



Match Officials ***Handbook 2017***



Field Name Abbreviations:

Bang	Bangalow Sports fields	Potts	Koala Beach fields, Pottsville
BB	Byron Bay Recreation fields	Rec 3	Blair Oval, Lismore
Burr	Burringbar Sports fields	Rec 12	Richards Oval, Lismore
Cas	Colley Park, Casino	R'view	Riverview Pk, South Lismore
CP	Crawford Park, Alstonville	SCU	Southern Cross Football Centre, Crawford Rd East Lismore
Croz	Crozier Field, Lismore	Sk Hd	Skennars Head
Dun	Balzer Park, Dunoon	SL	Caniaba Street, South Lismore
E1 to E6	Neilson Park, East Lismore	SP	Beech Drive, Suffolk Park
Eur	Eureka Sports Ground	Stars	Barrow Lane, North Lismore
Ewing	Ewingsdale Rd, Byron Bay	S1 to S7	Saunders Oval, Ballina
GSF	Jeff Schneider Field Bangalow	T1 to T3	Thistle Park, East Lismore
KyH	Kyogle High School	TEB	Cumbalum Fields (Tintenbar – East Ballina)
Mull	Pine Ave. Mullumbimby	T'gum	Bawden St, Tumbulgum
NBO	New Brighton Oval	Uki	Uki Sports Ground
NH	Nimbin Headers Field, Nimbin	W'burn	Woodburn Oval, Woodburn
NOS	North Ocean Shores	WP1 to WP3	Weston Park, Goonellabah
Oakes	Oakes Oval, Lismore		

FRONT COVER PICTURES;

**Top (L-R): Blake Penhey, Davis Whitney and
Aidan Downs – Boys TOP Camp 2016**

**Middle: Courtney Jameson, officiating at the Girls
National Titles in 2016**

**Bottom (L-R): Maddison Smith, Courtney Jameson and
Samantha Lucas – Girls TOP Camp 2016**



Match Ball Sizes

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

Duration of Matches

Grade 12:	25 minutes each way
Grades 13 & 14:	30 minutes each way
Grades 15 & 16:	35 minutes each way
All Senior Grades:	45 minutes each way

Half time Length

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

Substitutes/Interchange

Premier Division:	Maximum of 5 substitutes*	<i>*Interchange applies in ANZAC Cup</i>
Premier Reserves:	Maximum of 5 can be listed <u>with unlimited interchange</u>	
Grade 15 to Senior:	Maximum of 5 can be listed with unlimited interchange	
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

- **Men's Premier Division** – All players that take the field in the 1st half of the match must be indicated on the match sheet. The 'starting' players must be ticked by the Team Official/Manager before the start of play, then **ALL player/s substituted onto the field in the 1st half must be ticked by the match officials.**
- **Recording Own Goals** – Own goals are **NOT** recorded against the player who scored the goal - they are recorded in the "Own Goal" section **on the match sheet of the team that the goal is credited to.**
- Players are permitted to sign the match sheet **at half time (as long as they have been named on the sheet before the commencement of the match)**. A player(s) name cannot be added to the match sheet after the game has commenced. Players who have not signed the match sheet by the end of half time are not permitted to take any part in the match unless specifically approved by the Referee.
- **Player of the Match Points** – The centre Referee (in consultation with the AR's) for all ***Men's Premier Division*** and ***Women's Premier Division*** pointscore competition matches is required to select the 3, 2, 1 points for Players of the Match. **This information must then be emailed to referees@ffnc.net.au by 9am Tuesday** (or within 48 hours of mid-week fixtures).
- Allow the Team Manager to check the details of the match and cross off any players who did not participate before he/she signs the match sheet and collects their copy.
- The Referee should initial any amendments/errors made by them on the match sheet.

Grade 12 Goal Kicks and Corner Kicks

Goal Kicks are to be taken from a point level with the Penalty spot and parallel to the Goal Line.

Corner Kicks are to be taken on the Goal Line at a point 3 metres from the junction of the Goal Line and the Penalty Area (16.5 metres line) on the side of the field in which the ball went out.

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Contact Details

Football Far North Coast

Email: referees@ffnc.net.au

Phone: 0434 856 992

Office Address: 32 Gum Tree Drive, Goonellabah NSW 2480

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

The Football Far North Coast office regularly 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 pick-up or purchase gear, **please contact 0434 856 992 before visiting the office.**

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 is also an important tool, HOWEVER this is NOT the primary mode of communication with individual match officials. Please read the social media 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 George Beaumont (Deceased)
1979:	Reginald Wiffen (Deceased)
1980:	Alistair Watts
1983:	Barry Frances Such
1987:	Dean Mohammed
1988:	Alexander 'Sandy' Smart
1991:	Kenneth Graham Hudson
1997:	Joseph Lucien Pisani
1999:	David (Dick) Nolan
2001:	Glen Darren Gibbs
2001:	William Kenneth Duffy
2001:	Kenneth George Cartwright
2004:	Clive Julian Owen
2006:	Lee MacMaster
2009:	Luke Mackney
2015:	Stuart Bradley
2015:	Len Keith
2015:	Thomas Rehbach

Appointments Process

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. Do NOT rely on e-mail, 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) after 4pm 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 Thursday, every week.
- If there is a legitimate reason to decline “any” appointment (between 4pm Tuesday and BEFORE 9am Thursday), you must phone 0434 856 992 and discuss.
- Log-in and check your appointments regularly during the week to make sure they haven’t changed, noting that an e-mail will *ordinarily* be sent from Schedula every time your appointment/s are updated. Every reasonable effort will be made to text or phone you if 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 reason such as illness, injury or misadventure, 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/postponements will be updated on the Football Far North Coast website and in Schedula (where possible). FFNC is however reliant upon member clubs to advise ground closures and such decisions are typically made after 1pm on Friday. You should receive a phone call or text message in ALL cases that member clubs advise grounds closures after 1pm on Friday.

