

FOOTBALL

SOUTH WEST QUEENSLAND

ZONE



REFEREE

MANUAL

2014

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INTRODUCTION

This following document is to assist and inform the referees of the South West Qld Zone, with regard to the expectations of that body and the assistance they can receive, from the day they sign up to attend a training course to the time they resign from refereeing.

Aspects of refereeing outlined within include:-

- the setting of routine,
- educational and psychological expectations,
- preparation and completion of all types of forms,
- from team sheets to misconduct reports,
- emergency situations
- and ground locations.

Many good referees have been lost either from frustration and disillusionment of not being promoted quickly enough or from being promoted too quickly to games that are beyond their experience and confidence.

By following this document we are hoping to ensure this doesn't happen in South West Qld Zone football.

Refereeing can provide enjoyment, satisfaction and healthy exercise.

It will provide you with good company in meeting players, club officials and other referees.

Enjoy your participation in the game,

Your contribution **will** be appreciated.

As Referees are registered directly to SWQ, SWQ should be undertaking all Referees Appointments, however as the Zone is too large an area with 10 competition centres, SWQ Zone, under our by-laws gives authority to all CA's to appoint referees to their competition, pay these referees & hold disciplinary hearings for incidents occurring in their competition. The Appointments Officer will be a qualified referee and will be approved by the SW Zone Council after receiving the recommendation from the Referee Standing Committee. All Referees are registered through SWQ Zone and pay their fees directly to the Zone.

Referees are chartered to implement the Zone referee strategic plan and therefore are entitled to have their own technical committee to oversee technical development of referees in their area.

FFA MATCH OFFICIALS' CODE OF ETHICS

- Abide by the FFA Football Code of Conduct
- Ensure conduct is honourable and maintains the dignity of the position held.
- Portray a positive role model in behaviour and personal appearance.
- Consider the safety and welfare of all participants to be paramount.
- Know the Laws of the Game and the interpretations thoroughly.
- Act with complete integrity, accepting responsibility for all actions taken.
- Officiate impartially, firmly and effectively with courtesy and consideration.
- Avoid circumstances which may lead to a conflict of interest.
- Be courteous, respectful and open to discussion and interaction.
- Value and respect all participants ensuring their rights are protected at all times.
- Undertake continual self improvement and upgrading of personal competencies.
- Maintain good levels of physical fitness.
- Encourage inclusivity and access to all areas of officiating.
- Nurture teamwork with fellow referees, assist them, be loyal to them and avoid all criticism of them.
- Refrain from public statements about any game except to clarify an interpretation of the Laws.
- Maintain the utmost respect for Football, rejecting corruption, drugs, racism, violence and other threats to the game.
- Accept that it is a privilege to be a part of Football and strive to make all actions reflect credit upon Football's participants, organisations and affiliates.

Sources consulted

- FFA *Code of Conduct*: May 31 2005
- FIFA *Code of Conduct*: April 2002
- FIFA *Code of Ethics*: October 6 2004
- ASC Guidelines
- United States [of America] Soccer Federation

Breach of this Code of Ethics

- The code clearly defines the behaviour expected by all parties involved and any breach of this code will be dealt with by the Technical Committee with a recommendation being sent to South West Zone for action to be taken.
- Decisions will be given in accordance with the Football Federation of Australia's, Football Queensland's and South West Queensland Zone rules and the rules of natural justice.

Important Email Addresses & Phone Numbers

SOUTH WEST QLD REFEREES Standing Committee

Janelle Robb	Toowoomba	robbs10@bigpond.com	0400 046 619
Nigel Potticary	Toowoomba	nkpotticary@bigpond.com	0447 021 824
Stephen Reid	Warwick	reids@activ8.net.au	0414 704 786
Martin Stern	South Burnett	martinstern@refs.net.au	0437 636 484
Mark Breed	Dalby	marksbreed@yahoo.com	0407 116 684

Aus Ref

Kehan Ryley	AusRef Website Administrator	toowoomba@ausref.com	0498 252 535
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SWQ Zone

Janelle Sothmann	Admin/Secretary	P. O. Box 963 Dalby Q 4405 jsothman@bigpond.net.au	07 4662 4261
Janelle Robb	Senior Technical Officer	robbs10@bigpond.com	0400 046 619
Nathaniel Robb	Technical Officer		
Ethan Quinlan	Technical Officer		
Roy Trace	Technical Officer		

Football Toowoomba

Susanne Turner	Admin/Secretary	P. O. Box 476 Darling Heights 4350 Cnr. Glenvale Rd & Anzac Avenue. admin@footballtoowoomba.org.au	07 4634 0711
Kehan Ryley	Appointments Officer - Senior	toowoomba@ausref.com	0498 252 535
Nigel Potticary	Appointments Officer- Junior	nkpotticary@bigpond.com	0447 021 824

South Burnett

Tracey Tunstall Martin Stern	Secretary Appointments & Technical Officer	thets4@bigpond.com martinstern@refs.net.au	0407 623 012 0437 636 484
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Warwick

Paul Butler John Maiore	Secretary Appointments	secretary@warwickwolves.com.au john.maiore@blacktoyota.com.au	
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Stanthorpe

Carlo Diluca Martin Hodgson John Finocchiaro Peter Patti	Secretary Appointments Technical Officer Technical Officer	footballstpe@bigpond.com mhodg5@eq.edu.au jpfinocchiaro@ymail.com maybro@bigpond.com	0432 977 391 0406 560 409 0419 794 402
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Dalby

Justine Boshammer Eddie Grubb	Secretary Technical Officer	secretary@footballdalby.com.au	0427 594 804
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Goondiwindi

Glenn Gilbert		buildergilbo@bigpond.com	
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Rights and Responsibilities:

ETHICS AND FOOTBALL MATCH OFFICIALS

RATIONALE

The Australian Sports Commission's National Officiating Accreditation Scheme [NOAS] policy states:

- The responsibility for the ethical conduct of sport in Australia rests **EQUALLY** with officials, players, administrators, coaches, spectators, media, educators, parents, governments, sponsors, and team owners.
- *The duty of the sports official is to act as an impartial judge of sporting competition.*
- *This duty carries with it an obligation for the official to perform with accuracy, consistency, objectivity and the highest sense of integrity.*
- NOAS recognises that to preserve and encourage confidence in the professionalism and integrity of officiating, ethical behaviour must first be fostered by officials.
- NOAS will promote this policy in the wider community.

