



Ballarat & District Soccer Association

B&DSA Handbook Table of Contents

Version 4 of the 2 February 2013.

If printed, may **NOT** be the latest version; please check B&DSA Handbook section of www.ballaratsoccer.com.au

Section 1. Overview.	1
1.1 INTRODUCTION	2
1.2 AMENDMENTS	2
1.3 MEMBERSHIP	2
1.4 MATTERS NOT COVERED	2
Section 2. Association Rules.	1
2.1 NAME	3
2.2 PURPOSES	3
2.3 FINANCIAL YEAR	5
2.4 DEFINITIONS	5
2.5 MEMBERSHIP	6
2.5.1 Membership of the Association.....	6
2.5.2 General Rights of Members	6
2.5.3 Affiliated Club.....	7
2.5.4 Corporate Member	7
2.5.5 Ordinary Member (non-voting)	7
2.5.6 Ordinary Member (voting)	7
2.5.7 Honorary Life Member.....	7
2.5.8 Application for Membership of the Association:.....	7
2.5.9 Conditions of Membership.....	8
2.5.10 Register of Members	8
2.5.11 Resignation of Member	9
2.5.12 Expulsion, Suspension or Fine of Member.....	9
2.5.13 Notices.....	9
2.6 GRIEVANCE PROCESS	10
2.6.1 Written Notice of Dispute	10
2.6.2 Dispute Referred to Mediation	10
2.6.3 Appointment of Mediator.....	10
2.6.4 Mediation Procedure:	11
2.7 DISCIPLINARY MATTERS.....	11
2.7.1 Referee Reports.....	11
2.7.2 Appeals	11
2.8 MEETINGS	12
2.8.1 Convening Meetings & Notice of Meetings;	12
2.8.2 Annual General Meeting	12
2.8.3 Ordinary General Meetings, Special General Meetings and Board Meetings	
	13

2.8.4	<i>Special General Meetings Requisitioned by Members</i>	13
2.9	PROCEEDINGS AT MEETINGS.....	14
2.9.1	<i>Business at Annual and Special General Meetings.</i>	14
2.9.2	<i>Quorum</i>	14
2.9.3	<i>Chairperson at Meetings.....</i>	14
2.9.4	<i>Adjournment of Meeting.....</i>	15
2.9.5	<i>Voting</i>	15
2.9.6	<i>Eligibility to Vote</i>	15
2.10	BOARD OF MANAGEMENT	16
2.10.1	<i>Functions of the Board</i>	16
2.10.2	<i>Officers of the Association</i>	17
2.10.3	<i>Term of Office.....</i>	17
2.10.4	<i>Election of Officers and Vacancy</i>	17
2.10.5	<i>Proceedings of Board.....</i>	18
2.10.6	<i>Committees and Delegation of Powers.....</i>	19
2.10.7	<i>Bye-Laws.....</i>	19
2.10.8	<i>Secretary</i>	19
2.10.9	<i>Treasurer</i>	19
2.11	FINANCIAL MATTERS.....	20
2.11.1	<i>Funds.....</i>	20
2.11.2	<i>Fees, Fines and Charges</i>	20
2.11.3	<i>Cheques.....</i>	20
2.11.4	<i>Audit</i>	20
2.11.5	<i>Material Personal Interest of Members.....</i>	21
2.11.6	<i>Improper Advantage</i>	21
2.12	OTHER MATTERS	21
2.12.1	<i>Common Seal.....</i>	21
2.12.2	<i>Alteration of Rules</i>	21
2.12.3	<i>Winding Up or Cancellation</i>	22
2.12.4	<i>Custody and Inspection of Records.....</i>	22
	VERSION MANAGEMENT	23

Section 3. By-Laws. 1

3.1	BY-LAW 2006-1 – PENALTY FOR OUTSTANDING DEBTS	2
3.1.1	<i>Approved.....</i>	2
3.1.2	<i>Procedure</i>	2
3.1.3	<i>Appeal.....</i>	2
3.2	BY-LAW 2007-1 – BOARD MEMBERS ELECTION YEAR	3
3.2.1	<i>Approved</i>	3

