



EASTERN SUBURBS  
FOOTBALL ASSOCIATION

# Competitive Football Operations Guide

# 2017

This document is a brief operations guide intended to ensure that the ESFA Competitions run smoothly and efficiently through the 2017 winter season.

Eastern Suburbs Football  
Association

This document is to be used as a guide only and all final rules and regulations can be found in the ESFA Winter Competition Rules. For the purpose of clarity and consistency, any discrepancy found in this document will be superseded by the ESFA Winter Competition Rules.

## 10 ESFA Match Facts

1. Player Identification cards only must be shown to the opposition RTO, before the match commences; no ID = no play. PDF's showing ID, to be used for borrowed players only.
2. Both teams must supply an ESFA approved match sheet. Penalties may apply for incorrect team sheets. Team sheet must contain FFA number, name of player and shirt number, with the exception of U12 and G12, where FFA number and name is sufficient.
3. Teams must arrive at the centre circle upon notification of by the referee before the match. If one or both teams are running late, the Referee shall reduce the time of the game as necessary to conclude on time.
4. The Wet Weather Hotline and the Twitter and Facebook feeds will be updated by 8AM on weekend match days.
5. No person other than a designated RTO is allowed to approach a Referee during and after a match. It also the RTO and clubs' responsibility to control spectators
6. The Referee may expel abusive coaches, managers or players from the ground, or abandon the match.
7. It is the home team's responsibility to dress the field, which must include nets, corner flags, sideline ropes/line or cone markings, and technical area 5m either side of halfway, marked by cones or similar.
8. Teams will incur a penalty for forfeiting a match, as per the Schedule of Penalties.
9. Incidents Reports must be submitted within 2 business days after the match, via your Club Secretary. The correct template can be found here:  
<http://www.esfa.com.au/LinkClick.aspx?fileticket=HYQMmmg7WWA%3d&tabid=419&mid=5320>
10. All necessary ESFA Documents can be found online, in the ESFA library  
<http://www.esfa.com.au/Library.aspx>

## Age Group Information

Age Group	Field Size/ # of players	Ball Size	Halves (Match)	Max Subs	Coaching Course
<b>U12, G12</b>	Half pitch or as per minirooms  9v9	4	25min (50min)	5 interchange	Skill Training
<b>U13</b>	Full pitch  11v11		30min (60min)		
<b>U14, G14</b>	Full pitch  11v11	5	35min (70min)		Game Training
<b>U15-16, G16</b>	Full pitch  11v11				
<b>U18, G18</b>	Full pitch  11v11		45min (90min)	7 interchange	Senior
<b>AAM, AAW</b>	Full pitch  11v11				
<b>AAM Championship</b>	Full pitch  11v11	5 substitutes			
<b>O35M, O45M</b>	Full pitch  11v11	7 interchange			

## Requirements Pre-Match

### Team Sheets

Teams competing in competitions from U12/G12 up must correctly complete the ESFA approved match sheet. Please note that the use of incorrect match sheets may result in a fine being imposed against clubs. Both teams must supply a match sheet.

The team sheet to be completed by the Manager (RTO) prior to handing to Referee. Please approach the referee at the completion of the game to verify the score and sign the team sheet.

The team sheet must contain the following information:

- Name of Club and Team
- The Competition (e.g. AA1, U12 Div 2)
- Whether the sheet is from the Home or Away Team
- For teams U13 and above, Name, FFA registration number and shirt number of all players participating in the match (please note under no circumstances shall two players be playing in the same team at the same time, be wearing the same shirt number)
- For u12 and G12 teams, name and FFA registration number of all players is required.
- If players are registered with another team other than the one to which the team sheet applies (i.e. borrowed players), then the name, FFA number, Shirt number and team for which the player is registered shall be noted on the match sheet and ID provided by PDF. When borrowing players, please refer to competition rules 4.4 and 4.5.
- If a player has been suspended for the given match, this should be noted on the team sheets
- Should a player change shirt throughout the match, the RTO must notify the Referee immediately to be noted by the Referee on the team sheet
- Names of coach and/or RTO are to be legibly printed on team sheet, along with FFA number

Where any Club causes a match to be delayed due to incorrect completion of team sheet, late production of team sheet, player identification or administrative matters, the delay shall be reported by the Referee to ESFA. Upon investigation of the report penalties and/or sanctions may be imposed.

