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INSTACASH HRFA

KNOCK-OUT

TOURNAMENT RULES

& REGULATIONS

2022/2023



E168 000-00

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THE INSTACASH HHOHHO REGIONAL FOOTBALL ASSOCIATION 2022/2023 KNOCK-OUT TOURNAMENT

PREAMBLE TO THE RULES OF THE COMPETITION

- (a) The above competition shall be managed and administered by the Competition Committee (CC) of the REGIONAL Football Association. This document lays out the Rules of the INSTACASH Hhohho REGIONAL Football Association Knock-Out Competition (hereafter referred to as **INSTACASH HHOHHO REGIONAL FOOTBALL ASSOCIATION KNOCK-OUT TOURNAMENT RULES REGULATIONS FOR 2022/2023 SEASON**).
- (b) All Clubs participating in this competition shall undertake to observe and be bound by these rules.
- (c) All HRFA Clubs shall participate in the competition by registering people to be users of INSTACASH services.
- (d) The four clubs in each regional league to make the highest number of successful registrations of INSTACASH Clients shall qualify to play in the tournament.

ARTICLE 1

DEFINITION AND ABBREVIATION OF TERMS USED IN THIS DOCUMENT

1. An Official of the Competition Committee is:

- a) Any member of the HRFA Executive Committee, League's Competition Committee.

- b) Any person designated by the above committee to act in this capacity for match situations e.g. Match Commissioner Stadium Representative, etc.

2. A Match Commissioner/Official is:

The person appointed to have sole authority for ensuring that the match is officiated according to the laid down rules in this document and who is responsible for preparing a report of the match, for the relevant authorities. He shall be the final arbitrator whether or not a game shall be called off under any circumstances.

3 A Defaulter is defined as:

- (a) - A player who is improperly registered
 - A player who is under suspension
 - A player who is registered for more than one club
- (b) Any player as defined shall be considered a defaulter if he has been fielded or played in the match in question.

4. An international player is:

Any player who is not a citizen of Swaziland

5. The following abbreviations may be considerable used in this document

- (a) RFL - Regional Football League
- (b) CC - Competitions Committee
- (c) DC - Disciplinary Committee
- (d) R.C. - Referees Committee
- (e) HRFA - Hhohho Regional Football Association
- (f) EFA - ESWATINI Football Association

ARTICLE 2

REGISTRATION AND TRANSFERS OF PLAYERS

(a) All players shall be those who were registered with their respective teams for the 2022/23 football season.

(b) It is extremely illegal to register new players for this competition. A team, which has been found guilty of the above offence, will forfeit the game to the opposing team and the player may be suspended from participating for not more than six (6) months.

9. A player not fulfilling the requirements of registration above shall not be considered as a registered players, thus not be considered as a player, thus not eligible to play and a defaulter.

10. Any fielding defaulter shall be hauled before the DC and if found guilty shall be liable to lose the game and will be considered knocked out of the tournament with a score of 3-0 and shall be fined a sum not less than E500.00. The offending player may be suspended for (3) months unless it can be proved beyond reasonable doubt that he did not directly contribute to his being a defaulter.

ARTICLE 3

PARTICIPATION IN THE COMPETITION

1. (a) The competition shall be played in one day on a knock-out format with the two semi-finals in the morning and the finals later on the day

2. (a) A draw shall be conducted before the start of the tournament. The competition shall be played on a on a knock out system with clubs playing each other on home or away basis.

(b) The club shown first on each fixture shall be home and/or host club.

(c) Each match shall last ninety (90) minutes (two periods of forty-five (45) minutes with an interval laid down in the laws of the game.

