



TOOWOOMBA FOOTBALL LEAGUES

**COMPETITION RULES
and
OPERATIONAL POLICY**

**Senior Competition
2021**



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1. COMPETITION RULES

1.1 COMPETITION REGULATIONS

- a) All matches under the jurisdiction of the Toowoomba Football Leagues Competition Administrators (CA) shall be played in accordance with the FIFA Laws of the Game. This includes the Regular Season and Finals Series matches.
- b) Toowoomba Football Leagues (TFL) is administered by Football Queensland South West (FQSW)
- c) The competition rules outlined below are subordinate and supportive to those stipulated in the FIFA Laws of the Game. (www.fifa.com)
- d) Clubs, Players and Officials shall comply with and agree to abide by the regulations of Football Federation Australia; Football Queensland; Football Queensland South West and the Toowoomba Football Leagues CA, incl;
 - National Registration Regulations;
 - National Disciplinary Regulations;
 - FFA Code of Conduct;
 - Grievance Resolution Regulations;
 - Member Protection Policy;Clubs can access the above via the following link:
<https://www.ffa.com.au/governance/statutes-and-regulations>
 - Club Affiliation Agreement;
 - Toowoomba Football Leagues Rules of Competition

COMPETITION STRUCTURE

- Participation in any level of competition is subject to the payment in full of player registration fees to be notified by Toowoomba Football Leagues.
- Toowoomba Football Leagues reserves the right to decide on or amend the size, structure and composition of any competition.
- **Team Nominations due into the FQSW office by 7th February 2021**

SENIORS

Toowoomba Football Leagues Premier Men

- a) Clubs will be invited to apply to Toowoomba Football Leagues to participate in a Premier Competition. The criteria to be used by the CA for entry will be as follows:
 - **A player roster is attached to be completed and returned to the office, nominating a minimum of 14 players and highlighting 8 (eight) core players for Premier Men. Preferred Squad list is 16 players in each. Changes to core players can be made with a final roster returned prior to first fixture.**
 - Clear evidence of adequate field facilities including appropriate field and spectator, field markings; sunshades / dugouts; and an adequate / secure referees' room
 - This competition will be contested on a home and away basis where possible.
- b) This team will play each week as Premier Men. The **8 (eight)** named core players cannot play down in Championship or Conference Division. All other players can play down in the Championship Division only **for a max of 8 fixtures**. All Premier team players (Core or other) cannot play down in Conference.

- c) After season commencement, a replacement of a core player may occur if a core player leaves the Club or suffers a long-term injury expected to be more than 2 weeks. Once a core player recovers from injury, the Club needs to replace the player in the core list on return to full fitness. The constant movement of core players is not to occur for tactical purposes and must be limited to injuries and exceptional circumstances. Long term injured players (beyond 2 weeks) must be replaced on the core player list. All player changes to the core list and long-term injuries are to be approved by the CA.
- d) For teams that only have Premier & Conference Mens Divisions, Any U18 player on roster in the Premier Men is allowed to play down into the Conference division for unlimited games.

Men's Championship

- e) For all Clubs currently unable to meet the criteria for entry to the Premier Men, a Championship competition will be conducted.
- A player roster is attached to be completed and returned to the office, nominating a minimum of 14 players and highlighting 6 (six) core players. Changes to core players can be made with a final roster returned prior to first fixture.
- f) Championship players will be allowed to play up into the Premier Men's including Core Players for a max of 8 fixtures.
- g) Only Championship noncore players are eligible to play down in the Conference division for a max of 8 fixtures.

Men's Conference

- h) For all Clubs currently unable to meet the criteria for entry to the Premier &/or Championship, a Conference competition will be conducted.
- i) Conference players will be allowed to play up into the Premier & Championship Divisions within the Toowoomba Football Leagues for a max of 8 games in each divisions.

Toowoomba Football Leagues Senior Women:

- j) Clubs will be invited to apply to Toowoomba Football Leagues to participate in the Premier Ladies Competition. The criteria to be considered by the CA for entry into the Premier Ladies Competition will be as follows:
- A squad of a minimum 14 registered and age eligible female players to be submitted on the Player Roster form attached and returned to the office.
 - Clear evidence of adequate field facilities including appropriate field and spectator field markings; sunshades / dugouts; and an adequate / secure referees' room
- Note – The 4 Championship Ladies teams have said that after this year, playing with 4 in the comp, it was not worthwhile, & they would all rather be in the same division, even if they lose by a big margin.

Toowoomba Football Leagues: Senior Divisions - General:

- a) The CA will determine the number of matches to be played in each division once the final club composition of each division is determined.
- b) The team finishing with the most points in each Division at the conclusion of the competition fixture season will be crowned Minor Premiership winners.
- c) At the conclusion of the fixture season, the top four (4) placed teams will participate in a Finals Series to determine the Grand Final Winners and Runners Up.
- d) Finals for Premier, Championship and Conference Men – players nominated to play in the Championship and Conference Finals shall have played the majority (ie., minimum 50%) of their games played in Championship or Conference divisions throughout the regular season. The CA reserves the right to reject application/s from players who fail to meet these criteria. This is for the Non Core Premier and Championship Players if they want to play in a Championship or Conference final.
- e) Finals for Men’s Premier, Championship and Conference divisions – there is no restriction on who can play Premier Finals, provided nominated players have played at least five (5) fixture games with the club through the season. Players eligible for Championship Finals may also be nominated for their Premier team in the finals. Players eligible for Conference Finals may also be nominated for their Premier team and/or Championship team in the finals. Once you play up a level in the Final series, you cannot go back to a lower grade for the remainder of that final series. If the player does not take the field, match official to place DNP against players name, making them then eligible for lower grade final series.

Clubs with multiple teams in the same Division:

- f) No club will be allowed to nominate 2 teams in the same division unless approved by the Competition Administrator.
- g) If a club has two or more teams in the same division, the club shall provide to Toowoomba Football Leagues a complete list of players nominated for each team within that division. Once this list has been provided, the players shall only be permitted to play for the team to which they have been nominated when playing in that division level. This does not preclude them from playing for other teams within the club in other division levels for their Club.

1.2 COMPETITION DETAILS

Match Scheduling

- a) The CA will arrange and publish the dates, times and venues of all matches, taking in to account the following criteria:
 - All games will be randomly assigned on a home and away basis however may not be possible due to number of club nominations and home game allocations;
 - Where a team is unable to host a home game at the assigned time on the home field(s), relocation will be made to either (a) an alternate time, or (b) an alternate field. There shall be **NO** swapping of home games by Clubs to preferred alternate weeks;
 - Where a home game is reallocated to an alternate field, the home team is responsible to provide a GROUND OFFICIAL who is not a team official for that game and match balls.
- b) Rescheduling of any game will be at the discretion of the CA. This will be on the basis of availability of referees, the impact on other teams and clubs, the reasons provided for the reschedule request and adequacy of notice to the CA. Generally, requests for reschedules should be made prior to the season’s commencement based on the draft draw provided to clubs.

Match Results

- c) The following points will be awarded for matches during the Regular Season.
 - Win = 3 points
 - Draw = 1 point
 - Loss = 0 points
 - Bye = 0 point
- d) The team who accumulates the most points at the end of the regular season will be declared Minor Premiers and the top 4 according to final points make up the final series.

