

NORTH WEST SYDNEY WOMEN'S FOOTBALL ASSOCIATION INCORPORATED REGULATIONS

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General

1. These regulations cover the activities of all persons associated with the game of football and conduct of matches under the control of NWSWF Inc.
2. Penalties may be imposed for any breach of the Constitution, Regulations and policies of the NWSWF Association and for any matter, which is not expressly mentioned as are categorized by the Board prior to parties being cited.
3. NWSWF Association may, from time to time, adopt policies. Failure to adhere to policies may carry similar consequences to breaching a Rule or Regulation. All policies will be distributed to clubs and will appear on the Association Web Site.

Interpretation

Where the following abbreviations appear throughout the Regulations they shall have the meanings as set out hereunder:

AGM	Annual General Meeting
SGM	Special General Meeting
GM	General Meeting
BM	Board Meeting
P&D	Protests & Disputes
P&D C	Protests & Disputes Committee
AC	Appeals Committee
NWSWF	North West Sydney Women's Football Association Inc.
FNSW	Football New South Wales
GHRFA	Gladesville Hornsby Referees Football Association
MFC	My Football Club
FFA	Football Federation of Australia
FC	Football Committee
SCM	Standing Committee Meeting
OSC	Operations Standing Committee
CSC	Competition Standing Committee
BOD	Board of Directors
The Constitution	Means the Constitution of the NWSWF Association
The Board	Means the Board of Directors as defined by the Constitution

1. Team Nominations

1. Nominations for registration of teams must be on the prescribed form and shall be in the hands of the Association at the February General Meeting, which is the 4th Monday in February for any given year.
2. A preliminary player list must accompany all team nominations.
3. Each team being nominated is to provide their grading from the previous season.
4. Where a club has more than one team playing in one age group and division in the competition, the names of the players in each team shall be submitted to the Operations Standing Committee on the prescribed form prior to the first competition match. Players are not permitted to interchange between teams.
5. Late nominations may be accepted at the discretion of the Competition Standing Committee and subject to byes being available.

2. Team Grading

Prior to Season Commencement:

1. Once all nominations are received at the February General Meeting and the meeting has closed. No less than three directors of the Board (as per 18.4 of the Constitution) will meet with the President, Competition Managers and General Manager to determine the preliminary grading of all teams. The President and General Manager will be available to provide access to history and answer questions regarding clubs, documentation, player details and produce preliminary grading notification – IE: minutes.
2. Preliminary grading will be determined through the use of the team nomination forms, team player lists, the previous season's grading and previous season's results. Players registered in the team for the previous season will be compared to players registered in the current season.
3. Divisions will be formulated in a manner to avoid byes wherever possible.
4. Where two teams from the previous year are combined into one, then the highest division for grading for the current year will be no higher than the average of the previous year's two divisions, unless nominated otherwise by the club.
5. Clubs that nominate teams who the Board considers of a higher standard to the age or division to which they are nominated will be nominated by the Board to a higher age group or division.
6. Where there are insufficient numbers of teams in the U13, U15 and U17 age groups, the Board will have the power to remove those age groups from the competition and move those teams to the U14, U16 and U18 age groups respectively.
7. Where insufficient entries are received to form a competition in any grade, such teams may be permitted to enter competitions conducted by neighbouring Associations, at the discretion of the Board. The Board will also consider applications by teams from neighbouring Associations to play in the NWSWF Association, should the numbers allow.
8. The General Manager will release a preliminary grading notification that same evening to all Club Delegates, Board of Directors and Football Committee Members.
9. A Club Delegate or a member representing the club is required to attend a Grading Meeting the following Monday evening. However, any club who has no concerns with the preliminary grading may choose to not attend the Grading Meeting. Should a club choose not to attend, they must provide email notification to the General Manager of their non-attendance and be fully aware that the preliminary grading may change and any decisions made in their absence at the meeting are binding.
10. A quorum of the Board as per 18.4 of the Constitution, the President, the General Manager and the Chairpersons of the Operations and Competition Standing Committees must also attend the Grading Meeting the week after the February General Meeting. All other NWSWF Football Committee members may attend if they desire.
11. The Chair of the Board or one of the Directors will commence by reading through the age groups from U12 onwards and ask for any requests to consider a grading change. All clubs will be given the opportunity to state their case, but must come with a concise reason and supporting documentation to support their case. A vote will be taken to accept or deny. Where votes are equal the Board will make the final decision.
12. The final grading s will be communicated to all Club Delegates the following day.
13. There shall be no grounds for appeal or amendment to any grading once decided by the Board.
14. Teams withdrawn after nomination shall be liable for all fees and shall invoke a fine as per fees and fines table in Section 14.

After the commencement of the Season:

15. The Board in conjunction with the Competition Managers, President and General Manager shall have the power to re-grade a team if it can be shown that a team has been incorrectly graded. This can occur at any time up to and inclusive of the completion of the fourth competition match.
16. Any team to be re-graded shall be informed no later than close of business Tuesday prior to the round in which the re-grading shall take effect.
17. Where a team is re-graded (up or down) that team will retain all competition points gained in the previous grade.
18. Where a team is re-graded (up or down), all matches played by the re-graded team prior to re-grading shall be deemed to have a three goal difference for any match where the actual goal difference was greater.

3. Team Registrations

1. To become a duly registered team, the team must initially submit correct registrations on the correct Team Registration form which must be legible and have player signatures for :
 - 1.1.1. At least 9 players for under 12 to All Age teams;
 - 1.1.2. At least 7 players for under 9, 10 and under 11 teams; and
 - 1.1.3. At least 4 players for under 7 and 8 teams.
2. All signatures must be available on or before the Registration Day as defined in 3.4.
3. All fields on the Team Registration Form must be complete before registration will be accepted.
4. The Team Registration Day Date will be determined at each AGM for the following season.
5. All club delegates or a member representative of the club must attend the Registration Day to register their teams in person.
6. Payment for all team players must be made on the Registration day either by cheque or Electronic Funds Transfer (EFT).
7. Teams failing to register by or on the Registration Day will:
 - a) Be fined as set out in Section 14 for Team Registrations submitted within 72 hours after the Registration Day.
 - b) Be deemed to have forfeited their first competition game if team registrations are later than 72 hours after the nominated Registration Day.

4. Player Registrations

1. Any person wishing to play in any game conducted by NWSWF Association must first be a member of an affiliated club and must be a duly registered player with the NWSWF Association.
2. A person is not registered until the affiliated club accepts the registration.
3. All players must register using the FFA My Football Club (MFC) website.
4. All registering players must ensure the photograph in MFC is up to date and is a clear likeness.
5. In all cases if a player no longer resembles her photograph, a new photograph must be uploaded and the club and NWSWF Association informed.
6. A player can only register for one club in any given season. This means the player can play for the same club in the GHFA Competition on a Saturday and the NWSWF Competition on a Sunday. If a player is found having registered for multiple clubs, the penalties will be harsh.
7. A player cannot register for two clubs/associations without first being transferred and or cleared to register.
8. A person may only transfer once per season.
9. All players must produce 100 points proof of identity to their club.
10. The onus is on the club to verify the date of birth and identity of all players. Any such club found guilty of supplying the Association with false or misleading information may be fined \$500 as per Section 14.
11. No player will be registered unless she attains the minimum age of five (5) years old by the 31st of December of that year in which she registers.
12. Each individual player must be correctly registered with the NWSWF Association prior to the first competition match they play.
13. Individual player registrations will be accepted up to 8.00 pm on the Wednesday preceding the weekend match, this registration can be undertaken via electronic means. However, the player fee must be electronically transferred at the same time and proof of transfer provided. Alternatively, the hard copy form and cheque can be dropped to a nominated Football Committee Member's home. No player registration form will be accepted without payment. Registrations close for all players on 31May.
14. Any person under the age of 21 who is registered to play All Age, may not return to their correct age group without first supplying proof of birth as per above.
15. Compulsory signatures are not required for players playing on a smaller modified field (under 7 to under 11) but a parent must sign the registration form to acknowledge acceptance of playing conditions.
16. A player's registration shall be current from the 1st January to the 31st December of each year.

17. To be eligible to play in junior grades, a player must be under the relevant age on 1 January of the current year.
18. No person may submit registration for competitive soccer after the 31st May of each year.
19. Where a player has a legal surname change during the current competition year, she must notify in writing of her new legal surname and must submit her Identification Card/Sheet together with her sample signature for a new ID card/sheet to be provided.
20. Persons under suspension or disqualification from any association, federation or club shall not be accepted for registration.
21. Any club or person proved to be poaching a registered player will be dealt with by the Board at their discretion.
22. Suspended players do not have to be registered to serve their sentence.

