

**FOOTBALL
WEST**

**MATCH OFFICIALS'
GUIDE**

~ 2011 ~

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1. Football West

Football West was established in July 2004 to represent the combined interests of all levels of competition and aspects of the game throughout metropolitan and regional Western Australia.

Vision: Football will become a leading sport in Western Australia.

Mission: Football West will serve the community by increasing participation, managing competitions, providing cohesive development pathways from grass roots to elite, and providing education, information and technical support to all.



Football West is recognised by State and Federal Governments and Football Federation Australia (FFA) as responsible for the administration, promotion and delivery of football in Western Australia. It is funded through membership and Club affiliation fees, government grants and corporate sponsorship.

Football West is affiliated to FFA, and through FFA's affiliation to FIFA (Federation of International Football Associations) is charged with all facets of football in Western Australia across State League, amateur men, women, youth, juniors, referees, coaches, officials and volunteers.

Structural review and unification

The formation of Football West followed a period of national and state review and reform. The process has been lead by Federal and State Governments, and in Western Australia, facilitated by the Department of Sport and Recreation, with the objective of creating a single, unified and representative state peak football body.

A number of representative standing committees have been established to provide advice to Football West on measures to promote, develop and improve football in WA; consistent application of rules, programs and competitions; and equality of opportunity.

Benefits

Football West Clubs will gain access to the pathway from grassroots to FIFA accredited national and international competition. This creates new opportunities for players.

The Western Australian football community benefits from affiliation with Football West in a number of other important ways:

- Affiliation opens the door for new and cohesive football development pathways from grass roots to elite that are aligned to local needs.
- A united and co-ordinated approach to sponsorship, fund-raising, and government support and liaison.
- Co-ordinated and nationally accredited coaching programs.
- The power of a single unified voice to increase access to grants and government support and to enhance the profile of football.

A single competition structure, new opportunities for development and growth, highly developed sportsmen and women; and, strong and unified state and national football communities.

2. Organisation of Football in W.A.

The structure of football leagues organised by Football West are as follows:

Senior Leagues

Competition	Divisions	Grades
State League	Premier Division (12 teams + NTC)	First Team
		Under 23s (with 5 over age)
		Under 18s
	Division One	First Team
		Reserves
		Under 18s
Sunday League	Premier Division to Division Seven	First Team
		Reserves
Metropolitan Leagues & Masters Leagues	Single team leagues	
Women's League	Premier League	First Team
		Reserves
	Divisions One to Seven	Single team leagues

State & Sunday Leagues are based upon 12 team models, whereas Metropolitan, Masters & Women's Leagues are based upon 10 team models where possible.

Junior Leagues

Small Sided Football 6's to 11's	Small sided, non competitive mixed fixtures <i>(these matches are not allocated official referees)</i>
Junior & Girls Only 12's	Non competitive fixtures on full size pitches
Junior, Girls Only & Youth 13's to 18's	Competitive fixtures on full size pitches

3. Contacts

Football West

Address: Gibbney Reserve, Ferguson Street, Maylands 6051
Postal: PO Box 214, Maylands 6931
Phone: (08) 9422 6900
Fax: (08) 9271 7299
Email: info@footballwest.com.au
Website: <http://www.footballwest.com.au>

Football West Referee Department

Office: (08) 9422 6900 – option 5
Email: referees@footballwest.com.au

Edward M. Lennie OAM JP

Referee Development Manager

Office: (08) 9422 6907
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Email: edward.lennie@footballwest.com.au

Mathew Cheeseman

Referee Coordinator

Office: (08) 9422 6910
Mobile: 0410 496 058
Email: mathew.cheeseman@footballwest.com.au

Dave Collier

Operations Support Officer

Office: (08) 9422 6920
Mobile: 0407 511 071
Email: dave.collier@footballwest.com.au

Referees Standing Committee

Email: refereesstandingcommittee@footballwest.com.au

Referees Standing Committee members:

- | | | | |
|------------------|----------------------|--------------|-------------------|
| • Randell Ford | Wheatbelt/Goldfields | 0419 917 707 | (Chairman) |
| • Ralph Dix | Perth Metropolitan | | |
| • Peter Tripoli | Perth Metropolitan | 0419 953 239 | |
| • Marco D'Ovidio | Perth Metropolitan | 0437 489 348 | |
| • Stephen Pryde | Perth Metropolitan | 0447 013 343 | |
| • Keith Roser | Midwest/Gascoyne | 0428 230 471 | |
| • (vacant) | Kimberly/Pilbara | | |
| • (vacant) | South West | | |

4. Administration

4.1 Match Officials' Guide

This Match Officials' Guide has been produced by Football West for the aid of all match officials. It will be made available on the Football West website, and updated as often as necessary. If anyone believes that there is information in this guide that is incorrect, or has some information that they believe would be useful to include (especially historical information or further honours), please contact the Football West Referee Coordinator.

4.2 Registration

Registration as a match official with Football West is open to all persons suitably qualified. Match officials and their qualifications are defined as either active (referee) or non-active (inspector and/or instructor). If an individual attains both a current active and a non-active qualification, then they shall be regarded as an active member (subject to the payment of the appropriate fee).

In order for registered Football West referees to officiate, they are required to pass the minimum requirements of the Laws of the Game Certificate and Level 4 courses as stipulated by Football Federation Australia (FFA). Referees who move to Western Australia with a current refereeing qualification from interstate or overseas may be able to have that qualification (or similar) recognised. Similarly, referee inspectors and instructors are required to hold the minimum Level 3 requirements to register as a match official in that capacity.

Football West is not obliged to accept any individual's registration as a match official. If a registration is rejected, the individual may request for the decision to be reviewed by the Technical Committee. This request must be made in writing and within 14 days of being notified of their rejection. The decision of the Technical Committee will be considered final and no further correspondence will be entered into.

4.3 Registration Fees

Registration as a Football West match official is also dependent on payment of the annual registration fee, plus any fines or levies which may be raised. Referees will be advised in writing if they become unfinancial for any reason other than non-payment of annual subscriptions. New or renewing registrations will not be processed until such payment has been received. Match officials who hold both a current active and non-active qualification must pay the referee registration fee at the appropriate level if they wish to remain as an active member.

Metropolitan registration fees for the 2011 season are as follows:

- | | |
|---|-----------|
| • All competitions (including State League) | \$ 360.00 |
| • All competitions (except State League) | \$ 220.00 |
| • Junior & School competitions only | \$ 130.00 |
| • State League Cadet (must be born between 1993-1995) | \$ 110.00 |
| • Youth referees (born in 1993 or later) | \$ 70.00 |
| • Inspectors (non-active only) | \$ 70.00 |

Registration fees must be paid in full prior to the referee being registered to officiate in any Football West competition for that season. Payment may be made to Football West by cheque, money order, Visa or MasterCard (STRICTLY no cash accepted).

4.4 Insurance

Match officials are protected under the Football West insurance policy for any injury sustained during a sanctioned fixture or organised training by Football West or other sanctioned events as prescribed from time to time. Therefore, match officials should only wear a uniform containing either the Football West or FFA Referee logo when they are officiating in such games. If a match official needs to make a claim for injury expenses, they will need to phone SportsCover Australia on 1300 134 956. Football West does not deal with insurance claims directly. Further information for SportsCover Australia (including the full policy description) is available on the Football West website.

4.5 Upgrades

If a referee wishes to upgrade their current qualifications (either active or non-active), then they must follow the procedure as stipulated by FFA. This procedure is outlined in the Australian Officiating Development Schedule, which is available to view on both the Football West and Football Federation Australia websites. Note that all upgrade applications for the following season must be put in writing to the Technical Committee (via Football West) no later than 30 November. The cost of upgrade courses will be notified during the season (as a guide, upgrades being performed during the 2011 season are at a cost of \$110.00 per participant).

4.6 Referee Panels

All active match officials will be eligible to be placed in a panel of referees chosen to officiate games at a certain level. This selection of panels is undertaken by the Football West Referees' Technical Committee and is based upon current qualifications, experience, previous performance, etc. Panels are published periodically to allow members to keep themselves aware of their progress. In addition, referees may be promoted (or demoted) from panel to panel, for which the Technical Committee is also responsible. The method of assigning referees to panels is described in more detail in the Technical Committee Terms of Reference, which is included as Appendix C.