### Dressing The Ground

The HOME team (that being the team listed first on the draw) must dress the field with:

- two (2) nets, pegged and secured. No nets shall have holes;
- four (4) corner posts (minimum height 1.5m – 5ft), and;
- one (1) crowd control rope from penalty area to penalty area minimum on each side of the field where spectators are expected to congregate. Please refer to competition rule 7.1.A.iii
- technical area; please refer to competition rule 7.1.A.iv

Where any Club fails to properly dress the field or causes any delay to the commencement, or abandonment of any match due to the late dressing of the field, the Club may be subject to a penalty under the Schedule of Penalties

## Alternate Strip

Always be aware of the strip/colours of the opposing team. The Referee may order the visiting club to change its colours and refuse to continue the match until a satisfactory change is made.

Each team must play in their home strip, as approved by ESFA, unless they are the away team.

## Match Ball

It is the Home team responsibility to supply the match ball.

## Player Identification

It is the RTO's responsibility to ensure player identification checks are conducted ten minutes prior to kick off and advised to the referee.

Player Identification cards must be shown to the opposing team's RTO to ensure ESFA produced the eligibility of all players. Borrowed players must produce a card or PDF for proof of eligibility.

## ID Checks

To perform the ID check:

- Players should line up in the centre circle holding their ESFA issued Player ID card for easier identification wherever possible.
- When checking player IDs, always check the team and division the player is registered with.

Any player who arrives after the ID check has been completed must identify themselves to the opposing RTO before they enter the Field of Play.

Only ESFA ID cards or ESFA ID sheets for borrowed players are acceptable; neither drivers' licences or any other form of photo identification are proof of identification for ESFA competition matches.

## No ID = No Play

Any player without acceptable ID is deemed an ineligible player and must not play.

There are strict penalties with regard to the playing of ineligible players (please see ESFA Competition Rules).

## After the game

If a player receives a red card during the match, the RTO must present to the Referee that player's ID card for forwarding to ESFA. Once the player's suspension has been served, the card must be collected from ESFA for the player to be eligible to play again.

**No incident report provided by clubs regarding player identification, will be considered if ID checks are not performed**

## Requirements During the Match

### Forfeits/Walk offs

Any Club without just cause, fails to fulfil an engagement to play a fixture on or at the appointed date, time of venue shall for each offence forfeit the match.

Club Secretaries must notify ESFA of a forfeit 48 hours prior to the specified match.

Teams forfeiting are subject to sanctions under the Schedule of Penalties. Please refer to Competition Rules 11.7

### Control of Spectators

It shall be the duty of the Club officials and the RTO to maintain control of the spectators.

Control of spectators should be to prevent any disturbance amongst its spectators and to generally assist the match officials (i.e. Referees and Assistant Referees) or ESFA Staff in the preservation of order and good discipline at any match, prior to, during and after that said match. (Please refer to Competition Rules for penalties provided for non-control of spectators). Failure to do so may result in penalties. Please refer to Competition Rules 10.6

- Only RTOs (managers and/or coaches) are allowed within the roped off technical area during the match.
- Substitutes should be behind the roped area wearing different coloured bibs to their shirts to be easily recognised by the Referee and the opposing RTO
- No spectator shall be allowed within the roped area or on the field of play
- No spectators are to be behind either goal while a match is in progress

### Substituting Players

It is the RTO's responsibility to:

- substitute players from the half way line only after being given permission by Referee to do so
- ensure that no substitute player takes to the field prior to the substituted player completely leaving the field of play
- ensure all substitutes when not on the field of play are behind the roped area and wearing bibs over their player shirts

### RTO and Club Officials Behaviour

RTOs and Club Officials must:

- Be readily identifiable by wearing their RTO Identity Card **or** in the case of an RTO who is a player, identify themselves to the Referee. Designated Club Officials must wear Fluro Officials vests provided by ESFA to their club.
- Show due respect to all match officials. No sideline dissent shall be tolerated
- Show due respect to the opposition RTO, Club Officials, and ESFA officials
- Make themselves aware of all Competition Rules.

## Requirements After the Match

### Team Sheets and Send Offs

At the completion of each match, the Referee shall ask the RTO to verify the score. The Referee will then forward the team sheet to ESFA.

If there is no official Referee, the home team is responsible for returning the match sheet to ESFA by 5:00pm the following Monday (or next business day for night games) by fax, email or post.

