



2025 MATCH OFFICIALS HANDBOOK

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.

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CLUB VENUES AND COMPETITION FIELDS

VENUE AND FIELD NAME ABBREVIATIONS

Bang	Bangalow Sports Fields	Oakes	Oakes Oval, Lismore
BB	Byron Bay Recreation Ground	Potts	Koala Beach Field, Pottsville
Burr	Burringbar Sports Field	Richards	Richards Oval, Lismore
Cas	Colley Park, Casino	Riverview	Riverview Park, South Lismore
CP	Crawford Park, Alstonville	Sth Lis	Caniaba Street, South Lismore
Croz	Crozier Field, Lismore	SP	Beech Drive, Suffolk Park
Dun	Balzer Park, Dunoon	Saunders	Saunders Oval, Ballina
E1 to E2	Nielson Park, East Lismore	T1 to T2	Thistles Park, East Lismore
Eur	Eureka Sports Ground, Eureka	TEB	Power Drive, Cumbalum
Ewing	Cavanbah Centre, Ewingsdale	T'gum	Bawden Street, Tumbulgum
GW	Geoff Watt Oval, Alstonville	Uki	Vic Bianchetti Ground, Uki
JSF	Jeff Schneider Field, Bangalow	W'burn	Woodburn Oval, Woodburn
KyH	Kyogle High School, Kyogle	Wherrett	Wherrett Park, Maclean
NH	Cecil St Fields, Nimbin	WP	Weston Park, Goonellabah
NOS	Shara Fields, North Ocean Shores		

CLUB HOME GROUND LOCATIONS

ALSTONVILLE FC	Crawford Park, Freeborn Place, Alstonville Geoff Watt Oval, Deegan Drive, Alstonville
BALLINA SC	Saunders Oval, Tamar Street, Ballina
BANGALOW SC	Bangalow Sports Field, Bangalow Road, Bangalow Jeff Schneider Field, Bangalow Road, Bangalow
BURRINGBAR FC	Burringbar Sports Field, Fourth Avenue (off Burringbar Road)
BYRON BAY FC	Byron Bay Recreation Ground, Cnr Carlyle & Cowper Street, Byron Bay
CASINO RSM COBRAS FC	Colley Park, Cnr Farley and West Street, Casino
DUNOON UNITED FC	Balzer Park, Cowley Road, Dunoon
EUREKA FC	Eureka Public School, Eureka Road
GOONELLABAH FC	Weston Park, Reserve Street, Goonellabah (off Rous Road)
ITALO STARS FC	Riverview Park, Union Street, South Lismore
KYOGLE FC	Kyogle High School Ground, Kyogle
LENNOX HEAD FC	Skennars Head Road, Skennars Head
LISMORE RICHMOND ROVERS FC	Nielson Park, Oakley Avenue, East Lismore
LISMORE THISTLES SC	Thistles Park, Military Road, East Lismore
LISMORE WORKERS FC	Richards Oval (Rec 12), Brewster Street, Lismore
MACLEAN FC	Wherrett Park, Rannoch Avenue, Maclean
MULLUMBIMBY BRUNSWICK VALLEY FC	Pine Avenue, Mullumbimby
NIMBIN HEADERS FC	Cecil Street, Nimbin
POTTSVILLE BEACH FC	Koala Beach Fields, Tom Merchant, Drive, Pottsville
SHORES UNITED SC	Shara Boulevard, North Ocean Shores (Competition Field)
SOUTH LISMORE CELTIC FC	Caniaba Street Fields, South Lismore (adjacent to Nesbitt Park)
SUFFOLK PARK FC	Suffolk Park Field, Beech Drive, Suffolk Park
TINTENBAR EAST BALLINA FC	Cumbalum Fields, Power Drive, Cumbalum
TUMBULGUM RANGERS SC	Brian Breckenridge Field, Bawden Street, Tumbulgum
UKI PYTHONS FC	Vic Bianchetti Ground, Kyogle Road, Uki
WOODBURN WOLVES FC	Woodburn Oval, Wagner Street, Woodburn

FAR NORTH COAST REFEREES ASSOCIATION 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 Association.

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 (Deceased)

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

CONTACT DETAILS

By email: referees@ffnc.net.au *(for all administration and appointment matters)*

By phone: 0434 856 992

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

Website: www.footballfarnorthcoast.com.au

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;
- Phone calls on behalf of FFNC to individual match officials are made where absolutely necessary, but please be aware that having more than 100 match officials (plus parents), this method of communication is unrealistic as a primary option.

Social media, and other communication methods are also important tools; however, these are NOT the primary mode of communication with individual match officials.

Please be aware that the use of Social Media should ALWAYS reflect appropriate language, messaging and images. YOUR obligations to act appropriately include being a registered participant with Football Far North Coast, but specifically as a match official, that brings additional expectations.

Match Officials are obliged to act in a manner that is consistent with the terms and conditions outlined in various football regulations and further relevant legal statutes. If you are accused of breaching any of the codes (including by a member of the football community or a complaint lodged by a colleague or third party), you may be called by FFNC to explain your actions. If proven, you may be subject to sanction or other action in response to such behaviour.

The information contained within the Football Australia regulations apply including;

- National Code of Conduct and Ethics Regulations
- National Member Protection Framework

Refer to back cover of handbook for QR code to access links.

