

**AUCKLAND SECONDARY SCHOOLS' FOOTBALL ASSOCIATION.**  
**( A.S.S.F.A. )**

**CONSTITUTION (updated after AGM November 2016)**

- 1. NAME:** The name of the Association shall be “The Auckland Secondary Schools’ Football Association.”
- 2. AFFILIATION:** The Association is affiliated with Auckland Secondary School Heads’ Association.
- 3. OBJECTS:** The Association shall control all Secondary Schools’ Football Association in the area under the jurisdiction of the Auckland Secondary School Heads’ Association. The Association shall be empowered to do all things necessary for the attainment of the objects of the Association.
- 4. MEMBERSHIP:**
  - (a)** The Association shall consist of secondary schools who are members of the ASSHA that apply for membership & have teams playing in the competitions run by the Association.
  - (b)** New schools seeking admission to the Association must make an application in writing before the 1 march in the year in which they wish to play, & must have the prior approval of the ASSHA. The application must be accompanied by information regarding:
    - proposed playing colours;
    - playing grounds available;
    - transport timetable & costs.
  - (c)** The officers elected under Rule 5 shall also be deemed members of the Association.
  - (d)** Each school or person admitted to membership shall be;
    - bound by the Constitution & By-laws of the Association.
    - liable for such fees & subscriptions as may be fixed by the Association.
    - entitled to all advantages & privileges of membership.
  - (e)** Membership may be terminated by the following events;
    - resignation
    - expulsion
    - a Member’s annual membership fee remaining unpaid after ninety (90) days falling due;
  - (f)** The Executive Committee shall, after having undertaken due enquiry, have the power to suspend or expel any member of the Association for:
    - any of the events in Item 4 (e)
    - false or inaccurate statements made in the member’s application for membership of the Association,
    - breach of any rule, regulation or by-law of the Association &
    - any act detrimental to the Association.
  - (g)** Any member who is expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a General Meeting called for such purpose, & the decision of the General Meeting shall be final.
- 5. OFFICERS:** The officers of the Division, to be elected at a General Meeting of the A.S.S.F.A., for a period of two years, shall be:
  - (a)** Liaison Principal nominated annually by the members of A.S.S.F.A. at their annual AGM.
  - (b)** Chairman
  - (c)** Secretary/Treasurer, whose honorarium shall be determined at a General Meeting.
  - (d)** Auditor, who shall not be a member of the Executive.

**Nominations for positions (b) & (c) must be in the hands of the outgoing A.S.S.F.A. Executive 21 days prior to the AGM where a new Executive is to be elected. All nominations to be accompanied by the consent of the nominees, given in writing.**

**6. ANNUAL GENERAL MEETING:** The Annual General Meeting of the Division shall be held no later than 20<sup>th</sup> NOVEMBER each year.

**(a) The Secretary shall give twenty-eight (28) clear days notice of the date of the Annual General Meeting to members**

**(b) Delegate(s) from each member school may attend the Annual General Meeting, with only one delegate from each school having voting rights.**

**(c) The quorum at the Annual General Meeting shall be a minimum of half of the number of member schools, plus one (1)**

**(d) The agenda for an Annual General Meeting shall be:**

- Welcome
- Apologies
- Confirmation of Minutes of previous Annual General Meeting
- Chairman's Report
- Financial Report
- Election of Officers
- Appointment of Auditor
- Election of Life Members
- Notice/s of Motion
- General Business

**(e) Voting shall normally be on voices or, if requested, on a show of hands. In all such divisions, the Chairman shall be entitled to a deliberate vote & in the case of a tie, a casting vote.**

**7. SPECIAL GENERAL MEETING:** A Special General Meeting shall be convened by the Secretary/Treasurer on receipt of requisition signed by the Delegates of not fewer than three member schools, or on the request of the Executive Committee. Twenty-one (21) clear days notice will be given to members. The voting procedure & quorum shall be the same as that for the Annual General Meeting.

**8. EXECUTIVE COMMITTEE:** There will be an Executive Committee of at least 3 (three) members, including the Chairman, the Secretary/Treasurer & one member to be elected at the Annual General Meeting, one of whom shall be the immediate past Chairman, if available. No person shall hold more than one position on the Executive Committee at any one time. Should a vacancy occur on the Executive Committee during the season, the Executive Committee shall appoint a successor until the next Annual General Meeting. A member from Auckland Football Federation & Northern Football Federation plus our College Sport Sport's Manager shall be co-opted to our Executive Meeting.

