



**FOOTBALL**  
**WEST**

**MATCH OFFICIALS'**  
**GUIDE**

**~ 2017 ~**



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## 1. Football West

Football West is the sole governing body for soccer in Western Australia and represents all levels of competition, development and coaching in metropolitan and regional areas.

The world game has been a powerful and unifying force in the WA community for more than 120 years, bringing together football fans and participants regardless of age, gender or ethnicity.

With over 200,000 players in the sport, Football West, which is affiliated to Football Federation Australia, has created an environment that brings the game to life on parks, pitches and indoor centres around the state.

Football West nurtures and encourages the next generation of players through pathways that have also been developed for coaches and match officials to pursue their dreams and aspirations.

A commitment to both community and high performance is reaping rewards with players such as Matildas striker Samantha Kerr and Socceroos defender Trent Sainsbury making their mark on the global stage.

Football West is now poised to capitalise on the sport's great potential by fusing local player development with a feverish community spirit through the establishment of a second A-League franchise in WA.

The development of a business case for a State Football Centre, supported by the WA Government, has provided additional impetus and the possibility of critical infrastructure to further harness the sport's growth.



## 2. Organisation of Football in W.A.

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

### Senior Leagues

Competition	Divisions	Grades
National Premier Leagues – WA	Seniors (14 teams)	First Team
		Under 20
		Under 18
	Juniors (21 teams)	Under 12 to Under 16
State League	Division One (11 teams)	First Team
		Reserves
		Under 18
	Division Two (11 teams)	First Team
		Reserves
		Under 18
Amateur League	Premier Division to Division Five	First Team
		Reserves
Women's League	State League (Premier & Division 1)	First Team
		Reserves
	Metropolitan League	Single team leagues
Metropolitan Leagues & Masters Leagues	Single team leagues	

### Junior Leagues

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

### 3. Contacts

#### Football West

Address: Unit 94, 262 Lord Street, Perth WA 6000  
Postal: PO Box 214, Maylands WA 6931  
Phone: (08) 6181 0700  
Email: [info@footballwest.com.au](mailto:info@footballwest.com.au)  
Website: <http://www.footballwest.com.au>

#### Football West Coach and Education Centre

Gibbney Reserve, Ferguson Street, Maylands WA 6051

#### Football West Referees

Email: [referees@footballwest.com.au](mailto:referees@footballwest.com.au)

#### Edward M. Lennie OAM JP

*General Manager, Football  
Coach, Referee, Education & Development*

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#### 2017 Technical Committee

Edward M. Lennie (Chair)  
Mathew Cheeseman (Manager, Referees)  
Greg Birch  
David Currie  
Stephen Muldoon  
Sam Musca  
David Shanks

#### 2015-16 Standing Committee

Sam Musca (Chair)  
David Shanks  
Giuliano Cantoni

## 4. Administration

### 4.1 Match Officials' Guide

This Match Officials' Guide is produced by Football West for the aid of all match officials. It is 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 Football West. A special thanks to Bob Watson for providing much of the historical information.

### 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 (assessor 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 as outlined in the Australian Officiating Development Schedule (AODS) as published by FFA. Similarly, referee assessors 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 Referees' Technical Committee. This request must be made in writing and within 14 days of being notified of their rejection. The decision of the 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. 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 2017 season are as follows (incl. GST):

- |   |           |
|---|-----------|
| • All competitions (including NPL/State League) | \$ 385.00 |
| • All competitions (except NPL/State League)    | \$ 235.00 |
| • Junior & School competitions only             | \$ 145.00 |
| • Youth referees (born in 1999 or later)        | \$ 85.00  |
| • Assessors (non-active only)                   | \$ 85.00  |

In addition to the above registration fee, each individual will be compulsorily charged \$11.00 (incl. GST) for the 2017 FFA Laws of the Game book, as well as \$4.00 (incl. GST) for the FFA Referee Registration Levy.

Registration fees must be paid in full prior to the referee being registered to officiate in any Football West competition for that season. Payments made online through *MyFootballClub* also incur a 1.83% merchant fee.

#### 4.3.1 Registration Refund Policy

A referee who wishes to cancel their registration may be eligible for a refund as per the following:

- (a) A referee who has not officiated in any matches during a registered season (including friendly or pre-season matches), and wishes to cancel their registration shall be entitled to a full refund (100%) of their paid registration component as outlined in Section 4.3 (i.e. not including the FFA Referee Registration Levy, Laws of the Game book or any bank/merchant fees), providing notice is given to Football West prior to 30 June that year. After 30 June, no refunds will be issued.
- (b) A referee who has officiated in any matches during a registered season, but wishes to cancel their registration shall be entitled to a refund of their paid registration component as outlined in Section 4.3 (i.e. not including the FFA accreditation fee, laws of the game book or any bank/merchant fees), as per the amounts listed in the following table:

Prior to 1 April	75% refund
Between 1 April & 30 June	50% refund
After 30 June	No refund

#### 4.4 Insurance

Match officials are protected under the FFA National Insurance Programme (provided by Gow Gates) for any injury sustained during a sanctioned fixture or organised training by Football West or other sanctioned events as prescribed from time to time. Further information on the policy, including information on how to make a claim, can be found at <http://www.gowgatessport.com.au/football>.

#### 4.5 Upgrading Qualifications

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. Information on courses will be made available to all officials by email, and also published on the Football West and MyFootballClub websites.

#### 4.6 Referee Panels

All active match officials will be eligible to be placed in a panel of referees relevant to specific duties in a competition, based on their registration status. This selection of panels is undertaken by the Football West Referees' Technical Committee and is based upon – amongst other things – current qualifications, experience and previous performance. Panels may be reviewed during the season, and any changes to these panels will be updated on the Football West website. Further information about regulations concerning panels can be found in the Referees' Technical Committee Terms of Reference, which is included as Appendix D.

#### 4.7 Fitness Tests

Pre-season and mid-season physical fitness tests may be held for referees to assist with allocation into appropriate panels. It may not be considered necessary for every referee to complete a fitness test, however it may be made compulsory for referees in certain panels. Failure to complete a compulsory fitness test on the designated dates for inclusion in specific panels may deem that official ineligible to take a position in that panel. These tests will be conducted by the appointed Football West trainer under the supervision of the Technical Committee. Further tests during the season may be held at any time.



Although fitness testing may only occur once or twice a year, remember that every assessment or coaching sheet is also a fitness test. If the assessor 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 the Technical Committee deem necessary. This may include match officials who are returning from injury after a lengthy period without allocations. Further information about regulations concerning fitness testing can be found in the Referees' Technical Committee Terms of Reference, which is included in Appendix D.

### 4.8 Training & Coaching Nights

Organised fitness training takes place every Monday and Wednesday (excluding Public Holidays) commencing at 6:30pm lasting 75-90 minutes. These sessions take place at the grass track and field at Noranda Sports Complex (located behind Noranda Palms Shopping Centre on the corner of Benara Road and McGilvray Avenue). All referees are welcome to attend fitness training, and sessions are run 12 months of the year.

Coaching nights are held both north and south of the river from March to September inclusive, catering for all levels of competitions. As a general rule, meetings south of the river are held at Willetton Senior High School on the second Wednesday of month, with north of the river meetings held at Noranda Sports Complex on the third Wednesday of the month. Dates are subject to change due to other events on the football calendar, and notice of changes will be provided to all registered referees by email.

### 4.9 Appointments

Refereeing appointments are performed on a weekly basis. All referees are expected to keep their availability information up to date using *Schedula*, the online appointments website ([www.schedula.com.au](http://www.schedula.com.au)). Accounts for all referees are created once they have registered through *MyFootballClub*.

