



2018 **Match Officials** **Handbook**



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
GW1 to GW6	Geoff Watt Oval, A'ville	T1 to T3	Thistles Park, East Lismore
JSF	Jeff Schneider Field Bangalow	TEB	Cumbalum Fields (Tintenbar – East Ballina)
KyH	Kyogle High School	T'gum	Bawden St, Tumbulgum
Mull	Pine Ave. Mullumbimby	Uki	Uki Sports Ground
NBO	New Brighton Oval	W'burn	Woodburn Oval, Woodburn
NH	Nimbin Headers Field, Nimbin	WP1 to WP3	Weston Park, Goonellabah
NOS	North Ocean Shores		
Oakes	Oakes Oval, Lismore		

FRONT COVER PICTURES;

**Top (L-R): Corey Boag, Jakira Toniello and Brock Smith –
NNSWF TOP Camp attendees in 2017**

**Bottom (L-R): Davis Whitney and Connor Johnston –
Selected to officiate at the FFA Boys National Youth
Championships in 2017**



Duration of FFNC Competition Matches

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

Duration of JPL Matches

JPL Grade 12:	25 minutes each way
JPL Grade 13:	30 minutes each way
JPL Grade 14:	35 minutes each way
JPL Grade 15:	40 minutes each way

Match Ball Sizes

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

Half time Length

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

FFNC 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.

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>	
FFNC Grade 15 to Senior:	Maximum of 5 can be listed with unlimited interchange	
FFNC Grades 12 – 14:	Maximum of 3 can be listed with unlimited interchange	
JPL (all grades):	Maximum of 4 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 MONDAY** (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.

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

Appointments Process and YOUR responsibilities

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

Appointments Checklist

- Update your availability online for the upcoming week, by **NO LATER** than 6pm each Sunday night by logging in to Schedula.
- If you do NOT update your availability by 6pm each Sunday, your records will remain unchanged and appointments will be made accordingly. 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
Men's Division 1	\$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 - Schedules

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 Schedules (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 Schedules.

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

schedules

Logged in as Logout

Dashboard

Schedule Profile
Manage Availability Manage Your Profile Your Appointment History Your Pay Advices

The Help and Support

Competition	Type	Date	Time	Teams	Venue	Your Status
Unread Pay Advices						
Pay Period						
1/12/2016 to 8/12/2016		Download				

News and Messages

There are no messages to display.

Availability

You have not specified your general availability.

Update Availability

Legend

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

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				

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 21st February	Training and Development
Fri 2 nd / Sun 4 th March	ANZAC Cup / Callan McMillan Commences
Wednesday 7 th March	Training and Development
Fri 23 rd / Sun 25 th March	ANZAC Cup / Callan McMillan Semi-finals
Wednesday 21 st March	Training and Coaching Meeting
Wednesday 4 th April	Training and Development
6 th / 7 th / 8 th April	Senior & Junior Pointscore Competitions Commence
Wednesday 18 th April	Training and Coaching Meeting
Sat 21 st / Sun 22 nd April	ANZAC Cup / Callan McMillan Finals
Wednesday 2 nd May	Training and Development
Wednesday 16 th May	Training and Development
Wednesday 30 th May	Training and Coaching Meeting
Wednesday 13 th June	Training and Development
Wednesday 27 th June	Training and Coaching Meeting
Wednesday 18 th July	Training and Development
Wednesday 1 st August	Training and Coaching Meeting
Wednesday 15 th August	Training and Development
Fri 24 th Aug – Sun 2 nd Sept	Junior & Senior Pointscore Competitions – Semi-finals Commence
Wednesday 5 th September	Training and Coaching Meeting
Fri 7 th – Sun 23 rd September	Junior & Senior Grand Final Series
October (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 Final 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 FFC 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 infractions of 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	Players First Name	Players Surname	FFA Number
1	TYLER	MAVERICKS	26472213	1			
2	SAM	HURLEY	26061796	2			
3	AARON	WHITE	33570819	3			
4	EMMA	DOREY	24697413	4			
5	EDWARD	PATCH	20001167	5			
6	LUCY	FISHER - GREEN	20403178	6			
7	THEO	BARRETT	24117463	7			
8	HARRY	PHILLIPS	26066841	8			
9	ROGER	ALLEN	34100322	9			
10	CATE	JACKSON	27659117	10			
11	IVAN	HOWARD	25950174	11			
12	ALAN	KEID (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>34478301</u>
Team Official 2:	<u>TIMOTHY BOYD</u>	<u>30015614</u>

