is quite clear but do not elicit detailed information about the abuse. You should avoid suggestive or leading questions.
- c) The person receiving the complaint should obtain and clarify basic details (if possible) such as: -
 - i) Child's name, age and address;
 - ii) Person's reason for suspecting abuse (observation, injury or other); and
 - iii) Names and contact details of all people involved, including witnesses.

Step 2 – Report allegations of a serious or criminal nature

- a) Any individual or organisation to which this policy applies, should immediately report any incident of a serious or a criminal nature to the police and other appropriate authority.
- b) If the allegation involves a child at risk of harm, the incident should immediately be reported to the police or other appropriate government agency. You may need to report to both the police and the relevant government agency.
- c) The relevant State or Territory authority should be contacted for advice if there is any doubt about whether the complaint should be reported.

- d) If the child's parent/s are suspected of committing the abuse, report the allegation to the relevant government agency.

Step 3 – Protect the child

- a) The MPIO should assess the risks and take interim action to ensure the child's/children's safety. Some options that the KDSA Inc. or affiliated club or organisation could implement include redeployment of the alleged offender to a non-child related position, supervision of the alleged offender or removal/suspension from their duties until the allegations are finally determined. Please be aware it is not the MPIO's role to actually undertake action such as redeploying someone – an MPIO should only recommend possible actions.
- b) The MPIO should also address the support needs of the person against whom the complaint is made. Supervision of the person should ideally occur with the knowledge of the person. If stood down, it should be made clear to all parties that are aware of the incident that this does not mean the person is guilty and a proper investigation still needs to be undertaken.

Step 4 – Further clarify and investigate allegation

- a) Seek advice from the police and relevant government agency as to whether the KDSA Inc. or affiliated club or organisation should carry out its own internal investigation (in addition to or in conjunction with any police or relevant government agency investigation).
- b) If the police and/or relevant government agency advises that it is appropriate, then appoint an independent person (where possible) with appropriate expertise to conduct an investigation. The investigator should:
 - i) Contact the parents/carers of the child at an appropriate time and as directed by the police or relevant government agency.
 - ii) If appropriate, meet with parents/carers and the child to clarify the incident and offer support on behalf of KDSA Inc. or affiliated club or organisation if required (example, professional counselling).
 - iii) Meet with the person against whom the allegation refers at an appropriate time and as directed by the relevant authority and give the person an opportunity to explain or respond to the allegation and identify any witnesses and supporting evidence. The person should have an opportunity to invite a support person/adviser to attend at a meeting and should be offered support (example, professional counselling) if necessary.
 - iv) Obtain a signed statement and record of interview from the person.
 - v) Make contact with any witnesses and obtain written and signed statements outlining details of the allegation (what happened, when, how). This should only occur following advice from the relevant authority.
 - vi) Obtain other information that could assist in making a decision on the allegation.
- c) The information collected during the investigation should be made available to the relevant authorities.
- d) Strict confidentiality, impartiality, fairness and due process must be maintained at all times.

Step 5 – Record and analyse all information

- a) If an internal investigation was conducted under Step 4, the investigator will provide a report to the General Manager, KDSA Inc. or the secretary or equivalent of the affiliated club or organisation.
- b) The decision-maker(s) will be the MPIO of the KDSA Inc. or affiliated club or organisation and will remain separate and at arm's length from the investigator.
- c) The MPIO of the KDSA Inc. or affiliated club or organisation will consider all the information and determine a finding. It will also recommend action and its rationale for the action.

Step 6 – Undertake disciplinary action

For incidents of a serious or criminal nature, consideration must be given to the findings of the police and/or the government agency before making a decision on disciplinary proceedings.

If disciplinary action is to be taken, follow the procedures outlined in Section 11.3.6 of these by-laws. Implement any disciplinary decision recommended by the MPIO of the KDSA Inc. or affiliated club or organisation. The action should be immediate.

Check with the relevant state government authority to see if you need to forward a report (e.g. the NSW Commission for Children and Young People requires notification of relevant employment proceedings). Complete the "Record of Tribunal Decision" report form in Section 11.5 of this policy. Retain the original in a secure place and forward a copy to the General Manager, KDSA Inc.

