

2015 CLUB HANDBOOK



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This handbook is designed to provide you with quick answers to clubs' frequently asked match day questions, from security and referees to clash strips and ground conditions.

FFV recommends clubs issue a copy of this handbook to team managers to assist, regardless if they are home or away.

This handbook is issued as a guide only and **based on the 2015 FFV Rules of Competition**. Rules of Competition always take precedence. FFV will review and update this document yearly and welcomes feedback from anyone involved in the match day delivery of football.

Please send feedback to feedback@ffv.org.au with "*Club Handbook*" in the subject line.

VICTORIA

Find us on









Fixture and Venue Information	4
Unsafe Pitch Conditions	4
Playing at a Neutral Ground	4
Playing Attire	5
Match Ball Requirements	6
Stretchers & First Aid Requirements	6
Player Identification Cards	6
No Official Referee	7
Match Records	7
THE MATCH	
Delayed Kick-off / Shortened Halves	10
Field of Play	10
Abandoned/Postponed Match	11
Ground Marshals	11
POST GAME	
Completing a Match Record	12
Disputed Results	12
Entering Results on <i>Fox Sports Pulse</i> & Login Issues	12
PLAYER ELIGIBILITY 🌅	
Ineligible Player	13
Player Dispensation	13
Red & Yellow Card Suspensions	14
Summary of Player Restrictions	15
	16
INJURY MANAGEMENT	10
PLAYING FORMATS	18
REFEREE FEE SCHEDULE	21





Fixture and Venue Information

I have been told a different time/venue for my fixture to Fox Sports Pulse.

• Always refer to fixtures displayed on the FFV website (www.ffv.org.au) as they are the most current and correct fixtures.

Unsafe Playing Conditions

We have turned up to our fixture and the ground is not safe in our opinion (no 3m runoffs, poorly constructed goals, etc), should we still play?

- If a referee is appointed, bring your concerns to the attention of the referee who can address them with the home club.
- If the referee cannot solve the problem, or none is appointed, address the issue with the home club.
- We encourage clubs to play when possible however, if this is not possible please document pitch conditions with photos and report to FFV Competitions immediately.
- FFV Competitions will investigate any issues submitted. Any team deemed to have not participated in a fixture without a valid reason, will have as a minimum a 3-0 result recorded against them.

Playing at a Neutral Ground

We are the home team but playing at a neutral ground. What responsibilities do we have (eg. balls, first aid and equipment)?

- It is the first named team's responsibility to ensure their venue (home or neutral) has all the correct equipment including balls, stretchers, first aid etc.
- FFV Competitions can provide equipment information for matches appointed to neutral venues.







Playing Attire

The opposition team has arrived in a strip that clashes with ours, what happens next?

• It is the away team's responsibility to provide an alternative strip that the referee deems does not clash with the opposition.

	MSL	WSL	Juniors	Metro & Masters
Shirt	No Clash Allowed	No Clash Allowed	No Clash Allowed	No Clash Allowed
Shorts	Clash Allowed	Clash Allowed	Clash Allowed	Clash Allowed
Socks	No Clash Allowed	No Clash Allowed	Clash Allowed	Clash Allowed

- The away team will be deemed to have forfeited the fixture if they cannot provide an alternative strip within 15 minutes of the kick off, provided the home team is wearing their nominated home kit colours as stated in the 2015 FFV Strip Report.
- Where there is a dispute over playing strips, FFV will investigate the matter.

What jewellery can a player wear on the field?

- NONE. Using tape to cover jewellery is not acceptable.
- The FIFA Laws of the Game state that a player who has been required to leave the field of play because of an infringement of this Law and who re-enters the field of play without the referee's permission must be cautioned.

What visible undergarments and headwear can a player wear during a match?