Section 4. Disciplinary Code. 1

4.1	APPLICABILITY	2
4.2	DEFINITIONS	2
4.3	GENERAL	2
4.4	ON FIELD BREACHES	3
4.5	RED CARD OFFENCES	4
4.6	YELLOW CARD OFFENCES	5
4.7	ON FIELD INCIDENTS.....	7

4.8 MEDIATION	9
4.9 OFF FIELD BREACHES.....	9
4.10 I&D COMMITTEE.....	9
4.11 TRIBUNAL	11
4.11.1 General	11
4.11.2 Hearing of an Offence	12
4.11.3 Hearing of an Appeal.....	14
4.12 PENALTY AND SANCTION	15
4.13 APPEALS	16
4.13.1 Appeals Against a Fixed Penalty of Section 4.5 or 0	16
4.13.2 Appeals Against Tribunal Rulings.....	16
4.13.3 Appeals Against Association Decisions.....	16
ATTACHMENT 1 – NOTICE OF APPEAL FORM	19

Section 5. Codes of Conduct. 1

5.1 APPLICABILITY	2
5.2 GENERAL PRINCIPLES FOR ALL PERSONS INVOLVED IN SPORT	2
5.3 WORKING WITH CHILDREN CHECK	3
5.4 CLUB OFFICIALS	3
5.5 PLAYERS' CODE OF BEHAVIOUR	3
5.6 REFEREES' CODE OF ETHICS AND CONDUCT.....	4
5.6.1 <i>Introduction</i>	4
5.6.2 <i>Ethics</i>	4
5.6.3 <i>Conduct</i>	4
5.6.4 <i>Breaches</i>	5
5.7 PARENTS' CODE OF BEHAVIOUR	5
5.8 COACHES CODE OF BEHAVIOUR	6
5.9 ADMINISTRATORS' CODE OF BEHAVIOUR.....	6
5.10 MATCH OFFICIALS' CODE OF BEHAVIOUR.....	7
5.11 SPECTATOR CODE OF BEHAVIOUR	7

Section 6. Local Competitive Competition. 1

6.1 APPLICABILITY	3
6.2 STRUCTURE OF THE LOCAL COMPETITION	3
6.3 PLAYERS	4
6.3.1 Registration	4
6.3.2 Eligible Players	4
6.3.3 Ineligible Players	5
6.3.4 Protests.....	5
6.3.5 Penalties & Outcomes.....	5
6.3.6 Loan Players.....	6
6.3.7 Player Contracts / Agreements.....	6
6.4 TEAMS.....	7
6.4.1 Number of Players.....	7
6.4.2 Substitutes	7
6.4.3 Playing Strip.....	7
6.5 GROUND FACILITIES	8

6.5.1	Pitch	8
6.5.2	Facilities	9
6.5.3	Match Time	9
6.5.4	Match Balls.....	9
6.5.5	Stretchers / First Aid.....	9
6.6	OFFICIALS.....	10
6.6.1	Non-Attendance or Unavailability of Referee.....	10
6.6.2	Ground Officials	10
6.7	TEAM SHEET.....	10
6.7.1	Club Responsibilities.....	10
6.7.2	Referee's Responsibilities.....	11
6.8	DURATION OF MATCHES.....	12
6.9	LAWS OF THE GAME.....	12
6.10	DECISIONS OF THE REFEREES	13
6.11	MATCH RESULTS.....	13
6.11.1	All Games.....	13
6.11.2	Walk Over – Not Notified.....	13
6.11.3	Walk Over – Notified	13
6.11.4	Abandoned Matches.....	13
6.11.5	Postponed Matches	14
6.11.6	Submission of Results.....	14
6.12	BEST AND FAIREST VOTES	15
6.13	BILL DE JONG MEDAL – REFEREE BEST AND FAIREST	15
6.14	ADMITTANCE PRICES.....	15
6.15	FINAL SERIES RULES.....	15
6.15.1	Structure of Competition.....	15
6.15.2	Eligibility / Non Eligibility of Clubs.....	15
6.15.3	Eligibility Of Players	16
6.15.4	Drawn Games	17
ATTACHMENT 1	– PLAY DOWN OR UP REQUEST	20
ATTACHMENT 2	– SEVEN-A-SIDE RULES	21
ATTACHMENT 3	– PUBLICITY TEAM RESULT	23
ATTACHMENT 4	– PUBLICITY RESULTS CLUB SUMMARY	24
ATTACHMENT 5	– BILL DE JONG VOTES SUBMISSION.....	25

