



WESTERN AUSTRALIAN
**CHRISTIAN FOOTBALL
ASSOCIATION**

BY-LAWS AND INFORMATION MANUAL

April 2019

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A MESSAGE FROM THE WACFA MANAGEMENT COMMITTEE

This Association was set up to support Christian families by maintaining a Christian-led organisation whose purpose it is:

1. to provide quality organised Football, which may only be played on days other than Sundays, Good Fridays, Easter and Christmas Day;
2. to teach and encourage players to choose and maintain correct Godly responses on the sporting field and in all situations in life; and
3. to encourage the establishment of similar Christian sporting organisations throughout the wider community.

Please read this document carefully as failure to comply with the By-Laws and information in this booklet could result in penalties, fines, and disciplinary action which may reflect badly on your Club. These rules apply to all persons involved in a Football Club affiliated with the Western Australian Christian Football Association Inc.

May you, your Club and your families be richly blessed as God's purposes are fulfilled through this ministry.

*I do not consider myself yet to have taken hold of it.
But one thing I do: forgetting what is behind
and straining towards what is ahead,
I press on toward the goal to win the prize
for which God has called me heavenward in Christ Jesus....*
Philippians 3:13

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All By-Laws are in bold text (numbered 2.1, 8.3 etc) and Guidelines in normal font (labelled A, B etc)

I DEFINITIONS

Adult	A person aged 18 or older
Appeal	A Member Club has the right to appeal decisions made by WACFA, whether administrative or disciplinary in nature, and the appeal will be heard by either the Disciplinary Tribunal (as per By-law 25.??) or a panel appointed by the Executive to hear the appeal, whichever is appropriate to the matter at hand.
Association	Western Australian Christian Football Association Inc.
By-Laws	Appear in text and are numbered. Subject to conditions set out in the Constitution
Club Member	“Club Member” or “Member Club” means a Club admitted as a Member Club of the Association under Rule 6.2 of the Constitution.
Club Officer	President, Secretary, Chaplain, Treasurer or a member of the governing body or committee of management of a club
Club Official	person filling a leadership role such as a Head Coach, Team Manager or Club Officer
Code of Conduct	A code outlining the expected behavioural standards of all persons participating in WACFA competitions.
Constitution	Constitution of the WACFA, also known as Rules
FIFA	Federation Internationale de Football Association
FFA	Football Federation Australia
FW	Football West
Football teams	Teams in divisions where full Football rules apply – ie, U12 mixed, U14 girls, U14 boys, U16 girls, U16 boys, U18 boys, Men, and Women
Form 1	Affiliation form for Clubs (valid for 1 year)
Form 1B	Change of Club strip (uniform) application
Form 2	Registration form for Club Officials, Club Officers and WACFA Management Committee (valid as long as Church affiliation details remain unchanged)
Form 3	Form detailing sponsorship of Club by a Church or Christian School (valid as long as details remain unchanged)
Form 4	Team Sheet
Form 4B	Club Contact list
Form 5	Team submission form (\$100 bond per team to be submitted with form). Teams must be named. Duplicate team names across clubs will not be accepted
Form 6	Exemption request form
Form 7	Nomination for Management Committee form
Form 9	Registration form for Junior Coaches (aged 14 to 17 years) and Assistant Coaches who do not have Church affiliation
Form 10	Player/Official Injury Report

Form 11	Coaches Match Report Form
Home team	The team named first on any fixture list issued by WACFA whether or not the match is being played on that team's home ground
In writing	Written communication may include email, fax, typed or handwritten papers
Ineligible player	a player who is registered with WACFA but not recognised (according to the Team Sheet held at the WACFA office) as belonging to a particular team in question. Exceptions are given under Sharing Players section of this manual
Match card	The official WACFA card used to record the participants and score of each match
MC	Management Committee of WACFA
Official	See also Club Official
Player	a person participating in the playing of any WACFA match
Registered player	A person, holding a current FFA number and registered with a WACFA-affiliated club
Registered Age Group	The age boundary used to distinguish between age-based competitions within the Association – eg, U6, U8, U10
Small Sided Football	Also known as MiniRoos Club Football – eg, U6, U8, U10, U12G
Rules	Rules of The Association – see also Constitution
Rules of Competition	Rules governing the conduct of WACFA competitions.
Football teams	Teams in divisions where full Football rules apply. U12 mixed, U14 boys, U16 boys, U18 boys, Men, U14 girls, U16 girls, and Women
Unregistered player	Player not registered with WACFA
Unlisted player	If a player's name is not included on the match card for the game in which they are participating (or have participated), they are deemed an ineligible player whether or not they are registered
WACFA	Western Australian Christian Football Association Inc

2 THE WACFA CONSTITUTION

The Association celebrated its first season in April 2000 with 300 registered players. It became incorporated in March 2002 with approximately 800 players. The organisation is a legal entity, which is governed by the Constitution in which the affiliated Clubs are the voting members. In 2010, the association changed name and became the Western Australian Christian Football Association (WACFA).

2.1 **Where any discrepancy against the Constitution occurs in this manual, the Constitution has the final authority.**

All activities of WACFA and the Management Committee are subject to the Constitution. The Association is fully independent and is not obligated to use the laws or rules of FIFA or of any other organisation. Refer to By-Law 18.1

3 THE MANAGEMENT COMMITTEE

The Management Committee (MC) is responsible for the smooth running of WACFA, and successful running of each Football Season.

The MC issues a calendar of important dates each year, including dates for the annual renewal of Club affiliation, the payment of fees, the nomination of teams and the match fixtures for the season.

4 CLUB MEMBERSHIP

- 4.1 **All Clubs are required to have a governing body or a committee of management including a President, Chaplain, Secretary and Treasurer (Rule 6.2.4.2 of Constitution, Club Officers).**
- 4.2 **The Club Officers and Officials must fulfil the criteria listed in the Constitution (Rule 6.2.4.3 and Rule 6.2.4.4).**
- 4.3 **Clubs must adhere to and implement the Constitution, By-Laws, and ethos of the Association; take due note of the guidelines in this manual; and abide by rulings made by the MC during the Football Season.**
- 4.4 **Member Clubs who were present at the last AGM desiring to renew their membership of WACFA are required to submit a completed Form 1 accompanied by the annual Club membership fee at the commencement of each calendar year. The schedule of fees applicable to Member Clubs is available on the WACFA website.**
- 4.5 **New Clubs desiring to affiliate with WACFA must apply with a Form 1, 1B and a Form 3, which will be accompanied by the annual Club membership Fee. The schedule of fees applicable to Member Clubs is available on the WACFA website.**
- 4.6 **All sections of forms must be completed in full and forms must be received and dated by WACFA administration in order for Club membership of WACFA to be considered valid.**

5 CLUB OFFICERS AND OFFICIALS

- 5.1 Club Officials must be practising Christians, attend a Christian Church regularly, and fulfil all the requirements of the Constitution (Rule 6.2.4).
- 5.2 Club Officials must complete a Form 2 and hold a current Working with Children card (where applicable under the appropriate legislation). A copy of the Form 2 for each official must be submitted to the WACFA office for registration and approval prior to the commencement of duties.
- 5.3 Club Officers in the role of Head Coaches must complete a Form 2 and hold a current Working with Children card (where applicable under the appropriate legislation). A copy of the Form 2 for each official must be submitted to the WACFA office for registration and approval prior to the commencement of duties.
- 5.4 Assistant Coaches or other support staff must complete a Form 2 or Form 9 and hold a current Working with Children card (where applicable under the appropriate legislation). A copy of the Form 2 (or Form 9) for each official must be submitted to the WACFA office for registration and approval prior to commencement of duties.
- 5.5 Any person carrying out duties in a Member Club without approval will incur penalties and may be disciplined by the MC (refer to By-Law 21).
- 5.6 These requirements also apply to any person fulfilling the role of an official in an acting capacity.
 - A The MC recognises that from time to time, Clubs experience difficulty finding adequate number of Officials. We cannot stress enough the importance of Clubs training their volunteers and making use of WACFA-organised training seminars.

6 CLUB REQUIREMENTS

- 6.1 Member Club Officials must adhere to the WACFA By-laws, Codes of Conduct and Disciplinary Regulations.
- 6.2 Member Clubs must submit the name of a Coach for each team on the Team Sheet (see 6.3 below).
- 6.3 Member Clubs must prepare Team Sheets (Team List-photos report) for each nominated team and submit a copy to the WACFA Office by a date specified in the Club Check List (see WACFA website). Team Sheets may be printed from My Football Club using the Team List-photos report.
- 6.4 Member Clubs must submit a Club Contact List (Form 4B) which contains contact information for Club Committee Members and Club Officials by a date specified in the Club Check List (see WACFA website).
- 6.5 In those games which do not have a WACFA-appointed Referee or Assistant Referees, Member Clubs are required to supply sufficient referees to officiate at each of their home games as needed.
- 6.6 Club Officials must be 18 years or older with the exception of Referees and Coaches (see Referee and Coaches' Requirements below).
- 6.7 Member Clubs must obtain the endorsement of WACFA through the MC prior to entering into a contract with a financial sponsor (Form 1).
 - 6.7.1 Member Clubs must provide the following with their request: Sponsor's names, addresses and contacts and duration of the contract.