- (d) If a match ends in a draw during normal time, the winner will be decided on penalties.
3. The competition committee shall conduct a draw for fixtures of the games at least three (3) days before the date of the games to be played.
4. (a) The competition committee shall prepare the schedule of fixture giving dates venues and starting times of each match. The schedule of fixtures shall be collected by club officials from the point agreed to between the Competition Committee and clubs at least two (2) working days before the date of the matches.
- (b) The Competition Committee in certain circumstances may change the fixture of matches. Clubs affected by such changes shall be sent a revised or amended fixture at least two (2) days before the changed fixtures are scheduled.
3. The referee/match commissioner/official(s) shall conduct a pre-match inspection of facilities including the pitch dressing rooms if any, (where applicable) at least 90 minutes before the scheduled commencement of a match with the hosting club.
4. (a) It shall be the duty of the hosting club to make sure that the ground(s) is lined marked properly, has soccer nets and is in good and playable condition.
- (b) The hosting club shall ensure that the ground is marked/lined properly, in good and playable condition with soccer nets at least 90 (ninety) minutes before the scheduled kick off time of the match.

ARTICLE 4

STARTING TIMES OF MATCHES

1. Each club shall report to the Competition Committee (CC) officials at the venue of the match at least sixty (60) minutes before the scheduled start.
2. Each club shall be at the card checking point 30 (thirty) minutes before the scheduled start of the match. The Competition Committee official will inform the clubs of any delays and inform them of the time of card checking.

3. Failure of a club to report, as in 2 above the CC shall summarily fine the club an amount of E100.00.
4. The card checking point shall normally be the dressing of the stadium. Where a stadium has no dressing rooms, the match referee or CC official shall determine the checking point. It shall be deemed an offence for clubs to ignore or not follow the instructions of the referee on this matter. Any club found guilty of contravening this rule shall be fined E200.00 by the CC.
5. Each registered club shall have two sets of contrasting uniforms. In its registered colours so as to effect a change in case colour clashes, the away or visiting club shall be required to change uniform. Failure to comply with this, shall result in the game to be called off and the offending club shall be hauled before DC and if found guilty shall lose the game to the opposing club with three (3) goals awarded to the opposing team, will be considered knocked out of the tournament with a score of 3-0 and a fine of not more than E1000.00 may be imposed by the DC.
6. Any club reporting 15 (fifteen) minutes late for checking before the scheduled start of the match, shall be summarily fined an amount of E100.00 by the CC.
7. The CC shall summarily fine any club reporting between 1(one) and 15 (fifteen) minutes for checking after the schedule start of the match an amount of E200.00.
8. Any club reporting more than 15 (fifteen) minutes for checking after the scheduled start of the match or not at all, will result in the match being called off. The offending club shall be liable to disciplinary action and if found guilty shall lose the game to the opposing club with three (3) goals will be considered knocked out of the tournament with a score of 3-0. The club shall further be fined between a sum of E300.00 but not exceeding E500.00.
9. Any club "walking out" or refusing to play a match or causing the abandonment of a match shall if found guilty of such an offence lose the match with three (3) goals awarded to their opponents will be considered knocked out of the tournament with a score of 3-0 and the DC shall impose a fine ranging from E300.00 to E500.00. Team sanctioned with a forfeit is considered to have lost the match by 0 - 3. If the goal difference at the end of the match in question is greater than 0 - 3 the result on the pitch is upheld.
10. The CC shall summarily fine any club entering the field of play other than through the official entrance and shall be liable to a fine of E150.00

11. The referee's report in the event that the match had already kicked off shall, provide conclusive proof as to which club abandoned or caused the abandonment of the match. However the match commissioner's report shall provide conclusive proof as to which club abandoned or caused abandonment of the match if the match had not kicked off.

ARTICLE 5

THE REFEREE AND PLAY

1. The HRFA referee's committee shall appoint Referees and assistant referees for all matches.
2. Referees shall report to the venue of the match they are officiating 1 hour 30 minutes before the scheduled start of the match. In the event of one or two of the referees failing to show up, the match commissioner or match official shall appoint a substitute referee. The report of the match commissioner or match official shall provide conclusive proof as to the time for arrival of the referee.
3. If 45 (forty five) minutes before the scheduled start of the match, all referees fail to arrive and the match commissioner or match official shall provide substitute referees. If not, he shall call off the game. The

referees scheduled for this match shall be subjected to disciplinary conduct in terms of the referee's code of conduct.

