



EASTERN SUBURBS FOOTBALL

RTO MANUAL 2009

INTRODUCTION

This Manual is available to RTO's from the ESFA web site - www.esfa.com.au (in the "library") - to assist in the smooth management of teams involved in the Eastern Suburbs Competition. It does not replace the ESFA Constitution, By-Laws or Competition Rules and is subject to change during the season as determined by ESFA Football Management Committee. It should assist Team Managers in understanding the rules under which the competition is conducted and the requirements of the Team Manager.

All matches played under the auspices of the Association shall be played according to the laws of soccer as laid down by F.I.F.A., except to the extent those laws are varied by these competition rules.

There must be a minimum of One (1) Registered Team Official (R.T.O.), registered with every team nominated. This nominated person will be required to be registered with the team and must wear their registration card at all times.

CONTACT DETAILS

WEB SITE ESFA OFFICE

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COMMUNICATION

As an RTO it is your responsibility to handle your team members' and parents' communications with your club. It is your Club Secretary's responsibility to communicate with ESFA on your behalf, should the need arise. Many queries and/or issues can be sorted out at club level, without the need to refer to ESFA.

Any problems should be addressed through the appropriate channels. Only official correspondence from clubs will be dealt with.

Player's ↔ Team Manager ↔ Club Secretary ↔ ESFA Office

WEBSITE – www.esfa.com.au

The ESFA website contains the season draw for all age groups. Also on the web site are procedures for players ordered from the field or cautioned, wet weather procedures, ground locations, contact lists for clubs and the ESFA code of conduct, manager's manuals, etc

Please check the web site for any changes on the night before or on the morning of the game before 8.00am before setting out. This will make sure that parents and players are at the correct ground at the correct time. Please note however that any changes to the draw are notified by the ESFA Office to your Club Secretary – so if you do not have internet access you can check with your Club Secretary.

Some clubs and teams will have their own home page and are responsible for maintaining their own page. Contact your Club Secretary to sort out the use of this team home page. The Association's web site - www.esfa.com.au - is the only official web site for ESFA information distribution. As Team Manager it is your duty to make sure all your players are aware of and read the important information on the ESFA website.

CLUB RTO'S

- At any fixture both clubs must have an RTO, who are readily identifiable by wearing an RTO card and these RTO's must report to the Match Referees five (5) minutes prior to the kick off time of the Matches.
- All RTO's must have their name correctly entered on the Match Card.
- All RTO's must wear the RTO card allocated to them.
- The RTO must check the oppositions Player ID Cards no later than 10 minutes before a match is to commence. If there is any doubt as to a players identity the RTO must mark this clearly on the match card and submit a written report to the ESFA Office within 48 hours. If an RTO is found to have not checked the oppositions Player ID Cards in any age group the offending team will be recorded to have forfeited the match and the Club will be fined fifty dollars (\$50).
- The RTO is responsible for the provision of adequate security for the protection of Players and the public.
- The RTO is responsible for the welfare of the officiating Referees and Assistant Referees from the time they arrive at the Ground until the time they depart from the ground. Failure to carry out this requirement shall render both Clubs liable to a penalty as decided by the Judiciary Committee.
- Referees will be obliged to report any club who fails to provide the required number of RTO's as required by this regulation.

CLUB RCO'S

- A Club RCO is a Registered Club Official. This person may not be connected with one particular team but has been deemed by ESFA to act as a Club Official. An RCO has the same rights and responsibilities as an RTO.

IMPORTANT COMPETITION RULES

- Shin pads are compulsory for all players.
- Shirts to be tucked in at all times.
- Bicycle shorts can be worn, provided they are the same colour as the predominate colour of the shorts.
- No jewellery or other accessories, which the referee could deem to be dangerous, can be worn by a player during any match.
- All players from the age of ten (10) years and upwards must wear numbered tops.

DURATION OF MATCHES

- All matches will be of two equal halves

9 years	20 minutes each way
10 to 12 years	25 minutes each way
13 to 14 years	30 minutes each way
15 to 16 years	35 minutes each way
17 to All Age	45 minutes each way
Div/1 Women	45 minutes each way
Over 35 Women	tbc

(b) Half time break - Junior Males 5 Minutes – Seniors 10 minutes

(c) No stoppage time shall be played in any Junior Male match, except for semi-finals, finals or grand finals. In Senior Males and Women matches stoppage time shall be played, according to the referee's discretion.

BALL SIZES

- Size 3 for 6's to 9's,
- Size 4 for 10's to 13's
- Size 5 for 14's to seniors.