CALENDAR OF EVENTS 2025

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

- Training sessions (including practical and online) dates and venues TBC
- C3 New Referees Practical Workshops dates and venues TBC
- Dedicated events (e.g. Female Football Week) TBC

FEBRUARY

Sat 1st	Registrations anticipated to open for Season 2025
Sat 8th	FFNC Match Officials Annual Seminar & Awards Function
Sat 8th	C3 New Referees Practical Workshop (Hepburn Park, Goonellabah)
Fri 28th / Sun 2nd Mar	ANZAC Day Cup & Callan McMillan Competitions - Round 1

MARCH

Fri 7th / Sun 9th	ANZAC Day Cup & Callan McMillan Competitions - Round 2
Fri 14th / Sun 16th	ANZAC Day Cup & Callan McMillan Competitions - Round 3
Fri 21st / Sun 23rd	ANZAC Day Cup & Callan McMillan Competitions - Semi-Finals (if applicable)
28th / 29th / 30th	Senior Leagues commence
28th / 29th / 30th	Junior Competitions commence

APRIL

18th / 19th / 20th	Easter Long Weekend - NO GAMES
25th / 26th / 27th	ANZAC Day Cup and Callan McMillan Memorial Shield Finals

JUNE

6th / 7th / 8th	King's Birthday Long Weekend - NO GAMES
Sun 30th	Deadline for Season 2025 Referee Registrations

AUGUST

22nd / 23rd / 24th	Junior Competitions Finals Series commence (TBC)
22nd / 23rd / 24th	Senior Leagues Finals Series commence (TBC)

SEPTEMBER

5th / 6th / 7th	Junior Competition Grand Finals (TBC)
12th / 13th / 14th	Senior Leagues Grand Finals Week 1 (TBC)
19th / 20th / 21st	Senior Leagues Grand Finals Week 2 (TBC)
Sat 20th	Men's Premier League Grand Final (TBC)
Sun 21st	Women's Premier League Grand Final (TBC)
Sat 27th	Senior Awards (Clubs) Evening

OCTOBER

3rd / 4th / 5th	Oceania Cup (hosted by Alstonville FC) (TBC)
Fri 17th	Summer Youth League commences (TBC)

TRAINING, COACHING AND DEVELOPMENT OPPORTUNITIES

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

Throughout the season, all reasonable efforts to implement the following strategies will apply:

- Match Day Assessment of each match official by an experienced FFNC Match Official
- Practical training sessions
- Theoretical training sessions (including by Zoom)
- Engagement with highly qualified match officials from Northern NSW Football (NNSWF)
- Identification of Talented Junior Match Officials to attend accelerated training activities
- Provision of resources to facilitate personal support (where requested)
- Scheduling of activities (e.g. social) to provide recognition and connection for match officials
- Implementation of effective communication channels

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.

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?

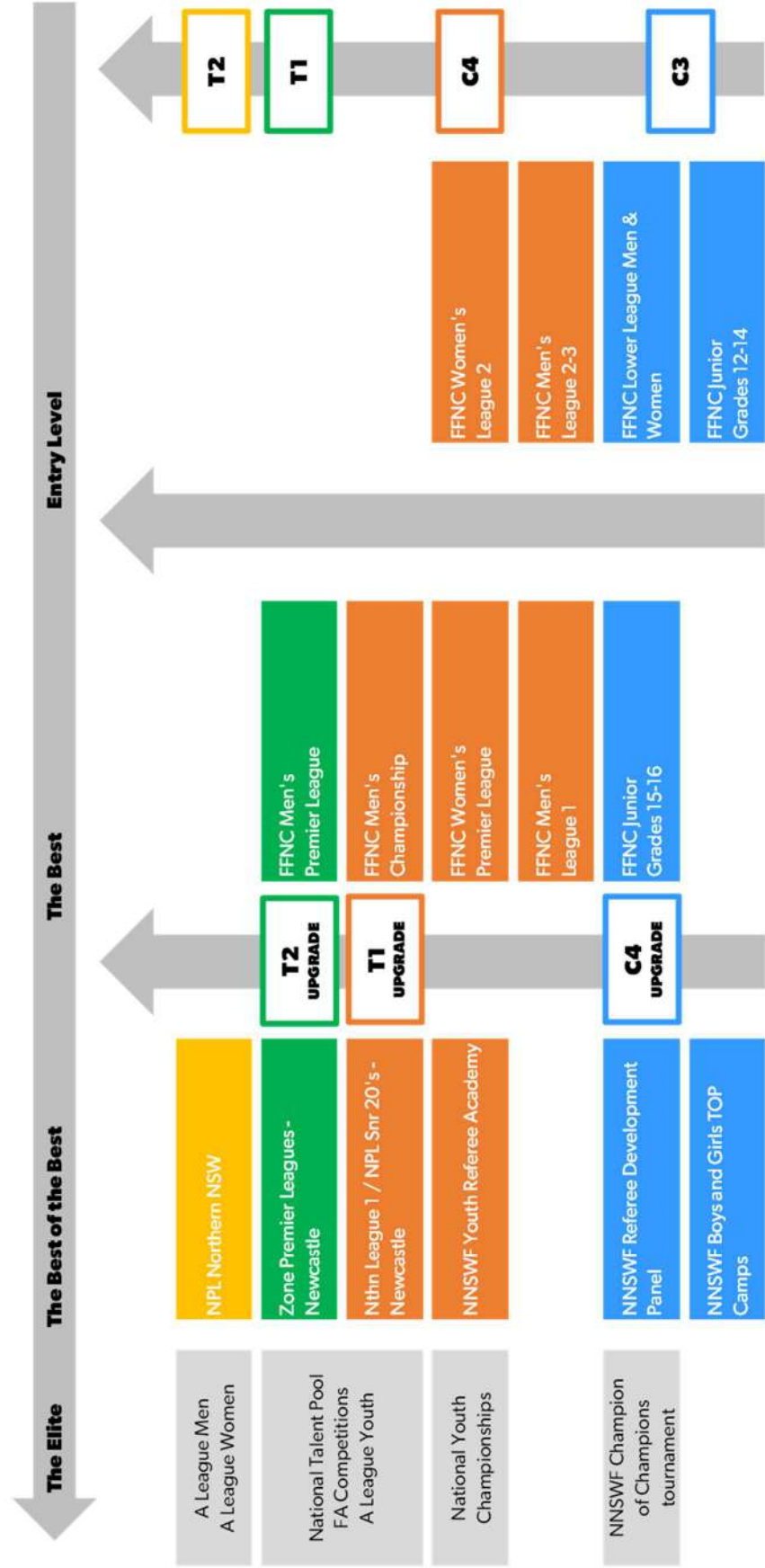
Email referees@ffnc.net.au for any specific questions or concerns.

