



SUTHERLAND SHIRE
FOOTBALL REFEREES ASSOCIATION

FAQ

Guide

SSFRA FAQ Guide

PURPOSE & SCOPE

The purpose of the SSFRA FAQ Guide is to assist SSFRA Members locate answers to frequently asked questions and find forms, policies and procedures of SSFRA.

All FAQ's are listed at the "Table of FAQ's" from page 3 and hyperlinked to an answer further down the document.

A hyperlink at the top of each answer page can take the user back to the Table of FAQ's pages.

If any extra FAQ's need to be added to the guide then please notify the Secretary, SSFRA for consideration.

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GENERAL

1. Committee Contacts 2022

President	Chris Young	president@ssfra.org.au
Deputy President	Wayne Philip	deputypresident@ssfra.org.au
Vice President	Neil Lewis	vicepresident@ssfra.org.au
Secretary	David Morgan	secretary@ssfra.org.au
Treasurer	Chris Yates	treasurer@ssfra.org.au
Registrar	Craig Lister	registrar@ssfra.org.au
Branch Coach	Gary Lockwood	branchcoach@ssfra.org.au
Appointments Officer	Mitch Clark	appointments@ssfra.org.au
Development Officer	Liam Oldfield	development@ssfra.org.au
Recruitment	Matt Russell	recrutiment@ssfra.org.au
Committee Person 2	Nick Young	committee2@ssfra.org.au
Working with Children Co-ordinator	Zoe Benjamin	wwc@ssfra.org.au
Equipment Officer	Emma Lewis	equipment@ssfra.org.au

2. Correspondence In – Emails

If the answer is not in this guide it may be resolved by emailing the responsible Committee member. If you cannot determine an appropriate email address, you can send the email to secretary@ssfra.org.au

3. Correspondence Out – Emails

From time-to-time correspondence from the Management Committee or Technical Committee will be sent to Members via email. It is the responsibility of individual members to ensure that the email address that SSFRA has on record is correct. If you are not receiving emails, then you should notify the Secretary via email.

4. Correspondence Out – Website

From time-to-time information will be posted for members on www.ssfra.org.au. This information could include, but is not limited to, appointments, notices of cancelled games, meeting reminders, training reminders, etc. It is the responsibility of individual referees to check the website regularly for any such information.

5. Social Networking Websites

Appointments are confidential and should NEVER be made publicly available on any medium, including social networking websites like Facebook, Twitter etc. After the game, commenting publicly (including using social networking websites like Facebook, Twitter etc) on any match you have officiated is strictly forbidden and could see you fined or suspended from refereeing.

6. Meetings

Monthly information sessions are held usually during March to August. Notification of meetings are placed on the website and via email. An Annual General Meeting will be held after the conclusion of the season. Members will be advised via the website and by the Secretary via email. RSVP is required. Committee of Management meetings are usually held on the last Thursday of the month.

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APPOINTMENTS

7. General

The Appointments Board allocates all games including trial and school games. This is because insurance is not available for games not appointed by the Appointments Board. Appointments are always confidential and should never be revealed to teams involved

8. Appointments System

Appointments are accessed via MatchRef at www.ssfra.matchref.com

9. Opting Out

Appointments are done through an opt-out system.

You can opt-out (aka unavailability) on a week-by-week basis or for an extended period. If you do not opt out, you are considered available to referee. Failing to opt out on -time and then withdrawing will be considered a late pull out. Consistent late pull outs will affect your appointments. Generally unavailability closes at 9:00am Tuesday prior to the round. Any variation to this will be emailed and/or listed on MatchRef.

10. Publishing of Appointments

Appointments are published on Wednesday or Thursday prior to the round. Any variation to this will be emailed and/or listed on MatchRef.

11. No Appointment Given

If you have indicated your availability and do not receive an appointment email the Appointments Officer. There may be an uncovered game or a late pull-out in a game of your level that you can cover.