COMPETITION POINTS

Points shall be allocated as follows for all Junior League Competition matches:

- Win - Three (3) points
- Draw - One (1) point each team
- Bye - No points

ELIGIBILITY OF PLAYERS

- The eligibility of Players shall be defined by ESFA from time to time.
- A qualified or Bona-Fide Player is one who has signed a Registration Form or Re-Registration Form and is registered as per the Rules and Regulations.
- It is the responsibility of the club to check with ESFA that all their players are qualified or Bona-Fide players.
- Any Club playing an ineligible Player shall be ineligible for any points affiliated with the Match and shall be subject to any Disciplinary action as imposed by the Football Management Committee. Full points allocated for the Fixture shall be forfeited to their Opponents and goals recorded according to three (3) goals scored by the Team getting the points to nil (0) by the Team who has infringed the Regulations. The Club shall also be fined a minimum of (\$100) plus costs associated with the match or a greater amount as determined by the Football Management Committee in addition to any other disciplinary action imposed.
- Registration and transfer of players will end on the 30th June in the current season.
- Once a player is nominated for a particular team, they shall be considered a permanent member of that Team.
- A player may never play in a team graded lower than that to which they are registered in both age group and division
- Properly registered players aged 5 – 12 years shall be eligible to play for their nominated team within the club within a higher age group of not more than one (1) year above real age group, not their registered team age (exception for combined competitions).
- Players aged 13 years and older may play for their nominated team within the club within a higher age group of not more than two (2) years above real age group, not their registered team age No team registration can consist of more than three (3) under age players, up to and including 12 year olds. An application for exemption to this rule can be made to the FMC in writing by a Club Official. No restriction applies to the number of under age players in teams 13 years and older or girls only competitions.
- Players are permitted to participate in higher age groups or grade, on three (3) occasions. On the 4th occasion the said player will have their ID card returned to the Administration Office for re-registration.
- Once players have registered in a particular age group (eg. An 8 year old in the 9 year old age group) they are not eligible for the lower age group.
- Application for player regrading must be submitted to the FMC for approval.
- Clubs fielding more than one (1) team in a given age division cannot transfer players between teams within that division.
- No Dual registration is allowed under any circumstances. Eg. Players registered with another Association/Club, within or outside the Associations boundaries.

NUMBER OF PLAYERS AND INTERCHANGE

The following team sizes apply per age group:

- 9 year old mixed Comp and Girls 10 year olds – 9 Players on the field with

- o a maximum of 3 interchange players
- o 10 years and up mixed Comp and Girls 11 year olds and up – 11 Players on the field with a maximum of 5 interchange players

All competitive teams (10 years old and above) will have not less than eleven (11) eligible players for team registration purposes.

An interchange is only permitted from the half way line, when the ball is out of play and when the referee has indicated that a change can be made.

The RTO is to mark 'Did Not Play' or 'DNP' on the match card next to the names of any players who is listed on the match card but does not take part in the match.

Any club who breaches section 3.5 will forfeit the match resulting in a 3 – 0 result.

MATCH COMMENCEMENT

- o Matches shall commence at the appointed time, or in the event of a match whose commencement is dependent upon the completion of the previous match, within ten (10) minutes of the conclusion of the previous match.
- o Kick off times of all Official Matches shall be as determined by the Football Management Committee and shall be detailed in the Official Fixture List.
- o Failure to commence fixture at the set times will result in a fine of \$50.00 to the offending Club.
- o ESFA, in setting down kick off times, may start matches after 8:30am for any daytime fixture which may include Saturday, Sunday or any Public Holiday.

LATE STARTS

- o Where a game commences later than the scheduled start time, the match shall be reduced to ensure that the game finishes no later than the programmed starting time of the next game. The match will be played in two equal halves. The referee will advise both team captains of the time to be played in each reduced half.

PLAYER IDENTITY CARDS

- o Any player who fails to produce their Player ID card at a game will be regarded as an unregistered player, even if they are able to produce such ID at a later time. Players have until half time of a game to supply their ID Card but must not take to the field until their ID Card has been inspected by the opposing team's RTO.
- o An identity number shall be included on all ID cards. This ID number shall be retained by a player for the duration of the players playing career within Eastern Suburbs Football Association Inc. The responsibility lies with the individual Clubs for the correct current updated information for the ID records.
- o Loss of an identity card will incur a fee for replacement to be determined each year by the Committee.

MATCH SHEETS

Teams must use the match sheet provided to their Club by the ESFA Office. Failure to use the provided match card will result in a \$100 fine.

The match sheets must contain the names of the players taking part in the match, including the names of the nominated substitutes and their registration numbers.

The completed match sheets shall be signed by both managers and handed to the referee no later than ten (10) minutes prior to the scheduled kick-off time of the match.