**9. POWERS OF THE EXECUTIVE COMMITTEE:** The affairs of the Association shall be governed by the Executive Committee, who shall meet, as required, to adjudicate on all matters brought before it which in any way affect the Association.

**A quorum of the Executive Committee shall be half of its members plus one. If the Chairman is unable to attend, then a chairperson nominated by the meeting shall chair that meeting.**

**The Executive Committee shall draw up rules, regulations & by-laws for the conduct of matches under its jurisdiction. Such rules shall be circulated to all member schools at the beginning of each season.**

The Executive Committee may, at its discretion, appoint sub-committees for any purpose deemed necessary. Such sub-committees are to be appointed from amongst the members of the Executive Committee though additional members may be appointed as the Committee sees fit.

**10. FEES:** Member schools shall pay affiliation fees to the Association as determined at the Annual General Meeting subject to approval by the Auckland Secondary Schools Heads Association. The annual fee for every member school shall be payable to the Association from the date of the first day of the school year. All funds shall be banked into the bank account of the Association.

**TEAM ENTRY FEES:** Premier & Senior A1-A4 \$100 per team.  
Senior A Reserve & Other Grades \$50 per team.  
Knockout Cup \$50 per team

**11. BANK ACCOUNT:** The bank account of the Association shall be operated by the Chairman & Secretary/Treasurer jointly. The Secretary/Treasurer will keep proper accounts & prepare a Financial Report that will be audited & presented at the Annual General Meeting.

**12. AUDITOR:** The Annual General Meeting shall elect or appoint an Auditor or Auditors. The Auditor/s shall examine & audit all the books & accounts of the Association annually, & have the power to call for all books, papers, accounts & receipts of the Association & report thereon at the Annual General Meeting.

**13. FINANCIAL YEAR:** The financial year of the Association shall end 1st November each year.

**14. LIFE MEMBERS:** The Association may elect Life Members who shall remain members of the Association for their respective lives. Each election to Life Membership must be unanimous & shall be the purpose of recognition of special services rendered to the Association. Nomination for Life Membership shall be made only by the Executive Committee & voted on at the Annual General Meeting.

**15. CHANGE OF RULES:** The Constitution of the Association shall not be altered, added to or rescinded except on the vote of TWO THIRDS of the members present & eligible to vote at any Annual General Meeting or at a Special General Meeting or Executive Committee Meeting duly convened.

Notice of any proposed alteration, addition or rescission shall be given in writing to the Secretary/Treasurer of the Association at least twenty-one (21) clear days before the meeting at which it is intended to propose such alteration, addition or rescission. The Secretary shall forward such notices of motion to each member at least fourteen (14) clear days prior to such meeting.

Alterations to the By-laws can be made only at Executive Committee meetings provided notice of the proposed alteration/s has been duly notified to Committee members.

**16. DISSOLUTION:** If, on the winding up of the Association, any property of the Association remains after satisfaction of the debts & liabilities of the Association, that property shall be distributed to either another association having objects similar to those of the Association, or for charitable or benevolent purposes which shall be determined by resolution of the members.

## BY-LAWS

**1. COMMENCEMENT & END OF SEASON:** The Executive Committee in consultation with Auckland Secondary Schools Heads Association will determine the length of season.

**2. ELIGIBILITY OF PLAYERS:** In all matches arranged by the A.S.S.F.A. only a bona fide secondary school players shall be eligible to play. A ‘bona fide secondary school player’ as described in the Auckland Secondary Schools Heads Association Handbook Bylaws, Section 10 (hereinafter designated “player”) is one who is on the school roll of a member school, & who is under the age of 19 years on January 1 in the year of competition in which he is playing, unless dispensation has been granted in writing COMMENCEMENT by the Executive Committee.

**ADDITION TO ABOVE BY-LAW 2 – ELIGIBILITY OF PLAYERS:** Premier League & Senior A1-A2 schools – NOTE – an unregistered player is ineligible to play any games under the jurisdiction of the Auckland Secondary Schools Football Association i.e. League fixtures & Senior Knockout Cup games. Senior A3-A4 schools can only play a bona-fide secondary school player who is on the school roll on the 1 May in the year of competition.

