

**AMATEUR SOCCER FEDERATION OF
VICTORIA INCORPORATED**

**CONSTITUTION, RULES
& STANDING ORDERS**

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CONSTITUTION

1. Name

The name of the organisation shall be the "Amateur Soccer Federation of Victoria Incorporated" hereinafter called the 'federation'.

2. Objects

- (a) To promote, provide for, regulate and manage Association Football, commonly known as Soccer, on the basis that the players are non-professional, particularly for clubs connected with or supported by commercial enterprises.
- (b) To co-operate with, support and aid soccer clubs which in the opinion of the federation have aims beneficial to the interests of the game.
- (c) To form divisions within the federation and to regulate promotion and relegation of team between those divisions and to organise and conduct such other matches and competitions as it deems fit.
- (d) To form and establish rules, regulations and by-laws for the proper control of the federation and games played by members of the federation.
- (e) To promote proper methods and practices and to enforce the rules and laws of the game. The federation shall bring into effect and enforce the Laws of the Game established and promulgated from time to time by the International Football Association and the Victorian Soccer Federation, provided that additions, alterations or amendments to such laws shall be carried into effect and enforced by the federation in the season following the making of such additions, alterations or amendments.
- (f) To exercise supervision and control over club members and players and to expel, suspend, disqualify, fine or otherwise deal with any club or club member who shall have committed breaches of the regulations or by-laws or who or which shall have been guilty of any conduct which in the opinion of the federation is contrary to the interests of the game and/or of the Federation.
- (g) To acquire, provide for and accept cups, shields, trophies and medals and to provide for their safe custody, insurance and protection and for their award, presentation and exhibition.
- (h) To compile, print, publish, lend, sell and distribute books, magazines, journals, pamphlets, papers, films and other material and information for the purpose of disseminating knowledge of, stimulating interest in and of promoting the objects of the Federation.
- (i) To purchase, hire or otherwise acquire for the purpose of the federation lands, buildings and chattels and to manage, develop or sell such assets for the benefit of the Federation.
- (j) To accept clubs, associations or like bodies as affiliated members upon such terms and conditions as shall be decided by the Federation from time to time.
- (k) To do all such things as are conducive or incidental to the above objects or any of them.

3. Membership

- (a) Membership shall be open to all clubs subscribing to the objects of the federation and paying the prescribed fees. No restriction shall be imposed on any club by virtue of religious or political beliefs, or race, but the federation shall have the right to refuse membership to any club without assigning any reason therefore.
- (b) All applications for federation membership shall be made in writing to the Secretary.
- (c) A club shall become a member of the federation upon payment of the prescribed entrance and membership fee and the approval of the Management Committee.
- (d) The privileges of a member club shall not be transferable.
- (e) The federation shall consider all applications for membership and take into account:
 - i. The general reputation, background and potential of the applicant.
 - ii. The playing standard of the applicant.
 - iii. The financial means and standing of the applicant.
 - iv. The ground and changing facilities of the applicant.
 - v. The district in which the applicant intends to play the game.
 - vi. Such other matters as the federation may consider relevant.
- (f) The name of each club shall be subject to approval and registration by the federation and the federation may reject the name of any club without giving reason.
- (g) The federation shall:
 - i. Prepare and administer a register of players and all players shall be registered with the Federation.
 - ii. Issue identification documents of players.
- (h) Membership of the federation shall be subject to annual renewal and membership and affiliation fees shall be determined by the federation from time to time.
- (i) Member clubs shall be responsible for the conduct of their members, players, officers and officials.
- (j) Any club which fails to renew its membership or withdraws all of its teams for a period not exceeding 18 months and which subsequently applies for re-admission to the Federation shall, subject to the approval of the Management Committee, be exempt from the standard joining procedures applicable to new clubs.

4. Finance

- (a) The financial year of the federation shall commence on the 1st October and end on the 30th September of the following year.
- (b) The incoming property of the federation wheresoever derived shall be applied solely towards the promotion of its objects. No member of its governing body except for the secretary, shall be appointed to a salaried position or office of profit in the federation and remuneration or other benefit in money or monies worth shall be given by the federation to any such member except for payment of out-of-pocket expenses, honoraria, interest on money lent or reasonable and proper rent for premises demised or let to the Federation.

- (c) The sources from which the funds of the federation are to be or may be derived shall include the sources described in 4(h) and donations borrowings proceeds from raffles functions and the like.
- (d) The federation may at it's discretion appoint a person to the position of manager who shall be paid such remuneration as is determined to the Management Committee from time to time. The manager while holding office shall not be entitled to vote at general and committee meetings.
- (e) The accounts of the federation shall be examined and the correctness or otherwise of those accounts and balance sheets shall be certified by the appointed auditor. The federation shall provide documentation and comply with all the auditor's legitimate requirements.
- (f) Officers of the federation shall not be eligible for appointment as auditor to the Federation.
- (g) In the event of there being no appointed auditor the Management Committee shall have power to appoint other suitable persons to examine the accounts.
- (h) The Management Committee shall (prior to the start of the season) establish and publish a list of standard fees and fines. The list shall include entrance fees for new members to the federation subscription membership fees for existing members and any other fees fines expenses contributions and amounts to be paid by members of the Federation.
- (i) The federation's terms for payment by clubs of their clubs accounts shall be in accordance with the following:
 - i. All items invoiced are due and payable before the end of the calendar month following the month of invoice.
 - ii. All payments received shall be credited to the earliest dated invoices until the credit amount is exhausted.
 - iii. Clubs with outstanding invoices prior to the last calendar month shall be deemed to be on CREDIT STOP. The Management Committee may, from time to time, determine the extent of restrictions placed on clubs in this category.
 - iv. Clubs with outstanding invoices prior to the month preceding the last calendar month shall be on FINANCIAL SUSPENSION. Such clubs shall be suspended from all competitions and forfeit all matches until the overdue accounts are paid.

5. Meetings

- (a) The annual general meeting of the federation shall be held in either October or November each year and other general meetings may be convened as determined by the federation president or Management Committee
- (b) At least 21 days notice of each meeting shall be given to each member club, but accidental omission to give notice to any member club shall not invalidate the meeting.
- (c) A copy of the agenda and a copy of the annual accounts shall be sent to each member club at least 7 days before the annual general meeting.
- (d) Notice of special business and of the general nature of that business shall be sent to each member club at least 7 days before the annual general meeting.
- (e) Clubs wishing to raise other business at the annual general meeting shall submit such business to the secretary at least 28 days before that meeting. Other business placed before the annual general meeting shall be at the discretion of the Management Committee.

- (f) The business of an annual general meeting shall be:
 - i. Minutes of the previous annual or any other general meeting
 - ii. Accounts, balance sheet and auditor's report.
 - iii. President's report.
 - iv. Other reports as deemed appropriate by the Management Committee.
 - v. Election of officers.
 - vi. Appointment of auditor.
 - vii. Special and/or other business.
- (g) The president of the federation shall preside as chairman at every general meeting of the federation, or in his absence, the next senior officer of the federation who is present.
- (h) No business shall be transacted at a general meeting unless a quorum of two-thirds of all member clubs represented by their appointed delegate is present.
- (i) If a quorum is not present within 30 minutes of the advertised starting time of a general meeting the meeting shall lapse and be adjourned until it can be reconvened at a time and place to be notified by the federation. If within 30 minutes of the advertised starting time of such adjourned meeting a quorum is not present then those present shall form a quorum.
- (j) Each member club shall be entitled to be represented at a general meeting only one duly appointed delegate who shall be a financial member of that club and whose name and signature have been submitted to the federation prior to the meeting. Such a delegate shall be entitled to one vote for each team of the club registered with the federation. Each member club may send one observer to a general meeting but the observer shall not be entitled to vote.
- (k) Member clubs who have outstanding accounts with the federation shall not be entitled to vote at an annual general meeting of the Federation.
- (l) Member clubs failing to be represented at any general meeting of the federation shall be liable to pay a fine as may be determined by the federation from time to time.
- (m) The president shall convene an extraordinary meeting of the federation on receipt of a written request to do so from more than a quarter of the federation's members.
- (n) General meetings shall be conducted in accordance with standing orders as prescribed by the Management Committee from time to time.

6. Elections

- (a) Elections shall be by secret ballot. Nominations (to be made in writing signed by the proposer and the nominee) shall be called for at least 21 days before the annual general meeting and shall close with the secretary 7 days before the annual general meeting.
- (b) No club shall have more than one of its members elected to serve on the same Management Committee save and except the Appointed Committee Member who may serve at the same time.
- (c) Retiring committee members shall be eligible for re-election without the need to lodge a formal nomination
- (d) Candidates seeking election shall be declared elected upon obtaining a majority of the votes of those present and entitled to vote.

- (e) At the annual general meeting of the federation a Committee of Management, to be known as the Management Committee of the federation, comprising of the following officers, shall be elected by the financial members present –
 - i. The President
 - ii. Two Vice-Presidents
 - iii. The Secretary
 - iv. The Treasurer
 - v. Two Committee Members

The Management Committee upon its election shall appoint a person to be known as the Appointed Committee Member to be a member of their committee.
- (f) The Management Committee shall have the power at any time to appoint any person to fill a casual vacancy.
- (g) The president, secretary and treasurer shall hold office for two years from the annual general meeting at which they are elected. The election for the president and the election for the secretary and treasurer shall take place in alternate years.
- (h) The vice-presidents and committee members shall hold office for one year.
- (i) Members of the Management Committee shall cease to hold office at the close of the annual general meeting at which their term of office expires.

