

# Waikato Secondary Schools' Football Association

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## Operational Rules

The following rules apply to all fixtures under the jurisdiction of the WSSFA. Any dispute arising from an infringement of these rules can be referred to the WSSFA Judicial committee and sanctions may be applied.

### 1. OFFICIATING BODY

Waikato Secondary School Soccer is governed by the Waikato Secondary Schools' Football Association (or WSSFA) Committee. The WSSFA Committee consists of an elected Chair and Deputy Chair (both elected at AGM), and is then open to representatives of member Waikato Secondary Schools. Appointment to the WSSFA committee is made each year by election at the AGM, although additional members can be co-opted or accepted at any time by the majority approval of WSSFA Committee.

A membership fee per team to enter into the Waikato Secondary School Soccer competitions is set at the AGM, or by agreement can be deferred to the WSSFA committee. These funds are to be used through the approval of the WSSFA Committee to successfully administer soccer for member schools.

The WSSFA Committee delegates the administrative functions to a WSSFA Administrator, who attends committee meetings and has speaking rights and is accountable to the WSSFA committee who sets any remuneration rate. The WSSFA Administrator is responsible for: setting annual calendar, liaising with Referees Association, booking relevant venues, setting and issuing weekly draws, collating weekly results, maintaining the WSSFA web site, acting as treasurer by maintaining financial records and co-ordinating income and expenditure, advising WSSFA Committee promptly of relevant matters (e.g. correspondence, judicial issues), and undertaking any other administrative task (e.g. letter writing) as agreed by Administrator and WSSFA Committee.

Decisions within the WSSFA Committee are made where possible by consensus; otherwise by majority vote of WSSFA Committee members, if necessary the WSSFA Chair has the casting vote.

### 2. TEAM STRIPS

In the event of a clash of colours in any match the HOME team will be required to wear an alternate strip.

Players in all games should appear in their School approved playing strip.

All teams competing in Premier Boys/Girls must have numbered shirts. No two shirts may have the same number.

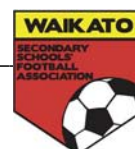
### 3. STARTING TIMES

All games must start at the specific starting time.

A team must have a minimum of seven (7) players for the game to start.

In the event of late arrival of any one team to a game, the length of the game must be reduced by the same amount of time to allow the following game to start at the specified time.

A period of ten minutes after the specified starting time will be the longest period an opposing team should wait, after that time the late or non-appearing team will be deemed to have defaulted.



#### 4. DEFAULTS

Any team wishing to default a game - must through their Soccer Coordinator, contact the WSSFA Administrator, if at all possible by midday Friday or the day before the scheduled game.

The WSSFA Administrator will then either contact the opposing side or instruct the coordinator of the defaulting team to do so.

The result will be treated as a 0-3 loss for the defaulting team and a 3-0 win for the opposing team.

Any team defaulting two games consecutively or three games in a season will be referred to the WSSFA Judicial committee and may be expelled from the competition for that season.

#### 5. CONDUCT

We ask schools to make Coaches / Managers, players, parents and supporters aware of the following clauses from the "Fair Play Sport Charter of New Zealand"

- enjoy ourselves
- play within the rules
- respect the referee
- respect the opposition and their supporters
- be gracious winners and dignified losers
- play hard but play fair

We encourage all schools to abide by the principles of the "Fair Play Sport Charter of New Zealand".

A complaint about the potential misconduct of a team or player is addressed under Judicial.

#### 6. SUBSTITUTES

Teams shall have a maximum of 11 players on the field at any given time.

*Teams can name up to 16 players (i.e. up to 5 named substitutes although only four can be used (see below) on their team results card.*

*All WSSFA fixtures will be allowed four rolling substitutions per team.*

A team that breaches the substitution rule may have the game result overturned and the points awarded to the opposing team.

#### 7. RESULTS

Team score cards are expected to be completed for all games.

At the conclusion of the game both team managers/coaches must agree the score and countersign Team score cards. The cards do not have to be sent to the WSSFA by Non-Premier Senior teams but must be retained by the respective managers/coaches and produced if required by the WSSFA.

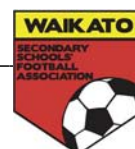
*Premier Senior Boys & Girls Division Result Team Cards*

*Team Score cards must be emailed or faxed to the WSSFA (028 255 05322) no later than 5pm the Monday following games. It is compulsory for all Senior Premier Teams to fax through the Team Score card.*

Schools that fail to send through the Team Score card will receive no competition points from that game.

Each school soccer co-ordinator will be responsible for collating results from all teams.

All results must be returned to the WSSFA Administrator by 3pm Monday following the weekend's games.



