



Identification & Team Sheet Regulations

V2021.1

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IDENTIFICATION & TEAM SHEET REGULATIONS

1. PLAYER IDENTIFICATION

1.1 IDENTITY RULES

- a. All games shall be played using Electronic Match Sheet ID (EMS) or identification sheets issued by the Association to team and/or club officials to validate a player's eligibility.
- b. The association shall produce a team identity (ID) sheet each season for players. The ID sheet will be replicated in the Electronic Match Sheet Online Portal. An ID sheet is not valid unless it is issued by the Association before the current match takes place and contains the current year & season.
- c. Club and Team Officials, including Coaches & Managers will be issued with an ID Card, which must be worn or displayed on their person throughout the match and produced upon request of the opposition team, a club or association official or a match official.
- d. Participant identifications shall not be accepted with any alterations whatsoever.
- e. It shall be the responsibility of team managers to inspect their opposition's identification against information and images contained on the EMS display or the Association issued team identification sheet against the Match Sheet and the player, prior to the match, or prior to a player taking the field and to make the appropriate notations on the EMS or to indicate the opposition's team ID cards have been sighted
- f. Failure to check identities, as in the preceding paragraph, may incur a fine.
- g. No protests shall be accepted regarding player eligibility if ID's are not properly checked prior to the player taking the field.
- h. The team manager or coach may make a request for a further identity check at any time prior to the completion of the match.
- i. Refusal by the opposition to provide the identity a player or team official must be notified to the Association Administration or designated person within 48 hours of the completion of the match and may be subject to disciplinary action.
- j. No player shall take the field of play unless:
 - i. The player's ID is present at the game;
 - ii. The player's ID has been checked by the manager or official from the opposing team; and
 - iii. All information has been entered on the team sheet or EMS.
 - iv. If a team is using paper match sheets, a player's ID must be checked and processed before they take the field. This must be carried out prior to kick off or at half time,

- for late arriving players. If a team is using paper match sheets, a late arriving player may not take the field after half time.
- v. If a team is using the Electronic Match Sheet system, a player who arrives late to a match may be identified at any time up to 10 minutes before the end of the match. Once identified by the opposition, the late arriving player may take the field.

 - k. If a team fails to produce their Player IDs either in identity sheet or electronic format prior to the match:
 - i. The offending team shall be deemed to have forfeited the match; and
 - ii. The opposing team shall be credited a Win on forfeit (result shall be recorded as a 3-0 win).

 - l. When identity documents are not available prior to the match, teams are not permitted to play the game as a competition game. A fine for both teams may be imposed for non-compliance with this rule.

 - m. Teams wishing to play a non competition fixture in place of a forfeited match, must seek a sanction from the Association CEO or other delegated staff member before taking part in any friendly fixtures.

1.2 PLAYING UNDER AN ASSUMED NAME

- a. Any player found guilty of playing under an assumed name, shall:
 - i. Be suspended for a (minimum) period of twelve months;
 - ii. Incur a fine as indicated in the section of the regulations relating to fines; and
 - iii. The team shall lose any points gained from the games in which the player participated. Points will be awarded to the opposition team, with a maximum of three (3) points per game being awarded to the opposing team. (Move to Team Sheet rules)

- b. Any team manager or coach found guilty of playing a player under an assumed name shall be suspended from all football activities for a period of not less than twelve months.