TALENTED MATCH OFFICIALS PATHWAY

UPDATED JANUARY 2025



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



APPOINTMENTS PROCESS AND YOUR RESPONSIBILITIES

The appointments system used by Football Far North Coast is Schedula: www.schedula.com.au. For a quick reference guide to using Schedula, please scan the QR code on the back cover of the handbook.

APPOINTMENTS CHECKLIST

- Update your availability online for the upcoming week, by **NO LATER** than 6pm each Sunday night, when you login 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 5:30pm 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 9am Wednesday, every week.
- The **ONLY** reason you should have to decline "any" appointment is due to an error in appointments (between 5:30pm Tuesday and BEFORE 9am 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.
- Login 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.
- If your call to 0434 856 992 is not answered, a TEXT is a further option.
- Do NOT send an email as this may not be immediately seen and therefore be ineffective.

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, 150+ 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 excluded from being appointed on future matches for a period. 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.

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 sustain an injury (either as a player beforehand or as a referee) 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 the same level of football as your appointed game.
2. If you are unable to find a suitable replacement at the ground, inform the Ground Official of the home club that you are unable to fulfil your appointment/s and there is no replacement available. The home club will need to source a suitable individual to fill-in.
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 same level of football as the match in question, you can referee the match and you will be entitled to the referee match payment.

If you are a junior referee (under 18) who is not usually appointed in the centre to senior matches OR if you have NOT acted as a centre referee in the affected grade previously, **you MUST NOT referee the match**. The home club will need to source a suitable "club referee". You are permitted to officiate on the match as an Assistant Referee and you will be entitled to the Assistant Referee match payment. Your name however must be shown on the applicable match sheet for FFNC to pay you for such an appointment.

If you are a junior assistant referee 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).

OVERVIEW OF MATCH CONDITIONS

DURATION OF FFNC COMPETITION MATCHES

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

There is NO allowance for time lost in ANY senior league or junior grade (including for injury or interchanges) - unless otherwise determined by FFNC in specific circumstances.

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 & SYL:	5 – 10 minutes

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 each corner.

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

TEAM OFFICIALS

Applicable to ALL Senior Leagues, Junior Grades and Summer Youth League (SYL)

At least one (1) must be listed on the match sheet prior to kick-off, with up to a maximum of three (3) team officials listed. Note the following;

- A Team Official must be aged at least 18 years (a referee is not required to verify, but should scrutinise if doubt exist and should otherwise make a note on the match sheet for FFNC to review);
- SENIOR players can also be listed as a Team Official for the team in which they are participating as a player, provided such players are also registered in PlayFootball as a Team Official.

MERCY RULE

Football Far North Coast introduced a 'Mercy Rule' in 2024 as part of a pilot component to competition regulations. This rule will be retained for season 2025.

This means that a maximum score differential of ten (10) goals in favour of either team in a competition fixture (Grade 12 – Seniors) will apply.

The implications (including for match officials) are as follows:

1. The score that is recorded on any match sheet (and in FFNC records) will reflect a maximum score differential of ten goals.
2. A record of goalscorers will cease once a 'ten' goal differential has been reached.
3. A match can continue, however will be considered to be a friendly for the period beyond a ten-goal differential being reached.
4. If a match concludes at the point that a ten-goal differential has been reached, the result recorded will constitute a valid match.

MATCH DAY PROCEDURES

JUNIOR PRE-MATCH PROCEDURES – BEFORE KICK-OFF (KO)

1. 30 mins before KO: Arrive at ground NO LATER than this time.
2. 15 mins before KO: 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.
3. 5 mins before KO: Call the captains (and teams) to half-way for the coin toss.
4. 3 mins before KO: Lead players to centre circle for FIFA handshake

JUNIOR POST-MATCH PROCEDURES - AFTER FULLTIME (FT)

1. 5 mins after FT: Complete your match sheets, **fully and correctly**. Make sure you also note ALL relevant referee comments on the match sheet, such as no Ground Official etc.
2. 5 – 10 mins after FT: 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.
3. 10 – 15 mins after FT: Hand in your correctly completed match sheets to the canteen or HOME team.

SENIOR PRE-MATCH PROCEDURES – BEFORE KICK-OFF (KO)

1. 45 mins before KO: Arrive at ground.
2. 30 mins before KO: Check the field of play.
3. 20 mins before KO: Change into your gear. Referee to give AR's their pre-match instructions.
4. 15 mins before KO: Both teams match sheets should be handed to you by NO LATER than this time.
5. 10-15 mins before KO: Check all players' equipment.
6. 5 mins before KO: Call the captains (and teams) to half-way for the coin toss.
7. 3 mins before KO: Lead players to centre circle for FIFA handshake

SENIOR POST-MATCH PROCEDURES - AFTER FULLTIME (FT)

1. 5 mins after FT: Complete your match sheets, **fully and correctly**. Make sure you note ALL relevant referee comments on the match sheet, such as no Ground Official/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)
2. 10 – 15 mins after FT: Both team managers should check, then sign their team sheet after the match and take their match pad (referee to keep original sheet). If no club representative comes to sign the match sheet and collect their match pad, leave the match pad at the canteen.
3. 10 – 15 mins after FT: Submit your completed match sheets to the home club and enter the 3, 2, 1 Players of the Match Points (Men's & Women's Prems only).

