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# **QCSA COMPETITION HANDBOOK/ PROCEDURES**

**EFFECTIVE January 2022**



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## OVERVIEW

These Competition Procedures are issued to cover the nomination of teams, the registration and eligibility of players and the conduct of matches organised by the Queensland Christian Soccer Association Inc., and are to be interpreted in the spirit in which they have been written.

## DEFINITIONS

Communications:	This covers any means of QCSA accepted communication (such as post, email, telephone, etc.).
IFAB:	The International Football Association Board.
Genders:	Words implying any gender include the other gender, except where gender specific registration applies.
Home Team:	The team named first on any match draw whether or not the match is being played on that team's home ground.
Junior Player:	A player aged not older than fifteen (15) years of age at 31 December of the previous year and registered in a member club's junior team.
Laws of the Game:	The Laws of the Game ("LOTG") including directions issued thereto as issued by IFAB from time to time. Unless stated to the contrary the IFAB LOTG will apply.
QCSA	Queensland Christian Soccer Association Inc., also known as "the Association".
QCSRA:	Queensland Churches Soccer Referees Association Inc - an affiliated Association.
SCM:	The Standing Committee of Management appointed pursuant to the Rules of this Association.
Senior Female Player:	A female player aged not less than thirteen (13) years of age at 31 December of the previous year and playing in a member club's senior women's team.
Senior Male Player:	A male player aged not less than fourteen (14) years of age at 31 December of the previous year and playing in a member club's senior men's team.
Soccer Season	Means the period in each year commencing on the date of the first fixture match organized by the Association and terminating on the date of the grand finals of fixtures organized by the Association.
Unqualified Player:	Any registered player found by SCM to have broken any Competition Procedures or By-Laws of this Association may be declared an unqualified player.

## INTRODUCING QCSA 2022

PO Box 153, Coopers Plains, 4108

<http://www.qcsa.org.au>

Note: These are relevant for 2022 season only. Please check the QCSA website for the most current information. Some things such as email addresses will remain the same as they are passed from official to official.

### QCSA Executive

Chair of SCM	Richard Sidney	chair@qcsa.org.au	
Secretary	Gayle Roome	<a href="mailto:secretary@qcsa.org.au">secretary@qcsa.org.au</a>	
Treasurer	Andrew Millward	treasurer@qcsa.org.au	
Registrar/Fixture Officer	Sue Peacock	registrar@qcsa.org.au	0409 263 197
SCM Delegate to Executive	Anthony Phung	development@qcsa.org.au	0400 777 943

### QCSA SCM Councillors & Committee Officials

Administration Officer	Shannon Dale	admin@qcsa.org.au	
Appeals Chair		appeals@qcsa.org.au	
Brittain Park Caretaker	Bob Wingfield	brittaincaretaker@qcsa.org.au	0427 630 489
Development Officer (Councillor)	Anthony Phung	development@qcsa.org.au	0400 777 943
Discipline Chair		discipline@qcsa.org.au	
Marketing	Andrew Haddock Scott Morrison	marketing@qcsa.org.au	0421 052 767 0412 376 503
Minute Secretary (Councillor)	Bec Gollan	riversbaptistsoccer@gmail.com	0450 019 693
New Club Liaison Officer	Scott Morrison (Chair) Robyn Osborne Anthony Phung	newclubenquiries@qcsa.org.au	0412 376 503
Patron Booking Officer		patron@qcsa.org.au	
President	Billy Diehm	president@qcsa.org.au	0433 873 459
Referee's Liaison Officer (Admin Officer)	Shannon Dale	refereesliaison@qcsa.org.au	
Risk Assessment		risk@qcsa.org.au	
Webmaster/Facebook (Councillor)	Anthony Phung Sue Peacock	webmaster@qcsa.org.au	0400 777 943 0409 263 197
SCM Councillor	Andrew Haddock	haddockclan@hotmail.com	0421 052 767
SCM Councillor	Keiron Walsh	walshy072@gmail.com	0414 597 671
SCM Councillor	Paul Janson	pjanson33@gmail.com	0409 848 613
SCM Councillor	Robyn Osborne	kevin.osborne6@bigpond.com	0402 407 245
SCM Councillor	Scott Morrison	president@dinmorebushrats.com.au	0412 376 503
SCM Councillor	Stephanie Murphy	scllemmet31@gmail.com	0409 504 249

## 2022 QCSA Calendar of Events

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
SU					1 States								SU
MO					2 States			1 SCM					MO
TU		1	1 Obj Due		3			2			1		TU
WE		2	2		4	1		3			2		WE
TH		3	3		5	2		4	1		3	1	TH
FR		4	4	1	6	3	1	5	2		4	2	FR
SA	1 New Yrs	5	5	2	7 Rd 2	4 Rd 6	2 Rd 18 (Snr)	6 Rd 14	3 Finals 3	1 Nationals	5	3	SA
SU	2	6	6 Club Contacts	3	8	5	3	7	4	2	6	4	SU
MO	3 New Yrs P/H	7 SCM	7 Rev Divs/SCM	4 SCM	9 SCM	6 SCM	4 SCM	8	5 SCM	3 Queen's / SCM	7 SCM	5 SCM	MO
TU	4	8	8	5	10	7	5	9	6	4	8	6	TU
WE	5	9	9	6	11	8	6	10 RNA Day	7	5	9	7	WE
TH	6	10	10	7	12	9	7	11	8	6	10	8	TH
FR	7	11 Prop Teams	11	8	13	10	8	12	9	7	11	9	FR
SA	8	12	12 Div Sett	9 Rd 17 (Snr)	14 Rd 3	11 Rd 7	9 Rd 10	13 Rd 15	10 Finals 4	8	12	10	SA
SU	9	13	13	10	15	12	10	14	11	9	13	11	SU
MO	10 SCM	14	14	11	16	13	11	15	12	10	14	12	MO
TU	11	15	15	12	17	14	12	16	13	11	15	13	TU
WE	12	16	16	13	18	15 COC	13	17 COC	14	12 COC	16	14	WE
TH	13	17	17	14	19	16	14	18	15	13	17	15	TH
FR	14 Club rego due	18 Final Teams	18	15 Good Friday	20	17	15	19	16	14	18	16	FR
SA	15	19	19	16 Easter	21 Rd 4	18 Rd 8	16 Rd 11	20 Rd 16/F1	17 Scenic Rim	15	19	17	SA
SU	16	20	20	17 Easter	22	19	17	21	18	16	20	18	SU
MO	17	21	21	18 Easter	23	20	18	22	19	17	21	19	MO
TU	18	22	22	19	24	21	19	23	20	18	22	20	TU
WE	19 Info Night	23	23 COC	20	25	22	20	24	21	19	23	21	WE
TH	20	24 Prov Div	24	21	26	23	21	25	22	20	24	22	TH
FR	21 Field Info	25	25	22	27	24	22	26	23	21	25 AGM	23	FR
SA	22	26	26	23 Rd 1	28 Rd 5	25 Rd 9	23 Rd 12	27 Finals 2	24	22	26	24	SA
SU	23	27	27	24	29	26	24	28	25 Nationals	23	27	25 Christmas	SU
MO	24	28	28	25 Anzac Day	30	27	25	29	26 Nationals	24	28	26 Boxing	MO
TU	25		29	26	31	28	26	30	27 Nationals	25	29	27 Holiday	TU
WE	26 Aus Day		30 Team Contacts	27		29	27	31	28 Nationals	26	30	28	WE
TH	27		31	28		30	28		29 Nationals	27		29	TH
FR	28			29			29		30 Nationals	28		30	FR
SA	29			30 States			30 Rd 13			29		31	SA
SU	30						31			30			SU
MO	31									31			MO
TU													
		School Hols	Public Hols	SCM	COC Meetings	Fixtures/Finals	Scenic Rim Cup	State Titles & Nationals					
		Finals 1 = U9/10 Semis;		Finals 2 = U9/10 Prelims + U11 up Semis;		Finals 3 = U9/10 Grand Finals + U11 up Prelims;		Finals 4 = U11 up Grand Finals					
		Refs Shield Rd 1; Rd 2; Rd 3; Final;											

## IMPORTANT DATES TO REMEMBER FOR 2022

DATE	DESCRIPTION
14 <sup>th</sup> January 2022, Friday	Club Registration in MyClubMate (MCM) due and subsequent payment (\$150) to be paid via mail or internet banking to QCSA quoting club reference.
19 <sup>th</sup> January 2022, Wednesday	Information Night (COC meeting, 7:00pm)
21 <sup>st</sup> January 2022, Friday	Field Details Information due in MCM and/or by email (advising dates field/s not available; lights for games; how many fields, etc). <b>Field measurements are also required.</b>
11 <sup>th</sup> February 2022, Friday	Proposed Teams due in MCM
18 <sup>th</sup> February 2022, Friday	Final Teams Nominations due in MCM
24 <sup>th</sup> February 2022, Thursday	Provisional Divisions to be advised to Clubs
1 <sup>st</sup> March 2022, Tuesday	Objections to Provisional Divisions due (must email Form from website)
6 <sup>th</sup> March 2022, Sunday	Club Contact Information due in MCM (Committee members, club position holders, etc., excluding coaches/managers)
7 <sup>th</sup> March 2022, Monday	Revised Divisions to be advised to Clubs
12 <sup>th</sup> March 2022, Saturday	Divisional Setting Day (times to be advised closer to the day)
23 <sup>rd</sup> March 2022, Wednesday	COC Meeting, 7:00pm
30 <sup>th</sup> March 2022, Wednesday	Team Contacts (coaches/managers) due on MCM
30 <sup>th</sup> April, Sat & 2 <sup>nd</sup> May 2022, Mon	State Titles Competition
15 <sup>th</sup> June 2022, Wednesday	COC Meeting, 7:00pm
17 <sup>th</sup> August 2022, Wednesday	COC Meeting, 7:00pm
25 <sup>th</sup> – 30 <sup>th</sup> Sept 2022, approx	CFFA National Competition
12 <sup>th</sup> October 2022, Wednesday	COC Meeting, 7:00pm
25 <sup>th</sup> November 2022, Friday	QCSA AGM, 7:00pm

### Referees Shield

TBA.

## **1. REGISTRATION OF CLUBS AND TEAMS**

The SCM shall issue a schedule of dates (calendar) for the annual renewal of club membership, the preliminary nomination of teams, the final nomination of teams, and the determination of divisions.

Prior to each season, clubs need to nominate via the MyClubMate (MCM) system and pay the appropriate fee, as set at the AGM. SCM will approve or reject club nominations at the monthly meeting.

Any team may be formed from joint clubs, with a single club solely responsible for that team. Each year the joint clubs must obtain the approval of SCM before such team is able to be accepted into any QCSA Competition

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## **2. COMPETITION STRUCTURE**

The number and composition of each division will be determined on an annual basis.

A process of divisional setting during the pre-season period will be used to determine the final competition structure. All club requests will be assessed and taken into consideration when deciding on the appropriate division for all teams.

### **2.1. Determination of Divisions**

After the final nomination of teams, the Fixture Committee shall prepare a draft schedule of divisions.

Each Club shall be entitled to attend a meeting set by the SCM for the determination of divisions and to make reasonable representations as to which division(s) each of the teams nominated by the Club shall be placed.

The Premiership Competition will comprise a minimum of six (6) teams for the Junior competitions where possible, and a minimum of eight (8) teams for the Senior competitions where possible.

When twelve (12) or more teams are nominated for an age group for any one (1) competition, the SCM may allocate those teams into divisions. Unless the Clubs that have nominated teams agree unanimously to play in a competition of fewer than six (6) teams a division for that age group must comprise a minimum of six (6) teams.

As a general principle the top two (2) premiership teams of a division in the preceding year will be promoted to the next higher division in the succeeding year and the two (2) last teams of a division in the preceding year will be relegated to the next lower division in the succeeding year.

A team returning from the same club in the next appropriate age is considered to be the same team when deciding age groups and divisions for the new season.

A club has the right to object to proposed divisions as set by Fixture Committee.

Where teams move into a graded competition covering the whole Association for the first time from a zone-based competition, Fixture Committee shall, in determining divisions, be guided by the results of the previous competition to establish divisions that are fair and competitive for the whole Association.

Where teams return after missing a year or more of competition, Fixture Committee shall, in determining divisions, be guided by the team's previous results to establish divisions that are fair and competitive for the whole Association.

