



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

JUNIOR COMPETITION

MIXED and GIRLS

TEAM MANAGER'S MANUAL

2008

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Introduction

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

The Junior Football Committee and Girls/Women's Football Committee are sub-committees of the KDSA and are charged with the running of Junior Competition and Non-Competition Football and Girls/Women's Football. They are made up of members from a range of clubs, and provide Age Co-ordinators for each age group.

Junior Football is divided into: Small Sided Games (U6 to U10), Mixed (U11 to U18), Girls' (U12 to U18)

This Manual applies to Junior Mixed Competition Teams (U11 to U18) and to Junior Girls' Competition games. (Playing on Sundays).

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

PLEASE KEEP THIS DOCUMENT WITH YOU.

Contact Details

WET WEATHER PHONE	1900 957 016			
WEB SITE	www.kdsa.asn.au			
JUNIOR COMMITTEE	CHAIRMAN	Dale Catzel	0417 027 911	dale@nexusit.com.au
	REGISTRAR	TBA		
GIRLS/WOMEN'S COMMITTEE	CHAIR	Rhondda Shaw	0423 165 668	rhonddashaw@hotmail.com
	REGISTRAR	Penny Howell	0416 144 680	spunkrocker@optusnet.com.au
KDSA OFFICE	PO BOX 3288			
	ASQUITH NSW 2077	9477 6521	(F): 9477 2854	admin@kdsa.asn.au
GENERAL MANAGER	5/27-29 Salisbury Road Hornsby NSW			
	John Ceccato	9477 6521	0423 847 912	gm@kdsa.asn.au

Season Dates

Mixed	5 April 2008	to	23 August 2008
Girls	6 April 2008	to	24 August 2008

COMMUNICATION

Within the Association

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

Any problems should be addressed through the appropriate channels. Only official correspondence from clubs will be dealt with.

Players ↔ Team Manager ↔ Club Secretary ↔ Association General Manager

Website (www.kdsa.asn.au)

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

Please check the web site for any changes on the night before or on the morning of the game before 8.00am before setting out. This will make sure that parents and players are at the correct ground at the correct time.

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

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

Contacts

Junior Football Committee

CHAIRMAN	Dale Catzel	0417 027 911	dale@nexusit.com.au
REGISTRAR	TBA		
UNDER 6/7/8	Vanessa Bagot	0416 017 475	nvbagot@optusnet.com.au
UNDER 9	Lance Shofer	0401 140 579	lance@shack.com.au
UNDER 10	Dale Catzel	0417 027 911	dale@nexusit.com.au
UNDER 11	Glen War	0412 973 514	glenwar@tpg.com.au
UNDER 12	Vanessa Bagot	0416 017 475	nvbagot@optusnet.com.au
UNDER 13	Christine Freer	0416 298 111	christine@rhapsody.com.au
UNDER 14	John Renzenbrink	0414 816 072	renzenjo@dow.com
UNDER 15	Steve Tatt	0438 243 608	Statt@ozonline.com.au
UNDER 16/18	Mark Rushton	0417 053 185	rushtonsenviro.des@bigpond.com

Girls/Women's Football Committee

CHAIR	Rhonda Shaw	0423 165 668	rhonddashaw@hotmail.com
REGISTRAR	Penny Howell	0416 144 680	spunkrocker@optusnet.com.au
COMMITTEE MEMBER	Pascal Phillips		
COMMITTEE MEMBER	Mary Ann Stephens		
COMMITTEE MEMBER	Jon Pepler		

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

JUNIOR MIXED & GIRLS' FOOTBALL BY-LAWS

Junior Football & Girls/Women's Football Committee

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

Competition Rules

The following competitions are available for entry: -

- a) Under 11s – league format
- b) Under 12s – league format
- c) Under 13s – league format
- d) Under 14s – league format
- e) Under 15s – league format
- f) Under 16s – league format
- g) Under 18s – league format
- h) Under 12 Girls - league format
- i) Under 14 Girls - league format
- j) Under 16 Girls - league format
- k) Under 18 Girls - league format
- l) Treasurer's Shield – Under 14s, knockout format
- m) Secretary's Shield – Under 16s, knockout format
- n) President's Shield – Under 18s, knockout format

Fixtures for the above a)-g) are scheduled on Saturday, and Sundays where necessary. Fixtures for h)-n) are scheduled on Sundays.

