



Northern Zone Administration Manual

Season 2007

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1 THE ZONE COUNCIL

- 1.1 The purpose of the Zone Council is to promote, develop and protect the game of Football within the Northern Zone.
- 1.2 The Zone Council shall be at all times empowered to interpret their Rules and Regulations to make such rulings as are deemed appropriate in the circumstances. Such rulings are to be minuted at Meetings and are subject to the appeals process provided for within the Competition Rules.
- 1.3 The Zone Council shall seek to maintain harmony so that there shall be no racial, religious or political discrimination among registered Players, Officials and Officers of Member Clubs.
- 1.4 During the season the Zone Council may admit Club(s) or Team(s) to fill a vacancy.
- 1.5 The Zone Council will appoint a Zone Councillor as Chairman.
- 1.6 The Zone Council may appoint Volunteers not less than forty-eight hours (48) prior to the first meeting.
- 1.7 Ensure that minutes are kept of all meetings of the League Management Committee and Zone Council.
- 1.8 The Zone Council may, at its discretion, delegate any powers under these Rules and Regulations as it sees fit.
- 1.9 LEAGUE MANAGEMENT COMMITTEE
- 1.9.1 The Zone Council may appoint a League Management Committee from time to time with the responsibility of the management of all competitions.
- 1.9.2 The League Management Committee will be a working-group of the Zone Council and will at all times ensure its objectives are consistent with the objectives of the Zone Council and the Federation.
- 1.9.3 The League Management Committee shall deal as it may consider fit with Clubs, officials or Players in respect of offences or complaints and with any matter not otherwise specifically provided for in these rules and regulations including Clubs being summoned before it to account for the actions of its officials, Players or supporters. After an inquiry if the League Management Committee deems a Club has failed to comply with or committed a breach of the provisions of these Rules and Regulations or conducted itself in a matter prejudicial to the interests of football it shall be empowered to take such action and impose such sanctions as it shall deem fit in the circumstances. This may occur by way of reprimand, fine, suspension, disqualification or any other form of sanction.
- 1.9.4 Review all matters of policy surrounding the Leagues and to make any recommendations to the Council.
- 1.10 IMPOSITION OF SANCTIONS
- 1.10.1 The Zone Council and the Competition Administrator shall be empowered to impose sanctions in accordance with these Rules and Clubs shall be entitled to appeal against the imposition of such sanctions as outlined within these Rules and in accordance with the Grievance Procedure.

- 1.11 Where these regulations specify that registrations, lodgement of appeals, payment of fines and other documentation or payments are to be lodged with the Zone Council this shall occur during normal working hours at the office of the Federation being at Sports House, Waratah Crescent, Fannie Bay.
- 1.12 BY-LAWS
- 1.12.1 The Board of the Federation may from time to time draft and endorse Rules and Regulations and By-Laws to the Federation Constitution. Any breach of such Rules, Regulations and By-Laws may be dealt with by the Board of the Federation.
- 1.13 USE OF TECHNOLOGY
- 1.13.1 A meeting of a Zone Council or any of its sub-committees may be called or held using teleconferencing or video conferencing facilities or any other technology agreed to by all its members. The agreement may be a standing one. A Zone Councillor may only withdraw their agreement within a reasonable period before the meeting.
- 1.13.2 Where a decision is required on a specific issue and it is impractical to call a meeting of the Zone Council or any of its sub-committees technology may be used to assist in making a determination on an issue providing the decision is reached by the minimum number of members specified as being a quorum of the Zone Council or its subcommittee.
- 1.14 FIFA AND FOOTBALL FEDERATION AUSTRALIA
- 1.14.1 Member Clubs shall not be entitled to communicate directly with FIFA or FFA. All communication, written or otherwise, must be directed through the Federation.
- 1.14.2 All Clubs, Teams, Players, Club officials Referee, spectators or other participant shall be bound by all FIFA, FFA, Federation and Zone Statutes, Rules and Regulations, By-Laws and Policies as issued from time to time.