4. No club shall refuse the referee that has been appointed by the referees committee to officiate the match or those appointed by the match commissioner or match official in terms of Article (5)1. Club that refuses the appointed referees as stated herein shall be subjected to disciplinary action and if found guilty, shall forfeit the match three (3) goals awarded to the opponent and will be considered knocked out of the tournament with a score of 3-0 the offending club shall also be fined a sum not exceeding E1000.00.
5. The referee, assistant and the match commissioner/official, on completion of the card checking, shall lead the clubs onto the field of play. If this procedure is not carried out promptly, it should be included in the referee's report providing details as to why such procedure has not been followed.

Under no circumstances shall a referee allow a player or the whole club that has no registration card into the field of play.

6. The referee may allow the teams a period of a warm up, if time and circumstances permit.
7. The referee shall, at the end of the match, compile a match report in duplicate for the CC.
8. The referees' fees shall be E 70-00 (Seventy Emalangeni) per game and shall be payable during card checking at the card checking point. No game shall be allowed to kick-off if the referees' fee has not been paid.

The following details should be included in the report:

- (a) Name of the Competition
- (b) Date and venue of the match
- (c) Names of referee's assistants
- (d) Name of clubs
- (e) Name of captains
- (f) Times of start, half time and full time.
- (g) Half time and full time scores
- (h) Substitute used
- (i) Any event, which the referee considers of report

- (j) Signature of the referee
 - (k) Misconduct of players leading to caution or expulsion of such players
 - (l) Unsporting behaviour of the officials, supporters and or fans
 - (m) Number of goals scored by each club as well as the names of players or their jersey number who scored.
 - (n) Cards (both yellow and red) issued to any player or official
 - (o) The number of substitute introduced by each club
 - (p) When the club report for card checking point or took the field of play
 - (q) Any protest, objections or complaints lodged by a club
9. The referee's report is to reach the office of the CC within two (2) working days following the match in question. Failure to adhere to this time frame shall be a punishable offence.
 10. Any referee that fail to submit his/her report within the period as stated in Article 5 (9),(10) shall have 50% of his allowance deducted and paid to the HRFA referees committee. And further be liable to disciplinary action.
 11. The referees report and or match commissioner shall provide conclusive proof pertaining to any circumstances regarding the match.
 12. The referee shall conduct the match according to recognized laws of the game and his accession on points of facts connected with play shall be final.
 13. The fourth official or match commissioner shall check the details of a substitute if such a player is introduced during the match.
 14. Persistent incompetence and inadequate performance by a referee including incomplete inconsistent and ambiguous reports non submission of referee's reports and or consistent late submission of reports shall lead to suspension and or dismissal of such referees from officiating in all RFL organized matches as determined by the CC in consultation with the referees committee and HRFA.
 15. The laws of the game shall be those currently in force and published by the international football association board.

ARTICLE 6

SERIOUS PLAYER/CLUB MISCONDUCT

- (a) Any player dismissed from the field of play after being issued with a red card during the course of the match shall be automatically suspended from participating in one official succeeding match, and may be subjected to further disciplinary action.
- (b) A player, who has accumulated three warning in matches, and issued with required yellow card shall automatically be suspended from participating in one succeeding match.
- (c) A player who has received a red card will automatically have his registration card withdrawn by the CC. The officiating referee shall be responsible to collect the player's registration card and submit it to the CC together with his match report the registration card will only be returned to completion of the period of suspension to his club upon payment of the retrieval fee of E50.00 to the RFL account and an authentic bank deposit slip is produced before the secretary of the RFL.
- (d) It is the responsibility of each club and not the CC to ensure that all its players are eligible to play this competition and in any other tournament organized by HRFA. Any club/team contravening this rule shall be prosecuted and if found guilty, article 2 (10) shall be invoked.
- (e) Notwithstanding any provision in these rules, the CC reserves the right to charge any player individually and or team contravening any rule in this document with the appropriate penalties of fines linked if the player and or team found guilty of the offence.