- 6.7.2** Once the application is lodged with WACFA Administration, the WACFA MC will make a decision within fourteen (14) days about endorsing, requesting amendments to, or rejecting the proposed contract.
- 6.7.3** Should the MC be unable to meet within the timeframe specified in 6.7.2, an Executive decision may be made as per Rule 13 of WACFA Constitution.
- 6.7.4** Criteria for endorsing or rejecting a proposal is based on the following: a) whether the organisation is known by the West Australian community and the Member Club as not of ill-repute and not engaged in illegal activities; b) whether the potential sponsor is a liquor or tobacco company or brand; c) whether the sponsorship contract implies or states that WACFA is a party to the contract; d) whether the sponsorship contract is likely to affect the reputation and the good standing of the WACFA competition.
- 6.7.5** A decision to endorse or to reject the proposed contract should be communicated in writing to the President of the Member Club.
- 6.7.6** A decision not to endorse a proposed sponsorship contract should outline the reasons why and how the MC or the decision-maker reached this determination.
- 6.7.7** A Member Club has the right to appeal a decision which will be heard by the MC at specially convened meeting.
- 6.8** Member Clubs must have uniforms approved by the MC *before* they have been ordered to avoid the possibility of strip-clashes – ie, where the two teams have uniforms that are too similar and may cause confusion for the Referees (see By-law 16.1, 16.2 below).
- 6.9** Member Clubs are to pay player registration fees by a date specified by the MC. Member Clubs may not field teams in WACFA fixtures until the club is in financial good standing with WACFA.
- 6.10** Member Clubs must pay a bond to WACFA to cover fines and penalties. The bond is to be paid as part of the player registration fees.
- 6.11** Any fines imposed upon a Member Club in excess of the bond must be paid in full within one month of notification. Late payment will incur an additional fine of \$10 per week or part-week.
- 6.12** To be eligible to participate in the WACFA competition, all clubs must pay the required fees by a date to be determined by WACFA.
- A The Team Bond is to cover any fines or penalties incurred by the Club in the current Football season. The bond or part thereof will be refunded to the Club at the conclusion of the season once all outstanding fees and fines have been paid in full.
- B It is recommended that Clubs raise the profile of football within their surrounding community by approaching Christian Churches and Christian Schools to advertise in their bulletins or newsletters.
- C Clubs may register players who have no church affiliation, however all players and parents of junior players need to be clearly informed of the Christian nature of WACFA and of the eligibility criteria for all positions outlined in the Constitution.
- D In the event that club is unable to take prospective player registrations, the Club shall inform players/families of the nearest alternative Club that might best suit the needs of individual players/families. It is recommended the Clubs co-operate to make up/fill teams as required.
- E Clubs are responsible for arranging fields for club training/practice sessions. Applications for fields are usually made to the local Council in February each year.

- F It is important that Clubs exercise diligence in handling their finances by having a bank account with multiple signatories, always issuing receipts for monies received, and commissioning an independent audit of Club finances each year.
- G Clubs may hold player registration days prior to the annual renewal of their WACFA membership, but do so at their own risk since the Club will not be recognised by WACFA until Forms 1 and 3 have been processed.

7 COACHES' REQUIREMENTS

- 7.1 **Head Coaches must be practising Christians who attend a Christian church regularly and fulfil all conditions of the Constitution (Rule 6.2.4.3).**
- 7.2 **Head Coaches must complete a Form 2 and hold a current Working with Children card (where applicable under the appropriate legislation). A copy of the Form 2 for each official must be submitted to the WACFA office for registration and approval prior to the commencement of duties.**
- 7.3 **Assistant Coaches must fulfil all conditions of the Constitution (Rule 6.2.4.4).**
- 7.4 **Assistant Coaches must fill out a Form 2 or a Form 9 and must have a current Working with Children card (where applicable under the appropriate legislation) and submit a copy to the WACFA office for registration and approval prior to the commencement of duties.**
- 7.5 **Coaches aged 14 to 17 years are subject to Form 2 or Form 9 requirements. In addition, they must be supervised at all times by an adult who holds a Form 2 and a current Working with Children card (where applicable under the appropriate legislation). A copy of the Form 2 for each official must be submitted to the WACFA office for registration and approval prior to the commencement of duties.**
- 7.6 **Coaches must adhere to and implement the Constitution, By-Laws and ethos of the Association, and take due note of the guidelines in this manual.**
- 7.7 **Coaches are not permitted to enter into an agreement or make compromises concerning the playing of WACFA scheduled matches that involves overriding the FIFA, FFA, FW, and WACFA Constitution or By-Laws.**
- 7.8 **Coaches must provide notification of a forfeit to both the WACFA Competitions Coordinator and to the President or Secretary of the opposing club 24 hours prior to the scheduled time for the match. In addition, teams U14 and above, the WACFA Referee Allocator must be notified (contact details for Club Officials are provided on the WACFA website).**
 - A Coaches must endeavour to teach and to model exemplary sporting behaviour (in line with the code of conduct of the Association) and respect for the rules of the game and WACFA.
 - B Coaches should endeavour to avoid winning a match by a margin in excess of 5 goals because large winning margins may demoralise the other team. When such a lead is established in a match and the final outcome is beyond doubt, the coach of the leading team is encouraged to reorganise player positions and make substitutions in order to restrict the winning margin. Note that goal difference is not used by WACFA to rank teams.
 - C In the event that a Coach wishes to make a report arising from a match, they are to use the WACFA Coaches' Match Report (Form 11). The coach must complete the form and submit it to the club President for approval. Once approved, the Form 11 is to be emailed to the WACFA office.

8 MANAGERS' REQUIREMENTS

- 8.1** Managers should be practising Christians who attend a Christian church regularly and fulfil all the conditions of the Constitution (Rule 6.2.4.3).
- 8.2** Managers must complete a Form 2 or Form 9 and must hold a current Working with Children card (where applicable under the appropriate legislation). A copy of the Form 2 or Form 9 must be submitted to the WACFA office for registration and approval prior to the commencement of duties.
- 8.3** Managers must adhere to and implement the Constitution, By-Laws, and ethos of the Association, and take due note of the guidelines in this manual.
- A Team Managers may be required to fulfil some or all of the following duties:
- i. fill out the match cards for the team with each player's Full name and shirt number prior to the start of the game (refer By-law 16 guidelines).
 - ii. check players' uniforms, shin guards and boots (refer to Players' Equipment By-Law 18.8, 18.9).
 - iii. to communicate with parents advising them of the location and times of practice and games.
 - iv. to communicate with the Club Chaplain where appropriate (eg, if any player is missing from training and/or fixtures for a while).
 - v. organising a roster for the washing of the shirts/uniforms – each Club should make their own arrangements regarding ownership and care of uniforms.

9 REFEREE REQUIREMENTS

- 9.1** Every year the MC shall appoint a Referee Co-ordinator who will oversee the referees officiating in WACFA matches.
- 9.2** The Referee Co-ordinator must be a practising Christian who attends a Christian church regularly and fulfils all conditions of the Constitution (Rule 6.2.4.3).
- 9.3** The Referee Co-ordinator must complete a Form 2 and hold a current Working with Children card (where applicable under the appropriate legislation). A copy of the Form 2 must be submitted to the WACFA office for registration and approval prior to the commencement of duties.
- 9.4** The Referee Co-ordinator must be at least a level 3 FIFA registered referee and must have completed at least one season of refereeing in WACFA.
- 9.5** The Referee Co-ordinator shall undertake the following duties:
- 9.5.1** form a referees' technical committee which will a) be endorsed by the MC, and b) operate as a subcommittee of the MC;
 - 9.5.2** chair the referees' technical committee;
 - 9.5.3** source a pool of registered referees to officiate at WACFA football fixtures;
 - 9.5.4** ensure referees officiating in WACFA fixtures are currently registered with FFA at level 4 (minimum);
 - 9.5.5** provide leadership and support throughout the season to referees;
 - 9.5.6** oversee the allocation of referees for WACFA football fixtures;
 - 9.5.7** ensure referee allocations comply with FW conflict of interest rules;
 - 9.5.8** ensure that each referee is informed of and abides by the WACFA by-laws;
 - 9.5.9** attend MC meetings to provide information pertinent to refereeing the WACFA competitions.