The competitions organised by the Association may include: -

- (a) Under 6, 7 and 8 teams will play under modified rules as detailed in Appendix 1.
- (b) Under 9 and 10 teams will play under modified rules as details in Appendix 4.
- (c) For Under 9 up to and including Senior Teams; a Premiership Competition, Championship Competition and Champion of Champions

To ensure the spirit of the game is promoted and to encourage each team to be fairly challenged, QCSA may reallocate teams to higher or lower divisions after the first five (5) games of the season. Specific guidelines have been prepared as detailed in Appendix 3.

## 2.2. Age Groups

QCSA will arrange age restricted competitions for players as per the following table. Competitions may be mixed or gender specific as determined by QCSA.

Years below indicate all dates from 1<sup>st</sup> January to 31<sup>st</sup> December (inclusive).

JUNIORS	BORN IN:	JUNIORS	BORN IN:
<b>Under 6</b>	2017, 2016.	<b>Under 12</b>	2012, 2011, 2010.
<b>Under 7</b>	2017, 2016, 2015.	<b>Under 12/13 Girls</b> <i>Pending approval</i>	2012, 2011, 2010, 2009.
<b>Under 8</b>	2016, 2015, 2014.	<b>Under 13</b>	2011, 2010, 2009.
<b>Under 9</b>	2015, 2014, 2013.	<b>Under 14</b>	2010, 2009, 2008.
<b>Under 10</b>	2014, 2013, 2012.	<b>Under 15/16 Girls</b>	2009, 2008, 2007, 2006, (*2005)
<b>Under 11</b>	2013, 2012, 2011.	<b>Under 15/16 Boys</b>	2009, 2008, 2007, 2006, (**2005).

SENIORS	PLAYER BORN IN:
<b>Under 17/18 Women</b> <i>Pending approval</i>	2008, 2007, 2006, 2005, 2004, (**2003, 2002, 2001).
<b>Under 17/18 Men</b>	2007, 2006, 2005, 2004, (**2003, 2002, 2001).
<b>Women</b>	2008, 2007, 2006, 2005, 2004, 2003, etc.....
<b>Men</b>	2007, 2006, 2005, 2004, 2003, 2002, etc.....
<b>Over 30's Women</b> <i>Pending approval</i>	1991, 1990, 1989, 1988, 1987, 1986, 1985, etc.... (****1996)
<b>Over 30's Men</b>	1991, 1990, 1989, 1988, 1987, 1986, 1985, etc.... (**1992)
<b>Over 40's Men</b>	1981, 1980, 1979, 1978, 1977, 1976, 1975, etc....(**1982)
<b>Over 50's Men</b> <i>Pending approval</i>	1971, 1970, 1969, 1968, 1967, 1966, 1965, etc.... (****1976)

- Junior players may be registered in teams up to 2 years over their legitimate age group.
- A maximum of 2 junior players may be registered per team, 1 year below their official age group in **single age competitions** only up to and including the Under 14 age group.
- Mixed male / female teams are allowed up to and including Under 14.
- **Under 6** – Players must be 4 as at 31<sup>st</sup> December, the previous year.
- **Under 7** – Players must be 4 at 31<sup>st</sup> December, the previous year.
- **Under 8** – Players must be 5 at 31<sup>st</sup> December, the previous year.
- **Under 9** – Players must be 6 at 31<sup>st</sup> December, the previous year.
- **Under 10** – Players must be 7 at 31<sup>st</sup> December, the previous year.
- **Under 11** – Players must be 8 at 31<sup>st</sup> December, the previous year.
- **Under 12** – Players must be 9 at 31<sup>st</sup> December, the previous year.
- **Under 12/13 Girls** - Players must be 9 at 31<sup>st</sup> December, the previous year. \* 3 players no older than 13 years of age as at 31<sup>st</sup> December the previous year, shall be allowed to register.
- **Under 13** – Players must be 10 at 31<sup>st</sup> December, the previous year.
- **Under 14** – Players must be 11 at 31<sup>st</sup> December, the previous year.

- **Under 15/16 Girls** - Players must be 12 at 31<sup>st</sup> December, the previous year. \* 3 players no older than 16 years of age as at 31<sup>st</sup> December the previous year, shall be allowed to register.
- **Under 15/16 Boys** - Players must be 12 at 31<sup>st</sup> December, the previous year. \*\* 2 players no older than 16 years of age as at 31<sup>st</sup> December the previous year, shall be allowed to register.
- **Under 17/18 Women** - Players must be 13 at 31<sup>st</sup> December, the previous year. \*\*\*2 players no older than 20 years of age as at 31<sup>st</sup> December the previous year, shall be allowed to register.
- **Under 17/18 Men** - Players must be 14 at 31<sup>st</sup> December, the previous year. \*\*\* 2 players no older than 20 years of age as at 31<sup>st</sup> December the previous year, shall be allowed to register.
- **Senior Women** – Players must have turned 13 by 31<sup>st</sup> December, the previous year.
- **Senior Men** – Players must have turned 14 by 31<sup>st</sup> December, the previous year.
- **Over 30s Women** – Players must have turned 30 by 31<sup>st</sup> December the previous year. \*\*\*\*4 x underage Players who are no younger than 25 as of the 31<sup>st</sup> December the previous year, are allowed to be registered across the whole age group (not per division/team). This age allowance will cease after the 5<sup>th</sup> year of competition.
- **Over 30s Men** – Players must have turned 30 by 31<sup>st</sup> December the previous year. \*\*1 x underage player who is no younger than 29 as of the 31<sup>st</sup> December the previous year, can be registered across the whole age group (not per division/team).
- **Over 40s Men** – Players must have turned 40 by 31<sup>st</sup> December the previous year. \*\*1 x underage player who is no younger than 39 as of the 31<sup>st</sup> December the previous year, can be registered across the whole age group (not per division/team).
- **Over 50s Men** – Players must have turned 50 by 31<sup>st</sup> December the previous year. \*\*\*\*4 x underage players who are no younger than 45 as of the 31<sup>st</sup> December the previous year, are allowed to be registered across the whole age group (not per division/team). This age allowance will cease after the 5<sup>th</sup> year of competition.

Although this list includes all possible age groups and Senior Competitions, the fixture competitions that will be offered by QCSA each year will depend upon the actual number of teams nominated by all the Clubs and the ability of the Association to form viable competitions as allowed within the By-Laws.

Where the Association is not able to provide a fixture competition for the Club's nominated team, the Association may offer joint age groupings, or the Association will refund that team's nomination registration fee back to the Club.

### **2.3. Age & Player Registrations per Team**

All ages are as at 31<sup>st</sup> December the previous year. A player registered in their official age group, shall be under that age as at 31<sup>st</sup> December of the previous year, e.g., a player eight (8) years of age at 31 December the previous year shall have an official age group of Under 9 (turning 9 in the year of the fixture competition).

If the SCM has any doubts as to the credentials or age of any player taking part in the Association's competition, it has the power to call upon such a player or Club/Organisation to which they belong, or for which they have played, to prove that they are a qualified player according to the Competition Procedures. Failing satisfactory proof, the SCM may disqualify such player, and may remove the Club/Organisation from the competition or impose such other penalty, as it deems fit.

Players who wish to register to play with the Association in all Junior teams from Under 9 and above, cannot be registered to play in an age group which is more than two (2) years above the lowest official age group in which the player can be registered, without approval being received

from the SCM, e.g., a player eligible to play Under 9's but is registered in an Under 10 team can fill in for Under 11's but no higher.

Mixed teams (male and female) will only be allowed in all Junior age groups up to and including Under 14 competitions.

### **Under 5 & Under 6 Internal Competitions**

These competitions are played in-house by those clubs with enough players to sustain a competition. If you only have a couple of teams and wish to partake in an internal competition, we can put you in touch with a club that partakes in this competition and you can hopefully join in with them.

### **Under 6**

This competition plays Modified Soccer (Six-a-Side) and can register up to 9 players per team. There are no 'divisions' in this age group, however, if required the competition may be divided into 2 equal groups for the purpose of the number of matches played. Note there are no finals in this age group. Clubs are not required to enter the scores for the Under 6 matches (although it is preferable). No results will be displayed on the fixtures page, nor will any points accumulate for these matches. There may be a carnival day/s at the end of the season. More procedures in Appendix 1. All teams are mixed (male and female).

### **Under 7 & Under 8**

These play Modified Soccer (Six-a-Side) and can register up to 9 players per team. There can be up to two (2) categories in each zone (A, B). A is for experienced, returning and stronger teams. B is for those teams where most players are new. Placing players/teams in the wrong group only hurts the players in all teams. Clubs are not required to enter the scores for the Under 7 – Under 8 matches (although it is preferable). No results will be displayed on the fixtures page, nor will any points accumulate for these matches. There may be a carnival day/s at the end of the season. More procedures in Appendix 1. All teams are mixed (male and female).

### **Under 9 & Under 10**

These play Modified Soccer (9-a-Side) and can register up to 12 players per team and all 12 can play in each game (with 9 players on the field at any given time, including the goalkeeper). More procedures in Appendix 4. All teams are mixed (male and female).

### **Under 11 to Under 14**

From Under 11 up to and including Under 14, Clubs can register up to 15 players per team and all 15 can be named on the match card. All teams are mixed (male and female) except for Under 12/13 Girls.

### **Multi-Age Groups**

Under 12/13 Girls can register up to 15 players and all 15 are permitted to be named on the match card or play in each game. Three (3) players no older than 13 years of age as at 31 December the previous year shall be allowed to register in an Under 12/13 girls' competition.

Under 15/16 Girls can register up to 20 players (but only 15 are permitted to be named on the match card or play in each game). Three (3) players no older than 16 years of age as at 31 December the previous year shall be allowed to register in an Under 15/16 girls' competition.

Under 15/16 Boys can register up to 20 players (but only 15 are permitted to be named on the match card or play in each game). Two (2) players no older than 16 years of age as at 31 December the previous year shall be allowed to register in an Under 15/16 boys' competition.

Under 17/18 Women can register up to 20 players (but only 15 are permitted to be named on the match card or play in each game). Two (2) players no older than 20 years of age as at 31

December the previous year shall be allowed to be registered in an Under 17/18 competition where the Association is conducting a competition for that age group and a club is nominating a team in that age group.

Under 17/18 Men can register up to 20 players (but only 15 are permitted to be named on the match card or play in each game). Two (2) players no older than 20 years of age as at 31 December the previous year shall be allowed to be registered in an Under 17/18 competition where the Association is conducting a competition for that age group and a club is nominating a team in that age group.

### **Senior Age Groups**

Senior Men and Senior Women teams can register up to 25 players (but only 15 are permitted to be named on the match card or play in each game).

### **Over 30 Women Allowances**

Over 30 Woman competitions can register up to 25 players (but only 15 are permitted to be named on the match card or play in each game). There are allowances for 4 x players no younger than 25 as of the 31<sup>st</sup> December the previous year to be registered. Refer to Section 2.2 above for full details.

### **Over 30 Men Allowances**

Over 30 Men competitions can register up to 25 players (but only 15 players are permitted to be named on the match card or play in each game). There are allowances for 1 x underage player to be registered. Refer to Section 2.2 above for full details.

### **Over 40 Men Allowances**

Over 40 Men competitions can register up to 25 players (with 16 players permitted to be named on the match card or play in each game). There are allowances for 1 x underage player to be registered. Refer to Section 2.2 above for full details.

### **Over 50 Men Allowances**

Over 50 Men competitions can register up to 25 players (but only 16 are permitted to be named on the match card or play in each game). There are allowances for 4 x players no younger than 45 as of the 31<sup>st</sup> December the previous year to be registered. Refer to Section 2.2 above for full details.

### **Registration in Lower Age Group**

A maximum of 2 junior players may be registered per team, 1 year below their official age group in **single age competitions** only up to and including the Under 14 age group. To play lower or have a third player – clubs can make a submission to SCM on physical or intellectual disability grounds. More information is available in Competition Procedures Section 8.

## **2.4. Premiership Competition Winners**

In each competition (Under 9's and above), the team finishing with the most points at the conclusion of the "Home and Away" fixture season, will be declared Premiers.

In the event of multiple teams having equal points, goal difference will determine the Premier team. Goal differences are calculated by taking goals scored "against" a team from goals scored "for" by a team. If two teams have an equal goal difference, the team with the highest number of goals for is deemed to be in the higher position.

## 2.5. Championship Competition (Finals Series & Winners)

Every age and division from U9 to Over 50's has finals at the completion of the Fixture Rounds (Premiership Competition).