- Please remember that there are more than 130 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 your appointment(s);

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. If you need details to complete a report, write them down BEFORE handing them in.

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 ground official/s, ground not roped etc. ***In Men's and Women's Premier Divisions*** 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 emailed to referees@ffnc.net.au by 9am Tuesday** (within 48 hours of mid-week fixtures).
- 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. If you need details to complete a report, write them down BEFORE handing them in.

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

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.

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

Each Individual Member Club participating in **TRIAL** fixtures is required to arrange **CASH** payment to match officials on the day of the trial per the payment schedule below.

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 division/grade playing in the trial.

ANZAC Cup & Callan McMillan	Full Amounts Receivable		
Grade	Centre	Assistant Referee (each)	4th Official
Men's Premier Division	\$70	\$30	\$20
Open A	\$55	\$25	\$20
Open B	\$45	\$20	\$20
Grade 16	\$30	\$15	\$15
Callan McMillan A	\$55	\$25	\$20
Callan McMillan B	\$45	\$20	\$20

Pointscore Competition / Trial Matches	Full Amounts Receivable		
Division/Grade	Centre	Assistant Referee (each)	4th Official
Men's Premier Division	\$70	\$30	\$20
Men's Premier Reserve	\$55	\$25	\$20
First Division	\$55	\$25	\$20
Other Men's Divisions	\$45	\$20	\$20
Women's Premier Division	\$55	\$25	\$20
Other Women's Divisions	\$45	\$20	\$20
Grade 16	\$30	\$15	\$15
Grade 15	\$30	\$15	\$15
Grade 14	\$25	\$15	\$10
Grade 13	\$20	\$10	\$10
Grade 12	\$20	\$10	\$10

* The Pointscore Competition includes all Final Series matches

	Full Amounts Receivable		
Summer Youth League	Centre	Assistant Referee (each)	4th Official
Male & Female SYL	\$60	\$30	\$20

All Match Officials payments 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 the following forms to FFNC **before** being appointed on matches (found under "Forms" in the "Referee Headquarters" section of the FFNC website);

- Statement by a Supplier Form
- Individual Match Official Bank Account Details Form

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

schedula

Logged in as [Name] Logout

Dashboard
Schedule Profile
Manage Availability
Manage Your Profile
Your Appointment History
Your Pay Advices
Help and Support

Competition	Type	Date	Time	Teams	Venue	Your Status
Unread Pay Advices						
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.

Calendar: March 2015

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				

News and Messages

There are no messages to display.

DRAFT Calendar of Events

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

<u>Date</u>	<u>Event</u>
Wednesday 15 th February	Training and Development
Fri 24 th / Sun 26 th February	ANZAC Cup / Callan McMillan Commences
Wednesday 8 th March	Training and Development
Fri 17 th / Sun 19 th March	ANZAC Cup / Callan McMillan Semi-finals
Wednesday 22 nd March	Training and Coaching Meeting
24 th / 25 th / 26 th March	Senior & Junior* Pointscore Competitions Commence *Not all Junior Pointscore competitions will commence on this date
Wednesday 12 th April	Training and Development
Fri 21 st / Sat 22 nd April	ANZAC Cup / Callan McMillan Finals
Wednesday 26 th April	Training and Coaching Meeting
Wednesday 10 th May	Training and Development
Wednesday 24 th May	Training and Coaching Meeting
Wednesday 7 th June	Training and Development
Wednesday 28 th June	Training and Coaching Meeting
Wednesday 19 th July	Training and Coaching Meeting
Wednesday 9 th August	Training and Development
Wednesday 23 rd August	Training and Coaching Meeting
1 st – 24 th September (TBC)	Senior & Junior Pointscore Competitions – Semi-finals Commence
Wednesday 13 th September	Training and Development
TBA	Grand Finals Series
TBA	Summer Youth League Commences – Male & Female

Training and Development Sessions and Coaching Meetings are expected to be held mostly at Hepburn Park, Goonellabah HOWEVER venues outside of Lismore/Goonellabah will be confirmed as appropriate for some sessions. Check emails and the Football Far North Coast website for training updates.

All match officials are expected to attend SOME sessions throughout the season. Attendance will be monitored and used to assist in the appointments process during the pointscore season and Finals Series.

Match Sheets

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

Pre – Match

- Each Manager/Team Official 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 team sheet. All players should have FFA Numbers listed, however if this information is unavailable please note this on the match sheet and allow the player/s to play in the match. FFNC will investigate further.
- For Senior Fixtures and Grades 15 – 16 a maximum of *sixteen* player names may be listed on the team sheet. All participating players must sign the match sheet before taking the field to play OR they may sign at half-time with the permission of the referee.
- Players’ shirt numbers **must** correspond with the number next to their name on the Match Sheet for Grades 12 – Seniors.
- **Only players whose names are listed on the Match Sheet before the fixture commences are able to take the field to play.**
- On Premier Division matches only, the team official/manager must tick the 1st half players. ***If there is a substitution in a Premier Division match in the 1st half then the referee, AR or 4th official must also tick the player/s that came onto the field to play in the first half.***
- 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/s is not noted or is participating as an illegible player, allow the player/s to play in the match and report the incident to FFNC.

