



Sutherland Shire
Football Referees
Association

Major Partner:



New Referees Guidelines and **Welcome Pack**

2022 Season

Welcome

Welcome to the Sutherland Shire Football Referees Association. I started exactly where you are today, and refereeing has taken me to games all over Australia. The SSFRA has a proud history of national league and FIFA referees, and we currently have an Assistant Referee on the Hyundai A-League (Matt McOrist). We also have plenty of referees who have spent their entire careers in the Shire and are still loving it.

This booklet is prepared for all new members and provides a useful guide to help you through your first season of refereeing. It contains details on important contacts, procedure and policy as well as common FAQ's for scenarios that we as referees will come across fairly regularly.

Refereeing can be a hugely rewarding experience and teaches many skills that are widely transferable into the workplace and everyday life. You will find refereeing will test you, encourage you to think differently about the game and we hope will continue to drive your passion for the round ball.

Our Association is committed to creating a safe, friendly, social and diverse environment for all members to thrive, whilst providing the relevant support to help develop your refereeing.

On behalf of all members of the SSFRA we look forward to welcoming you to the refereeing community.

Regards,

Chris Young,
President, Sutherland Shire Football Referees Association.

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Committee of Management

The Committee of Management (known as the CoM) are the management team who are elected by the association's membership and is responsible for overseeing the operational management of the Association.

Your main contacts will be:

Overall Support & Questions - Recruitment Officer – Matthew Russell – recruitment@ssfra.org.au

- Oversees the onboarding of all new members to our association.

Your Appointments - Appointments Officer – Mitch Clark – appointments@ssfra.org.au

- Oversees all matters pertaining to your appointments and availability.

Post-Match Issues - Deputy President – Wayne Phillips - deputypresident@ssfra.org.au

- Oversees all matters pertaining to the judiciary, discipline (yellow & red cards) and incident reporting

Member Protection - WWC – Emma Lewis - wwc@ssfra.org.au

- All matters pertaining to Member Protection and ensuring a safe environment for our younger members. Overseas the MPIO program at the SSFRA

Your Payments - Treasurer – Chris Yates treasurer@ssfra.org.au

- Oversees all matters pertaining to payment of match fees

Other roles on the Committee:

President	Chris Young	president@ssfra.org.au
Secretary	David Morgan	secretary@ssfra.org.au
Branch Coach	Gary Lockwood	branchcoach@ssfra.org.au
Development	Liam Oldfield	development@ssfra.org.au
Vice President	Neil Lewis	vicepresident@ssfra.org.au
Equipment	Zoe Benjamin	equipment@ssfra.org.au
Registrar	Craig Lister	registrar@ssfra.org.au
Committee	Nick Young	Committee2@ssfra.org.au

Member Communications

The SSFRA has developed a number of communication channels for members, as follows:

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. For any cadets we prefer to send emails to both you and a parent.

If you are not receiving emails from the SSFRA, then you should notify the Secretary via email.

Correspondence Out – Matchref

From time-to-time information will be posted for members via MatchRef. This information could include, but is not limited to, 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.

Social Networking – Facebook Group

The SSFRA operates a private Facebook Group which is the easiest way for you to manage communications and updates if you are a Facebook user. This Group is open to all Members and parents of younger Members are also welcomed to join the group.

All new Members should request to join this group. If you have requested access to this group and not been accepted, contact the Recruitment Officer via recruitment@ssfra.org.au for assistance. Parents of cadets are also welcome to join.

Meetings

Monthly information sessions are held during the season (March to August). Notification of meetings are placed on the website and via email. These are usually held the first Thursday of each month except for the first meeting which is usually the Thursday before the season starts and the last meeting which is usually the Thursday before the finals series begins. Meetings are typically held at Harrie Denning Soccer Club from 7.30pm to 9.00pm.

Our Sponsor

Who are WMD Law?

- Largest law firm in the Sutherland Shire, centrally located in Sutherland
- Established for over 50 years
- Experts across all main areas of law – Employment, Business, Accredited Specialists in Family Law & Commercial Law, Property, Police & court-related matters, Wills & Estate Planning
- They're a great bunch of people, who live, work and shop locally, with a commitment to building a better local community.



