



2022

Match Officials

Handbook



Field Name Abbreviations

Bang	Bangalow Sports fields	Oakes	Oakes Oval, Lismore
BB1 & BB2	Byron Bay Recreation fields	Potts	Koala Beach fields, Pottsville
Burr	Burringbar Sports fields	Richards	Richards Oval, Lismore
Cas 1 & Cas 6	Colley Park, Casino	SCU	SCU Synthetic Field, - Crawford Road, East Lismore
CP1 & CP2	Crawford Park, Alstonville	Stars	Barrow Lane, North Lismore
Crozier	Crozier Field, Lismore	Saunders	Saunders Oval, Ballina
Dun	Balzer Park, Dunoon	SkHd	Skennars Head Fields
E1 & E2	Neilson Park, East Lismore	Sth Lis	Caniaba Street, South Lismore
Eur	Eureka Sports Ground	T1 & T2	Thistles Park, East Lismore
Ewing	Cavanbah Centre - Ewingsdale Rd, Byron Bay	TEB	Cumbalum Fields (Tintenbar East Ballina)
GW3	Geoff Watt Oval, Alstonville	T'gum	Bawden Street, Tumbulgum
JSF	Jeff Schneider Field, Bangalow	Uki	Vic Bianchetti Field - Kyogle Road, Uki
KyH	Kyogle High School	W'burn	Woodburn Oval, Woodburn
Mull	Pine Avenue, Mullumbimby	Wherrett Park	Rannoch Avenue, Maclean
NBO	New Brighton Oval	WP1 & WP2	Weston Park, Goonellabah
NH1 & NH2	Nimbin Headers Fields, Nimbin		
NOS	Shara Boulevard, North Ocean Shores		



Duration of FFNC Competition Matches

FFNC Grade 12:	25 minutes each way
FFNC Grades 13 & 14:	30 minutes each way
FFNC Grades 15 & 16:	35 minutes each way
FFNC Senior Grades:	45 minutes each way
Summer Youth League:	35 minutes each way

FFNC Grade 12 Corner Kicks

Corner Kicks are to be taken on the Goal Line at a point that is 9.15m (10 yds) in from the corner.

This distance is generally indicated by a small mark, off the field, perpendicular to the goal line.

Match Ball Sizes

Grade 12 and 13:	Size 4
Grade 14 to Seniors:	Size 5

Half time Length (from end of half to start of 2nd half)

All Junior Grades:	5 minutes
All Senior Grades:	5 – 10 minutes

Interchange Regulations

<u>ALL</u> Senior Grades:	Maximum of 5 can be listed with unlimited interchange
FFNC Grade 15 – 16:	Maximum of 5 can be listed with unlimited interchange
FFNC Grades 12 – 14:	Maximum of 3 can be listed with unlimited interchange
Summer Youth League:	Maximum of 5 can be listed with unlimited interchange

Match Sheets

- **Recording Own Goals** – Own goals are NOT recorded against the player who scored the goal – they are recorded in the "Opposition Own Goals" section **on the match sheet of the team the goal is credited to.**
- A player(s) name cannot be added to the match sheet after the game has commenced.
- **3, 2, 1 Players of the Match Points** – Must be submitted by the centre referee for all **Men's** and **Women's Premier League** pointscore competition matches.

This information must be submitted by 9am MONDAY (or within 48 hours of a mid-week fixtures).

- **Go to the FFNC Referees TeamApp and click on "Premier League 3, 2, 1 points" OR;**
- **Direct Link:** <https://form.jotform.com/210702341103031>
- Allow the team representative to check the details of the match and cross off any players who did not participate before they write their name and sign in the relevant section toward the bottom of the match sheet. The team representative will then take their copy (yellow carbon copy).
- The Referee should initial any amendments/errors made by them on the match sheet.
- The Referee Remarks section of the match sheet is for referees ONLY to note comments that need to be reported to FFNC, but do not require an incident report (e.g. poor line markings, no duty officer etc.). Team representatives are NOT authorised to write any additional comments on the match sheet.

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Contact Details

Football Far North Coast

Email;

- **referees@ffnc.net.au** (*for all administration and appointment matters*)
- **referees.coach@ffnc.net.au** (*for referee coaching matters*)

Phone: 0434 856 992

Office Address: Suite 5 / 32 Gum Tree Drive, Goonellabah NSW 2480

Website: www.footballfarnorthcoast.com.au/referee-headquarters/

The Football Far North Coast office generally operates 9am – 4pm on business days, however normal football activities may mean that the office is closed between these hours on occasions.

If you need to visit the office, **please contact 0434 856 992 before visiting.**

Communication to match officials throughout the season is primarily via email, so please remember to check your email regularly. Text messages are used where appropriate to individual match officials.

Social media and other communication methods are also important tools; HOWEVER, these are NOT the primary mode of communication with individual match officials. Please read the Social Media, Football Far North Coast Website & TeamApp section of this handbook for more information and guidelines on its use.

Far North Coast Referees Life Members

Football Far North Coast would like to acknowledge those who have been bestowed the honour of Life Membership with the Far North Coast Referees.

These individuals made extraordinary commitments to the Far North Coast Referees Association and contributed to the development of match officials in our zone.

1977:	Charlie Sourry (Deceased)
1979:	Robert Beaumont (Deceased)
1979:	Reginald Wiffen (Deceased)
1980:	Alistair Watts
1983:	Barry Such
1987:	Dean Mohammed
1988:	Alexander 'Sandy' Smart
1991:	Kenneth Hudson
1997:	Joseph Pisani (Deceased)
1999:	David (Dick) Nolan
2001:	Glen Gibbs
2001:	William (Bill) Duffy
2001:	Kenneth Cartwright
2004:	Clive Owen
2006:	Lee MacMaster
2009:	Luke Mackney
2015:	Stuart Bradley
2015:	Len Keith
2015:	Thomas Rehbach

Appointments Process and YOUR responsibilities

The appointments system used by Football Far North Coast is Schedula: www.schedula.com.au

Appointments Checklist

- Update your availability online for the upcoming week, by **NO LATER** than 6pm each Sunday night, by logging in to Schedula.
- If you do NOT update your availability by 6pm each Sunday, your records will remain unchanged and appointments will be made accordingly. Unless you have technical issues, do NOT rely on email, text or verbal advice to update the record of your availability, **information MUST be updated in Schedula.**
- Appointments are typically published on Schedula (i.e. available to be viewed) from 6pm each Tuesday.
- While an email is usually automatically generated to notify you that you have been appointed to a game/s, do NOT rely on receiving an email before logging into Schedula. You should login to Schedula every Tuesday night to view and confirm your appointments, regardless of whether or not you received an email notification.
- **YOUR** first task once appointments have been published is to login to Schedula and “Confirm” your appointment/s. This **MUST** be done by 8pm Wednesday, every week.
- The **ONLY** reason you should have to decline “any” appointment is due to an error in appointments (between 6pm Tuesday and BEFORE 8pm Wednesday). You must include a reason for declining appointments in Schedula. The need to decline an appointment in Schedula should be VERY RARE, but if you become unavailable due to unforeseen circumstances please inform us as soon as possible.
- Log-in and check your appointments **regularly** during the week to make sure they haven’t changed, noting that communication will *ordinarily* be sent to you every time your appointment/s are updated. Every reasonable effort will be made to text or phone you in the rare event that changes are required late in the week (e.g. Friday/Saturday/Sunday).
- If there are any errors in your appointments, please **contact 0434 856 992** ASAP – You can send an email AS WELL, *however this should not be the only method of communication in this case.*
- If you are NOT available for an appointed match (after you have confirmed an appointment in Schedula) for a suitable reason such as illness, injury or unforeseen circumstances, you must phone 0434 856 992 and discuss.
- If your call to 0434 856 992 is not answered, leave a message.

Also remember:

- **YOU** are responsible for **YOUR** availability or unavailability and communication.
- If you need a lift to the game, you may be able to get a lift with another match official appointed on your game (or with a match official who is appointed at the same ground or close-by). Problems with transport is NOT considered a satisfactory reason for non-attendance on the day.
- In the event of heavy rain, cancellations/postponement advice will be sent via text message to all appointed match officials.
- Please remember that there are over 100 match officials, dozens of games and things can be VERY frantic in wet weather conditions.