- 9.6 Referees will be paid a match fee for every fixture in which they officiate for age groups U12 and over or other matches as requested.**
- 9.7 Referee fees are set each year by the MC in consultation with the referees.**
- 9.8 The teams competing in a fixture are to share the cost of the referee payment equally.**
- 9.9 The allocated referee is expected to be in attendance at the ground ten (10) minutes prior to the scheduled kick-off time.**
- 9.10 Where an allocated referee does not attend a scheduled fixture, and both coaches agree that they are unable to source a suitable referee, a 0-0 result should be recorded (see By-law 20.6.3 and 20.12.7).**
- 9.11 The Referee shall ensure that the game concludes at the published finish time.**
- 9.12 Referees are not permitted to coach or instruct players during the normal course of a game, except where the instruction is intended to inform players about the rules or safe conduct of the game.**
- A It is the responsibility of the referee to issue cautions and send-off instructions whenever cautionable offences are committed. These events should be noted on the back of the match card and included in a match report. The match report must be received by the WACFA office within 48 hours of the match (admin@wacfa.com.au).
- B A referee should operate according to FIFA Rules of competition and WACFA rules. Approximately 15 minutes before and after each match, and during the match, a Referee has authority over players and Club Officials (eg, Club Officers, Coaches, Assistant Coaches, Managers and Assistant Referees). Referees are encouraged to report serious incidents that occur during this period by completing a match report. The match report must be received by the WACFA office within 48 hours of the match (admin@wacfa.com.au).
- C Referees must collect a completed match card from each team before the game. The Referee should check that the card is completed with all the players listed. The referee is to hold the match cards for the duration of the game, recording the score and any other comments that he/she feels necessary. At the conclusion of the match the referee should submit the completed match cards to the designated WACFA official. (See Match Card Requirements By-Law 16.)
- D The referee is required to record accurately the starting time and end time of the game on the match card.
- E Referees should ensure that player footwear is safe for other players prior to the start of each match (Refer to Players Equipment By-Law 18.9).

10 INSTRUCTING REFEREE REQUIREMENTS FOR SMALL SIDED FOOTBALL GAMES

- 10.1** WACFA volunteers, who facilitate Small Sided Games as Instructing Referees or game leaders, must be practising Christians who regularly attend a Christian Church and fulfil all the conditions of the Constitution (rule 6.2.4.3). They must complete a Form 2 and hold a current Working with Children card (where applicable under the appropriate legislation). A copy of the Form 2 must be submitted to the WACFA office for registration and approval prior to the commencement of duties.
- 10.2** Instructing Referee's must adhere to and implement the Constitution, By-Laws and ethos of the Association, and observe the guidelines in this manual.
- 10.3** Instructing Referee's must be familiar with the Rules of Small Sided Games.
- 10.4** The Home team must provide an Instructing Referee for Small Sided Football fixtures.
- 10.5** Instructing Referees must ensure that the game concludes at the published finish time.
- 10.6** Instructing Referees who are aged 14 to 17 years must be supported from the side line by an adult who holds a Form 2 at all times whilst officiating.
- A The Instructing Referee is to be at the ground at least ten (10) minutes prior to the scheduled kick-off time, ensuring sufficient time to be ready for the start of play and arrange volunteer lines' persons appointed from each team.
 - B The Instructing Referee must collect a completed match card from each team before the game. The Referee should check that the card is completed with all the players listed. The referee is to hold the match cards for the duration of the game, recording the score and any other comments that he/she feels necessary. At the conclusion of the match the referee should submit the completed match cards to the designated WACFA official. (See Match Card Requirements By-Law 16.)
 - C The Instructing Referee is required to record accurately the starting time and end time of the game on the match card.
 - D The Instructing Referee should ensure that player footwear is safe for other players prior to the start of each match (Refer to Players Equipment By-Law 18.9).

11 ASSISTANT REFEREE (AR) REQUIREMENTS

- 11.1** The AR must not provide instruction or coach the players.
- 11.2** As the role of AR is not classified by WACFA as an 'official,' the AR has no authority to address parents or players. The AR must only communicate the match's affairs to the Referee.
- A The AR is to assist the referee, who may or may not implement the AR's call.
 - B The AR should be fully conversant with the rules including the offside rule and out of play rule. Please refer to FIFA rules.
 - C Where a lack of volunteers means that a coach must fill the role of an AR, the coach forfeits the right to coach their team during play.

12 PLAYER REGISTRATION PROCEDURE

- 12.1 The process for registering a player must follow the procedure contained within Attachment 3.
- 12.2 WACFA reserves the right to require a player to provide proof of date of birth.

13 AGE QUALIFICATION

- 13.1 A player registered in an age group shall not be older than the registered Age Group *at the 30th June* of that playing year. For example, although a player may have their 12th birthday during the playing year, they are entitled to register for an U12 team because they were under 12 at the 30th June.
- 13.2 Girls are eligible to play-down *one year* into a mixed team that is one age group lower than that for which they would normally be eligible (refer WACFA Football Age Group Table).
- 13.3 The first year in which a child may be eligible for registration is the year in which they turn five (5) years old. They will play in the Under 6 competition.
- 13.4 Players may not be registered to play in an age group more than one age grouping above the age group in which they would normally register, except players qualified to register in the U16 age group may register in the Mens age group For example, if a player turns 6 in the current year, they would normally be registered in the Under 6 age grouping; they are also permitted to register for the Under 8 age group, but would NOT be eligible to register/play in the next age grouping above that (Under 10).
- 13.5 When sharing players (see By-Law 18), a player can only play-up into an age group in which he/she would be eligible to be registered to play (as per By-Law 13.4).
 - A Where a player is seen to be particularly talented it may be of benefit to the overall development of the player if he/she was to play an age group higher.
- 13.6 Under exceptional circumstances players may be granted an exemption with the age restrictions if Form 6 has been approved by WACFA.

14 TEAM SHEETS

- 14.1 All players must be registered and be included on a Team List-photos report that has been lodged with and accepted by the WACFA Registrar before they are eligible to participate in any WACFA fixtures.
- 14.2 Team sheets may be amended to include new players up to the close of business on the last Wednesday in June; they cannot be changed after that date.
- 14.3 If a player is to be added to or removed from a team, his/her name must be added to or removed from the Team List-photos report. The revised Team Sheet must be submitted to and accepted by the WACFA registrar before the new player is able to play.
- 14.4 If a player is not listed on the team's Team List-photos report and participates in a game, he/she is deemed to be an ineligible player, and will cause the team to be fined and/or to have the game forfeited (refer to By-Law 21). The only exception to this occurs under the provisions for sharing of players (see By-Law 18).
- 14.5 Teams must have their current Team Sheet available 15 minutes prior to the match for the referee or the opposition team officials to view and inspect when requested.

15 TEAM STRUCTURES

- 15.1 Teams are mixed girls and boys where possible, unless specified otherwise in this manual or by the MC.
- 15.2 There is to be an equal distribution of gender across teams where possible – ie, where girls register to play in an age group they should be relatively equally distributed between teams of the appropriate age group.
- 15.3 Gender Qualification – girls are permitted to play in the U14 and U16 Boys competition provided that exemption is sought from the MC. The application for exemption will be accompanied by formal advice, signed by the player’s parent (or guardian) and the Club President, which indicates that the player concerned is capable of playing in a predominantly boys’ team. Boys are not permitted to play in female-only designated competitions.
- 15.4 Where a Club fields more than one team in a SSF or junior age group in the same competition, those teams are to be of equal strength as far as possible. The MC reserves the right to require clubs to re-allocate players in their teams where the teams are uneven in strength.
- A The Fixtures Sub-committee will ensure that where a club fields two or more teams in one age group in the junior competitions, those teams will play each other in the first games of the season. The intent is to ensure that WACFA is satisfied that the teams are evenly-matched as early in the season as possible.
- 15.5 **The U12, U14 and U16 Boys competition will be divided into 2 divisions, A and B, when there are at least 11 teams with equal number of teams in each division as practicable, unless otherwise determined by WACFA.**
- 15.5.1 **At the commencement of the season teams will be assigned to A and B divisions based on the previous season’s league standing ie top two teams up from B division into A and bottom two teams down from A division into B.**
- 15.5.2 **Teams in each division to play each other once in their respective division. WACFA will assess the team standing after the full cycle and adjust team allocations if required. Clubs will be given an opportunity to request a change to their allocations after the assessment is made by WACFA. All requests to be submitted within 48 hours of the revised allocation. All requests will be reasonably reviewed with the final decision to be made by WACFA which will not be appealable.**
- 15.5.3 **The teams will recommence their season in the final allocated divisions in a “league proper” consisting of two rounds of playing each team in their division. Points from the assessment rounds in 15.5.2 will not carry into the “league proper” competition. All other competition rules and finals format will be in accordance with these By-Laws.**
- 15.5.4 **A and B divisions will compete in their respective Finals Series. A league champions and runner-up awards will apply to both A and B divisions. A winners trophy for A and B divisions for the Finals Series will also apply.**

16 UNIFORM REQUIREMENTS

- 16.1 All uniforms must be approved by the MC (Form 1B).
- 16.2 The MC must be advised of any intention to change or add to a uniform already approved because such changes could conflict with another Club's uniform. Application to change uniforms is via a Form 1B and will be considered by the MC. Formal approval from the MC for changes to a uniform must be received by the club *before* the uniforms are ordered from a supplier.
- 16.3 Uniform shirts must have unique numbers 1-99 on the back within each team (this allows player identification by the Referee).
- A Appropriate footwear must be worn (see The Players' Equipment under Rules of Play for WACFA Matches outlined in By-Law 18.9 below).
 - B Advertising is permitted on uniforms providing the sponsor has been approved (refer to the rules regarding sponsorship under Club Requirements By-Law 6).
 - C All socks should be pulled up covering the shin pads at the commencement of play.