Why are they supporting us?

- Like us, **they love the game and the Shire**. They give their time to our community and many of their own staff/team members - both male and female, play with local clubs.
- **WMD Law have committed their long-term support** to SSFRA. This partnership is both unprecedented and something we should all feel very proud of.
- WMD Law believe that by partnering with the SSFRA, they can help support us to develop and become better referees. This will lead to a higher standard of week-to-week officiating, ultimately benefiting the game as a whole.

Appointments

The Appointments Board allocates all games, including trial and school games. This is important to note as insurance is not available for games you are not appointed to by the Appointments Board.

Your availability

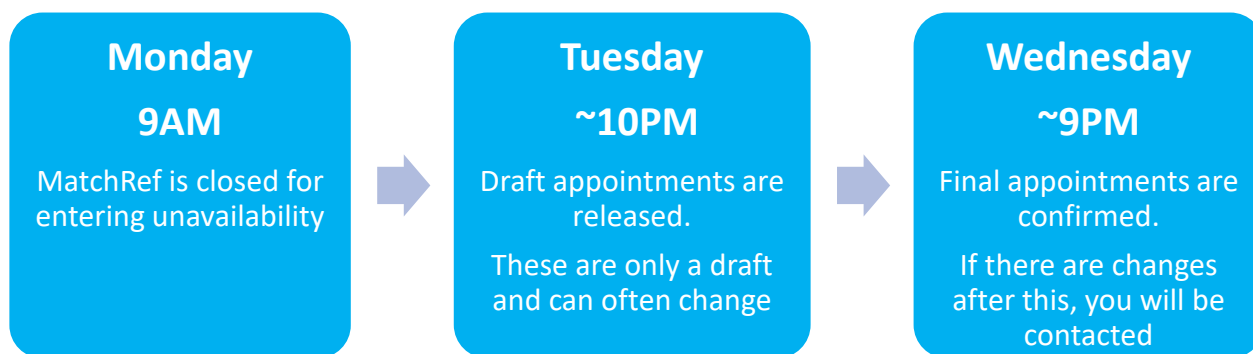
Appointments are done through an opt-out system.

You can opt-out (that is, make yourself unavailable) on a week-by-week basis or for an extended period. The window to enter your unavailability (that is, to opt-out) will open from Friday evenings and close Monday morning at 9am, for games on the following weekend.

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 future appointments. We recommend setting a reminder on your phone or in your calendar on a Sunday evening to update your availability for the following weekend.

In your MatchRef profile, you must also declare your associated teams (as a player, coach or parent/sibling) to ensure the Appointments Board does not allocate you to a game that can potentially lead to a conflict of interest.

The general operating rhythm:



Publishing of Appointments

Draft appointments are published on Tuesday night prior to the upcoming round; however, these can change at any stage until appointments are locked on Thursday night. It is the referee's responsibility to check their own appointments on Friday evening in case of late changes.

Late Withdrawals

If, for whatever reason you miss the cut off to submit your unavailability and cannot referee on the upcoming weekend you are required to notify the Appointments Office by submitting a change request using the form in Matchref (do not send an email to the Appointments Officer). We understand that plans can change however we expect our members to make every reasonable effort to comply.

The process map and instructions for how to withdraw on the day of an appointment on page 15 of this pack.

As a guide for late withdrawals:

- Acceptable problems: Injury, sickness, COVID-related isolation, last minute call into work etc.
- One off acceptable problems: Forgot to enter unavailability
- Unacceptable problems- Repeated forgetfulness, continuously withdrawing from appointments, late changes that you should've been aware of (once or twice in your first season is ok, any more than that and it may affect your appointments)

Advising us on a Friday night that you forgot it was your Mother's birthday, or that you have a school assessment due the following Monday is not an acceptable excuse.