12. Uncovered Games

If there is a game designated as uncovered on the website - meaning no-one is appointed to it, and you are able to cover it email the Appointments Officer. In most cases you will be appointed to the game if no-one else has requested it prior. Sometimes there may be a good reason why no Referee was appointed to that match in the first place.

13. No Referee Arrives and you are appointed as AR

No SSFRA referee is to act as an Assistant Referee on a match where there is not an Appointed SSFRA referee in attendance. If you are appointed to a game as an Assistant Referee and no Referee arrives, feel free to write your name on the match card and leave. You will be paid in full. If you choose to referee the match, consider the SSFRA policy on appointing yourself as a referee to matches, as set out below. It is not the case that simply because you are appointed as an Assistant Referee, and no Referee shows up, that you as an Assistant Referee are promoted to Referee.

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14. Appointing yourself as AR

You may appoint yourself as an Assistant Referee to any match covered by an appointed SSFRA Referee where 2 Assistant Referees have not already been appointed. This may be done at any time, without notification to the Appointments Officer. Just check with the appointed Referee they want the assistance, generally they will. Remember to write your name on the match card and you will be paid. You must referee in uniform to be eligible to be paid.

15. Appointing yourself as a Referee to Matches

If you haven't been appointed to a match through MatchRef, or been approved by the Appointments Officer then you cannot referee a game in uniform, or write your SSFRA number on the match card. If you come to another arrangement with the two teams you will be a CLUB REFEREE and they both will pay you cash - make sure you are paid upfront, do not referee in your SSFRA shirt and consider whether the level you are being asked to referee is one that SSFRA would appoint you to. We have lost many referees over the years who have overestimated their abilities and refereed games beyond their skill levels. Also remember you will not be covered by our insurance policy at all.

16. Wet Weather Changes or Cancellations

During wet weather it is advisable to regularly check MatchRef and emails for changes to matches. You will not be paid for turning up to a game that has been publicly announced as cancelled.

17. Late Withdrawals

Late pull outs are to be emailed ASAP to the Appointments Officer. If it is on the day of your appointment, you will also need to call the ground you are scheduled to officiate at. A list of phone numbers for grounds can be found on the SSFA website at www.shirefootball.com.au.

18. Football NSW Competitions and Tournaments

Champion of Champions, State Cup, Robertson Cup, Amateur Cup etc. Instructions for these competitions will be issued to Referees concerned. Further information can be found on the Football NSW website at www.footballnsw.com.au.

19. School Matches

If available for School matches please email schools@ssfra.org.au.

20. Insurance

Cover is in place but members are advised that injury and loss of income coverage is minimal. If this is of concern to any member they are advised to effect additional private coverage. Members are also advised that insurance cover is only available to officially allocated games.

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TECHNICAL COMMITTEE

21. General

The Technical Committee deals with all matters pertaining to the instruction of referees. It covers lectures, groupings, theory exams, field testing, fitness training, inspectors, inspections, etc. The allocation of field tests and inspectors is the responsibility of the Technical Committee.

22. Groupings

Referees are advised to ensure that they have been grouped correctly. Groupings can be found in your MatchRef profile. Groupings are determined by age and qualifications.

23. Training Credits

Members may collect training credits by attending fitness training, attending theory sessions and passing fitness tests. Members will be rewarded for receiving training credits through improved appointments, prioritised inspections and coaching. Members may also be awarded training credits, at the Management Committee's discretion, for:

- Attending an SSFRA organised meeting, including, but not limited to, members meetings, committee meetings and technical committee meetings;
- Participating as a mentor or coach in an SSFRA organised mentoring or coaching role;
- Participating as an instructor in an SSFRA organised upgrading course; and
- Generally helping with SSFRA matters, such as equipment sales, website administration or appointments.

As no training session is compulsory, apologies will not be counted as training credits - the point is that you are rewarded for attending training sessions, and not punished for not attending.