17 MATCH CARD REQUIREMENTS

- 17.1 Match cards must be filled out correctly by Club Officials.
- 17.2 Match cards must be handed to the referee before the start of the game.
- 17.3 At the conclusion of the match, the referee shall lodge the match card at the appropriate location (see guideline C below). Should the referee be unable to do so, the match cards are to be posted to the WACFA Office. They must be in the mail (post-marked) within three (3) days of the conclusion of the match.
- 17.4 A player whose name is on the match card shall be deemed to have played and will be treated accordingly.
- 17.5 An Official whose name is on the match card shall be deemed to have officiated at that game and will be treated accordingly.
- 17.6 The Official whose name and signature is on the match card must be present and undertaking the duties stated.
- 17.7 Match cards must be filled in for all games inclusive of friendly matches. (This is the only official record that a player participated in a match and may be necessary for insurance purposes).
- A If a player is from another team and is playing-up (see By-law 18), the name of his/her team, together with his/her shirt number, must be recorded on the match card next to the player's name.
 - B Match cards must be completely filled out with players' Family name and Given name (as per team sheet), coach's name and signature, referee's name and signature, team name, age group, Club, date and time of match (actual start time filled in by referee). Players' names are to be written in the same order as on the team sheet lodged in the WACFA office. This assists in the efficient processing of match cards.
 - C Match cards for games played at the Northern grounds should be placed in the box at the canteen. Match cards for games played at the Southern venues should be lodged with the designated WACFA Official at the ground where the match was played – ie, Ashfield or Maida Vale.

- D There are penalties for incomplete and/or incorrect as well as missing match cards (see Penalties By-Law 21).
- E Where match cards are lost or submitted late, the referee (or an appropriate official) should advise the Registrar of the match result ASAP.
- F A player whose name is not on the match card is deemed not to have played. Thus, if a player's name is not on the match card and he/she scores a goal this goal is not recorded and the club shall be fined for an unlisted player. The player may then be added to the match card by the coach with the approval of the referee and opposition coach: such action must be noted on the back of the match card by the referee. Play may then continue.

18 RULES FOR SHARING PLAYERS

- 18.1 **Small Sided Football teams in the same club may share players to fill empty spaces on teams on match days. There is no league table for these games. However, players from an older age grouping are not allowed to be included in a younger age group WACFA fixture, with the exception of girls playing-down (see 13.2 above).**
- 18.2 **Football team players may play in one team only as per the official team sheet held in WACFA office. The only exception is By-law 18.3**
- 18.3 **In the event a football team has 12 or less than 12 Team Sheet players available for the match, and providing that a minimum of 7 Team Sheet players are available, up to 6 players who are eligible to play in two younger age groups of the WACFA competition may play-up and who have been selected responsibly under the discretion of the Club, eg. A player registered under the U16 age group may play up to the men's group or an U12 may play in U13 and U14. These additional players must be registered with WACFA to play with the same club (see By-law 12.3) and will make the team up to 13 players, allowing the team to have two substitute players for the match. (For example, if 10 team sheet players are available, 3 younger players are permitted to play-up. If 11 team sheet players available, only 2 younger players may play-up, except for the senior competitions, mens and womens, the maximum number of players allowed on the match card when sharing players is 16.**
- 18.4 **In the event that an U12 mixed team is short of players, girls who are currently playing in an Under 12 Small Sided Football team and are twelve years old or will turn 12 during the current year may play-up into the U12 mixed team (see 18.3 above).**
- 18.5 **All players participating in a game must appear on the match card even if they are playing-up and are registered for another team (By-law 17A).**
- 18.6 **If a player is playing-up, the team in which the player is registered must be recorded on the match card next to the players name.**
 - A A Football team that is short of the minimum required number of team sheet players – ie, seven (7) – will forfeit the match. In this case a “friendly” game may take place using borrowed players, provided those players are registered with WACFA (for insurance reasons).
 - B Injury subs are no longer allowed. If a team was short and had to bring up players from a younger team to make a squad of 13 (a core team plus 2 substitutes) and a player suffers an injury during the course of the game, that player cannot be replaced with another player not already listed in the 13 players included on the match card at the start of the game.
 - C There is no limit to the number of times a player can play up in age groups higher than their own age group.
- 18.7 **Where clubs have a division A and B teams in the same age group, team sheets are to have a balanced number of players in each team. Sharing of players from B division to A**

division is permitted during the season excluding the Final Series ie. an A division player cannot play for a B division, however, playing a player up from a lower age group as per Rule 18 of the By-Laws is permitted.

19 COMPETITION RULES FOR ALL WACFA FOOTBALL MATCHES

Matches are generally played on Saturdays. Matches are played according to league fixtures and cup fixtures organised by the MC.

All FIFA Laws referred to below can be found on the FIFA web site: <http://www.fifa.com>

- 19.1 **The rules of play for Football matches organised by WACFA will be the generally accepted international rules for Football as published by FIFA, but with the modifications listed below.**
- 19.2 **The rules of play for Small Sided Games matches organised by WACFA will be the generally accepted rules for Small Sided Football, a copy of which will be made available on the WACFA website.**

FIFA Law 2 - The Ball

- 19.3 **For Football games involving 14 year-olds (“Under 14”) and older, the standard match ball (size 5) shall be used. For Football and Small Sided Games involving younger children, balls of size 4 or 3 shall be used according to Attachment 2 – Number of Players, Match Duration and Ball Sizes.**
- 19.4 **In Football games (ie, U12 mixed and above), each team is to supply a match ball at each fixture. The ball not being used for play is to be kept at the interchange area for the duration of the game in case it is needed.**
- 19.5 **The referee is to ensure that the match ball supplied by each team is in good condition and inflated correctly prior to the commencement of the fixture.**

FIFA Law 3 - The number of players

- 19.6 **Numbers of players allowed in WACFA teams and matches are listed in Table 1 (see below). The Core Team is the maximum number of players allowed to play on the pitch at any one time during a match. The squad size is the maximum number of players who may appear on a Team Sheet. Squad numbers in excess of the Core team define the maximum number of Subs available to a team. The Minimum number of players must be present for a valid match. Failure to field the Minimum number of team-sheet players results in a forfeit of the match.**
- 19.7 **A coach is not obligated to reduce the number of players because the other team has less than the full complement of players. Players who have turned up to play deserve the opportunity to play.**
- 19.8 **The interchange method of substitution applies in all WACFA matches. This means that when a player has been taken off the pitch by substitution, he/she may return into play at a subsequent substitution.**
 - A Where a scheduled game is forfeited, a friendly/training match may be played in its place (see Rules of Competition 20.7). Officials and parents may participate to make up numbers at the coaches’ discretion. But players must always take precedence over adults.
 - B The Referee may disallow player substitution in the last three minutes of a game. If the Referee intends to do so, he/she must inform both coaches before the commencement of the second half of the fixture.