### Qualification

Following the completion of all fixtures the top four placed teams in each division, at the conclusion of the Premiership Competition, shall play in a Finals Series (Championship Competition). QCSA will announce the relevant kick-off times and a venue for all Finals Series matches. Where two or more teams tie for a position, positions shall be determined in the following order.

1. Goal difference (Goals "For" minus Goals "Against").
2. Most Goals "For".
3. The results of those two teams when they met each other through the season.
4. A playoff match (at a time & place determined by Fixture Committee) will be played.

### Procedure

Matches should / will be played in the following manner (wet weather permitting).

**Week 1:** Semi Final (Major): 1 v 2 (Winner straight to Grand Final).

**Week 1:** Semi Final (Minor): 3 v 4 (Loser Eliminated).

**Week 2:** Preliminary Final: Loser of 1 v 2 against Winner of 3 v 4.

**Week 3:** Grand Final: Winner of Semi Final (Major) v Winner of Preliminary Final.

SCM reserves the right to adjust the Championship Competition as necessary to different formats. Wherever possible, the procedure as listed above will remain the preferred option.

### Drawn Matches

In any Championship competition (semi-final, preliminary final or grand final) game resulting in a draw, extra time shall be played as per listed below after a break of the same length as half-time. Teams shall toss for choice of ends. All extra time amounts are "**FULL EXTRA TIME**". There is no Golden or Silver Goal. The full amount will be played. Note that there is no half-time in extra time, teams will just change ends and play continues.

If the teams are still level after extra time in semi-finals and preliminary finals, then the following will happen:

- In Under 9's & Under 10's the highest ranked team in the premiership competition before the match began will go through to the next match – if unsure who the higher ranked team is, check with the QCSA Registrar/Fixture Officer prior to the match.
- In all others a penalty shootout will take place as per IFAB rules.

All matches under the control of the Association in which extra time is played shall play the full allotted time as per below.

If it is a Grand Final (for juniors) and the score is still drawn, teams are declared Joint Champions. In seniors (U17/18, Men, Women & Over 30's/40's/50's) a penalty shootout will decide the Champions for the year, as per the LOTG.

No Replays are to be played of drawn matches.

AGE GROUP	EXTRA TIME	AGE GROUP	EXTRA TIME
Senior Men	15 + 15	Under 14	10 + 10
Overage Men	15 + 15	Under 13	10 + 10
Senior Women Div 1 /Senior Women Div 2	15 + 15	Under 12/13 Girls	10 + 10
Senior Women Div 3 and below, incl. Overage Women	10 + 10	Under 12	10 + 10
Under 17/18 Women & Men	15 + 15	Under 11	10 + 10
Under 15/16 Girls	10 + 10	Under 10	5 + 5
Under 15/16 Boys	10 + 10	Under 9	5 + 5

### **Finals Venues**

Venues will only become available the week before the match as games are played at neutral venues wherever possible. DO NOT ring the QCSA Registrar/Fixture Officer, because you won't be told.

The draw for the following week should be provided to the club contact and available on the QCSA website by the close of business on the Monday of each week. This is, of course, provided that scores are being submitted correctly and there are no problems to be sorted out.

QCSA reserves the right to schedule or re-schedule matches on any day, time and place as it deems appropriate.

### **Rules**

All finals matches will be played in accordance with the competition game duration for each age group.

Any team that is found to have breached the QCSA's By-Laws and/or Competition Procedures in the Championship Competition, will be disqualified from the rest of the Championship Competition and take no further part in any capacity. The opposing team will be deemed to be the winner.

At the discretion of the Executive, any team that forfeits in the Championship Competition will take no further part in any capacity in the rest of the Championship Competition. The opposing team will go through to the next appropriate qualifying round or Grand Final match. Monetary fines will apply as per the forfeits whether it be a normal forfeit or a late forfeit. (Refer to Competition Procedures Section 3.6).

The referee has the right to abandon, postpone or suspend any match if, in his/her opinion, playing conditions compromise player safety.

## **2.6. Other Competitions**

QCSA may conduct other competitions before, during and after the conclusion of the fixture competition. Member clubs may conduct other competitions before and/or after the conclusion of the fixture competition, with the approval/sanctioning of QCSA and compliance with insurance requirements. Additional Rules for these competitions shall be set prior to their commencement. All other competitions are subject to and should be read in conjunction with this document and the QCSA By-Laws. In the event of an omission or inconsistency between those two (2) documents, the By-Laws will prevail.

- Six-A-Side (Off Season Comps only);
  - Referee's Shield (Men's, Women's, and Over 30's/40's/50's) – Preseason Competition;
  - State Titles & National Titles;
  - Any other competitions thought fit and developed for the advancement of the QCSA.
-



### 3. FIXTURES

#### 3.1. Scheduling

QCSA will arrange the dates, times and venues of all matches. These scheduled matches will be advised to participating teams prior to the commencement of the season, where practically possible. QCSA reserves the right to schedule or re-schedule matches on any day, time and venue as it deems appropriate.

#### 3.2. Duration

Duration of matches, half-time intervals, the position of the ball for penalty corner, extra time and ball size to be used shall be as stipulated in Appendix 2. The referee has the right to abandon any match if, in his/her opinion, playing conditions compromise player safety.

Matches shall commence at such time and upon such grounds as may be directed by the SCM, and any team refusing or failing to play the team which it is drawn, within five (5) minutes of the time allocated to it, shall be adjudged to have forfeited the match.

The referee shall blow the first whistle at the appointed time by the referee's time piece or as soon as possible after the appointed time according to the referee (if previous match is still in progress). If one or both teams fail to present themselves for play within five (5) minutes after the first whistle, the referee shall blow the second whistle. If one or both teams are unable to present themselves for play immediately after the second whistle, the referee shall abandon the match and submit a report of details to SCM.

#### 3.3. Points

In all competition fixtures, match points will be awarded as follows:

- For each game **Won** Three (3) Points to winner
- For each game **Drawn** One (1) Point to both teams (scored or scoreless draw)
- For each game **Lost** Nil (0) Points to the loser
- For each **Bye** Nil (0) Points to the team having the bye
- Where a team **Forfeits** a game Three (3) points to the team not forfeiting
- Where a team **Forfeits** in last 5 rounds Minus One (-1) point to the team forfeiting (with appropriate notification – Refer to Competition Procedures Section 3.6)
- Where a team **Forfeits** in last 5 rounds Minus Three (-3) points to the team forfeiting (without appropriate notification – Refer to Competition Procedures Section 3.6)

If during the Premiership Competition, an age group or division is subdivided after the commencement of the competition; all points gained by the teams up to that part can be dropped for that competition at the discretion of the SCM.

#### 3.4. Adverse Weather Conditions

Where the majority of the allocated fields become withdrawn from use and unavailable, the entire round of fixtures will be deemed null and void. Matches will be replayed at Fixture Committee's

determination if possible.

Where the entire round of fixtures is deemed null and void, any players currently under suspension for that round will be deemed to have not fulfilled their suspended round.

In the event that QCSA Registrar/Fixture Officer declares the cancellation of a complete fixture round due to extreme weather events, all fixtures for that round will be declared a washout. Please be aware that the Friday night competition and the Saturday competition, in this instance, can be treated separately. If possible, the entire round may be rescheduled to a later date in the season, depending entirely on field and date availability (Refer to Competition Procedures Section 10.2).

A referee may abandon a match either before the commencement of play, or whilst play is in progress if, in their opinion, adverse weather conditions endanger the safety of players or the conduct of the match.

A scheduled match postponed prior to the commencement due to adverse weather conditions, may be played if possible, at a future date to be advised by the Fixture Committee.

A scheduled match suspended due to adverse weather conditions whilst play is in progress may be replayed in its entirety if possible, at a future date to be advised by the Fixture Committee.

Match results for abandoned/suspended matches will be determined by Fixture Committee and/or SCM in accordance with previous decisions. All other issues will be determined by Discipline Committee.

### 3.5. RESCHEDULING A FIXTURE

If a team needs to reschedule due to unavailability of players etc, there is a process and time line that must be followed to allow this to happen.

1. The Club Official must contact the opposition club and ask them to agree to a new date, time and venue. Please also cc the QCSA Registrar/Fixture Officer in on this correspondence. Please clearly state in your emails, the original Round Number, Date, Time, Venue, Age Group, Home and Away team names. *E.g.*, Rd 3, 27/4, 3:00pm, Brittain Park, U14/1, Scorpions v Sunnybank Gold.
2. The QCSA Registrar/Fixture Officer then needs to get confirmation in writing (email) from **BOTH** Club Officials that they have agreed to it and confirming the new changes and **these confirmations must be received by the QCSA Registrar/Fixture Officer by 7:30pm, (five) 5 nights prior to the scheduled game or the game stands as per the fixture draw**. The QCSA Registrar/Fixture Officer should not have to read through email trail from one club, to try and work out what is happening and who has agreed or not to any changes. Please clearly state in the email the amended details, *e.g.*, Sunnybank Gold has agreed to the new time of 7pm on Thursday 9/5 at Brittain Park, as per Scorpions request.
3. The QCSA Registrar/Fixture Officer will then sanction the game and notify the referees and the clubs involved. If agreement cannot be met, the game stands as per the fixture draw.
4. If the QCSA Registrar/Fixture Officer does not receive confirmation from both clubs, the reschedule will not proceed on the date you are proposing. The QCSA Registrar/Fixture Officer will not be chasing up the club they don't hear from, it is your responsibility to advise the QCSA Registrar/Fixture Officer.
5. If you don't get an email confirmation from the QCSA Registrar/Fixture Officer with the rescheduled details in, please follow up, as it may mean that your request has not been

received. **A RESCHEDULE GAME IS NOT OFFICIAL UNLESS THE QCSA REGISTRAR/FIXTURE OFFICER SENDS OUT AN OFFICIAL EMAIL TO YOUR CLUB.**

**DEADLINE: All this must be completed by 7:30 pm, (five) 5 nights prior to the scheduled game.**

If both clubs agree to reschedule the match with the QCSA Registrar/Fixture Officer by 7:30pm, five (5) nights prior to the scheduled game but then can't workout alternate arrangements before the scheduled game, they will be given the chance to come to a suitable agreement within fourteen (14) days in normal circumstances (less time close to finals). If this doesn't happen, then the QCSA Registrar/Fixture Officer will set the new time and place for the game to be rescheduled and this new time and place will be final.

<b>Night of the Match</b>	<b>Reschedule information Due</b>
Friday	Sunday night prior, 7:30pm
Saturday	Monday night prior, 7:30pm
Monday	Wednesday night prior, 7:30pm
Tuesday	Thursday night prior, 7:30pm

If after a game has been rescheduled, either team cannot make the match, then the team that cannot make the match will have to forfeit the match, following the forfeiting process. **No rescheduling of a rescheduled game will be allowed.**

QCSA Registrar's/Fixture Officer's decision regarding the rescheduling of fixtures will be final.

QCSA Registrar/Fixture Officer, together with the Discipline Committee reserves the right to set down a fixture match / rescheduled match / abandoned match as deemed necessary and no rescheduling of that match will be allowed by either team.

QCSA Registrar/Fixture Officer, Fixture Committee and SCM reserves the right to move any games it deems necessary after the draw has been made.

### **3.6. FORFEITING A FIXTURE**

Any team needing to forfeit must let their club know, who in turn, must let the QCSA Registrar/Fixture Officer know by **7:30 pm , three (3) days prior to the scheduled match i.e., 7:30pm Wednesday night for a match scheduled the following Saturday, or 7:30pm Tuesday night for a match scheduled the following Friday.**

An email is the best form of correspondence as it must be in writing before QCSA Registrar/Fixture Officer will start the process. If you don't get a response from the email, you can follow it up with a phone call if you like, as the email may have gone missing. the QCSA Registrar/Fixture Officer will then give notification of the forfeit to the opposing Club's nominated official and the QCSRA appointments officer.

If you forfeit after this time, you will be fined and will have to pay the match fees (e.g., light hire, referee and assistants) for both your team and the opposition team.

When a team forfeits, the other team will be awarded the three (3) win points, as well the average goals "against" by the forfeiting team will be applied to both teams. The formula for calculating the average goals against is to divide total goals scored against them in the current completed rotation of fixtures (*i.e.*, play all opposition once), by the number of games played. This amount will be added to the forfeiting teams "against" and the other teams "for" at the completion of each rotation. A minimum of three (3) goals will be applied to both teams.

