



**ADELAIDE HILLS JUNIOR SOCCER
ASSOCIATION INCORPORATED**

**SEASON INFORMATION GUIDE
FOR CLUB ADMINISTRATORS**

(Revised October 2015)

DRAFT

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1 Introduction

This document outlines the various issues that clubs as members of the AHJSA need to consider as part of their pre and through season operations. It is aimed at helping the club management group to be aware of the various tasks that they need to manage as part of the association season. Given that many clubs see their administration change regularly, it is hoped that this will help new committee members understand the bigger association picture, and the activities of the club as part of the competition.

Unfortunately, we now exist in an environment in which there is more external regulation. In particular, whilst our affiliation with the FFSA brings the benefits of having the support structures of the FFSA, it also means that we need to adhere to the compliance processes of the FFSA and FFA. Changes in the insurance landscape mean that the association and clubs need to be more vigilant in their approach to management of their organisation.

The child safety regulations of the FFSA and of SA state legislation impose particular requirements, and we all need to be aware of the implications and obligations, such as the mandatory reporting requirements for club members and officials.

Most information about the season and conduct of the competitions is included in the following documents, which are sent to clubs at the start of each season, and are updated as required.

- AHJSA Competition Rules
- AHJSA Calendar

When in doubt these should be the first place to look. If it isn't covered, is unclear, or appears incorrect then contact the association via the secretary@ahjsa.asn.au.

The association website www.ahjsa.asn.au should have most information required by the clubs, including links to other documentation and information. If there are missing or incorrect documents then contact the association so we can fix this.

To assist in addressing the many aspects of the association season a check list is included in Appendix A with a nominal time line for the various activities. The specific dates vary year to year with the fall of public and school holidays, so the annual AHJSA calendar needs to be consulted in conjunction with the check list.

2 Regulations

As a member of the association each club is bound by the rules of the association as expressed in the AHJSA Constitution, By-laws and policy documents. In addition, as we are affiliated with the SAJSA and FFSA we are all bound by the rules and regulations of the SAJSA, FFSA and FFA. One of the obligations of the association is to ensure compliance with these rules.

In particular, these include aspects such as codes of conduct and disciplinary processes; for players, club officials, and club supporters.

The rules and regulations governing the AHJSA Competitions are described in the AHJSA Competition Rules. These get updated from time to time, and the latest version is available on the AHJSA website. All information related to the competition can be found in this document.

One of the responsibilities of the club management is to ensure that they are aware of the rules and regulations governing the association competitions and their participation in them.

It is the club's responsibility to ensure all officials, coaches, managers, players and spectators are aware of the rules governing their participation. The association deems all clubs, including club officials, players and spectators, to understand and know the rules appropriate to each participant.

The association will communicate to the clubs substantive changes to the rules and policies of the association as they occur.

3 Structure of the Association

3.1 Who are we

The association is one of several that are members of the SAJSA. Technically we are members of the SAJSA, which in turn is affiliated with the FFSA. In practice we work with both organisations.

The association was formed C1979. We currently represent twelve clubs located in the greater Adelaide Hills area, with an average player base of around 1200 junior players.

The main purpose of the association is to provide for a junior soccer competition in the Hills district, and to promote the development of the sport and the participants. This is a substantial task, and all clubs need to help the association to achieve these aims. It is not possible for the association administration as a separate entity to do this alone.

The association is an incorporated organisation run by a board of management (commonly acting as the executive). The membership of the board is by election each year, and typically the board members are found from within the membership of the association clubs. Board membership is open to people who subscribe to the rules and requirements of the association, and often there are members who have no club affiliation (although generally they have prior connection with a member club).

The operation of the association is governed by the AHJSA Constitution and the AHJSA By-Laws.

The association has as members each of the clubs, as well as life memberships which recognise exemplar service to the association.

It may not be well understood, but the full operation of the association is through the board. This only has a maximum of twelve members, and often has fewer than this. As such, we are not some large disconnected organisation, and we operate much as clubs do. Many of the board members are active within their club executives so they bring first-hand knowledge of the issues which the association needs to manage. The executive is charged with considering the broader management of the sport in our region as described in the Constitution.

We are also responsible to the SAJSA and FFSA through our affiliations, and as such we need to ensure that we and our member clubs follow the regulations imposed by these organisations. The association does not have any great resources available to achieve all that is desired. It is the collective experience of the board members that keeps the association running.

3.2 Council of Clubs

Within the original constitution of the association, the clubs were able to form a council of clubs which had its own specific role. The constitution was replaced in 2014 and the council of clubs as a separate entity no longer exists. All management of the association is done through the board of directors.

It is still useful to have regular and occasional meetings of the clubs with the board, so that association wide issues can be raised and for information to be conveyed to clubs. The current format for this is bi-monthly meetings through the season (typically in March, May, July, September) and a Think-Tank in which issues arising from the season can be discussed in preparation for the following season (November).

It is important that all clubs attend these meetings as they enable the association to convey important information to the clubs, and vice versa. This is the opportunity for clubs to discuss issues with the association, and is open to all clubs.

4 The Pre-Season

4.1 Registration Weekend

The AHJSA season starts with the official Registration weekend, and this date is used to help define the time-line for the coming season. The association pays to put advertisements in the local papers (Mt Barker Courier, Strathalbyn Argus, Murray Valley Standard) in which we include the registration details (if provided) and a contact number. The lead time for this is around a week so late information will not make it into the advertisement.

It is desirable for clubs to have their registration early, but after the start of the school year. This allows the relevant people to chase down players so that they are able to determine what teams will be fielded. The team nominations are required around four weeks after the official registration weekend.

