

**Granville & Districts
Soccer Football Association Inc.**

BOOKLET 1



**Affiliation
&
Administration
By-Laws**

REVISION HISTORY

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1.0 Affiliation & Administration Booklet

1.1 Introduction

This is booklet 1. Affiliation and Administration, which prescribes by-laws for all clubs affiliated with GDSFA.

Throughout this document, the use of the word "...may" means that the situation described is optional, whereas the use of the word "...will" or "...shall" means that the situation described is mandatory.

1.2 Grievance & Disciplinary Matters

All grievance and disciplinary matters concerning the Association and its Members shall be dealt with in accordance with the Association's Grievance and Disciplinary Regulations adopted on [insert date], as amended from time to time

1.3 Penalties

Penalties may be imposed for any breach of these By-Laws, and for any other matter concerning the conduct of Football which is not expressly mentioned in these By-Laws.

Refer to appendix 1 for a table of penalties & fines.

1.4 Child Protection

All clubs applying for affiliation must certify they comply with the NSW Child Protection (Working with Children) Act (as amended).

1.5 Copies of By-Laws

Copies of By-Laws are to be available on the association web-site.

1.6 Grounds

Clubs seeking affiliation must ensure that they have adequate facilities or have made arrangements to host the teams submitted. Failure to do so may result in disaffiliation on the part of the non-sporting bodies or Clubs not previously affiliated.

1.7 Attendance at General Meetings

Any affiliated Club failing to be represented at a General Meeting by at least one (1) delegate shall be fined as prescribed in appendix 1.

1.8 Payment of Accounts

- a All accounts shall be paid within 30 days of the date of the invoice. The Club Secretary shall then be advised by the minutes that an extra seven (7) days extension has been granted for the payment of the outstanding amount. Payments not received within the extended period shall incur a fine as prescribed in the schedule. An extension of time for payment may be granted on written application to the Association.
- b In the event of a Club failing to pay an account within 60 days of the invoice date, the Club will be declared "un-financial", resulting in the automatic loss of competition points earned during the un-financial period.
- c Any Club which has outstanding invoices after 30th November each year shall be considered "un-financial" and shall be ineligible to vote at the AGM
- d Where a Club has entered financial difficulties, the CEO may approve a repayment schedule and business plan, which must be confirmed at the next Board Meeting of the association. Notwithstanding clauses (b) & (c), while the Club is fulfilling the terms of the repayment schedule and meeting its other financial obligations to the Association, the

club shall be deemed to be financial.

1.9 Recognised Delegates

The Executive Members or Board of Directors of each affiliated club (being President, Secretary and Treasurer) are automatically recognised as delegates. Each affiliated Club may also notify the Association of two (2) alternate delegates chosen to represent it when their Executive members are unavailable. Each Delegate shall, except as otherwise provided, retain his/her powers unless and until the Associations notified by the Club of any alteration. Where any delegate is unable to be present at an AGM, GMASSOCIATION or SGMASSOCIATION, his/her Club Secretary may delegate his/her powers in writing to another member of his/her club for that particular meeting. This does not apply to affiliated non-sporting bodies.

2.0 Registration of Players, Teams & Team Officials

2.1 Player Registration Fees

- a Fees shall be determined each year at the AGM to cover full Association costs per player either student or non-student per season and will be payable in two parts as follows:
 - i Sixty percent (60%) of the previous year's Registration Fees (the 'down payment') is payable by each affiliated club and, unless stated otherwise, is due on the 1st April each year.
 - ii Where a club fails to make payment of the first instalment by the due date, a late payment fee as prescribed in the schedule will be payable. In addition, the club will forfeit all games from the due date until payment is received.
- b The balance of the current year's Registration Fees shall be payable to the Association by the 30th September each year.
- c Where a club fails to pay the balance for current year registrations by the due date, seven (7) days' notice will be given regarding the outstanding payment. Failure to comply within a further seven (7) days, will result in the club forfeiting all games from the due date until payment is received.

2.2 Registration of Teams - Application Forms

- a Clubs shall complete the following team registration forms for teams to be entered:
 - i *Nomination for teams* - Clubs are to restrict their team nominations in accordance with the carrying capacity of their playing fields.
 - ii *Competition Team Grading forms* - one for each team and must contain a minimum number of ten (10) players' names, or the Team Grading Form may not be accepted by the Association. Forms failing to denote the age & division last played by each player may be rejected by the Association. Where the player has no previous history "N/A" should be entered against the player.
 - iii *Team Grading forms* - may be amended to contain any information that the Association deems necessary for competent grading to be carried out
 - iv Incomplete grading forms will be rejected by the Association and returned to the Club concerned. The Association will also notify the affected Club. Following such rejection, the Club will be granted 48 hours to provide the necessary information and resubmit the grading form to the Association. Teams which fail to provide all necessary information by this second deadline will not be accepted into the competition
 - v Non-Competition teams (U6 to U7) must list a minimum of 4 players.
 - vi Non-Competition teams (U8 to U9) must list a minimum of 5 players
 - vii Non-Competition Teams (10 to 11) must list a minimum of 7 players
- b Application forms may not be accepted after the due date specified by the Association.

