



Identification & Match Sheet Regulations

V2023.1

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IDENTIFICATION & MATCH SHEET REGULATIONS

1. PLAYER IDENTIFICATION

1.1 IDENTITY RULES

- a. All references to Match Sheets in these Regulations and other Regulations of Nepean FA relating to Match Sheets refers to Electronic Match Sheets (EMS), unless otherwise specified.
- b. All games shall be played using Electronic Match Sheet ID (EMS) or identification sheets issued by the Association to team and/or club officials to validate a player's eligibility.
- c. The association shall produce a team identity (ID) sheet each season for players. The ID sheet will be replicated in the Electronic Match Sheet Online Portal. An ID sheet is not valid unless it is issued by the Association before the current match takes place and contains the current year & season.
- d. Club Officials, will be issued with an ID Card, which must be worn or displayed on their person whilst they are acting in an official capacity at any venue and must be produced upon request of the opposition team, a club or association official or a match official.
 - a. A penalty of \$25 is applicable for failure of a registered club official to display their ID card while executing their duties in any official capacity. i.e. while on ground duty on match days.
- e. Participant identifications shall not be accepted with any alterations whatsoever.
- f. It shall be the responsibility of team managers to inspect their opposition's identification against information and images contained on the EMS display or the Association issued team identification sheet against the Match Sheet and the player, prior to the match, or prior to a player taking the field and to make the appropriate notations on the EMS or to indicate the opposition's team ID cards have been sighted.
- g. Failure to check identities, as in the preceding paragraph, may incur a fine. [Refer to Schedule 1](#) for penalty information
- h. No protests shall be accepted regarding player eligibility if ID's are not properly checked prior to the player taking the field.
- i. The **Referee**, team manager or coach may make a request for a further identity check at any time prior to the completion of the match or immediately after the completion of the match.
- j. Refusal by a team or club official to provide the identity a player or team official upon a reasonable request from their opposition, a match official or a club official, must be notified

to the Association Administration or designated person within 48 hours of the completion of the match and may be subject to disciplinary action.

- k. No player shall take the field of play unless:
 - i. The player's ID is present at the game;
 - ii. The player's ID has been checked by the manager or official from the opposing team; and
 - iii. All information has been entered on the Match Sheet.
 - iv. If a team is using paper match sheets, a player's ID must be checked and processed before they take the field. This must be carried out prior to kick off or at half time, for late arriving players. If a team is using paper match sheets, a late arriving player may not take the field after half time.
 - v. If a team is using the Electronic Match Sheet system, a player who arrives late to a match may be identified at any time up to 10 minutes before the end of the match. Once identified by the opposition, the late arriving player may take the field.

- l. If a team fails to produce their Player IDs either in identity sheet or electronic format prior to the match:
 - i. The offending team shall be deemed to have forfeited the match; and
 - ii. The opposing team shall be credited a Win on forfeit (result shall be recorded as a 3-0 win).
 - iii. The match cannot be played as a friendly or non competition match without the consent of either the Association CEO or Competition Manager obtained before any further activity takes place.
 - iv. If a match official/s are appointed to the match, 100% of the fees will be payable by the forfeiting team.

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

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

1.2 PLAYING UNDER AN ASSUMED NAME

- a. Any player found guilty of playing under an assumed name, shall:
 - i. Be suspended for a (minimum) period of twelve months;

2. MATCH SHEETS

2.1 ELECTRONIC MATCH SHEET & MATCH SHEET RULES

- a. Electronic Match Sheets (EMS) for all matches from Under 5 and upwards, where the fixture is produced by the Nepean FA, will be generated by clubs using the Electronic Match Sheet module of the competition program facilities made available to them by the Nepean FA.
- b. Match Sheets will take the form of Electronic Match Sheets (EMS)