RIGHTS AND RESPONSIBILITIES OF FOOTBALL MATCH OFFICIALS

They have the right to expect that:

- their health and safety are paramount;
- they are treated with respect and openness;
- they are appointed to a level of competition appropriate to their level of competence;
- they have access to self improvement opportunities.

Their responsibilities are enshrined in the **Code of Ethics at the front of this manual**.

Becoming a member of Referees in the South West Queensland Zone:-

1. All persons who attained a Certificate of Completion of the Introductory Course for Referees, shall be able to apply for membership prior to registration
2. Upon successfully completing an Inspection, Field Test or Assessment, a certified person, shall be entitled to be classified as a Level 4 Referee.
3. When applying for membership each referee must register online through MyFootballClub
4. Those wishing to upgrade to Level 3, 2 or 1 must apply in writing before the October Zone Standing Committee meeting. This will be considered by its members
5. All referees wishing to officiate within the South West Qld Zone, **must attend** a coaching and information seminar, held before the start of each season, other wise they may not be given appointments until they have received the updated information.
6. A referee should attend training as often as possible to maintain their level of fitness and continue to develop the skills necessary to officiate at the games assigned. There is a minimum requirement of pre-season training before referees will be appointed to games. All referees will successfully complete 4 fitness tests per year.
7. A referee who has been appointed to a game and **due to an emergency** cannot officiate, they must notify the Appointments Officer in their CA at least 24 hours, before the game if possible.
8. If a referee knows that they will be unavailable for an upcoming weekend, the CA Appointment Officer must be given notification at least by Tuesday night.
9. As a member of South West Zone you are responsible to officiate at sanctioned matches.
10. All Referees are members of Football Queensland and as such if appointed to NPL Senior games, they must fulfil this responsibility first. Then comes the NPL Junior /Youth Mens/U18 matches, Local CA and Private Schools are after all other commitments have been met.
11. As a member of SWQ Zone you cannot be excused from officiating sanctioned games to officiate at a lesser priority game, unless agreed to by the Zone Coach and Technical Committee
12. For those referees wishing to be considered for State level 2 & 1 or upgrades **MUST** attend training at least twice a month and have a training program approved by the technical officer.
13. Every referee should make an attempt to attend the monthly get together's at their CA as often as possible in order to be fully up to date with matters concerning our committee and new coaching methods.
14. It is mandatory for all members, to adhere to the "Appointment and Promotion" section of this document. The Committee will consider the appropriate action to take against referees who fail to abide by the constitution and appointment guidelines, this will be sent as a recommendation to Zone Council.

Appointment and Promotion:

All appointments will be advised through your CA / websites each week, or by telephone directly by the Appointment Officers if necessary. [email will be used only as a courtesy]

Each referee will be given a classification at the beginning of each season, during a meeting of Inspectors, Technical Officer and Development Officers

- These classifications are per “Classification Section” of this document.
- The classifications will be reviewed at least twice a season, after recommendations from local Technical Committee to Zone Coach.
- Any referee seeking Promotion will state which level they wish to aspire to, on their application for membership, each year, reaffirming their application lodged the previous October.
- A list of those seeking promotion will be given to the Technical Officers for their consideration.
- Those seeking and gaining consideration for promotion including Level 2 & 1, will be given a minimum of three (3) written inspections or assessments within that year, by a different assessor each time, if possible.
- If the member is not to be considered for promotion, then they will be informed in writing with an explanation including how to appeal the decision to the Committee and then if not happy to the Zone Council.
- Those not seeking promotion and those not considered for promotion will receive 2 assessments per season to ascertain their competence to remain at their current level of classification. A demotion is possible

Appointments will be made on the following basis:-

- For the first year after certification a referee may be appointed to junior games, so that a sound knowledge of the requirements of refereeing and the experience of governing a match is gained. They will be watched by a senior referee and helped with anything that may improve their performance.
- In the second year the referee may be granted games up to and possibly including U15 games, with an assessor if available to assess the game.
- After two years the referee can be appointed to games the technical officers consider that the referee is competent to control
- Level 3 theory course must be completed to move to Senior games.
- Then they will start with running lines and possibly if, a senior referee can be appointed as an assistant referee, they will begin refereeing by doing Ladies games.

- After an assessor has assessed them and deemed them competent as an Assistant Referee and a Referee then they will be granted Level 3 accreditation.
- Level 2 referees will do the Premier men's games.
- A referee may be fast tracked to higher levels sooner than stated above, if the Technical Committee believe they are capable of achieving competence at that level

Appointment Officers and other personnel are required to consider the following when allocating games;

- The appointment officer, should ensure that a referee is only appointed to a level at which competence is assured.
- If a referee is appointed to a higher level game than they are normally appointed to, then a senior referee should be appointed as an assistant referee. The opportunity to gain an assessment at the higher level should be grasped if possible. Technical approval must be sort prior to appointment.
- Sufficient support must be given when there is no other option than to promote a referee to a higher level. This support should be the appointing of a senior or experienced assistant referee, on any/all of those occasions or a technical officer or senior referee be present to support.
- Assessor reports and misdemeanours of referees will always be considered by technical officer for recommendation to appointment personnel.

Classifications :

The standard of a referee's ability as determined by the assessors depicts the level as to which the referee is accredited.

Levels will be supported by assessment documentation.

The description below shows the maximum level that the referee can be appointed.