5. Registration of Club Officials

1. Any person wishing to work with Children (a person under the age of 18) within the NWSWF Association must be aware of and meet the criteria set down by the NSW State Government for Working with Children.
2. Working with Children forms must be completed prior to a person commencing work with children and annually thereafter. The checks must be kept in a secure place for a period of three years from the date of signing and must be available for random checking.
3. Officials, coaches and managers must read, understand and sign the relevant code of behaviour for their role.
4. Any person wishing to coach any team within the NWSWF Association must be accredited as per the FFA Coaching Accreditation Scheme. The Board may agree upon a date during the season for persons to meet this requirement.
5. Coaches and Managers must register using the FFA My Football Club website.
6. The 'Required Details' must be provided when registering.
7. A current photograph must be uploaded during the registration process.
8. An ID card/team ID sheet will be issued and must be visible at all times during a match.
9. Lost ID cards/team ID sheets must be replaced immediately at the expense of the club.
10. Suspended or disqualified persons will not be allowed to register.
11. Coaches are responsible for the upkeep of their accreditation.
12. One female official must be assigned to all junior teams and present at all times. Male officials are not permitted to enter the dressing shed alone and not without the express permission of the female official.

6. Transfers & De-Registrations

1. A player having been registered as a member of a club may transfer to another club after adhering to the FFA guidelines and seeking a clearance from the club in My Football Club.
2. The player must then complete a further Registration Form in favour of the club to which she is transferring. The new Registration Form, together with the clearance and her ID Card/Sheet must be lodged with the Registration Coordinator before the first match played as a member of the new club. Insurance premium will not be charged on the second registration.
3. No registered player may transfer on more than one occasion in any one season.
4. If an Affiliated Club has more than one (1) registered team playing in the same grade and division, it shall not permit any player to interchange within these two (2) teams.
5. Transfer of a player of a club between teams in the same grade and division or in the same grade and lower or higher division may be sanctioned by the Competition & Operations Standing Committee.
6. De-registration and re-registration of players from a higher division to a lower division in a season must be sanctioned by the Competition & Operation Standing Committees, whether for the same or different club.
7. Any player seeking a clearance must do so according to FFA guidelines.
8. No player may be transferred after 15 May of each year.
9. If a player de-registers prior to playing any game (competition or trial), that player may be eligible for a refund of fees. There is no refund of Insurance or levies, if the Association has already paid these to the governing body.

10. If a player de-registers after playing any game (competition or trial), that player is not eligible for any refund of fees, including insurance and levies.

7. Playing Out of Grade

1. A player may play for her club in a higher grade/division than the one in which she was originally registered under certain conditions.
2. Players in Under 15, 16, 17, 18 Division 1 teams can only play in a grade All Age 4 or higher.
3. Players must be a minimum of 14 years old on the 1st January of each season to be eligible to play in any All Age Team.
4. Upon playing a sixth or subsequent game in a higher grade/division, a player shall continue to play in the highest grade/division in which she played and shall not be permitted to revert to any lower grade/division.
5. It is the responsibility of the player's club to keep a record of all players playing up.
6. The club must then notify the Association in writing when a player has played her sixth game out of her original grade and also the grade in which the player played her sixth game.
7. The player's ID card/sheet must then be lodged with the NSWFF Association for issuing of a new ID card/sheet.
8. A club may not upgrade a player into any team where a registered member of that team is available and would not play a full game because of such player being upgraded, unless the registered member consents to the upgrading.
9. A player may not take the field in a higher grade/division match until such time as all available members of that team have taken the field of play.
10. A limit of four players is permitted to play up in any one match. Any more than four players will be deemed ineligible and subject to a forfeit fine (as per Section 14).
11. More than four upgraded players notated on the team sheet will incur a team sheet fine as per Section 14.
12. More than four upgraded players having signed the team sheet or proven to have played in any one match will constitute a forfeit.
13. Applications must be made in writing to the Operations and Competition Standing Committee for a player to be downgraded within her club where she is qualified by age for the lower grade.
14. Downgrading of players from the grade/division in which they registered to another grade or division shall cease after the fourth match of the Premiership Competition.
15. Any player playing in a higher grade and/or division than her registered team must have her name, FFA #, registered grade and division hand written in the appropriate column on the Team Sheet. If the upgraded player arrives after kick-off, then this information must be added at half time, it must be clearly written and the player must sign the team sheet. Failure to do so will incur a Team Sheet Fine (as per Section 14).
16. No upgraded players are to be moved out of the team in which they were registered in Sporting Pulse. Therefore, Sporting Pulse must not be changed to allow an upgraded player to appear on the pre-printed team sheet. Failure to adhere will result in Team Sheet Fine (as per Section 14).

8. Changing of Players

In all competition games run by the NSWFF Association, teams shall be entitled to unlimited player interchange at any time during the match.

1. "Interchange Zone" will be an area one (1) metre either side of the half-way line on the same side of the field unless permission is given by the referee to use both sides of the field prior to kick-off.
2. An interchange is one which is made when the ball is out of play and for which the following conditions shall be observed:
 - 2.1 The player leaving the field shall do so from the touch line crossing over at the sector called the interchange zone.
 - 2.2 The player entering the field shall do so from the interchange zone but not until the player leaving the field has passed completely over the touch line.
 - 2.3 A player nominated for interchange shall be subject to the authority and jurisdiction of the referee whether called upon to play or not.

2.4 Interchange is completed when the player who was off the field enters the field. From this moment, she becomes a player and the player replaced ceases to be a player.

3. The number of interchanges made during the match is unlimited. A player who has been replaced may return to the field for another player.
4. Both teams' officials are responsible for ensuring the correct number of player's are on the field of play at all times.
5. Players taking the field of play in any game must have their own numbered shirt as indicated on the team sheet.

9. Playing Outside Association

1. Any registered player or team proved to have played in any competition match of Association Football outside the NWSWF Association without permission of the Football Committee may be suspended for a period to be determined by the Football Committee or Protests and Disputes Committee.
2. No club entering teams in the NWSWF Association shall be permitted to enter teams in any competition run outside the Association without the written/emailed permission of the Football Committee.
3. Teams wishing to participate in pre-season games, or trials, are to have written/emailed permission from the General Manager. Details of venue, and teams involved are to be notified. Failure to do so will incur a penalty.

10. Champions of Champions

1. Teams eligible to enter the Champion of Champions must inform the General Manager prior to the Round Robin series commencing of their intention to represent the Association.
2. The Board reserves the right to invite another team from the same division to enter if the eligible team chooses not to enter. Or if there are extenuating circumstances surrounding the eligible team or club, whereby the Board decides they are ineligible to represent the Association.
3. To be eligible to enter Champion of Champions the team must have won the Premiership. Champion of Champions is only open to the following age groups and divisions - U12/1, U14/1, U16/1, U18/1, U21/1, All Age Division 1 and Over 30's.
4. The board reserves the right to enter an association team wherever the age groups listed above are non-existent in any season.
5. Teams competing in Champion of Champions may be eligible for a travel subsidy of up to \$200 per team.
6. Teams competing in Champion of Champions will have their Referee costs reimbursed by the Association.
7. To apply for reimbursement for travel or referee fees, the club must send an email to the General Manager, stating team name, dates of games played, travel location if outside Sydney Metropolitan area and this must be completed 7 days after the last game played. Failure to do so will result in no fees being paid.

11. Ground and Canteen Duty

1. All clubs must complete ground duties as explained below. All clubs must perform canteen duty when rostered on by a member of the Football Committee.
For all games played on Morrison Bay or Meadowbank Park grounds.
2. Dressing is done by the first game on each ground normally starting at 9am. Managers from each team will collect one net and two corner posts from either Morrison Bay or Meadowbank Park.
3. Undressing is done by the last game on each ground normally starting at 3pm. Each team will undress one end of the ground and return one net and 2corner posts to either Morrison Bay or Meadowbank Park.
4. Any changes to starting and finishing times will be advised by the General Manager to both teams. If there are no teams arriving at the end of the game being played, then safely assume the game being played is the last.
5. Dressing means putting up 4 corner posts, 2 nets and can include 2 half way posts (set one metre from the sideline).