7. Management Committee

- (a) The Management Committee shall conduct the business of the federation in all matters and may appoint sub-committees with such powers and authorities as are specified and the president shall ex officio be a member of all such sub-committees. Sub-committees shall –
 - i. Be under the chairmanship of a person approved by the Management Committee.
 - ii. Function and operate under their terms of reference.
- (b) Committee members shall be indemnified by the federation for all liabilities incurred by them in the bona fide execution of their duties under this Constitution.
- (c) All officer of the federation shall be insured against accident whilst acting on federation business, such insurance premiums to be borne by the Federation.
- (d) Members of the Management Committee shall not be required to testify before any disciplinary or investigation committee.
- (e) The order of seniority on the Management Committee shall be –
 - i. The Chairman (President of the Federation)
 - ii. 1st Deputy Chairman (1st Vice-President)
 - iii. 2nd Deputy Chairman (2nd Vice-President)
 - iv. The Honorary Secretary
 - v. The Treasurer
 - vi. Other Committee Members according to age.
- (f) A quorum of the Management Committee shall be four members. If no quorum is present within 30 minutes of the specified time the meeting shall be adjourned. A meeting of the Management Committee at which a quorum is present shall be competent to exercise all the

authorities, powers and discretions by or under the Constitution and Competition Rules for the time being invested in the Management Committee generally.

- (g) The Management Committee shall –
- i. Cause proper minutes to be taken of all meetings of the Committee and all business transacted at such meetings.
 - ii. Cause proper books of accounts to be kept. The books of accounts shall be kept at the federation's office or at such other place as the Committee shall think fit, and which shall, by appointment, be open to the inspection of Member clubs during office hours.
 - iii. Provide for the safe custody of the Seal. The Seal shall be used by the authority of the Management Committee. Every document to which the Seal is affixed shall be signed by two members of the Management Committee one of whom shall be the president, vice-president or secretary of the federation.
- (h) The chairman of the Management Committee shall –
- i. Preside at meetings of the Committee and shall co-ordinate the work of all officers and sub-committees of the federation.
 - ii. Be responsible for the proper functioning of the federation and supervise the work of the secretary and report to the Committee any deficiencies in the operation of the federation and work of the secretary.
- (i) The secretary shall in the absence of an appointed manager –
- i. Attend to all correspondence, notify members of all meetings of the federation, attend to such matters as are within his/her terms of reference and which merit immediate action between committee meetings and carry out such other duties as shall from time to time be delegated to him by the Management Committee.
 - ii. Place before the Management Committee all incoming and outgoing correspondence.
 - iii. Take minutes of all meetings attended and circulate such minutes as instructed by the Management Committee.
 - iv. Maintain a register of and attend to the registration, transfer and indentify cards of players in a proper and accurate manner and report to the Management Committee any irregularities concerning such matters as are found.
 - v. Ensure that all incoming and outgoing correspondence, the decisions of the federation's appeal board, disciplinary and investigation committees and records of players' histories are treated as confidential and not divulged to persons other than those directly concerned without the permission of the Management Committee.
 - vi. Receive all monies and pay the same to the credit of the federation at the A.N.Z. Bank or such other bank as may be determined by the Management Committee from time to time.
 - vii. Keep a full and correct account of the income and expenditure of the federation and present, through the treasurer, to the annual general meeting an audited statement of income and expenditure and a balance sheet of the financial transactions of the federation from the date the last statement of income and expenditure and balance sheet was presented.
 - viii. Keep a record of attendance at the Management Committee Meetings of the federation for each member of the committee.

- (j) The treasurer shall –
 - i. Regularly inspect the accounts of the federation and shall sanction payment of these accounts which result from expenditure approved by the federation.
 - ii. Sign cheques and orders to be drawn on the accounts of the federation and shall obtain the counter-signature of the person nominated by the Management Committee, from time to time, who is authorised to counter-sign such cheques and orders. In the absence or unavailability of the treasurer, the Management Committee shall nominate who is to sign cheques and orders in lieu of the treasurer.
- (k) The office of member of the Management Committee shall be vacated if –
 - i. By notice in writing to the federation the member resigns his office.
 - ii. The member shall be absent from three consecutive meetings without leave of absence or acceptable excuse.
 - iii. In the opinion of a general meeting the member is guilty of conduct contrary to the interests of the game or the federation.
- (l) No member of the Management Committee shall represent or act in the interests of any particular club or player.
- (m) The Management Committee shall have the power to regulate the conduct of its members.

8. Clubs

- (a) Member clubs shall submit to the federation, in writing, the names of those officials authorised to sign documents on behalf of the club and specimens of their signature.
- (b) Member clubs shall submit to the federation, in writing, the names of all office bearers and committee members within 7 days of the club annual general meeting.
- (c) Member clubs shall submit to the federation, in writing, any changes in the method of communication, address, team colours, ground location or signature authority within 7 days of the occurrence.
- (d) The team colours and playing equipment of a member club shall be subject to the approval of the federation. When the playing colours of clubs clash the away team shall change. The referee may also direct a change in playing colours in accordance with this rule or the competition rules.
- (e) Member clubs shall be held responsible for the collection of fines imposed for disciplinary reasons on club officials and players. Fines imposed upon club officials shall be deemed to be an outstanding account with the federation pursuant to sub-clause 5(k).
- (f) Member clubs who resign, withdraw or are expelled from the federation shall, upon re-application to join the federation, be subject to the rules and conditions applicable to new applicant clubs wishing to join the federation.
- (g) Member clubs who are suspended from competition shall on the completion of that suspension retain their original standing in the competition subject to the rules applicable to promotion and relegation.
- (h) Member clubs upon tendering their resignation or withdrawal and/or suspension shall still be liable for any outstanding debt incurred with the federation.

9. Service Clubs

Member clubs promoted by the armed forces of the Commonwealth of Australia or the Victorian or Commonwealth Police Forces shall, by arrangement with the federation, be exempt from having their players registered but their players shall use their service number in lieu and may be issued with identity cards provided they are not registered with any other club in Victoria.

10. Players

- (a) The federation shall at all times retain the right to refuse or cancel the registration of or the renewal of registration of a player. The federation shall not be required to give a reason for refusing or cancelling the registration of or refusing the renewal of a player's registration.
- (b) All players registered with the federation shall abide by and conform with the federation's Constitution, Competition Rules, Disciplinary Procedures and Laws of the Game.
- (c) The federation shall accept applications for the registration of players at any time during normal office hours. The application shall be made on the federation's application for registration document and shall be counter-signed by the player's parent or guardian if he is under 18 years of age. All players participating in official games of the federation shall be registered with the federation.
- (d) Players joining the federation from another league shall complete and sign the federation's application for registration document and be issued with an identity card before they are eligible to play in the federation's competitions. The player's signature shall be witnessed and the application shall be counter-signed by the player's parent or guardian if he is under 18 years of age.
- (e) Player registrations shall lapse on the thirtieth day of November each year. Clubs wishing to retain the registration of a player shall apply for a renewal of that registration.
- (f) All registered players of the federation shall be issued with an identity card (player's passport), which shall –
 - i. Remain the property of the federation.
 - ii. Be produced for endorsement when the registration is being renewed.
 - iii. Be returned to the federation when requested by the federation secretary, the player ceases to be a member of the club, retires from competition, is transferred to another club or his registration for that season is not being renewed.
- (g) A player may transfer from one club to another club provided that –
 - i. No transfer into the federation or between member clubs within the federation shall occur or be effected from the first day of July to the thirtieth day of November in each year except as may be provided by the Management Committee from time to time in respect of former players of defunct federation clubs.
 - ii. No transfer out of the federation shall be permitted or effected during the closed transfer period of the respective receiving league association or federation; and provided further that
 - iii. Transfers out of or within the federation shall be requested on the federation's official transfer document; and
 - iv. No player whether transferring within the federation or to or from any other league association or federation shall be permitted more than two (2) transfers

with any one transfer period and any second transfer shall be permitted only with the prior written consent of the player's current club.

- (h) Players transferring into the federation from another league must have clearance from that league and for leagues in Victoria the appropriate transfer document for that league.

11. Competitions

- (a) The federation shall adopt the Laws of the Game as laid down by the International Football Association Board in its competitions except for those competitions where the number of players stipulated is less than 11.
- (b) In competitions where the number of players stipulated is less than 11 clubs shall abide by the rules of the competition as specified by the federation.
- (c) The federation shall conduct such competitions as it deems desirable and shall manage and exercise control over those competitions and the rules governing them.

12. Other Matches

Member clubs wishing to participate in other organised competitions or non-competitive matches which do not fall under the jurisdiction of the federation shall obtain permission from the federation prior to participation in such matters.

13. Investigation and Disciplinary Committees

- (a) The federation shall appoint an investigation committee and a disciplinary committee. One member of each committee shall be appointed the chairman of that committee.
- (b) The committee shall consist of persons not being members of clubs participating in competition over which the committee has jurisdiction.
- (c) The quorum of the committee shall consist of three members including a chairman. Should the chairman of the committee not be present the most senior member in continuous service shall act as chairman. When a quorum for a committee is not available and two members are present, the committee of two members may proceed with the investigation of disciplinary matter before them provided that the member club club official or player appearing at that hearing or so charged has no objection to the case being heard and adjudicated by the two members present.
- (d) Charges based on the report of the referee or linesman shall be placed before the appropriate disciplinary committee by the secretary of the federation unless a directions to the contrary has been made by the Management Committee.
- (e) The disciplinary committee shall have the power to suspend disqualify fine or otherwise deal with all member clubs club officials players or members of clubs charged under the Constitution Rules of Competition Resolutions of the Federation and/or laws of the game or refer matters of a serious nature which merit a more severe punishment than that which can be imposed by the federation to the disciplinary committee of the Victorian Soccer Federation.
- (f) The disciplinary committee shall use the principles and rules as laid down in the disciplinary procedures for players registered with federation clubs which form part of the federation's rules and shall deal with all other matters referred to it by the federation.