4.7 Fitness Tests

A pre-season physical fitness test may be held for referees to assist with allocation into appropriate panels. This will be conducted by the appointed Football West Trainer under the supervision of the Referee Development Manager. Further tests during the season may be held at any time.

It may not be considered necessary for every referee to take this test and it is not necessarily a compulsory requirement to pass the test for referees to be graded into the respective panels. As a general rule, the fitness test is obligatory for referees in the higher panels.

Although the fitness test is usually a "once-a-year" event, remember that every inspection or coaching sheet is also a fitness test. If the inspector thinks a referee is not fit enough, they will give an assessment mark reflecting that, and as a result the referee may be moved to lower level games. Active members may also be required to take a fitness test, as and when either the Referee Development Manager and/or Technical Committee deem necessary. This may include match officials who are returning from injury after a lengthy period without allocations.

4.8 Training & Meetings

Organised training will take place on every Monday and Wednesday (excluding Public Holidays) commencing at 6:30pm lasting for approximately one (1) hour. These sessions will take place on the running track at Noranda Sports Complex (located behind Noranda Palms Shopping Centre on the corner of Benara Road and McGilvray Avenue). Sessions commence with pre-season training in December and conclude at the end of September.

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Coaching nights will be held every month on Wednesdays from April to September inclusive, with different weeks catering for different competitions. A calendar of events will be sent to all referees once finalised. Additional lecture nights for other reasons may be scheduled as and when deemed necessary, with details advised to the appropriate match officials.

The Technical Committee generally meet on the first Tuesday of each month (from March-September) at the Football West Office in Maylands. However, an additional or lesser number of meetings may be necessary.

4.9 Allocations

Notification of fixture allocations from Football West will be in writing (either via email or post), and where practicable will generally be on a fortnightly basis. All active referees who register for the season will be deemed available for all fixtures in accordance with the days and times of availability stated on their availability forms. It is not necessary to confirm acceptances unless requested (e.g. finals appointments).

It is the responsibility of the individual match official to make sure that they are aware of all fixtures to which they are allocated. Match officials may be fined for not officiating at their allocated fixture/s. If a referee wishes to change an allocation, this must be arranged with the allocator first otherwise the allocation stands.

It is the responsibility of the individual match official to call-off any game that they are unable to officiate, giving adequate notice. Usually directives are given each year on the procedure to be used. If you give an allocator a verbal call-off, this must be confirmed with the allocator in writing (via post, fax or email) within forty-eight (48) hours of the call-off otherwise a fine may be imposed.

4.10 Uniform & Equipment

The recommended list of equipment for a referee to purchase is:

1. Approved refereeing shirt
2. Alternative colour(s), as advised from time to time
3. Approved refereeing shorts
4. Approved refereeing socks
5. Whistle
6. Assistant Referee flags
7. Red & Yellow Cards
8. Notebook – this may be combined in a special folder for the cards
9. Predominately black footwear (with black laces)
10. Watch
11. Pens / Pencils
12. Coin
13. Ball pump & pressure gauge
14. Envelope (and stamp) for match card and votes

Initially because of cost, you may only be able to purchase one of each of the first five items listed, but it is preferable to carry with you to each game at least two of these items. If you have more than one game on the same day, you may get saturated doing the first game and find it necessary to have a dry strip for your second game.

For the 2011 season the prescribed uniform for registered Football West referees officiating in ALL sanctioned Football West metropolitan competitions (items 1-4) is produced by Evolution Sports Imports Pty Ltd (branded as Kelme), printed with both the FFA Referee and Football West logos. These uniforms are available for purchase from Kelme (Unit 7 / 33 McDonald Crescent, Bassendean). Referees who wear a non-approved uniform may be liable for Disciplinary Sanctions as provided in Section 6 of this guide.

Items 5-8 are available to purchase from Football West (cheque, money order, Visa or MasterCard only), whilst voting slips (used for all senior fixtures) and pre-addressed envelopes will be distributed to all referees, and are available from Football West on request.

4.11 Match Fees

For State League fixtures, Football West will invoice the clubs for payment of the referees. This money will be collected and held in an account for each individual referee by Football West. There is no requirement for referees to collect payment on match day unless they are specifically requested in writing to do so by Football West.

In all other leagues, match fees are to be paid to the referee before the start of each game. Each team shall be responsible for 50% of the match fee. If the match fee is not paid, the game can proceed but a claim form is to be submitted by the referee to Football West for processing. See Section 4.11.2 (Match Fee Claims) below for further details on match fee claims.

The complete list of Match Fees is located in this handbook at Appendix D.

4.11.1 Forfeited, Postponed or Abandoned Fixtures

Football West Rules of Competition provide for the following scenarios:

- If the appointed referee postpones or delays any fixture, he must submit a report in writing to Football West within 72 hours of the scheduled conclusion of the fixture outlining the reasons for his actions. The appointed referee is entitled to 50% of the prescribed match fee for a postponed fixture and 100% of the match fee for a delayed fixture which is subsequently completed or abandoned.
- When a fixture is forfeited by a club, the referee is entitled to receive 100% of the prescribed match fee to be paid by the club which forfeited the fixture, unless the forfeiting club informed Football West in writing at least 72 hours prior to the scheduled kick-off.
- When a match is abandoned, the match officials are entitled to receive 100% of the match fee.

Please note that it is vitally important that when reporting an abandoned match that the reason for the abandonment is clearly established. If in your opinion one of the teams caused the abandonment, then the outcome of the result of the match will be affected (see Section 5.4.6 for more information).

4.11.2 Match Fee Claims

If a match official needs to submit a match fee claim for a fixture (e.g. one or both teams are absent, kick off has been changed or any other reason), the form is available for download from the Football West website or from the Football West office on request. Instructions are located on these forms. However, if you need assistance you should contact Football West.

5. Match Official's Duties

5.1 Officials

The average football spectator or even the average player does not generally appreciate the responsibility and power accorded to the referee in accordance with the Laws of the Game.

It would be fair to say that the level of the referee's responsibility increases with the importance of the match in as much as there are increasing tensions and pressures on the players and spectators. Every decision made in an important match is subject to closer scrutiny and criticism, in comparison to a more junior encounter.

The referee needs to show qualities of man-management, authority and understanding of the players and their problems in order to maintain control. These qualities are important in all games. In senior matches where official assistant referees are appointed, it is important that the co-operation amongst the three officials and the match inspector(s) is of the highest order.

5.2 Match Preparation

- Check your match allocation as soon as you receive it, especially the ground, as a team may have changed their ground from those previously used. If you are not sure of how to get to a particular ground – ASK!
- Prior to leaving for the game ensure you have of all the equipment you will need
- Ensure all of your refereeing equipment is neat, clean and tidy
- Arrive at the ground at least sixty (60) minutes prior to the scheduled kick off
- Check the ground, markings, goalposts, nets and corner posts to see that they conform with the requirements. If there are any faults, give the home side adequate time to rectify them (hence the importance of arriving early) – for senior fixtures it is recommended that the inspection of the field of play by both the reserve referee and first team referee is carried out during half time of the preceding fixture
- Make yourself known to the team/ground officials
- Obtain the three M's before the start of the game: match ball (plus any spares if necessary), match card (or match sheets) and match fee (for State League fixtures, this is collected by Football West)
- Obtain club assistant referees where necessary
- Check the players' equipment
- Make sure you are adequately warmed up before the game
- Give instructions to your assistant referees
- ENJOY YOURSELF! ☺

5.3 Instructions to Assistant Referees

5.3.1 Club Assistant Referees

Be careful with the instructions you give to club assistant referees. When giving your instructions to them, do it for both at the same time. One reason is to save you repeating yourself, but also to ensure they receive the SAME instructions.