Results should be sent to the WSSFA Administrator using the official results sheet or alternatively can be emailed through the WSSFA website ([www.wssfa.co.nz](http://www.wssfa.co.nz))

The WSSFA Committee may at its discretion elect to deduct points from schools that do not submit results.

The WSSFA Administrator will accept the first result submitted. If a team wishes to challenge a recorded result then they must produce the Team Score card, signed by both teams as evidence of the correct result.

A result will only be overturned upon receipt of the Team Score card.

## 8. REFEREES

Neutral referees will be appointed to senior games where possible.

In the event of a neutral referee not being appointed, then the teams concerned will be responsible for organising a referee for the game.

The home team's coach/manager or their appointed person will referee the first half of a game, and the away coach/manager or their appointed person the second half. Unless other arrangement as agreed upon by both team officials before the commencement of play.

Coaching is permitted from the sidelines only (not from behind the goals). A referee may not coach whilst refereeing.

See appendix 1 for examples of Cautionable (Yellow Card) and Sending Off (Red Card) offences.

## 9. PLAYERS

Shin pads are compulsory for all players. No Player may take the field without shin pads.

All players must be registered players of the WSSFA, and they must play for the team they have been registered in.

### Premier Boys & Girls

Players in a school's First XI playing in the Premier Grade may also be registered with the school's Second XI or Junior A side. These players may play for the First XI as substitutes and also play for the other team they are registered with. The Premier Division Team registration form must list the other team these players will play for.

Once a player has started three (3) times for the Premier team, they are no longer eligible to play for the other team. A player may play for a higher grade team, but not a lower team.

If a player plays three games for a higher graded team, then the player is deemed to be a member of that team and the WSSFA must be notified accordingly. Under special circumstances application may be made to the WSSFA to have a registered player(s) regraded, if wishing to play that player(s) down a division. Application must be made in writing to the WSSFA and approval granted prior to playing in the lower division team.

New registrations during the playing season must be made in writing to the WSSFA. The registration request must be received by the WSSFA no later than one week after they have played their first game for the team.

## 10. COMPETITIONS

Unless otherwise indicated all games must be played according to FIFA Rules (a copy of FIFA rules can be obtained from the WSSFA website or the FIFA website). The WSSFA will offer the following competitions:

- College Day Tournament - Referees Trophy
- Championship Leagues
- Knockout Cup
- Five-a-side Competition



The WSSFA administrator shall determine time, dates and grounds for any fixture under the control of the WSSFA and shall have the right at all times to amend, postpone or cancel any fixture.

See separate sheets for more details on the rules relating to the each of the above competitions.

### Challenge Shields

There are 'Challenge Shields' for both Girls and Boys Premier Leagues. These shall be at stake for any games under the control of the WSSFA between the holder and their opposition. Only Waikato Schools are eligible to be holders of the Challenge Shields.

Each time the Challenge Shield changes hands, the winners shall be entitled to place their name on the shield.

If the holders cease to retain a team in the next year's competition, then the shield will be returned to the WSSFA Administrator where the WSSFA Committee will draw two teams to start the challenge for that season.

## 11. TROPHIES AND CUPS

Each team that wins their Championship League is awarded the relevant Cup. Engraving is to be done by the WSSFA Administrator before issued to winning school.

At the discretion of the WSSFA Committee Cups/trophies can also be awarded to teams for leading their League at the half way stage of the Championship League.

Cups and trophies may be held by the school until the start of the next season, but always remain the property of the WSSFA. Any school will be charged for any Cup or Trophy damaged or lost while in their care.

## 12. GROUNDS

Schools are to be responsible for the upkeep of their own grounds.

All fields are to be clearly marked, and must have corner flags and nets.

Where a school closes their grounds for any reason, the WSSFA Administrator must be notified as soon as possible.

*Late closure of grounds must be advised to the travelling team no later than midday on the Friday before the game, and, the WSSFA Administrator advised. The away team must be advised by phone and not just an email. If in extreme circumstances a closure of a ground occurs on a Saturday morning, the visiting team must be advised by phone at a reasonable time prior to them leaving their school to travel to their away game. But, as previously mentioned, games should be cancelled the Friday prior to the game whenever possible. To assist with late cancellations, a list of contacts will be placed on the WSSFA website.*

Where possible the games will be rescheduled to other grounds.

## 13. DISPENSATIONS

All Dispensations must be applied for separately and on the official WSSFA Dispensation Form obtained from the WSSFA Administrator.

Dispensation will only be granted at the discretion of the WSSFA Committee.

The granting of dispensation will be notified to all schools before the first championship round begins.