This is a busy time for clubs as they need to get up and running, identify the players, appoint coaches, form teams and address registration and compliance issues.

The association has time lines which it needs to keep to so that it can arrange the season, and late information from clubs does affect this and causes us to delay important information.

The most important of these is creating the fixtures for the Cup and League rounds. We aim to get this out as soon as possible, but often this comes out late as we are still attempting to collate all required information from the clubs.

4.2 Club Contacts and Communication to Clubs

Each club is required to notify the association of their official contact. This should be someone who is able to ensure that the information is communicated with the club management and to coaches and players within the club.

Official correspondence with the club will be through the club contact. Generally this will be via email. Official correspondence will include all disciplinary issues that may arise through the season, and notices of changes to the fixtures, etc. It is important for clubs to ensure that the information is correct as we deem a club to be duly notified by sending to the last notified contact.

The avenues used by the association for communication with the clubs is in the form of communication to the club contact via email, or the club secretary by post, or at Council of Club meetings. The choice will depend on the importance of the information, and whether it is deemed to be an official notice, or other. Clubs should be aware that the association deems the club to be duly notified irrespective of whether they attend a meeting or not. It is the club's responsibility to attend the meetings of the association, and to ensure that their representative conveys any information to the appropriate officers of the club.

In addition to the official contact, it is useful for the association to have a contact list for the key club executive positions (name, email and a phone number). This will make it a lot easier for us to communicate on the day-to-day issues. These should include

- President / Chair
- Junior Co-ordinator (if any)
- Treasurer
- Registrar
- Secretary
- Child Safety Officer
- AHJSA Representative

Additionally, we include contact details for each club on our website. Generally, the contact details (name, email, telephone) include the club chair or president, the club secretary, the club child-safety officer and the club official contact.

4.3 Season Calendar

Early in the year the association publishes a calendar for the season. This includes all dates of activities throughout the season, including the competition rounds. The calendar is on the website, and does get updated where we need to reschedule or add activities.

We advise clubs of the various dates once we have set the calendar. The calendar is normally set in January.

The key administrative dates for the season are

Team Nominations	mid March
Team nomination fees	late March

Coach Nominations	early April
Player registrations online	early April
Age exemption requests	early April
Club child safety certificate	early May
Player registration fees	mid May

The actual dates will slightly vary each year depending on the fall of Easter and School Holidays.

4.4 Child Safety

An issue that all clubs **MUST** manage is that of child safety. As an affiliate of the FFSA we are bound by the child safety regulations of the FFA, as well as by state child safety legislation (which the FFSA regulations encapsulate).

In 2013 all clubs signed a child safety compliance statement which was a requirement as an affiliate of the FFSA. This binds each club to ensure that they comply with the child safety regulations of the FFA, FFSA and the state legislation. The relevant document is the *FFSA Child Safe Guidelines*, and all officials of the club (including team coaches and managers) should be aware of the obligations that this imposes. In particular the state legislation imposes mandatory reporting requirements on adults working with children. All clubs need to be aware of what this means from a management, club and personal liability perspective, and obtain appropriate mandatory reporting training.

Although the completion of the compliance statement was a once-off requirement of the FFSA, the association requires that each year the club submit a compliance statement to the association. This is to ensure that the current club officials are aware of the requirements that they must meet.

Note that the child safety requirements are not negotiable and all clubs must ensure compliance. Failing to do so could see the club and the office holders of the club liable, and with no or limited insurance cover.

Each club is required to have a child safety officer, who has undergone the appropriate working with children training. This person is responsible for ensuring that all people in the club required by law to have a police check in fact have one. Generally, this will include all coaches and team managers, the child safety officer and the registrar. It is good practice to require all members of the club management group to have one.

The process for obtaining a police check is included on the website. The association child safety officer is also able to help – childsafety@ahjsa.asn.au.

The association maintains a register of all officials with their police check status. The association does not collect, nor want, copies of an individual's police check certificate. We only require the details – Name, Date of Issue, Certificate Number, Status. This is described in the Competition Rules.

The individual should keep his/her certificate and the club should maintain a register of the same information as kept by the association. Keeping copies of certificates is poor practice owing to privacy law restrictions.

Best practice for a club is to maintain a single register of all people identified as requiring a child safety certificate. This allows the club to know who is required to have a certificate, the status of the certificate, and who needs to be chased down to provide information. It is critically important that the club ensure that all people **required by law** to have a certificate obtain one and present this information to the club. The regulations of the association and the FFSA in this regard are to ensure compliance with the SA law.

It is the responsibility of the club child safety officer to collect and to forward on this information to the association. This register should be updated as the information is made available, and the updated register sent to the association's child safety officer as it is changed so that we have a copy of compliance.

The FFA policy is that the police check certificate is acceptable for three years from the date of issue. It is the responsibility of the individual and club to ensure that these certificates are updated as required.

4.5 Coaching

The benefit of good coaching is well understood. We appreciate that clubs can struggle to find coaches for teams, however in the interests of the development of the sport it is important that clubs endeavour to find suitable coaches. The FFA has guidelines of the standards which coaches should meet in terms of their capacity to work with young players. As an association we have adopted the recommended standards of the FFA within the Community Coaching pathway. This is described in the *AHJSA Coaching Standards Policy* document.

In essence, we require that non-competitive coaches have a minimum of the Grass Roots Certificate. Competitive coaches are required to have a minimum of the Skills Acquisition Certificate or Game Training Certificate, depending on the age group. The details are given in the *AHJSA Coaching Standards Policy* document.