Team Entry (Team Nomination)

- a) The Junior Football Committee and Girls/Women's 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.
- c) Following the closing date for entries, the Junior Football Committee and Girls/Women's 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 12.
- f) The maximum number of players to be registered in a team is 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 relevant competition committee.
- h) Division sizes for competition ages shall comprise 8 teams where possible with any variation at the discretion of the relevant competition committee with the approval of the MC.

- i) Division sizes for non-competition ages shall comprise a minimum of 6 teams and a maximum of 8 teams where possible with any variation at the discretion of the Junior Football Committee and Girls/Women's Football Committee with the approval of the MC.

Grading

Teams are subject to grading by the Junior Football Committee and Girls/Women's 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.

Regrading

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

Late Team Entry or Withdrawal

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

Player Eligibility

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

- a) Players must be properly registered, in accordance with the provisions of Section 1.11 of KDSA By-Laws.
- 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) Players may not play in a lower division than that which they have registered within their age group.
- e) 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.
- f) 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:
 - g) Division 1 players from a lower age group may only play in Division 1 or 1/2 of the next highest age group
 - h) 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.
 - i) No player shall play in an age group more than two (2) years higher than they are qualified for.
 - j) Where clubs have more than one team in a division or knockout competition, players may not play for more than one team.
 - k) No player will be eligible to take part in any game if they are unable to present a current ID card at the match, for inspection by any official.
 - l) Players whose names are not on the match card are not eligible to play in that match.

Note that girls who are registered in the Sunday competition may also substitute in mixed Junior Competition teams provided they are age-eligible. Likewise, girls registered in the mixed junior competition may substitute in the Girls' Sunday Competition provided they are age-eligible.

Please make sure that borrowed players get a share of game time.

Dispensation

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

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. 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 game may play in the match.
- f) Players appearing on the match card shall be deemed to have played in the match, whether they actually took the field or not.
- g) Managers must sign the match card confirming ID acceptance prior to commencement of any game.
- h) Managers may list players who are not present at the start of a match, however the opposing manager must be given the opportunity to perform ID checks before such players take the field.

Matches in Dispute

- a) 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:
- b) The disputing manager must submit a report in writing to the Junior Football Committee or Girls/Women'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 Junior Football Committee or 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 Junior Football Committee or Girls/Women's Football Committee may seek further evidence from additional sources.
- e) Following the Committee hearing, the parties will be notified of the result and of their right of protest.

Note: The Junior Football Committee or Girls/Women's Football Committee may also initiate proceedings without a "Match in Dispute" notification where a breach of the rules is evident.

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.

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 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 that 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 case of a draw. The team in possession of the match card must ensure that the match card is delivered to the KDSA office by noon on the Tuesday following the game.
- n) Both managers to notify results to their club recorder/secretary.

Modifications to the Laws of the Game

The Field of Play

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

The Ball

An approved Size 4 ball shall be used in matches up to and including U13.

An approved Size 5 ball shall be used in matches from U14 and above.

The Duration of Play

- a) Under 11-12s – 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 – 80 minutes (40 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.

The Players' Equipment

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

The Number of Players

- a) The minimum number of players 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.

The Corner Kick

In Under 11-12s, 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.

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.

Results

- a) Results must be advised to 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.

Forfeits

- a) Where a team forfeits a match, the opposition shall be awarded a 3-0 win.
- b) Where both teams forfeit a match, neither team shall be awarded any goals or competition points.

Forfeit with notice

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

Forfeit without notice

- a) Where a team has not reported to the referee by the scheduled kick-off or does not have the required minimum number of players present, 10 minutes grace may be claimed and must be allowed. After the 10 minutes grace 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.

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 or Girls/Women Football Committee.

Consecutive Forfeits

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

Abandoned/Cancelled Matches

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

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

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 season's competitions and finals series for each grade.

Perpetual Trophies

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

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.

Protests

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

- a) be lodged by the club secretary to the General Manager within 7 days of notification of the 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.