11.3.5 Hearings and Appeals Tribunal Procedure

Hearings tribunals established by the KDSA Inc. will follow the following Tribunal Hearing Procedure: -

11.3.5.1 Tribunal Formation and Notification

- a) The P & D, following the rules outlined in KDSA Inc.'s Constitution, shall hear any complaint that has been referred to it by the General Manager, KDSA Inc.
- b) The P.D. & D. Committee (P & D) Chairman will organise for a panel to be convened by notifying all P & D members that they are required to hear a complaint. The P & D members will be provided with a copy of all the relevant correspondence, reports or information received and sent by the General Manager, KDSA Inc. relating to the complaint/allegations.
- c) The P & D Hearing will be scheduled as soon as practicable, but must allow adequate time for the person being complained about (respondent(s)) to prepare to respond to the complaint.
- d) The number of P & D Panel members required to be present throughout the P & D Hearing Process will be a minimum of three (3) and a maximum of five (5) plus the Chairman, subject to the following conditions:-
 - i) The P & D Panel will not include any person who has any actual or perceived conflict of interest, preconceived opinions, vested interests or personal involvement relating to the complaint.
 - ii) The P & D Panel will comprise at least one person who has knowledge, and preferably experience, of any relevant laws relating to the complaint (e.g. anti-harassment).
- e) If a member of the P & D Panel cannot continue once the P & D Hearing has commenced, and the minimum number required for the P & D Hearing is still maintained, the discontinuing member will not be replaced.
- f) If the specific or minimum number is not maintained, the discontinuing member may be replaced if it is considered appropriate by the P & D Chairman. Factors to consider should include the circumstances of the complaint and the ability of the new P & D Panel member to be reasonably and impartially informed of the hearing evidence up until the time of their appointment. If the P & D Chairman believes it is not appropriate for a new P & D Panel member to be appointed then the Hearing will be rescheduled to a later date. The P & D Chairman will inform the General Manager, KDSA Inc. of the need to reschedule, and the General Manager, KDSA Inc. will organise for the P & D Hearing, with a new P & D Panel to be reconvened.
- g) The General Manager, KDSA Inc. will inform the respondent(s) by written notification that a tribunal hearing will take place. The written notification will outline: -
- h) That the person has a right to appear at the tribunal hearing to defend the complaint/allegation;
- i) Details of the complaint, including any relevant rules or regulations they are accused of breaching (if there is more than one complaint these should be set out separately);
- j) The date, time and venue of the tribunal hearing;
- k) That they can make either verbal or written submissions to the P & D;
- l) That they may arrange for witnesses to attend the P & D in support of their position;
- m) An outline of any possible penalties that may be imposed if the complaint is found to be true; and
- n) That legal representation will not be allowed. If the respondent is considered a minor, they should have a parent or guardian present.
- o) A copy of any information / documents that have been given to the P & D (e.g. investigation report findings) will also be provided to the respondent.
- p) The respondent(s) will be allowed to participate in all KDSA Inc. activities and events, pending the decision of the P & D, including any available appeal process, unless the General Manager, KDSA Inc. believes it is warranted to exclude the respondent(s) from all or some KDSA Inc. activities and events, after considering the nature of the complaint.
- q) The General Manager, KDSA Inc. will inform the person making the complaint (complainant) by written notification that a tribunal hearing will take place. The written notification will outline: -
 - i) That the person has a right to appear at the P & D hearing to support their complaint;
 - ii) Details of the complaint, including any relevant rules or regulations they are accused of breaching (if there is more than one complaint these should be set out separately);
 - iii) The date, time and venue of the P & D hearing;
 - iv) That they can make either verbal or written submissions to the P & D;
 - v) That they may arrange for witnesses to attend the P & D in support of their position; and

- vi) That legal representation will not be allowed. If complainant is considered a minor, they should have a parent or guardian present.
- r) A copy of any information / documents that have been given to the P & D (e.g. investigation report findings) will also be provided to the complainant.
- s) If the complainant believes the details of the complaint are incorrect or insufficient they should inform the General Manager, KDSA Inc. as soon as possible so that the respondent and the P & D Panel members can be properly informed of the complaint.

