



Reminder of Procedures from BDAFA Regulations for the final Rounds and Finals 2018

With the finals series commencing over the next couple of weeks the BDAFA Board would like to take this opportunity to remind clubs and their teams competing during the finals of some of the important procedures and regulations that apply and must be complied with.

Technical Areas

Below are BDAFA Local Regulations that apply to the Technical Areas at all BDAFA matches.

Paragraph C10.1 -

All teams participating in a match must occupy the benches provided on the same side of the field, to allow for referees / assistant referees to observe interchange or replacement of players. The edge of the technical area will be a minimum of 1 metre from the touch line. This must be marked and visible on the sideline. Only registered officials and players on the Team Sheet for the match in progress are permitted in the Technical Area. RTOs are not to enter the field of play while the match is in progress, except with the referee's permission.

Note Players on the team sheet and in the technical area are those dressed and ready to play.

Paragraph C10.3 -

A maximum of nine (9) persons may occupy the technical area and are made up of the following:

- a. Up to four (4) may be RTOs (registered coaches and managers); and
- b. Up to five (5) may be substitute / interchange players for the game in progress.

Note everyone in the technical area (Player and Team Official) must possess a registration card for the team playing. This also excludes Team Marshalls who must remain behind the line / ropes.

Paragraph C10.4 -

In the technical area no mobile phones are to be used, and no hot beverages or food are to be present.

Paragraph C7.5 -

RTOs must display their Registration IDs so that they can be readily identified by a Ground Marshall, Club Committee member, BDAFA Official, Referee or other Official duly recognised by the Board.

Please note that anyone who is in the technical area in the capacity of coach or manager MUST have an appropriate registration card displayed at all times. If they do not have a card displayed they will be asked to leave the technical area by a BDAFA Board Member, BFR member or Ground Marshall.

Also see copy of previous 2018 BDAFA Directive in regard to Technical Areas on Page 6.



PLAYER INTERCHANGE

Below are BDAFA Local Regulations that apply to the Player Interchange at matches that we have been playing under for 2018 seasons and also need to be followed for the finals series.

Paragraph C11.1 -

Unlimited interchange shall apply to all BDAFA competitions. Interchange will take place only when the ball is out of play. A maximum of 16 players for all competitive and senior grades can be included on the Team Sheet.

Paragraph C11.2 -

All interchanges must be made from in front of the team's own technical area.

Paragraph C11.3 -

All interchange players in competitive grades will wear an interchange bib. This bib will be handed to the player (exchanged with) they are replacing as they leave the field of play to wear while they occupy the bench.

Please note that any player not in compliance with the player interchange regulations may be subject to cautions by the match referee and / or asked to leave the technical area, including being prevented from participating in the match. Players are to exchange their bibs as they pass going onto and off the field of play. Only exception to this is where an injured player is allowed to leave the field other than in front of the team's technical area. The player is then required to put on an interchange bib if or when he returns to the technical area.

IDENTITY MANAGEMENT AT MATCHES

Below are BDAFA Local Regulations that apply to the Identity Management at matches that need to be followed for the finals series.

Card Exchange – **BDAFA Directive**

All Team Managers will have 15 minutes prior to the start of each match exchanged registration IDs with their opposition counterparts. Failure to comply with this may result in penalties to the offending team / club up to and including loss of match.

Paragraph C7.2 -

If a player's eligibility is in doubt, the opposing manager may take details from the questioned player's Registration ID. The match must be played under protest (see Section 8) and duly noted on the team sheet prior to the commencement of the match, or as soon as possible if in relation to late arriving player(s). – *See Protests Section below.*

Paragraph C7.4 -

A team will not take the field nor a match start without Registration IDs being verified / exchanged. Teams will be allowed up to ten minutes after the scheduled kick-off time to provide their Registration IDs. Failure to comply with this will result in a forfeit.

Paragraph C7.5 -

RTOs must display their Registration IDs so that they can be readily identified by a Ground Marshall, Club Committee member, BDAFA Official, Referee or other Official duly recognised by the Board.



