



Club/Coach Handbook



This handbook is designed to assist with frequently asked match day questions, from security and referees to clash strips and ground conditions.

BDSA recommends Clubs issue a copy of this handbook to team managers to assist them throughout the season, regardless if they are home or away.

This handbook is issued as a guide only and is **based on the 2024 BDSA Rules of Competition and Regulations**. Rules of Competition and Regulations always take precedence.

Key Competitions Contacts (please check with your Club first)

BDSA Competitions

Howard Wilson: tribunal@footballballarat.com.au

Herman Bogers: president@footballballarat.com.au

BDSA Discipline

Howard Wilson: tribunal@FootballBallarat.com.au

BDSA Registrations

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Find Us On

Web: www.FootballBallarat.com.au



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PREGAME

Fixture and Venue Information

- Always refer to fixtures displayed on the BDSA website (<http://www.footballballarat.com.au>) for the correct fixtures.

Unsafe Playing Conditions

We have turned up to our fixture and in our opinion, the ground is not safe (no 3m runoffs, poorly constructed goals, ground is flooded etc.) what do we do next?

- Raise your concerns to the appointed referee who can address them with the home club prior to kick off.
- If the referee cannot solve the problem, or none is appointed, address the issue with the home club prior to kick off.
- We encourage clubs and referees to play when possible, however if conditions are unsafe, please provide photo evidence of playing conditions and report to BDSA
- BDSA will investigate any issues submitted.

Playing at a Neutral Ground

We are the home team but playing at a neutral ground. What responsibilities do we have (e.g. 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.
- If you are unsure about equipment availability at a neutral venue, contact BDSA at least three (3) business days prior to the fixture.

Playing Attire - Competitive

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

- The referee and teams are to make every attempt to have the fixture take place.
- It is the away team's responsibility to provide an alternative strip that the referee deems does not clash with the opposition or referees.

	Open	Women	JUNIORS	35+
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	No Clash allowed	CLASH ALLOWED

- The away team will be deemed to have forfeited the fixture if they cannot resolve within 15 minutes of the kick off, provided the home team is wearing their nominated home kit colours as stated in the 2024 BDSA Strip Report.
- Where there is a dispute over playing strips, BDSA will investigate the matter.

What visible attire can a player wear during a match?

ITEM	COMMENTS
GOALKEEPERS	Permitted to wear peaked caps and tracksuit/jogging pants. Team Colours
JEWELLERY	NOT PERMITTED and must be removed —Using tape to cover jewelry is not acceptable.
HAIR TIES	Material only, non—metallic bobby pins.
EYEWEAR	Spectacles that are specifically designed as per regulations.
HIJABS/KIPPAHS	Must be black or same as main colour of shirt (players of same team must wear same colour). Must not create danger to wearer or other players. Referees CANNOT check the affixing or touch the garment.
UNDERGARMENTS	Must not show political, religious, personal slogans, statements or images or advertising other than manufacturers logo.
UNDER SHORTS	Must be same colour as players' shorts/shorts trim. Bandage colour shorts are NOT permitted.
UNDERSHIRTS	Must be same as the main colour of the players' sleeve.
UNDER SOCKS	Must be same colour as the playing socks.



PREGAME

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 as stipulated in the Playing Formats section on pages 24-26 of this document.

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 regarding match balls to BDSA.

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 per pitch and one (1) First Aid Kit per pitch.
- Inform the referee if there is no stretcher and he/she will submit a report to BDSA.
- If there is no referee, the clubs must submit a report to BDSA.
- The match **MUST** still be played.

Ground Official

The Referee won't start the game as there is no Ground official, what do we do?

- Each "Home" Club will provide a minimum of one (1) and preferably two (2) responsible Ground Officials or ALL competitive matches dressed in clearly identifiable attire.
- The minimum age (for ground officials) will be 16 years and the official shall not be younger than the age division of the game being played.
- All Ground Officials must identify themselves to the appointed referee prior to Kick-Off.
- Ground Officials are to be visible at all times and are to provide an escort to the referees at Commencement, Half Time and Full Time.