11.3.5.2 P & D Hearing Procedure

The following people will be allowed to attend the P & D Hearing: -

- a) The P & D Panel members;
 - i) The respondent(s);
 - ii) The complainant;
 - iii) Any witnesses called by the respondent;
 - iv) Any witnesses called by the complainant;
 - v) Any parent / guardian or support person required to support the respondent or the complainant;
- b) The P & D Chairman will call the hearing to order at the designated time and determine if the respondent(s) is present.
- c) If the respondent(s) is not present and the P & D Chairman considers that no valid reason has been presented for their absence, the P & D Hearing will continue subject to the P & D Chairman being satisfied that all Tribunal notification requirements have been carried out correctly.
- d) If the P & D Chairman considers that a valid reason for the non-attendance of the respondent(s) is presented, or he/she does not believe the P & D notification requirements have been carried out correctly, then the P & D Hearing will be rescheduled to a later date.
- e) The P & D Chairman will inform the General Manager, KDSA Inc. of the need to reschedule, and the General Manager, KDSA Inc. will organise for the P & D hearing to be reconvened.
- f) The P & D Chairman will read out the complaint that is to be judged, ask the respondent(s) if they understand the complaint being made against them, and if they agree or disagree with the complaint.
- g) If the person agrees with the complaint, they will be asked to provide any evidence or witnesses that should be considered by the P & D Panel when determining any disciplinary measures.
- h) If the person disagrees with the complaint, the complainant will be asked to describe the circumstances that lead to the complaint being made.
 - i) Brief notes may be referred to.
 - ii) The complainant will be allowed to call witnesses.
 - iii) The respondent(s) may be allowed to question the complainant and their witnesses.
 - iv) The respondent(s) will then be asked to respond to the complaint.
- i) Brief notes may be referred to.
 - i) The respondent will be allowed to call witnesses.
 - ii) The complainant may be allowed to ask questions of the respondent and their witnesses.
 - iii) Both the complainant and respondent will be allowed to be present when evidence is presented to the P & D. Witnesses may be asked to wait outside the P & D Hearing until required.
- j) The P & D will be allowed to: -
 - i) Consider any evidence, and in any form, that it deems relevant.
 - ii) Question any person giving evidence.
 - iii) Limit the number of witnesses presented if it is agreed by all parties that they will support the person who requested them, but will not provide any new evidence.
- k) Video evidence, if available, may be presented. The arrangements must be made entirely by the person/s wishing to offer this type of evidence.
- l) If the P & D considers that at any time during the P & D Hearing that there is any unreasonable or intimidating behaviour from anyone present, the P & D Chairman shall have the power to stop any further involvement of the person in the P & D Hearing.
- m) After all of the evidence has been presented the P & D Panel will make its decision in private. If the P & D believes the complaint has been substantiated on the balance of probabilities (i.e. more probable than not), the respondent will then be given an opportunity to address the P & D Panel and make a submission on any disciplinary measures that may be imposed. Only those disciplinary measures outlined in the KDSA Inc.'s Member Protection Policy will be considered. Any disciplinary measure imposed must be reasonable in the circumstances.
- n) All decisions made by the P & D will be based on a majority vote.

- o) The P & D Chairman will announce the decision in the presence of all those involved in the hearing and will declare the hearing closed.
 - i) Within 48 hours, the P & D Chairman will: -
 - ii) Forward to the General Manager, KDSA Inc. a copy of the P & D decision including any disciplinary measures imposed;
 - iii) Forward a letter to the respondent(s) reconfirming the P & D decision and any disciplinary measures imposed. The letter should also outline, if allowed, the process and grounds for an appeal to be made.

11.3.5.3 Appeals Procedure

- a) A complainant or a respondent(s) who is not satisfied with a decision described in Step 7 of the Complaints Procedures can lodge one appeal to the General Manager, KDSA Inc. on one or more of the following bases: -
 - i) That a denial of natural justice has occurred; or
 - ii) That the disciplinary measure(s) imposed is unjust and/or unreasonable.
- b) A person wanting to appeal in accordance with paragraph 25 must lodge a letter stating their intention and the basis for their appeal with the General Manager, KDSA Inc. within seven (7) days of the relevant decision. An appeal fee of \$250 shall be included with the letter of intention to appeal.
- c) If the General Manager, KDSA Inc. does not receive the letter of appeal within the relevant time period the right of appeal will lapse. If the letter of appeal is received but the appeal fee is not received by the relevant time, the appeal shall be deemed to be withdrawn.
- d) If it is considered that the letter of appeal has not shown sufficient grounds for appeal in accordance with paragraph 25, then the appeal will not proceed and the person will be notified of this decision and the reasons for this decision. The appeal fee will be forfeited.
- e) If the appeal is considered to have sufficient grounds to continue then an Appeals Board panel will be convened to rehear the complaint, and the appeal fee will be refunded. The Appeals Board Chairman shall follow the Tribunal Formation and Notification procedures outlined above.
- f) The Tribunal Hearing Procedure shall be followed for the appeal.
- g) The decision of the Appeals Board will be final.