FIFA Law 4 – The players' equipment

- 19.9 **Shin guards are compulsory. Players will not be allowed to participate in any fixture without them.**
- 19.10 **Adequate footwear is to be worn. Metal studs and spikes are not permitted. Football boots are not compulsory, but are recommended.**
- 19.11 **Jewellery must be removed. A medical alert bracelet need not be removed but must be taped. Spectacles may be worn but at the discretion of the Referee. If Spectacles are worn, they should be secured to the head with a sports band or tape. WACFA recommends that players use soft contact lenses or sports safety glasses.**

FIFA Law 5 - The Referee

- 19.12 **The referee must stop the match immediately if, in his/her opinion, a player has been or may be seriously injured. Where a less serious injury occurs, play should continue until the next natural stoppage.**

FIFA Law 6 - The Assistant Referees (lines persons)

- 19.13 **The term "Assistant Referee" is used by WACFA. The duties of an Assistant Referee in WACFA matches are the same as described in Law 6 for Assistant Referees (see also By-Law 10).**

FIFA Law 7 - Duration of the match

- 19.14 **Matches that start late must have a shortened duration to ensure they do not extend beyond the scheduled finish time for the fixture. Shortened matches must have equal halves (see 20.4.2).**
- 19.15 **No more than five (5) minutes may be allowed for half time.**
- 19.16 **The normal duration of matches varies for each division and is detailed in By-law 20.1.2.**

FIFA Law 12 - Fouls and misconduct

- 19.17 **A strict interpretation of the FIFA definition of fouls ("considered by the referee to be careless, reckless or using excessive force") will be used by referees during WACFA matches. Rough and dangerous play will be strongly discouraged.**

Additional instructions regarding the Laws of the Game

- 19.18 **Where possible, Technical Areas will be marked for each team participating in WACFA matches. Coaches/Officials and players (not on the pitch), must stay within their respective technical areas unless the player is warming-up in readiness to be substituted into the play.**

Technical Areas shall be no closer than 1 metre from the Pitch sideline and the interchange area, and shall be a rectangular area not less than 10 metres by 3 metres.
- 19.19 **Where there is no technical area marked, Coaches/Officials may direct play from a similar sized area on the sideline as would be available if the technical area was marked. The Referee has the right to insist that both coaches must be on the same side of the pitch.**
- 19.20 **Substitution: Players need to enter and exit the field of play from the half way line. Substitutes cannot enter the field of play until the player they are substituting has left the field.**

20 RULES OF COMPETITION

20.1 Competition Format

20.1.1 The team finishing in first place of each division at the conclusion of the home and away season will be acknowledged as the Champion Team for that season. The order in which teams finish the competition will be determined by the criteria stipulated in 20.2 below.

20.1.2 Matches shall consist of equal halves, the duration of which shall be:

Under 12 mixed	30 minutes
Under 14 girls	35 minutes
Under 14 boys	35 minutes
Under 16 girls	35 minutes
Under 16 boys	40 minutes
Women	45 minutes
Under 18 boys	45 minutes
Men	45 minutes
Masters	45 minutes
Half time break	5 minutes

20.1.3 The interchange method of substitution applies in all WACFA competitions. Thus, Law 3 of the Laws of the Game forbidding further participation in the fixture once a player has been substituted does not apply. All players in WACFA fixtures may be substituted on and off the field of play on multiple occasions (see By-law 19.8).

20.2 COMPETITION POINTS

20.2.1 Three points will be awarded for a win, one point for a draw and no points for a loss.

20.2.2 If two or more teams are equal on points in the league ladder, the following criteria will be used in sequence until the higher ranked team can be determined:

a) The highest ranked team will be the team with the most league points from the games played with each other during the season over the same number of rounds of the fixture, with one point for a draw and 3 points for a win excluding byes. If two or more teams are tied on points after this process is applied, the next criterion (b) is applied and if this does not provide a result, then (c) is applied etc in sequence until an outcome is determined.

Example 1 – Team A is highest ranked after applying criterion (a), and Team B and C are tied. To determine the 2nd ranked team, criterion (b) shall be applied to Team B and C.

Example 2 – Team A and B are tied after applying criterion (a). Apply criterion (b) until the highest team is determined.

Example 3 – Team A and B are tied highest and Team C is next highest after applying criterion (a).

Apply criterion (b) to Team A and B to determine the highest ranked and 2nd rank. Team C becomes third ranked.

b) the team with the least amount of Fair Play Points over the entire season, inclusive of all league fixtures, defined as per By-Law 21.13

- c) the team with the smaller number of yellow cards over the entire season, inclusive of all league fixtures
- d) the team with the smaller number of yellow cards over the entire season, inclusive of all league fixtures
- e) the team with the least goals scored against them over the entire season
- f) the drawing of lots.

20.3 INDIVIDUAL AWARDS

- 20.3.1** A Fairest and Best Award will be awarded in each age division at the closing ceremony.
- 20.3.2** In each WACFA football fixture, the Referee will award votes, using a 3, 2, 1 system, and record the details on the reverse of the Match Card. Three (3) votes shall be awarded to the best player, two (2) for next best, and one (1) for the third best player during the game.
- 20.3.3** The player who receives the most votes in each age group over the course of the season will win the Association's Fairest and Best Award for that particular age group.
- 20.3.4** If two or more players receive the same number of votes, the Award will be presented to the player who received 3 points in a fixture on the most occasions during the tournament.
- 20.3.5** If two or more players receive the same number of votes and a winner cannot be determined under the provisions of 20.3.4, the Award will be presented to the player who received 2 points in a fixture on the most occasions during the tournament.
- 20.3.6** If two or more players receive the same number of votes and a winner cannot be determined using the countback provisions of 20.3.4 and 20.3.5, then the players should be announced as joint winners of the Fairest and Best award.
- 20.3.7** If a player receives a suspension as a result of being shown a red card, or as a result of a sanction imposed by the Disciplinary Committee during the season, he/she will be ineligible to win the Fairest and Best Award.
- 20.3.8** Points are also awarded for the Best Goal Keeper Award, which will be presented at the Closing Ceremony.

20.4 FIXTURES

- 20.4.1** With the exception of abandoned fixtures, there are minimum periods of play to be completed so that a result may be recorded. The minimum periods of play are:

Under 12 mixed	20 minutes
Under 14 girls	25 minutes
Under 14 boys	25 minutes
Under 16 girls	25 minutes
Under 16 boys	30 minutes
Women	30 minutes
Under 18 boys	35 minutes
Men	35 minutes
Masters	35 minutes

- 20.4.2 The referee is required to adjust the duration of a fixture to ensure that the two halves are of equal duration in order that subsequent fixtures commence at the scheduled kick-off time (see By-law 9.11; 19.14).
- 20.4.3 When a fixture is shortened in accordance with 20.4.1 and 20.4.2 each Match Official is entitled to receive the full amount of the normal match fee unless the Referee was late by more than 5 minutes, in which case both coaches share the responsibility to source a referee.
- 20.4.4 The technical area may have a maximum of eight (8) occupants, consisting of a maximum of five (5) named interchange players and three (3) Club Officials. Technical Areas shall be no less than 1 metre from the pitch and shall be no less than 10 metres by 3 metres.
- 20.4.5 All interchange players must remain within the technical area while the game is in progress, unless warming-up in readiness to be substituted into the play.
- 20.4.6 Interchange players are permitted to warm-up outside the technical area, provided that they are clearly distinguishable (ie, wearing different coloured shirts) from the players of both teams and the Match Officials.
- 20.4.7 In the event that a club does not have sufficient players to field a full team, players from a younger age group may play up in accordance with the WACFA By-laws (see By-law 18).
- 20.4.8 Once fixtures have been published, no changes may be made unless otherwise provided for in these rules. A club may request a fixture change if it can demonstrate exceptional circumstances. The request must be made in writing and submitted to the WACFA Office not less than two weeks prior to the originally scheduled date. Any request for a fixture change must be accompanied by written consent from the other club's President (or the nominated representative). WACFA reserves the right to approve or refuse requests for fixture changes.
- 20.4.9 A club which requested, and has been granted, a fixture change in accordance with 20.4.8 is responsible for all costs associated with the re-scheduled fixture, including any additional costs associated with Referees.
- 20.4.10 During fixtures played on days with high temperatures, the Referee may exercise discretion and allow players to take drink breaks. However, during any such break, all players must remain on the field of play. Club Officials will be permitted on the pitch during these breaks to deliver drinks to the players.
- 20.4.11 Smoking and the consumption of alcohol is prohibited in all areas immediately adjacent to the field of play.
- 20.4.12 Each club is responsible and accountable for the behaviour of its spectators and their adherence to the Spectator Code of Behaviour, whether playing at home, away, or at a neutral venue. It is the responsibility of the WACFA nominated ground representative to inform spectators of any breach of the Spectator Code of Behaviour and request immediate compliance. (The WACFA Code of Behaviour is included as an Attachment to the *By-laws and Information Manual*).