EQUIPMENT

24. General

A full range of equipment is available through the Association. This includes shirts, shorts, socks, whistles, red & yellow cards, books, caps etc. Sales can be made at monthly information nights and Sunday's after matches from 5.00 to 6.00pm at our SSFA room.

25. Uniforms

Uniforms must comply with the uniform policy set by the Committee of Management. The official uniform for SSFRA at all appointments is the black shirt, all black shorts and all black socks (pulled up to the knees). No other uniform items are to be worn when officiating within the Shire. Referees who do not comply with this policy will not be appointed until they do comply. All uniforms are to be presented in a clean and reasonable condition.

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26. Cold Weather

Assistant Referees may officiate whilst wearing their SSFRA jacket. Tracksuit pants are not to be worn. Referees may wear a black long-sleeved shirt underneath their SSFRA shirt. Referees who are still not sufficiently warm should put on multiple undershirts, or run more. Tracksuit pants are not to be worn.

27. Hot Weather

Do not forget to use sunscreen and drink a lot of water to rehydrate.

WORKING WITH CHILDREN CHECK

28. General

Football NSW have issued all branches with strict instructions regarding this issue. All Referees must hold an "E" Working With Children Check. We ask that all Members refer any incident related abuse of children (under 18 years) to the Secretary and the Working With Children Co-Ordinator.

MATCH FEE AND PAYMENTS

29. Match Fees Rates

To claim fees you MUST be sure that when you complete the match that you write your name and SSFA number on the match sheet. Your number can be found in your MatchRef profile. If you do not have a number contact the Registrar immediately. If your number is not on the match card you will NOT be paid. Payments are direct deposited into your nominated bank account monthly.

30. When is Payment

The Treasurer processes all the pays in the month following the month of Refereeing. So March matches get paid in April, April matches get paid in May, and so on.

The Treasurer cannot guarantee a date as there are 300+ pays to process but he tries to do it ASAP. Generally approximately 3 weeks after month end.

Once the first month is paid it comes through approximately monthly thereafter.

31. Payslips

Pay slips are produced by SSFA and will be available to Members at the monthly general meeting. Please check your pay slip and advise the Treasurer if there are any errors or omissions. Remember that 8% is deducted for administration costs.

SSFA MATTERS

32. The Season

The season traditionally commences on the last full weekend of March. A list of dates can be found on the SSFA website at www.shirefootball.com.au.

33. SSFA Rules

Can be found on the SSFA website at www.shirefootball.com.au. Please do NOT interpret the rules for teams. That is the Coaches and/or Manager's responsibility.

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34. Duration of Matches

Can be found on the SSFA website at www.shirefootball.com.au.

35. Field Locations

Can be found on the SSFA website at www.shirefootball.com.au.

MATCH DAY – AT THE GROUND

36. Arrival Time

Referees and Assistant Referees should arrive at the appointed ground at least 20 minutes before the scheduled kick-off time. Earlier for Final series matches.

Referees are requested to contact the appointed ground if they are late or cannot attend.

37. Leaving your bag unattended

Referees leave their bags at ground control, in a canteen or on the side of a field at their own risk. Referees are recommended not to leave valuables in their bags at any time, particularly cash, mobile phones or ATM/credit cards.

38. Canteens

Referees are NOT entitled to free drinks from canteens. Always offer to pay for drinks. If the canteen operator refuses your money, thank them and count yourself lucky. Always bring your own water + snacks to matches, particularly at grounds where there is no canteen.

39. Match Balls

Will be provided by the teams at kick-off. Games are rarely delayed due to a ball not being available. Referees should keep at least one match ball with them at the half-time break. (Referees should not kick the match ball during the half-time break - any damage you cause the ball could cause problems for yourself).

40. Uniform Clashes

Clubs are usually well versed with this requirement. Generally the team that last adopted the uniform last will change. For inter Club matches the listed home teams change.