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

Team Managers Checklist

- Match Sheets Details must be completed in full
- All players MUST be registered and eligible to play in this season
- 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 names 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 to Div. 2 in Grade 12 or Div. 1 for vice versa

- Do not use names of any players who did not participate in the match
- Overage players MUST have written approval from FFC before they participate
- Home team are to provide the match balls
- The Visiting Team is required to wear an alternate strip if requested by Match Official
- If seven players are present at half-off time they must take the field to start the match
- All interchange players must wear bibs
- Permit or from Match Official is required to enter field of play to attend to an injury
- Players / team officials suspended or disciplined 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**
- Y1 Unsporting behaviour
 - Y2 Dissent by word or action
 - Y3 Persistent infringement of the Laws of the Game
 - Y4 Delaying the restart of play
 - Y5 Failing to respect the required distance when play is restarted with a corner kick, free kick or throw-in
 - Y6 Entering, re-entering or deliberately leaving the field of play without the referee's permission
 - Y7 Deliberately leaving the field of play without the referee's permission

- Red Card Offences**
- R1 Serious foul play
 - R2 Violent conduct
 - R3 Spitting at an opponent or any other person
 - R4 Denying the opposing team a goal or an obvious goalscoring opportunity by deliberately handling the ball (except a goalkeeper within their own penalty area)
 - 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)
 - R6 Using offensive, insulting or abusive language and/or gestures
 - 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 FFCU by 1pm Wednesday. YELLOW COPY – To be retained by club.
HOME Club to submit results on-line to FFCU by 11pm Sunday. Fines and penalties may apply for breaches including missing signatures or incomplete details.

COMPETITION: MEN'S / JUNIOR DIVISION / GRADE: PREMIER DIVISION DATE: 28.5.17

YOUR CLUB NAME: LISMORE WORKERS

NAME OF YOUR DUTY OFFICER: JOHN DOE FFA No. 12346758

HOME TEAM: BYRON BAY V AWAY TEAM: LISMORE WORKERS Ground: 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.	Player First Name	Player Surname	Yellow Cards	Red Cards	Goals	Shirt No.	Player First Name	Player Surname
✓		1	CHRIS	KELLY	✓			1	Chris	Kelley
✓		2	RYAN	STEVENS				2	B. Stevens	
✓	10th	3	BRAD	EDWARDS				3	B. Edwards	
✓		4	ALAN	WRIGHT				4	A. Wright	
✓		5	ANDREW	BLACK				5		
✓	20th	6	SAM	YOUNG				6		
✓		7	TIM	ASHBOLT			2	7	T. Ashbolt	
✓		8	CURTIS	HAGAN	✓	✓	RT	8	Curtis Hagan	
✓	10th	9	MATTHEW	BOLAND				9	Matthew Boland	
✓		10	PAT	ELLIOTT				10	Pat Elliott	
✓		11	SIMON	GAHAN		✓	R1	11	Simon Gahan	
✓		12	TIM	ELLISON				12	Tim Ellison	
✓	30th	13	JARED	MARR				13	J. Marr	
✓		14	DANIEL	BURNS				14	D. Burns	
✓	30th	15	CHRISTIAN	BOYLE				15	Christian Boyle	
✓		16	ROBERT	PEEL				16	Robert 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 ROLLED.