- If you do not turn up to a game (without a reasonable excuse) you may be sanctioned with a fine or be excluded from being appointed on some matches. This is not the desired action for FFNC, however individual match officials need to be responsible.
- Communication is critical to everything we do and we urge open, clear and regular communication about ANY aspect of your role as a match official.
- Match Officials aged under 18 “may” wish a parent to communicate about issues or to clarify aspects of your role or procedures. We are happy for this to happen; however, we urge young match officials to broker open communication with their own parents as we sometimes receive queries about basic items that have been disclosed to ALL match officials.

To view the Schedules Quick User Guide (which further outlines all the steps and procedures that must be followed every week), visit the Referee Headquarters Section of the FFNC website.

Injury or sickness on the day of your appointment

If you are sick on the day of the match and are unable to fulfil your appointment/s

PHONE 0434 856 992 as soon as possible.

If you play a game and sustain an injury which prevents you from being able to fulfil an immediate appointment;

1. See if another qualified and suitable match official (even if they are there as a player) is at the ground and enquire if they are available to take your place? Suitable match officials are those that have officiated on that particular grade before.
2. If *after* this you are unable to find a suitable replacement, inform the Duty Officer of the home club that you are unable to fulfil your appointment/s and there is no replacement available.
3. Then phone 0434 856 992 as soon as possible to inform FFNC of your injury and action.

We encourage match officials who are players to take their gear with them, just in case you are asked to officiate before/after playing your game.

What to do if the CENTRE Referee doesn't show up in a senior match?

If you are a senior referee who has officiated as a centre referee previously on the affected grade, you can referee the match and you will be entitled to the referee match payment.

If you are junior referee (under 18) who is not usually appointed to senior matches OR if you have NOT acted as a centre referee in the affected grade previously, **you MUST NOT referee the match**. You may officiate on the match as an Assistant Referee however, and you will be entitled to the Assistant Referee match payment

If you are a junior assistant referee on a senior match and the referee does not show up for your match, **DO NOT let the teams or any club official pressure you into refereeing the match**. You are only allowed to fulfil your appointment as an assistant referee (as per above).

Match Day Checklists

Junior Pre-match Checklist

- 30 mins before kick-off: Arrive at ground NO LATER than this time.
- 15 mins before kick-off: Be fully ready in your gear, with your whistle, cards etc. and then check the field of play, all players' equipment and get team sheets from both teams.
- 5 mins before kick-off: Be in the centre circle and call the captains to half-way for the toss.

Junior Post-match Checklist

- 5 mins after match: Complete your match sheets, **fully and correctly**. Make sure you also note ALL relevant referee comments on the match sheet, such as no Duty Officer etc.
- 5 – 10 mins after match: Both team managers should check, then sign their team sheet after the match and take their match pad. If no club representative comes to sign the match sheet and collect their match pad, leave the match pad at the canteen.
- 10 – 15 mins after match: Hand in your correctly completed match sheets to the canteen or HOME team.

Senior Pre-match Checklist

- 40 mins before kick-off: Arrive at ground.
- 25 mins before kick-off: Check the field of play.
- 20 mins before kick-off: Be ready in your gear. Referee to give AR's their pre-match instructions.
- 15 mins before kick-off: Both teams match sheets should be handed to you by NO LATER than this time.
- 10-15 mins before kick-off: Check all players' equipment.
- 5 mins before kick-off: Be in the centre circle and call the captains to half-way for the toss.

Senior Post-match Checklist

- 5 mins after match: Complete your match sheets, **fully and correctly**. Make sure you note ALL relevant referee comments on the match sheet, such as no duty officer/s, ground not roped etc. **In Men's and Women's Premier League** you must take note of the three players you wish to award the 3, 2, 1 player of the match points from the match. **This information is to be submitted by 9am Monday** (within 48 hours of mid-week fixtures) – see page 3 of this handbook.
- 10 – 15 mins after match: Both team managers should check, then sign their team sheet after the match and take their match pad. If no club representative comes to sign the match sheet and collect their match pad, leave the match pad at the canteen.
- 10 – 15 mins after match: Hand in your correctly completed match sheets to the canteen and submit relevant post-match information in the referee welfare app, RefLIVE.

For information regarding Send off and Incident Reports, see "Report Writing" section of this handbook.

Match Official Assessments & Support

Support for match officials is primarily provided by Football Far North Coast, through the role of the Match Officials Co-ordinator (Luke Mackney), Match Officials Development Officer (Anthony Smith) and assessments/coaching by qualified Assessors.

There are a small number of qualified Match Official Assessors in the FFNC zone who, from time to time, are appointed to assess match officials and to provide support and coaching.

It is hoped that all match officials will be assessed and given feedback at some stage throughout the season, however the reality is that there are many more match officials than there are qualified instructors.

If you have not yet been assessed and/or would like to receive some further coaching, please email referees@ffnc.net.au so that we can arrange this to occur as soon as possible.

Coaching / Laws of the Game Questions

Do you have a referee coaching related question? It might be based on an incident in a game that you officiated or a question related to the laws of the game that you want answered?

Email referees.coach@ffnc.net.au to contact our Match Officials Development Officer!

Match Official Payments

Payments to all match officials will be made fortnightly via direct credit into the nominated bank account of respective match officials for all COMPETITION Fixtures AFTER appointments have been completed and reconciled with the match sheet records.

There will be NO cash payments to match officials for any COMPETITION fixtures.

Trial fixture payment amounts will be advised via email to appointed match officials prior to all approved trial fixtures.

Each Individual Member Club participating in TRIAL fixtures is required to arrange CASH payment to match officials on the day of the trial. The HOME club is however ultimately responsible for ensuring that match officials receive the FULL payment due to them.

ANZAC Day Cup & Callan McMillan	Full Amounts Receivable		
Competition	Centre	Assistant Referee (each)	4th Official
Men's Premier League	\$ 100	\$ 50	\$ 30
Men's Open A	\$ 80	\$ 40	\$ 20
Men's Open B	\$ 60	\$ 30	\$ 20
Men's Open C	\$ 60	\$ 30	\$ 20
Grade 16	\$ 45	\$ 25	\$ 20
Callan McMillan A	\$ 70	\$ 35	\$ 30
Callan McMillan B	\$ 60	\$ 30	\$ 20

Pointscore Competition / Trials	Full Amounts Receivable		
Division/Grade	Centre	Assistant Referee (each)	4th Official
Men's Premier League	\$ 100	\$ 50	\$ 30
Men's Championship League	\$ 80	\$ 40	\$ 20
Men's League 1	\$ 70	\$ 35	\$ 20
Other Men's Leagues	\$ 60	\$ 30	\$ 20
Women's Premier League	\$ 70	\$ 35	\$ 30
Other Women's Leagues	\$ 60	\$ 30	\$ 20
Grade 16	\$ 45	\$ 25	\$ 20
Grade 15	\$ 35	\$ 15	\$ 15
Grade 14	\$ 30	\$ 15	\$ 10
Grade 13	\$ 30	\$ 15	\$ 10
Grade 12	\$ 25	\$ 10	\$ 10

* The Pointscore Competition includes all Final Series matches

Summer Youth League	Full Amounts Receivable		
	Centre	Assistant Referee (each)	4th Official
Male & Female SYL	\$ 80	\$ 40	\$ 20

Individual Match Officials must complete and submit the **Individual Match Official Bank Account Details Form and Statement by a Supplier Form** to FFNC **before** being appointed on matches.

This form can be found under "Forms" in the "Referee Headquarters" section of the FFNC website.

Match Official Payments - Schedule

Payments to all match officials will be made fortnightly via direct credit into the nominated bank account of respective match officials for all COMPETITION Fixtures. There will be NO cash payments to match officials for any COMPETITION fixtures.

Once payments are processed, advice will be provided via email and detailed information will be available in Schedule (including previous payment information). Any match official who has requested that FFNC deduct the registration fee and/or gear costs from match payments will see a breakdown of this information in your pay advice in Schedule.

If you want to get specific payment details (i.e. reconcile with your appointments) you can access Schedule and refer to “Unread Pay Advices”. The records of all pay advice information is found in your “Dashboard”, under “Your Pay Advices” (see screenshot below).

If you have ANY questions or concerns regarding match official payments, please email referees@ffnc.net.au or contact 0434 856 992 if you wish to discuss personally.