2 MEMBERSHIP

- 2.1 All Clubs must be registered in accordance with the National Registration Regulations.
By the act of registration a Club agrees to comply with FIFA Statutes, Laws of the Game, FFA Statutes, Competition Rules, Club Administration Regulations, Codes of Conduct and the Grievance Resolution processes.
- 2.2 If a Club wishes to participate in a Competition under the jurisdiction of the Federation that Club must apply to the Competition Administrator for approval.
- 2.3 The Zone Council will set the prescribed entrance fees, bonds and other particulars or documentation, as they may from time to time require.
- 2.4 Membership shall be open to Incorporated or Non-Incorporated Clubs.
- 2.5 All Club names are to be approved by the Zone Council.
- 2.6 Applications shall be considered by the Zone Council, which may admit or refuse such applications upon terms, conditions and stipulations as it deems fit.
- 2.7 In the assessment of applications from any Club the Zone Council may interpret whether the applicant has:
- Sound and sustainable financial base;
 - Significant membership base;
 - Potential long-term viability in the competition;
 - Suitable demographic base; and
 - Potential for consistent membership growth.
- 2.8 PREMIER LEAGUE
- 2.8.1 Clubs that want to participate in the Premier League competition shall apply for a place in that competition and if such application is approved shall be granted a place for two (2) years.
- 2.8.2 The Zone Council envisages that the Premier League will be capped at six (6) Clubs.
- 2.8.3 Clubs accepted into the Premier League competition shall be required to re-apply every two years.
- 2.8.4 Clubs participating in the Premier League competition shall be required to field the following teams during the period of their inclusion:
- | | | |
|-----------|----------------------|---|
| 2.8.4 (a) | Years 1 and 2 | Premier League men's and youth. |
| 2.8.4 (b) | Years 3 and 4 | Premier League men's, youth, women's and Under 15s. |
| 2.8.4 (c) | Each subsequent year | one (1) additional junior team in addition to those specified in Rule 2.2.2(b). |
- 2.8.5 Should Clubs fail at any time to field the required Teams or fail to meet any other criteria as required the Zone Council may suspend or expel that Club from the Premier League

competition.

2.8.6 To apply for entry into the Premier League competition a Club must fulfil the following requirements:

2.8.6 (a) The Club must have fielded a senior men's Team in competitions during both of the previous two years;

2.8.6 (b) Agree to abide by the conditions of entry into the Premier League in addition to all other conditions of participation in Zone competitions.

2.8.7 Players shall be correctly attired in the registered Club playing strip.

Clubs found to be in breach shall be fined \$100 per offence.

2.8.8 All Team officials in the technical area or on the substitute bench shall be correctly attired in an identifiable Club shirt (sleeves and collar), tailored shorts or tailored slacks and appropriate closed-in footwear.

Officials who are not correctly attired will not be able to remain in the technical area or on the substitute bench.

Clubs found to be in breach shall be fined \$100 per offence.

3 CLUB RESPONSIBILITIES

3.1 DELEGATES

- 3.1.1 All Clubs shall nominate one (1) Delegate and one (1) alternate Delegate for Men's, Women's or Junior's competitions in which the Club participates.

These Delegates will be only point of contact for that Club, other than the Club President, between their Club and the Federation / Zone in all matters other than financial issues.

- 3.1.2 Clubs shall nominate one (1) person who shall be the only point of contact between their Club and the Federation / Zone in all matters relating to financial issues.

For the purpose of this regulation Clubs who participate in Men's, and/or Women's and/or Junior competitions shall be considered a single Club.

- 3.1.3 Clubs shall ensure that one (1) Delegate attends all Club meetings as scheduled and notified to Clubs.

Clubs who do not have a Delegate present at Club meetings without reasonable cause shall be fined \$50 for the first offence and this amount shall increase by \$50 for each subsequent offence.

3.2 CLUB OFFICIALS

All Club Officials dealing with minors must be registered and have police checks in accordance with current Legislation.

3.3 MANDATORY COACHING QUALIFICATIONS

- 3.3.1 All Coaches who have not been previously coached a Rooball Team shall undertake the 'Coaching Kids' program through the Federation by 1 June. All these Coaches will then be required to undertake a FFA Junior licence course to be eligible to coach the following year.

- 3.3.2 All Coaches who coached Teams in Zone competitions in 2006 shall undertake a Junior licence course by 1 July 2007.

