

# Club Administration Manual 2009

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# 1 Football Brisbane Contacts

<b>Staff</b>		
General Manager	Rod Cousins	<a href="mailto:rcousins@footballbrisbane.com.au">rcousins@footballbrisbane.com.au</a>
Competitions Administrator – Men	Allan Eedy	<a href="mailto:aeedy@footballbrisbane.com.au">aeedy@footballbrisbane.com.au</a>
Competitions Administrator – Women	Karen Walker	<a href="mailto:kwalker@footballbrisbane.com.au">kwalker@footballbrisbane.com.au</a>
Competitions Administrator – Juniors	Karyn Longbottom	<a href="mailto:klongbottom@footballbrisbane.com.au">klongbottom@footballbrisbane.com.au</a>
Referees Administrator	Ted Kearney	<a href="mailto:tkearney@footballbrisbane.com.au">tkearney@footballbrisbane.com.au</a>
Office Administrator/Rep Team Coordinator	Christine Burchnell	<a href="mailto:cburnnell@footballbrisbane.com.au">cburnnell@footballbrisbane.com.au</a>
Finance Administrator	Cathy Davidson	<a href="mailto:cdavidson@footballbrisbane.com.au">cdavidson@footballbrisbane.com.au</a>
<b>Zone Council</b>		
President	Michael Bailey	
Vice President	Guido Canale	
Secretary	Koula Fotinos	
Treasurer	Ken MacDougall	
Juniors' Standing Committee Chair	Reuben Robertson	
Women's Standing Committee Chair	Andy Banks	
Men's Standing Committee Chair	Ian Dalzell	
Referee's Standing Committee Chair	Norm Armstrong	

## 2 Club Correspondence/Communication Protocols/Complaints Procedures

### 2.1 Club Correspondence

All correspondence by Football Brisbane to Clubs shall be deemed to have been received by Clubs.

Clubs must ensure that mailboxes, including email, are checked regularly and any information received is forwarded to relevant parties.

All Clubs must have an active email address.

### 2.2 Communication Protocols

Football Brisbane is currently dealing with some 3,000 phone calls via landline per month (this excludes calls to staff mobiles). In order for Football Brisbane to provide the best possible service to our members we need clear parameters on how the Brisbane football community communicates with us, and us with them.

The following protocols have been developed to promote effective and efficient communication channels between Football Brisbane and its member Clubs and provide guidelines for club members as to the appropriate communication channels to follow.

### Football Brisbane to Clubs

Type of Business	Contact Person
Urgent Business	Designated club contact person
General Communications	Club secretary
Fixture Communications	Designated club contact person
Disciplinary Communications	Club secretary
Financial Communications	Club secretary
Registration Communications	Club registrar