Forfeits in the last five (5) Rounds of fixtures shall receive an additional points penalty. With sufficient notice (Refer to Competition Procedures Section 3.6.1) a minus one (-1) point and with insufficient notice (Refer to Competition Procedures Section 3.6.2) a minus three (-3) point penalty will apply. These point penalties will not be included when considering promotion or relegation in the following season.

Fines will be imposed for late forfeits, the last five (5) fixture rounds and the Championship Competition. (Refer to By-Law Section 2)

A Club that fails to provide sufficient notification of a forfeit will be fined and will be responsible for any referee fees in relation to the match.

A team forfeiting on two (2) consecutive occasions or a team who persistently forfeits matches, may be fined or removed from the competition at the discretion of QCSA and further disciplinary action may be taken against the Club.

Any member Club or affiliated Club that fails to fulfil any of its fixtures or finals obligations arranged by QCSA, will be fined per offence, and may be subject to further disciplinary action.

In the event the home or visiting team is not ready to commence the fixture **within five (5) minutes after the scheduled kick-off time**, the match will be recorded as a forfeit in favour of the opposing team, the points will be awarded to the opposing team as a forfeit and fines/penalties will be applied.

Where any listed player on the team sheet for the team NOT forfeiting in a forfeited match was to play out of his/her graded age group or division, then the fixture shall **NOT** be counted towards the player's tally of matches played up.

In the event of any adverse weather conditions which may result in a round being rescheduled, the original forfeited match will stand and will NOT be rescheduled.

Where the entire round of fixtures is deemed null and void and the entire round is NOT rescheduled, any forfeits will be cancelled and no points disadvantage/advantage will be applied to those teams.

### **3.6.1. Sufficient Notification**

Shall be defined as notice to be given no later than 7:30 pm. three (3) days prior to the scheduled match, *i.e.*, 7:30pm Wednesday night for a match scheduled the following Saturday or 7:30pm Tuesday night for a match scheduled the following Friday.

### **3.6.2. Insufficient Notification**

Shall be defined as notice given **later** than three (3) days prior to the scheduled match, *i.e.*, later than 7:30pm Wednesday night for a match scheduled the following Saturday or later than 7:30pm Tuesday night for a match scheduled the following Friday.

### **3.7. WITHDRAWAL OF TEAMS/REMOVAL FROM FIXTURES**

If any team in the competition withdraws or is removed from fixture competitions, then the following will apply:

- 1) If the team is withdrawn or removed before the competition has started - a bye in the competition will be substituted if the team cannot be replaced by another team.
- 2) If, in the first round, the team is withdrawn or removed after the competition has started and cannot be replaced, the recorded results for that team will be deleted and a bye in the competition will be substituted.
- 3) If the team is withdrawn or removed during the second or subsequent round/(s) and cannot be replaced, all points and goals acquired for the completed round/(s) will be retained by opposing teams; the recorded results for that team in the uncompleted round/(s) will be deleted and a bye in the competition will be substituted into the uncompleted round/(s) and any following round/(s) .
- 4) Where a team withdraws from a division and a round of fixtures amongst the teams in that division has not been completed (*i.e.*, 3<sup>rd</sup> or 4<sup>th</sup> round), all points gained by the remaining teams for matches played against the withdrawn team in an incomplete round are lost.
- 5) QCSA reserves the right to negotiate with the club of the replacement team as to the method by which the new team enters the competition at any point in that competition and how points are attributed to that team for the remainder of the season.
- 6) A Club withdrawing any team from the Association's competition after the date set for the team nomination shall be subject to the appropriate fine/penalty or disciplinary action.
- 7) Where a team/club is withdrawn/disbanded during a season, any of the players registered in that team/club may apply to the SCM for permission to be registered in another team and/or with another club.

### **3.8. POSTPONED MATCHES**

Matches may only be postponed by the appointed match official (Referee) or by QCSA Registrar/Fixture/Discipline Officer.

QCSA Registrar/Fixture Officer reserves the right to reschedule all postponed matches on any day, time and place as it deems appropriate.

### **3.9. ABANDONED MATCHES**

The referee shall also be able to abandon a game if:

- (1) a team walks off the field while play is in progress, or
- (2) in their opinion, unruly behaviour by players and/or spectators prevent them from maintaining proper control on the field of play; or
- (3) in his or her opinion playing conditions compromise player safety; or

- (4) if either team cannot continue the match with a minimum number of seven (7) players on the field of play.

Should the match official (Referee) abandon a QCSA Fixture match, **then the match result may stand at the time of abandonment.** A report shall be referred to the QCSA Registrar/Fixture Officer and the Chairperson of Discipline for actions as they and the Committee considers appropriate.

QCSA shall take into consideration the following factors when considering the factors for a replay of the match and where possible, the match shall be replayed:

- reasons why the match was abandoned
- result of the match at the time of abandonment
- how much match time had elapsed or was left to be played
- the impact on the final points standing of a fixture
- the impact on the finals series of a finals match

QCSA Discipline board reserves the right to determine the match result if it is satisfied that one (or both) of the competing teams, its players, officials, members or supporters were directly responsible for the abandonment of the fixture.

If the allegation is proven, QCSA Discipline board may decide to direct any of the following outcomes:

- the match be recorded as “NO RESULT”
- the match be recorded as 0-0 draw
- the match be recorded as a win in favour of the opposing team and the points will be awarded to the opposing team
- impose a fine, suspend, expel or take whatever disciplinary action it deems necessary against the offending club(s), player(s) and official(s).

### **3.10. GOAL DIFFERENCE**

If, at the end of the fixture competition, any two or more teams are equal on points, goal difference shall be taken into account in determining:

- the Premiers;
- the team or teams eligible for promotion to a higher division or relegation to a lower division;
- the teams eligible to play in the Finals Series in the respective divisions;
- all other positions on the points table.

Goal difference shall be calculated by subtracting the total number of goals AGAINST from the total number of goals FOR in all fixture matches:

- the team with the higher or highest result figure from such subtraction shall be deemed to have the superior goal difference and shall be the higher or highest placed team;
- the team with the lower or lowest result figure from such subtraction shall be deemed to have the lesser goal difference and shall be the lower or lowest placed team of those on equal points;
- in the case of goal difference being equal, the team having scored the most goals FOR shall be the higher or highest placed team.

In the case of teams having an equal goal difference and having scored an equal number of goals FOR:

- the team with the higher or highest number of points from matches played between the teams in question shall be the higher or highest placed team;
- if the number of points is equal, then the team with the superior goal difference from matches played between the teams in question, shall be the higher or highest placed team;

- in the case of goal difference being equal, the team having scored the most goals FOR from matches played between the teams in question, shall be the higher or highest placed team;
- if the goal difference and goals FOR are equal, then the team that scored the most away goals from matches played between the teams in question, shall be the higher or highest placed team.

If teams are still equal after taking into account all of the above considerations, the following will apply:

- to determine Premiers and team(s) eligible for promotion to a higher division or relegation to a lower division - the clubs concerned shall play off one or more deciding matches on neutral grounds, the format, timing and venue(s) of which shall be determined by QCSA;
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## **4. APPROVAL OF FRIENDLY MATCHES**

### **4.1 Approval of Friendly Matches**

Any application for friendly matches shall be submitted to the Secretary of QCSA by email, at least seven (7) working days prior to the scheduled match. If you require a Match Official (Referee) to attend the match, please cc QCSRA (secretary@qcsra.org.au) into the original email.

QCSA cannot guarantee Match Officials (Referees) will be available even if an application is lodged in the appropriate time frame.

Any application received within this determined deadline of seven (7) working days may be approved at the discretion of QCSA. However, once again, match officials cannot be guaranteed.

For every friendly match, training session or inter club match, every player partaking must be a registered player with either your club or the opposing QCSA club for insurance reasons.

If you are playing a game between two (2) teams from your own club, there is no need to notify QCSA. These games are classified as training sessions and as such are covered under the insurance policy.

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## 5. PLAYER INTERCHANGE

In all competitions, unlimited interchange will be permitted, with no more than fifteen (15) players permitted to be listed on the Match Card, except for:

- a) The Under 9 and Under 10 competitions who are only allowed to have twelve (12) players to be listed on the Match Card; and
- b) The Over 40 & Over 50 competitions who are allowed to have sixteen (16) players listed on the Match Card.

Only players' names listed on the Match Card are permitted to take part in the match. A player who has been interchanged may return to the field for another player.

All interchanges can only occur at a break in play with the approval of the referee. The player leaving the field shall do so only after receiving the referee's permission to leave the field of play, unless already off the field, and must leave by the nearest point on the boundary line unless the referee indicates that the player may leave directly and immediately at the halfway line or another point (e.g. for safety/security or injury).

If a player arrives late, they are only allowed to take the field if their name has been listed on the Match Card prior to the start of the match.

Reserves, who have not taken part in a match when the full-time whistle is blown, may be used as interchange or substitutes during the extra time. Goalkeepers may be replaced by reserves and/or field changes at any time during extra time.

### 5.1. Interchange Zone & Technical Area

An area one (1) metre either side of the half-way line and one (1) metre deep shall be marked off the field of play on one side only. This area shall be known as the Interchange Zone. The Interchange Zone shall lead into an area known as the Technical Area to be defined by an area 3m x 2m marked behind the Spectator Line (Refer to Competition Procedures Section 10.1) either side of the half-way line.

### 5.2. Interchange Rules

- (1) All interchanges must take place within the interchange zone or elsewhere on the field at the discretion of the referee at the time.
- (2) The number of interchanges that may be made is unlimited.
- (3) Interchanging is only permitted at stoppages at the referee's discretion and when the referee signals the interchange.
- (4) A coach or manager requesting an interchange shall notify the linesman or referee at an appropriate time. (e.g., at a stoppage).
- (5) The player leaving the field shall do so only after receiving the referee's permission to leave the field of play, unless already off the field, and must leave by the nearest point on the boundary line unless the referee indicates that the player may leave directly and immediately at the halfway line or another point (e.g. for safety/security or injury).
- (6) The player entering the field shall do so from the interchange zone, but only after the player leaving the field has passed completely over the sideline.
- (7) The interchange is completed when the player who was off the field enters the field.
- (8) All interchanges are at the discretion of the referee who may refuse an interchange at any time.

### **5.3. Interchange & Referees**

- (1) A player nominated for interchange shall be subject to the authority and jurisdiction of the referee whether called upon to play or not. (*i.e.*, players on the bench are under the same control as players on the field).
  - (2) Referees are not required to record player interchanges; however, player's shirt numbers must be distinctive and as listed on the match card.
  - (3) Player interchanging with the goalkeeper, either from the bench or from within the field will still need to be recorded by the referee.
  - (4) The referee will not declare time off and on for an interchange; however, at the discretion of the referee time may be added to the game for time wasting in accordance with IFAB Law 5.
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## 6. PLAYER IDENTITY

### **Information**

A player who desires to play for a Club or Organisation, registered as a member of the Association, must provide the required player registration information into MyClubMate as part of the Registration process.

Players are not considered to be a 'QCSA Registered player' until they have been assigned to a current club team within MyClubMate and cannot not play until this has occurred.

Each registered player is issued with a unique club/player identification number. (Club xxx/Player yyyyy)

A player registered with a Club or Organisation shall be under the jurisdiction of such Club or Organisation until the end of the soccer season and must not be registered with or play for any other Club or Organisation that is a member of the Association, unless a transfer or permission has been granted by the SCM. (Refer to Competition Procedures Section 8).

### **Photos**

All players from Under 9 upwards must have a passport-style photograph loaded into MyClubMate as part of the Registration process. The photograph will be in accordance with QCSA Policy, head and top of shoulders only, no hats/caps to be worn. Juniors (U9-U17/18), Seniors and Overage competition players photo ID's must be replaced every two (2) years.

### **Player photos cannot be scanned photos from passports, licenses or other photos.**

Teams are required to have printed a copy of their most current Registered Players List (RPL) and have that with them for all matches, purely as a backup reference. It would be preferable to have the RPL printed out in colour.

Team Managers are required to check the Player Identity of the entire opposing team. This action should be completed prior to the player/(s) participating in the game by reviewing the opponents Electronic Match Card. Instructions for this process are located in the Team Official Portal in MyClubMate. A Team I.D sheet (aka RPL) should still be kept on hand in case the online process cannot be followed. If identification cannot be verified and a club wishes to challenge the identity of a player or players, the player/(s) in question must provide (show) ID with their name on it upon request. This request will come from Team Official to Team Official.