Grounds for Protests

There are three grounds upon which to base a protest:

- e) 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.
- f) Unfair treatment of the relevant party or the case being presented, material witnesses not allowed to be heard etc.
- g) New evidence, or more frequently, evidence improperly dealt with, not given sufficient weight etc.

Special Time Requests

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

- a) Playing time requests may be accepted for: -
 - iv) early morning
 - v) late morning
 - vi) early afternoon
 - vii) late afternoon
 - viii) Sunday
- b) Specific times cannot be requested.
- c) A minimum of 50% of 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. Where there are two teams from the same club playing in the same division and both subject to a Special Time Request, both teams carrying the minimum 50%, these teams shall be merged into one team.
- d) Proof of need for request.

- a) 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.
- b) Where the request is based on religious requirements a statement from an official of the religious institution must be provided for each player involved.
- c) All Special Time Requests must be submitted on the approved Ku-ring-gai Soccer form.
- d) Special Time Requests will be allocated to grounds as determined by the draw.
- e) Special Time Requests will be accepted for AM Saturday. Other than for 8.30, requests for a specific time will not be accepted and games will be allocated within a range considered as late AM, or early AM, or before or after a specific AM time.
- f) Special Time Requests for Saturday PM may also be requested for early or late starts.
- 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 Saturdays will be played on a date and at a time determined by the Junior Football Committee.
- i) Special Time Requests will not apply to final series games.

COMPETITION FORMAT

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

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

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

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

INFORMATION FOR MANAGERS

Code of Conduct

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

Club Championship

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

Dual Registration

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

Insurance Claims

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

Insurance claim forms must not be sent to KDSA.

Late Registrations

Your Club Registrar via the KDSA Online Registration System affects late registrations. A player may play once they are registered and have a temporary ID card or an existing ID card. No player can be registered after 1 August without specific approval from the Junior Football Committee.

Player Registration Requirements

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

ID Cards

All players must have a valid KDSA ID card, which has to have the player's photograph placed on the card by 30/4/08. Players who register late may play immediately provided they have a temporary ID card from their club registrar. Once the permanent KDSA ID Card is provided, it must have a photograph attached. No player can take part in any game if they cannot produce a current valid KDSA ID card prior to taking the field.

Protests

Any team may protest, in writing through their club secretary, to the KDSA General Manager on any matter relating to, or arising out of the competitions conducted by the Association.

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

- a) Please refer to the P.D.& D.C. & Appeals Manual for further information. The following guidelines apply:
- b) Any player ordered from the field of play by the referee MUST leave the oval immediately.

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

Responsibility of Manager

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

Playing Strip

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

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

All teams must have access to an approved alternate strip. This strip may only be worn if there is a clash of strip in which case the home team is required to wear an approved alternate strip.

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

Alternate Strip

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

Dress Code

- All players must be dressed correctly in approved club strip (socks, shorts, club shirt) and comply with the laws of the game. Teams not correctly attired, risk fines of \$10.00 per player not correctly attired.
- All players must wear individually numbered shirts. No duplication of numbers permitted.
- Shirts must be tucked in.
- Boots may have moulded sole, plastic or metal screw studs (providing the last are deemed safe by the referee).
- Shin pads are mandatory.
- No watches or jewellery are permitted on the field

Pregnancy Policy

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

Public Liability

Never admit liability or hint at insurance.

Report potentially dangerous situations to your club secretary immediately (e.g., broken goal posts) so the KDSA and relevant council can be notified and repairs made.

Be aware of your responsibilities to the players in your care – keep them in non-hazardous areas, and enlist parental help for adequate supervision.

In case of injury administer first-aid or seek medical help, without admission of liability.

Results

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

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

Forfeits

(Please see the procedure in the By-Laws)

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

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

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

Grounds

Dressing

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

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

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

Locations

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

Ground Manager

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

Safety & Health

There is a duty of care incumbent on all managers.

Ground Safety

Ensure ground is inspected and safe to use before playing.

Infectious Diseases

Bleeding players must leave the field.

Can return only when authorised by the referee.

Contaminated clothing must be replaced.

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

Player Safety

All players must wear shin pads.

Mouthguards are recommended.