Duration of Matches

- e) All Senior matches shall be played over two halves of 45 minutes duration in each direction.
- f) After normal time in each half, the referee may add on Injury/Stoppage time as he/she sees fit (as per FIFA Laws of the Game)
- g) For senior matches the half-time interval must be a minimum of ten (10) minutes and no longer than fifteen (15) minutes in duration, or as deemed by the referee.
- h) The referee has the right to abandon any match if, in his/her opinion, playing conditions compromise player safety.

Procedures to Determine Placing after Regular Season

- i) The table position of each team at the conclusion of the regular season will be determined based on the following criteria;
 - Highest number of points accumulated during the Regular Season.
- j) If, at the conclusion of the regular season two (2) or more teams are level on points accumulated in any senior division, the following criteria shall be applied, in order, until one (1) of the teams can be determined as the higher ranked.
 - Highest goal difference;
 - Highest number of goals scored;
 - Highest number of points accumulated in matches between the teams concerned;
 - Highest goal difference in matches between the teams concerned;
 - Highest number of goals scored in matches between the team concerned;
 - Play off between the teams at time and venue as determined by Competition Administrator.

Substitution of Players

- k) For Premier Men's team matches each team can make up to five (5) substitutions (including a goalkeeper), with no more than five (5) substitutes listed.
- l) For all other senior divisions, unlimited interchange will be permitted, with no more than five (5) substitute players permitted to be named on the team sheet.
- m) Only players whose names are listed on the team sheet are permitted to take part in the match.
- n) All substitutions/interchanges can only occur at a break in play with the approval of the referee and must take place at the halfway line.
- o) All substitutions/interchanges made at half time must enter the field from the half way on the referees signal just prior to kick off of the second half.
- p) All substitutes must be seated within the technical area wearing a bib of contrasting color to the team strip.
- q) Substitutes are permitted to warm up outside of the technical area, and officials are to ensure substitute players continue to wear bibs or a contrasting coloured uniform to the team strip.

1.3 APPLICATION FOR DEPARTURE FROM FIXTURES (RESCHEDULE)

- a) Any request for a rescheduled game shall be made in writing to the CA at least seven (7) days prior to the date scheduled. Each request will be determined on its merits by the CA, including the impact on other team(s), referees, and other reschedules

1.4 NON-PARTICIPATION IN A MATCH (FORFEIT)

- a) It remains the intention of the competition and all Clubs to fulfil their fixture schedule. Forfeiting a fixture will incur significant consequences and clubs must make an effort to change the current culture of forfeiting. There are limited and exceptional circumstances where a club can seek a forfeit.
- b) In the event a home or visiting team is not ready to commence a match at allocated time on Sport TG, the match will be deemed a forfeit and the opposing team shall be awarded the full points and be deemed to have won the match by a score of three (3) goals to nil (0). The forfeiting team will incur a fine and will be charged Referees Fees.
- c) Should a Club forfeit a match prior to kick-off, the opposing team shall be awarded the full points and be deemed to have won the match by a score of three (3) goals to nil (0). The forfeiting team will incur a fine.
- d) Should a Club forfeit after a match has commenced, the opposing team shall be awarded the full points and be deemed to have won the match by a score of three (3) goals to nil (0), or the actual goal difference, whichever is the greater at the time of forfeit. The forfeiting team will incur a fine and will be charged Referees Fees
- e) A Club team which persistently forfeits matches may, at the discretion of the CA be disqualified from competing in that competition.

1.5 WITHDRAWAL FROM COMPETITION SEASON

- a) If any Club team in the competition withdraws during the fixture season, then the recorded results for that team for games played will be deleted and a bye in the competition will be substituted.
- b) If a full round has already been played, the results are to be left in for that round.
- c) The withdrawing Club may also be subject to disciplinary action and fine by the CA.

1.6 DELAYED, POSTPONED AND CANCELLED MATCHES

- a) Matches may be postponed or delayed by the CA on advice from match officials or nominated representatives of host venue clubs.
- b) The practice of clubs closing fields due to light rain will not be tolerated especially where it is suspected that player availability is the real reason for requesting a closure. The CA reserves the right to conduct a ground inspection prior to a non- council closure request.
- c) field closures will be determined on the following basis:
 - In bad weather Toowoomba Region Council (TRC) closes all its' fields by midday Fridays – all Senior games across the Toowoomba Football Leagues will be cancelled for that weekend.
 - Other Fields whether private, regional or other venues may close their fields as well and Clubs will consult with the CA to determine games to be played or moved to another venue.
 - TRC fields are open at midday Fridays but if there are adverse weather events between this time and game time – For Seniors – the decision to play specific games or not will be made by the match

referees in consultation with the coach and manager of both teams, based on field conditions;

- These guidelines do not in any way override the rights of match referees to cancel specific games based on their own judgements of the field conditions and safety of players.

d) The CA reserves the right to record any outstanding fixture(s) as a 0-0 draw.

e) If games need to be rescheduled, the expectation is that this game is played the following Tuesday night, if not, than no later than the 2nd Thursday after scheduled date.

1.7 SUSPENDED OR ABANDONED MATCHES

f) Once a match has commenced, the Match Referee after consultation with the host Club has sole responsibility to determine if the match should be suspended or abandoned due to severe adverse weather conditions or matters that may compromise the safety of the participants of the match.

Request for Replay of Abandoned Match

g) If 80 per cent or more of Normal Time of a Match has been played, then the score at the time of abandonment will stand.

h) If less than 80 per cent of the Normal Time of a Match has been played, the expectation is that this game is played the following Tuesday night, if not, than no later than the 2nd Thursday after scheduled date.

i) Should a fixture be abandoned the CA shall take into consideration the following factors when considering a request for a replay:

- Reasons why the fixture was abandoned
- Result of the game at the time of abandonment
- The impact on the final Leagues standing of this fixture.

j) Any Club who is found to be responsible, either directly or indirectly, for the inappropriate or reckless abandonment of a fixture may be subject to disciplinary sanctions (i.e. loss of points and fines), to be determined by the CA.

k) The CA may resolve to direct any of the following outcomes in the case of play abandonment, due to the action of one or both teams:

- That the match be replayed;
- The game be recorded as a 3-0 win in favour of the opposing team, unless the score at the time of abandonment was of a greater margin in favour of the opposing team, and the points will be awarded to the opposing team;
- The game be recorded as "NO RESULT";
- Impose a fine, suspend, expel or take whatever disciplinary action it deems necessary against the offending club(s), player(s) and office

1.8 FINALS SERIES DETAILS Format

Toowoomba Football Leagues will arrange dates, times and venues of all finals series matches. Toowoomba Football Leagues reserves the right to schedule or reschedule matches on any day, time and place as it deems appropriate.

l) The top four (4) teams at the conclusion of the regular season will participate in the Finals Series.

m) The Finals Series format will be as follows

- Week 1: Semi-Final - 1st v 2nd, Semi-Final - 3rd v 4th
- Week 2: Preliminary Final - Loser of 1st v 2nd v Winner of 3rd v 4th
- Week 3: Grand Final - Winner of 1st v 2nd Semi-Final v Winner of Preliminary Final

n) The team who finished in the higher position at the conclusion of the Regular Season will be considered the home team for any Finals match.