No player can refuse the request for providing (showing) ID. Any player asked to provide (show) ID and does refuse to do so, a report will be sent to the QCSA Discipline Chair, which may result in the player automatically being deemed unqualified and the points stripped from that player's team, regardless of whether that player is eligible or not. Neither the referee nor team official can stop a player taking part in the match for any reason, even if their identity is in question.

A player registered with a Club or Organisation shall be under the jurisdiction of such Club or Organisation until the end of the soccer season and must not be registered with or play for any other Club or Organisation that is a member of the Association, unless a transfer or permission has been granted by the SCM. (Refer to Competition Procedures Section 8).

### **Signatures**

No longer required as of 1/1/2021.

## **7. ELIGIBILITY/NON-ELIGIBILITY OF PLAYERS**

### **7.1. Eligible Players**

Players who have registered for the current soccer season are permitted to be play at any time during the season (subject to any suspensions).

A person may participate in any match under the control of or sanctioned by this Association provided that that person is:

- (a) registered as a player for the Association for the particular age group or division, or is playing in a higher age group as provided by these Competition Procedures;
- (b) named on the match card as it appears on the registered player information;
- (c) not under a suspension issued by the Chairperson of the Committee on Discipline; and
- (d) not an unqualified/ineligible player.

A player registered with a Club or Organisation shall be under the jurisdiction of such Club or Organisation until the end of the soccer season and must not be registered with or play for any other Club or Organisation that is a member of the Association, unless a transfer or permission has been granted by the SCM. (Refer also Competition Procedures Section 8).

A player whose name appears on the Match Card of any competition organised by the Association shall be deemed to have played.

During the season, player registrations need to be received by the QCSA Registrar/Fixture Officer by 8:00pm Thursday night. They will be processed on the Friday and those players will be eligible to play in the following game. Any received after Thursday night will not be processed until the following Friday and they cannot play that weekend.

### **7.2. Eligible Players – Finals Series**

No player may play in the Championship Finals unless the player is registered **prior to** Round 11 (as per the QCSA Calendar) of the Premiership Competition matches for their respective age group.

### **7.3. Ineligible/Unqualified Players**

Any player not registered in a current QCSA Club team as per QCSA Competition Procedures/By-Laws for the current season is considered ineligible and is not permitted to participate in any QCSA competitions. A player can only be registered with one (1) QCSA club at a time.

Any player under suspension by QCSA is considered ineligible, and is not permitted to participate in any fixture until that suspension is served. This includes mandatory suspensions for yellow and red cards along with penalties determined by a Discipline Committee.

A player whose name is not listed on the Match Card prior to the commencement of any QCSA competition match is considered ineligible and is not permitted to participate in that match.

The Player Age rules in Competition Procedures Section 2.2 and 2.3 outline the guidelines and process for any player to be assessed to play above or below their age group. Players playing without the correct assessment will be deemed ineligible.

**A team must not list more than fifteen (15) eligible players on a Match Card for a match (not including any struck through players who are ineligible to play). If a team does so, then the team is considered to have played ineligible players. Exception being, Over 40 & Over 50 age group who are allowed to have sixteen (16) eligible players on a Match Card for a match (not including any struck through players who are ineligible to play).**

QCSA reserves the right to investigate the eligibility of any player participating in any competition.

There are a number of ways that a player can be deemed unqualified/ineligible. The easiest way is to look at the table of offences below and then don't do them, as they will either result in loss of points or a fine.

#	OFFENCE
1	Player too Young or too Old to Play
2	Failure to provide RPL at request
3	Ineligible Borrowed Player
4	More than max players on MC (didn't play)
5	Not listed on MC as borrowed player
6	Playing Down
7	Using more than maximum allowed players
8	Player Not Listed on the Match Card
9	Player Not Registered
10	Playing while suspended
11	Playing Under an Assumed Name

#### **7.4. Protest – Playing Ineligible Player**

On match day, any team may ask to check the identity of any opposing player/(s).

Should the identity of a player/(s) be questioned at any match in which they are participating, the player/(s) must provide (show) ID with their name on it upon request. The opposition Team Official should note the doubt of the identity of the player on the Electronic Match Card when verifying the identities of the players. The game proceeds ahead as normal.

If identification cannot be verified and a club wishes to challenge the identity of a player or players, the player/(s) in question must provide (show) ID with their name on it upon request. This request will come from Team Official to Team Official.

No player can refuse the request for providing (showing) ID. Any player asked to provide (show) ID and does refuse to do so, a report will be sent to the QCSA Discipline Chair, which may result in the player automatically being deemed unqualified and the points stripped from that player's team, regardless of whether that player is eligible or not. Neither the referee nor team official can stop a player taking part in the match for any reason, even if their identity is in question.

## 7.5. Penalties and Outcomes

If it is established that a player competing in any QCSA competition fixture was ineligible to play, then the following will apply:

- QCSA may impose a fine, suspend, expel or take whatever disciplinary action it deems necessary against the offending club, team, player or team official;
- The team found guilty shall forfeit any goals scored and points gained in that match and the points and match will be awarded to the opposing team;

In the case of a team fielding an ineligible/unregistered/unqualified player, winning a match, it shall lose the three (3) points it has won. It will also lose all goals “for” but retain all goals “against” for that particular match. The innocent team, in this case the loser, will be allocated three (3) points and will retain all goals “for”.

In the case of a guilty team losing a match, the guilty team shall lose all goals “for” but retain all goals “against” for that particular match. A minus three (-3) point penalty will be applied against the guilty team. The innocent team, in this case the winner, will only be allocated the original three (3) points and shall retain all goals “for”.

In the case of a draw, the guilty team shall lose the one point it had earned for the draw and all goals “for” but retain all goals “against” for that particular match. An additional minus two (-2) point penalty will be applied against the guilty team. The innocent team will then be allocated an additional plus two (+2) points, *i.e.*, a total of plus three (+3) points for the match and retain all goals “for”.

Where teams or clubs intentionally infringe, SCM reserves the right to impose further penalties to the club, team or teams involved.

In the event that it is established that both teams competing in any QCSA competition fixture fielded players who were ineligible to play, then the following will apply:

- the match will be deemed as a **NO RESULT**, whereby, no points will be awarded;
  - QCSA may impose a fine, suspend, expel or take whatever disciplinary action it deems necessary against the offending clubs, teams, players or team officials.
-

## **8. PLACEMENT OF PLAYERS IN TEAMS**

### **8.1. Player Age Rules**

Designated age groups are listed in Competition Procedures Section 2.2 and 2.3.

### **8.2. Playing Above Designated Age Group**

Junior players are permitted to play up two (2) years from what they should be officially registered in.

Any player wanting to play more than two (2) years above their age group must have their club submit a request to do so through the QCSA Secretary.

### **8.3. Playing Below Designated Age Group**

A Club may register no more than two (2) players per team one (1) year below their official age group in **single age competitions** only up to and including the Under 14 age group. To play lower or have a third player – clubs can make a submission to SCM on physical or intellectual disability grounds.

The submission should include the requested players name, age and age group they wish to play into; the reason for the request along with a copy of a signed letter or report from the appropriate medical professional indicating the physical, intellectual or psychological issues that affect the player.

QCSA will then confirm the decision in writing to the club. Please note, that until this authority is provided, the player cannot participate in organised matches, outside of their age appropriate age group, as a legitimate player.

More Rules on players playing below their designated age groups are also listed in Competition Procedures Section 2.2 and 2.3.

### **8.4. Players Transferring between Teams within the same season**

All players participating in competitions must be placed into a specified team by their clubs. These teams must be entered into the QCSA Fixture Competition in accordance with QCSA instructions. Players can only be placed in one team at any one time.

No player may transfer between teams within a Club of this Association, after the first fixture round without first obtaining approval from the QCSA Registrar/Fixture Officer. If need be, the Registrar/Fixture Officer can seek SCM advice on a case by case basis if there are any reservations.

In the instance that a club has more than one (1) team in a particular division, players in those teams, once placed, may NOT interchange between the teams.

There are two (2) ways that a player can be transferred to another team in your club. They can be by either a QCSA ruling (Refer to Competition Procedures Section 9) or by the club choosing.

If requested by clubs, the QCSA Registrar/Fixture Officer can use their discretion to transfer, or to decline a transfer of a player between teams within the same Club of this Association, after the

first fixture round. If need be, the QCSA Registrar/Fixture Officer can seek SCM advice on a case by case basis if there are any reservations. This will need to be requested by the Thursday of each week if you want that player in their new team for the match that weekend. Until you receive official notice from the QCSA Registrar/Fixture Officer, the player is NOT transferred.

Once a player is allowed to transfer, they must keep the amount of any borrowed games that they played for another team. *e.g.*, if a Under 12, Div 3 player during the start of the season plays two (2) games for Under 13, Div 2 and the club choses to transfer that player into an Under 12, Div 2 team, those two (2) borrowed games go with that player, therefore, they are only allowed to be borrowed another two (2) times by any other team higher, then that player will have to stay with the team that borrows them the fifth (5<sup>th</sup>) time.

### **8.5. Player Transfers from another Club during the season**

Any player wishing to transfer to another club after divisional setting night must complete the Official Player Transfer Form signed by the player/parent, the old Club and the new club and return the completed form to the QCSA Registrar/Fixture Officer for approval. If need be, the registrar/fixture officer can seek SCM advice on a case by case basis if there are any reservations.

All players have the right to appeal to the SCM through the appropriate QCSA designated Officer should they dispute any information provided on the form by their previous club.

### **8.6. Player Deregistration's during the season**

In Rounds 1 to 4 (incl) players may be deregistered to allow new players to be registered, but such deregistered players may only be re-registered during the current season with the same Club after permission is granted by the QCSA Registrar/Fixture Officer and a reason for the re-registration must also be given. It is up to the QCSA Registrar/Fixture Officer to accept, or if need be, the QCSA Registrar/Fixture Officer can seek SCM advice on a case by case basis if there are any reservations.

After the first five (5) rounds, once a player is de-registered from a team, they cannot be re-registered in that club during the current season, unless permission is granted by SCM at their monthly meeting (and an appropriate reason given by the club as to why).

Clubs cannot de-register suspended players or players under any discipline action.

Clubs may be charged a fee to de-registering players and registering new players once the maximum number of players in a team is reached.



## 9. BORROWING PLAYERS

Please note: the wording in red in this section is for the 2022 season only and will be reviewed for following years.

It is deemed that a player playing for any other team during the season, other than their own, is considered to be a borrowed player for that match. That includes playing in higher divisions and age groups, as well as, for the case of Overage teams, borrowing a player from a higher division.

In any one (1) season a player registered in a 15 round competition (or less), may be borrowed to play in higher divisions and age groups, but may only do so for a maximum of **nine (9)** matches. The maximum number refers to the total number of games played up and not to each team they may play in. However, when they play their **nineth (9th)** borrowed match, they are automatically transferred into that team by QCSA. They shall be considered to have lost their original registered age group and team status. They cannot then play for any other team for the remainder of the fixture season. Juniors may only play up a maximum of two (2) years from their correct age (not necessarily from their age group).

Junior male players cannot be nominated on the Match Card to play in senior men's game unless the age of the player is fourteen (14) years or more as at 31st December of the previous year. Male players cannot play in any female competitions.

Junior female players cannot be nominated on the Match Card to play in a senior women's game unless the age of the player is thirteen (13) years or more as at 31st December of the previous year. Female players cannot play in any male competitions.

In any one (1) season a player registered in a 16 - 18 round competition, may be borrowed to play in higher divisions and age groups, but may only do so for a maximum of **eleven (11)** matches. The maximum number refers to the total number of games played up and not to each team they may play in. However, when they play their **eleventh (11th)** borrowed match, they are automatically transferred into that team by QCSA. They shall be considered to have lost their original registered age group and team status. They cannot then play for any other team for the remainder of the fixture season.

A team playing in a fixture shall be permitted to borrow players from a lower division in that particular age group, or a lower division in a lower age group (e.g. an U13 Div 3 team can borrow from an U13 Div 4 or Under 12 and lower team; or for seniors, Senior Men Div 1 is the highest division, followed by the Over 30 age group then the Over 40 age group, then the Over 50 age group, which is considered to be the lowest division.

A player may only be borrowed from a lower division, (except for the Overage Competition which may borrow up to two (2) players who are age appropriate from a higher division, as long as the player is of the correct age).

In the Overage Competition, a player may not be borrowed down from a higher division from the last five (5) rounds of the competition pertaining to that age group and division.

