



DELEGATE INFORMATION

WELCOME TO THE SHEPPARTON JUNIOR SOCCER ASSOCIATION

Thank you for becoming a SJSA Delegate, your involvement means that players from your school/club are able to participate in the SJSA competition.

ASSOCIATION MISSION/VISION STATEMENT

The Shepparton Junior Soccer Association is a not for profit sporting organization dedicated to providing players from schools & clubs in the Goulburn Valley with the opportunity to play football at a Grass Roots level.

The philosophy of SJSA is one of player development that encourages the participation & enjoyment of players of all standards in a safe & supportive environment.

The SJSA is affiliated with Football Federation Victoria.

SJSA CONTACT DETAILS

Email: admin@sjsa.com.au

Web Address: www.sjsa.com.au

SJSA EXECUTIVE CONTACTS

President:	Peter Hill	0490012103	president.sjsa@gmail.com
Secretary:	Karen Hocking	0490147050	admin@sjsa.com.au
Referee Coordinator:	Peter Hill	0490012103	president.sjsa@gmail.com
Registrations Manager:	Karen Hocking	0490147050	admin@sjsa.com.au
Game Day Manager:	Kylie Adams	0483018136	gdm.sjsa@gmail.com
Grants Officer:	Angela Lawrence		
Canteen Manager:	Jean White		
Technical Director:	David Davkovski		td@sjsa.com.au

ENTERING TEAMS IN THE SJSA COMPETITION

For a school or club to enter teams in the SJSA competition they must have a Delegate who is basically a liaison between the players & the SJSA

**TEAMS CANNOT BE ENTERED IN THE SJSA COMPLETION UNLESS
THE SCHOOL / CLUB HAS A DELEGATE**

ROLE OF THE SCHOOL / CLUB DELEGATE & COMMITTEE

It is up to each individual school/club to decide how they manage their teams but the SJSA recommends that a small committee is formed to prevent all the work falling on one person

1. Role of The School / Delegate & Committee

- Seek expressions of interest to play from students
- Coordinating registration of players
- Taking registration fees
- Appointing coaches & team managers for each team entered in the competition
- Organising teams
- Organising equipment for training & game day
- Managing discipline of players (& parents if necessary).
 - ❖ Any complaints of misconduct are to go through the Executive Committee & are then referred to the school/club involved
 - ❖ The SJSA Executive Committee will become involved in determining discipline if the school/club requests assistance or if the severity of the misconduct warrants
- Organising volunteers to assist on Duty Day
- From the committee one person is nominated to become the SJSA Delegate

2. Role of The School/Club Delegate

- Attend Delegates meetings prior to & throughout the season; there will be an AGM & General Meeting held before the season commences, which Delegates are required to attend & then only one or two more General Meetings throughout the season
- Should a vote become necessary at a Delegates meeting, each school/club has one vote & the Delegate casts that vote on behalf of the school/club
- Liaising with the SJSA Secretary/Registrations Manager to coordinate registration of players
- Liaising with the SJSA Secretary to coordinate team entries
- Liaising with the SJSA Secretary & Treasurer to coordinate payment of registration fees to the SJSA
- Ensuring that all information from SJSA is forwarded to players, parents, Coaches & Team Managers

SJSA COMPETITION DETAILS

1. Age Groups

Primary School

- Under 5's (Kinderoos)
- Under 6's
- Under 7's
- Under 8's
- Under 10's
- Under 12's

Secondary School

- Open Girls
- Under 14's
- Under 16's

2. Game Day

All matches are played on Saturday

3. Venue

All matches are played at the Shepparton Sport Precinct, Packham Street, Shepparton

4. Game Format

1. Mini Roos

Mini Roos Rules will apply to all age groups from Under 5 through to Under 10

- Kinderoos **4 v 4** Four players on the pitch
Recommended interchange of 2-3 players
No goal keeper
- Under 6 **4 v 4** Four players on the pitch
Recommended interchange of 2-3 players
No goal keeper
- Under 7 **4 v 4** Four players on the pitch
Recommended interchange of 2-3 players
No goal keeper
- Under 8 **7 v 7** Seven players on the pitch
Recommended interchange of 3-4 players
Goal keeper
- Under 10 **9 v 9** Nine players on the pitch
Recommended interchange of 4-5 players
Goal keeper

2. Modified Rules

- Under 12 **9 v 9** Nine players on the pitch
Maximum players registered per team: 14
Goal keeper
Offside rule is enforced
Red & Yellow cards will be shown for breaches of the laws of the game

3. FIFA Rules

- Under 14 **11 v 11** Eleven Players on the pitch
Maximum players registered per team: 16
Goal keeper
Offside rule is enforced

