

Regulations of the North West Junior Soccer Association

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Regulations of the North West Junior Soccer Association

1 Preliminary

These Regulations constitute the Regulations of the Association as adopted pursuant to Clause 31 of the Constitution of the Association.

1.1 Definitions

In these Regulations, words defined in the Constitution of the Association have the same meaning in these Regulations.

1.2 Registered Office

The registered office of the Association shall be in Adelaide.

1.3 Amendments to Regulations

The Board may by resolution amend these regulations, but such amendment shall not take effect until notice in writing of the proposed amendment has been given to Members.

2 The Board

2.1 Directors

The Board shall consist of a Registrar, Treasurer and Secretary. The Board may, at its discretion, assign the roles of Chairperson, Vice Chairperson, Programmer, Referee Coordinator, Sports Director, Equipment Officer, Grievance Officer and Minute Secretary or any other role to Directors or other persons as required. The qualifications and duties of each Director role will be found in Appendix A of these regulations.

2.2 Obligations of Directors

Each Director must:

- (a) Treat all staff, contractors, members and representatives of the Association with respect and courtesy at all times;
- (b) Maintain and enhance the standards, quality and reputation of both the Association and Football;
- (c) Not act in a manner unbecoming of a Director or prejudicial to the Objects or the interests or reputation of the Association; and
- (d) Comply with the Rules, Regulations and Policies of the NWJSA

An Elected Director shall be considered to be an Individual Member of NWJSA.

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2.3 Elections

During election of Board Members, the appointment of Registrar, Treasurer or Secretary shall take priority over the remaining vacant Director positions subject to nominees specifying preference for these roles.

2.4 Commencement of Term

As well as displaying the necessary qualifications stated in Regulation 2.1 for each of the Directors roles, a Director shall not be considered elected until:

- (a) A National Police Certificate issued not more than 3 years previously showing no history of offences is presented.

- (b) In the case of a National Police Certificate presented showing a history of offences, the Nominating Director's suitability in relation to Child Protection and Probity is assessed and approval determined by the existing Elected Directors

A Nominating Director not approved by the Board due to criminal history may appeal the Boards decision by presenting a screening assessment from the Department of Community and Social Inclusion, showing the Nominating Director to be a person suitable for the NWJSA Board.

In the case of nominations for Casual Vacancies, the Board may require the nominee to apply to become a member of the NWJSA.

3 Fees

The list of NWJSA fees can be found on the NWJSA website www.nwjasa.org.au

3.1 Season Membership Fee

The Board shall determine season membership fees payable by Members to the Association. Season Membership, if any, will be due by the first Delegates Meeting of the current season.

3.2 Player Fee

Each player nominated will be charged a Player Fee. Refer to Season Calendar for due date. Player nominations received after the Team Nomination due date shall be charged a Late Player fee.

3.3 Meeting Fee

Full Members are required to pay a refundable Meeting Fee. Refer to Season Calendar for due date. This fee will be refunded if the school delegate or appointed representative diligently attends the required NWJSA meetings.

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3.4 Missed Meeting Fee

Subject to regulation 4.6, Members will be charged a Missed Meeting Fee for each meeting missed by the member.

4 Members

4.1 Membership

Members of the Association must comply with:

- i. The Constitution of the Association;
- ii. These Regulations;
- iii. The NWJSA Member Protection Policy

As well as complying with the above, Members of the Association are required to include in their player registration form a statement committing the Parent/Carer of The Player to abiding by the NWJSA Codes of Conduct (as posted on the NWJSA website at www.nwjisa.org.au . and also committing the Parent/Carer to ensure The Player and spectators associated with The Player are aware of their obligation to abide by the NWJSA Codes of Conduct.

Full Members (Schools) will be responsible for the conduct of their players, team officials spectators and appointed Delegates

Subject to Rule 9, Full Members are required to impose disciplinary sanctions as directed by the NWJSA Board.

Subject to Rule 4.6, Full Members are required to be represented at Delegates Meetings.

4.2 Application for Membership

The prescribed Membership Application form is available via the NWJSA website www.nwjisa.org.au. The appropriate form is to be completed and delivered to the NWJSA Board for assessment.

4.3 Full Membership

The Full Membership application must be received by the Board on or before the current season's first Delegates meeting (the Team Nomination due date). The Full Member applicant, if approved, shall be granted interim Full Membership until the member nominates eligible teams in the Associations current football program. At the point of eligible team nomination, payment of all fees charged and fulfilment of all other obligations due, the Interim Full Member shall become a Full Member.

The Interim Full Member shall be subject to Obligations of Full Membership but shall not have the powers of Full Membership.

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To remain eligible for Full Membership, a School must have eligible teams participating in the Association's current Football program.

Full Membership is valid from the day of Board approval of membership until the 31st December of the year of membership approval.

4.4 Individual Membership

Individual Membership is valid from the day of Board approval until 12 months after the 30th September of the year of membership approval subject to clause 2.2

4.5 Life Membership

A person qualifies for Life Membership if they have provided 10 years of voluntary service or 15 years remunerated service to the Association. It is the concern of the Board to determine if qualification for Life Membership has been met in order for the nomination to be ratified for presentation to the AGM.

4.6 Delegates

The Delegate is responsible for the transfer of information between the school and the NWJSA. A Delegate or appointed representative from each school is required to attend each of the Delegate meetings.

The Meeting Fee will be refunded to Delegates attending the A.G.M. less the Missed Meeting Fee for every Delegate meeting not attended. Delegates that miss one meeting only will not be penalised. However, if a Delegate fails to attend the AGM, the entire meeting fee shall be forfeited to the NWJSA.

5 Participants

5.1 Child Safe Environment Requirements

The North West Junior Soccer Association stipulates that any person that holds a 'Prescribed Position', as outlined below, involving a person 17 years of age or under must complete a criminal history assessment which includes a police check. No person shall be appointed to a 'Prescribed Position' unless their suitability is assessed and approved.

The exemption to undertaking a criminal history assessment is also outlined below:

* A prescribed position is:

All people who have regular contact with children or regular work in close proximity to children and are not directly supervised.

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Manage or supervise such personnel.

Have access to records in relation to children that are prescribed by regulation (child protection services, education services, health services, disability services, court orders, and proceedings).

**** Exemptions:**

A person who volunteers who is less than 18 years of age

A person working or volunteering for a short-term event or activity of less than 10 days duration or for no more than 1 day in a month

A person occupying a position in which all work involving children is undertaken in the presence of the child's parents or guardians and in which there is ordinarily no physical contact with the children

A person who undertakes, or a position that only involves, work that is not for the exclusive benefit of children and is not provided to any child on an individual basis

A person who is a police officer or a registered teacher.

5.2 Codes of Conduct

All Coaches, Team Officials, Parents, Spectators and Players are required to adhere to NWJSA Codes of Conduct at all times.