All senior appointments and NPL junior appointments are uploaded into *Schedula*, with appointments generally released on a Tuesday afternoon for the upcoming weekend. Officials are expected to confirm their appointments in *Schedula* within 24 hours of being released. A full appointments list is then made available to all registered officials on Friday once confirmed. The appointments process for junior competitions will be advised to all officials at the commencement of the season, or upon registration. Priority is given to those referees who are unrestricted in their duties.

It is the responsibility of the individual match official to make sure that they are aware of all fixtures to which they are appointed. Match officials may be fined for not officiating at their appointed fixture/s (see Section 6). If a referee wishes to change an appointment, this must be arranged with Football West first otherwise the appointment stands. If a match official is unable to officiate a game they have been appointed to, it is solely their responsibility to provide adequate notice to Football West. This notice should be provided verbally in the first instance and then confirmed in writing as soon as possible.

### 4.10 Uniform & Equipment

The recommended list of uniforms and equipment for a referee to obtain is:

1. Approved current refereeing shirt
2. Alternative colour(s), as advised from time to time
3. Approved current refereeing shorts
4. Approved current refereeing socks
5. Whistle (Fox40 preferred)
6. Assistant Referee flags
7. Yellow & Red Cards

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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. Pre-paid self-addressed envelopes for match sheets – adult fixtures only
15. Voting cards – NPL senior and Men's State League fixtures only

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 when it is raining, you may get saturated doing the first game and find it necessary to have a dry strip for your second game.

For the 2017 season the prescribed uniform for registered Football West referees officiating in all sanctioned Football West metropolitan competitions (items 1-4) is produced by Kelme, with both the FFA Referee and Football West logos embroidered on the shirts. These uniforms are available for purchase from Onside Sports (22 Enterprise Crescent, Malaga). 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 our preferred supplier AusRef, with more information on their website: [www.ausref.com](http://www.ausref.com)

Pre-paid self-addressed envelopes and voting slips are available for collection at coaching nights and meetings, or from the Football West office on request.

### 4.11 Match Fees

For NPL senior, men's State League and Amateur Premier Division fixtures, Football West invoices the clubs for payment of referee match fees. Payments are then made to referees by electronic funds transfer (EFT) every two months. For example, fees from April & May will be paid in June.

In all other leagues, match fees are to be paid to the referee before the start of each match. Each team shall be responsible for 50% of the match fee. If the match fee is not paid, the match 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 Appendix E of this guide.

#### 4.11.1 Match Fee Claims

If a match official needs to submit a match fee claim for a fixture where cash is the payment, but they do not receive the fee on the day (e.g. one or both teams are absent, kick off has been changed or any other reason), the details should be submitted using the online form on the Football West website, or by using the following link:

<http://www.footballwest.com.au/referee/claim>

#### 4.11.2 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.

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- 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 5.4.8 for more information).

## 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 assessor (if appointed) is of the highest order.

### 5.2 Match Preparation

- Check your match appointment 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 match 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 to 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, so as not to interfere with the match in progress
- 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 (if paid in cash)
- Obtain club assistant referees if 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

When giving instructions to club assistant referees, make sure that both are present. One reason is to save you repeating yourself, but also to ensure they receive the SAME instructions. Club assistant referees should only be given basic instructions to assist with the management of the game, rather than the full responsibility of an assistant referees as listed in the Laws of the Game. Examples of instructions to club assistant referees include:

- Signal when the ball is out of play (throw-in, goal kick, corner kick)
- Offer an opinion when a player is in an offside position and should be penalised
- Advise them that you will make the final decision on any opinion that they offer, and for them not to get offended if you happen to overrule them. It is also a good idea to advise the captains to remind their players to "play the whistle" and not to stop when the club assistant referee raises the flag, as you may decide to allow play to continue.

### 5.3.2 Official Assistant Referees

With official assistant referees appointed by Football West, there is greater scope for cooperation with the referee. To ensure consistency in the way matches are handled, Football West has prepared standardised instructions in accordance with the Laws of the Game, which can be found in Appendix F. These instructions shall be adhered to for all matches where official assistant referees are appointed. However this does not preclude the referee from providing additional information regarding tactical matters and match management, which is an important process at higher levels of the game.

### 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 NPL/SL 18's) | 45 minute halves |
| • Junior & 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

- |   |                                   |
|---|-----------------------------------|
| • NPL Senior Grades                     | 3 subs from 5 named               |
| • Men's State & Amateur Leagues         | 3 subs from 5 named               |
| • Social, Masters & Women's Leagues     | Interchange – total of 16 players |
| • NPL Junior Grades – all ages          | Interchange – total of 16 players |
| • Junior & Girls Leagues – 16's to 18's | Interchange – total of 16 players |
| • Junior & Girls Leagues – 12's to 15's | Interchange – total of 14 players |

#### 5.4.3 Cup & Finals Matches – Determining the winner of the match

Where a winner is required to be determined in a drawn cup or finals fixtures, all matches, with the exception of those listed below, proceed straight to kicks from the penalty mark as outlined in the Laws of the Game. In the following listed matches where scores are level at the end of normal time, two periods of 15 minutes extra time are played, before proceeding to kicks from the penalty mark if scores are still level:

- State League Cup – First Team ONLY
- Sunday League Cup – First Team ONLY
- NPL Top 4 Cup – First Team ONLY

#### 5.4.4 Late Kick Offs & Forfeits

In all games, the kick off time will be shown on the appointments list. The referee should at all times try to ensure that a game kicks off at the published time. You 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

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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:

- NPL senior, Men's State & Amateur Leagues 35 minutes
- Women's, Metropolitan & Masters Leagues 30 minutes
- Junior Leagues – 18's 30 minutes
- Junior Leagues – 15's & 16's 25 minutes
- Junior Leagues – 13's & 14's 20 minutes
- Junior Leagues – 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. You should not advise teams on the day as to what the result may be recorded as (for example, declaring a forfeit), as the respective competition administrator will make the determination. Please note that this is different to when both teams are ready to play but the field is unavailable (e.g. a previous game finishing late), in which case the game may still proceed, but with reduced halves if required.

### 5.4.5 Submittal of match documentation

All match documentation must be submitted to Football West as soon as possible after the completion of the match. It is absolutely vital that all information relating to a match is provided to the appropriate competition administrators as soon as possible, to ensure that results can be confirmed, data can be processed, and any ensuing suspensions are advised without delay.

Deadlines for submittal of match documentation are as follows:

Competitions with electronic referee reports		Deadline for submittal
FFA Cup	Round 3 onwards	10:00am next business day
NPL WA	First team only	10:00am next business day
Men's State League	First team only	10:00am next business day
Amateur Premier Division	First team only	10:00am second business day
Women's State League	First team only	10:00am second business day
<b>All other competitions</b>		<b>10:00am third business day</b>

Match documentation can be (and is encouraged to be) submitted electronically by email to [info@footballwest.com.au](mailto:info@footballwest.com.au). If you wish to utilise this option, then please ensure that the scan is of sufficient size and quality to allow the information to be read clearly, and that each page/document should be scanned on a separate page. If you are taking photos of the documents, then please only have one document per photo.

If electronic submittal of documentation is not possible, then referees must ensure that they post the documents within one day of the match to Football West (PO Box 214, Maylands 6931) to ensure they arrive on time, or hand deliver to the Football West office (94/262 Lord Street, Perth 6000).

Failure to submit match documentation within the required timeframe may result in disciplinary action as listed in Section 6.

### 5.4.6 Incident Reports and Tribunal Hearings

Incident reports are to be submitted using the online form on the Football West website under the Referees menu, and must be submitted by **12:00pm the next business day following the match**.

This report can also be found by using the following link:

<http://www.footballwest.com.au/referee/report>.

More information about report writing can be found in Appendix G.

If a tribunal hearing is required following the submittal of a referee report, the referee is required to make themselves available, where possible, to either attend the hearing in person or be available by phone to be contacted by the tribunal members during the hearing.