11.3.5.4 External Appeals Procedure

- a) A complainant or respondent(s) who is not satisfied with the decision of the Appeals Board can lodge an appeal with the CEO, Football NSW Inc. in accordance with the rules of Football NSW. Contact details and procedures can be found at: - www.footballnsw.com.au.
- b) The General Manager, KDSA Inc. on being informed by Football NSW that an appeal has been received shall supply Football NSW with copies of all information relevant to the appeal.

11.3.6 Disciplinary Measures

Any disciplinary measure imposed by P & D under this policy must: -

- a) Observe any contractual and employment rules and requirements;
- b) Conform to the principles of natural justice;
- c) Be fair and reasonable;
- d) Be based on the evidence and information presented;
- e) Be within the powers of the P & D to impose the disciplinary measure.

11.3.6.1 Individual

Subject to contractual and employment requirements, if a finding is made that an individual has breached the KDSA Inc.'s Member Protection Policy (including the Codes of Conduct), one or more of the following forms of discipline may be imposed by P & D: -

- a) A direction that the individual make a verbal and/or written apology;
- b) A written warning;
- c) A direction that the individual attend counselling to address their behaviour;
- d) A withdrawal of any awards, standings, records or achievements bestowed in any tournaments, activities or events held or sanctioned by KDSA Inc.
- e) A demotion or transfer of the individual to another location, role or activity
- f) A suspension of the individual's membership or participation or engagement in a role or activity;
- g) Termination of the individual's membership, appointment or engagement;
- h) Recommend that the KDSA Inc. terminate the individual's membership, appointment or engagement;
- i) In the case of a coach or official, a direction that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently;

j) Any other form of discipline that P & D considers appropriate.

When imposing any form of discipline, it will be accompanied by a warning that a similar breach of policy by that individual in the future may result in the imposition of a more serious form of discipline.

11.3.6.2 Organisations

If a finding is made that an affiliated club or organisation has breached the KDSA Inc.'s Member Protection Policy (including the Codes of Conduct), one or more of the following forms of discipline may be imposed by the P & D: -

- a) A written warning;
- b) A monetary fine or bond;
- c) A direction that any rights, privileges and benefits provided to that organisation by the national body or other peak association be suspended for a specified period;
- d) A direction that any funding granted or given to it by the KDSA Inc. cease from a specified date;
- e) A direction that the KDSA Inc. cease to sanction events held by or under the auspices of that organisation;
- f) A recommendation to the committee of management that its membership of the KDSA Inc. be suspended or terminated in accordance with the relevant constitution or rules; and/or
- g) Any other form of discipline that the national body or peak organisation considers being appropriate.

When imposing any form of discipline, it will be accompanied by a warning that a similar breach of policy by the organisation in the future may result in more serious form of discipline.

11.3.6.3 Factors to consider when imposing discipline

The form of discipline to be imposed on an individual or organisation will depend on factors such as:

- a) If the individual is a parent and/or spectator (ability to enforce a penalty may be difficult);
- b) Nature and seriousness of the behaviour or incidents;
- c) In a case where action is taken concurrently with or in lieu of a resolution of a formal complaint, the wishes of the complainant;
- d) If the individual concerned knew or should have known that the behaviour was a breach of the policy;
- e) Level of contrition of the respondent(s);
- f) The effect of the proposed disciplinary measures on the respondent(s) including any personal, professional or financial consequences;
- g) If there have been relevant prior warnings or disciplinary action; and/or
- h) If there are any mitigating circumstances such that the respondent(s) shouldn't be disciplined at all or not disciplined so seriously.

11.4 Role Specific Codes of Conduct

11.4.1 Coaches

- Remember that young people participate for pleasure and winning is only a part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Avoid overplaying the talented players; the 'just average' need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- Show concern and caution towards sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Support and practice 'Everyone plays', 'Good sportsmanship' and positive coaching philosophies of Football NSW.

11.4.2 Officials

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

Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion.