**3. PLAYER LEAVING SCHOOL:** A player leaving school during the football season shall be permitted to play for his member school on the Saturday of the week on which he leaves, & not thereafter.

**4. REPRESENTATIVE TEAMS:** The Association may select representative teams. Representative players may be given clearance to play for clubs at the conclusion of the season, but shall remain available for Association representative commitments. All applications for dispensation must be in writing.

**5. REGISTRATION OF PREMIER LEAGUE & SENIOR A DIVISION 1 & 2 PLAYERS:**

- a. A player who is required by his school on Saturday in the Premier League & Senior A Division 1 & 2 competition shall decide upon his availability before the beginning of the school season.
- b. Before May 1 in each season, colleges/schools shall furnish to the ASSFA, a list of players to be registered as their school’s Premier & Senior A1 & A2 XI’s & such lists shall not contain more than 35 names (Premier) & 25 names (Senior A1 & A2) of players.

**6. MATCH RULES (SUBSTITUTES):** All matches will be played under the rules of Soccer NZ except as detailed below:

Teams in 13<sup>th</sup>, 14<sup>th</sup> & 15<sup>th</sup> grades will be allowed to use four (4) rolling substitutes.

Teams in Senior A3-A4 & Senior B & C will be allowed to use three (3) rolling substitutes.

**7. FORMAT:** The format for the Premier League, Senior A Division 1, 2, 3, 4 & Senior A Reserve competitions shall be submitted to The Auckland Secondary Schools Heads Association for approval. The Management Committee shall decide all other competition formats.

**8. GRADES:** The Grades shall be:

Senior:	Under 19 years on 1 January of the current season.
15 <sup>th</sup> Grade:	Under 16 years on 1 January of the current season.
14 <sup>th</sup> Grade:	Under 15 years on 1 January of the current season.
13 <sup>th</sup> Grade:	Under 14 years on 1 January of the current season.

**9. SECTIONS & ZONES:** Premier League, Senior A Divisions 1, 2, 3, 4 & Senior A Reserve will be played as round-robin championship competitions. Other grades shall be divided into A or B sections, which will play a grading round, with teams then being graded for a championship. Championship rounds may be divided into zones where practicable. Zone winners may play off to determine Grade Champions.

**10. ENTRIES:**

a. **13, 14 & 15 GRADES** – it is up to each individual school to grade their teams. If your team/s will not be competitive in the ‘A’ Grade, register them in the ‘B’ Grade. Failure to comply will mean the team will have to wait until the Grading Rounds are completed before being regarded.

b. **THE SENIOR GRADE** is to be divided into Premier League, Senior A Division 1, Division 2, Division 3 & Division 4 (Premier League & Senior A1 will kick off at 12 noon Saturday’s & Divisions 2, 3, 4 & Senior A Reserve being played on Saturday mornings, 10.00am kickoff) & Senior B & C grades (C refers generally to Social grade).

“A” Schools 1<sup>st</sup> XI must play in Premier League, Senior Division 1, 2, 3 & 4 the Executive Committee may grant dispensations.

**11. GRADING OF PLAYERS:** If a player has played more than TWO games for a team he cannot play for a lower team. (An “A” team in a grade is deemed higher than a “B” team, & a “B” team higher than a “C” team). This shall not prevent the promotion of a player to a higher team. Players names in the initial team are those who will be regarded as having played a game; therefore a substitute coming on will not count such a game in his total of games. The Executive Committee may grant dispensation.

**12. REGRADING:** The Executive Committee, on written application from the delegate of his school, may regrade a player. Such application must include information on the player’s playing record for that season. No player may be regraded more than once in a season. No player shall be regraded later than the third Saturday in July.

**13. INELIGIBLE PLAYER IN A TEAM:** Any team, which includes a player who is ineligible to play, will default the game. Define DEFAULT – where a team defaults a game, for whatever reason, the game shall be recorded as a 2-nil Win By Default (WBD) to the opposition & a 2-nil loss by default to the defaulting team.