### 5.4.7 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, Amateur and Women's State 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 NPL and the Premier Division of the Men's Amateur & Women's Premier League.

The results are to be recorded on a voting card for NPL senior & Men's State League matches, and on the team sheet for all other applicable leagues. Pre-paid self-addressed envelopes and voting slips are available for collection at coaching nights and meetings, or from the Football West office on request.

### 5.4.8 Postponed or Abandoned Fixtures (extracted from *Competition Rules, Article 3*)

1. A match may not be postponed or abandoned except:
  - a) on the instructions of the referee; or
  - b) by order of the police or other authority exercising its statutory powers to that effect; or
  - c) on the instructions of or with the prior written consent of Football West.
2. If the appointed referee postpones, delays or abandons a match, he must, within 30 minutes of making such a decision, inform:
  - a) The home club;
  - b) The visiting club; and
  - c) The Referee Allocator.
8. A club or participant found to have caused the abandonment of any match, will be sanctioned in accordance with the Disciplinary & Grievance By-Law and will forfeit that match.
9. If a match is abandoned prior to half time, then the match will be replayed, **unless, in the opinion of the referee, one of the participating teams caused the abandonment of the match** or unless otherwise stipulated in these rules or accompanying annexes.
10. If a match is abandoned at half time or after the commencement of the second half, then the score at the time of the abandonment of the match 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 match.**
12. If a match is abandoned, and that match 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 match will be replayed in full, **unless in the opinion of the referee, one of the participating teams caused the abandonment of the match.**

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It is not the responsibility to advise the clubs the status of an abandoned match with regards to a potential replay, and if asked referees are advised to respond that Football West will make the determination as per the Competition Rules.

As the Competition Rules clearly indicate that an abandoned match caused by one of the participating teams will result in a forfeit, it is absolutely imperative that referees clearly indicate in their incident report the reasoning for abandoning the match. If blame can be solely attributed to one of the teams, then that information must be included.

### 5.5 Offences against Match Officials

A player who makes deliberate contact with a match official can be charged with a number of different offences under the Disciplinary & Grievance By-Law, depending on the nature of the offence. These offences are split into four broad categories:

- Unsporting behaviour towards a Match Official
- Recklessly makes contact with a Match Official
- Spits at a Match Official
- Assault of a Match Official

Assaulting a match official is an extremely serious offence, and will not be tolerated by Football West. 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 offending club should be requested to provide it where possible
- Advise Football West as soon as possible
- Report to the police as soon as possible and obtain an incident report number
- Submit the necessary incident report to Football West, and advise the police incident report number within your report.

Not all acts of deliberate contact with a match official are necessarily considered as “assaults”, and the majority would not require abandoning of the match. But where such contact causes physical harm to the match official, or intends to cause physical harm (e.g. an attempted punch which misses), then the above procedure **must** be followed.

### 5.6 Referee Assessors

Referee assessors 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 assessor is able to complete his responsibilities, it is reasonable for the appointed assessor 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 assessor is able to observe the appointed referee's protocol adopted.

Attendance at this prescribed time will also enable the assessor to assist with any questions and/or problems facing the match officials. The assessor 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 assessor 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.



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Attention is drawn to the directives relating to the correct protocol required for the completion and submitting of coaching sheets or full assessment 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 assessor as specified in Section 6 below.

## 6. Disciplinary Action

6.1 The following fines shall be in place for the 2017 season:

- 6.1.1 Match documentation not received by the Football West office within two (2) working days after the conclusion of the match – 50% of match fee
- 6.1.2 Failure to supply required information to the results service (where applicable) – 25% of match fee
- 6.1.3 Failure to attend a match appointment without due cause – 100% of match fee
- 6.1.4 Failure to submit an assessment report or coaching sheet to the respective referee within four (4) working days after the conclusion of the match – 50% of the assessor's match fee
- 6.1.5 Wearing a non-approved uniform during a Football West sanctioned fixture – 50% of match fee
- 6.1.6 Failure to show a required sponsor logo on a uniform as directed by Football West – 50% of match fee

6.2 Match Officials who are alleged to have breached Football West, FFA or FIFA regulations, including but not limited to disciplinary, code of conduct or statutes, will have the matter heard by the Referees' Technical Committee in the first instance. The Referees' Technical Committee reserves the right to refer a charge against a Match Official to the Tribunal.

6.3 Subsequent to Section 6.1.1 above, payment for match officials will not be processed until all match documentation (including match sheets, voting cards and incident 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 General Manager, Football 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.

6.5 A match official who is sanctioned three times within one season will be immediately referred to the Referees' Technical Committee for potential further disciplinary action.

## 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 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

### Conflict of Interest Policy

There are three categories of conflict of interest:

1. Immediate family
2. Club committee member
3. Player / Coach

It is incumbent on all match officials to provide Football West with a list of any potential conflicts of interest when completing their registration. If a match official is appointed to a match where such a conflict exists as described below, then they must inform the relevant appointments officer immediately and decline the appointment.

#### Immediate Family

A match official must not be appointed to officiate a match where a member of their immediate family is participating (i.e. player or coach), or normally participates for one of the competing teams – this rule applies to **ALL** Football West competitions.

**For example:** if a referee has a sibling who normally plays NPL first team, the referee must not be appointed to officiate that team, even if the sibling is not participating due to injury. This however would not prevent the referee from officiating that club's Under 18 or Under 20 teams.

For the purpose of this conflict, "immediate family" shall be defined as one's parents, siblings, spouse/partner, children, grandparents or grandchildren.

#### Club Committee

A match official who is a club committee member must not be appointed to officiate a match in the same division that their **club** participates in, if in the following competitions:

- NPL & State League (all divisions and grades)
- Amateur League (all divisions and grades)
- Women's State League (Premier & First Divisions)

#### Player / Coach

A match official who is a player or coach must not be appointed to officiate a match in the same division that their **specific team** participates in – this rule applies to **ALL** Football West competitions.

Furthermore, a match official who is a player or coach must not be appointed to officiate a match in the same division that their **club** participates in for the following competitions:

- NPL & State League (all divisions and grades)
- Amateur League (all divisions and grades)
- Women's State League (Premier & First Divisions)

## Appendix D

# Football West Referees' Technical Committee Terms of Reference

### Preamble

In accordance with the Australian Officiating Development Schedule as issued by Football Federation Australia (section 2.2), the National Referees Technical Committee has recommended to Member Federations that they have a State Referees Technical Committee. Football West as the recognised Member Federation in Western Australia, has assumed the responsibility for the creation and management of a State Referees Technical Committee for referees based in the Perth metropolitan area under the Terms of Reference below.

### 1. Definitions

- a. **AODS** means the Australian Officiating Development Schedule as issued by Football Federation Australia.
- b. **Appointments Officer** means an individual appointed by Football West responsible for appointing match officials.
- c. **Committee** means the Football West Referees' Technical Committee.
- d. **Disciplinary & Grievance By-Law** means the Football West Disciplinary & Grievance By-Law (Football West By-Law 11) that applies to ensure appropriate conduct both on and off the field, as promulgated by Football West from time to time (a current version of which can be obtained from [www.footballwest.com.au](http://www.footballwest.com.au)).
- e. **FFA** means Football Federation Australia.
- f. **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 assessors and referee instructors).
- g. **NRTC** means the National Referees Technical Committee as defined by the AODS.

### 2. Structure

- a. Chair to be appointed by the Football West Chief Executive Officer.
- b. Football West Referees Manager is automatically a Committee member.
- c. The Committee shall consist of between five and seven members (including the Chair & Referees Manager), with representation from across the refereeing and non-refereeing community.
- d. Chair to appoint Committee members with final membership to be endorsed by the CEO.
- e. Nominations for Committee members may be requested at the Chair's discretion.
- f. Appointments for all Committee positions (except Referee Manager) to be made on a 12 monthly basis.
- g. At the first meeting of the year, the Committee shall appoint a Secretary, whose duties are defined in Section 8.