The benefit of this policy is that clubs should be able to develop coaches with longer term commitment to the club, and ensure that players and parents feel that they are getting reasonable football development through their involvement with the club. It is a longer term strategy. In concept, a parent would come in to the club with a younger player and offer to help. The Grassroots course is a short, free, introduction aimed at this person. As the player moves through the ages, the coach would develop their skills to support the team as it advances. Often, the biggest hurdle to coaching is getting the person involved, and once they are, they find it a rewarding and enjoyable experience.

The association attempts to organise training courses appropriate to our competition dates, however these must go through the FFA and as such we cannot guarantee this. Our expectation is that a coach either has the appropriate qualification, or is enrolled in a course when it becomes available. Coaching certification lasts for three years.

The association policy is that all coaches must have the appropriate minimum qualification. In addition, all coaches are required by the FFA to be registered in the FFA MyFootballClub database and to have a suitable police clearance.

Each team participating in our competition is required to have an allocated coach who meets the above requirements. Any team where the coach does not meet these will not be able to play.

It is the obligation of each club to ensure that all coaches meet these requirements.

4.6 The Cup Competition

The association runs an Association Cup each season. The format of the cup has varied over the years and has either run in parallel with the league competition or as a pre-season competition.

As of 2016, the cup is being run in parallel with the league competition. All teams in the league must be entered into the cup, and as the cup is in parallel with the league, players are tied to the same team for the league and cup competitions. The competition rules describe the eligibility rules.

4.7 Team Nominations

One of the biggest hurdles that clubs will hit at the start of the season is that of building teams. This can be quite difficult as often the club has to chase down players who wish to play.

The association programmer requires sufficient time to organise the season fixture, and consequently requires team information reasonably early. It is often the case that clubs are still trying to determine which teams can be fielded. Therefore, clubs need to organise registrations and identify players early in the pre-season. It may be that an educated guess of the likely makeup will have to be made. It is possible to change the team nominations if necessary, although it is not desirable to rely on this.

Each team is required to have a coach. The team nomination should include this information. As the league and cup are in parallel, we require complete coaching details to be provided with team nominations. The coach must comply with the conditions describe above. Any team that does not have a coach who satisfies the requirements will not be able to play in the competition.

It can be difficult to make additional changes once the competition fixture is completed. There are a number of variables, including availability of grounds, number of teams, availability of referees, so do not assume that a late entry will be accepted.

The association also for practical reasons does not attempt to accommodate scheduling requests from clubs. While individual clubs may not see this as a large issue, the fixture is more complex and trying to accommodate individual requests can be very difficult. The association has a process, described in the competition rules, for how changes to the fixture can be done. This is the only way so clubs need to be aware of this.

4.8 Player Registrations

All players who play in the association competitions must be registered in the FFA MyFootballClub database. This is a requirement of the FFA. Note that if a club has an internal development programme (eg for 5-6 year olds), then this is not an AHJSA competition, and registration is not required. Instructions for player registration are available on the website.

Note that players must be registered as a junior player playing for an AHJSA member club to be eligible to participate in the AHJSA competition.

In order to accept player registration it is necessary that the club registrar set up the player packages for their club. Instructions for this are available on the website. The association registrar is also able to help - registrar@ahjsa.asn.au.

In addition to setting up the player packages, the registrar needs to accept players into the club. The process is that when a player registers with a club, essentially he/she is asking the club to allow him/her to play. The club needs to accept the player into the club, and until this is done, the player is not registered to play.

Note that having an FFA number does **NOT** mean that the player is registered either with the FFA or the association. The FFA number is a unique identifier for people who have participated (at some time) in an FFA affiliated competition. Registration is a separate process. To register the person needs to already have an FFA number. Thus, a new player is registered by firstly obtaining an FFA number, and then registering to play with a club using this FFA number. A common mistake made by parents is to obtain the FFA number and believe that this is the registration. It is not, and clubs need to ensure that parents understand this. A template registration guide (*Self Registration Guide for Club Registrars*) is available on our website. This can be tailored by each club to provide a guideline for parents and players of the club.

The MyFootballClub website allows clubs to also collect fees through the system, and clubs should consider if this can simplify the player registration and fee collection process. Collecting player fees can end up being a time consuming task.

It is important that the registrar is on top of the player registration process and rules, and that parents/players do the online registration as soon as possible. Registrars cannot register players. Note that the requirement for the registrar to accept a player into the club provides a mechanism for clubs to regulate players and enforce player registration fees, since without the accepting phase the player is not eligible to play for the association.

Details of how to setup the player packages can be found on the website.

Registrars must be registered with the FFSA to be able to manage the club registrations. To do this the registrar will need to have a suitable police check, and until this is done the club cannot progress player registrations. The message here is to not leave it too late, especially as police checks can take some time as there are many sporting organisations having to do the same thing.

The club also needs to arrange with the association for individual coaches and team managers to have access to the Fox Sporting Pulse system. This is used to maintain the competition fixtures, results and team lists. The association uses this system to generate all team sheets for our competitions. To have access, the person must have a police check. It is therefore very important to get on top of this early in the pre-season, otherwise the club may find that it is unable to produce the necessary team sheets.

The association controls giving access to the Sporting Pulse, and so it is important for clubs to understand that if they change coaches or managers, then they need to communicate this with the

association so that access can be arranged. There are requirements on having access, so it may not be something that can happen instantly.

Once the introduction of the electronic team sheet system is complete, team coaches/managers will need to have Sporting Pulse access to be able to produce the appropriate the team sheets, which in turn are necessary to play.