- c. Teams must use the EMS system unless internet access does not permit access to the system.
- d. If internet access is prohibiting use of the EMS system, the team who cannot access the system must use a PMS. If both teams cannot access the EMS system, the both teams must use a PMS. In either case, the home team must supply the paper Match Sheet.
- e. The home club shall be responsible for producing and supplying a printed copy of all Match Sheets for all their team's games and must make a copy available to the opposition team if needed.
- f. The Match Sheet, in whichever format is being used, will list all of the eligible players for the team.
 - i. Players whose names have been hand written onto a PMS will be scrutinised by the Association's audit process. If they are found to be ineligible players, the club will incur a fine and the team will incur a loss of points.
- g. If a paper Match Sheet is used by one team only, that team's club is responsible for the timely and safe delivery of the paper Match Sheet, in accordance with the rules, back to the Association's office.
- h. If a paper Match Sheet is used by both teams, the home team's club is responsible for the timely and safe delivery of the paper Match Sheet, in accordance with the rules, back to the Association's office.
- i. The ground official's name is to be recorded on the paper Match Sheet in the space provided prior to the start of the game.
- j. There is no provision to record the name of the ground official on an EMS. Where EMS are used, it is the responsibility of the home club to record the name of the club official throughout the day and provide this information to the association as requested.
- k. The PMS, if used, must be completed and handed to the referee prior to the scheduled kick off time. If EMS is used, teams should inform the referee that the process is complete prior to the start of the match.
- l. No alterations to the Match Sheet are allowed after the game has commenced except to carry out ID checks of the arrival of late players.
- m. Either team representative may inspect the Match Sheet during the half time break of the game, upon request.
- n. The Marshal's from both teams shall have their full names (first and last name) entered in the space provided on the match sheet, regardless of which format is used.
- o. At the end of the match both teams are to confirm the score.
 - i. If an EMS is being used, each team using the EMS must enter the score using the EMS portal within 24 hours of the match taking place. Failure to do so will attract a late penalty.
 - ii. if a PMS is being used, the score is entered by the Referee and the Match Sheet must be signed in the appropriate place. Signing of a Match Sheet at the end of a match is not an indication that either club participating will not protest the result or that the information contained on the sheet has been completed by the referee.
- p. If both teams used a PMS, it is the responsibility of the home team manager to return the completed Match Sheet to the home club. If only one team used a PMS, it is the responsibility of that team manager to return the PMS to their club on the day of the match.
- q. Printed Match Sheets for all matches must be delivered by the club responsible for their use, to the association's office no later than 7.00 pm on the Tuesday following the match. Delivery methods may be in person, posted or sent electronically to the association.
- r. In all instances where Match Sheets are sent electronically, the club is responsible for ensuring that the original Match Sheets arrive at the association office within seven days of the match.

- s. If a Match Sheet it being sent by Australia Post, it must first be scanned and emailed to the association's email address at admin@nepeanfootball.com.au
- t. If a Match Sheet is not at the association office within 7 days of the match, the team responsible for its delivery shall be fined and incur LOSS OF POINTS. In the event of multiple Match Sheets not arriving, the MC has the authority to limit the total fine.

2.2 INSTRUCTIONS FOR THE COMPLETION OF THE MATCH SHEET

- a. Match Sheets, generated by clubs from the facility provided by the Association are the only acceptable Match Sheets to be used at any NFA fixture.
- b. Failure by the home team to provide an acceptable paper Match Sheet to be used if EMS reception is not available, will result in a forfeit win awarded to the away team.
- c. On PMS, do not use water soluble pen. If a sheet is judged to be illegible by the association Match Sheet scrutineer, the club shall incur a \$50 fine.
- d. Do not use lead pencil or correction tape or correction liquid. If either is used, the offending team will incur a fine and loss of points. A 3-0 win will be awarded to the opposition team. If both teams offend, both teams shall incur a fine, no score will be entered and neither team shall be awarded points
- e. In the team's relevant section of the PMS or EMS record the manager will:
 - i. Enter shirt numbers against a maximum of 16 players. In U11's this number is 14 players.
 - a. If shirt numbers are entered against more than 16 players, the 17th and any subsequent players will be deemed to be ineligible players. This will incur a fine for each ineligible player and the loss of points for the game.
 - b. Players entered on the Match Sheet as upgraded players will be counted in the total number of players.
 - ii. If players are upgraded from another team, enter their details in the upgrade section of the PMS and record the shirt number, player's name, registration number and team from which the player is being upgraded.
 - iii. The name of the registered team coach and manager will be printed on the PMS in the space provided. In the event that either the registered coach and/or manager are not in attendance, the substitute coach and/or manager should print and sign their name in the space provided.
 - iv. Enter the first and last names of the team marshal.
 - v. Both team managers must do this and allow reasonable and sufficient time for the opposition team manager to complete their tasks.
- f. Both managers need to inspect the identities of the opposition team and make certain the players listed are present; wearing the allocated shirt number. When using a PMS they must also initial the Match Sheet next to each player that has been sighted.
- g. It is the responsibility of both managers to ensure that the opposition checks are done correctly and that the Match Sheet is completed accurately.
- h. Fines will be levied against any team that does not correctly complete the Match Sheet or check the opposition player correctly.
- i. In the event that a shirt number is recorded on the Match Sheet, for which there is no opposition managers initials to show that it is checked both teams will be fined for non compliance.

- j. If any mistakes are made in completing the Match Sheet the team manager may correct the mistake as soon as it becomes evident. Any corrections must be countersigned by both Managers.

