



FOOTBALL  
VICTORIA

# 2024

**CLUB HANDBOOK**

This handbook is designed to assist with frequently asked match day questions, from security and Match Officials to clash strips and ground conditions. FV recommends Club's issue a copy of this handbook to team managers to assist them throughout the season, regardless of if they are home or away. This handbook is issued as a guide only and is based on the 2024 FV Rules of Competition and Regulations. Rules of Competition and Regulations always take precedence. FV will review and update this document yearly and welcomes feedback from anyone involved in the match day delivery of football.

## **KEY COMPETITIONS CONTACTS AND WORKING HOURS**

### **FV Community Competitions**

[Competitions@footballvictoria.com.au](mailto:Competitions@footballvictoria.com.au)

Business Hours (9am-5pm Mon to Fri) 9474 1800 and press '2' for Competitions & '2' for Community Competitions.

Community Competitions Weekend Line (5pm Fri to 9am Mon) 0400 028 335

### **FV Advanced & Cup Competitions**

[NPLvictoria@footballvictoria.com.au](mailto:NPLvictoria@footballvictoria.com.au)

Business Hours (9am-5pm Mon to Fri) 9474 1800 and press '2' for Competitions & '1' for Advanced & Cup Competitions

Advanced Competitions Weekend Line (5pm Fri to 9am Mon) 0422 527 354

### **FV Referees**

[Referees@footballvictoria.com.au](mailto:Referees@footballvictoria.com.au)

Business Hours (9am-5pm Mon to Fri) 9474 1800 and press '4' for Referees.

Referees Weekend Line (5pm Fri to 9am Mon): (03) 9474 1867

### **FV Discipline**

[Discipline@footballvictoria.com.au](mailto:Discipline@footballvictoria.com.au)

Business Hours (9am-5pm Mon to Fri) 9474 1800 and press '3' for Discipline & Tribunal.

### **FV Registrations**

[Registrations@footballvictoria.com.au](mailto:Registrations@footballvictoria.com.au)

Business Hours (9am-5pm Mon to Fri) 9474 1800 and press '1' for Registrations.

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# PRE GAME

## FIXTURE AND VENUE INFORMATION

I have been told a different time/venue for my fixture to what is shown on GameDay.

- Always refer to fixtures displayed on the FV website under the [Fixtures & Results](#) tab, these fixtures are the most accurate.

## UNSAFE PLAYING CONDITIONS

We have turned up to our fixture and in our opinion, the ground is not safe (no 3m runoffs, poorly constructed goals, ground is flooded etc) what do we do next?

- Raise your concerns to the appointed Match Official who can address them with the home club prior to kick off.
- If the Match Official cannot solve the problem, or none is appointed, address the issue with the home club prior to kick off.
- We encourage clubs and Match Officials to play when possible, however if conditions are unsafe, please provide photo evidence of playing conditions and report to FV Competitions immediately via [competitions@footballvictoria.com.au](mailto:competitions@footballvictoria.com.au).
- FV Competitions will investigate any issues submitted. Any team deemed to have not participated in a fixture without a valid reason, may have as a minimum, a 3-0 result recorded against them.

I have arrived at the ground, and it is underwater.

- Ensure every attempt is made to remove the water from the pitch, to allow the match to be played.
- Consult with the Match Official when they arrive and make a decision.

## PLAYING AT A NEUTRAL GROUND

We are the home team but playing at a neutral ground. What responsibilities do we have (e.g. balls, first aid and equipment)?

- It is the first named team's responsibility to ensure their venue (home or neutral) has all the correct equipment including balls, stretchers, first aid etc.
- If you are unsure about equipment availability at a neutral venue, contact the host club directly at least three (3) business days prior to the fixture being played or contact FV Competitions if the host club is not contactable or unable to assist at least three (3) business days prior to the fixture.
- Paying of Match Official fees unless negotiated with the venue otherwise.

## PLAYING ATTIRE

The opposition team has arrived in a strip that clashes with ours or the Match Officials, what happens next?

- The Match Official and teams are to make every attempt possible to allow the fixture to take place.
- It is the away team's responsibility to provide an alternate playing strip that the Match Official deems does not clash with the opposition or Match Officials.

# PRE GAME

- Clubs are reminded that predominantly black attire are not allowed as per the 2024 Rules of Competition to avoid kit clash with Match Officials.
- Bibs may be permitted to be worn to avoid a kit clash provided numbers on the back of the kit are in line with the match record, clearly assessable and visible to the Match Official to ensure the match is played.

	MSL	VPLW/WSL	JUNIORS	METRO & MASTERS
SHIRT	No clash permitted	No clash permitted	No clash permitted	No clash permitted
SHORT	Clash permitted	Clash permitted	Clash permitted	Clash permitted
SOCKS	No clash permitted	No clash permitted	Clash permitted	Clash permitted

- The away team will be deemed to have forfeited the fixture if they cannot resolve the strip clash within 15 minutes of the kick off, provided the home team is wearing their nominated home kit colours as stated in the 2024 FV Strip Report.
- Where there is a dispute over playing strips, FV will investigate the matter.

## What visible attire can a player wear during a match?

ITEM	COMMENTS
GOALKEEPERS	Permitted to wear peaked caps and tracksuit/jogging pants.
JEWELLERY	NOT PERMITTED and must be removed —Using tape to cover jewellery is not acceptable.
HAIR TIES	Material only, non—metallic bobby pins.
EYEWEAR	Spectacles that are specifically designed per Rules of Competition.
HIJABS/KIPPAHS	Must be black or same as main colour of shirt (players of same team must wear same colour). Must not create danger to wearer or other players. Match Officials CANNOT check the affixing or touch the garment.
UNDERGARMENTS	Must not show political, religious, personal slogans, statements or images or advertising other than manufacturers logo.
UNDER SHORTS	Must be same colour as players' shorts/shorts trim. Bandage/Skin colour shorts are NOT permitted.
UNDERSHIRTS	Must be same as the main colour of the players' sleeve.
UNDER SOCKS	Must be same colour as the playing socks.