The registrar **MUST** be aware of the rules governing player registration. Any player who participates whilst unregistered will cause the team to lose competition points. The association will audit this during the season and at some stage, most likely near the end of the season, will notify clubs of loss of points. It is better to be on top of this early in the season. This information needs to be communicated with team managers and coaches as both the registrar and Manager / Coach need to be aware of who is eligible to play in the association competitions.

As a general rule, any player who is not visible in the Sporting Pulse list of players is potentially unregistered. Hence, any player who has to be written into the team sheet rather than taken from the Sporting Pulse system should be considered suspect and checked. Managers and coaches need to be aware of this. Again, having an FFA number does NOT automatically mean that the player is registered to play.

An approach for ensuring that only registered players participate is for the club registrar to maintain the list of registered players, and ensure that all coaches/managers have an up-to-date copy. They in turn should only play people who are on this list. The MyFootballClub system allows summary lists to be generated.

4.9 Age Exemptions

The eligible age group for a player is determined by their age on 1 January in the competition year (ie at the start of the year). Thus a player who turns 14 on or after the 1st January is eligible to play in the U14 competition as they are 13 at the start of the year. All players can play in a higher age group.

The association recognises that it can be difficult to form teams with only players of the correct age. As such it provides for limited overage exemptions per team. The rules for overage player exemption are described in the competition rules.

The maximum number of exemptions per team is three.

There are two categories of exemption: automatic and by application.

A team can have two automatic players as long as they are compliant with the automatic player exemption rules. A third player, or a player who is more advanced will need to get the approval of the association. Players in the representative squads, or play in the FFSA JPL competition or similar must get the approval of the association. The club must apply for these exemptions, and provide a rationale for why the exemption should be granted.

Do not leave applications for exemptions to the last minute. They will often not be assessed immediately on receipt of the application, and without approval the player is not eligible to play in the requested team.

4.10 Incentives Scheme

The association introduced a club incentive scheme in 2014. The aim of this is to encourage clubs to meet the following:

- administration deadlines,
- attendance of meetings,
- submitting neat and correctly filled in official match sheets,
- submitting score and match reports on time.

The association has allocated \$1000 to be awarded to the club who has the best record in this area, and \$500 for the runner up. The structure of the scheme is described in the *AHJSA Club Incentive Program* document.

5 The Season

5.1 The League Competition

The league season starts around May, although this is strongly dependent on when Easter and the school holidays fall. The season typically has 16 rounds, depending on the number of teams entered in a division. The season continues through the school holidays, with a break for the Queen's Birthday long weekend (State championships) and the weekend of the Country championships.

Most games are scheduled for Saturday morning (non-competitive and mixed) or afternoon (girls).

Re-scheduled games may fall on another week day/night owing to the availability of suitable grounds and officials. As such, clubs should ensure that parents are aware that they may have to play some matches on days other than Saturday. We assume that they are aware of this when we consider match scheduling.

5.2 Referees

All competitive matches of the association are under the control of referees from the Adelaide Hills Referee Board (AHRB). These referees are paid, with the schedule of fees published by the association early in the season. It is the responsibility of each team to pay 50% of the fee, and this must be done prior to each match. As such, the club treasurer needs to ensure that the team coach/manager has the appropriate payment prior to the match. If not, then it is likely to come out of the coach/manager's pocket. Only official AHRB referees are paid.

Where a club owes monies to the AHRB (such as non-payment of a fee, or due to matches postponed after the notification time), the AHRB will invoice the club directly for the fee. Clubs are obliged to pay these fees.

The competition is run in accordance with the competition rules, and follows full FIFA rules with certain modifications (mainly on duration of play). Each match is under the control of the referee, and not the association.

Normally, each club must provide a line referee for each match. It is in the interests of the club to ensure that each team has parents who are willing and able to “run the lines”. Not having anyone willing to do this is not an excuse. The AHRB is happy to come out and run courses for line referees, so utilise this resource. Contact details are on the association website.

There are strict rules about interaction with the referee. Clubs need to ensure that all officials and parents are aware of these and abide by them. Note that where a parent or club official is filling in as a referee, the association will treat this person equally as with official referees of the AHRB in terms of the respect expected to be shown by the club officials, players and spectators.

In addition to the line referee, each team must provide a ground steward. The person is considered to be a match official whilst performing this duty. The role of the ground steward is to manage the own-club behaviour, and to support the referee as request by the referee. The document describing the role of the ground steward is included in the website. Clubs are responsible for the conduct of their ground stewards and should ensure that appropriate people are delegated this responsibility.

5.3 The Disciplinary Process and Penalties

The disciplinary processes of the association are included in the competition rules.

There are mandatory penalties for players and officials which the association must apply. The penalty depends on the severity of the infringement. In addition, the club is responsible for the behaviour of its spectators and parents. Inappropriate behaviour will be dealt with by the association, and clubs can expect fines where spectator codes of conduct are breached.

The association has scope to determine additional penalties where appropriate. It does not have scope to reduce mandatory penalties, so there is no point in asking for this.

It should also be remembered that the official report of a referee will be considered as a true and proper record and so there is no point in questioning the referee’s report unless you are able to provide substantive evidence that the referee made a mistake (but only in the misidentification of a person). You cannot complain about a decision of the referee. This is described in the Competition Rules.

Please note that the association will not consider (and that means generally not even look at) any complaint made by a parent, player or official. The official and proper way in which complaints are made is via the club executive. We will generally only consider official complaints made by the club, except where we believe there is an overriding issue to be dealt with. As such, the club executive has the responsibility to discuss the issues with the people in their club, and to form an opinion on whether it should elevate the issue to the association.