- Ask them to signal when the ball is out play
- For a throw in – which way
- Advise them that you may wish to overrule them at any stage and if so you will acknowledge their signal so that they can lower their flag

5.3.2 Official Assistant Referees

With official assistant referees appointed by Football West, there is greater scope for cooperation with the referee. The official assistant referees should assist the referee by observing the instructions for the particular game. Make sure you are aware of any new methods of indicating decisions. These instructions could include all or some of the following:

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- Signal when the ball is out of play
- In your half – which way. In the other half – primarily signal out of play. At times the referee may require your assistance for which way
- Signal for goal kicks and corners
- Signal for when a player should be penalised for being in an offside position
- At goal kicks check that the ball is placed correctly
- Follow the goalkeeper to make sure that he does not come outside the penalty area with the ball in his hands
- At corner kicks on your side check that the ball is placed correctly
- At corner kicks on your side make sure opposing players are 10 yards from the ball and then check for infringements in the penalty area
- At corner kicks on either side check whether the ball goes out of play when in flight
- At penalty kicks: be goal judge (whether the ball is over the line) and watch for encroachment from the goalkeeper only
- Check for foul throws
- Signal for & control substitutions
- Signal for fouls committed that the referee has NOT SEEN
- Keep a record of the game
- Maintain eye contact with the referee
- Nomination of the senior referees assistant (if not already stipulated in the allocations list)

Whilst these are broad outlines they may vary with each referee and remember that you are there to assist the referee.

5.4 Rules of Competition

Referees should be aware of the Rules of Competition that apply to the various matches that they officiate. Below are a list of the basic information that you MUST know, however please note that the full Rules of Competition can be found on the Football west website.

5.4.1 Match Durations

- | | |
|--|------------------|
| • All senior leagues (including State League 18's) | 45 minute halves |
| • Youth & Girls Under 17's & 18's | 45 minute halves |
| • Junior & Girls Under 16's | 40 minute halves |
| • Junior & Girls Under 15's | 35 minute halves |
| • Junior & Girls Under 13 & 14's | 30 minute halves |
| • Junior & Girls Under 12's | 25 minute halves |

5.4.2 Substitutes

- | | |
|---|-----------------------------------|
| • State & Amateur Leagues | 3 subs from 5 named |
| • Social, Masters & Women's Leagues | Interchange – total of 16 players |
| • Youth & Girls Leagues – 17's & 18's | Interchange – total of 16 players |
| • Junior & Girls Leagues – 12's to 16's | Interchange – total of 14 players |

5.4.3 Cup Conditions

Where scores are level at the end of normal, the following Cup matches shall play two periods of 15 minutes extra time, before proceeded to kicks from the penalty mark if required:

- Solo Cup (State League) – First Team ONLY
- Amateur Cup – both Reserves & First Team

In all other Cup matches, if scores are level at the end of normal time, the match shall proceed straight to kicks from the penalty mark.

5.4.4 Late Kick Offs & Forfeits

In all games, the kick off time will be shown on the allocation list. The referee should at all times try to ensure that a game kicks off at the published time. He should refrain from kicking off earlier than the scheduled time, but must be aware of the time gap between the two fixtures if the game happens to start late.

If you are late kicking off you must reduce your time to allow the following game to start on time. This only applies if there is insufficient time left before the scheduled starting time for the next game, to allow the game to be played within the normal time. If you are unsure as to whether another game follows yours, reduce the halves. The reasons for late kick off must be reported to Football West. In deciding the length of each half, divide the amount of time lost due to the late start by two, and deduct that from the normal time for each half. Note that in junior, girls only and youth fixtures, no additional time is to be played at the end of each half.

With the exception of abandoned fixtures, each period must last for the following minimums in order for a result to be recorded:

- State & Sunday Leagues 35 minutes
- Women's, Metropolitan, Masters & Youth Leagues 30 minutes
- Junior/Girls Only – 15's & 16's 25 minutes
- Junior/Girls Only – 13's & 14's 20 minutes
- Junior/Girls Only – 11's & 12's 15 minutes

If a team is not ready to start the game 15 minutes after the scheduled starting time, the match MUST NOT commence. This is then reported to Football West for their decision.

5.4.5 Best & Fairest Voting

The referee must complete votes for the Best and Fairest players in all grades and divisions of the senior leagues, those being State, Sunday, Women's, Metropolitan & Masters Leagues. There is no voting required for cup matches in any league. Voting is done for the entire game (not for each team) on the following basis:

- Top Player 3 points
- Second Player 2 points
- Third Player 1 point

Voting is also required for the best goalkeeper for first teams in the Premier Division of the State, Amateur & Women's Leagues (a space is available on the same voting card as the fairest and best).

The results are to be recorded on a voting card for State League matches, and on the team sheet for all other applicable leagues. Voting cards and preaddressed Football West envelopes to send in your match sheets and votes are available from the Football West office.

5.4.6 Postponed or Abandoned Fixtures (extracted from *Rules of Competition, Section 2*)

1. A fixture may not be postponed or abandoned except:
 - on the instructions of the referee; or
 - by order of the police or other authority exercising its statutory powers to that effect; or
 - on the instructions of or with the prior written consent of Football West.
2. If the appointed referee postpones, delays or abandons a fixture, he must, within 30 minutes of making such a decision, inform:
 - The home club;
 - The visiting club;
 - The Referee Allocator; and

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- The Football West Results Recorder
3. If a fixture does not commence for any reason on the scheduled date of the fixture, without having been rearranged with the approval of Football West, it is the responsibility of the allocated referee to notify Football West by utilising the results recording service within 30 minutes of the scheduled kick-off time. Should no referee be allocated by Football West, the responsibility rests with the home club.
 4. A fixture postponed in accordance with paragraph 1 may only be replayed at a date and time mutually agreed by both clubs except in the circumstances stipulated in paragraphs 5.
 5. If a fixture is postponed in accordance with paragraph 1, and the clubs involved are not able to reach an agreement as to when the fixture will be played, Football West will determine the date, time and venue of the fixture and any such decision is final.
 6. If a postponed fixture cannot be rescheduled in accordance with paragraph 5, or cannot be completed for any other reason, Football West reserves the right to declare the fixture a 0-0 draw.
 7. A club or participant found to have caused the abandonment of any fixture, will be sanctioned in accordance with the Football West Disciplinary Regulations.
 8. A fixture which is normally played between teams of 11 players may not continue if either team is reduced to fewer than 7 players.
 9. If a fixture is abandoned prior to half time, then the fixture will be replayed, **unless, in the opinion of the referee, one of the participating teams caused the abandonment of the fixture** or unless otherwise stipulated in these rules or accompanying annexes.
 10. If a fixture is abandoned at half time or after the commencement of the second half, then the score at the time of the abandonment of the fixture will be deemed to be the match result, **unless, in the opinion of the referee, one of the participating teams caused the abandonment of the fixture.**
 11. If a fixture is abandoned, and that fixture is one in which the outcome must be that one of the teams must be declared a winner on the day, for example a knock out cup match, and at the time of the abandonment scores are level, then that fixture will be replayed in full, **unless in the opinion of the referee, one of the participating teams caused the abandonment of the fixture.**
 12. An abandoned fixture which is to be replayed may be arranged at a mutually convenient time and venue by the participating clubs. Football West must be notified in writing of the date, time and venue of the rescheduled fixture at least 72 hours prior to the rescheduled kick-off time.
 13. If an abandoned fixture cannot be rescheduled through mutual agreement, Football West will determine the date, time and venue of the fixture and any such decision will be final.
 14. If an abandoned fixture cannot be rescheduled in accordance with paragraph 13, Football West reserves the right to declare the fixture a 0-0 draw.

5.5 Results Service

For State League fixtures, for all grades and divisions the referee must send the result within 15 minutes of the conclusion of the match. 18's and reserves matches need only identify the full time score. First team fixtures require both the half time and full time results, goal scorers and times of goals.

For the 2011 season, the information should be sent by text message to Dave Collier on **0407 511 071**. An example text message for a first team fixture is as follows:
Perth SC v Western Knights – HT 2-1 FT 3-2, Perth goals D.Onoforo (2) 32, 45+1, A.Naglieri 90+2, W.Knights goals S.Montgomery 23, OG 56

Any referee failing to supply the information by the requested time could face disciplinary action, as described in Section 6.