If you are withdrawing after 6pm on Friday then you must contact the home ground for the games you are appointed as well as the SSFRA. A guide to this is on our website www.ssfra.org.au

Uncovered games

It is often challenging to appoint a referee to every game played in the Sutherland Shire. An uncovered games report is available for referees to review by logging into MatchRef. Referees are invited to enquire on covering such games by emailing the Appointments Officer.

When requesting additional games, please consider your own grading before applying for an uncovered game. A general rule of thumb, if you have been appointed to that age/ grade in the past by the Appointments Officer, then you may submit a request to the Appointments inbox to cover the extra games.

Remember: Sometimes there may be a good reason why no Referee was appointed to that match in the first place.

Wet weather changes or cancellations

During periods of 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.

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.

Requesting additional Assistant Referee appointments

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.

Refereeing unappointed games

In cases where a referee does not turn up for a game and you haven't been appointed to that match in MatchRef (nor received approval by the Appointments Officer to referee the match) AND you have never refereed nor been appointed to that age/grade in the past THEN you cannot referee that game in uniform write your SSFRA number on the match card. *We have lost many referees over the years who have overestimated their abilities and refereed games beyond their experience levels.*

If however, you have been appointed to referee that age/grade in the past, then you may referee this match as an SSFRA Official. To ensure you are paid, remember to add your name and ID Number to the match card.

What if the Referee doesn't show up and I am appointed as Assistant Referee?

In this instance, if the game is within your grading (that is, if you have been appointed to this age/grade by the Appointments Officer in the past) you may referee the game.

If, however, the game is above your grading (that is, you have not been appointed to the age/grade in the past), then you MUST NOT referee the game. Simply write your name & ID Number on the match card and make a note on the back page of the match sheet, reporting that the referee did not turn up for this game. At this stage, you are relieved of your duties and you will still be paid by the SSFRA for the appointment. You may go home (provided you don't have further appointments following the game in question). As soon as conveniently possible, please email the Appointments Officer to report this incident to ensure you receive your match fees.

Payments & Match Fees

All referees will be issued with a unique SSFRA ID number, which is used to identify you on the match sheet. Your number can be found in your MatchRef profile. In order to be paid for a match you referee your name and ID number MUST be included on the match card.

MATCH SHEET EXAMPLE

23/3/19	Round 1	Referee:	No:
14 A	9:00AM	Assist R:	No:
Kareela Oval 3		Assist R:	No:

HOME TEAM		ID CARDS YES/NO	AWAY TEAM		ID CARDS YES/NO
KIRRAWEE		GOALS	GYMEA		GOALS
SHIRT	INITIAL & SURNAME	ID NUMBER	SHIRT	INITIAL & SURNAME	ID NUMBER

When will you get paid?

Payments are made via EFT and the Treasurer processes all match fees on a monthly basis, based on the matches you refereed in the preceding month. By way of example, your March matches will get paid in April, and your April matches get paid in May, and so on.

The Treasurer cannot guarantee a date for payment as there are 300+ pays to be processed and we must wait for the fees to hit our accounts from the SSFA. Every effort is made to get payments made ASAP.

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.

An 8% levy is withheld from your Match Fees and is deducted for administration costs required to run the association.

****If your bank account details change, contact the Treasurer immediately. ****

Red & Yellow Cards + Incident Reports

If you issue a yellow or red card during your match, this must be reported to the Football Association. The same applies for any incidents that involve the sending off of a coach, crowd disturbances or further incidents occurring post issuing of a red card.

The Deputy President, (or a representative) will be in attendance at the Referees Rooms at SSFA between 5pm and 6pm on Sunday evening throughout the football season, so referees can submit disciplinary reports, as required.

If you absolutely cannot make it to the rooms between 5pm and 6pm, you must notify the Deputy President via email (deputypresident@ssfra.org.au) BEFORE 5pm on Sunday, and email your report no later than 9.30pm to the same address. If you have collected the player's match card (if available and not mandatory) then this must be delivered to the letterbox at the front of Harrie Denning (off Bates Drive).