- o) The selection of venues for all Finals Series matches, including the Grand Final, will be at the absolute discretion of the CA and a decision to allocate will be made based on a variety of factors including, but not limited to venue availability, commercial, marketing and financial considerations.
- p) TFL will supply First Aid/Sports Medical qualified personal on Grand Final days

Procedures to Determine the Winner of Senior Finals Series Matches

- a) If, at the conclusion of any match in the Finals Series, the scores between the teams are equal, then extra time of two (2) equal periods of fifteen (15) minutes shall be played.
- b) If scores remain equal at the conclusion of both periods of extra time, penalty kicks from the mark shall be taken, in accordance with FIFA Laws of the Game, to determine the winner of the match.

2. PLAYER REGISTRATION AND ELIGIBILITY

2.1 PLAYER REGISTRATION

- a) Players participating in competitions under the jurisdiction of Toowoomba Football Leagues may be registered as Amateur Players in line with the provisions established in the National Registration Regulations.
- b) Amateur Players are permitted to be registered at any time. However, amateur players are not permitted to re-register with another club within Toowoomba Football Leagues after 30 June each year. The Rules of Competition may also restrict a player's eligibility for Finals Series.
- c) The registration of a Player with a Club is effective from the date as entered at date of registration. Unless cancelled earlier, registration is effective from the date of registration until 31st December each year.

2.2 AMATEUR PLAYER REGISTRATION PROCESS

- a) When registering an Amateur Player for the season, the Club must follow the 'Play Football' online registration process.
- b) Players are to tick the acknowledgement that they have sighted and accepted the Player Injury Insurance cover provided by Football Australia.
- c) Clubs will request any International Transfer Certificates (ITC) necessary through 'Play Football' for Players that were last registered with an overseas Federation.
- d) On fulfilment of all requirements, the Player will be registered with their club.

2.3 PLAYER INSURANCE

- a) Player Accident and Associated Liability Insurance cover is taken out by Football Australia. Policy details and claims procedures can be found on the Football Queensland website. During this process all players shall acknowledge that they have sighted and accepted the Player Injury Insurance cover provided by Football Australia.

2.4 PLAYER ELIGIBILITY General

- a) The eligibility of a player to participate in matches under the jurisdiction of this CA is finalized upon players ACTIVE status in 'Play Football'.
- b) A player is eligible to play in matches under the jurisdiction of this CA, provided he /she is registered in line

with Football Federation Australia National Registration Regulations, Football Queensland Registration Procedures and Football SWQ Registration Procedures.

- c) A player is eligible to play in matches under the jurisdiction of this CA, provided he /she is not under suspension by any Federation.

Administrative Requirements

- d) A registered player is eligible to take part in matches under the jurisdiction of this CA provided their name appears on the team sheet prior to the commencement of the match or by the conclusion of half-time as outlined in the Competition Rules.
- e) For matches using substitution rules, a player who is listed on the team sheet as a reserve and does not take the field is deemed not to have played. The club official is to place a line through the name of player (on team sheet) who DID NOT take the field and write DNP (Did not play)
- f) For matches using interchange rules, any player who is listed on the team sheet is deemed to have played. The club official is to place a line through the name of player (on team sheet) who DID NOT take the field and write DNP (Did not play)

Player Age Eligibility

- g) Senior male competitions may permit players turning 16 years or older in the year of competition to participate.
- h) Senior female competitions may permit players turning 15 years or older in the year of competition to participate.
- For younger players to play in the Women's competition, a Parent Permission Form and Player Assessment with supporting evidence must be completed and approval given by Toowoomba Football Leagues. The CA reserves the right to decide all cases of this nature and no further correspondence will be entered into.

2.5 PLAYER INELIGIBILITY

- a) Any player not registered in line with Football Federation Australia National Registration Regulations, Football Queensland Registration Procedures and Guidelines and Toowoomba Football Leagues Registration Procedures for the current season is considered ineligible and is not permitted to participate in any match within the Toowoomba Football Leagues competition.
- b) Any player under suspension by any Association/Federation shall be deemed ineligible and is not permitted to participate in any FQ sanctioned 11 a side matches until that suspension is served.
- c) Any player in breach of the regulations for Senior matches as outlined in Clause 2.4
- d) Any club is permitted to lodge a letter of appeal regarding the alleged fielding of an ineligible player. The appeal must be in writing under club letterhead and be forwarded to the CA.
- e) The CA reserves the right to comprehensively investigate the eligibility of any player who participates in any of its competitions.

Penalties and Outcomes

- f) Any club who fields an ineligible player may be subject to disciplinary sanctions as determined by the CA.
- g) If it is established that a player competing in any match was not legitimately registered or was ineligible to play, then the following will apply:
 - The club found guilty shall forfeit any goals scored and points gained in that match and the points and match will be awarded to the opposing team.
 - The game will be recorded as a 3-0 win in favour of the opposing team, unless the final result was of a greater margin in favour of the opposing team.
 - The CA may impose a fine, suspend, expel or take whatever disciplinary action it deems necessary against the offending club or player.
- h) In the event it is established that both clubs competing in any match fielded players who were not legitimately registered or were ineligible to play, then the following will apply:
 - The match will be deemed as a 'NO RESULT', whereby, no points will be awarded.
 - The CA may impose a fine, suspend, expel or take whatever disciplinary action it deems necessary against the offending clubs and/or players.

3. DISCIPLINARY REGULATIONS

3.1 COMPETITION

- a) These Disciplinary Rules are set by Toowoomba Football Leagues as the CA and supplement the National Disciplinary Regulations in accordance with clause 1.2 of those Regulations.

3.2 SANCTIONS - Refer National Disciplinary Regulations

- a) Unless otherwise specified by a Competition Administrator or a Disciplinary Committee, a Participant who receives a suspension for an Offence in a Match forming part of a Competition must serve that suspension in the next following Match(es) forming part of any Competition (i.e. the Competition in which the relevant Offence was committed, or another Competition) in which his or her Team participates. For the avoidance of doubt, suspensions do carry over from one round to the next in the same competition, including from the preseason to the regular season to the final's series and to the following season.
- b) A player who is sent off, or a Team Official who is given an expulsion from a game, shall serve a mandatory one match suspension (except for a serious error such as where the wrong player or official was identified as the offender). The application of sanctions to be issued to Participants for red cards or expulsions will additionally be guided by the range of sanctions outlined in the National Disciplinary Regulations.
- c) Where a Player is sent off for having received a second caution (yellow card) in the same match, he or she shall serve a mandatory 1 match suspension, provided no additional incidents related to the send-off have occurred.
- d) A Player who accumulates the following number of yellow cards during the course of the Competition shall serve the following Mandatory Match Suspension:

- Five (5) yellow cards, equates to a one (1) match suspension.
- For every three (3) yellow cards thereafter, a two (2) match suspension.
- For every two (2) yellow cards thereafter, a three (3) match suspension.
- Although this schedule does not continue into the Final Series, any acquired match suspension(s) do.