Goalkeepers: Are permitted to wear peaked caps and tracksuit / jogging pants. Hair Ties: Material hair ties and non-metallic bobby pins are permissible. Head Bands / Sweat Bands: wearing cloth head and wrist sweat bands is permissible. Hijabs/Kippahs: Must be black or the same colour as the main colour of the player's shirt (players of same team must wear same colour) and doesn't create a danger to the wearer or any other player. Referees CANNOT check the affixing or touch the garment . Undergarments: Undergarments must not show political, religious, personal slogans, statements or images, or advertising other than the manufacturer logo. Undershorts and lower body garments MUST be the same colour as the player's shorts. "Bandage / Skin" coloured shorts are NOT permitted. Long sleeved Undershirts MUST be the same main colour as the player's sleeve.







Match Ball Requirements

How many match balls are required and who provides them?

- The Home Club shall provide the appointed Match Official with three (3) match balls of the appropriate size for that age group;
 - Under 13's and below Size 4
 - Under 14's and above Size 5
- Clubs must use a licensed match ball from an FFV licensed ball manufacturer;



For ball purchases, FFV recommends contacting Gerrard Woods (Sportsmart) on 0402 407 301

The home club has not provided the required number of match balls, what do we do?

- As long as one ball is provided the match should go ahead.
- The referee **MUST** provide a report of any incident to FFV.

Stretchers & First Aid

There is no stretcher and / or first aid kit at the ground, what do we do?

- The home club must allocate one (1) stretcher suitable for first-aid/emergency use
- Inform the referee if there is no stretcher and he/she will submit a report to FFV.
- If there is no referee, please report to FFV.
- The match **MUST** still be played.

Player Identification Cards

The opposition junior teams do not have ID cards, what do we do?

- FFV has a strict **NO CARD, NO PLAY** policy **for all junior competitions.** Player ID cards are not required in MiniRoos or senior competition fixtures.
- If any player does not have an ID card, they are not permitted to play.







No Official Referee

No official FFV referee has arrived at our game, what now?

- The next most senior Match Official will take charge of the fixture.
- If no registered Match Official is present to act as the 'Replacement' 10 minutes prior to the fixture, both clubs should agree on a replacement.
- If, by the scheduled kick off time, no agreement on a 'Replacement' referee can be reached, the Home Club must appoint a person to act as Match Official for the fix-ture.
- If any match does not kick off within 15 minutes of the scheduled kick off time due to the absence of a Match Official, the home team will forfeit the fixture.
- All Clubs must fulfil all fixtures, regardless of whether a Match Official is present to take charge. Failure to do so may result in disciplinary action.

Match Records

A player does not know their FFA ID number, can we still list them on the Match Record?

- No. All players in all competitions (except MiniRoos) must have their first & last name and FFA ID number. Failure to do so may result in disciplinary action by FFV.
- For juniors all player details can be found on the player's ID card.

When do Match Records need to be submitted to the referee?

- In WPL matches, records must be submitted 60 minutes prior to kick off.
- In all other competitions they must be submitted at least 30 minutes prior to kick off.

Are the first 11 players on the match record the starting 11 when subs are involved?

• Yes. If there is any change to this, notify the referee prior to kick off.





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Bankingonfootball.com



FREE MEAL VOUCHERS FOR CLUB PLAYERS

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DIPLOMA OF FOOTBALL FOR CLUB PLAYERS

The nationally accredited Diploma of Sports Development for Football is a full-time applied based curriculum model currently where students train and study at the same time. **FC11.com.au**



SECURITY FOR YOUR CLUB MATCHES

Blue Thunder Security is an experienced and reliable provider of crowd controllers. **bluethundersecurity.com**









Match Attax, the world's most successful football trading card game is back for its eagerly awaited seventh successive season. **matchattax.com.au**

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Delayed Kick-Off / Shortened Halves

We have arrived at the ground to find out our match has been delayed for more than 15 minutes, what do we do?

- FFV aim to ensure as many matches get played as possible so if you can wait and play the match, do so.
- If the match does not go ahead because of a delay it will be treated as a postponed match and investigated.

It's 5 minutes before kick-off and the opposition team has not arrived. What should we do?