2. TEAM SHEETS

2.1 ELECTRONIC MATCH SHEET & TEAM SHEET RULES

- a. Electronic Match Sheets (EMS) for all matches from Under 5 and upwards, where the fixture is produced by the Nepean FA, will be generated by clubs using the Electronic Match Sheet module of the competition program facilities made available to them by the Nepean FA.
- b. Team Sheets will take the form of Electronic Match Sheets (EMS)
- c. Teams must use the EMS system unless internet access does not permit access to the system.
- d. If internet access is prohibiting use of the EMS system, the team who cannot access the system must use a PTS. If both teams cannot access the EMS system, the both teams must use a PTS. In either case, the home team must supply the paper team sheet.
- e. The home club shall be responsible for producing and supplying a printed copy of all team sheets for all their team's games and must make a copy available to the opposition team if needed.
- f. The team sheet, in whichever format is being used, will list all of the eligible players for the team.
 - i. Players whose names have been hand written onto a PTS will be scrutinised by the Association's audit process. If they are found to be ineligible players, the club will incur a fine and the team will incur a loss of points.
- g. If a paper team sheet is used by one team only, that team's club is responsible for the timely and safe delivery of the paper team sheet, in accordance with the rules, back to the Association's office.
- h. If a paper team sheet is used by both teams, the home team's club is responsible for the timely and safe delivery of the paper team sheet, in accordance with the rules, back to the Association's office.
- i. The ground official's name is to be recorded on the paper team sheet in the space provided prior to the start of the game.
- j. There is no provision to record the name of the ground official on an EMS. Where EMS are used, it is the responsibility of the home club to record the name of the club official throughout the day and provide this information to the association as requested.
- k. The PTS, if used, must be completed and handed to the referee prior to the scheduled kick off time. If EMS is used, teams should inform the referee that the process is complete prior to the start of the match.
- l. No alterations to the team sheet are allowed after the game has commenced except to carry out ID checks of the arrival of late players.
- m. Either team representative may inspect the team sheet during the half time break of the game, upon request.
- n. The Marshal's from both teams shall have their full names (first and last name) entered in the space provided on the match sheet, regardless of which format is used.
- o. At the end of the match both teams are to confirm the score.
 - i. If an EMS is being used, each team using the EMS must enter the score using the EMS portal within 24 hours of the match taking place. Failure to do so will attract a late penalty.
 - ii. if a PTS is being used, the score is entered by the Referee and the team sheet must be signed in the appropriate place. Signing of a team sheet at the end of a match is not an indication that either club participating will not protest the result or that the information contained on the sheet has been completed by the referee.

- p. If both teams used a PTS, it is the responsibility of the home team manager to return the completed team sheet to the home club. If only one team used a PTS, it is the responsibility of that team manager to return the PTS to their club on the day of the match.
- q. Printed team sheets for all matches must be delivered by the club responsible for their use, to the association's office no later than 7.00 pm on the Tuesday following the match. Delivery methods may be in person, posted or sent electronically to the association.
- r. In all instances where team sheets are sent electronically, the club is responsible for ensuring that the original team sheets arrive at the association office within seven days of the match.
- s. If a team sheet is being sent by Australia Post, it must first be scanned and emailed to the association's email address at admin@nepeanfootball.com.au
- t. If a team sheet is not at the association office within 7 days of the match, the team responsible for its delivery shall be fined and incur LOSS OF POINTS. In the event of multiple team sheets not arriving, the MC has the authority to limit the total fine.

2.2 INSTRUCTIONS FOR THE COMPLETION OF THE TEAM SHEET

- a. Team sheets, generated by clubs from the facility provided by the Association are the only acceptable team sheets to be used at any NFA fixture.
- b. Failure by the home team to provide an acceptable paper team sheet to be used if EMS reception is not available, will result in a forfeit win awarded to the away team.
- c. On PTS, do not use water soluble pen. If a sheet is judged to be illegible by the association team sheet scrutineer, the club shall incur a \$50 fine.
- d. Do not use lead pencil or correction tape or correction liquid. If either is used, the offending team will incur a fine and loss of points. A 3-0 win will be awarded to the opposition team. If both teams offend, both teams shall incur a fine, no score will be entered and neither team shall be awarded points
- e. In the team's relevant section of the PTS or EMS record the manager will:
 - i. Enter shirt numbers against a maximum of 16 players. In U11's this number is 14 players.
 - a. If shirt numbers are entered against more than 16 players, the 17th and any subsequent players will be deemed to be ineligible players. This will incur a fine for each ineligible player and the loss of points for the game.
 - b. Players entered on the team sheet as upgraded players will be counted in the total number of players.
 - ii. If players are upgraded from another team, enter their details in the upgrade section of the PTS and record the shirt number, player's name, registration number and team from which the player is being upgraded.
 - iii. The name of the registered team coach and manager will be printed on the PTS in the space provided. In the event that either the registered coach and/or manager

- are not in attendance, the substitute coach and/or manager should print and sign their name in the space provided.
- iv. Enter the first and last names of the team marshal.
 - v. Both team managers must do this and allow reasonable and sufficient time for the opposition team manager to complete their tasks.
- f. Both managers need to inspect the identities of the opposition team and make certain the players listed are present; wearing the allocated shirt number. When using a PTS they must also initial the team sheet next to each player that has been sighted.
 - g. It is the responsibility of both managers to ensure that the opposition checks are done correctly and that the team sheet is completed accurately.
 - h. Fines will be levied against any team that does not correctly complete the team sheet or check the opposition player correctly.
 - i. In the event that a shirt number is recorded on the team sheet, for which there is no opposition managers initials to show that it is checked both teams will be fined for non compliance.
 - j. If any mistakes are made in completing the team sheet the team manager may correct the mistake as soon as it becomes evident. Any corrections must be countersigned by both Managers.

2.3 TYPES OF TEAM SHEET ERRORS

- a. A notation of P in any section below notates that the fine or error applies on when Paper Match Sheets are being used.
- b. A notation of EP in any section below notates that the fine or error applies to both Paper and Electronic Match Sheets.

EP	If the marshal's first and last names are not clearly recorded	Administration error fine
P	If the score check is not signed	Administration error fine
EP	If a tick appears against a player on an EMS or if the player is listed on a paper match sheet but no shirt number is recorded	Administration error fine
P	Incorrect player registration number	Administration error fine
P	Ineligible Player. The omission of an upgraded player's registration number where the Player ID has not been confirmed by the opposition manager	\$50 fine and loss of points
P	Where a registration number is missing and the opposing team manager has initialled the team sheet stating that ID cards has been sighted	Both teams will receive a \$10 fine per instance.
P	If the team from which a player is upgraded from is not recorded	Administration error fine
EP	If a player is upgraded in breach of the upgrade rules	Ineligible player fine (\$50) and loss of points
EP	If the total number of players with shirt numbers in the player details section of the form plus the players in the upgrade section of the form exceed 16. In an EMS, this is achieved by not removing the tick against the players name, which confirms participation in the game.	Ineligible player fine for each player above 16 and loss of points
P	If manager does not sign the form	Administration error fine
EP	If a substitute team coach and/or manager does not enter their first and last names	Administration error fine
P	If the coach does not sign the team sheet	Administration error fine
EP	Failure to initial player ID check	Administration error fine to both clubs
P	Changing details on a team sheet after the game is completed without the agreement and counter-signature of the both team managers	Fine and loss of points to the offending team.
P	Use of correction tape, correction fluid or pencil	Fine and loss of points
P	Use of water soluble pen that renders a team sheet detail illegible	Fine and loss of points
EP	Playing an unregistered player	Fine and loss of points
E	Electronic Match Sheet not marked as completed	Administration error fine
E	Electronic Match Sheet not marked as authorised (authorised confirms that an ID Check has been completed.)	Administration error fine

2.4 TABLE OF PENALTIES RELATING TO TEAM SHEET AND PLAYING COMPLIANCE

1.	Playing an unregistered or suspended player: Loss of Points and Fine \$200 per instance. Competition points will be awarded to opposition team
2.	Playing an ineligible player – Loss of Points and Fine \$50 per player listed and classed as ineligible. Competition points will be awarded to opposition team.
3.	Playing a player under an assumed name (whether registered or not) – Loss of Points Competition points will be awarded to opposition team. \$100 fine per event
4.	Any team forfeiting a game – Automatic Loss of Points plus Fine as set out here-under. Any competition team forfeiting - Fine \$100 Any non competition team forfeiting - Fine \$25 if reported Any non-competition team forfeiting and not reported by the forfeiting club - \$50 Referees & Assistant Referees Fees: where applicable, will be paid by the forfeiting club. Due to scheduling, referee fees may be applied irrespective of what period of notice was provided by the club forfeiting. Competition points will be awarded to opposition team in all cases where a team forfeits.
5.	Team Sheet incorrectly filled in (Administration Error): Fine \$5 per error, maximum \$50 per team sheet per club. The maximum penalty of \$50 applies to administration errors only.
6.	Paper Team Sheet not arriving at association office by Tuesday following game – Fine \$25 per team sheet. (Paper Sheets Only)
7.	Original Paper Team Sheet not arriving by 7 days following the game, Loss of Points to the home team and a fine of \$100 per team sheet. Maximum Penalty per week \$1000. (Paper Sheets Only)
8.	Team Sheets made illegible in any part due to the use of soluble ink pen or felt nib pen – Fine \$50 (Paper Sheets Only)
9.	Use of Liquid Paper, Correction Tape or Pencil on Team Sheets – Fine \$100 plus Loss of Points to offending team (if they won). (Paper Sheets Only) Competition points will be awarded to opposition team. In the event of both teams offending, no score will be recorded and no points will be awarded.
10.	Team sheet not noting “I.D. Cards not sighted” – Fine \$5
11.	Team Marshal first and last names not recorded on a team sheet or EMS – Fine \$5
12.	The omission of players’ registration number shall be deemed to be due to the Identification document not being available and will be treated as ineligible player. If the opposing team manager has signed the team sheet stating that ID cards have been sighted, the total fine shall be divided evenly between the two offending clubs.
13.	There are sixteen name spaces on a team sheet. This is the maximum number of players eligible to participate in a competition match. Any additional inclusions shall be ineligible and shall be dealt with under point 2.
14.	No Match Sheet of any variety completed Loss of Points and Fine \$50 per instance.
15.	Failure by the home club to provide a paper team sheet upon request – Fine - \$50.00 and Loss of Points to the home team. Points will be awarded to the opposition team.

2.5 EXTRA INFORMATION REGARDING TEAM SHEET ERRORS & FINES

- a. Administration Error fines are set at \$5 each.
- b. Administration errors for the first three weeks of competition will not be penalised by a fine. However, clubs will be formally notified each week of the Team Sheet Error Report with the Fines recorded.
- c. Administration errors include
 - i. omission of ground details if changed from those appearing on the original team sheet,
 - ii. omission of kick off time if changed from those appearing on the original team sheet
 - iii. failure to clarify Prem or Prem Res Division,
 - iv. Incorrect names or errors in ID or shirt numbers.
 - v. Failure to include all pages of a multi paged team sheet (paper)
- d. It shall be the responsibility of each club to provide team managers and coaches with a copy of these fines prior to the start of each season. It is also incumbent on club management committees to provide sufficient training to team officials in the correct procedures for completing team sheets.

REVISION TABLE:

VERSION #	DATE	VERSION & NOTES
V2017.1	13FEB17	TITLE & DATE UPDATED – NO CHANGES FROM 2016.1
V2018.1	14DEC17	CHANGES TO 1.1.IV CLARIFICATION REGARDING PLAYERS ID PROCESS WHEN ARRIVING AFTER ½ TIME. 1.1.L CLARIFICATION REGARDING NON COMP FIXTURES RESULTING FROM A FORFEIT.
V2020.1	15JUL20	CHANGES TO INCORPORATE USE OF ELECTRONIC MATCH SHEETS & OTHER REGULATORY CHANGES MADE IN 2020
V2021.1	JAN/FEB 2021	EACH SECTION OF THE DOCUMENT HAS BEEN UPDATED FOR THE WORDING TO REFLECT THE INTRODUCTION OF ELECTRONIC MATCH SHEETS, AND THE DISCONTINUANCE OF ISSUING PLAYER ID CARDS. ANY REFERENCE TO GENERAL MANAGER HAS BEEN UPDATED TO CEO, CHIEF EXECUTIVE OFFICER AND IN SOME INSTANCES, “OR A DELEGATED MEMBER OF STAFF” HAS BEEN ADDED. THE INTRODUCTION OF THE REQUIREMENT FOR ALL GAMES GENERATED BY THE ASSOCIATION’S COMPETITIONS DEPARTMENT TO USE AN ELECTRONIC MATCH SHEET (EMS) OR PAPER TEAM SHEET (PTS) HAS BEEN ADDED.