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

See "Finals Series Procedures" for information on how to complete Match Sheets after Extra-time or Penalties.

MATCH SHEETS

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).
- A maximum of *sixteen* (16) player names may be listed on the match sheet prior to kick-off in ALL Senior Leagues, Junior Grades and Summer Youth League (SYL). This allows for up to five (5) interchange players, with teams permitted to make an unlimited number of interchanges during a stoppage in a match (with the permission of the referee).
- A participant(s) name cannot be added to the match sheet after the game has commenced, noting that in practical terms, this means beyond when the match sheet book has been submitted to a match official prior to the match.
- 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 (if applicable) writing the number of goals scored by each player, cards issued (write the offence code/s), opposition own goals, total goals, match result, full name(s) of all match officials on the match and any remarks by referee.
- At the completion of the match the Team Official shall check all details, then write their name and sign in the relevant section to acknowledge the match records are correct.
- 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, interchange player or team official) you must record this on the match sheet next to the name of the participant and also submit a Send-off Report to FFNC. If you have misconduct to report, you must submit an Incident Report to FFNC.
- ALL match sheets are to be submitted to the HOME club.
- The Referee should initial any amendments/errors made by them on the match sheet.
- **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).

- ***Scan the QR Code on the back cover of the handbook to nominate individual players*** – Men's/Women's Premier League competition match (pointscore season ONLY).
- If you need details from the match sheets (e.g. for a send-off report or 3, 2, 1 Players of the Match points in Men's & Women's Premier League), **take a photo of the match sheet/s** or write down the details BEFORE submitting the match sheet.

MATCH SHEETS AND POST MATCH RECORDS

- **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.

POST MATCH PROCEDURES

- After the match and under the supervision of the referee, the nominated team representative should check the details on the match sheet and sign the nominated spot on the match sheet to verify the records written on the match sheet;
- Highlight ANY discrepancies (e.g. cards recorded, goal scorers, result) and seek to resolve with the referee before signing the match sheet.
- Cross off any players who did not participate. They should then write their name and sign in the relevant section. The team representative will take their copy (yellow carbon copy).
- 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 Ground Official, etc.).
Team/club representatives are NOT authorised to write any additional comments on the match sheet.

REMEMBER:

- Take a photo of match sheets after completing them, so you have a copy (for send-off reports etc.).
- All Send off and Incident Reports **MUST** be *received* by FFNC **NO LATER** than 9am Monday (or within 48 hours of mid-week fixtures).
- Your attention to details, procedures and timelines is appreciated and is a necessary part of your role.

INTERCHANGE REGULATIONS

Applicable to ALL Senior Leagues, Junior Grades and Summer Youth League (SYL)

Maximum of sixteen (16) eligible players can be listed on any one team sheet.

Unlimited interchange applies, noting the following;

- Interchanges can only occur when the referee stops play for this purpose;
- The referee is authorised to 'stop play' or to instruct that play continues;
- The referee must ensure that interchanges are not used as a deliberate ploy to 'burn' up time (especially during the final stages of a match);
- Interchanges must be made at the halfway point adjacent to the side of the field that technical areas are situated;
- Any player who is interchanged to play as goalie, must wear a goalie shirt with a distinct number (as notated on the match sheet), including swapping shirts with the goalie (e.g. wears shirt #1) before such player begins participating as goalie;
- Any goalie who is interchanged to play as field player, must wear a shirt with a distinct number (as notated on the match sheet), that is consistent in colour and design with other outfield players in their same team before participating as an outfield player. This includes wearing shorts and socks that are consistent in colour and design of other outfield players in the same team. There is no scope for a goalie to participate as an outfield player if the player continues to be dressed in their goalie equipment;

WHITE COLOURED MATCH SHEET

USED BY ALL SENIOR LEAGUES AND JUNIOR COMPETITIONS



OFFICIAL MATCH SHEET – POINTSCORE & FINALS SERIES

WHITE COPY – To FFNC by 1pm Wednesday. YELLOW COPY – To be retained by club.
HOME Club to submit results online not later than 11pm Sunday (for weekend fixtures). Fines and penalties apply for breaches of Competition Regulations.



Here for good.

LEAGUE / GRADE: MEN'S / WOMEN'S / GIRLS / JUNIOR MIXED DATE: / /
(please circle competition type)

HOME TEAM: V VISITING TEAM: FIELD: K/O TIME:

YOUR CLUB NAME:

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

 <p>Scan QR Code for: FFNC Competition and Disciplinary Regulations and Procedures</p> <p>ALL participants must be:</p> <ul style="list-style-type: none"> Listed on the match sheet that is given to the referee PRIOR to Kick-Off Have an active registration in PlayFootball in the specific role Listed on the applicable Club/team Squad List and/or is otherwise eligible to participate for this team 	Shirt No.	Player's First Name	Player's Surname	Shirt No.	Yellow Cards	Red Cards	Goals
	1			1			
	2			2			
	3			3			
	4			4			
	5			5			
	6			6			
	7			7			
	8			8			
	9			9			
	10			10			
	11			11			
	12			12			
	13			13			
	14			14			
	15			15			
	16			16			

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:

= TOTAL GOALS:

Team Officials	Print Name (Full Name)	Yellow Cards	Red Cards	Team Names		MATCH RESULT	
Team Official 1:				HOME Team:		GOALS:	
Team Official 2:				VISITING Team:		GOALS:	
Team Official 3:							

Suspended Players/Team Officials (Full Name)	Match Officials	First Name	Surname
	Referee:		
	Asst Referee 1:		
	Asst Referee 2:		

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) (signature) x

Remarks by Referee (optional – Field markings, quality of surface, etc.)