### 3. Roles and responsibilities

- a. Chair is responsible for the performance of the Committee.
- b. Chair (or appointed delegate) to attend and report to the NRTC each November.
- c. Be responsible for the performance of Football West match officials and for the implementation of the national curriculum as directed by FFA.
- d. Supervise the career development of all registered match officials by ensuring that FFA's requirements and processes are implemented.
- e. Demonstrably comply with all FFA directions regarding the development, training, education, coaching and qualification of match officials.
- f. Be responsible for the identification of registered match officials ready to undertake further programs and recognition at national level.
- g. Monitor, supervise and assess registered match officials undertaking Community level programs and qualification processes.

**4. Quorum**

A quorum shall consist of the Chair or Secretary plus three other Members as defined in Section 2.

**5. Meeting Agenda**

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

**6. Voting**

- a. All members appointed to the Committee shall have full voting rights.
- b. The Chair 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 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.
- e. An Appointments Officer requested to attend a Committee meeting shall be non-voting, unless that individual is a member of the Committee as listed above.

**7. Duties of the Committee Members**

- a. Chair – To ensure that 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; and
  - v. Carry out any other administrative duties required by the Committee that will contribute to the efficient and harmonious running of the Committee
- 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. Specific portfolios may be determined from time to time at the request of the Chair, however this does not prevent the involvement in discussion of other Committee members when those portfolios are being discussed.

**8. Duties of Football West**

- a. In accordance with these Terms of Reference, Football West shall be responsible for:
  - i. The appointment of referees and referee assessors to all competitions governed by Football West in the metropolitan area, in accordance with any panels determined by the Committee under section 11 below, and all related regulations. It is noted that discretion is allowed where there is an insufficient number of referees required to fill duties in a specific panel;
  - ii. Notifying the respective referees and referee assessors of their appointments;
  - iii. Keeping a record of all marks and coaching sheets submitted;
  - iv. Providing an updated marks listing to the Committee at each scheduled meeting;
  - v. Providing the Committee with the list of award winners based on final marks at the conclusion of the season.

## 9. Fitness Testing

- a. The Committee at the conclusion of each season shall confirm the fitness test requirements for the following season.
- b. These requirements shall specify which panels or groups of referees are required to complete a pre-season fitness test, whether a mid-season fitness will also be required for those panels, the fitness test to be used, and the required level to be reached to be considered for each panel.
- c. Dates for fitness testing shall be set by Football West to fit within the demands of the football calendar, and provide the Technical Committee with sufficient time to formulate panels as per section 11.
- d. Only those referees who complete a fitness test to the required standard for a specific panel will be considered by the Committee for appointment to such a panel – or re-appointment to a panel in the case of mid-season fitness testing – except under the following circumstances:
  - i. A referee who is injured during the entire fitness test period and unable to attempt any test on the nominated dates – a medical certificate must be presented to the Committee as soon as practicable after the injury occurring.
  - ii. A referee who is injured during a fitness test attempt and is unable to attempt any further tests on the nominated dates – a medical certificate must be presented to the Committee as soon as practicable after the injury occurring.
  - iii. A referee who is absent or unavailable during the entire fitness test period must apply in writing to the Committee for a deferral. This advice must be provided prior to the fitness testing period commencing, and the Committee's decision with regards to the requested deferral is considered final and no further correspondence shall be entered into.
- e. A referee who fulfils the criteria listed in section (d)(i) and (d)(ii) above, or receives a deferral from the Committee under section (d)(iii) above, shall be entitled to attempt a supplementary fitness test once able. This advice shall be provided by the referee to Football West who will make the necessary arrangements. For the avoidance of doubt, the referee will only be provided one opportunity to pass the fitness test before their panel placement is confirmed. For ease of logistics, such supplementary fitness tests will be arranged at a time when the majority of participants are able.
- f. Referees who are required to complete a fitness test for accreditation courses (i.e. Level 2 Referee & Level 1 Referee), shall complete their attempt during the nominated pre-season or mid-season fitness testing periods.

## 10. Referee Panels

- 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 NPL & 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. Such panels shall be initially published prior to the commencement of the league season, excluding any pre-season competitions (e.g. Night Series).
- e. Match officials shall be panelled commensurate with their abilities, skills, qualifications, fitness and attitude.
- f. Football West shall have discretion during the appointments process to appoint referees to matches outside their nominated panel when required (e.g. insufficient numbers), provided such individuals have met the requirements to officiate matches from that panel. This includes practical assessments for accreditation courses (i.e. Level 2 Referee & Level 1 Referee), whereby the necessary requirements from the course must have been met, including fitness tests.



- g. Each panel shall be subject to review regularly during the season. Assessment marks, coaching sheet marks and coaching comments together with any other specific consideration shall determine any movements between or within panels.
- h. 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.
- i. 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 meeting the requirements of the higher panel.
- j. Clauses (h) and (i) above do not prevent the Committee from moving or not moving any panel member up or down at their discretion.

### 11. Finals Appointments

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

### 12. Suspensions/Removal From Appointments

- a. The Committee has the power to suspend or remove a match official from appointments if they have been deemed to perform in such a manner that their performance fails to satisfy the expected duties, obligations or attitudinal considerations, or has deemed to bring Football West into disrepute.
- b. 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 Chair.
- c. The Committee may elect to make an initial decision on a suspension or removal from appointments with just the evidence provided to them, or decide to defer a decision on a suspension or removal from appointments until such time as the Match Official concerned is able to provide evidence or refute any allegations made against them.
- d. A suspension is a ban on taking part in a Match in any official capacity, which includes, but is not limited to, participating as a Match Official, Club Associate or representing a Club in any other manner (including playing).
- e. A removal from appointments does not prohibit an individual from undertaking any other football related activities.
- f. Any match official who is suspended or removed from appointments 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.
- g. 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.
- h. The match official in question shall be notified of the result immediately after the review panel has made their decision.
- i. If the match official is still aggrieved at the outcome of the review, they may request a grievance hearing as per the Disciplinary & Grievance By-Law, where a fee will apply.

### 13. Assessment Review Procedure

- a. Any referee being aggrieved by an assessment report is required within a period of seven (7) days from the date the assessment is received to firstly discuss such grievances with the officially allocated assessor.
- b. In the event that no satisfactory agreement results, then the referee may apply to Football West Referee Development Manager (or equivalent) for a review of the assessment.
- c. In the event that no satisfactory agreement results, then the referee may apply to Football West for an assessment review by the Committee.
- d. The referee must lodge the review request within 14 days of receiving the assessment report, clearly stating the reason for a review of their assessment.

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- e. Football West shall set up a Review Panel made up of suitably qualified individuals to hear the case.
- f. The Review Panel shall be authorised to amend the assessor's report based upon the data supplied in the accompanying running sheet.
- g. The referee and match assessor concerned shall be advised of the outcome by Football West within seven (7) days of a decision being reached, and this decision shall be deemed final, with no further correspondence being entered into.