5.2.1 Coaches & Team Officials Code of Conduct

As a Coach or Team Official I will:

1. Abide by the NWJSA Competition Rules.
2. Accept the decisions of referees and act respectfully towards all NWJSA officials at all times.
3. Respect the rights and dignity of all players and team officials at all times.
4. Refrain from engaging in violence, discrimination, harassment or abuse in any form towards any person and report any forms of violence, discrimination, harassment or abuse directed towards players in my care to an NWJSA official.
5. Ensure that all players are made aware of their responsibilities under the NWJSA Code of Conduct and take all reasonable steps to ensure that players adhere to it.
6. Ensure that the time players spend with me is a positive experience.
7. Ensure all players receive similar game time and avoid overplaying the talented players.
8. Provide a safe environment for training and competition by ensuring that equipment and facilities meet safety standards.

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9. Display calmness, composure, respect and professionalism and refrain from acts of aggression to all involved with the sport. These include opponents, coaches, officials, administrators, parents and spectators and encourage players to do the same.
10. Avoid any physical contact with the players. Should contact be required, ensure it is appropriate to the situation and necessary for the player's skill development.
11. Respect all players' individuality and help them reach their own full potential.
12. Make no detrimental statements in public (internet social media, print, radio) in respect of the performance of any match officials, team players or any policy decisions of Member Schools or the NWJSA.
13. Avert the demoralisation of opposition teams by endeavouring to prevent excessive score margins.
14. In the case of coaches of the U10, U11, U12 and Seniors age groups and Team Officials of all age groups, I will not enter the field of play during a game unless prompted by the Match Official.
15. Encourage players to drink water before, during and immediately after sport participation and discourage players from drinking sugar-sweetened drinks.
16. Discourage parents of players from providing lollies and sugary snacks before, during and after sport.

5.2.2 Parents & Spectators Code of Conduct

As a Parent or Spectator I will:

1. Respect the decisions of Match Officials and teach children to do the same.
2. Respect the rights and dignity of all participants at all times.
3. Never ridicule, criticise or unduly scold a child for making a mistake.
4. Refrain from engaging in violence, discrimination, harassment or abuse in any form against any person, whether they be spectators, team officials, coaches, match officials or players.
5. Encourage children to participate, if they are interested. However, if a child is not willing, not force them.
6. Focus on developing skills, playing the game and doing their best is what they should be trying to achieve. Take the emphasis away from winning.
7. Set an example by always behaving well. Applaud good play by all players and teams.
8. Show appreciation for volunteer coaches, officials and administrators.
9. Not enter the field of play during a game unless prompted by the match official.

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10. Provide a drink bottle with water and encourage players to drink plain water before, during and immediately after sport participation.
11. Refrain from providing lollies for sport participation. Instead, provide fresh snacks, or oranges for half time or designated breaks.
12. Not leave my child or a child in my care, at an NWJSA venue, unattended or unsupervised.

5.2.3 Players Code of Conduct

As a Player I will:

1. Respect all participants at all times.
2. Respect and follow the directions of team officials and referees.
3. Refrain from using violence, discrimination, harassment or abuse in any form against any person.
4. Never yell at, ridicule or criticise other participants.
5. Play to the best of my ability in a fair manner.
6. Acknowledge all good plays whether they are by my team or the opposition team.
7. Shake hands with the other team and referee at the end of the game.

5.2.4 Match Official Code of Conduct

As a Match Official (any Referee or Game Leader) I will:

1. Be honest and completely impartial at all times.
2. Apply the Laws of the Game and competition rules fairly and consistently.
3. Manage the game in a positive, calm and confident manner.
4. Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct.
5. Never tolerate offensive, insulting or abusive language or behaviour from players and officials.
6. Support my match official colleagues at all times.
7. Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game.

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8. Communicate with the players and encourage fair play.
9. Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains.
10. Prepare physically and mentally for every match.
11. Complete and submit, accurate and concise reports within the time limit required for games in which I officiate.

5.3 Insurance

NWJSA Members must be provided with a level of insurance that contains a minimum of:

- Public Liability - \$20,000,000
- Directors and Officers - \$5,000,000, one claim \$10,000,000 aggregate
- Player Death and Disability - \$100,000 maximum (\$20,000 for a Child)

This insurance is offered through NWJSA

If any school can demonstrate that they have insurance in place for their players for extra curriculum activities that is equal to or greater than the minimum required, then the school would not be required to obtain the NWJSA offered insurance. Proof of the insurance would be through presentation of insurance certificates. Schools that do not have insurance in place are required to take out this insurance through the NWJSA. The cost of this insurance can be found in the fees section of the NWJSA website.

6 Teams and Players

6.1 Age Groups

Under 6, Under 7, Under 8, Under 9, Under 10, Under 11, Under 12 and Seniors.

6.2 Team and Player Nominations

The Registrar must receive all Team Nominations and Player Nominations by the due date (refer season calendar). Team Nominations will not be accepted if the number of players listed for that team is below the minimum or above the maximum allowed.

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The minimum and maximum number of players permitted per team is as follows:

Age Group	Minimum Number of Players	Maximum Number of Players
U6	4	7
U7,8 and 9	7	11
U10	9	13
U11	10	14
U12 and Seniors	11	16

Additional players may not be registered to teams if the total number of players in that team has reached the maximum.

6.3 Team and Player registration

In order for players to be eligible for registration in the NWJSA Football program, those player must be enrolled at and attending Member schools and must be within the school years of Reception to Year 7. Home School students are not eligible to participate with NWJSA.

All players must be registered and allocated to teams before playing in the NWJSA program.

6.4 Player Age Group Eligibility

Age Turning During Year of Season	Age Group
5 Years	Under 6 only
6 Years	Under 6
7 Years	Under 7
8 Years	Under 8
9 Years	Under 9
10 Years	Under 10
11 Years	Under 11
12 Years	Under 12
13 Years	Seniors
14 Years	Seniors

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The age the player turns during the current calendar year is the players age group, e.g. if they turn 9 during the calendar year they are an Under 9.

The registrar will not accept the registration of any player who is under the age of 5 on 31st December in the year prior to the current season, if that player is not enrolled and attending full-time at reception level at primary school.

No player is permitted to play more than one age group above his/her actual age group. (Players turning 5 years old during the year cannot play up in the Under 7 age group or can a 6 year old play up in the Under 8 age group).

A player will only be permitted to play down an age group if he/she has special needs. A supporting letter from both the school principal and a doctor, stating why the player needs to play in a lower age group, must be received by the Registrar.

Further conditions for overage player approval:

- No more than two over age players may play for any one team.
- The player is not currently playing soccer for any other school, club or association.
- No over-age player will be registered for the under 6 age groups.
- The player must be of similar ability to others in that age group.
- The player must not be a danger to others in that age group.
- On any Match day, only 2 overage players shall be named on the Team Sheet.

Coaches are not to play over or under age players without NWJSA approval, if a player is injured the coach will be held responsible.

Penalties for breaches of player age group eligibility will be the decided by the NWJSA Board or Sub Committee of the Board.

Breaches of player age group eligibility rules are subject to anyone or more of the following:

- Disqualification of teams
- Suspension of players or coaches
- Expulsion of players or coaches
- Expulsion of teams
- A reprimand

NWJSA determinations of player age group eligibility breaches are final and cannot be challenged.