Dispensation will need to be applied for in the following situations

- (i) Senior Boys in a Junior Boys team
- (ii) Senior Girls in a Junior Girls team
- (iii) Home schooled student
- (iv) Student playing for a different school
- (v) Girls playing in a boys team

If a team plays a player who does not have approved dispensation and an appeal is made to the WSSFA Committee, then the team at fault may have any points taken from them and potentially awarded to the opposing team. Such a decision is at the discretion of the WSSFA committee based upon information presented by complaint and offending team(s)/ representatives.

In principle if a team contains more than 3 senior players (yrs 11-13) then that team will be required to be entered in a senior grade.

#### 14. JUDICIAL (Discipline and Misconduct)

The Judicial subcommittee will meet to decide on all disputes and judicial matters relating to secondary school soccer. The Judicial subcommittee will consist of the Chair (or Deputy) of the WSSFA and at least TWO other WSSFA committee members who are all not members of the schools involved in the judicial issue/dispute.

Teams, players, officials and spectators shall at all times behave in a manner that shall not damage the image of the game. Schools are required to ensure their representatives abide by the FIFA code of conduct and uphold the spirit of fair play.

Players sent off for incidents other than violent conduct are suspended for one playing day. Suspensions for violent conduct are a minimum of two playing days. Players receiving three cautions (yellow cards) in WSSFA competition within a season are automatically suspended for one playing day.

The suspension will be served at the next fixture under the control of the WSSFA, following the game where the suspension occurred.

See appendix 1 for examples of Cautionable (Yellow Card) and Sending Off (Red Card) offences.

Where the WSSFA deems it necessary it may call a meeting of the Judicial committee to rule on an incident. The WSSFA may require an individual(s) to appear before the committee, in which case the individual(s) may be accompanied by another official from their school to give evidence or make a plea on their behalf. If the requested person fails to attend the meeting of the Judicial committee, then the committee may make a decision in their absence, provided that decision is communicated to the school in writing.

The ruling of the Judicial subcommittee will be final, appeals will only be considered if new information not already considered is presented.

Process

1. School must submit the complaint in writing to the WSSFA Administrator within 5 days of the incident.
2. School coordinator from offending team/individual notified of allegation and asked to supply a written reply
3. WSSFA Judicial committee meets to hear complaint and makes ruling (the committee may invite individuals to this meeting if they deem it necessary.)
4. WSSFA Judicial committee decision is communicated to both parties involved.
5. School may appeal WSSFA ruling provided they have new information to present, that was not available at original hearing. The appeal must be received no later than 5 days after the committee decision was communicated to the school.

## Appendix 1:

### Cautionable Offences (Yellow Card)

- 1 Guilty of unsporting behaviour
- 2 Shows dissent by word or action
- 3 Persistently infringes Laws of the Game
- 4 Delays the restart of play
- 5 Fails to respect the required distance when play is restarted with a corner or free kick
  
- 6 Enters or re-enters the field of play without the referee's permission
- 7 Deliberately leaves the field of play without the referee's permission

### Sending-off Offences (Red Card)

- 1 Is guilty of serious foul play
- 2 Is guilty of violent conduct
- 3 Spits at an opponent or any other person
- 4 Denies the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball. (This does not apply to the goalkeeper within his own penalty area)
  
- 5 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.
- 6 Uses offensive or insulting or abusive language and/or gestures.
- 7 Receives a second caution in the same match

### **Indirect Free Kick**

#### *Goalkeeper in his own penalty area:*

- Takes more than six seconds while controlling the ball with their hands before releasing it from their possession
- Touches the ball again with their hands after it has been released from their possession and has not touched any other player.
- Touches the ball with their hands after it has been deliberately kicked to them by a team-mate
- Touches the ball with their hands after they have received it directly from a throw-in taken by a team-mate

#### *Other offences by players*

- Plays in a dangerous manner
- Impedes the progress of an opponent
- Prevents the goalkeeper from releasing the ball from their hands
- Commits any other offence for which play is stopped to caution or dismiss a player

### **Direct Free Kick**

- Kicks or attempts to kick an opponent
- Trips or attempts to trip an opponent
- Jumps at an opponent
  
- Charges at an opponent
- Strikes or attempts to strike an opponent
- Pushes an opponent
  
- Tackles an opponent to gain possession of the ball, making contact with the opponent before touching the ball
- Handles the ball deliberately (except for the goalkeeper within their own penalty area)
- Holds an opponent
- Spits at an opponent

*A penalty kick is awarded if any of the above offences are committed by a player inside their own penalty area, irrespective of the position of the ball, provided it is in play.*