Referee must initial any amendments on the match sheet to validate.

Referee (signature)

Referee must sign & submit both completed match sheets (originals) to HOME club.

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 cautionable 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 otherwise outlined in the Laws of the Game)
- 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)

WHITE COLOURED MATCH SHEET

USED BY ALL SENIOR LEAGUES AND JUNIOR COMPETITIONS


(ANNOTATED)

		OFFICIAL MATCH SHEET – POINTSCORE & FINALS SERIES					
WHITE COPY – To FFNC by 1pm Wednesday YELLOW COPY – To be retained by club HOME Club to submit results online not later than 11pm Sunday (for weekend fixtures). Fines and penalties apply for breaches of Competition Regulations.							
LEAGUE / GRADE:		MEN'S / WOMEN'S / GIRLS / JUNIOR MIXED		DATE:			
		(please circle competition type)					
HOME TEAM:		V VISITING TEAM:		FIELD:		K/O TIME:	
SECTION TO BE COMPLETED IN FULL BY TEAM OFFICIAL				Ground Official required for all teams and all fixtures			
YOUR CLUB NAME:							
NAME OF YOUR GROUND OFFICIAL (CANNOT BE A PLAYER OR TEAM OFFICIAL LISTED BELOW):							
 Scan QR Code for FFNC Competition and Disciplinary Regulations and Procedures ALL participants must be: <ul style="list-style-type: none"> Listed on the match sheet that is given to the referee PRIOR to Kick-Off Have an active registration in PlayFootball in the specific role Listed on the applicable Club/team Squad List and/or is otherwise eligible to participate for this team 	Shirt No.	Player's First Name	Player's Surname	Shirt No.	Yellow Cards	Red Cards	Goals
	1			1			
	2			2			
	3			3			
	4			4			
	5			5			
	6			6			
	7			7			
	8	Team Official to list the names of ALL eligible participating players – FIRST NAME and SURNAME in BLOCK LETTERS		8			
	9						
	10						
	11	Team Official to notate 'BP' for Borrowed Player and the specific 'League/Grade' in which the player is registered		11			
	12						
	13						
	14			14			
	15			15			
16			16				
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:		
					= TOTAL GOALS:		
Team Officials	Print Name (Full Name)	Yellow Cards	Red Cards	Team Names		MATCH RESULT	
Team Official 1:	Team to list a minimum of ONE (maximum of THREE) registered Team Officials			HOME Team:		GOALS:	
Team Official 2:				VISITING Team:		GOALS:	
Team Official 3:							
Suspended Players/Team Officials (Full Name)				Match Officials		First Name	
Names of any players/team officials relevant to this team who are currently suspended are to be written here				Referee:		Surname	
				Asst Referee 1:		Surname	
				Asst Referee 2:		Surname	
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 Official to check goal scorers, cards issued and match result then print name and sign after the game							
Team Representative (print your name) (signature) x							
Remarks by Referee (optional – Field markings, quality of surface, etc.)							
Referee <u>must</u> initial any amendments on the match sheet to validate.				Referee (signature)			
Referee <u>must</u> sign & submit both completed match sheets (originals) to HOME club.				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 cautionable 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 otherwise outlined in the Laws of the Game) 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)			

WHITE COLOURED MATCH SHEET

USED BY ALL SENIOR LEAGUES AND JUNIOR COMPETITIONS

(COMPLETED EXAMPLE)




Football
FAR NORTH COAST

OFFICIAL MATCH SHEET – POINTSCORE & FINALS SERIES

WHITE COPY – To FFNC by 1pm Wednesday YELLOW COPY – To be retained by club

HOME Club to submit results online not later than 11pm Sunday (for weekend fixtures). Fines and penalties apply for breaches of Competition Regulations.



**NEWCASTLE
PERMANENT**


Here for good.

LEAGUE / GRADE: Premier League MEN'S / WOMEN'S / GIRLS / JUNIOR MIXED DATE: 30 / 3 / 25
(please circle competition type)

HOME TEAM: Rock FC V VISITING TEAM: Paper FC FIELD: Rock Field 1 K/O TIME: 2:30pm

YOUR CLUB NAME: Rock FC

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



Scan QR Code for
FFNC Competition and Disciplinary
Regulations and Procedures

**ALL participants
must be:**

- Listed on the match sheet that is given to the referee PRIOR to Kick-Off
- Have an active registration in PlayFootball in the specific role
- Listed on the applicable Club/team Squad List and/or is otherwise eligible to participate for 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	Harmon	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	Sheppard	16			

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 (Full Name)	Yellow Cards	Red Cards
Team Official 1:	Emma Flynn	Y7	
Team Official 2:	Tim Hawkins		
Team Official 3:	Ellen Stephenson		

Team Names		MATCH RESULT	
HOME Team:	Rock FC	GOALS:	TWO
VISITING Team:	Paper FC	GOALS:	NIL

Suspended Players/Team Officials (Full Name)	

Match Officials	First Name	Surname
Referee:	Jenny	Morgan
Asst Referee 1:	Joanne	Kelly
Asst Referee 2:	Pat	Shaw

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).