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Paragraph C7.7 -

Players who arrive after the start of a match (eg those coming from another game or otherwise arriving late) must provide their Registration ID to the opposing Team's Official prior to participating in the match. The Registration ID and the player's eligibility will then be verified and retained with the other cards until the end of the match. The late arriving player's name must be included on the Team Sheet prior to the match commencing unless they are making the total number of players to eleven.

Please note that BFR Officials and Referees obligations in regards to Identity Management is limited to just confirming with each team's RTO that they have exchanged Registration IDs. They are not required to be involved in the player identification process. However, they are required to note any protest on the team sheet immediately prior to the match or at the earliest opportunity if in regard to late arriving players.

GROUND AND TEAM MARSHALS

Below are BDAFA Local Regulations that apply to the Ground Marshalls at matches that we have been playing under for 2015 and 2016 seasons and also need to be followed for the finals series.

Paragraph C5.1 -

All host Clubs must have at least one Ground Marshal present and visible for each field. Ground Marshals must be at least 18 years old and shall patrol grounds and assist in the control of spectators at the ground but will in no way place themselves or others in a position where physical violence could result.

Paragraph C5.2 -

Ground Marshals are to:

- a) Wear an identifying official jacket and be readily available to assist referees, team, club or BDAFA officials in the enforcement of these Regulations.
- b) Ground Marshals shall submit a report to their Club Secretary concerning any incident that may be investigated by the Board.

It is also expected Ground Marshalls will identify themselves to team officials and the referee(s) prior to the match and wear an identifying official jacket / vest. Ground Marshals must always be readily available to the referee(s) during the match and assist with maintaining Technical Area regulations.

BDAFA Directive – Team Marshals for Finals Series

Although not required by the BDAFA Competitions Regulations (other than for Platinum League) BDAFA is confirming its earlier 2018 directive that all Teams provide at least one Team Marshall at each finals match to control their own spectators at the match. As we are all aware there are often many more spectators at finals and peoples' passion for our sport can lead to increased tensions and inappropriate behaviour.



TEAM SHEETS

In order to ensure minimal protests and efficient progression through the finals series Clubs, Teams and RTOs need to comply with these BDAFA Local Regulations.

Paragraph C6.1 -

Each team will provide their own copy of the approved BDAFA team sheet, which is to be handed in at the canteen of the field at which the game is played at the end of the match. An official of each team will write each of their players' names and ID Numbers in blue or black pen (not felt-tipped) or be pre-printed on the BDAFA Team Sheet Template prior to the start of the match. Only players playing in the match must be listed on the Team Sheet and any players listed on the team sheet who will not participate in the game should be struck out and initialled by the RTO prior to the match. The number on the player's shirt must correspond with his/her name and ID Number (except for goalkeepers – see section 1.3).

Paragraph C6.2 -

All players who participate in a match must:

- a) have their name listed on the Team Sheet;
- b) have their shirt number listed on the Team Sheet (except in Miniroos).
- c) have GK listed on the Team Sheet in place of their shirt number, if they are wearing a goal keeper jersey without a number;
- d) have their FFA number listed on the Team Sheet;
- e) have a Registration ID available for inspection prior to their participation.

Paragraph C6.3 -

In addition to the above, to complete the Team Sheet:

- a) Both teams will complete the match details (date/age/division/round).
- b) The Ground Marshall will verify their attendance by entering their name on and signing the Team Sheet and will also sign to verify the agreement from both teams on an unofficial referee.
- c) A RTO of both teams will:
 - i. Verify their agreement if an unofficial referee was used.
 - ii. Endorse the Team Sheet where a player played in a higher age group or division by adding the player's name and ID number in the Playing in Higher Age Group section of the team sheet.
- d) The Referee will complete the result and sign the Team Sheet
- e) A RTO from each team will sign the Team Sheet at the conclusion of the match to verify the details of their team and the score.