20.5 POSTPONED OR FORFEITED FIXTURES

- 20.5.1 Postponed Fixture – a fixture may not be postponed, delayed or abandoned except:
 - A on the instructions of the Referee;
 - B by order of the police or other authority exercising its statutory powers to that effect;
 - C on instructions from or with the prior written consent of WACFA. Refer to Attachment 4 – Guidelines for Postponement Due to Severe Weather

- 20.5.2** If the appointed Referee postpones, delays or abandons a fixture, he/she must, within 30 minutes of making such a decision, inform:
- A the coach of the home team,
 - B the coach of the away team,
 - C the WACFA Office Administrator, and/or
 - D one of the WACFA Executive members.
- 20.5.3** If, for any reason, a fixture does not commence on the scheduled date of the fixture, and if no approval for an alternative scheduling of the fixture has been received from WACFA, it is the responsibility of the allocated Referee to notify WACFA within 30 minutes of the scheduled kick-off time. In the event that there is not an allocated Referee appointed to officiate during the fixture, the responsibility to advise WACFA rests with the home club.
- 20.5.4** A fixture postponed in accordance with 20.5.1 may only be replayed at a date and time mutually agreed by both clubs, except in the circumstances specified in paragraph 20.5.6. The details of the rearranged fixture must be communicated to WACFA at least seven (7) business days prior to the fixture.
- 20.5.5** If a club requests the postponement of a fixture, WACFA reserves the right to require that an alternative date, time and venue are agreed before any such request is granted.
- 20.5.6** If a fixture is postponed in accordance with 20.5.1, and the clubs involved are not able to reach an agreement about when or where the rescheduled fixture will be played, WACFA reserves the right to determine the date, time and venue of the fixture and any such decision will be final.
- 20.5.7** If, for any reason, a postponed fixture cannot be rescheduled in accordance with 20.5.6, or cannot be completed for any other reason, WACFA reserves the right to declare the fixture a 0-0 draw.
- 20.5.8** A club or participant found to have caused the abandonment of any fixture will be sanctioned in accordance with the Disciplinary and Grievance by-laws. In addition, the club will forfeit the fixture.
- 20.5.9** If a fixture is abandoned prior to half time, the fixture will be replayed, unless, in the opinion of the Referee, one of the participating teams caused the abandonment of the fixture or unless otherwise specified in these rules (in which case, see 20.5.8).
- 20.5.10** If a fixture is abandoned at half time or after the commencement of the second half, then the score at the time of the abandonment of the fixture will be deemed to be the match result, unless, in the opinion of the Referee, one of the participating teams caused the abandonment of the fixture (in which case, see 20.5.8).
- 20.5.11** Provisions made in 20.5.9 and 20.5.10 above do not apply to Small Sided Football (SSF) matches. Abandoned fixtures in these competitions will not be replayed under any circumstances. Where results are recorded by WACFA, the fixture's result will be the score at the time the fixture was abandoned.
- 20.5.12** If a fixture is abandoned, and is one for which an outcome must be achieved – eg, a knock-out cup match – and at the time of the abandonment scores are level, then that fixture will be replayed in full, unless in the opinion of the Referee, one of the participating teams caused the abandonment of the fixture (in which case, see 20.5.8).
- 20.6** Forfeited Fixtures (Football Rules)
- 20.6.1** A team which forfeits a fixture by virtue of not attending may be sanctioned, at the discretion of WACFA, with one of the following penalties:

A	U18 and Adult competitions	\$100
B	U12, U14g, U14b, U16g, U16b	\$50
C	SSF - U6, U8, U10, U12g	\$25
D	Cup competitions	\$50

20.6.2 In the event that a team is not ready to commence the fixture within fifteen (15) minutes following the scheduled kick-off time, that team will forfeit the game (see By-law 24.2).

20.6.3 In the event that an allocated Referee does not attend a scheduled fixture, and both coaches agree that they are unable to source a suitable referee, a 0-0 result shall be recorded (see By-law 9.10).

20.6.4 The result of a forfeited fixture will be recorded as a win to the team which did not forfeit – in that event, no goals will be recorded for this fixture.

20.6.5 A team which forfeits three consecutive fixtures, or any four fixtures in a single season, may, at the discretion of the MC, be deemed to have withdrawn from the competition.

20.6.6 In the event that both teams participating in a fixture commit offences which carry the sanction of a forfeit, the MC reserves the right to declare the fixture played, and award each team zero (0) points and zero (0) goals or, if that fixture occurs in a knockout competition, disqualify both teams from that competition.

20.7 Friendly and/or Training Matches

20.7.1 All intra-Club games are considered training games and, therefore, the player insurance policy benefits are available in the event that a player sustains an injury, providing that the player concerned is a registered player of the Club according to By-law 12.3.

20.7.2 All non-competition matches – friendly games – between teams from different WACFA clubs must be sanctioned by WACFA in order that registered players (as defined by By-law 12.3) participating in the game are covered by the player insurance policy. A game has official ‘sanctioned’ status when the WACFA Office acknowledges receipt of a Form 13 from one of the WACFA clubs involved in the game.

20.7.3 All non-competition matches – friendly games – between a WACFA team and a team from a non-WACFA club must be sanctioned by WACFA in order that the players registered to play within the WACFA competitions (as defined by By-law 12.3) who participate in the game are covered by the player insurance policy. A game has official ‘sanctioned’ status when the WACFA Office acknowledges receipt of a Form 13 from the WACFA club involved.

20.7.4 Players participating in friendly games arranged as a result of forfeit (see By-law 19.A) will be covered by the player insurance policy benefits providing that the player concerned is a registered player of the Club according to By-law 12.3.

20.7.5 Clubs participating in a non-sanctioned match shall do so without access to the player insurance policy benefits.

20.8 Playing Strip

20.8.1 The shirt of each player must display on its back a unique number clearly distinguishable from a reasonable distance.

20.8.2 The number must be a whole number between 1 and 99.

20.8.3 The number 1 shirt may only be worn by a goalkeeper.

20.8.4 No part of the player’s attire or the uniform worn by a club official may incorporate national flags, slogans or emblems.

- 20.8.5** The home team will wear its designated strip unless an exemption is granted by WACFA in writing or is otherwise provided for in these rules.
- 20.8.6** The captain of each team may wear an armband indicating his/her status as such.
- 20.8.7** Advertising on a playing strip is permitted (see By-law 6.7 above) except for those advertisements which contravene:
- A** State or Federal laws (such as tobacco advertising);
 - B** Football West rules, regulations and by-laws;
 - C** advertise products, brands or companies which are in direct conflict with WACFA protected sponsors;
 - D** or are likely to damage the reputation of WACFA, Football West, Football Federation of Australia, or the game of football.
- 20.8.8** Advertising related to alcoholic beverages is not permitted on the playing strip of any player.
- 20.8.9** The MC reserves the right to insist that sponsorship advertising is removed from a Member Club's playing strip if the advertisement breaches the rules outlined in 20.8.7 and 20.8.8 above.
- 20.9 MATCH DOCUMENTATION**
- 20.9.1** A Match Card is required for each team participating in all fixtures approved by WACFA.
- 20.9.2** Match Cards for competitive fixtures must list each player's name (alphabetically, family name first) and shirt number.
- 20.9.3** Match Cards for non-competitive fixtures – ie, friendly games – must include each player's name (alphabetically, family name first) and shirt number.
- 20.9.4** A player whose name appears on a Match Card is deemed to have participated in the fixture.
- 20.9.5** The Match Card must be signed by a Club Official and be presented to the Referee not less than ten (10) minutes prior to the commencement of the fixture.
- 20.9.6** An exception to 20.9.5 is made for WACFA finals fixtures, in which case, the completed Match Card must be presented to the Referee twenty (20) minutes prior to the commencement of the fixture.
- 20.9.7** At the conclusion of each fixture, the Referee will record fairest and best votes on the reverse of the match card (as per 20.3.2 above).
- 20.9.8** At the conclusion of each fixture, the Referee is responsible for the submission of the completed match cards to WACFA (see By-law 17.3).
- 20.9.9** Match Cards received by WACFA from match officials will be accepted as the facts relating to the fixture.
- 20.10 PLAYERS**
- 20.10.1** Only registered players may participate in WACFA fixtures (see By-law 14).
- 20.10.2** To be eligible to play in the WACFA competition, a player must be registered by their club with WACFA (see By-law 12, 13 and 14).
- 20.11 MATCH BALLS**
- 20.11.1** Each team participating in a WACFA football fixture – ie, U12mixed and above - must provide a "Select Team" match ball prior to the commencement of the fixture. The ball not being used for play is to be kept at the interchange line for the duration of the game in case it is needed (see By-law 19.4).
- 20.12 MATCH OFFICIALS**

The role of the WACFA Referee Co-ordinator is defined in By-law 9.5.