Reporting yellow cards

All yellow cards can be submitted online through Matchref (this online report is available through the appointments module). All online reports must be submitted no later than 9.30pm on Sunday evening. When reporting a yellow card, you will need to provide the player's surname and first name initial, shirt number, FFA Rego Number, the time of the offence and the offence code. *(Most of this data will be sourced from the match card)*,

You can also report yellow cards from the referee's room on Sunday afternoon from 5pm – 6pm.

Reporting red cards

Some red cards can be reported online. These are any send offs 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 other red card offences (R1-3 + R6) must be reported on the formal red card report template and must be reviewed by the Deputy President (or representative) before it can be submitted to the Football Association.

Incident Reports

All other reports (misconduct by ground 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.

To discuss incidents of a serious nature that occur over the weekend, email the Deputy President, deputypresident@ssfra.org.au to request a call back.

Preparing your red card reports

When preparing a red card report its important to remember:

1. The people reviewing the report will not have witnessed the incident, so your report must be clear, concise and state only the facts of the incident and written in chronological order in accordance with the incident
2. Reports must be objective
3. The report template will guide you on framing your report, if in doubt ask for help.

Whilst at the ground, don't forget to record the name, FFA ID Number and shirt number of the offending player. This detail is found on the match card.

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.

SSFRA Code of Conduct

Members of the Sutherland Shire Football Referees' Association have a responsibility to promote a high standard of behaviour in the game. Our behaviour as a referee makes an impact, directly and indirectly, on the conduct of everyone involved in the game.

A member of the Sutherland Shire Football Referees' Association must:

- (a) Be honest and impartial with all rulings made during a match officiated by the member.
- (b) Apply the Laws of the Game fairly and consistently during a match officiated by the member.
- (c) Control any match officiated in a positive, calm and confident manner.
- (d) Support their fellow members at all times.
- (e) Use positive personal behaviour to promote respect and good behaviour in the sport.
- (f) Communicate with the players and encourage fair play.
- (g) Ensure that they are prepared for every match.
- (h) Keep accurate records of every game they officiate.
- (i) Ensure all reports are submitted accurately and on time.
- (j) Advise the SSFRA Appointments officer promptly when unavailable on or before the cut-off provided each week.
- (k) Ensure that their allocated appointments are consistent with their availability.
- (l) Advise the SSFRA Appointments officer promptly when unable to meet appointments.
- (m) Comply with the policies of FFA, Football NSW and SSFA as promulgated by those bodies from time to time and approved by the committee.

MPIO's

A Member Protection Information Officer (MPIO) provides information to Members (and/or the parents/guardians of Cadet Members) about their rights, responsibilities and options available to an individual making a complaint.

The SSFRA has five MPIO's who are trained and available to assist Members who are seeking assistance or guidance on such matters. To arrange a time to discuss your complaint or concern, please contact one of our MPIO's below via email to arrange a time for a confidential discussion.

Emma Lewis (wwc@ssfra.org.au)

Matthew Russell (recruitment@ssfra.org.au)

Gary Lockwood (branchcoach@ssfra.org.au)

David Morgan (secretary@ssfra.org.au)

Social Media Policy

As the SSFRA is an affiliate of Football NSW, members of the SSFRA are governed by the FNSW Social Media Policy. The key take-aways from the policy are as follows:

GUIDING PRINCIPLES

The web is not anonymous. FNSW Members and staff should assume that everything they write can be traced back to them.

Due to the unique nature of FNSW, the boundaries between a FNSW Member and staff's profession, volunteer time and social life can often be blurred. It is therefore essential that staff and Members make a clear distinction between what they do, think or say in their capacity as a staff member or Member of FNSW. FNSW considers all staff members and Members of the organisation as its representatives.

When using the internet for professional or personal pursuits, all staff and Members must respect the brands of FNSW, all Association Members and Football Clubs, other staff and Members and anybody else involved in our sport and follow the guidelines in place to ensure that sport's intellectual property or its relationships with sponsors and stakeholders is not compromised

USAGE

For FNSW Members and staff using social media, such use:

- Must not contain, or link to, libellous, defamatory or harassing content – this also applies to the use of illustrations or nicknames;
- Must not comment on, or publish information that is confidential in anyway;
- Must not bring the organisation or the sport into disrepute; or
- Must not otherwise be in breach of the FFA Code of Conduct.