In the instance that a club has more than one (1) team in a particular division, players in those teams, once placed, may NOT interchange between the teams. You cannot borrow across the same division, *i.e.*, if you have two (2) teams in Under 13 Div 2 (green and red), the green team cannot borrow from the red team and vice versa.

Players cannot be borrowed between gender specific teams within the same division.

Borrowed players participating in matches are not required to have their player ID number recorded on the Match Card, however, it is preferable. They must however have their registered

age group and division listed against their name in the appropriate column on the Match Card. All borrowed players must be noted on the match card as where they are borrowed from. If they are not, first offence will be a warning and a fine. Any subsequent offences will be deemed an ineligible player and the points stripped (Refer to Competition Procedures Section 7).

You can still borrow from lower division's right through to and including the grand final.

Your club will receive email notification when a player has reached **eight (8)** or **ten (10)** borrowed games respectively (junior/senior). You need to ensure that the manager of the team, as well as the players themselves, keep a track of how many games they have been borrowed.

Clubs can also find the borrowed information out from MCM through the 'Report' tab and then 'Borrowed Players' section. This will advise you how many times your club players have been borrowed.

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## 10. CLUB RESPONSIBILITIES

### 10.1. Facilities/Ground Arrangements/Field Requirements

The home club must ensure:

- the ground is clearly and correctly marked with visible lines, including the technical area;
- it provides suitable goal nets, safely fastened or pegged to the ground (to the satisfaction of the referees in charge of matches) and corner flags;
- it provides toilet facilities that are hygienic and clean and (if possible) dressing room facilities that are hygienic and clean;
- it provides a safe environment for players, officials and spectators;
- if possible, it has adequate refreshment/canteen facilities open to the public;
- if possible, it provides a Referee's Room where referees can rest and leave their belongings while on the field;
- If a ground official is present, they must wear a high visibility vest/jacket.

All matches must have a spectator line marked parallel with and two (2) metres from the sideline where practical. If a referee abandons a match due to a field not having been prepared properly, SCM may apply a forfeit against the home team.

An area one (1) metre either side of the half-way line and one (1) metre deep shall be marked off the field of play on one side only. This area shall be known as the Interchange Zone. The Interchange Zone shall lead into an area known as the Technical Area to be defined by an area 3m x 2m marked behind the Spectator Line either side of the half-way line.

The dimensions of the playing field/s for Under 14 (all divisions) to Senior Teams and Overage Teams (division 3 and below) is a minimum size field of 95m x 55m. For Senior Teams and Overage Teams, elite divisions (divisions 1 and 2), minimum field size is 100m x 60m. At the discretion of the QCSA, upon application, the minimum sizes may be relaxed. All other age groups, the field measurements according to the LOTG are applicable.

All portable goals must be anchored securely to the ground when in use so that they cannot be pulled over. All portable goals not in use must be secured in such a way that there is no chance of their being pulled over and an accident occurring. All clubs must police children playing, swinging or climbing on any goalposts.

A field ratio of nine (9) teams per fortnight will apply to all age groups on all fields.

Any club whose facilities do not meet the requirements specified may be fined, suspended or have its home fixtures played away.

### 10.2. Wet Weather Procedure

**Friday night cancellations** – When closing fields, clubs must contact QCSA Registrar/Fixture Officer no later than 4:30pm on that afternoon, preferably by SMS/phone and email.

**Saturday cancellations** - Clubs can advise if their fields are unplayable for Saturday matches, at the latest, by 6:30am on the day of the game, by contacting the QCSA Registrar/Fixture Officer by BOTH email and SMS/phone.

**All matches:** If your club has not closed their field by the relevant times as specified above, then it will be a Referees call as to whether games are played or cancelled. The appointed Referee

may meet with a home ground official who will then jointly inspect the field to ascertain a number of factors, which will include:

- is the ground considered safe for the players and the match to proceed?
- If so, how many matches can be played, taking into account all factors including the likely weather conditions and the expected state of the ground?

QCSA will collate cancelled field/s information for release on its website, face book page and fixtures page on a regular basis, shortly thereafter the aforementioned cut off times, if not before.

It is therefore essential for clubs to do the following:

- (a) Ensure all the contacts for the Club, Team Manager and Team Coach, are up to date in MyClubMate;
- (b) Ensure all the contacts have a mobile phone number listed within the MyClubMate.

If prior notice can be given of unplayable fields that is great, but if you suddenly turn up to mark the field on a Saturday morning and find it under water or some idiots have trashed it then you have to let the QCSA Registrar/Fixture Officer know immediately. Obviously, common-sense kicks in, if you have a look at the field at 2:00pm on Friday before the Over 30s/40s/50s games and it's no good then we can try and make alternate arrangements (weather permitting).

It is our intention that all games are played on the day, even if they must be moved to other fields. If you have had adverse weather conditions, make sure you go and check your field and let the QCSA Registrar/Fixture Officer know nice and early. Don't contact your teams until you've spoken to the QCSA Registrar/Fixture Officer as alternate arrangements will be attempted.

On these types of days, in particular, **NO ONE**, except club secretary, registrar or appropriate club official, is to contact the QCSA Registrar/Fixture Officer regarding games. Even if the answer is known, it won't be given. If time permits, the QCSA Registrar/Fixture Officer will contact the club if there is any issue with their games, if it is a tight time frame, the QCSA Registrar/Fixture Officer will go to the team directly and let them know what is happening.

### **IF YOU DON'T HEAR FROM THE QCSA REGISTRAR/FIXTURE OFFICER – DON'T RING – CHECK THE WEBSITE ETC., OR GO TO YOUR GAME!**

In the event that the QCSA Registrar/Fixture Officer declares the cancellation of a complete fixture round due to extreme weather events, all fixtures for that round will be declared a washout. Please be aware that the Friday night competition and the Saturday competition, in this instance, can be treated separately. If possible, the entire round may be rescheduled to a later date in the season, depending entirely on field and date availability.

In the event of the partial cancellation or abandonment of a fixture round due to rain, where some games may proceed in the morning (or evening for Friday night competition), but others get cancelled during the day, or only some of the venues are declared unfit for play, the following process will occur:

- (a) Follow the rescheduling process (outlined in Competition Procedures Section 3.5) as closely as possible, but both home and away teams need to agree on the reschedule date/time/venue;
- (b) Where both home and away teams cannot agree or confirm a new date/time/venue within one (1) week of the cancelled match, the Registrar/Fixture Officer will set the new time and place for the game to be rescheduled. The QCSA Registrar's/Fixture Officer's decision in regard to the rescheduling of fixtures will be final.

If after a game has been rescheduled, and either team cannot make the match then that team will have to forfeit the match, following the forfeiting process.

**No rescheduling of a rescheduled match will be allowed.**

NOTE: In the event of the cancellation or abandonment of a fixture round due to rain in the final weeks of the season the club response timeframes, outlined in rescheduling process, will be reduced to two (2) days, or in some cases, notified by the QCSA Registrar/Fixture Officer of WHEN and WHERE the game will be played, and clubs will have no say in the process.

### **10.3. Field Lighting**

Clubs wishing to host night fixtures during the season must advise QCSA of their field lighting capabilities.

#### **Light Audits**

It is the Clubs responsibility to ensure the lighting for night games meets the Australian Standard AS2560.2.3-2007 (2.3 Lighting for Football). This is a legal requirement and Clubs are to send a copy of the lighting audit to QCSA Risk every 2 years, or annually if the average lux reading is under 110 lux.

Club fields managed by Ipswich City Council have audits automatically undertaken by Council contractors. Clubs in the Brisbane City Council area need to arrange their own audits. Clubs in other areas should check with their local council. Where a club does not meet the minimum lighting standards of 100 Lux (avg) the field will not be considered for night matches.

QCSA has obtained quotes for field lighting audits at \$350 for the 1<sup>st</sup> field and \$175 for each field at the same site. If a club requires their field lighting to be tested, please contact the QCSA Risk Assessment Officer who will organise for a Lighting Auditor to assess the field and provide a full report. The Club will be responsible to pay for the audit.

### **10.4. Team Managers**

Team manager and/or representatives in charge of the team shall be responsible for the safe keeping of their team members registered information at all matches.

All Managers will be required to wear a QCSA ID Lanyard so that the referees can clearly see who you are. Only those that have a QCSA ID Lanyard are allowed in the technical area, besides the players who are on the substitution bench.

#### **10.4.1. Electronic Match Cards**

On match day, both teams participating in a competition match are required to complete and submit a QCSA Electronic Match Card prior to the commencement of any match.

For detailed instructions, please refer to the document "Electronic Match Cards – Team Managers QCSA" that is available through your club or on the QCSA Website under Information/Downloads/MCM Help section.

A Match Card must:

- list all players taking part in the match with first name, surname, player ID (not necessary for borrowed players) and corresponding shirt numbers for all age groups;
- list all borrowed players, noting their registered age group and division,
- for any fixture, do not list more than 9 players (Under 6,7,8 age group); 12 players (Under 9 & 10); 15 players (Under 11 to Seniors and Over 30's); or 16 players (Over 40's & Over 50's), on any given match card;
- have nominated thereon a Vested Official and have that person listed in the relevant area on the Match Card for their team;
- Team Manager, Vested Official names must be filled in, it can, however, be the same person if necessary (cannot be the team coach);
- be submitted electronically **at least 20 minutes** prior to the scheduled kick-off, to allow for verification of the players listed on the Electronic Match Card to take place by the opposition team manager;
- be verified by the opposition team manager **at least 10 minutes** prior to the scheduled kick-off to enable the match referee to view both teams Electronic Match Card;

#### Both Team Managers:

- must ensure they have the minimum number of players to commence the match, four (4) players for Under 6, 7 & 8 age groups; 5 players on the field, one of whom must be a goalkeeper for Under 9 & 10s; seven (7) players for U11 to Seniors and Overage;
- must ensure that a Vested Official is nominated from their team and have that person sign the relevant area on the Match Card for their team;
- must verify the opposition electronic Match Card to verify that the identities of the players on the Match Card are represented by the correct players taking part in the match;
- if happy about the identity of the opposition players, must then confirm that they have verified the identities of the players on the electronic Match Card and are represented by the correct players taking part in the match;
- if either is not satisfied that the opposition players are who they deem to be as listed on the electronic Match Card, you should record the Match Card is in dispute and note your concerns when doing so;
- are aware that any players who may be struck through on the electronic Match Card are ineligible to take the field for that match;

Teams should be advised to print out some blank match cards and have with them, together with a printout of the Team ID sheet (with the players photos on). These are only to be used in the following instances:

- Network services are down. If it is not a general network issue but confined to one device, then the manager must source an alternative device from the team.
- There is an issue with the MyClubMate (MCM) system that will not allow the EMCs to be accessed. If it is not a general MCM issue but confined to one device, then the manager must source an alternative device from the team.

Paper match cards are NOT to be used where the team has submitted their EMC and need to change/add players. This provision will be enforced by the referee.

## 10.4.2. Player Identification

Refer to Competition Handbook Section 6 and 7.

## 10.5. Team Vested Official

The Team Vested Official:

- **Should walk onto the field with your team, at the start of the game, so the referees, players and spectators know who you are;**
- is required for all teams that partake in the QCSA fixture competitions;
- A high visibility vest/jacket is to be worn by a team official appointed by the Club, at each match in which the Club is involved;
- is the person who controls the crowd / spectators. Often it can be the Team Manager of that team;
- can never be the coach;
- cannot be involved in any running of the team, *i.e.*, interchanges or positional changes;
- are required to add their name on the Electronic Match Card to indicate who they are to the QCSA so QCSA can contact as required;
- are to observe the game from where the majority of the spectators are. Not on their own on the other side of the field, and definitely not from the coaches / interchange boxes;
- is the person that the referee will speak to, if the referee has an off-field problem that needs sorting out;
- when off field problems, such as referee abuse, smoking in wrong areas, alcohol, or other issues are present, it is this person's responsibility to stop it;
- is required to control all spectators (not just their own). It is helpful though, if any problems need to be dealt with, for the Vested Officials to deal with it together;
- Clubs must ensure managers / coaches are very careful about the people they ask to do this position;
- must be at least 18 years old, since obviously a 12-year-old can hardly be expected to do the above; Likewise a 95 year old would be unable to fulfil the duties;
- QCSA suggests that teams have a parent / person that is prepared to do it most weeks, so they are aware of the responsibility (and perhaps have a backup for when the original person is way);
- **EVERY GAME MUST HAVE A VESTED OFFICIAL PRESENT FROM BOTH TEAMS;**
- teams can be fined and have a loss of points for non-compliance;
- in certain cases, SCM can rule that teams have to have multiple Vested Officials;
- aside from the start of the match, must never enter the field of play without the referee's consent and ensure that no spectators do either;
- for Senior Teams, we do recognise that a lot of teams have just the players and no spectators. In these cases, the Vested Official may be one of the players. That person must still sign the match card and do all the duties as outlined above. If there are any spectators with your team, then this is not allowed.

