

MATCHES

1. ACS Competition Rules apply to all sports played in ACS and take precedence over sport specific body rules. This includes examples such as; that no penalty points shall be awarded for late arrival of teams but forfeit rules apply as per rule 2.3.
2. Games shall start at 2.30 pm (with the exception of cricket which starts at 2.00pm) and continue until completed. All sports should be completed by 4.00pm and 4.30pm for cricket.
 - 2.1. It is the responsibility of the home team school that appoints the umpires to ensure they are provided with a copy of the ACS Competition Rules and local ACS sport rules and are clear on local ACS rules for the sport. ACS is responsible for briefing senior football, cricket and touch football umpires.
 - 2.2. Coaches and umpires must meet before and after matches to ensure all match and ACS Competition Rules are adhered to. This includes ensuring umpires are clear in understanding any local ACS sport rules and to sign scoresheets (as per rule 4).
 - 2.3. Any team not ready to play by 3.00pm shall forfeit the match and a 'friendly' shall be played. Details of forfeits must be forwarded to the Executive Officer. The official ACS scoresheets for both home and away teams must be signed by both team coaches and umpires/referees as a true and correct record of the match prior to a 'friendly' commencing or the match will be considered a live game. These signed scoresheets must be returned to the Directors/Heads of Sports. Reasons for Forfeits must be noted in ResultsVault.
 - 2.3.1. Forfeit points for an arrival after 3.00 pm will equal points for a loss (0) (*use Won on Forfeit (ALT) in ResultsVault*)
 - 2.3.2. Forfeit points for a pre-departure from school forfeit will equal (-2) (*use Won on Forfeit in ResultsVault*)
 - 2.3.3. Match abandonment due to transport breakdown (in transit) to the match will be a loss (0) (*use Won on Forfeit (ALT) in ResultsVault*)
 - 2.3.4. No penalty scores shall be awarded for the late arrival of teams
 - 2.3.5. Early abandonment of a match by one team will equal points for a loss (0) (*use Won on Forfeit (ALT) in ResultsVault*)
 - 2.4. A mandatory warm up time of 5 minutes will be provided if a school arrives late but it must be a physical warm up, not a coaching opportunity. Teams must take the field/court promptly after the warm up.
 - 2.5. A team not ready to play with mandatory safety gear will forfeit the match with points for a loss applied (0).
 - 2.6. Strictly no mobile phones on any sport field or court.
 - 2.7. The application of a sports body's suspension of any athlete will not apply to ACS except at the discretion of the individual school of the athlete concerned.

3. Results ([ResultsVault Sport](#)) & ([ResultsVaultCricket](#))

All results must be entered into the online ResultsVault system **by the HOME team within 24 hours** of the match and the **AWAY team must CONFIRM or DISPUTE the match within 48 hours. All Year 9 results must be entered and confirmed by 2.00 pm on Friday.** For full instructions on entering the results contact the ACS office for a copy of instructions. Reasons for **FORFEITS** must be noted in "Match Notes" in ResultsVault

Please note that **CRICKET** is recorded on a separate database and uses a different login to other sports.

4. Scoresheets and Scorers

Scorers for all sports must sit together as the home team scoresheet is the official record of the match, not the scoreboard.

The ACS scoresheet is the official record of the match

The home team is responsible for collecting, collating and storing the official ACS scoresheet. Scoresheets must be stored for 12 months and be made available to the ACS office and opposition team upon request. Scoresheets must be fully completed and must include the following or **risk forfeiture of match points** for the team that fails to provide or collate the required information (0 points applied).

- i. First and last names of every player from **both** teams must be listed. Do not include the names of any players that will not take part in the match.
- ii. Full match scores relevant to the sport (final scores must be agreed upon before signing)

- iii. Signatures of both Coaches
- iv. Signatures of Umpires/Referees

5. Player Behaviour and the Process for Reporting and Recording Serious Incidents

If a referee/umpire has to send any player off the playing area for any reason or severely reprimand a player then the coach of that player must have the referee/umpire complete details of the incident in the ACS Sports Incident Report. The ACS Sports Incident Report (on page 27 & 28) must then be forwarded to the player's Heads of Sport, who shall forward copies to the Heads/Principals and Deputy Heads/Principals of both schools involved in the match, and the ACS Executive Officer. The matter must be completed within 7 days.