- c It is a Clubs responsibility to ensure that the grading applied for on the Competition Team Grading Form is in line with that of the ability of the players nominated on the said form. At least ten (10) players are to be nominated on this form. After the G&DSFA has graded teams from the information supplied on Team Grading forms only three (3) players nominated on this form may be graded into other teams. Any Club whose team does not comply with this direction may, at the discretion of the Association be subject to any or all of the following:
 - i The team maybe regraded into another grade or division.
 - ii Loss of all points and/or goals for that team.
 - iii The team may be withdrawn from the competition.
 - iv A fine of as prescribed in appendix 1 will be imposed for each team in violation.
- d Teams withdrawn after completion of the competition structure shall be liable to a fine as prescribed in appendix 1.

2.3 Registration of Players/Managers/Coaches

Players, Team Managers, Team Coaches shall register under the following rules:

- a Before being permitted to play in any competition matches, all players must be formally registered with playfootball/the designated method of registration as players of the association.

Before being permitted to be present in any official capacity in any competition matches, all coaches, managers, referees and club officials must be formally registered with playfootball as such with the Association

Registration of players, coaches, managers and club officials is to be achieved using the electronic registration system designated by the Association

The 30th June each year shall be the deadline for the final synchronisation of all player registrations and transfers

- b All clubs are required to maintain softcopy or hardcopy records of all player, coach, manager and officials registration details and supporting documentation including application forms proof of identity, proof of age, codes of behaviour and declarations made under the Child Protection Act. The Association reserves the right to audit Club Registration Records during the season and issue appropriate penalties for inadequate or falsified records.
- c It is the responsibility of the Club Secretary to ensure that any person nominated as a student is a full-time student receiving instruction at a recognised educational institution.
- d A player's age is determined by the actual age on 31st December of the current season, i.e. the age the player turns in that calendar year except for players wishing to register for O/35's/O45's. A player must have turned 35/45 by the 31st of December the previous year prior to the Association accepting their registration.
- e A club may apply for a player to be registered in a team below their 'true' registered age group, due to exceptional circumstances. Each application will be considered on its merits and a final decision made by the Executive. There is no right of appeal against the final decision.
- f A player may not register in an age grade more than two years above the lowest age grade to which he/she is entitled to register, up to and including Under 16 years. On attaining the age of 16, a player is entitled to register in any applicable competition.
- g A player must register in the division most suitable to his/her ability
- h Any player registering to wear glasses during play must wear same in any ID photograph that will be used to produce the Player Registration. Additionally, the player must produce an optician's statement that the glasses are of safety glasses. Such statement serves to indemnify this Association against accident to wearer or their

glasses. The Player Registration card is to be endorsed glasses approved

- i De-registrations of players will only be allowed up to Round 3, provided that the player has not been recorded in EMS as playing in any match up to and including Round 3.
- j Players shall only register for a single team, without the express permission of the Association.

2.4 Proof of Identity/Proof of Age

Clubs entering teams in Association competitions shall be required to produce on demand to the Association satisfactory proof of age and/or proof of identity of each player registered

- a Satisfactory proofs of age shall be one or more of the following:
 - i For players registering in an under 18 or older competition
 - certified copy of passport
 - certified copy of driver's licence
 - a proof of identity card issued by the Services NSW
 - document issued by Australian Government
 - ii For players registering in under 6 up to and including under 17 competitions:
 - certified copy of birth certificate
 - certified copy of baptism certificate
 - certified copy of valid passport
 - document issued by Australian Government
 - certified copy of current valid driver's licence
- b Unless the proof document copy has been certified by a Justice of the Peace, the Club Registrar or a member of the Club's executive committee must sight the original and certify to this fact
- c Where a player is seeking registration in an under 18 or older competition but wishes to be registered at the student rate, the player shall present a current valid student identification card issued by the institution which he/she attends. The student identification card shall be in addition to one of the formal proofs listed above and be presented each year on application for player registration.

2.5 Duration of Registration

A player shall be registered only for the current year in which he/she registers. Any registration form signed in one year shall not be valid for the following year. Year shall mean the period 1st January to 31st December.

2.6 Priority of Registration

When a player registers with different Clubs in this Association, he/she will be deemed to be registered for the Club bearing the earliest date on the registration system. He/she may be penalised as seen fit by the Association.

3.0 Grading of Teams

3.1 Grading Roles & Responsibilities

The Association is responsible for grading all teams.

3.2 Grading of Teams Procedure

- a The Association shall review the grades as soon as practical after team nominations.
- b Clubs shall be notified of the grades on completion of grading meeting.
- c Clubs may appeal the grading their teams are assigned. Appeals must be in writing to the Association within 48 hours immediately following the original issue of gradings.. Following the appeal review, Clubs will have no further right of appeal.