(From FNSW Social Media Policy)

Is the responsibility of all Members to read and abide by the social media policy. To breach this policy may lead to disciplinary action being taken.

The full policy is available on the SSFRA website (ssfra.org.au/library)

Match day Instructions & Guidance

Match day – at the ground

Arrival Time

Referees and Assistant Referees should arrive at the appointed ground no later than 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 their appointed match(es).

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, doing so will be at your own risk.

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.

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). Under 12 and 13 use a size 4, all others a size 5

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.

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.

Filling out the Match Card

It is the referee's responsibility to ensure that their name and SSFA number is recorded 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.

Number of Players

At least 7 players, including a goalkeeper 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 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.

Half Lengths

Under 12	25 minutes
Under 13/14	30 minutes
Under 15/16	35 minutes
Under 17	40 minutes
Under 18 and older	45 minutes

These are the same regardless of gender of players

Temporary Dismissal (Sin Bin)

If you give a player a yellow card for dissent by word or action that is directed at a referee, the player must be temporarily dismissed for 10 minutes of playing time, for any 90 minute match, or 5 minutes in all other matches. The [sin binned]/dismissed player cannot be replaced in that period.

This rule does not apply for dissent directed at another player or external influence.

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. (kick-off 8:11am, half time 8:52am, second half 8:57am, full time 10:38am).
- 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.

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

Field Inspections

Fields must be inspected before you start your appointed games. Never assume the referee before you have checked the field. Take a walk around the field checking posts, field markings, nets, corner flags and safety of the ground.

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.

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.

A person wearing a Ground Control vest must be available for the entire game. If your game does not have a GC officer who is wearing an orange vest, the game must not commence. There should be two for each field and one for the entire ground.

If during your game the GC Officer has left the immediate vicinity of your field and has not been replaced. You should stop the game at the next appropriate interval/stoppage in play and ask the home team coach or captain to organise a replacement GC Officer. The game must not restart until GC is visible for your game.

All Clubs have been briefed on this rule and are very aware of the requirements.

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.

Lightning

SSFRA and SSFA abides by the Football NSW lightning policy. If from when a lightning strike is seen, there is a thunderclap 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.

Match day – just before kick-off

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.

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.

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.

Plaster Casts

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

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. If a player who is given a yellow card is not wearing a number on their shirt - you will need to ask for their name. Remind the player you will be checking the name against the match card and if it is not on the sheet, their team will be report to the Judiciary Committee.

Player identification

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.

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.

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

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:

1. The Referee shall move quickly to the injured player;
2. 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;
3. 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);
4. 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 Ground Control call an ambulance (allow other players to get drinks, move out of the sun, as this often takes 30 minutes or more);
5. 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;
6. 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 short period of time before returning. There are some exceptions to this requirement in the Laws of the Game – be aware of these. 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.

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.

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.

Under 12s and 13's Matches

Special Rules apply for all boys and girls Under 12 and Under 13 matches and referees are expected to know these before refereeing such matches.

CORNER KICKS: Must be taken 7.3 meters from the penalty box (there should be a line marked but this is not mandatory).

GOAL KICKS: Must be taken as follows:

- All opposition players must retreat 25 meters from the goal line (this is approx. 10m from the edge of the penalty area.
- Goalkeepers must take their own goal kicks.
- For these games only, the ball must leave the penalty area and be kicked to a defensive player who is no further than 25 meters from the goal line. Once the ball has been touched by a defender, the opposition team may enter within 25 meters of the defending team's goal-line to press or challenge for the ball.

If a goal kick is not taken in accordance with the above, the kick shall be retaken.

If, in the event a quick goal kick is taken and the opposition team are retreating and are more than 10m from the defending player receiving the ball, play is allowed to continue.

DEFENSIVE FREE KICKS: If a free kick is awarded to the defending team inside their own penalty area, this kick should be taken in the same manner as a goal kick.