As you can see from above, the Vested Official is a very important position and the person / people chosen to fulfil this task must be appropriate. It is as important (if not more so) as the person chosen to coach each team.

## 10.6. Match Results Notification

All clubs, whether their teams are home or away teams, must enter all their teams' results through the MyClubMate results system **prior to 8:00pm of a Sunday evening, if not earlier**, for the matches played on that day or the Friday night prior.

Results will be displayed in the results fixture table as soon as one (1) of the clubs has entered the scores for a match. However, if the opposition team's results gets entered and they do not match the already existing results in the system, then no score will be displayed until the correct score is entered either by the club entering the incorrect result, or by the Match Card Officer once the scores have been confirmed with the Referee of the match.

Each club should have a Results Officer. Obviously if you only have one (1) team, it can be the manager of that team. Otherwise you need to have someone from your club collating all your scores. Clubs can allow each team manager to enter the results directly into the MCM system, but the club's Results Officer should still be checking that all teams have entered their results in a timely fashion.

QCSA will impose a fine on clubs that fail to register their scores as required.

If you have any problems, please email the QCSA Match Card Officer at [matchcards@qcsa.org.au](mailto:matchcards@qcsa.org.au) for assistance, as fines will also be imposed on clubs who constantly email results through instead of recording them online.

We do need the person from your club who will be entering the results, to make sure that their email address is lodged in the MCM system as "Results Officer" under the "Co-Ordinators" tab. The reason for this is that if for some reason the two (2) results lodged by both the home and away team do not match, then you as Results Officer will be sent an email advising of this and to check the result with that particular team and perhaps re-enter the score if an error has been made.

Assistance can be found in the "Entering Results" section of the PDF Document "MyClubMate Online Management System Instructions for Results" available through the QCSA website under download documents.

### ***FOR EVERY MISSING SCORE THE CLUB WILL BE FINED.***

Clubs are not required to enter the scores for the Under 6 – Under 8 matches, although it is preferable. If scores are entered, no results will be displayed on the fixtures page, nor will any points accumulate for these matches.

## 10.7. Match Balls

Each team must supply at least one (1) football of correct size and in good order and condition for each match. Any team not doing so may be fined by the SCM. Where possible, the host Club shall provide three (3) footballs of correct size and in good order and condition for each match. The referee shall decide as to the suitability of the ball.

## 10.8 Playing Strips



All clubs must nominate a “Home” and “Alternate” strip when they become a member of QCSA. The alternate strip must be of a different colour (this applies to shirts) to the nominated home strip. The club home strip must be approved by QCSA prior to the season commencement and must not change in colour or design throughout the season. The colours of the clubs’ strip must be consistent from junior through to senior.

For existing clubs, any change to your strip that is already lodged with QCSA, needs to be approved by QCSA before your teams can wear it.

All playing strips must have clearly visible numbers on the back of the jerseys (Refer to By-Law 1.2).

Where club colours are similar, the HOME team will be required to wear their registered alternate strip. If you are the away team it is advisable to take your alternate with you, just in case.

**The teams who wear strips that vary from the main club strip nominated and also pictured on the website will need to change to their alternate strip if necessary, regardless of if they are home or away. The referee will make the final decision.** e.g., if your club registers their main strip as green with white trim, and their Under 10 team wears a white strip with green trim; and they travel to a ground where the club’s main colour that they are playing against is white with green trim, then the visiting side MUST change their strip, as it isn’t their registered main strip. So, the best ruling would be, if you wear a different strip to your club’s registered main strip, please always have an alternate strip with you, whether you are home or away, as you will be required to change.

No teams are permitted to advertise any alcohol, tobacco or gambling related products or services on their respective playing strips.

If the correct uniforms are not worn by all team members, then the offending players will be allowed to take part in the match with the offending team wearing whatever is considered appropriate by the referee. Details of non-conforming uniforms are to be recorded on the match card by the referee and the SCM will take appropriate action against the team concerned.

Goalkeepers shall wear any colour provided it does not clash with either team or referee/assistants.

Any clubs wanting to have sponsor logos, etc., on the strip, must apply to QCSA Secretary to do so, in accordance with our Sponsorship section in the QCSA By-Law 1.3.

Player equipment and dress is covered by By-Law 1.

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## 11. TECHNICAL AREA

- Each club must have Technical Areas clearly marked as stipulated by IFAB guidelines and provide sufficient seating to allow all personnel to be seated during the match.
  - An area one (1) metre either side of the half-way line and one (1) metre deep shall be marked off the field of play on one side only. This area shall be known as the Interchange Zone. The Interchange Zone shall lead into an area known as the Technical Area to be defined by an area 3m x 2m marked behind the Spectator Line (refer to Field Requirements in the QCSA By-Laws) either side of the half-way line.
  - Coaches of teams in age groups up to and including Under 10 shall be entitled to give coaching instructions from behind the spectator line along the length of a field, ensuring to not get in the way of the Assistant Referee.
  - Under 11 and above coaches shall be entitled to give coaching from the technical area only.
  - There should only be one (1) coach coaching per team during a game.
  - The coach and other officials must remain within the confines of the technical area, except in special circumstances, for example, a team sports trainer or doctor entering the field of play, with the referee's permission, to assess an injured player.
  - All substitutes must be seated within the technical area. They must wear bibs or an alternative coloured uniform to their and the opposition team strip. Substitutes are permitted to warm up outside of the technical area, provided they are wearing bibs or an alternative coloured uniform to their and the opposition team strip. When warming up, substitutes are requested to choose an area furthest from the opposing team.
  - All occupants of the technical area must behave in a responsible manner. The Referee has the right to expel any person from the technical area at any time as he or she sees fit. The game will not recommence until that person has left the playing field to the Referees satisfaction.
  - Where a coach, manager or any other person gives directions or comments to either team participating in a match, which in the referee's discretion are considered to disturb the state of play or conduct of the game that person may be asked to stop making such comments and if continuing may be asked to leave the vicinity of the field of play.
  - Suspended players and officials are not allowed in the technical area.
  - All Coaches and Managers will be required to wear a QCSA ID Lanyard so that the referees can clearly see who you are. Only those that have a QCSA ID Lanyard are allowed in the technical area, besides the players who are on the substitution bench.
-

## 12. REFEREES (MATCH OFFICIALS)

The QCSRA shall be requested to allocate a referee and assistants to each match, and their duties shall be defined in LOTG as issued by IFAB from time to time. Wherever possible, referees and assistants are to be drawn from among the members of the QCSRA.

QCSRA keep track of how many Referees & Assistant Referees are provided to your club each round and bill your club accordingly. If you do not pay your account, they will let the QCSA know and your club will be unfinancial until the account has been settled. Refer to By-Law 2.4

### 12.1. Non-Attendance or Unavailability of Referees

If a match is unlikely to have a Referee, an email will be sent to the club on Thursday or Friday evening advising same. That gives clubs a chance to make alternate arrangements. Sometimes, through injury, car trouble, etc. even though a Referee is supposed to be there, at the last minute they aren't.

If a Referee fails to attend – the match **MUST** be played. You can't decide to go home and play another time as both or one team may be penalised with an extra point penalty. More emphasis is placed on the home team to find someone as they probably have more options available to them, than the away team does (such as games before and after, someone close). But in saying that, if the away team does have someone who can do it, we are sure the home team won't mind. The managers and/or captains of the competing teams, must select within fifteen (15) minutes of the appointed time, a person to control the match. A person so appointed or selected, shall be the official referee for the duration of the match, and their decisions shall be accepted as official.

Once both teams have agreed with the selection of Referee to take charge of the fixture, a representative of both teams must sign on the Match Card to indicate their agreeance before the match starts.

That person **MUST** do the entire game, not do a half each etc. The match must also be played under the QCSA Procedures. *i.e.*, don't lengthen the halves, or let teams have two (2) goalkeepers each. The Match Official has the same powers as a registered Referee.

In the event of a game not being played, because one or both teams refuse to take to the field due to the failure to agree upon a referee, (no more than one (1) referee is permitted to control a match), no points will be awarded, and a one (1) point penalty may be imposed on either or both teams by the SCM and QCSA reserves the right to award a **NO RESULT**, fine both clubs and recommend further disciplinary action.

The Match Card is given to the ref as per usual who keeps it for the match. After the match he or she fills in the bits required, including any discipline cards and player of the year points. Once the score is written on the front, both teams initial to indicate they agree with the score.

The Match Cards are then given to the Team Manager of the home team who gets it posted to the QCSA Match Card Officer on the Sunday (QCSA Match Card Officer, PO Box 153, Coopers Plains, 4108). (Failure to carry out this Procedure by the team or Club shall incur a penalty to be determined by the SCM).

All clubs are obligated to fulfil all fixtures regardless of whether a Referee is present to take charge.

Should any club fail or refuse to participate in any fixture on the above grounds, the club will be fined per offence, and may be subjected to further disciplinary action

In circumstances where only one Assistant Referee has been appointed, the home team is obliged to try and provide a club Assistant to assist the Match Referee. In circumstances where no Assistant Referees have been appointed, both the home and the away teams are obliged to try and provide one club Assistant each to assist the Match Referee. If either the away or the home team are unable to provide an Assistant, then both Assistants may come from the same team. Any such assistants so appointed by the referee shall act solely within the guidelines and restrictions given them by the referee.

## **12.2. Blood Rule**

In the event a player suffers an injury or wound which results in the loss of blood, the Referee will request that the injured player receive attention outside the field of play and only when he /she is satisfied that the injury or wound is safely covered and contained, will the player be permitted to re-join the game.

In the event the player's uniform or attire is splattered with blood, the Referee will instruct that player to change his attire before being permitted to re-join the game. Should the injured player be required to change his uniform, then the appointed Referee will show discretion in allowing the player to wear an alternative numbered shirt if necessary.

## 12.3. Concussion Rule

### Pocket CONCUSSION RECOGNITION TOOL™

To help identify concussion in children, youth and adults



#### RECOGNIZE & REMOVE

Concussion should be suspected **if one or more** of the following visible clues, signs, symptoms or errors in memory questions are present.

#### 1. Visible clues of suspected concussion

Any one or more of the following visual clues can indicate a possible concussion:

- Loss of consciousness or responsiveness
- Lying motionless on ground/Slow to get up
- Unsteady on feet / Balance problems or falling over/Incoordination
- Grabbing/Clutching of head
- Dazed, blank or vacant look
- Confused/Not aware of plays or events

#### 2. Signs and symptoms of suspected concussion

Presence of any one or more of the following signs & symptoms may suggest a concussion:

- Loss of consciousness
- Seizure or convulsion
- Balance problems
- Nausea or vomiting
- Drowsiness
- More emotional
- Irritability
- Sadness
- Fatigue or low energy
- Nervous or anxious
- "Don't feel right"
- Difficulty remembering
- Headache
- Dizziness
- Confusion
- Feeling slowed down
- "Pressure in head"
- Blurred vision
- Sensitivity to light
- Amnesia
- Feeling like "in a fog"
- Neck Pain
- Sensitivity to noise
- Difficulty concentrating

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#### 3. Memory function

Failure to answer any of these questions correctly may suggest a concussion.

- "What venue are we at today?"
- "Which half is it now?"
- "Who scored last in this game?"
- "What team did you play last week / game?"
- "Did your team win the last game?"

**Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY, and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.**

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

#### RED FLAGS

**If ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:**

- Athlete complains of neck pain
- Increasing confusion or irritability
- Repeated vomiting
- Seizure or convulsion
- Weakness or tingling/burning in arms or legs
- Deteriorating conscious state
- Severe or increasing headache
- Unusual behaviour change
- Double vision

#### Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to do so
- Do not remove helmet (if present) unless trained to do so.

from McCrory et. al, Consensus Statement on Concussion in Sport. Br J Sports Med 47 (5), 2013

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## 13. FEES & PENALTIES

Please refer to the current year QCSA Fees and Penalties, By-Law 2.

### 13.1 Fines

For information relating to fines please refer to the QCSA AGM Booklet.