Post – Match

- Complete all relevant sections, including noting goal scorers, cards issued and Match Officials Details.
- At the completion of all fixtures the Team Official shall check, then sign the match sheet.
- The Team Official shall retain the yellow carbon copy of the Match Sheet for the clubs records.
- If you have dismissed a player or substitute you must note this on the match sheet and submit a Send-off Report to FFNC. If you send a team official from the Technical Area during your match, or if you have misconduct to report, you **MUST** submit a Conduct Report to FFNC.
- ALL match sheets are to be handed in to the home team’s canteen. **If you need details from the match sheets to complete a report** (i.e. send-off report, player of the match points for Men’s & Women’s Premier Div.), **you need to write the details down BEFORE handing the match sheet in.**
- For Men’s & Women’s Premier Division fixtures, three players (total) must be selected by the match officials from each match and awarded 3, 2 and 1 point/s. At the end of the year all player’s points are calculated to determine who wins the respective Premier Division Player of the Year Award.
Men’s & Women’s Premier Division Referees must email the chosen 3, 2, 1 points from their match to referees@ffnc.net.au by 9am Tuesday (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 filled in correctly or fully may incur a fine by Football Far North Coast, for the amount as per the FFNC Yearbook.
- All Send-off and Conduct Reports **MUST** be ***received*** by FFNC **NO LATER** than 9am Tuesday (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.

BLUE coloured Match Sheet for Grade 12 to 14:



OFFICIAL MATCH SHEET – GRADE 12 to 14

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

HOME Club to submit results on-line no later than 11pm Sunday. Fines and penalties may apply for breaches, including missing FFA numbers or incomplete details.



Here for good.

GRADE: 12 DIVISION: 1 DATE: 27/5/17

YOUR CLUB NAME: BANGALOW BLUEDOGS

NAME OF YOUR DUTY OFFICER: CHRIS SMALL FFA No: 56135722

HOME TEAM: BANGALOW V AWAY TEAM: BALLINA Ground: JSF K/O Time: 9am

Shirt No.	Players First Name	Players Surname	FFA Number	Shirt No.	Yellow Cards	Red Cards	Goals
1	TYLER	MAVERICKS	26472213	1			
2	SAM	HURLEY	26061770	2			
3	AARON	WHITE	33570819	3			
4	EMMA	DOREY	24697413	4			
5	EDWARD	PATCH	20001167	5			
6	LUCY	FISHER – GREEN	20403178	6			1
7	THEO	BARRETT	24117463	7			
8	HARRY	PHILLIPS	26066841	8			3
9	ROGER	ALLEN	34100322	9	Y1		
10	CATE	JACKSON	27659117	10			
11	IVAN	HOWARD	25950174	11			
12	ALAN	REID (Gr. 11)	26643459	12			
13	NATHAN	COWLEY	27604336	13			
14	DAVID	MORRIS (Gr. 11)	24567614	14			
Own Goals:							1
TOTAL Goals:							5

Suspended Players/Team Officials	FFA No.
KAY HURLEY	26061796

Team Names	MATCH RESULT
HOME Team Name: <u>BANGALOW</u>	GOALS: <u>FIVE</u>
AWAY Team Name: <u>BALLINA</u>	GOALS: <u>FIVE</u>

Team Officials	Print Name	FFA No.
Team Official 1:	<u>KEN EDWARDS</u>	<u>34678801</u>
Team Official 2:	<u>TIMOTHY BOYD</u>	<u>30015614</u>

Match Officials	Print Name
Referee:	<u>SALLY WEAVER</u>
Asst Referee 1:	<u>_____</u>
Asst Referee 2:	<u>_____</u>

Team Managers Checklist

- Match Sheets Details must be completed in full.
- All players MUST be registered and eligible to play in this team.
- All participating players names and FFA numbers must be shown.
- 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 2 grades above their eligible age (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.

- Delete 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 are to provide the match balls.
- The Visiting Team is required to wear an alternative strip if requested by Match Official.
- If seven players are present at kick-off time they must take the field to start the match.
- All interchange players must wear bibs.
- Permission from Match Official is required to enter field of play to attend to an injury.
- Players / team officials suspended or dismissed are NOT permitted in the technical area.

Remarks By Referee (optional)

DUTY OFFICER NOT VISIBLE

At the conclusion of the match, the Team Official & the Referee shall confirm the final result and full details of the match by signing the Match Sheet (Including: - Cards issued (Yellow & Red), Goal Scorers and Match Result). Referee must initial any amendments on the match sheet to validate. Referee to submit both completed match sheets (original sheets) to the HOME club.