LEVEL	DESCRIPTION			
	Referee		Assistant	
	Local	Zone / State	Local	Zone / State
Level 2 &1				
A	Premier	NPL Senior NPL Youth Mens	Premier	NPL Senior NPL Youth Mens
Level 3				
B	Reserve	NPL U18	Premier Reserves	NPL Youth Mens
C	Div 1 Ladies Colts		Div 1 Ladies Colts	
D	Ladies Fillies	NPL U15/16	Colts Fillies	NPL U15/16
Level 4				
E	U 15	NPL U13/14	U15	NPL U15
F	U13	NPL U12	U15	NPL U13/14
G	U12		U13	
H			U12	

For a referee to be appointed to a game at a higher level than their current classification, they must have asked for a promotion in October the year before and reaffirmed it at registration time and be considered competent by the assessors and technical officer OR may, because of circumstances, be promoted for one game.

This promotion must be considered reasonable, in a court of law, due to circumstance and the referee's experience.

Membership Fees :

Annual membership fees will be set at the December Zone General Meeting each year. These will be to cover affiliation fees (to Football Qld and FFA), insurance and any cost considered reasonable by the SWQ Zone Council.

Fees for 2014 season will be:

\$120.00 for members 18 yrs & over [turning 18 any time throughout that year]

\$80.00 for members under 18 yrs

**\$25.00 for Associate members (Assessors, Referee Coaches
who are not actively Refereeing)**

There will be a cost for the rule book - \$15.00 each.

Referee must have the up to date laws of the game.

These fees are paid by members directly to SWQ Zone either Online, Direct Deposit or Cheque, following online registration through MyFootballClub

These will be due in January/February each year, before the commencement of the season

Failure to do so will mean you will not be appointed.

How Referees are paid

Toowoomba

Senior:- Paid Cash at least 15mins prior to kick off of first game

Junior:- Direct Deposit into nominated Bank A/C on a monthly basis

Warwick:

Senior:- As per Stanthorpe Competiton

Juniors:- Paid by Cheque every two months

Stanthorpe:-

Cash on the day by Clubs

South Burnett:

Seniors:- Paid by Direct Deposit 3 times a Year

Juniors:- Paid by Direct Deposit 3 times a Year

CA's may deduct a % from payments to cover administration fees.

It is the responsibility of all referees to ensure that team sheets are sent to the appropriate person by the due date.

The last referee of the day is to ensure the room is left tidy and any team sheets, incident/send off reports left in the room are sent on to the appropriate authority by the due date.

Match fees 2014 :- As determined by each CA**Toowoomba**

Division	Referee	Assistant
Men's - Premier	82.00	41.00
- Reserve	58.00	29.00
- Division 1	54.00	27.00
- Division 2	50.00	25.00
- Colts	52.00	26.00
Ladies - Premier	48.00	24.00
- Division 1	44.00	22.00
- Fillies	42.00	21.00
Junior U15/16A	34.00	17.00
U15/16B	32.00	16.00
U13/14A	29.00	14.50
U13/14B	27.00	13.50
U12A	24.00	12.00
U12B	23.00	11.50
U11	20.00	10.00
Schools 1st	\$50.00	25.00
2nd	\$42.00	21.00
U16	\$36.00	18.00
-Other	\$36.00	18.00
Red Lion	\$30.00	15.00

Warwick

Division	Referee	Assistant
Premier (Junior)	18.00	9.00
U12/13	13.00	6.50
U10/11	10.00	5.00
U9	9.00	

Stanthorpe

Division	Referee	Assistant
Mens	76.00	38.00
Women's	50.00	25.00
Senior Colts	56.00	28.00
Junior Colts	26.00	13.00

South Burnett

Division	Referee	Assistant
Mens 1st Division	55.00	27.50
Mens 2nd Division	50.00	25.00
Women	45.00	22.50
Cadets	25.00	12.50
U11/12	22.00	11.00
U9/10	14.00	

Ground Locations :-

Senior Fields : Toowoomba Competition

Chinchilla	-	Recreation Grounds, Wondai Rd	4662 7523
Dalby	-	PCYC, Cooper St, Dalby	
Gatton	-	Treatment Plant Rd., off Allan St	5462 4774
Highfields	-	Kratzke Road, Highfields	
Laidley	-	Cnr Patrick/Edwards Sts Laidley	
Oakey	-	Federal Sports Ground, York St, Oakey	
Pittsworth	-	Rugby League Grounds Pittsworth	
Rockville	-	Captain Cook Oval Moran St Wilsonton	4634 5684
South Hawks	-	Harristown Park, Toowoomba	
St Albans	-	Middle Ridge Park Stenner St	4635 8641
University SQ	-	Toara Park, Oval 5 Baker St - USQ	4636 0582
West Wanderers		Nell E Robinson Park - Hume St Toowoomba	4636 1444
Willowburn	-	Commonwealth Oval Myall St North Toowoomba	4639 2480
Withcott	-	Springbrook Park Withcott	

Senior Fields : South Burnett Competition

Kingaroy	-	off Oliver Bond St Kingaroy	
Nanango	-	Burnett St, Nanango	
Barambah	-	Murgon Showgrounds Murgon	

Senior Fields : Stanthorpe Competition

Carlton	-	C.F. White Oval McGlew St Stanthorpe	
International	-	Inter Club Club Rd Stanthorpe	
Stanthorpe City	-	C.F. White Oval McGlew St Stanthorpe	
Stanthorpe United-		Inter Club Club Rd Stanthorpe	
Tenterfield	-	Shirley Park High St Tenterfield	
Ballandean	-	Ballandean Oval New England Highway Ballandean	
Warwick	-	Queens Park, first Right after bridge over Condamine	4661 8925

Trophies/Awards : If applicable to your CA

Zone

Referee of the Year.

All referees awarded their CAs top award will be automatically entered into zone referee of the year. This award will be presented at the zone referee presentation dinner.

Football Toowoomba

Awards will be presented to outstanding referees at the end of year celebrations.

To be eligible for these awards a referee must comply with the following criteria.