Red & Yellow cards will be shown for breaches of the laws of the game

- Under 16 **11 v 11** Eleven players on the pitch
Maximum players registered per team: 16
Goal keeper
Offside rule is enforced
Red & Yellow cards will be enforced for breaches of the laws of the game
- Open Girls **11 v 11** Eleven Players on the pitch
Maximum players registered per team: 16
Goal keeper
Offside rule is enforced
Red & Yellow cards will be shown for breaches of the laws of the game

5. Scores & Points Tables

1. Scores & Points Tables will only be kept for:

- Under 12's
- Open Girls
- Under 14's
- Under 16's

2. Points Allocation

- Win: 3
- Bye: 0
- Forfeit: 3 (Recorded as a 1 – Nil win)
- Draw: 1
- Loss: 0

3. Scores & Points Tables **are not** kept for any Mini Roos (Kinderoos – Under 10) age groups

6. Finals

1. Age Groups to play finals

- Under 12's
- Open Girls
- Under 14's
- Under 16's

2. Finals Format

- Semi Final

1 v 2

Winner progresses to Grand Final

Loser plays Preliminary Final

- Elimination Final

3 v 4

Winner progresses to Preliminary Final

Loser is eliminated

- Preliminary Final

Loser Semi Final v Winner Elimination Final

Winner Progresses to Grand Final

Loser is eliminated

- Grand Final

Winner Semi Final v Winner Preliminary Final

3. Eligibility to play Finals

- Players must play a minimum of **5 matches** to be eligible to play finals
- Eligibility will be checked on team lists submitted throughout season
- If team lists are not submitted, then those weeks will not be counted towards finals eligibility
- Any Team whose Registration Fees are outstanding will be ineligible to play finals

7. Dispensation

1. Players can apply for permission to play in an age group below the one they are eligible for

2. Reasons in which dispensation will be considered

- Children who have a disability
- Children who were born in October, November or December & miss out on qualifying to play with their class-mates due to their age
 - ❖ Applications for dispensation should be made in writing (email is preferable – admin@sjsa.com.au) clearly stating reason for dispensation, to the SJSA Secretary

3. Applications must be written by the parent / guardian & submitted to the school / club Delegate.

If this application is supported by the school / club committee the Delegate will submit the application to the SJSA Secretary

4. Applications will be treated confidentially & will be individually assessed by the Executive Committee & the School/Club Delegate will notified of the outcome

5. Dispensation will be revoked if it becomes apparent that the player is obviously not playing in the appropriate age group

8. Referees

1. All matches will have a Match Official provided by the SJSA

- Mini Roos matches shall have either a Game Leader or Instructing Referee, depending on the age group
- All matches where FIFA rules apply shall have a Central Referee & two Assistant Referees

2. Issues or Complaints

- Coaches, Team Managers & spectators are **not** to approach the Match Official with complaints concerning a decision or their performance
- Any Coach or Team Manager who is unhappy with the performance of a Match Official must bring their concerns to the attention of their Delegate & the Delegate with submit the concern in writing to the SJSA Executive Committee via email

3. Some Considerations to be mindful of

- The SJSA's ability to allocate a central referee & two assistant referees, a game leader or an instructing referee to every match, every week of our season is one that is envied throughout the state & we have achieved this by developing & mentoring our Game Leaders & Referees over a number of years.

- The majority of our referees & Game Leaders play with their school/club team or attend a local secondary school. There will be matches that they officiate where they will know players & given the size of our region this will be unavoidable
- While there are some who question the integrity of a referee going to the same school as players of a match they are officiating, the alternative could well be a parent running a line or even doing a centre...this was the norm in 2003 & you can be assured it was **not** pretty!
- No matter what the sport, players, coaches & spectators will blame the referee for the loss of their match, Delegates need to put a stop to this kind of thinking & remind them that our door is always open to anyone who would like to undertake referee training!

9. Match Records/Score Sheets

1. Mini Roos Matches

- Match Records/Score sheets are not required for Mini Roos as scores are **not** recorded

2. Under 12's, Open Girls, Under 14's & Under 16's Matches

- Match Records are to be completed for all matches in which scores are recorded
- Match Records are to be handed to the Referee before the match starts
- Players can be added to the match record at half time
- Match Records will be handed in for results by the Central Referee
- If a players' name is not on the match record, it will be deemed that he/she did not play in that match
- Match Records are available for download from the SJSA website

REGISTRATIONS

1. Seek Expressions of Interest from Players

1. It is up to each individual school/club to determine how they sign up players to play for their teams
2. Once players have committed to playing for their team, they must complete the registration process
3. Each individual school/club is responsible for holding their own registration night & ensuring that all players have completed both components of the registration process