SCHEDULE 1 – PENALTIES RELATING TO ALL MATCH SHEETS

1. Team Members not submitted.(Players not listed on Match Sheet)
 - a. Under 5 to Under 7 Age Groups - \$10 per team per match
 - b. Under 8 to U11 - \$25 per team per match
 - c. Under 12 & above \$100 per team per match and -3 points to the offending team.
2. Failure to record a shirt number against an identified player/s
 - a. Under 5 to Under 7 Age Groups – Not Applicable
 - b. Under 8 to U11 - Not Applicable
 - c. Under 12 & above \$10 per team per match
3. Opposition team not confirmed (ID check not completed)
 - a. Under 5 to Under 7 Age Groups - \$10 per team per match
 - b. Under 8 to U11 - \$25 per team per match
 - c. Under 12 & above \$50 per team per match
4. Results not recorded
 - a. Under 5 to Under 7 Age Groups – Not Applicable – no result required
 - b. Under 8 to U11 - \$10 per team per match
 - c. Under 12 & above \$50 per team per match
5. Failure to record Ground Official and/or Team Marshal
 - a. Under 5 to Under 7 Age Groups - \$5 per team per match
 - b. Under 8 to U11 - \$5 per team per match
 - c. Under 12 & above \$20 per team per match

SCHEDULE 2 – PENALTIES RELATING TO PAPER MATCH SHEETS ONLY

1. Ineligible Player Rules. The following Match Sheet breaches will render a player as ineligible and will attract the relevant penalties;
 - a. If a player is upgraded in breach of the upgrade rules they are defined as an ineligible player.
 - b. The omission of an upgraded player’s registration number the player will be classed as an ineligible player.
 - i. Under 5 to Under 7 Age Groups – Not Applicable
 - ii. Under 8 to U11 - Not Applicable
 - iii. Under 12 & above \$50 per team per match and Loss of Points to the offending team
2. If the total number of players with shirt numbers in the player details section of the form plus the players in the upgrade section of the form exceed 16. - \$50 Ineligible player fine loss of three points to the offending team.
3. Incorrect player registration number - \$5
4. Where a registration number is missing and the opposing team manager has initialled the Match Sheet stating that ID cards has been sighted. Both teams will receive a \$10 fine per instance.
5. If the team from which a player is upgraded from is not recorded \$5

6. Changing details on a Match Sheet after the game is completed without the agreement and counter-signature of the both team managers. \$100 Fine and loss of points to the offending team. If the offending team won or drew the match, three points will be awarded to the opposition team.
7. Use of correction tape, correction fluid or pencil \$50 Fine and loss of points to the offending team. If the offending team won or drew the match, three points will be awarded to the opposition team.
8. Use of water soluble pen that renders a Match Sheet detail illegible. \$50 Fine and loss of points to the offending team. If the offending team won or drew the match, three points will be awarded to the opposition team.
9. Failure by the home club/team to provide a paper Match Sheet when/where an electronic match sheet cannot be accessed
 - a. \$50.00 penalty
 - b. Loss of Points to the home team. Points will be awarded to the opposition team.
10. Delivery of Match Sheet to Nepean FA registered office:
 - a. Paper Match Sheet not emailed or delivered to association office within 2 days of the match – Fine \$25 per Match Sheet.
 - b. Paper Match Sheet not emailed or delivered to association office within 7 days of the match - Loss of Points to the home team and a fine of \$100 per Match Sheet. Maximum Penalty per week \$1000.

SCHEDULE 3 – PENALTIES RELATING TO PLAYING COMPLIANCE

1. Playing an unregistered or suspended player
 - a. in competition matches Under 12 and above:
 - i. Loss of three (3) competition points
 - ii. \$200 penalty per instance, per player.
 - iii. Opposition team will be credited with a maximum of three competition points.
 - b. In non-competition matches Under 11 & below;
 - i. \$50 penalty per instance
 - ii. Suspension of supervising team official for four (4) matches.
2. Playing an ineligible player
 - a. Under 5 to Under 7 Age Groups – Not Applicable
 - b. Under 8 to U11 - Not Applicable
 - c. Under 12 & above \$50 per team per match and Loss of Points to the offending team
3. Playing a player under an assumed name (whether registered or not)
 - a. in competition matches Under 12 and above:
 - i. Loss of three (3) competition points per match where a breach has occurred, regardless of the result of the match.
 - ii. Any goals scored will be removed from the record.
 - iii. A 3-0 win will be awarded to opposition team if they did not win the match where the breach took place.
 - iv. \$200 penalty per instance, per player.
 - v. Opposition team will be credited with a maximum of three competition points.