- Referees must have fulfilled their responsibilities to SWQ Zone Football and their local CA.
- **Rookie:** must be in their first full season of refereeing.
- **Junior Referee:-** must be under 18 and selected at NPL Level.
- **Ladies :-**The Bryan Tilburey Memorial Trophy
The female referee who has reached the highest level.
The minimum is that they have reffed at NPL level or higher.
- **Encouragement :-** a referee who shows promise at a high level of achievement.
- **Assistant:-**The assistant that reaches the highest standard and must have been selected at a NPL level
- **Committee's:-** a referee who shows ability, dedication and spirit in their performance and general conduct.
- **Other as considered by the technical committee**

Warwick

Awards presented to Referees at Competition Finals

- Most Improved Junior
- Most Improved Senior
- Junior Referee of the season
- Senior Referee of the season

Stanthorpe

Awards presented to Referees at Annual Presentation Night

- Referee of the year
- Referee Encouragement award

South Burnett

Award presented at Competition Grand Final

- U18 Referee of the Year Award
- Chairman's Encouragement Award

Policy Statement

Rationale

The following policies have been set out for the purpose of maintaining this body and to ensure that we as referee's, are giving to the players and the game, the highest standards of service possible.

Guidelines:

- A referee must attend the opening seminar or training in order to be fully up to date with the latest information that concerns our body and the latest changes to the laws of the game.
- A referee should make an attempt to attend training as often as possible to maintain their level of fitness and continue to develop the skills necessary to officiate the games assigned.
- Every referee **WILL** attend the monthly meetings of their CA in order to be fully up to date with matters concerning our body.
- We will, as referees always be appropriately attired and display conduct befitting of a referees at all times. This is to ensure that we as referees maintain an image of respect and professionalism.
- Coaching will be supplied at training and meetings and at a game to ensure the continued awareness of rules and procedures.

Consequences for the Zone Council to consider

At the discretion of the Zone Standing Committee and with the approval of the Zone Council the following **may be enforced**:

- If a referee fails to attend the opening seminar they will not be assigned any games until such time as he/she has attained information presented at that seminar.
- If a referee withdraws from any fixtures after the set deadline, that referee will not be assigned any games for the following round of fixtures.
- If a referee withdraws from any fixtures they may not officiate at another fixture on the same day.
- If any referee fails to attend their assigned matches they shall be fined the equivalent of that matches fees.
- If a referee fails to contact the Appointments Officer or a member of the Committee about unavailability, by Tuesday night 7:00pm, they shall be fined the equivalent of that match fee, they would have been or had been appointed.

Exceptions may be granted for the above mentioned sanctions at the discretion of the Committee providing there are mitigating circumstances.

Referee Technical Committee and the New Referee

As a newly qualified member of the refereeing fraternity you will have to register each season through MyfootballClub

Familiarise yourself with the following members of your CA's referee group.:

- a) **Technical Officers**
to whom you will address all enquiries of the laws and their applications
- b) **Appointments Officer**
who will provide schedules of matches and who will officiate

MATCH APPOINTMENTS

Match appointments are made by the Appointments Officer with input by the Zone Coach and/or Technical Officer /s.

If you are delayed on the way to a game, advise the club by telephone, if available,[page 13 of manual] so that advice can be forwarded to other officials in attendance.

A suggested routine for Referees and Assistant Referees for the week

MONDAY (OR DAY AFTER APPOINTMENT/S)

- Have all reports, team sheets, etc. from the previous appointments been sent to the appropriate Soccer Federation/Association?
- Were they completed correctly, signed, dated?
- Have I written separate reports for each incident? e.g. I cautioned a player early in the match and sent him off later - two incidents! Or two or more players involved in an incident - a separate report for each!
- Have I checked my equipment to make sure nothing needs replacement/repairing for my next appointment? Did I leave my boots or flags behind?
- Have I adequate forms for send-off or incident report etc.?
- Have I made out a list of problems encountered in my last match for discussion with the Coach/Technical Officer?
- Have I done a self-assessment of my last appointment?
- Have I informed the Technical Officer of any unusual situation that occurred at the match.

TUESDAY

- Am I available to officiate this week? If not, telephone the Appointments Officer!
- Am I going to training - if not, have I apologised?
- Did I contact the Coach to discuss any problems from last week?
- Diet and fluid intake (electrolyte intake).
- Begin mental preparation for my next appointment.

WEDNESDAY

- If I had a problem with my gear/equipment, have I taken steps to fix it?

THURSDAY

- Check Ausref website for appointments for the coming weekend.
- Do I know the ground location for my appointment/s? If not check **GROUND LOCATIONS** [page 13]
- If I don't know the ground, have I asked a colleague for their knowledge of the local conditions that I should be aware of?
- Diet and fluid intake (electrolyte balance).

FRIDAY

- Plan the trip for the match day allowing adequate time to get there in plenty of time.
- Check equipment and get it ready. Stationary?
- Diet - little or NO alcohol.
- Adequate sleep.
- Focus on the next day.

MATCH DAY

At Home

- Diet - No alcohol - fluid intake (electrolytes).
- **Pack my own equipment.(Don't leave it to mum)**
- Check the way to the ground allowing adequate time for traffic delays accidents, etc.
- Prepare to arrive at the grounds at least thirty [30] minutes for Juniors, [45] Seniors, [90] NPL before the scheduled start of the match.

At Ground

BEFORE MATCH

Introduce yourself to the Ground Official [wearing brightly coloured jacket]- inform him/her of your requirements in a friendly and courteous manner.

- Locate Referees Room and **introduce yourself** to the other match officials.
- Liquid intake pre-match (electrolytes).
- Ground inspection 30 minutes before match or at the completion of the previous game- inform Ground Official if you require any changes to be made to the ground markings, goal post, nets etc.
- Check player's equipment
- Check vested Club Officials.
- Check match balls are in order.
- Pre-game warm-up.10 minutes before game time
- Collect team sheets. They should be delivered 15 minutes before game time

AFTER MATCH

- **Thank your assistant referees for their participation and assistance in the match.**
- Liquid intake (electrolytes).
- Double check cautions, send-offs with Assistant Referees.
- Double check score and scorers with Assistant Referees.
- Complete team sheets, including score, scorers, cautions, send-offs, etc.
- Analyse the match with Assistant Referees.
- Discuss the match with your Assessor- take heed of the comments - **DO NOT** argue with him or give excuses - discuss any problems with your Coach later in the week when you have had time to collect your thoughts!
- If you partake of Club hospitality after the match, avoid confrontation with players, officials and others - **be prepared to leave if necessary!**

At Home

- Draft any send-off reports and double check with a committee member if you are unsure of some aspect of the report.
- Refer to examples at end of manual, on Send-off Reports.
- Keep your notes, scores, etc. - you may be asked a question at a later date.
- Do a self assessment of your performance, list good on one side bad/problems on the other. There should be more good than bad. Discuss them with your coach.