Unread pay advices can be found here

ALL current and previous pay advices can be found here

The screenshot shows the 'schedula' web application interface. At the top, there is a navigation bar with a home icon and a 'Dashboard' dropdown menu. Below this, there is a 'Schedule Profile' section with links for 'Manage Availability', 'Manage Your Profile', 'Your Appointment History', and 'Your Pay Advices'. A table lists match fixtures with columns for Competition, Type, Date, Time, Teams, Venue, and Your Status. Below the table, there is a section for 'Unread Pay Advices' with a table showing 'Pay Period' and a 'Download' button. To the right, there is an 'Availability' section with a calendar for March 2021 and a legend for 'Available' (green) and 'Partially Available' (yellow). Red arrows point from the text above to the 'Your Pay Advices' menu item and the 'Unread Pay Advices' section.

Competition	Type	Date	Time	Teams	Venue	Your Status	
FFNC ANZAC Day Cup Open B	Assistant	05/03/21	8:00 PM	Dunoon United v Italo Stars	Dun1	Unconfirmed	More
FFNC Callan McMillan B Division	Assistant	05/03/21	6:00 PM	Dunoon United v Nimbin Headers	Dun1	Unconfirmed	More

Pay Period	
1/12/2016 to 8/12/2016	Download

Availability

You have not specified your general availability.

Update Availability

Legend

- Available
- Partially Available
- Days with no colour markings means you are unavailable.

<< Feb		March 2021							Apr >>	
Su	M	Tu	W	Th	F	Sa				
		1	2	3	4	5	6			
7	8	9	10	11	12	13				
14	15	16	17	18	19	20				
21	22	23	24	25	26	27				
28	29	30	31							

DRAFT Calendar of Events

Please note that these details may change. Check the website regularly for up-to-date information.

<u>Date</u>	<u>Event</u>
Sunday 13 th February	Annual Match Officials Seminar
Fri 25 th Feb / Sun 27 th Feb	ANZAC Day Cup / Callan McMillan Commences
Wednesday 2 nd March	Coaching Session (Venue TBC)
25 th / 26 th / 27 th March	Senior Pointscore Competitions Commence
Wednesday 30 th March	Coaching Session (Venue TBC)
Fri 1 st / Sat 2 nd / Sun 3 rd April	Junior Pointscore Competitions Commence
Fri 23 rd / Sat 24 th / Sun 25 th April	ANZAC Day Cup / Callan McMillan Shield Finals
Wednesday 27 th April	Coaching Session (Venue TBC)
Wednesday 25 th May	Coaching Session (Venue TBC)
Wednesday 29 th June	Coaching Session (Venue TBC)
Wednesday 27 th July	Coaching Session (Venue TBC)
Wednesday 24 th August	Coaching Session (Venue TBC)
Fri 2 nd / Sat 3 rd / Sun 4 th Sept	Junior Grand Final Series
Fri 9 th / Sat 10 th / Sun 11 th Sept	Senior Grand Final Series – Week One
Fri 16 th / Sat 17 th / Sun 18 th Sept	Senior Grand Final Series – Week Two
Wednesday 27 th September	Possible Post-season Social Evening (TBC)
Friday 14 th October	Summer Youth League Commences – Male & Female

Check emails, the FNC Referees TeamApp and the Referees Headquarters on the Football Far North Coast website for training and coaching updates.

All match officials are expected to take part in SOME training or coaching meetings throughout the season, with online Zoom sessions also expected to occur. Attendance/participation will be monitored and used to assist in the appointments process during the Pointscore season and also the Final Series.

Match Sheets

See “Final Series Procedures” for information on how to complete Match Sheets after Extra-time or Penalties.

Pre – Match

- Each Team Official/Manager shall fill in a match sheet *fully* with the correct details. The match sheet for both teams should be submitted to the appointed referee **NO LATER** than **15 minutes** prior to the commencement of senior fixtures (10 mins for junior grades).
- For Grades 12 – 14 a maximum of *fourteen* player names may be listed on the match sheet. All players must have their FULL NAMES listed on the match sheet prior to the start of the match.
- For Senior Fixtures and Grades 15 – 16, a maximum of *sixteen* player names may be listed on the match sheet prior to kick-off. All participating players must sign the match sheet before taking the field to play OR they may sign at half-time (or at full-time with the permission of the referee).
- **Only players whose names are listed on the Match Sheet before the fixture commences are able to take the field to play.**
- Players’ shirt numbers **must** correspond with the number next to their name on the match sheet. If an error is identified after kick-off, note this on the match sheet.
- Suspended player/s details must be written in the appropriate section of the match sheet to indicate that they are standing down from the fixture. If you suspect a player is participating as an illegible player, allow the player/s to play in the match and report the incident to FFNC as a priority.

Post – Match

- Complete all relevant sections, including noting goal scorers, cards issued, own goals, total goals, match result, match officials details and any remarks by referee (if applicable).
- At the completion of all fixtures the Team Official shall check all details, then tick the box and write their name in the relevant section near the bottom of the match sheet to acknowledge the details.
- The Team Official shall retain the yellow carbon copy of the Match Sheet for the clubs records.
- If you have sent-off a participant (player, substitute or team official) you must note this on the match sheet and submit a Send off Report to FFNC. If you have misconduct to report, you must submit a Incident Report to FFNC.
- ALL match sheets are to be submitted to the HOME TEAM. **If you need details from the match sheets** (i.e. for a send off report, player of the match points for Men’s & Women’s Premier League), **take a photo of the match sheet/s or write down the details BEFORE submitting the match sheet.**
- For Men’s & Women’s Premier League fixtures, three players (total) must be selected by the match officials from each match and awarded 3, 2 and 1 point/s (with 3 points awarded to the best player in the match). This is used to determine who wins the respective Premier League Player of the Year Award. **Men’s & Women’s Premier League Referees must submit the chosen 3, 2, 1 Players of the Match points from their match by 9am Monday** (or within 48 hours of mid-week fixtures).

Remember:

- Take a photo of match sheets after completing them, so you have a copy (for send off reports etc.).
- ALL match sheets that are not completed fully or correctly may incur a fine.
- All Send off and Incident Reports **MUST** be **received** by FFNC **NO LATER** than 9am Monday (or within 48 hours of mid-week fixtures). It is suggested to submit all reports by email. Reports that are received late may incur a fine.

BLUE coloured Match Sheet for Grade 12 to 14;



OFFICIAL MATCH SHEET – GRADE 12 to 14



Here for good.

BLUE COPY – To FFNC by 1pm Wednesday. YELLOW COPY – To be retained by club.
HOME Club to submit results online no later than 11pm Sunday. Fines and penalties apply for breaches of Competition Regulations.

COMPETITION: MIXED / GIRLS GRADE & DIVISION: Grade 12 Division 1 DATE: 9 / 4 / 22
(please circle) (please specify – e.g. Grade 12 Division 2 North)

YOUR CLUB NAME: BANGALOW SC (BLUEDOGS)

NAME OF YOUR DUTY OFFICER (CANNOT BE A PLAYER OR TEAM OFFICIAL LISTED BELOW):

HOME TEAM: BALLINA V VISITING TEAM: BANGALOW FIELD: SAUNDERS 1 K/O TIME: 9am

ALL participating players and team officials must be: • Listed on the match sheet PRIOR to Kick-Off • Registered in PlayFootball • Active in PlayFootball • Listed on the appropriate FFNC Squad List and/or be eligible to participate in this team	Shirt No.	Player's First Name	Player's Surname	Shirt No.	Yellow Cards	Red Cards	Goals
	1	TYLER	MAVERICKS	1			
	2	SAM	HURLEY	2			
	3	AARON	WHITE	3			
	4	EMMA	DOREY	4			
	5	EDWARD	PATCH	5	Y1 + Y2	R7	
	6	LUCY	FISCHER-GREEN	6			ONE
	7	THEO	BARRET	7			
	8	HARRY	PHILLIPS	8			THREE
	9	ROGER	ALLEN	9			
	10	CATE	JACKSON	10			
	11	IVAN	HOWARD	11	Y1		
	12	ALAN	REID	12			
	13	NATHAN	COWLEY	13			
	14	DAVID	MORRIS	14			

+ Opposition Own Goals: ONE
= TOTAL GOALS: FIVE

Team Officials	Print Name	Yellow Cards	Red Cards
Team Official 1:	<u>KEN EDWARDS</u>	<u>Y1</u>	
Team Official 2:	<u>TIMOTHY BOYD</u>		

Suspended Players/Team Officials (Full Name)

Team Managers Checklist

- Match Sheet Details must be completed in full.
- All participating players FULL and registered names must be listed prior to kick-off.
- Players from younger grades MUST have their registered grade noted next to their name.
- Shirt numbers must correspond with the number next to name on the match sheet.
- Suspended players name/s must be written in the appropriate section above.
- No player may play more than two (2) grades above their eligible age (i.e. age they turn this year).
- Players may not play across grades (i.e. Grade 12 / Div. 2 to Grade 12 / Div. 1 or vice versa).
- Cross out the names of any players who did not participate in the match.
- Overage players MUST have written approval from FFNC **before they participate**.