A Player who accumulates the following number of yellow cards during the course of the Final Series across the TFL Competitions, shall serve the following Mandatory Match Suspension:

- Two (2) yellow cards, equates to a one (1) match suspension.
- e) A Player who accumulates the following number of red cards during the course of the Competition or the Final Series shall serve the following Mandatory Match Suspensions, in addition to any sanction for the offence.
- 1st occasion, equates to a one (1) match suspension.
 - Any subsequent occasion equates to a two (2) match suspension.
- f) A suspension must be served in the DIVISION in which it is acquired. A suspension is not served by a suspended player's team having a bye; but may be served by a competitor's forfeit, or game cancellation in the relevant division competition, or other extraordinary circumstance, at the discretion of the CA. A suspension may need to be completed in the season following the one in which it was acquired and can be used in other TFL pre-season competitions.
- g) A player may not take part in any other game under Football Queensland's control, until the suspension is served.
- h) Temporary Dismissals – Sin Bin (Dissent) will continue to be implemented in the 2021 season.

Technical Areas - Yellow & Red Card System

The LOTG state that the occupants of the Technical Area must 'behave in a responsible manner'. A referee may take action against a Team Official who fails to conduct him or herself in a 'responsible manner' and can expel the Team Official from the field of play and its surrounds including the Technical Area.

As with players, a team official who accumulates five Yellow Cards will receive a mandatory one (1) match suspension, in line with the National Disciplinary Regulations (NDR's).

Match Referees will use their judgement when deciding whether behaviour by a team official requires a warning (Ask), a caution (Tell) or a dismissal (Remove).

Warning Offences (Ask) – unacceptable behaviour may include, but is not limited to:

Minor/low level disagreement (by word or by action) with a decision;

- i. Failing to co-operate with a Match Official eg. Ignoring a 4th Official's instruction/request;
- ii. Persistent questioning of refereeing decisions;
- iii. Entering the field of play in a respectful and non-confrontational manner (including attempting to assist in a non-confrontational situation); or
- iv. Leaving the Technical Area in a non-confrontational manner (eg. Running down the touchline in excessive goal celebrations).

a) Caution (YC) Offences (Tell) – irresponsible behaviour may include, but is not limited to:

- i. Persistent/repeated unacceptable behaviour (included repeated warning offences);
- ii. Dissent by word or by action including:
 - Throwing/kicking drink bottles or other objects to show dissent (ie nonaggressive manner, not on the field, not at another person).

- Gestures which show a clear lack of respect for the Match Official/s (eg. sarcastic clapping)
- iii. Gesturing or acting in a provocative, derisory or inflammatory way, including gesturing for a RC or YC to be shown;
- iv. Clearly/persistently not respecting the confines of the team's Technical Area;
 - v. Deliberately entering the technical area of the opposing team (nonconfrontational);
 - vi. Delaying the restart of play by the team; or vii. Showing a lack of respect for the game.

b) Dismissal (RC) Offences (Remove) - serious irresponsible behaviour may include, but is not limited to:

- i. Violent Conduct (including kicking or throwing a water bottle or other object in a dangerous or aggressive manner);
- ii. Deliberately throwing/kicking an object on to the field of play;
- iii. Physical or aggressive behaviour;
- iv. Using offensive, insulting or abusive language and/or gestures;
- v. Spitting at any person;
- vi. Entering the field of play to interfere with play or an opposing player;
- vii. Deliberately leaving the Technical Area to:
 - Act in a provocative or inflammatory manner;
 - Enter the opposing Technical Area in an aggressive or confrontational manner
- viii. Delaying the restart of play by the opposing team e.g. holding on to the ball, kicking the ball away, or obstructing the movement of another player.
- ix. Receiving a second YC in the same match.

3.3 MISCONDUCT

- a) Clubs have a duty to ensure that their Participants do not engage in Team Misconduct. The CA may, consistent with the FFA Statutes, sanction a Club whose participants engage in Team Misconduct.
- b) Team Misconduct in relation to a Club is where:
 - Five (5) of its Players are cautioned during a sanctioned match;
 - Three (3) of its Participants are sent off or expelled during a sanctioned match;
 - Its Participants collectively show dissent towards a match official or collectively seek to intimidate, threaten or exert pressure on a match official to make or alter a decision; or
 - Its Participants engage in a melee or brawl.

3.4 CODE OF CONDUCT

- a) The published FFA Code of Conduct aims to promote and strengthen the reputation of football in Australia by establishing a standard of performance, behavior and professionalism for its participants and stakeholders.
- b) Any breach of the Code of Conduct may result in disciplinary action and the imposition of sanctions by the CA in accordance with the provisions outlined in the Code.

3.5 NOTIFICATION AND TIME FRAMES

- a) The imposition of a mandatory match suspension is immediate. The CA will send a Disciplinary Infringement Notice notifying the Player or Team Official (through the Club) of the mandatory match suspension within four (4) days of the completion of the weekend. To remove any doubt, the mandatory match suspension is immediate and effective regardless of whether or not the notice was received.
- b) If the CA has determined that an Offence by a Player or a Team Official was such as to warrant a sanction in addition to the mandatory match suspension, a Disciplinary Infringement Notice notifying the Player or Team Official (through the Club) of the details of the Offence and of the disciplinary sanction imposed will be forwarded within four (4) days of the completion of the weekend.

3.6 TERMS OF SUSPENSION

- a) While serving a suspension, a Participant (player or team official) shall not:
- On the day of a Match, enter the field of play, the surrounds of the field of play, the Technical Area, the players' race, the dressing rooms or any other place within a venue where Participants are likely to assemble to prepare for that match;
 - If attending a Match, be seated in an area normally reserved for match Participants;
 - Within one hour of the start of match from which the Participant is suspended and within one hour of the conclusion of the match from which the Participant is suspended have any contact with any media where the purpose of such contact is for it to be electronically broadcast to the public, including (but not limited to) participating in any post-match press conference and participating in television or radio interviews;
 - Within one hour of the start of match from which the Participant is suspended and within one hour of the conclusion of the match from which the Participant is suspended have any contact with any Participant whilst that Participant is in an area listed within clause 3.6 a)
- b) Any suspension from the Finals Series (or the competition fixtures if not already served in the Finals series) will carry forward into the following season and will be served in competition fixtures.
- c) If a suspension is to be served in terms of matches, only those matches actually played count towards the execution of the suspension. A bye or a match forfeited by the participant's team does not count towards the execution of the suspension.