- (g) The investigation committee shall have the power to investigate any matter placed before it by the Management Committee and advise the Management Committee if there has been a breach of the Constitution, Rules of Competition, Resolutions of the Federation and/or Laws of the Game.

14. Protests

- (a) A protest against the recording of a result of a game must be delivered during normal business hours or sent by certified mail to the secretary of the federation within 72 hours of the termination of the game to which the protest refers.
- (b) A copy of the protest must be sent by certified mail to the secretary of the other participating club within 72 hours of the termination of the game to which the protest refers.
- (c) Each protest shall be accompanied by a protest fee as determined by the federation from time to time. In the event of the protest being dismissed by the disciplinary committee the protest fee may be forfeit.

15. Appeals

- (a) Appeals lodged shall be heard by the appeal board specified by the federation and the decision of that appeal board shall be final and binding on all parties.
- (b) Appeals must be delivered during normal business hours or sent by certified mail to the secretary of the federation within 7 days of the club being informed in writing of the decision of the disciplinary committee.
- (c) Each appeal shall be accompanied by an appeal fee as determined by the federation from time to time. In the event of the appeal being dismissed by the appeal board the appeal fee may be forfeit.
- (d) Hearing of appeals shall commence within 21 days of the appeal being properly lodged with the federation on the appointed day and at a time as advised by the federation.

16. Trophies

Perpetual trophies awarded by the federation or a sponsor shall be returned to the league by the member club or individual concerned one month after the presentation but such trophies shall be made available to the club or individual concerned on request for temporary use within a ten month period of the presentation. Member clubs and individuals shall give a written undertaking for the safekeeping of perpetual trophies whilst in their possession.

17. Life Members

- (a) The Management Committee shall recommend to the annual general meeting such individuals as it considers merit the award of life membership.
- (b) The eligibility for life memberships shall be –
 - i. Foundation members of the federation with at least 12 months service to the federation.
 - ii. Members of the Management Committee or any sub-committee of the federation with a minimum of ten years service to the federation.

- iii. Any other person who during his association with the federation made outstanding contributions to and for the well-being and success of the federation and who does not fall into category (i) and (ii) above. Not more than one life membership falling into this category shall be awarded in any one year.
- (c) Life members shall be entitled to free admission to all matches conducted by and under the auspices of the federation.
- (d) Life members shall be entitled to attend all general meetings of the federation and participate in discussion at those meetings but shall not be entitled to vote.
- (e) Life members shall enjoy all such other benefits that the Management Committee may deem fit to bestow on them from time to time.

18. Reserved Rights

- (a) The emblem and official badge of the league is the property of the federation and non member club or other person may use the logo without the written consent of the Management Committee.
- (b) The fixtures results and league tables are the property of the federation and shall not be reproduced without the written permission of the Management Committee.

19. Dissolution

In the event of the Amateur Soccer Federation of Victoria being disbanded or otherwise ceasing to exist all assets after satisfaction of all debts and liabilities shall be distributed to a fund or funds for the promotion of non-professional soccer which prohibits income or profits to its members and or to a fund or funds exclusively for charitable purposes as decided by the Management Committee at the time of disbanding of the said federation.

20. Constitution

No addition alteration or amendment shall be made to or in the constitution of the federation and the Statement of Purpose of the federation for the time being in force unless that addition alteration or amendment shall have been carried by a one third majority of all votes for eligible members present at a general meeting of the federation.

LEAGUE CHAMPIONSHIP RULES

1. Name

- (a) The name of the competition shall be the AFTERNOON/MORNING/SECONDS/THIRDS LEAGUE CHAMPIONSHIP and the subsidiary competition the AFTERNOON/MORNING/THIRDS RESERVES LEAGUE CHAMPIONSHIP.
- (b) Where any or all of the competition is/are sponsored, the name of the competition shall be at the discretion of the federation.

2. Eligibility

- (a) All member clubs of the federation are eligible to enter one or more of the competitions.
- (b) Clubs competing in those divisions which are defined as requiring the fielding of a reserves team shall field a reserves team in that competition.
- (c) Except as provided at 2(b), above, no club shall have more than one team in the same division of a league
- (d) The federation reserves the right to limit the number of teams which a club may enter into the competition.

3. Divisions

- (a) The federation may, as indicated at Clause 1 (above), divide its competitions into separate leagues according to the size of its membership from time to time. Where competition is divided into separate leagues the League Championship Rules shall, unless expressly stated otherwise, apply to each of those leagues as if it stood alone.
- (b) The league championship and (where applicable) the league reserves championship shall be divided into divisions according to the number of participating clubs in the league or in each of the leagues.
- (c) All divisions except the FIRST DIVISION may be divided into sections based on the geographical location of the playing grounds of the competing clubs.
- (d) The management shall determine each year the number of teams competing in each division or section of a division.
- (e) Where the federation's competition is divided into two or more leagues and the First Division of each of those leagues are in the federation's opinion of nearly equal status the federation may, at its absolute discretion, arrange for a play-off between the respective first division champions in order to establish an over-all federation champion. Such play-off, if any, shall take place at a time, place and venue to be decided.

4. Promotion and Relegation

4.1. Promotion

- (a) Promotion shall apply between the divisions of each league championship and between Division 3 of the (VSF) Provisional League and Division 1 Afternoon of the federation as follows –

- i. The teams finishing in the first and second positions of Division 1 Afternoon shall be entitled to promotion to Division 3 of the Provisional League, subject to the approval of the Victorian Soccer Federation and subject to the club having paid all outstanding accounts to the Amateur Soccer Federation of Victoria prior to such a promotion being approved.
 - ii. The teams finishing in the first and second positions of Division 2 shall be promoted to Division 1 **except that** where Division 2 is divided into two sections, the first placed team in each section only shall be entitled to promotion to Division 1.
 - iii. The teams finishing in the first and second positions of Division 3 shall be promoted to Division 2 **except that** where Division 3 is divided into two or more (but not more than four) sections, the first placed team in each section only shall be entitled to promotion to Division 2.
 - iv. The teams finishing in the first and second positions of Division 4 shall be entitled to promotion to Division 3 **except that** where Division 4 is divided into two or more (but not more than eight) sections, the first placed team in each section only shall be entitled to promotion to Division 3.
- (b) Where the number of teams eligible for promotion according to these rules is insufficient to replace the number of teams being relegated, then the federation may direct that there be a play-off between the second-placed teams (or the third-placed teams as the case may be) of the various sections to decide which of them shall fill that position.

4.2. Relegation

- (a) Relegation shall apply between the Divisions as follows –
- i. The teams finishing in the *bottom two* positions of Division 2 shall be relegated to Division 2.
 - ii. The teams finishing in the *bottom two* positions of Division 2 or of a section of Division 2 shall be relegated to Division 3.
 - iii. The teams finishing in the *bottom two* positions of Division 3 or of a section of Division 3 shall be relegated to Division 4.

4.3. Exclusions

- (a) Consistent failure by any club to support federation activities or to adhere to acceptable disciplinary standards or to provide facilities acceptable to the federation may result in its being denied promotion or in its being demoted to a lower division at the absolute discretion of the federation.
- (b) Promotion and relegation shall not occur in respect of Reserves teams, which shall be tied to the position held by the respective club's First Team.
- (c) Where any club is admitted to Division 3 of the Provisional League from any federation division other than Division 1 and is relegated at the end of its first season it shall not be entitled to a place in Division 1 but shall be placed in the Division in which it was placed or in which it was entitled to be placed immediately prior to its admission to the Provisional League, Division 3.

5. Casual Vacancies

Casual vacancies which occur in any division due to disciplinary action or by a club's resignation or withdrawal from the federation shall be filled by (an)other team(s) as follows:

- (a) One vacancy shall be filled by the team finishing in *second last* position in that division or section of a division and which would otherwise have been demoted to a lower division.
- (b) Two vacancies shall be filled by the teams finishing in *the two bottom* positions in that division or section of a division and which would otherwise have been demoted to a lower division.
- (c) Three or more vacancies shall be filled by teams which are eligible under 5(a) and 5(b) and the remaining vacant position(s) by a team or teams in other sections of that division or by a team or teams from the next lower division as provided at 4.1(b) or otherwise at the absolute discretion of the federation.
- (d) Where a vacancy occurs in any division during the course of the playing season (and whether or not that vacancy occurs in the first or the second half of the playing season) then all results and all goals registered for or against the withdrawing team shall be erased from the record so that, in effect, the end result were as though that team had not existed at any stage of the season.

6. Conduct of Competition

- (a) The league championship and (where applicable) the league reserves championship in each division or section of a division shall (except as provided at 6(i), below) be played on a home and away basis so that each team shall play each of the other teams in its division or section of a division twice during the season, thus
 - i. once at its home ground (HOME MATCH) except that where a club cannot provide covered changing facilities, toilet facilities and access to running water for the visiting team and for match officials the federation may direct that it play its matches at some other [?]
 - ii. once at its opponent's ground (AWAY MATCH) subject to the same exception as stated at 6(a)(i), above.
- (b) For every WIN, a team shall be awarded three (3) championship points.
- (c) For every DRAW, a team shall be awarded one (1) championship point.
- (d) The LOSER of a game shall not be awarded any points.
- (e) The team which achieves the highest number of championship points at the end of the competition shall be known as the league champion of that division or section of a division.
- (f) When two or more teams have achieved the same number of points at the end of the competition, the order of preference shall be determined by goal difference.
- (g) When goal difference fails to separate two or more teams, the order of precedence shall be determined by determining which of them has scored the greater number of goals.
- (h) When goal difference and goals scored fail to separate two or more teams and the order of precedence determines promotion or relegation or eligibility to compete in other competitions, a play-off shall be ordered at a time and place under conditions determined by

the federation. In all other cases the order of precedence shall be determined by the alphabetical order of the names of the teams concerned.