5.6 Assaults on Match Officials

In the case of an assault on a match official, it is important that the following procedure be followed:

- Stop and abandon the game
- Obtain the name of the assailant if possible – the home club should be requested to provide it where possible
- Advise Football West via the Referee Coordinator as soon as possible
- If deemed necessary, report the matter to police as soon as possible and obtain an incident report number
- Submit the necessary report to Football West

5.7 Match Inspectors

Inspectors are considered to be an integral part of the allocated team of match officials and are therefore expected to be aware of the requirements under the FFA Match Officials Code of Ethics (listed in Appendix B of this document).

In order that the inspector is able to complete his responsibilities, it is reasonable for the appointed inspector to be in attendance at the ground 60 minutes prior to the scheduled kick off for which he has been appointed, during which time the inspector is able to observe the appointed referee's protocol adopted.

Attendance at this prescribed time will also enable the inspector to assist with any questions and/or problems facing the match officials. The inspector should be able to liaise if necessary between any official club representative and the appointed match officials for the day. Problems solved prior to the commencement of the fixture will in all probability reduce any adverse consequences later.

The inspector should be in possession of both this Match Officials' Guide and any necessary Football West publications (for example, current Football West Rules of Competition) when the contents of such publications are directly relative to the official duties of the appointed match officials.

Attention is drawn to the directives relating to the correct protocol required for the completion and submitting of coaching sheets or full inspection reports. Note that these reports must be submitted to the individual match officials no later than four (4) working days after the date of the match. Failure to do so may result in disciplinary action against the match inspector as specified in Section 6 below.

6. Disciplinary Action

- 6.1 The following fines shall be in place for the 2011 season:
- 6.1.1 Match sheets, voting cards or send off reports arriving at the Football West office later than two (2) working days after the conclusion of the match – 50% of match fee
 - 6.1.2 Failing to supply required information to the results service – 20% of match fee
 - 6.1.3 Failing to attend a match appointment without due cause – 100% of match fee
 - 6.1.4 Failing to submit an inspection report or coaching sheet to the respective referee within four (4) working days of the date of the match – 50% of the inspector's match fee
 - 6.1.5 Wearing a non-approved uniform during a Football West sanctioned fixture – 20% of match fee
- 6.2 Match Officials who are alleged to have breached the Football West Disciplinary Regulations, FFA Code of Conduct or other FFA Statutes may be called before the Football West Disciplinary Committee.
- 6.3 Subsequent to Section 6.1.1 above, payment for match officials will not be processed until all documentation (including match sheets, voting cards and match reports) are received at the Football West office.
- 6.4 Any match official who receives a fine as listed in Section 6.1 above may apply to the Football West Referee Development Manager for review. This request must be made in writing (either by post, email or fax) no later than seven (7) days after receiving notification of the fine.

Appendix A

Football West Match Officials Code of Conduct

Under the Laws of the Game the decisions of a referee on points of fact connected with the play are final as far as the result of the game is concerned. A referee also has wide-ranging powers defined in Law 5.

In addition to the quality of refereeing, the behaviour of the referee has an impact, either directly or indirectly, on the conduct of all others involved in the game.

Respect for referees and their decisions is a fundamental part of the game.

The referee should:

- 1 Make every effort to prepare fully for a match, both physically and mentally.
- 2 Apply fairly and impartially the Laws of the Game.
- 3 Not be afraid to take decisions.
- 4 A referee should be fair and firm and must resist any possible influence from protests on the part of players, team officials or spectators.
- 5 Show **Respect** towards players and team officials.
- 6 Be honest and completely impartial at all times, irrespective of the teams, players or team officials involved in the match.
- 7 Decline to be appointed to a match if not completely physically or mentally fit to referee that match (because of illness, injury, or for family or other reasons).
- 8 Inform Football West Referees Department directly if unable to referee a team or teams for any reason.
- 9 Always have regard to the best interests of the game, including where publicly expressing an opinion on the game or any particular aspect of it, including others involved in the game.
- 10 Not tolerate inappropriate language from players and/or officials.

The powers of a referee must be used with wise judgement and care. Authority and a firm approach must be combined with respect.

- 1 A referee should have regard to protecting the players.
- 2 A referee should show due **Respect** when speaking with the players, even in the event of infringements.
- 3 In reports, a referee should set out the true facts and not attempt to justify any decisions.

Appendix B

Officials Code of Ethics

Ethics and Football Match Officials

Rationale

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

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

Rights and Responsibilities of Football Match Officials

Football Match Officials have rights and responsibilities. They have the right to expect that:

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

Their responsibilities are enshrined in the following Code of Ethics.

FFA Match Officials' Code of Ethics

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

Appendix C

Football West Referees' Technical Committee Terms of Reference

Preamble

In accordance with the Australian Officiating Development Schedules which identifies that all referee groups should operate a Technical Committee, Football West as the state governing body for all matters of the sport in Western Australia, has assumed the responsibility for the creation and government of a Technical Committee for referees based in the metropolitan area under the Terms of Reference below.

1. Definitions

- a. **Allocator** means the person appointed by Football West responsible for allocating match officials.
- b. **Code of Conduct** means the national football code of conduct as promulgated by FFA from time to time (a current version of which can be obtained on www.footballaustralia.com.au or on request).
- c. **Committee** means the Football West Referees' Technical Committee.
- d. **Disciplinary Regulations** means the national football disciplinary regulations as promulgated by FFA from time to time (a current version of which can be obtained on www.footballaustralia.com.au or on request).
- e. **FFA** means Football Federation Australia.
- f. **FFA Statutes** means FFA's statutes as promulgated by FFA from time to time, including its constitution and by-laws and rules and regulations and policies and procedures.
- g. **FIFA or Fédération Internationale de Football Association** means the association responsible for the organisation, administration and promotion of football throughout the world.
- h. **Grievance Resolutions Regulations** means the national procedure that applies exclusively to facilitate the expeditious and fair resolution of a grievance, as promulgated by FFA from time to time (a current version of which can be obtained on www.footballaustralia.com.au or on request).
- i. **Match Officials** means individuals who are recognised under article 13.1 of the FFA National Registration Regulations and currently registered with Football West (including referees, referee inspectors and referee instructors).

2. Members

- a. Football West shall annually select the members required for the Committee from the list of Match Officials.
- b. Nominations shall be called for prior to the beginning of the season.
- c. Football West when considering selection must ensure that no conflict of interest prevails. Further explanation of this consideration is notated later.
- d. The Football West Referee Development Manager shall automatically be installed as Chairperson of the Committee.
- e. The Committee shall contain no more than seven (7) members (including the Chairperson), with ideally an odd number.
- f. At their first meeting following their appointment, the Committee shall internally appoint a Secretary, for which the role is further described in Section 8 below.

3. Voting Rights

- a. All members appointed to the Committee shall have full voting rights.
- b. The Chairperson shall only have a casting vote to be exercised when required.
- c. Any member of the Committee who is deemed to have either a vested, close, or personal interest, in any subject matter before the Committee, shall be proclaimed as

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having a "conflict of interest". Any member of the Committee may raise the concern of another member having a conflict of interest. When a member of the Committee has a conflict of interest raised against them, this is to be confirmed by a majority vote of the remaining members. Under such circumstances and while that specific subject matter is under discussion/debate/review the member shall not be allowed to enter into any debate/discussion/voting process on that specific matter. Such identified subject matters and proclamations shall be clearly recorded within the minutes of the Committee.

d. The result of any vote shall be by a simple majority.

4. Quorum

a. A quorum shall consist of the Chairperson or Secretary plus two other Members as defined in Section 2.

5. Meeting Agenda

- a. Attendance & Apologies
- b. Confirmation of previous minutes
- c. Business arising
- d. Correspondence
- e. Secretary's report
- f. General Business
- g. Next Meeting
- h. Close

6. Objectives

- a. To promote the coaching and development of all match officials in the Perth metropolitan area.
- b. Identify match officials needing additional assessment and/or coaching and/or counselling.