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. Sullivan

Referee (signature) x... Michael O'Leary

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

Red Card Offences
R1 Serious foul play
R2 Violent conduct
R3 Spitting at an opponent or any other person
R4 Denying the opposing team a goal or an obvious goalscoring opportunity by deliberately handling the ball (except a goalkeeper within their own penalty area)
R5 Denying an obvious goalscoring opportunity to an opponent moving towards the opponent's 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

PINK coloured Match Sheet for Grade 15 to Senior Women:



OFFICIAL MATCH SHEET – 15 GIRLS to SENIOR WOMEN



PINK COPY – To FFC by 10pm Wednesday YELLOW COPY To be retained by club.
HOME Club to submit results or line no later than 11pm Sunday. Fines and penalties may apply for breaches, including in signing signatures or incomplete details.

COMPETITION WOMEN'S / JUNIOR 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: SX HD 2 K/O Time: 12:30pm

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

Suspended Players/Team Officials	FFA No.

Team Names	MATCH RESULT
HOME Team Name: <u>LENNOX HEAD</u>	GOALS: <u>TWO</u>
AWAY Team Name: <u>SUFFOLK PARK</u>	GOALS: <u>NIL</u>

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

Match Officials	Print Name
Referee:	<u>SARAH MORGAN</u>
Asst Referee 1:	<u>JO KELLY</u>
Asst Referee 2:	<u>PAT SHAW</u>

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

Red Card Offences
R1 Serious foul play
R2 Violent conduct
R3 Spitting at an opponent or any other person
R4 Denying the opposing team a goal or an obvious goalscoring opportunity by deliberately handling the ball (except a goalkeeper within their own penalty area)
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)
R6 Using offensive, insulting or abusive language and/or gestures
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 Gumtree Drive
Goonellabah NSW 2480
E: referees@ffnc.net.au

YOUR NAME: YOUR ROLE: [Click here to select role](#)**MATCH DETAILS**Club (H): Club (A): Venue: Competition: Division: Date: Minute of Send Off: **SENT OFF PLAYER DETAILS**Name: Shirt Number: Club: **SEND OFF CHARGE** (Please tick ONE box only)☐ R1☐ R2☐ R3☐ R4☐ R5☐ R6☐ R7**SEVERITY OF SEND OFF CHARGE (INDICATIVE OF SENTENCING)** (please tick ONE box only)☐ Low☐ Low/Moderate☐ Moderate☐ Moderate/High☐ High**WHAT HAPPENED?...****CLEARLY DESCRIBE THE INCIDENT/S THAT RESULTED IN THE SEND-OFF;**

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

DID ANYTHING OCCUR IMMEDIATELY AFTER THE SEND OFF? (please tick ONE box only)☐ YES☐ NO**IF YES, CLEARLY DESCRIBE BELOW WHAT HAPPENED;****SEVERITY OF AFTER SEND OFF CHARGE (INDICATIVE OF SENTENCING)** (please tick ONE box only)☐ Low☐ Low/Moderate☐ Moderate☐ Moderate/High☐ HighEmail completed form to referees@ffnc.net.au



FOOTBALL FAR NORTH COAST REFEREES SEND OFF REPORT

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

YOUR NAME: Teresa Green

YOUR ROLE: Referee

MATCH DETAILS

Club (H): Lismore Thistles

Club (A): Nimbin Headers

Venue: T1

Competition: Men's

Division: 2

Date: 26/5/18

Minute of Send Off: 76th

SENT OFF PLAYER DETAILS

Name: Lou Natic

Shirt Number: 6

Club: Lismore Thistles

SEND OFF CHARGE (Please tick ONE box only)

☒ R1 ☐ R2 ☐ R3 ☐ R4 ☐ R5 ☐ R6 ☐ R7

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

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

WHAT HAPPENED?...