- 3.3.3 As from 1 July 2007 all Coaches of Teams where players are over ten (10) years of age are to have a minimum accreditation of a current FFA Junior licence.

- 3.3.4 As from 1 July 2007 all Coaches of Premier League and Youth Teams are to have a minimum accreditation of a current FFA Youth licence.

3.4 REFEREES

- 3.4.1 Each Team playing in All Age One, All Age Two or Women's competitions is required to nominate at least one person per year to achieve the Referees Level Four accreditation, thus becoming eligible to fulfil the role of Club Referee. Nomination is required by 30 March in each year.

Failure to nominate a person will result in a fine up to \$250 being applied.

3.5 FIRST AID COVERAGE

All Clubs are responsible for providing a safe playing environment for their players, officials and spectators. This includes providing currently qualified and accredited first aid persons at all matches.

3.5.1 Senior Matches

All Clubs nominating teams for senior competitions shall be required to nominate a minimum of two (2) currently qualified and accredited first aid people. Copies of their current accreditation shall be submitted prior to the commencement of the season together with a signed and completed Registration form where Registration forms are not otherwise lodged.

Teams participating in all competition matches shall ensure that at least one of these persons are in attendance for the entirety of their match.

Clubs shall be responsible for providing a first-aid kit at all their matches.

Clubs found to be in breach shall be fined between a minimum of \$100 and a maximum of \$500 per offence and their opponents shall be deemed to have won the match by a score of 3-0 score or the actual score of the match whichever is the greater.

Repeat offenders may incur additional penalties as determined by the Zone Council including the deduction of competition points.

3.5.2 Junior Clubs

The Duty Club shall be responsible for nominating a minimum of three (3) currently qualified and accredited first aid people that will provide coverage for the entirety of their rostered Duty Club day at their venue.

Copies of these people's current accreditation shall be submitted two (2) weeks prior to their rostered day as Duty Club together with signed and completed Registration forms where Registration forms have not previously been lodged.

Clubs found to be in breach shall be fined between a minimum of \$100 and a maximum of \$500 per offence and may be penalised by way of removing them from the Duty Club roster.

Repeat offenders may incur additional penalties as determined by the Zone Council including the deduction of competition points.

3.6 Any Club being accepted as a participant of the League shall be provided with a copy of these Rules and Regulations and shall be bound thereby.

3.7 Any Club that nominates a Team to participate in a season and subsequently withdraws that Team from the competition at any time without reasonable cause shall be liable to such action as determined by the Zone Council including fine, suspension or expulsion from the competition.

3.8 Clubs shall be responsible for the payment of all fees, levies and fines as set by the Zone Council.

3.9 No Club is to enter into a sponsorship agreement that would conflict with a Football Federation Australia or a Federation sponsorship.

4 NATIONAL FLAGS / SLOGANS / EMBLEMS

- 4.1 No Club is permitted to display any national flags, slogans or emblems at venues under any circumstances, except for the Australian flag.
- Clubs found to be in breach shall be fined \$100 per offence. Continuous breaches will be referred to the Disciplinary Committee.
- 4.2 The Federation or Zone Council reserves the right to request the removal of any national flags, slogans or emblems at any time.
- 4.3 The incorporation of national flags, slogans or emblems on any part of the Player's attire or the uniform worn by a Club official is strictly prohibited.
- Clubs found to be in breach shall be fined \$100 per offence. Continuous breaches will be referred to the Disciplinary Committee.