Team Official (signature) x: Ken EdwardsReferee (signature) x: Sally Weaver

Yellow Card Offences	Red Card Offences
Y1 Unsporting behaviour	R1 Serious foul play
Y2 Dissent by word or action	R2 Violent conduct
Y3 Persist infringement of the Laws of the Game	R3 Spitting at an opponent or any other person
Y4 Delaying the restart of play	R4 Denying the opposing team a goal or an obvious goalscoring opportunity by deliberately handling the ball (except a goalkeeper within their own penalty area)
Y5 Failing to respect the required distance when play is restarted with a corner kick, free kick or throw-in	R5 Denying an obvious goalscoring opportunity to an opponent moving towards the opponents' goal by an offence punishable by a free kick (unless otherwise outlined in the FIFA laws of the game)
Y6 Entering, re-entering or deliberately leaving the field of play without the referee's permission	R6 Using offensive, insulting or abusive language and/or gestures
Y7 Deliberately leaving the field of play without the referees permission	R7 Receiving a second caution in the same match

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 on-line no later than 11pm Sunday. Fines and penalties may apply for breaches, including missing signatures or incomplete details.



Here for good.

COMPETITION: MEN'S / JUNIOR DIVISION / GRADE: PREMIER DIVISION DATE: 28 / 5 / 17YOUR CLUB NAME: LISMORE WORKERSNAME OF YOUR DUTY OFFICER: JOHN DOE FFA No: 12346758HOME TEAM: BYRON BAY V AWAY TEAM: LISMORE WORKERS Round: BBI K/O Time: 3pm

* 1st half players and subs to be noted in Men's Premier Division only.

* 1st Half Players	* Subs	Shirt No.	Players First Name	Players Surname	Yellow Cards	Red Cards	Goals	Shirt No.	Signature
✓		1	CHRIS	KELLY	✓2			1	Chris Kelly
✓		2	RYAN	STEVENS				2	B. Stevens
✓	10pp	3	BRAD	EDWARDS				3	B. Edwards
✓		4	ALAN	WRIGHT				4	A. Wright
✓		5	ANDREW	BLACK				5	
✓	20pp	6	SAM	YOUNG				6	
✓		7	TIM	ASHBOLT			2	7	T. Ashbolt
✓		8	CURTIS	HAGAN	✓1+✓4	✓R7		8	Curtis Hagan
	10n	9	MATTHEW	BOLAND				9	Matthew Boland
✓		10	PAT	ELLIOTT				10	P. Elliott
✓		11	SIMON	GAHAN		✓R1	1	11	Simon Gahan
✓		12	TIM	ELLISON				12	Tim Ellison
	30n	13	JARED	MARR				13	J. Marr
	30n	14	DANIEL	BURNS				14	D. Burns
		15	CHRISTIAN	BOYLE				15	Christian Boyle
		16	ROBERT	PEEL				16	Robert J. Peel
Own Goals:					1				
TOTAL GOALS:					4				

Suspended Players/Team Officials	FFA No.
JEREMY HYNES	91011121

Team Names	MATCH RESULT
HOME Team Name: <u>BYRON BAY</u>	GOALS: <u>FOUR</u>
AWAY Team Name: <u>LISMORE WORKERS</u>	GOALS: <u>FOUR</u>

Team Officials	Print Name	FFA No.
Team Official 1:	PATRICK SULLIVAN	31415161
Team Official 2:	FRED LUCAS	71819202
Men's Premier Team Official 3:	NEIL PHILLIPS	12223248

Match Officials	Print Name
Referee:	MICHAEL O'LEARY
Asst Referee 1:	SAM DARNELL
Asst Referee 2:	ANGELA DAVIES

Remarks By Referee (optional)

POOR LINE MARKINGS. GROUND NOT ROPED.

DUTY OFFICER NOT VISIBLE FOR LISMORE WORKERS.

At the conclusion of the match, the Team Official & the Referee shall confirm the final result and full details of the match by signing the Match Sheet (Including: Cards issued (Yellow & Red), Goal Scorers and Match Result). Referee must initial any amendments on the match sheet to validate. Referee to submit both completed match sheets (original sheets) to the HOME club.

Team Official (signature) x: P. SullivanReferee (signature) x: Michael O'Leary

Yellow Card Offences	Red Card Offences
Y1 Unsporting behaviour	R1 Serious foul play
Y2 Dissent by word or action	R2 Violent conduct
Y3 Persist infringement of the Laws of the Game	R3 Spitting at an opponent or any other person
Y4 Delaying the restart of play	R4 Denying the opposing team a goal or an obvious goalscoring opportunity by deliberately handling the ball (except a goalkeeper within their own penalty area)
Y5 Failing to respect the required distance when play is restarted with a corner kick, free kick or throw-in	R5 Denying an obvious goalscoring opportunity to an opponent moving towards the opponents' goal by an offence punishable by a free kick (unless otherwise outlined in the FIFA laws of the game)
Y6 Entering, re-entering or deliberately leaving the field of play without the referee's permission	R6 Using offensive, insulting or abusive language and/or gestures
Y7 Deliberately leaving the field of play without the referees permission	R7 Receiving a second caution in the same match

PINK coloured Match Sheet for Grade 15 to Senior Women:



OFFICIAL MATCH SHEET – 15 GIRLS to SENIOR WOMEN



PINK COPY – To FNC by 1pm Wednesday. YELLOW COPY – To be retained by club.
HOME Club to submit results on-line no later than 11pm Sunday. Fines and penalties may apply for breaches, including missing signatures or incomplete details.