CLEARLY DESCRIBE THE INCIDENT/S THAT RESULTED IN THE SEND-OFF;

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

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

DID ANYTHING OCCUR IMMEDIATELY AFTER THE SEND OFF? (please tick ONE box only)

☒ YES ☐ NO

IF YES, CLEARLY DESCRIBE BELOW WHAT HAPPENED;

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

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

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

Email completed form to referees@fnc.net.au

**FOOTBALL FAR NORTH COAST
REFEREES CONDUCT REPORT****FOOTBALL FAR NORTH COAST**
5/32 Gumtree Drive
Goonellabah NSW 2480
E: referees@ffnc.net.auYOUR NAME: YOUR ROLE: [Click here to select role](#)**MATCH DETAILS**Club (H): Club (A): Venue: Competition: Division: Date: **REPORT ON THE CONDUCT OF...**Person 1: Club Associated with: Person 2: Club Associated with: Person 3: Club Associated with: **DETAILS OF INCIDENT...**Time of Incident: Location of Incident: **WHAT HAPPENED?...****CLEARLY DESCRIBE THE INCIDENT THAT YOU'RE REPORTING AND NOTE ANY ACTION YOU TOOK;****SEVERITY OF INCIDENT** (please tick ONE box only)☐ Low☐ Low/Moderate☐ Moderate☐ Moderate/High☐ High**Email completed form to referees@ffnc.net.au**



FOOTBALL FAR NORTH COAST REFEREES CONDUCT REPORT

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

YOUR NAME:

YOUR ROLE: Referee

MATCH DETAILS

Club (H):

Club (A):

Venue:

Competition:

Division:

Date:

REPORT ON THE CONDUCT OF...

Person 1:

Club Associated with:

Person 2:

Club Associated with:

Person 3:

Club Associated with:

DETAILS OF INCIDENT...

Time of Incident:

Location of Incident:

WHAT HAPPENED?...

CLEARLY DESCRIBE THE INCIDENT THAT YOU'RE REPORTING AND NOTE ANY ACTION YOU TOOK:

At the conclusion of the match I returned to the match officials change room and completed both match sheets, before waiting in the change room for approximately 10 minutes for both team officials to come and sign, then collect their match sheet pad. When the Woodburn coach arrived (Mr. Mark Urr), he signed his teams match sheet and then said, "you had a terrible game, that was the worst 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". I politely asked both Mr. Urr and Ms. Render to leave the change room area, which they did without any further comments. The incident was witnessed by my two Assistant Referees, who will also be providing a conduct report.

SEVERITY OF INCIDENT (please tick ONE box only)

☐ Low

☐ Low/Moderate

☒ Moderate

☐ Moderate/High

☐ High

Email completed form to referees@fnc.net.au

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

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

Junior Finals (including Grand Final):

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

Senior Finals (including Grand Final):

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

In all grades:

- There is NO “Golden Goal” in any competition and the FULL extra time period (10 minutes each way) must be played.
- Time “added-on” or “stoppage time” will ONLY apply in Men’s Premier 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 Official 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.

**** This information does not apply to Green Shirt Match Officials; who will wear their green shirt at all times until they receive their black (and other coloured) shirt/s.**

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

Match payments for abandoned matches will be considered subject to the circumstances that apply and that may 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 any form of offensive, insulting or abusive behaviour from players, team officials or spectators towards match officials and we ask 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, Remove strategy. Remember this strategy is a guide and you CAN dismiss a team official from the Technical Area 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. The referee should then take action.

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

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

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

As well as the action taken on the day, **it is necessary to submit a CONDUCT REPORT** to Football Far North Coast.