No Official Referee

No official FV 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 10 minutes prior to the fixture, both clubs will have the opportunity to agree on a replacement.
- The home club must appoint a referee if no agreement is reached by kick-off time
- A replacement referee can be a parent or club official that knows the relevant Rules and Laws of the Game, for further information go to pg 16-17 for Club Referee Guide.
- BDSA recommends that club volunteer referees have a Working with Children Check (WWCC) and to always have someone with a WWCC on hand at home games.
- 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 fulfill 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 FA ID number, can we still list them on the Match Record?

- All players in all competitions must have their first & last name and FA ID number. Failure to do so may result in disciplinary action by BDSA.

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

- For all competitions they must be submitted NOT less than 15 minutes prior to kick off.
- If a mistake is made after submission, immediately raise this to the match official to rectify. Do not make an amendment without notifying the referee.

What details need to be completed on the match record?

- Match details (Date, League Name, Round No., Home vs. Away Team, players of and Venue)
- Player (Shirt No., Surname, Given Name, FA ID Registration No.) and Team Officials
- At the completion of the fixture complete the Match Results (Half Time and Full Time Results) and ensure it is signed by both teams and the referee.

Substitutes

All Divisions may nominate UP TO five (5) substitutes in any given fixture with any or all being used in an interchange capacity.

All Interchanges Players and coaching staff must be within the Technical Area during the match. Substitutes are permitted to warm up outside of the Technical Area, provided they are wearing an alternative-coloured strip to the game in progress.

When warming up, substitutes are requested to choose an area furthest from the opposing team



THE MATCH

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?

- BDSA aim to ensure as many matches get played 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 to be ready 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 BDSA will investigate.

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 (e.g. insufficient lighting), or if there will be a time impact on the following fixtures at that venue.
- Any changes must be made prior to kick off through consultation with the coaches and captains of each participating team.

Field of Play

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

- A maximum of nine (9) (a maximum of five (5) subs and a maximum of four (4) staff).
- All nine (9) people must be on the Match Record as either a player or staff.
- Only **ONE (1)** person is permitted to be standing in the technical area during a match.

Abandoned/Postponed Match

Our match was postponed, what now?

- The club should contact the BDSA and submit a Post-Match report as soon as possible to notify of the match postponement. BDSA will then reschedule the fixture if required.

Our match was abandoned, what now?

- The club should contact the BDSA and submit a Post-Match report as soon as possible to assist in any decision made on the fixture. If your match is abandoned, BDSA will investigate.
- If 75 % or more of *Normal Time* has been played, the score at the time of abandonment may stand.
- If abandoned prior to 75 % of Normal Time, the Match will be investigated, and an outcome will be determined by BDSA.
- Match Officials are entitled to receive 100% of their normal Match fee.
- The club should contact the BDSA and submit a report to tribunal@FootballBallarat.com.au as soon as possible to assist in any decision made on the fixture.



POST GAME

Completing a Match Record/Disputed Results

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

- Ensure each team's Sheet (Match Record) is completed and signed by both team managers
- Scan and Forward both Match records/Team sheets to the BDSA: admin@FootballBallarat.com.au and enter the results into Match Day
- Recommend that both team Managers scan both Team sheets for their records
- Note 3,2,1 Best and Fairest Players on the Team sheet (Name, Club, Playing number, FA Number)

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

- Alert the Match Official of the disagreement immediately and ensure the fixture is played
- 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.
- Submit a written report to the BDSA with a copy of the match record for investigation within 24 hrs of the fixture.
- Clubs are always required to sign the match record after every match.

Entering Results on GameDay / Login Issues

By what time do match results need to be entered?

- Referees will submit game day results. However, if you do not have an official and the Club has provided a match official you will need to enter the results on GameDay before 11.00pm on game day.

What details do I need to enter in Game Day (minimum requirement)?

- Full time score, half time score, player lists, Player Numbers & goal scorers and any cards issued.

I cannot log into my Game Day. What should I do?

- Talk to your club administrator to ensure you have access.