COMPETITION: WOMEN'S / JUNIOR (please circle) DIVISION / GRADE: 3 DATE: 25 / 6 / 17

YOUR CLUB NAME: LENNOX HEAD

NAME OF YOUR DUTY OFFICER: MARIANNE LEWIS FFA No.: 12223643

HOME TEAM: LENNOX HEAD V AWAY TEAM: SUFFOLK PARK Ground: SK HD 2 K/O Time: 12:30pm

Shirt No.	Players First Name	Players Surname	Yellow Cards	Red Cards	Goals	Shirt No.	Signature
1	DIANA	WALTERS				1	Diana Walters
2	KATE	SHAW				2	K. Shaw
3	JOANNE	BERRY				3	Joanne Berry
4	TAMARA	KING				4	T.K.
5	SARAH	LARKIN	Y1+Y1	R7		5	Sarah Larkin
6	SALLY	MCINTOSH				6	Sally McIntosh
7	CATHERINE	HOLMES				7	C. Holmes
8	AMANDA	COX				8	Amanda Cox
9	BEC	CARMONT	Y3			9	Bec
10	MAREE	LYNCH				10	M. Lynch
11	CASSIE	BARNES				11	C. Barnes
12	NIKOLE	WOODS			1	12	Nie Woods
13	TRACY	POWELL				13	Tracy
14	ELLEN	STEPHENSON				14	Ellen Stephenson
15	JESSICA	MAY (DN. 4)				15	Jess May
16	RACHAEL	SHEPHERD				16	R. Shepherd
			Own Goals:	1			
			TOTAL GOALS:	2			

Suspended Players/Team Officials	FFA No.

Team Names		MATCH RESULT	
HOME Team Name:	LENNOX HEAD	GOALS:	TWO
AWAY Team Name:	SUFFOLK PARK	GOALS:	NIL

Team Officials	Print Name	FFA No.
Team Official 1:	EMMA FLYNN	51315642
Team Official 2:	TIM HAWKINS	57122413

Match Officials	Print Name
Referee:	SARAH MORGAN
Asst Referee 1:	JO KELLY
Asst Referee 2:	PAT SHAW

Remarks By Referee (optional)

NIL COMMENTS

At the conclusion of the match, the Team Official & the Referee shall confirm the final result and full details of the match by signing the Match Sheet (including - Cards issued (Yellow & Red), Goal Scorers and Match Result). Referee must initial any amendments on the match sheet to validate. Referee to submit both completed match sheets (original sheets) to the HOME club.

Team Official (signature) x.....

Referee (signature) x..... Sarah Morgan

Yellow Card Offences		Red Card Offences	
Y1	Unsporting behaviour	R1	Serious foul play
Y2	Dissent by word or action	R2	Violent conduct
Y3	Persist infringement of the Laws of the Game	R3	Spitting at an opponent or any other person
Y4	Delaying the restart of play	R4	Denying the opposing team a goal or an obvious goalscoring opportunity by deliberately handling the ball (except a goalkeeper within their own penalty area)
Y5	Failing to respect the required distance when play is restarted with a corner kick, free kick or throw-in	R5	Denying an obvious goalscoring opportunity to an opponent moving towards the opponents' goal by an offence punishable by a free kick (unless otherwise outlined in the FIFA laws of the game)
Y6	Entering, re-entering or deliberately leaving the field of play without the referee's permission	R6	Using offensive, insulting or abusive language and/or gestures
Y7	Deliberately leaving the field of play without the referees permission	R7	Receiving a second caution in the same match

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
- Conduct Report

Send-off Reports

Send-off Reports are found in the Referees Headquarters section of the Football Far North Coast website. Send-off Reports **MUST** be submitted under the following circumstances:

- Any player is sent from the field of play before, during or after the match (either after receiving a straight red card or after receiving two yellow cards in the same match and a subsequent red card).
- A named substitute is shown the red card before, during or after the match.

When writing your Send-off Report, you **MUST** include the following information:

- Match Official details (names of all match officials).
- Match Details – Competition, Grade/Division, Home Club, Away Club, Location, Date and Minute of send-off (ignore Round Number).
- Name of player sent-off, their FFA number, their club name and their player number.
- What the player was sent-off for (e.g. Violent Conduct, R2) – the send-off offences are in the FIFA Laws of the Game book and are also 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 the field did it happen, did you have a clear view, did any of your assistant referees see it?).
- If directly after issuing a player with a red card that player is guilty of misconduct or commits a further infringement, you must also complete the *After Send-off Charges* section of the form.

After completing your Send-off Report, you must submit a copy to Football Far North Coast. All Send-off and Conduct Reports **MUST** be ***received*** by FFNC **NO LATER** than 9am Tuesday (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.

You should also keep a copy of reports for your records.

Conduct Reports

Conduct Reports are found in the Referees Headquarters section of the Football Far North Coast website. Conduct Reports **MUST** be submitted under the following circumstances:

- Any team official, club official, duty officer or any other person is guilty of misconduct before, during or after the game.
- A player is guilty of misconduct before or after the game AND while you are not on the field of play.
- Termination of a match due to crowd disturbance, assault or reason of the elements (e.g. hailstorm).
- To report extremely poor/unsafe ground markings. To report unsatisfactory ground facilities such as the referee's change room, toilet, shower facilities etc.

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

- Match Official Details (names of officials).
- Match Details – League, Division, Home Club, Away Club, Location and Date (ignore Round Number).
- The person involved (name if known) and the club they are associated with or note "if other" (e.g. termination of match due to persistent hailstorm).
- Time and location of incident.
- Names and contact details of persons directly involved in incident (where known).
- Names and contact details of witnesses to incident (where known).
- Description of incident (What happened, when did it happen, who was involved, where did it happen, did anyone witness it and if so, who?).
- Severity of incident (this is VERY important for ALL reports).