11.4.3 Players

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

11.4.4 Administrators (volunteer)

- Involve young people in planning, leadership, evaluation and decision-making related to the activity.
- Give all young people equal opportunities to participate.
- Create pathways for young people to participate in sport, not just as a player but also as a coach, referee, administrator, etc.
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
- Provide quality supervision and instruction for junior players.
- Remember that young people participate for their enjoyment and benefit. Do not overemphasise awards.
- Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and other officiating.
- Ensure that everyone involved in junior sport emphasises fair play, rather than winning at all costs.
- Give a code of behaviour sheet to spectators, officials, parents, coaches, players and the media, and encourage them to follow it.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Support implementation of the National Junior Sport Policy.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

11.4.5 Parents

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on your child's efforts and performance rather than whether they win or lose.
- Encourage children to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.

- Remember that children learn best by example. Appreciate good performance and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

11.4.6 Spectators Code of Conduct

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

11.4.7 Sport Rage

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

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

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

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

Preventing sport rage: Tips for players.

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

Be a good sport.

Remember the principles of fair play – respect, integrity and fairness.

Display modesty in victory and graciousness in defeat.

If you win, don't rub it in.

If you lose, don't make excuses.

If you make a mistake, learn from it and be ready to play on.

If a team member makes a mistake, offer encouragement not criticism.

Control your temper, - don't use bad language or harass others.

Cooperate with your coach, teammates and officials.

Learn the rules of the game and abide by them.

Visit www.playbytherules.net.au 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 an 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 parents

While sport rage is often the result of many factors, parents can help reduce incidents by being good role models and helping to create a positive sporting environment. Parents should consider the following six points: -

What children want from sport.

Sport provides many valuable learning experiences for children, but for the most part they do it for the enjoyment. Ask a child and you'll discover the scoreboard is not that important. In fact, one of the most enjoyable aspects of sport for children is being part of a team.

Encouraging fair play.

As the parent, you have the perfect chance to reinforce the principles of fair play – respect, integrity and fairness – when your child participates in sport.

Parents should discuss fair play with their children and be good role models. They'll be the first in line to shake the other team's hands if you've shown how important it is to do so.

Keep your emotions in check.

Unruly adult emotion at children's sport is sport rage at its worst. While some sideline emotion can be well intentioned, always consider the impact it is having.

Bad behaviour, such as abusing an official or ridiculing the opposition, is unacceptable. An official's decision that annoys you will probably go unnoticed by your child, but your loud and abusive outbursts won't.

Respect for coaches.

Coaches and team managers play an essential role in providing a sporting experience for your child. 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 your child.

Parents 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 parent's code of conduct. Your club is entitled to enforce this code. For example, while it may not be a criminal offence for a parent or 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 ground official should notify the police immediately. 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.

11.5 REPORTING DOCUMENTS / FORMS.

To assist in consistency and accuracy in following procedure and reporting on the issues covered by KDSA Inc.'s Member Protection Policy, the following documents are to be used:

- a) Confidential Record of informal complaint – to be used by MPIO's or others who receive a complaint or allegation
- b) Confidential Record of Formal Complaint – to be used when a formal complaint is received by KDSA Inc.
- c) Confidential Record of Child Abuse Allegation – to be used by MPIO's or others who receive complaints/allegations of child abuse
- d) Record of Mediation – to be used by those who conduct a mediation
- e) Record of Tribunal Decision

These documents can be found in the Attachments section of these by-laws.

General principles to be followed when completing a report of a complaint:

- a) Treat all complaints seriously.
- b) Deal with complaints promptly, sensitively and confidentially.
- c) Maintain a calm attitude.
- d) Ask the complainant if they will consent to you taking notes.
- e) Write the description of the complaint /problem using the complainants own words (as much as is possible).
- f) Find out the nature of the relationship between the complainant and the person complained about (for example, coach/competitor, team members, etc) and if there is any relevant history.
- g) Take a note of the facts and do not pre-judge the situation.
- h) Ask the complainant whether they fear victimisation or other consequences.
- i) Find out what outcome the complainant wants and if they need any support.
- j) Ask the complainant how they want the complaint to be dealt with under the policy.
- k) Keep the complaint confidential and do not disclose it to another person without the complainant's consent except if the law requires disclosure (for example, a report to government authorities) or if disclosure is necessary to effectively deal with the complaint.