ON-GOING EDUCATION

Pre-Season Annual Seminar:

- It is **compulsory** for you to attend this in order to learn of changes to the Laws, any new interpretation of Laws, and as a revision exercise. (Video demonstrations and match analyses)

Monthly Sessions Incorporating:

- Theoretical revision
- Practical demonstrations
- Physical training

You are requested to attend these to improve the depth of your knowledge and understanding of what is expected of a Referee.

Notification will be given for extra seminars, workshops, and specialised coaching sessions additional to the above, if arranged.

PHYSICAL FITNESS

Fitness is the tool that makes correct positioning possible and correct positioning is the tool that maximises the chances of getting the decisions correct. All referees will successfully complete 4 fitness tests per year.

- Referees are expected to attend a given number of training sessions prior to each season before they are appointed to games.
- Group training is held on an appointed evening, throughout the season.
- Times and venue may be changed if circumstances warrant it.
- **Referees are expected to be fit, therefore you are encouraged to spend some time training on your own.**
- Physical fitness tests will be held periodically at discretion of Coaching Panel.
Fitness concerns
 - a) Cardiovascular endurance
 - b) Strength
 - c) Flexibility
 - d) Diet and nutrition
 - e) Rest or sleep

MENTAL ATTITUDE AND ALERTNESS

Qualities Required

- Treat every match, no matter how humble, as being of equal importance, to a **World Cup match**.
- You will gain the respect of all involved if you display the correct attitude towards your game because for you it IS the "Game of the Day"

- Your attitude and bearing must show you are confident of your ability to control the game.
- Don't be over-demonstrative or show off, but, when necessary, be able to assert yourself.
- If you are alert, fair and firm in how you apply the Laws you will earn the respect of players in a natural manner.
- Never cease to be alert - be watchful and aware of changing situations in the game and of players in relation to each other.
- Learn to decide whether offences are/are not committed carelessly, recklessly or involving disproportionate force and you must judge these things fairly.
- Remain calm and poised - refuse to be caught up in the emotion of the game.
- Do not let your judgement be swayed by appeals from players.
- Try not to be hesitant in giving a decision, for nothing is more likely to make players doubtful of your ability.
- No players should be allowed to get away with any deliberate infringement otherwise the other players will sense the injustice and feel you are weak in your handling of the game.

STANDARD OF DRESS AND EQUIPMENT

- It is essential that the referee arrives at the ground in good time, with suitable attire to maintain a professional standard of dress.
- Ensure your referee's shirt and shorts are clean and, ironed if necessary,.
- Socks must be clean, not mud-stained.
- Footwear should be clean and polished. If white laces are worn these should also be clean.
- A spare, clean, handkerchief may be found beneficial at times.
- Ensure
 - a) watches [possibly 2] are in good running order
 - b) whistles in order
 - c) flags are clean (washed and ironed if necessary)
 - d) coin available to commence match
- Place red and yellow cards in different pockets (to avoid embarrassment of showing incorrect card). One day it will happen to you!

HOW TO RELATE TO OTHERS AS AN OFFICIAL

- Officials (Referees & AR's) must try to establish good rapport with both coaches and players.
- You are not there to win friends or make enemies.
- Treat coaches and players with respect and expect similar treatment in return.

- Though friendly in attitude you need to maintain a proper distance from competitors in order to reinforce the impartiality of your position.
- Be approachable, willing to listen, but don't allow questions and complaints to interrupt the flow of a game.
- Restart games as soon as possible - avoid long delays.

GROUND INSPECTION

Ground inspections must be carried out for reasons of safety and ensuring quality of field equipment.

CHECK:-

- * Is the field itself dangerous e.g. pot holes, stones, uncovered water sprinklers, any other debris?
- * Is there broken glass or syringes?
 - * Markings of field in entirety, with special emphasis on penalty areas, penalty kick marks, goal areas and corner areas.
 - * Ensure goal net is secure, allowing no ball to pass through or beneath it.
 - * Ensure any post (corner or goal) or cross bar is secure and displaying no potential danger to players in accordance with the Law.
 - * Corner flags are in position.

CLUB/VEST OFFICIALS

- Most competitions require that each team must provide a "Club Official".
- Club Officials must report to the Referee prior to each match.
- Club Officials MUST sign the team sheet in front of the Referee.
- Note names of Club Officials legibly on Team Sheet.
- The game should not commence until the Referee is aware of who the Club Officials -- are. They should be dressed in suitably visible jacket.

The Club Official will assist with:-

- a) Player behaviour.
- b) General security.
- c) Crowd control.

GROUND OFFICIAL

- Football Toowoomba Inc. require that each home club must provide a "Ground Official".
- To assist with field conditions and crowd control

DRESSING ROOMS

Pre-Match

- Spend at least 15 minutes with your other officials.
- Give clear instructions to your Assistant Referees/Fourth Official, irrespective of their seniority and/or ability.
- Outline in these instructions distinctly what is expected of them if certain incidents arise.
- Advise who is the AR1 if not stated on the appointments.

Half-Time

- Take stock of personal performances
- Discuss with AR's any improvements or alterations that may be needed in the 2nd half, both yours and theirs.

Post-Match

- 10 minute discussion on the game in general and personal performances in particular, taking into consideration:-
 - Did our plans work?
 - Did we perform well as a team?
 - Where could we have improved?
 - e.g. earlier cautions, Assistant Referee intervention at a crucial incident,
 - a Signal to advise Referee of an incident that went unnoticed, etc.
- When time is available - possibly at home and while relaxed - analyse yourself and your match performance, what you did right - what you may have done wrong - attempt to learn from and erase your mistakes.