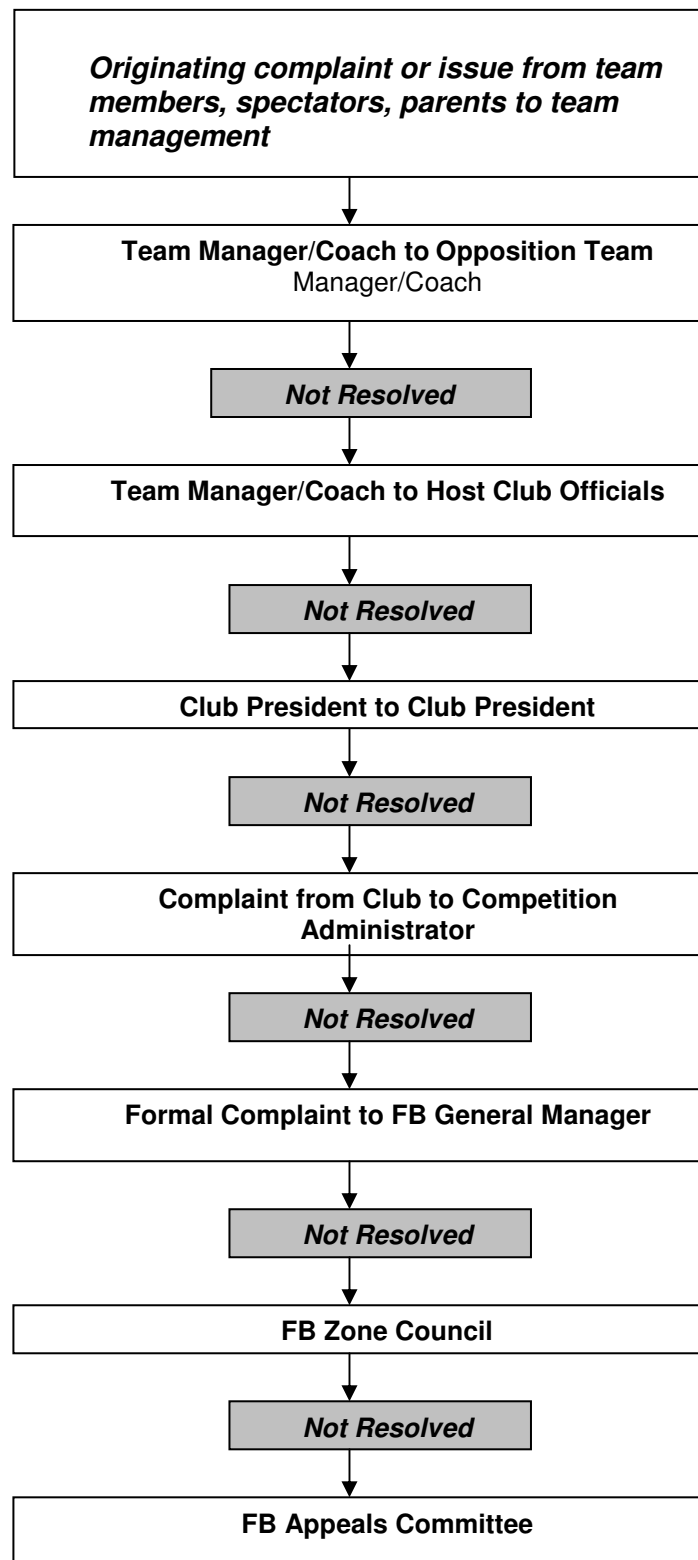
### Clubs to Football Brisbane

Type of Business	Contact Person
Urgent Business	Club president or secretary
General Communications	Designated club contact person
Fixture Communications	Designated club contact person
Disciplinary Communications	Club president or secretary
Financial Communications	Club secretary or treasurer
Registration Communications	Club secretary or registrar

It is important that these protocols are promoted to club members and the message reinforced that, if they have concerns or queries, they should always direct these to the club committee first. Team officials are not to argue or address any disagreements or comment direct to a referee. Any complaints should be directed to Football Brisbane on club letterhead.

## 2.3 Complaints Procedures

### RECOMMENDED PROCESS FOR COMPLAINTS AND/OR ISSUES



### 3 Fees

#### 3.1 Club Affiliation Fees

The Football Brisbane Zone Council has determined that the Affiliation Fees for clubs in 2009 will remain unchanged from 2008. These fees are listed below and entitle clubs to nominate into the various competitions for 2009. Please remember that they are not levied per team and entitle the club to enter as many teams as they wish in each area of competition.

	Affiliation Fees
<input type="checkbox"/> Junior Competitions	\$220.00
<input type="checkbox"/> Senior Women's Competitions	\$440.00
<input type="checkbox"/> Senior Men's Competitions	\$440.00
<input type="checkbox"/> Senior Men's Premier Competitions	+ \$550.00

#### 3.2 Player Registration Fees

Age	FFA	FQ	FQ Insurance	FB	Total
Junior U6-U10	\$10.50	\$13.05	\$10.45	\$11.50	\$45.50
Junior U11-U16	\$10.50	\$13.05	\$10.45	\$22.50	\$56.50
Women's U17-U18	\$10.50	\$13.05	\$10.45	\$61.00	\$95.00
Men's U17-U18	\$10.50	\$13.05	\$10.45	\$71.00	\$105.00
Amateur Senior Women	\$21.00	\$31.95	\$30.55	\$61.00	\$144.50
Amateur Senior Men	\$21.00	\$31.95	\$30.55	\$71.00	\$154.50
Professional	\$57.50	\$31.95	\$30.55	\$115.00	\$235.00

#### 3.3 Referee Development Levy

The 2009 levy payment structure will be based on a mix of club divisional status and/or the number of teams in a club. The levy will cover all teams within a particular club from junior to senior. In ascertaining the initial amount to be charged, Football Brisbane has taken into account the actual and expected referee coverage for each club based on previous seasons. The referee levy structure will be as follows, payment to be made via two instalments during the year.

Referee Levy Payments for 2009	
Premier League Clubs = \$2500 Premier Division 1 = \$2000 Premier Division 2 = \$1500	All other clubs with:- 20 or more teams = \$1500 Between 16 and 19 teams = \$900 Between 11 and 15 teams = \$600 Between 6 and 10 teams = \$300 Less than 6 teams = \$100

### 3.4 Fines

3.4.1 Fines – Clubs	\$
Misconduct/Bringing the Game into Disrepute	***
Ineligible Player	***
Unregistered Player	***
Non-attendance at meetings ( <i>per meeting</i> )	50.00
Team Official non-wearing of ID ( <i>per occurrence</i> )	20.00
Non-advice of fixture scores ( <i>per fixture</i> )	20.00
<b>Team Withdrawal - after drawing of fixtures</b>	
Men's & Women's Premier League & Reserves	2000.00
Men's Premier Division 1 & Reserves	1000.00
All other Men's Divisions/Women's Divisions	500.00
<b>Team Forfeits</b>	
Men's & Women's Premier League & Reserves/Premier Cup Competitions	1000.00
Men's Premier Division 1 & Reserves	700.00
All other Men's Divisions/Women's Divisions/Cup Competitions	400.00
Please note, in all circumstances when a team forfeits a fixture game, the opposition Club will be eligible for 50% of the forfeit fee to be credited to their Football Brisbane account after any match officials' fees have been deducted.	
<b>3.4.2 Fines – Disciplinary</b>	
Laws and Order Bond ( <i>per team</i> )	100.00
All disciplinary fines to be deducted from this bond and, if exhausted before the season end, to be restored to the original level.	
<b>Accumulation of Yellow cards</b>	
4 Yellow Cards in a season (by a player)	20.00
7 Yellow Cards in a season (by a player)	40.00
10 Yellow Cards in a season (by a player)	60.00
13 Yellow Cards in a season (by a player)	80.00
<b>Send Off Offences</b>	
First Red Card	25.00
Second Red Card in a season (by a player)	50.00
Third or subsequent Red Card in a season (by a player)	100.00
<b>Appeals</b>	
Against a decision of the Zone Council	275.00
Against a penalty imposed at a Laws and Order Committee Hearing ( <i>If unsuccessful</i> )	60.00
Against a Disciplinary Infringement Notice ( <i>If the mandatory sanction is not dismissed [in the case of mistaken identity] or the additional sanction is not fully overturned</i> )	60.00
*** Amount as determined by the Zone Council	

The complete Disciplinary Policy is available on the Football Brisbane website ([www.footballbrisbane.com.au](http://www.footballbrisbane.com.au)).