## Appendix E

## 2016 Schedule of Match Fees

## NPL Senior &amp; Men's State League Match Fees

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

		<b>Referee</b>	<b>Assistant</b>	<b>4<sup>th</sup> Official</b>
National Premier Leagues – WA	First Team	\$ 195.00	\$ 97.50	\$ 68.00
	Under 20s	\$ 100.00	\$ 50.00	\$ 35.00
	Under 18s	\$ 90.00	\$ 45.00	\$ 32.00
State League Division One & Two	First Team	\$ 130.00	\$ 65.00	\$ 45.00
	Reserves	\$ 90.00	\$ 45.00	\$ 32.00
	Youth (18s)	\$ 90.00	\$ 45.00	\$ 32.00

## Travel Allowance

Metropolitan referees who are appointed to State League games in Bunbury will receive a travel allowance of \$60.00, with the allowance to 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)*

		<b>Referee</b>	<b>Assistant</b>	<b>4<sup>th</sup> Official</b>
Amateur League	Premier Div. ( <i>First Team</i> )	\$ 100.00	\$ 50.00	\$ 35.00
	First Division ( <i>First Team</i> )	\$ 90.00	\$ 45.00	\$ 32.00
	All other divisions (including ALL Reserves)	\$ 84.00	\$ 42.00	\$ 30.00
Metropolitan & Masters Leagues		\$ 84.00	\$ 42.00	\$ 30.00
Women's League	Premier Div. ( <i>First Team</i> )	\$ 90.00	\$ 45.00	\$ 32.00
	All other divisions	\$ 80.00	\$ 40.00	\$ 28.00
Junior & Girls	17's & 18's	\$ 68.00	\$ 34.00	
	16's	\$ 58.00	\$ 29.00	
	15's	\$ 52.00	\$ 26.00	
	13's & 14's	\$ 46.00	\$ 23.00	
	12's	\$ 38.00	\$ 19.00	

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### Cup Finals Match Fees

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

		<b>Referee</b>	<b>Assistant</b>	<b>4<sup>th</sup> Official</b>
State Cup & NPL Grand Final	First Team	\$ 290.00	\$ 145.00	\$ 100.00
	Reserves	\$ 150.00	\$ 75.00	\$ 50.00
	Youth	\$ 135.00	\$ 67.50	\$ 45.00
Senior Cup Finals	Amateur League	\$ 150.00	\$ 75.00	\$ 50.00
	Amateur Reserves	\$ 125.00	\$ 62.50	\$ 40.00
	Metro & Masters	\$ 125.00	\$ 62.50	\$ 40.00
	Women's State	\$ 135.00	\$ 67.50	\$ 45.00
	Women's Metro	\$ 120.00	\$ 60.00	\$ 40.00
Junior & Youth <i>(NPL Grand Finals &amp; Junior Cup Finals only)</i>	17's & 18's	\$ 100.00	\$ 50.00	
	16's	\$ 90.00	\$ 45.00	
	15's	\$ 80.00	\$ 40.00	
	13's & 14's	\$ 70.00	\$ 35.00	
	12's	\$ 60.00	\$ 30.00	

### Inspection & Coaching Sheet Fees

*(All fees will be paid by Football West into an account created for each assessor)*

Full Assessment	\$ 100.00
Coaching Sheet	\$ 50.00
Junior Observation	\$ 25.00

### Friendly Matches

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

Men's adult games	\$ 80.00
Women's 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

	<b>Referee</b>	<b>Assistant</b>
PSA – Senior School (XI comps, Year 10)	\$ 65.00	\$ 32.50
PSA – Junior Schools (Year 7/8/9)	\$ 55.00	\$ 27.50
SSWA & IGSSA – Senior & Juniors	\$ 50.00	\$ 25.00

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 F

# Standardised Instructions for Assistant Referees

Referees will ask their assistant referees to carry out their duties in accordance with the following instructions, based on the requirements of Law 6. The following instructions are to be adhered to for all Football West competitions where official assistant referees have been appointed.

These instructions have been prepared with reference to the Practical Guidelines for Match Officials as issued by the International Football Association Board (IFAB) and additional guidance from Football Federation Australia, published in the 2016-17 FFA Laws of the Game (LOTG) publication – the page numbers identify correspond to the appropriate section. Where there is a variance from what is listed in the LOTG publication, it has been noted and listed in *italics*.

### **Preamble: Relationships between referees and their assistants** (p.128)

Relationships should be based on trust and mutual respect. These conditions are essential if the officiating team is to operate at an optimum level. Referees must accept that they are charged with the responsibility of controlling matches. They should accept this key responsibility, make decisions, and not force or allow their assistants to make the critical decisions. Assistants offer opinions and assist the referee; they do not direct or command. If the referee has seen an incident assistants should only intervene in extreme circumstances.

This principle extends to all decisions including offside. A referee should not automatically accept an assistant's signal, and must be prepared to decline that advice if considered appropriate to do so.

Being an effective assistant is a multi-skilled and complex task. It demands total concentration throughout the match. Whether the ball is in or out of play, close to the assistant or distant, the assistant must concentrate fully. Assistants are not spectators at a match; they have important roles to fulfil.

### **Pre-Match**

- Referees must instruct the assistant referees to operate on the right wing.
- The referee will determine the time and routine for warming up, which the assistant referees will be expected to take part in, unless they are officiating in the preceding fixture.
- Player's equipment shall be checked by the assistant referees prior to entry to the field of play.
- Goal nets will be checked by the assistant referees in their half of the field of play after the coin toss, and again immediately prior to the commencement of the second half.
- Electronic equipment (e.g. beep flags, communications systems), where used, will be tested prior to entry to the field of play, re-tested immediately prior to kick-off and again immediately prior to the start of the second half. Officials should not rely on electronic equipment, but use it as a supplementary tool where listed below.

### **Positioning, Movement & Teamwork**

#### **Consultation** (p.77)

When dealing with disciplinary issues, eye contact and a basic discreet hand signal from the AR to the referee may be sufficient. When direct consultation is required, the AR may advance 2-3 metres onto the field of play if necessary. When talking, the referee and AR should both face the field of play to avoid being heard by others and to observe the players and field of play.

#### **Goal kick** (p.80, variation)

The AR must first check the ball is inside the goal area. If the ball is not placed correctly, the AR must not move from the position, make eye contact with the referee and raise the flag.

*Once the ball is placed correctly inside the goal area, the AR should turn and run in a forward direction and take a position in line with the second-last opponent.*

*If the goal kick is likely to be played short, the assistant referee should be prepared to monitor the ball leaving the penalty area before another player touches it, as well as attacking players entering the penalty area before the ball is in play.*

### **Goalkeeper releasing the ball (p.81)**

The AR must take a position in line with the edge of the penalty area and check that the goalkeeper does not handle the ball outside the penalty area. Once the goalkeeper has released the ball, the AR must take a position to check the offside line.

### **Mass confrontation (p.84)**

In situations of mass confrontation, the nearest AR may enter the field of play to assist the referee. The other AR must observe and record details of the incident. The fourth official, where one is appointed, should remain in the vicinity of the technical areas.

### **Required distance (p.84)**

When a free kick is awarded very close to the AR, the AR may enter the field of play (usually at the request of the referee) to help ensure that the players are positioned 9.15m (10 yds) from the ball. In this case, the referee must wait until the AR is back in position before restarting play.

### **Substitution (p.84)**

If there is no fourth official, the AR moves to the halfway line to assist with the substitution procedure; the referee must wait until the AR is back in position before restarting play.

If there is a fourth official, the AR does not need to move to the halfway line as the fourth official carries out the substitution procedure, unless there are several substitutions at the same time in which case the AR moves to the halfway line to assist the fourth official.

### **Free kick to defending team in final third of field**

At free kicks to the defending team in the final third of the field, the assistant referee must stay in line with the position of the free kick and remain there to ensure that the ball is correctly placed. Only when he is satisfied that the position of the ball is correct and will not be moved, should the assistant referee move in line with the second last opponent.

### **After an offside**

When possible an assistant referee, after a free kick for offside has been given, should be positioned in line with the spot where the ball should be positioned to restart the game. The assistant referee should then immediately take up a position to control the offside line (level with the second last opponent), which is the assistant referee's priority.

### **Penalty kick procedures**

When a penalty kick is awarded during the normal course of play, the assistant should be on the goal line where it meets the penalty area boundary line.

### **Goal scoring celebrations**

The assistant referee should not form a physical barrier to try to stop players leaving the field of play or entering the spectator areas during goal scoring celebrations. The assistant referee's duty is to make a smart movement towards the halfway line to signify that there are no problems with the goal.

