



**CENTRAL COAST FOOTBALL**

**2011 FINALS SERIES PROCEDURES AND INFORMATION DOCUMENT**

**FOR ALL PARTICIPATING TEAMS**

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## 1. PRE-MATCH PROCEDURES

### i. Team Sheets:

- Team sheets to be completed by the coach or manager at least thirty (30) minutes prior to the scheduled kick off time and submitted at the official table.
- Any player from a lower division subbing up is to have their registered division and grade written clearly next to their name on the team sheet. A maximum of 5 substitutes from other teams is permitted.
- Team sheets are to contain full names and registration numbers of all players taking part in or expected to take part in the match (including the names of nominated substitutes). Applicable shirt numbers (or "DNP") are to be listed against each player. The maximum numbers of players who may be listed on a team sheet for each division are:

<b><i>DIVISION</i></b>	<b><i>MAXIMUM ON TEAM SHEET</i></b>
Juniors	Fourteen (14)
Seniors & Overage	Sixteen (16)

- Once the team sheet has been filled in by both teams correctly, up to the point of kick off, the Ground Official will hand the team sheet to the referee, who maintains ownership of the team sheet from kick off until all referee's responsible areas have been completed after the match, at which time, the referee then returns it to the Ground Official.
- The coach or manager must sign the team sheet immediately after the match to verify match score, substitutes and sanctions.

### ii. Player ID Cards:

- Registration Cards must be produced for all players participating in a match, including substitutes, to the official table, at least twenty (20) minutes before the designated kick off time. At that time, all players must assemble at the official table, together, with their appropriate playing strip on, to enable the checking of cards and shirt numbers by the Ground Official.
- Any player, who cannot produce their ID card and have it validated by the Ground Official, will be unable to partake in that match that they are being identified for.

### iii. Players Shirt Colours:

- In the case of a clash of colours, both teams shall change to their alternate strips. The referee shall be the judge as to whether a clash of colours occurs. If the alternate strips of both clubs clash, a toss of a coin shall take place by the referee, with the winner of the toss playing in their primary strip.

### iv. Kick Off Times:

- To allow time to be caught up, the referee has the right to start any fixture fifteen (15) minutes prior to its scheduled kick off time. Thus both teams must be ready to kick off at this earlier time.

### v. Match Balls:

- At least two (2) match balls are to be provided by each junior team and at least three (3) match balls by each senior team.

## 2. PLAYER ELIGIBILITY:

### i. General:

- Players who have played the majority of their competition games in a lower grade will automatically be eligible to play in a higher division or grade in the Final Series. This does not include any players who have accumulated the "Four Game Count" during the season – they still remain ineligible to play for any team other than their own.

- ii. First and Reserve Grade Squads:
  - Clubs with Men's Premier League or Division One - First and Reserve grades teams in the Finals Series, are to submit squad lists for each team to CCF, fourteen (14) days prior to their respective Finals Series matches, to enable players' qualifications to be confirmed by CCF.
  - After such squads are confirmed, if a higher grade team is knocked out, the players in that squad are ineligible to play in a lower division or grade in that Finals Series.
  - None of the above shall prevent a player from a lower division or grade playing up.
  - Exceptions to the above may be sought from CCF in respect to an injured goalkeeper.

### 3. QUALIFICATIONS, YELLOW CARD COUNTS AND SUSPENSIONS:

- i. Qualifications:
  - The accumulation of games under the "The Four Game Count" will cease at the end of the round robin competition. However, if a player has accumulated the "Four Game Count" prior to the Final Series beginning, then they remain ineligible to play for any team other than their own. If their own team does not make the Final Series, they are still unable to play for another team.
- ii. Yellow Card Count:
  - Every player's current yellow card count carries over into Finals Series matches, and continues to accumulate during each match, with the usual penalties applying appropriately.
- iii. Suspensions:
  - All suspensions continue to apply during the Final Series matches, unless specified differently in the suspension itself.
  - All suspensions received during the Final Series, if not fully served during that time, will carry over to the next season.

### 4. MATCH FORMAT:

- i. General:
  - In all junior and senior Finals Series matches, Normal Time shall be played as per a league match.
  - If the scores are level at the conclusion of Normal Time, then ten (10) minutes each way of Extra Time shall be played. There shall be a straight turn around between the two halves of Extra Time. A full twenty (20) minutes of Extra Time will be played – that is, no "Golden Goal". Extra Time will follow a maximum five (5) minute break after Normal Time. During such break, teams must remain in a group on the field and only the coach and/or manager may go to them.
  - If the scores are still level at the conclusion of Extra Time the match shall be determined by a Penalty Shootout, as per FIFA's laws of the game. During the Penalty Shootout, only the players are allowed on the field of play, the team coach, manager and trainer must retire to the Technical Area.

### 5. TECHNICAL AREAS:

- i. General:
  - Only the team coach, manager, trainer and substitute players (on the team sheet) are allowed to be in their team's Technical Area. All other persons are to be in the spectator area.
  - Those people in the Technical Area are to remain in that area at all times during their match, unless directed otherwise by officials.
  - Coaches and Managers must display their identification cards at all times.
  - All teams are to leave their Technical Areas clean and tidy (including the removal of all rubbish and tape) for the sake of the next team.

- All Clubs hosting finals need to line-mark a line for both sides of the field. This line must be at least One metre back from the field of play. All spectators must remain behind this line at all times. Clubs also need to have a clearly defined area where referees can enter and exit the field without having to walk through the spectator area. Where two fields lay adjacent- Clubs should consider only allowing Officials in that area in the interest of safety.

6. TEAM OFFICIALS:

i. General:

- Each team is to provide two people of 18 years or older, to be their Team Officials. They must have their names printed clearly on the Team Sheet and wear an official vest for the duration of the match.
- Each Team Official needs to be clearly identifiable by the referees prior to kick off.
- Each Team Official is to realise their responsibility and understand the importance of their role. They are responsible to control the behaviour of their own team supporters, and to assist the Match Officials in any capacity requested. There may be times when they are required to escort personnel from the field of play and spectator area. The Ground Officials will be available to assist the Team Officials if so required. Each Team Official is expected to set the standard of behaviour during the match. Emotions are all part of a Finals Series match, but outbursts and abuse, from any person, is not to be tolerated.

7. GROUND OFFICIALS:

i. General:

- For Final Series matches being held at a club venue, the hosting club will be responsible to supply all necessary Ground and Table Officials for the day.
- These Ground Officials will be in addition to the team officials as per point 6.

8. VACATING CHANGE SHEDS AND FIELD OF PLAY:

i. General:

- Please ensure you vacate the technical areas, field of play and change rooms in a timely manner.
- No teams are to leave any gear in the change rooms
- All Change Sheds are to be left in a clean and tidy state for the next team.

9. POST-MATCH PRESENTATIONS:

i. General:

- For Grand Final matches, both teams are to assemble in the Presentation Area fifteen (15) minutes after the conclusion of their match to be presented with their awards.