After completing your Send-off Report, you must submit a copy to Football Far North Coast. All Send-off and Conduct Reports **MUST** be ***received*** by FFNC **NO LATER** than 9am Tuesday (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. You should also keep a copy of reports for your records.

Remember:

- All Send-off and Conduct Reports **MUST** be ***received*** by FFNC **NO LATER** than 9am Tuesday (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 player, team official or other person directed towards you or another 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 Conduct Report.
- All red cards and yellow cards must be recorded on the match sheet.

You can also find a **Guide to Writing Send-Off and Misconduct Reports** in the Referees Headquarters section of the FFNC website, under "*Forms*".



FOOTBALL FAR NORTH COAST REFEREES SEND OFF REPORT

FOOTBALL FAR NORTH COAST
5/32 Gurntree Ave
Goonellabah NSW 2480
E: referees@ffnc.net.au
F: (02) 6625 2954

MATCH OFFICIAL DETAILS

[EMAIL FORM](#)
[PRINT FORM](#)

Referee	<input type="text"/>	Ass. Referee	<input type="text"/>
Ass. Referee	<input type="text"/>	Signature	<input type="text"/>

MATCH DETAILS

Club (H)	<input type="text"/>	Club (A)	<input type="text"/>	Location	<input type="text"/>
League	<input type="text"/>	Grade	<input type="text"/>		
Date	<input type="text"/>	Round	<input type="text"/>	Min of Send Off	<input type="text"/>

SEND OFF DETAILS

Name	<input type="text"/>	Registration No.	<input type="text"/>
Club	<input type="text"/>	Shirt No.	<input type="text"/>

SEND OFF CHARGES (Please check ONE box only)

☐ R1
 ☐ R2
 ☐ R3
 ☐ R4
 ☐ R5
 ☐ R6
 ☐ R7

SEVERITY OF SEND OFF CHARGE (INDICATIVE OF SENTENCING) (please check ONE box only)

☐ Low
 ☐ Low/Moderate
 ☐ Moderate
 ☐ Moderate/High
 ☐ High

DESCRIPTION OF SEND OFF CHARGE (If required)

AFTER SEND OFF CHARGES (Please check ONE box only)

☐ R1
 ☐ R2
 ☐ R3
 ☐ R4
 ☐ R5
 ☐ R6
 ☐ R7

SEVERITY OF AFTER SEND OFF CHARGE (INDICATIVE OF SENTENCING) (Please check ONE box only)

☐ Low
 ☐ Low/Moderate
 ☐ Moderate
 ☐ Moderate/High
 ☐ High

DESCRIPTION OF AFTER SEND OFF CHARGE (If required)

COMPETITION ADMINISTRATION USE ONLY

Sentence	<input type="text"/>
Format of Sentence	<input type="text"/>
	<input type="text"/>



FOOTBALL FAR NORTH COAST REFEREES SEND OFF REPORT

FOOTBALL FAR NORTH COAST
5/32 Gumtree Ave
Goonellabah NSW 2480
E: referees@fnc.net.au
F: (02) 6625 2954

MATCH OFFICIAL DETAILS

[EMAIL FORM](#)
[PRINT FORM](#)

Referee	<input type="text" value="Teresa Green"/>	Ass. Referee	<input type="text" value="Pat Taytow"/>
Ass. Referee	<input type="text" value="Dan Sing"/>	Signature	<input type="text"/>

MATCH DETAILS

Club (H)	<input type="text" value="Lismore Thistles"/>	Club (A)	<input type="text" value="Nimbin Headers"/>	Location	<input type="text" value="T1"/>
League	<input type="text" value="Men's"/>	Grade	<input type="text" value="Division 2"/>		
Date	<input type="text" value="27/5/16"/>	Round	<input type="text"/>	Min of Send Off	<input type="text" value="76th"/>

SEND OFF DETAILS

Name	<input type="text" value="Lou Natic"/>	Registration No.	<input type="text" value="37190234"/>
Club	<input type="text" value="Lismore Thistles"/>	Shirt No.	<input type="text" value="6"/>

SEND OFF CHARGES (Please check ONE box only)

☒ R1
 ☐ R2
 ☐ R3
 ☐ R4
 ☐ R5
 ☐ R6
 ☐ R7

SEVERITY OF SEND OFF CHARGE (INDICATIVE OF SENTENCING) (please check ONE box only)

☐ Low
 ☐ Low/Moderate
 ☐ Moderate
 ☒ Moderate/High
 ☐ High

DESCRIPTION OF SEND OFF CHARGE (If required)

The Nimbin Headers number 8 player had the ball at his feet near halfway when Mr. Lou Natic, Number 6 for Lismore Thistles slid in 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 away from the incident when it occurred and I immediately issued a direct free kick to Nimbin and issued Mr Natic with a red card for serious foul play.

AFTER SEND OFF CHARGES (Please check ONE box only)

☐ R1
 ☐ R2
 ☐ R3
 ☐ R4
 ☐ R5
 ☒ R6
 ☐ R7

SEVERITY OF AFTER SEND OFF CHARGE (INDICATIVE OF SENTENCING) (Please check ONE box only)

☐ Low
 ☐ Low/Moderate
 ☐ Moderate
 ☒ Moderate/High
 ☐ High

DESCRIPTION OF AFTER SEND OFF CHARGE (If required)

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. Please see the Assistant Referees report for further information.

