

CCFRB
Referee
Handbook

2017

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2017 CCFRB Coaching Staff

CCFRB Assessment Team

Warwick Barwell / Richard Lorenc

CCFRB Development Officers

Andrew Dalgairns / George Hardie / Chris Hughes / Phil McNab / Emmi Phillips / Jeff Smith

CCFRB Referee Development Panel (RDP) Coach

Richard Lorenc

Welcome to CCFRB 2017!

Welcome (or welcome back) to the Central Coast Football Referees Branch!

To help you through the year, I have created this handbook, which is a guide to your roles and responsibilities as a referee with Central Coast Football. If you have any questions about anything contained in this document – or about anything referee related – you can contact me via the details in the “Contacts” section.

I look forward to working with you all throughout the season!

Anthony Scarcella – CCF Referees Manager

Meetings

All CCFRB Members are required to attend meetings throughout the duration of the season. These meetings cover topics in close detail and involve group coaching, video analysis, guest speakers and general administrative functionality within the CCFRB Membership.

All Referees must attend the Annual Seminar in March and commit to 3 of all other meetings. It is the member’s responsibility to sign-on at all meetings or advise via email in advance if they are unable to attend, stating reasons for the apology. Eligibility for the Finals Series is dependent on Seminar attendance.

All meetings, with the exception of the Annual Seminar in March, will be split between junior and senior referees. This allows the CCFRB Coaching Staff to tailor the meetings to ensure that the coaching provided is relevant to the individuals present.

All meetings will be held in the Coral Room of the Gosford RSL and the 2017 Meeting Dates are as per the schedule below.

Date	Time	Meeting
Monday 20 th March	6pm – 9pm	Annual Seminar
Monday 1 st May	Junior: 6pm – 7:30pm Senior: 7:30pm – 9pm	Standard Meeting
Monday 5 th June	Junior: 6pm – 7:30pm Senior: 7:30pm – 9pm	Standard Meeting
Monday 3 rd July	Junior: 6pm – 7:30pm Senior: 7:30pm – 9pm	Standard Meeting
Monday 7 th August	Junior: 6pm – 7:30pm Senior: 7:30pm – 9pm	Finals Information Night
Monday 4 th September	6pm – 9pm	Final Meeting / Awards Night

MatchRef / Appointments

As per previous seasons, CCF will continue to use the MatchRef system for appointing referees to matches. Referees will be provided with their own unique logins to the system which can be used to input unavailability, update personal details, as well as view upcoming and past appointments.

If you are unsure of how to work your way through MatchRef, you can click on the “Getting Started” option in the menu on the left. This will help you work your way through the different parts of the MatchRef system and explain the functions within them.

MatchRef assumes that referees are available at all times unless the referee has indicated that they are unavailable on specific days or between certain times. The cut-off time for entering unavailability is midnight on the Sunday night for the following week. Appointments will be released on Wednesday afternoons for the upcoming weekend (Friday-Sunday). Any appointments for midweek matches will be released two days prior to the match where possible.

2016 saw a sharp increase in referees withdrawing from appointments after they had been made available in MatchRef. As such, in 2017 CCF will implement a “Three Strikes Rule” for referees who withdraw after the release of weekly appointments, or fail to turn up altogether. The “Three Strikes” are as follows:

- **First Strike:** Referee will receive a warning from CCF with a reminder to be more organised.
- **Second Strike:** Referee will receive a final warning and will be removed from all appointments for one week.
- **Third Strike:** Referee will not be appointed until a meeting is held with the Referees Manager to discuss continued withdrawals.

It is **YOUR** responsibility to enter the dates and times you are unavailable and referees repeatedly failing to adhere to this, will be sanctioned accordingly. Referees will not be penalised for genuine reasons of withdrawal, which will be assessed on a case-by-case basis.

Referees should arrive for their appointments no later than 30 minutes prior to kick-off. This allows enough time to inspect the pitch, get changed, warm up and prepare for kick-off. The only exceptions to this policy are:

- Late appointment to fixture (asked by CCF to fill in at short notice)
- Travelled from fixtures at another ground
- Played in or refereed another fixture immediately before
- Circumstances beyond the referee’s control

As mentioned earlier, referees who fail to turn up for their appointments will also receive a “strike” as per the “Three Strikes Rule”.

Any referees who forget their login details for MatchRef can contact CCF Referees Manager Anthony Scarcella to have their profile reset.