# PRE GAME

## MATCH BALL REQUIREMENTS

### How many match balls are required and who provides them?

- The Home Club shall provide the appointed Match Official with three (3) match balls of the appropriate size for that age group as stipulated in the Playing Formats section of this document.
- Clubs must use a licensed match ball from a FV licensed ball manufacture.

For more information on ball purchases, please visit [www.footballvictoria.com.au/about/partners](http://www.footballvictoria.com.au/about/partners)

## MATCH BALL SIZES

AGE GROUP	BALL SIZE
Under Twelve (12)	Size 4
Under Thirteen (13)	Size 4
Under Fourteen (14)	Size 5
Under Fifteen (15)	Size 5
Under Sixteen (16)	Size 5
Under Seventeen (17)	Size 5
Under Eighteen (18)	Size 5
Under Twenty (20)	Size 5
Under Twenty One (21)	Size 5
VPLW & State Leagues	Size 5
Metropolitan & Masters Leagues	Size 5

### The home club has not provided the required number of match balls, what do we do?

- As long as one ball is provided the match should go ahead.
- The Match Official MUST provide a report of any incident regarding match balls to FV.

# PRE GAME

## STRETCHERS & FIRST AID

There is no stretcher and/or first aid kit at the ground, what do we do?

- The home club must allocate one (1) stretcher per pitch and one (1) First Aid Kit per pitch.
- Inform the Match Official if there is no stretcher and they will submit a report to FV.
- If there is no Match Official, the clubs must submit a report to FV.
- The match must still be played.

## PLAYER IDENTIFICATION CARDS

The opposition junior teams do not have ID cards, what do we do?

- Player ID cards are not required in MiniRoos or senior competition fixtures.
- Player IDs can be presented in paper form or electronic form
  - a. ID Cards must include an eligible photo uploaded to Play Football.
  - b. An ID Card with a photo attached after printing of the card will be deemed to be invalid.
  - c. ID Cards presented in an electronic form, including but not limited to smart phones, tablets, laptops and computers are valid.
  - d. Photocopied ID cards will be deemed invalid.
- A Match Official cannot stop a suspected ineligible player from playing. FV encourages that all fixtures are to be played, regardless of teams failing to provide ID cards.
- After the conclusion of the fixture, please send an email with all necessary details to [competitions@footballvictoria.com.au](mailto:competitions@footballvictoria.com.au)

## NO OFFICIAL MATCH OFFICIAL

No official FV Match Official has arrived at our game, what now?

- All Clubs must fulfill all fixtures, regardless of whether a Match Official is present to take charge. Failure to do so may result in disciplinary action.
- If the centre Match Official does not show, the next most senior Match Official will take charge of the fixture.
- If no registered Match Official is present 10 minutes prior to the fixture, both Clubs must agree on a replacement.
- If no agreement is reached, the home Club must appoint a Match Official by kick-off time.
- Should the match not be played due to the away team disputing the appointment, the away team may be deemed to have caused the abandonment of the fixture.
- A replacement Match Official can be a parent or Club official that knows the relevant Rules and Laws of the Game, for further information go to Club Match Official Guide section.
- FV recommends that Club volunteer Match Officials have a Working with Children Check (WWCC) and to always have someone with a WWCC on hand at home games.
- If any match does not kick off within 15 minutes of the scheduled kick off time due to the absence of a Match Official, FV will investigate, and the home team may forfeit the fixture.

## MATCH RECORDS

### Do I use a match book, or do I complete online match records through GameDay?

All VPLW, Men's & Women's State Leagues, Metro and Masters are to complete the online match records process. More information on this process can be found [here](#).

All Junior competitions have transitioned to a hybrid model allowing Clubs to use either Online Match Records or Match Record Books for the 2024 season.

**Please note:** Online Match Records need to be printed out for each fixture and a photo of the completed team sheet taken by each Team Manager at the end of the fixture.

### A player does not know their FA ID number, can we still list them on the Match Record?

- All players in all competitions (except MiniRoos) must have their first & last name and FA ID number listed on the match record. Failure to do so may result in disciplinary action by FV.
- For junior competitions, all player details can be found on the player's ID card.

### When do Match Records need to be submitted to the Match Official?

- Match records must be submitted at least 30 minutes prior to kick off for all competitions.
- If a mistake is made after submission, immediately raise this to the Match Official to rectify.
- Do not make an amendment without notifying the Match Official.

### What details need to be completed on the match record?

- Match details (Date, League Name, Round No., Home vs. Away Team, players of and Venue)
- Player (Shirt No., Surname, Given Name, FA ID Registration No.) and Team Officials
- At the completion of the fixture complete the Match Results (Half Time and Full Time Results) and ensure it is signed by both teams and the Match Official.

### Are the first 11 players on the match record the starting 11 when subs are involved?

- Yes. If there is any change to this, notify the Match Official prior to kick off.
- Do not make an amendment without notifying the Match Official.

# THE MATCH

## DELAYED KICK-OFF/SHORTENED HALVES

### Our match has been delayed for more than 15 minutes, what do we do?

- If the delay is caused by a match in progress wait and play the match immediately after the conclusion of the previous fixture.
- If the match does not go ahead because of a delay the home team must notify FV and it will be investigated.

### It's 5 minutes before kick-off and the opposition team has not arrived. What should we do?

- If you have the contact details for your opposition, attempt to contact them.
- Teams have up to 15 minutes after the scheduled kick-off time to be ready before the match is deemed to be forfeited.
- The team present must still sign the match record.
- The Match Official will report the incident and FV will investigate, and the Match Official fee must be covered by the offending team.

### It's 15 minutes before kick-off & the Match Official has not arrived, what should we do?

- The FV Referee Department will notify all FV home clubs who do not have a confirmed FV Match Official for their weekends fixture on Friday afternoon via the nominated contacts on Play Football. If the club has received this email notification, please ensure a club official is organised to officiate the fixture.
- If no Match Official is present, contact the **FV Referee Weekend Line (5pm Fri to 9am Mon) (03) 9474 1867**.

### The Match Official has shortened each of the playing halves. Can they do this?

- The Match Official may cut short any Match if, in their opinion, playing conditions compromise player safety (e.g. insufficient lighting), or if there will be a time impact on the following fixtures at that venue.
- Any changes must be made prior to kick off through consultation with the coaches and captains of each participating team.

## FIELD OF PLAY

### How many people can sit on the team bench/technical area?

- A maximum of nine (9) (a maximum of six (6) subs and a maximum of three (3) staff).
- All nine (9) people must be on the Match Record as either a player or staff.
- Only one (1) person is permitted to be standing in the technical area during a match.

### Who is permitted to be in the field of play?

- Under 12's and Under 13's, only nine (9) players from each competing team can be on the field at the one time.
- Under 14's and above, only eleven (11) players from each competing team can be on the field at the one time.
- No parents or coaches can enter the field without the Match Official's consent.

# THE MATCH

## ABANDONED/POSTPONED MATCH

### Our match was postponed, what now?

- The club should contact the **FV Competitions Weekend Line (0400 028 335)** or email [competitions@footballvictoria.com.au](mailto:competitions@footballvictoria.com.au) as soon as possible to notify of the match postponement. FV will then reschedule the fixture if required.
- The Match Official is entitled to 50% of their match fee in these circumstances.

### Our match was abandoned, what now?

- The Club should contact the **FV Competitions Weekend Line (0400 028 335)** and submit a [Match Investigation Form](#) which can be located on the FV website via Resources → Clubs → Form Directory as soon as possible. They should also email FV competitions at [competitions@footballvictoria.com.au](mailto:competitions@footballvictoria.com.au) once the submission has been made.
- If 80 per cent or more of normal time has been played, the score at the time of abandonment may stand.
- If a competition fixture has been abandoned between 60% & 80% of normal time and the score to either team exceeds a deficit of 4 or more goals, FV may determine that the result be maintained at the time of abandonment.
- Match Officials are entitled to receive 100% of their normal match fee.
- Once the relevant information has been submitted by the Match Official & clubs, FV will initiate an investigation on the abandoned fixture.

## GROUND MARSHALS

### How many ground marshals does each team need to provide?

LEAGUE	MINIMUM GROUND MARSHALS
MEN'S STATE LEAGUE 1,2 & 3	2 per team (4 in total)
MEN'S STATE LEAGUE 4 & 5	1 per team (2 in total)
VPLW/Women's State League	1 per team (2 in total)
All Other Competitions (incl. Reserves)	1 per team (2 in total)

Each home & away club is required to provide 50% of the required Ground Marshals for each competition fixture, failure to do so may result in Misconduct under the GDT.

### What do I have to do to be a ground marshal?

- FV has created a Ground Marshal handbook to assist with completing this role. [Click here](#) to view the handbook.

## COMPLETING A MATCH RECORD/DISPUTED RESULTS

### We had no official Match Official present. What do we do with the match records?

- Ensure each team's Match Record is signed by both team managers.
- **Seniors (VPLW, MSL & WSL)** - Complete the Online Match Record Process and send copies of the team sheets to [competitions@footballvictoria.com.au](mailto:competitions@footballvictoria.com.au)
- **Metro & Masters, Juniors** - are not required to be sent to FV however teams must keep copies in the event a match dispute arises and for the purpose of determining a player's eligibility for finals. The home team club official must go into GameDay and enter all the match details into the system correctly.
- Match records must be retained by all Match Officials and clubs in relation to each competition fixture for a minimum of two years from the end of the regular season in which the competition fixture took place for match investigation purposes if required.

### An official Match Official has refereed the match. What do we do with the match records post match?

- **Seniors (VPLW, MSL & WSL)** Once the Match Official has completed the match details on the team sheet and both club officials have checked the information and verified it is true and correct, they must sign the bottom of the team sheets and take visible photos for their records. The Match Official will then take the team sheets and enter the details into the system appropriately.
- **Juniors/Metropolitan Men's & Masters** Once the Match Official has completed the details on the team sheet and both club officials have checked the information and verified it is true and correct, they must sign the bottom of the team sheets. Each party (Match Official, home team & away team) will then receive a copy of the paper match record and the home team club official must then go into GameDay and enter all the match details into the system correctly.

### We disagree with a detail recorded on the match record. What can we do?

- Alert the Match Official of the disagreement immediately and ensure the fixture is played
- Circle the detail (card, goal or a player eligibility) and initial next to it prior to signing the match record to ensure all parties are aware.
- Submit a [Match Investigation Form](#) (available on our website) with a copy of the match record for investigation within 7 days of the fixture.
- Clubs are always required to sign the match record after every match.

### I have submitted the match record but realise there is a mistake or I need to make a change.

- Talk to the Match Official at a break and inform them of the amendment to the match record that is required
- The Match Official will then determine if the amendment will be accepted and amend accordingly.
- Once amended, the Match Official should notify the opposition of the amendment, so that all parties are aware.
- Do not amend the match record without the Match Official's approval, otherwise penalties including but not limited to fines, loss of points, can apply.

# POST GAME

## ENTERING RESULTS ON GAMEDAY & LOGIN ISSUES

### By what time do match results need to be entered?

- **VPLW, MSL & WSL** - Due to online match records, the central Match Official is to submit the match details into the GameDay system no more than 90 minutes following the conclusion of the match.
- **Masters & Metropolitan Leagues** - To be submitted online by the Home Club no more than 90 minutes following the conclusion of the match.
- **Junior Leagues** - Sunday fixtures before 3.30pm must be submitted online by the Home Club by 6.00pm that day. Non-weekend matches and matches that kick off after 3.30pm on a Sunday, the Home Club must enter the results by 9.00am on the day following the match.

### What details do I need to enter in GameDay (minimum requirement)?

- VPLW, Men's and Women's State League Seniors & Reserves - full time score, half time score, cautions, player lists, goal scorers, substitutions, match reports & Best and Fairest Votes (information entered by the Match Official).
- Metropolitan, Masters & Juniors - full time score only (entered by the home club).

### I cannot log into my GameDay Passport. What should I do?

#### Clubs:

- Contact your club administrator to ensure you have access.
- Contact FV Competitions Weekend Line (0400 028 335) or; email [competitions@footballvictoria.com.au](mailto:competitions@footballvictoria.com.au)

#### Match Officials:

- Contact the FV Referee Department to ensure you have access.
- Contact FV Referee Weekend Line (5pm Fri to 9am Mon): (03) 9474 1867 or; email [referees@footballvictoria.com.au](mailto:referees@footballvictoria.com.au).

# PLAYER ELIGIBILITY

## INELIGIBLE PLAYER

We believe the opposition has fielded, or is fielding, an ineligible player (over-age, suspended, too many matches in a higher league, etc). What should we do?

- Raise the query with the Match Official who can check player ID cards, if it is a junior competition fixture.
- The Match Official CANNOT stop a suspected ineligible player from participating.
- The Match Official MUST report the query being brought to their attention by the opposition club as an Incident Report.
- If the suspected player participates in the fixture, the opposition team must still play the fixture, or they will be considered to have failed to complete a FV competition fixture and therefore be subject to disciplinary action.

## SUBMITTING A REQUEST FOR A MATCH INVESTIGATION

- During the fixture, the opposition team should take photographic or video evidence of the suspected ineligible player participating in the fixture to submit with the match record to FV Competitions. This evidence can only be used for this purpose.
- At the conclusion of the fixture, circle the player who you have concerns about and sign the Match Record.
- Player ineligibility will only be investigated by FV if a match investigation form is submitted within 7 days of the fixture. The match investigation form can be found under resources > clubs > form directory at [footballvictoria.com.au](http://footballvictoria.com.au) The opposition Club must include a copy of the signed Match Record with the player circled, along with any photographic or video evidence and any other relevant information to FV to Investigate.

# PLAYER ELIGIBILITY

## PLAYER DISPENSATION

**The opposition say they have dispensation for an older player to play down, do they need permission for this?**

- Yes.
- The team must carry written approval from FV with them on match day and must be able to show the letter to the Match Official upon request.
- These player/s still need to present an ID card as per normal.

**The opposition say they have dispensation for an older player to play down, what happens if they are unable to show the letter to the Match Official upon request?**

- The Match Official CANNOT stop a player with dispensation from participating in the fixture if they are unable to produce a dispensation letter.
- The Match Official and opposition team must submit a request for a match investigation to confirm if the player has been granted dispensation to play by FV or not. This must follow the process as outlined on Page 14 for an ineligible player.

**Under what circumstances are Player Dispersations granted?**

- Please refer to [FV's Dispensation Policy](#) for all information regarding the dispensation categories available & process. The policy can be found on our website under Club Resources → Rules and Regulations.

## MiniRoos Competitions

- MiniRoos players can move freely between age groups (Under 7 to Under 11), playing above or below their age group as determined by their current stage of development, if the player is unable to participate in their right age group, it is preferable that participants play down one (1), or no more than two (2), age groups.
- Clubs with Under 12 First Year players participating in MiniRoos Competitions need to request a letter of dispensation from FV to have present on match day.
- For more information, please refer to the [MiniRoos Guidelines](#)

## Junior Competitions

- A player is in their first year of being registered with FA or FV (i.e. First year player).
- The player is not capable of competing in their rightful age group based on sufficient medical evidence.
- The player requesting to play a minimum of four (4) years above their rightful age group as part of the Rules of Competition
- Gender dispensation
- For other reasons approved at FV's discretion.

# PLAYER ELIGIBILITY

## RED & YELLOW SUSPENSIONS

**Our player received a Red Card last week but has not been notified of their suspension officially. Can they play?**

- No.
- If a player has been shown a Red Card, they automatically miss their next fixture no matter what the charge is.
- If you are unsure, please contact the Discipline Department during business hours (Monday to Friday 9am-5pm)
- Or visit the FV website to check the [Suspension Register](#).
- Phone: 9474 1800 (press 3 for Discipline)
- Email: [discipline@footballvictoria.com.au](mailto:discipline@footballvictoria.com.au)

**Our player has received their 5th/10th/15th yellow card of the season but has not been notified of their suspension officially, can they play?**

- The Suspension Register is always the first point of notification.
- With accumulated yellow card suspensions (across multiple teams if applicable), the suspension starts when the Club has been notified and/or it has been published on the FV website.
- If you believe your player has received their 5th/10th/15th yellow card but has not been notified, please contact the Discipline Department between Monday and Friday.
- Website: [www.footballvictoria.com.au](http://www.footballvictoria.com.au) → Resources → Suspensions
- Phone: 9474 1800 (press 3 for Discipline)
- Email: [discipline@footballvictoria.com.au](mailto:discipline@footballvictoria.com.au)

For more information on Discipline Procedures & Handbook, the Grievance, Discipline and Tribunal By-Laws and Suspensions, please visit the [FV Website](#).

# PLAYER ELIGIBILITY

## SUMMARY OF PLAYER RESTRICTIONS

### Junior Competition Restrictions (Under 12s to Under 21s)

- If a Club has two (2) Teams in the 'A' division of a particular age group, then players are 'team-tied' following completion of the fifth (5th) round of the Regular Season.
- A player who has played at a higher division in a particular age group (e.g., 14As) for five (5) or more Competition Fixtures cannot drop to a lower category (e.g., 14Bs) within the same age group for the remainder of the 2024 Season (incl. Finals).
- Each player must have played at least five (5) Competition Fixtures for that Team during the current Regular Season to qualify for a Junior Finals series in the same year for that Team.

### Metropolitan League & Metropolitan Masters Restrictions

- To be eligible for Metropolitan League, a player must be at least 15 years of age as of 1 January 2024.
- To be eligible for Metropolitan Masters, a player must be at least 35 years of age as of 1 January 2024.
- If a Club has two (2) or more Teams in the same or different Leagues (of a particular Division) then players are 'team-tied' following completion of the sixth (6th) round of the Regular Season to one of those teams. In exception of this rule, up to a maximum of three (3) players listed to a particular Team may play for the Club's other Team in that League on any given weekend.
- Only two (2) players from their club's most recent Men's State League (Seniors & Reserves) fixture are eligible to play.
- Each player must have played at least five (5) Competition Fixtures for that Team during the current Regular Season to qualify for a Metropolitan or Metropolitan Masters Finals series in the same year for that Team.

### Men's State League Restrictions

- To be eligible for Men's State League, a player must be at least 15 years of age as of 1 January 2024.
- To be eligible for finals/ play off fixtures a player must have played at least five (5) regular season competition fixtures for that team to qualify to play finals & play offs in 2024 for that team. Competition fixtures may be played by a player in either the reserve of senior teams for a club to count towards the player eligibility requirements.

### VPLW/Women's State League Restrictions

- To be eligible for VPLW/Women's State League competition, a player must be at least 14 years of age as of 1 January 2024.
- If a player has played six (6) games in her club's higher division Team, she is ineligible to play in her club's lower division Team for the rest of the season.
- If a Club has two (2) or more Teams in the same division (e.g., Women's State League 3), players are team-tied from the 6th round as per team lists that are to be sent to FV.
- To be eligible for finals/play off fixtures a player must have played at least five (5) regular season competition fixtures for that team to qualify to play finals & play offs in 2024 for that team. For VPLW/WSL Competition fixtures may be played by a player in either the reserve of senior teams for a club to count towards the player eligibility requirements

# CLUB MATCH OFFICIAL GUIDE

## MATCH DAY CHECKLIST

### PREGAME

#### Match Records

- Ensure that both teams have submitted their Match Record correctly. For match record books, the Match Official the white copy, yellow copies to be swapped by the teams and greens to stay in the book.
- For online match records the Match Official keeps the hard copies of the team sheets & the teams take photos of the team sheets.

#### Equipment Checklist

- Stopwatch / wristwatch, whistle, cards, flags, notebook, pen and coin.

#### Uniform

- Vest, no club logos, shorts, socks, and boots to be comfortable

#### Warm Up

- To avoid injury ensure that you allow enough time to complete the pregame match information and also complete a warm up and stretch. You can inspect the pitch at the same time as you warm up.

### THE MATCH

#### Assistant Match Officials

- Request an assistant Match Official from each team—thank them for volunteering and confirm your expectations of them.

#### Coin Toss

- Complete the coin toss and commence the match
- Write down any goal scorers, yellow cards and red cards in your notebook
- In MSL Fixtures also record the substitutions in your notebook.

### POST GAME

#### Match Records

- Complete the half time and full time scores, yellow/red cards, goal scorers and sign the match record. A team official from each team must also sign the match record.
- Senior Match Records must be emailed to [competitions@footballvictoria.com.au](mailto:competitions@footballvictoria.com.au)

If an incident occurred during the fixture—follow the process outlined on page 18.

# CLUB MATCH OFFICIAL GUIDE

## MISCONDUCT REPORTS

Submit when a Match Official has issued a red card to a player It should include:

- Home vs. Away team, League name, venue, and date
- Players name, Number, FA Number and Team
- A factual description of the incident— Keep it brief and accurate
- Submit a Post Match Submission Form (available on our website)

## INCIDENT REPORTS

Submit when a Match Official needs to report any incidents that occurred before, during or after the game, including:

- Player eligibility.
- Coach/team official/player/Match Official/spectator abuse
- Game abandonment for any reason including spectator invasion, weather, injury.
- A player refusing to leave the pitch after being sent off
- Mass confrontation/Melee; a club official or coach entering the field of play
- An unplayable pitch.

Misconduct and Incident Reports can be found [here](#) and must be sent within 48 hours of the fixture to [discipline@footballvictoria.com.au](mailto:discipline@footballvictoria.com.au) and [competitions@footballvictoria.com.au](mailto:competitions@footballvictoria.com.au)

Call FV Discipline for further advice 9474 1800 (press 3 for Discipline) if required.

## MANAGING CONFLICT

Be proactive to avoid any potential problems later in the game. For example:

- Quiet Word—given on the run e.g., “take it easy/good tackle, but be careful”
- Public Warning—use your whistle when the ball is out of play, call the player over to you and let them know this is their final warning
- Yellow Card—show the player a yellow card
- Red Card—show the player a red card

## MASS CONFRONTATION/MELEE

1. Use your whistle and voice to separate players—do not touch the players
2. Deal with any injury, and remember where to restart the game
3. Deal with the original offence
4. Deal with the player who became involved
5. Call both captains in and remind them of the conduct that is expected
6. Restart Play

# EMERGENCY PROCEDURE

## INJURY MANAGEMENT

### What should we do if there is a significant injury or emergency?

- In an emergency, call 000.
- In first instance, only trained first aid personal should attend to an injured player/supporter.
- FV encourages clubs to have an Emergency Management Plan including the location of the nearest hospital, doctor, ambulance access point, defibrillator and first aid equipment. This should also include a list of trained first aid club officials.
- For insurance claims, go to [www.gowgatessport.com.au/football/](http://www.gowgatessport.com.au/football/)

## CPR11 SAFE SPORT

CPR11 can be downloaded as an app on iPhone and Android.

Sudden cardiac arrest (SCA) is a vital emergency that may occur on the football field. When it happens, we should all know how to respond immediately. In a simple way and in just 11 steps, the CPR 11 application offers a plan with clear and precise instructions on how to give compressions and ventilations correctly, how to handle an automatic external defibrillator (AED) and if necessary, how to transfer the player.

With the help of text and voice messages, the 11 short videos will help you recognise a SCA and meet the objective of starting resuscitation maneuverer in the first 2 minutes and early defibrillation in the first 3 minutes after the player's collapse.

The application has been designed considering some of the specific characteristics of SCA cases during contact sports, such as football, like taking special care of the cervical spine when handling the player.

CPR 11 is a guide that may be very useful for anyone (players, coaches, Match Officials, relatives, spectators, etc) attending sports events of any level. It is not a substitute for proper training in cardiopulmonary resuscitation (CPR). We recommend everyone to receive formal instruction in CPR and AED use.

Download the application and share it with everyone. Showing these techniques to the greatest number of people, will help in saving lives.



# LOVE THE GAME NOT THE ODDS

## Concerned your kids think betting on sport is normal?

The first generation to grow up with sports betting advertising – young men (18 to 24 years) – make up a third of sports bettors in Victoria, and participation by young women is rising.\*

The Love the Game program aims to interrupt the normalisation of betting on sport. Take a stand on an important community issue. Join 500+ Victorian sporting clubs to say no to sports betting sponsorship.

Sign up your club today, it's free to join

For more information, visit [lovethethegame.vic.gov.au/join](http://lovethethegame.vic.gov.au/join)

\*Victorian population gambling and health study 2018–2019



 @vicrgf

 @lovethethegame

 @responsiblegambling



FOOTBALL  
VICTORIA



LOVE  
THE  
GAME



Victorian  
Responsible  
Gambling  
Foundation

# PLAYING FORMAT



	UNDER 7	UNDER 8 & 9	UNDER 10 & 11
NUMBER	4 v 4 (+3 subs)	7 v 7 (+4 subs)	9 V 9 (+5 subs)
PITCH SIZE	30m x 20m	1/4 Full Size Pitch Min: 40m x 30m Max: 50m x 40m	1/2 Full Size Pitch Min: 60m x 40m Max: 70m x 50m
PITCH MARKINGS	Markers or line markings	Markers or line markings	Markers or line markings
PENALTY AREA	Nil	5m depth x 12m width	10m depth x 20m width
GOAL SIZE	Width: 2m Height: 1m	Width: 3m Height: 2m	Width: 5m Height: 2m
GOAL TYPE	Goals, poles, or markers	Goals, poles, or markers	Goals, poles, or markers
BALL SIZE	Size 3	Size 3	Size 4
GOALKEEPER	No	Yes	Yes
PLAYING TIME	2 x 20 minutes	2 x 20 minutes	2 x 25 minutes
HALF TIME	5 minutes	5 minutes	5 minutes
REFEREE	Game Leader	Game Leader	Game Leader
POINTS TABLE	No	No	No
OFFSIDE	No	No	No

For more information on MiniRoos view FV's MiniRoos Guidelines

# UNDER 12 & 13 9V9 FORMAT

## Introduction

In 2024 Football Victoria will continue to implement the 9v9 format in the Under 12's & 13's competition. This decision has been made to provide the best learning environment for young players so each individual can realise their full potential.

9-a side in Under 12's & 13's allows players to be challenged technically as well as physically through multiple repeated actions in smaller areas. It also aims to set realistic expectations that meet the needs of young footballers, rather than senior players. It focuses on the development of a player rather than the result of the match.

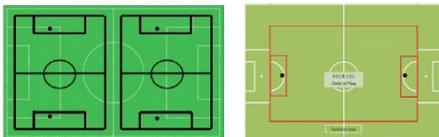
The playing format for Under 12's & 13's leagues is as follows:

Numbers	9 v 9 Including Goalkeeper. Max of 5 substitutes
Field Size	Length: 60 (min) - 70m (max) Width: 40 (min) - 50m (max)
Goal Size and Type	Height: 2m Width: 5m Permanent or portable goal must be compliant with the Australian Competition and Consumer Commission's Consumer Notice No.28 of 2010
Field Marking	Cones, Markers or Painted Lines are allowed
Penalty Area	Depth: 10m Width: 20m Penalty Spot 7m from goal line
Duration of Game	2 x 30-minute halves
Half Time	5 minutes minimum 10 Minutes maximum
Referee	FV Appointed Green Shirt Referees
Assistant Referee	Club appointed Assistant Referees
Interchange	Maximum 5 Players
Ball Size	Size 4
Points Table & Finals	Yes

## Competition Rules

Under 12 & 13 competition is played under FIFA Laws of the Game with modified rules to assist players in their development and also refine the transition to 11v11 football, these include:

**Field Markings:** All field markings as required for a full-size pitch, including the penalty area, are required for Under 12 & 13 matches. Field markings can be marked with paint, or flat markers. Painted lines must be a different colour to any existing line markings used for the full-size pitch.



**Offside rule:** The offside rule will be included in the Under 12 & 13 competition as it is an integral rule to the game of football. 9v9 on the recommended size pitch will help players learn the rule as there is no longer as much space between the halfway line and the opposition goals.

**Penalties:** In accordance with FIFA LOTG, a penalty kick will be awarded if a player commits a direct free kick offence inside their penalty area.

**Goalkeeper:** The goalkeeper is allowed to handle the ball anywhere in the penalty area. To restart play after a save or gathering the ball with their hands, the ball must be thrown or rolled from the hands or played from the ground with their feet, within 6 seconds. The goalkeeper is not allowed to kick or dropkick the ball from their hands.

**Goal kick:** Goal kicks can be taken from anywhere within the penalty area. Opponents must be outside the penalty area until the ball is in play. The ball is in play once it is kicked and clearly moves. Players from the defending team may receive the ball inside the penalty area from a goal kick.

**Throws in:** Player faces the field of play, has part of each foot on the ground either on or behind the touch line, uses both hands and delivers the ball from behind and over their head. The thrower must not touch the ball again until it has touched another player. The ball is in play once it enters the field of play. A goal cannot be scored directly from a throw in.

**Corner kicks:** Opponents must be at least 5 metres away from the ball until it is in play. The ball is in play when it is kicked and moves.

**Discipline:** Red or Yellow cards will be issued to players in Under 12 & 13 competitions.

For any fouls that would ordinarily result in a red card, the match official will instruct the player to leave the field of play for the remainder of the match, any player sent from the field of play may be replaced by another player at the time of the offence. In this instance, neither team will be required to play with fewer than 9 players.

For any offense that would ordinarily result in a red card for violent or offensive behaviour (i.e. R2 - Violent conduct, R3 - Spitting, R6 - uses offensive or insulting or abusive language / gestures) the match official will be required to submit a misconduct report to FV which may result in further disciplinary action for that player.

**Team shape (formation):** Teams must setup using at least 3 lines for example, GK - 3 - 2 - 3, GK - 4 - 3 - 1, GK - 3 - 3 - 2. This rule is to introduce players to an 11v11 like formation and structure thus assisting with the transition to U14s.

**Playing style:** FV strongly recommends "a proactive brand of football", based on effective possession with the cutting edge provided by creative individuals. Defensively, the key components are quick transition and intelligent collective pressing. The Playing Style is underpinned by a strong 'team mentality', capitalising on "Australia's traditional strengths".

# COMPETITION GUIDELINES

## Zones and Leagues

The Zoning for Under 12 & 13 Boys will remain as per current application for MiniRoos and Junior Boys, which is: North, South, East and West. Similarly, the Under 12 & 13 Girls' leagues will follow the same principle, however due to less critical mass, there may be the need to amalgamate zones as per the current process.

In that regard, the following considerations will apply when creating league structures for the Under 12's & 13's, much to the same effect as Under 11's:

- Where practical, minimise the over representation of teams from the same Club in any one league
- Distance between Clubs within a league, where appropriate
- League sizes consisting of a minimum of six and maximum of fifteen teams

## Self-Grading

Self-grading will remain as per current practice in Under 12's & 13's for Junior Boys' and Girls'. The grading will be as follows:

A – strong grasp of football skills

B & C – beginning to develop their football skills

D & E – little or no previous experience

Regrading will take place at conclusion of Round 4. Regarding requests must be submitted for FV consideration a regrading request is at the discretion of FV.

## Day of Play

Currently Under 12 & 13 football is restricted to Sunday only. As a point of difference to the current Under 12's competition, and as per current MiniRoos practice, Clubs will have the opportunity to nominate Saturday or Sunday.

Provided there is sufficient team requests to play on Saturday within a Zone, FV will implement leagues where applicable. For example, particularly in the Southern and Eastern Zones, Saturday U11's in MiniRoos are prevalent.

The ability to have Saturday leagues provides the opportunity to increase teams at clubs and allocation of pitch space.

**Kick off times:** The preferred kick off times will be at 10.10am. (Under 12's) & 11:20am (Under 13's)

## Results and Ladders

Results and Ladders will remain 9 v 9 format and must be submitted inline by the home club 6:00pm on the same day.

## Match Records & ID Cards

Given there are results and ladders kept, match records are required to be submitted prior to each game. Accordingly, Player ID cards will also be required.

## Match Officials

Where possible, FV will continue to appoint Green Shirt Referees to matches as has been the case in previous seasons. Similar to the concept of the players learning the game through small sided football, FV will also be utilising the format change to help introduce new referees to the game.

Clubs will be asked to arrange a club Assistant Referee as per normal. This breaks down barriers and allows parents to learn the rules of the game in a similar learning environment to the referees and players.

The home club remains responsible for payment of referees, with the referee entitled to a total of \$40.

## Coaching

Each club's team must have a minimum of one Head Coach.

## Further Information

For any further information including questions in relation to coaching and player development contact FV Coaching Department [coaching@footballvictoria.com.au](mailto:coaching@footballvictoria.com.au) or for any questions relating to competition matters contact FV Competitions Department – [competitions@footballvictoria.com.au](mailto:competitions@footballvictoria.com.au)

# BOYS PLAYING FORMAT

	UNDER 12 (9V9)	UNDER 13 (9V9)	UNDER 14	UNDER 15
BORN ON/AFTER	1 <sup>st</sup> January 2012	1 <sup>st</sup> January 2011	1 <sup>st</sup> January 2010	1 <sup>st</sup> January 2009
PLAYER ID CARDS	Yes	Yes	Yes	Yes
BALL SIZE	Size 4	Size 4	Size 5	Size 5
PLAYING TIME	2 x 30 Minutes	2 x 30 Minutes	2 x 30 Minutes	2 x 35 Minutes
HALF TIME BREAK	Min: 5 minutes Max: 10 minutes			
OFFSIDE	Yes	Yes	Yes	Yes
SUBSTITUTES	Interchange	Interchange	Interchange	Interchange

	UNDER 16	UNDER 17	UNDER 18 - 21
BORN ON/AFTER	1 <sup>st</sup> January 2008	1 <sup>st</sup> January 2007	18 - 1 <sup>st</sup> January 2006 21 - 1 <sup>st</sup> January 2003
PLAYER ID CARDS	Yes	Yes	Yes
BALL SIZE	Size 5	Size 5	Size 5
PLAYING TIME	2 x 40 Minutes	2 x 40 Minutes	2 x 45 Minutes
HALF TIME BREAK	Min: 5 minutes Max: 15 minutes	Min: 5 minutes Max: 15 minutes	Min: 5 minutes Max: 15 minutes
OFFSIDE	Yes	Yes	Yes
SUBSTITUTES	Interchange	Interchange	Interchange

# GIRLS PLAYING FORMAT

	UNDER 12 (9V9)	UNDER 13 (9V9)	UNDER 14	UNDER 15
BORN ON/AFTER	1 <sup>st</sup> January 2012	1 <sup>st</sup> January 2011	1 <sup>st</sup> January 2019	1 <sup>st</sup> January 2008
PLAYER ID CARDS	Yes	Yes	Yes	Yes
BALL SIZE	Size 4	Size 4	Size 5	Size 5
PLAYING TIME	2 x 30 Minutes	2 x 30 Minutes	2 x 30 Minutes	2 x 35 Minutes
HALF TIME BREAK	Min: 5 minutes Max: 10 minutes			
OFFSIDE	Yes	Yes	Yes	Yes
SUBSTITUTES	Interchange	Interchange	Interchange	Interchange

	UNDER 16	UNDER 17	UNDER 17/18	UNDER 19
BORN ON/AFTER	1 <sup>st</sup> January 2008	1 <sup>st</sup> January 2007	1 <sup>st</sup> January 2007	1 <sup>st</sup> January 2005
PLAYER ID CARDS	Yes	Yes	Yes	Yes
BALL SIZE	Size 5	Size 5	Size 5	Size 5
PLAYING TIME	2 x 40 Minutes	2 x 40 Minutes	2 x 45 Minutes	2 x 45 Minutes
HALF TIME BREAK	Min: 5 minutes Max: 15 minutes			
OFFSIDE	Yes	Yes	Yes	Yes
SUBSTITUTES	Interchange	Interchange	Interchange	Interchange

**NOTE:** The playing formats specified in this handbook are only relevant to the FV Metropolitan competition age groups. Advanced & Cup Competitions and FV Geelong Competition formats are located on the FV website.

# REFEREES

## REFEREE FEE SCHEDULE

How much do I pay the referee?

Please use the links below to determine the amount:

- [2024 Referee Fee Schedule](#)
- [2024 Geelong Referee Fee Schedule](#)
- Please note Match Officials claim travel fees via FV, not the club on match day

## REFEREE FEEDBACK

I'd like to provide FV with some feedback on the referee from our game?

- [2024 Club Feedback Report](#)





Referees have a vital role, supporting games at every level. They are there to make sure the Laws of the Game are being followed, to ensure a fair result and a great experience for all.

There are a lot of reasons to become a referee. Perhaps you are no longer playing football but want to stay connected with the game. Or you are interested in a part time job that provides an income. Or you want to give back to the game you love.

You can take part at any age, at any time, in any format of the game. Registered referees gain access to referee in all FV managed competitions and regional based leagues across metropolitan and regional Victoria – and it is easy to get started.

Our level 4 course is the introductory level course for anyone wanting to become a referee. The new online course provides participants with 24/7 access to complete the course at a time that suits their schedule.

**BECOME A REFEREE | Football Victoria**

# FV CONTACTS

## HEAD OFFICE

Sports Drive  
Bundoora VIC 3083

## POSTAL ADDRESS

PO Box 124  
La Trobe University, VIC 3083

## CONTACT US

Phone: (03) 9474 1800

Office Hours: 9:00am to 5:00pm Monday to Friday

General Enquiries: [info@footballvictoria.com.au](mailto:info@footballvictoria.com.au)

DEPARTMENT	EMAIL
MEDIA	<a href="mailto:communications@footballvictoria.com.au">communications@footballvictoria.com.au</a>
COMMERCIAL	<a href="mailto:sponsorship@footballvictoria.com.au">sponsorship@footballvictoria.com.au</a>
COMMUNITY COMPETITIONS	<a href="mailto:competitions@footballvictoria.com.au">competitions@footballvictoria.com.au</a>
DISCIPLINE AND TRIBUNAL	<a href="mailto:discipline@footballvictoria.com.au">discipline@footballvictoria.com.au</a>
FINANCE	<a href="mailto:accounts@footballvictoria.com.au">accounts@footballvictoria.com.au</a>
PLAY FOOTBALL - REGISTRATIONS	<a href="mailto:registrations@footballvictoria.com.au">registrations@footballvictoria.com.au</a>
NPL & NPLW	<a href="mailto:nplvictoria@footballvictoria.com.au">nplvictoria@footballvictoria.com.au</a>
REFEREES	<a href="mailto:referees@footballvictoria.com.au">referees@footballvictoria.com.au</a>
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TECHNICAL – COACHING	<a href="mailto:coaching@footballvictoria.com.au">coaching@footballvictoria.com.au</a>

# RULES, POLICIES & USER GUIDES

## **RULES, REGULATIONS & POLICIES**

All rules, policies and user guides can be found on the Football Victoria website.

Resources > Clubs > Rules and Regulations

- 2024 Rules of Competition
- Registration Regulations
- Match Day Risk and Security Policy
- Extreme Weather Policy
- Dispensation Policy
- Grievance, Disciplinary and Tribunal (GDT)
- COVID-19 Rules – Impacted 2024 Community Competitions

## **RESULTS ENTRY AND CLUB USER GUIDES**

Results Entry and Club User Guides are available on the Football Victoria website

Resources > Clubs > Results Entry and Club User Guides

- [GameDay Log In & Access](#)
- [GameDay User Guides](#)
- [AutoStat Team Entry System User Guides](#)