HOME Team:	Team Names	MATCH RESULT
<u>Ballina</u>		GOALS: <u>FIVE</u>
<u>Bangalow</u>		GOALS: <u>FIVE</u>

Match Officials	First Name	Surname
Referee:	<u>Sally</u>	<u>Weaver</u>
Asst Referee 1:	_____	_____
Asst Referee 2:	_____	_____

- The HOME team is to provide the match ball/s.
- The HOME Team is ordinarily required to wear an alternate strip if there is a clash of strips.
- If seven (7) players are present at kick-off time they must take the field to start the match.
- Players / team officials suspended or sent-off are NOT permitted in the technical area.

Remarks by Referee (optional)
Ballina Duty Officer not visible

Referee must initial any amendments on the match sheet to validate. Referee (signature) Sally Weaver
Referee must sign & submit both completed match sheets (originals) to HOME club.

I declare that the final result and full details of the match are correct (including Goal Scorers and Match Result, Yellow Cards and/or Red Cards issued).
Completed by team representative after the game
Team Representative (print your name) (signature) x.....

Yellow Card Offences – Players or Interchange Players
Y1 Unsporting behaviour
Y2 Dissent by word or action
Y3 Persistent offences (no specific number or pattern of offences constitutes "persistent")
Y4 Delaying the restart of play
Y5 Failing to respect the required distance when play is restarted with a dropped ball, corner kick, free kick or throw-in
Y6 Entering, re-entering or deliberately leaving the field of play without the referee's permission
Y7 Any caution offence by a Team Official, as listed in the Laws of the Game

Red Card Offences – Players or Interchange Players
R1 Serious foul play
R2 Violent conduct
R3 Biting or spitting at someone
R4 Denying the opposing team a goal or an obvious goal-scoring opportunity by a handball offence (except a goalkeeper within their penalty area)
R5 Denying a goal or an obvious goal-scoring opportunity to an opponent whose overall movement is towards the offender's goal by an offence punishable by a free kick (unless as outlined below)
R6 Using offensive, insulting or abusive language and/or action(s)
R7 Receiving a second caution in the same match
R8 Any sending-off offence by a Team Official, as listed in the Laws of the Game

WHITE coloured Match Sheet for Grade 15 to Senior Men;



OFFICIAL MATCH SHEET – GRADE 15 to SENIOR MEN



WHITE COPY – To FFNC by 1pm Wednesday. YELLOW COPY – To be retained by club.
HOME Club to submit results online no later than 11pm Sunday. Fines and penalties apply for breaches of Competition Regulations.

COMPETITION: MEN'S JUNIOR MIXED LEAGUE / GRADE: Men's Premier League DATE: 21 / 5 / 22
(please circle)

YOUR CLUB NAME: Lismore Richmond Rovers

NAME OF YOUR DUTY OFFICER (CANNOT BE A PLAYER OR TEAM OFFICIAL LISTED BELOW): Jason Davies

HOME TEAM: Byron Bay V VISITING TEAM: Richmond Rovers FIELD: BB1 K/O TIME: 3pm

ALL participating players and team officials must be: • Listed on the match sheet PRIOR to Kick-Off • Registered in PlayFootball • Active in PlayFootball • Listed on the appropriate FFNC Squad List and/or be eligible to participate in this team	Shirt No.	Player's First Name	Player's Surname	Shirt No.	Yellow Cards	Red Cards	Goals
	1	Chris	Kelly	1	Y2		
	2	Ryan	Stevens	2			
	3	Brad	Edwards	3			
	4	Alan	Wright	4			
	5	Andrew	Black	5			
	6	Sam	Young	6			
	7	Tim	Ashbolt	7			TWO
	8	Curtis	Hagan	8	Y1 + Y4	R7	
	9	Matthew	Boland	9			
	10	Pat	Elliott	10		R1	ONE
	11	Simon	Graham	11			
	12	Tim	Leeson	12			
	13	Jared	Marr	13			
	14	Daniel	Burns	14			
	15	Christian	Boyle	15			
	16	Robert	Peel	16			

Please note: A team cannot list more than 16 players on a match sheet. IF a player is wearing a number that is not listed above, please cross out a number that is not in use and write the number that will be worn by that player.
+ Opposition Own Goals: ONE
= TOTAL GOALS: FOUR

Team Officials	Print Name	Yellow Cards	Red Cards
Team Official 1:	<u>Patrick Sullivan</u>		<u>R6</u>
Team Official 2:	<u>Fred Lucas</u>		
Team Official 3*:	<u>Neil Phillips</u>	<u>Y1 + Y7</u>	<u>R7</u>

*Team Official 3 is applicable in Men's Premier & Championship Leagues **only**

Team Names		MATCH RESULT	
HOME Team:	<u>Byron Bay</u>	GOALS:	<u>FOUR</u>
VISITING Team:	<u>Richmond Rovers</u>	GOALS:	<u>FOUR</u>

Suspended Players/Team Officials (Full Name)
<u>Jeremy Hayes</u>

Match Officials	First Name	Surname
Referee:	<u>Michael</u>	<u>O'Leary</u>
Asst Referee 1:	<u>Sam</u>	<u>Darnell</u>
Asst Referee 2:	<u>Angela</u>	<u>Davies</u>

Remarks by Referee (optional)
Richmond Rovers Duty Officer not visible
Ground not roped

Referee must initial any amendments on the match sheet to validate. Referee (signature) x. [Signature]
Referee must sign & submit both completed match sheets (originals) to HOME club.

I declare that the final result and full details of the match are correct (including Goal Scorers and Match Result, Yellow Cards and/or Red Cards issued).
Completed by team representative after the game
Team Representative (print your name) (signature) x.

Yellow Card Offences – Players or Interchange Players
Y1 Unsporting behaviour
Y2 Dissent by word or action
Y3 Persistent offences (no specific number or pattern of offences constitutes "persistent")
Y4 Delaying the restart of play
Y5 Failing to respect the required distance when play is restarted with a dropped ball, corner kick, free kick or throw-in
Y6 Entering, re-entering or deliberately leaving the field of play without the referee's permission
Yellow Card Offences – Team Officials
Y7 Any caution offence by a Team Official, as listed in the Laws of the Game

Red Card Offences – Players or Interchange Players
R1 Serious foul play
R2 Violent conduct
R3 Biting or spitting at someone
R4 Denying the opposing team a goal or an obvious goal-scoring opportunity by a handball offence (except a goalkeeper within their penalty area)
R5 Denying a goal or an obvious goal-scoring opportunity to an opponent whose overall movement is towards the offender's goal by an offence punishable by a free kick (unless as outlined below)
R6 Using offensive, insulting or abusive language and/or action(s)
R7 Receiving a second caution in the same match
Red Card Offences – Team Officials
R8 Any sending-off offence by a Team Official, as listed in the Laws of the Game

PINK coloured Match Sheet for Girls Grade 15 to Senior Women;



OFFICIAL MATCH SHEET – GIRLS GRADE 15 to SENIOR WOMEN



PINK COPY – To FFNC by 1pm Wednesday. YELLOW COPY – To be retained by club.
HOME Club to submit results online no later than 11pm Sunday. Fines and penalties apply for breaches of Competition Regulations.

