



# **Central Coast Football**

## **2018 REFEREES POLICY**

**As at 1 January 2018**



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## ABBREVIATIONS

The following names/titles have been abbreviated in this document as stated, for the sole purpose of ease of presentation:

Name/Title	Abbreviation
Central Coast Football Limited	CCF
Federation Internationale de Football Association	FIFA
Football Federation Australia	FFA
Football New South Wales	FNSW
Central Coast Football Referees Branch	CCFRB

b. Where these regulations require Central Coast Football to make a decision, determination, appointment or undertake an action then this responsibility is bestowed upon the Chief Executive Officer (CEO) of CCF or their nominee unless specifically written otherwise.

### 1. CODE OF CONDUCT

- a. The responsibility for the ethical conduct of participants engaged in the sport of football on the Central Coast rests equally with referees, players, administrators, coaches, spectators, media, educators, parents, and government.
- b. The duty of the referee is to act as an impartial judge of a football match. The carries with it an obligation for referees to perform with diligence, consistency, objectivity, and the highest standards of integrity.
- c. CCFRB recognises that to preserve and encourage confidence in the professionalism of refereeing, referees must foster and practice ethical behaviour.
- d. Key expectations
  - i. Place the safety and welfare of the players above all else
  - ii. Ensure that the correct CCFRB Referee Uniform is worn in accordance with s 6(b)
  - iii. Act as a positive role model in behaviour and personal appearance
  - iv. Ensure comments are positive, supportive, and professional, in adherence to the FIFA respect policy.
  - v. Always demonstrate respect and support other referees.
  - vi. Ensure compliance with the social media policy (s 2)
  - vii. Show caution and concern towards sick or injured players.
  - viii. Emphasise the spirit of participation in the game.
  - ix. Treat all players equally regardless of their gender, ability, cultural background, or religion.
  - x. Be impartial, consistent, objective, and courteous when making and communicating decisions.
  - xi. Swiftly manage unsporting behaviour and promote respect for the individuality of players.
  - xii. Maintain a thorough knowledge of the 'Laws of the Game' and principles of its application.
  - xiii. Maintain a level of fitness relative to the matches officiated.
  - xiv. Refrain from any form of personal or physical abuse towards any person at grounds or CCF related events.
  - xv. Refrain from any form of personal or physical abuse towards any person at grounds or CCF related events.
  - xvi. Refrain from any form of sexual harassment towards any person at grounds or CCF related events
  - xvii. There is a zero tolerance to the use of alcohol and non-prescription drugs and smoking whilst in clothing identifying CCFRB.
- e. **Interactions with clubs**
  - i. Referees should only have contact with club officials on match days concerning issues related to their own matches.
  - ii. Referees are to report any instances of:
    1. Clubs directly contacting them to request appointment changes.

2. Clubs requesting incident reports to contest another referee's decision.
  3. Club officials or players contacting them directly once the referee has left the ground, to negatively comment on match performance or handling of incidents.
  4. Any abuse aimed at a referee by a registered player, coach, or person affiliated with a club via social media or telecommunications.
- f. Any breach of this code of conduct may result in disciplinary action. This may include, but is not limited to:
- i. Standing down from appointments to matches.
  - ii. A refusal to accept registration for future seasons.
  - iii. Potential to be referred to the Judiciary Panel for further sanctions.

## 2. SOCIAL MEDIA USE

### g. Scope

- i. This policy covers all forms of social media. Social media includes, but is not limited to:
1. Having a profile on social or business networking sites (such as LinkedIn, Facebook, Twitter, or Myspace).
  2. Content sharing website such as photo sharing (Imgur) or video sharing (YouTube).
  3. Commenting on blogs for personal or business reasons.
  4. Leaving product or service reviews on retailer sites or customer review sites.
  5. Taking part in online votes and polls.
  6. Taking part in conversations on public and private web forums (Reddit).
  7. Editing a Wikipedia page.