When it is likely that players may leave the field of play in these circumstances it is recommended that the assistant referee stops after 5-10m to be able to credibly assist the referee with identification of any players to be cautioned for excessive goal scoring celebrations.

### **Obvious incorrect decision of the referee**

If an assistant referee knows that a referee has made an obvious disciplinary error (e.g. two yellow cards to the same player without sending them off, red or yellow card to the wrong player, etc), they must intervene immediately (flag and beep or even enter the field of play if

necessary). The other assistant referee (or fourth official if appointed) should if necessary also assist in such cases.

## **Communication**

### **Beep signal** (p.86)

The beep signal system is an additional signal which is only used to gain the referee's attention. Situations when the signal beep may be useful include offside, offences outside the view of the referee, or tight decisions for throw-ins, corner kicks, goal kicks or goals.

### **Electronic communication system** (p.86)

Where an electronic communication system is used, the referee will advise the ARs before the match as to when it may be appropriate to use the communication system with, or instead of, a physical signal.

### **Flag technique** (p.86)

The AR's flag must always be unfurled and visible to the referee. This usually means the flag is carried in the hand closest to the referee. When making a signal, the AR stops running, faces the field of play, makes eye contact with the referee and raises the flag with a deliberate (not hasty or exaggerated) motion. The flag should be like an extension of the arm. The ARs must raise the flag using the hand that will be used for the next signal. If circumstances change and the other hand must be used, the AR should move the flag to the opposite hand below the waist. If the AR signals that the ball is out of play, the signal must be maintained until the referee acknowledges it.

If the AR signals for a sending-off offence and the signal is not seen immediately:

- If play has been stopped, the restart may be changed in accordance with the Laws (free kick, penalty kick etc.)
- If play has restarted, the referee may still take disciplinary action but not penalise the offence with a free kick or penalty kick

### **Gestures** (p.86)

As a general rule, the AR should not use obvious hand signals. However, in some instances, a discreet hand signal may assist the referee. The hand signal should have a clear meaning which should have been agreed in the pre-match discussion.

### **Corner kick / goal kick** (p.86)

When the ball wholly passes over the goal line near to the AR, a signal should be made with the right hand (better line of vision) to indicate whether it is a goal kick or a corner kick.

When the ball wholly passes over the goal line the AR must raise the flag to inform the referee that the ball is out of play and then if it is:

- Near to the AR – indicate whether it is a goal kick or a corner kick.
- Far from the AR – make eye contact and follow the referee's decision. The AR may also make a direct signal if the decision is an obvious one.

### **Fouls** (p.87)

The AR must raise the flag when a foul or misconduct is committed in the immediate vicinity or out of the referee's vision. In all other situations, the AR must wait and offer an opinion if it is required and then inform the referee what was seen and heard, and which players were involved.

Before signalling for an offence, the AR must determine that:

- The offence was out of the referee's view or the referee's view was obstructed
- The referee would not have applied the advantage

When an offence/infringement occurs which requires a signal from the AR, the AR must:

- Raise the flag with the same hand that will also be used for the remainder of the signal – this gives the referee a clear indication as to who will be awarded the free kick

- Make eye contact with the referee
- Give the flag a slight wave back and forth (avoiding any excessive or aggressive movement)

The AR must use the "wait and see technique" to allow play to continue and not raise the flag when the team against which an offence has been committed will benefit from the advantage; it is therefore very important for the AR to make eye contact with the referee.

### **Fouls inside the penalty area** (p.87)

When a foul is committed by a defender inside the penalty area out of the vision of the referee, especially if near to the AR's position, the AR must first make eye contact with the referee to see where the referee is positioned and what action has been taken. If the referee has not taken any action, the AR must signal with the flag, use the electronic beep signal and then visibly move down the touchline towards the corner flag.

### **Fouls outside the penalty area** (p.87)

When a foul is committed by a defender outside the penalty area (near the boundary of the penalty area), the AR should make eye contact with the referee, to see the referee's position and what action has been taken, and signal with the flag if necessary. In counter-attack situations, the AR should be able to give information such as whether or not a foul has been committed and whether a foul was committed inside or outside the penalty area, and what disciplinary action should be taken. The AR should make a clear movement along the touchline towards the halfway line to indicate when the offence took place outside the penalty area.

### **Goal / no goal** (p.79 & p.87)

When a goal has been scored and there is no doubt about the decision, the referee and assistant referee must make eye contact and the assistant referee must then move quickly 25-30 metres along the touchline towards the halfway line without raising the flag.

When a goal has been scored but the ball appears still to be in play, the assistant referee must first raise the flag to attract the referee's attention then continue with the normal goal procedure of running quickly 25-30 metres along the touchline towards the halfway line.

On occasions when the whole of the ball does not cross the goal line and play continues normal because a goal has not been scored, the referee must make eye contact with the assistant referee and if necessary give a discreet hand signal.

### **Offside** (p.87)

To ensure correct judgement of offside offences, an assistant referee should not raise the flag before considering the following criteria, using the so called "wait and see" technique:

- Movement of the ball (direction, speed, distance, any deflection, etc)
- Involvement of the player in active play by:
  - Interfering with play;
  - Interfering with an opponent; or
  - Gaining an advantage by being in an offside position

Both referees and assistant referees must be fully aware of the most up to date interpretations and guidance with regards to offside players being involved in active play.

The first action of the AR for an offside decision is to raise the flag (using the right hand, giving the AR a better line of vision) and then if the referee stops play use the flag to indicate the area of the field of play in which the offence occurred.

If the flag is not immediately seen by the referee, the AR must maintain the signal until it has been acknowledged or the ball is clearly in the control of the defending team.

If available, the electronic beep signal or communications system may be used to alert the referee to the flag signal.

Remember that it is better to be slightly late and correct, than to be too quick and wrong.



### **Penalty kick** (p.88)

If the goalkeeper blatantly moves off the goal line before the ball is kicked and a goal is not scored, the AR must raise the flag.

### **Substitution** (p.88)

Once the AR has been informed (by the fourth official or team official) that a substitution is requested, the AR must signal this to the referee at the next stoppage.

### **Throw-in** (p.88)

When the ball wholly passes over the touchline:

- Near to the AR – a direct signal should be made to indicate the direction of the throw-in
- Far from the AR and the throw-in decision is an obvious one – the AR must make a direct signal to indicate the direction of the throw-in
- Far from the AR and the AR is in doubt about the direction of the throw-in – the AR must raise the flag to inform the referee that the ball is out of play, make eye contact with the referee and follow the referee's signal

### **Using the eyes** (p.129)

The key to effective co-operation between referees and assistants is eye contact. Only by looking at the referee and being aware of the referee's position can an assistant decide if intervention is necessary.

Assistants should never interfere in the referee's running of a match. They should only draw the referee's attention to incidents that the referee could **not** see clearly. If a foul occurs, but the referee does not react (e.g. does not award a free kick, does not 'chat' a player, etc.), check the referee's position. Do not signal if the referee had a clear view of the incident. If the referee's view was blocked, flag to advise that an offence has occurred.

Attempt to make eye contact with the referee before raising your flag. This technique can clarify whether or not the referee is seeking assistance. It also minimises the risk of conflicting signals being given. The principle is simple: **confer then decide**.

### **Record keeping** (p.131)

Keep a complete record of all key match events (goals, substitutions, cautions, send offs, etc.) plus the time that each event occurred. This may prevent arguments over whether the same player has been cautioned twice, the number of substitutions made, goal scorers, and so on. Match officials should compare and check their records at half time and full time.

### **Incidents behind the referee's back** (p.132)

Assistants have to be alert to player misconduct that occurs behind the referee's back. The key to success is to keep an eye on any area where players from opposing teams are close together.