6. Undressing the field means collecting and returning equipment to storage areas at either the Morrison Bay or Meadowbank Park Venues.
7. Grounds must be dressed at least thirty (30) minutes prior to the scheduled first kick-off for the day on that field.
8. If a ground is to be roped off then this is included in ground duties.
9. When a ground is "roped" to restrict access to a sideline, no more than two registered officials per team are allowed inside the rope to carry out their duties. Officials inside the rope must carry their ID cards.
For all games played at Bremner, Monash, Bill Mitchell and Pidding Parks
10. First game – the home team will collect both nets and all corner posts from Morrison Bay, transport them to the ground, where both teams will dress one end each.
11. Last game – each team will undress one end and the home team will return all nets and posts back to Morrison Bay.
12. Canteen duties consist of rostering club members to attend rostered duty in the canteen at the Morrison Bay Park Complex.
13. Only 2 people from your club are required at any one time and depending on roster, it may only be one person required if the time slot is shared by two clubs.
14. No one under 16 years of age is permitted to be in the canteen at any time.
15. Teams are responsible for cleaning up the sideline of their field during and after their match. Failure to do so is subject to the imposition of a fine (Section 14.7)

12. Player and Team Equipment

1. Players competing in official matches must appear in club nominated uniforms (as per photograph supplied by club) comprising shirt, shorts, socks in the team's colours, approved footwear and shin pads to conform with FIFA rules.
2. All shirts are to be worn in a "tucked in" condition and socks are to be "pulled up" to totally cover shin guards.
3. The shirts of all players in all age groups/grades and divisions must have unduplicated numbers.
4. Any shirt/s missing numbers are subject to the imposition of a fine (as per Section 14).
5. Skins may be worn providing they are the same colour as the predominant colour of the team shorts.
6. Any additional clothing may not be worn without permission from the Football Committee after making a written request specifying requirements and reasons.
7. Each team must provide a suitable match ball for each match in which they participate. The ball size shall be -:
 - 7.1 size 3 for under 7, 8 & 9
 - 7.2 size 4 for under 10 to under 13
 - 7.3 size 5 for Under 14 to All Age
8. All teams must have at least one registered official (as per Section 5). That person shall be deemed to be responsible for the team and spectators for all official purposes of this Association.
9. Where the colours of club strips are similar, the Football Committee shall determine if a "clash of strip" has occurred.
10. Where the colours of the opposing teams in any match are similar, one team as indicated on the draw shall change. Where a clash of strip occurs that is not indicated on the draw, the team indicated second on the draw shall change.
11. Where more than one club seeks to register the same colour, preference shall be given to the team which participated in the previous season's competition, provided that the same colours are retained.
12. Approval for colour registration/alteration and/or changes to any part of a club's strip must be given by the Football Committee. Clubs seeking approval must display a strip example at a General Meeting.
13. Photographs of each clubs current playing strip and alternate strip must be supplied to the Association at the start of the season.
14. Approval for all sponsorship on club strips must be given by the Football Committee. This approval shall include both content & display of sponsorship or advertising in accordance with the ruling body's guidelines.
15. Clubs must seek permission from the Strip Committee before putting advertising / sponsorship on their playing strip. If approved patches will only be allowed as follows:-
 - a) A patch not exceeding 25 x 10 cm shall be permitted on the front of shirts
 - b) A patch not exceeding 75 x 75 mm shall be permitted on each sleeve of shirts

- c) A patch not exceeding 75 x 75 mm shall be permitted on the front-side of each leg of shorts
 - d) Any club not complying shall be subject to a fine of up to \$500.
 - e) Any Club incurring a fine shall modify sponsorship patches within fourteen days of notification.
16. The Team Manager or Coach is to inform the referee prior to the commencement of the game if an alternate strip is not worn by the opposing team. The Manager or Coach must request the referee to then note this on the back of the team sheet.

13. Special Competitions

The NSWFF Association may conduct special competitions under such rules and conditions as directed by the Football Committee.

14. Fees and Fines

The Football Committee shall have the power to waive any fees or fines.

All fines are to have GST added

1. Forfeit Fines General	-playing unregistered/ineligible player -playing in lower division than registered -less than 7 correctly registered players -more than 4 upgraded players -team not registered on time -team failed to show ID cards/sheet	\$30 \$50	Juniors All Age
2. Forfeit Fines (insufficient notice)	a) Without required 7 days' notice	\$50 \$100	Juniors All Age
	b) After 4pm on the preceding Friday	\$80 \$200	Juniors All Age
	-Championship Round Robin or Pennant Competition	\$200 \$300	Juniors All Age
3. Protest Fee		\$50	
4. Appeal Fee		\$100	
5. Appeal Fee against red card		\$30	
6. P&D Fee	To be paid by club called for P&D Hearing	Maximum \$150	
7. Ground duties	-fail to dress or undress field -fail to return nets/post to ground - fail to return nets/posts to ground by 5.30pm -fail to clean sideline of rubbish	\$200	
8. Ground duties SSG	-fail to dress/undress SSG field -fail to return SSG equipment to required location	\$20	
9. Unserviceable/No Ball		\$10	
10. Team Sheet	-no/missing ID numbers -no/missing shirt numbers -duplicated shirt numbers -more than 5 interchange players listed	\$10	

	-no manager/coach signature - more than 4 upgraded players - failure to note upgraded player -mismatched name/FFA number -adding upgraded player to team sheet via system instead of hand writing them in as per (Section 7.16)	
11. Non-attendance at meetings		\$50 per club
12. Non-numbered shirts/duplicated numbers		\$10
13. Incorrect/untidy strip		\$10
14. Failure to perform canteen duties		\$200
15. Failure to wear official ID card/arm band		\$10
16. Failure to provide correct result		\$10
17. Failure to provide result		\$10
18. Failure to provide alternate strip		\$50
19. Withdrawal of teams	-Junior team prior to start of comp -Senior team prior to start of comp -Junior team after start of comp -Senior team after start of comp	\$50 \$100 \$200 \$400
20. Late payment of registration or insurance	As per invoice	\$50 per team
21. Unapproved advertising/sponsorship on strip		\$500
22. Failure to verify a players DOB or identity	If requested	\$500

23. Failure to observe mini football / small sided games rules shall be subject to imposition of a penalty.
24. Failure to produce an "official" ID card on request will be dealt with by the P&D Committee and a penalty / fine may be imposed.
25. Failure to produce player ID cards on request may result in a penalty.
26. Failure to submit Summary of payment with registrations may incur a fine/forfeit.
27. Competition Fees – a deposit/nomination fee for each team must accompany the Team Nomination Form for teams nominated for the current season and is payable as follows - \$50 juniors, \$100 seniors.
28. Player registration fees must be paid at the time of registration of the player.
29. Compulsory insurance and levy fees must be paid at the time of registration of the player and these fees are non-transferable and non-redeemable.
30. Teams withdrawing from competition shall incur a penalty as set out below:
- 30.1 Teams withdrawing prior to the start of the season will lose the deposit fee and a fine as per Section 14.19.
- 30.2 Teams withdrawing after the commencement of the season will lose 100% of players fees paid and a fine as per Section 14.19.
- 30.3 Any club failing to complete competition commitments of the season shall be asked to show why the Association should not impose penalties appropriate to their withdrawal. Such penalties may include payment of a fine and/or entry into future years' competition being subject to a bond.
31. Small Sided Games – The FC may impose a fine and/or bond in any team and/or club if they are found to not abide by any conditions set out in Section 27.

32. Non-financial clubs – it is the onus of the club to calculate amounts and ensure all monies are paid.
33. Any club in arrears for 14 days or more can be declared non-financial by the FC.
34. Any club that is declared non-financial shall not participate in any Association business nor be permitted to participate in any Association competitions and may be subject to interest charges until all arrears are paid.
35. Any club deemed non-financial from any previous season will be deemed ineligible for affiliation until such monies owing have been paid.
36. FNSW shall be notified of any club found non-financial at the end of the season and will be placed on the Prohibited Players/Clubs List.

15. Competitions

1. The Competition shall start on a date to be fixed by the Competition Manager.
2. Matches shall be played on grounds set down and shall commence at stipulated times, with no amendment, except where extenuating circumstances have delayed the previous games and it is not possible for a game to commence immediately following the preceding game.
3. All games will be played on a Sunday, except where washed out rounds or suspended games due to State Cup arise. In these instances the FC will decide the date and time and no objections from clubs involved will be heard.
4. NWSWF Inc. Competitions will receive precedence during the season over Club organised events.
5. State Cup games will take precedence over NWSWF Inc. games during the season and no objections from club will be heard.
6. Multiple entries for the same club per division are limited as follows:
 - 2 teams in a 6 team competition
 - 3 teams in an 8 team competition
 - 4 teams in a 10 team competition
7. Where a complete round is washed out, wherever possible it will be re-played and clubs will be advised of new round details by the Competition Manager. No correspondence will be entered into.
8. When other than a complete round is washed out, the Competition Manager will set down the matches at their discretion and no correspondence will be entered into.
9. Unless otherwise specifically designated, the first named team in the draw shall be deemed the “home” team.