41. Goalkeeper Uniforms

Goalkeeper uniforms shall be a different colour to the teams that are playing. Where a clash occurs, use common sense - most goalkeepers at SSFA level do not have a change of strip. However, where the colour is too close to the point of being unfair, or disadvantaging the teams, then that goalkeeper will need to procure another shirt to wear, or put one over the top of their goalkeeper jersey. A fluoro coloured bib will usually suffice.

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42. Filling out the Match Card

It is the referee's responsibility to ensure that their name and SSFA number is on the match sheet. It is also the referee's responsibility after the game to:

- Fill out the score of the game
- Take the details of any players who were cautioned or sent-off or who will be the subject of an incident report, as the Referee does not get to keep the match sheet
- In your notebook record the players surname, initial, shirt number and ID number. The ID card for a player sent off should be given to you within a reasonable time after the match is completed. DO NOT go looking for the card, the SSFA will deal with this matter in the absence of the ID card.

Referees do not keep the match sheet. They are left for the ground control to deal with.

43. Number of Players

At least 7 players, including a goal keeper, are required for any team in any full-field match in the SSFA. Where a team does not have 7 players at kick-off, kick-off may be delayed 15 minutes until they reach their complement of 7. After 15 minutes the match is abandoned. If the 7th player arrives after 10 minutes, the match shall begin. Where a team has 7 players but chooses not to take the field, the match is cancelled. Where a team begins a match with 7 players, but one player leaves the game (e.g. by send-off, injury or choice), then the match is cancelled. If you cancel a match for any reason an incident report is to be lodged at our rooms on Sunday afternoon between 5 & 6pm.

44. Matches running late

In response to late kick-off times, Referees have sole discretion, where a match has been delayed by more than ten (10) minutes past the scheduled kick off time, to reduce the match:

By up to 5 minutes per half where halves are less than 45 minutes each way;

By up to 10 minutes per half where halves are 45 minutes each way.

You must:

Not reduce the halves where the match has started within 10 minutes of the scheduled time;

Not reduce the halves beyond necessary to bring the games back on time - For example, if a 90 minute match is scheduled at 8:00am and kicks off at 8:11am, the scheduled finishing time is 10:35am and the next kick off time is 10:40am. Accordingly, a referee would only need to reduce the match by four minutes per half to bring the games back on time. (kickoff 8:11am, half time 8:52am, second half 8:57am, full time 10:38am).

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Not reduce the match where possible - this will be grounds where there is no 3.00pm or later match;

Reduce the match evenly across both halves;

Record on the back of the match sheet the reduction of the match duration and the reason for the delayed kick-off. This may involve you liaising with the referee of the previous match as to the delay of their match, or matches before that. You can also check the back of the match cards of previous games. Please ensure you all work together to keep each other informed.

You can reduce matches by longer than the above rules by agreement between both teams.

45. Field Inspections

Fields must be inspected before every game. Never assume the referee before you has checked everything. Take a walk around the field checking posts, field markings, nets, corner flags and safety of the ground.

46. Ground Conditions

Must be safe before play can commence. Goalposts must be securely fastened to the ground. Fields must have corner flags that conform to the laws of the game. Nets must be checked before the game for holes or gaps between the nets and the posts. In the event of wet weather ground conditions must be assessed before the commencement of each scheduled game. Referees cannot declare a ground unsafe for the full day - only on a game by game basis.

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47. Ground Control

Ground Control officers should be at each ground to help solve any problems. They should be easy to spot in their orange vests. If you are polite, they should be more than happy to help you out. If you encounter problems, only then make it clear that you will not be starting or restarting the game until the problem is fixed.

48. Rain

Rain alone does not prevent a match being played. You must assess the effect the rain is having on the surface - including how a ball will travel and how a player or Referee wearing regular boots will fare running, turning, accelerating and stopping on the surface. Safety is your prime focus.

49. Lightning

SSFRA and SSFA abides by the Football NSW lightning policy. If from when a lightning strike is seen, there is a thunder clap within 30 seconds of it, then the players and match officials are to find safe cover until this is no longer the case. Safe cover includes shelter under cover of a solid building. It does not include being in an open field, standing under a lone tall tree, standing under a group of small trees, standing under a metal pylon. Metal should never be touched during a lightning storm.