PLEASE LEAVE DRESSING ROOM CLEAN & TIDY.

ABANDONMENT OF GAMES

Relates to State of field
 Safety of players and officials

- * Weather - ground unfit to play upon either prior to, or during, match (safety of players, etc.)
- * Ground or fixtures do not conform to Laws of the Game (allow time for Club to rectify if possible).
- * Assault on referee or linesman prior to start of, or during, match.
- * Invasion of pitch by spectators giving rise to dangerous situation.
- * Referee unable to control match due to all in melee by players.
- * And any other reason stated in the law book.

A game may be temporarily suspended if it is felt that play may be resumed in a short time. Referee is sole judge of time frame and must make known his intentions to captains and or coaches of both sides.

Any abandonment of a game warrants a full and detailed report, to be sent to the Controlling Federation/Association with a copy to the Zone Coach and the Technical Committee.

N.B. Once a game is abandoned/ suspended the referee must not allow themselves to be bullied or coerced into changing their mind. Only when they are sure that the danger is past then will they resume, in the case of a suspended match.

TEAM SHEETS

- Team sheets **MUST** be presented to referee **BEFORE** the commencement of the match.
- They **MUST** be complete in all aspects (if not they **MUST NOT** be accepted).
- A player not present, must have their name entered onto the team sheet prior to the commencement of the match. They must sign at half time.
- There must be two sheets - one for the home team, one for visiting team.
- They must be signed by Club Officials in the presence of referee prior to kick-off. (N.B. if official's signature is illegible **PRINT** the person's name beside signature).

INJURIES TO PLAYERS

- Play shall not be stopped if a player is in the opinion of the referee, only slightly injured.
 - * The referee may call the trainer on to the field because he feels the injury is serious or the player has requested assistance.
 - * Note well - once the trainer enters the field of play to assess an injured player, the player **MUST** leave the field of play. (Except the goal keeper) and will re-enter the field only after a signal by the referee after play has restarted
 - * Prevent a player who is bleeding from taking any further part in a match until he has been adequately treated and the bleeding has stopped.
 - * Players who have been bleeding are only permitted to re-enter the field during a stoppage in play and after the referee has checked (and satisfied himself) that the bleeding has stopped.

MISCONDUCT BY CLUB OFFICIALS

Club officials or spectators at times become abusive or threatening, or otherwise misbehave towards the Referee/Assistant Referee.

Action(s) to be taken:

- Verbal warning to official.
- If this fails to have the desired effect, take the name of the person and report the matter accordingly.
- Remove the official from the Technical Area to the stand.
- Incident Report to be sent to Football Administration, copy to Technical Officer/s, Appointment Officer and Zone Coach Keep a copy for your own records.
- Assistant Referees may also be required to submit a written report on certain incidents or if they initiate the action, they are to fill out the report.

- Unruly spectators come under the jurisdiction of clubs, play may be suspended until the Club or Ground Official ensure the spectator is removed.

N.B. If a club fails to ensure good behaviour of spectators, the Referee may also report in a similar manner to 'Incident report', above.

ASSAULT

Assault occurs when a person intentionally creates in another person a reasonable fear of imminent physical contact.

On the field, assault would most likely be by physical contact.

Procedure:

Decide whether or not to abandon the game.

Obtain names and addresses, player number, club etc. of participants.

Obtain names and addresses of witnesses.

- You must report the incident to the police, as if charges are made then it has been reported. {you do not have to proceed with acting on the report}
- Depending of severity of injuries, attend a Medical Officer, either before, or after notifying the Police.
- Obtain a Medical Certificate to record the extent of any injuries.
- Report the matter to the Zone Coach and Technical Committee (by telephone and in writing).
- If there are official Assistant Referees at the game and they witnessed the incident, a report is required from each Official.
- Keep copies of **ALL** correspondence. If civil action is to proceed, inform the Chair of the Zone Referees Standing Committee, who in turn, will advise Football Queensland and the South West Zone Council.

PURPOSE OF A SEND-OFF REPORT

You are the "eyes and ears" of the Judiciary Committee and your report must supply complete and accurate information related only to the incident.

Elements of a send-off incident from the referee's perspective

Different phases a send-off consists of the referee having:

- * Observed an incident.
- * Stopped the game.
- * Applied the sanction (i.e. shown player(s) red card and made notes).
- * Restarted the match in correct fashion.
- * Written a report after the match, to be sent to CA and Technical Committee.
- * Notified Technical Committee and CA of send-off as soon as possible after the match and before 5:00 pm on Monday.

DO'S AND DON'TS FOR ESSENTIAL FEATURES OF A SEND-OFF REPORT

When should the referee write the report(s)?

As soon as possible after the match in a situation where the referee can relax and give it all his concentration.

The send-off report form is a pre-designed form and the match details to go in the boxes and/or spaces similar to the official team sheet.

The boxes and spaces on a send-off report form are put there for a purpose e.g. the players names, numbers and the dates, and NOT filling them in, technically may makes the report invalid.

--So fill in everything or write N/A, if there is nothing to enter.

Again, the boxes on the report form are put there to assist the referee and one of them must be ticked. They are:-

- * Serious foul play.
- * Violent conduct.
- * Foul OR abusive language.
- * Persisting in misconduct after receiving a caution.

Points to note before going further:-

There is a difference between serious foul play and violent conduct

Foul play must be one of the ten penal offences.

Serious foul play is foul play that occurs while players concerned are involved in a contest that includes competition for the ball.

Violent conduct is foul play that occurs when the players concerned aren't involved in a contest for the ball,

- e.g. behind the play incidents OR any other violence,
- e.g. striking an official, team mate etc.

- * Just because a player has been shown the yellow card earlier doesn't mean serious foul play becomes persisting in misconduct after receiving a caution - that is taking the soft option.
- * Make a note of the time of offence on the report sheet. e.g. 5th minute of the second half is 50th minute of the match
- * Relay incident correctly and in logical sequence, i.e. tell the story.