- 20.12.1 Match Officials are sourced and allocated fixtures by the WACFA Referee Co-ordinator on behalf of WACFA (see By-law 9.5.3).**
- 20.12.2 Match Officials may be sourced and allocated fixtures regardless of whether they are associated with a member club, have an affiliation with WACFA, or not.**
- 20.12.3 Match officials will be appointed to home and away fixtures by the WACFA Referee Co-ordinator in consultation with the Referees Technical Committee. Clubs may not request the attendance or non-attendance of any particular match official.**
- 20.12.4 Match Officials for finals games will be allocated by the WACFA Referee Co-ordinator in consultation with the Referees Technical Committee and these allocations will be approved by the WACFA Executive.**
- 20.12.5 In the event that a fixture is abandoned, the allocated Match Officials are entitled to receive the full amount of their normal match fees.**
- 20.12.6 A club may not refuse to pay an officially appointed referee regardless of whether payment is due on the day or by invoice from WACFA unless the allocated Referee was not in attendance at the scheduled kick-off time, in which case the coaches of the two teams have the responsibility to source a referee (see By-law 9.10), and the clubs, therefore, were not be liable to pay the allocated Referee's match fees.**
- 20.12.7 In the event that a Referee was not allocated to a fixture by WACFA and the Clubs were notified in writing to this effect, or in the event that the allocated Referee is not ready and not able to commence the fixture within five (5) minutes of the scheduled kick-off time, both clubs are responsible to source a referee (see By-law 9.10).**
- 20.12.8 A Referee arranged by the clubs in the absence of an officially appointed referee, and in accordance with these rules, assumes the same powers and responsibilities as a WACFA-allocated Referee for the duration of the fixture.**
- 20.12.9 In the absence of one or both Assistant Referees, each team will be responsible to source an Assistant Referee to assist the Referee. If either club does not comply, then the fixture may not proceed.**
- 20.12.10 All participants at a fixture, including Club Officials, must identify themselves to the Match Officials upon request.**
Maximum Penalty for Breach \$110.
- 20.12.11 Players and team officials must comply with any lawful instruction given by a Match Official officiating at a WACFA fixture.**
Maximum Penalty for Breach \$110.
- 20.12.12 Neither players nor Club Officials may approach a Match Official after a fixture has ended unless invited to do so by the Match Official in question.**
- 20.12.13 Match Officials must not perform duties in cases with an existing or potential conflict of interest. Any such conflict must be immediately disclosed to WACFA. If there is any doubt as to whether or not any such conflict exists, the Match Official must declare it.**
- 20.12.14 While performing their duties, Match Officials must avoid any situation that could lead to actual or perceived conflicts of interest. Conflicts of interest arise if officials have, or appear to have, private or personal interests that detract from their ability to perform their duties as Match Officials with integrity and in an independent and purposeful manner. Private or personal interests include**

gaining any possible advantage for self, family members, relatives, friends or acquaintances.

20.12.15 A Member Club which believes that a match official has an actual or perceived conflict of interest may report the matter to WACFA. If the club proceeds with such a report, it must include details of the alleged conflict. Any reports of alleged conflict of interest which do not contain an explanation of and evidence in support of the allegation will be dismissed immediately.

20.12.16 In the event that a conflict of interest, either actual or perceived, comes to the attention of WACFA, the WACFA Executive reserves the right to decide whether that conflict of interest exists, and what action is to be taken.

20.13 FAIR PLAY

In an effort to encourage fair play in WACFA competitions, the following penalties apply to those players/teams receiving red and yellow cards.

20.13.1 Penalty points for individual players will accrue according to the following scale:

A	each single yellow card issued	1 point
B	each red card (as a result of two yellow cards)	3 points
C	each red card issued	5 points

20.13.2 If a team has five (5) or more individual players issued with either a yellow or red card in one fixture, the team will incur an additional five (5) points.

These points will be used to determine the winning team in the event that two or more teams finish the home and away competition with equal points.

PENALTIES FOR BREACHES OF BY-LAWS

21 PENALTIES - MATCH CARD

- 21.1 **Incomplete or incorrect match cards: a match card with any of the required information left out or incorrect may incur a penalty of \$10 per card, which will be applied to the Club responsible for the information.**
- 21.2 **Where there has been no match card received for a Small Sided Game within five (5) days of the match being played, a penalty of \$20 will apply to the Home team who was responsible for supplying the referee.**
- 21.3 **Please refer to FIFA rules for cautionable and send-off offences (yellow and red cards).**
- 21.4 **An unlisted player will invoke a \$10 penalty for the club. Any goals scored prior to the player's name being added to the match card by the Referee will be disallowed. Any goals scored after the player's name is written on the match card will be counted.**
- 21.5 **Where a team has fielded more than 13 players when sharing players as permitted under By-Law 18 and has won or drawn the game, a forfeit will be applied to that team.**

22 PENALTIES - OFFICIALS

- 22.1 **If an official has not been registered and accepted by WACFA, a \$20 fine will be applied to the Club.**
- 22.2 **A person acting as an Official but who has not submitted a Form 2 to the WACFA office prior to official duties, will incur the following penalties: first and second offence per season results in a \$20 fine per offence per person per team; third offence or more results in a forfeit plus \$20 fine.**
- 22.3 **A club or official that continues to breach the Form 2 requirements or shows a blatant disregard for the WACFA By-laws will be fined \$350 per offence. In addition, three (3) points will be deducted from the team involved per offence.**
- 22.4 **Misconduct: A club official who abuses (verbal, physical, inciting) an Association Official, a Match Official or a member or player of another club shall incur a minimum of a three-week ban.**

23 PENALTIES - PLAYERS

- 23.1 **If it is found that a player participated in a scheduled WACFA fixture before being registered (as per By-Law12) then the following penalties will apply:**
 - A **an unregistered player who played with a Football team who won or drew their game will cause a forfeit to apply to that team for that game;**
 - B **an unregistered player who played with a Football team who lost their game will cause that team to lose one (1) league point per unregistered player to be deducted from that team's total league points;**
 - C **an unregistered player who played with a Small Sided Games team will cause a \$10 fine per unregistered player to be applied to that Member Club.**
- 23.2 **If an ineligible player (By-Law 14) is found to have participated in a scheduled WACFA fixture, the Football team who won or drew their game will forfeit the game.**

- 23.3** Please refer to FIFA rules for cautionable and send-off offences (yellow/red cards). Appeals related to send-off offences (red card) may be referred by the club to the Disciplinary Tribunal for review.
- 23.4** Added to the above FIFA rules for cautionable and send-off offences are the following penalties:
- A Two (2) yellow cards received in one game are the equivalent of one (1) red card, resulting in the offending player being sent from the pitch and receiving a one-week suspension.
- B Misconduct: abuse of a Match Official shall incur a minimum of a three-week suspension for the offending player.
- 23.5** The issue of a red card during any match will result in the player serving a minimum one-week suspension, except in the case of mistaken identity (see By-law 25.5.2.b).
- 23.6** If a player plays or is listed on the match card or coaches while under suspension a forfeit will be applied plus a \$22 fine.
- If a player plays while not eligible to do so under any other reason will be sanctioned by WACFA at its discretion, not limited to forfeit of points and fines.

24 PENALTIES - MATCH COMMENCEMENT

- 24.1** The MC shall determine and publish the venue and starting time of all games by way of a schedule of fixtures.
- 24.2** A team not ready to commence play ten (10) minutes after the scheduled starting time of the match shall incur a fine of \$10. A team not ready to start 15 minutes after the official starting time will forfeit the game.
- Any team that forfeits a game without the consent of WACFA or not in accordance with Clause 20.5 will be liable to pay referee fees for both teams
- 24.3** A Club president may report the late start of a game to the WACFA Office through the means of a Match Report (see By-laws 28.2 and 28.3).
- A A late start is also expected to be reported by the Referee noting the actual start time on the match card.

25 DISCIPLINARY REGULATIONS

All matters related to disciplinary and grievance procedures are addressed in a separate document entitled By-law 25 Disciplinary Regulations.

26 CHAIN OF COMMUNICATION

- 26.1** Parents and players must initially approach their team's coach and/or manager with issues and complaints. If they are not satisfied, they may then approach Club Officials. Parents and players should never take issue with the referee or with the opposing team's players, coach or manager.
- 26.2** A coach may only approach the opposing team's coach and the referee before the game, during half time or immediately after the game. After this a coach may only take up inter-club issues through his/her Club President, preferably in writing via a Coaches' Report (Form 11).
- 26.3** All correspondence to the MC is to be addressed to the WACFA Office or emailed to admin@wacfa.com.au no correspondence is to be sent to individual MC members.

- A A President may choose whether or not the matter needs to be dealt with outside the confines of the Club. He/she may choose to approach the President of the other Club(s) concerned. The President may also wish to contact the Association chaplain or another member of the WACFA Executive. However, all correspondence, should it go this far, must also be copied to the WACFA President.

27 FIRST AID

27.1 Players with previous or existing injuries participate in WACFA scheduled fixtures at their own risk and are advised to consider their safety and that of other players. Insurance may not cover previous or prior injuries that are made worse.

27.2 Clubs are to supply each team with adequate first aid supplies which are to be available and used at training and games.

- A It is suggested that a standard First aid kit supplied by St John or Red Cross should be the minimum standard acceptable.
- B WACFA strongly recommends that parents and officials undertake accredited first aid training.
- C Players with plaster or fibreglass casts are not allowed to participate in WACFA scheduled fixtures.

28 PRAYER

28.1 All matches should open and/or close with prayer.

- A The practice of prayer with the team before the match is an opportunity to put the game into a godly context and perspective. Playing to our potential and with a gracious attitude pleases God for he always has something to teach us – win, lose or draw.
- B Prayer at the completion of a game must be done off the pitch, to allow the next game to start on time.
- C Prayers may include the following:

Heavenly Father,

We praise you for all the good things you give us in life, including the fun of sport.

We thank you for those who play Football with us today, both team mates and opponents.

Let your love so inspire us that we may play this match in a spirit of joyful enthusiasm,

with love for the referee, our opponents and team mates.

through Jesus Christ our Lord, AMEN.

Lord, we thank you for this opportunity to play Football.

*We pray for the officials of our Club,
the Association and the Referees,*

*We pray for the spectators and supporters
that together we will seek to encourage
good sporting behaviour and Christian unity.*

We ask this in Jesus' Name, AMEN.

“Do you not know your body is a temple of the Holy Spirit, who is in you, whom you have received from God?” (1Cor 7:19)

ATTACHMENT I: CODE OF CONDUCT

WACFA CODE OF CONDUCT

The behaviour of players, their parents, spectators, coaches, officials and administrators is absolutely critical in ensuring that our players enjoy an appropriate environment for playing football.

Below are a series of codes of behaviour based on the Code of Conduct guidelines from the Australian Sports Commission and the Football Federation of Australia. All people involved in football in our association, and in particular OSSF, must be aware of and abide by these codes.

CODE OF BEHAVIOUR: 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 behaviours in any sport.
- Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- 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, team-mates 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.
- Demonstrate respect for WACFA, its Officials, and all other participants by ensuring that the game of football and the operation of the Association are not brought into disrepute.
- Refrain from public displays of dissent and denigration of WACFA, its Officials, and all other participants, especially when using any form of social media.

CODE OF BEHAVIOUR: COACHES

- Remember that young people participate for pleasure, and winning is only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Avoid overplaying the talented players; the "just average" players also need and deserve equal playing time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Never argue with an official or publicly show dissent. If you disagree with a decision made by a Match Official, approach the official during a break or after the fixture.
- 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.
- Demonstrate respect for WACFA, its Officials, and all other participants by ensuring that the game of football and the operation of the Association are not brought into disrepute.
- Refrain from public displays of dissent and denigration of WACFA, its Officials, and all other participants, especially when using any form of social media.

CODE OF BEHAVIOUR: PARENTS

- Remember that children participate in sport for their enjoyment, not your own.
- 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 decisions made by the Match Officials and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators; without them, your child could not participate in the sport.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Demonstrate respect for WACFA, its Officials, and all other participants by ensuring that the game of football and the operation of the Association are not brought into disrepute.
- Refrain from public displays of dissent and denigration of WACFA, its Officials, and all other participants, especially when using any form of social media.

CODE OF BEHAVIOUR: 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 at all times.
- 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.
- Demonstrate respect for WACFA, its Officials, and all other participants by ensuring that the game of football and the operation of the Association are not brought into disrepute.
- Refrain from public displays of dissent and denigration of WACFA, its Officials, and all other participants, especially when using any form of social media.

CODE OF BEHAVIOUR: CLUB OFFICIALS

- Involve 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 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 all players, particularly 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 match officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
- Ensure that everyone involved in 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 all persons involved in the sport to follow the Code.
- Remember, you set an example. Your behaviour and comments should be positive and supportive at all times.
- Make it clear that abusing 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.
- Demonstrate respect for WACFA, its Officials, and all other participants by ensuring that the game of football and the operation of the Association are not brought into disrepute.
- Refrain from public displays of dissent and denigration of WACFA, its Officials, and all other participants, especially when using any form of social media.

CODE OF BEHAVIOUR: SPECTATORS

- Remember that young people participate in sport for their enjoyment and benefit; not your own.
- 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 Match Officials and teach young people to do the same.
- Never ridicule or scold a player for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team’s opponents. Without them, there would be no game.
- Encourage players to follow the rules and the officials’ decisions.
- Do not use foul language, sledge or harass players, coaches or officials.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Demonstrate respect for WACFA, its Officials, and all other participants by ensuring that the game of football and the operation of the Association are not brought into disrepute.

- Refrain from public displays of dissent and denigration of WACFA, its Officials, and all other participants, especially when using any form of social media.

This means that the following behaviour has no place in our Association and will not be tolerated:

- Misuse of the Lord's name
- Swearing
- Racial, religious, or gender-related taunts of any kind
- Player niggles or sledging (physical or verbal)
- Violent Conduct

ATTACHMENT 2: NUMBERS OF PLAYERS, MATCH DURATION AND BALL SIZES

Competitions listed in italics play Small Sided Games rules, other divisions play Football rules.

Division	Squad (max)	Core Team	Subs (max)	Minimum	Duration half/match	Ball Size	Time Played
U6s	7	4	3	4	15 / 30 mins	3	am
U8s	11	7	4	5	20 / 40 mins	3	am
U10s	14	9	5	6	25 / 50 mins	4	am
U11s	14	9	5	6	25 / 50 mins	4	am
U12 Girls	11	7	4	5	30 / 60mins	4	am
U12s Mixed	16	11	5	7	30 / 60 mins	4	am
U13s Mixed	16	11	5	7	30 / 60 mins	4	am
U14 Boys	16	11	5	7	35 / 70 mins	5	am
U16 Girls	16	11	5	7	35 / 70 mins	5	am
U16 Boys	16	11	5	7	40 / 80 mins	5	am
Colts	16	11	5	7	45 / 90 mins	5	pm
Open Women	20	11	5	7	45 / 90 mins	5	pm
Open Men	20	11	5	7	45 / 90 mins	5	pm
Masters 35+	20	11	5	7	45 / 90 mins	5	pm

ATTACHMENT 3: REGISTRATION PROCEDURE FOR PLAYERS AND TEAMS

It is important to note that the registration of players is a two part process:

- i. the player self-registering on Play Football (FFA registration), and
- ii. the Registrar of the Member Club registering the player in a team with WACFA.

Registration through Play Football:

1. each player must self-register by entering his/her details into the on-line registration database, <https://www.playfootball.com.au/>
2. all players registering for Under12 competitions and above must provide a current, clear, digital, head and shoulders photograph;
3. player photographs must be updated in the year that the player turns 12, 16, or registers to play in an adult competition;
4. the player must provide evidence of date of birth;
5. a club official must verify the player's birth date;
6. the Club must register the player by approving the player, allocating the player to a team, and producing a Team List-photos report (all of which are completed within Play Football).

Registration of players and teams with WACFA

1. the club must forward a copy of the Team List-photos report containing the player's name to the WACFA Office;
2. the WACFA registrar will review the Team List-photos report, confirm the registration with the club, and raise an invoice for player registration fees;
3. receipt by the club of the WACFA Registrar's email is confirmation that the player is registered to play in the WACFA competition.

To register a player who has played for the club previously, the club registrar shall follow the procedure outlined above, with the exception that returning players will not be required to verify their date of birth and may not be required to produce another digital photograph.

The WACFA By-laws define a registered player as one for whom there is a current registration recorded on playfootball.com.au and who is listed in a Team List-photos report that has been submitted to the WACFA office.

Only registered players are allowed to participate in WACFA matches.

WACFA reserves the right to require a player to provide proof of date of birth.

ATTACHMENT 4: GUIDELINES FOR POSTPONEMENT DUE TO SEVERE WEATHER

All mini roos games are to be cancelled the night before, preferably by Thursday evening, if a severe weather warning is issued by Bureau of Meteorology.

Decision by WACFA Executive can be made regarding this and formal notifications are to be sent out to clubs, including facebook and Team App notifications.

With all other games, U12 upwards, regardless of any prior severe weather warning, matches are to proceed as scheduled and can only be cancelled by the referee or the authorities (ie ground marshalls from shire/council or the Hub representatives). This means that all players, coaches and managers must be present at the scheduled game time and venue.

For extreme cases, where a Hub Representative or authorities have deemed the grounds are unplayable for the entire day.

WACFA will issue a formal notice to clubs, including postings on Team App and facebook that games have been cancelled or where possible relocated to another venue.

Flash storms, including lightning risk, is to be dealt with as it occurs and will be the responsibility of the referee or Hub Representatives to cease games under these circumstances.