3.3 Re-Grading of Teams

- a. In considering whether any team is to be regraded or not, the Association shall have due regard to the structure of the established competition, and shall not, through the process of regrading, disrupt the format of the established competition by changing it (for example) from an 8 team competition to a 6 or 10 team competition, or vice versa
- b. When a team is re-graded up or down it shall be placed into equal fifth (5th) position in the league table of the division into which it is regraded, that is, with the same number of competition points, wins, losses, draws, goals for and goals against as the team which was placed fifth in that competition prior to the regrade.

4.0 Transfer of Players

4.1 Transfer of Players between Teams

A Club wishing to regrade a player shall apply in writing to the Association and the reason for the request shall be nominated therein.

- a. On approval of the regrade by the Association, the Association shall re team code the player.
- b. When withdrawing a nominated team from the competition, the transfer of players from one team to another necessitates application for regrading of all involved players.
- c. All intra-club transfer of players shall cease at the 30th June. Players playing out of their registered team after that date are ineligible players and shall incur penalties as prescribed in the schedule.

4.2 Transfer between Associations

A player registered in one Association must produce a written clearance from the Association before transferring to another Association during the current season.

4.3 Transfer between Clubs in this Association

A player registered in one Club may transfer to another Club.

4.4 Temporary Transfer (Borrowing) between Teams

- a A limit of three (Borrowed) players shall be allowed to play up per team in any one match conducted by this Association
- b A player cannot play up more than 2 years above their current age group, e.g. a true U12 player may be borrowed into U13 or U14 but no higher.
- c When a player is registered in a team above his/her true age, e.g. a true Under 11 is playing as an Under 13, he/she may not play up more than two years above his/her true age, nor are they able to play down in the 11s with the exception of players registered

in the 45s. (players registered in 45s can play 35s)

- d On attaining the age of 16, a player may play in any applicable older competition.
- e A player may play five matches for his/her Club in a higher age grade or division. If he/she plays five games out of his/her original team, he/she will not be eligible to play for any team until such time as a regrading is requested of the Association in writing and is subsequently approved.
- f A player being borrowed out of his/her registered team (age group) shall be of an equal or lower division than the team, which he/she plays.

That is:

- A **Division 1** player may only play **Division 1**
- A **Division 2** player may play **Division 2 or 1**
- A **Division 3** player may play **Division 3, 2 or 1.**
- A **Division 4** player may play **Division 4, 3, 2 or 1** etc

In other words, a player may only play up in age or division and not down in age or division.

- g For 'Over Age' competitions :
 - An O/35 player may play in any 'All Age' competition.
 - An O/45 player may play in any O/35 competition.
- h Where two or more teams of the same Club play in the same division, no movement of players between these teams is permitted unless players are officially regraded.
- i Temporary transfer of players between teams shall cease after the scheduled date of Round 16 each year.

4.5 Transfer and Regrades In One Season

A registered player may be granted only one transfer, or one regrade in a season. No transfer between Clubs or regrades may take place after the conclusion of Round 18 in any year, except players from another Association with clearances to be approved by the Association

APPENDIX 1 - Penalties & Fines

Code	Reason	Fine	Notes
BP1	Borrowed player section incorrectly or not completed	\$25	e.g.: incorrect FFA, original team, fine is per player
BP2	Allowable number of borrowed players exceeded	\$100	Possible loss of points
TS1	Team sheet must be completed in EMS before kick off	\$100	Per team sheet
TS2	Scores must be updated in EMS within 24 hours of the game being played.	\$100	Per team sheet
TS3	More than 16 players listed for a match	\$25	Fine per extra player
TS4	Missing shirt number	\$25	
TS5	Alteration made to Match Officials portion of the EMS	\$50	Per team sheet
FF1	Forfeit of game with at least 72 hours notice (All competitive and Non-Competitive)	\$Nil	
FF2	Forfeit of game with less than 72 hours notice (All competitive and Non-Competitive)	\$150	Plus GDFRA Fees where applicable by forfeiting Club
FF3	Forfeit without notice (All competitive and Non-Competitive)	\$200	Plus GDFRA Fees where applicable by forfeiting Club
MT1	Non-attendance at General Meeting by at least one delegate	\$50	
MT2	Non-attendance at AGM ASSOCIATION by at least one delegate	\$200	
P1	Use of an unregistered player	\$200	
P2	Use of a suspended player	\$200	Possible further suspension; loss of points
P3	Use of an ineligible player	\$200	Loss of points; points to opposition
TR1	Loss of Trophy	Cost	Replacement cost
TW1	Team withdrawal (post draw)	\$200	Per team
J1	Failure to submit requested report	\$50	
BE1	Unruly crowd behaviour	Max \$250	In addition, deduction of up to 6 competition points
BE2	Unruly behaviour and/or foul/abusive language by a team official	Max \$100	In addition, minimum 1 match suspension to the team official