MATCH DAY – JUST BEFORE KICK OFF

50. Pre match speeches to Teams

It is recommended you limit any pre-game talk to teams to asking them to remove any jewellery. Anything further than that has the potential to create problems for yourself.

51. Jewellery

Is not permitted at any time. Jewellery includes, but is not limited to, watches, earrings, stud earrings, plastic bangles, bobby pins, other hair clips. Do not search for jewellery – If you can't see it, don't go looking for it. However, if you do see it, it must come off (e.g. you do not search players for navel rings, but if a player lifts their shirt to wipe sweat off their brow, and you see the navel ring, then the player must leave the field of play to remove it). Players cannot hide jewellery under bandages or strapping tape. But once again do not go searching for it. The only exception is a medical bracelet, which should be removed and strapped to the player's chest.

52. Spectacles

A player who needs spectacles to play must have their ID Card photo taken while wearing the same approved spectacles. If this is not the case, then the player does not participate in the game whilst wearing spectacles.

53. Hats

Only a Goalkeeper may wear a hard-brimmed hat. Other players may wear soft brimmed hats, but shouldn't need to. Certain players may get dispensation to wear hats from the SSFA but should have documentation to prove that.

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54. Plaster Casts

Are never permitted, no matter how much bandaging and bubble wrap the player might use.

55. Thermal Underwear

As per the laws of the game - undershorts must be shorts (that is, must not cover the knee). Undershorts need to match the predominant colour of the shorts. Undershorts must either:

- be the same colour as the predominant colour of the team's shorts; AND
- not be visible when the player is in a standing position .

As removal of undershorts is time consuming, and will likely require a player to seek the privacy of a change room to remedy any problem, referees are recommended to deal with this problem as soon as they see it, and not necessarily wait until the team's line up for the start of the match. Long sleeved undershirts must match the predominant colour of the sleeve of the team's jersey.

For SSFA rules refer to Rule 5 Uniforms at <https://shirefootball.com.au/wp-content/uploads/2020/01/2020-Rule-Book-1.pdf>

56. Player Numbers on Shirts

All players in teams Under 12 and older must have individual player numbers. Taping of player numbers is not acceptable as tape falls off and then you will have two players with the same number on the field. Player numbers should always match the numbers on the match card. Players under the age of 15 who are given a yellow card will not be wearing a number - you will need to ask for their name. If they give you an obviously false name, warn them that continuation will see them sent from the field of play and you will take their name from the ID Card their manager will provide.

57. ID Cards

Checking the ID Cards at the start of the match is the responsibility of team managers and not the Referee. A Referee should not get involved in any such dispute. If a disputed player still chooses to play in any particular game, the Referee must let that player play, but should note that they may be called to give evidence at an SSFA tribunal as an independent witness on the matter.

58. Borrowing Players

The rules with respect to borrowing players are not part of an SSFRA referee's duties. SSFRA referees should not involve themselves in disputes but should recognise that they may be called to give evidence at an SSFA tribunal as an independent witness on the matter.

59. Coaches and Managers

At least one should be clearly identified and wearing their team official or Manager vest. If the Manager also plays, they should be wearing their team official or Manager arm band.

MATCH DAY – DURING THE GAME

60. Abuse and Assaults

Abuse and assaults of Referees and Assistant Referees will not be tolerated. Any such incidents MUST be reported on Sunday nights at our SSFA room between 5:00pm to 6:00pm. Referees are advised to take legal action against offenders. Referees are advised to immediately abandon any match where an assault of a match official has taken place.

61. Swearing or Foul Language

All swearing must be dealt with in some fashion. Methods for dealing with swearing include:

- Quietly asking a player to watch their language;
- Publicly warning a player not to swear again (needs to be followed up by a Card where the player reoffends following the warning);
- Yellow Card for unsporting behaviour; or
- Red Card for foul or abusive language.