- If you have the contact details for your opposition, attempt to contact them.
- Teams have up to 15 minutes after the scheduled kick-off time before the match is deemed to be forfeited.
- The team present must still sign the match record.
- The Match Official will report the incident and FFV will investigate.
- If no Match Official is present, contact the <u>FFV Competitions Weekend Line (0478</u> <u>456 777)</u>

The Match Official has shortened each of the playing halves. Can they do this?

- The Match Official may cut short any Match if, in their opinion, playing conditions compromise player safety (eg. insufficient lighting).
- Any changes must be made prior to kick off through consultation with the coaches of each participating team.

Field of Play

How many people can sit on the team bench/technical area?

- A maximum of 9 (a maximum of 5 subs and a maximum of 4 staff).
- All nine (9) people must be on the Match Record as either a player or staff.
- Only **ONE** person is permitted to be standing in the technical area during a match.







Who is permitted to be in the field of play?

- Only 11 players from each competing team can be on the field at the one time.
- No parents or coaches can enter the field without the referee's consent.

Abandoned/Postponed Match

Our match was postponed, what now?

- The club should contact the <u>FFV Competition Weekend Line</u> (0478 456 777) or email competitions@ffv.org.au as soon as possible to notify of the match postponement.
 FFV will then reschedule the fixture if required.
- The match official is entitled to 50% of their match fee in these circumstances.

Our match was abandoned, what now?

- If 80 per cent or more of *Normal Time* has been played, the score at the time of abandonment will stand.
- If abandoned prior to 80 per cent of *Normal Time*, the Match will be replayed **in full** at a time and venue determined by FFV or as per the 2015 *Rules of Competition*.
- Match Officials are entitled to receive 100% of their normal Match fee.
- The club should contact the **FFV Competition Weekend Line** (0478 456 777) and submit a report to competitions@ffv.org.au as soon as possible to assist in any decision made on the fixture.

Ground Marshals

How many ground marshals does each team need to provide?

League	Minimum Ground Marshals
Men's State League 1, 2 & 3	2 per team (4 in total)
Men's State League 4 & 5	1 per team (2 in total)
Women's Premier League	2 per team (4 in total)
Women's State League	1 per team (2 in total)
All Other Competitions (incl. Reserves)	1 per team (2 in total)







Completing a Match Record/Disputed Results

We had no official referee present. What do we do with the Match Records?

- Ensure each team's Match Record is signed by both team managers
- Seniors email them to <u>results@ffv.org.au</u> or fax them to 9474 1899.
- Juniors are not required to be sent to FFV but teams should keep copies in the event a match dispute arises.

We disagree with a detail recorded on the Match Record. What can we do?

- Circle the detail (card, goal or a player eligibility) and initial next to it prior to signing the match record to ensure all parties are aware.
- Email <u>competitions@ffv.org.au</u> with a copy of the match record for investigation.
- Clubs are always required to sign the match record after every match.

Entering Results on Fox Sports Pulse / Login Issues

By what time do match results need to be entered?

- As soon as possible is best practice!
- *State League 1, 2, 3, 4 & 5 and Metropolitan Leagues* To be submitted online by the Home Club no more than 90 minutes following the conclusion of the match.
- Junior Leagues Sunday fixtures before 3.30pm must be submitted online by the Home Club by 6.00pm that day. Non-weekend matches and matches that kick off after 3.30pm on a Sunday, the Home Club must enter the results by 9.00am on the day following the Match.

What details do I need to enter in Fox Sports Pulse (minimum requirement)?

- Men's / Women's State League full time score, half time score & goal scorers.
- Metropolitan, Masters & Juniors full time score only.

I cannot log in to Fox Sports Pulse. What should I do?

• Contact FFV Competitions Weekend Line (0478 456 777) or email FFV Competitions.







Ineligible Player

We believe the opposition has fielded, or is fielding, an ineligible player (over-age, suspended, too many matches in a higher league, etc). What should we do?

- Raise the query with the Match Official who can check player ID cards if it is a junior competition fixture.
- The referee CANNOT stop a suspected ineligible player from participating.
- The referee **MUST** report the query being brought to their attention by the opposition club as an *Incident Report*.
- If the suspected player participates in the fixture, the opposition team must still play the fixture or it will be considered to have failed to complete a FFV competition fixture and therefore be subject to disciplinary action.
- At the conclusion of the fixture, circle the player who you have concerns about and sign the Match Record. Forward a copy of the opposition's Match Record to FFV via email at <u>competitions@ffv.org.au</u> and FFV will investigate the matter.