### 3.5 Match Official Fees

<b>SENIOR MENS</b>	<b>REF</b>	<b>ASST</b>
PREMIER LEAGUE	\$120.00	\$60.00
PREMIER RESERVES	\$80.00	\$40.00
PREMIER DIVISION ONE	\$105.00	\$52.50
PREMIER DIVISION ONE RESERVES	\$70.00	\$35.00
PREMIER DIVISION TWO	\$90.00	\$45.00
PREMIER DIVISION TWO RESERVES	\$60.00	\$30.00
PREMIER YOUTH	\$70.00	\$35.00
OTHER YOUTH DIVISIONS	\$60.00	\$30.00
METRO 1	\$70.00	\$30.00
METRO 1 RESERVES & OTHER METRO DIVISIONS	\$60.00	\$30.00
<b>SENIOR WOMENS</b>	<b>REF</b>	<b>ASST</b>
PREMIER LEAGUE	\$70.00	\$35.00
PREMIER RESERVES	\$52.00	\$26.00
FIRST DIVISION	\$52.00	\$26.00
OTHER SENIOR DIVISIONS	\$42.00	\$21.00
YOUTH DIVISIONS	\$42.00	\$21.00
<b>JUNIORS</b>	<b>REF</b>	<b>ASST</b>
UNDER 16 BJL	\$52.00	\$26.00
UNDER 15 BJL	\$46.00	\$23.00
UNDER 14 BJL	\$40.00	\$20.00
UNDER 13 BJL	\$36.00	\$18.00
UNDER 16	\$40.00	\$20.00
UNDER 15	\$36.00	\$18.00
UNDER 14	\$32.00	\$16.00
UNDER 13	\$30.00	\$15.00
UNDER 12	\$28.00	\$14.00
UNDER 11	\$26.00	\$13.00

## 4 Registration Procedures

### 4.1 Players

#### 4.1.1 Registering a New Amateur Player

You need:

- Prescribed Form NRR03 (Quadruplicate Pads)
- Confirmation of Players Identity and Age
- Player Insurance Benefits Form (Duplicate Pads)

Notes:

- A player must have attained the age of 5 prior to registration.
- A player can only be registered with one club at a time.

	TO DO	NOTES
Step 1	Has the player previously registered:- <ol style="list-style-type: none"> <li>1. Via a 2007 or 2008 FFA Registration Form</li> <li>2. Via a 2009 FFA Registration Form (either as a player or referee)</li> </ol>	<ol style="list-style-type: none"> <li>1. If YES, go to 4.1.2 Re-registering an Amateur Player. If NO, go to Step 2.</li> <li>2. If YES, go to 4.1.4 Supplementary Registration. If NO, go to Step 2.</li> </ol>
Step 2	Complete the Prescribed Form NRR03 in full.	
Step 3	Check if player will need International Clearance (if last played overseas).	If YES, go to 4.1.5 International Clearance Procedures.
Step 4	Club to check identity of player before signing the form.	Club must take responsibility for checking the identity of all players.
Step 5	Player (or parent/guardian if player is Under 18) to sign Player Insurance Benefits form.	Ensure players are made aware of the Insurance Policy.
Step 6	Complete a Football Brisbane Member Details Form.	To be forwarded to FB office with registration form.
Step 7	<p>Enter all details from Prescribed Form NRR03 on ResultsVault database. You may choose to enter this data directly online or via an Excel spreadsheet.</p> <p>Online – <a href="http://admin.football.resultsvault.com">http://admin.football.resultsvault.com</a></p> <ol style="list-style-type: none"> <li>1. People – Add a New Player</li> <li>2. Enter all details from form</li> </ol> <p>Note: This will be more beneficial for adding single records, or small numbers, at a time. For bulk new players, use the Excel file option.</p> <p>Excel –</p> <ol style="list-style-type: none"> <li>1. Enter all details from form to Excel template file</li> <li>2. Email file to <a href="mailto:registrations@footballbrisbane.com.au">registrations@footballbrisbane.com.au</a></li> </ol> <p>Under no circumstances should a new number be issued for a player who has been registered in 2007 or 2008 (either as a player or referee).</p>	<p>Before creating a new person record, please search for an existing record. If an existing record was not found, click on <b>click here to create a new record</b>. If an existing record is found, click on <b>Transfer</b>. These players should complete a <b>Re-Registering an Amateur Player</b> form, <b>NOT</b> a NRR03 form.</p> <p>Refer to ResultsVault documentation for more detailed information.</p> <p>A blank Excel template file will be emailed to all clubs prior to sign-on.</p> <p>Ensure the file has been saved in the correct format with club name, eg Samford 050209.xls.</p> <p>Football Brisbane will complete a bulk import on the club's behalf.</p>
Step 8	Register players on ResultsVault database.	If players were entered using the