We expect players who swear at match officials or opponents to be shown the red card and sent from the field of play.

Unfortunately, swearing and foul language is becoming much more common, and many players will use it without realising and without any intention to offend. It is left to you to draw your line in the sand as to what action to take, but remember that you are expected to take action, and you should consider:

- Why the player said what they said;
- How much pain the player is in;
- How loud it was;
- Who else heard what was said;
- The age of the offender; and
- Whether the player has been previously warned.

Referees themselves should never swear or use foul language. You are expected to maintain your professionalism and composure at all times.

62. Injuries

You are not a doctor - never touch an injured player, even to help stretch out cramps - a teammate is usually there to help. In Under 12 matches and older, a Referee shall use their common sense to only stop a game for a serious injury. Note that a head injury is always considered to be a serious injury. The following procedure shall be used where an injury occurs and play is stopped, either by the Referee or otherwise:

- The Referee shall move quickly to the injured player;
- Assistant referees, if available, shall assist the Referee by keeping a coach or trainer at the sideline until signalled onto the field by the Referee;
- The Referee, if possible, should ask the player if they need their coach/trainer, and if they do, shall signal for the coach or trainer to come on (note that a referee can always overrule a player who says they do not need a trainer, but should never overrule a player who says they do);
- The referee should allow the player to be assessed but not treated on the field of play. If the coach says that an ambulance is required, and the player is not to be moved, then never overrule the coach, and have an ambulance called for (allow other players to get drinks, move out of the sun, as this often takes 30 minutes or more);
- If the player can be removed from the field of play, then allow the coach to do so, and allow an interchange to occur if so desired;
- If the player is OK after being assessed by the coach, have them removed from the field of play. They can either be interchanged, or if there are no interchange players or the team chooses not to interchange, then they can wait a period of time before returning. Enforce this every time to ensure teams don't use injuries as an excuse to waste time, and so that no-one can claim that you are being inconsistent. Remember injury time is NOT played in SSFA regular season fixtures.

63. Blood

A player who is visibly bleeding needs to be removed from the field of play at the next break in play to have their injury treated. That player may be interchanged, but cannot return to the field of play until inspected by the Referee at least at the next break in play. Players may not return while wearing soiled clothing, but please use common sense in the SSFA when enforcing this rule as teams will not have spare kits for players to change into. However, opponents should not be forced to play against a player who is wearing a shirt soaked in blood.

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64. Injury Time

Is not played in SSFA regular season fixtures. The referee is the sole keeper of time, and it is the referee's watch that decides when full time is. Assistant Referees should still wear a watch and keep an unofficial record of time. Referees should be helpful to players who ask how much time is left, but are not required to give an exact time or to continually update players on the time. Time may be extended for the taking of a penalty kick - however, full time should be blown as soon as a result is achieved from that kick (ie goal/no goal). Injury time is played only in Semi Finals, Finals and Grand Finals. More detailed information is given at the General Meeting prior to the Final Series.

65. Half time

Is 5 minutes whistle-to-whistle. This means from the moment you blow for the end of the first half, you have exactly 5 minutes until you blow for the second half kick-off. This also means that on some fields you will not have the time to return to the clubhouse to get a drink, and instead should take a drink bottle to the field with you at the start of the game. Referees should keep at least one match ball in their possession during the half-time break.

66. Interchange

Unlimited interchange of up to 16 players is permissible at any time during the game in all age groups played in the SSFA competition. A copy of Interchange rules applying in the Sutherland Shire is available in the SSFA rule book which can be found on the SSFA website at www.shirefootball.com.au.

67. Coaches/Managers

Persons who are not players in the technical area are currently governed by the ASK-TELL-REMOVE policy. This policy still applies. However, the TELL and REMOVE will now be displayed with the use of Yellow (Tell) & Red (Remove) cards.

ASK – Low level dissent or continual questioning of decisions. Can be issued by any match official.