Player Dispensation

The opposition say they have dispensation for an older player to play down, do they need permission for this?

- Yes.
- The team must carry a letter with them on match day and must be able to show the letter to the match official upon request.
- These players still need an ID card as per normal.

Under what circumstances are Player Dispensations granted?

- A player is in their first year of being registered with FFA or FFV (ie. First year player).
- The player is not capable of competing in their rightful age group based on sufficient medical evidence.







Red & Yellow Card Suspensions

Our player received a red card last week but has not been notified of their suspension officially. Can they play?

- No. If a player is red carded they automatically miss their next fixture no matter what the charge is.
- If you are unsure please contact the <u>FFV Weekend Competitions Line (0478 456</u> <u>777)</u> or email <u>discipline@ffv.org.au</u>.

Our player has received their 5th/10th/15th yellow card of the season but has not been notified of their suspension officially, can they play?

- Yes. With accumulated yellow card suspensions, the suspension starts when the club has been notified and it has been displayed on the FFV website.
- If you believe your player has received their 5th/10th/15th yellow card but has not been notified, please contact FFV at <u>discipline@ffv.org.au</u>

What are the Red and Yellow Card codes the referee uses on the Match Record?

- R1—Serious foul play
- R2—Violent conduct
- R3—Spitting
- R4—Denial of a clear goal scoring opportunity by deliberately handling the ball
- R5—Denial of a clear goal scoring opportunity by an offence punishable by a free kick
- R6—Uses offensive, insulting or abusive language and/or gestures
- R7—Second caution in the same match
- Y1—Unsporting Behaviour
- Y2—Dissent by word or action
- Y3—Persistently infringes the Laws of the Game
- Y4—Delays the restart or play (Time wasting)
- Y5—Fails to respect required distance for throw ins, free kicks or corners
- Y6-Enters or re-enters the field of play without Match Official's permission
- Y7—Deliberatly leaves the field of play without the Match Officials permission







Summary of Player Restrictions

Junior Competition restrictions (Under 12s to Under 20s)

- If the player has played 5 games for an 'A' team, they will be team-tied and not permitted to play for a different 'A' team for the same club in the same age group.
- If the player has played 5 games in a higher division, they cannot drop down to a lower division in that same age group.

Metropolitan League & Metropolitan Masters restrictions

- Only two players from their club's most recent Men's State League (Seniors & Reserves) fixture are eligible to play.
- If a player is younger than 15 years old*, they cannot play in the Metropolitan League unless they have written FFV approval.
- If a player is younger than 35 years old*, they cannot play in the Metropolitan Masters competition.

Women's State League restrictions

- If a player is younger than 15 years old*, they cannot play in Women's State League unless they have written FFV approval.
- If a player has played 6 games in her club's higher division Team, she is ineligible to play in her club's lower division Team for the rest of the season.
- If a Club has two or more Teams in the same division (eg Women's State League 3), players are team-tied from the 6th round as per team lists that are to be sent to FFV.

Men's State League restrictions

• A player younger than 15 years* cannot play in Men's State League without written FFV approval.

* Age as at 1 January, 2015





<u>Soft Tissue Injuries - Prevention and</u> <u>Management</u>



Some of the world's most promising footballers have been blighted by soft tissue injuries, but many teams

don't take the necessary steps to do all they can to prevent them.

FFV's chief medical officer Dr Andrew Jowett has treated Socceroos, Melbourne Victory players and community players all the way down to the grassroots levels of the game.

Soft tissue injuries are among the most devastating injuries footballers can suffer. In particular, a tear of the anterior cruciate ligament (ACL) is one that some footballers may never recover from; the long term effects on your knee can be quite significant. Most evidence suggests a good warm-up program can prevent injuries.