- (i) Where a division or section of a division (as provided elsewhere in these rules) consists of more or less than ten team, then the number of home and away games to be played by any team shall be at the absolute discretion of the federation.

7. Goal Difference

Goal difference is determined by subtracting the number of goals scored AGAINST a team from the number of goals scored FOR that team. The result may be positive (goals for exceed goals against), neutral, or negative.

8. Team Sheets

- (a) Prior to the start of a match, the officer in charge of a team shall be at least ten (10) minutes before the scheduled time of kick-off hand to the referee two properly completed time sheets listing all of the players including up to, but not more than, five (5) substitutes participating in that match.
- (b) The first eleven players listed must (except through circumstances reasonably beyond the control of the team concerned) be the eleven players who take the field at start of play.
- (c) The shirt number worn by each player and substitute shall be marked clearly on the team sheet in the column provided.
- (d) No player shall take part in the match if he s not listed on the team sheet.
- (e) The referee shall retain and complete one copy of the team sheet for each club and return it to the federation with all relevant sections duly completed; the other he shall hand to the opposing team.
- (f) Any club which fails to present team sheets on time or which provides incomplete, inaccurate or illegible team sheets shall be fined in accordance with the scale of automatic fines published by the federation time to time.

9. Identity Cards

- (a) At least ten minutes before the scheduled time of kick-off, and at the same time as he presents the team sheets for his team, the officer in charge of a team shall hand to the referee the Identity Cards of all players listed on those team sheets.
- (b) The Identity Cards handed to the referee must be arranged in the same order as the players' names are listed on the team sheet.
- (c) Except as provided in the paragraphs (d) and (e) following, no player shall take part in the match unless his Identity Card has been handed to the referee.
- (d) Where for good reason, a player's Identity Card cannot be produced, the player may be permitted to play provided that AT THE SAME TIME AS THE TEAM SHEET IS PRESENTED the officer in charge of the team presents a written statement which shows the player's name and Identity Number, states why the Identity Card cannot be produced and certifies that the player is properly registered with the club concerned and not under suspension. The team shall, moreover, show to the referee if required and also to the opposing team's officer in

charge documentation, which will conclusively demonstrate the player's true identity. If such documentation is not produced on demand, the player is ineligible to play.

- (e) Where for any reason none of the team's Identity Cards can be produced, the team manager or other officer shall promptly advise the referee of the fact and of the reason for it and shall provide the referee with a written list of the players taking part, giving their full names, and against each such name shall cause the player concerned in the presence of the referee to append his signature and date of birth.

10. Checking Identity of Players

- (a) When the referee has received the team sheets and Identity Cards from each team he will offer to each a copy of its opposition's team sheet together with the Identity Cards listed thereon. It is not compulsory for either team to accept the Identity Cards but, should it fail to do so, it may not subsequently query the identity or eligibility of any opposition player.
- (b) Each team manager shall thus have the opportunity of checking the identity of the opponent's players against the Identity Cards provided. The check must be completed before half-time and all of the Identity Cards must be returned to the referee immediately upon the referee leaving the field of play at half-time.
- (c) Should a team fail to return all of the opposition Identity Cards handed it to the referee within the time stated in (b), above, the referee shall report that failure and the offending club shall be charged with misconduct with the terms of this rule and, if found guilty by the Disciplinary Committee, may be fined not more than two hundred and fifty dollars (\$250).
- (d) Neither team has the right to, nor shall it, demand a "line-up" of opposition players.
- (e) Where a club suspects that an opposition player taking the field of play or listed as one of the substitutes is not the player listed on his team's team sheet, no action will be taken unless the attention of the referee is drawn to such suspected player at the first convenient opportunity (either before the game starts, at half-time, or immediately after the end of the game) by completing the first section of the Suspected Unregistered Player Violation form and handing the form to the referee.
- (f) Once the attention of the referee has been drawn to the suspected breach he shall call the manager of the alleged offending team and the alleged ineligible player and shall request each of them to complete his relevant section of the Suspected Unregistered Player Violation form. Should either party fail to comply with the referee's request such refusal will provide prima facie evidence of guilt and the club and the player will be dealt with in accordance with the Disciplinary Procedures for Players and Clubs.
- (g) Where the fielding of an ineligible player is proven or apparently proven the club shall if so requested to do so, identify that player to the satisfaction of the federation. Should the club fail to identify the player as requested it may be suspended from all further competition until it does so nor in the case of continuing default may it enter any subsequent competition or renew its membership.
- (h) A club making an allegation under this rule without good and sufficient reason, frivolously, maliciously or dishonestly shall be subject to disciplinary action as outlined on the reverse of the Suspected Unregistered Player Violation form which shall for the purposes of this rule be taken as though it formed part of these rules.

11. Players

All players taking part in the competition shall be properly registered with the federation.

12. Registration of Team Officials

- (a) *Each club shall register its President and Secretary with the Federation. Clubs may also register any additional persons according to their needs. The fee for registration is to be set each year by the Management Committee.*
- (b) *Each club will be invoiced for a minimum of five registrations per year.*
- (c) *Each registered official will be provided with an official identification card, which must be worn on the outer clothing on match days when the official concerned is acting in any official capacity on behalf of the club.*
- (d) *Without in any way limiting the generality of paragraph (c) above, the following specific instances are specified:*
- (e) *No person may have any dealings with the appointed match officials unless he is wearing a club official's ID. This applies to all dealings with match officials, but specifically to handing in and collection of team sheets and ID cards, and entering the referees room.*
- (f) *No person may sit on the bench during matches or locate himself inside the spectator restraining barrier (fence, rope, line etc) unless he is either a nominated reserve player whose player ID card is in possession of the referee, or unless he is wearing a club official's ID.*
- (g) *No registered club official shall permit his club official's ID card to be worn or displayed by any other person.*
- (h) *No club shall permit any person to wear or display a club official's ID card unless the card has been issued to that particular person.*
- (i) *Registered club officials shall make themselves available to attend Tribunal hearings if called upon to appear.*

13. Amateur Status

- (a) All players participating in federation competitions shall do so on the basis that they are amateur players. Players who have been non-amateur in the past must seek and secure reinstatement of their amateur status through the Victorian Soccer Federation.
- (b) Players participating in federation competition shall not be entitled to any remuneration other than:
 - i. reimbursement of the actual and legitimate costs of travel to and from official training sessions;
 - ii. reimbursement of the actual and legitimate costs of travel to and from officially-approved matches;
 - iii. reimbursement or the provision of the actual and legitimate costs of accommodation and/or of meals while required to away from home for officially-approved matches or club activities; and
 - iv. reimbursement or the provision of the actual and legitimate costs of uniforms and of other playing equipment consistent with the player's activities.

- (c) Any player who knowingly accepts any remuneration from whatever source in excess of that permitted by paragraph (b), above, shall be guilty of an offence and may be suspended from all competition for a period not exceeding three years.
- (d) Any club which pays or which knowingly causes, permits or allows any other person whether official supporter, sponsor or otherwise to make any payment to any player in excess of that permitted by paragraph (b), above, shall be guilty of an offence and may be suspended from all competition for a period not exceeding five hundred dollars for each and every proven offence. If such an offence occurs during a league championship match the offending team shall have four league championship match points deducted for each and every such offence.

14. Number of Players

A team shall consist of not more than eleven players one of whom shall be the goalkeeper. No team shall be allowed to take or to remain on the field if it consists of less than seven players one of whom shall be the goalkeeper.

15. Substitutes

- (a) No more than seven (7) substitutes may be listed on the team sheet for any match.
- (b) No more than five (5) players may be replaced by substitutes during the course of a match.
- (c) If a goalkeeper is injured or otherwise incapacitated during the taking of kicks from the penalty mark he may be replaced by a listed substitute notwithstanding that his team may already have made its two substitutions during the course of the actual match.

16. Interchangeability of Players

- (a) When a club is promoting more than one team in the league championship competition that club (provided it be a full member and not a designated "thirds" or "veterans" club) may be permitted to interchange its players from one team to another unless those players be under suspension.
- (b) In competitions where the first team plays at an earlier hour than the reserves team, no more than five first team players who have competed with the first team shall be permitted to take the field in a reserves team in the same round and then provided that any player intended to so used has not been sent off in the earlier game.
- (c) No club shall use in its reserves team with intent to gain an unfair advantage players who are regular first team players. Where there is good reason to suspect a breach of this rule, the club will be charged with misconduct and if the Disciplinary Committee finds the charge sustained shall forfeit the match or matches in which those players were used and may, in addition, be subject to additional penalty or penalties.

17. Grounds, Ground, Equipment and Appurtenances

- (a) Except for very good reason the federation will not permit any championship fixture to be played at a venue where covered changing facilities are not available for use by the competing teams and by the match officials.

If covered changing facilities are inadequate to accommodate both of the competing teams and the match officials, then the visiting team and the match officials shall have and must be given priority in the use of those facilities.

- (b) The HOME CLUB shall by means of barriers, ropes or other device define an area which will keep all spectators and/or officials and/or players not directly involved in the game at least two metres from any side-line or goal-line.

The HOME CLUB shall be responsible for ensuring that no unauthorised person intrudes closer to the side-line or goal-line than the distance specified by this Rule.

The AWAY TEAM shall ensure that its spectators and/or officials and/or players not directly involved in the game remain within the area specified by the Home Club and shall be responsible for ensuring that none of those persons intrudes any closer to a side-line or goal-line than is specified by this Rule.

- (c) The HOME CLUB shall supply and have on hand at all home matches goal nets, sufficient pegs adequately to fasten goal nets, corner flags, a match ball and a reserve match ball, a whistle, linesmen's flags, and ground-marking equipment. All items shall conform to the requirements of the Laws.
- (d) It is the responsibility of the HOME CLUB to ensure that the field of play, ground markings and appurtenances comply with the Laws of Association Football.