16. Points

1. In Premiership Competitions, points shall be allotted as follows:

-Win	3 Points
-Draw	1 point
-Win By Forfeit	3 Points and 3 Goals
-Win By Bye	3 Points
2. In all Premiership Competitions the team with the greatest number of competition points at the completion of the competition proper shall be the Competition Premiers.
3. Should there be teams equal on points at the end of the competition then final positions shall be decided on goal difference (i.e. goals against subtracted from goals for).
4. If goal difference is the same the team with the greatest number of goals scored shall be the Premiers.
5. If the number of goals scored is the same, then a game-by-game count back over equal number of games will take place using competition points, until a difference is found and Premiers can be named.
6. In the event that the fourth and fifth placed teams finish the Premiership Competition equal on competition points, the procedure to be followed in Section 16.5 shall also be applied to decide which team is to join the top four (4) teams in the Championship Round and which team is to play in the Pennant Competition.

17. Forfeits

1. Matches shall be played on the ground set down by the Association and shall commence at the official kick-off times.
2. No “period of grace” is allowable and official kick-off times shall be as scheduled.
3. Any team failing to play its match as set down shall be deemed to have forfeited the match.
4. Any team which is unable to field at least seven (7) of its registered players at the scheduled starting time shall be deemed to have forfeited the match.
5. Where any team takes the field with only seven (7) registered players, should any of these seven players leave the field for any reason, the team shall forfeit the match.
6. Teams forfeiting on two (2) consecutive occasions without satisfactory reason may be removed from the Competition by the FC.
7. A forfeit fee will not apply where fourteen days advance notice is given.
8. Any team which plays an ineligible player or a player who is not registered with the Association shall be deemed to have forfeited that match.
9. Any player unable to produce an ID card/ID sheet must sign the team sheet. Any player not providing a specimen signature or a signature not deemed to be as per the registration sheet submitted, by the time and place set by the Competition Manager, shall be subject to a team forfeit.
10. Where a team forfeits a match, such match shall be treated as a win by the opposing team.
11. Where a team forfeits a game in a Championship or Pennant Competition and requires the benefit of goal difference to qualify for a Grand Final position or Pennant, the results of all games played by that team in that Competition will not be taken into account, should the FC consider that the team has gained an unfair advantage by forfeiting the game.
12. Any club forfeiting a match must do so via email to the Competition Manager at least 7 days before forfeit date. Any forfeit not notified to the Association via email shall be deemed to be a forfeit with no notification.
13. Forfeits notified to the Competition Manager after 4pm on the Friday immediately preceding the game shall incur a larger fine compared to Section 14.2 above.
14. Any team that allows a player to play who is not correctly registered with the Association shall be deemed to have forfeited that match for fielding an ineligible player.
15. Where a team forfeits, or the Association deems a game to be forfeited, after the commencement of a game, the goals scored by the non-forfeiting team shall stand, and be recorded as the final result. If the result was a margin less than 3-0, then 3-0 will be recorded as the result.

18. Team Sheets

1. Team sheets are to be populated using Sporting Pulse by 8pm on Friday evenings during the season. It is the club's responsibility to do this or assign a team official to do this.
2. If you are the home team and you find the opposition has not populated the team sheet by 8pm on the Friday preceding the game, print the team sheet regardless. It is the responsibility of the opposing team to then ensure the team sheet has the correct Player Names; FFA #'s and shirt numbers entered or be fined as per Section 14.10.
3. In all Competition Matches the Team Representative from the first team mentioned in the draw shall provide the team sheet to the opposing Team Representative on game day to ensure all information is correct and to add any upgraded players. This should be done at least 15 minutes prior to kick-off.
4. A completed team sheet and a pre-paid envelope must be handed to the referee in attendance at least 5 minutes prior to kick-off. It is the responsibility of the home team to do this.
5. Players are not required to sign the team sheet, unless they have been upgraded (as per Section 7.15).
6. Players without an ID card/sheet must sign the team sheet and are subject to the conditions in Section 17.9.
7. Once the players name is entered on the team sheet the player is deemed to have played.
8. Team Sheets may be inspected by the Team Representative of either team at any time before or after the match or at half-time.

9. Players in every grade must have their name entered on the team sheet before participating in the match.
10. After the match, each Team Manager /Representative should check the result entered by the Referee before signing the Team Sheet.
11. Should a player not take the field then her name should be crossed off the team sheet. If her name is not crossed off, then she shall be deemed to have played.
12. Any player who takes the field of play without being listed on the Team Sheet will be deemed to be an ineligible player for that match and the game forfeited.
13. When a player plays out of grade and/or division, her original grade and/or division must be recorded in the appropriate column on the Team Sheet. Failure to do so will incur a team sheet fine (Section 14.10). All upgraded Player Names, FFA #'s, Shirt #'s and team they were upgraded from must be hand written on the Team Sheet. The upgraded player must then sign the team sheet.
14. In all matches no more than four (4) players from a lower division or grade shall be permitted to be nominated on the Team Sheet.
15. If more than 4 upgraded players are nominated, further players are deemed ineligible and are subject to the imposition of a fine (Section 14.10) and a forfeit as per (Section 14.1.)
16. In all matches no more than five (5) interchange players may be nominated on the Team Sheet. This means no more than 16 players should be listed on any one team sheet.
17. If more than 5 interchange players are nominated, further players are deemed ineligible and a fine will be issued as per (Section 14.10) and a forfeit.
18. All team sheets are to be handed in at Morrison Bay and Meadowbank grounds following the completion of each competition game or posted/delivered to the association (using pre-paid envelope), so as to reach the Association no later than the mail each Wednesday, following the game.
19. The Association reserves the right to apply a late penalty for any team sheet not received from a referee by the Wednesday following the game and also to apply a further penalty for any team sheet not received by the Association by the following Tuesday.
20. Where a referee is not in attendance, it is the responsibility of the home team's manager /representative to write NO REFEREE on the Team Sheet and either hand the Team Sheet into the canteen at Morrison Bay or Meadowbank Park or post it in using the pre-paid envelope if at another ground.
21. Once the Team Sheet has been signed by both Managers/Team Representatives and handed in or mailed in, the result cannot be changed.

19. Duration of Matches

The duration of matches in the various grades shall be 2 equal periods based on table below. Games must commence at the scheduled time.

1. In all games, if the commencement of the game is delayed, a shorter period of time must be played in equal halves so that the game concludes at the scheduled time.
2. No addition is to be made to the duration of either half of the game in the event of time being lost due to injury or any other occurrence that causes play to be suspended.

Under 7	20 Minutes (mini field)
Under 8	20 Minutes (modified field)
Under 9	20 minutes (modified field)
Under-10	25 minutes (modified field)
Under-11	25 minutes (modified field)
Under-12	25 Minutes
Under-13	30 minutes
Under-14	30 minutes
Under-15	35 minutes
Under-16	35 minutes
Under-17 & All Age & Over 35	40 minutes

20. Referees

1. A Referee shall be appointed for each match by GHFRA or by the NSWFF Association except for small sided games.
2. Where no Referee is available, it shall be the duty of the two team managers/team representatives to reach a decision and appoint a substitute Referee or Referees (one half each). If no decision can be reached, each Manager/Team Representative must referee half a game.
3. The person or persons who referee should sign the Team Sheet and then hand it to the Home Team Manager/Team Representative. Please see Section 18.19 for more detail.
4. Where an active, qualified member of the GHFRA is present at the ground, that referee has the right to referee the match, providing that the match is at the level of game the member normally covers.
5. Where the appointed referee arrives late, he/she may take over the game.
6. The Association shall contract with the GHRFA for referees and assistant referees to officiate at competition games.
7. The contract fee shall be determined each year for each age group and grade of competition by the ruling body.