**14. PREMIER LEAGUE, SENIOR A DIVISIONS 1, 2, 3 & 4: Voting Procedure** in matters concerning Premier League, Senior A Divisions 1, 2, 3 & 4 only those schools participating in the year of the competition shall be eligible to vote on issues pertaining to those Premier League, Senior A Divisions 1, 2, 3 & 4. (Note each school shall have only ONE vote regardless of the number of teams participating in Premier League, Senior A Divisions 1, 2, 3 & 4.

**15. DRAW:** The competition draw for the Premier League, Senior A Divisions 1, 2, 3 & 4 shall be submitted to the Auckland Secondary School Heads Association for approval.

**16. SIZE OF BALL:** Premier League, Senior A Divisions 1, 2, 3, 4, Senior B, C, 15, 14 grades will use a size 5 ball. The 13 grade will use a size 4 ball.

**17. DURATION OF GAMES:** Premier League, Senior A, Divisions 1 games, will consist of two spells of forty five (45) minutes each way. Senior A Division 2, 3 & 4, Senior A Reserve & Senior B grade games will consist of two spells of 35 minutes each way.

Senior C, 15th, 14th & 13th grades will consist of two spells of 27 ½ minutes each way.

**ALL FIXTURES PLAYED ON PUBLIC GROUNDS MUST FINISH ONE HOUR AFTER THE OFFICIAL STARTING TIME ON THE DRAW. THIS INCLUDES SENIOR A DIVISION 3, 4, SENIOR B & C GAMES.**

Senior & 15<sup>th</sup> Grade Knockout matches will consist of two spells of 40 minutes each (13<sup>th</sup> Grade 30 minutes each way). If the teams are drawn at the conclusion of these spells, extra time of ten minutes each way (13<sup>th</sup> Grade 5 minutes each way) will be played. If the teams are still drawn at the extra time, a penalty shoot out according to the rules of FIFA will be played.

**18. REFEREES:** Where a referee fails to turn up, or where no referee has been appointed, teams shall mutually agree before kick off on a referee or each team will be responsible for supplying a referee for half the game.

**19. ALTERATION OF MATCH VENUE & DATE:** All competition games will be played at the time & in the place decided upon the Executive Committee, provided that such schools may apply in writing to the Secretary/Treasurer for any alteration. Any alteration desired by competing teams shall be mutually arranged & then referred to the Executive Committee for approval in writing. Schools failing to seek the prior approval of the Executive Committee to change a match venue or date shall be deducted any points won in that match.

**20. CHAMPIONSHIP POINTS:** A win shall count 3 points & a draw 1 point.

**21. FINALISTS & CHAMPIONSHIP WINNERS:** When zones have already played the required number of rounds, the Executive Committee shall determine the method of concluding the competition. In the event of a tie at the end of the competition goal difference will count; should goal difference be the same then the team scoring the most goals shall be declared the winner.

**22. COACHING:** No coaching shall be allowed behind the goal lines.

**23. MATCH RESULTS:** the result of Saturday's game is the responsibility of the winning team & in the case of a draw it is the responsibility of one or the other team to make sure the result is recorded. The result is to be entered online on the College Sport's website. At Friday 12noon if the result of the last Saturday's game has not been entered online then a NR (NO RESULT) will accredited to that game. If the game has been postponed for any reason please enter DEF (DEFERRED).

**24. CANCELLATION:**

a. A Cancellation officer shall be appointed at the Annual General Meeting.

b. If a member school closes its grounds AFTER 7.30am on the day of the fixture, the game is postponed & has to be played midweek. The home team forfeits the rights to host the game & the midweek game will be played at the visiting school grounds at a mutually agreed time. If no agreement can be reached the Secretary can be contacted to make a ruling stipulating the venue & the time of the game. If the school grounds are closed AFTER 7.30am on the day set for matches, every possible effort should be made to contact the visiting school by telephone or mobile (DO NOT EMAIL OR FAX).

c. In the cases of games set down for the Auckland Domain or a neutral ground, they will be played at times & places mutually agreeable to the schools concerned before the end of the current round. The first named school in the draw is responsible for contacting their opponent.

d. There will be no cancellation of Premier League Senior “A”, Divisions 1, 2, 3 or 4 games. Any specific notice of school ground cancellation shall be made not later than 11.00am for Premier League & Senior A, Division 1 matches.

