



MEMO 57-2023

DATE: Tuesday 17 October 2023
TO: NNSWF Premier Competition Clubs
FROM: **Steph Carte** - Senior Officer – Premier Competitions
SUBJECT: Pre-season trial matches, tournaments & friendlies

For Information or Action	Action required	When	NNSWF Contact	Total Pages
Information	Complete form(s) as required	See below	Steph Carte	3 plus flow chart attachment

Dear all,

NNSWF online trial match application is available via the following [link](#) and must be completed by all clubs **HOSTING** trial fixtures. This link has been made available only to **Club Administrators** who are best placed to determine who within their club this link may be distributed to.

Further information is provided on page 3 when participating in trials as the visiting club and a flow chart is attached to assist when deciding which form is required.

[Trial Application Form | Premier Clubs](#)

In addition to the terms & conditions attached Key points to note:

- The [Trial Application Form | Premier Clubs](#) is to be completed when trial fixtures have been 100% confirmed. All requests for Match Officials received within 5 business days of the match are treated equally, no preference for appointments is given to the form received first. The appointment of Match Officials will be made in the week leading up to the matches being played and are made according to the volume of matches, the availability of officials and their capacity to officiate on a given match.



- **All NPL Men's & NPL Women's and NL1 First Grade** trial fixtures must have 3 appointed match officials and the application for sanction must be submitted at least 5 business days prior to the match. Applications for any First-Grade match submitted inside of 5 business days will not be sanctioned.
- With the exception of First Grade, clubs can choose via the [application](#) to have officials appointed. If requested, a minimum of 2 officials will be appointed, clubs can also elect via the form to have 3 match officials appointed. All matches requesting Match Officials must have submitted the application at least 5 business days prior to the match.
- Match Official Conference for **Youth referees are Saturday 3 February 2024** and **Senior referees Sunday 4 February 2024**, Match Official availability will be impacted over the weekend when referees attend their compulsory session. All Referees have been requested to prioritise their referee development, over any player commitments, player-referees should not be penalised for attending the conference in lieu of any team-based activities. **Please avoid scheduling trial matches over this weekend.**
- Payments to Match Officials appointed to trials by NNSWF will be made electronically by NNSWF & the host club will be invoiced. Any outstanding invoices in relation to trial matches will impact the finance aspect of the Club Development Rating System and any ongoing issues may result in trial matches not being sanctioned.
- Visiting clubs from within NNSWF Premier Competition Clubs DO NOT need to apply to participate in a sanctioned trial against another NNSWF Premier Competition Club ie.: NPL Men's & NPL Women's, NL1, PYL or JDL. The host club should forward the sanction email to the visiting club to show that the game(s) have been officially sanctioned.
- Visiting clubs from outside of NNSWF Premier Competition Clubs will need to seek their own approval to participate in accordance with their own zone/member federation procedures. This is the responsibility of the visiting club/team, however as a courtesy the host club should forward the sanction email to the visiting club to show that the game(s) have been officially sanctioned.
- If hosting an A League Club, the application is still to be completed, please complete as early as possible as the A-League sanction participation of the A League Team & arrange for the appointment of Match Officials.



- The sanction email will follow immediately after the application is submitted from competitions@northernnswfootball.com.au please check junk mail if not received.
- Please only submit the application when trials are 100% confirmed to avoid edits & cancellations. In the event of any change or cancellation of matches please follow the links from the sanction email received when the application was originally submitted.

PARTICIPATING IN TRIAL MATCHES, TOURNAMENTS OR FRIENDLIES HOSTED BY A CLUB OUTSIDE NNSWF PREMIER CLUBS

- If the host club is NOT another NNSWF Premier Club i.e: the host club is not a NNSWF NPL Men's, NPL Women's, Northern League One, PYL or JDL Club you must complete the [Application to Participate](#). Where possible this form should be completed a minimum of 10 business days prior to the match to allow NNSWF time to follow up with the host clubs governing body. If notification has been received from the host club that the matches have been sanctioned you can upload the document as part of the application process, notice from the host club alone is not sanctioned to participate the application must be completed for all trials with teams outside of NNSWF Premier Competitions Clubs.
- Any team participating in a match, tournament or friendly should ensure that the host club has been sanctioned. Teams participating in unsanctioned matches, tournaments or friendlies are not covered under any Northern NSW Football insurances, which could render a club liable for any injury or accident incurred by their players and or officials. This includes any events/tournaments that are held during the season for example, Kanga Cup.

It is vital that participation in any match, tournament or friendly has been sanctioned to protect your club and its members. A flow chart is also attached for reference when deciding which form to complete, please don't hesitate to get in touch if you have any questions about participating in or hosting trials, tournament, or friendlies.

Steph Carte
Senior Officer – Premier Competitions
Northern NSW Football