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 eligibility with the Coach.
- 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 they will be considered to have failed to complete a BDSA competition fixture and therefore be subject to disciplinary action.

Submitting a Request for a Match Investigation

- At the conclusion of the fixture, circle the player who you have concerns about and sign the Match Record.
- Player ineligibility will only be investigated by BDSA if a report is submitted within 24hrs of the fixture. The opposition club must forward a copy of the signed Match Record with the player circled and any other relevant information to BDSA to Investigate.

National and State League Players

This Clause applies to Clubs with Teams in the National Premier League, Victorian State League and the Ballarat & District Soccer Association

- NPL and State League registered players will be ineligible to play in the BDSA.



PLAYER ELIGIBILITY

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 written approval from BDSA with them on match day and must be able to show the letter to the match official upon request.

The opposition say they have dispensation for an older player to play down, what happens if they are unable to show the letter to the match official upon request?

- The referee CANNOT stop a player with dispensation from participating in the fixture if they are unable produce a dispensation letter.
- The referee and opposition team must submit a request for a match investigation to confirm if the player has been granted dispensation to play by BDSA or not. This must follow the process as outlined on Page 11 for an ineligible player.

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 has been shown a Red Card, they automatically miss their next fixture no matter what the charge is.
- If you are unsure, please contact Investigation and Discipline
- **Phone:** 0438 123 218
- **Email:** tribunal@FootballBallarat.com.au

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

- The suspension register on GameDay is always the first point of notification.
- With accumulated yellow card suspensions (across multiple teams if applicable), the suspension starts when the club has been notified and/or it has been published on Sports TG.
- If you believe your player has received their 5th yellow card but has not been notified, please contact Investigation and Discipline
- Phone: 0438 123 218
- Email: tribunal@FootballBallarat.com.au

For more information on Discipline Procedures & Handbook, the Grievance, Discipline and Tribunal By-Laws and Suspensions, please visit the BDSA Website: <http://www.FootballBallarat.com.au/>



PLAYER ELIGIBILITY

Summary of Player Restrictions

Senior Players

- Senior Division 1 – played the required number of games in any level of the competition, excluding where a club has two teams entered in Senior Div 1. In which case they must have played the 7 games for the team that made the final as per 6.15.3.A
- Senior Division 2, 3, etc., played the required number of games in the team that is contesting the finals.



Match Day Checklist

PREGAME

Match Records

- Ensure that both teams have submitted their Match Record correctly. The Referee keeps the copy and enters the results into Sports TG. Clubs can take a copy of the oppositions team sheet.

Equipment Checklist

- Stopwatch / wrist watch, whistle, cards, flags, notebook, pen and coin.

Uniform

- Vest, no club logos, shorts, socks and boots to be comfortable

Warm Up

- To avoid injury ensure that you allow enough time to complete the pregame match information and also complete a warm up and stretch. You can inspect the pitch at the same time as you warm up.

THE MATCH

Assistant Referees

- Request an assistant referee from each team—thank them for volunteering and confirm your expectations of them.

Coin Toss

- Complete the coin toss and commence the match
- Write down any goal scorers, yellow cards and red cards in your notebook
- In MSL Fixtures also record the substitutions in your note book.

POST GAME

Match Records

- Complete the half time and full time scores, yellow/red cards, goal scorers and sign the match record. A team official from each team must also sign the match record.
- Match Records must be emailed to admin@ballaratsoccer.com.au and the results entered into Sports TG by 11.00pm on game day

If an incident occurred during the fixture—follow the process outlined on page 17.



CLUB REFEREE GUIDE

Misconduct Reports

Submit when a referee has issued a red card to a player It should include:

- Home vs. Away team, League name, venue and date
- Players name, Number, FFA Number and Team
- A factual description of the incident— Keep it brief and accurate
- Submit a report to the BDSA using the incident report form at the back of this book and Email to:

tribunal@FootballBallarat.com.au

Incident Reports

Submit when a referee needs to report any incidents that occurred before, during or after the game, including:

- Player Eligibility;
- Coach/Team official/Player/Referee/Spectator abuse
- Game abandonment for any reason including: spectator invasion, weather, injury (club to advise Ref if significant injury so that an incident report can be submitted for insurance purposes).
- A player refusing to leave the pitch after being sent off
- Mass confrontation/Melee; a club official or coach entering the field of play
- An unplayable pitch.