7. Duties of the Technical Committee

- a. Ensure that all match officials are panelled and allocated commensurate with their abilities, skills, qualifications, fitness and attitude.
- b. Formulate panels and duties to ensure that each and every match official is used to their fullest potential.
- c. To ensure that all match officials are allocated in a fair, transparent, accountable and equitable manner.
- d. No later than seven (7) days prior to the commencement of the league season the Committee is required to present to Football West for publication to all match officials the criteria adopted for the selection of:
 - i. Referees being selected for officiating at quarter/semi/grand finals.
 - ii. Referees being selected for best assessed trophy awards for each panel.
 - iii. The criteria for Referee and Assistant Referee awards must include the minimum number of games to officiate and also minimum of number of inspections received.
- e. Ensure that panels are announced prior to the commencement of the league season (excluding Night Series).
- f. When necessary arrange for additional inspections to satisfy the criteria noted under Section 6 (Objectives).
- g. Supply any additional/pertinent information to the Football West Referee Development Manager required for the consideration of a match official's nomination for interstate and/or tournament competitions.
- h. Promote and demote referees in accordance with the criteria set out under Section 11.
- i. Ensure that all inspector reports relating to member referees performance/activities are dealt with speedily and effectively, with special attention and valued consideration given to those areas requiring the referee member be considered for advancement, additional inspection/coaching and/or counselling.
- j. Ensure that all inspection reports are completed within the guidelines related to marking policies from any state or nationally prescribed policy in force at the time. This clause

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gives the Committee the authority to amend or nullify any inspection report and subsequent mark found to be in breach of said guidelines.

- k. To request attendance of the Allocator at any Committee meeting when required. The Allocator shall be non-voting.
- l. The Committee shall have the power to suspend or remove a match official from allocations for a period no more than 28 days if they have been deemed to perform in such a manner that the performance fails to satisfy the expected duties and obligations, attitudinal considerations or who has been deemed to bring Football West into disrepute. Further information can be found in Section 13.
- m. At the conclusion of each season liaise with Football West to produce a list of trophy nominees (Football West shall be responsible for the acquisition of the trophies).

8. Duties of the Committee Members

- a. Chairman (Football West Referee Development Manager) – To ensure that the Committee meetings are conducted in accordance with the generally accepted rules of debate and that the Committee operates within these Terms of Reference.
- b. Secretary – Shall:
 - i. Take comprehensive minutes of each and every Committee meeting;
 - ii. Send copies of the minutes to all other Committee members and Football West;
 - iii. Receive all correspondence from Football West for and on behalf of the Committee;
 - iv. Send out all correspondence as instructed by the Committee, with a copy of the correspondence to Football West;
 - v. Carry out any other administrative duties required by the Committee that will contribute to the efficient and harmonious running of the Committee; and
 - vi. Send to Football West all details pertinent to the upkeep of referee's history. E.g. passing of exams and/or field tests and major appointments.
- c. Committee Members – Without portfolio shall carry out any duties required by the Committee that will contribute to the efficient and harmonious running of the Committee.

9. Allocations

- a. Football West Referees Coordinator – Shall:
 - i. Be responsible for the allocation of referees to all competitions governed by Football West in the metropolitan area;
 - ii. Make allocations in accordance with any schedules determined by the Committee;
 - iii. Notify the respective referees of their allocations on a fortnightly or monthly basis for State League duties, and weekly or fortnightly for all other competitions;
 - iv. Provide the Football West Finance Department with a schedule identifying payment amounts to match officials for refereeing, inspecting or coaching duties allocated to perform.
- b. Football West Referee Development Manager – Shall:
 - i. Be responsible for the allocation of referee inspectors to all competitions governed by Football West in the metropolitan area;
 - ii. Make allocations in accordance with any schedules determined by the Committee;
 - iii. Notify the respective referee inspectors of their allocations on a weekly basis;
 - iv. Keep a record of all marks and coaching sheets submitted.

10. Inspection Review Procedure

- a. Any referee being aggrieved by their inspection report is required within a period of seven (7) days from the date the inspection is received to firstly discuss such grievances with the officially allocated inspector.
- b. In the event that no satisfactory agreement results, then the referee may apply to Football West Referee Development Manager for a review of the inspection.
- c. In the event that no satisfactory agreement results, then the referee may apply to Football West for an inspection review by the Committee.
- d. The referee must lodge the review request within 14 days of receiving the inspection report, clearly stating the ground under which they wish to schedule a hearing.
- e. A fee of \$50.00 is to accompany this hearing request, which is refundable providing the hearing result is found to be in favour of the referee. This fee may either be deducted

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from the referee's match fees held in account by Football West, or through the submittal of a cheque or money order made out to "Football West".

- f. Football West shall set up a Review Panel made up of suitably qualified individuals to hear the case.
- g. The Review Panel shall be authorised to amend the inspector's report based upon the data supplied in the accompanying running sheet.
- h. The referee and match inspector concerned shall be advised of the outcome by Football West within seven (7) days of a decision being reached.
- i. If the referee is still aggrieved at the outcome of the review, they may request a grievance hearing as per the Football West Grievance Resolution Regulations. These regulations are available on request or on the Football West website.

11. Referee Appointment, Grading and Allocation Policies

- a. The Committee shall formulate panels comprising of sufficient referees to satisfy the demands of each competition league where appropriate. For guidance, panels MUST be created for State League and Amateur League competitions, and are optional at the Committee's discretion for all other competitions.
- b. The Committee may also create panels consisting of referees who require Assistant Referee duties only.
- c. Each panel shall be clearly identified with the duties for the referees comprising that panel.
- d. An additional list of referees shall be created for each panel, when the panel immediately above their's encounters a shortage of officials. This list is subject to change during the subsequent reviews, and will cover two important facets:
 - i. Provide identified referees opportunity to officiate at a higher level; and
 - ii. Provide cover for adverse consequences facing the Allocator.
- e. Each panel shall be subject to review two times during the season which shall be conducted throughout the season at equal intervals. The review is to confirm the current status of each referee officiating within their respective panel. Inspection marks, coaching sheet marks and coaching comments together with any other specific consideration shall determine any movements between or within panels.
- f. Any referee moved between panels after a review will automatically take over the allocations of the referee so moved until such times that a new allocation listed is published.
- g. At the end of each season the referee at the bottom of their respective panel may be considered for movement to the next panel downwards for the following season.
- h. At the end of each season the referee at the top of their respective panel may be considered for movement to the next panel upwards for the following season, subject to the referee being able to satisfy the fitness requirements of the higher panel.

12. Finals Appointments

- a. The Committee will make appointments for match officials to quarter finals, semi finals and the final match for State League, Amateur, Social, Masters and Women's Cup competitions. This shall include any playoff series at the conclusion of a regular league season.
- b. The Allocator will make appointments for match officials to quarter finals, semi finals and the final match for Junior, Youth or Girls Only Cup competitions. This shall include any playoff series at the conclusion of a regular league season. These appointments will be confirmed by the Committee before being published.

13. Suspensions/Removal From Allocations

- a. The Committee has the power to suspend or remove from allocations any match official under the provisions of Section 7, paragraph 1) above. This decision can be reached either during a scheduled meeting of the Committee, or via confirmation from the Committee members by either phone or email to the Committee Chair.
- b. Any match official who is suspended or removed from allocations under such provisions is entitled to request a review of the Committee's decision. Such request shall be put in writing to Football West within seven (7) days of receiving notification.

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- c. A fee of \$50.00 is to accompany this hearing request, which is refundable providing the hearing result is found to be in favour of the match official. This fee may either be deducted from the match official's match fees held in account by Football West, or through the submittal of a cheque or money order made out to "Football West".
- d. Once a request has been lodged within the specified time frame, a review panel shall be set up by Football West to hear the case. The case shall be scheduled to be heard at the earliest possible opportunity.
- e. The match official in question shall be notified of the result immediately after the review panel has made their decision.
- f. If the match official is still aggrieved at the outcome of the review, they may request a grievance hearing as per the Football West Grievance Resolution Regulations. These regulations are available on request or on the Football West website.

