



# **COUNTRY COASTAL JUNIOR SOCCER ASSOCIATION**

## **BY-LAWS**

**The CCJSA adopts the following polices, regulations and guidelines:**

- Laws of the Game
- Football West Code of Conduct
- Football West Spectator Code of Behavior
- Football West Community Competition Rules
- Football West Disciplinary and Grievance Regulations
- National Privacy Policy
- National Member Protection Policy
- National Disciplinary Regulations
- National Grievance Resolution Regulations
- National Arbitration Tribunal Regulations
- National Anti-Doping Policy
- Social Media Guidelines
- FFA Concussion Guidelines

Where one or more clauses in these bylaws conflict with one or more clauses of any of the above documents, CCJSA bylaws shall apply.

Exceptions to the following rules shall trigger the Breach Process for club, club officials and players involved.

### **1. ADMINISTRATION**

- a) Procedures at all meetings will be conducted in accordance with the Australian Rostrum publication "Take the Chair."
- b) Complete minutes (including agenda, attendance, apologies, description of all business discussed and voting outcomes) of all meetings shall be recorded and secured as Association records.
- c) The Executive Committee (the "Committee") shall meet at least 9 times per year at venue(s) and times of its choosing. Each Committee member must be an endorsed member of an affiliated club.
- d) Any motion resolved at a committee meeting cannot re-introduced before the following season.
- e) The Committee shall convene Delegates meetings (open to all delegates) as necessary or upon request from an affiliated club.
- f) The Committee shall determine the venue and timing of each Delegates meeting. Each Delegate must be an endorsed member of the Club they represent.
- g) If a club or body is not represented at 3 consecutive Delegates meetings, the club will forfeit any voting rights until the following AGM.
- h) All delegates present and entitled to vote will vote on all questions. Formal apologies for non-attendance at Association meetings must be provided to the Administration Officer prior to meeting commencement.

### **2. AFFILIATION**

- a) Upon application to join CCJSA, each club must pay the affiliation fee at the time of submitting the standard affiliation form that shall contain (at a minimum) the following details:
  1. Name of Club, Association or Body, postal address, and email details
  2. Name of President, Secretary and Treasurer, email, and phone numbers.

3. Club colours and change colours.
  4. Name, location, and arrangement of playing grounds.
  5. Nominated Delegates
- b) Prior to the commencement of each season, each affiliated club must pay the affiliation fee at the time of submitting their team's nomination form (to be sent by CCJSA Administrator). The team's nomination form shall contain (at a minimum) the following details:
1. Name of Club, postal address, and email details
  2. Name of President, Secretary and Treasurer, email, and phone numbers.
  3. Club colours and change colours (if changed).
  4. Name, location, and arrangement of playing grounds (if changed).
  5. Nominated Delegates.
  6. Coach details – name, email and contact number.
- c) Clubs shall not feature in their Club Name, the name of a foreign country, State or place or have a name with political implications.

### **3. DUTIES OF CLUBS**

- a) Match cards shall be completed in **ink as PRINTED TEXT**.
- b) Each home team shall record match results in the Competition Management System within 2 days of match completion.
- c) For each match, the match card (the physical original or an electronic image thereof) must be received by the Recorder no later than 48 hours following completion of the match.
- d) Where an electronic image of match card has been submitted to the Recorder, the physical original of the match card must be received by the Recorder within 2 weeks of completion of the match.
- e) For each fixtured match, the hosting entity (i.e., Club, Association) shall have a first aid kit, suitable for dealing with common sports injuries, ice packs and stretcher easily accessible. Failure to comply may lead to the Referee choosing not to start the game.
- f) Each club will be responsible for finding their own ground for training and competition games.
- g) Coaches for all FIFA competition games are restricted to a technical area for the duration of play and may only convey tactical instructions from this area during play. Technical areas must be marked on all FIFA pitches. The technical area shall start 1 metre on the defensive side of halfway and will extend for ten (10) metres parallel to and at least 1 metre outside the defensive touchline.
- h) For any incident occurring before, during or after a CCJSA fixtured match, clubs are asked to seek advice from CCJSA before pursuing any further action.

### **4. REGISTRATION OF PLAYERS**

As per regulations – Play Football

Prior to the commencement of each season, each affiliated club shall provide to CCJSA a list of each team with all players allocated to that team. Any changes to a submitted team list (e.g., new player starting) must be received and acknowledged by CCJSA before such change can be applied to the affected team.

Upon commencement of the season, players allocated to a team are considered 'bound' to that team for the season. Excluding any CCJSA approved re-allocation (see below), players are not permitted to play for any other team in the same division.