5 CLUB COLOURS, UNIFORMS AND PLAYING STRIPS

- 5.1 Each Club shall register its club colours with the Zone Council. This shall include the colours of their playing strips including shirt, shorts and socks.
- 5.2 All Clubs must nominate a "Home" and "Alternate" playing strip. No part of the Alternate playing strip (shirts, shorts & socks) is permitted to clash with the nominated Home playing strip.
- 5.3 Clubs shall play in their Home playing strip at all times except in the event of a clash of colours in which case the Away Team shall change into its Alternate playing strip or part thereof as requested by the match Referee.
- Clubs found to be in breach shall be fined \$100 per offence.
- 5.4 No Club shall alter the colours of its playing strip without the written consent of the Zone Council.
- 5.5 The playing strips of all Teams within a Club shall be the same as the registered Club playing strips unless they have received written exemption from the Zone Council.
- Clubs found to be in breach shall be fined \$100 per offence.
- 5.6 All Players' shirt, shorts and socks shall be of the same colour and design as other Team members.
- Clubs found to be in breach shall be fined \$50 per offence.
- 5.7 Playing shirts may carry advertising or logos subject to the following conditions:
- There is no conflict with the interests of the sponsors of the Zone Council;
- The sponsorship does not conflict with the aims and objects of FFA or Federation sponsorship;
- Nothing that may be regarded as distasteful, ethically or morally undesirable can be carried on any item of clothing or equipment; and
- The name or logo of the Club sponsor may appear either on the front of the shirt, back of the shirt or both.
- 5.7.1 The numbers on the back of shirts must be: a minimum height of 15cm.
- 5.7.2 Goalkeeper's jerseys must in all cases be clearly distinguishable from the colours of the shirts worn by all other Players and match officials.
- 5.7.3 The Goalkeeper shall wear apparel or equipment in accordance with FIFA regulations and the Laws of the Game.

6 FINANCE

- 6.1 The Zone Council shall determine the annual schedule of fees and payment timetable prior to calling for nominations from Clubs.
- 6.2 There are three levies that comprise the total Registration Fee paid by a Player to a Club to enable them to register for to participate in a Competition:
- 6.2.1 Federation levy set by Federation and includes, FFA levies, Federation insurance and administration charges;
- 6.2.2 Zone levy set by the Zone (refer Rule 6.3); and
- 6.2.3 Club levy set by each individual Club.

All levies must be documented and made available to all Players at the time of registration.

- 6.3 The Zone levy shall be set by the Zone Council prior to the start of registration periods. The levy shall include amounts for:

Competition management fees including administration, ground hire and referees payments;

Player, coach and referee development; and

Other reasonable costs involved with running the competitions.

6.4 PAYMENT OF INVOICES

- 6.4.1 All fees, levies, ground hire charges or fines are payable by the due date for payment as stated on the invoice.
- 6.4.2 For the avoidance of doubt debts shall include monies owed to the Federation, Zone Council or other Clubs.

6.5 SANCTIONS

In the event that a Club fails to make payment by the due date the following sanctions will be imposed.

- 6.5.1 Where the Club has a debt outstanding more than seven (7) days:

Player registrations for that Club will not be processed until the amount in arrears is paid in full.

- 6.5.2 Where the Club has a debt outstanding more than fourteen (14) days:

Club will be charged a late payment fee of 10% of the outstanding balance; and

Player registrations for that Club will not be processed until the amount in arrears is paid in full.

- 6.5.3 Where the Club has a debt outstanding more than thirty (30) days:

One (1) competition point shall be deducted against the Team for which the invoice was levied;

The Team against which the invoice was levied shall be suspended from all competitions

until such time as the full amount is paid; and

The Team shall pay a bond of two hundred dollars (\$200) prior to their competition suspension being withdrawn.

- 6.5.4 Should the Zone Council not be satisfied with the given reason for non-payment of an outstanding debt payment may be pursued through a debt collection service.
- 6.5.5 All outstanding debts must be paid in full before nominations will be accepted for the new season.
- 6.6 FINES
- 6.6.1 At its discretion, the Zone Council may waive or reduce junior Club's fines and penalties.
- 6.7 GATE REVENUE
- 6.7.1 All monies derived from entrance fees to any match shall remain the property of the Zone Council.
- 6.8 RECORD MAINTENANCE
- 6.8.1 All Clubs that participate in matches sanctioned by the Zone Council shall maintain financial records in accordance with the Incorporations Act (Northern Territory).
- 6.9 BONDS
- 6.9.1 The Zone Council shall determine the bond prior to the commencement of a competition.
Bond monies are held in trust for the duration of the membership of the Club.
- 6.9.2 Clubs shall lodge a bond for each senior men's and women's Team at the time of the acceptance of their nomination into a competition.
- 6.9.3 Outstanding debts may be deducted from any bond monies.
- 6.9.4 Where a Club requires their bond monies to be refunded at the conclusion of the playing season:
- 6.9.4 (a) The request must be made in writing at least fourteen (14) days prior to the end of the competition;
- 6.9.4 (b) Outstanding debts shall be deducted from the bond monies prior to any refund being made;
- 6.9.4 (c) Bonds must be re-lodged in accordance with Rule 6.8.2 prior to their participation in any competition under the jurisdiction of the Federation.
- 6.9.5 Clubs shall lose bond monies in the following circumstances:
Withdraws a Team(s) from the Zone Council competition;
Club official(s), Player(s) or supporters are found guilty of bringing the game into disrepute or violent behaviour.
- 6.9.6 The Zone Council has the final decision on all matters referring to Bonds.

7 GRIEVANCE PROCEDURE

7.1 No Recourse to Courts of Law

Each participant submits exclusively to the jurisdiction of the FFA and FFNT Grievance Procedures and agrees that unless and until that those processes have been exhausted, it will not attempt to resolve any Grievance in a court of law.

8 DEFINITIONS

By-Laws means the By-Laws as originally adopted or as from time to time duly added to, or amended by, the Football Federation Northern Territory in accordance with the Constitution.

Club means an Incorporated or a Non-Incorporated group entering Teams into authorised Federation competitions.

Constitution means the Constitution as originally adopted, or as from time to time duly added to or amended, by the Board of the Federation.

Delegate means the representative nominated by a Club to represent that Club at meetings and to be authorised to deal with the Zone regarding Club issues.

Disqualify and Suspend means, to prevent a person, Team or Club from playing Football, attending matches, acting in any official capacity in connection with, or being in any way whatsoever connected with the arranging, conducting, controlling or administration of Football and Football matches as the case may be for a specific period.

Federation means the Football Federation Northern Territory Incorporated.

Federation Internationale de Football Association or *FIFA* means the world governing body of Football.

Football Federation Australia or *FFA* means the governing body of Football in Australia.

Junior means matches or competitions including Rooball and age-group competitions.

Laws of the Game means the laws governing or regulating the playing of Football as determined by FIFA, FFA, FFNT and local rules as adopted from time to time.

League refers to those competitions conducted on behalf of the Federation by the Zone Councils.

Match Officials means Referee, Assistant Referee, Fourth Official or Referees Coach appointed to fixtures.

Member means an incorporated or unincorporated Club.

Office of the Federation means the postal address of the Federation, being GPO Box 3105 Darwin NT 0801.

Officer of the Federation means any one of the Board Members or an employee of the Federation.

Official includes any President, Executive Member, Director, Councillor, Standing Committee Member, Secretary, Committee Member, Coach, Servant, Volunteer, Agent or Representative of any Team, Club or a Referee.

Player means any registered Football Player being an Amateur or Professional offering to play, playing or having played for a Club.

Playing Season or *Season* means the period of the year commencing on the date of the first fixture and ending on a date decided by the Zone Council after the last fixture.

Playing Strip means shirts, shorts and socks inclusive.

Registrar means a person appointed by a Club as their representative for all matters relating to Player registrations.

Referee means a Referee duly appointed to officiate at a fixture.

Rules and Regulations means competition rules, bylaws, regulations or Statutes as adopted from time to time by the Zone Council, Federation or FFA.

Senior means matches or open-age competitions for males or females and Youth competitions.

Team means a squad of Players from a single Club competing in a competition.

Zone Council shall mean the body made up of the elected representatives of the Zone.

Zone Delegate means the representative nominated by the Zone Council to represent that Zone Council or Club at meetings.

Zone Council Meeting means a meeting of all Zone Council Members.

8.1 INTERPRETATION

In these Rules and Regulations unless a different intention shall appear:

words importing the singular number only shall include the plural number and vice versa.

words importing the masculine gender only shall include the feminine gender.

words denoting persons include incorporated and unincorporated Teams and Clubs; and

words or expressions shall be interpreted in accordance with the provisions of the Interpretation Act and that Act as in force on the date on which these Rules and Regulations are adopted by the Zone Council.

8.1.1 References to persons include their respective executors, administrators, personal representatives, and successors in title (as the case may be).

8.1.2 Expressions referring to writing are construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form.

DOCUMENT MANAGEMENT

Version	Date	Comments
1.0	Sep 2006	Initial version
2.0	Nov 2006	General modifications including sanctions for non-payment of invoices.