To be completed by Team Representative after the game

Team Representative (print your name) (signature) x.....

Remarks by Referee (optional – Field markings, quality of surface, etc.)

Duty Officer not visible

Line markings hard to see clearly – needs remarking

Referee must initial any amendments on the match sheet to validate. Referee (signature)

Referee must sign & submit both completed match sheets (originals) to HOME club. 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 cautionable 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 otherwise outlined in the Laws of the Game)

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)

PROCEDURE FOR COMPLETING A MATCH SHEET FOR YOUR TEAM POINTSCORE AND FINALS SERIES COMPETITIONS

PROCEDURE FOR COMPLETING A MATCH SHEET FOR YOUR TEAM POINTSCORE AND FINALS SERIES COMPETITIONS

WHAT NEEDS TO HAPPEN **BEFORE** KICK-OFF?

- ✓ Complete '**MATCH DETAILS**' section of match sheet in FULL
- ✓ List the name of the Ground Official for YOUR team (this is required for ALL teams, for ALL fixtures)
- ✓ List the names of your players for the fixture (up to a **maximum of 16 eligible players**)
- ✓ List a minimum of **ONE (1)** and up to a maximum of **THREE (3)** registered Team Officials for your team
- ✓ List players/Team Officials for your team who are currently suspended (Refer to nominated section on match sheet)
- ✓ Submit completed match sheet pad to referee (**AT LEAST 15 MINUTES PRIOR** to scheduled kick-off time)

PARTICIPANTS (I.E. PLAYERS OR TEAM OFFICIALS) CANNOT BE ADDED TO A MATCH SHEET, BEYOND WHEN THE MATCH SHEET BOOK HAS BEEN GIVEN TO THE MATCH OFFICIALS BEFORE KICK-OFF



SCAN THE 'QR' CODE TO GET ACCESS TO COMPETITION AND DISCIPLINARY REGULATIONS AND PROCEDURES

WHAT HAPPENS TO THE MATCH SHEET **AFTER** THE GAME?

- 1** The referee will complete the match records (i.e. goal scorers, goals, match result, yellow cards and red cards)
- 2** The referee will present the relevant Match Sheet to each respective Team Representative who should review the match sheet records to ensure the details are correct, then print their name and sign. Any mistakes with the match sheet details should be reviewed with the referee and amended (where appropriate) and initialled by relevant parties.
- 3** The Referee will retain the original match sheets from each team and will submit both to the HOME CLUB. The Referee will give the match sheet pad (which includes the yellow carbon copy) to each respective team representative.
- 4** The home club will enter all results online in GameDay by 11pm Sunday (for weekend fixtures) or prior to 11pm on the night of midweek fixtures.
- 5** The HOME club will submit match sheets for all home fixtures to FFNC not later than 1pm Wednesday (for weekend fixtures) or within 24 hours for midweek fixtures. An initial legible electronic copy is acceptable.
- 6** The HOME club will submit original match sheets to FFNC within TEN (10) business days after each HOME fixture.

REVIEWED NOVEMBER 2024

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/or 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

A link to both reports is available via the QR code on the back on the handbook and also 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, interchange player 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.
- Description of send off: WHAT happened to result in the send off? (include relevant direct events leading up to the send off). WHO was involved? WHERE on (or off) the field did it happen? Did you have a clear view? What action did you (as the referee) and/or your AR's take (or not take)? 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 after leaving the field of play (e.g. on the sideline after play has resumed or 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 Incident Reports **MUST** be submitted to FFNC **NO LATER** than 9am Monday (or within 48 hours of mid-week fixtures).

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. Ground Official, 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 any safety issue or 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, Grade/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 reasonable details of persons directly involved in incident (where known).
- Include names and reasonable details of witnesses to incident (where known).

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).

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) by use of the Jotform (refer QR code back of handbook).
- 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 find a **Guide to Writing Send off and Incident Reports** in the Referees Headquarters section of the FFNC website, under "*Forms*". Alternatively, scan the QR code on the back of the handbook.

EXAMPLE 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 *

VISITING CLUB *

VENUE *

COMPETITION *

LEAGUE OR GRADE *

DATE OF FIXTURE *

Date

Next

SENT OFF PARTICIPANT DETAILS

SELECT THE ROLE OF THE PARTICIPANT: *

- ☒ Player
☐ Team Official

FULL NAME: *

Lou Natic

SHIRT NUMBER *

2

CLUB *

Rock FC

MINUTE OF SEND-OFF *

78

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 *

R1 - Serious foul play

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) *

Player #8 for Paper FC had the ball at his feet near halfway when player #2 for Rock FC, slid studs up from behind and made first contact with the Paper FC 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 Paper FC and then I issued Rock FC #2 with a red card for serious foul play.

DID ANYTHING OCCUR IMMEDIATELY AFTER THE SEND OFF? *

☒ YES

☐ NO

CLEARLY DESCRIBE BELOW WHAT HAPPENED: *

After issuing Rock FC #2 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!" He then left the field of player without further incident.

Back

Submit

EXAMPLE INCIDENT REPORT

(ALL FIELDS ARE MANDATORY)

FFNC Send-off/Incident Report Form

Select Report Type: *

☐ Send-off Report

☒ Incident Report

YOUR NAME: *

Perry Scope

YOUR ROLE: *

Referee

MATCH DETAILS

HOME CLUB *

Paper FC

VISITING CLUB *

Rock FC

VENUE *

Paper Field 1

COMPETITION *

Senior Women's Pointscore

LEAGUE OR GRADE *

League 4

DATE OF FIXTURE *

11/08/2024

Date

Next

INCIDENT DETAILS

PERSON 1 *

Mark Urr

PERSON 1 CLUB ASSOCIATED WITH *

Paper FC

PERSON 2

Sue Render

PERSON 2 CLUB ASSOCIATED WITH

Paper FC

PERSON 3

PERSON 3 CLUB ASSOCIATED WITH

WHEN DID THE INCIDENT OCCUR?