Section 7. Small Sided Football Tournament. 1

7.1	APPLICABILITY	2
7.2	STRUCTURE OF THE TOURNAMENT.....	2
7.3	PLAYERS	2
7.3.1	Registration	2
7.3.2	Eligible Players	2
7.3.3	Ineligible Players	3
7.4	TEAMS.....	3
7.4.1	Number of Players.....	3
7.4.2	Playing Strip.....	3
7.5	GROUND FACILITIES	4
7.5.1	Pitch	4

7.5.2	Match Time	4
7.5.3	Match Balls.....	5
7.5.4	First Aid.....	5
7.6	TEAM SHEET	5
7.7	DURATION OF MATCHES.....	5
7.8	GAME LEADER / INSTRUCTING REFEREE.....	5
7.9	LAWS OF SSF.....	5
	ATTACHMENT 1 – PLAY DOWN OR UP REQUEST.....	7
	ATTACHMENT 2 – SSF TEAM SHEET	8

Section 8. Local Fixture Generation. 1

8.1	INTRODUCTION	2
8.2	DRAW.....	2
8.3	Fixture Alterations	3
8.4	MATCH TIMES	4
8.5	COMPETITIVE DRAW	4
8.6	SMALL SIDED FOOTBALL DRAW	4

Section 9. Referees. 1

9.1	INTRODUCTION	2
9.2	REFEREE MANAGEMENT COMMITTEE	2
9.3	REFEREES	3
9.4	REFEREE APPOINTMENTS	3
9.4.1	Appointments Officer.....	3
9.4.2	Local Competitions and Games.....	3
9.4.3	Cup Finals.....	5
9.5	REFEREE COACH-INSPECTOR	5
9.6	REFEREE PAYMENTS	5
9.6.1	Home and Away Games All Fixtures and Leagues	5
9.6.2	Referee Coach-Inspector.....	6
9.6.3	Travel Allowance.....	6
9.6.4	B&DSA Cup Finals.....	6
	ATTACHMENT 1 – REFEREE PAYMENT AMOUNTS	8
	Home and Away Games All Fixtures and Leagues.....	8
	Travel Allowance	8
	B&DSA Cup Finals	9

Section 10. Schedule of Fees and Fines. 1

10.1	FEES	2
10.1.1	Affiliation.....	2
10.1.2	Team Entry.....	2
10.1.3	Player Registration.....	2
10.1.4	Supplement Registration Fees	3
10.1.5	Other.....	3
10.1.6	Referee Fee per Team.....	3
10.1.7	Grand Final Entrance Fees.....	3
10.2	FINES.....	4

10.2.1 Club	4
10.2.2 Players.....	4
10.2.2.1 Red Card Offences.....	4
10.2.2.2 Yellow Card Offences	5
10.2.3 Referees	5
10.3 PAYMENT	5
10.3.1 Due Date.....	5
10.3.2 Late Payment Penalty	5

Section 11. Finals and Presentation Events. 1

11.1 FINALS.....	2
11.1.1 Hosting.....	2
11.1.2 Venue	3
11.1.2.1 Elimination, Qualifying and Preliminary Finals.....	3
11.1.2.2 Grand Final	3
11.1.3 Match Officials	4
11.1.4 Order of Proceeding.....	4
11.2 SEASON LAUNCH	4
11.2.1 Hosting.....	4
11.2.2 Venue	4
11.2.3 Attendance	5
11.2.4 Order of Proceeding.....	5
11.3 SENIOR PRESENTATION NIGHT	5
11.3.1 Hosting.....	5
11.3.2 Venue	5
11.3.3 Attendance	6
11.3.4 Order of Proceeding.....	6
11.4 JUNIOR PRESENTATION NIGHT	7
11.4.1 Hosting.....	7
11.4.2 Venue	7
11.4.3 Attendance	7
11.4.4 Order of Proceeding.....	7
11.5 CHARITY SHIELD	8
11.6 VOTE COUNTING	9
11.6.1 Player Best and Fairest.....	9
11.6.2 Referee Best and Fairest.....	10
11.6.3 Presentation Evening Counting and Display	11
11.6.4 Highest Goal Scorer	11