	<ol style="list-style-type: none"> <li>1. People – Players – Player Registration – Register Players</li> <li>2. Select the players to be registered from the Unregistered Players for this Association list</li> <li>3. Add then Save</li> </ol>	<p>Excel file option, go to Step 10.</p> <p>The registration process can only be completed once the players have been imported to ResultsVault.</p>
Step 9	<p>Print a Player Registration List:-</p> <ol style="list-style-type: none"> <li>1. People – Players – Player Registration – Player Registration List.</li> </ol>	To be forwarded to FB office with registration forms.
Step 10	Complete a Registration Forms Cover Sheet.	To be forwarded to FB office with registration forms.
Step 11	<p>Despatch completed forms as follows:-</p> <p>Green – Player Pink – Club Yellow – Football Brisbane Original – Football Brisbane (to be forwarded to FQ) FB Member Details Form – Football Brisbane</p>	Do not staple together. Sort Yellow & Original copies separately and submit each bundle to FB with a Registration Forms Cover Sheet.
Step 12	<p>Despatch Insurance Forms as follows:-</p> <p>Copy – Player Original – Football Brisbane (to be forwarded to FQ)</p>	Do not staple with any other paperwork. All Insurance Forms can be bundled and forwarded together.

#### 4.1.2 Re-Registering an Amateur Player

You need:

3. Football Queensland Re-Registration form (Duplicated Pads)
4. Confirmation of Player's identity and age
5. FQ Request for Player ID number form
6. Insurance Benefits and Terms of Registration Card

Notes:

- A player can only be registered with one club at a time.
- A player must have registered with FFA in either 2007 or 2008 only.
- All registered players from 2008 have been uploaded to the ResultsVault database.

	TO DO	NOTES
Step 1	<p>Has the player previously registered:-</p> <ol style="list-style-type: none"> <li>1. Via a 2007 or 2008 FFA Registration Form</li> <li>2. Via a 2009 FFA Registration Form (either as a player or referee)</li> </ol>	<ol style="list-style-type: none"> <li>1. If YES, go to Step 2. If NO, go to 4.1.1 Registering a New Amateur Player.</li> <li>2. If YES, go to 4.1.4 Supplementary Registration.</li> </ol>
Step 2	<p>Complete the compulsory sections of the Re-Registration Form as follows:-</p> <ul style="list-style-type: none"> <li>• Player Details</li> <li>• Registration Details</li> <li>• Fees</li> <li>• Signing</li> </ul>	<p>If there are any changes to personal details, complete these on the right hand side.</p> <p>If the player is new to the club the form should be completed in full.</p>
Step 3	<p>Write the Player's FFA Registration Number on top right of form. If FFA Number is not known:-</p> <ol style="list-style-type: none"> <li>1. Was the player registered with your club in 2008?</li> </ol>	<p>A listing of 2008 registered players will be emailed to all clubs prior to sign-on.</p> <ol style="list-style-type: none"> <li>1. If YES, search ResultsVault – People - Person List or</li> </ol>

	<ol style="list-style-type: none"> <li>2. Was the player registered with another Brisbane Zone club in 2008?</li> <li>3. Was the player registered in 2008 with another Zone in Queensland or interstate?</li> </ol> <p>Under no circumstances should a new number be issued for a player who has been registered in 2007 or 2008 (either as a player or referee).</p>	<p>the 2008 Listing.</p> <ol style="list-style-type: none"> <li>2. If YES, contact the FB office.</li> <li>3. If YES, complete the FQ Request for Player Identification Number form and send to the FQ office.</li> </ol>
Step 4	Before signing, the player or parent/guardian must sight the insurance and terms of registration card supplied to the club.	
Step 5	Club to check identity of player before signing the form.	Club must take responsibility for checking the identity of all players.
Step 6	<p>Update all details from Re-Registration forms on ResultsVault database:-</p> <p>Online – <a href="http://admin.football.resultsvault.com">http://admin.football.resultsvault.com</a></p> <ol style="list-style-type: none"> <li>1. People – Person List</li> <li>2. Search for player’s name using the Role and Advanced Search Criteria fields</li> <li>3. Click on Display List to refresh</li> <li>4. Double-click, or right-click Edit Record, to update existing information</li> </ol> <p>Note: This will be more beneficial for adding single records, or small numbers, at a time. For bulk updates, use the Excel file option.</p> <p>Excel –</p> <ol style="list-style-type: none"> <li>1. Enter all details from forms to Excel file</li> <li>2. Update all information as required</li> <li>3. Email file to <a href="mailto:registrations@footballbrisbane.com.au">registrations@footballbrisbane.com.au</a></li> </ol> <p>Under no circumstances should a new number be issued for a player who has been registered in 2007 or 2008 (either as a player or referee).</p>	<p>Refer to ResultsVault documentation for more detailed instructions.</p> <p>Change the Role to Player or Any Role.</p> <p>If player record cannot be found, and you know he/she was registered with another club in previous year, go to Step 7.</p> <p>An Excel file of a Club’s 2008 players will be emailed prior to Sign-on.</p> <p>Ensure the file has been saved in the correct format with club name, eg Samford 050209.xls. Football Brisbane will complete a bulk import on the club’s behalf.</p>
Step 7	<p>Transfer a player record from another club:-</p> <ol style="list-style-type: none"> <li>1. People – Players – Permits &amp; Clearances – Player Transfer</li> <li>2. Search for the player’s name</li> <li>3. Click on Transfer</li> <li>4. Change the Role to Player and select a Sub-Role</li> </ol>	<p>Use this process when the player was registered with another club in previous year. If player has already registered with another club in 2009, go to 4.1.4 Supplementary Registration.</p> <p>After transferring, the record will not be editable for 5 days. An email will be sent to the player, to the other club, and to FB to inform them of the transfer request. Clubs cannot refuse a Transfer Request for a Re-registration.</p>