3.7 DISCIPLINARY HEARING PROCEDURES

- a) Except in the case of obvious error there is no appeal from a mandatory one (1) match suspension.
- b) A Club, Player or a Team Official may appeal the disciplinary sanction imposed in a Disciplinary Infringement Notice by notifying FQ in writing within seven (7) days after the date on which the Disciplinary Infringement Notice was received, outlining the grounds for the appeal and enclosing the Appeal Fee of \$500. This fee will be refunded if the appeal is upheld and the CA decide not to appeal that result
- c) An appeal from a CA's disciplinary sanction must be heard by a FQ Disciplinary Committee.
- d) The FQ Disciplinary Committee has a panel of which 3 will be selected with no connection to the Club or person they will be determining the sanction on at the hearing.
- e) When determining any appropriate sanction, a Disciplinary Committee may consider:
- The nature and severity of the infringement;
 - The offender's past record and whether or not this is a repeated Offence;
The culpability of the offender (including whether or not the infringement was intentional, negligent or reckless);
Any reasons prompting the offender to commit an infringement;
 - The remorse of the offender; and
 - Any extenuating circumstances.
 -

3.8 SANCTIONS UNDER FFA STATUTES

- a) Subject to these Regulations, the following disciplinary sanctions may be imposed against a Club:
- a reprimand;
 - a fine;
 - place the Club on a bond;
 - a deduction or loss of competition points;
 - ban on the registration or transfer of any Players for a specified period of time;
 - annulment of registration of a Player;
 - suspension from participation in matches;
 - exclusion, suspension or expulsion from the Competition;
 - playing a match without spectators or on neutral territory;
 - a ban on playing in a particular stadium;
 - annulment of the result of the match; or
 - such other disciplinary sanctions or measures as is appropriate in all the circumstances, including as prescribed in the FIFA Statutes.
- b) Subject to these Regulations, the following disciplinary sanctions may be imposed against a Participant:
- a reprimand;
 - a fine;
 - return of award;
 - place the individual on a bond;
 - ban on registration of Player with any Club for a specified period of time;
 - annulment of registration of a Player;
 - suspension from participation in matches;
 - suspension or expulsion from the Competition;
 - suspension or cancellation of license or accreditation, including Licensed Player Agent's license or coaching accreditation;
 - termination of registration or playing contract;
 - a ban from the dressing rooms and/or the substitutes' bench;
 - a ban from entering a stadium;
 - ban on taking part in any football related activity; or
 - Such other disciplinary sanctions or measures as is appropriate in all the circumstances, including as prescribed in the FIFA Statutes.

4. FOOTBALL AND MATCH DAY OPERATIONS

4.1 FACILITIES / GROUND CONDITIONS

- a) Each club must take all reasonable steps to maintain its football playing pitch in good condition throughout the season. The CA may require a Club to take such steps as it may prescribe from time to time if it is not satisfied that the playing pitch is being maintained to an adequate and acceptable standard
- b) Please see Appendix 2 for Field Safety Standards
- c) The home club must ensure;
- The ground is correctly marked, including the technical area, as per FIFA Laws of the Game;
 - It provides suitable and effective goal nets that are safely fastened to the ground as well as corner flags;
 - It provides toilets / dressing rooms for players and match officials that are hygienic
 - It has adequate toilet facilities open to the public at all home games;
 - **It provides canteen facilities open to the public at all home games**
 - It provides a safe environment for players, officials and spectators.
 - Compliance with the above in line with COVID requirements.

- d) Any club whose facilities do not meet the requirements specified may be liable to disciplinary action by the CA.
- e) The Referee shall inspect the grounds prior to the match and have sole discretion if a match is to go ahead.

4.2 THE TECHNICAL AREA

- a) Each club must have Technical Areas clearly marked as stipulated by FIFA guidelines and provide sufficient seating to allow all personnel to be seated during the match.
- b) The technical area should be clearly marked out, extending no further than one (1) metre on either side (left and right) of the designated seating area (extra seats should be available for use in addition to permanent seating if necessary) and extends forward up to a distance of one (1) metre from the touch line as per the LOTG.
- c) For all matches played during the Regular Season and Finals Series, a maximum of ten (10) persons are permitted to occupy the Technical Area for each Club during any fixture. This includes the five (5) named substitutes and up to five (5) registered Team Officials.
- d) Occupants of the Technical Area must be either a registered Player or a registered Team Official/Medical staff and wear the appropriate accreditation at all times
- e) **A Player or Team Official who is under suspension must not be present within the designated and marked Technical Area.**
- f) The coach and other officials must remain within the confines of the technical area, except in special circumstances, for example, a team physio or doctor entering the field of play, with the referee's permission, to assess an injured player.
- g) All substitutes must be seated within the technical area. Substitutes are permitted to warm up outside of the technical area, provided they are wearing bibs or an alternative coloured uniform to the team strip.
- h) All occupants of the technical area must behave in a responsible manner. The referee has the right to eject any person from the technical area at any time as he/she sees fit. The game will not recommence until that person has left to the referee's satisfaction.
- i) Smoking and drinking alcohol within the confines of the playing barrier fence is strictly prohibited. This includes the team bench within the technical area and all of its occupants.

4.3 LIGHTING

- a) Clubs wishing to host night fixtures during the season must submit field lighting audits as requested and have approval for competition play by the CA.
- b) Recommendations for football field lighting detailed in the Australian Standard AS2560 Part 2.3 "Lighting for Football" includes; Minimum Service Illuminance Lux (Average) 100 and Minimum Uniformity Ratio (Min: Ave) 0.5 for Competition

4.4 MEDICAL

Stretchers

- a) Clubs must ensure the availability of at least one stretcher suitable for first aid and emergency use at all scheduled matches.
- b) Clubs must ensure that stretchers are placed inside the barrier/fence in a safe and accessible position to first aid staff.

Ambulance Access

- c) Unrestricted access to the field of play shall be provided for Ambulance vehicles when required and be clearly signed.

Water Bottles

- d) For safety reasons, water bottles are not to be thrown either on or off the field.
Due to COVID players are responsible for their own water bottles.

Blood Ruling

- e) In the event a player suffers an injury or wound which results in the loss of blood, the match official will request

that the injured player receive attention outside the field of play and only when he/she is satisfied that the injury or wound is safely covered and contained, will the player be permitted to rejoin the game.

- f) In the event the player's uniform or attire is splattered with blood, the referee will instruct that player to change his attire before being permitted to re-join the game.
- g) Should the injured player be required to change his uniform, then the match official will show discretion in allowing the player to wear an alternative numbered shirt if necessary.

Heat Management Strategy

- h) When high temperatures occur on match day, the Match Referee, Club Officials or the CA delegate may determine the following in line with the Heat Policy:
 - To play the match under standard conditions;
 - To play the match with provision for extra breaks for consumption of fluid;
 - To delay the match; or
 - To postpone the match.
- i) The decision to incorporate these provisions should be based primarily on the assessment of the potential medical risk of playing in the heat to both the Players and Match Officials.
- j) All clubs, players and match officials are requested to please note the following when high temperatures occur on match day;
- k) If the temperature is 32^o or above, water bottles should be made available and placed along the sidelines to enable any player to take a drink during the course of the game; *and*
- l) If conditions are considered extreme by the match referee, he or she has discretion to allow a two (2) minute break during the course of each half.

Extreme Weather Conditions

- m) In extreme weather conditions, the CA in conjunction with the appointed match official reserves the right to postpone, delay or abandon any fixture.
- n) If the home club considers a ground inspection is required, they are to ring the nominated CA representative before 8.00am taking into consideration the timing of the first games and travelling teams. The name and contact details for the designated representative is to be advised at the commencement of the season.
- o) The CA representative shall, with the club President or nominated representative, consider the following criteria, which will include (but is not limited to):
 - Whether the ground is considered safe for the players and the match to proceed?
 - If so, how many matches can be safely played, taking into account all factors including the likely weather conditions and the expected state of the ground?
- p) The host club will then reach a decision regarding the schedule of matches with the CA responsible for advising the opposition club and appointed Referees in the event matches are to be postponed.
- q) Early morning inspections are only to be organized with the host club when conditions are such that there is doubt as to the safety of the ground. In cases of light rain, the match referee will inspect prior to the match itself. Ground inspections for mid-week matches will be arranged via the CA.