Be clear though that we must follow a process consistent with the FFA processes when we receive an official complaint. Often times many problems can be solved by the club informally discussing

the problem with the other club (“chair to chair”). If this is not possible, or you believe that an agreement has not been fulfilled, then the option of a complaint to the association is available.

It is always worthwhile when dealing with issues informally to give the association a “heads up” so that we are aware of the problem and solution, and also can identify more systemic issues.

The association should be contacted through the secretary - secretary@ahjsa.asn.au.

5.3.1 Red and Yellow Cards

Players receiving red or yellow cards will be reported on the team sheet by the referee. The association will keep a record of the cards received by players so that it can enforce the match suspensions that come with these penalties. These penalties are described in the Competition Rules. The card will also be recorded in the Sporting Pulse system, and players with active red cards will not be able to be included on a team sheet.

Note that whilst the association will endeavour to notify clubs, it is the responsibility of clubs to ensure that players serve any mandatory suspension that results, irrespective of whether the club has been notified by the association. Red cards require a minimum one match suspension, and an accumulation of four yellow cards will lead to a one match suspension.

Additional penalties may be applicable and the association Competition Manager will determine this, and notify the club. A full schedule is included in the Competition Rules and the documentation referenced therein.

5.4 Codes of Conduct

All players and officials of clubs, including line referees, ground stewards, coaches and managers, are bound by the FFSA/FFA codes of conduct. In addition, all spectators (including parents) are bound by the FFSA Spectator Code of Conduct.

Breaches of these codes can, and likely will, result in a penalty against the player, official and/or club.

Clubs are responsible for the conduct of their spectators. Ground Stewards, as one of their functions, are there to ensure that spectators abide by the code. Failure by a Ground Steward to perform their role properly reflects poorly on the club, and can lead to additional disciplinary actions for the person or club.

The FFSA has a Social Media policy and clubs, players, officials and spectators are required to comply with this. Inappropriate social commentary is not allowed and clubs must address this when it is identified. Please note in particular that criticism of referees or their decisions is not allowed. This includes public comments and commentary in match reports and in social media. Failure to show proper respect for the referee is a code of conduct violation.

Clubs need to be aware of the code of conduct obligations they and their members have, and ensure their members and officials are aware of their obligations in this area.

5.5 Team Sheets

The purpose of team sheets is to provide evidence of the conduct, score and participants in each match.

All players on the team sheet must be registered and eligible to play for the team. There are penalties for unregistered or ineligible players, with this being determined by who is listed on the sheet, not by who actually played on the field.

The FFSA has moved to electronic team sheets for all their competitions. This has many advantages, as it links the player registrations within the MyFootballClub database with the team sheets. This provides a mechanism to ensure all players are properly registered and eligible to play.

The association is moving in the same direction. At this time the association is not able to utilise the FFSA team sheets, and as such has a MS Word template which allows the team list available in the Sporting Pulse system to be extracted and formatted as a team sheet. The objective is to move to the FFSA sheets when this option is available.

There is a process for moving players from the MyFootballClub system to the Sporting Pulse system. Again this is the job of the club registrar, who must be properly accredited. The association programmer and registrar administer this. As a reminder, the club must request the association to provide access to the Sporting Pulse system for individuals. This will NOT be automatically done.

Template word documents for the competitive and non-competitive grades are available on the website. Clubs need to ensure that their coaches/managers understand the process and requirements and have the appropriate access to the Sporting Pulse system.

Some clubs have previously opted for a single person to manage the team sheets in the Sporting Pulse system. This is not recommended, as it limits the ability of the team coach/manager to configure the team sheet with registered players, or to get the team sheets to each team in a timely manner.

5.5.1 Competitive Grades

Each competitive team must complete a team sheet for every match played. This lists the players and FFA registration numbers, match officials, and the score. A maximum of 16 players can be listed on the sheet, and the referee will generally check this, however it is the responsibility of the club to ensure that this is the case. This record is kept by the association so that official scores can be kept. The team sheet also notes players with yellow and red card penalties and best players awarded by the referee.

The official record of the match is the copy sent by the referee to the association. Therefore it is important that each team manager keeps a copy of both teams sheet, and that this matches the referee's copy. The value in keeping all copies is where a sheet goes missing and there is a dispute. The association may then consider the club copies.

Note that the association requires the official team sheet, and correctly completed, to be submitted. The AHRB referees will generally only verify that the player names and numbers, and ground stewards are recorded on the sheet. At this point they will allow the match to proceed.

The acceptance of the team sheet by the referee does not mean that the team sheet is suitable to the association, and improper or incorrectly filled in team sheets will still incur any penalties as set by the association.

5.5.2 Non-Competitive Grades

Each non-competitive team must complete a team sheet for every match played. The non-competitive grades do not keep a score or best player, so the details required are the player name and FFA number. As there is no referee for these matches (correctly the person is a game leader) it is the responsibility of the team managers to send the team sheets to the association at the association postal address or by email. They should still keep the team copy for their records.

Note that the driver for non-competitive team sheets is to

- Ensure that all players are properly registered, and
- Enables the FFSA insurer to know which players have participated within FFSA competitions, and when.

There are currently no set penalties for playing ineligible players in the non-competitive competition however this is an area for review, and the association has the ability to impose penalties for breaches of the competition rules.

5.6 Postponement of Matches

Matches get postponed. This is almost always due to excessive rain. The Competition Rules describe the process for postponement. The decision to postpone a match on the day is made by the referee, not the club. There is provision within the rules for consideration of the club's interest. The referee fee is payable for these postponed matches.