Step 8	<p>Register players on ResultsVault database.</p> <ol style="list-style-type: none"> <li>1. People – Players – Player Registration – Register Players</li> <li>2. Select the players to be registered from the Unregistered Players for this Association list</li> <li>3. Add then Save</li> </ol>	Refer to ResultsVault documentation for more detailed instructions.
Step 9	<p>Print a Player Registration List:-</p> <ol style="list-style-type: none"> <li>1. People – Players – Player Registration – Player Registration List.</li> </ol>	To be forwarded to FB office with registration forms.
Step 10	Complete a Registration Forms Cover Sheet.	To be forwarded to FB office with registration forms.
Step 10	<p>Despatch completed forms as follows:-</p> <p>Yellow – Football Brisbane  Original – Football Brisbane (to be forwarded to FQ)  Player to be given the perforated marketing slip at the bottom of the form.  FB Member Details Form – Football Brisbane</p>	Do not staple together. Sort Yellow & Original copies separately and submit each bundle to FB with a Player Registration Listing (printed from ResultsVault).

### 4.1.3 Cancellation of Registration

You need:

- Prescribed Form NRR08

Notes:

- A player can only be registered with one club at a time.
- A player wishing to change clubs after registration with a club in 2009 must complete the Cancellation of Registration form and the Supplementary Registration form.

	<b>TO DO</b>	<b>NOTES</b>
Step 1	Has the player previously registered via a 2009 FFA Registration Form (either as a player or referee)?	If YES, go to Step 2.
Step 2	Complete the Prescribed Form NRR08 in full.	Ensure the FFA Number is entered.
Step 3	The player and the club must sign the form to release the player. The club should only sign if the player has met their financial obligations to the club at this point.	If both parties have signed, go to Step 4. If the club has not signed, go to Step 5.
Step 4	If the player does not intend to continue playing in 2009, forward the original cancellation form to Football Brisbane. A copy should be kept by the player and the club.  If the player does not intend to continue playing in 2009, they must contact Football Brisbane in regard to the FFA/FQ/FB registration fee.  Clubs do NOT need to refund this component of the club fee.	If the player intends to register with another club in 2009, they must complete a Supplementary Registration Form NRR11. Relevant documents must be provided to FB for a refund. However, players who have participated in one or more competitive matches this season will not be eligible for a refund.
Step 5	If the original club have not signed, the form must be lodged with Football Brisbane who will follow up the release by the club.  Should the original club not wish to sign, they have the opportunity to lodge a grievance with Football Brisbane within 7 days.	Football Brisbane will advise player of grievance and investigate the matter.
Step 6	Photocopy completed NRR08 form and despatch as follows:- Copy – Player Copy – Club Copy – Football Brisbane	
Step 7	Update the player record on ResultsVault database:- 1. People – Person List 2. Search for player’s name using the Role and Advanced Search Criteria fields 3. Double-click, or right-click Edit Record 4. Click on Roles tab, then click on Remove	Players should not be deleted from the system, rather remove their role from the current club. If the player has participated in any matches the system will not allow the record to be deleted.

#### 4.1.4 Supplementary Registration

You need:

- Prescribed Form NRR11
- Completed Cancellation of Registration NRR08 Form

Notes:

- The Cancellation of Registration Form must be signed by the player and his previous club. Any grievance with previous club must be resolved prior to registration.

	TO DO	NOTES
Step 1	Complete the Prescribed Form NRR11 in full.	Players changing clubs will require their FFA Number.
Step 2	Ask the player for completed Cancellation of Registration form.	To be forwarded with Supplementary Registration form.
Step 3	Sight the signed Player Insurance Benefits form.	
Step 4	Check if player will need International Clearance (if last played overseas)	If YES, go to 4.1.5 International Clearance Procedures.
Step 5	Club to check identity of player before signing the form.	Club must take responsibility for checking the identity of all players.
Step 6	Photocopy completed NRR11 form and despatch as follows:- Copy – Player Copy – Club Copy – Football Brisbane Note: The player does NOT need to pay the FFA/FQ/FB registration fee if already paid at the previous club.	An administrative fee of <b>\$10.00</b> is payable to FB for each supplementary registration. This will be invoiced to the club at a date to be determined.
Step 7	Apply for a Player Clearance from previous club on ResultsVault database:- <ol style="list-style-type: none"> <li>1. People – Players – Permits &amp; Clearances – Apply for a Player Clearance</li> <li>2. Select Football Brisbane from the Association list</li> <li>3. Search for the player's name</li> <li>4. Click on Apply</li> <li>5. Select Football Brisbane from the Association list</li> <li>6. Complete the Clearance reason box</li> <li>7. Complete the To Club Comment box (optional)</li> <li>8. Click Submit</li> </ol>	<p>Player clearances provide a process to gain approval from Football Brisbane and a player's current club to transfer to a new club within the current season.</p> <p>Both the 'from' club and FB need to respond to the clearance request.</p> <p>Email notifications are sent automatically to both clubs and FB throughout the process. If a club denies a clearance, FB can override and grant the clearance.</p>