Suggested Check List for Send-Off Reporting

- * What did I see?
- * When did I see it?
- * What players were involved?
- * Was anyone else involved – if so- who?
- * Where was it on the pitch?
- * Who has the ball?
- * What happened?
- * Where was I and did I have a clear view?
- * What did I do?
- * How did I restart the match?
- * Use plain, simple, language-avoid flowery language or sarcasm.
- * Just relay the facts,

- * Avoid giving opinions.
- * If more than one player is involved in the incident, name both or all of them in report.
- * Foul language used must be noted in the report - if the referee feels they might offend someone in the CA office then put the words used in the report and send in a sealed envelope and refer it to the Judiciary Chairman for that report.
- * If someone is sent off after earlier being cautioned, then the caution on team sheet must still be completed.

- * How many copies do I have to do? -
Minimum: 3
- * Who can help if I get into trouble?
Technical Officer
Committee member
Other Senior referees

COMMENT - DO NOT BE AFRAID TO ASK!!!

What do I do with reports?

Original to CA
One copy to Zone Coach & Technical Officer
Retain one copy yourself

N.B. Whenever you send-off a player, you MUST report the matter, you have NO discretion. Failure to submit a report renders a referee liable to disciplinary action.

GUIDE TO REPORTS

Samples of completed reports and forms:

- * Personal record of game form
- * Official Caution Report
- * Official Teamsheet
- * Official Send-Off Report
- * Report on Club

DISCIPLINARY HEARINGS

- Players have no right of appeal against a Send-Off, unless they were the incorrect recipient of a red card.
- Players can only appeal against the severity of a suspension,

- If the player appeals the severity of his/her suspension, the officiating Referee/Assistant Referees may be requested to attend a Disciplinary Appeals Hearing.

- The DC will advise you of the venue and time of any hearing you may be required to attend.

- An advocate will be assigned to attend with you by the Technical Committee - DO NOT attend alone.

- Notify the Technical Officer if you are unable to attend (or will be late).

- When attending the hearing, enhance your credibility as a witness by taking pride in your personal appearance.

- Refer all questions to your original report.

NOTE:

Send - Off Report Forms & Incident Report Forms can be downloaded from the SWQ Website -

www.footballswq.com.au

Main Menu > Referees > Documents.

Football Toowoomba – Referees must only use Send off & Incident Reports with the FT Logo, available from the FT website or Ausref website

WORKER'S COMPENSATION

Worker's compensation is an Act of Parliament designed to protect workers from economic loss due to an injury or illness suffered where the employment is considered to be a significant contributing factor to that injury or illness.

That coverage includes salary and medical expenses.

As referees you are covered not only when refereeing but also:-

- * Travelling to and from matches.
- * Training
- * Travelling to and from training.
- * Travelling to and from and while attending any sanctioned and/or scheduled coaching, seminars, general meeting and disciplinary meetings.
- * Anything else considered to be part of your refereeing duties.

You are not covered where the activity is NOT sanctioned, e.g. a friendly match not given the OK by the governing body.

If injured you should:-

- * Immediately report the circumstances to the Secretary of SWQ Zone & a Technical Committee Member.
- * Attend a General practitioner and obtain a Medical Certificate.
- * Obtain the claim forms from doctor and submit to the Secretary for immediate completion.

MANDATORY CAUTIONS

- Y1** Unsporting Behaviour
- Y2** Dissent by word or action
- Y3** Persistent infringement of the laws of the game
- Y4** Delaying the restart of play
- Y5** Failing to respect the required distance when play is restarted with a corner kick, free kick or throw in
- Y6** Entering or re-entering the field of play without the Referees permission
- Y7** Deliberately leaving the field of play without the Referees permission

RED CARD

- R1** Serious foul play
- R2** Violent Conduct
- R3** Spitting at an opponent or any other person
- R4** Denying the opposing team a goal or an obvious goal scoring opportunity by deliberately handling the ball
- R5** Denying an obvious goal scoring opportunity to an opponent moving towards the players goal by an offence punishable by a free kick or penalty kick
- R6** Using offensive, insulting or abusive language and/or gesture
- R7** Receiving a second caution in the same match

Match report forms

Home																					
Team																					
	Kick off			Captain			Kick Off			Captain											
Scorer													Scorer								
Time													Time								
Caution And Send Off	No	Time	Offence				No	Time	Offence				Caution and Send Off								
S U B	Time												Time	S U B							
	On												On								
	Off												Off								

Referee Match Report

Referee:				AR1:				AR2:			
Date:				Location:				Start time:			

Home						Away							
Name						Kick off						Name	
Colour						Captain #						Colour	

Goal Scorers																			
Goals	First Half				Second half				Total	First half				Second half				Total	
Player																			Player
Time																			Time

MISCONDUCT											
Caution		#	time	code	reason	#	time	code	reason	Send Off	
C 1	Unsporting behaviour									R1	Serious foul play
C 2	Dissent									R2	Violent conduct
C 3	Persistent infringements									R3	Spit at other person
C 4	Delays restart of play									R4	Denies a goal by handling ball
C 5	Fail to respect required distance									R5	Denies goal by an offence
C 6	Enter or reenter field without permission									R6	Offensive, insulting or abusive language
C 7	Enter/leave field without referee permission									R7	Receive a second yellow

SEND OFF REPORT

I was Referee at the match

_____ v _____

Football Toowoomba Division _____ Grade _____

Played at _____ **Date** _____ **KO** _____

Offenders Name _____ **No** _____ **Club** _____

Details of the incident:

What time did incident occur?

Where did incident take place?

Who was involved?

What caused the incident to happen?

What happened / What was said (use exact words)?

Did anything happen after dismissal?

Referee/Asst referee Name _____ Signed _____

INCIDENT REPORT

I was Referee/ Assistant Referee at the match

_____ v _____

Football Toowoomba Division _____ Grade _____

Played at _____ Date _____ KO _____

Details of the incident:

What was the exact nature of the incident?

What time did incident occur?

Where did incident take place?

Who was involved?

What caused the incident to happen?

What happened / What was said (use exact words)?

Did anything happen after dismissal?