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

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

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

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

Injuries

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

Football NSW Competitions

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

- State, Robertson and Amateur Cup (State Cup dates in Calendar)
- Sydney (formerly Metropolitan) Cup

- Harry Williams Cup
- Champion of Champions

Training

The KDSA office allocates training times in accordance with the requests received from your club. In the event the weather is doubtful all players should ring the Wet Weather number.

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

Wet Weather Procedure

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

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

WET WEATHER LINE - 1 900 957 016

or check the Weather Alert on the website www.kdsa.asn.au

Gala Days

The KDSA season concludes with Junior Mixed Gala Day on Saturday 23 August 2008 and Girls' Gala Day on Sunday 24 August 2008. Gala Days involve teams playing a number of round robin games in pools, and then knockout finals. All teams are automatically entered into Gala Day. If for some reason a team cannot play on Gala Day, Club Secretaries must notify KDSA prior to the draw being prepared. A fine of \$300 per team will be incurred for teams withdrawing from Gala Day after the draw has been prepared.

Registered Player Numbers & Replacements

- U11 to U18 minimum registered players: 11
- U11 to U18 maximum registered players: 16
- Play 11 a side (maximum 5 interchange)

Interchange

- Interchange applies in U11 to U18.
- Total players able to take part in game are 16.
- Players can only take part in the match if their name is on the match card prior to commencement of the game.
- All players in the team must have unique shirt numbers.
- Interchange can only occur during a stoppage in play, with referee's approval.
- Interchange must take place at the half way line.
- Breaches in Interchange (12 players on the field, unregistered players, players not signed on) will cause the game to be abandoned and KDSA will adjudicate result.

Match Cards & Results

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

Make sure that you –

- Read the procedure and information on the back of the card.
- Complete the match card in ink. Pre-printed team lists are not allowed.
- Correctly complete the match details (for both teams) at the top of the card.
- Add all players' identification card numbers on the card, against their shirt number.
- Verify the identity of the players on the opposing team, and that they are eligible to play. Failure to comply - \$50 fine.
- Print your name and sign the card.
- Have the score correctly filled in on the back of the card after the game
- Arrange for the winning team (or home team in the case of a draw) to lodge the Match Card with their club recorder immediately. Result Card is to be completed and lodged by the losing team (or away team in the case of a draw) with their club's recorder. Club recorders are required to lodge all cards with KDSA by the following Tuesday.

Managers must be able to produce photo ID cards of all players listed on the match card, before the game starts.

Once a game has commenced no player can be added to the card.

Hand the match card to referee before kick-off. Failure to complete the match card by the stipulated time will result in a fine of \$25.

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

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

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

Loss of match card - \$100 fine. Match cards are deemed to be lost if not received by the KDSA office within 28 days of the match.

Results are posted on KDSA web site at www.kdsa.asn.au as soon as possible, and are dependent on the co-operation of team managers and club recorders in following the correct procedure.

Match Changes / Cancellations

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

Matches in Dispute

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

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

Refereeing

The referee's association supplies referees to as many matches as possible, but there is always a shortage of official referees. If a referee is not available Team Managers shall agree on appointment of a person to act as referee (see match card). This person must have completed a Prohibited Employment Declaration Form. (Attached)

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

Encourage players and parents to undertake the refereeing courses, which are run during the year to help increase the supply of official referees. (It's a great way for players to really learn the rules!) Always have a whistle at the game (just in case). All teams are requested to have at least one Assistant Referee's flag in their kit, for use if an official Referees Association referee is not present at the game.

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

The Competition Committees will not accept poor behaviour towards referees.

Regrading of Teams

Regrading WILL NOT automatically be carried out for U11 to U18. It is the club's responsibility, working with the Junior Football Committee or Girls/Women's Football Committee Age Co-ordinator: to ensure that team grading is accurately submitted prior to the start of the season.

Junior Football Committee and Girls/Women's Football Committee will consider Under 10 teams for regrading after Round 3.

Any teams grouped into divisions of 12 will then play 11 rounds, and based on their table positions, will be split into two divisions for a second round.

The Junior Football Committee and Girls/Women's Football Committee retain the discretion to regrade any team in exceptional circumstances at any time during the season.

Rules

Official Rules apply. See FIFA Laws of the Game. (Available on the FIFA website)

The Corner Kick

In Under 11-12s, 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.