#### 4.1.5 International Clearance Procedures

##### **Visa Players**

If the player's country of birth is not Australia, clubs must check the player's residential/visa status prior to registration. Clubs must abide by all regulations as advised by Football Federation Australia, Football Queensland and Football Brisbane. Clubs are permitted to sign an unlimited number of visa players.

##### **Minors (From having reached the age of 12 through to Under 18)**

On completing the application please ensure the following are included :

1. The name of the club or school played for
2. The area ( ie : Edinburgh – Scotland ) not just Scotland

##### ***Supporting documentation required is as follows:***

*(as per Section 8 FFA Regulations – Protection of Minors)*

*A minor is not permitted to transfer to an International club unless the Minor's family moves internationally to the country in which the new reasons that are not linked to football on production of documents.*

1. A letter from the parents stating that the family has moved here, but not for the sole purpose of playing Football.
2. A letter or school report from the Child's school (on letterhead) stating that the child is enrolled there.
3. A copy of a rates notice / suppliers account which shows name and current address or full tenancy agreement document (if renting)
4. A letter from the parent's employer or copy of one of the parent's employment contract.
5. A copy of the Visa for the parent's / child issued by the International club's country
6. The FFA Registration or Re- Registration if the player has been here before and Insurance documents completed.

##### **Senior Players**

Completed application form ensuring the following are included :

1. Last registered with : (The name of the club played for)
2. Located in : (The area ie: Edinburgh – Scotland) not just Scotland
3. The FFA Registration or Re- Registration if the player has been here before and Insurance documents completed.

***Please ensure all documentation accompanies your Request for International Clearance and note that until your club receives the International Clearance Certificate from our office the player is NOT able to play any games.***

## 4.2 Club Officials

### 4.2.1 Registering a Coach / Optus Small Sided Football Coach / Team Official

You need:

- Football Queensland Team Official Registration Form
- Coaches Insurance Benefits & Terms of Registration Card

Notes:

- All coaches involved on match days must be registered and wear appropriate identification.
- All registered officials from 2008 have been uploaded to the ResultsVault database.

	TO DO	NOTES
Step 1	Complete the Team Official Application for Registration in full. Tick the appropriate box for Coach / Optus SSF Coach / Manager / Other.	Club officials to ensure that all necessary details are completed.
Step 2	Ensure that Accreditation and Positive Notice Blue Card information is completed correctly. Any exemption reasons must be valid and noted.	Zones WILL NOT accept registrations if Blue Card information is incomplete.
Step 3	Search ResultsVault for an existing person record:- <ol style="list-style-type: none"> <li>1. People – Person List</li> <li>2. Search for official’s name using the Role and Advanced Search Criteria fields</li> <li>3. Double-click, or right-click Edit Record, to update existing information</li> <li>4. If record not found, create a new record and enter all information from the form.</li> </ol>	Change the Role to Contact or Any Role. If an existing record was not found, click on <b>click here to create a new record</b> . Clubs MUST ensure that Blue Card information for junior team officials is valid and entered.
Step 4	Complete a Registration Forms Cover Sheet.	To be forwarded to FB office with registration forms.
Step 5	Despatch completed forms as follows:- Pink – Club Yellow – Football Brisbane Original – Football Brisbane (to be forwarded to FQ) FB Member Details Form – Football Brisbane	Do not staple together. Sort Yellow & Original copies separately and submit each bundle to FB with a Club Officials for FB report.
Step 6	Clubs to produce Identity Cards that must be worn when acting in an official capacity at matches. <b>Clubs MUST not produce Identity Cards for junior team officials without a valid Blue Card, or without a valid Blue Card exemption.</b>	FB to provide ID cards.

## 5 Competitions

### 5.1 Trophies & Awards

Perpetual trophies cannot be won outright and should be returned in good condition. Holders of trophies are responsible for them and clubs shall be liable for the full value of the damage to any trophy.

All perpetual trophies must be returned to Football Brisbane by 31 July.

#### Player of the Year

Points will be awarded for the Player of the Year in the following competitions:-

- Men's Premier League
- Men's Premier Division 1
- Men's Premier Division 2
- Women's Premier League

The match official will award 3-2-1 points in each match during the season, with the player who received the most votes over the season declared the winner.

If the votes are tied at the end of the season the following will be used to decide the winner:-

- Highest number of 3 point votes
- Highest number of 2 point votes
- Fewest number of yellow cards received during the season

If the votes are still tied then the winner will be decided by the toss of a coin.

Players who receive suspensions due to red card send offs or the accumulation of yellow cards are ineligible for the award.