Appendix D

2011 Schedule of Match Fees

State League Match Fees

(all fees will be held in account by Football West and paid periodically)

		Referee	Assistant
Premier League	First Team	\$ 165.00	\$ 82.50
	Reserves	\$ 85.00	\$ 42.50
	Youth	\$ 75.00	\$ 37.50
Division One	First Team	\$ 105.00	\$ 52.50
	Reserves	\$ 75.00	\$ 37.50
	Youth	\$ 75.00	\$ 37.50
Night Series	Premier League	\$ 165.00	\$ 82.50
	Division One	\$ 105.00	\$ 52.50

Travel Allowance

Metropolitan referees who are appointed to State League games in Bunbury will receive a travel allowance of \$60.00 per car. Travel arrangements shall be advised to Football West in order for the payment to be processed. This allowance will be placed into the referee's account along with their match fees.

Cash Match Fees

(fees are to be paid 50% by each team PRIOR to the start of the match)

		Referee	Assistant
Sunday League	Premier Div. (First Team)	\$ 87.00	\$ 43.50
	First Division (First Team)	\$ 80.00	\$ 40.00
	All other leagues (including ALL Reserves)	\$ 75.00	\$ 37.50
Metropolitan & Masters Leagues		\$ 73.00	\$ 36.50
Women's League	Premier League	\$ 75.00	\$ 37.50
	All other leagues	\$ 65.00	\$ 32.50
	Night Series	\$ 75.00	\$ 37.50
Junior & Youth (including Girls Only)	21's	\$ 65.00	\$ 32.50
	17's & 18's	\$ 58.00	\$ 29.00
	16's	\$ 51.00	\$ 25.50
	15's	\$ 45.00	\$ 22.50
	13's & 14's	\$ 39.00	\$ 19.50
	12's	\$ 32.00	\$ 16.00

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Cup Finals Match Fees

(all fees will be paid by Football West into an account created for each official)

		Referee	Assistant
State League	First Team	\$ 245.00	\$ 122.50
	Reserves	\$ 125.00	\$ 62.50
	Youth	\$ 110.00	\$ 55.00
Other Senior Cups	Amateur	\$ 125.00	\$ 62.50
	Amateur Reserves	\$ 110.00	\$ 55.00
	Social & Masters	\$ 105.00	\$ 52.50
	Women's	\$ 110.00	\$ 55.00
Junior & Youth	21's	\$ 95.00	\$ 47.50
	17's & 18's	\$ 85.00	\$ 42.50
	16's	\$ 75.00	\$ 37.50
	15's	\$ 65.00	\$ 32.50
	13's & 14's	\$ 55.00	\$ 27.50

Inspection & Coaching Sheet Fees

(all fees will be paid by Football West into an account created for each inspector)

Full Inspection	\$ 80.00
Coaching Sheet	\$ 40.00
Junior Observation	\$ 15.00

Friendly Matches

(fees are to be paid 50% by each team PRIOR to the start of the match, unless otherwise notified)

Adult games	\$ 70.00
Junior & Youth	As per normal league fee schedule

These fees do not include tournaments/carnivals, state team/representative matches or fixtures against national or international touring teams. Details for these fixtures will be notified to referees with their appointments.

Schools Competitions

	Referee	Assistant
PSA – 1 st XI, 2 nd XI, 3 rd XI, Year 10	\$ 55.00	\$ 27.50
PSA – Junior Schools (Year 8/9)	\$ 45.00	\$ 22.50
SSWA & IGSSA – Senior & Juniors	\$ 40.00	\$ 20.00

PSA & IGSSA match fees will be invoiced directly to the relevant body, and then provided to the referee by Football West. SSWA matches are paid cash on the day (half from each team), with the exception of finals, whereby Football West will invoice SSWA and forward to the referee.

Appendix E

Report Writing

Disciplinary Report writing may be an onerous task for most referees, but the fact is, it is an obligation and part and parcel of becoming a referee.

Referees are not the "judge and jury". There are Disciplinary Committees to consider the misconduct of players based on a Referee's report. The Disciplinary Committee can only base its decision on what a referee's report reveals. It is up to the individual referee to present adequate, accurate and relevant information to the Committee.

Disciplinary Report Writing

Law 5 stipulates that the referee shall provide to the appropriate authorities a match report, which includes information on any disciplinary action taken against players, and/or team officials and any other incidents which occurred before, during or after the match in question, so that the appropriate action can be taken by the authorities concerned.

The preparation of a disciplinary report can present problems for many referees, both experienced and inexperienced. You must constantly bear in mind that your report will be the officials basis of any investigation that is made by a Disciplinary Committee and that the eventual action taken the by the Committee will depend greatly on the clarity of your report.

In general, reports should be brief but at the same time they must contain enough **evidence** and information to enable the Disciplinary Committee to visualise unequivocally what happened during the incident in question. Reports are to contain facts only, do not include your "opinion".

Referees must ensure that they differentiate between "the offence" and "the incident" when making a report.

"The offence" is a classification, according to the Laws of the Game of the player's misconduct. "The incident" is a description of what the player actually did at the time "the offence" was committed.

A player, substitute or substituted player is **cautioned** (and shown the **yellow card**) for:

1. being guilty of unsporting behaviour
2. showing dissent by word or action
3. persistently infringing the Laws of the Game
4. delaying the restart of play
5. failing to respect the required distance when play is restarted with a corner kick, free kick or throw in
6. entering or re-entering the field of play without the referee's permission
7. deliberately leaving the field of play without the referee's permission

A player, substitute or substituted player is **dismissed from the field** (and shown the **red card**) for:

1. serious foul play
2. violent conduct
3. spitting at an opponent or any other person
4. denying the opposing team a goal or an obvious goal scoring opportunity by deliberately handling the ball
5. denying an obvious goal scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or a penalty kick
6. using offensive, insulting or abusive language and/or gestures
7. receiving a second caution in the same match

With all of the above in mind, the following information should be given careful study, and until the referee gains enough experience in the field of report writing, should be used as a reference document when having to compile a disciplinary report.

Important Note – Ensure that your reports cover **all offences** committed. Remember that each reportable offence merits a separate report. For example, **two players dismissed from the field of play requires two separate reports!** If the player concerned committed any further offence after being sent off, this must also be reported on a further misconduct report. Examples of such offences are refusing to leave the field, further violent conducts, further acts of dissent, etc. There are sections on the Match Report Form which deal with additional offences committed after a send off, or indeed after the match.

Planning a report

Give very careful thought to the wording of reports as it may make all the difference between a help and a hindrance to those adjudicating the case. The Disciplinary Committee are always anxious to support the referee as far as justice will allow.

In their early days, referees would do well to seek the help and guidance of a senior colleague when writing reports. It is realised that some are more ready with the pen than others, and that some are more ready with the whistle than others.

Charge headings: **Serious Foul Play / Violent Conduct**

On many occasions, a well-written report has been ruined by the fact that the Disciplinary Committee finds the accused person has been charged with the wrong offence. This is most commonly found to apply to offences of serious foul play and violent conduct. For report purposes, the following should distinguish the offences:

Serious Foul Play: This arises when a player commits one of the ten offences, punishable by a direct free kick according to Law 12, against an opponent whilst contesting for the ball.

Violent Conduct: This arises when a player commits an act of violence against any person whilst not contesting for the ball. This includes referee, assistant referee, spectator, or teammate.

Aspects of practical report writing

The following simple rules should assist both the experienced and inexperienced report writers:

1. Good reports are not only clear but also concise – they must contain the fullest possible information of the incident in the fewest possible words. It must not contain your opinion as to why it happened.
2. The language of the report must be suited to the people who are going to read it
3. The report must omit nothing of importance
4. The report must be competent. It must only contain information of what the referee has directly perceived for himself (or from a neutral assistant referee).
5. If questions are asked, it is obvious that the report did not cover the subject fully enough
6. Do not be vague, your statements and information must be definite
7. Restrict yourself to the bare facts of the issue, do not over-elaborate. Those dealing with the report only want to know what happened – too many words may confuse the issue
- 8. In the reporting of offensive, insulting or abusive language, the full words should be used**

Questions to answer when writing a report

1. What happened? Describe the incident noting the numbers, names and teams of the players involved.
2. Where did it happen? Identify where on the field of the player the incident occurred.
3. When did it happen? Note the minute of the game in which the incident occurred.
4. Previous attitude of the player? Had there been any bad feeling previously in the game between the players involved?
5. Anybody injured? If so, who and what was the extent of the injury?
6. How far were you from the incident? Did you have a clear view?
7. Were there any problems after the player was informed that he was being sent off? What was the player's reaction? Did he leave the field without any further comment or not?