18. Team Colours and Equipment

- (a) Each team must play in its registered colours. Team colours shall be advised to the federation by the 31st January in each year or at such other date as may be advised from time to time. Once a team's colours have been published in the federation's Directory and Fixtures booklet, those colours may not be changed during the course of that calendar year.
- (b) The shirts of players must bear a distinctive number corresponding to the number shown on the team's Team Sheet. No two players may wear the same number except that where a goalkeeper is injured or changes position and is replaced in goal by an outfield player it shall not be necessary for that outfield player to wear a shirt number different from that worn by the goalkeeper whom he replaces.
- (c) In the event that the colours (shirts, shorts or socks) of the two teams are the same or so similar as to promote confusion or if directed by the referee for other reason the AWAY TEAM shall change.
- (d) The GOALKEEPER shall wear colours which distinguish him from outfield players and from match officials.

The goalkeeper may wear padded shorts or track-suit pants which are black in colour and shall not be required to wear outfield shorts in his team's colours over those padded shorts or track-suit pants.

- (e) Where, for religious reasons, a team wishes to wear clothing which covers the knees this will be permitted PROVIDED THAT the chosen garments are neat, all of the same colour(s) and that all players on the team are similarly attired.
- (f) The playing equipment of all players shall conform to the Laws of Association Football.

19. Investigation and Discipline

- (a) The Investigation Committee, the Disciplinary Committee and the Appeals Board shall each consist of members appointed by the federation in accordance with its Constitution.
- (b) All disciplinary actions arising out of a match and whether those actions involve players, officials or a club's supporters shall be dealt with by the Disciplinary Committee EXCEPT THAT serious cases may be referred to the Victorian Soccer Federation's Tribunal.
- (c) In the event of a club failing to attend for a Disciplinary, Appeals or Investigation Committee meeting it shall be fined in accordance with the Federation's Schedule of Automatic Fines as published from time to time, and shall be subject to such other penalty as the committee in question determine.
- (d) In the event of a player failing to attend for a Disciplinary, Appeals or Investigations Committee meeting he shall be fined in accordance with the Federation's Schedule of Automatic Fines as published from time to time, and shall be subject to such other penalty as the committee in question may determine.

20. Players Cautioned or Sent Off

- (a) The Penalty Points System (described in the Disciplinary Procedures for Players and Clubs) shall apply to all players registered and playing in a championship competition.
- (b) Any player cautioned by a referee shall be subject to the disciplinary measures set out in the Disciplinary Procedures for Players and Clubs
- (c) Any player sent off by a referee shall be subject to the disciplinary measures set out in the Disciplinary Procedures for Players and Clubs.

21. Clubs and Club Officials' Conduct

- (a) Each member club is unconditionally responsible for the behaviour of its officials, players and supporters. Disciplinary action will be taken against clubs, club officials and players whose actions (or the actions of the club's officials, players or supporters) are in the opinion of the federation in defiance of the constitution of the federation, its Rules of competition or the Laws of Association Football or are actions which bring the game or the federation into disrepute.
- (b) The HOME CLUB shall be responsible for the safety of referees and other officials for the maintenance of good order and for ensuring the safety of all those present at its ground or at the ground on which its fixture is being staged.
- (c) The AWAY CLUB shall be responsible for co-operating with the home club in every way for the safety of referees and of other officials, for the maintenance of good order and for ensuring the safety of all those present at the match in which it is involved.
- (d) NO CLUB shall take any alcoholic beverage within the boundaries of another club's ground or within the boundaries of any ground on which any other club is engaged as the "home team" in any federation fixture. Clubs offending against this rule will be fined in accordance with the Schedule of Automatic Fines as published from time to time.
- (e) COACHING whilst the match is in progress will only be permitted from the following positions:

- i. Where a team bench is provided, then from that bench or from within one meter distance from that bench, and a minimum of two meters outside the field of play.
- ii. Where no team bench is provided, then from a position at least two meters outside the field of play and within ten meters of the junction of the touch-line (side-line) and the half-way line.

22. Protests and Appeals

- (a) Protests shall be made in writing, must clearly state the grounds on which the protest is based and shall specify the relevant rule to which the protest refers. Protests must be lodged in accordance with the Constitution of the Federation. The protest may only be considered on the grounds stated.
- (b) Clubs, club officials and/or players may appeal against a decision made by the Disciplinary Committee or, in relevant cases, of the VSF Tribunal. Appeals must be in writing and clearly state the grounds of the appeal. Appeals shall be lodged in accordance with the Constitution of the Federation. The appeal may only be considered on the grounds stated.
- (c) Appeals lodged in accordance with the Rules shall be referred to the Appeals Board of the federation if the appeal is from a decision of the Disciplinary Committee or to the Appeals Board of the Victorian Soccer Federation if the appeal is from a decision of the VSF Tribunal.

23. Referees and Linesmen

- (a) Referees and linesmen shall, subject to availability and to the federation's policy as defined from time to time, be appointed to each fixture. Appointments may be made from the panels of referees registered with either the Australian Soccer Referees Federation or with the Australian Affiliated Soccer Referees Federation.
- (b) The HOME CLUB is responsible for the payment official referees and of official linesmen.
- (c) Fees of official referees and of official linesmen are payable before the commencement of the relevant match.

24. Club Referees and Linesmen

- (a) If by the scheduled time of kick-off, the official referee is not present, nor is there an official linesman present to take the referee's place, the two teams shall appoint a referee by mutual consent. Failing agreement, the HOME CLUB shall appoint a referee. If the official referee arrives late he shall take over from the time he arrives and the Home Club shall report his late arrival when reporting the result of the match.
- (b) If by the scheduled time of kick-off, the official linesmen are not present each team shall provide a linesman. In the event that only one official linesman is present, **each team shall provide a linesman on of whom shall officiate at the discretion of the referee.**

If the official linesman arrives late, he shall take over from the time he arrives and the Home Club shall report his late arrival when reporting the result of the match.

25. Laws of the Game

All matched shall be played under the Laws of the Association Football as promulgated by the International Association Football Federation (FIFA).

26. Duration of the Match

The duration of a match shall accord with the Laws of the Game save that reserve championship matches if so directed by the federation prior to the commencement of the season may be reduced to two equal halves of 35 minutes each with an interval between the halves not exceeding ten minutes except by consent of the referee.

27. Official Starting Time

The kick-off times of all matches shall be as specified by the federation.

28. Late Start

- (a) A late start is deemed to have occurred if the match commences ten (10) minutes or more after the specified kick-off time.
- (b) At the discretion of the referee matches starting more than 10 minutes late may be reduced in duration by five (5) minutes in each half and games starting more than twenty (20) minutes late may be reduced in duration by 10 minutes in each half provided always that no match shall consist of less than seventy (70) minutes duration.
- (c) Any club which is found to be the cause of a late start shall be fined in accordance with the Schedule of Automatic Fines as published from time to time.

29. Walkover

- (a) If a match does not start within thirty (30) minutes of the specified kick-off time due to a team failing (or in the opinion of the referee, failing) to be ready to commence play in that game then – upon receipt of the referee’s report – the game shall be considered a walk-over to the team present at that time provided that:
 - i. the team present must be changed and ready to take the field; and
 - ii. shall have provided its Team Sheets and Identity Cards to the referee as required by these rules.

Should the above conditions not be met then the match shall be reported as abandoned and NOT as a walk-over and neither side shall be entitled to championship points.

- (b) The team which is present and ready to play at a game which is declared a walk-over shall be entitled to three (3) championship points (or if a Cup game, to a Win) with no goals for or against.
- (c) Any club which is found to be the cause of a walk-over of a fixture shall be fined in accordance with the Schedule of Automatic Fines as published from time to time.
- (d) Where a match is declared a walk-over the match officials shall be entitled to their full scheduled fees.

30. Abandoned and Postponed Fixtures

- (a) If, in the opinion of the referee, the condition of the ground be such that it constitutes a danger to players (or would render the playing of the game farcical) and whether through inclement weather or any other cause, the game shall be postponed and the referee and official linesmen (if any) shall be paid one-half the scheduled fees.

- (b) If the referee, once a game has started, abandons that game because of inclement weather and/or bad ground conditions or for any other cause which would prevent the game from continuing to its full term, both the referee and the appointed linesmen (if any) shall be entitled to their full scheduled fees.
- (c) Matches abandoned or postponed because of inclement weather, bad ground conditions or other cause not involving violence or disturbance shall be replayed at a time and place specified by the federation.
- (d) Matches abandoned due to circumstances other than those specified in sub-clause (c), above, shall be subject to investigation and may at the discretion of the federation be subject to disciplinary action.
- (e) For matches abandoned under the provisions of sub-clause (d), above, the federation, if its Disciplinary Committee so recommends, may order:
 - i. that the result of the match at the time of abandonment shall stand; or
 - ii. that the match shall be replayed at a time and place specified by the federation; or
 - iii. that the match shall not be replayed, and allocate one (1) championship point to each team; or
 - iv. that the match be forfeit by one or other of the teams, and that the championship points be allocated to the opposite team as would otherwise be awarded for winning of the match.
- (f) Any match which was required to be re-played under the provisions of either sub-clause (c) or sub-clause (e), above, and which have not been re-played by the end of the federation's normal programme shall not be re-played unless:
 - i. first or second place of either of the teams concerned or of any other team in that division may be affected by the result; or,
 - ii. the relegation of either or both of the teams concerned or of any other team in that division would be affected by the result; or,
 - iii. the right of either or both of the teams involved or of any team or teams in that division to participate in any competition or in any re-organisation (where that right is determined by the precedence of a team in the league championship ladder) may be affected by the result.
- (g) When, in accordance with sub-clause (f), above, a match is not replayed the championship points shall be shared one point each by the teams involved with no goals for or against.
- (h) Where ground conditions are such that it appears unlikely the match could be played the HOME CLUB shall advise the secretary or the manager of the federation not later than 4.00pm on the preceding day.
- (i) Where a match fails to take place because of the failure of one team to comply with the League Championship Rule 8 and/or 9 and/or 16 and/or 17, that team shall forfeit the match.