ACS senior football umpires will make their reports through the ACS Football Director of Umpiring who will forward reports to the ACS office. The Cricket Umpires Convenor will forward reports to the ACS office.

Incidents of a serious nature through either injury - whether deliberate or accidental and/or unacceptable behaviour and where further action is required by a school must be reported and recorded by any official that witnessed the incident; this includes but is not limited to, the umpires, coaches and if present, team managers or teachers. If an umpire does not witness or report the incident, the coach(s) or other school official such as the team manager or teacher will make the report.

5.1 Process for Reporting and Recording serious incidents

- 1) The ACS Sports Incident Report (on page 27 & 28) must be completed by all officials who witnessed the incident immediately after the match. As much detail as possible must be provided. **This report must be completed in addition to a school's own incident report, within 48 hours of the match.**
- 2) The report(s) must be passed on to the Head of Sport of the reporting school as soon as possible.
- 3) The Head of Sport will immediately notify the Head of Sport from the other school and the ACS.
- 4) Both Heads of Sport must notify their Principal as soon as possible.
- 5) The Principal from the school making the report will contact the Principal of the other school to develop a joint plan of action in consultation with the Heads of Sport and will notify the ACS.
- 6) The matter is to be resolved as quickly as possible **within 7 days** and every attempt is made to find a satisfactory outcome for all involved.

Arbitration process: In the event the matter is not resolved it is referred to the Chair of the Association with the option of forming a panel of non-involved schools.

5.2. Process for Independent Investigations involving allegations against officials, other volunteers or contractors appointed by ACS

Process for managing incidents or allegations involving officials, volunteers or contractors appointed to ACS sports or events and not under the jurisdiction of a member school. *This process is separate to any investigations regarding Child Safety allegations which fall under the ACS's Child Safety Policy.*

- 1) The ACS Sports Incident Report (on page 27 & 28) must be completed by all who witnessed the incident immediately after the match or event. As much detail as possible must be provided. **This report must be completed within 24 hours and emailed to the ACS Office.**
 - 2) Once all reports are received; the ACS Executive Officer will confer with the ACS President to determine if the situation calls for an independent investigation. The Executive Officer will undertake appointing an independent investigator as soon as possible, when it is warranted.
 - 3) Principals/Head of the School must be notified of the investigation and kept informed of all stages of the process.
 - 4) Where students make allegations against officials, they may be required to be interviewed and will be accompanied by a school staff member.
 - 5) The investigation shall be completed in a timely manner, within 7 days with cooperation from those involved.
6. Where there is a breach of the Code of Ethics, the concerned schools should liaise and solve the problem. This is a particular area of responsibility for the Deputy Heads / Deputy Principals.
 7. Any player bleeding must leave the field of play and stem the blood flow. They may not return until the appropriate time for each sport. The blood flow must have stopped and signs of the flow should have been removed from the person's skin. *Refer to 5. Infectious Diseases Guidelines on page 26 for more information.*

ACTION TO BE TAKEN IN THE EVENT OF A BLOOD SPILL (*excerpts from SMA Infectious Diseases Policy*)

In an accident where bleeding occurs and if:

- i. Skin is penetrated or broken, the immediate first aid is to clean the wound with soap and water only. If water is not available a 70% alcohol hand rub should be used.
 - ii. Clothes are bloodstained, they should be changed for clean ones once the wound has been treated. They should be handled with rubber gloves and treated as above.
 - iii. Blood gets on the skin, irrespective of whether they are cuts or abrasions wash well with soap and water.
 - iv. Eyes are contaminated, rinse the area gently but thoroughly, with the eyes open, with water or normal saline.
 - v. A player is wearing contact lenses:
 - Leave the contact lenses in while the eye is irrigated with water or normal saline, the contact lenses are acting as a barrier to the eye.
 - When the eye has been adequately irrigated for several minutes, remove the contact lenses and clean in the normal manner.
 - They can then be reused. They do **not** have to be cleaned any differently than normal and they do not need to be discarded.
 - vi. Blood gets in the mouth, spit it out and rinse the mouth with water several times.
8. If in any sport an extra player is found on the field or court, the score achieved during that half of play shall be removed.
9. Students can only participate at their own year level in all sports.
10. Junior School students cannot be used as Year 7 students.
11. **Rules for Years 7, 8 and 9:** Best players should play in the A team. Students cannot play in A and B teams or another sport on the same day. Once a player takes the court/field in a sport or grade that is their official match for the day. Should that player then take the court/field in another sport or grade then that match will be forfeited with zero points applied.
- 11.1. Fielding the 'A' team in competition is priority. Should squad numbers be diminished on a given day allowing only one team to compete, the 'B' team shall forfeit to allow the 'A' team to play.
- 11.2. **Matching reduced player numbers: This rule applies to the lowest graded team for football, soccer and hockey. This rule cannot be used in Grand Finals.**
- This rule is for use when a reduction in numbers can cause large score margins or risk forfeit
 - Where there are A and B or C competitions; it is required that players are promoted to higher graded teams to cover shortages and then the rule applies to the lowest graded team for each school.
 - The lowest graded team can depend on the circumstance of individual schools. E.g. if a school has only 1 boys soccer team and not 2 this rule can apply to their 'A' team. The number of teams is established prior to the season.
 - In Years 7, 8 and 9 this rule can apply to A teams where there is no B competition; such as with football, hockey and girls soccer. (*Note: This rule is different to the senior competition*)
 - Where the lowest graded team may have a reduced number of players but still has the minimum numbers (8 for hockey & soccer; ACS local rule) to play for that sport, the opposition team must match the number of players on the field.
 - A request should come from the DOS/HOS but if it doesn't, the other school has the right to call the DOS/HOS for confirmation that the need to reduce numbers is established. This is to maintain the integrity of the competition at all times.
 - **This rule cannot be used in Grand Finals**

Rule applies to these Year 7, 8 and 9 competitions only:

Year 7, 8 and 9 Boys Football
Year 7, 8 and 9 Boys and Girls Hockey
Year 7, 8 and 9 Boys Soccer B: Where there is no B competition, or a team has no B team; the rule can be applied to their A team
Year 7, 8 and 9 Girls Soccer

12. Rules for senior teams (Years 10 – 12):

- 12.1. For the integrity of the senior competition, schools must field their best available players in the first team and grade second, third or fourth teams as accurately as possible.

- 12.2. If on the day of the match, unforeseen circumstances prevent the first team from playing; then the remaining teams are permitted to play but no member of the first team can play in a lower grade on that day. Failure to abide by the above will result in forfeiture of the match; including lower levels.

12.2.1. Unforeseen circumstances under this rule is defined as:

- Extreme weather situations that prevent a match being played
- A transport issue in transit to the match
- A field or court determined as unsafe for play upon arrival to the match

- 12.3. Where squad numbers are reduced due to a school's internal matters such as but not limited to; other co-curricular events, camps or illness and injury then adjustments to teams are required.

The priority is to always field the first team. The number of players in the firsts takes precedence over second, third or fourth teams. First team numbers must be equal to or greater than the next grade team numbers. If the first team forfeits or cannot complete the match then all the lower level teams will play 'friendlies' and points will be awarded to the opposition.