Report layout

It is advisable that referees keep a copy of all report that they submit. When a referee has neutral assistants, he should supply them with a copy of his report in order to cover the possibility that they might be called upon by the Committee to give their observations at a later date. If this is not practical they should at least discuss the report together.

An assistant who has to submit a report to support that of a referee (i.e. in situations brought to the notice of the referee by the assistant concerned) should also supply a copy of the report to the referee or at least discuss it with the referee. This is in order to ensure that the information supplied to the Committee by both is not contradictory or vague in substance.

Sample Send Off Reports

The following statements are examples of wording to use when writing send off reports:

#1 – Serious Foul Play

In the 43rd minute of the game, Green #5 (R. Smith) jumped at his opponent, Blue #8 (B. Jones) making contact with both feet onto the shins of the Blue player and brought him to the ground. I was approximately 10 meters away and had a clear view of the incident. As I deemed this challenge to be using excessive force, play was stopped and I showed R. Smith a red card and sent him from the field of play for Serious Foul Play.

#2 – Violent Conduct

In the 33rd minute of the game, Blue #10 (A. Parker) was standing next to the touchline, 10 metres inside his own half of the field of play, alongside Green #5 (F. Davis). With his right first, he struck F. Davis on the head. F. Davis also struck A. Parker (see separate report for F. Davis). I was 25 metres away and had a completely unobstructed view of the incident. I showed A. Parker a red card and sent him from the field of play for Violent Conduct.

#3 – Spitting at an Opponent

In the 65th minute of the game, I observed the Blue #5 (G. Mason) spit at the Blue goalkeeper (B. Rave), after the goalkeeper had used offensive language towards G. Mason (see separate report for B. Hills). The spittle landed on the goalkeeper's face. I was in position next to the goal post awaiting a corner kick with the two players in the middle of the goal area. I stopped the corner kick from proceeding, and showed G. Mason a red card and sent him from the field of play for Spitting at an Opponent.

#4 – Denies a goal or obvious goal scoring opportunity by deliberately handling the ball

In the 4th minute of the game during the taking of a corner kick, the Green #3 (H. Johnson) was standing on the goal line between the goal posts. From a header by the Blue #9 (T. Albert) the ball was going goal wards. The Green #3 then reached to his left and punched the ball over the crossbar, thus preventing a goal being scored. I stopped play to award a penalty kick, showed him the red card and sent him off for denying a goal by deliberately handling the ball.

#5 – Denies an obvious goal scoring opportunity by an offence punishable by a free kick or a penalty kick

In the 88th minute of the game the Green #11 (I. Hunter), gained control of the ball 15 metres from the touchline and 20 metres into the attacking half, and headed goal wards. At that time there were no other defenders between him and the goalkeeper. The nearest defender #5 (I. Smith), was about three steps behind and chased the attacker for about 15 metres but was unable to get into a position to make a fair tackle. When near the penalty area, I. Smith then deliberately tripped I. Hunter from behind causing him to fall over. This denied an obvious goal scoring opportunity, so I therefore showed I. Smith a red card and sent him from the field of play. I was approximately 10 metres from the incident with an unobstructed view.

#6 – Uses offensive, insulting or abusive language and/or gestures

In the 65th minute of the game, I observed the Green goalkeeper (B. Hills) use offensive language towards the Blue #5 (G. Mason). The words used were "You are a f***ing useless c***". G. Mason retaliated by spitting at the goalkeeper (see separate report). I was positioned next to the goal post waiting for a corner kick to be taken. The players were in the middle of the goal area. I stopped the corner kick from proceeding, and showed B. Hills a red card and sent him from the field of play for using offensive, insulting and abusive language. **SEE NOTE BELOW**

#7 – Second cautionable offence

In the 15th minute of the game, Blue #9 (G. Butlin) was cautioned for dissent when he deliberately kicked the ball away after an offside decision had been given against his team.

In the 68th minute of the game, Blue #9 (G. Butlin) scored a goal. Whilst celebrating he ran behind the goal, taking off his shirt as he ran and proceeded to swing it around his head. He then stood stationary, facing the spectators and waited until his team mates joined him. This took time and necessitated my going to the players to get them back onto the field of play. G. Butlin was cautioned for unsporting behaviour. He was shown the yellow card followed by the red card to indicate that he was being sent off for having received two cautions in the same match.

#8 – Law 5, Dot Point 12 (Team Officials)

In the 72nd minute of the game, I cautioned Rovers #9 for unsporting behaviour after she had committed an act of simulation inside the penalty area. I observed that the Pink Ladies coach (A. Taylor) was outside her technical area directing a stream of verbal abuse towards me. I approached her and requested that she return to her technical area and calm herself immediately. She continued to abuse my position as the referee and did not return to the technical area as requested. I then asked her to remove herself from the technical area and the vicinity of the field of play, which occurred with this assistance of a club official.

NOTE: *Examples #3 and #6 illustrate the importance of sending in two separate reports if two offences have been committed, but also to ensure that both reports are consistent with each other. Also note that when reporting a language offence, the full words must be used! The above example has been edited for publication reasons. I'm sure everyone knows what those words are!*


Appendix F

Sample Match Cards

The following pages contain examples of current Football West match sheets or match cards. Please take notice of the correct method of filling in the required information.


Junior, Youth & Girls Only Match Cards

In the goals column, indicate the number of goals scored, and in the card columns, indicate the offence only (Y1, R3, R7, etc). There is no need to indicate the times of goals or offences.



YOUTH LEAGUE 16 & 19

MATCH CARD



DATE: **2 6 0 1 0 7**

KICK OFF TIME: **1 1 : 0 0**

END TIME: **1 2 : 4 7**


LEAGUE: **YOUTH**

DIVISION/ COLOUR: **PREM.**

AGE: **1 9**

GROUND: **MANUKA OVAL**

Home Team						Away Team					
PRIME FORCE FC						GENERALS UNITED					
Shirt	Surname (PRINT)	Reg. No.	Goals	RC	YC	Shirt	Surname (PRINT)	Reg. No.	Goals	RC	YC
1	BARTON	25901901	1			1	HOPE	23471901			
5	FISHER	25901908				2	TENNYSON	23471903			
7	HUGHES	25901915			Y1	3	NORTHCOTE	23471904			
8	BRUCE	25901923				6	MUNRO-FERGUSON	23471914			
10	LYONS	25901932				7	FORSTER	23471920			
12	MENZIES	25901939	2			8	STONEHAVEN	23471925			Y3
14	CURTIN	25901941	1			9	ISAACS	23471931			
16	CHIFLEY	25901945				12	MCKELL	23471947			
17	HOLT	25901966		R1		17	HASLUCK	23471969			
19	GORTON	25901968				18	KERR	23471974		R2	
20	MCMAHON	25901971				19	COWEN	23471977			
21	WHITLAM	25901972			Y2	20	STEPHEN	23471982			
22	FRASER	25901975				21	HAYDEN	23471989	1		
23	HAWKE	25901983				22	DEANE	23471996			
24	KEATING	25901991				23	HOLLINGWORTH	23472001			
25	HOWARD	25901996		R7		24	JEFFREY	23472003	2		
OWN GOAL FOR: 1 (ONE)			TOTAL SCORE: 5 (FIVE)			OWN GOAL FOR: —			TOTAL SCORE: 3 (THREE)		



Please fill in this section of the card. Clubs may be fined if this section is not completed.

CONFIRMATION OF GAME
We, being representatives of the Home and Away Teams, confirm the information provided on this match card is a complete and accurate record of the game that has taken place today.