Incidents of Assault

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

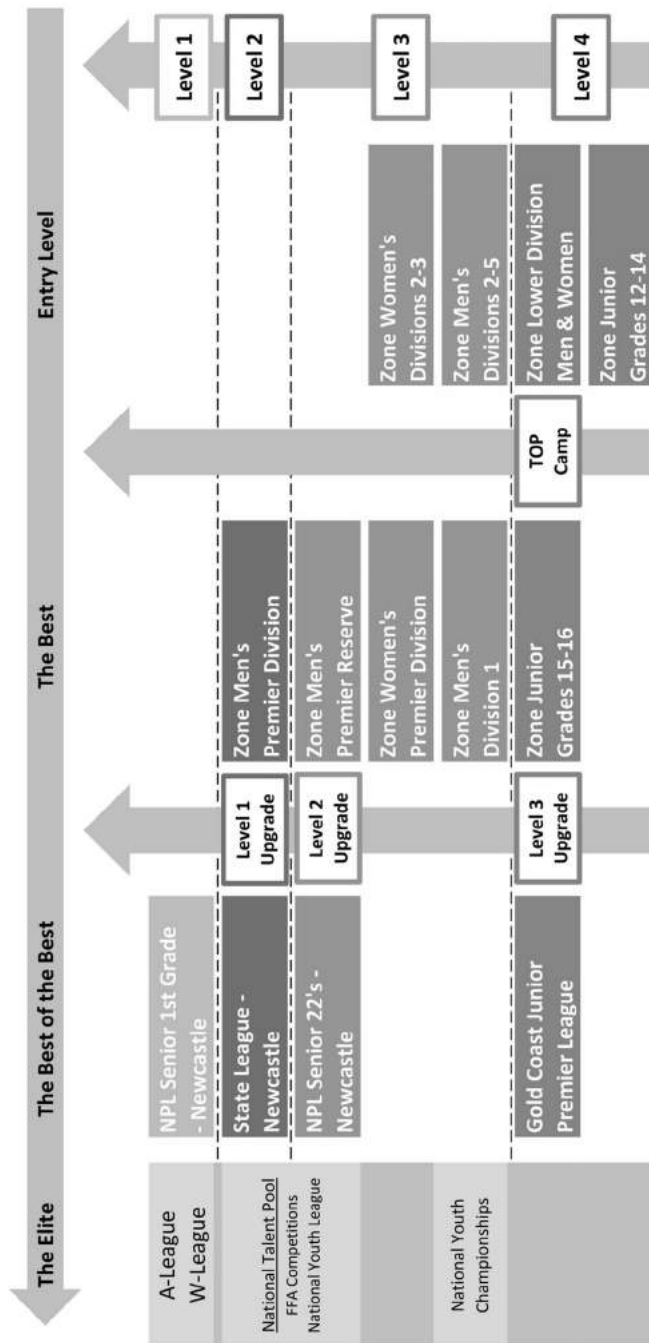
1. **Abandon the game** (if in progress) - MANDATORY ACTION (No exceptions) - you do not complete the game!
2. Do nothing to aggravate any situation. Get away from the incident as quickly as possible.
3. Get a note of the names and addresses of as many witnesses to the incident as possible.
4. If a decision 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.

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/or would like to receive some further coaching, please email referees@ffnc.net.au so that we can arrange this to occur as soon as possible.

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.

Green Shirt Program – New Match Officials

The “Green Shirt Program” is a program adopted by Football Far North Coast to actively highlight the need of new match officials to receive support from all participants, as they start their journey as a match official.

Anyone who completes a level 4 course this year and has not previously officiated in football will first wear a green shirt when they officiate on matches.

The program aims to change behaviours towards new referees and encourage clubs, as well as spectators, to treat them as a human being and provide them encouragement and respect.

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.

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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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? _____

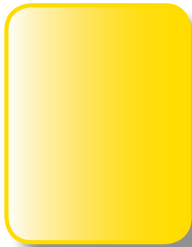
Long-term goals (Over 3 years):

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** 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 corner kick, free kick or throw-in
- **Y6** Entering, re-entering or deliberately leaving the field of play without the referee's permission



Red Card Offences

- **R1** Serious foul play
- **R2** Violent conduct
- **R3** Spitting at an opponent or any other person
- **R4** Denying the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (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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