- 12.4. **Matching reduced player numbers: This rule applies to the lowest graded team for football, soccer and hockey only and does not apply to the 1st competition in seniors: This rule cannot be used in Grand Finals.**

- This rule is for use when a reduction in numbers can cause large score margins or risk forfeit.
- Where there are 2nds/3rds or 4ths competitions; it is required that players are promoted to higher graded teams to cover shortages and then the rule applies to the lowest graded team for each school.
- The lowest graded team can depend on the circumstance of individual schools. E.g. if a school has only 2 boys soccer teams and not 3 this rule can apply to their 'B' team. The number of teams is established prior to the season.
- Where the lowest graded team may have a reduced number of players but still has the minimum numbers (8 for hockey & soccer; ACS local rule) to play for that sport, the opposition team must match the number of players on the field.
- A request should come from the DOS/HOS but if it doesn't, the other school has the right to call the DOS/HOS for confirmation that the need to reduce numbers is established. This is to maintain the integrity of the competition at all times.
- This rule does not apply to Senior 1st Teams
- **This rule cannot be used in grand finals.**

This rule applies to these senior competitions only:

Senior 2nds Boys Football
Senior 2nds Boys Hockey
Senior 3rds Boys Soccer; if a school does not have a 3rds team it can apply to their 2nds team

- 12.5. Students cannot play in more than one team or another sport on the same day. Once a player takes the court/field in a sport or grade that is their official match for the day. Should that player then take the court/field in another sport or grade then that match will be forfeited.

- 12.6. Any student that plays a sport at a representative level i.e. district, state under age or a higher level must only play in the first school team of that sport unless an exemption is granted from the ACS. Any exemption requests must be put in writing at least 48 hours before the match.

- 12.7. **Player movement between senior teams:** Players can only move one level up or down a grade per week.

- 12.8. **Finals eligibility:** A player must have played at least 3 games in a lower grade team to qualify to play in the grand final. However, a player becomes ineligible for the lower grade if they have played 5 or more games in a higher grade. This does not apply to a new student. In special circumstances a school may apply to the ACS for an exemption but appropriate documentation must be supplied by no later than 4.00pm of the Friday prior to the Grand Final.

- 12.8.1. If both the first and second teams make finals; eligibility rules for players in those teams do not apply; except for table tennis and tennis where the eligibility rules apply regardless.

13. **ACS Ladders:** All ACS ladders will be calculated using the standard points system.

For all sports points will be:

Win	4 points	Loss	0
points			

Draw	2 points	Cancellation - due to rain, heat, etc	2 points
Bye	0 points	Forfeit Loss (Rule 2.3.2)	-2
points (minus 2)		Forfeit Loss (Rule 2.3.1; 2.3.3; 2.3.5)	0
points			

14. Resolving Match Disputes:

- 14.1. Coaches must resolve match disputes and results according to ACS rules at the conclusion of the match.
- 14.2. If the match is unable to be resolved it must be recorded on the **ACS Match Dispute Form** (page 16) and reported immediately to the Directors/Heads of Sport who will notify the ACS by the following day.
- 14.3. The ACS will make a decision based on the ACS rules. If the situation is not covered by ACS rules then the Arbitration process is enacted.
- 14.4. Arbitration: If a school appeals the decision of the ACS, it must be appealed in writing within three days of being notified of the decision. If a match dispute is not covered by ACS rules or a school has appealed an ACS decision, then a panel is formed of the Directors/Heads of Sport not involved in the match to review the reports and decision.
 - 14.4.1. The panel will convene via an online platform or teleconference to discuss the reports from both parties. Both parties will have the opportunity to address the panel during the teleconference once the panel has discussed the reports and appeal.
15. For Guidelines for the cancellation of ACS sport, please refer to ACS Sport Policies on page 17.
16. In all sports, schools can supply more umpires/referees/linespeople than the minimum number if the ruling sporting association allows it.
17. Prior to the game umpires/referees should be given a copy of the ACS rules. This is the responsibility of the home team.
18. Where there is a similarity of colours the home teams should change or provide an alternative bib.
19. Uniform numbers (or bibs) are required for basketball and football but are optional for hockey and soccer.
20. Coaches are expected to ensure that their players are in correct school sports uniform and are required to report any uniform infringements to their sports coordinator.
21. All players should be reminded to take frequent drinks and wear sunscreen and hats where it is appropriate. It is recommended that mouthguards be worn.
22. Staff and coaches should be aware of the rules of each sport.
23. It is recommended that schools provide coaches with a form of identification, whether as a school tracksuit and/or badge.
24. All scoresheets shall be kept for 12 months.
25. Bathroom facilities must be available for all ACS matches, or an alternative venue must be used.