The FIFA 11+ program is a set of exercises created to reduce injuries. The program was developed by a group of international experts, and its effectiveness has been proven in a scientific study. Teams that performed the FIFA 11+ at least twice a week, had 30 per cent to 50 per cent fewer injured players.

It's designed to focus on body positioning, awareness, and control, trying to teach you not to get into vulnerable positions where you're likely to pick up an injury. The FIFA 11+ program teaches you how to use you body correctly and you may need to re-learn basic skills such as how to jump, and how to land with your knee outside your hips, learn to change direction properly and how to balance. There are even studies that show the teams that use the FIFA 11+ program have improved performance.

Injury Management

What should we do if there is a significant injury or emergency?

- In first instance, only trained first aid personal should attend to an injured player.
- In an emergency, call 000.
- FFV encourages clubs to have an **Emergency Management Plan** including the location of the nearest hospital, doctor, ambulance access point, defibrillator and first aid equipment. This should also include a list of trained first aid club officials.
- For insurance claims, go to www.gowgatessport.com.au/football/





VICTORIA WY GAME IS FAIR PLAY FIFA	IF/	4 11	+	F-MARC POTIBALI FOR HEALTH FIFA
PART 1 RUNNING EXERCISES · 8 MI	NUTES			
1 RUNNING STRAIGHT AHEAD	2 ******	RUNNING HIP OUT	3	RUNNING HIP IN
4 RUNNING CIRCLING PARTNER	5	RUNNING SHOULDER CONTACT	6	RUNNING QUICK FORWARDS & BACKWARDS
PART 2 STRENGTH · PLYOMETRICS) MINUTES		VEL 3
7 THE BENCH STATIC	7	THE BENCH ALTERNATE LEGS	7	THE BENCH ONE LEG LIFT AND HOLD
8 SIDEWAYS BENCH STATIC	8	SIDEWAYS BENCH RAISE & LOWER HIP	8	SIDEWAYS BENCH WITH LEG LIFT
9 HAMSTRINGS BEGINNER	9 2 2	HAMSTRINGS INTERMEDIATE	9	HAMSTRINGS ADVANCED
10 SINGLE-LEG STANCE HOLD THE BALL	10	SINGLE-LEG STANCE THROWING BALL WITH PARTNER	10	SINGLE-LEG STANCE TEST YOUR PARTNER
11 SQUATS WITH TOE RAISE	11	SQUATS WALKING LUNGES	11	SQUATS ONE-LEG SQUATS
12 JUMPING VERTICAL JUMPS	12	Jumping Lateral Jumps	12	JUMPING Box Jumps
PART 3 RUNNING EXERCISES • 2 Mil	NUTES			
13 RUNNING ACROSS THE PITCH	14	RUNNING BOUNDING	15	RUNNING Plant & Cut

Familiarise yourself with the FIFA11+ program at **bit.ly/FIFA11plus**







	Under 10's & 11's	Under 8's & 9's	Under 7's
Numbers	9 v 9	7 v 7	4 v 4
	1/2 Full Size Pitch	¼ Full Size Pitch	
Field Size	Min: 60m x 40m Max: 70m x 50m	Min: 40m x 30m Max: 50m x 30m	30m x 20m
Field Markings	Markers or line markings	Markers or line markings	Markers or line markings
Penalty Area	5m depth x 12m width	5m depth x 12m width	Nil
Goal Size	Width: 4.5m - 5m Height: 1.8 - 2m	Width: 2.5m - 3m Height: 1.8m - 2m	Width: 1.5m - 2m Height: 0.9m - 1m
Goal Type	Goals, Poles or Markers	Goals, Poles or Markers	Goals, Poles or Markers
Ball Size	Size 4	Size 3	Size 3
Goalkeeper	Yes	Yes	No
Playing Time	2 x 25 minutes	2 x 20 minutes	2 x 15 minutes
Half Time Break	5 minutes	5 minutes	5 minutes
Referee	Instructing Referee	Instructing Referee	Instructing Referee
Points Table	No	No	No
Offside	No	No	No