4.5 TEAM OFFICIALS

- a) All Team Officials must be registered with their club thorough 'Play Football'. Upon registration, an Identification Card will be issued which must be worn when performing specified duties.
- b) All Team Officials must conduct themselves in accordance with the FFA Code of Conduct.
- c) The CA may impose disciplinary action upon such persons and Clubs, where it is found that Team Officials have breached the Code of Conduct.
- d) Team officials are only covered by insurance provided the club has appointed and registered them. With regards

to team trainers or medical staff, clubs should not use the services of any other person to treat players in regard to injuries, unless such persons have their own insurance coverage to safeguard themselves if any individual legal action is pursued as a result of treatment of injuries

- e) Team Officials must remain within the Technical Area and are required to wear their Identification Card at all times. Team Officials not wearing the appropriate identification will not be permitted to be situated in the Technical area during the match.
- f) Team officials are responsible for ensuring their Club players behave in an appropriate manner at all times before, during and after any game.
- g) Team officials are not to argue or address any disagreements or comment direct to a referee. Any complaints should be directed to the CA on club letterhead.
- h) A team official can only enter the field of play when the referee indicates permission to do so.

4.6 GROUND OFFICIALS

- See Appendix 6 – Duties and Responsibilities of Ground Officials

4.7 MATCH DAY INFORMATION Match Balls

- a) The CA shall provide each senior club with a quantity of match balls prior to the commencement of the season fixtures at cost price. This is a compulsory requirement for all Clubs with senior teams to have the same brand of Match ball for all home games.
- b) The designated home team at each match shall ensure that three (3) match balls are supplied to the Match Official prior to the commencement of the match.
- c) Referees will report breaches of the match ball licensing arrangement to the CA. Licensing regulations provide that any clubs that breach the licensing requirements may be liable for a fine for each breach

Playing Strips

- d) All clubs must nominate a "Home" strip. The alternate strip (shirts, shorts & socks) should not clash with their nominated "Home" strip. All first named clubs will be deemed the "Home" team and therefore will play in their nominated colours.
- e) In the event there is a clash of colours with the visiting team, it will be the responsibility of the visiting team to change into their alternative strip.
- f) Goalkeepers may wear any colour strip but it shall not clash with either team's field player's Strip or referee/assistant's uniforms.
- g) Referees will report breaches to the CA if a team does not have the correct strip (shirts, shorts and socks). Clubs may be liable for a fine for each breach.
- h) Each club affiliated to Toowoomba Football Leagues shall provide to the CA the details and a photograph of their regular and alternate strips, (including socks), for approval and registration of colours. Approval must be given by the CA prior to any club purchasing new strips. Failure to do so may render such strips unable to be worn.
- i) All playing strips must have numbers on the back of the jerseys. Numbers shall be in a contrasting colour and readily identifiable.
- j) Jersey numbering is not mandatory for non-competitive Mini Roos football formats.

Player Equipment

- k) It is the match referee's responsibility to ensure all players taking the field of play are wearing equipment that does not create a hazard to themselves and/or other persons, in accordance with Law4 of the FIFA Laws of the Game. All players must wear shin-guards whilst on the field of play.

Jewellery

- l) In accordance with FIFA Laws of the Game, a player is forbidden to wear any jewellery.

Alcohol

- m) It shall be the Host Club responsibility to enforce all Liquor Licensing requirements in the sale and consumption of

alcohol at their club. Only the Host Club can sell Alcohol at their grounds. No Persons are allowed to bring Alcohol onto the Host Clubs grounds, unless purchased from those grounds.

- n) Should persons be seen to be in breach of these rules, the ground official should advise such person to conform to the rules immediately. Should such person/s refuse to adhere to that request, the ground official shall be at liberty to contact the police to have such person/s removed.

National Flags, Slogans, Emblems

- o) No club should display national flags, slogans or emblems at home venues under any circumstances, with the only exception being the Australian flag or where Toowoomba Football Leagues has provided written authorization. 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.
- p) The CA reserves the right to request the removal of any national flags or slogans at any time. The incorporation of national flags, slogans or similar emblems on any part of the player's attire or the uniform worn by a Club official is strictly prohibited.
- q) Clubs found to be in breach of this provision may be subject to disciplinary action and sanctions.

4.8 MATCH DAY TEAM SHEETS

- a) On match day, both teams are required to complete an official team sheet prior to the commencement of any match.
- b) The team sheet must list all players taking part in the fixture and be provided to the match referee prior to the scheduled kick-off.
- c) Match Officials must ensure that clubs do not list more than sixteen (16) players on the team sheet for any match.
- d) Players are NOT required to sign the Team Sheet. It is the responsibility of the Team Manager to provide correct details.
- e) The Club Official of the team are to cross off a player's name who didn't play in the match and write DNP beside their name.
- f) 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 with the CA
- g) Referees must complete all aspects of the Team Sheet including all information pertaining to correct uniform. Once completed, the referees must ensure any Send Off/Incident Report Forms are forwarded to the CA through the appropriate channels. It is crucial that these forms reach the CA by no later than 10am Monday morning.
- h) Team Officials are not to sign team sheets however must check them and take a photo if required. Team sheets are not to leave the referee's room.
- i) It is the HOST CLUB'S responsibility to ensure the team sheets from both teams are collected and scanned into the Office by 10am Monday via email to office@fqsouthwest.com . **Failure to comply with this deadline will result in a fine.** Clubs must keep original copies to serve as a COVID Attendance Register. This ensures that results are immediately uploaded & sent to media channels so results are published for release on Monday morning.
- j) At the conclusion of each match, the referee shall consult and confirm with his/her assistants prior to completing all copies of the Team Sheets and any Send Off/Incident Report Forms.
- k) Team Sheets & Send-Off/Incident Report Forms from the appointed match official will be accepted transcript. 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 considered final.

Club Responsibilities

It is the club's responsibility to ensure:

- l) It has minimum number of seven (7) players to commence the match;
- m) That it does not list more than sixteen (16) players on the team sheet;
- n) All players taking the field are eligible to play;
- o) All players taking the field of play are correctly listed on the team sheet

- p) All players are ready to commence the fixture at the scheduled kick-off time;
- q) All players wear the appropriate strip or alternate strip, before taking the field of play;
- r) That the details recorded on the completed team sheet are accurate and signed by a club official upon conclusion of the match.