KDSA BY-LAWS

ATTACHMENTS

- 6.6A Disciplinary Infringement Notice**
- 6.7A Disciplinary Hearing Notice**
- 11.2A Prohibited Employment Declaration**
- 11.5A Confidential Record of Informal Complaint**
- 11.5B Confidential Record of Formal Complaint**
- 11.5C Confidential Record of Child Abuse Allegation**
- 11.5D Record of Mediation**
- 11.5E Record of Tribunal Decision**

Attachment 6.6A Disciplinary Infringement Notice



[Date]

[Name]
[address]

Dear [First Name],

Re: Disciplinary Infringement Notice

The KDSA advises that in accordance clause 6.7 of the Protests, Disputes & Disciplinary Committee (P & D) by laws, you have been sanctioned for the infringement as follows.

This alleged incident occurred during the Round [XX] of the KDSA competition match between [XX] and [XX] on [insert date & time].

Details of the Offence

Notice of Sanction Imposed

Right to Appeal

Regards

[Name]
[Title]

CC Club Secretary [club]

Attachment 6.7A Disciplinary Hearing Notice



Details of the Alleged Offence

Notice of Possible Sanctions

- a) Reprimand;
- b) Suspension from participation in a match or matches;
- c) Suspension from all football related activity for a specified time period;

Note: these would be changed accordingly if accused is not a player

Disciplinary Hearing Details

[Date]
[Time]
[Place]

Regards

[Name]
[Title]

CC Club Secretary [club]

Attachment 11.2A Prohibited Employment Declaration

KDSA Inc. has a duty of care to its members and to the general public who interact with its employees, volunteers, members and others involved with KDSA Inc. activities. As part of this duty of care and as a requirement of the KDSA Inc.'s Member Protection Policy, KDSA Inc. must enquire into the background of those applying for, undertaking or remaining in any work (paid or voluntary) that involves direct and unsupervised contact with people under the age of 18 years

I(name) of
.....(address) born/...../.....

sincerely declare:

- a) I do not have any criminal charge pending before the courts.
- b) I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence or supply of prohibited substances.
- c) I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment or supply of prohibited substances.
- d) I have never been sanctioned for an anti-doping rule violation under any anti-doping policy applicable to me.
- e) I have never participated in, facilitated or encouraged any practice prohibited by the World Anti-Doping Agency Code or any other anti-doping policy applicable to me.
- f) To my knowledge there is no other matter that KDSA Inc. may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.

I will notify the Secretary or similar of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses 1 to 6 above has changed for whatever reason.

Declared in the State/Territory of

on/...../.....(date) Signature

Parent/Guardian Consent (in respect of person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

Signature:.....

Date:

What they want to happen to fix issue	
What information I provided	
What they are going to do now	

This record and any notes must be kept in a confidential place – do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to KDSA General Manager.

Formal resolution procedures followed (outline)	
If investigated: Finding -	
If went to hearing tribunal: Decision - Action recommended -	
If mediated: Date of mediation - Were both parties present - Terms of Agreement - Any other action taken -	
If went to appeals tribunal: Decision Action recommended	
Resolution	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3 – 8 months to resolve <input type="checkbox"/> More than 8 months to resolve
Completed by	Name: Position in KDSA Inc.: Signature: / /
Signed by:	Complainant: Respondent:

This record and any notes must be kept in a confidential place. If the complaint is of a serious nature, or is escalated to and/or dealt with at the national level, the original must be forwarded to the national body and a copy kept at the club/state/district level (whatever level the complaint was made).

CEO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position in KDSA Inc.: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential place and provided to the relevant authorities (police and government) should they require them.

Attachment 11.5D Record of Mediation

Present at Mediation	
Date of mediation	
Venue of mediation	
Mediator	
Summary of mediation (minutes attached)	
Outcome of mediation	
Follow-up to occur (if required)	
Completed by: (signature)	
Signed by: Complainant (signature) Respondent (signature)	

Copies to be sent to both parties involved in the mediation, the mediator, and the KDSA General Manager.

The original MUST be kept in a confidential place by the MPIO dealing with the complaint.

Tribunal Decision (attach report)	
Action recommended and any follow up report required	
Decision Appealed Date of Appeal lodged	
Appeal Hearing Date	
Appeal Decision (attach report)	
Action Recommended	
Completed by	Name: Position in KDSA Inc.: Signature: / /
Signed by:	Complainant Respondent