**25. PLAYING COLOURS:** The playing colours of member schools, which are to be registered according to Clause 4(a) of this Constitution, shall include: jersey, shorts & socks. Colours worn by the 1<sup>st</sup> XI, if different from those worn by other teams, shall be clearly shown.

**26. ALTERATIONS TO COLOURS:** All alterations to playing colours must be approved by the Executive Committee.

**27. CLASH OF COLOURS:** In all cases of likely clash of school colours, the away team shall change its colours for the match. On a neutral ground the second named team in the draw will change.

**28. ASSFA DISCIPLINARY CODE:**

*For Matches with officials supplied by AFF/NFF, ASSHA & ASSFA have a Memorandum of Understanding (MOU) with New Zealand Football (NZF), the Auckland Football Federation (AFF) & the Northern Football Federation (NFF).*

*The MOU states that: ‘in respect of all ASSHA & ASSFA football matches supervised by one or more officials supplied by AFF or NFF, ASSHA & ASSFA agrees to submit to the disciplinary procedures sanctioned by FIFA and adopted by NZF, specially NZF Disciplinary Code, as those procedures relate to the protection of match officials and the behaviour of all persons present at such matches’.*

*REGULATION 7 HAS BEEN REPLACED BY THE WORDING NZF Disciplinary Code  
The full MOU can be found on the College Sport Website.*

*Note: there will be no monetary fines levied against secondary school players.*

*Suspensions & Appeals –*

(a) *College Sport, under advice from AFF/NFF, will notify schools of all suspensions. Suspensions must be served immediately & are not reliant on receipt of a referee’s report.*

(b) *Suspensions apply to the next game under the auspices of the ASSFA (League or Knockout or Tournament Qualifying matches or AHI Cup). This will normally not include “traditional” inter-school fixtures.*

(c) *Schools found not to be applying suspensions will forfeit the match & the opposition declared the winner with a 2-nil (minimum) result. In the case of a Knockout, Tournament Qualifying match or AHI cup match, the game will be defaulted.*

(d) *At the conclusion of the season, under NZF regulation 7 clause 18, accumulated cautions will be cancelled but suspensions will be carried over into the next season.*

(e) *Appeals will be dealt with by the processes set out in NZF regulation 8.*

(f) *Appeals relating to discipline issues arising from incident reports from members of the school community will be dealt with by ASSFA in the first instance, with a right of appeal to ASSHA.*

**28.2 For matches without officials supplied by AFF/NFF**

*Suspensions & Appeals-*

(a) ASSFA will look to NZF Disciplinary Code for process and consistency when dealing with disciplinary procedures where a match has been supervised by persons that are not supplied by AFF/NFF. AFF/NFF will provide advice and direction only.

(b) Clause 28.1 (1)-(3) will apply.

**29. PROMOTION/RELEGATION:** The winner of Senior A1 shall be automatically promoted to Premier League. The last team in the Premier League shall be automatically relegated.

The second team in Senior A1 shall be involved in a playoff against the second to bottom team in the Premier League. The playoff shall be over two games, home & away.

The first eligible team in Senior A2, A3 & A4 shall be automatically promoted to Senior A1, A2 & A3 respectively. The last team in Senior A1, A2, A3 & A4 shall be automatically relegated.

The second eligible team in Senior A2, A3 & A4 shall be involved in a playoff against the second to bottom team in Senior A1, A2 & A3 respectively. This playoff shall be over two games, home & away.

The first eligible team in Senior B1 shall automatically promoted to Senior A4. If this occurs the bottom team in Senior A4 will be relegated. The second eligible team in Senior B1 shall be involved in a playoff against the second to bottom team in Senior A4. This playoff shall be over two games, home & away.

All playoff matches are to be held at the beginning of the season. Playoff games will consist of two spells of forty five (45) minutes each. If the scores are equal after the second match, away goals scored at the ground of then opposing team will count double. If teams are still even, extra time of ten minutes each way will be played. If the teams are still drawn at the end of extra time, a penalty shoot out according to the rules of FIFA will be played.

**30. KNOCKOUT CUP:** the Senior, 15<sup>th</sup> Grade & 13<sup>th</sup> Grade Knockout Cup's are open to any member school's 1<sup>st</sup> XI, 15<sup>th</sup> & 13<sup>th</sup> Grade's.