4.9 NON-ATTENDANCE OR UNAVAILABILITY OF MATCH OFFICIAL

- a) Should the appointed match official fail to honor his/her appointment, then the AR1 will be regarded as the new match official to take charge of the fixture.
- b) In the event the appointed match official is late on arrival, then the replacement match official (as above) will continue to take charge of the fixture unless he or she requests the originally appointed match official to take over. In most cases the originally appointed match official should take over in the highest available position (usually AR2).
- c) **In the event no registered match official is present to take charge of the match, then the designated "Home" club shall consult the visiting team and appoint a "Clubbie" to take charge of the match. This person has the same powers as a registered match official. The designated "Home" club shall be responsible for forwarding both team sheets to the CA.**
- d) All clubs are obligated to fulfil all fixtures regardless of whether the appointed match official is present to take charge. Should any club fail or refuse to participate in any fixture on the above grounds, then:
 - The match will be recorded as a 3-0 win in favour of the opposing team, and the points will be awarded to the opposing team;
 - Where the offence is committed by a senior team, the club will be fined per offence, and may be subject to further disciplinary action;
 - In the event both teams refuse to play, the CA reserves the right to award a 'NO RESULT', fine both clubs and take further disciplinary action;
 - In circumstances where only one assistant referee has been appointed to a senior game, the designated 'home' team is obliged to provide a club assistant to assist the match referee.

4.10 MATCH OFFICIALS INFORMATION

Appointment of Referees

- a) Referees for all Toowoomba Football Leagues fixtures shall be appointed by the Referees Appointments coordinator and all such appointments shall be in accordance with a grading system of Referees and fixtures where practicable..

Referee Fees

- b) Referees payments are paid every 2-3 weeks via appointments in Schedule by the CA.
- c) Referees will be paid via Direct Debit into their nominated bank account.
- d) Invoices are then sent to Clubs as per Schedule Appointments, to be paid by the due date as per invoice.
- e) Current match official fees are set out in Appendix 1.

5. AWARDS

5.1 Fixtures

- a) The competition minor premiers in each senior division shall be awarded a plaque.
- b) The club winning a perpetual trophy shall be responsible for the arranging at its own cost, the engraving on the trophy of the club's name and the year it was won. This must be done prior to the trophy being returned to Toowoomba Football Leagues. If such engraving has not been carried out by the Club when the trophy is returned, the CA shall complete the engraving on behalf of the club and shall levy a charge to the club for recovery of that cost.
- c) If a trophy has not been returned by mid-August, a new trophy may be purchased with the replacement cost being borne by the offending club.
- d) In awarding of Perpetual Trophies, the Association shall retain possession with winning Teams/Clubs to be presented with a commemorative Trophy they can retain.

5.2 Club Championship

- a) This award is based on each senior team's points accumulation during the fixture season (excluding the final series). The total for all a club's teams is then divided by the number of teams each club has in the competition. Clubs must have a minimum of three (3) teams competing in the senior competition to be eligible for Club Championship.
- b) If two clubs finish on equal points, the club with the larger number of teams shall be declared the winner.

5.3 Golden Boot

- a) At the conclusion of the Senior Division fixtures (both Men and Ladies) fixtures, excluding finals, the player with the most goals scored shall be declared the winner of the Golden Boot for that division.

5.4 Player of the Year Votes

- a) **At the conclusion of each senior match, Team Coaches the Match Referee is required to select the Best & Fairest for each team and write the players number on the bottom of the team sheet or beside their name Eg – B&F No 5**
- b) Best & Fairest votes are not recorded during preseason or finals series fixtures.

5.5 GRAND FINAL – Player of the Match

- a) This is awarded to the best player in each division decided by independent selectors at the end of the game.

6. MEDIA

- a. All media releases related to the general operations of Toowoomba Football Leagues Inc, and its Sponsors and any activities and/or incidents related to more than one club affiliated with Toowoomba Football Leagues Inc must be authorized by the CA
- b. All media releases related to the activities of Football Queensland South West or higher Football bodies must be authorized by Football Queensland South West

7. SCHEDULE OF FINES

TOOWOOMBA FOOTBALL LEAGUES SCHEDULE OF FINES:

For 2021 the following penalties shall apply:

- a) Playing of an Unregistered player: Seniors - \$500 per offence; Juniors - \$250 per offence
- b) Failure to submit team sheet **by the allocated time**: Seniors - \$100; Junior Competitive - \$50;
- c) Club Official not available at field for match - \$100
- d) Failure to provide more than 1 weeks' notice of Team unavailability:- Premier Division- \$250; All Other Senior Divisions - \$150; Junior Competitive Divisions - \$50
- e) Failure to provide more than 48hrs notice to Toowoomba Football Leagues prior to the scheduled game time of team unavailability: Premier & Championship Division **\$1000**; All other Senior Divisions **-\$500**; Junior Competitive Divisions - **\$200**; MiniRoos Divisions - **\$100**
All of the above - (+ referee fees where applicable).
- f) Team withdrawal after commencement of Round 1 going live – All Senior teams **\$1000.00**; Junior Competitive Divisions - \$300; MiniRoos Divisions - \$200
- g) Team Misconduct - \$200;
- h) Toowoomba Football Leagues reserves the right to impose additional sanctions as listed under the FFA Statutes, to cover circumstances where the game is brought into disrepute or the good order of the game is disrupted due to the actions of a club, club official, player, or spectator
- j) Once a fine has been issued, clubs have **1 week to pay**. After this period the club will accumulate no further points, unless prior arrangements are made in writing and approved by the CA.
- k) These penalties are determined on an annual basis and ratified by Toowoomba Football Leagues. They do not exclude the imposition of a loss of point's penalty that may be imposed in some situations.

8. Review of Competition Rules

These competition rules are subject to change, following discussion with clubs and approved by CA or via a directive from Football Queensland South West, Football Queensland or Football Australia.

Appendix 1 – Match Official Payments

TOOWOOMBA FOOTBALL LEAGUES

MATCH OFFICIALS PAYMENT SCHEDULE & MATCH DURATIONS

2021 SEASON

SENIORS DIVISION

	MATCH DURATION	REFEREE	ASSISTANTS	4th OFFICIAL*
Senior Women	45x45	\$54.00	\$27.00	\$15.00
Conference	45x45	\$56.00	\$28.00	\$15.00
Championship	45x45	\$60.00	\$30.00	\$15.00
Premier	45x45	\$86.00	\$43.00	\$20.00

* = Fourth Official payments apply to Grand Finals only and are paid to referees by Toowoomba Football Leagues.

Appendix 2 – ‘Field Safety Standards’ (Extract from ‘Play Football’, NCDP Toolkits > Resources Facilities > Resources Field Setup > FNSW – Field Markings and Equipment

Playing Surface

The Playing Surface must be even and flat with a complete coverage of grass. Either natural grass or FIFA approved artificial grass pitches may be used.

The surface must be free of potholes, foreign objects and protrusions of any kind through the surface, or any deviations that could be hazardous to players or officials as they move across the surface.

The field should have underground drainage to allow play during rain and periods of extended rainfall.

Cricket pitches of any type will not be permitted in the Competitions, but they may be allowed under exceptional circumstances in grassroots competitions, administered by Associations.

Appendix 3 - PLAYER ROSTER 2021

Club Name:

Team: **Premier/Championship**

Player	SURNAME	FIRST NAME	DATE OF BIRTH	FFA Number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Appendix 4 – Social Media Guidelines



SOCIAL MEDIA GUIDELINES

Football thrives on the passion of its communities. Our game is fortunate to have so many voices ready to protect and promote the sport at all levels and in every corner. Social media provides the perfect platform to discuss, analyse, appreciate and question all facets of football.

Our hope is for Football Queensland's own social and digital media presence, in addition to our zones' social media channels, to reflect the positive, exciting, supportive and inclusive nature of the game.

