



# 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

**Postal Address:** PO Box 6034 Shepparton, 3632

**Web Address:** [www.sjsa.com.au](http://www.sjsa.com.au)

**Email:** [hocking5@dodo.com.au](mailto:hocking5@dodo.com.au) or [president.sjsa@gmail.com](mailto:president.sjsa@gmail.com)

## SJSA EXECUTIVE CONTACTS

President:	Peter Hill	0490012103	<a href="mailto:president.sjsa@gmail.com">president.sjsa@gmail.com</a>
Secretary:	Karen Hocking	0490147050	<a href="mailto:hocking5@dodo.com.au">hocking5@dodo.com.au</a>
Referee Coordinator:	Peter Hill	0490012103	<a href="mailto:president.sjsa@gmail.com">president.sjsa@gmail.com</a>
Registrations Manager:	Karen Hocking	0490147050	<a href="mailto:hocking5@dodo.com.au">hocking5@dodo.com.au</a>
Grants Officer:	Angela Lawrence		
Committee Member:	Ross Fifoot		
Committee Member:	Kylie Adams		
Committee Member:	Jean White		
Canteen Manager:	Natalie Damore		

## 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
- Organizing teams
- Organizing 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 such or if the misconduct warrants it
- 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 Meetings 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
- Delegates can be nominated to become part of the Executive Committee when a position becomes vacant
  - ❖ The Executive will meet regularly before & during the season & will make most decisions regarding operations of the SJSA
- 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

- Kinderoos
- Under 6
- Under 10
- Under 7
- Under 12
- Under 8

### Secondary School

- Open Girls
- Under 15 Boys
- Senior Boys

## 2. Game Day

All matches are played on Saturday

## 3. Venue

All matches are played at Sport City(Shepparton Sport Precinct), Packham Street, Shepparton

## 4. Game Format

### Primary School Competition

1. Mini Roos Rules will apply to all age groups from Under 6 through to Under 10

- Kinderoos **4 v 4** Four players on the pitch  
Recommended interchange of 2-3 players  
No goal keeper  
10 minute training session prior to match
- 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 2-3 players  
Goal keeper
- Under 10 **9 v 9** Nine players on the pitch  
Recommended interchange of 2-3 players  
Goal keeper

2. SJSA will be adopting the new national Under 12 Format for the 2019 season

- Under 12 **9 v 9** Nine players on the pitch  
Maximum players per team is 14  
Goal Keeper  
Off side rule is enforced  
Red & Yellow cards will be enforced for breeches of the laws of the game

## Secondary School Competition

1. FIFA Rules will apply to all age groups
  - Under 15 Boys **11 v 11** Eleven Players on the pitch
  - Open Girls Maximum players per team is 16
  - Senior Boys Goal Keeper  
Off side rule is enforced  
Red & Yellow cards will be enforced for breeches of  
The laws of the game

## 5. Scores & Points Tables

1. Scores & Points Tables will only be kept for U12, U15, Open Girls & Senior Boys
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 (Kinderroos – Under 10) age groups

## 6. Finals

1. Age Groups to play finals
  - Under 12
  - Under 15 Boys
  - Open Girls Senior Boys
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 Winner Progresses to Grand Final  
Loser is eliminated
  - Grand 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 from a school 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 November or December & just miss out on qualifying to play with their class mates due to their age
    - ❖ Prep students who turn 6 prior to the 1st of January
    - ❖ Grade 1 students who turn 7 prior to the 1st of January
    - ❖ Grade 2 students who turn 8 prior to the 1st of January
    - ❖ Grade 4 students who turn 10 prior to the 1st of January
    - ❖ Grade 6 students who turn 12 prior to the 1st of January
3. Applications for dispensation should be made in writing (email is preferable – [hocking5@dodo.com.au](mailto:hocking5@dodo.com.au)) clearly stating reason for dispensation, 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
  - Any issues concerning a Match Official are to be brought to the attention of the Referee Coordinator after the match
  - Coaches, Team Managers & spectators are **not** to approach the Match Official with complaints concerning a decision or their performance
3. A Consideration 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 & our referee program is open to any interested teenager & we welcome new Game Leaders & Referees each season
  - 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 & I can assure you 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, Under 15, Open Girls & Senior Boys 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

### 3. Match Record Information

- Player name
- Shirt Number
- Round Number
- Date

## 10. Player ID Cards

### 1. Photo ID cards are required for players in U12, U15, Open Girls & Senior Boys

- Photos must be current & should be uploaded by the player as part of their MFC online registration
- ID cards will be provided to the Delegate by the SJSA Registrar
- It is the responsibility of the Delegate to ensure that all players have uploaded a current photo
- Player ID cards are not required to be presented prior to matches during the regular season

### 2. A request can be made by the opposition to view Player ID cards

### 3. Mini Roos Players

- Player ID cards are not required for players in Under 6 – Under 10 age groups

### 4. Finals Series

- Player ID cards must be presented prior to all finals matches.

# 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 will be 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](http://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
  - Players in Under 12, Under 15, Open Girls & Senior Boys are required to upload a photograph to be used on their player ID card
  - 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
3. Proof of Date of Birth
  - All new players must present either a birth certificate, pass port 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 face book 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. Dual Registration

- Football Victoria allows dual registration with SJSA for a player who plays with another league on Sunday (ie BASL, AWFA,)
- Dual registration players must register for SJSA as well as for their club on MFC
- The primary registration is made with the Sunday club & a dual registration is made with SJSA
- A Dual registration Package will be set up on MFC which covers all age groups if required (this must be requested by the Delegate)

#### 8. 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 received confirmation from the Registrar that 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 (U10, U12, U15 teams)

### • Individual Player Details

- ❖ Name
- ❖ Sunday Club if Dual Registration
- ❖ Date of Birth

### • Coach Details

- ❖ Name
- ❖ Email
- ❖ Telephone (mobile)
- ❖ Coaching Accreditation (if held)

### • Team Manager Details

- ❖ Name
- ❖ Email
- ❖ Telephone Number (mobile)

## 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. SJSA Registered Players:
  - i. Mini Roos Player (Kinderoos – Under 10): \$80.00
  - ii. U12, U15, Open Girls & Senior Boys: \$85.00
2. Dual Registered Players: \$ 50.00

## 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 schools/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 insist on a deposit of at least \$40.00; 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. The FFV model of grading will be used by SJSA
3. Regrading will occur after round three
4. Delegates must indicate into which division teams will be entered
5. Teams may be regraded by SJSA to provide a balance fixture

## 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 Kinderroos, 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
5. A current Police Check is also 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  
Erika Kluenner  
Telephone: 58329390  
Email: [erika.kluenner@shepparton.vic.gov.au](mailto:erika.kluenner@shepparton.vic.gov.au)
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
  - 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 Delegate for resolution
5. Complaints concerning misconduct of parents & other spectators will be referred to the School delegate for resolution
6. Incidents of serious misconduct will be dealt with by the SJSA Executive
7. A School 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 at least once throughout the season
2. This includes pitch set up & pack up - goals & corner flags & helping in the canteen & BBQ
3. Match Day Assistance dates & roster will be co-ordinated by the Canteen Manager
4. Schools/Clubs are to submit three dates (in order of preference) to the Canteen Manager due with Team Entries

## 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