21. Players Cautioned or Ordered Off the Field of Play

1. Any player (including a substitute) ordered from the field of play by a Referee must serve an automatic one match suspension. The P&D C will determine whether any additional matches are to be served in line with the Table of Offences drawn up by that committee and reviewed annually.
2. Any player who is cited after the game by a referee or the association shall serve an automatic suspension outlined in the Table of Offences.
3. Nothing in Section 21.1 precludes the player from appearing at the next P&D Committee meeting following her dismissal and having her case heard by the P&D C.
4. If the P&D C so requests, the player must appear before the P&D C and have the case heard for the action or actions which caused the player to be dismissed from the field.
5. The player may be called to appear before the P&D Committee which may review the penalty and enforce an alternative penalty as it sees fit. Such action shall be determined by the P&D Coordinator who shall advise the player's club delegate that she is required to appear at a specific date, time and venue.
6. If the player chooses not to accept the mandatory penalty and asks for her case to be heard by the P&D Committee, an increased penalty may be applied if proven guilty of the offence charged.
7. Failure of the Club Delegate to advise the P&D Coordinator of the player's intention to ask for a hearing by the time and date nominated by the P&D Coordinator following the game in question shall indicate the player's intention to accept the automatic penalty.
8. The P&D committee shall at all times be bound by the Constitution Rules & Regulations of Football NSW Limited.
9. The P&D Committee may cite any player, spectator, club or club official to appear before an appropriate Committee on incidents or behaviour considered detrimental to the Association.
10. Cited players, spectators, clubs or club officials are automatically suspended from further participating in Association affairs until they have appeared before the appropriate Committee and the matter has been resolved. Should a player or person of interest cited to appear before the P&D committee, not appear at the hearing, the case will be heard in their absence.
11. Automatic penalties apply to a first offence in each category and repeat offenders may be cited to appear before the P&D Committee. The player's previous disciplinary record is considered by the P&D Committee when making decisions.
12. All penalties MUST be served immediately following the offence(s). Games are scheduled games for the competition in which the player is registered and forfeits by the opposition teams in that competition only. Byes, washouts or forfeits do not count as games and the player cannot play in another competition round until the penalty is served.
13. Where a player has been requested to appear before the P&D C, she shall not be eligible to play until her case has been heard.

14. Any player receiving three (3) Cautions in one (1) season shall be automatically suspended until after the next Competition match for her registered team. The suspension applies to all FNSW sanctioned games. Players cannot appeal a yellow card suspension.
15. Notification will be given to her club by the Chairperson of the P&D C as soon as possible after the third caution has been received by the P&D Coordinator.
16. Player cautioned whilst serving a suspended sentence shall not be eligible to play until her case has been heard by the P&D Committee, unless granted permission under special circumstances by the P&D Chairperson or the FC.
17. The P&D C shall meet as required throughout the season or at a time to be determined by the P&D C prior to the commencement of the season.
18. The Table of Offences and the corresponding penalties is reviewed and published by the Association each year, and available for referral on the website.
19. The P&D Committee reserves the right to increase penalties on the receipt of the referees report and/or an incident report. Offences of a serious nature and those not covered in the published Table of Offences shall require attendance at a P&D meeting.
20. No person may enter the field of play for the purpose of rendering first aid or medical assistance until summoned by the referee. Officials found guilty by the P&D Committee of breaching this rule shall be subject to penalties as the P&D Committee sees fit.
21. The P&D committee shall at all times be bound by the Constitution, Rules & Regulations of Football NSW.

22. Protests / Appeals

Any team may protest through their club in writing to the General Manager on any matter relating to or arising out of competitions conducted by the Association.

1. All protests to be recognised must be in writing or emailed and signed by the nominated Secretary of the protesting club and must be in the hands of the General Manager within 72 hours of the incident in question and accompanied by the protest fee.
2. Any appeal in relation to penalties issued where a person has appeared at a P&D C hearing must be in the hands of the General Manager within 48 hours of the P&D C hearing to appeal the decision and accompanied by the Appeal fee.
3. Any person/s not appearing at the next P&D C hearing following their send off or upon receipt of their Notice to Appear loses their right of appeal.
4. NWSWF Appeals Committee has the right to refer any appeals directly to the Sydney Branch for consideration.

23. Birth Certificates

1. Clubs entering teams in age group competitions may be required to produce Birth Certificates or satisfactory proof of birth of players if requested by the Registration Coordinator.
2. Club Registrars must sign the declaration on the registration form swearing the authenticity of all birth dates listed.

24. Competition Format

Premiership Competition

1. Eight (8) team competitions to form the basis of all competitions wherever possible based on number of nominations.
2. Ten (10) team competitions will play fourteen (14) rounds to be drawn at the beginning of the season and the top team on points will be recognised as the Premiers and the top four teams will play off for the Championship on a round robin basis.

3. Eight Team Competitions will play fourteen (14) rounds and the top team on points will be recognised as the Premiers and the top four teams will play off for the Championship on a round robin basis.
4. Six Team Competitions will play fifteen (15) rounds and the top team on points will be recognised as the Premiers and the top four teams will play off for the Championship on a round robin basis.
5. The Premiership competition shall be suspended on Easter Sunday.
6. Championship Round Robin all grades

1st Round	2nd Round	3rd Round
1v4	1v3	1v2
2v3	2v4	3v4
7. In the event of any round being washed out, Round 1 will be rescheduled until played or until the remainder of the round robin is cancelled.
8. Where teams are equal on points and goal difference in the Championship Round Robin series, the Grand Finalists shall be decided by:
 - overall total of Premiership and Championship Round Robin points, or
 - If still equal, overall Premiership and Championship Round Robin goal difference.
9. In Championship Grand Finals, Under 12-18 and All age, where two teams are drawn at full time, a maximum of ten (10) minutes extra time each way will be played.
10. During that extra time the first team to score will be declared the winner. If no score is recorded in extra time a penalty shootout shall be played to determine the winner.

Pennant Competition

While the top four teams play off in the Championship Round Robin, the remaining teams in each division will play a Pennant

Competition as set out below:

Each year the Competition Standing Committee reserves the right to decide which ages/grades/divisions will be included in the pennant competitions.

1. Ten Team Competition:

1st Round	2nd Round	3rd Round
5v10	5 v 8	5v9
6v7	6 v 9	6v10
8v9	7 v 10	7v8

2. In the event of any round being washed out, Round 1 will be rescheduled until played or until the remainder of the round robin is cancelled.
3. **Eight Team Competition**

1st Round	2nd Round	3rd Round
5v8	5v7	5v6
6v7	6v8	7v8
4. In the event of any round being washed out, Round 1 will be rescheduled until played or until the remainder of the round robin is cancelled.
5. **Six Team Competition**
6. While the top 4 teams are playing off, the remaining 2 teams will play for the pennant. If possible the Competition Manager will organise a special competition with other six team competitions in the same age group. In the event that the round robin is reduced to only one (1) round, the games will be played as friendly games but no pennant will be awarded.
7. **Pennant Competition** winners in each junior division or grade will be determined by a playoff (to be known as the Pennant Final) between those teams that finish 1st & 2nd at the end of the Pennant Competition Round Robin set out above.
8. Placing's in the Pennant Round Robin and winners in the Pennant Final are to be determined by the same rules applying to the Championship Round Robins and Grand Finals.
9. All Junior Pennant Finals will be scheduled to be played on Grand Final Day/s each season.
10. There will be no Senior Pennant finals. Placing's will be determined by points in the Round Robin series. If drawn, placing will be determined on goal difference
11. All AA1 & AA2 competitions will not be involved in Pennant competitions.
12. The Competition Standing Committee has the authority to alter the format of the Championship & Pennant Competitions as is made necessary by external factors (e.g., washouts, field availability, participating teams).

25. Identification Cards

1. In all age groups and/or divisions players must produce photographic Identification Card/Sheet for inspection by the Team Manager/Representative of the opposing team prior to the commencement of the game.
2. If a player is unable to produce a current ID card/sheet then the player may sign the team sheet as set out in Section 7.15. If any of these requirements are absent then the player is considered ineligible to play in any Association competition until the requirements are fulfilled.
3. ID cards/sheet may be inspected by a Member of the Football Committee of the Association at any time during the game.
4. Where players play out of their grade and/or division they are still required to comply with all rules specified in Section 18 (Team Sheets) and Section 25 (Identification Cards).
5. Where a team is ready to play but some ID Cards/sheets are not produced, players are to sign the team sheet as per 25.2 and the game is to be played under protest and the Team Sheet endorsed accordingly.
6. The defaulting team's club is to submit a written report to the General Manager outlining the reasons for the Team Manager failing to produce the ID Cards/sheet. The result of the game is to be confirmed by the Football Committee.
7. All competitions shall be played under the ID card/sheet system.
8. No protests will be accepted regarding player eligibility and identity if ID cards/sheets are not checked.
9. If a team fails to produce their ID cards/sheet for inspection prior to the scheduled kick-off, the game may be played "under protest" with the reason notated on the back of the team sheet and all players are to sign the team sheet. The game may be deemed a forfeit.
10. Should an ID card/sheet not be available for an individual player, then the said player shall not be eligible to take the field in any game. Only players who have been issued a card/sheet are deemed to be properly registered.
11. A manager/team representative has the right, at any time during the game to request from the opposition manager/team representative, the ID cards/sheets for that particular team if he/she has any doubt about the eligibility of any player on the field providing the ID cards/sheet were checked prior to the commencement of the game.
12. The cost of a replacement card/sheet due to loss, regarding, late registration etc. during the year will be met by the club.
13. The facial image of the player shall occupy at least 2/3 of the space provided for photographs and must be a current representation of the player. It is the club's responsibility to check.