ARTICLE 7

OTHER UNSPORTING BEHAVIOUR/MISCONDUCT

1. Any club whose members, players, or supporters engage in any unsporting behaviour or violent misconduct before, during and or after

a match shall be liable to punishment. The following offences shall be punishable in the following ways:

- (a) Invading the field of play during a game supporters or spectators or reserved players (unless authorized by the referee) including the celebration of a goal and any other cause, a summary fine of E50.00 shall be imposed by the CC or a suspended sentence.
- (b) Throwing any missiles of any kind into the field of play or its surroundings, on to any persons, officials, and players thus assaulting or attempting, to assault, a summary fine of not less than E800.00 but not exceeding E1000.00 shall be imposed if found guilty by the DC.
- (c) Threatening by conduct , words to assault , attempt to assault or assault a referee, CC official, an opposing club players or any other club officials, shall if found guilty be fined a sum not less than Five hundred Emalangi (E500.00) and further be ordered to compensate the victim for any financial loss incurred due to the assault.
- (d) Clubs that are second offenders of any of the above in same tournament will be fined E2000.00.
- (e) The CC shall have the right to charge any players or officials positively identified by the referee or match commissioner or by RFL officials to have contravened any section of Article 7 (1) (a)(b)(c) and if found guilty shall be liable to a suspension as provided for in the HRFA constitution.
- (f) Failure by the clubs to control their officials or players and or fans, as a result commits an offence listed in this rules and regulations shall if found guilty be fined a minimum fine of E1000.00 but not exceeding E2000.00 by the DC.
- (g) Use of provocative or insulting gestures/signals, unbecoming behaviour or conspiracy or attempt to act to bring football into disrepute, if found guilty a minimum fine of E800.00 but not exceeding E1000.00 by the DC.

2. Members, players, officials, or fans include the following:

- (a) Any person wearing articles of a colour commonly associated with the colour of the offending club e.g. scarf badge etc.
- (b) Any person who is seated at a stand or section of a stadium, which is occupied by the followers of the offending club when the offence is committed.
- (c) Any person known by the CC or RFL to be a supporter, official or fan of one of the clubs.

- (d) Any person who commits the offence in furtherance or support of the offending clubs interest or favour.
 - (e) Any players or officials is positively identified by the referee or match commissioner or RFL official to have contravened any of section of article 7 if found guilty shall be liable to a suspension as provided in the HRFA constitution.
 - (f) Improper registration of a player(s), fielding of a defaulter, disobedience of instruction by the RFL official, invading the field of play, throwing of missiles into the field of play or its surrounding or unto persons thus assaulting/attempting to assault. The use of threatening words, physical manhandling with intent to cause bodily harm, uttering abusive or obscene or derogatory words, spitting or emission of saliva on to a person or directed toward a person. The use of provocative or attempt to an act to bring football into disrepute and any other act related to the aforementioned.
3. Clubs are expected to post marshals to control their crowds. These marshals should police the proceedings and submit an offender to the police for criminal prosecution if they misbehave. Such incidents must be brought to attention of the CC to serve a mitigating factor. No club is allowed to post guards or marshal at the dressing rooms and such conduct is liable for disciplinary action.
 4. All the above fines are payable to the HRFA account number and an authentic bank deposit slip is produced before the secretary of the HRFA.

ARTICLE 8

PROTEST, APPEALS AND FEES

1. Any protest regarding defaulters may be lodged with the referee before the start of the match, during the match or when the player in question is introduced in the field of play. The protest must be signed by both captains and acknowledged by the referee.
2. Any other protest shall be lodged with referee at the time of occurrence otherwise it shall be null and void.
3. Confirmation of a protest must reach the secretary of the CC not later than (2) working days excluding weekends and public holidays, after the match. A bank deposit slip of the protest fee amounting to E1000.00 shall accompany the confirmation.
4. Any club failing to confirm its protest within the stipulated time shall be summarily fined E1000.00 by CC.
5. The DC shall have power to consider and deal with the protest lodged by an individual club or league and make the necessary decision.
6. Parties to a protest shall be afforded an opportunity to present their case when the protest is being heard, and shall receive at least two (2) working day notice before the hearing.
7. A club summoned to attend a hearing before a legal body (Protest and Disciplinary Committee, Appeals Board) shall have a representation of its choice
8. Any person summoned to appear before a legal body must attend personally.
9. A club that is not satisfied by the decision of the DC may appeal to the EFA Appeals Board. Such an appeal shall be lodged within five working days of the written judgment by the DC otherwise it shall be null and void. A non refundable fee amounting to E2000.00 shall accompany the appeal.
10. Any club that is not satisfied by the decision of the EFA Disciplinary Committee may appeal to the EFA Appeals Board. Such an appeal shall be lodged within five working days of receipt of the written judgment by the DC. A non refundable fee amounting to E2000.00 shall accompany the appeal otherwise it shall be NULL AND VOID.