- ☐ BEFORE the match
- ☐ DURING the match
- ☒ AFTER the match

LOCATION OF INCIDENT *

Match Officials Changeroom

DETAILED DESCRIPTION OF INCIDENT *

At the conclusion of the match, I returned to the match officials changeroom and completed both match sheets. I then waited in the changeroom for approximately 10 minutes for both team officials to come and sign, and collect their match sheet pad.

When the Paper FC Team Official arrived (identified from the match sheet as being 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.

The Woodburn Ground Official (identified from the match sheet as Sue Render) was near our changeroom door when this occurred and she then said, "Yeah you're shit mate."

I politely asked both the Team Official and the Ground Official to leave the changeroom area, which they did without further comments.

The incident was witnessed by my two Assistant Referees, who will also be providing an Incident Report.



NAME OF WITNESSES TO THE INCIDENT (if any)

Both Assistant Referees

Submit

MATCH OFFICIAL PAYMENTS

Payments to match officials for all COMPETITION fixtures will be made fortnightly via direct credit into the nominated bank account of respective match officials.

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

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

The schedule of payments is based on the highest League/Grade playing in the friendly/trial.

Pointscore / Finals / Friendlies	Full Amounts Receivable		
League / Grade	Centre	Assistant Referee 1	Assistant Referee 2
Men's Premier League	\$130	\$60	\$60
Men's Championship League	\$100	\$50	\$50
Men's League 1 - 4	\$90	\$50	\$50
Men's League 5 - 7	\$80	\$40	\$40
Women's Premier League	\$100	\$50	\$50
Women's League 2 - 5	\$80	\$40	\$40
Grade 16	\$50	\$30	\$30
Grade 15	\$50		
Grade 14	\$40		
Grade 13	\$40		
Grade 12	\$40		

ANZAC Day Cup & Callan McMillan	Full Amounts Receivable		
Competition	Centre	Assistant Referee 1	Assistant Referee 2
Men's Premier League	\$130	\$60	\$60
Men's Open A	\$100	\$50	\$50
Men's Open B	\$80	\$40	\$40
Men's Open C	\$80	\$40	\$40
Grade 16	\$50	\$30	\$30
Callan McMillan 'A'	\$100	\$50	\$50
Callan McMillan 'B'	\$80	\$40	\$40

	Full Amounts Receivable		
Summer Youth League	Centre	Assistant Referee 1	Assistant Referee 2
Male & Female SYL	\$90	\$50	\$50

All Match Official payments for competition fixtures will be made via direct credit into their nominated bank account on a fortnightly basis AFTER appointments have been completed and reconciled with the match sheet records.

Individual Match Officials must complete and submit a **Banking Details & 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 - SCHEDULA

All Match Official payments for COMPETITION fixtures will be made via direct credit into their nominated bank account on a fortnightly basis 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.

Once payments are processed, advice will be provided via email and detailed information will be available in Schedula (including previous payment information).

If you want to get specific payment details (i.e. reconcile with your appointments) you can access Schedula 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.

ALL current and previous pay advices can be found here

Unread pay advices can be found here

The screenshot shows the Schedula Gameday dashboard. The sidebar on the left contains the following links: Dashboard, Schedula Profile, Manage Availability, Manage Your Profile, Your Appointment History, and Your Pay Advices (highlighted with a red box). The main content area has a top message: "Just letting you know that your Schedula profile has been enabled with an Administrator registration. Hover over the Dashboard menu to see additional menu items. Remove this message." Below this are four sections: "Upcoming Appointments" (stating "You have no upcoming appointments."), "Unread Pay Advices" (highlighted with a red box, containing a table of pay periods and download links), "Availability" (with a calendar for January 2024), and "Previous Appointments" (a table of past matches).

Pay Period	Action
5/05/2023 to 10/05/2023	Download
2/06/2023 to 10/06/2023	Download
16/06/2023 to 28/06/2023	Download
30/06/2023 to 12/07/2023	Download
13/07/2023 to 26/07/2023	Download
19/08/2023 to 23/08/2023	Download

Competition	Type	Date	Time	Teams	Venue	Match Status	View
FFNC Men's League 5	Assistant	26/09/23	2:00 PM	Uni Pythons v Albionville	Uni	Confirmed	View
FFNC Women's League 2	Assistant	09/09/23	6:30 PM	Goondiabrah v Albionville	Wp2	Confirmed	View
FFNC Grade 14 Div. 2	Referee	06/09/23	8:00 AM	Lismore Trailies v Richmond Rovers	T1	Confirmed	View
FFNC Women's League 3	Assistant	04/09/23	8:00 PM	Lismore Warriors v Lombrax Road	Richards	Confirmed	View
FFNC Men's League 5	Referee	04/09/23	8:00 PM	Lismore Warriors v Albionville	Richards	Confirmed	View

GUIDE TO ASSIST CLUBS AND GROUND OFFICIALS

A person who acts in the role of a Ground Official **must** be;

- Aged at least 18 years;
- Registered in PlayFootball as a volunteer
- Recorded on the match sheet as the Ground Official
- Only acting in the role of a Ground Official (i.e. not also coaching or working in a canteen while acting in the role of Ground Official)
- Visible, vigilant, mobile, impartial and passive during the game
- Wearing an appropriate vest (i.e. labelled Ground Official, Duty Officer or Volunteer)
- Otherwise eligible (e.g. not subject to the terms of any suspension) and have appropriate traits and skills to act in the role