Further Comments:-

Referee/Asst referee Name _____ Signed _____

SW Zone Referees

Running sheet

Date / / .

Referee:

Assistant Referees: AR1

AR2

Match

V

[illegible]

Example:-

SEND OFF REPORT

I was Referee at the match

AAAAA v BBBBBBBBBB

~~(TDSE)~~ TJSA Division Mens Grade 3rd

Played at Sky Stadium Date 34/4/56 KO 1.00 pm

Name Curly Jones No 23 Club Roving Leopards

Details of the incident:

What time did incident occur? 76th minute

Where did incident take place? In the AAAAAA penalty area.

Who was involved? Curly Jones No 1 AAAAA's keeper and Theo Runner No 45 BBBBBB's striker.

What caused the incident to happen? The AAAAAA keeper hit the BBBBBB striker in the shoulder as he jumped to catch the ball.

What happened / What was said (use exact words)?

When a cross from the Eastern side of the ground was coming in the striker went to head the ball and the keeper just punched out hitting No 45 in the shoulder. Both players quickly sprang to their feet at which time No 45 said, "That wasn't nice". No 1, Curly Jones, then hit him in the face, causing a melee to ensue.

I was standing on the line of the eighteen yard box moving towards the baseline, no more than ten metres from the initial incident. AR2 was standing on the baseline at the intersection of the six yard and baseline.

We both had a clear view of the incident and when I gained control again I blew the whistle and asked No 1 to come to the baseline. No 1, Curly Jones was then upset and said "What are you blind he hit me" and then fainted an injury.

I sent No1 Curly Jones from the field by showing him the red card.

Did anything happen after dismissal?

When No 1 had left the field and the coaching staff had returned to their seats, I restarted play by awarding a penalty kick to BBBBBB.

Referee/~~Asst referee~~ Name _____ Signed _____

INCIDENT REPORT

I was referee **at the match**

TTTTTTT v XXXXXXXXXXXX

XXXX **Division** AAAAAA **Grade**

Played at BBBB Stadium **Date** 25/04/04 **KO** 1:00pm

What was the exact nature of the incident?

The XXXXXXXX coach BBBGGGG abused my Assistant Referee,

What time did the incident occur? 86th minute, after a goal had been scored by TTTTT

Where did incident take place?

XXXXXXX technical area.

I was moving to take up position at the half way on the far side of the ground for the restart of play. AR1 was right in front of the incident.

What caused the incident to happen?

The coach for XXXXXXXX claimed that a player for TTTTTT had been in an off side position.

What happened/what was said (use exact words)?

The coach BBBGGGG called out, "You're an idiot can't you see he was off side." "Don't you know the laws, your bloody hopeless, I don't know why we have to put up with this s***."

I then went to the XXXXXXXX Technical area and said to the coach BBBGGGG, "You don't have the right to speak to my Assistant Referee that way, please leave the field."

To which He replied, "You're a f*** wit, you don't know anything."

After several minutes he left and the game was restarted with a kick off.

Did anything happen after the incident:

No

Further Comments

The Club Official for , TTTTTT was present and assisted the process.

Referee John Smith

MyFootballClub

Welcome to MyFootballClub Registration at [South West QLD Football \(Club\)](#)

Go to www.myfootballclub.com.au

Registration

1. Select "Register Now" in middle of screen
2. Select "Referee Registration in middle of page
3. Select Middle response
< I have been a Player/Referee/Coach, but don't know my FFA number>. Click here to Proceed. Even if you do know your FFA number, this will double check and see if you are actually in the MFC system. Put your first and last initial of your name & enter your Date of Birth – Click Search. If you are in the system you will come up. (If your name is miss spelt please contact me & let me know. I can edit it and fix it up). Click your name & proceed to Log in page.
You will need to enter your FFA Number & then click (Need a Password).
Re-enter your FFA number & email address & click reset password.
- If your email address does not match with data in MyFootballClub – Validate your account or Contact FFA support on (02) 8020 4199 or myfootballclub@footbballaustralia.com.au to update your email and log into the system.
- You will then be sent your password via email, so then go back into Referee registration and Select Top Response <I know my FFA Number & password and wish to proceed to Log in.
4. If your name does not come up after your Search, go back to Options page & select Bottom response <I have never been registered & would like to create an account.> Complete this & you will be sent your NEW FFA number & password. Then go back & Select Top response < I know my FFA number & password & wish to proceed etc.

Contact Details & Select Registration

1. When you log in > Welcome Personal Registration Page > Click Register
2. Contact details > View & adjust if necessary > Click Next
3. Select Registration
 - Step 1 – Club Name - [South West QLD Football \(Club\) \(Club\)](#)
 - Step 2 – Select Registration – [Match Official](#)
 - Answer Questions – 1] [Are you Accredited – YES](#) 2] [Select Level](#) 3] [Category](#)
 - Click Confirm
 - Step 3 - Select Registration package - SWQ Junior Referee, SWQ Senior referee, o SWQ Associate Referee
 - Step 4 – Click Add Package
4. Roles are shown with cost - Junior Referee \$80 Senior Referee \$120 Assoc Referee \$25
5. Click Next.

Acknowledging Terms and Conditions

- Read and acknowledge all Terms and Conditions and Click Next.

Payment Options Screen

- You will be shown <Pay Online< or <Manual Payment - Invoice Me>
- [By paying online via credit card will incur a 3% fee to the referee](#)
- [By selecting Invoice me, you can pay one of two ways](#)
 1. Cheque (Made out to Football SWQ) or Money order can be sent with your invoice to PO.Box 963 Dalby Qld 4405 or
 2. Direct Deposit into NAB Bank Account BSB 084-630 Account 58 363 6974 (PLEASE Put your name as your description reference.Once your payment is received you will be allocated to games.

Your Registration is Now Complete > Return to Home page > Log out

- You are now pending awaiting approval or pending awaiting payment.

Where do I go for help?

- Contact Janelle on 46624261
- Call FFA Call Centre on (02) 8020 4199 or myfootballclub@footbballaustralia.com.au particularly if you are having problems finding yourself or retrieving your password because your email is not matching.