All other rules should be applied per the LOTG.

Half time

Is five 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.

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.

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.

WARNING – Low level dissent or continual questioning of decisions. Can be issued by any match official. ASK represents you requesting the Coach to refrain from their existing poor behaviour.

CAUTION – 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.

SEND OFF – Serious breach of the Laws of the Game (ie throwing an object in protest or at another person), continued

dissent or foul and abusive language following a CAUTION, high level abuse or offensive/threatening language or gestures.

It is important to note that a team official can be CAUTIONED or SENT OFF 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.

A yellow card to a coach should be reported through MatchRef however a RED CARD requires an Incident Report.

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.

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

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.

In first instance, it is recommended you approach the coach of the offending team to request a removal of the Ground Control

Officer. If they do not comply, you are entitled to leave the field of play. If you do not feel safe approaching the coach, you may leave the field of play.

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

Final Series

Each season you will likely get the opportunity to referee finals series matches. Special rules apply and there is always a briefing on these in the meeting before the finals series.

Representative Matches

From time-to-time you may get the opportunity to referee FNSW or representative matches. Special rules apply and you should check the FNSW website and contact the appointments officer if you have any questions.

MATCH DAY – POST GAME

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.

ID cards of Sent Off Players (If available – currently subject to PlayFootball)

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.

COVID-Safe Protocols

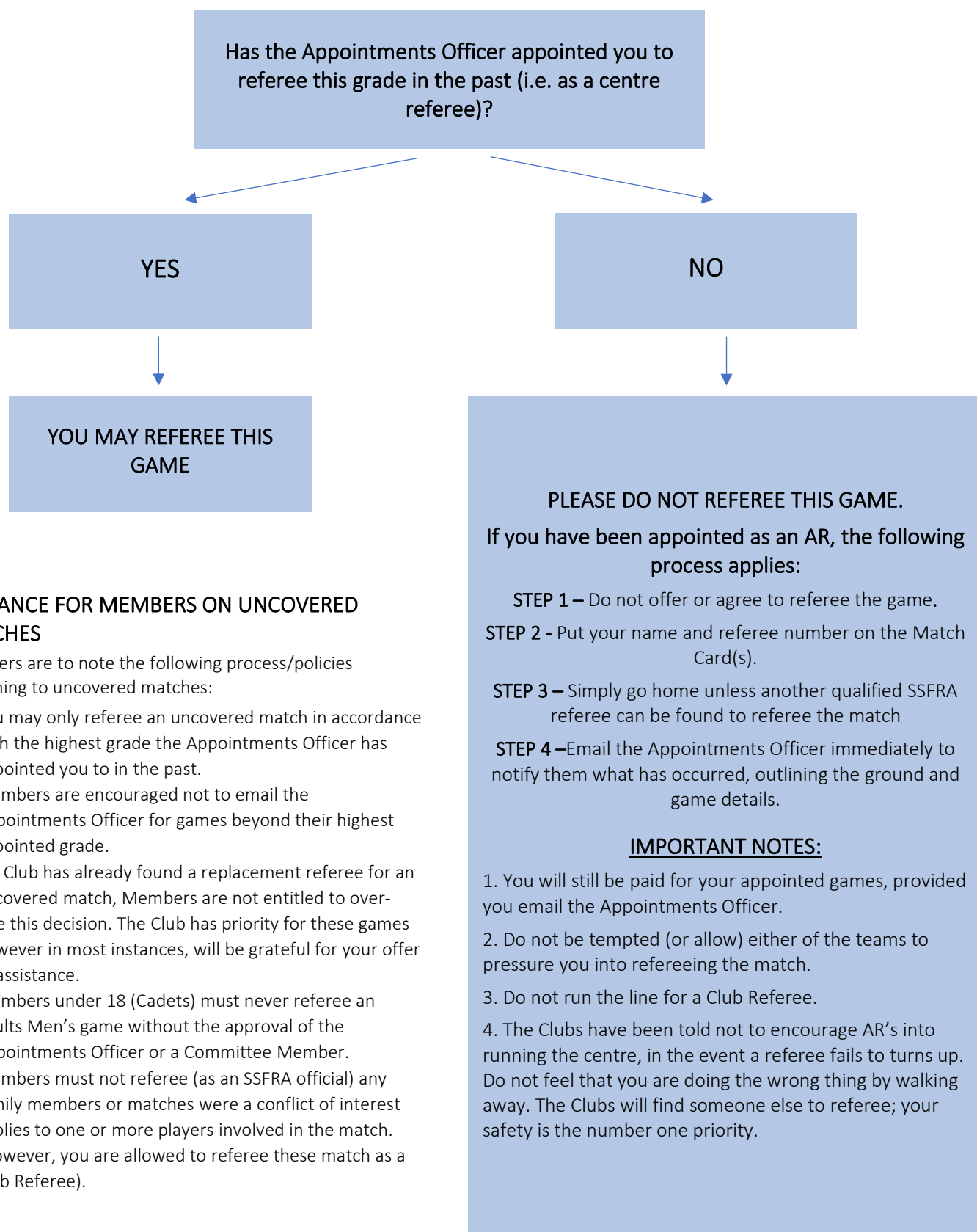
All referees are advised and encouraged to:

- Refrain from shaking hands with players, coaches, managers and fellow referees.
- Maintain social distancing as best as possible before, during and after matches.
- Refrain from mingling in referee change-rooms or ground control for any longer than is necessary.
- Do not share equipment with fellow referees and ensure you have your own flag, pens, cards etc.
- Use your own pen when completing the match card and use the hand sanitiser provided in Ground Control before and after you update the match card.

PROCESS

(i) GUIDELINES FOR UNCOVERED MATCHES *and*

(ii) WHAT TO DO WHEN APPOINTED AS AN ASSISTANT REFEREE AND THE REFEREE FAILS TO TURN UP FOR THE GAME



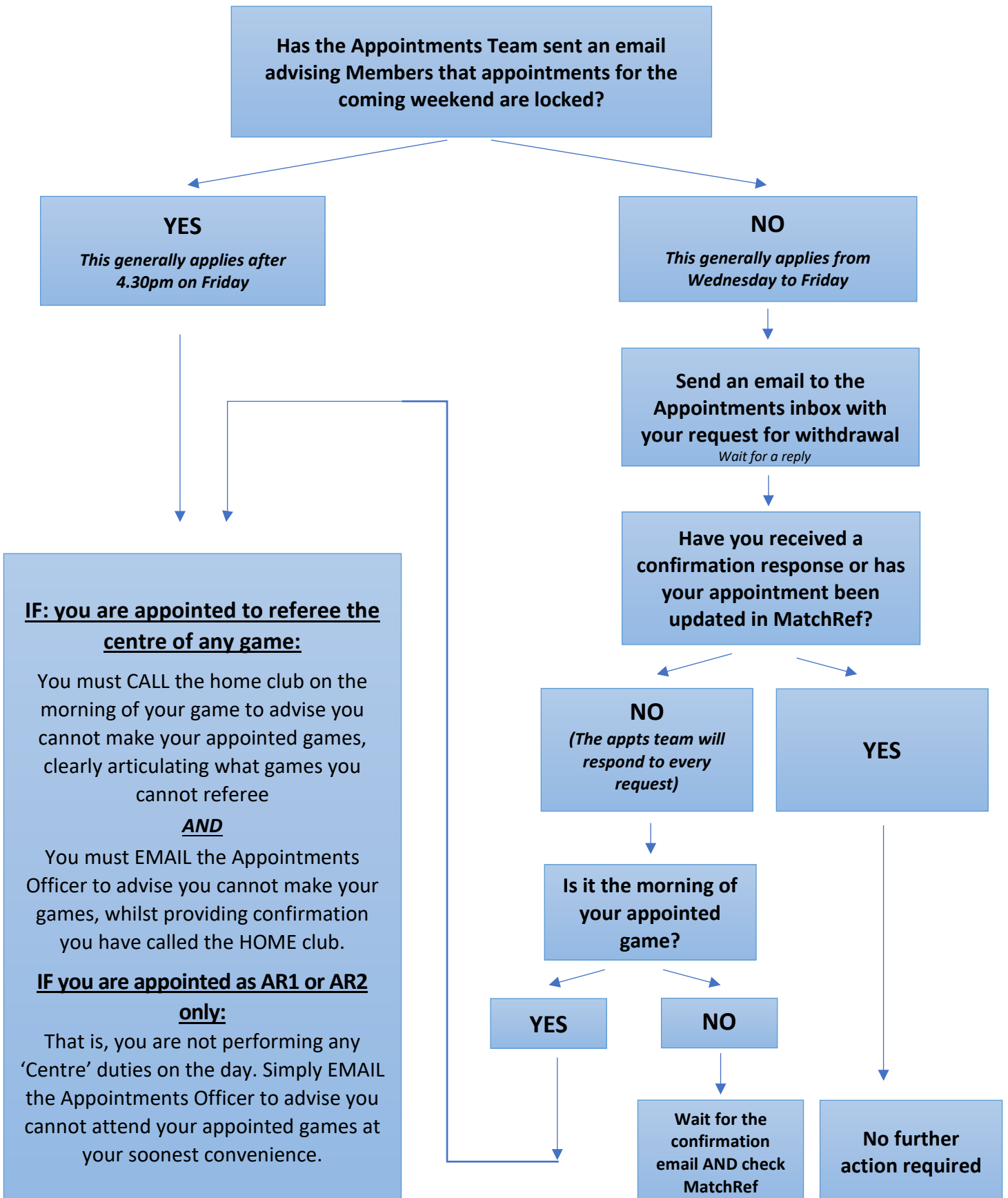
GUIDANCE FOR MEMBERS ON UNCOVERED MATCHES