ACS PENALTY SCORES

In the event of a forfeited match:

Sport	Penalty Score
Badminton	16 - 0
Basketball	30 - 0
Beach Volleyball	3 - 0
Cricket	Forfeiting team: 20 overs and all out (10 wickets) Winning team: 0 overs; 0 wickets and 0 runs
Football	100 - 0
Futsal	8 - 0
Hockey	8 - 0
Netball	20 - 0
Soccer	8 - 0
Softball	10 - 0
Table Tennis	15 - 0
Tennis	12 - 0
Touch Football	10 - 0
Volleyball	3 - 0

If a match is not completed with the mutual agreement of the two coaches then the penalty score can be applied if the difference is greater than the score when the match was stopped.

FINALS

1. The two teams with the highest points will play in the finals. If two or more teams finish on equal points, the placings will be determined by percentages or goal difference where appropriate, then by home/away win/loss record between the teams and then by 'For' (highest).
2. The team that finishes on top of the ladder will host the final. This can be changed by mutual agreement.
 - 2.1 Should the same two schools have the first and second or 'A' and 'B' teams in grand finals of a sport then both matches can be played at the home venue of the top placed first or 'A' team. Except for Senior Football where the four competing First and Seconds teams (1 v 2) must be from the same two schools.
3. The host team pays for the final but the costs will be shared if at a neutral ground.
4. Where there are first and second or 'A' and 'B' teams a player who has played more than half the season's matches in the 'A' team cannot take part in a 'B' grade final.
 - 4.1 This rule does not apply if both the first and second or 'A' and 'B' teams make finals; except for senior table tennis and tennis where the eligibility rules apply regardless. A lower graded player can play up for a Grand Final.
5. For Years 7 – 9; to play in a Grand Final team a student must have played a minimum of 5 games in that team. This does not apply for a new student.
 - 5.1 In special circumstances a school may apply to the ACS for an exemption but appropriate documentation must be supplied by no later than 4.00pm of the Friday prior to the Grand Final.

Cancellation of grand finals

6. In the event that grand finals are cancelled due to extreme heat or wet weather, the following will apply:
 - 6.1 If the team that finished on top of the ACS ladder at the end of the home and away rounds is clear from the second placed team on points, the team on top will be awarded the premiership.
 - 6.2. If the two top teams on the ACS ladder are equal on points at the end of the home and away rounds then they will share the premiership. Percentage or goal difference will not be considered in this situation.

TROPHIES

1. Trophy size I to be used for Cross Country, Swimming and Athletics overall aggregate.
2. Trophy size G to be given for best overall girls and best overall boys at the Athletics, Cross Country and Swimming.
3. Trophy size Medium in the non-tarnishing range to be given for all Senior competitions.
4. Trophy size Small in the non-tarnishing range to be given to all Years 7-9 A competitions. Winning B teams would receive a perpetual shield with their school name engraved on it.
5. At the Cross Country, students who come 1st, 2nd or 3rd in an event will receive a medallion.
6. In the Swimming and Athletics, 1st, 2nd and 3rd in an event will receive ribbons.
7. Pennants to be given to the schools for best boys, best girls, and overall team winners at each year level in Swimming, Cross Country and Athletics.

CHAMPIONSHIPS

All Schools now have Hy-Tek Team Manager software and team entries shall be submitted using this software.

Team entries for all Championships must be submitted to the ACS no later than 4 business days prior to the Championships.

Guides to using Hy-Tek Swim Team Manager 7.0 and Track & Field Team Manager are available from the ACS office.

School abbreviations for carnival information:

Beaconhills = B
Loyola = L
Overnewton = O

St Leonard's = SL
St Michael's = SM
Westbourne = W