COMPETITION: WOMEN'S / GIRLS (please circle) LEAGUE / GRADE: 3 DATE: 20 / 5 / 22

YOUR CLUB NAME: Lennox Head FC

NAME OF YOUR DUTY OFFICER (CANNOT BE A PLAYER OR TEAM OFFICIAL LISTED BELOW): Marianne Lewis

HOME TEAM: Lennox Head V VISITING TEAM: Suffolk Park FIELD: Sk Hd 2 K/O TIME: 12:30pm

ALL participating players and team officials must be: • Listed on the match sheet PRIOR to Kick-Off • Registered in PlayFootball • Active in PlayFootball • Listed on the appropriate FFNC Squad List and/or be eligible to participate in this team	Shirt No.	Player's First Name	Player's Surname	Shirt No.	Yellow Cards	Red Cards	Goals
	1	Dianna	Walters	1			
	2	Kate	Shaw	2			
	3	Joanna	Berry	3			
	4	Tamara	King	4			
	5	Sarah	Larkin	5	Y1 + Y1	R7	
	6	Sally	McIntosh	6			
	7	Catherine	Holmes	7			
	8	Amanda	Cox	8			
	9	Bec	Carmont	9	Y3		
	10	Maree	Lynch	10			
	11	Cassie	Barnes	11			
	12	Nicole	Woods	12			ONE
	13	Tracy	Powell	13			
	14	Ellen	Stephenson	14			
	15	Jessica	May	15			
	16	Rachel	Shephard	16			

Please note: A team cannot list more than 16 players on a match sheet. IF a player is wearing a number that is not listed above, please cross out a number that is not in use and write the number that will be worn by that player.

+ Opposition Own Goals: ONE
= TOTAL GOALS: TWO

Team Officials	Print Name	Yellow Cards	Red Cards
Team Official 1:	<u>Emma Flynn</u>	<u>Y1</u>	
Team Official 2:	<u>Tim Hawkins</u>		
Team Official 3*:			

*Team Official 3 is applicable in Women's Premier League only

Team Names		MATCH RESULT	
HOME Team:	<u>Lennox Head</u>	GOALS:	<u>TWO</u>
VISITING Team:	<u>Suffolk Park</u>	GOALS:	<u>NIL</u>

Suspended Players/Team Officials (Full Name)

Match Officials	First Name	Surname
Referee:	<u>Peter</u>	<u>Morgan</u>
Asst Referee 1:	<u>Jo</u>	<u>Kelly</u>
Asst Referee 2:	<u>Pat</u>	<u>Shaw</u>

Remarks by Referee (optional)
Nil Comments

Referee must initial any amendments on the match sheet to validate.
Referee must sign & submit both completed match sheets (originals) to HOME club.

Referee (signature) x P Morgan

I declare that the final result and full details of the match are correct (including Goal Scorers and Match Result, Yellow Cards and/or Red Cards issued).
Team Representative (print your name) Completed by team representative after the game (signature) x

Yellow Card Offences – Players or Interchange Players	Red Card Offences – Players or Interchange Players
Y1 Unsporting behaviour Y2 Dissent by word or action Y3 Persistent offences (no specific number or pattern of offences constitutes "persistent") Y4 Delaying the restart of play Y5 Failing to respect the required distance when play is restarted with a dropped ball, corner kick, free kick or throw-in Y6 Entering, re-entering or deliberately leaving the field of play without the referee's permission	R1 Serious foul play R2 Violent conduct R3 Biting or spitting at someone R4 Denying the opposing team a goal or an obvious goal-scoring opportunity by a handball offence (except a goalkeeper within their penalty area) R5 Denying a goal or an obvious goal-scoring opportunity to an opponent whose overall movement is towards the offender's goal by an offence punishable by a free kick (unless as outlined below) R6 Using offensive, insulting or abusive language and/or action(s) R7 Receiving a second caution in the same match
Yellow Card Offences – Team Officials	Red Card Offences – Team Officials
Y7 Any caution offence by a Team Official, as listed in the Laws of the Game	R8 Any sending-off offence by a Team Official, as listed in the Laws of the Game

Report Writing

Throughout the laws of the game, reference is made to reports required to be submitted by the Referee, Assistant Referee and/or 4th Official on particular incidents which occur before, during and after a fixture at which he or she was officiating.

This report writing aspect of refereeing should report only the facts, be clear and concise and cover only the incident you are reporting (each separate incident requires a separate report).

There are two types of reports which must be submitted under certain circumstances. These two types are:

- Send off Report
- Incident Report

All reports are found in the Referees Headquarters section of the Football Far North Coast website.

Send off Reports

Send off Reports **MUST** be submitted when any participant (player, substitute or team official) is shown a red card before, during or after the match (either after receiving a straight red card or after receiving two yellow cards and a subsequent red card in the same match).

When writing your send off report, you **MUST** include the following information:

- Your name and role (e.g. referee, assistant referee etc.).
- Match Details – Competition, Grade/Division, Home Club, Away Club, Location, Date and Minute of send off.
- Name of the participant that was sent off, their club name and the shirt number if it was a player.
- The offence that resulted in the participant being sent off for (e.g. Violent Conduct, R2) – the send off offences are noted on the bottom of the match sheets.
- Severity of send off charge (this is VERY important for ALL reports).
- Description of send off (What happened, what direct events lead to the send off, who was involved, where on (or off) the field did it happen, did you have a clear view, did any of your assistant referees see it and if so, will they be submitting a report?).
- If *immediately* after issuing a participant with a red card that participant is guilty of misconduct or commits a further infringement, you must answer “Yes” to the question; “Did anything occur immediately after the send off?” and then describe what occurred.
- If a sent off participant is guilty of misconduct long after being sent off (e.g. near the change rooms after the match) then you will need to submit a separate Incident Report (as well as the original send off report).

All Send off and Incidents Reports **MUST be submitted to FFNC NO LATER than 9am Monday** (or within 48 hours of mid-week fixtures). Reports that are received late may incur a fine.

Incident Report

Incident Reports **MUST** be submitted in circumstance when;

- Anyone who is NOT listed on the match sheet as a player or coach/team official (i.e. duty officer, club official, spectator, other person) is guilty of misconduct before, during or after the game.
- A listed participant is guilty of misconduct while you are not on the field of play before the game, at half-time or after the game.
- Termination of a match due to weather, crowd disturbance, assault or any other reason.
- To report extremely poor/unsafe ground markings and/or to report extremely unsatisfactory ground facilities such as the referee's change room, toilet, shower facilities etc.

When writing your Incident Report, you MUST include the following information:

- Your name and role (e.g. referee, assistant referee etc.).
- Match Details –Home Club, Away Club, Competition, Division and Date.
- The person/s involved (name/s if known) and the club they are associated with or note “other” in the event of a termination of the match due to other circumstance (i.e. not the fault of one club).
- Time and location of incident.
- Description of incident (What happened, when did it happen, who was involved, where did it happen, did anyone witness it and if so, who?).
- Include names and contact details of persons directly involved in incident (where known).
- Include names and contact details of witnesses to incident (where known).
- Severity of incident (this is VERY important for ALL reports).

After completing your Incident Report, you must submit a copy to Football Far North Coast. All Send off and Incident Reports **MUST be submitted to FFNC NO LATER than 9am Monday** (or within 48 hours of mid-week fixtures). Reports that are received late may incur a fine.

Remember:

- All Send off and Incident Reports **MUST be received by FFNC NO LATER than 9am Monday** (or within 48 hours of mid-week fixtures). It is suggested to submit all reports by email. Reports that are received late may incur a fine by Football Far North Coast, for the amount as per the FFNC Yearbook.
- If your report is being submitted to report foul, insulting or abusive language made by a participant or any other person, you MUST write the full word/s in your report. **DON'T** use abbreviations such as F*#K, or “the ‘F’ word” – **WRITE THE WHOLE WORD/S**.
- Before submitting your report/s you can phone 0434 856 992 if you have any questions regarding writing a Send off report or Incident Report.
- All red cards and yellow cards that were issued in a match must be recorded on the match sheet and a Send off report is required for ALL red cards issued in a match.

You can also find a **Guide to Writing Send off and Incident Reports** in the Referees Headquarters section of the FFNC website, under “Forms”.

Send off Report (all fields are mandatory)

FFNC Send-off/Incident Report Form

Select Report Type: *

Send-off Report

Incident Report

YOUR NAME: *

YOUR ROLE: *

MATCH DETAILS

HOME CLUB *

AWAY CLUB *

VENUE *

COMPETITION *

LEAGUE OR GRADE *

DATE OF FIXTURE *

Date

SENT OFF PARTICIPANT DETAILS

SELECT THE ROLE OF THE PARTICIPANT: *

- Player
- Team Official

FULL NAME: *

SHIRT NUMBER *

CLUB *

MINUTE OF SEND-OFF *

If the send-off offence occurred BEFORE the match, AFTER the match OR at HALF-TIME, please specify as such in the 'MINUTE OF SEND-OFF FIELD'.