Section 12. Insurance. 1

12.1 INSURANCE COVER.....	2
12.2 INJURED PLAYERS	2
12.3 OTHER CLAIMS	2

Section 13. Representative Teams. 1

13.1 DEFINITION	2
13.2 MANAGEMENT	2
13.3 PAYMENTS	2

13.4	PLAYER ELIGIBILITY	2
13.5	PLAYER REGISTRATION.....	2
Section 14. Registration.		1
14.1	INTRODUCTION	2
14.2	NATIONAL REGISTRATION FORMS	2
14.3	PLAYER REGISTRATION.....	2
14.3.1	Existing Amateur.....	2
14.3.2	New Amateur	2
14.4	PLAYERS CHANGING CLUBS DURING THE SEASON.....	3
14.5	COUNTRY CHAMPIONSHIP ID	3
Section 15. Management Procedures.		1
15.1	INTRODUCTION	2
15.2	ASSET VALUATION.....	2
15.3	LIFE MEMBER APPROVAL	2
Section 16. Five Year Plan.		1
16.1	INTRODUCTION	2
16.2	NUMBER OF CLUBS.	2
16.3	COMMUNITY FOOTBALL	2
16.3.1	Competitive Competition.....	2
16.3.2	Small Sided Football.....	3
16.4	DEVELOPMENT OPPORTUNITIES AND PATHWAYS FOR ALL	3
16.4.1	Development.....	3
16.4.2	Pathways.....	4
16.5	INFRASTRUCTURE	4
16.6	PROMOTION.....	5
16.7	ORGANISATIONAL STRUCTURE.....	5
16.8	FEEDBACK AND REVIEW	6
	VERSION MANAGEMENT.....	6
Section 17. Logos and Strips.		1
17.1	APPLICABILITY	3
17.2	CLASH TABLE.....	3
17.3	ASSOCIATION	3
17.3.1	Official Colours	3
17.4	BACCHUS MARSH	4
17.4.1	Official Colours	4
17.5	BALLARAT COMMUNITY RED DEVILS	4
17.5.1	Official Colours	4
17.5.1	Alternative Strips	5
17.6	BUNINYONG	5
17.6.1	Official Colours	5
17.7	CRESWICK.....	6
17.7.1	Official Colours	6
17.8	DAYLESFORD & HEPBURN UNITED.....	6

17.8.1 Official Colours	6
17.9 FOREST RANGERS.....	7
17.9.1 Official Colours	7
17.9.2 Alternative Strips.....	7
17.10 HORSHAM & DISTRICT	8
17.10.1 Official Colours	8
17.11 MARYBOROUGH.....	8
17.11.1 Official Colours	8
17.12 NHILL & DISTRICT	9
17.12.1 Official Colours	9
17.13 NORTH UNITED.....	9
17.13.1 Official Colours	9
17.14 SEBASTOPOL VIKINGS	10
17.14.1 Official Colours	10
17.14.2 Alternative Strips.....	10
17.15 VICTORIA PARK	10
17.15.1 Official Colours	10
17.16 WARRNAMBOOL RANGERS	11
17.16.1 Official Colours	11
VERSION MANAGEMENT.....	11

SECTION VERSION MANAGEMENT SUMMARY

Section	Version	Date
1. Overview.	Version 4	2 February 2013.
2. Association Rules CAV.	Version 2	1 February 2013.
3. By-Laws.	Version 2	14 August 2007.
4. Disciplinary Code.	Version 7	15 March 2012.
5. Codes of Conduct.	Version 5	15 March 2012.
6. Local Competitive Competition.	Version 7-1	10 April 2012.
7. Small Sided Football Tournament.	Version 7	15 March 2012.
8. Local Fixture.	Version 6	14 February 2012
9. Referees.	Version 4-3A	18 August 2011.
10. Schedule of Fees and Fines.	Version 8	6 December 2012
11. Finals and Presentation Events.	Version 4	14 February 2012
12. Insurance.	Version 1-3	10 January 2012.
13. Representative Teams.	Version 2-1	17 January 2012.
14. Registration.	Version 4-1	18 February 2012
15. Management Procedures.	Version 2	12 February 2008.
16. Five Year Plan.	Version 1E	25 January 2012.
17. Logos and Strips.	Version F	31 May 2012