26. NWSWF Annual Club Awards

Club Championship

1. The Association shall award a trophy annually to be known as the NWSWF Club Championship. The Club Championship shall be given in recognition of efforts in building multiple teams within a club as well as on-field performance.
2. All clubs fielding 5 or more teams will be eligible for the trophy. The total Premiership points gained by each club in the NWSWF competition shall be divided by the number of teams the club has playing in NWSWF competitions. The highest resulting score shall be the winner. If more than one club scores the same score, they shall be declared Joint Club Champions.
3. The Club Championship Trophy will be presented at the Annual General Meeting each year. The winning club shall hold the perpetual trophy for the year.

Life Members Fair Play Award

4. An award will be sponsored by the current Life Members and presented to the club/s which has the most distinguished fair play record.
5. There may be a single club as winner or a group of clubs as joint winners.
6. Any club playing in NWSWF Premiership Competition is eligible.
7. "Demerit" points are tallied as follows, and the tally of points will cease each season at the end of the Premiership Competition.

8. Club points are to be divided by fielded teams.
9. The club with the least amount points is the winner.
10. After calculating these pro-rata totals, if there is a tied ranking at the top of the list for the “Fair Play Award”, all of these clubs will be declared winners and will receive their awards at the AGM. The name(s) of the club(s) in this winners’ group with the greatest number of teams will be recorded on the Fair Play Award Honour Board.

Perpetual Trophies

11. Clubs shall return to the Association by 30th June in each year, any perpetual trophies presented to their teams for the previous season.
12. Clubs failing to return same by said date will be required to pay an amount of \$100 per trophy for the replacement thereof.

Yellow Card	5 Points
Red Card	10 Points multiplied by the number of weeks of suspension for the offending player
Incident Report	
Reprimand	10 Points
Fine	20 Points
Bond	40 Points
Team Withdrawal	80 Points

27. Special Conditions for under 7, 8, 9, 10 & 11 Competition (SSG)

Playing Rules

All normal FIFA rules apply unless outlined below:

1. U9 teams play 7 a side on a modified field. U10’s and U11’s play 9 a side on a modified field.
2. The location of the penalty spot is midway between the goal posts and 9 metres from the goal line.
3. Goal kicks and free kicks awarded to a defending team within the goal area are taken anywhere within an area determined by the width of the goal area and a line drawn from side to side through the penalty spot.
4. On all free kicks and corners opposition players must remain at least 8 meters from the ball until it has been played.
5. Teams must be nominated on the forms provided by the Association.
6. Up to fourteen (14) players may be nominated on the form for U10 & 11’s.
7. Up to ten (10) players may be nominated on the form for U7, 8’s and 9’s.
8. To become a duly registered team, the team must submit correct registrations for at least seven (7) players on or before the team registration date.
9. Teams are subject to interchange rules in Section 8.
10. No more than four (4) interchange players may be nominated on the Team Sheet.
11. Teams unable to field a team in any given round must inform the Competition Manager as soon as known.
12. The SSG competition is non-competitive. No game results will be recorded.
13. There is no Championship for Non-competitive sides.
14. The off side rule does not apply to small sided games.
15. Players do not need to sign a team sheet, but a team sheet with the player’s name, shirt number, and FFA number must be produced for each game and handed in at the canteen at Morrison Bay or Meadowbank straight after the game has concluded. When playing at grounds other than Morrison Bay or Meadowbank, the team sheets are to be posted to NWSWF, PO Box 422, Cherrybrook, NSW, 2126.

28. Special Conditions for U12 Competitions

All normal FIFA rules apply unless outlined below:

1. Corners are taken at a spot 7 metres from the penalty area.

29. Coaching Programme Director

The Board may appoint, under terms and conditions as it deems appropriate, a suitably qualified person to fill the position of Coaching Programme Director. The duties of the Coaching Programme Director shall be:

1. To coordinate and communicate development and accreditation programmes for coaches of all teams in NWSWF.
2. To assist the Representative Coordinator in selecting and supervising the coaches for all NWSWF representative teams.
3. To undertake other projects at the direction of the Competition Standing Committee which are aimed at technical development of coaches and technical development of all junior players.

30. Team Coach and Manager

1. Team coaches and managers must be advised on the nomination forms and must be fully conversant with NWSWF Regulations, pertaining to Competition matters, the Play by the Rules guidelines for coaches and officials and must meet the criteria set down by the NSW State Government for Working with Children.
2. Team coach and/or manager must be registered and possess an official ID card and carry their ID card to all Official NWSWF Inc. games at which they are acting in an official capacity.
3. Only officials identified in the way as described in 30.1 are allowed to act as coach and manager.
4. All team coaches must hold or be in the process of achieving a coaching course qualification as required by Football NSW.

31. Special Conditions for Over 35s Competition

1. The NWSWF over 35s competition is played in accordance with NWSWF Constitution and Regulations with the exception of the following.

Registration of Players

2. A player must be the relevant age (35) or older on January 1 of the current year. Birth Certificates or satisfactory proof of birth of players may be required by the Registration Coordinator as per Section 23.
3. A maximum of three players per team are eligible to play in the Over 35 competition if they are 30 years of age on January 1 of the current year or older.
4. Team registration to follow Section 3 of these regulations.
5. Player registration to follow Section 4 of these regulations.

Equivalent Division

6. The over 35s competition is deemed equivalent to a nominated NWSWF All Age division as determined by the Competition Manager prior to the commencement of the competition.

Playing out of grade

7. An over 35 player is allowed to play for her club in a higher grade than the one she was originally registered in as per Section 7.
8. Players registered in the Over 35 competitions cannot be borrowed to play in divisions lower than that in which they are registered as determined by the Competition Manager prior to the commencement of the competition.

32. Bonds

1. Clubs, Players, Officials, and Persons in breach of the Constitution, Regulations or policies may be placed on a bond.
2. The board will determine the amount of any bond.
3. Unless otherwise stated, bonds are for a period of 12 months, payable from the date of the meeting at which they were handed down.
4. The board may approve a longer period at its discretion.
5. The club must apply to the General Manager for the return of a bond.

33. Competition & Operations Standing Committee

Standing Committees must ensure to:

- a) Foster and develop football
- b) Uphold and promote the objects of the NWSWF Association
- c) Act as a conduit for the flow of information on issues of relevance from the Board to the Association members and from the members to the Board where required.
- d) Ensure it is managed in accordance with the constitution and otherwise in a manner the Club considers will best enable it to perform the functions and discharge the obligations specified in the constitution.

Membership

- a) The Standing Committees will comprise of the President as Chairman, the General Manager and other persons who will be appointed by the Board after reviewing nominations.
- b) Nominations for Standing Committee positions will be sent out 28 days prior to the Annual General Meeting. When calling for nominations, the nominee must select which Standing Committee he/she would like to nominate for by ticking the appropriate box on the nomination form. Alternatively, if the nominee would like to apply for The Director of Coaching, Representative Coordinator, Competition Manager, Protests and Disputes Coordinator, Treasurer or Registration Coordinator positions a detailed resume must accompany the nomination form.
- c) A Standing Committee may have a maximum of three (3) members from each club.
- d) The total number of Standing Committee members must not exceed twelve (12).

Term of office, casual vacancies, vacation of office and removal of member

- a) Each member of the Standing Committee will serve a one year term and is eligible for re-appointment.
- b) A casual vacancy of the Standing Committee will be filled in accordance with the constitution of the Association regarding casual vacancies.
- c) A person appointed under this paragraph holds office until the end of the term of the person in whose place they were appointed.

Vacation of office

- a) A Standing Committee member vacates that office if that member :
- b) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under a law relating to mental health.
- c) Resigns office via email to the NWSWF General Manager.
- d) Ceases to be eligible to hold office.

Removal of a Standing Committee member

- a) Subject to the requirements of this provision, the Directors may by resolution remove a Standing Committee Member.
- b) The Standing Committee, of which the person is a member, must resolve to recommend to the Directors the removal of the person from office.
- c) Written or email notification of a resolution by the Standing Committee referred to in paragraph (b), including matters taken into account by the Standing Committee in making the resolution, must be given to the Board.

- d) The Standing Committee must give the member named in the resolution a copy of the notification referred to in paragraph (c) as soon as practicable after it is received by the Board.
- e) The Directors must not consider the recommendation to remove the person unless the member receives at least 14 days' notice of the meeting Directors at which the recommendation will be considered.
- f) At the meeting of Directors at which the recommendation to remove the Standing Committee member is considered the person is entitled to put their case to the Directors by speaking at the meeting.