As a general rule if an offence occurs that requires action by the referee, wait until the referee is facing you before raising your flag. When the referee has stopped play, beckon the referee to you and report to the referee what you have seen and/or heard. It is not the assistant's role to insist what action the referee should take – just simply report what has happened. However, if the referee requests a recommendation on an appropriate response you may offer an opinion.

In cases of serious breaches of the Laws one or both assistants may choose to flag even though the referee's back is turned. This is appropriate if it is believed that this may prevent further problems. If only assistant has flagged it will alert the other assistant who may then flag if the referee is looking in that direction. Both assistants must be aware of each other's actions for this system to be effective.

This cooperation also applies when the assistant nearest the technical area signals that a substitution is required, but the referee is facing away from that assistant and cannot see the signal. The other assistant should assist by also signalling for a substitution.

Attentive assistants are likely to enhance each other's roles and the match as a whole.

### **Zone of play** (p.132)

As a general rule assistants should indicate offences that have occurred in their own zone of play. However, should a major violation occur the assistant **must** draw the referee's attention to it even if the incident occurs on the far side of the field. This is required under Law 6. Before signalling consider and rapidly answer these questions:

- Was the referee able to see what happened?
- If I signal for the offence will I be assisting or interfering?

### **At half time and full time** (p.132)

When the referee whistles for half time and full time both assistants should sprint to the referee so the three officials can leave as a team. Do not stroll across the field or wait for the referee to reach you – move quickly to the side of the referee.

### **During stoppages** (p.132)

When play is stopped by the referee for an injured player or for a substitution, the appropriate assistant should stand opposite where the play should restart. This will help the referee recommence the match from the correct position. It may even be necessary to move down the line a little way past halfway into the other half.

## Appendix G

### Report Writing

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 Competition Administrators and Tribunals to consider the misconduct of players based on a Referee's report, however they 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.

#### Disciplinary Report Writing

Law 5 stipulates that the referee shall provide to the appropriate authorities a 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 an incident report can present problems for many referees, both experienced and inexperienced. You must constantly bear in mind that your report will be the official basis of any investigation that is made, and that the eventual action taken 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 for Competition Administrators and Tribunals 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 is **cautioned** (and shown the **yellow card**) if guilty of:

- delaying the restart of play
- dissent by word or action
- entering, re-entering or deliberately leaving the field of play without the referee's permission
- failing to respect the required distance when play is restarted with a corner kick, free kick or throw in
- persistent infringement of the Laws of the Game
- unsporting behaviour

A substitute or substituted player is **cautioned** (and shown the **yellow card**) if guilty of:

- delaying the restart of play
- dissent by word or action
- entering or re-entering the field of play without the referee's permission
- unsporting behaviour

A player, substitute or substituted player is **sent off** (and shown the **red card**) if guilty of:

- denying the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (except a goalkeeper within their penalty area)
- denying an obvious goal-scoring opportunity to an opponent moving towards the opponents' goal by an offence punishable by a free kick (*exceptions apply*)
- serious foul play

- spitting at an opponent or any other person
- violent conduct
- using offensive, insulting or abusive language and/or gestures
- 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 an incident report.

**Important Note** – Ensure that your reports cover **all offences** committed. If the player concerned committed any further offence after being sent off, this can also be reported on the same incident report, but please ensure that you make it clear that a separate offence has been committed. Examples of such offences are refusing to leave the field, further violent conducts, further acts of dissent, etc. If you are reporting two or more persons within the same incident, then a separate report must be submitted for each person.

### 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. Tribunals 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 capable with the written word than others, just as 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 Tribunal 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 an offence punishable by a direct free kick according to Law 12, against an opponent whilst challenging 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 match officials, spectators, or teammates.

### 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. In 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 Tribunal 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 Tribunal by both is not contradictory or vague in substance.

Officials should not however collude to make their reports identical, but they should confirm the facts with each other as they saw them, immediately after the match.

### **Sample Send Off Reports**

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

#### **#1 – Serious Foul Play**

In the 43<sup>rd</sup> 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 33<sup>rd</sup> 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 65<sup>th</sup> 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 4<sup>th</sup> 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 88<sup>th</sup> 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 10 metres but was unable to get into a position to make a fair tackle. Five metres outside 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 65<sup>th</sup> 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 15<sup>th</sup> 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 68<sup>th</sup> 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 – Team Officials**

In the 72<sup>nd</sup> 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 told her to 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 when two players have been sent off at the same time, and the importance that both reports are consistent with each other. **Also note that when reporting a language offence (such as in example #6), 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 H

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** LEAGUE **WEST** DIVISION/ COLOUR **PREM.** AGE **1 9**

KICK OFF TIME **1 1 : 0 0** GROUND **MANUKA OVAL**

END TIME **1 2 : 4 7**

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: <b>1 (ONE)</b>			TOTAL SCORE: <b>5 (FIVE)</b>			OWN GOAL FOR: <b>—</b>			TOTAL SCORE: <b>3 (THREE)</b>		



**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:

## 2017 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 72<sup>nd</sup> 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>
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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 & Awards

### FIFA Listed Match Officials

Edward (Ted) Bude	Referee	1968 – 1970
Roy Stedman	Referee	1970 – 1972
Barry Harwood	Referee	1972 – 1991
Edward Lennie	Referee	1996 – 2004
Patrick McCaffrey	Assistant Referee	1999 – 2003
Angelo Nardi	Referee	2006 – 2007
Michael Nugus	Assistant Referee	2007 – 2010
Mathew Cheeseman	Assistant Referee	2013 – 2016

\* FIFA have operated separate international lists for assistant referees since 1992

### National League Referees & Assistant Referees

National Soccer League (1977-2004) & Hyundai A-League (2005 - current)

#### Referees

Barry Harwood (1979-1985)  
David Mortimer (1990-1994)  
Edward Lennie (1994-2004)  
Andrew Gorton (1996/97)  
Louis Prospero (1997-1999)  
Angelo Nardi (2000-2007)  
Adam Fielding (2014–)

#### Assistant Referees

Marilyn Learmont (1992-1994)  
Edward Lennie (1992-1994)  
Patrick McCaffrey (1996-2004)  
Stephen Muldoon (1996-2006)  
Keith Davies (1996/97)  
Louis Prospero (1996-1998)  
Frank Moretti (1996-2001)  
Angelo Nardi (1997-2000)  
Michael Nugus (1999-2012)

Michael Klaver (2001-2004)  
Joe Fusari (2005-2012)  
Mathew Cheeseman (2006-2016)  
Josh Mannella (2009–)  
Stuart Muldoon (2012/13)  
Michal Jasinski (2012-2014)  
Tim Mihevc (2012-2015)  
Matthew Southern (2015–)

### Western Australian Football Hall of Fame

The following referees have been inducted into the Hall of Recognition:

Barry Harwood (1996)	Edward Lennie (2005)	Frank Moretti (2012)
Roy Stedman (1996)	David Mortimer (2005)	Stephen Muldoon (2016)
Robert Watson (2002)	Eric Thomas (2008)	Angelo Nardi (2016)
Edwin Evans (2005)	Giuliano Cantoni (2012)	
Marilyn Learmont (2005)	Andrew Gorton (2012)	

### Football West Honorary Life Members

\* deceased

In 2011 Football West inducted the Life Members of Football Referees W.A. Perth (Inc.) and W.A. Football Referees Metrowest Branch (Inc.) as Honorary Life Members:

John Allen *	Herbert Bruynesteyn	Ahmed Ismail	Roy Stedman
Syd Allen	Dave Collier	Robert McShane *	Jud Sterner *
W. Auld *	Alec Craigie *	P. Muldownie *	J. Stevenson *
Percy Bailey	Edwin Evans	Jeff Munn	Eric Thomas
Rex Banwell *	David Ferguson *	R. Oswald *	E. Tonkinson *
Alan Beckwith *	Andy Gorton	Ben Owenell *	Ernie Topelberg *
Jack Blyth *	Andy Hassell *	Ralph Preston	Robert Watson
Terrance Booth *	Laurie Harrod	Eddie Retamal	Keith Wood *
F. Bowyer *	Rhys Hill *	Ken Rogers	P. Woods *