### **5. TRANSFERS**

- a) Within a season, no player is permitted to transfer from one club to another without receiving **prior approval** from CCJSA. Clubs **shall** use the Player Deregistration Form (available via the CCJSA website) to trigger the transfer process.
- b) Any club has the right to refuse a clearance whilst a player has club property in their possession.

- c) No club or club official shall place pressure on a player to transfer.
- d) Registration expires at the completion of each season. No player is bound to any club during the out-of-season period and can, therefore, change clubs at their discretion. No transfer is required in such cases.
- e) Where a club has multiple teams in a division (i.e., a sub-division of an age group) or age group, circumstances may arise whereby the club needs to re-allocate one or more players between their teams. Where so, the club must apply to CCJSA via the player re-allocation process. No player re-allocation may proceed without approval via this process.
- f) Only one re-allocation per player per season is permitted.
- g) Each Club shall submit a list of its unfinancial players to CCJSA prior to the 1<sup>st</sup> of February each year. Clubs may access this information via CCJSA for the purposes of checking eligibility of prospective new players. Clubs shall not register any player who is unfinancial with another club.

## **6. REFEREES**

- a) All Clubs are responsible for appointing referees for all their home games.
- b) All FIFA games must have a referee who has completed the Level 5 Certificate.
- c) All Level 5 Certificates shall be forwarded to CCJSA before season commencement.
- h) Match Abandonment:
  1. In all matches, Referees shall decide as to whether a pitch is fit for play.
  2. If a match is abandoned during the second half, through weather conditions or other acts of God, the score shall stand at the time of abandonment.
  3. If a match is abandoned during the first half, through weather conditions or other acts of God, the match shall be replayed.
  4. The Committee shall determine the actions required to obtain a result for any match abandoned due to any other causes.
- d) Should a Referee not arrive prior to kick-off time, both teams shall attempt to agree on a suitable 'substitute Referee' for the match. Should no agreement be reached, the match shall be postponed in accordance with CCJSA postponement rules (see below). The 'substitute Referee' has the same responsibilities as an official referee.
- e) The Referee's decision is final.
- f) The home team shall be responsible for 100% of the fees due to club appointed referees.
- g) Referees shall collect match cards **PRIOR** to the start of each match and hand completed match cards to an official of the home club upon conclusion of the match.
- h) In all FIFA games, no coach is permitted to referee their own games.
- i) Team coaches, ground marshals and linespersons are **the only people** permitted to initiate communication with the referee.
- j) In small-sided games, the coach is permitted to fulfil the role of game facilitator/leader.

## **7. DISCIPLINE**

- a) Each Club or Body is responsible to the Association for the action of its players and officials. Clubs are further required to take all precautions necessary to prevent spectators threatening or assaulting Referees, Linesmen, Officials or Players before, during or following the conclusion of matches.
- b) Persons found guilty of striking a Referee, Linesman or Official shall be suspended for life.
- c) Persons found guilty of abusing a Referee, Linesman or Official shall be subject to the Breach Process.
- d) Any misconduct towards the Referee away from the field of play, any time prior or after the game, shall be dealt with in the same way as if the offence had been committed on the field. All instances of such behaviour shall trigger the Breach Process.

- e) Any team leaving the field without the Referee's permission, prior to the conclusion of the game, shall be referred to the CCJSA Breach Process by the Referee.
- f) Any team refusing to commence a game without the Referee's permission shall be referred to the CCJSA Breach Process by the Referee.

## **8. CCJSA REPRESENTATION**

- a) To be eligible for Country Week, a player must be registered to an Eligible Association in the current season and have played a minimum 50% of the scheduled club fixtures for that association.
- b) Eligible Associations are: CCJSA and/or South-West Soccer Association.
- c) All players must participate in all games expected of representative teams and abide by CCJSA rules.
- d) Exceptions to the rules 8(a) and 8(c) may be permitted. The Committee shall assess the merits of each case and has sole responsibility for adjudication in respect of each case.