Paragraph C6.4 -

Completed Team Sheets for all matches must be lodged physically with or scanned & emailed to the BDAFA Office by 6pm on the Monday following the match. If a club elects to they may scan and email the team sheets to BDAFA, then the team sheets must still be physically delivered to the BDAFA office by the following Friday at 5pm. The hosting Club must ensure these deadlines are met. Clubs may be fined for each Team Sheet not meeting the stated deadline.



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BDAFA Recommendation – Photographs of Team Sheets

The BDAFA Board is strongly recommending that as we are in a world of technology with mobile phones or other electronic devices readily available it is recommended, that Team management take an image of their Team Sheet prior to commencement of the match and at the final sign off by the referee.

PROTESTS

BDAFA Local Regulations Section 8 deals with protests.

Paragraph C8.1 -

If, prior to the kick-off of a match, a team believes their opponent may be in breach of any of BDAFA's regulations they can elect to play the match under protest. Teams wishing to play under protest must inform the opposing team manager prior to the start of the match, or at the earliest opportunity if the protest is in relation to late arriving players. The protest must be noted on the Team Sheet. Failure to do so will result in the dismissal of any such protest. Such protests duly noted must be confirmed in writing to BDAFA by the protesting Club. BDAFA will then, and only then, consider the merits of the protest and decide if there has been a breach of the BDAFA Regulations.

Please note that once the team sheet is handed to the referee (BFR or unofficial) only the referee may make further notations on the team sheet. This includes any request to note a protest on the team sheet after the match has started in relation to late arriving players. The Referee if requested must note a team's protest on the Team sheet even if this protest appears groundless or vexatious.

Paragraph C8.7 -

BDAFA Protest Determinations are final and not subject to appeal.

Please note that any frivolous or vexatious protest made by Clubs / teams may result in fines and penalties against the Clubs / Teams involved.

START OF PLAY

Ready to Play – BDAFA Directive

All teams must be ready to take the field when the referee blows the whistle for start of play. This will be five (5) minutes prior to scheduled kick off unless prior finals match is still underway.

SUMMARY

Please make sure your Coaches and Managers as well as Ground Officials are aware of these Regulations and procedures.

Good luck to all those clubs and teams competing in the finals series.

Regards

BDAFA Board – 23/07/2018



Previously issued BDAFA Directive

TECHNICAL AREAS – ALL COMPETITION MATCHES **EFFECTIVE 1 JUNE 2018**

To all Club Officials, Players, Managers

BDAFA have directed that effective 1 June 2018, the use of cautions and send-offs for team officials within the technical area will apply to our local regulation directives.

1. Yellow and Red Cards may be issued to team officials in any competition matches for poor or inappropriate behaviour.
2. The policy is to make it clear to everyone, including the team officials, what stage of warning they are at.
3. ONLY persons NAMED on the team sheet may be present in the technical area to a maximum of nine persons.
4. ALL OFFICIALS have been issued ID cards according to BDAFA registers. If this is not the case, please advise the office ASAP.
5. All persons in the technical area are to be seated, except that only one person may stand at any time to deliver technical instructions to their team.
7. The policy will be in the first instance, "Ask" is still a verbal warning and is normally the first step.
8. The second instance, "Tell" will now be complemented by the referee showing the yellow card.
9. The "Remove" will be made clear to everyone by the referee showing the red card and is the final step for those that do not modify their behaviour after the first two steps. Dismissed persons are to remain more than 300 meters from the technical area, or the game will NOT proceed.

Any caution (Yellow Card) or Send Off (Red Card) to any OFFICIAL in the technical area will be applied to their FFA registration. Any cautions issued will accumulate on their "playing registration" as well if they are a player in any competition. Accumulation of Yellow cards for the season will be per BDAFA regulations.

Please ensure your ground and team Marshals are around all fields whilst there are any matches in progress.

All clubs to ensure all officials are aware of this policy for this weekend.