#### Golden Boot

The top goal scorer in each of the following competitions will be declared the Golden Boot Winner:-

- Men's Premier League
- Men's Premier Division 1
- Men's Premier Division 2
- Women's Premier League

## 5.2 Decisions of the Match Referee

All decisions of the match referee regarding the facts connected with play (including whether a goal is scored or not and the result of the match) are final, and no protest can be lodged.

## 5.3 Responsibilities of the Match Referee

### Team Sheets, Referee Summary Sheet and Send Off/Incident Report Forms

At the conclusion of each match, the match referee shall consult and confirm with his/her assistants prior to completing both Team Sheets and Send Off/Incident Report Forms. Referees must complete all aspects of the Referee Summary Sheet including all information pertaining to licensing requirements and Player of the Year votes.

Once completed, the referees must ensure that both Team Sheets, the Referee Summary Sheet and any Send Off/Incident Report Forms are forwarded to Football Brisbane. It is crucial that the appointed referee forward these forms to Football Brisbane by **NO LATER THAN** two (2) working days after the weekend, i.e. by close of business, Tuesday.

In the event a club official approaches the match referee seeking to protest the fielding of an ineligible player, the referee should instruct the club official to lodge an official protest. The referee should note this on the Referee Summary Sheet.

The referee must ensure clubs **DO NOT LIST** more than 16 players on team sheet for any fixture, cup or finals match.

Please note that the Team Sheets, Referee Summary Sheet & Send-Off/Incident Report Forms from the appointed match official will be accepted transcript. Football Brisbane may investigate and make alterations to this transcript if it is reasonably satisfied that an error has been made.

### Players' Equipment

It is the match referee's responsibility to ensure all players take the field of play are wearing equipment that is safe to themselves and any other person. All players must wear shin-guards whilst on the field of play.

### Jewellery

In accordance with FIFA 'Laws of the Game', a player is forbidden to wear any type of jewellery. This includes rings, ear-rings, eye-rings, nose-rings, lip-rings, belly-rings and any other type of piercing. It also includes necklaces or other types of neck adornment, bracelets, bangles or other types of wrist adornment and any type of hair adornment. No taping of any type is permitted including wedding rings.

All jewellery must be removed before a player enters the field of play in the course of a match. There are no exceptions to this rule.

Referees are also subject to this restriction on the wearing of jewellery with the exception of watches.

### Player of the Year Votes

Premier Divisions Only - At the conclusion of all Premier Division fixtures (excluding Reserve Divisions), the match referee is required to fill in and submit Player of the Year votes on the Referee Summary Sheet. All votes must be treated confidentially.

## 5.4 Licensed Suppliers

The licensed suppliers for the current season are as follows:

**Adidas, Attack, Buffalo, Covo, Gorilla, Hummel, Kombat, Mitre, Nike, Official, SSI, Uhlsport, Umbro, Veto**

All match balls and playing strips must be from a licensed supplier.

Referees will report breaches of the licensing arrangement to Football Brisbane. Football Queensland regulations provide that clubs that breach the licensing requirements may be liable to a fine for each breach.

## 5.5 Insurance

Player Accident and Associated Liability Insurance cover is taken out by Football Queensland. Policy details and claims procedures are available on the Football Brisbane website.

## 5.6 Water Bottles

Due to health concerns, buckets and sponges are banned. Water bottles or individual cups are recommended. For safety reasons, water bottles are not to be thrown either on or off the field.

# 6 Club Grounds & Facilities

## 6.1 Field Lighting

Clubs wishing to host night fixtures during the season must submit field lighting audits when requested. Night games will not be scheduled until a complying audit certificate is provided. A lighting audit is to be conducted at least every three years.

Recommendations for football field lighting are detailed in the Australian Standard AS2560 Part 2.3 "Lighting for Football". These state that the Maintained Illuminance (the level below which the average illuminance is not allowed to fall) is 100 Lux (Average) and Minimum Uniformity Ratio (Min/Ave) is 0.5 for competition matches. To achieve this level for the whole season, **the Maintained Average Illuminance at the commencement of the season must be a minimum of 110 Lux.**

## 6.2 Stretchers and First Aid

It is compulsory that all clubs allocate one stretcher suitable for first aid and emergency use at all fixtures. Clubs who fail to provide this equipment may be sanctioned. Clubs must ensure that stretchers are placed inside the barrier/fence in a safe and accessible position to first aid staff. All clubs must ensure that a person trained in first aid is available during matches.

## 6.3 Ground Officials

It is the responsibility of the home club to provide at least one ground official, per field, who must be in clearly identifiable uniform and must identify themselves to the appointed match official prior to the match.

Ground officials are to be visible at all times and must be designated to provide an escort to all match officials before kick-off, at half time and full time.

A ground official cannot be the coach or manager whose game is in progress on the park, nor can the ground official be the canteen supervisor.

The ground official should:

#### Before the Match

1. Check the referees' room and make sure it is clean and comfortable.
2. Upon arrival of the referees, make known to them that you are the ground official in case they need assistance.
3. If an official referee is not present, ensure that a referee is arranged either by the club or by consent of the two teams playing.
4. Check with the equipment officer that an alternate strip is available if required.
5. Ensure payment of referee fees **before the commencement of the game.**
6. Ensure that appropriate match balls are available for referee.
7. Escort the Referee and Assistant Referees to the field of play.