Each match sheet shall contain the following information which shall be supplied by the team RTO's:

- o name of the club;
- o home or away team;

- name, initials, registration number and shirt number of all players

The match sheet shall indicate the number that each player will wear on the field of play. This number must be worn by that player throughout the match except where the player changes uniform in which case the captain/manager of the team shall notify the referee immediately;

- For non competitive age groups (6-9) a shirt number is not necessary;
- Under no circumstances shall two players playing in the same team at the same time be permitted to have the same shirt number;
- Players who are registered in a team other than the one for which they are playing, shall note on the Match Sheet for which team they are registered with. (e.g. A lower graded or under age player must be noted).
- Where any club causes a match to be delayed due to the incorrect completion of a match sheet, late production of a match sheet, Player Identification or similar administrative matters, the delay shall be reported by the referee to the Football Management Committee. The Football Management Committee upon investigation of such a report shall impose penalties and/or sanctions as determined by the Football Management Committee;
- Date, division, grade and venue of each match;
- Names of club officials as required under Regulation

No alteration to the match sheet may be made after it has been handed to the referee without the consent of the opposing team RTO.

At the completion of each match the referee shall enter the following information on the match sheet:

- Names of the appointed referee and assistant referees;
- The result of the match;
- Goal scorers; and
- Cautions and send-offs.

The Referee will then provide the match card to the RTO of each team who will then sign the match card to validate all details on the match card are correct. The match card is then to be returned to the Referee.

All Team Sheets must be sent by the officially appointed Referee to the ESFA Office. In the case of there been no officially appointed Referee the Club Referee must send the match sheet to the Registered Office of ESFA, by post or delivered by hand, to arrive no later than 5pm Tuesday following a weekend fixture, or forty eight (48) hours following a mid week fixture.

Failure to submit a match sheet by a Club Referee will result in a \$100 fine and loss of 3 points.

When a match is forfeited, then the team sheet shall be endorsed accordingly by the Referee.

Any Player, Team Manager, Team Coach or Club Official supplying false information shall be dealt with as determined by the Football Management Committee and in accordance with the Junior League Rules and Regulations.

Failure by teams to complete a match card correctly will result in a \$20 penalty for each occurrence that is found on a match card, up to a maximum of \$50.

FORFEITS

- Any club that, without just cause, fails to fulfill an engagement to play the fixture/s or any of them on the appointed date, time or venue/s shall for each and every offence forfeit that fixture/s.
- The offending club shall also be liable for any reasonable expenses incurred by its opponents relative to that fixture or fixtures. The offending club may then be dealt with by the Football Management Committee or Judiciary Committee.
- Matches must start within ten (10) minutes of the stipulated starting time. Any team that refuses to begin a match after this period shall have forfeited the match. When a match starts later than the stipulated time, short time shall be played. Two (2) equal halves shall be played at all times.
- Teams must field a minimum number of players at any time in a match as follows:

1. 6 – 9 years old five (5) players
 2. 10 years and above seven (7) players
- Failure to do so shall result in the offending team forfeiting the match.
- In the event of a match being called off due to insufficient numbers of players on one team as per FIFA Regulations then the team responsible for the match being called off shall be deemed to have forfeited the match.
 - If a team fails to enter the field of play or has insufficient players for the match to proceed after ten (10) minutes of the scheduled starting time the referee shall inform team officials present that the game has been called off. The team responsible for the match being called off shall be deemed to have forfeited the match (Regulation 4.2).

PENALTIES FOR FORFIETS

In the event of any team forfeiting its match, the following procedure shall take effect:

- Full points allocated for the match shall be forfeited to its opponents and the goals recorded according to three (3) goals scored by the Team getting the points to nil (0) by the Team who has infringed the regulation.
- Clubs who advise ESFA in writing that they will be forfeiting a match 48 hours prior to the scheduled kick off will not be fined
- If a club fails to provide insufficient notice, the following penalties will be imposed: -
 1. The offending club will be fined \$75.00
 2. The offending club will pay all appropriate Referees and Assistant Referees fees and ground hire costs.
- Teams forfeiting on three (3) occasions without an explanation satisfactory to the Football Management Committee shall be removed from the Competition and may lose membership to ESFA. Clubs may also be fined up to \$250 at the discretion of the Football Management Committee. In the event of a walk-off by one club prior to the completion of a match the team will be considered to have forfeited the match, and the club shall be liable to penalties under Regulation 4.3, in addition to other penalties and/or sanctions as the Football Management Committee sees fit.

HOW FORFIETS AFFECT SUSPENSIONS

- When the forfeiting club has a player suspended in that division, the match forfeited by his club, will not count as a match served on his suspension.
- When a club receives a forfeit, any player under suspension in that division will have one match deducted from their suspension.

FINAL SERIES

- Should two (2) or more Teams in the same Competition, having completed their Competition, possess the same number of points that Team with the better goal difference shall be considered to be the higher.
- In all cases where goal differences are taken into account the following will be used:
 1. Number of goals against subtracted from the number of goals for.
 2. The highest resultant positive figure from such subtraction shall be deemed to be the best goal difference.
- Where goal differences are equal, the team having scored the greater number of goals shall be considered the higher placed team.
- If two (2) or more Teams in the same Competition, have the same goal difference, and have scored the same number of goals, then the team which has the better head to head aggregate results during the regular season will be considered the higher.
- If the above is still equal, a 'play off' game will be played with the winner determined to be higher.
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FINALS SERIES PLAYER ELIGIBILITY

- Only players registered and playing a minimum of four (4) competition matches in the nominated team (forfeits, byes gala days not included) before the semis may qualify for the nominated team in the finals series. Exceptions (eg due to unforeseen circumstances eg injury) to be adjudicated by the FMC.
- Players from a lower age group in the same club who have played with the nominated team in a competition game during the season may play and then only to replace injured players. As long as an application has been made to the FMC and approved.

APPROVAL OF OTHER COMPETITIONS AND/OR MATCHES

- Clubs shall not play or be involved in or give approval for any player, official and/or team to participate in any other matches within the control of a Soccer NSW sanctioned competition unless they have first received approval from ESFA.
- Such requests shall be made in writing no less than seven (7) days prior to the scheduled date of each match and where appropriate the ESFA visitor policy should be adhered to.
- Any club or player found to be in breach of section 3.3 (A) may result in such action as determined by the Judiciary Committee.

NOTIFICATION OF RESULTS

- The Home Clubs shall appoint a results registrar who shall email/fax the complete results of all junior fixtures through to the ESFA office no later than 10:00am the day after the fixture.
- Failure to comply with this regulation will result in a fine of twenty dollars (\$20.00) per club on the first occasion.
- Each additional breach of this regulation will result in a fine of forty dollars (\$40.00) per club.

RING-INS

- A "ring-in" is an ineligible player, either because he or she is not registered, belongs to another team, is unable to play in that grade due to various reasons including age restraints, but who has been asked by a club, team or another player to fill a spot on a team and knowingly plays when they are ineligible to do so.
- Any Team/Club found guilty will be punished at the discretion of the Judiciary Committee
- Any player who 'knowingly' plays as a 'ring-in' will be suspended for a minimum of four (4) matches and referred to the Judiciary Committee.
- Any Member or Office holder of any such club or any Player or Coach affiliated with any such club who is found to have knowingly participated in any practice of "Ringing- In" may be disqualified for life from ESFA or be subject to such other punishment as may be determined by the Judiciary Committee to be appropriate, having regard to all the circumstances of the case.

TEAM COLOURS

- Except by express permission of the Football Management Committee, clubs may only play in their registered club colours.
- Each Club in ESFA shall submit to ESFA a full colour front and back photograph of their regular colours and alternate colours (including socks), for approval and registration.
- No Clubs shall be permitted to use a colour, which clashes with the official uniform of the referees.
- The colour of the official uniform of the referees shall be black.
- No two teams shall play each other in the same colours.
- Goalkeepers' shirts in all cases shall be distinguishable from colours worn by all the other players including the match officials.
- Failure of any team to play in their registered colours may result in their club being fined \$100.00
- In the event of a club fielding a team in colours similar to those of the opposing team, and where the home team is of the opinion that confusion may arise, the home team may raise the issue with the referee, the referee may order that the visiting club change its colours and refuse to allow the match to commence until a satisfactory change is made.
- In the event of a club fielding a team in colours similar to those of the opposing team, and where the referee is of the opinion that confusion may arise, the referee may order that the visiting club change its colours and refuse to allow the match to commence until a satisfactory change is made.

CONTROL OF SPECTATORS

- It shall be the duty of both clubs to maintain control of spectators, to prevent any disturbance amongst its spectators and to generally assist the Football Management Committee, Match officials or ESFA staff in the preservation of order and good discipline at any match. Failure to do so shall result in the imposition of penalties and/or sanctions as the Judiciary Committee sees fit.
- In the event of a report being made to ESFA that the misbehavior of spectators has had a material effect on the result of a match, being upheld, the Judiciary Committee may declare the match and result void and order the match to be replayed on such ground and on such date and on such conditions as the Judiciary Committee shall think proper or deduct a maximum of up to three (3) points from the offending club and/or to impose such other sanctions as the Judiciary Committee shall think proper.
- In the event of a match being abandoned due to field invasion the Football Management Committee or Judiciary Committee shall have the power to have the match replayed, to allow the result to stand or award a forfeit if it so determines.
- Any such report shall be lodged with ESFA in writing no later than 5.00pm on the second (2nd) working day following the day of the match and shall only be considered if made by the Referee or a Club participating in such match.