TELL (Yellow Card) – Persistent or continued dissent, low level abuse, acts of unsporting behaviour, interference with the match or delaying the restart of play. Can only be issued by the Referee.

REMOVE (Red Card) – Serious breach of the Laws of the Game (ie throwing an object in protest or at another person), continued dissent or abuse following a TELL, high level abuse or offensive/threatening language or gestures.

It is important to note that a team official can be TOLD or REMOVED at any time and this is not a mandatory three-step process. Team Officials are still responsible for their own behaviour.

Teams who have players as team officials will be dealt with as players/substitutes and the existing laws apply.

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68. Technical Areas

Technical areas, unless otherwise clearly marked, will be an area about 10 metres from halfway to halfway. Coaches and managers are to only instruct their players from within this technical area. Technical areas should be on the same side of the field for both teams, as determined by the home team. If only 1 AR is appointed, that AR should be placed on the same sideline as the technical areas so as to help the referee control the technical areas, particularly the interchange process. No coach or manager is permitted to coach a team from behind the goal line at any time.

69. Dissent from the Sideline

Should a referee at any time experience difficulty controlling the game due to interference by persons on the sideline, including abusive language, the referee may approach the team Manager/s or the Ground Controller and request them to instruct the persons to desist. If these persons persist in causing interference to the game or using foul or abusive language, the referee may stop the game and request the Ground Controller to ask these persons to leave the playing area or move to an area remote from the playing field. The referee may delay restarting the game until the problem is resolved and time lost will not be added to the playing time.

An incident report must be filed after the game, even if an apology is given

70. Dissent from Ground Control

From time-to-time, the person doing the dissent will be the ground control official. If this is the case, and can't be dealt with through a warning, abandon the match and leave the ground. An incident report must be filed after the game even if an apology is given.

MATCH DAY – POST GAME

71. Records of Games

Referees are reminded that it is part of their responsibility to keep their own match notes for at least 2 years in case disputes over scores or other match facts need to be resolved. If you use wipe-away cards (or similar), then you need to transpose the data from the cards into a notebook after each and every game you do.

72. ID cards of Sent Off Players

ID cards of players sent off in SSFA fixtures must be retained by the Referee and forwarded with the report. It is not the Referee's responsibility to chase after an ID card of a sent off player - it is the managers responsibility to bring the .card to the Referee. Clubs **MUST** supply ID Cards of sent-off players to the Referee under SSFA by-laws. Referees must not engage in any dispute with club officials over this matter. Five minutes after the full time whistle is a reasonable time to wait for the ID Cards to be delivered. If it hasn't happened after five minutes, feel free to leave. If clubs do not provide ID cards of sent off players that must be advised and recorded on the send-off report. The club will be fined.

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73. Cautions/Send Offs/ Player Misconduct

This is dealt with by the Deputy President, (or a representative) who will be in attendance at the Referees Rooms at SSFA between 5pm and 6pm on Sundays throughout the season.

If you absolutely cannot make it between 5pm and 6pm your report must be emailed to deputypresident@ssfra.org.au BEFORE 5pm on Sunday, and the player's match card delivered to the letterbox at the front of Harrie Denning.

Reports are mandatory under the Laws of the Game. Yellow Card reports may now be filed online. Some Red Card reports can be filled out online. These are for:

- R4: Denies an obvious goal scoring opportunity by deliberate use of the hand
- R5: Denies an obvious goal scoring opportunity by free kick offence
- R7: Second caution during a match All reports MUST be submitted on time. Reports are mandatory under the Rules of the Association.

74. Incident Reports

All other reports (misconduct by officials, spectators etc.) should be given to the Deputy President, (or a representative) who will be in attendance at the Referees Rooms at SSFA between 5pm and 6pm on Sundays throughout the season. If a report is required for a mid-week match, then liaise with the Deputy President to make separate arrangements for submitting the reports. Reports are mandatory under the Rules of the Association.