### h. Usage

- i. CCFRB members using social media:
1. Must not post, or link to, libelous, defamatory, or harassing content.
  2. Must not comment on, or publish information that is confidential in any way.
  3. Must not bring CCF or the sport into disrepute.
  4. Must not otherwise be in breach of the FFA Code of Conduct.

### i. Breach

- i. Detected breaches of this policy should be reported to CCF.
- ii. A breach of this policy may result in disciplinary action from CCF.
- iii. Disciplinary action may include:
  1. A suspension from appointments
  2. Suspension from matches (if applicable)
  3. Potential to be referred to the Judiciary Panel for further sanctions.

## 3. INSURANCE

- a. As a registered member of FNSW, referees have access to insurance for injuries as a result of participate in the sport.
- b. Terms, conditions, and the claim forms can be found on the CCF website, the FNSW website, or at <http://www.gowgatessport.com.au/football/nsw/>

## 4. APPOINTMENTS

### a. Appointing procedure

- i. CCFRB Referees must only accept appointment to official matches from CCF. External requests must be referred to the Referee's Administrator. Acceptance of appointments by any club without CCF approval may result in being stood down for future CCF matches.
- b. Eligibility for appointments**
  - i. Age**
    - 1. Junior referees will be appointed to grades 2 years below their current age as a centre referee, unless otherwise indicated to the appointments officer by the Head Coach, Technical Director, or training coaches.
    - 2. Referees 18 years or over are subject to no grade restriction based on age.
    - 3. No referee under the age of 16 may be the centre referee on any men's grade match, unless the appointments officer is advised by the Head Coach, Technical Director, or training coaches.
      - a. If a referee aged 14 or 15 is appointed to a men's grade centre, an assessor must be appointed to, and present at, the match.
- c. Availability**
  - i. Referees must input availability by 11:59pm Sunday for the following week.
  - ii. Failure to input availability will see the referee assumed as unavailable for matches that week.
- d. Pulling out of appointments**
  - i. Referees will be responsible for contacting the appointments phone if they are unable to complete an appointment.
  - ii. Notice must be given as soon as possible, and a reason must be provided.
  - iii. If a referee pulls out of an appointment with an unsatisfactory reason, they may be stood down for one weekend.
  - iv. If a referee has repeatedly pulls out of appointments, CCF may stand them down from matches as they believe necessary.
- e. Conflict of interest**
  - i. Referees must disclose any conflicts of interest that may arise. This includes but is not limited to:
    - 1. Club or team affiliations as a player, coach, manager, or committee member.
    - 2. Teams of immediate family members partners.
- f. Appointment requests**
  - i. Appointment requests for moving to a higher grade may only be made to the Technical Director, the Head Coach, Assessors, Development Officers, or training coaches. Referees are not to request specific matches or communicate that they believe they should have higher grades directly to the appointments officer. Any referee found to be doing so may have their appointments affected.
    - 1. Referees may request an assessment to move to higher grades by emailing the Head Coach.
  - ii. Referees may directly contact the appointments officer with concerns about specific fields if travel arrangements are limited, or if they have been appointed to matches where a significant conflict of interest arises.
  - iii. The appointments officer will work with the Technical Director, the Head Coach, the training coaches, and the Council to ensure referee development progression and that the appointments are accurate with regard to ability.
    - 1. Assessors may make 'upgrade' recommendations to the Technical Director on behalf of referees they have assessed. Development Officers may make recommendations to either the Head Coach or the Technical Director.
- g. Finals series appointments**
  - i. Considerations for grand final appointments include, but are not limited to:
    - 1. Average assessment mark

2. Training attendance
3. Meeting attendance
4. Number of games that they have been involved in
5. Breaches of the Code of Conduct or this policy