**A PLAYER CAN ONLY PLAY IN ONE CUP COMPETITION.**

*If a player's name appears on a Senior, 15<sup>th</sup> or 13<sup>th</sup> Grade Team Card he will have deemed to have played/participated in that Knockout Cup Competition (Senior, 15<sup>th</sup> or 13<sup>th</sup>) & therefore unable to play in any other Knockout Cup Competition (Senior, 15<sup>th</sup> or 13<sup>th</sup>).*

Other than any preliminary rounds that may be needed, the knockout cup will be organized as a open draw & will be redrawn by the Executive Committee at the completion of each round.

The Senior, 15<sup>th</sup> Grade (Under 16 on 1 Jan of the current season) & 13<sup>th</sup> Grade (Under 14 years on 1 Jan of the current season) Knockout Cup's are open to any member school. Premier League Senior A1-A2 can only use COLLEGE SPORT REGISTERED PLAYERS to play in the Senior Knockout Cup Competition.

All matches will be played within the time period specified by the Executive Committee & must be played midweek by agreement between the two schools. If agreement cannot be reached, the Executive Committee may decide on any action required to complete the tie.

All MIDWEEK Knockout Cup games will kick-off NO LATER THAN 3:30PM. If the game is unable to be completed due to the lack of light then the REPLAY will be played at the visiting school. If no



agreement can be reached the Secretary can be contacted to make a ruling stipulating the venue & time of the game.

Senior & 15<sup>th</sup> Grade Knockout matches will consist of two spells of 40 minutes each way (13<sup>th</sup> Grade 30 minutes each way). If the teams are drawn at the conclusion of these spells, extra time of ten minutes each way (13<sup>th</sup> Grade 5 minutes each way) will be played. If the teams are still drawn at the end of extra time, a penalty shootout according to rules of FIFA will be played.

Any team that defaults a Junior or Senior Knockout Cup game, at any stage, will be fined \$200.

**31. LOTTO PREMIER TOURNAMENT (selection process):**

The winner of the previous year's tournament, if applicable, will automatically be selected to represent the ASSFA at the above tournament. All Premier League & Senior A1 schools can now apply to go to the National Premier Tournament as their 1<sup>st</sup> option & a satellite tournament as the 2<sup>nd</sup> option. Selection will take place after round 7 games have been played.

**32. TEAM MANAGER:** responsibility of colleges/schools to ensure that a College/School Designated Non-Playing Adult is present at every game & acts as Team Manager on the day & is present, before, during & after the game. Penalty: 1<sup>st</sup> Loss By Default & Do Not Play 2-nil win. 2<sup>nd</sup> Secretary's Discretion – Withdrawl From Competition.

**33. FIELD REQUIREMENTS FOR PREMIER LEAGUE & SENIOR A1:**

- a. The field to be properly marked.
- b. Goal nets & corner flags are compulsory.
- c. The field is to be roped off on both sides including the technical area.
- d. NO SUPPORTERS are allowed inside the roped off area.
- e. NOBODY is allowed behind the goal-line at both ends.
- f. The referees have been advised not to start the game until the above field requirements are met.

**34. CHATHAM CUP FIXTURES:** ASSFA Premier League games take preference & must be played Tuesday 3pm kick off before the Chatham Cup fixture.

**35. AFTER MATCH FUNCTIONS:** The HOME TEAM has to provide a LUNCH for the visiting team & their supporters. The wearing of No 1's is compulsory.

**36. TEAM CARDS:** Premier League, Senior A1& A2 team cards are to be received by COLLEGE SPORT within 7 calendar days of the game being played i.e. a game played on the 2<sup>nd</sup> of the month has a deadline of the 9<sup>th</sup> of the month for team cards to be received. After the game is played the ASSFA Secretary recommends you can scan your TEAM CARD & email it to the College Sports

[school.sport@collegesport.co.nz](mailto:school.sport@collegesport.co.nz)

**FAILURE to do so within the required time will result in a LOSS OF A POINT.**

**NOTE:** As the sports governing body the Auckland Secondary Schools Football Association (ASSFA) By-Laws shall be the first point of referral in all matters. Any school may appeal a decision made by ASSFA to the College Sport Board. Appeals should be made to the CEO of College Sport.