COMPETITION ADMINISTRATION USE ONLY

Sentence	<input type="text"/>
Format of Sentence	<input type="text"/>
	<input type="text"/>



FOOTBALL FAR NORTH COAST REFEREES CONDUCT REPORT

FOOTBALL FAR NORTH COAST
5/32 Guntree Ave
Goonellabah NSW 2480
E: referees@fnc.net.au
F: (02) 6625 2954

MATCH OFFICIAL DETAILS

[EMAIL FORM](#)
[PRINT FORM](#)

Referee Ass. Referee
Ass. Referee Signature

MATCH DETAILS

Club (H) Club (A) Location
League Grade
Date Round

REPORT ON CONDUCT OF...

Person Involved Other Person Involved
Member Associated with

DETAILS OF INCIDENT (Where facts are known)

Time of Incident Location of Incident

Names and Contact Details of Persons directly involved in Incident: (where known)

Names and Contact Details of Witnesses to Incident: (where known)

Description of Incident:

SEVERITY OF INCIDENT

☐ Low ☐ Low/Moderate ☐ Moderate ☐ Moderate/High ☐ High

COMPETITION ADMINISTRATION USE ONLY

Disciplinary Hearing Required	YES	NO	DATE	TIME
Disciplinary Sanction	YES	NO		
Charges				
Sentence				



FOOTBALL FAR NORTH COAST REFEREES CONDUCT REPORT

FOOTBALL FAR NORTH COAST
5/32 Gumtree Ave
Goonellabah NSW 2480
E: referees@fnfc.net.au
F: (02) 6625 2954

MATCH OFFICIAL DETAILS

Referee	<input type="text" value="Perry Scope"/>	Ass. Referee	<input type="text" value="Bill Ding"/>
Ass. Referee	<input type="text" value="Jim Nastic"/>	Signature	<input type="text"/>

[EMAIL FORM](#)
[PRINT FORM](#)

MATCH DETAILS

Club (H)	<input type="text" value="Woodburn"/>	Club (A)	<input type="text" value="Casino Cobras"/>	Location	<input type="text" value="Wburn 1"/>
League	<input type="text" value="Women's"/>	Grade	<input type="text" value="3"/>		
Date	<input type="text" value="25/6/17"/>	Round	<input type="text"/>		

REPORT ON CONDUCT OF...

Person Involved	<input type="text" value="Mark Urr"/>	Other Person Involved	<input type="text" value="Sue Render"/>
Member Associated with	<input type="text" value="Woodburn"/>		

DETAILS OF INCIDENT (Where facts are known)

Time of Incident	<input type="text" value="After the match"/>	Location of Incident	<input type="text" value="Near the clubhouse"/>
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Names and Contact Details of Persons directly involved in Incident: (where known)

Names and Contact Details of Witnesses to Incident: (where known)

Description of Incident:

Straight after the match, I completed both match sheets and waited in the change room for about 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 refing I have ever seen", before throwing 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 happened and she said, "yeah, you're shit mate", before leaving without further incident.

SEVERITY OF INCIDENT

☐ Low
 ☐ Low/Moderate
 ☒ Moderate
 ☐ Moderate/High
 ☐ High

COMPETITION ADMINISTRATION USE ONLY

Disciplinary Hearing Required	YES	NO	DATE	TIME
Disciplinary Sanction	YES	NO		
Charges	<input type="text"/>			
Sentence	<input type="text"/>			

Finals Series Procedures

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 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 Division.
- 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”.**

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

- A Match Official plays an important role within the realm of football. As a match official, you have decided to pursue a unique course within the football fraternity of clubs, players, officials, etc. Players and officials will like and dislike you by the minute, 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 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, including any amendments.
- Allow sufficient time to properly meet your appointment (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. paperwork and phone calls) within the time and the standards required. Ensure that relevant documents/reports are 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 outsiders (e.g. club officials, players, media etc.). If there is a need to speak, only speak in FACTS. Opinions will 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 member may be subject to disciplinary action.

Standard of Dress & Uniform

- Your job 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 appointed to Premier / Premier Reserves 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.
- Match Officials should arrive to and leave from the ground wearing the official Football Far North Coast polo shirt (or previous Referees polo shirt).
- 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 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 (i.e. wear the same colour undergarment as the predominant colour of the shorts and the same colour as the sleeve of the shirt).
- 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 toss before the match.
- You have REMOVED all your jewellery before officiating (*except your watch*).

Coloured Match Officials Shirts

- If the Referee is wearing a coloured shirt (not black) **BOTH** Assistant Referee's should wear the same colour as the Referee. 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.

PLEASE NOTE:

All match officials gear and equipment is available for purchase at the Football Far North Coast office, Suite 5/32 Gum Tree Drive, Goonellabah.

The office regularly 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 Division, 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.

- Referee or Assistant Referee/s are physically assaulted before the game commences – officials do not take the field for the game.

2. During the game:

- Weather deteriorating makes conditions unsafe for further play.
- 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.
- Referee or Assistant Referee/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 the sole judge of how long this interval should be. The Referee should make known to the captains of both sides her/his intentions and how much time will be taken off each half (except Men's Premier Division).

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

Abandoned Match Payments

No match payment will be paid to match officials on games that are abandoned/called off by the Referee *before* it commences.