## **9. COMPETITION RULES**

- a) The Committee is responsible for fixturing all League, Cup, and special competition games.
- b) All games organised by CCJSA are subject to the CCJSA Constitution and By-Laws.
- c) The duration of each match shall be stated by the CCJSA.
- d) Unless noted otherwise by CCJSA, the first named team in all scheduled matches shall be considered the home team and accept the responsibilities thereof.
- e) Football West small-sided game rules apply to all matches involving under 6 to under 11 playing divisions.
- f) FIFA rules apply to all matches involving under 13 to under 17 playing divisions.
- g) CCJSA shall maintain ladders for **U12 – U17 age groups**.
- h) Non-CCJSA organised games:
  - 1. All friendly and carnival games during the season require prior written approval from CCJSA.
  - 2. Clubs applying to CCJSA for permission to hold a carnival must present a copy of the rules and a programme with the application. Once accepted, these must not be changed.
- i) Match postponement or cancellation for u12-u17 playing divisions:
  - 1. CCJSA must be notified of any change to a CCJSA fixtured match.
  - 2. Excluding matches cancelled due to safety concerns (e.g., hazardous weather, pitch conditions), no match shall be postponed or cancelled without **prior approval** from CCJSA.
  - 3. Any match postponed or cancelled without prior approval from CCJSA shall be investigated by CCJSA for the purpose of eliciting the reason(s) therefore. Any team deemed to have caused a match to be cancelled without due cause shall have the match recorded as a forfeit.
  - 4. As appropriate, CCJSA may reschedule any cancelled match.
  - 5. All matches deemed to be decided on forfeit shall be recorded as a 0-3 loss to the forfeiting team.
- j) CCJSA shall facilitate the rescheduling of **all postponed matches**. All **rescheduled** matches must be played at the time and venue indicated by CCJSA.
- k) In all matches, players must appear in their Club's registered colours, shirts, shorts, socks, footwear, and shin pads, in accordance with the laws of the game. Referees must examine footwear and jewellery for any safety concern prior to the commencement of all matches. The Referee shall prevent any offending player from taking part in the match until all requirements are met. Goalkeepers must appear in a different colour to that registered by the clubs competing.
- l) Player Eligibility:
  - 1. A player may represent their club in any team in any division equal to or higher than the division for which they are eligible for by age and for which they have been allocated to. Once a player has played a game

for a particular team in a division, that player is considered 'bound' to that team and is not permitted to play for another team in the same division.

2. Girls playing in a **girls-only FIFA division** must play in the correct division according to their age on or after the 1<sup>st</sup> of January each year. For example, a girl who is sixteen (16) during the year in question may only register in an under sixteen (16) girls only age group or above.
  3. Girls playing in a **mixed FIFA division** are eligible to play in a division where the maximum age is one year less than their age on or after the 1<sup>st</sup> of January each year. For example, a girl who is seventeen (17) in the year in question may register in an under sixteen (16) mixed age group or above.
  4. Any player with a disability is eligible to play in a **FIFA competition** where the maximum age is one year less than their age on or after the 1<sup>st</sup> of January each year. i.e., a boy / girl who is seventeen (17) in the year in question may register in the under sixteen (16) mixed age group. This dispensation may be granted by the Association following a written application by their Club, and the receipt of written proof of disability by the Association Registrar.
  5. To play cup finals, each player must have played at least half of the cup matches during the current season. Any player who plays cup matches for more than one team in one season may only play finals for the highest age division team in which they played cup matches.
- m) Each match card shall contain the names of all **eligible players** intended to take the field in the match to which the card pertains.
- n) Ineligible Players:
1. Players not meeting all applicable eligibility criteria are deemed **ineligible**.
  2. Players under suspension are deemed **ineligible**.
  3. Eligible players not named on a match card **may not** take part in the match to which the card pertains.
  4. Coaches are accountable for ensuring ineligible players do not play for their team.
- o) In any final where the score is equal at full time, the match shall be decided by penalties.
- p) Perpetual Cups and Trophies:
1. All perpetual Cups and Trophies must be returned to the Administration Officer by the 1<sup>st</sup> of September each year.
  2. All Clubs shall be informed (via email) around mid-August of said trophies to be returned.
  3. League and Cup winning teams will be presented with a maximum of 16 medals, according to team registrations.
  4. Teams of non-financial clubs shall not be permitted to take part in any finals nor receive trophies.

## 10. **Breach Process**

- a) CCJSA shall implement and maintain a Breach Process. The process shall be owned and administered by the Committee.
- b) Breach Register:
1. CCJSA shall maintain a Breach Register that shall be journal-like and carried forward through time. The Register shall only be accessible by the Committee and Administrator.
  2. Club Presidents are permitted to request an extract from the Register. Each request for an extract shall state the reason for the extract and the information sought. CCJSA shall remove or redact any and all personally sensitive information prior to providing the requested extract.
  3. At a minimum, the register shall contain an entry for **every breach** of these Bylaws and relevant Football West rules.
  4. Register entries shall record date of breach, nature of breach, name of club involved, name of official(s) involved, name of player involved (if relevant), actions taken, relevant commentary, Executive summary.
- c) Breach Process – 1<sup>st</sup> offence:
1. First offences by any club official shall be **recorded as a caution**.