If a club wishes to postpone a match then it needs to notify the AHJSA programmer by 6pm Thursday prior to the match or 48 hours prior to kick-off. In this case no fee is payable. The early cut-off can be problematic as most postponements are due to rain, and thus it is sometimes necessary to guess how the ground will be on a Saturday. The 48 hours required for postponement is due to the time required to ensure that clubs and referees are notified.

Postponed matches must be rescheduled by the affected clubs. This must be by mutual agreement, so there is little point in trying to gain some advantage. The association programmer and registrar must be notified. The association will attempt to arrange for an AHRB referee to officiate. If the clubs are unable to agree then the association will set a time and place of its liking, and the clubs must play or forfeit. So again, it is advantageous for clubs to seek a mutually suitable time and place.

Note that the association may not approve the chosen time or location, and the association's decision is final in this regard.

The association provides some limited ability for clubs to have changes made to the fixture. There are specific rules in this regard, and are described in the competition rules. This is the only avenue for such changes. The decision of the association is final in this regard.

5.7 Score and Match Reports

The association is limited in the amount of promotion it can do. An effective means of promotion is to utilise the free space provided by the local papers for game reports. The association places these reports in the Mt Barker Courier.

All publicity must be sent to the association publicity officer results@ahjsa.asn.au who will filter and forward to the paper. Do not send directly to the paper as it will be unlikely to be published as we have been asked that they come via the association. The association also needs to ensure that the information being published is appropriate and not contrary to the rules.

The decision to publish, and in what format, is made by the paper. We have no control over this. It is generally true though that the more publicity generated by the clubs, the more will end up in the paper.

The publicity officer may also put the match reports and photos on the website. Therefore, we welcome additional photos for this purpose. Please note that it is the responsibility of the club to ensure that all photos of children have the appropriate consent in accordance with the FFA rules. As a general rule, all clubs should as part of the registration process get parents to agree to the use of photos by the club and association, for publicity, publication in the press and for use on their websites. From experience, it is better to provide an opt-out rather than opt-in clause.

Note that the FFA has a policy on the acquiring and displaying of photographs of children. Clubs, officials and parents should be aware of this. Specifically, the taking of photographs is not prohibited however there are best practices which should be followed. The policy document is available on the AHJSA website.

There are two types of reports: Score reports and Match reports.

5.7.1 Score Reports

A score report is a brief statement of the match. The purpose of these reports is that the players can see the result, along with other family and friends.

Non-Competitive Grades

The association does not keep scores for non-competitive matches, and as such no scores are to be reported in non-competitive grades. The names of goal scorers are included, but not the number of goals. There should not be any best players. The format should be:

Age Group (& Division if applicable)

Home Team v Away Team. (Team name and/or colour if applicable)

Goal Scorers: Home Team – A. Player, B. Player. Away Team – C. Player.

Competitive Grades

For competitive grades the association has a maximum 6 goal win. The score should reflect this score, not the score as kicked. The names of goal scorers are included, but not the number of goals. Best players as selected by the teams are included. The format should be:

Age Group (& Division if applicable)

Home Team 3 v Away Team 1. (Team name and/or colour if applicable)

Goal Scorers: Home Team – A. Player, B. Player. Away Team – C. Player

Best Players: Home Team – 1st D. Player, 2nd E. Player, 3rd F. Player.

Away Team - 1st G. Player, 2nd H. Player, 3rd I. Player.

5.7.2 Match Reports

A match report is a short article describing the game. It can include photos. It is intended to be included in the sports section of the paper, or on the website.

The report provides a story about the match, and many examples can be found in the local papers across various sports. There are some rules. Firstly, the rules on scores as described above still hold. The article is primarily for publicity of the association and the club. As such it must have a positive focus, and be fair to both sides. It must not be critical of decisions of the referee or be negative about the officials, spectators and players. Photos are good, however they need to follow the FFA rules on photographing children. The Courier also requires names for all children in the foreground of a photo.

6 Post Season

6.1 The Carnival

The association supports an end of season carnival. This is run on behalf of the association by one of the clubs, with this being traditionally the Strathalbyn club. The carnival is scheduled for after the league rounds, and runs using the carnival rules within the competition rules, or as specified by the organising club. All teams in the competition can participate in the carnival.

The carnival runs over two or three weekends with different grades competing on different days. Clubs do not have to participate however the experience is that players enjoy the carnival environment and of being able to play in smaller groups in a semi-competitive / social competition.

6.2 League Presentation Night

The League presentation is scheduled for September each year, soon after the completion of the league competition. All competitive teams who are division/grade winner or runner-up are required to attend. The association awards trophies to the clubs and players of these teams.

In addition, the division best and fairest and runner-up are awarded trophies. These are the players as judged by the referees throughout the season.

The association also awards Rising Star awards to a boy and girl in the U12/U13G age group.

The completion of the awards is the end of the season from the player perspective.

6.3 The Annual General Meeting

As an incorporated body the association is required to hold an Annual General Meeting each year. The purpose of the meeting is well defined, and generally is to present reports from the board, appoint auditors, present the financial accounts of the association, elect life members, and to elect members to the board. It is possible for the meeting to conduct other business, at the discretion of the board, and only if it is part of the agenda.

The AGM is not the place to raise issues within the association. This should be done either through the Council of Clubs, or by discussion with the board. The board can choose to include items on the agenda of the AGM. Clubs have within the constitution the ability to request and compel the board to hold special general meetings to deal with specific issues.