31. Results

- (a) At the completion of the a match the HOME CLUB shall forthwith telephone the result of that match to the number specified by the federation.

- (b) Any club which fails to telephone the result of its match(es) and on time shall be fined in accordance with the Schedule of Automatic Fines published by the federation from time to time.

32. Draw of Fixtures and Venues

- (a) A club applying for deferment of a fixture must do so in writing at least 30 days before the commencement of the season. No other application will be considered except in relation to Dockerty Cup matches in which a member club may be involved.
- (b) A club applying to change the venue of a fixture must, unless exceptional circumstances intervene, do so at least fifteen (15) days prior to the date of that fixture.
- (c) Where a club, in exceptional circumstances, attempts to change the venue of a fixture and the time proves too short for all members of the opposing team to be advised, the result of that match (if it be played) may be set aside and a replay ordered at a time and place determined by the federation.

33. Best and Fairest Awards

Best and Fairest awards are decided on league championship and league reserves championship matches only. In each case the referee shall be the sole judge and voter. He will nominate the three best players in the match. The one nominated "3", is awarded 3 points; "2", is awarded 2 points and "1", is awarded 1 point. No vote is recorded if the player is cautioned or sent off during the match. At the end of the season, the player in each division (and reserve division) who has accumulated the most points shall, unless debarred on disciplinary grounds, be the "Best and Fairest" of that division. The player gaining the most points in Division 1 Afternoon or Division 1 Morning shall be declared the Player of the Year.

34. Gate Receipts

Gate takings shall be kept by the HOME CLUB. No club may charge more than the scheduled entry price determined by the federation.

35. Guarantee

- (a) The league championships of every division and section of a division may be present a perpetual trophy to mark their success. Such perpetual trophies shall be held by the successful clubs for a period specified by the federation and must be returned upon request.
- (b) The president and secretary of each winning club shall if so required give a written undertaking covering the safekeeping of the perpetual trophy and indemnifying the federation against its loss, destruction or damage.
- (c) Whether or not perpetual trophies are awarded each winning club and each runner-up shall be presented a banner or other memento to keep as its own.

36. Change of Name

Should the legal designation (name) of the federation change then its new name shall be read at all points where the designation Amateur Soccer Federation of Victoria (or the abbreviation ASFV) is used.

37. Amendment to Rules

These Rules may be altered amended or otherwise changed only by the federation and provided that such alterations amendments or other changes are made and approved by the Management Committee not later than thirty (30) days prior to the commencement of the championship season to which they relate.

38. Matters Not Covered

Any matter not provided for in these Rules shall be at the discretion of the federation and all matters concerning the planning and management of the competition shall be vested in the Management Committee.

LEAGUE CUP & INVITATION CUP COMPETITION RULES

1. Name

- (a) The name of the competition for "first" teams shall be the LEAGUE CUP and the name of the competition for reserve or "B" teams shall be the INVITATION CUP.
- (b) In the event of a sponsorship being obtained the name of either competition may be changed to incorporate the sponsor's name at the discretion of the federation.

2. Eligibility

- (a) Teams playing in the ASFV league championship or reserve championship as the case may be shall be eligible to enter the respective cup competition.
- (b) Unless otherwise decided by the federation clubs may not enter more than one team in the one cup competition.
- (c) Non-league clubs or teams may participate in the appropriate cup competition if invited to do so by the federation and upon payment of the prescribed fee.

3. Entry to Competition

- (a) All teams playing in either the league championship or the reserves championship as the case may be shall automatically be included as entrants to the appropriate cup competition.
- (b) Teams not playing in either championship competition may only enter either cup competition as detailed in 2 (c) above.

4. Withdrawals

- (a) Any club withdrawing a team from a cup competition prior to the draw for the first round being made shall be fined in accordance with the Schedule of Automatic Fines as published from time to time.
- (b) Any club withdrawing a team from a cup competition after the draw for the first round has been made shall be fined in accordance with the Schedule of Automatic Fines as published from time to time.
- (c) The federation reserves the right to substitute a team to replace a team withdrawing from the competition.

5. Conduct of Competition

- (a) Fixtures throughout the competition shall be decided by a ballot made at a time and place advised by the federation and the first of every two teams drawn out during the ballot shall be known as the HOME TEAM and the second of every two teams drawn out during the ballot shall be known as the AWAY TEAM.
- (b) All rounds shall be conducted on knock-out basis and a club once it has been defeated shall take no further part in the competition.
- (c) The winning teams from each round except the final round will enter the next round.

- (d) The winner of the final round shall be known as the CUP WINNER and the loser of the final round shall be known as the CUP FINALIST.
- (e) The final round (when only two teams are left in the cup competition) shall be known as the CUP FINAL and the round immediately preceding the cup final (when only four teams are left in the cup competition) shall be known as the CUP SEMI-FINALS.

6. Byes

No team shall receive more than one bye in the competition.

7. Venues, Dates, and Times of Play

All venues, dates of play and kick-off times shall be as directed by the federation and may be varied from round to round and may be applied to all teams or to any one team or to a selection of teams in either or both of the cup competition.

8. Duration of Match

The duration of a game shall be two equal periods of 45 minutes with an interval between the periods of not more than five minutes except with the consent of the referee.

9. Drawn Games

- (a) In the event of a LEAGUE CUP game being drawn at the end of 90 minutes play extra time of 30 minutes play shall be started by the referee. The extra time shall be divided into two periods of 15 minutes play with an interval between the periods at the discretion of the referee. If the match is still drawn at the end of extra time then the right to progress to the next round or, if the match be a final, the right to be declared the Cup Winner shall be divided by the taking of kicks from the penalty mark in accordance with FIFA International Board meeting of the 27th June 1970 recommendation contained in the Referees' Chart and Players' Guide to the Laws of Association Football.
- (b) In the event of an INVITATION (RESERVES) CUP game being drawn at the end of 90 minutes play then extra time of 20 minutes play then in all but the Cup Semi-Finals and the Cup Final the right to progress to the next round shall be decided by the taking of kicks from the penalty mark as described in 9 (a) above.
- (c) If an INVITATION (RESERVES) CUP Semi-Final or Final game is drawn at the end of 90 minutes play then extra time of 20 minutes play shall be started by the referee. The extra time shall be divided into two periods of 10 minutes play with an interval between the periods at the discretion of the referee. If the match is still drawn at the end of extra time then the right to progress to the next round or, if the match be a Final, the right to be named the Cup Winner shall be decided by the taking of kicks from the penalty mark as described in 9 (a) above.
- (d) Notwithstanding anything hereabove, the federation may, if the match be a final, determine that the taking of kicks from the penalty mark and/or the playing of extra time be replaced by the replaying of the match at a time and place specified by the federation. Such determination must be made not later than fourteen (14) days prior to the scheduled date for the final.
- (e) Notwithstanding anything hereabove, where the final of either or both of the League Cup and/or the Invitation Cup is/are to be played as curtain raisers to any other event or fixture

and where, at the end of regulation time, the match is drawn, the Federation may, at its absolute discretion, vary the above provisions to allow the team to be declared the Cup Winner to be decided by kicks from the penalty mark, without extra time being played. In all such cases the Federation shall advise the participating clubs of its intention to vary the rules under this clause prior to the match.

10. Walkover

- (a) If a match does not start within 30 minutes of the specified kick-off time due to a team failing to appear or in the opinion of the referee failing to be ready to commence play in the game then – upon receipt of the referee’s report – that match shall be considered a walkover to the team present and ready to commence play at that time.
- (b) Any club whose team is found to be the cause of a walkover shall be fined in accordance with the Schedule of Automatic Fines as published from time to time.

11. Eligibility of Players

- (a) Players taking part in the competition shall be properly registered with the federation.
- (b) Players competing in the Semi-Final and the Final rounds shall be registered with the club concerned before the last cup round preceding the Semi-Finals.
- (c) Any player who has competed in a cup round fixture with a team of one club shall not be eligible to play for a team of another club in either of the cup competitions for any of the remaining rounds of the cup competition during that season.
- (d) Any player having played in a LEAGUE CUP round shall not be eligible to play in any subsequent INVITATION (RESERVES) CUP round during that season.
- (e) Any club fielding an ineligible player shall forfeit the match concerned and shall be fined in accordance with the federation’s standard scale.
- (f) Players of non-federation clubs shall be properly registered with the association to which their club belongs and shall not be under suspension. Non-federation clubs may be required to furnish the federation proof of their players’ registrations.
- (g) Non-federation clubs which are not members of any association shall have their players approved by the federation.

12. Referees and Linesmen

- (a) Referees and linesmen shall, subject to availability and federation’s policy as defined from time to time, be appointed to each fixture. Appointments shall be made from the panels of referees registered with either the Australian Soccer Referees Federation or the Australian Affiliated Soccer Referees Federation.
- (b) The official referee’s and linesmen’s fees shall be borne equally by both teams in all rounds before the Semi-Final round.
- (c)
 - i. In a completed fixture or an abandoned fixture the referee and linesmen shall be entitled to the full scheduled fee.

- ii. If the match shall be postponed, then the match officials shall be entitled to one half of the scheduled fees.
 - iii. If the match shall be declared a walkover, then the match officials shall be entitled to the full scheduled fee.
- (d) If neither the official referee nor an official linesman shall be present at the scheduled kick-off time then the provisions of League Championship Rule 23 shall apply.

