

NWSWS Inc. Essential Process Procedures

Team Nomination Process

1. Team Nomination Forms available at January Management Committee Meeting.
2. Return completed form at February MCM with deposit money and affiliation fee (\$10).
3. Levies and capitation fees are separate to team charges.
4. Compulsory state and national levies will be invoiced.

Team Registration Process

1. Submit correct registrations for at least 9 (6 for U10-11s, 4 for U 8s) on or before due date.
2. Use NWSWS Official Form (original with signatures on Registration Day, plus an electronic submission for the data base).
3. **All** details must be completed.
4. Insurance money must be included for every player being registered.
 - J: Juniors (under 18),
 - S: Students-must be full time students,
 - A: Adult-all other players.
5. Teams fined if 72 hours late (may play first round).
6. Teams fined and forfeit first round if later than 72 hours.

Individual Player Registration Process

1. Accepted up to Wednesday evenings (93 First Ave, Five Dock) in box near door (or leave in "Registrar's" pigeon hole on Sunday) to be able to play following week.
2. Cheques only (no cash) must accompany every registration.
3. All information (especially insurance status) must be included.
4. 2 identical full-face passport photos must be glued to ID cards.
5. Players may only register with one club.
6. Registrations close June 30th.
7. Registered player IDs can be collected from the pigeonholes at Morrison Bay on Sunday morning after 8.30am.
8. If paper work, photos etc. are not correct, the player(s) will not be registered.

Grading Process - pre-season

1. Nominations considered by Grading Committee and preliminary gradings determined.
2. Clubs advised at least 14 days before commencement of competition.
3. Written requests challenging gradings must be lodged with NWSWS Secretary within 72 hours.

Outline all relevant information on which club relies for the change.
4. Final gradings and competition draw released no later than Wednesday before kick-off date.
5. **No further appeal against grading permitted.**

Grading Process - after season commences

1. Regrading may occur any time up to and including fourth week of competition.
2. You may anticipate unsuitable regrading during this time - write to NWSWS Secretary with case.
3. Regradings may be implemented immediately.
4. Regradings ratified at MCM.
5. **No further appeal against grading permitted.**

DRESSING AND UNDRRESSING FIELDS

At Morrison Bay, Bremner, Bill Mitchell and Monash Parks

For the first fixture of the day home teams are responsible for picking up the bags containing a goal net and pegs and corner posts from Morrison Bay.

For the last fixture of the day each team is to take down a net , pack neatly into bag with pegs and the home team is to take all the equipment back to Morrison Bay.

At Morrison Bay each team is responsible for putting out and bringing in a garbage bin for their field.

At Meadowbank Park

Equipment to be collected from the brick building and each team to erect a net and 3 posts for the start of play for the day.

Equipment is to be taken down and returned to brick building by each team playing the last fixture for the day.

At Peel Park and Macquarie Uni and other venues.

Assistance may be required to dress and undress field by first and last teams rostered there.

Equipment is the property of the clubs hosting the venue and stays at that park.

Ignoring these instructions will incur a \$20 Club fine

Filling in Team Sheets (Match Cards)

1. The Competition Secretary will make team sheets available to all clubs.
2. The "home" team (first on the draw) is to fill in the team sheet first and then hand to the opposition at least 15 minutes before kick off.
3. Please make sure **all** information is filled in accurately. If the information is incorrect it could result in wrong results, loss of points, etc.
4. Team players names are to be written legibly with correct ID numbers and shirt numbers. Signatures should be consistent with player ID card.
5. Players from a lower division in the same club are allowed to play in a higher division but they must be noted on the match card as such eg. M. Smith 1345 (AA5).
6. A player may play 5 games at a higher level. On the 6th game up they are automatically re-registered to the **highest** level at which they have played.
7. Managers must sign the match card when they check the score entered by the referee at the end of the game.

Process for making a Sports Injury Claim

1. The claim must be made within 30 days of the injury.
2. Keep all receipts
3. Fill out claim form (each manager is issued with an insurance package at the beginning of the season)
4. An injury Incident Report Form is at the back of this book.

Protest Process (can be used for any matters relating to or arising during competition)

Protest Letter, signed by the club's "nominated Secretary", must be lodged with NWSWS Secretary within 72 hours of an incident.

1. \$20 protest fee must be included.
2. P&D Committee may arrange a hearing if deemed necessary.
3. P&D Committee decision may be appealed.

Appeals Process (can be used against a decision made by the P&D Committee or MC, except for a recision motion)

1. Letter of appeal, signed by the club's "nominated Secretary", must be lodged with NWSWS Secretary within 48 hours of notification of decision.
2. \$50 appeal fee must be included.
3. Appeals Committee may arrange a hearing if deemed necessary.
4. Appeals Committee decision may be appealed.
5. If the decision of the AC is not satisfactory a further appeal may be made to the appropriate State body within 7 days.

Contacting the Association

All correspondence should be directed to:

The Honorary Secretary
PO Box 525
GLADESVILLE NSW 2111