We have developed several guidelines to ensure the Football Queensland social media channels – including Facebook, Twitter, Instagram and YouTube – and our zone social media channels match those principles.

With your help, we can keep the focus on the pitch by following these guidelines:

- No foul, offensive, aggressive, defamatory, discriminatory or otherwise inappropriate language
- No intimidation, harassment or bullying
- No publicising of private or confidential matters without consent
- No spam or off-topic links, comments or media

Comments that do not follow these guidelines will be deleted and, if repeated, may result in a ban from Football Queensland's social media accounts.

All registered members including players, coaches and referees are also responsible for upholding Football Federation Australia's [Code of Conduct](#) and [National Member Protection Policy](#), which includes a Social Media Policy.

If you would like to chat to us about anything in the social media sphere, please get in touch via email at media@footballqueensland.com.au

Appendix 5 – Anti-Discrimination and Harassment

TFL opposes all forms of harassment, discrimination and bullying.

Please refer to Football QLD website > Forms and Policies > Member Protection Policy > Page 6 > 5.3 for further details.

5.3 Anti-Discrimination and Harassment

FQ oppose all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying, based on personal characteristics such as those listed in the Dictionary at section 9 of this Policy, are against the law.

If any person feels they are being harassed or discriminated against by another person or organisation bound by this Policy, please refer to the Complaints Procedure outlined in Attachment D1 of this Policy. This will explain what to do about the behaviour and how FFA or FQ will deal with the problem.

Appendix 6 – Duties and Responsibilities of Ground Officials



Duties and Responsibilities of Ground Officials

Each home club is to supply at least one (1) Ground Official for the duration of the event – If you have more than one field, it is preferable to have (1) Ground Official per Field.

The Ground Official is always to be clearly visible wearing the fluorescent vests supplied and located near the field of play. Ground Officials are to be neatly attired and wearing fully enclosed shoes. Ground Officials must be at least 18 years of age.

Roles and responsibilities:

- Ground officials need the skills and confidence to deal with difficult situations.
- Ground Officials agree to be bound by all rules and to carry out their duties to a high standard.
- Ground Officials should be conversant with the:
National FFA Code of Conduct, Local TFL Competition Rules
- Where possible, ground officials should complete the free online training at www.playbytherules.net.au

- Give warnings and enforce compliance of codes of conduct with participants, spectators, club officials and coaches.
- Evict persons displaying inappropriate behaviour from venue if inappropriate behaviour continues after warning.
- Notify police in the event of criminal conduct. The involvement of police at venues should be a decision of the club committee in consultation with the Ground Official. This should be done when:
 - (a) it is believed that a person/s has committed a criminal act;
 - (b) a person's behaviour is uncontrollable, and they are a threat to other people; and/or
 - (c) a person refuses to leave the ground after being requested to do so by club officials for breaches under the Code of Conduct.
- Complete incident reports where necessary.

The duties of the Ground Official for matches are:

Before start of play and before each match

- (a) Make themselves known to the referee, the opposing club officials, teams, coaches, managers before each game.
- (b) Identify the location of the ambulance access and ensure that it is clear at all times.
- (c) Check suitability of playing conditions with the referee.

During the match

- (a) Communicate with match officials and ensure you are visible and available should the Referee require your services.

- (b) Give warnings and enforce compliance of Codes of Conduct and TRL Rules to all spectators and club members

At half time

- (a) Ensure the safety of referees and be available to escort them off and onto the field.

After the match

- (a) Ensure the safety of referees and be available to escort them off the field to their change room.
- (b) Complete incident report forms where necessary detailing incident. Ensure statements contain exact language, actions, etc to ensure appropriate action can be taken.

Situations that may arise

Dealing with Sport Rage - When sport rage incidents occur and temper flare, it can be very difficult to approach people. Here are some tips to help you deal with these tricky situations:

1. Receive other people's comments without interruption
2. Speak pleasantly – be aware of the tone of your voice and the type of language you use
3. Use non-aggressive body language and facial expressions (e.g. don't point your finger, don't stand with your hands on your hips)
4. Don't become emotionally involved
5. Be patient
6. Stay calm no matter what the person says or does
7. If the conflict turns physical, don't get involved – call the police immediately
8. Look for signs of the situation getting out of hand (e.g. tension growing on the sideline); and
9. Act early before it reaches melting point. Despite everyone's best intentions, sport rage incidents sometimes occur.

Reporting inappropriate behaviour – Responsibility of everyone. Behaviour that contravenes the codes of conduct should be reported to the ground official. Any person who is unsure who the ground official is should report the incident to a club committee member.

Approaching the offender – Responsibility of the ground official / club committee.
Only the ground official should approach the offender – this prevents the situation escalating.

Issuing warnings – Responsibility of the club committee / ground official. The first time a person breaches a code of conduct, they might be issued with a warning. The person may not be aware that their behaviour is unacceptable and should be notified of club rules. Hand them a copy of the TFL Code of Conduct for spectators.

Removing people from the field of play or venue – Responsibility of the ground official / club committee. The match official should communicate directly and immediately with the ground official to remove a person from the venue. If the club is able to control ground entry, it will be able to evict persons from the ground. Where attendance is not controlled, clubs can request offenders leave the venue, or otherwise can discipline the person for breach of the code of conduct.

Involving the police – Responsibility of the ground official / club committee. If you feel the behaviour of an individual constitutes a criminal act the police should be notified immediately by the ground official. While it is lawful for a club to detain a person, who has committed a criminal offence until the police arrive, it is recommended that this is only done as a last resort. Club officials can exercise reasonable force in detaining a person who has committed a criminal offence until the police arrive, but this should not be disproportionate to the conduct of the offender.



Ground Official Incident Report



Name and role of person completing this form:
Signature of person completing this form:
Date:

Incident

Date and time of incident:
Name/s of person/s involved in the incident and their clubs/associations:
Description of incident:

Witnesses (include contact details):

Reporting of the incident to club/association

Incident Reported to:	Date:
How (this form, in person, email, phone):	

Follow Up Action

Description of actions to be taken:

Please email this complete & signed form to: admin@fqsouthwest.com

Appendix 7

TFL Post COVID Competition 2021 - Team Sheet Procedure

Senior Competition

- Coaches/Managers complete and print a Team Sheet in the Sports TG Pre-game section and hand to the Referee prior to the game.
- Team sheet to list all players and Coaches/Managers taking part in the fixture.
- On completion of the game, ONLY the Match Referee fills in scores, RC's/YC's and fills in the Referees appointed to that game, using their own pen.
- Following the game, the team official proceeds to the designated table provided outside the Referees Room , checks the team sheet and takes a photo if required for their own use. There is NO NEED for Team Officials to sign the team sheet. They also inform the Match Referee who is B&F in seniors for their team and the Match Referee will indicate on the team sheet.
- Once both parties are satisfied all is correct, the Match Referee will place both team sheets into the supplied box for completed Team Sheets INSIDE the Referees Room.
- It is the HOST CLUB'S responsibility to collect ALL team sheets from the box and scan into the office to **Janelle** on admin@fqsouthwest.com by 10am Monday.
- **Janelle** then prints the team sheets and collates all the scores.