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## 14. DISCIPLINE

Please refer to the current year QCSA Disciplinary policy, By-Law 3.

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## 15. PLAYER OF THE YEAR (Senior Teams U17/18; SM; SW; O30; O40)

- (1) To promote and foster senior players, the Association will select a "Player of the Year" in senior teams and these players will each receive an award at the end of the Soccer season for their achievement. The different awards may change slightly from year to year depending on team numbers and method of voting.
  - (2) If a senior player receives a suspension of one (1) or more weeks, they will lose three (3) points for each week of suspension off their total.
  - (3) The Team Official will lodge the Player of the Match for the opposition team, at the same time as lodging the result for the game. Perhaps after the completion of the game, the coach, manager and team captain can get together and nominate the player from the opposition team who will get the vote for this match.
  - (4) The Referee of the match will also do a 3-2-1 vote for the Player of the Match.
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## 16. QCSA CLUB FAIR PLAY/DISCIPLINE AWARD

- (1) **Juniors:** To promote a sense of Fair Play, Discipline Committee will award a "Fair Play" Award to a club with junior teams (Under 9 to Under 16 incl) that has shown themselves to be outstanding models of Fair Play. In conjunction with Discipline, to be considered players, parents, spectators, coaches, managers and the whole club must have been beyond reproach before and during the season. It will be awarded to the club with the best discipline stats (lowest average of Red/Yellow cards per club) for their Junior teams. Total up the number of red/yellow cards for all Junior teams within a club and then divide it by the number of teams that they have involved.
  - (2) **Seniors:** Same as above for the Juniors but for clubs with Senior teams (Under 17/18, Senior Men, Senior Women and both Overage comps).
  - (3) Clubs/teams discipline record at hearings is also checked.
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## 17. CAPTAIN'S ARMBAND (Senior Teams)

Each senior team must wear a captain's armband in each match played provided by the club. The armband must be worn by an on-field player at all times. This player or players must be prepared to act responsibly and support the officials as required.

## APPENDIX 1: U6, U7 & U8 MODIFIED RULES

Matches for under 6, 7 and 8 players shall comprise a six-a-side competition. Rules to apply for these matches are:-

- (A) The duration of matches will be 15 minutes each way for Under 6 and Under 7 age groups, and 20 minutes each way for Under 8 age groups, all with a half time break of 5 minutes.
- (B) At any time, a team must have no more than 6 players and no fewer than 4 players on the field, one of whom must be a goalkeeper.
- (C) Any number of substitutes may be used in a match provided that they are registered players with that Club. A player who has been playing earlier and been replaced is allowed to return to the field as a substitute for another player. The referee must be advised of all substitutions. All substitutions are to take place from the half-way line. Players must leave the field before being substituted.
- (D) The coach or their nominee (i.e. one person per team) may run with the players on the field to coach and direct them providing that the conduct of the match is not disturbed.
- (E) The off-side rule will not be applied.
- (F) There shall be no direct free kicks (a goal cannot be scored from a free kick unless another player touches it), and no penalty kicks.
- (G) Kick-offs shall be taken from the centre mark in the middle of the halfway line. All players, except the player taking the kick-off, must be in their own half of the field of play. The opponents of the team taking the kick-off must be at least 5 metres from the ball until it is in play. The ball must be stationary on the centre mark. The referee gives a signal. The ball is in play when it is kicked and clearly moves. If the player taking the kick-off touches the ball again before it has touched another player, then the kick-off is re-taken by the same team. If the player taking the kick-off kicks the ball a second time before it has touched another player, then a free kick is awarded to the opposing team.
- (H) If the attacking team kicks the ball out over the goal line other than between the goalposts, then a goal kick is awarded to the defending team. Goal kicks may be taken from any point on the semicircle. All players, other than the player taking the kick (and the goalkeeper if someone other than the goalkeeper is taking the kick) must be at least 5 metres from the ball when a goal kick is being taken (otherwise the kick is re-taken).
- (I) When the defending team kicks the ball out over the goal line other than between the goalposts, then a corner kick is awarded to the attacking team. Corner kicks shall be taken from the point marked on the goal line, 5 metres from the semicircle. A goal may be scored direct from a corner kick.
- (J) When a free kick is being taken, all opposing players must be at least 5 metres from the ball. If a free kick is awarded to the attacking team within 5 metres of the goal area or inside the goal area, the ball is taken back to a point 5 metres from the goal area (so that defenders may stand just outside the semicircle).
- (K) Only the goalkeeper is allowed in the goal area at any time, except for a defending player taking a goal kick or free kick. The player taking the kick (if not the goalkeeper) must vacate the goal area immediately after the kick is taken. If the ball is kicked from within the goal area by an attacker, the defending team is awarded a free kick from the semicircle. If the ball is kicked from within the goal area by a defender (other than the goalkeeper), the attacking team is awarded a free kick from 5 metres outside the semicircle (as in Rule J above). However, a player unavoidably running into the semicircle on follow-through shall not be penalised provided they do not kick the ball whilst in the semicircle.

- (L) Normal IFAB Rules apply with regard to throw-ins and deliberate fouls.
- (M) Unless otherwise stated above, the normal IFAB Rules shall apply.
- (N) Field Dimensions: When using a field separate to splitting a full-size field, field size is to be Min: 45x25 metres to Max: 55x35 metres.
- (O) Field Markings: The field has a half way line. The centre of the field has a spot in the middle of the half-way line. The goal box has a 5-metre radius semicircle. Corner kicks are marked 5-metres from the goal semicircle.
- (P) Goal Dimensions – (Internal): Goal posts to have a 1.5-metre high post with a 3-metre opening.
- (Q) Under 6 – These play modified soccer (six-a-side) and can register up to nine (9) players per team. There is a category 1 in each zone for 5 and 6 year olds. Note there are no records / results kept in these age groups and there are no finals. There are carnival days at the end of the season though.
- (R) Under 7 and Under 8 – These play a modified soccer (six-a-side) and can register up to nine (9) players per team. There are two categories in each zone (A and B). A is for experienced, returning and stronger teams. B is for those teams where the majority of players are new. Note there are no records / results kept in these age groups and there are no finals. There are carnival days at the end of the season though.



## APPENDIX 2: MATCH DURATIONS, BALLS & CORNERS

Duration of matches, intervals and the position of the ball for penalty corners shall be as follows:-

AGE GROUP	MATCH	HALF-TIME	BALL	CORNERS
Senior Men	45 + 45	10 mins	5	Taken at the corner flag
Overage Men	45 + 45	10 mins	5	Taken at the corner flag
Senior Women Div 1 /Senior Women Div 2	45 + 45	10 mins	5	Taken at the corner flag
Senior Women Div 3 and below, incl. Overage Women	35 + 35	10 mins	5	Taken at the corner flag
Under 17/18 Women & Men	40 + 40	10 mins	5	Taken at the corner flag
Under 15/16 Girls	35 + 35	10 mins	5	Taken at the corner flag
Under 15/16 Boys	35 + 35	10 mins	5	Taken at the corner flag
Under 14	30 + 30	10 mins	5	Taken at the corner flag
Under 13	30 + 30	10 mins	4	Taken at the corner flag
Under 12/13 Girls	30 + 30	10 mins	4	Taken at the corner flag
Under 12	25 + 25	5 mins	4	Taken at the corner flag
Under 11	25 + 25	5 mins	4	Taken at 5 yards from the edge of the 18 yard box
Under 10	25 + 25	5 mins	4	Taken at the corner flag
Under 9	25 + 25	5 mins	4	Taken at the corner flag
Under 8	20 + 20	5 mins	3	Taken at 5 metres from the edge of the goal arc.
Under 7	15 + 15	5 mins	3	Taken at 5 metres from the edge of the goal arc.
Under 6	15 + 15	5 mins	3	Taken at 5 metres from the edge of the goal arc.

## APPENDIX 3: DIVISION REALLOCATION

To ensure the spirit of the game is promoted and to encourage each team to be fairly challenged, QCSA may reallocate teams to higher or lower divisions after the first five (5) games of the season.

1. The criteria used to reallocate a team to a higher or lower division is:
  - a. A team will be considered for reallocation to a lower division where it is both:
    - i. last in its draw by points; and
    - ii. trailing the draw by a significant goal difference.
    - iii. If the team has drawn or won a game, they are out of contention
  - b. A team will be considered for reallocation to a higher division where it is both:
    - i. first in its draw by points; and
    - ii. leading the draw by a significant goal difference.
2. Where it appears that there is a team in the first category and another in the second category within an age group after round five (5), the QCSA Fixtures Committee chaired by the registrar/fixture officer will meet with the purpose of determining whether the criteria is in fact met.
3. If the fixtures committee decides that a team in one division meets criterion (a) above, and another team in an immediately lower division meets criterion (b) above, the registrar/fixture officer will reallocate each team into the other's division and notify each team of the reallocation prior to the next game.
4. Teams may be required to play at a neutral field, or where one of the original games were set down to be played, until the whole draw can be re-done. This will be dependent on how many teams are relocated and how much work has to be done in a short time frame.
5. The decision to reallocate a team into a different division is not reviewable.
6. Any team which has been reallocated will recommence accruing points starting from zero points. Goals for and against will also be removed on reallocation.
7. Immediately after the final round of preliminary games, any team which has been reallocated will have its score adjusted using the following formula: Algorithm that is currently applied to comps with byes in and uneven games played.
  - *“points / number of games played in new division x total number of preliminary round games”*

## APPENDIX 4: U9 & U10 MODIFIED RULES

Matches for Under 9 and Under 10 players shall comprise a nine-a-side competition. Rules to apply for these matches are:-

- (A) Under 9 & Under 10 – These play modified soccer (nine-a-side) and can register up to twelve (12) players per team.
- (B) At any time, a team must have no more than 9 players and no fewer than 5 players on the field, one of whom must be a goalkeeper.
- (C) The duration of matches will be 25 minutes each way for Under 9 & Under 10 age groups, with a half time break of 5 minutes.
- (D) Any number of substitutes may be used in a match provided that they are registered players with that Club. A player who has been playing earlier and been replaced is allowed to return to the field as a substitute for another player. The referee must be advised of all substitutions. All substitutions are to take place from the half-way line or as directed by the referee. Players must leave the field before being substituted.
- (E) The off-side rule will not be applied, however, deliberately placing a player in a position to gain unfair advantage is contrary to the spirit of the game and is highly discouraged. The referee can verbally caution the players/team official doing this. It is an expectation that all teams' coaches encourage players to remain in onside positions. If the referee deems there to be deliberate continued infringement, the result will be an indirect free kick to the opposing team for unsporting behaviour.
- (F) There shall be no direct free kicks (a goal cannot be scored from a free kick unless another player touches it), and no penalty kicks. If a free kick is awarded to the attacking team inside the goal area, the kick must be taken from 5m from the edge of the goal box/penalty box. Defending players may stand on their goal line.
- (G) Kick-offs shall be taken from the centre mark in the middle of the halfway line. All players, except the player taking the kick-off, must be in their own half of the field of play. The opponents of the team taking the kick-off must be at least 5 metres from the ball until it is in play. The ball must be stationary on the centre mark. The referee gives a signal. The ball is in play when it is kicked and clearly moves.
- (H) If the attacking team kicks the ball out over the goal line other than between the goalposts, then a goal kick is awarded to the defending team. Goal kicks may be taken from any point on the penalty box. All players, other than the player taking the kick must be at least 5 metres from the ball when a goal kick is being taken (otherwise the kick is re-taken).
- (I) When the defending team kicks the ball out over the goal line other than between the goalposts, then a corner kick is awarded to the attacking team. A goal may be scored direct from a corner kick.
- (J) When a free kick is being taken, all opposing players must be at least 5 metres from the ball.
- (K) Normal IFAB Rules apply with regard to throw-ins and deliberate fouls.
- (L) Unless otherwise stated above, the normal IFAB Rules shall apply.
- (M) Field Dimensions: field size is to be Min: 60x40 metres to Max: 70x45 metres.
- (N) Field Markings: The field has a half way line. The centre of the field has a spot in the middle of the half-way line. The goal box/penalty box is 5 metres x 12 metres.
- (O) Goal Dimensions: Goal posts to be 5 metres wide and 2 metres high.
- (P) The field will be line marked with a different colour paint if on the same field as full size games to be played.
- (Q) The ball size is size 4.

- (R) QCSRA referees will officiate these matches and appoint assistant referees to matches where possible.

Options for field configurations:

