



# Competition Terms of Play For Implementation from 2014

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## **1. Aims of the Association**

1. The Association has been formed to meet the needs of male Christian Football players.
2. Wherever possible, teams are to be affiliated with a Church or Churches with an aim of at least two thirds of players being regular Church attendees.
3. To play football in a Christian atmosphere and fellowship and to show non-Christians that contact sport can be played fairly and in a spirit of Christian fellowship.
4. To play in a local competition so as to avoid excessive travel to matches.
5. To play matches that are controlled by informed referees and lines persons.
6. Teams to be lead in prayer by the captain or member of the Home team (team 1) before the start of the game.
7. Preference would be for Captains to be regular Church attendees and should show self control and be an example and inspiration to their fellow team mates and supporters.
8. All Christian players in the association should be an example to the non-Christian players both on and off the field.
9. Captains, representatives, coaches and/or managers are to ensure that all players understand that referees decisions are final and not to argue with referees or assistant referees.
10. To play to the laws of the International Football Association (FIFA), the Christian Football Federation of Australia (CFFA) Codes of Conduct, and the Christian Football Association – Blue Mountains Inc Competition Terms of Play.
11. The Management Committee will consist of the President, Vice President, Treasurer, Secretary/Public Officer and at least one other.
12. The Judiciary will consist of a Chairperson, and at least two others, and will be from a panel selected by the Management Committee and endorsed by the team representatives prior to the commencement of the season.
13. To accept the discipline of the referee, assistant referees and the duly appointed Judiciary
14. The Association is affiliated with the Christian Football Federation of Australia (CFFA) and hence pays membership to them and abides by their Codes of Codes of Conduct.

## **2. Membership**

1. Registered players receive automatic membership of the Christian Football Association – Blue Mountains Inc.
2. Others may join the Association by the payment of an annual fee. Such fee will be set by the Management Committee.
3. Membership fees are payable at the same time as team registration fees.
4. Membership entitles a person to be stand for election to the Management Committee, or to be appointed to the Judiciary panel.
5. Only paid up members can vote at an AGM.
6. Life members shall have full voting rights and not be required to pay any annual fees.

### 3. Management Committee

1. The Management Committee will be elected at the AGM. The term of their election is for one year, commencing on 1<sup>st</sup> November and ceasing on the 31<sup>st</sup> October the following year.
2. To stand for election a person must be nominated and seconded by financial members of the Association.
3. The Management Committee shall consist of at least a, b, c and d, but will aim to fill all other positions each competition year:
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary/Public Officer
  - e. Chief of Referees
  - f. Registrar
  - g. One other (at least e.g. Public Relations/Marketing)
4. The Management Committee will approach members to sit on the Judiciary Panel. Such members will be endorsed by the Team Representatives.
5. The Management Committee may from time to time establish sub-committees for special purposes as they deem fit and necessary. Any such sub-committee will be chaired by a member of the Management Committee, and all members of any such sub-committee will be financial members of the Association.
6. The Management Committee will submit a proposed budget at the first Committee meeting after the AGM. Such budget will set the fees and charges that will apply to teams for the new season.
7. The Management Committee will be the final arbiter for the placement of teams into divisions, but will follow the recommendations set down by the Chief of Referees.
8. Will present all matters that affect the Christian Football Association – Blue Mountains Inc, operationally, financially or legally to the Management Committee for consideration and approval.
9. Will not introduce, purchase or sell any item without the prior consent of the Management Committee.
10. A quorum shall exist if there is a minimum of 3 members of the Management Committee present at any meeting.

11. The Management Committee will ensure that all lawful requirements have been dealt with prior to the commencement of the season, in particular
  - ASIC return (changes to public officers etc)
  - Public Liability Insurance
  - Changes to signatories on bank account as required.
  - Insurance that covers the actions of all officers and referees from any personal liability in the conduct of their duties under the Association
12. The Treasurer will operate a bank account which will be in the name of the Christian Football Association – Blue Mountains Inc.
13. Any bank account in the name of the Association will be required to have 3 signatories with any two to sign.
14. The Treasurer will be responsible for the compilation of the Annual ASIC returns and will forward it to the Secretary/Public Officer to lodge with the NSW Government Department of Fair Trading.
15. Impose any sanctions necessary for breaches under the Association Competition Terms of Play as required from time to time.
16. The Management Committee will nominate, where laws are changed by FIFA whether those changes will apply to the current season or not, and take such recommendation to the Team Representative meetings.
17. The Management Committee will set the membership fee for non playing members. (For 2012 and beyond, this fee will be \$5.00).
18. The Management Committee shall have the right to bring names before the Management Committee and Team Representatives for the position of Life Member.
19. The Management Committee will call for expressions of interest for the position of Coach/Manager and appoint such a person, to Coach/Manage any representative team promoted by the Association at state/national level.
20. The Management Committee will set up a selection panel, one of whom will be the coach/manager, for the purposes of selecting players for any representative team promoted by the Association.
21. The Management Committee will prepare a list of roles and responsibilities for its members.

## **4. Team Representative Meetings**

1. Team Representative Meetings will consist of
  - a. The Management Committee &
  - b. One representative from each club
2. A quorum will exist if there is 50% plus 1 of the management committee members present.
3. Voting on matters brought to the Team Representative Meetings by the Management Committee can only proceed if there is a quorum.
4. Team Representatives can appoint a proxy to attend a Team Representative Meeting. Any proxy must be a financial member of the Association.
5. Team Representative Meetings' will be chaired by the President or Vice President of the Association.
6. Team Representatives can bring matters of concern before the meeting and direct the Management Committee to consider further and report back to the Team Representatives.
7. Teams can have more than one representatives attend Team Representative Meetings, but the team only has one vote on any matter.
8. Teams who fail to attend any meetings (either Team Representative Meetings or the Annual General Meeting) will have a sanction imposed upon them of 3 competition points. If they fail to attend the AGM, these points will carry over to the following competition season.

## 5. Registration

1. Players must be at least sixteen (16) years of age before being eligible to register.
2. Registration forms will consist of a Single Team Registration Form which is endorsed by the nominated Team Representative plus the affiliated church Minister/pastor/elder and returned with insurance fees by the date nominated prior to the commencement of the season. An original plus one copy are to be provided to the registrar. Players will also be required to complete an Individual Player Registration Form which is to be endorsed by the Team Representative.
3. Failure to meet this timetable may lead to exclusion from the competition.
4. Registration fees are due in full no later than four (4) weeks after the commencement of the season.
5. Registration of additional players will require the same registration form and details as set out in 2 above.
6. For a player(s) to be eligible for the next playable round, registration forms and insurance monies must be given to the registrar by Tuesday evening. No exemptions are possible without the consent of the Management Committee.
7. Additional players may be registered up to the Tuesday prior to the 5<sup>th</sup> last round of the competition as set down in the draw.
8. An exemption to Clause 7 may be sought from the Management Committee, but only if the following apply:
  - a. Injury is preventing the team fielding eleven (11) players.
  - b. Can provide a Doctors Certificate(s) to support case.
  - c. Note: no application can be made where suspensions are in force.
9. Players must only play for the team they are registered with. Players will be allowed dual registration to play for another Association when registered with the Christian Football Association – Blue Mountains Inc.
10. There will be no more than 25 players registered for any one team. If a team wishes to add players then they must de-register players from their roster. De-registration forms are available on request from the registrar.
11. Players wishing to transfer from one team to another during any season must seek approval of the Management Committee. On approval they must de-register from the first team and re-register with the second team. Forms for this are available from the registrar.

12. Wherever possible, teams will strive for at least 66% of players registered being regular Church attendees. Regular would be considered as attending twice every 4 weeks.
13. If any team plays an unregistered (as defined) player or players the team concerned will be sanctioned. Eligibility to play (in pre-season or competition rounds) is the responsibility of the team and its management. A registered player is one that is financial and not under any sanction.
14. Teams are to notify the Association prior to, or at the AGM, of their intention regarding entering a team for the following competition.
15. Teams who notify their intention to enter a team in the next competition year are required to post a deposit which will be credited to them as part of their registration. This deposit will be set by the Management Committee and may vary from year to year. Should a team fail to enter the competition; any such deposit will be forfeited. (For 2012 and beyond, this deposit will be \$100.00).
16. All teams are required to forward to the secretary, no later than the second committee meeting of each year, the names, email addresses and contact details of two representatives, and the contact details of Minister/Pastor/Elder of the Churches associated with the team.
17. Students – teams with students or players with no income whatsoever will be eligible to lower insurance fees upon receipt by the registrar of a statutory declaration from the player concerned stating that the player is either a full time student or is receipt of no income whatsoever – including any social security or government benefit. Statutory declarations must be submitted on the proper form.

## 6. Captains and Representatives

1. Preference would be for Captains to be regular Church attendees of the Church or Churches they represent and should show self control and be an example and inspiration to their fellow team mates, supporters and opposition.
2. Captains and Team Representatives will agree to follow and abide by the CFFA Team Manager and Coaches Code of Conduct.
3. Captains, representatives, coaches and/or managers are required to make all players aware of all the rules and regulations of both International Football (FIFA) and the Christian Football Association – Blue Mountains Inc.
4. Captains are required to have blank match cards with them at all playable matches in the event that the referee has not been provided with the match card.
5. The captain of the home team will either pray or organise for another team member to pray prior to the commencement of a match.
6. Captains are required to have completed the match card and passed it on to the opposing team to complete that will ensure that the match card can be handed to the referee 10 minutes prior to the commencement of a match.
7. Captains are responsible to ensure that their team either, collects and erects nets and corner flags in a timely fashion that enables the match to commence on time, or, takes down the nets and returns them to the place of keeping. This responsibility is shared between both teams either commencing or finishing a match. Failure to comply with this may result in the referee reducing the match time to ensure the commencement of any game following is not delayed, or that the game finishes with sufficient daylight for play to be considered safe. Such decisions are the sole discretion of the referee.
8. In accordance with the International Laws of Football, and the Christian Football Association – Blue Mountains Inc Competition Terms of Play, captains, team representatives and coaches and/or managers should make all players aware that blasphemous, offensive, abusive and bad language is not tolerated and will be sanctioned by the referee accordingly.
9. Under no circumstances is alcohol permitted at any ground hosting a match under the Christian Football Association – Blue Mountains Inc. Captains, team representatives, coaches and/or managers will be held responsible for enforcing this rule. Sanctions may be applied by the Management Committee for any breach. Please note that this is also a local council requirement.
10. If available, captains, team representative, coaches and/or managers should ensure that a change of strip is carried at all times for games designated as “away” (second team on draw) in case of a clash of strip.

11. Team captains are required to wear an armband so as to enable the referee to identify the captain. The armband shall be made of material and not consist of electrical or other such adhesive tapes.
12. Captains must sign the match card at the end of the match and ensure that it is a true record of the game ensuring the score, sanctions and injuries are correct. Captains are also responsible to approach the referee to check and sign the card.
13. Report all minutes/discussions/information/correspondence from Team Representative Meetings to their players. This may be forwarded on via electronic means or mentioned in person at training/games.

## 7. Teams

1. Teams should be ready to play and be in the centre of the field five (5) minutes before the scheduled match time.
2. Teams should be ready to resume the match at half time and not have the officials and the opposing team waiting.
3. Teams are responsible for picking up, setting up, taking down and return to the storage place, the nets allocated to the match.
4. Teams may be required to supply assistant referees as directed by the Chief of Referees.
5. Team strips are to be numbered on the back of each jersey.
6. Teams are responsible for the behaviour of their supporters.
7. Teams must advise the Chief of Referees of the loss of any Association equipment or when there is insufficient material with the nets to enable the safe and secure erection of the nets.
8. Teams may become liable for the loss of Association equipment due to their negligence.
9. Teams which have not fully paid monies due may be excluded from competition until such monies are paid in full.
10. Teams must provide the secretary/public officer with the team colours, training ground location and training times.
11. Teams will not use any ground for any purpose which has been closed by the local council.
12. Teams are responsible for cleaning up the area which they occupy at any ground and are required to remove all rubbish, tape, bottles, or any other material used by the team and discarded.
13. All teams are required to have a first aid officer and a first aid kit at all matches.

## 8. Players

1. Players must be at least sixteen years of age before they are eligible to be registered and to play.
2. Players will agree to abide by the CFFA Players Code of Conduct.
3. All players who are at the ground are to be ready to play and be in the centre of the ground five (5) minutes before the scheduled commencement time of the game.
4. All players are to listen to any instructions provided by the referee prior to the commencement of the match.
5. Players are to be silent and still while the nominated person is praying.
6. Players receiving 3 yellow card cautions in any one season will receive an automatic 1 playable match suspension.
7. Players who receive 5 yellow cards must appear before the judiciary to answer for the repeated offences. Any penalty will be at the discretion of the judiciary.
8. Players receiving a red card will be sent from the field of play and will not be able to play again until the Chairperson of the Judiciary has had time to adjudicate the offence. In the event that a player appeals the judicial ruling and is unable to make the date and time set down for hearing by the judiciary, the player may choose to have someone represent them at the judiciary and present their case.
9. Failure to advise the judiciary of your inability to attend may result in further sanctions being applied.
10. Players must ensure that they sign the card so that they are credited with playing in the game and for the purposes of ensuring that any insurance claim is recorded.
11. Players must have participated in a minimum of 5 games to be eligible for the final series. 5 games must be competition rounds in the calendar years and excludes pre-season or trial games.
12. All players are responsible for ensuring that their equipment is safe and in compliance with the International Rules of Football as varied from time to time.
13. Players are reminded that blasphemous, offensive, abusive or foul language is not tolerated by the Association.

14. Players will present themselves at the start of each game and each half with their shin pads covered. Shirts are not required to be tucked in unless specified by the referee for the start of the match only.
15. Players should keep up to date with the laws of Football as published by FIFA and as they may be applied by the Association.
16. Dress rings are not permitted to be worn during a match and must be removed prior to the commencement of a match.
17. Any player may seek leave to appeal a decision of the Judiciary. Such leave must be granted by the Management Committee and the player must show reasons and circumstances that may result in a different outcome had they been known at the time of the Judiciary hearing. Failure to present mitigating evidence that was known at the time of the hearing is not sufficient grounds for appeal to be granted.
18. Players playing in the Christian Football Association – Blue Mountains Inc agree to play by the playing conditions and rules imposed by the Association from time to time.

## 9. Referees

1. The referee will apply the laws of the game as they are set down by FIFA and the Association as they change from time to time.
2. Referees will abide by the CFFA Referee's Code of Conduct.
3. The referee will indicate where the substitution or interchange will occur.
4. Referees will offer the match card to both captains for verification and signature at the conclusion of a match.
5. The referee will award best and fairest points on a 3 -2- 1 basis as they see fit on the space provided on the match card.
6. The referee will attend (where possible) any judiciary hearing for the purpose of providing a report. A written report is sufficient, but attendance is preferred.
7. Referees will provide a report of any misconduct by spectators at the ground and identify which team they were associated with.
8. Referees will provide any report on the condition of grounds that may affect the ability to schedule or play matches on such ground.
9. Referees will be appointed by the Management Committee and may be from another body of referees.
10. Referees will be allocated to games by the Chief of Referees.
11. Where assistant referees are selected from the team which has the bye, they will be given the same courtesy by players as an "official" assistant referee.
12. Any referee who is appointed for the game, whether qualified or not, will be deemed to be qualified for the purposes of controlling the match and as such will have all the authority of an "official" referee
13. The referee is not required to explain any decision to a captain or team member. Any such action is to be considered a privilege, not a right.
14. The referee has control over all players (playing or not playing) and spectators associated with any team in the Christian Football Association – Blue Mountains Inc, at any ground sanctioned for a Christian Football Association – Blue Mountains Inc match.
15. Referees and assistant referees must be at least 16 years of age.

## 10. Judiciary

1. The judiciary will consist of a chairperson and at least two others.
2. The judiciary will be selected from a panel chosen by the Management Committee and approved by the Team Representatives with the chairman being a permanent member of the judiciary panel.
3. The judiciary will have a nominated chairperson and 2 vice chairpersons who will act as chairpersons in the absence of the chairperson.
4. The judiciary will hear evidence and impose penalties as they deem appropriate for the offence.
5. The judiciary will use as a guideline the minimum standard set by the Association from time to time.
6. Members of the judiciary will be financial members of the Association.
7. A decision of the judiciary may only be appealed if leave is granted by the Management Committee for any such appeal.
8. The judiciary will meet on a night selected as being available to the Judiciary which will be advised to team representatives as this may change from year to year.
9. The judiciary may hear evidence from either the player called to appear or their proxy. It will be the responsibility of the player to provide any such proxy sufficient material to present the players case. Any deficiency, where known, is the responsibility of the player and cannot be appealed.
10. The decision of the judiciary is final and binding.
11. Where a player has received 5 yellow cards within a season the player will appear before the judiciary to show cause as to why a penalty should not apply. The judiciary should consider the nature of the offences and the player attitude in the imposition of any penalty. The judiciary has the discretion to only counsel the player regarding the repeated offences.

12. While the judiciary does not need to apply the following, they should be used as a guideline as being the view of the Association and the Management Committee, as presenting the view of behaviour acceptable for players who play in the Christian Football Association – Blue Mountains Inc Competition:

TABLE OF OFFENCE CODES	
Offence	Description
Y1	Is guilty of unsporting behaviour
Y2	Shows dissent by word or action
Y3	Persistently infringes the Laws of the Game
Y4	Delays the restart of play
Y5	Fails to retreat the required distance when play is restarted with a corner kick, free kick or throw-in
Y6	Enters or re-enters the field of play without the referee's permission
Y7	Deliberately leaves the field of play without the referee's permission
R1	Is guilty of serious foul play
R2	Is guilty of violent conduct
R3	Spits at an opponent or any other person
R4	Denies the opposing team a goal or an obvious goal scoring opportunity by deliberately handling the ball (this does not apply to a goalkeeper within their own penalty area)
R5	Denies an obvious goal scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or a penalty kick
R6	Uses offensive or insulting or abusive language and/or gestures
R7	Receives a second caution in the same match
R8	Bringing the game into disrepute

TABLE OF JUDICIAL RULINGS			
Rulings are listed as playable matches			
Offence	Minimum	Automatic	Maximum
R1	3	5	Life
R2	a) Against players 1 b) Against officials 5	5 Life	Life Life
R3	5	6	12 months/1 season
R4	1	2	5
R5	1	2	5
R6	a) At self 0 b) At others 1 <i>Includes blasphemy and dissent towards officials</i>	1 2	6 12
R7	1	1	8
R8	1	2	Life
3 Yellows in a season	1	1	8
5 Yellows in a season	2	2	16
Misleading judiciary	-	Double original ruling	Life

13. It is recognised that any appearance before the judiciary may be a composite of any of the above offences. As such the judiciary is free to interpret the above in any way they so chose and to impose any penalty they deem appropriate for the circumstances and evidence presented at a hearing.
14. The judiciary has the power and authority to request a team to post a bond with the Association as a good faith gesture for contrary conduct. The amount of such bond is at the discretion of the Judiciary.
15. Any such bond posted with the Association as set by the Judiciary shall be placed in a separate account and not considered as available funds to the Association.
16. Where teams have been required to post a bond for contrary conduct, the judiciary will have the power and authority to take any portion of the bond as a penalty for the conduct of the team or spectators. Such portion of the bond will be deposited with the treasurer into the general account of the Association and be available as part of the general funds of the Association.
17. Any bond posted will be refundable at the conclusion of the season as set down by the Association (at the conclusion of the final series).
18. Where a person cannot appear before the judiciary for a number of weeks, and is therefore prohibited from playing, the judiciary has the option to consider the weeks prohibited from playing to be sufficient penalty in itself, be considered as part of any penalty imposed, or not considered at all, depending on the circumstances that prevented the player from appearing before the judiciary.

## **11. Sanctions**

1. A team applying to play in the Christian Football Association – Blue Mountains Inc in the coming season may be denied entry should the conduct of the team, spectators or officials be contrary to the principles and ideals set out in our articles and bye laws.
2. A team that forfeits on the day of the match will be liable for a fine equivalent to the combined value of the referee and assistant referees match payments
3. A team that forfeits without notice will be penalised points from their accumulated total on the divisional table (even if the total goes negative) a number of points as agreed from time to time by the Management Committee.
4. Teams whose conduct is contrary to the standards set down by the Association may be liable to post a bond for either the remainder of the season or as a condition of entry to a new season. Such bond, at the conclusion of the season will be refundable unless the team has been called before the judiciary and sanctions imposed.

## **12. Appeals**

1. A player has the right to appeal any decision of the Judiciary where mitigating evidence is found after the judiciary hearing. Leave to present this material to the judiciary must be obtained by applying to the Management Committee for leave to appeal.
2. Otherwise, all decisions of the judiciary are final and binding.
3. Leave to appeal may be requested at any time during the period of any penalty imposed by the judiciary.
4. The only remedy available on appeal is the reduction of penalty imposed.
5. A team may appeal the decision to place it in a particular division. Such an appeal must be in writing to the Management Committee and set out the reasons for requesting a change to the original decision of the Management Committee.
6. Teams may appeal the decision of the Management Committee in respect of the division in which they have been entered. Such appeal must show reasons sufficient for the Management Committee to overrule the initial decision.

### **13. Nomination of Office Bearers**

1. Members of the Management Committee must be nominated and elected by the team representatives at the AGM for the following year.
2. Members of the Management Committee must be elected by a majority vote (show of hands) at the AGM by financial members of the Association.
3. Teams must nominate 2 team representatives to attend Team Representative Meetings.
4. Both Team Representatives and Management Committee shall be elected for a period of one (1) year.

## **14. Divisions**

1. Divisions will be established at the discretion of the Management Committee, depending on the number of teams.
2. The number of teams permitted into the competition will be dependant on the grounds available, the referees available, with the Management Committee having final say on the composition of the number of divisions and the number of teams.
3. The divisions will work on a promotion and relegation basis, which will be at the recommendation of the Chief of Referees at the first Team Representative Meeting each year.
4. The 2 teams to be recommended for promotion/relegation will be two of the following – the team who finished top/bottom of the table, the team that won the 2<sup>nd</sup> division grand final or the team that finished second on the table of 2<sup>nd</sup> division.
5. Teams entering the competition for the first time will be placed in the lower division (when applicable). These teams will have the right to appeal and must set out the reasons sufficient to convince the Management Committee of their case.

## 15. Playing Conditions

1. Teams must nominate a playing roster of 16 (maximum) prior to the commencement of a match. Players do not need to be in attendance to be nominated.
2. A minimum of seven (7) players is required to commence a match.
3. A team arriving late may be given fifteen (15) minutes after the scheduled start time of the match to field a team (Minimum of 7 players). After this time has expired the match will be deemed a forfeit.
4. Teams that forfeit in the circumstances outlined in 3 will be liable to fines equivalent to the match payments of the referee and assistant referees as they vary from time to time and loss of competition points as prescribed by the association and may vary from time to time.
5. Teams that claim a forfeit will have a win recorded and allocated a set number of goals for the purpose of calculating for and against. The number of goals given will be prescribed by the Association and may vary from time to time.
6. Where matches do not commence on time it is the sole prerogative of the referee to set the playing time for the match in consideration of any game that may follow being able to commence on time, or for any weather conditions that may cause premature darkness, and therefore unsafe playing conditions.
7. Unlimited interchange of the players nominated on the match card may occur at any time at the discretion of the coach, manager or captain. All substitutions will take place at the halfway line and from a side nominated by the referee.
8. The referee will have sole discretion as to interpret the spirit of the interchange and may challenge the frequency and purpose of such interchange. Where the referee deems the interchange is unsporting the referee has the option to sanction such action by issuing a yellow card to the team captain.
9. The teams that have the bye may be required to provide assistant referees for all games in their division.
10. Players receiving a red card caution may be required to appear before the judiciary to show cause for their actions and may not be eligible to play until they have appeared.
11. If possible, the away team is required to carry an alternative strip in case of clash of colours. It will be at the discretion of the referee if such a change is required.
12. Any suspension carried over from one calendar season to the next, only applies to competition rounds.

13. All exposed body piercing is required to be removed or securely covered prior to the commencement of a match. Players play at their own risk and must accede to any request made by the referee regarding such items. Body piercing not exposed may cause personal injury to the player. Players are advised to remove any such items and play at their own risk should any injury result.
14. Games cannot be rescheduled unless permission has been obtained from the Management Committee. Where scheduled games cannot be played due to one team's inability a forfeit will be given to the other team. In such cases notification must be made to the opposing teams' representative and the Chief of Referees. Where this is observed not penalty other than the loss of match points will be applied.
15. Own goals will be awarded to the opposing side and marked in the appropriate section of the match card
16. Wash outs – in the case where the whole round cannot be completed, the round will be deemed a washout and each team awarded 1 point each.
17. Byes – in the case where there is an odd number of teams for a division, one team will be deemed to have a bye each round and that team will be awarded 1 point.
18. The Association will provide match ball at the start of the season, to be kept by the referees.
19. For the 2012 season and beyond, the following loss of points will apply for the following:
  - a. Does not supply assistant referees as directed by the Chief of Referees – loss of 1 competition point.
  - b. Team representative/proxy, unable to attend a team representative meeting – loss of 3 competition points.
  - c. Team representative/proxy, unable to attend the Annual General Meeting – loss of 3 competition points for the start of the following season.
  - d. Player is a “no show” before the judiciary – loss of 1 competition point.
  - e. Failure to advise Chief of Referees and/or the opposing team, of a team's inability to field a team for a scheduled match – loss of 1 competition point.
20. Yellow cards – where the season is divided into 1 or more competitions eg. A pre season cup or some other competition and the main or regular season – the premierships rounds, then yellow cards will expire at the end of each competition. Yellow cards accumulated in the premierships rounds will expire at the commencement of the final series.

21. Red Cards- suspensions – Where a player has received a suspension, irrespective of the competition in which it was received or what season it was received in will not be eligible to play in any game conducted by the association until such a suspension has been completed.
  
22. Final Series – Weather permitting for each division, the final series will consist of 3 rounds:
  - a. 1<sup>st</sup> Final - 1 v 2 (Winner straight to the Grand Final and loser plays again); 3 v 4 (loser eliminated and the winner goes on to play the loser of 1 v 2).
  - b. 2<sup>nd</sup> Final – Loser of 1 v 2 versus Winner of 3 v 4 (loser eliminated and the winner goes on to play the Grand Final).
  - c. Grand Final – Winner of 1<sup>st</sup> final v winner of 2<sup>nd</sup> Final
  - d. In the event of any final series round being a washout, the following arrangements will be put into place:
    - i. 1<sup>st</sup> Final washout = 1 v 4 and 2 v 3 with the winners through to the Grand Final and the losers eliminated
    - ii. 2<sup>nd</sup> Final Washout (but 1<sup>st</sup> was played) = 1 v 2 will go through to the Grand Final and 3 v 4 are eliminated.
    - iii. Mid-week games may be possible depending on weather conditions and Council grounds closures.

## **16. Awards**

1. The association will recognise the most outstanding player by accumulating the individual best and fairest points awarded by referees throughout the season. There will be a trophy in this category for each division.
2. The association will recognise the highest goal scorer in each division with a “Golden Boot” trophy.
3. The minor premiers in each division will be awarded a team trophy as well as individual player trophies.
4. Trophies will be given to the divisional winners of the Grand final in each division.
5. Trophies will be given to the Runners up in the grand finals in each division.
6. The most outstanding player of the Grand Final in each division will be awarded a trophy.
7. The outstanding player of the grand finals will be chosen by a panel of the officials of the game i.e. Referee, Assistance referees (3).
8. Players who have received a red card will be ineligible for a best and fairest award.
9. Teams where players are issued with a red card will be ineligible for the team best and fairest trophy.

## **17. Role Descriptions of the Management Committee**

The Management Committee of the Christian Football Association – Blue Mountains Inc will, wherever possible, strive to work toward the following role descriptors:

### ***PRESIDENT***

Responsible to the Management Committee and the Team Representatives

Duties:

1. Provide positive Christian leadership to the Association as a whole
2. Chair meetings of the Management Committee and the Team Representatives
3. Chair the AGM
4. Provide oversight of all officers
5. Bring forward policy initiatives for consideration
6. Be a signatory to association bank accounts

### ***VICE PRESIDENT***

Responsible to the Management Committee and the Team Representatives

Duties:

1. Provide positive Christian leadership to the Association as a whole
2. Deputise as chair for meetings in the absence of the President
3. Deputise as chair for the AGM in the absence of the President
4. Undertake the securing of grounds for the season with all councils involved
5. Chair sub-committees (e.g. rep team selection/rep weekend)
6. Post general information/notices on the Association website
7. Bring forward policy initiatives for consideration
8. Other duties as directed

## ***SECRETARY/PUBLIC OFFICER***

Responsible to the Management Committee and the Team Representatives

Duties:

1. Take and issue minutes of Management Committee and Team Representative meetings
2. Take and issue minutes of AGM
3. Receive all correspondence addressed to the organisation and distribute as required
4. Reply to correspondence received on behalf of the Association
5. Write on behalf of the association as required
6. Keep an original copy of all forms and letterheads used by the Association
7. Keep all records as required under the New South Wales Associations Incorporations Act 2009, including Lodgement of Form A12 – Annual Summary of Financial Affairs
8. Organise and coordinate trophies for the Grand Final
9. Post general information/notices on the Association website
10. Bring forward policy initiatives for consideration
11. Other duties as directed

## ***TREASURER***

Responsible to the Management Committee and the Team Representatives

Duties:

1. Prepare and present budget for approval to Management Committee
2. Change signatories to accounts as and when required
3. Pay all accounts as and when they fall due
4. Maintain a general ledger of accounts so as to enable an audit to be undertaken
5. Maintain a record of all cash payments through the issue of receipts
6. Ensure all registrations are completed annually or as required with appropriate government bodies
7. Forward to the Secretary/Public Officer, and forms required by the NSW Government Department of Fair Trading, before the lodgement date
8. Keep all records as required under the tax or companies act that relate to this portfolio
9. Bring forward policy initiatives for consideration
10. Be a signatory to association bank accounts
11. Other duties as directed

### ***CHIEF OF REFEREES***

Responsible to the Management Committee and the Team Representatives

Duties:

1. Allocate referees to matches from week to week
2. Ensure that the skills level of referees is appropriate and undertake the organisation of further training
3. Organise off season refs courses
4. Ensure that the association has sufficient referees from week to week
5. Coordinate the use of referees from any other association
6. Advise all referees of their appointments from week to week. Policy will dictate the lead time that is to be applied to this process
7. Prepare game sheets/match cards for each match
8. Report any issues to the Management Committee that may impact on any issue that may effect the safety of referees, the integrity of the competition, or may expose the organisation to any action
9. Advise the Judiciary chairman of the need to convene a judiciary and coordinate this process to the satisfaction of all parties.
10. Upload game results and match statistics to the Association website
11. Bring forward policy initiatives for consideration

### ***REGISTRAR/EQUIPMENT OFFICER***

Responsible to the Management Committee

Duties:

1. Organise and coordinate the collection and collation of Team Registration Forms and Individual Player Registration Forms.
2. Advise the Management Committee of any outstanding registration issues
3. Coordinate and arrange for payment (by treasurers) of insurance fees
4. Purchase nets, balls or other equipment as directed by the Management Committee
5. Purchase line marking paint as required
6. Organise the storage of equipment as required
7. Organise the marking of fields at the start of the season
8. Coordinate the line marking through the season with person responsible for line marking

## ***JUDICIARY CHAIRMAN***

Responsible to the Management Committee

Duties:

1. Convene a judiciary hearing in conjunction with the Chief of Referees
2. Review any evidence presented for an appeal and make a judgement on the evidence
3. Review the evidence and apply sanctions as necessary, using the association bylaws as a guide as this reflects the approach of the players and association from time to time.
4. Prepare a written report to be filed with the secretary that outlines the reason for the decision, and any sanction applied.
5. Prepare a report of recommendations (where necessary) that can be used to either clarify by laws, be written into the by laws or where further training or counselling of the referee may be considered appropriate.
6. May delay or defer a hearing due to lack of report, failure to appear, or under circumstances where the chairman feels natural justice cannot be applied.

## ***AUDITOR***

Responsible to the Management Committee and selected by the Management Committee as and when required.

Duties:

1. Review the accounts of the Association
2. Review the processes of the Association as they apply to Treasury
3. Present a written report to the Management Committee as and when requested
4. Forward all records as required under the tax or companies act that relate to this portfolio to Secretary/Public Officer for safe keeping
5. Bring forward policy initiatives for consideration

## **18. Workplace Health and Safety Policy**

1. All teams must have available at the ground, a first aid kit suitable for a sporting team, where a Christian Football Association – Blue Mountains Inc sanctioned match is being played (this includes trial games).
2. All teams must have available at the ground, a first aid kit suitable for a sporting team, where a Christian Football Association – Blue Mountains Inc sanctioned training session is being conducted.
3. All teams must ensure that they have disposal gloves available as part of the first aid kit.
4. No pain killing medication e.g. Paracetamol, Ibuprofen or any other such pain relief medication is to be kept in the first aid kit.
5. Under no circumstances will a player, official or any other person administer any pain killing medication to any player or official who may be injured or in need of pain relief without prior consent of a doctor or ambulance paramedic.
6. Where an injury occurs that requires hospitalisation or attendance at a doctor's surgery or visit to any emergency department, a record of the events must be kept and forwarded to the association secretary/public officer as soon as possible.
7. Where such injuries occur that result in medical expenses other than those covered by Medicare, or a loss of time accident (time off paid work) the injured party or their agent must complete an insurance claim form and attach copies of any documents as required. This form is in a PDF format on the Associations website.