11. The DC shall have power to sit over a case even if the other party is not represented if the DC is satisfied that such party was informed on time of the date, time and venue of the hearing. The decision of the DC shall be binding to all parties concerned.
12. In the event that a party has been properly served with the notice to sit for a hearing and the matter has to be postponed due to the party's unavailability, the DC is empowered to order the said party to pay the cost related to the postponement of the case, that includes the sitting and traveling allowances of all concerned or in the event a club request for postponement.
13. Any club that has been found guilty shall pay all costs of the case e.g. DC seating allowances, CC prosecutors seating allowances and travelling expenses.

ARTICLE 10

STATEMENTS, PRESS STATEMENTS AND REPORTS

1. Each club shall be responsible for advertising its matches through the media. Clubs shall furnish the RFL with the names address, and contact telephone numbers, of two (2) persons who shall act in this capacity.
2. The Public Relations Officer (PRO) shall be entitled to publish to the press, or in any other media, reports of activities related to the competition.
3. Club and or club officials shall not publish or make statements that may bring the RFL, HRFA executive committee and entire sub committee into disrepute. Anyone or any club that commits this offence shall be brought before the DC for disciplinary action. If found guilty, the person or club shall be fined an amount of not less than E1000.00 not exceeding E2000.00.

ARTICLE 11

DEFAULTING OF PAYMENT

1. On default of payment for a period of twenty-one (21) calendar days of any fine, damages or costs, the CC shall request HRFA to suspend the defaulting club, official or player until such time the fine damages or costs have been paid.

ARTICLE 12

CONFLICTS

In the event of conflict between any rules of this tournament and provision of the constitution of the HRFA, EFA constitution shall take precedence.

ARTICLE 13

SPONSORSHIP TERM

1. All participating teams shall attend the launching and prize presentation ceremonies of any sponsor of the league.
2. All monetary transactions that are due to clubs shall be conducted via the INSTACASH platform.
3. If a team fails to attend any one of the occasion, shall forfeit half of its participating fees to RFL.
4. In the event a team fails to attend both the occasion shall forfeit all its participating fees to the RFL.

ARTICLE 14

PAYMENT TO THE RFL

1. All teams are directed to utilize the RFL Savings account at. When making payments in respect of all dues to RFL for the season 2022/2023, such fees include protest fees, fines, red card retrieval fees etc. Teams are expected to specify the fee being paid on the bank deposit slip i.e. ***summary fines, red card retrieval , etc***
2. After making a deposit, the team should proceed to the RFL office with the stamped bank deposit slip where they will be furnished with a receipt by the secretary as acknowledgement of payment/deposit.
3. Cash payment to RFL office or any RFL official is strictly forbidden.

ARTICLE 15

PRIZES

The Prize money shall be as follows:

Description	Costs (E)
Champions	5 000.00
Runners up	2,500.00
Semi-Finalist 1	1,000.00
Semi-Finalist 2	1,000.00
Top Goal Scorer	250-00
Player of the Tournament	250-00
Administration costs	2, 000.00
Total sponsorship	12,000.00

Article 16

MATTERS NOT PROVIDED FOR

Matters not provided for under the present rules and regulations shall be decided by the RFL Competition Committee and communicated to the clubs its decision shall be, final and binding to all concerned.

ARTICLE 17: Adoption


The present rules and regulations have been adopted and approved by the HRFA Executive Committee on the 17th November 2022 and come into force on the same 17th November 2022.

Chairman



Comfort Shongwe

General Secretary



Nkosingiphile Shongwe

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