Proceedings of a Standing Committee Meeting

- a) A Standing Committee will conduct proceedings in accordance with the constitution of the Association.
- b) The members of a Standing Committee may meet together for conducting business, adjourn and otherwise regulate their meetings as they think fit.
- c) A Standing Committee must meet at least once a year.
Guests may be invited to their meeting on agreement by the Standing Committee.
- d) Chair – The President will chair all meetings after being appointed by the Board.
- e) Deputy Chair – The members of the Standing Committee must elect one of their number as deputy chair and may determine the period for which that person is to hold office.

Absence of Chair at a Standing Committee Meeting

- a) The chair (President) is entitled to preside at all meetings.
- b) If the chair is not present and able and willing to act within 15 minutes after the time appointed for a meeting, or has indicated their intention not to be present and able and willing to act, the following may preside (in order of entitlement).
- c) The deputy chair shall be a member of the Standing Committee chosen by the majority of the members present.

Use of technology

- a) A meeting of a Standing Committee may be called or held using teleconferencing or video conferencing facilities or any other technology agreed to by all its members. The agreement may be a standing one. A member may only withdraw their agreement within a reasonable period before the meeting.

Ceasing to be a Member

A person automatically ceases to be a member of the Standing Committee if:-

- a) They absent themselves without reasonable excuse from three (3) consecutive meetings.
- b) A majority of members of the Standing Committee recommend to the Board that he member be replaced.
- c) The Board removes them from the Standing Committee.

34. Roles of the Operations and Competition Standing Committee Members

1. The Standing Committee includes the following members:
 - President
 - General Manager
 - Operations Standing Committee includes a Protests & Disputes Coordinator, Registration Coordinator, Treasurer and other members as elected by the Board.
 - Competition Standing Committee includes a Director of Coaching, Representative Coordinator, Competition Manager and other members as elected by the Board.
2. All members of the Operations and Competition Standing Committees will share the workload of all named positions to increase the depth of knowledge amongst all Standing Committee members on the many facets of the NWSWF Association and how it is run.
3. A quorum of this group shall be five (5).
4. Members of these committees are entitled to one (1) vote at General Meetings.
5. The Operations and Competition Standing Committee shall be empowered to deal with any matters concerning the Association.
6. The Operations and Competition Standing Committee shall have the power to impose penalty by way of a fine or bond on any club.
7. The Operations and Competitions Standing Committee shall report its actions the members of the Association.

The President

- Will act as chairperson of all Standing Committee meetings and General meetings.

- Will attend all Board meetings.
- Meet with the Board after the February General Manager to discuss team grading.
- Have a casting vote at Standing Committee meetings and General meetings.
- Provide a report on the season for inclusion in the NWSWF Annual Report at seasons end.

The Protests & Disputes Coordinator

- Coordinate protest and disciplinary actions for the Association. He/she may elect to sit on any P&D Committee convened and therefore may not sit on the Appeals Committee.
- Arrange a chairperson, at least two P&D panel members and a referee's representative to attend P&DC hearings as necessary. The list of eligible P&D chairpersons and the panel of ordinary members will be determined by the Association before the commencement of competition each year.
- Arrange a time and place for all P&D hearings.
- Keep a record of incident forms lodged with the General Manager, referee's reports from all matches played within the Association and the decisions of all P&D hearings/meetings.
- Ensure, with the assistance of the General Manager, that all clubs lodging incident reports and all persons/clubs dealt with by the P&D Committee are informed via email of the outcomes.
- Keep a record of all cautioned players and notify player/s after 3 cautions.
- Keep a record of all red/yellow cards throughout the season and determine Fair Play award at completion of season.
- Provide the name of P&D Committee members who attend P&D Hearings to the Book keeper so he/she can provide payment.
- Provide a report on the season for inclusion in the NWSWF Annual Report at seasons end.

Treasurer

- Receive all monies and invoices at General Meetings and Standing Committee Meetings and provide to Book keeper for banking in the Associations bank accounts or payment.
- Oversee all book keeping activities in association with the Book keeper.
- Provide a written report at all General Meetings and present accordingly.
- Provide a written report for all Board Meetings and attend Board Meetings if required.
- Prepare a financial statement covering the financial year to September 30, for audit and submission to the February General Meeting. To be completed in association with Book keeper.
- Meet with Book keeper and auditor as required to ensure financials of association are in order.
- Provide a report on the season for inclusion in the NWSWF Annual Report at seasons end.

Competition Manager

- Determine start date of competition.
- Work with General Manager to prepare the competition draw for the first four (4) rounds of the season and distribute to clubs seven (7) days prior to the start of the competition.
- Work with General Manager to re-arrange draw for any authorised replays, deferred games or wash outs.
- Report to Book Keeper any clubs to be fined for penalties relating to ground duties, equipment or forfeits as per Section 14.
- Advise clubs/referees/General Manager of forfeits.
- Be the first point of contact to determine if games are on during wet weather.
- Attend council meetings re ground hire/condition/development etc.
- Provide a report on the season for inclusion in the NWSWF Annual Report at seasons end.

Representative Coordinator

- Arrange all representative team selection trials.
- Arrange trial games pre-season or other as required.
- Control strip and gear used by Representative Teams.
- Advise the appropriate State body of results each week.
- Supply a report on progress of Representative Teams at all General Meetings.
- Provide a report on the season for inclusion in the NWSWF Annual Report at seasons end.
- Ensure representative accounts are provided to Book Keeper on a weekly basis.
- Develop a Representative budget prior to season commencing.

Director of Coaching

- Attend all meetings as set out by FNSW.
- Develop coaches within the NWSWF Association.
- Assist Representative Coordinator with coach selection process.
- Provide a report on the season for inclusion in the NWSWF Annual Report at seasons end.

Registration Coordinator

- Keep a register of all players within the NWSWF Association (Rep and Club).
- Organise registration day.
- Provide assistance to clubs on all aspects of the registration process.
- Print player ID cards and or ID sheets and have available prior to season commencing.
- Ensure total player numbers equal total player fees.
- Liaise with clubs on any registration issues.
- Provide a report on the season for inclusion in the NWSWF Annual Report at seasons end.

General Manager

- Attend to general business of the association.
- Accept any monies if the Treasurer is absent and pay such monies to the Book Keeper.
- Attend and take minutes at General Meetings, Standing Committee Meetings, AGM's, Board Meetings, FNSW Meetings and P&D C Meetings.
- Record action items from all meetings.
- Organise meeting timetables, venues and notifications.
- Develop Competition Draw and draw changes in association with Competition Manager.
- Attend to all correspondence, written, emailed or by telephone.
- Apply to FNSW for Premier League admittance annually.
- Meeting record attendance, report to FC members for non-attendance and Book Keeper for fines as required.
- Apply to council for ground hire annually.
- Work with Sydney FC to coordinate Game Day participation annually.
- Compile reports from all stakeholders and develop annual report.
- Organise State Cup and Champions of Champions teams with FNSW.
- Act as Public Officer and Secretary for the Association.
- Maintain upgraded player listing.
- Check team sheets each week against registration database and apply fines accordingly.
- Organise trophies and Grand Final day.
- Maintain website.
- Insurance claims processing.
- Be conduit between FFA for MFC and Sporting Pulse for all system issues/enhancements/communications.
- Assist Football Standing Committee members with workload/project assignments for the many other tasks required. This will entail tasks required for safety, member protection, strips, equipment,

Book Keeper

- Responsible for all accounting requirements for the Association.
- Receiving monies, paying invoices, issuing invoices, Koalas accounts, reports, banking.
- Collection and distribution of mail from post office box.
- Accuracy of all accounts for Association and Koalas in Mind Your Own Business Database (MYOB)
- Not required to attend General Meetings unless requested by the President or the Board.