[Back](#)[Next](#)

SEND OFF CHARGE *
Please Select

SEVERITY OF SEND OFF CHARGE *
Please Select

CLEARLY DESCRIBE THE INCIDENT/S THAT RESULTED IN THE SEND-OFF (in the case of a send-off for issuing two cautions to a participant in the same match, briefly describe EACH incident that resulted in a caution being issued) *

Type here...

DID ANYTHING OCCUR IMMEDIATELY AFTER THE SEND OFF? *

YES

NO

Back Submit

Referees Send off Report EXAMPLE;
**FOOTBALL FAR NORTH COAST
REFEREES SEND OFF REPORT**

FOOTBALL FAR NORTH COAST
Suite 5 / 32 Gumtree Drive
Goonellabah NSW 2480
E: referees@ffnc.net.au

YOUR NAME:

YOUR ROLE: Referee

MATCH DETAILSClub (H): Club (A): Venue: Competition: Division: Date: Minute of Send Off: **SENT OFF PARTICIPANT DETAILS**Name: Shirt or FFA Number: Club:

*Shirt number to be noted for a sent off PLAYER
FFA number to be noted for a sent off TEAM OFFICIAL*

SEND OFF CHARGE (Please tick ONE box only)
 R1 R2 R3 R4 R5 R6 R7
SEVERITY OF SEND OFF CHARGE (INDICATIVE OF SENTENCING) (please tick ONE box only)
 Low Low/Moderate Moderate Moderate/High High
WHAT HAPPENED?...**CLEARLY DESCRIBE THE INCIDENT/S THAT RESULTED IN THE SEND OFF;**

In the case of a send off for issuing two cautions to a participant in the same match, briefly describe EACH incident that resulted in a caution being issued.

Number 8 for Nimbin Headers has the ball at his feet near halfway when Mr Lou Natic, number 6 for Lismore Thistles, slid studs up from, behind and made first contact with the Nimbin player's lower leg/ankle. The challenge was made with a high degree of force and was extremely dangerous, with only a minimal attempt to gain control of the ball in my opinion. I was approximately 15 metres from the incident when it occurred and I immediately blew my whistle to award a direct free kick to Nimbin and then I issued Mr. Natic with a red card for serious foul play.

DID ANYTHING OCCUR IMMEDIATELY AFTER THE SEND OFF? (please tick ONE box only)
 YES NO
IF YES, CLEARLY DESCRIBE BELOW WHAT HAPPENED;

After issuing Mr. Natic with a red card, he yelled at me loud enough for both Assistant Referees to hear, "I was going for the ball! You're fucking joking, that's ridiculous!" Mr. Natic then left the field of play without further incident.

SEVERITY OF AFTER SEND OFF CHARGE (INDICATIVE OF SENTENCING) (please tick ONE box only)
 Low Low/Moderate Moderate Moderate/High High

Email completed form to referees@ffnc.net.au

Incident Report (all fields are mandatory)

INCIDENT DETAILS

<p>PERSON 1 *</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>PERSON 1 CLUB ASSOCIATED WITH *</p> <input style="width: 95%; height: 25px;" type="text"/>
<p>PERSON 2</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>PERSON 2 CLUB ASSOCIATED WITH</p> <input style="width: 95%; height: 25px;" type="text"/>
<p>PERSON 3</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>PERSON 3 CLUB ASSOCIATED WITH</p> <input style="width: 95%; height: 25px;" type="text"/>

WHEN DID THE INCIDENT OCCUR?

BEFORE the match
 DURING the match
 AFTER the match

<p>TIME OF INCIDENT *</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>LOCATION OF INCIDENT *</p> <input style="width: 95%; height: 25px;" type="text"/>
---	---

DETAILED DESCRIPTION OF INCIDENT *

Type here...

SEVERITY OF INCIDENT *

Please Select ▾

NAME OF WITNESSES TO THE INCIDENT (if any)

Submit

Submit

Referees Incident Report EXAMPLE;
**FOOTBALL FAR NORTH COAST
REFEREES CONDUCT REPORT**

FOOTBALL FAR NORTH COAST
Suite 5 / 32 Gumtree Drive
Goonellabah NSW 2480
E: referees@ffnc.net.au

YOUR NAME: **YOUR ROLE:** Referee

MATCH DETAILS

Club (H): Club (A): Venue:
 Competition: Division: Date:

REPORT ON THE CONDUCT OF...

Person 1: Club Associated with:
 Person 2: Club Associated with:
 Person 3: Club Associated with:

DETAILS OF INCIDENT...

Time of Incident: Location of Incident:

WHAT HAPPENED?...**CLEARLY DESCRIBE THE INCIDENT THAT YOU'RE REPORTING AND NOTE ANY ACTION YOU TOOK;**

At the conclusion of the match I returned to the match officials change room and completed both match sheets, before waiting in the change room for approximately 10 minutes for both team officials to come and sign, then collect their match sheet pad. When the Woodburn coach arrived (Mr. Mark Urr), he signed his teams match sheet and then said, "you had a terrible game, that was the worst reffing I've ever seen", before he threw the original copy of the match sheet on the floor near my feet. Ms. Sue Render (Woodburn Duty Officer) was near our change room door when this occurred and she then said, "yeah, you're shit mate". I politely asked both Mr. Urr and Ms. Render to leave the change room area, which they did without further comments. The incident was witnessed by my two Assistant Referees, who will also be providing a conduct report.

SEVERITY OF INCIDENT (please tick ONE box only)

Low Low/Moderate Moderate Moderate/High High

Email completed form to referees@ffnc.net.au

Final Series Procedures (including ANZAC Day Cup/Callan McMillan Finals)

Below are the final series procedures to determine the winner of a match.

Junior Finals (including Grand Final):

- For ALL junior grades (Grades 12 to 16 age groups inclusive), if the match is drawn at full time there will be **10 minutes extra time each way**.
- For Grades 12 to 14, if the match is still drawn after extra time, the team which finished highest in the point score shall advance (Joint Premiers will be declared in the Grand Final).
- For Grades 15 and 16, if the match is still drawn after extra time, **a penalty shoot-out will apply to determine the winner**.

Senior Finals (including Grand Final):

- If the match is drawn at full time, there will be **10 minutes extra time each way**.
- If the match is still drawn after extra time, **a penalty shoot-out will apply to determine the winner**.

In all grades:

- There is NO “Golden Goal” in any competition and the FULL extra time period (10 minutes each way) must be played.
- Time “added-on” or “stoppage time” will ONLY apply in Men’s Premier League.
- A strict adherence to the commencement of play as per the scheduled time, half-time and conclusion of time at the end of the match is to apply.

All other procedures are as per the FIFA laws of the game.

Completing Match Sheets in the case of Extra-time or Penalties to Decide the Winner of a Match:

If a Match is Decided After Extra-time;

- Complete the match sheets as usual – i.e. All goal scorers are noted and the *Total Goals* and *Match Result* should indicate the goals scored by each team following the conclusion of extra-time.

If a Match is Decided After Penalties;

- Complete the match sheets with all details up until the conclusion of EXTRA-TIME. The *Total Goals* and *Match Result* will indicate an even amount of goals scored by each team. **To confirm the final result (after penalties), write the result of the penalties in the *Remarks by Referee* section near the bottom of the match sheet – e.g. “Pottsville Beach def. Lismore Workers 5 - 4 after penalties”.**

Referees will be asked to nominate a player of the match in junior and senior GRAND FINALS (and all ANZAC Day Cup and Callan McMillan Finals), prior to the presentation of medallions and trophies.

Code of Ethics & Conduct

The Code of Ethics and Conduct, is to provide individuals with an indication of the standards expected of them at ALL times (regardless of whether you are officiating on a match or otherwise).

ETHICS

- Match Officials play an important role within the realm of football. As a match official, you have decided to pursue a unique course within the football fraternity that includes clubs, players, spectators and others. Participants and spectators will variously disagree with some decisions you make, but regardless, they should respect you as a match official.
- You shall carry out your duties as a match official without fear or favour and maintain the highest standards of integrity and honesty. Similar standards shall be maintained in associated off-field activities.
- You will continually be observed and judged, even when away from the immediate vicinity of clubs or grounds. Keep this in mind and act in an appropriate manner at ALL times.
- Conduct yourself with dignity and do not act in such a manner as to bring yourself, your colleagues or Football Far North Coast into disrepute.
- You shall assist and support in the development and promotion of match officials and match official activity. Negative comments and continual criticism do nothing to constructively assist individual match officials or Football Far North Coast, nor enhance your standing within the football community.
- Maintain your best at all times, on the field, at training, at meetings and socially. Standards of conduct that are anything less are self-defeating and unacceptable.