Attendance at the AGM is restricted to members (life members and appointed representatives of the affiliate members or clubs), directors, and the auditor. Typically, the board would be tolerant of others attending but only in their capacity to nominate for positions on the board. The AGM is not a public meeting.

Attendance at the AGM is mandatory for all clubs. This is the opportunity for clubs to determine the individuals they would like to see represent the association. The board is elected by the clubs.

6.3.1 Appointment of Directors of the Association

The association runs due to the efforts of the clubs and the board. The board should be a reflection of the membership, although it is charged with considering broader issues. As such all clubs should take an interest in the people who sit on the board and form the executive of the association.

The makeup of the board is typically taken from the clubs, but this is not required. The association looks for committed individuals who can represent the issues of the soccer community, rather than of any individual club.

It is desirable, but not a requirement, that some directors of the board have experience in club management as this does give a good grounding in the issues that are faced by the association. This should not be seen as impediment though as there are many people who can bring required skills.

People elected to the board are appointed for two years. All members of the board are expected to contribute to the running of the association and to take on one of the roles as described in the By-Laws, or as requested by the board when seeking nominations.

People seeking nomination should indicate which areas they are interested in as typically there is not a lot of competition, and the existing board is looking for good coverage across the required roles.

We all understand the issues with insufficient people being involved with clubs. The same problem afflicts the association, however the difference is that we only have 12 members. It is therefore important for clubs to understand that the individuals running the association need to come

primarily from the clubs. The ability to run the competition, and the quality of support given by the association, is dependent on this.

The By-Laws of the association include provisions (section 13) which are intended to encourage clubs to contribute to the running of the association. Clubs should be aware of their obligations in this respect as it may affect their ability to compete in the association competitions.

Member clubs should understand that membership does not entitle them to participate in the competitions of the association.

6.4 Think Tank

The completion of the season from the club perspective is the 'Think Tank' meeting. This is the last Council of Clubs meeting for the season, and is held in November after the AGM.

The objective here is to get feedback on issues from the season, or to raise issues that the association needs to consider when planning the following season. This is the meeting at which clubs or the association can float ideas about what is good or bad or missing, and possible solutions.

Generally, the association will ask for feedback on various issues which it has identified, however clubs are encouraged to submit items for consideration. It allows the newly appointed board to understand these issues.

All clubs are encouraged to attend, as this will be input for the association as it plans for the following season.

7 The Representative Team Programme

The SAJSA runs two carnivals each year for the member associations. The State Championships are held over the Queen's Birthday long weekend in June, and the Country Championships are held in August. The State Championships are located at West Beach and all member associations can participate. The Country Championships move between regional centres, and all regional associations can participate.

The AHJSA is a regional association of the SAJSA and annually participates in both carnivals.

The "rep" programme is an association development pathway in which players are selected from the member clubs to represent the association at these carnivals.

The association hold trials for players to be part of the developments squads in late August / early September. Trials are advertised to all clubs, and are open to all players of correct age. Selection into the squad is governed by the *AHJSA Representative Team Policy*.

The association encourages all clubs to embrace the "rep" programme. From a player perspective, it encourages players to consider advancement to a higher level of play, and provides an environment in which they are working with a group of like-minded players. The club benefits because it is another opportunity for players to improve, and to see this translate into their club teams.

Playing in the “rep” teams introduces an association wide camaraderie which builds links between clubs, players within different clubs, and coaches and parents in different clubs. Many of the parents who have children playing in the “rep” teams continue on as dedicated volunteers of their club or the association.

From a coaching perspective, clubs should encourage coaches to consider contributing. This directly benefits clubs through improved standards of coaching, a broader view of player development, and connections with other coaches, parents and players within the association. Good association coaches act to promote their club as progressive, and forge long lasting relationships with the parents and players from across clubs.

The association encourages all clubs to embrace the programme, and to promote it to players, parents and coaches within their club.

8 Useful Documentation

The following is a summary of the various useful documentation. All documents are available on the website www.ahjsa.asn.au.

AHJSA Regulations
AHJSA Constitution
AHJSA Bylaws
Competition
AHJSA Competition Rules
AHJSA Modified Rules Summary
AHJSA Team Nomination Form
AHJSA Overage Player Application
AHJSA SP Team Sheet Competitive
AHJSA SP Team Sheet Non-Competitive
SAJSA Spectacles Policy
FFSA Rules Regarding Ground Stewards
AHJSA Fees Due Dates
AHJSA Remittance Advice
AHJSA Online Player Registration Instructions
Compliance
AHJSA Club Incentive Program
FFSA Child Safe Guidelines
AHJSA Child Safety Compliance Statement
ASC Acquiring and Displaying Images of Children
FFA Member Protection Policy
FFA Code of Conduct
FFA Spectator Code Of Conduct
FFSA Technical Areas and Spectator Behaviour
FFSA Social Media Policy
FFA Statutes
FFA National Disciplinary Regulations
FFA National Grievance Regulations

AHJSA Policy
AHJSA Coach Support Policy
AHJSA Coaching Standards Policy
AHJSA Player Support Policy
AHJSA Referee Support Policy
AHJSA Representative Team Policy
AHJSA Representative Programme
Representative Coach Application
Guidelines for Managers of AHJSA Representative Teams
Coaching
FFA National Curriculum

9 Useful Contacts

All official contact should be through the AHJSA Secretary.

Names of AHJSA board members and their roles are included on the AHJSA website.

Specific information is generally sent directly to the executive positions who are tasked with handling the various roles.