2. Registration Process

1. Play Football Registration

- All players must self-register on-line through Play Football
- Play Football can be accessed directly at www.playfootball.com.au or by clicking on the Play Football icon on the SJSA website
- Until their Play Football registration has been completed players WILL NOT be permitted to play; there will be NO EXCEPTIONS
- School/Club Delegates should be contacted if assistance is required to complete self-registration
- A guide to self registering is available on the SJSA website

2. SJSA Registration Form

- All players must complete all parts of the SJSA Registration Form
- The registration form contains:

- ❖ Notification of medical conditions. Management plans for asthma & anaphylaxis must be provided & a copy of management plans must be forwarded to the SJSA Secretary (Karen)
 - ❖ Code of Conduct Agreement
 - ❖ Social Media Conduct Agreement
 - ❖ Medial Release Agreement
 - ❖ Permission to access school photos & birth certificate if required
 - Completed forms are to be held by the School/Club Delegate.
 - The SJSA Registration form is available for download from the SJSA website as both hard copy & fillable forms
3. Proof of Date of Birth
 - All new players must present either a birth certificate, passport or visa which confirms their date of birth to the School/Club Delegate
 4. Code of Conduct
 - The Code of Conduct is available for download from the SJSA website.
 - The Code of Conduct Agreement has been incorporated into the SJSA Registration Form; it is mandatory that all players & their parent/guardian sign the agreement.
 5. Social Media Policy
 - The SJSA Social Media Policy is available for download from the SJSA website.
 - The Social Media Policy agreement has been included in the Code of Conduct agreement.
 6. Media Release Agreement
 - SJSA has a website & a Facebook page. Images taken throughout the season may appear on these sites, as well as in local newspapers.
 - A media release agreement is included in the SJSA Registration Form.
 7. Registering Additional Players
 - A final date for registering new players will be announced each year
 - New players can be registered at any time throughout the season up until this date
 - The SJSA registrar must receive notification of the School/Club's intent to register a new player.
 - Submit Team Sheet containing **only** the new player via email
 - Player must complete Play Football online registration
 - If you have not received confirmation from the Registrar that a player has been registered, telephone her (0490147050) – a player is **not** eligible to play unless you have received confirmation from Karen

3. Team Entries

1. Submission of Team Entries
 - Team Entries must be submitted by the closing date which will be announced at the start of the season
 - Team Entries must be submitted electronically as a **word doc**; PDF/JPEG **will not** be accepted
 - Each Team must be submitted on a separate Team Entry Sheet
2. Mandatory information to be included on Team Entry Sheet
 - **Delegate Contact Details**
 - ❖ School
 - ❖ Name

❖ Email

❖ Telephone (mobile)

- **Team Details**

- ❖ Team Name
- ❖ Team Colours

- ❖ Age Group
- ❖ Division (U8, U10, U12, U15)

- **Coach Details**

- ❖ Name
- ❖ Coaching accreditation (if held)

- ❖ Email
- ❖ Telephone (mobile)

- **Team Manager Details**

- ❖ Name
- ❖ Email

- ❖ Telephone (mobile)

- **Individual Player Details**

- ❖ Name
- ❖ Date of Birth

3. SJSA Section only

- Please **do not** fill in the column headed "Date Play Football Reg Complete" – this is to record the date the player is activated on Play Football by the SJSA Registrar

4. **Incomplete Team Entries will not be accepted**

4. Completion of the Registration Process

1. Activation of Players

- All players must be activated on Play Football to make them eligible to play
- Activation can only be carried out by the SJSA Registrar
- All players submitted on Team Entry will be activated on Play Football & the school/club will be charged for **all** players named on the team sheet & are subsequently activated
- Once a player has been activated on Play Football the FV/FA fee is processed & is not refundable

2. Eligibility of Players to Play

- Delegates will be notified of all players eligibility to play
- Any player whose eligibility has not been confirmed is not permitted to play

3. Player Follow-up

- Any players who have been entered on the Team Entry Sheet but have not registered on Play Football must be followed up by the Delegate & the Secretary/Registrar notified when their Play Football registration has been completed

REGISTRATION FEES

The SJSA fee includes the Football Victoria & FFA fees as well as a participation medallion which is presented to every player at the end of the season

SJSA is mindful of financial pressures on families & endeavours to keep fees to a minimum to encourage children to be involved in sport

1. Fees Payable to SJSA Per Player

1. All players: \$100.00

2. Additional Fees Charged by Schools/Clubs

1. Additional charges added on top of the SJSA fee are at the discretion of individual schools/clubs
2. Additional charges are used to cover associated costs such as training equipment & hire or training grounds

3. Player payment of fees to School/Club

1. Registration fees are paid to the school according to arrangements set in place by the Delegate & Committee
2. Individual School/Clubs are responsible for managing payments made by their players
3. Suggestions for managing registration fees
 - Do not include a player on a Team Entry Sheet unless they have paid the School/Club for their registration
 - If you are going to allow players to pay off their registration fee, we recommend that a deposit of at least \$50.00 is taken; this will cover their Football Victoria/FFA cost
 - Only allow players who are paying off their fee to play if your school is prepared to cover the balance of their fees
It is better to not allow them to play until their fees have been paid in full; it is easy to register them as an additional player once they have paid off their fees