Members are to note the following process/policies pertaining to uncovered matches:

- i) You may only referee an uncovered match in accordance with the highest grade the Appointments Officer has appointed you to in the past.
- ii) Members are encouraged not to email the Appointments Officer for games beyond their highest appointed grade.
- iii) If a Club has already found a replacement referee for an uncovered match, Members are not entitled to override this decision. The Club has priority for these games however in most instances, will be grateful for your offer of assistance.
- iv) Members under 18 (Cadets) must never referee an adults Men's game without the approval of the Appointments Officer or a Committee Member.
- v) Members must not referee (as an SSFRA official) any family members or matches where a conflict of interest applies to one or more players involved in the match. (However, you are allowed to referee these match as a Club Referee).

PROCESS

WITHDRAWING FROM YOUR APPOINTED GAMES AND GROUND CONTACT NUMBERS *(Note: This process excludes school games)*



Your Considerations

<p><u>During the Week</u></p> <ul style="list-style-type: none">• Availability in on time on MatchRef. Check your draft appointments.• What are the half lengths, ball sizes, temporary dismissal periods? <p><u>At the Ground</u></p> <ul style="list-style-type: none">• Are games running on time, is there ground control, have I done my field inspection, will there be uniform clashes (including GK)?• ID number on Match Card? <i>If not on match sheet, ask Ground Control to assist.</i>• Remember: I don't need to answer questions about borrowing players. <p><u>During the match</u></p> <ul style="list-style-type: none">• Can I see Ground Control? Are the coaches/benches in the right place?• Did I start my stopwatch!• Remember: Do I need to apply the lightning, jewellery, spectacles, hats and plaster casts policies? <p><u>After the match</u></p> <ul style="list-style-type: none">• Fill out Match Card (check my ID number is on the match card).• Submit Yellow and Red Card Reports, and Incident Reports by Sunday night (if any)	<p><u>Is your bag packed?</u></p> <p><u>Checklist:</u></p> <p>Bag Shirt(s) Black Shorts Black Socks Shoes/Boots Black Jacket Hat</p> <p>Whistles Flags Pens Notebooks Coins Cards Water, Food, Sunscreen</p>
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Notes