Match Day Procedure

All Referees are to be at their appointed ground a minimum of 30 minutes prior to kick-off time. They must advise the Official Table they are in attendance then complete the pre-match checks;

- Confirm other appointed referees are in attendance for the match
- **(For Men's First/Reserve Grades ONLY)** Check iMatchsheet for nominated substitutes.
- Prepare for match; get changed into uniform, ensure all equipment ready, etc.
- Proceed to the field and complete on field checks of nets, balls, surface, etc.

At the completion of each match, it is the responsibility of all referees to ensure that an accurate record of the match is entered into the iMatchsheet at the Official Table. The post-match process is as follows:

- Return to the Official Table, select game on iPad and select "Update".
- Enter sanctions by selecting the correct player, then selecting the sanction from the drop down menu. Please note: for send-offs as a result of two cautions, select the code for the first caution, **THEN SELECT "SECOND OFFENCE"** and enter the second caution/send-off offence.
- Enter the score at the top of the iMatchSheet.
- Click "Add/Change Match Officials" and select the names of all officials in the drop down menus. **IF YOU DO NOT ADD MATCH OFFICIALS TO THE SHEET, WE CANNOT PAY YOU FOR THE MATCH.**
- **(For Men's First/Reserve Grades ONLY)** Tick the "SPL" (substitute played) box for the named substitutes who took to the field during the match.
- Double check that sanctions, score and referees are entered accurately.
- Click "Save".
- Enter your iCompman login and password to authorise the completion of the iMatchSheet.

If there are reasons why you cannot finalise the iMatchSheet (no visible ground official, faulty iPad, etc.), you have forgotten to enter certain details, or entered details incorrectly you need to contact the CCF Competitions Phone as soon as possible.

Reports

There are two types of reports referees may be required to submit throughout the season: send-off reports and incident reports.

Send-off reports must be entered by **ALL** referees on a match where a player has been sent-off for any reason EXCEPT for receiving a second caution. To enter a send-off report, head to the iCompman website (www.icompman.com) and enter your login details, then select "Referees Reports" under the "Referees" tab. From there, select the match and click "Referee's Report". You can select the team and player/s sent-off and enter a report of the incident. **PLEASE ENSURE YOU SAVE YOUR REPORT BEFORE EXITING.**

Pro Tip 1: Before entering the report into iCompman, type it up on a Word document and save it for your records. That way you can check spelling/edit the report before copying into the official report on the system.

Pro Tip 2: Write your report as soon as you get home, when the incident is still fresh in your mind!

When writing send-off reports, you should be answering these questions:

- **WHEN** and **WHERE** did the incident occur?
- **WHERE** were you in relation to the incident?
- **WHO** was involved in the incident?
- **WHAT** happened in the lead up to the incident?
- **WHAT** was the red card issued for?
- **WHAT** happened after the red card was issued?
- **HOW** was play restarted?

The other report you may need to submit is an incident report. This report is found by using the same process as the send-off report, however instead of clicking on "Referee's Report" once you have selected the match, click "Other Reports".

Incident reports are used for a number of reasons, but generally they are used for when a referee needs to inform CCF of something specific that occurred before, during or after a match. Here are some examples of when to use an incident report:

- Referee abandons match due to weather, playing surface, untreatable injury, outside interference, unruly behaviour from players/spectators/team officials.
- Referee dismisses a team official from the technical area.
- Player receives an injury and does not return to the match.

All reports must be submitted by 5pm on the Monday following weekend matches, or within 24 hours of a midweek match. If you need assistance with your reports, you can contact the CCF Referees Manager Anthony Scarcella.

Judiciary

When a serious incident occurs or a player has rejected their offer of suspension, a judiciary hearing may be called. It is a requirement for **ALL** CCF referees to attend hearings relating to matches they have officiated in unless extenuating circumstances apply. Referees will always be accompanied by a Development Officer or senior member within the branch at these hearings – referees under the age of 18 are also allowed to have a parent present during the proceedings.

Injuries

Unfortunately injuries are inevitable in a contact sport like football. Here's what you should do if a player receives a serious injury in a match you are officiating in:

- Do not under estimate the seriousness of an injury. Make an assessment quickly, but do not try to move or treat the player.
- When the ambulance person arrives, they will be the decision maker. If they say the player cannot be moved or wants an ambulance called, the Referee will comply.
- If the ambulance person says the player can be moved or stretchered to the side of the field then arrange it. The player can return, so long as he is not replaced, from the touch line after play is restarted. The one exception is the goalkeeper. Remember, no team can play without a goalkeeper.
- Do not try to reason with distraught parents. Tread softly and be understanding of their fear. Just ask them nicely to leave the situation to the responsible persons. Don't confront them.
- If the player cannot be moved and is waiting for an ambulance the game is stopped but not abandoned. All the other players must stay on the field as well as the Referee and his Assistants. Be realistic, it could be cold, so let the players move around while staying on the field. They can sit or lie on the field and can be given water if needed but no person other than the people who are normally allowed on the field during a match can enter. The players could kick a ball around, but only with their own team.
- If the match does not allow for time added on, then after the allotted time is up the Referee blows his whistle and the remaining players leave. If the ambulance has not arrived it would be prudent for the referee to remain until it does and the medical professionals can take over. In this way he can provide a complete report.
- If there is a following match, that referee cannot take over.
- If the match does allow time to be added for injury, then the Referee must wait until the injured player is safely removed under the supervision of the club's ambulance person before restarting his watch. There is a possibility that the match could be abandoned if failing light becomes an issue.
- Under circumstances where the game is held up for say, over 5 minutes, an Incident Report should be filed by the Referee to explain what happened. Even if no time is lost but a serious injury, such as a head wound, obvious concussion, a broken arm etc. occurs, then an Incident Report should be filed.
- Do not open yourself to litigation! Let the appropriate people handle injuries.

Sanction Codes

CAUTION CODES

Y1 – Unsporting behaviour

Y2 – Dissent by word or action

Y3 – Persistent infringement of the laws of the game

Y4 – Delaying the restart of play

Y5 – Fails to respect required distance when play is restarted from a throw-in, corner or free kick

Y6 – Entering or re-entering the field of play without the Referee's permission

Y7 – Deliberately leaving the field of play without the Referee's permission

SEND-OFF CODES

R1 – Serious Foul Play

R2 – Violent Conduct

R3 – Spitting

R4 – Denying an obvious goal-scoring opportunity by deliberately handling the ball (except goalkeeper inside penalty area)

R5 – Denying an obvious goal-scoring opportunity by an offence punishable by free kick or penalty kick

R6 – Using offensive, abusive, or insulting language and/or gestures

R7 – Receiving a second caution in a match (**Note: no send-off report required**)

Other Tournaments

Throughout the year CCF is approached to provide Match officials for ancillary competitions to the Grassroots that is played throughout the Winter Season. To be eligible for these extra tournaments you must have the relevant age & accreditation requirements and offer an EOI to be included in these appointments.

STATE TITLES – each year there are FNSW State Titles held in the June & September School Holidays. EOI is sought from those officials and assessors that have a minimum of 2 years officiating. These EOI details are ranked and sent to FNSW for their Appointing consideration. If accepted it is necessary to be available for Group Transport from Valentine Sports Park to the relevant venues where you will be accommodated for the week & offered Mentor Coaching throughout the tournament.

Generally accommodation, breakfast & transport costs are covered by the Tournament Director. The Official is paid relevant Referee fees and is responsible for their own snacks, lunch, dinner & any ancillary expenses.

KANGA CUP – this tournament is held in Canberra each year during the June School Holidays. EOI is sought from those officials and assessors that have a minimum of 2 years officiating. These EOI details are ranked and sent to the Kanga Cup Coordinators for their appointing consideration. If accepted it is necessary to arrive at the Canberra venue on the Sunday night and have return transport arranged.

Generally accommodation and breakfast costs are covered by the Tournament Director. The Official is paid relevant Referee fees and is responsible for their own transport to/from the main accommodation venue, snacks, lunch, dinner & any ancillary expenses.

CHAMPION OF CHAMPIONS – each year the Champion of Champions Titles are held in the first week of the September School Holidays. EOI is sought from those officials and assessors that have a minimum of 2 years officiating. These EOI details are ranked and sent to FNSW for their appointing consideration. If accepted you will generally be appointed to locally run tournament matches in this knockout format.

The Official is paid relevant Referee fees and is responsible for their own snacks, lunch, dinner & any ancillary expenses.

SCHOOL GAMES – each year we are requested to provide match officials for mid-week school games. These range from the U12 state knockout competitions, to junior age 13-16, Bill Turner Cup U15 and the Open Seniors U18 matches.

You must submit the School Game EOI to be placed on the roster and be included in the **School Game Referee Data Base!** CCF will always endeavour to rotate the appointments and place you on a ground as close to home as possible.

Refsworld / Uniform

In 2017, CCF has partnered with online referee store Refsworld to provide all CCF referees with uniforms and equipment. As part of the arrangement, CCF referees receive a discount from the standard retail price of most items on the Refsworld store. To receive the discount, you must complete the following:

- Create a Refsworld account
- Email the Referees Manager with your Refsworld account details
- Allow up to 48 hours for the discount to be applied to your account

As part of the partnership with the Refsworld online store, CCFRB will be wearing Umbro on-field uniforms in future. All CCFRB referees must have the full Umbro kit of each shirt (black, yellow, blue), shorts and socks before the beginning of the 2017 Winter Finals Series – which is scheduled for the weekend of 2nd/3rd September. Until this time referees are permitted to wear their old Kanga kits, as long as all referees appointed to a match are wearing the same coloured shirt.