WORKING WITH CHILDREN

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

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

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

MANAGER'S CHECKLIST

Pre Match

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

Post Match

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

General Duties

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

CODE OF CONDUCT

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

It is an offence to: -

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

Players

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

Parents

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

Coaches

1. Remember that young people participate for pleasure and winning is only part of the fun.
2. Never ridicule or yell at a young player for making a mistake or not coming first.
3. Be reasonable in your demands on players' time, energy and enthusiasm.
4. Operate within the rules and spirit of your sport and teach your players to do the same.
5. Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
6. Avoid overplaying the talented players; the "just average" need and deserve equal time.
7. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
8. Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
9. Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
10. Show concern and caution toward sick and injured
11. Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
12. Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
13. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
14. No one is to stand on or behind the goal line.

Officials

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

Spectators

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

Sport Rage

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

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

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

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

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

Preventing sport rage: Tips for players

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

Be a good sport

- Remember the principles of fair play – respect, integrity and fairness.
- Display modesty in victory and graciousness in defeat.
- If you win, don't rub it in.
- If you lose, don't make excuses.
- If you make a mistake, learn from it and be ready to play on.
- If a team member makes a mistake, offer encouragement not criticism.
- Control your temper, - don't use bad language or harass others.
- Cooperate with your coach, 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 ethnic, racial or sexual nature.
- Don't bully or take unfair advantage of another player.
- Always thank the referee at the end of the game.

Respect officials

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

Uphold the code of conduct

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

Preventing sport rage: Tips for Supporters

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

Keep your emotions in check

- While some sideline emotion can be well intentioned, always consider the impact is having.
- Bad behaviour, such as abusing an official or ridiculing the opposition, is unacceptable.

Respect for coaches

- Coaches and team managers play an essential role in providing a sporting experience. Without them there would be no team and no game, so show respect for the people in these roles.

Respect for referees and officials

- Referees and other officials are there to help make the game fair and more enjoyable for everyone. But they are human and may occasionally make mistakes. Your behaviour toward officials will affect the attitude of players.
- Supporters should never approach the official directly. If you have an issue raise it in a controlled and professional way with the coach or club administrator.

Upholding the code of conduct

- It is important you understand, support and uphold the supporter's code of conduct. Your club is entitled to enforce this code. For example, while it may not be a criminal offence for a spectator to verbally taunt an opposition team, such behaviour may well breach the code of conduct and disciplinary action may be taken.

Dealing with sport rage

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

Reporting inappropriate behaviour – *Responsibility of everyone*

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

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

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

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

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

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

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

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

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

Suspending play – *Responsibility of the referee*

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

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

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

PLAYING DATES

ROUND	JUNIOR COMP	GIRLS COMP
1	5/4/08	6/4/08
2	12/4/08	13/4/08
School Holidays	19/4/08	20/4/08
3	26/4/08	27/4/08
4	3/5/08	4/5/08
5	10/5/08	11/5/08
6	17/5/08	18/5/08
7	24/5/08	25/5/08
8	31/5/08	1/6/08
9	7/6/08	8/6/08
10	14/6/08	15/6/08
11	21/6/08	22/6/08
12	28/6/08	29/6/08
13	5/7/08	6/7/08
School Holidays	12/7/08	13/7/08
14	19/7/08	20/7/08
15	26/7/08	27/7/08
16	2/8/08	3/8/08
17	9/8/08	10/8/08
18	16/8/08	17/8/08
GALA DAY	23/8/08	24/8/08