Misconduct and Incident Reports must be sent within 48 Hours of the fixture to

tribunal@FootballBallarat.com.au

Managing Conflict

Be proactive to avoid any potential problems later in the game. For example:

- Quiet Word—given on the run e.g “take it easy/good tackle, but be careful”
- Public Warning—use your whistle when the ball is out of play, call the player over to you and let them know this is their final warning
- Yellow Card—show the player a yellow card
- Red Card—show the player a red card

Mass Confrontation/Melee

1. Use your whistle and voice to separate players—do not touch the players
2. Deal with any injury, and remember where to restart the game
3. Deal with the original offence
4. Deal with the player who became involved
5. Call both captains in and remind them of the conduct that is expected
6. Restart Play



Injury Management

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

- In an emergency, call 000.
- In first instance, only trained first aid personal should attend to an injured player/supporter.
- FV 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.gowgatesport.com.au/football/

CPR11 Safe Sport

CPR11 can be downloaded as an app on iPhone and Android.

Head Concussion

Refer FV Guidelines on the BDSA Webpage



UNDER 12 9V9 FORMAT COM

Introduction

In 2019 Football Victoria will join other member federations in Australia by implementing the 9v9 format in the Under 12s competition. This decision has been made to provide the best learning environment for young players so each individual can realise their full potential.

9-a side in Under 12's allows players to be challenged technically as well as physically through multiple repeated actions in smaller areas. It also aims to set realistic expectations that meet the needs of young footballers, rather than senior players. It focuses on the development of a player rather than the result of the match.

The playing format for Under 12 leagues is as follows:

Numbers	9 v 9 Including Goalkeeper. Max of 5 substitutes
Field Size	Length: 60 - 70m Width: 40 - 50m
Goal Size and Type	Height: 2m Width: 5m Permanent or portable goal must be compliant with the Australian Competition and Consumer Commission's Consumer Notice No.28 of 2010
Field Marking	Cones, Markers or Painted Lines are allowed
Penalty Area	Depth: 10m Width: 20m Penalty Spot 8m from goal line
Duration of Game	2 x 25 minute halves
Half Time	5 minutes
Referee	FV Appointed Green Shirt Referees
Linesman/AR	Club appointed Assistant Referees
Interchange	Maximum 5 Players
Ball Size	4

Competition Rules

Under 12 competition is played under FIFA Laws of the Game with modified rules to assist players in their development and also refine the transition to 11v11 football, these include:

Field Markings: All field markings as required for a full-size pitch, including the penalty area, are required for Under 12 matches. Field markings can be marked with paint, or flat markers. Painted lines must be a **different** colour to any existing line markings used for the full-size pitch.



Offside rule: The offside rule will be included in the Under 12 competition as it is an integral rule to the game of football. 9v9 on the recommended size pitch will help players learn the rule as there is no longer as much space between the halfway line and the opposition goals.

Penalties: In accordance with FIFA LOTG, a penalty kick will be awarded if a player commits a direct free kick offence inside their penalty area.

Goalkeeper: The goalkeeper is allowed to handle the ball anywhere in the penalty area. To restart play after a save or gathering the ball with their hands, the ball must be thrown or rolled from the hands or played from the ground with their feet, within 6 seconds. The goalkeeper is not allowed to kick or dropkick the ball from their hands.

Goal kick: Goal kicks can be taken from anywhere within the penalty area. Opponents must be outside the penalty area until the ball is in play. The ball is in play once it is kicked and leaves the penalty area.

Throw ins: Player faces the field of play, has part of each foot on the ground either on or behind the touch line, uses both hands and delivers the ball from behind and over their head. The thrower must not touch the ball again until it has touched another player. The ball is in play once it enters the field of play. A goal cannot be scored directly from a throw in.