13. Expenses

- (a) Ground and all other expenses except referees' and linesmen's fees shall be paid more by the HOME CLUB except in the Semi-Final and Final rounds.
- (b) The HOME TEAM shall be responsible for paying the match officials the full amount due and the AWAY TEAM shall give its portion of the fees to the home team.
- (c) Fees of the official referees and of official linesmen are payable before the commencement of the relevant match.
- (d) The federation shall pay the fees of match officials in both Cup Semi-Finals and Cup Final rounds.

14. Sponsorship

The terms of any sponsorship of the cup competition shall be negotiated by the federation.

15. Gate Takings

The federation shall retain all gate takings and sponsorship money.

16. Trophies

- (a) The team winning the competition shall be presented with a perpetual cup and a replica to mark its success. The perpetual cup shall be held for a stipulated period and is to be returned to the federation on request.
- (b) The participating players, referee and linesmen shall be presented with suitable medals to commemorate the event.
- (c) The president and secretary of the winning club may be required to sign an undertaking to guarantee the safekeeping of the perpetual cup and to insure against its loss or damage whilst it is in their club's possession.

17. Other Rules

The following League Championship Rules shall apply to this competition:

Rule 8 – Team Sheets

Rule 9 – Identity Cards

Rule 10 – Checking Identity of Players

Rule 12 – Amateur Status

Rule 13 – Number of Players

Rule 14 – Substitutes

Rule 16 – Grounds, Ground Equipment Appurtenances
Rule 17 – Team Colours and Equipment
Rule 18 – Investigation and Discipline
Rule 19 – Players Cautioned or Sent Off
Rule 20 – Clubs and Club Officials’ Conduct
Rule 21 – Protests and Appeals
Rule 23 – Club Referees and Linesmen
Rule 24 – Laws of the Game
Rule 26 – Official Starting Time
Rule 27 – Late Start
Rule 29 – Abandoned and Postponed Fixtures
Rule 30 – Results
Rule 31 – Draw of Fixtures and Venues
Rule 35 – Change of Name

18. Amendment to Rules

These rules may be altered, amended, added to or deleted from only by the federation provided that such alterations, amendments, additions or deletions are made and approved by the Management Committee not later than 30 days prior to the commencement of the first round of the cup competition to which they shall first apply.

19. Matters Not Covered

Any matter not provided for in these rules shall be at the discretion of the federation and all matters concerning the planning and management of the cup competition shall be vested in the hands of the federation.

DISCIPLINARY PROCEDURES FOR PLAYERS & CLUBS

1. Reporting of Offences

- (a) Referees shall administer field cautions and sendings off in accordance with the Laws of the Game.
- (b) Referees – and Linesmen if so requested – shall submit to the federation within two working days of the end of the match concerned a written report containing such details as the federation may require.
- (c) When a player has been sent off the referee shall retain the player's Identity Card and forward it to the federation with his report, however, failure to retain the player's ID card and/or report the send-off shall not exempt the player from the consequences of having been sent off nor shall it prevent the federation from taking appropriate disciplinary action in accordance with paragraph 3 below.

2. Cautions (Yellow Cards)

- (a) All cautions reported by match referees shall be recorded and shall become part of the player's permanent disciplinary record.
- (b) In the event of a player changing clubs any cautions thus far incurred shall be carried forward to his registration with his new club.
- (c) The following penalties shall apply for accumulated cautions in any calendar year:
 - i. When any player accumulates four cautions in any calendar year the player shall be suspended for one match, and shall incur an automatic fine in accordance with the Schedule of Automatic Fines as published by the Federation.
 - ii. When any player accumulated eight cautions in any calendar year the player shall be suspended for two matches and shall incur an automatic fine in accordance with the Schedule of Automatic Fines as published by the Federation.
 - iii. When any player accumulates 12 cautions in any calendar year the player shall be suspended for the remainder of the calendar year and shall incur an automatic fine in accordance with the Schedule of Automatic Fines as published by the Federation.
 - iv. Upon being notified of a player's suspension the player's club shall immediately if so requested return the player's Identity Card to the federation.
 - v. Player's suspensions for accumulated cautions shall begin and end on dates notified to the clubs and players by the federation. Such notification shall be given through the federation's weekly newsletter – League News.

3. Send-Offs (Red Cards)

- (a) A player who is sent off during any match is immediately suspended, and shall remain suspended until such time as his case is determined by the federation. This provision is applicable in all cases, including those where the referee is a club appointed official, or where the referee fails to retain the player's ID card and/or indicates to the club, either directly or by implication, that the send-off will not be reported and/or that the send-off was

a mistake. Clubs should immediately contact the Federation if a player has been sent off and the referee fails to retain the player's ID card or indicates that the send-off will not be reported. Disciplinary action will be taken against any club (for fielding a suspended player) and any player (for playing whilst suspended) where such a player plays after being sent off and before his case has been determined by the federation.

- (b) Where a player has been sent off the federation shall assess the referee's report, the player's disciplinary history and any other written evidence presented by the club within 2 working days of the end of the match in question, and shall:
 - i. if the player has one or more previous send-off's during the current year, refer the matter to the Tribunal for determination, otherwise
 - ii. impose a suspension of between one and three matches or, if the federation assess that the offence warrants a penalty greater than a three match suspension, refer the matter to the Tribunal for determination.
- (c) Where a player's send-off is referred to the Tribunal for determination the Tribunal may impose whatever penalties it deems appropriate, but shall not, under any circumstances, impose a penalty of less than a 1 match suspension. In all cases where a send-off is referred to the Tribunal, the player remains suspended until his case has been determined by the Tribunal.
- (d) Where the federation imposes a suspension without referring the matter to the Tribunal, in accordance with paragraph (b) above, the player or his club may request that the matter be referred to the Tribunal for determination, and the matter shall be referred to the next scheduled sitting of the Tribunal or any later scheduled hearing at the request of the player and/or club.
- (e) A player's Identity Card will be made available for collection by his club immediately after his period of suspension has been served provided that the federation may require that any automatic fine incurred by the player be paid beforehand. Should the Federation demand payment of the appropriate automatic fine incurred by the player before making the ID card available to the club, then the player's suspension shall continue until such time as the appropriate fine is paid.
- (f) Notwithstanding that a player may have been sent from the field of play, the federation may release the player from suspension and withdraw any fine imposed as a result of such send-off immediately after having received a written report from the referee indicating that the sending off was the result of a mistake, or if it is claimed by the club or player, and subsequently confirmed to the satisfaction of the federation, that the wrong player was named in the referee's report for any reason.
- (g) A player attending a disciplinary hearing for the review of a penalty imposed for a send-off may be accompanied by a club official. Alternatively the player may request in writing that the charge be heard in his absence, in which case he may then be represented by a club official.
- (h) Failure by a player to attend a hearing when specifically called to appear shall result in the player being suspended from all competition until such time as the charge is heard by the Tribunal.

4. Powers of the Tribunal

- (a) The Tribunal shall consider the charge(s) placed before it by the federation against any player(s), club(s) and/or club officials and, on the evidence presented at the hearing, decide whether individual players, clubs and/or club officials are guilty or not guilty and what, if any, punishment is warranted, subject to the provisions of sub-paragraph (c) below.
- (b) The Tribunal shall have the power to decide what form(s) of evidence it will permit to be presented.
- (c) If the Tribunal so decides dependent on the gravity of the case and subject to the player's and the club's right of appeal as defined in these rules any combination of the following punishments may apply:
 - i. Suspension of either the club, the club official or the player from playing in or being involved in competitive matches for a given number of matches or weeks whichever of the two is applicable.
 - ii. A fine of not more than one thousand dollars per offence.
 - iii. De-registration and expulsion from the federation together with disqualification from re-obtaining membership for a period not exceeding ten years.
 - iv. Such other penalty as is deemed fit for the offence.
 - v. Where it is alleged and proven to the satisfaction of the Tribunal that any player(s), club official(s) or spectator(s) of any club have caused wilful damage to the property of any other club, any clubrooms or fittings or the personal property of any match official the Tribunal may order that an appropriate amount of compensation be paid by the club whose player(s), official(s) or spectator(s) are deemed guilty of having caused such damage. Such compensation shall be invoiced to the club and must be paid to the federation in accordance with its normal accounting procedures. The federation shall compensate the parties concerned only after payment has been made by the club concerned.
- (d) In addition to the above unless otherwise directed by the Tribunal the automatic fines set out by the federation from time to time shall apply.

5. Contempt of the Tribunal

- (a) The Tribunal shall have the power to govern the behaviour of all persons in attendance for any reason at any hearing. Where, in the opinion of the Chairman of the Tribunal then sitting, the conduct of any person demonstrates contempt of the Tribunal and impose any of the penalties described in paragraph 4 (c) above.
- (b) Any person cited for contempt of the Tribunal shall have the right of appeal against such decision in accordance with the Constitution and Rules of the ASFV governing disciplinary appeals.
- (c) Where a fine is imposed against any person for contempt of the Tribunal, and where that person is present as a representative, player, official or witness of a club, the fine shall be deemed to be a debt of the club.

6. Disciplinary Procedures for Clubs

Clubs are subject to the provisions of the Constitution and to the various Rules of Competition promulgated by the federation from time to time.

Certain breaches incur automatic monetary penalties which are listed in the Schedule of Automatic Fines published by the federation prior to the commencement of the season. Where an offence for which an automatic fine is prescribed is alleged the Federation may, at its absolute discretion, elect to not impose the automatic fine and instead to lay the appropriate charge and bring the matter before the Tribunal for determination.

7. Fielding Ineligible Players

A player shall be deemed ineligible to participate in any match if:

- (a) the player is suspended, and/or
- (b) the player is non-amateur, and/or
- (c) the player is not currently registered with the Federation as a player, subject to any exemptions that may exist in the particular competition's rules, and/or
- (d) the player is not currently registered with the club for which he is playing, subject to any exemptions that may exist in the particular competition's rules, and/or
- (e) the player's correct name and ID number (where issued) do not appear on the team sheet or player's list handed to the match referee before the match commences, subject to any exemptions that may exist in the particular competition's rules.