## Football West Life Members

The following have been inducted as Life Members of Football West for services to officiating:  
Stephen Muldoon (2016)

## Golden Whistle – State League Referee of the Year

1988	Barry Harwood	2003	Michael Klaver
1989	David Mortimer	2004	Angelo Nardi
1990	Barry Harwood & Samuel Davidson	2005	Stephen Muldoon
1991	Barry Harwood	2006	Angelo Nardi
1992	Samuel Davidson	2007	Ton Klaver
1993	Edward Lennie	2008	David Currie
1994	Edward Lennie	2009	Steven Gregory
1995	Edward Lennie	2010	Mathew Cheeseman
1996	Andrew Gorton	2011	Mathew Cheeseman
1997	Edward Lennie	2012	Mathew Cheeseman
1998	Patrick McCaffrey & Andrew Gorton	2013	Adam Fielding
1999	Patrick McCaffrey	2014	Adam Fielding
2000	Angelo Nardi	2015	Adam Fielding
2001	Angelo Nardi	2016	David Bruce
2002	Angelo Nardi		

## State League Assistant Referee of the Year

1995	Malcolm Langton	2006	Steven Gregory
1996	Keith Davies	2007	Josh Mihevc
1997	Patrick McCaffrey	2008	Troy Miller
1998	Stephen Muldoon	2009	Mathew Cheeseman
1999	Stephen Muldoon	2010	Mathew Cheeseman & Ross Sardi
2000	Louis Prospero	2011	Mathew Cheeseman & Josh Mihevc
2001	Michael Klaver	2012	Michal Jasinski
2002	Paul Middleton	2013	Joe Fusari
2003	Angelo Nardi	2014	Josh Mannella
2004	Joe Fusari	2015	Tom Dowle
2005	Mathew Cheeseman	2016	Eamon McDonnell

## Referee Encouragement Award

2011	Marcus Watts	2014	Arvin Shanmuganathan
2012	Jennifer Wood	2015	Alex Best
2013	Nico Hoyle	2016	Simon Hicks

## Premier League Grand Final Appointments

\* No finals series was held prior to 1989, or from 1992-97, 2005-07 or 2015

Year	Referee	Assistant Referee 1	Assistant Referee 2	Fourth Official
2016	David Bruce	Daniel Cole	Eamon McDonnell	Tom Dowle
2014	Adam Fielding	Mat Cheeseman	Josh Mannella	David Bruce
2013	Mat Cheeseman	Michal Jasinski	Stuart Muldoon	Adam Fielding
2012	Josh Mannella	Michal Jasinski	Joe Fusari	Hugh Best
2011	Mat Cheeseman	Josh Mihevc	Ross Sardi	Joe Fusari
2010	Mat Cheeseman	Ross Sardi	Tim Mihevc	Josh Mihevc
2009	Mat Cheeseman	Joe Fusari	Mark Williams	David Costello
2008	Mat Cheeseman	Michael Nugus	Josh Mihevc	Steven Gregory
2004	Angelo Nardi	Sam Musca	Mat Cheeseman	Hugh Best
2003	Michael Nugus	Pedro Vasquez	Michael Frost	Robert More
2002	Angelo Nardi	Alex Ristovski	Pedro Vasquez	Patrick McCaffrey
2001	Stephen Muldoon			
2000	Patrick McCaffrey			
1999	Angelo Nardi			
1998				
1991	Andy Hassell	David Mortimer	Robert Dowden	Mark Wareham
1990				
1989	Barry Harwood	Anthony Mullally	Roger Bugg	Jim Sharp

## State Cup Finals Appointments

Year	Referee	Assistant Referee 1	Assistant Referee 2	Fourth Official
2016	David Bruce	Tom Dowle	Shane Skinner	Adam Fielding
2015	Adam Fielding	Josh Nixon	Hayden Frost	Steven Gregory
2014	Adam Fielding	Mat Cheeseman	Josh Mannella	Steven Gregory
2013	Adam Fielding	Joe Fusari	Matthew Southern	Michal Jasinski
2012	Mat Cheeseman	Joe Fusari	Stuart Muldoon	Hugh Best
2011	Joe Fusari	Josh Mihevc	Michal Jasinski	David Costello
2010	Mat Cheeseman	Tim Mihevc	Ross Sardi	Steven Gregory
2009	Steven Gregory	Mat Cheeseman	Joe Fusari	David Costello
2008	David Currie	Troy Miller	Paul Anderson	Mat Cheeseman
2007	Steven Gregory	Michael Nugus	Josh Mihevc	Ton Klaver
2006	Angelo Nardi	Mat Cheeseman	Taz Paraskevas	Jeremy Oliphant
2005	Stephen Muldoon	Troy Miller	Allan Dix	Michael Nugus
2004	Eddie Lennie	Ross Sardi	Joe Fusari	Jeremy Oliphant
2003	Patrick McCaffrey	Ron Tully	Ross Sardi	Joe Fusari
2002	Michael Klaver	Michael Nugus	Paul Middleton	Ton Klaver
2001	Angelo Nardi			
2000	Angelo Nardi	Stephen Muldoon	Michael Nugus	Martin Osborn
1999	Louis Prospero	Frank Moretti	Felix Kelly	

## 2017 Football West Match Officials' Guide

### State Cup Finals Appointments (cont.)

Year	Referee	Assistant Referee 1	Assistant Referee 2	Fourth Official
1998	Patrick McCaffrey	Stephen Muldoon	Neil Hornby	Michael Delany
1997				
1996	Andy Gorton	Frank Moretti	Keith Davies	Arthur Gregory
1995	Andy Gorton	Patrick McCaffrey	Adrian Hyde	John Burgess
1994	Eddie Lennie	John Burgess	Colin Dickson	Robert Dowden
1993	Eddie Lennie	Louis Prospero	David Smart	Felix Kelly
1992	Andy Gorton	John Burgess	Derek Minett	David Mortimer
1991*	Barry Harwood	David Mortimer	Mark Wareham	Robert Brown
1991+	Barry Harwood	Andy Gorton	Marilyn Learmont	David Smart
1990*	Sam Davidson	Keith Wood	David Mountford	Andy Gorton
1990+	Andy Hassell	Anthony Mullally	Enzo Castro	Greg Birch
1989	David Mortimer	Sam Davidson	Andy Gorton	Colin Dickson
1988	Andy Hassell	John Sappelli	Paul Planken	Louis Prospero
1987	Andy Hassell	Anthony Mullally	Louis Prospero	
1986	Andy Hassell	Gordon Love	Sam Davidson	
1985	Eddie Evans	Keith Wood	Tom Stokes	Syd Allen
1984				
1983	Frank Green	Paul Planken	Alex Learmont	Andre Bobojcov
1982	Ernie Lee	Peter Woods	Keith Wood	Gino Caruso
1981	Gordon Love	Barry Harwood	Daniel Tilson	Trevor Parry
1980	Eddie Evans	Andy Hassell	Geoffrey Walters	Joe Mort
1979	Frank Green	Keith Wood	Gordon Herbert	Gordon Love
1978	Ernie Lee	Gordon Love	Andy Hassell	
1977				
1976				
1975				
1974				
1973				
1972				
1971				
1970	David Ferguson	Henri Witschge	Rudi Hankey	
1969	Barry Harwood	Henri Witschge	James Doig	
1968	Roy Stedman	Tom Hitchcock	James Doig	
1967	Roy Stedman	David Ferguson	Dennis Legg	
1966				
1965				
1964				
1963				
1962				
1961				
1960				

1990 & 1991 \* SFWA Cup + PSL/Super Cup

## 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

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