### Incident Reports

An Incident Report with regard to any pre Match, Match or Post Match incident that you would wish to be brought to the attention of ESFA (e.g. unruly behaviour), spectator incidents, player abuse, referee abuse etc. must be lodged with ESFA via your Club Secretary (no Incident Report will be accepted unless signed by the Club Secretary) within two (2) business days of the played fixture

<http://www.esfa.com.au/LinkClick.aspx?fileticket=HYQMmmg7WWA%3d&tabid=419&mid=5320>

### Results Entry

Results for all matches must be entered into SportingPulse by 5pm on the next business day following any game. Both participating clubs share the responsibility of entering results. Penalties may apply for noncompliance.

If there is a discrepancy with results, Club Secretaries may notify the Competitions Coordinator for the score to be verified and corrected.

## Wet Weather

### Cancellation Procedure

The overriding principle for events is to attempt to play as many matches as possible as scheduled taking into account:

- Player and spectator safety
- Quality after playing surface
- Impact on the playing surface

ESFA does not make the decision to close a ground in the event of wet weather. Ground closures follow a set decision making hierarchy:

- **Ground Owner:** All closure notices from owners are final and absolute.
- **Ground Hirer:** A hirer may close a ground at any time if it is not fit for play. Hirers may take advice, but it is the hirer's responsibility to monitor the situation on their grounds and must close any grounds that are unfit for play. Hirers cannot re-open grounds closed by owners.
- **Referee:** The appointed match official must ensure that each match is played on a safe ground. Referees cannot close a ground but may declare that a field is not safe to play on. A Referee cannot re-open grounds closed by owners or hirers.

Once a ground is closed, **it cannot be re-opened that day.**

### Wet Weather Update Channels

You can use any of the following channels to get information regarding wet weather closures:

- **ESFA Wet Weather Hotline** (8347 8806). The line can be accessed by 4 callers at a time, and can become busy on wet mornings.
- **ESFA Facebook Page:** <https://www.facebook.com/Eastern-Suburbs-Football-Association-134250013305053/>
- **ESFA Wet Weather Twitter Feed:** [@esfawetweather](https://twitter.com/esfawetweather)

These messages will tell you which (if any) grounds are closed, e.g:

“12/7: Chifley, Heffron 55, L'Estrange Park closed.”

If the message does not mention a ground being closed, it is still open.

For training ground closures, check with your club.



## Referees

### Appointed Referees:

Matches shall be officiated by the Referee appointed by the ESFA Referees' Branch.

Should an appointed Referee not attend or should the game be uncovered then if there is one or more Assistant Referees appointed then most senior Assistant Referee present shall referee the match **unless** the Referee is not qualified to Referee at that level. A Club referee must be provided by the home team.

**Junior Referees (those under the age of 18) must not referee senior matches. Please do not approach them to do so.**

Information with regard to uncovered games available on the referees' website ([www.esrefs.com.au](http://www.esrefs.com.au)) by 2:00pm Fridays, and Clubs notified.

### Club Referees:

If there is no appointed Referee or an Assistant Referee qualified to officiate the match ten minutes before kick-off, then the home team will be responsible for organising a Club Referee.

Club Referees have the same powers as an appointed Referee, and must officiate according to the Laws of the Game (including issuing yellow and red cards as required under the Laws).

In the case that a Club Referee issues a yellow card or a red card, they must submit a report on the official form (available from the Library on the ESFA website: <http://www.esfa.com.au/Library.aspx>).

A match officiated by a Club Referee may only be refereed by the one official - DO NOT allow the changing of Club Referees in the second half.

All cautions and send offs by a Club referee are to be forwarded to the Referees Coordinator by email by 9:00am Monday following the match. Send Off's and Caution Reports are available in the ESFA library on the website.

### Referee Safety:

Always remember that before, during and after the match no person other than the designated RTO may approach a Referee.

The RTO is responsible for the reasonable welfare of the officiating Referee and Assistant Referees from the time they arrive at the ground to the time they depart.

### Referee Evaluations:

All RTOs and players across all divisions, may complete an official evaluation report for each Referee at their team's matches. Evaluation reports can be found at <http://www.esfa.com.au/Library.aspx> and must be submitted to <http://www.esfa.com.au/Referees/RefereeEvaluation.aspx>

All reports are strictly confidential between the person making the report and ESFA, and data will be analysed by Referees Coordinator and Referees Branch Coach.