For more information on MiniRoos visit www.miniroos.com.au





BOYS PLAYING FORMAT

	Under 12's & 13's	Under 14's	Under 15's	
Born on/after	12's: 1 st January 2003 13's: 1 st January 2002	1 st January 2001	1 st January 2000	
Player ID cards	Yes - No Card, No Play	Yes - No Card, No Play	Yes - No Card, No Play	
Ball Size	Size 4	Size 5	Size 5	
Kick-off Time	U12's: 10:10 am U13's: 11:20 am	12:30 pm	1:45 pm	
Playing Time	2 x 25 minutes	2 x 30 minutes	2 x 35 minutes	
Half Time Break	Min: 5 minutes Max: 15 minutes	Min: 5 minutes Max: 15 minutes	Min: 5 minutes Max: 15 minutes	
Offside	Yes	Yes	Yes	
Substitutes	Interchange	Interchange	Interchange	

11

	Under 16's	Under 17's	Under 18's & 20's	
Born on/after	1 st January 1999	1 st January 1998	1 st January 1997 1 st January 1995	
Player ID cards	Yes - No Card, No Play	Yes - No Card, No Play	Yes - No Card, No Play	
Ball Size	Size 5	Size 5	Size 5	
Kick-off Time	3:15 pm	Flexible	Flexible	
Playing Time	2 x 40 minutes	2 x 40 minutes	2 x 45 minutes	
Half Time Break	Min: 5 minutes Max: 15 minutes	Min: 5 minutes Max: 15 minutes	Min: 5 minutes Max: 15 minutes	
Offside	Yes	Yes	Yes	
Substitutes	Interchange	Interchange	Interchange	





GIRLS PLAYING FORMAT

	Under 12's	Under 13 - 14's	Under 15 - 16's
Born on/after	1 st January 2003	1 st January 2001	1 st January 1999
Player ID cards	Yes - No Card, No Play	Yes - No Card, No Play	Yes - No Card, No Play
Ball Size	Size 4	Size 4 or 5	Size 5
Kick-off Time	Flexible	Flexible	Flexible
Playing Time	2 x 25 minutes	2 x 30 minutes	2 x 40 minutes
Half Time Break	Min: 5 minutes Max: 15 minutes	Min: 5 minutes Max: 15 minutes	Min: 5 minutes Max: 15 minutes
Offside	Yes	Yes	Yes
Substitutes	Interchange	Interchange	Interchange

	Under 18's
Born on/after	1 st January 1997
Player ID cards	Yes - No Card, No Play
Ball Size	Size 5
Kick-off Time	Flexible
Playing Time	2 x 45 minutes
Half Time Break	Min: 5 minutes Max: 15 minutes
Offside	Yes
Substitutes	Interchange





REFEREE FEE SCHEDULE

	Referee	AR1	AR2	Reserve Referee	Reserve AR1	Reserve AR2
Men's State League 1, 2	\$150	\$75	\$75	\$75	\$37.50	\$37.50
Men State League 3	\$130	\$65	\$65	\$65	\$37.50	\$37.50
Men State League 4,5	\$120	\$65	\$65	\$65	\$37.50	\$37.50
Women's Premier League	\$150	\$75	\$75	\$75	\$37.50	\$37.50
Women's State League 1	\$120	\$65	\$65	\$65	\$37.50	\$37.50
Women's State League 2,3,4	\$80	\$40	\$40			
Men's Metropolitan/ Masters League	\$75	\$37.50	\$37.50			
Junior U20	\$75	\$37.50	\$37.50			
Junior U18	\$75	\$37.50	\$37.50			
Junior U16/17's	\$50	\$25	\$25			
Junior U14/15's	\$45	\$25	\$25			
Junior U12/13's	\$40	\$20	\$20			
Junior U11/SSF	\$20	-	-			

Please Note - An additional travel allowance fee is payable for FFV Senior appointments involving travel from the metropolitan area TO (or FROM the regional area to the metropolitan area) for the following locations;

Geelong - \$30

Gippsland - \$50

Ballarat - \$50

Bendigo - \$50

Shepparton - \$90









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