#### During the Match

1. Ensure that the spectators' behaviour is orderly and is not abusive to the referee or his assistants, players or other spectators.
2. Direct and assist any ambulance if called to attend a player or any other person.
3. Escort the Referee and Assistant Referees to and from the field of play at the half-time break.
4. Be of assistance wherever possible.

#### After the Match

1. Ensure the referees' safety at all times.
2. Ensure that both teams leave the grounds in a proper and orderly manner.
3. Escort the Referee and Assistant Referees from the field of play.

## **6.4 Alcohol Consumption**

Alcohol is only to be consumed in defined licensed areas at any club. Failure of any person to adhere to rules in this regard may jeopardise that club's license. Football Brisbane maintains a policy of no consumption of alcohol outside of licensed areas. The club ground official is responsible for ensuring persons comply with this rule.

Should persons be seen to be in breach of this rule, the ground official must advise such person to conform to the rules immediately. Should such person refuse to adhere to this request, the ground official shall be at liberty to liaise with the match referee to have the game stopped until the situation is resolved.

Should this still not resolve the situation, the ground official shall be at liberty to contact the police to have such person removed.

## **6.5 Admittance Prices**

Premier League & Premier Division 1 (Men's Competition only)

Only clubs in the Premier League and Premier Division 1 shall be permitted to charge an entry fee to games sanctioned by Football Brisbane. The maximum entry fee to be charged is \$5.00 per Adult or \$8 per family. All children under the age of sixteen (16) years will be admitted free. \$2 for students/pensioners/concession holders etc

Clubs are only permitted to charge entrance fees from 1 hour before the commencement of the Senior match.

Admittance prices must be clearly signed at entrances to the grounds.

Clubs must honour all honorary admission passes issued by Football Federation Australia, Football Queensland and Football Brisbane.

## **6.6 Match Day Presentation Standards**

Clubs should adhere to the published document “Match Day Presentation Standards”. This document serves as a basis for the professional presentation of matches and is available on the Football Brisbane website ([www.footballbrisbane.com.au](http://www.footballbrisbane.com.au)).

## **6.7 Match Commissioners**

Football Brisbane may appoint Match Commissioners who shall be an independent person of the two participating clubs. A Match Commissioner is required to submit a full and detailed report on the team’s/club’s compliance with the match day presentation criteria.

Should a Match Commissioner report non-compliance with the Match Day Presentation Standards, a Breach Notice may be issued to the club which must address and resolve the issues identified.

## **6.8 National Flags/Slogans/Emblems**

No club is permitted to display national flags, slogans or emblems at home venues under any circumstances, except for the Australian flag. Clubs who are in breach of this requirement may be sanctioned.

Clubs will be allowed to dress/decorate their respective social clubs (internally) as they see fit provided flags, slogans or emblems are not visible from the playing arena.

Football Brisbane reserves the right to request the removal of any national flags or slogans at any time. The incorporation of national flags, slogans or emblems on any part of a player’s attire or a uniform worn by a club official is strictly prohibited. Clubs found to be in breach will be subject to disciplinary action.

## **6.9 Lighting Of Flares/Other Flammable Objects – Throwing Objects**

The lighting of flares or other flammable objects and the throwing of objects is strictly prohibited at all Football Brisbane matches.

Clubs, whose supporters, members or patrons have been found to be in breach, will be held fully accountable for the actions of their supporters, members or patrons. Clubs found to be in breach will be subject to disciplinary action.

## **7 Incentive Packages For Clubs**

Prior to the commencement of fixtures, incentive packages for specified winning teams will be finalised and the information distributed to all clubs.

## **8 Player Age Policy**

This policy applies to the participation of younger age players in senior levels of competition.

The Player Age Policy is available on the Football Brisbane website ([www.footballbrisbane.com.au](http://www.footballbrisbane.com.au)).

## **9 FFA Code of Conduct**

This code applies to the conduct and behaviour of all players, coaches, club officials and referees currently under the direct control of Football Brisbane, and should be read in conjunction with FIFA Fair Play Code. Both the FFA Code of Conduct and the FIFA Fair Play Code are available on the Football Brisbane website ([www.footballbrisbane.com.au](http://www.footballbrisbane.com.au)).

A breach of this Code of Conduct could be seen as bringing the game into disrepute and could result in disciplinary action by Football Brisbane. The FFA Code of Conduct clearly defines the behaviour expected by all parties involved, and any breach of the code will be dealt with by an independent judiciary in accordance with the Associations Incorporation Act and its rules of Natural Justice.

## 10 FFA Spectator Code of Behaviour

This code applies to the conduct and behaviour of all spectators at matches under the direct control of Football Brisbane. The FFA Code of Behaviour is available on the Football Brisbane website ([www.footballbrisbane.com.au](http://www.footballbrisbane.com.au)).

## 11 Forms

These forms, and others, are available on the Football Brisbane website ([www.footballbrisbane.com.au](http://www.footballbrisbane.com.au)).

### Registration

- Request for International Clearance
- FQ Request for Player Identification Number
- Registration Forms Cover Sheet
- FQ Team Official Registration Form
- FQ Re-Registration Form
- FQ Insurance Benefits Form

### Grounds & Facilities

- Grounds & Facilities Information

### Fixtures

- Sanction Request Form
- Fixture Alteration Request Form
- FQ Inter Zone Tour Permit
- FQ Inter State Tour Permit