However, once a game has been kicked off and later abandoned for whatever reason, the match official/s are entitled to match payments as follows:

- *Half match fees for games abandoned/called off in the first half.*
- *Full match fees for games abandoned/called off between half time and full time.*

Where other circumstances are involved in the calling off or abandoning of a game Football Far North Coast will be the adjudicating body in regard to the payment of match official payments. A full report must be submitted to Football Far North Coast detailing the circumstances of the abandonment.

Incidents of Assault

Should the occasion ever arise that you are ever physically assaulted by a player, team official or a spectator at a game, the following action is MANDATORY:

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 a decision is made to take legal action report the incident to the nearest police station.
5. If medical attention is needed, make sure you get a note from the doctor detailing the extent of the injuries.
6. **Contact 0434 856 992 as soon as possible (within 24 hours).**
7. **Submit a full Conduct 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, a Conduct 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.

Please contact 0434 856 992 as soon as possible to notify Football Far North Coast of the incident.

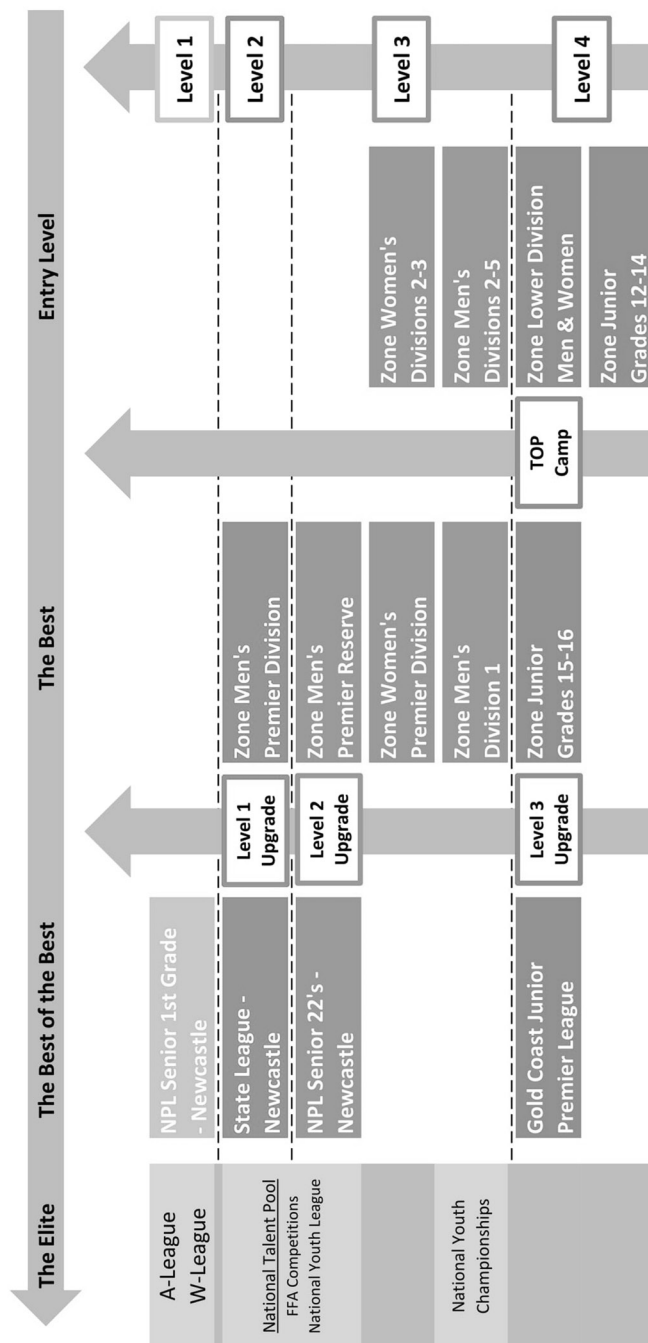
General Information

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 to 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.

TALENTED MATCH OFFICIALS PATHWAY

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



Match Official Assessments & Support

Support for match officials is primarily provided through the role of the Match Officials Development Officer and assessment and support by qualified Assessors.

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

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.

It is expected that senior match officials will support and assist junior match officials, or anyone who is beginning their path as a match official, as best as they can. 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 talk with junior match officials in a friendly and respectful manner and offer support on (and off) the field.

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 with the match official 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.

Social Media Sites

Match Officials using social media sites (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 and coaches also use social media sites, 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 have 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

Football Far North Coast have a dedicated area on the website for match officials, called "Referee Headquarters". Here you will find 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

In most cases, if you are looking for something you can find it on our website. So please check this handbook and our website BEFORE contacting the Referees mobile.

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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? _____

Red and Yellow Cards

Yellow Card Offences

- **Y1** Unsporting behaviour
- **Y2** Dissent by word or action
- **Y3** Persist infringement of the Laws of the Game
- **Y4** Delaying the restart of play
- **Y5** Failing to respect the required distance when play is restarted with a corner kick, free kick or throw-in
- **Y6** Entering, re-entering or deliberately leaving the field of play without the referee's permission
- **Y7** Deliberately leaving the field of play without the referees permission



Red Card Offences

- **R1** Serious foul play
- **R2** Violent conduct
- **R3** Spiting at an opponent or any other person
- **R4** Denying the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (except a goalkeeper within their own penalty area)
- **R5** Denying an obvious goal-scoring opportunity to an opponent moving towards the opponents' goal by an offence punishable by a free kick (unless otherwise outlined in the FIFA laws of the game)
- **R6** Using offensive, insulting or abusive language and/or gestures
- **R7** Receiving a second caution in the same match



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