Home Team Name (PRINT): James Scullin
(Coach/Manager)
Home Team Signature: James Scullin
Were Registration Cards Sighted? YES/ NO

Away Team Name (PRINT): Michael Jeffrey
(Coach/Manager)
Away Team Signature: Michael Jeffrey
Were Registration Cards Sighted? YES/ NO

MATCH CARD PROCESS (11-19s ONLY)
 Signed by both teams
 Home team check card for errors
 Postmarked no later than Tuesday following match completion
 Posted to Football West PO Box 214, Maylands WA 6931 OR
 Lodged at Football West Office, Gibbney Reserve, Maylands

Match Day Official 1: _____
Match Day Official 2: _____

CHECKED BY CLUB OFFICIAL
Club Official Name (PRINT): _____
(President/Secretary)
Club Official Signature: _____

Referees ONLY:

Referee's Name: Arthur Phillip

ID Number (if applicable): 55382168

Phone Number: _____

CLUB REFEREES: Please assist Football West by providing a follow-up contact number.

Suspended players advised: Y / N
Registration card issues: Y / N

Details:

2011 Football West Match Officials' Guide

Senior Match Cards (State League, Amateur, Social, Masters & Women's)

Referees are to fill in all information in the goals, cards and sub columns, the scores (total, half time and full time), the names of the match officials and the brand of match ball used.

- Please ensure that the times of all goals, cautions, send offs and substitutions are indicated, in the manner illustrated below. Cautions and send offs should be indicated with the offence code and the time in brackets.
- If a player is sent off for two cautionable offences, there is no need to indicate the two offences on the match card, only the R7 code and time (the send off report will illustrate the full details of the offences).
- If a player is substituted in the 72nd minute, write "72" in the "OFF" column, and "72" in the ON column for the replacement player.



STATE LEAGUE MATCH CARD

TEAM NAME Prime Force FC DATE 26 / 1 / 2007
 OPPONENT Generals United FC KICK OFF TIME 3:00 pm
 VENUE Manuka Oval, Canberra
 DIVISION Premier First GRADE First Team Reserves Under 18s

Shirt No.	Surname & Initial (Print)	Reg. No.	Goals	Yellow Card	Red Card	Subs	
						ON	OFF
1	Barton, E	25901901	1 (1')				
5	Fisher, A	25901908					
7	Hughes, W	25901915		Y1 (23')			
8	Bruce, S	25901923					
10	Lyons, J	25901932					
12	Menzies, R	25901939	2 (39', 49')				
14	Curtin, J	25901941	1 (41')				HT
16	Chifley, B	25901945					
17	Holt, H	25901966			R1 (67')		
19	Gorton, J	25901968					
20	McMahon, W	25901971					72'
Substitutes		Own Goals	1 (74')	-- Lit OG scored by the opposition here			
21	Whitlam, G	25901972		Y2 (75')		72'	75'
22	Fraser, M	25901975				75'	
23	Hawke, R	25901983					
24	Keating, P	25901991					
25	Howard, J	25901996			R7 (89')	HT	

TOTAL SCORE: **5 (FIVE)** HALF TIME **3 - 1** FULL TIME **5 - 3**

Referee	Arthur Phillip
Asst. Referee 1	John Hunter
Asst. Referee 2	Phillip Gidley King
Fourth Official	Henry Lidgbird Ball
Inspector	James Cook
Brand of Match Ball utilised	Mitre

TECHNICAL AREA OCCUPANTS	
1	J. Scullin
2	E. Page
3	A. Fadden

GROUND OFFICIALS (HOME TEAM ONLY)	
1	A. Deakin
2	C. Watson
3	G. Reid
4	J. Cook

Referee's Signature <i>Arthur Phillip</i>	Team Signature <i>James Scullin</i>	Opponent Team Signature <i>Michael Jeffrey</i>
--	--	---

**Match card is to be handed to referee 15 minutes prior to start of match.
 Time of Goals, Cautions, Send Offs and Substitutions are to be marked on match sheet by Referee.**

if ID cards are not available, please sign to declare all players are correctly registered / transferred in accordance with Football West Regulations. Club must submit a written report within three (3) days of fixture for Football West to investigate if missing ID Cards meet with Football West Regulations as well as irregularities on match day.

**Match cards and Fairest and best voting cards are to be sent to:
 FOOTBALL WEST, PO Box 214, MAYLANDS 6931**

Honours Listing

FIFA Listed Match Officials

Edward (Ted) Bude	Match Official	1968 – 1970
Roy Stedman	Match Official	1970 – 1972
Barry Harwood	Match Official	1972 – 1991
Edward Lennie	Referee	1996 – 2004
Patrick McCaffrey	Assistant Referee	1999 – 2003
Angelo Nardi	Referee	2006 – 2007
Michael Nugus	Assistant Referee	2007 – 2010

Golden Whistle – Best Assessed State League Referee

1988	Barry Harwood	2000	Angelo Nardi
1989	David Mortimer	2001	Angelo Nardi
1990	Barry Harwood & Samuel Davidson	2002	Angelo Nardi
1991	Barry Harwood	2003	Michael Klaver
1992	Samuel Davidson	2004	Angelo Nardi
1993	Edward Lennie	2005	Stephen Muldoon
1994	Edward Lennie	2006	Angelo Nardi
1995	Edward Lennie	2007	Ton Klaver
1996	Andrew Gorton	2008	David Currie
1997	Edward Lennie	2009	Steven Gregory
1998	Patrick McCaffrey & Andrew Gorton	2010	Mathew Cheeseman
1999	Patrick McCaffrey		

Best Assessed State League Assistant Referee

1995	Malcolm Langton	2003	Angelo Nardi
1996	Keith Davies	2004	Joe Fusari
1997	Patrick McCaffrey	2005	Mathew Cheeseman
1998	Stephen Muldoon	2006	Steven Gregory
1999	Stephen Muldoon	2007	Josh Mihevc
2000	Louis Prospero	2008	Troy Miller
2001	Michael Klaver	2009	Mathew Cheeseman
2002	Paul Middleton	2010	Mathew Cheeseman & Ross Sardi

Best Assessed Sunday League Referee

2004	Wayne Oldham
2005	Marco D'Ovidio
2006	David Clarke
2007	David Currie
2008	Stephen Knight
2009	Alan Rush
2010	David Currie

Afterthoughts

Who would be a referee?

For a pittance each week they subject themselves to abuse and protests at the hands of players, managers, public and press. Their reward is the satisfaction derived from their task for which they train in their spare time to maintain fitness. They are never right and very rarely have a "good game"! With the escalation of rich rewards available to today's footballing stars and clubs the referee's job has gone from difficult to well nigh impossible. On his decision may well rest the result of a match, whether to give a penalty or not, off side or a goal. There must always be an aggrieved part in such an adjudication who can call to his aid, his "prosecution", slow-motion replays and press photography. These after-match devices can be used to show the referee was wrong in a decision given in a split second amidst the fast moving action. When the incident is slowed down and re-run three times he may well be proved wrong. The point is surely obvious. The referee has the difficult job in football. He is both human and part-time and mistakes must occur. Indeed it is a credit to the referees that so few do. Just as there are good players and bad players, so it is with the referees. The difficult arises from non-participatory criticism. The spectator who makes his accusation from the comfort and perfect view of the stand, the television replay which takes away the very factor which makes it inevitable – the speed of the action.

However, the position is rationalized, the referee will continue to be abused by the aggrieved, for football is a sport of emotion allied to rich rewards and fame. All credit to referees and their dedication and acceptance of an unenviable position. I certainly would not be one.

Don Revie
Former England Team Manager

The Age of Referees

By T. J. Jones, c. 1905

There was a chap who couldn't run,
Whose playing days were long since done;
And consequently he was free,
To rule the game as Referee.

His vision, it must be confessed,
Was scarcely of the very best;
But yet he generally could see
Enough to take his weekly fee.

Sometimes the ball was near him,
Then he got mixed up amongst the men;
But always he preferred to stay
Where he was farthest from the play.

'Twas F.A. Cup-ties and the "lines"
On which he had his chief designs;
Such matches are a pleasant task,
They always pay what you ask.

A Referee can't be too old
While he has strength to take the gold;
Perhaps he cannot run or see,
But all the same he'll Referee.

Taken from Soccer Record: 23 April 1966

NOTES

NOTES

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