4. Payment of Fees to SJSA

1. Schools/Clubs will be invoiced according to the Team Entry Sheets submitted
2. Invoices will be issued during the second week of the season
3. Payments will be due during the fourth week of the season
4. Additional players who are registered after this date will be invoiced individually

TEAM SELECTION

1. It is the responsibility of each School/Club to select teams & determine which age groups teams are entered into
2. Each school committee will decide which age group they will enter teams in depending on the age mix of students making up the teams
3. If there are players who cannot be placed in a team at their own school, then they will be given the option of playing for another school that can place them in a team

GRADING

1. If more than eight teams are entered in an age group, then those teams will be graded into divisions
2. Teams may be regraded by SJSA to provide a balanced fixture

3. Our preference is to separate school & club teams into different divisions

APPOINTMENT OF COACHES & TEAM MANAGERS

1. It is the responsibility of each School/Club to appoint Coaches & Team Managers
2. All teams playing in age groups Under 8 & above MUST have a Coach & Team Manager
3. It is not necessary for teams in the Kinderoos, Under 6 & Under 7 age groups to have both, but they MUST have either a Team Manager or a Coach to be responsible for that team on game day

WORKING WITH CHILDREN CHECKS

1. Child Safety Laws mandate that anyone who has either physical or electronic (emails or text messages) contact with children must have a current Working with Children Check
2. Includes:
 - School/Club Delegate
 - Club Secretary
 - Coach
 - Team Manager
 - Trainer
3. Delegates must provide SJSA with a copy of their WWC
4. Coaches, Team Managers & Trainers must present their WWC to their Delegate who will provide a copy to the SJSA Secretary (electronic copy please)
5. A current Police Check is acceptable
6. A current Teachers Registration is acceptable

TRAINING TIMES & VENUES

1. Individual Schools/Clubs are responsible for organizing training for their teams, including venues & all training equipment
2. Any School/Club that requires the use of a training venue must make their own arrangements through the City of Greater Shepparton
 - Contact at COGS:
Telephone: 58329390
Email:
3. If a COGS ground is used for training, it is the responsibility of the School/Club to pay for hire of that ground

RULES & REGULATIONS

1. All SJSA competitions & players are governed by the SJSA Rules & Regulations
2. Mini Roos rules will apply to age groups Kinderoos – Under 10

DISCIPLINE

1. The SJSA expects good sportsmanship & responsibility for one's own actions from all players
2. The SJSA has adopted a Zero Abuse Tolerance which will be enforced by the SJSA including:
 - Abuse directed at Match Officials
 - Abuse directed towards players or spectators
 - Abuse directed towards SJSA Committee & Officials
 - Misconduct in the Technical areas
 - Racial vilification
 - Gender discrimination
3. The Football Victoria GTD will be enforced for all red & yellow card offences
4. Complaints concerning on field misconduct of participants in Mini Roos matches will be referred to the School/Club Delegate for resolution
5. Complaints concerning misconduct of parents & other spectators will be referred to the School/Club delegate for resolution
6. Incidents of serious misconduct will be dealt with by the SJSA Executive
7. A School/Club Delegate can request the assistance of the SJSA Executive at any time to assist in resolving an incident of misconduct

MATCH DAY ASSISTANCE

1. All Schools/Clubs are required to assist with match day once or twice throughout the season
2. This includes pitch set up & pack up – goals, field flags & corner flags & helping in the canteen & BBQ
3. Match Day Assistance dates & roster will be co-ordinated by the SJSA Game Day Manager

FIXTURE

1. The fixture will be released on the SJSA website during the holidays at the end of term one
2. The length of the season may need to be extended for age groups playing finals, depending on how the number of teams entered impacts on the fixture

MEETINGS

1. AGM

1. All Delegates are required to attend the AGM prior to the commencement of the season
2. The election of the executive will take place at the AGM

2. Delegates Meetings

1. All Delegates are required to attend all Delegates Meetings held throughout the season

2. Delegates meetings throughout the season will be kept to a minimum
3. Planning for the upcoming season, including the setting fees will be discussed at the first delegates meeting of the season
4. Any Delegate can request that a Delegates Meeting be convened. The request must be made through one of the Executive, & the reason for the request for the meeting made clear

3. Executive Meetings

1. Executive meetings will be held on a regular basis throughout the season
2. Operational decisions will be made by the Executive
3. The Executive will convene a Delegates meeting if there are any issues which they deem should be dealt with at a Delegates General Meeting