Where a club is charged with and subsequently found guilty of fielding one or more eligible players, the following automatic penalties, which may not be varied by the Tribunal, shall apply:

- (a) the club shall forfeit any match points gained from the match(es) in question;
- (b) if the match be in a knock-out competition, the club shall be eliminated from the competition and its opponents in the latest match in which ineligible player(s) have been proven shall progress to the next round;
- (c) if the match be a league championship match or any other match where match points are awarded, the club shall, in addition to the forfeiture of any points for the match(es) in question, lose additional points which shall be the equivalent of two wins in that competition;
- (d) forfeiture of match points in accordance with paragraph (c) above shall be imposed cumulatively for each separate occasion on which the ineligible player(s) has played, but shall apply only once for each match if multiple ineligible players are played;
- (e) where a club fields more than one team, forfeiture of points in accordance with this rule shall be only in the particular league in which the ineligible player(s) played.

In addition to the automatic penalties described above, the Tribunal may impose any other such penalties as it deems fit, including but not limited to:

- (a) a fine of up to one thousand dollars for each suspended player in each match,
- (b) suspension of the club and/or the player(s) concerned for up to ten years.

8. Uncompleted Suspensions

Any penalty of suspension which remains outstanding at the end of the season shall be served at the start of the next season. For the purposes of completing suspensions, all authorised Federation competitions shall, unless otherwise specifically stated in that competition's rules, be deemed to be equivalent competitions, and suspensions earned in one competition are to be served successively in any combination of matches from any such competitions.

9. Eligibility for Awards

A player shall be ineligible for any federation sportsmanship award if he incurs a sending off or accumulates four or more cautions during the calendar year.

10. Dual Suspensions

A player who is suspended by the Tribunal or who has an automatic suspension imposed for a send-off offence and who is also subject to suspension (through separate incidents) for having accumulated cautions shall serve both periods of suspension, one being added to the other.

11. Playing in Unauthorised Competitions or Matches

- (a) No club or player shall take part in any competition, nor play in any match, not under the jurisdiction of the Amateur Soccer Federation of Victoria without receiving the prior written permission of the federation.
- (b) Any club in breach of this rule shall be suspended forthwith from all competitions until it appears before the Tribunal, which may impose such penalty as it deems fit.
- (c) Any player in breach of this rule shall be suspended forthwith, and shall remain suspended until he appears before the Tribunal, which may impose such penalty as it deems fit.

12. Appeals

- (a) A player shall have the right of appeal against a Tribunal decision provided this appeal is made in accordance with the requirements of the federation's constitution.
- (b) The appeal shall be heard by the Appeal Board nominated by the federation and the federation shall notify the player's club of the place, date and time.
- (c) It shall be the responsibility of the player's club to inform the player that his appeal request has been granted and to advise him of the hearing.
- (d) A player under suspension shall remain under suspension until such time as his appeal is heard, unless the federation, at its sole discretion, chooses to release the player from suspension pending appeal. The federation shall not be bound to give any reasons for refusing to release any player from suspension pending appeal.
- (e) A club shall have similar rights to appeal in respect of any penalties imposed upon it.
- (f) The federation shall have the right to appeal against any decision of the Tribunal on any or all of the following grounds:
 - i. if it is alleged by the federation that the decision contravenes the Constitution and/or Rules of the ASFV or any provisions of the Laws of the Game or binding directions from higher authorities;

- ii. if the decision appears inconsistent with the balance of evidence presented and recorded at the hearing;
- iii. if the penalties imposed appear manifestly inadequate considering the nature and gravity of the offence(s).

13. Attendance at Disciplinary Committee Hearings

- (a) Where a club has been charged with any offence(s) or summoned as a witness in any case to be heard by the Tribunal the federation may, at its discretion, summon any official or registered player of that club to appear.
- (b) Where a player has been charged with any offence(s) or summoned as a witness in any case to be heard by the Tribunal, the federation may, at its discretion, summon any official or other registered player of that club to also appear.
- (c) Clubs are responsible for ensuring that all persons who are required to attend such hearings appear as directed. An automatic fine, as specified in the Schedule of Automatic Fines published from time to time, will be imposed on the club for each person who was summoned and did not subsequently appear.
- (d) Notwithstanding the provision of sub-paragraph (c) above, the Tribunal may elect to impose a fine greater than that specified in the Schedule of Automatic Fines, and/or to impose any other penalties in addition to such fines as it may deem appropriate.
- (e) Without in any way limiting the generality of sub-paragraphs (a) – (d) inclusive, it shall be the normal Disciplinary Procedure of the Federation to require the appearance of the Club Secretary and the Club President, and any other persons so nominated, when disciplinary charges against clubs are heard.

14. Spectator Control at Matches

- (a) The home club shall provide a suitable spectator barrier to prevent spectators imposing upon the boundary lines. Where a permanent fence surrounds the playing field, it may be used as a suitable spectator barrier. Where no permanent barrier is in place, the home club shall erect a temporary rope barrier no closer than five metres from the nearest boundary line. The roped off area shall be sufficient size to adequately accommodate all spectators at the match.
- (b) Where a rope barrier or a permanent fence is in place, each club shall be responsible for ensuring that its supporters remain outside the barrier.
- (c) Supporters may choose to locate themselves at areas around the ground other than the designated spectator area marked by permanent or temporary barriers. In such cases, it is the responsibility of each club to ensure that its supporters remain at least five metres from the nearest boundary line.
- (d) The home club shall supply at least two ground marshals, for the full duration of each match, suitably identified, to assist the referees in keeping the boundary lines free of spectators. Ground marshals shall request any person not authorised in sub-paragraph (e) below to move outside the barrier or at least five metres from the boundary lines. Should any person so directed refuse to move, the ground marshals shall take no action other than to draw the matter to the attention of the referee when the ball next goes out of play.

- (e) The following persons are permitted to be inside the spectator barriers or within five metres of the boundary lines:
- i. All appointed match officials, including the fourth official;
 - ii. Soccer Referees Victoria (SRV) officials and Federation Officials;
 - iii. Ground marshals, suitable identifiable;
 - iv. Players and substitute players for the match currently in progress;
 - v. Club officials who are wearing club official's ID in accordance with these rules.

All other persons are prohibited from being inside the spectator barriers or within five metres of the boundary lines. Players, substitute players and club officials must remain within the technical areas where provided, or within the immediate vicinity of the benches or the area provided for them.

- (f) The following offences shall be punished by automatic fine, in accordance with the schedule of automatic fines as published by the federation from time to time, upon the receipt of a written report from a qualified referee, assistant referee or Federation official:
- i. Failure to provide adequate spectator control by way of permanent fences or temporary rope barriers;
 - ii. Failure to provide at least two ground marshals, suitably identifiable, the duration of the match;
 - iii. Failure to prevent its spectators, supporters, players and/or club officials, excepting those authorised by these rules, from approaching within five metres of the boundary lines or from being inside the applicable spectator barriers.

STANDING ORDERS

1. These standing orders shall be applicable to all general meetings and committee meetings, and shall be construed subject to the Constitution.
2. Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.
3. If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting shall lapse, and, subject to any resolution previously passed, the president shall fix the time of the next meeting. All business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business.
4. Any member desiring to speak at general meetings or in the committee of the Whole shall rise in his place and when called upon by the chairman shall address the Chair. If two or more members rise simultaneously, the chairman shall call upon the member who first caught his eye.
5. When the chairman rises to speak any member on his feet shall resume his seat.
6. Except in the committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes.
7. A motion or amendment before the Chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while an amendment is under discussion or after any amendment has been adopted.
8. If required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing.
9. A motion or amendment before the Chair may be reworded by the mover subject to leave of the meeting.
10. Except in committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
11. A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve his right to speak to it subsequently.
12. When an amendment is before the Chair discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chair has been disposed of.
13. The chairman shall, as far as practicable, call on speakers for and against a motion or amendment alternately, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view or, in the case of a motion, to move an amendment, the motion or the amendment shall (subject, in the case of a motion, to the mover's right of reply) be put without further debate.

14. Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time of the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
15. Any member disagreeing with the chairman's ruling on a point of order may move dissent. The chairman shall then vacate the Chair and such motion shall be put forthwith without debate.
16. On an equality of voting, the chairman shall declare the question resolved so to maintain the status quo.
17. A member who has not already participated in the debate may at any time, whether another speak has the floor or not, move, "That the question be now put", which motion, if accepted by the Chair, shall be put without amendment or debate. The chairman shall have absolute discretion to accept or refuse the motion. The chairman may also of his own volition put the question if he feels the adequate discussion has taken place. In either case the mover of a motion shall retain his right of reply. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.
18. A member may at any time move, "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor.
19. During the discussion of a motion (but not of an amendment), a member who has not already participated in the debate on the motion may move, "That the question be not now put". This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the Chair, but in no case shall it be put till all amendments have been disposed of.
20. A member may move, "That the debate (or meeting) be now adjourned". Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over other business before the Chair except points of order.
21. A general meeting may at any time during the discussion of a motion or an amendment resolve itself into a committee of the Whole.
22. Standing orders 1-21 or any of them may be suspended by a majority of those present. A motion to this effect shall be open to debate.
23. The vote of a meeting shall be final and shall not be debated, except on a motion for the rescission of any resolution previously adopted. No member shall reflect on a section of the Constitution or a Standing Order, except on a motion (of which due notice was given) to amend or repeal such Section or Order.
24. Notwithstanding anything hereinbefore contained, any decision made by a validly-constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected until after the decision has been made.
25. Alterations to the Standing Orders shall only be made by a general meeting after 14 day' notice has been given
26. Any matters not dealt with in the above Standing Orders shall be governed by the customary procedure at meetings.