- vi. Team Coach and Team Manager, if present at the match where the breach took place, will be suspended for the duration of the current season.
- b. In non-competition matches Under 11 & below;
 - i. \$50 penalty per instance
 - ii. Suspension of supervising team official for four (4) matches.

2.3 OTHER INFORMATION REGARDING MATCH SHEET ERRORS & FINES

- a. Administration errors for the first two (2) weeks of competition will not be penalised by a fine with the exception of Match Sheet errors resulting in Loss of Points.
- b. It shall be the responsibility of each club to provide team managers and coaches with a copy of these fines prior to the start of each season. It is also incumbent on club management committees to provide sufficient training to team officials in the correct procedures for completing Match Sheets.

REVISION TABLE:

VERSION #	DATE	VERSION & NOTES
V2017.1	13FEB17	TITLE & DATE UPDATED – NO CHANGES FROM 2016.1
V2018.1	14DEC17	CHANGES TO 1.1.I.IV CLARIFICATION REGARDING PLAYERS ID PROCESS WHEN ARRIVING AFTER ½ TIME. 1.1.L CLARIFICATION REGARDING NON COMP FIXTURES RESULTING FROM A FORFEIT.
V2020.1	15JUL20	CHANGES TO INCORPORATE USE OF ELECTRONIC MATCH SHEETS & OTHER REGULATORY CHANGES MADE IN 2020
V2021.1	JAN/FEB 2021	EACH SECTION OF THE DOCUMENT HAS BEEN UPDATED FOR THE WORDING TO REFLECT THE INTRODUCTION OF ELECTRONIC MATCH SHEETS, AND THE DISCONTINUANCE OF ISSUING PLAYER ID CARDS. ANY REFERENCE TO GENERAL MANAGER HAS BEEN UPDATED TO CEO, CHIEF EXECUTIVE OFFICER AND IN SOME INSTANCES, “OR A DELEGATED MEMBER OF STAFF” HAS BEEN ADDED. THE INTRODUCTION OF THE REQUIREMENT FOR ALL GAMES GENERATED BY THE ASSOCIATION’S COMPETITIONS DEPARTMENT TO USE AN ELECTRONIC MATCH SHEET (EMS) OR PAPER MATCH SHEET (PMS) HAS BEEN ADDED.
V2023.1	27MAR23	<ol style="list-style-type: none"> 1. Change name of regulation to reflect current terminology from Identification & Team Sheet Regulations to Identification & Match Sheet Regulations. 2. Change all references of Team Sheet to Match Sheet. 3. Section 1.1.a. - Insert description for clarity: All references to Match Sheets in these Regulations and other Regulations of Nepean FA relating to Match Sheets refers to Electronic Match Sheets (EMS), unless otherwise specified 4. Section 1.1.d.a. Insert new clause adding penalty for club officials who do not wear their registration ID while executing their duties. 5. SECTION 1.1.l.iii & iv added: "iii" The match cannot be played as a friendly or non competition match without the consent of either the Association CEO or Competition Manager obtained before any further activity takes place. "iv" If a match official/s are appointed to the match, 100% of the fees will be payable by the forfeiting team. <ol style="list-style-type: none"> a. Provides clarity on forfeited matches proceeding as "friendly" matches and how referees fees will be managed in such instances. 6. SECTION 1.2 Playing Under An Assumed Name, delete current points ii & iii and point b which have now been varied and moved to Schedule 3.3

		<p>7. Delete Sections 2.3 & 2.4 relating to match sheet errors and replace with Schedules 1, 2 & 3 – This has reduced the number of instances where fines can be applied when Electronic Match Sheets are used.</p> <ol style="list-style-type: none"> a. We have also sought to clarify the terminology surrounding match sheet breaches relating to ineligible players, suspended and/or unregistered players and players playing under an assumed name. b. We have revised what happens with competition points in such cases. c. We have clarified how penalties are applied to competition and non-competition teams. d. We have introduced penalties for non compliance for non competition teams in some instances, where compliance is required surrounding match sheets, regardless of the competition status of the team. e. We have moved penalties relating to forfeits out of the match sheet regulations and into the competition regulations, believing this to be a more appropriate regulation document for forfeits. <p>8. SECTION 2.5 RENUMBERED AND RENAMED TO: 2.3 Other Information Regarding Match Sheet Errors & Fines</p> <ol style="list-style-type: none"> a. Point a - Delete - No longer relevant b. Point b - reduce grace period to 2 weeks and exclude any penalties that relate to Loss of Points c. Point c - Delete - no longer relevant
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