Address	Purpose
secretary@ahjsa.asn.au	Official contact and information between AHJSA and clubs Overage Player Exemptions Competition Rule issues Disciplinary and Code of Conduct issues Referee issues
registrar@ahjsa.asn.au	Player and Coach registration issues MyFootballClub Issues Team sheets Notification of forfeits Notification of postponements
programmer@ahjsa.asn.au	Programming issues Fox Sporting Pulse issues Team Nominations Requests for change of match time and location Notification of forfeits Notification of postponements
results@ahjsa.asn.au	Score reports Match reports
childsafety@ahjsa.asn.au	Child safety issues Club Child Safety Compliance Statement Club Child Safety register and updates Police Certificate applications
treasurer@ahjsa.asn.au	Invoices and Payments

Appendix A. AHJSA Season Information Check List

This check-list should be read in conjunction with the *AHJSA Season Information* document. It is intended as a summary check list of what the club needs to do in order to be ready through the AHJSA season.

When	Action	Done
Pre-Season		
January - February	AHJSA to notify clubs of season calendar and due dates	<input type="checkbox"/>
	Set club registration day in preparation for start of School Term 1	<input type="checkbox"/>
	Finalise appointment of club Registrar and Child Safety Officer	<input type="checkbox"/>
	Child Safety Officer to arrange attendance at training course (if required)	<input type="checkbox"/>
	Child Safety Officer to get police check	<input type="checkbox"/>
	Registrar to get police check	<input type="checkbox"/>
	Child Safety Officer to send Police Check information for Registrar and Child Safety Officer to AHJSA	<input type="checkbox"/>
	Notify AHJSA of club registration date, time, location and registration contact	<input type="checkbox"/>
	Start identifying coaches	<input type="checkbox"/>
	Registrar to get access to MyFootballClub	<input type="checkbox"/>
	Registrar to set up player packages on MyFootballClub	<input type="checkbox"/>
February	Registrar to attend AHJSA Registrar's Meeting (As notified by AHJSA)	<input type="checkbox"/>
Early		
	Run club registration in common with other clubs (As notified by AHJSA)	<input type="checkbox"/>
Around 14 th		
	Finalise appointment of the AHJSA Representative and notify AHJSA	<input type="checkbox"/>
Late		
	Start review of teams for season	<input type="checkbox"/>
March	Registrar to accept player registrations on MyFootballClub (ongoing)	<input type="checkbox"/>
Early		
	Complete decision on teams for season	<input type="checkbox"/>
	Submit team nominations to AHJSA on team nomination form ready for Cup – Nominal coaches only required	<input type="checkbox"/>
Around 15 th		
	Club AHJSA Representative to attend first CoC	<input type="checkbox"/>
Around 17 th		
	Finalise appointment of coaches	<input type="checkbox"/>
	Registrar to arrange for coaches to be registered on MyFootballClub	<input type="checkbox"/>
	Child Safety Officer to arrange for coaches to have police checks	<input type="checkbox"/>
	Arrange for coaches to attend coach training courses	<input type="checkbox"/>
	Organise with AHJSA for coaches to get access to Fox Sporting Pulse	<input type="checkbox"/>
	Club to identify team managers	<input type="checkbox"/>
	Child Safety Officer to send Police Check information for Team	<input type="checkbox"/>

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		Managers to AHJSA	
	Around 29 th	Treasurer to send team nomination fees to AHJSA	<input type="checkbox"/>
April	Around 3 rd	Player online registrations to be completed to be eligible for Cup	<input type="checkbox"/>
	Around 5 th	Send Player exemptions to AHJSA for approval	<input type="checkbox"/>
		Club to acquaint with player eligibility rules for Cup	<input type="checkbox"/>
		Ensure each competitive team has people who can run the lines, and organise training with the AHRB	
	Around 10 th	Submit completed Coach information for teams to AHJSA – Final coach information on updated team nomination form	<input type="checkbox"/>
		Club to send automatic exemption information to AHJSA prior to Cup (and ongoing prior to participation of player)	<input type="checkbox"/>
	Mid April	Organise with AHJSA for managers to get access to Fox Sporting Pulse Individual Child Safety completed and FFA registration is required	<input type="checkbox"/>
	Mid April	AHJSA Fox Sporting Pulse training for managers and coaches	<input type="checkbox"/>
League Season Starts			
May	Around 3 rd	Chair to complete and send Child Safety Compliance Statement to AHJSA	<input type="checkbox"/>
	Around 10 th	Treasurer to send player registration fees to AHJSA	<input type="checkbox"/>
	Around 19 th	Club AHJSA Representative to attend CoC	<input type="checkbox"/>
June		Have a breather	<input type="checkbox"/>
July		Notify players and coaches of Representative Team Trials	<input type="checkbox"/>
		Encourage coaches to apply as Representative Team coaches	<input type="checkbox"/>
	Around 21 st	Club AHJSA Representative to attend CoC	<input type="checkbox"/>
August	Around 2 nd	Representative Team Coach applications due	<input type="checkbox"/>
	Early	Start identifying people for nomination to the AHJSA Board	<input type="checkbox"/>
		Encourage players to attend Representative Team Trials	<input type="checkbox"/>
League Season Ends			
September	Around 21 st	Club teams to attend League Presentation (as necessary)	<input type="checkbox"/>
		Finalise nominations for AHJSA Board	<input type="checkbox"/>
October	Early	Consider issues for Think Tank	<input type="checkbox"/>
	Around 27 th	Attend AHJSA AGM	<input type="checkbox"/>
November	Around 17 th	Club AHJSA Representative to attend CoC Think Tank	<input type="checkbox"/>

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