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6.5 Player Transfers Between Schools

Players may be transferred from a member school to another member school under the following conditions:

- The transfer is for the purpose of ensuring adequate player numbers in a team
- The transferring players school cannot accommodate those players in any of its teams
- The prescribed Player Transfer form has been completed by both schools and has been submitted to the Registrar.
- The Registrar gives written approval of the Player Transfer.

7 Games

7.1 Goal Nets and Corner flags

It is the responsibility of the first teams programmed to correctly put up the nets and corner flags. Each team is to put up one net and two flags. Nets and flags are to be picked up from the designated area. It is the responsibility of the last teams programmed to pull the nets and corner flags down. Each team is to pull down one net and two flags and return them to the designated area.

7.2 Before the Game

The Coach or Manager must approach the referee before the game starts, with the team captain/s to toss the coin. The Match Card must be correct and given to the Referee. The Referee will give a flag and a Team Steward vest to the Coach or Manager. It is the responsibility of the Coach or Manager to supply a Referee Assistant and a Team Steward. The Team Coach cannot assume the role of Referee Assistant or Team Steward. The Team Steward cannot assume the role of Assistant Referee, just as the Assistant Referee cannot assume the role of Team Steward. The Team Steward must be 18 years or older. The Assistant Referee must be capable of being an effective Assistant Referee.

7.3 Coaches Role

Under 6 age group will have a game leader provided by the NWJSA.

Under 7, under 8 and under 9 age groups have the option of having one coach per team entering the field of play for the purpose of instruction.

Coaches must not:

- Run on the field near the play,
- Obstruct or interfere with play,

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- Enter either goal area while the game is in progress,
- Appeal for free kicks or throw ins.
- Question the referee's decisions.

Under 10, under 11, under 12 and under 13 age groups are to be coached from the side line in a non-hysterical manner.

Coaches must not:

- Run along the side line,
- Appeal for free kicks or a throw in.
- Question the referee's decisions in any way.

No coaching is allowed from outside the field of play except by the coach. Information is to be given in a non-hysterical manner.

7.4 Team Stewards and Assistant Referees Role

Team Stewards are to assist NWJSA in controlling the behaviour of people associated with their team. Team Stewards are considered to be Team Officials.

They can assist by:

- Keeping people away from behind the goals.
- Keeping people back from the side lines.
- Ensuring their teams spectators abide by the Spectators Code of Conduct.
- Assisting N.W.J.S.A. Referees and Official when requested.

Assistant Referees (Linesmen) are to support the Centre Referee's management of the game. Assistant Referees must:

- Maintain effective positioning to determine ball and player position breaches.
- Not challenge the Centre Referees decisions
- Not coach or communicate with any of the players during the game

7.5 Exchange of Players

If an U6 – U11 team is short of players on game day (excluding the U11 Knockout Cup Competition), they may play players from one of their schools other teams. It is the responsibility of the coaches of the team with insufficient players to ensure that the player is registered and is of the correct age group. Player's names and other required details must be added to the match card. If a team appears at their game short of players, players may be borrowed from the opposition team. The borrowed players must be entered on the team sheet of the team they are playing for.

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7.6.1 Game Forfeit and Abandonment U12 and Senior Games

Teams in the U12 and Senior competition will forfeit their game if they do not have 7 players on the field by 5 minutes past the scheduled start time.

Players in the under 12 and Senior competitions are team tied and are not permitted to play for any other team in the under 12 and Senior competition. If a team is short of players and borrows players from the other team, the team short of players will forfeit the game. The result will be recorded as a 3-0 victory in favour of the team with sufficient players.

If during an U12 or Senior game a team cannot maintain 7 players on the pitch, the game will be abandoned. Players may then be exchanged and play a non-competition friendly. The score at abandonment will be recorded as the final score. If the winning team is the team with sufficient player numbers, the winning teams score shall be adjusted if necessary to be at least a 3 goal winning margin.

At any stage during the game, both coaches may mutually agree to abandon the game. The only reason permitting mutually agreed abandonment is if one team is significantly dominating and the score reflects this. The score at abandonment will be recorded as the final score. Players may then be exchanged and play a non-competition friendly.

7.6.2 Game Forfeit and Abandonment U6-U11 Games

In the situation where a team forfeits or does not appear for their scheduled fixture, that fixture shall be abandoned. The players of the team that is present may use the allocated fixture time to play a game amongst themselves (scratch match). Alternatively, the players and parents present may play a parent/child game. The participation of a child in such a parent/child game must be authorised by the parent or carer of that child.

The allocated NWJSA Match Official shall be in charge of the scratch match or parent/child game as per normal.

7.7 Celebrations

When a goal is scored, players should congratulate each other in a non-hysterical manner. Coaches are not to celebrate the scoring of a goal with players. A quiet well done is all that is required. Parents and spectators are encouraged to applaud good performances and efforts from each team. This acknowledgement of good performances is to be carried out in a dignified manner.

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7.8 Dissent

Players, coaches, managers or spectators are not to show dissent to referees, players, spectators or officials by word or action.

The decisions of the referee regarding actions connected with play are final.

Coaches, spectators and players are not permitted to continually appeal for a free kick or throw in.

In the event of any complaint or objection relating to a referee's conduct of a game, on no account shall players, coaches or parents make such complaints or objections, direct to the referee concerned. Such complaints or objections must be made to the Referee Co-ordinator or the Association.

This is an important rule please assist the referee by ensuring parents and spectators comply with this rule.

7.9 Wet Weather

In the case of rain the under 6, under 7 and under 8 clinics may be called off. The games may go ahead at the programmed time without a half time break.

7.10 Goal Kicks

Under 6, 7, 8 & 9 – start of play with a goal kick, attacking team to retreat into their defensive half of the field until the ball is kicked into play.

Under 10 & 11 – start of play with a goal kick, once a team has a +3 goal difference or advantage, the attacking team with the +3 goal difference must retreat into their defensive half of the field until the ball is kicked into play.

Under 12 & Senior – Full FIFA rules. Details available at NWJSA Website - www.nwjsa.org.au

7.11 End of Game

All age groups – coaches and managers are to take players to centre of pitch, teams to line up, coaches to shake hands then each player is to shake hands with the other team. Coaches and managers are to ensure no inappropriate behaviour takes place between the players during this time.

7.12 Game Format Under 6,7,8, 9 and 10

All games are non-competitive, the emphasis on fun, enjoyment and participation, not winning.

Programs are released in blocks and are available from School Delegates or can be downloaded from NWJSA web site, www.nwjsa.org.au

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7.13 Game Format Under 11

Weekly games are non-competitive, the emphasis on fun, enjoyment and participation, not winning. During the second half of the season, U11 players will play in a knock-out cup competition.

Programs are released in blocks and are available from School Delegates or can be downloaded from NWJSA web site, www.nwjsa.org.au .

7.14 Under 11 Knockout Cup Competition

The cup competition is a knock out tournament. The teams for Round 1 will be drawn randomly by the programmer and will be played in order of draw. When Round 2 does not have the correct number of teams for the knockout format e.g. 16, 8...then the positions will be filled by teams with the smallest losing margin from Round 1. If there are more teams than required on equal losing margin, the teams that scored more goals will be selected. If there are more teams than required on number of goals scored, the required teams will be drawn randomly by the programmer and will be played in order of draw.

In a knockout cup competition players become cup-tied. Once a player has been named on the team sheet in the cup competition, he/she is locked into that team. A player can only move up to a higher age group at which time they become locked into that team. The player cannot move to another team in the same age group, and cannot go back down to the lower age group.

Games to consist of two fifteen minute halves. In the event of a draw at full time, 5 minutes each way extra time shall be played, on a "golden goal" basis, i.e. the match will conclude when the first goal is scored in extra time. Game times are not to be shortened; if early games go to extra time then later games may start late.

Corners will be counted during the entire game, including extra time. In the event of a draw after extra time, the team receiving the greatest number of corners throughout the match including extra time will be declared the winner. If corners are equal the team scoring the first goal will be declared the winner. If no goals are scored the team receiving the first corner will be declared the winner. If there are no corners the winner will be selected from the toss of a coin between the coaches, the coach of the first team named will call the toss.

The final will consist of two twenty-minute halves. Corners will not be counted during the final. In the event of a draw after extra time, the trophy will be shared (alphabetically).

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All players must be registered for the current season, if you do not have a registration number for each player contact the Registrar. Players must have played for the cup team prior to the semi final in order to be eligible to play in the semi final or final of the knockout cup competition.

All teams knocked out of the draw will play friendly games.
Penalties for breaches of the N.W.J.S.A. Cup rules will be the decided by the NWJSA Board or Sub Committee of the Board.

Breaches of U11 knockout cup competition rules are subject to:

- Disqualification of teams
- Suspension of players or coaches
- Expulsion of players or coaches
- Expulsion of teams
- A reprimand

NWJSA determinations of player eligibility breaches are final and cannot be challenged.

7.15 Under 12 and Seniors Competition

All under 12 & Seniors teams will be issued a registration sheet. Coaches/managers are to ensure the registration sheet is available at all games.
The programmer will divide the teams into groups (group numbers & size depend on number of teams nominated).

Penalties for breaches of the NWJSA Under 12 and Seniors competition rules including player eligibility rules will be the decided by the NWJSA Board or Sub Committee of the Board .

Breaches of U12 and Seniors competition rules are subject to any one or more of the following:

- Deduction of points, in the case of the league competition
- Disqualification of teams
- Suspension of players or coaches
- Expulsion of players or coaches
- Expulsion of teams
- A reprimand

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NWJSA determinations of player eligibility breaches are final and cannot be challenged.

7.16 Under 12 and Seniors Knockout Cup Competition

In knockout cup competitions players become cup-tied. Once a player has been named on the team sheet in the cup competition, they are locked into that team for all subsequent NWJSA cup games. Players cannot play for another team in the same age group, and cannot go down to lower age groups. Group games preceding cup rounds are considered to be part of the knockout cup competition and are therefore subject to knockout cup player eligibility rules.

Games to consist of two twenty minute halves. In the event of a draw at full time, 5 minutes each way extra time shall be played, on a “golden goal” basis, i.e. the match will conclude when the first goal is scored in extra time. Game times are not to be shortened; if early games go to extra time then later games may start late. If there are no goals in extra time, a penalty shootout will be held, as per FIFA rules. Each team will nominate 11 players from their team sheet to take part in the penalty shootout.

The Final will consist of two twenty-five minute halves; In the event of a draw at full time, 5 minutes each way extra time shall be played, on a “golden goal” basis, i.e. the match will conclude when the first goal is scored in extra time. If there are no goals in extra time, a penalty shootout will be held, as per FIFA rules. Each team will nominate 11 players from their team sheet to take part in the penalty shootout. Goal Keeper can be changed during penalty shootout.

All players must be registered for the current season, if you do not have a registration number for each player contact the Registrar. Players must have played for the cup team prior to the semi final in order to be eligible to play in the semi final or final of the knockout cup competition.

All teams knocked out of the draw will play friendly games.

7.17 U12 and Seniors League competition

In the League Competitions players become team-tied. Once a player has been named on the team sheet that player is locked into that team. Players cannot play for any other team in any of the other league competitions. Players may be permanently transferred to another team following written application to the registrar.

League Table – teams will be awarded 3 point for a win, 1 point for a draw and 0 points for a loss. The maximum goal difference (difference between goals kicked and goals kicked against the team) recorded per game will be 5 goals. The team in each

Regulations of the North West Junior Soccer Association

league competition with the highest points at the end of the program will be the league winners. If two or more teams are on equal points the team with the highest goal difference will be the league winners. If goal difference is the same, the team with the most goals scored will be the winner. If both teams have equal number of goals scored, the team that won the game against the other team equal on points when they played will be the league winner. If all conditions are equal the league shield will be shared.

League competition rules as per N.W.J.S.A. Modified Rules.

Programs are released in weekly blocks and will be made available to the School Delegates or can be downloaded from the NWJSA web site, www.nwjisa.org.au .

7.18 Perpetual Trophies

Perpetual Trophies shall be awarded by the NWJSA to the winners of:

1. U11 Knockout Cup
2. U12 Knockout Cup
3. Seniors Knockout Cup
4. Ron Baker Fair Play Award
5. U12 League Shields
6. Seniors League Shields

Perpetual trophies remain the property of NWJSA. Should a perpetual trophy be damaged or lost while under care or custody of a school, that school shall repair or replace that trophy. All perpetual trophies are to be returned to NWJSA on request.

8 Modified Laws of the Game

These laws are designed to be read in conjunction with the current FIFA Laws of the Game and the N.W.J.S.A. Regulations

The modifications, made by the N.W.J.S.A. to the FIFA laws are shown in *Italic's* .

Additional information is provided to assist in the understanding of the FIFA and modified laws.

These laws are for the standard, weekly, NWJSA competitions, not cup rounds. Laws specific for cup rounds are listed in section 7

IMPORTANT INFORMATION

Games are conducted in a non-competitive format. Competition points and league tables shall only apply to the under 12 & Seniors age group.

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Under 7, 8 and 9 one coach per side may enter the field of play for the purpose of instruction. They must not run with the players, obstruct or interfere with play, nor enter either goal area while the game is in progress.

Under 6 age group will have a game leader provided by the association.

No coaching is allowed from outside the field of play except by the coach, and then only if information is given quietly in a non-hysterical manner.

8.1 The Field Of Play

Dimensions

The field of play must be rectangular. The length of the touchline must be greater than the length of the goal line.

Under 6: 30 m x 20 m

Under 7: 58 m x 38 m.

Under 8: 60 m x 40 m.

Under 9: 65 m x 40 m.

Under 10 and 11: 75 m x 45 m.

Under 12 and Seniors: In accordance with FIFA rules.

Field Markings

Under 7, 8 and 9: Centre circle: 8 m

Under 10 and 11: Centre circle: 9 m

Under 12 and Seniors: In accordance with FIFA rules.

The Goal Area

A goal area is defined at each end of the field.

Under 6: No goal area marked.

Under 7, 8 and 9: Two lines are drawn at right angles to the goal line, 9 m from the inside of each goal post. These lines extend into the field of play for a distance of 9 m and are joined by a line drawn parallel with the goal line.

Under 10 and 11: Two lines are drawn at right angles to the goal line, 6 m from the inside of each goal post. These lines extend into the field of play for a distance of 6 m and are joined by a line drawn parallel with the goal line.

Under 12 and Seniors: In accordance with FIFA rules.

The Penalty Area

A penalty area may be defined at each end of the field.

Under 6, 7, 8 and 9: No penalty area marked

Under 10 and 11: Two lines are drawn at right angles to the goal line, 14 m from the inside of each goal post. These lines extend into the field of play for a distance of 14 m and are joined by a line drawn parallel with the goal line.

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Under 12 and Seniors: In accordance with FIFA rules.

Goals

Goals must be placed on the centre of each goal line. They consist of two upright posts equidistant from the corner flag posts and joined at the top by a horizontal crossbar.

Size of Goals:

Under 6: Distance between posts 1 m - Ground to crossbar 1m
Under 7 and 8: Distance between posts 4.5 m - Ground to crossbar 1.6 m
Under 9: Distance between posts 4.5 m - Ground to crossbar 1.8 m.
Under 10 and 11: Distance between posts 6 m - Ground to crossbar 2 m.
Under 12 and Seniors: In accordance with FIFA rules.

Field dimensions and goal sizes are recommendations only following many years of experience in junior soccer. They may be varied in accordance with the amount of ground and material available and the ages of players involved.

8.2 The Ball

U6 – Size 3
U7,8,9,10,11 and 12 – Size 4
Seniors – Size 5

8.3 The Number of Players

A match is played by two teams, each consisting of not more than:

Under 6: Four (4) players on the field.
Under 7, 8 and 9: Seven (7) players on the field.
Under 10: Nine (9) players on the field.
Under 11: Ten (10) players on the field.
Under 12 and Seniors: Eleven (11) players on the field.

In each team a player must be designated as the goalkeeper except for Under 6 where there is no goalkeeper. The game leader, coaches and managers should continually discourage children from permanently standing in front of the goal.

Substitution

In all games there shall be no limit to the number of substitutes used, subject to their being named on the match card prior to the commencement of the game. Players substituted may return to the game.

Under 6 age group the coach is allowed to make the substitutions while the ball is in play. The interchange of players must take place at the half way point of the field.

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Under 7, under 8, under 9, under 10, under 11, under 12 & Seniors age groups, such substitutions may only be made during a stoppage in the play e.g. ball out of play, free kicks, goal kicks, and only when signaled by the referee.

Such substitutions must be made adjacent to the half way line and may be made only when signalled by the referee.

In all age groups the substitute player may not enter the field of play until the player being replaced has left the field.

In all age groups a player sent off the field by the referee may not return. In competitive games (under 12 & Seniors) players sent off may not be replaced.

8.4 The Players Equipment

Safety

A player must not use equipment or wear anything that is dangerous to themselves or other players (this includes any kind of jewellery).

No players are allowed to play if they are wearing a plaster cast.

Goalkeepers

Goalkeepers are to wear colours that distinguish themselves from the other players, the referee and the assistant referees.

Basic Equipment

The basic equipment of a player is:

1. A guernsey or shirt (*numbers on shirts are compulsory for under 12 and 13 age groups. Numbers are optional in the U6-U11 age groups*)
2. Shorts
3. Socks
4. Shin guards - compulsory
5. Footwear – *soccer boots preferred. Boots or shoes worn must provide a reasonable degree of protection.*

8.5 The Referee

Under 6 age group will have a game leader provided by the Association.

Game Leader: the main role of the game leader is to keep the game moving fluently, limit stoppages and assist players with all match re-starts. Most importantly, they must make every effort to create an environment that ensures that all players have fun and have maximum involvement. The game leader should always be enthusiastic and approachable. Most importantly - Remember the children are learning the game – be flexible and patient.

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All other age groups a referee will be supplied by the Association.

In the event of no official game leader/referee attending a game it shall be the coach's responsibility to provide a suitable game leader/referee. If one of the coaches accepts the job of game leader/referee they must not coach while they are refereeing.

The decisions of the referee regarding actions connected with play are final.

Important:

In the event of any complaint or objection relating to a referee's conduct of a game, on no account shall players, coaches or parents make such complaints or objections directly to the referee concerned.

Such complaints or objections must be made to the Referee Co-ordinator, an NWJSA Official or the Association.

8.6 The Assistant Referee

It is the responsibility of each team to supply a responsible and mature person to perform the duties of an assistant referee; young children should not be given this responsibility.

School assistance referee duties, subject to the decision of the referee, are to indicate:

- 1. When the whole of the ball has passed out of the field of play.*
- 2. Which team is entitled to a corner kick, goal kick or throw-in.*
- 3. When a player **may be** penalized for being in an off side position.*

8.7 The Duration of the game

Training Clinic

Under 6, under 7 and under 8 age groups – maximum 30 minutes training clinic

Players that do not attend clinic are not to take part in games

Recommended Periods of play (times may need to be reduced to accommodate all teams).

The match durations are two period of:

Under 6, 7 & 8: 10 minutes

Under 9: 15 minutes

Under 10: 20 minutes

Under 11: 20 minutes

Under 12 & Seniors: 25 minutes

If matches are started later than the scheduled time the periods must be reduced to ensure the game finishes at least 2 minutes before the scheduled start of the next game.

Half-Time Interval

Players are entitled to an interval at half time.

Most games will have a 2-5 minutes interval, as all games must finish at least 2 minutes before the scheduled start of the next game.

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With bad weather conditions the teams may change straight over without a half-time interval.

Allowance for Time Lost

There is no allowance for time lost in NWJSA games.

Extra Time

Extra time shall apply in U12 and Seniors Cup games only.

8.8 The Start and Restart of Play

Under 6 - Pass to a team member from the middle of the half way line. All players must be in their own half of the field of play. Opponents must be at least 5m away from the ball until it is in play. The ball must touch a team member before a goal can be scored.

All other age groups - The ball is in play when it is kicked and clearly moves in any direction

8.9 The Ball In and Out of Play

Ball In and Out of Play is determined in accordance with FIFA rules.

8.10 The Method of Scoring

The method of scoring is determined in accordance with FIFA rules.

8.11 Offside

NWJSA uses the FIFA interpretation of the Offside Rule.

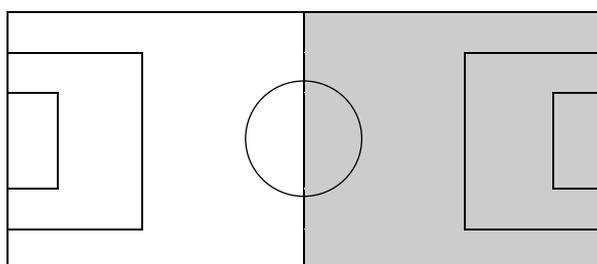
It is not an offence in itself to be in an offside position.

A player in an offside position is only penalized if, at the moment the ball touches or is played by one of his team; he is, in the opinion of the referee, involved in active play by:

- interfering with play or
- interfering with an opponent or
- gaining an advantage by being in that position.

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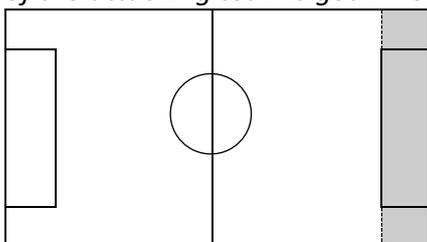
With Seniors, Under 12, Under 11 and Under 10 games the Offside Law is only applied within the attackers half of the field of play.



Attacking team offside only in shaded area



With Under 7, 8 and Under 9 games the Offside Law is only applied within 9 metres of the attacking team's goal line.



Attacking team offside only in shaded area



The offside law does not apply in Under 6 age group

8.12 Fouls and Misconduct

Under 6 - Indirect free kicks are awarded for all acts of handball or fouls and misconduct. Opponents must be at least 5m away from the ball when the indirect free kick is taken. (An indirect free kick is where a goal can be scored only if the ball subsequently touches another player before it enters the goal). Most acts of handball or fouls and misconduct at this level are caused by a lack of coordination, with no intent. In this case try and give the advantage to the attacking team and continue play. If you decide a deliberate or serious act of handball, foul or misconduct has occurred, explain to the child the breach of rule and encourage the child to avoid repeat of the offence.

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All other age groups

Direct Free Kick

A direct free kick is awarded to the opposing team if a player commits any of the following six offences in a manner considered by the referee to be **careless, reckless** or using **excessive force**:

- kicks or attempts to kick an opponent
- trips or attempts to trip an opponent
- jumps at an opponent
- charges an opponent
- strikes or attempts to strike an opponent
- pushes an opponent.

A direct free kick is also awarded to the opposing team if a player commits any of the following four offences:

- tackles an opponent to gain possession of the ball, making contact with the opponent before touching the ball
- holds an opponent
- spits at an opponent
- handles the ball deliberately (except for the goalkeeper within his own penalty area).

Indirect Free Kick

An indirect free kick is awarded to the opposing team if a goalkeeper, inside his own penalty area, commits any of the following four offences:

- Takes more than six seconds while controlling the ball with his/her hands before releasing it from his/her possession
- Touches the ball again with his/her hands after it has been released from his/her possession and has not touched any other player
- Touches the ball with his/her hands after a team member has deliberately kicked the ball to the goalkeeper
- Touches the ball with his/her hands after he/she has received it directly from a throw-in taken by a team member

An indirect free kick is also awarded to the opposing team if a player, in the opinion of the referee:

- Plays in a dangerous manner
- Impedes the progress of an opponent
- Prevents the goalkeeper from releasing the ball from their hands
- Commits any other offence, not previously mentioned in Law 12, for which play is stopped to caution or dismiss a player.

Disciplinary sanctions

Cautionable Offences

A player is cautioned and shown the yellow card if they commit any of the following seven offences:

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1. Is guilty of unsporting behaviour
2. Shows dissent by word or action
3. Persistently infringes the Laws or the Game
4. Delays the restart of play
5. Fails to respect the required distance when play is restarted with a corner kick or free kick
6. Enters or re-enters the field of play without the referee's permission
7. Deliberately leaves the field of play without the referee's permission

Sending-Off Offences

A player is sent off and shown the red card if he commits any of the following seven offences:

1. Is guilty of serious foul play
2. Is guilty of violent conduct
3. Spits at an opponent or any other person
4. Denies the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (this does not apply to a goalkeeper within their own penalty area)
5. Denies an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick on a penalty kick
6. Uses offensive or insulting or abusive language and/or gestures
7. Receives a second caution in the same match

A Referee may send a player off, without showing a red card, to cool off and allow that player to return later. It must be understood that it is the right of the referee to make such a decision.

A player sent off the field by the referee showing a red card in competitive games (Under 12 & Seniors) may not return, and may not be replaced.

In all other age groups a player sent off the field by the referee showing a red card may not return, but can be replaced.

In all age groups a player sent off the field by the referee showing a red card will automatically be suspended from the next scheduled game. All red card offenses are subject to review by the NWJSA disciplinary tribunal. The length of player suspension may be altered by the NWJSA disciplinary tribunal. The disciplinary tribunal shall be a subcommittee of the Board

8.13 Free Kicks

All free kicks are taken in accordance with FIFA rules.

With under 6, under 7, under 8 and under 9 age groups if a free kick is taken incorrectly or unsuccessfully they may be allowed to retake the kick if the referee thinks the player will learn from the experience. It must be understood that it is the right of the referee to make such a decision.

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8.14 The Penalty kick

Only Under 12 & Seniors have penalty kicks and these are given and taken in accordance with FIFA rules.

Under 6, under 7, under 8, under 9, under 10 and under 11 age groups there will be no penalty kicks.

Under 7, under 8 and under 9 age groups all free kicks awarded inside the goal area (for the attacking team) will be taken from a point on the edge of the goal area (excluding the goal line) nearest to where the infringement occurred.

Under 10 and under 11 age groups all free kicks awarded inside the penalty area (for the attacking team) will be taken from a point on the edge of the penalty area (excluding the goal line) nearest to where the infringement occurred.

8.15 The Throw In

Under 6 - There is no throw in. A player from the opposing team to the player that touched the ball last before crossing the touch line will place the ball on the touch line and pass or dribble the ball into play. Opponents must be at least 5m away from the ball until it is in play. The ball must touch a team mate before a goal can be scored.

All other age groups - Throw-ins are given and taken in accordance with FIFA rules.

Under 7, under 8 and under 9 age groups if a throw-in is taken incorrectly or unsuccessfully players are permitted to retake the throw-in.

Under 10 and under 11 age groups if a throw-in is taken incorrectly or unsuccessfully players are permitted to retake the throw-in, if the second throw-in is taken incorrectly or unsuccessfully the throw-in is taken by a player from the opposing team.

8.16 The Goal Kick

Goal Kicks are given and taken in accordance with FIFA rules. *Under 6 the goal kick will be taken within 2 m of the goal.*

Under 6, 7, 8 & 9 – start of play with a goal kick, attacking team to retreat into their defensive half of the field until ball is kicked into play.

Under 10 & 11 – start of play with a goal kick, once at team has a +3 goal difference or advantage they must retreat into their defensive half of the field until ball is kicked into play.

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For the Under 10 & under 11 age groups the goal kick is taken from anywhere in the penalty area.

With under 7, 8 and 9 age groups, the goal kick is taken from anywhere in the goal area, if a goal kick is taken incorrectly or unsuccessfully they may be allowed to retake the goal kick if the referee thinks the player will learn from the experience.. It must be understood that it is the right of the referee to make such a decision.

8.17 The Corner Kick

Under 6 - There is no corner kick. Regardless of which team touched the ball last, a player from the team whose goal line the ball has crossed will place the ball anywhere along the goal line and pass or dribble the ball into play. Opponents must retreat to the half way line and can move once the ball is in play. The ball must touch a team mate before a goal can be scored.

All other age groups - Corner Kicks are given and taken in accordance with FIFA rules. The ball is in play when it is kicked and clearly moves

With under 7, under 8 and under 9 age groups if a corner kick is taken incorrectly they may be allowed to retake the corner kick if the referee thinks the player will learn from the experience. It must be understood that it is the right of the referee to make such a decision.

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9 Discipline Matters

9.1 Consideration of an Incident

An incident may be considered by the Board if

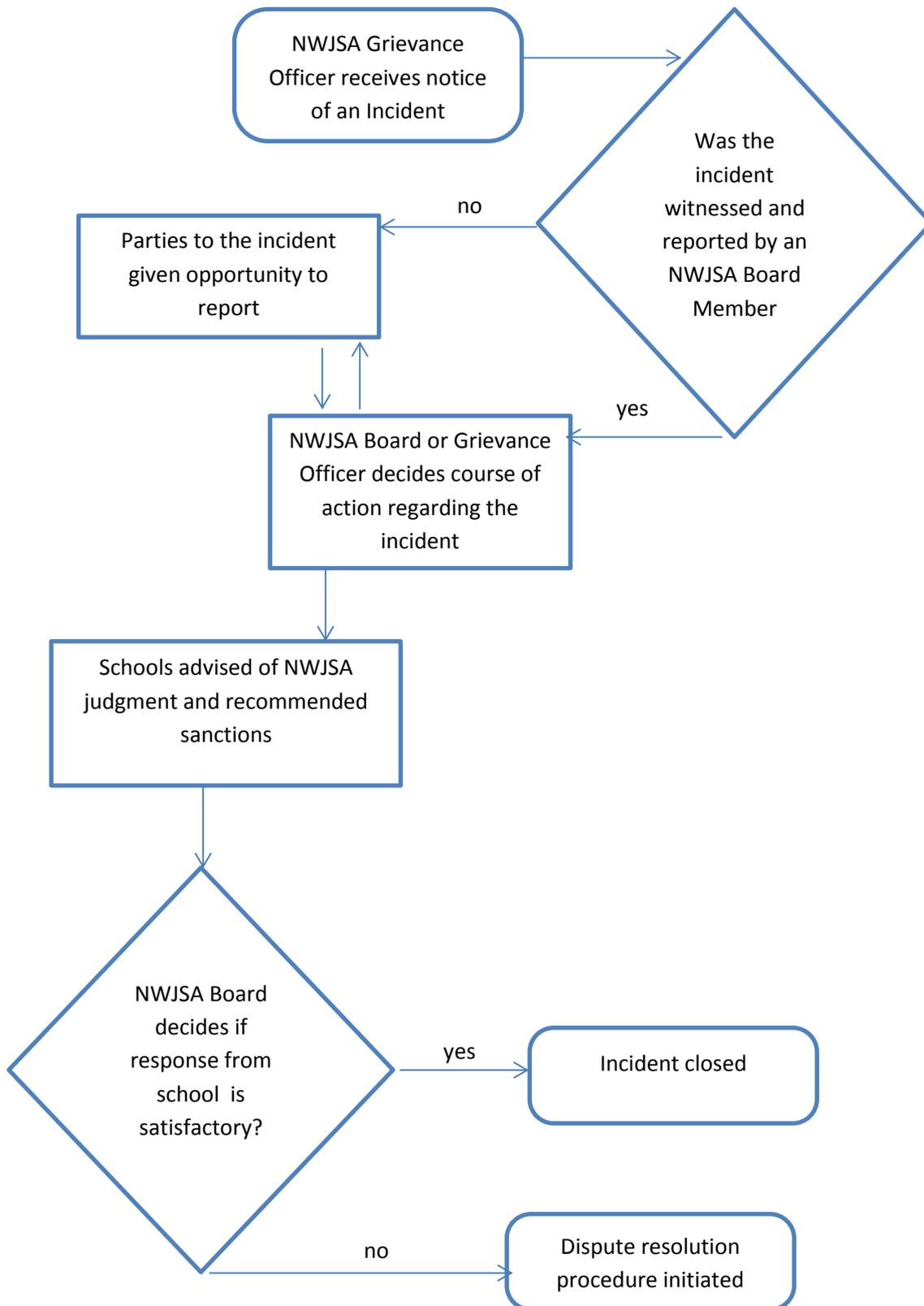
- a) The Grievance Officer receives notice of the required details of the incident within 72 hours of that incident taking place.
- b) The details of the incident are delivered to the Grievance Officer via the Prescribed Report form available on the NWJSA website www.nwjsa.org.au
- c) The report has been made by a member school or delegate or by an NWJSA Board member or NWJSA Official.

It will be at the Board's discretion to act on details received after 72 hours of the incident taking place

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9.2 Grievance Resolution Procedure

Grievances will be addressed using the following procedure:



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The resolution of a Grievance not under Dispute Resolution is to be reported to the Grievance Officer within 14 days of the Grievance coming to the attention of all parties. The Grievance Officer will make recommendations to the Board regarding the outcomes of the resolution.

9.3 Dispute Resolution Procedure

If the parties to a grievance are in dispute, the matter may be referred to the State Sport Dispute Centre (SSDC) within 24 days of the grievance first coming to the attention of all parties. The SSDC shall establish a Disputes Committee on behalf of NWJSA and approved by the Board to hear the dispute. The SSDC services of Advice, Referral, Investigation, Independent Chair, Mediation or Arbitration may be utilised. The choice of service will be at the discretion of the NWJSA Board.

The cost of the SSDC Dispute Resolution Procedure shall be borne by the Member Schools in dispute. However, if the SSDC Disputes Committee finds the Member School not to have contravened NWJSA Regulations, the School shall not be liable for SSDC Dispute Resolution costs. That cost shall be borne by NWJSA.

9.4 Disputes Committee

The Disputes Committee shall inquire into, hear and determine and where appropriate impose penalties in respect of any report or matter referred to the Disputes Committee under or pursuant to the rules, clauses or regulations. A decision made by the Disputes Committee shall be accepted as final by the NWJSA Board subject to Clause 9.7.

9.5 Composition of Disputes Committee

The Disputes Committee shall be established as required as a subcommittee of the Board subject to Rule 15 of the NWJSA Constitution. The Dispute Committee Chair shall be from the SSDC. The Dispute Committee shall consist of 3 persons from the SSDC.

9.6 Procedure at Hearings

- (a) Parties to the dispute must meet and discuss the matter in dispute within 14 days after the dispute comes to the attention of all parties.
- (b) If a party to the dispute does not appear before the Disputes Committee at the time and place appointed for the hearing, the Disputes Committee may;
 - (i) determine the matter in the absence of the party, or
 - (ii) adjourn the hearing of the matter by no more than ten days, in which case, the party shall be suspended until they appear before the Disputes Committee and the matter is heard and determined.

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- (c) If a party to the dispute fails to appear before the adjourned Disputes Committee hearing subject to Regulation 9.6(b)(ii), the Board at its discretion may impose sanctions against the party, to remain in force until the party appears before the Disputes Committee and the matter is resolved.

9.7 Appeals from Disputes Committee

An appeal against any decision of the Disputes Committee must be submitted in writing to the NWJSA Board within seven days of receiving the findings.

The sole grounds for appeal to the Appeal Tribunal are that the:

- (i) Policy was not properly followed or implemented; or
- (ii) Disciplinary measure(s) imposed is unjust and/or unreasonable; or
- (ii) Determination was affected by bias.

The appeal is to be heard by an Independent Panel from the State Sport Dispute Centre. The initiation and cost of an appeal shall be the responsibility of the appellant.

Dispute determinations by the Disputes Committee remain in force unless overruled by State Sport Dispute Centre Appeal Panel.

9.8 Penalties

- (a) Any Member who it is determined has contravened any of the rules, regulations or related policies shall be liable to any one or more of the following:
 - (i) expulsion
 - (ii) disqualification from any competition
 - (iii) suspension
 - (iv) a reprimand
 - (v) the deduction of premiership points (where applicable)
- (b) Any Participant who it is determined has contravened any of the rules, regulations or related policies shall be liable to any one or more of the following:
 - (i) expulsion
 - (ii) suspension
 - (iii) a reprimand
 - (iv) the cancellation of registration (in the case of a player)

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10 Prescribed Forms

All Prescribed Forms for use with the North West Junior Soccer Association will be found on the Associations website www.nwjisa.org.au

11 State Championships

NWJSA SELECTION CRITERIA FOR SAJSA STATE CHAMPIONSHIPS

Player's age eligibility for selection into a representative team is as follows:

U12 Development Boys – Players turning 11 in the competition year of the State Championships.

Under 12 Boys - Players turning 12 in the competition year of the State Championships.

Under 13 Boys - Players turning 13 in the competition year of the State Championships.

U13 Girls – Players turning 11, 12 or 13 in the competition year of the State Championships.

**Attention for BOYS Age Group, Players must trial and play within their correct age group.*

**Players that are turning 11 in the competition year of the State Championships are eligible for the Under 12 DEV (u11) Division only, players turning 12 in the competition year of the State Championships are eligible for the Under 12 Division only and players turning 13 in the competition year of the State Championships are eligible for Under 13 Division.*

**Year 8 students are not eligible for selection.*

**Girls can trial and be picked in any boys age group as long as they meet the requirements above.*

**Under 13 girls age group covers three birth years as per the SAJSA State Championships Rules.*

Player Eligibility

- Players must be registered and playing in the North West Junior Soccer Association season prior to the State Championship year and must be registered with a NWJSA member school at the beginning of the season in the competition year of the State Championships. The player must play in and complete the full NWJSA season.

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- Maximum of 15 players per team (emergency players only from the trials can be named to fill a spot in the final squad of 15 in case of injuries) only a maximum of 15 players can compete at the tournament.
- The team must comprise of 1 Goal Keeper and 14 field players (1 field player doubles up as a reserve goal keeper).
- Players from previous year's teams are not to be given preference; all trialling players must be treated equally.
- Each age group must hold a minimum of 4 trials. Players can only be picked if they attend a minimum of 50% of trials. If a player is sick or injured at the time of the trials, the coach of the team should be contacted and arrangements made to view the missing player.
- Monies paid by a player and are missing from the State Championships due to injury and/or any other reason will be forfeited. New players will have to pay monies before competing in the State Championships.

Selection of Final Squad:

- During trials it is a requirement that an independent person view trialling players. A list of names and shirt number must be supplied to this person. Please contact any committee member.
- Team needs to be finalised by the 30th of November before the State Championships.
- Fees must be paid to the treasurer, deposits and/or full amounts. Day/Date TBA

State Championship Tournament:

- Players must be given equal game time over the whole of the tournament.
- Records of substitutes and times must be kept during each game by the team manager.
- Team managers to keep a record of medical forms filled in by players.
- Team managers to report treated injuries on official NWJSA injury report form.

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10 Directors Roles

NWJSA REGISTRAR ROLE

Responsibilities and duties:

The Registrar should:

- Have good planning and organization skills and should be able to communicate with a wide range of people.
- Co-ordinate NWJSA registration dates with School Delegates and the State Sporting Body.
- Supervise and be responsible for the proper registration of all players.
- Obtain all relevant particulars of players wishing to play for the Association.
- Prepare the list of teams and return to the Association via the Secretary
- Prepare a list of players for each age group for distribution to team coaches.
- Assist schools to complete transfer forms as required and authorize the transfer of players.
- Closely monitor transfers to ensure that transfers are only granted in accordance with Association guidelines.
- Keeping the Board of Directors informed of player movements. Communicate transfers as soon as possible to all relevant parties
- Obtain photographs for appropriate new players and current players requiring new photographs.
- Ensure documentation is complete for each player as required by the State &/or National Sporting Body.
- Assist State &/or National Sporting Body Controllers as required.
- Collect Team Sheets and return to the Association through the Secretary.
- Provide information as required to enable player records to be maintained.
- Have a sound understanding of NWJSA Rules and Regulations
- Keep NWJSA Board informed of the status of registrations at all times.
- Be aware of legal privacy regulations and ensure the requirements are implemented.

NWJSA TREASURER ROLE

Responsibilities and duties:

The Treasurer should:

- prepare a budget and monitor it carefully
- keep the club's books up-to-date
- keep a proper record of all payments and monies received
- make sure financial reports are available and understood at all committee meetings
- show evidence that money received is banked and documentation provided for all money paid out
- ensure that information for an audit is prepared each year
- arrange the audit
- give Treasurer's report at regular meetings and when required
- produce an annual financial report
- send out accounts
- pay the bills

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Knowledge and skills required:

Ideally the Treasurer is someone who is:

- well organised
- able to allocate regular time periods to maintain the books
- able to keep good records
- able to work in a logical orderly manner
- aware of information, which is needed to be kept for the annual audit

NWJSA SECRETARY ROLE

Responsibilities and duties:

The Secretary should:

- Prepare the agenda for meetings in consultation with the Chairperson
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the NWJSA AGM
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly
- Collate and arrange for the printing of the annual report
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies

NWJSA DIRECTOR ROLE

Responsibilities and duties:

A Director should:

- Carry out designated task relevant to their assigned role.
- Remain committed to the purpose and outcomes of NWJSA.
- Attend required meetings
- Attend to the required reading prior to meetings.
- Contribute to the effectiveness of the NWJSA's activities.
- Provide advice, criticisms and suggestions during decision making processes.
- Be active in the NWJSA – attending events and functions.
- Adhere to the rules and regulations of the NWJSA