35. Functions of Operations and Competitions Standing Committees

Operations Standing Committee (OSC)	Competition Standing Committee (CSC)
Registrations	Draw
Meetings	Grounds
Finance	Referees
Publicity and promotion	Council contacts and meetings
Communication	Elite football/Koalas
Regulations and governance	Coaching and Development
Canteen and Facilities	Strip
Fees and Fines	Grading
Calendar	Small Sided Games
Member Protection	Protests and Disputes

36. Protests & Disputes Committee

1. All members of the P&DC shall be fully conversant with the Laws of the Game.
2. Members of the P&DC may not be members of the AC.
3. The onus of proving charges and grounds of protests shall be on the person making them.
4. The P&DC shall have the power to hear and determine matters relating to the following:
 - a) Any player ordered off the field of play by the referee.
 - b) Any player reported to the Association for unsporting behaviour off the field of play or for persistent infringement of the Laws of the Game.
 - c) Protest by any team concerning the eligibility of any player participating in matches conducted by the Association.
 - d) Protests by any team concerning Points of Law.
 - e) Matters concerning lack of discipline amongst club officials and spectators which may reflect on the good name of the Association.
 - f) Any other matter referred by the Competition Standing Committee, Operations Standing Committee or Club Delegate.
 - g) Annually review the Table of Offences. The Table of Offences is guidelines only and the P&D Committee reserves the right to vary penalties as appropriate.
 - h) Shall have the power to call such persons or statements as it deems required and shall impose such penalties it considers appropriate to each case it investigates.
 - i) Any persons present at a hearing conducted by this committee who show contempt by words or actions to the committee, shall be suspended from the Association for a period determined by the committee in addition to any other sentence imposed by the committee.
5. The General Manager must be advised via email 48 hours prior to any hearing that the person appearing before the P&D C requests to have legal representation in attendance when their case is heard to allow the NWSWF Association to employ legal representation, if it desires. The committee at the request of the NWSWF Association may adjourn the hearing for 7 days, if the required 48 hours' notice is not given. The player or person of interest shall remain suspended until the date of new hearing.
6. Where legal representation will be in attendance, the Association requires that a non-refundable fee of \$500 or a fee to be nominated by the treasurer be lodged and be paid in advance to the Association. This fee must be paid prior to the case commencing where the person seeks to have legal representation.
7. The fee covers the additional cost to the Association in relation to increased administration costs and/or the Association's own legal costs. This fee will be reviewed annually by the Football Committee. In the case where legal representation has been requested and the fee has been paid, the Association reserves the right to obtain its' own legal representation for the hearing.

8. All members of a P&D committee will be paid an amount for any hearing/meeting they attend. The amount will be decided annually by the FC.
9. The President will ask for volunteers to join the P&D Committee at the February General Meeting. A minimum of five (5) volunteers are required
10. A quorum of three (3) P&D Committee members is required for any formal meeting to take place.
11. P&D Committee members, who may be seen to have a conflict with any case, may not sit on the committee. In such cases where a quorum cannot be found, the President may appoint temporary members.

37. Appeals Committee

1. All members of the AC shall be fully conversant with the Laws of the Game.
2. All members of the Association shall be called upon at the February General Meeting to volunteer to sit on the AC if required.
3. Members of the AC shall be empowered to hear and determine all Appeals against decisions made by the P&D C or the FC (except rescission motions).
4. The AC may sit at any time having been given 48 hours' notice by the General Manager. However, such notice may be waived by the P&D C Chairperson in case of emergency.
5. If the decision of the AC is not satisfactory a further appeal may be made to the appropriate state body within seven (7) days. Details of these procedures can be obtained from the General Manager.
6. The P&D C shall provide to the AC a statement of facts and the player's record of previous offences.
7. All members of an AC will be paid an amount for any hearing/meeting they attend. The amount will be decided annually by the FC.

38. Meetings

General Meetings

1. General Meetings will occur on the 4th Monday of every month during January, February, March, April, May, June and July of the football season.
2. One delegate from each affiliated club is required to attend the General Meeting. If the appointed club delegate cannot attend, the alternate delegate is to attend on their behalf.
3. Clubs failing to attend will be fined as per Section 14.11. An apology does not waive the fine.
4. Questions arising at the meeting shall be determined by a majority of the votes of club members present and entitled to vote and the FC members entitled to vote.
5. Delegates present at a General Meeting are entitled to one (1) vote per club.
6. Clubs not represented at three (3) consecutive General Meetings without reasonable explanation will be asked to attend a meeting of the FC to explain why that club should continue to be a member.
7. Any member deemed guilty of conduct considered prejudicial to the interest of the Association may be removed by a majority at any GM.
8. A quorum shall consist of at least four (4) members of the FC and at least half of the affiliated clubs.
9. If after half an hour after the appointed time for the commencement of a GM, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the time and (unless another place is specified at the time if the adjournment by the person presiding at the meeting or communicated in writing/email to members given before the say to which the meeting is adjourned) at the same place.
10. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than seven) shall constitute a quorum.
11. The order of business at a GM shall be :
 - 36.1 Reading of the minutes from previous GM.
 - 36.2 Adoption of the minutes from previous GM.
 - 36.3 Business arising from the minutes.
 - 36.4 Correspondence.
 - 36.5 Reports by FSC and OSC Members.
 - 36.6 Motions on Notice.

36.7 General Business.

Special General Meetings

12. Shall convene by a resolution at a GM.
13. By a decision of the majority at a FC Meeting.
14. By a requisition in writing/email to the General Meeting signed by the secretaries of at least three affiliated clubs.
15. By a requisition in writing to the General Manager from a team or club whose affiliation has been rejected by the FC.
16. Any requisition for a SGM shall state the purpose or purposes of a meeting shall be signed by those making the requisition/s and may consist of several documents in a similar form, each signed by one or more of those making the requisition.
17. SGM's may be called for the following purposes only:
 - To deal with any revision, alteration or revision of the Constitution that cannot be held over until the next AGM.
 - To deal with any matter of an urgent nature that cannot be held over until the next AGM.

Notice for Special General Meetings

18. Except where the nature of business proposed to be dealt with at an SGM requires a special resolution by the Association, the General Manager shall at least 14 days before the date fixed of the holding of the SGM, notify each member by email, specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
19. Where the nature of the business of the proposed to be dealt with at an SGM requires a special resolution of the Association, the General Manager shall at least 21 days before the date fixed for holding of the SGM, cause notice to be sent to each member by email specifying, in addition to the matter required in Section 37.19, the intention to propose the resolution as a special resolution.
20. Where a SGM is adjourned for 14 days or more, the General Manager shall give email/text/oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
21. Except as provided in Section 37.19 and 39.20 above, notice of an adjournment of a SGM or of the business to be transacted at an adjourned meeting is not required to be given.
22. Where a poll is demanded at a SGM, the poll shall be taken:
 - Immediately in the case of a poll which relates to the election of the Chairperson of the meeting or to the question of an adjournment or
 - In any other case, in such name and at such time before the close of the meeting as the Chairperson directs. The resolution of the poll in the matter shall be deemed to be the resolution of the meeting on that matter.

Procedures at a Special General Meeting

23. No item of business shall be transacted at an SGM unless a quorum of members is present during the time of the meeting is considering that item.
 - A quorum shall consist of a majority of the FC and 2/3 of affiliated clubs.
 - If after half an hour after the appointed time for the commencement of a SGM a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the time of the adjournment by the person presiding at the meeting or communicated by email to members given before the day to which the meeting is adjourned at the same place.
 - If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than seven shall constitute a quorum.
24. The President, or in the Presidents absence a member of the FC shall preside at each SGM of the Association.
25. The Chairperson of a SGM at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
26. Voting at a Special General Meeting
 - All members shall be entitled to one vote.
 - All votes shall be given personally.

- There shall be no voting by proxy.

39. Representative Teams

1. Players selected for representative teams must notify the Team Manager or Coach before the match which they have been selected if they are unavailable. The Team Manager is then to report it to the Representative Coordinator.
2. Players who fail to give this notification may be replaced by the Representative team without notice.
3. Players selected in a Representative team and refusing to play in that team shall not be available to play for their club in a club fixture set down for the same day.
4. Any player selected to play in a Representative team who does not notify the Team Manager within the prescribed time allowed that she is unavailable or fails to attend and has no reasonable excuse for non-attendance, shall be suspended for the first competition match following the Representative match in which her club participates.
5. Players representing the NWSWF Association shall be required to pay any fee as determined by the CSC.
6. Applications for coaching positions for Representative teams shall be required annually via email.
7. Coaching positions shall be advertised no later than 30 August each year on the NWSWF Association website.
8. After receiving nominations for positions, the selection of successful applicants is to be decided by the Representative Coordinator and the Director of Coaching.
9. All coaches appointed must hold (or be able to obtain) the required level of accreditation for that position prior to the date of registration or nomination of the coach for that team.
10. All coaches are to attend Coaching Courses and at the end of each season, attend refresher courses if deemed necessary by the Director of Coaching. Prior to enrolling in the course, the coach must inform the General Manager of the amount of the authorised fee. The General Manager will seek approval from the President and/or BOD for reimbursement of the fee or partial fee reimbursement
11. All players, managers and coaches shall be subject to the disciplinary powers of the Association.

40. Honorariums

The Association may by appropriate resolution passed at the AGM, approve the payment of honorariums to the FC and Board, not to exceed \$2000 per person.

41. Smoking Policy

A no smoking ban applies on all sporting grounds used by the NWSWF Association. The ban encompasses all uncovered and covered areas on all sporting grounds. Council will enforce fines of up to \$550 for breaches by individuals who fail to comply.