CONDUCT

- Ensure a smart appearance is maintained on and off the field, including wearing the uniform neatly and correctly and wearing the prescribed Match Officials polo shirt to and from games (where appropriate).
- Ensure that your knowledge of the laws of the game is up-to-date and thoroughly understood.
- Allow sufficient time to properly arrive and prepare for your appointment/s (arrive a minimum of 30 minutes prior to the scheduled start of the game).
- Ensure that you are at the expected level of fitness to fulfil your duties at the required standard.
- Social activities after games on club premises shall be kept within reasonable limits. If in doubt, ask yourself if your conduct could be used to the detriment of yourself or colleagues in the future.
- Complete all administrative tasks (e.g. post-match reports) within the time and the standards required. Ensure that relevant reports/information is forwarded promptly to Football Far North Coast.
- Ensure adequate notice is given when unavailable for appointments because of planned and known activities, by updating this information in the online appointments system.
- Limit your comments when dealing with club officials, players, media etc. or even fellow match officials. If there is a need to speak, only speak in FACTS. Opinions can be misinterpreted and misconstrued and rebound in a way that you did not intend.
- Ensure that you treat your colleagues with the same respect and courtesy that you would expect of them.
- Match Officials are not permitted to give in any form, publicly or privately, evidence or comment that is contrary to or critical of a colleague's control of the game, unless such comments have first been approved by Football Far North Coast.

BREACHES

- Match Officials breaching any of the codes or being the subject of a complaint by a colleague or third party, shall be called upon to explain their actions. If proven, the individual may be subject to disciplinary action.

Standard of Dress & Uniform

- Your responsibility starts from the moment you arrive at the ground to the moment you leave it, so it is important to look professional. Match Officials should wear the following to and from the ground;
- Match Officials should arrive to and leave from the ground wearing the official Football Far North Coast polo shirt (or previous Referees polo shirt).
 - Match Officials appointed to Premier / Championship League matches should wear long dress pants and black shoes.
 - Match Officials appointed on other Senior matches and on Junior matches (Grades 12 – 16) are permitted to wear *suitable* shorts and shoes.
- The **ONLY** clothing (i.e. shirt, shorts, socks, cap, spray jacket) that can be worn by match officials is that which is approved by Football Far North Coast.
- Before, during and after matches, match officials should ensure their on-field shirts are tucked in and socks are up (not above the knee), with shirt sleeves down.
- **NO JEWELLERY** (except watches) is permitted to be worn by match officials.
- Any Match Officials wearing skins/undergarments must adhere to the same guidelines issued to players in the FIFA Laws of the Game.
- Ensure refereeing shirt and shorts are clean and, if necessary, ironed.
- Socks must be **BLACK** (not faded or otherwise) and clean, not mud-stained. Keep them up!!
- Footwear **MUST** be predominately **BLACK** and should be clean and polished.
- Only approved refereeing caps are to be worn.

Ensure:

- Watches are in good running order (it is suggested to have a spare with you).
- Whistle/s are in good working order (*and is the prescribed Fox 40/good buddy model whistle*).
- Flags are clean (washed and ironed if necessary).
- You have a coin to complete the toss before the match.
- You have **REMOVED** all your jewellery before officiating (*except your watch*).

Coloured Match Official Shirts

- If the Referee is wearing a coloured shirt (not black) **BOTH** Assistant Referee's should wear the same colour as the Referee, when possible. If this is not possible then **BOTH** AR's must wear **BLACK**.
- If the Referee is wearing a black shirt then **BOTH** Assistant Referee's **MUST** wear **BLACK**.

Football Far North Coast has a small quantity of match officials gear and equipment available for purchase at the Football Far North Coast office – Suite 5/32 Gum Tree Drive, Goonellabah.

The office generally operates between 9am – 4pm on business days, however normal football activities may mean that the office is closed between these hours on occasions.

If you need to pick-up or purchase gear, **please contact 0434 856 992 before visiting the office.**

Abandoned Matches

The referee has the right to abandon any game for a number of reasons. This decision can be made at any time but usually falls into two categories: -

1. Before game commences:

- Because of weather - ground is unfit for play as it is unsafe for players. Particular caution should be taken with storm activity, noting that fixtures can be delayed for a short period and commence/re-commence when danger has passed (taking time off both halves in ALL grades, except Men's Premier League, so that the game finishes on time).

- The field of play does not conform to the requirements/laws.

Note: Always give the club the opportunity to fix the problem/s before abandoning the match.

- Match official/s are physically assaulted before the game commences – the match officials do not take the field for the game.

2. During the game:

- Weather deteriorating makes conditions unsafe for further play (if it is a passing storm, allow reasonable time, if possible) to recommence after the storm has safely passed.

- Problems caused by spectators invading the pitch, leading to a dangerous situation.

- A violent incident occurs on the field of play involving four or more players engaging in violent conduct.

- Match official/s are physically assaulted during the game.

- Any circumstances where grave danger or threat to any person may be suspected in the vicinity of the fixture/venue.

Remember, fixtures can be delayed for whatever reason if the Referee feels that the match may be resumed in a short space of time (e.g. delayed because of brief storm activity). The Referee is generally the judge of how long this interval should be, however referees are urged to contact the referee mobile (0434 856 992) when the decision is required to delay a fixture. The Referee should communicate with the captains of both sides (and the coaches if appropriate) so they are aware what is occurring and how much time will be taken off each half (except Men's Premier League).

When a game has been abandoned, the Referee must submit a full Incident Report to Football Far North Coast, by 9am Monday OR **no later** than 48 hours after the match. The Incident Report Form can be found in the Referees Headquarters section of the FFNC website.

Abandoned Match Payments

Match payments for abandoned matches will be considered subject to the circumstances that apply and the impact upon the individual match official/s.

Match officials are invited to make written submission to FFNC for payment, where they have been required to abandon a match for whatever reason.

A decision to approve or deny payment will subsequently be made by Football Far North Coast.

A full report must be submitted to Football Far North Coast detailing the circumstances of the abandonment.

Unacceptable Behaviour Against Match Officials

FFNC does NOT condone offensive, insulting or abusive behaviour from players, team officials or spectators towards match officials and it is crucial that ALL match officials to take action where this does occur.

What to do in the case of unacceptable behaviour from TEAM OFFICIALS?

- If you are the centre Referee: At the next stoppage in play go over to the team official/s and take appropriate action as detailed in the Ask, Tell (yellow card), Remove (red card) strategy. Remember this strategy is a guide and you CAN issue a red card to a team official as the first step, if appropriate.
- If you are an Assistant Referee: Speak to the individual/s in the Technical Area if you are close to them and the behaviour is not too serious. If the behaviour is serious or you do not feel comfortable, call the referee over at the next available stoppage in play (using the flag signal across your chest) and tell the referee what has occurred and your suggested action (e.g. yellow card or red card). The referee will then decide what action to take.

What to do in the case of unacceptable behaviour from SPECTATORS?

All HOME clubs are expected to have at least one DUTY OFFICER (visible in a bright vest) assigned to every field that is being played on.

- If you are the centre Referee: Stop the game and report the incident to the Duty Officer. Identify the person or persons causing the trouble and ask the Duty Officer to take action (i.e. speak to them) or if appropriate, have them REMOVED from the venue.
- If you are an Assistant Referee: At the next available stoppage in play, call the referee over (using the flag signal across your chest) and tell the referee what has occurred. The referee will then decide what action to take (outlined in the point above).

As well as the action taken on the day, it is necessary to submit an INCIDENT REPORT following unacceptable behaviour by a duty officer, spectators or any person not named on the match sheet.