Corner kicks: Opponents must be at least 5 metres away from the ball until it is in play. The ball is in play when it is kicked and moves.

Discipline: Red or Yellow cards will be issued to players in Under 12 competitions.

For any fouls that would ordinarily result in a red card, the match official will instruct the player to leave the field of play for the remainder of the match, any player sent from the field of play may be replaced by another player at the time of the offence. In this instance, neither team will be required to play with fewer than 9 players.

For any offence that would ordinarily result in a red card for violent or offensive behavior (i.e. R2 - Violent conduct, R3 - Spitting, R6 - uses offensive or insulting or abusive language / gestures) the match official will be required to submit a misconduct report to FV which may result in further disciplinary action for that player.

Team shape (formation): Teams must setup using at least 3 lines for example; GK - 3 - 2 - 3, GK - 4 - 3 - 1, GK - 3 - 3 - 2. This rule is to introduce players to an 11v11 like formation and structure thus assisting with the transition to U13s.

Playing style: FV strongly recommends "a proactive brand of football", based on effective possession with the cutting edge provided by creative individuals. Defensively, the key components are quick transition and intelligent collective pressing. The Playing Style is underpinned by a strong 'team mentality', capitalising on "Australia's traditional strengths".

BOYS PLAYING FORMAT



	UNDER 13'S	UNDER 14'S	UNDER 15'S
BORN ON/AFTER	1st January 2012	1st January 2011	1st January 2010
PLAYER ID CARDS	team sheet	Team Sheet	Team Sheet
BALL SIZE	Size 4	Size 5	Size 5
KICK-OFF TIME			
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

	UNDER 16'S	UNDER 17'S	UNDER 18'S & 20'S
BORN ON/AFTER	1st January 2009	1st January 2008	1st January 2007 (18s) 1st January 2006 (20s)
PLAYER ID CARDS	Team Sheet	Team Sheet	Team Sheet
BALL SIZE	Size 5	Size 5	Size 5
KICK-OFF TIME			
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'S & 14'S
BORN ON/AFTER	1st January 2013	1st January 2012/2011
PLAYER ID CARDS	Tram Sheet	Team sheet
BALL SIZE	Size 4	Size 4
KICK-OFF TIME	Flexible	Flexible
PLAYING TIME	2 x 25 minutes	2 x 30 minutes
HALF TIME BREAK	Min: 5 minutes Max: 15 minutes	Min: 5 minutes Max: 15 minutes
OFFSIDE	Yes	Yes
SUBSTITUTES	Interchange	Interchange

	UNDER 15'S & 16'S	UNDER 18'S
BORN ON/AFTER	1st January 2010	1st January 2007
PLAYER ID CARDS	Team Sheet	Team Sheet
BALL SIZE	Size 5	Size 5
KICK-OFF TIME	Flexible	Flexible
PLAYING TIME	2 x 40 minutes	2 x 45 minutes
HALF TIME BREAK	Min: 5 minutes Max: 15 minutes	Min: 5 minutes Max: 15 minutes
OFFSIDE	Yes	Yes
SUBSTITUTES	Interchange	Interchange



Incident Report

Please ensure that you **SAVE** a copy for your reference. Please Email to

tribunal@FootballBallarat.com.au

Should you have any questions or need help completing this form please call 0438 23 218

Home Team:	Aw Team:
Played at:	Date of fixture:
Competition: BOSA	Division:
Seniors/Reserves/Juniors (please circle)	Age group (if Juniors)

I was the Referee/Assistant Referee/fourth Official/Match Inspector (please circle) at the above mentioned fixture and have to report that the following incident occurred.

This report covers all incidents that do not come under the Laws of the Game. Please quote and use exact words where necessary.

MANDATORY {to be filled out by the person making the report}

Name:

Signature:

Mailing Address by Email tribunal@ballaratsoccer.com.au

or BOSA PO Box 75 Sebastopol Vic; 3356

Contact Number:

Email:



BDSA CONTACTS

Head Office:

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Pleasant Street
Redan Vic 3350

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VIC 3356

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secretary@FootballBallarat.com.au