RDP / Training

The Referee Development Program (RDP) will continue in 2017 and is open to any referee 14-18 years of age, looking to challenge themselves to be the best referee possible. RDP referees meet each Monday at Pluim Park between 6pm-7pm; these sessions alternate between theoretical and practical education.

This year we will also be introducing branch training sessions, to be held every Monday night from 7pm at Pluim Park. These sessions will be a mix of fitness, practical refereeing drills and theoretical education and are open to **ALL** CCF referees – regardless of age and ability. The sessions will be facilitated by Development Officers and will be mandatory for RDP referees, but optional for all others.

Match Fees

Division	Referees Fees	Assistant Fees	Ball Size	Half Length	Other Information
U10 / 11	\$20.00	N/A	4	25	Unlimited Interchange
U12	\$25.00	\$12.50	4	25	Unlimited Interchange
U13 / W13	\$30.00	\$15.00	4	30	Unlimited Interchange
U14 / W14	\$30.00	\$15.00	5	30	Unlimited Interchange
M15 / M16	\$34.00	\$17.00	5	35	Unlimited Interchange
W15 / W16	\$34.00	\$17.00	5	35	Unlimited Interchange
M18 / W18	\$48.00	\$24.00	5	40	Unlimited Interchange
M35 / M45	\$48.00	\$24.00	5	40	Unlimited Interchange
All Age	\$50.00	\$25.00	5	40	Unlimited Interchange
WDIV1 Reserve	\$50.00	\$25.00	5	45	Unlimited Interchange
WDIV1 First	\$56.00	\$28.00	5	45	Unlimited Interchange
SWL Reserve	\$50.00	\$25.00	5	45	Unlimited Interchange
SWL First	\$56.00	\$28.00	5	45	Unlimited Interchange
DIV1 Res	\$56.00	\$28.00	5	45	3 Substitutions
DIV1 First	\$60.00	\$30.00	5	45	3 Substitutions + Stoppage Time
BPL Third	\$52.00	\$26.00	5	45	Unlimited Interchange
BPL Reserve	\$56.00	\$28.00	5	45	3 Substitutions
BPL First	\$70.00	\$35.00	5	45	3 Substitutions + Stoppage Time

Match fees for National Premier Leagues, Association Youth League, School Games and other tournaments can be found through the “Referee Fees” section of the CCF website.

Ground Closures

It is the responsibility of each referee to check for ground closures on any given match day. You can check for ground closures on the CCF website, which will be continuously updated as clubs notify us of any ground closures. Closures are most common after, or during, a period of wet weather but even in good weather, there may be times when clubs need to close fields. It is strongly recommended that all referees check for ground closures before heading to their appointed matches.

Clubs may also inform CCF of a “partial closure” of a ground. This occurs when the field may not be playable for a section of the day, but could be repaired for later matches. Generally partial closures will state a time when the status is to be updated, for example: *“Pluim Park – All fields closed for morning games. Grounds will be reassessed at 11pm ahead of afternoon fixtures.”*

It is also important to note that it is part of a referee’s duties to monitor the playing surface throughout any matches that they are appointed to. If the surface deteriorates, the referee may abandon the match if the surface becomes unplayable, or is found to be unplayable during a pre-match inspection. If this occurs, referees must notify ground officials and CCF immediately, and submit an incident report through the appropriate channels within 24 hours.

Communication

Appointments – please **TEXT** the CCF Competitions Line.

Match Day Support – please **CALL** the CCF Competitions Line.

All Other CCFRB Matters – **EMAIL** or **CALL** the Referees Manager. (Please only call between 8am-6pm)

PHONE – As with previous seasons, your main point of contact for appointment issues and on match days is the CCF Competitions Line (listed above).

EMAIL – A number of referees have mentioned that they are missing out on emails and it is because their details are not up-to-date on the MyFootballClub system. It is important to maintain your contact details through MyFootballClub as this is where CCF will look if we need to get in contact with you, or your emergency contact.

FACEBOOK – Based on strong feedback at the end of last year, we have set up a closed Facebook group for CCF referees. This group will primarily be used for facilitating group discussions, distributing educational material and having occasional off-topic discussions in a relaxed, informal environment. To join the group, search “2017 Central Coast Football Referees” and we will accept your request upon confirmation of registration. For those that do not use Facebook, you will still receive important information via email as per the usual process.

Notes