Incidents of Assault

Should you ever be physically assaulted by ANYONE at a game, the following action should be taken:

1. **Abandon the game** (if in progress) - MANDATORY ACTION (No exceptions) - you do NOT complete the game!
2. Do nothing to aggravate any situation. Get away from the incident as quickly as possible.
3. Get a note of the names and addresses of as many witnesses to the incident as possible.
4. If you require police assistance or wish to report the incident to authorities, call or visit the local police station (or if necessary, call 000).
5. If medical attention is needed, make sure you get a medical certificate detailing the injuries.
6. **Contact 0434 856 992 as soon as possible (within 24 hours).**
7. **Submit a full Incident Report to Football Far North Coast within 24 HOURS of the incident.**

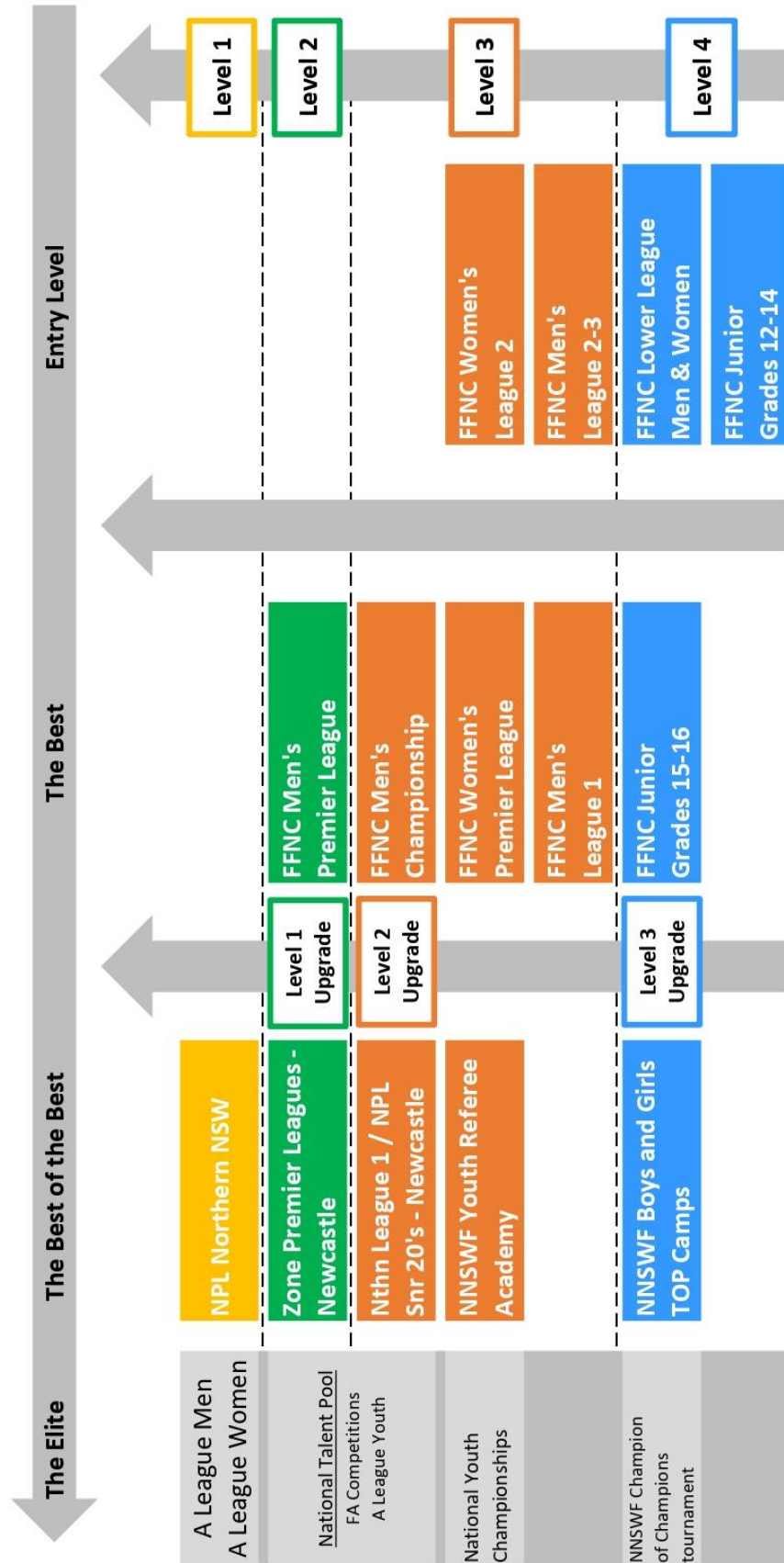
If there are additional match officials at the game and all are witnesses to the incident, an Incident Report will be expected from each match official.

Under no circumstances should a game be allowed to continue if any Match Official is physically assaulted.

TALENTED MATCH OFFICIALS PATHWAY

Updated February 2022

Football Far North Coast > Senior & Youth > Male & Female



Social Media

Match Officials using social media (especially Facebook and Twitter) need to be conscious of the dangers and ramifications of acting inappropriately online. FFNC have a closed Facebook group for match officials and a closed Twitter account (both accounts only accessed by individuals approved by the administrator). Match Officials are welcome and encouraged to join these groups, however it is important for all individuals to remember:

- Inappropriate comments, including making ANY comments regarding specific matches, players, coaches, other match officials etc. are UNACCEPTABLE in ANY social media forums and such conduct by individuals is liable for disciplinary action by FFNC.
- Players, coaches and spectators also use social media, so consider this when making comments online.

Whenever you are online it is wise to carefully consider ANY comments before publishing them. While some comments you make may be meant as a joke or not meant seriously, you just don't know how others will interpret what you publish.

The Facebook and Twitter accounts for Football Far North Coast Match Officials are;

- Facebook: www.facebook.com/groups/FFNCReferees
- Twitter: [@FFNCReferees](https://twitter.com/FFNCReferees)

Football Far North Coast also has an Instagram account open to all of the football community. This will include promoting match officials activity across the zone, so to follow Football Far North Coast on Instagram search for our details;

- Instagram: **footballfnc**

Football Far North Coast Website & Team App

Football Far North Coast use TeamApp as an additional communication tool and resource for match officials. As well as this, there is a dedicated area on the FFNC website for match officials, called "Referee Headquarters". On both TeamApp and the website you can access useful resources, including forms and important information relating to match official activity.

To view the Referee Headquarters on the Football Far North Coast website visit:

www.footballfarnorthcoast.com.au/referee-headquarters

The website continues to be updated. Resources will include:

- Coaching Resources – May include: coaching videos, documents, PowerPoint presentations etc.
- Forms – Match Forms (e.g. Send off Form), Administration Forms (e.g. Bank Account Details Form)
- Payment Information for Individual Match Officials

Most important information can be found within TeamApp, the Referee Headquarters or this handbook.

Senior Match Officials - Mentoring

Regardless of experience, senior match officials are often seen as role models and “mentors” to junior match officials. While this may be an unofficial role, it is important for senior match officials to recognise the integral role that they play in the development path of all new referees.

Junior or younger match officials, in particular, often look up to senior match officials and seek their support and guidance on a range of refereeing matters. Senior match officials are encouraged to offer support on (and off) the field to junior match officials, in particular, while talking with them in a friendly and respectful manner.

When junior match officials are appointed on senior matches, senior match officials are reminded of the important role they can play in giving confidence to a young or new match official. Be mindful of not “overruling” excessively and only when decisions are obviously incorrect. In these situations, discuss the incident/s in a constructive manner, reminding them that this is all part of the learning experience.

Any senior match officials who have any questions regarding the role that they can unofficially play in the development of match officials should email referees@ffnc.net.au or contact 0434 856 992.

General Information

Match officials have a level of authority during a game and on certain incidents that occur immediately before and after a game. It is important to note however that match officials should not be expected to make judgement on all matters related to football. Team officials, players, spectators and club personnel may sometimes ask match officials a question that is outside the responsibility of a match official.

Match officials are advised to;

- Not comment about potential suspensions or sanctions that may be imposed by FFNC.
- Not comment about competition regulations, but instead refer people with ANY enquiries to FFNC.
- Not comment about results, abandoned fixtures or any issues that will need to be assessed by FFNC.
- Not comment on the eligibility of players, but instead to refer people with ANY enquiries to FFNC.
- Not be seen as supporting any individual team/club when acting as a match official. This includes immediately before, during and after officiating.
- Be mindful of ALL comments made before, during and after matches (including between match officials when using the communications equipment). Comments that may seem innocuous may be completely misconstrued or taken in a way that was not intended.

Goals & Ambitions

What are your goals and ambitions for this year and beyond? List them below

Short-term goals (this year):

What do I need to do to achieve this? _____

Medium-term goals (1 – 3 years):

What do I need to do to achieve this? _____

Long-term goals (Over 3 years):

What do I need to do to achieve this? _____