These Instructions to Referees have been provided to all Referees in Regards to additional rules in relation to BDAFA Competition Finals Matches and is provided so all parties are aware how the finals will be run.

INSTRUCTIONS TO REFEREES REGARDING FINALS MATCHES 2018

Referees are requested to have a copy of this with them during the penalty shootout.

- Stoppage time must be played (injuries and interchange and any other delay in play) in normal time and extra time.
- If teams are equal on goals at the end of normal time, extra time is played.
- Prior to extra time the coin is tossed to decide the direction teams will run.
- Extra time is 10 minutes each way for Under 12 or 15 minutes each way for Under 13 and over. There is no "Golden Goal". Extra time is played in full.
- If the score in goals is still equal at the end of extra time, there is a "penalty shootout" (Kicks from Penalty Mark). Refer pages 43 and 45 of the Laws of the Game 2017/18.
- **The procedure for this is:**
 1. Only players who are on the field of play at the end of extra time (or are temporarily off the field of play e.g. due to adjusting equipment or due to injury) are allowed to participate. If the goalkeeper is unable to continue before or during the shootout, they may be replaced by a named eligible substitute. **Please explain this to the teams before extra-time and ensure players do not leave or enter the field of play at the end of extra-time.**
 2. Only those players and the referee(s) are permitted on the field of play. These **eligible players**, except the player taking the kick and the two goalkeepers, must remain within the centre circle before and after they take their kick. **Team officials should remain in their technical area excepting Under 12s.**
 3. Each team should have an **equal number of players** at the commencement of the penalty shoot-out. The referee should be made aware of the name(s)/number (s) of the player(s) excluded.
 4. **Kicks must not be delayed** for a player who leaves the field. The player's kick will be deemed as not scored.
 5. **Coin Tosses.** Unless there are safety concerns, the referee tosses the coin to decide the goal at which the kicks will be taken. The referee tosses the coin again and the team that wins the toss decides whether to take the first or second kick.
 6. There is **no requirement for teams to supply the numbers of the first 5 kickers** as they are entitled to change the order at any time.
 7. **Goalkeepers.** The keeper who is the team mate of the kicker remains on the field of play, outside the penalty area in which the kicks are being taken, on the goal line where it meets the penalty area line. This should be to the left of the other goalkeeper and the Assistant Referee should be between the two keepers (at the junction of the goal-line and the goal area line). An eligible player (i.e. from those in the centre circle) may change places with the goal-keeper.
 8. **The kick is completed** when the ball stops moving, goes out of play or the referee stops play for any offence. The kicker may not play the ball a second time.
 9. If the **goalkeeper commits an offence** and, as a result, the kick is retaken, the goalkeeper must be cautioned.
 10. If the **kicker is penalized for an offence** after the referee has signaled for the kick to be taken, that kick is recorded as missed and the kicker is cautioned. For example, a kicker may not feint to kick the ball once the kicker has completed the run-up. Feinting before reaching the ball is permissible.

11. If **both the goalkeeper and kicker commit an offence** at the same time: (1) if the kick is missed or saved, the kick is retaken and both players cautioned (2) if the kick is scored, the goal is disallowed, the kick is recorded as missed and the kicker cautioned.
12. Players or substitutes may be **cautioned or sent-off** during the shootout. A goalkeeper who is sent off must be replaced by an eligible player. A player other than the goalkeeper who is unable to continue may not be replaced. The shootout should continue even though a team or teams have less than seven players.
13. The referee and all assistants **keep a record** of the kicks being taken.
14. **The kicks are taken alternately** by the teams ABAB etc. (not ABBA). The team with the most goals is the winner. However, if one team has scored more goals than the other could score even if it were to take five kicks, no more kicks are taken.
15. If, after each team has taken 5 kicks, they are still equal, kicks continue to be taken until one team has scored a goal more than the other from the same number of kicks.
16. Each kick is taken by a different player and all eligible kickers must take a kick before any player can take a second kick; the same order does not need to apply should players be required to take more than one kick.