A person who acts in the role of a Ground Official is **encouraged** to;

- Provide support to Match Officials, including supporting their safety within the vicinity of the club fields and venue
- Work constructively with patrons and supporters (including from opposition clubs) to promote appropriate behaviour
- Be of assistance where it is reasonable to do so (e.g. sourcing a dub referee or helping to facilitate ambulance access to a field)
- Report significant incidents to the CLUB

A person who is acting in the role of a Ground Official **must not** be;

- Consuming alcohol or be affected by alcohol or any illicit substance
- Smoking (or vaping)
- Acting in multiple roles while acting in the role of Ground Official (e.g. not also be coaching or working in a canteen)
- Displaying vocal behaviour, including being perceived as being biased

A **club** must;

- Appoint an appropriate adult as a Ground Official for each competition team for both HOME and AWAY fixtures
- Ensure that there is an appropriate number of Ground Officials to manage behaviour at home MiniRoos fixtures.
- Encourage spectators to comply with the National Spectator Code of Behaviour
- Consider the support required for each Ground Official to ensure their well-being
- Consider the support required for each Match Official to ensure their well-being
- Report significant matters in writing to Football Far North Coast

**THANK YOU FOR MAKING A CONTRIBUTION TO
UPHOLDING A MORE APPROPRIATE ENVIRONMENT
WITHIN COMMUNITY FOOTBALL**

UPDATED NOVEMBER 2024

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.

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:

- Due to adverse weather – playing surface is unfit for play. 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 (you should contact Steve Mackney to get instructions).
- 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.

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 Ground Official (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 Ground Official. Identify the person or persons causing the trouble and ask the Ground Official 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. Include names and reasonable details 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.

FINALS SERIES PROCEDURES

(INCLUDING ANZAC DAY CUP/CALLAN MCMILLAN FINALS)

Below are the finals 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 SENIOR LEAGUES AND JUNIOR GRADES:

- 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*.
- There is NO "Golden Goal" in any competition and the FULL extra time period (10 minutes each way) must be played.
- There is NO allowance for time lost in any junior or senior fixture (unless otherwise determined by FFNC).
- 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.

Refer to back cover of handbook for QR code to access links relevant to 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. "Rock FC def. Paper FC 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.

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).
 - ALL Match Officials should wear appropriate pants or shorts and shoes.
 - Match Officials appointed to Men's and Women's Premier and Men's Championship League matches are encouraged to wear long dress pants and black dress 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:

- Watch(es) is in good running order (it is suggested to have a spare with you).
- Whistle(s) is 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*).

MATCH OFFICIAL CLOTHING AND GEAR

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.

- Clothing and Gear must be paid for by direct credit into the Football Far North Coast account or by cash if collecting from the Football Far North Coast office.
- 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.

MATCH OFFICIALS GEAR PRICELIST

Prices subject to variation. Correct at the time of publication.

as at October 2024



Referee On-Field Shirt

\$20



Referee Shorts

\$20



Referee Socks

\$5



FFNC Match Officials Polo Shirt

\$20



Red & Yellow Card Set

\$5



Referee Whistle

\$10



ONE Assistant Referee Flag

\$10



Football Australia Referee Cap

\$15



FFNC Beanie

\$10



Referees Spray Jacket

\$20

Payments can be made by:

Bank Transfer to FFNC

OR

Cash payment at FFNC office



Match Record Inserts

FREE

SOCIAL MEDIA

Match Officials using social media (especially Facebook and Instagram) need to be conscious of the dangers and ramifications of acting inappropriately online. Match Officials are reminded of the following:

- 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.

Football Far North Coast has a Facebook and 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 social media search for our details;

- Facebook: **Football Far North Coast**
- Instagram: **footballfnc**

FOOTBALL FAR NORTH COAST WEBSITE

There is a dedicated area on the FFNC website for match officials, called "Referee Headquarters". The FFNC website provides access to 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/

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 information can be found within the Referee Headquarters or this handbook (including the QR code on the back of this publication).

LIST OF COMPLETED APPOINTMENTS

List your completed appointments below and on the following pages. This can act as your Officials Log when required for upgrading your Match Officials Qualification and/or provide a record to confirm match payments made by FFNC.

[illegible]

FIFA MAXIMUM FIELD SIZE

Length (touchline): 90m

Length (touchline): 120m

Width (goal line): 45m

Width (goal line): 90m

FIFA FIELD MARKING GUIDE

EFFECTIVE JANUARY 2025

ADVERTISING OR OTHER MARKINGS ARE
PROHIBITED ON THE PLAYING SURFACE



↕ At least 1m between the touchline and the Technical Area's

Technical Area should extend 2m on either side of designated seating area

ALL FIELD MARKINGS SHOULD BE WHITE. ANY OTHER LINES THAT MAY INTERSECT THE FIELD (E.G. MINIROOS FIELDS) MUST BE PAINTED IN A COLOUR THAT IS EASILY DISTINGUISHABLE FROM THE COLOUR OF THE MAIN FIELD (E.G. BLACK)

Scan the QR Code shown below for access to:

- Schedula (for appointments)
- Laws of the Game
- Player of the Match (Men's Premier League OR Women's Premier League ONLY)
- Send-Off Report and/or Incident Report
- Claim for Reimbursement Jotform
- National Code of Conduct and Ethics Regulations
- National Member Protection Framework
- FFNC Website & Coaching Resources