CLUB SECRETARY LIST

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

CLUB STRIPS

CLUB	SHIRT	SHORTS	SOCKS
Asquith	White, blue trim	Blue, white trim	White, 2 white bands
Bannockburn	Gold & black stripes	Black	Gold, 2 black bands
Berowra	Maroon, white trim	White	Maroon, 2 white bands
Brooklyn United	White, red trim	White, red trim	White, red hoops, 2 red bands
Chatswood Rangers	Royal blue, white trim	White	Royal blue, white type
Clarke Road	White, navy blue trim	Navy blue	Navy blue, red tops
Corpus Christi	Royal blue, red & white trim	Royal blue	Royal blue
Gordon	White, royal blue trim	White	Royal blue, white type
Greenwich	White, red & black sleeves	Black	Red, 1 black & 1 white band
Highfield Family	Canary yellow, green trim	Electric blue	White, 1 yellow & 1 green band
Hornsby Heights	Orange, green sleeves	Green	Green, 2 orange bands
Hornsby RSL Youth	Blue & yellow stripes	Blue, yellow trim	Blue, yellow tops
Kissing Point	Red, white & blue stripes	Royal blue	Blue, 2 red bands
Lane Cove	Royal blue, gold trim	Gold, royal blue trim	Gold
Lindfield	Dark blue, white trim	Dark blue	White
Mt Colah	Green, yellow trim	Green, yellow trim	Yellow, 2 green bands & type
North Sydney Bears	Red & black stripes	Black	Black, 1 red & 1 white band
Northbridge	Red & white stripes	Black	Red, 2 white bands
NSBHS	White, maroon & gold sleeves	Maroon	Maroon with white tops
Northside Monash	Sky blue, royal blue trim	Sky blue, royal blue trim	Sky blue
Prouille	Gold, black trim & sleeves	Black	Black
Sacred Heart Mosman	Yellow, blue trim	Blue	Blue, 2 yellow bands
Sacred Heart Pymble	Blue, maroon trim & sleeves	Maroon	Blue, 2 white bands
St Ives	Green, white trim	White, green trim	Green
St Michael's	Royal blue, white trim	Royal blue, white trim	Blue, 2 white bands
Wahroonga	Red, white trim	Red, white stripe	Red
West Pymble	Blue, yellow & white stripe	Blue, yellow sides	Yellow, 2 blue bands

WORKING WITH CHILDREN FORM

ATTACHMENT 4

6.4 PROHIBITED EMPLOYMENT DECLARATION



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

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

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

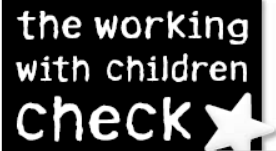
Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:

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

Under a law of another State or Territory, or	an offence
of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or	• an offence referred to in paragraph 33B(1)(a) to (g) of the <i>Commission for Children and Young People Act 1998</i>
or offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations;	• any other offence
the commission of which is classified as a serious sex offence under this legislation.	Section 33B(1)(h) of the <i>Commission for Children and Young People Act 1998</i>
Section 33B(1)(h) of the <i>Commission for Children and Young People Act 1998</i> defines a child-related personal violence offence as an offence committed by an adult:	Section 33B(1)(h) of the <i>Commission for Children and Young People Act 1998</i>
involving intentionally wounding or causing grievous bodily harm to a child; or	• involving a child-related personal violence offence
attempting, or of conspiracy or incitement, to commit such an offence.	• of attempting, or of conspiracy or incitement, to commit such an offence
<i>Commission for Children and Young People Act 1998:</i>	Under the <i>Commission for Children and Young People Act 1998</i>:
it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child-related employment;	• it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child-related employment;
Employers must ask existing employees, both paid and unpaid, and prospective applicants for child-related employment to declare if they are a prohibited person or not;	• employers must ask existing employees, both paid and unpaid, and prospective applicants for child-related employment to declare if they are a prohibited person or not;
Employees in child-related employment must inform their employers if they are a prohibited person or themselves from child-related employment; and	• employees in child-related employment must inform their employers if they are a prohibited person or themselves from child-related employment; and
Penalties are imposed for non-compliance.	• penalties are imposed for non-compliance.

ATTACHMENT 4 (CONTINUED)

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



Registration) Act 2002.

Children and Young People Act 1998. I am aware that it is an offence to make a false statement on this form.

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

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

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

All fields must be completed. Please use block letters.

Name: _____

Aliases (previous/other names): _____

Date of birth: _____

Signature: _____

Date: _____ Contact telephone number: _____

Contact E-mail: _____

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

THIS FORM IS TO BE RETURNED TO YOUR EMPLOYER

The Working With Children Employer Guidelines December 2005

FORFEIT FORM

Ku-ring-gai & District Soccer Association Inc

Match details:

CLUB	DATE
TEAM	DIVISION
TIME	GROUND
OPPOSITION TEAM	

Reason for forfeit:

Club Secretary:

Date:

OFFICE USE ONLY

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

Football Committee Chair

FAX TO KDSA - 9477 2854