2. CCJSA shall use each breach as an opportunity to educate and communicate with those involved and ascertain whether penalties are appropriate.
  3. CCJSA shall send a caution and Bylaw acknowledgement form to each offending person. Each cautioned person shall return Bylaw breach acknowledgement to CCJSA within 7 calendar days.
  4. The Committee may choose to impose penalties based on the nature of the 1<sup>st</sup> offence.
- d) Breach Process – 2<sup>nd</sup> or subsequent offence:
1. Penalties for second and subsequent breaches shall be determined by the Committee.
  2. The Committee shall consider all available facts during each deliberation on every breach.
  3. The Committee shall weigh the facts prior to applying any penalty.
  4. The example penalties below provide a framework to assist the Committee with its deliberations in respect of each breach.
- e) Example penalties and sanctions:
1. Depending upon severity of each situation, breaches of Player Eligibility rules may result in:
    - a. Loss of points for the match(es) concerned. All such match results will be recorded as 0-3 loss against the penalised team (unless the penalised team had already lost the match(es) by a greater margin in which case the result(s) shall stand).
    - b. Loss of points for the season to date (to when the offence occurred). All such match results will be recorded as 0-3 loss against the penalised team (unless the penalised team had already lost the match(es) by a greater margin in which case the result(s) shall stand).
    - c. Disqualification of team for the remainder of the season.
    - d. Suspension of coach for a period befitting the offence.
    - e. Other action(s) as per table below.
  2. Breaches of Administrative protocols may result in a fine being levied upon the club.
  3. Breaches of match card protocols may result in a fine being levied upon the club.
  4. Breaches of rules pertaining to Referees may result in:
    - a. Suspension of player, coach or club official for a period befitting the offence.
    - b. Fining of the club as per Football West policy.
- f) Schedule of suggested penalties:
1. The following table suggests specific penalties for specific breaches. The Committee shall use the suggested Penalties in conjunction with the guidance above when determining what penalty, if any, is to be applied to any club, club official or player found guilty of a breach.

Type of Breach	Penalty
<b>Player listed on a Team sheet and/or plays whilst not registered in accordance with CCJSA processes.</b>	Match forfeit, Fine \$100
<b>Player listed on a Team sheet and/or plays when not eligible as per these bylaws.</b>	Match forfeit, Fine \$100
<b>Player listed on a Team sheet and/or plays whilst under suspension.</b>	Match forfeit, Fine \$100 Suspension extended by 2 matches
<b>Coaches whilst under suspension.</b>	Match forfeit, Fine \$100 Suspension extended by 2 matches

<b>Player, Coach or Club official, whilst under suspension, enters the field of play, the technical area, change rooms or any other area at a venue where Club Members assemble for a Match within the period of 15 minutes prior to Match commencement through to 15 minutes following Match conclusion.</b>	Match forfeit, Fine \$100 Suspension extended by 2 matches
<b>Plays in a Match when not listed on a Team sheet for that Match but is otherwise eligible to play.</b>	Fine \$100
<b>Plays using an assumed identity.</b>	As per Football West Disciplinary & Grievance Regulations
<b>Plays or coaches whilst ineligible for any other reason.</b>	Committee to determine penalty.

## 11. Appeals Process

- a) Clubs are permitted to appeal any decision arising from a Breach judgement. Clubs **shall** use the Appeal Request Form (available via the CCJSA website) to trigger the Appeals process.
- b) The fee for each Appeal is \$220 (GST incl.). The Appeal fee exists to cover, in part, the costs incurred by CCJSA to properly prepare for and convene the Appeal. The fee is non-refundable. The Appeal will not proceed until the fee is paid.
- c) Upon receipt of an appeal request, CCJSA shall:
  1. Review the Request and provide an initial response within 7 calendar days.
  2. Communicate with the requesting Club regarding the Appeal Request.
- d) The Appeals Tribunal shall be selected by the CCJSA Executive Committee.
- e) The Appeals Tribunal shall comprise 3 persons who are known for integrity and probity and shall include:
  1. One (1) independent person who has no known involvement in football (soccer) and who has knowledge pertinent to tribunal proceedings.
  2. Two (2) other persons who possess knowledge pertinent to the game and good governance practice.
- f) Tribunal Members shall not be:
  1. A current member of the CCJSA Executive Committee.
  2. A current member of any club that is party to the breach from which the Appeal Request arose.
  3. Any person with a known grievance towards the club and/or any person involved in the breach from which the Appeal Request arose.
- g) Upon conclusion of each appeal, CCJSA shall:
  1. Document the deliberations and determination(s) of the Appeals Tribunal.
  2. Provide a response, articulating the outcome and associated rationale, to all involved parties within 48 hours.