**ii. Grade finals series**

1. The grade finals series includes that of the Battlewin Premier League, Men's Division 1, Sea-FM Women's League, and Women's Division 1.
2. Referees appointed to these matches must have been involved in a minimum of 20 matches for the CCFRB.
  - a. This involvement includes acting as a referee, an assistant referee, an assessor, or a development officer.
  - b. This involvement does not include pre-season matches, ground coordinating, spectating, or informally watching a referee.
3. Preference for these matches will be given based on training and meeting attendance. This applies to referees, assistant referees, and fourth officials.
  - a. If apologies have been received for training and meetings, this will not be negatively held against the referee in consideration.
4. Any breach of the Code of Conduct or this policy will render a referee ineligible for any role in the Grade finals series

**5. MATCH DAY PROCEDURES**

**a. Arrival**

- i. Referees are expected to arrive at the ground a minimum of 30 minutes before their first scheduled kick off.
- ii. Referees must make themselves known to the official table upon arrival.
- iii. Referees are expected to arrive at a game with all necessary equipment for the day, including sun protection, food, and drinks.

**b. Uniform**

- i. Referees are expected to arrive at, and leave matches in, their supplied CCF Referee's polo shirt.
- ii. When referees are officiating on a match, they are expected to be in their supplied referee uniform including shorts, socks and either their yellow, blue, or black shirt.
- iii. The supplied tracksuit jacket may be worn as part of the referee on field uniform.
- iv. Boots/footwear worn by the referee during a match must be predominantly black.
- v. Referees may wear a hat to accompany their referee uniform so long as it is plain black, or black with a FNSW or FFA logo.

**c. Submitting match information**

- i. Referees must submit all match information on the iPad supplied at the ground they are officiating at before they leave.
- ii. Information must be supplied accurately.
- iii. The referee is responsible for inputting all officials on the match into the electronic match sheet.
- iv. If the referee inputs an error, such as a wrong score, they must contact the Competitions Manager as soon as possible.
- v. If there is an issue with the iPad at the ground, the referee must fill out a paper team sheet if provided one, and must email the match information to the Competitions Manager by Monday 9am following that weekend.

**d. Wet weather**

- i. Referees are responsible for checking ground closures in the case of wet weather.
- ii. CCF assumes no liability if a referee arrives at a ground which has been closed due to wet weather.

**e. Conduct**

- i. Referees are expected to conduct themselves to a high standard when representing CCFRB, as outlined in the Code of Conduct.
- ii. Referees are expected to act professionally around all spectators, players, coaches, and volunteers at the ground.
- iii. Referees must not negatively comment on the performance of another referee while at the ground to anyone. Questioning decisions should only be conducted in the designated referee's room to the referee in the interests of education.

**f. Temperature**

- i. Junior matches shall not commence, or shall be abandoned, at ambient temperatures of 32 or above.
- ii. Senior matches shall not commence, or shall be abandoned, at ambient temperatures of 37 or above.
- iii. On high temperature days, the referee must use discretion to allow drinks breaks halfway through each half. There will be no added time for these, unless the competition rules allowed additional time for that grade.
- iv. If a match is abandoned as a result of temperature, an incident report must be submitted by the referee.

**g. Lightning**

- i. A match shall not commence, or shall be stopped, if there is a lightning strike followed by thunder within a 30 second space. A match may not restart until 30 minutes after the last strike followed by thunder in 30 seconds.
- ii. If a match is abandoned as a result, an incident report must be submitted by the referee.

**6. DEVELOPMENT**

**a. Panels**

- i. Referees will generally be appointed as per their panel allocation.
- ii. Panel changes are subject to agreement by the Council, the Head Coach, and the Technical Director.
- iii. If a referee wishes to move up a panel, they must follow the procedure outlined in this document.

**b. Courses**

- i. Courses will be run by the Technical Director. If the Technical Director is unavailable to run a course, a qualified instructor registered with CCFRB will be asked to run the course. If this is not possible, FNSW will be asked to run the course.
- ii. A second CCFRB instructor or a Council Member will assist the Technical Director in the running of courses.
- iii. Level 4 referee course:
  - 1. Referees undertaking the Level 4 referee course will be provided with a current LOTG book.
  - 2. Referees undertaking the Level 4 referee course will be required to view a match with the Technical Director and Development Officers at a date following the course.
- iv. Level 3 referee course:
  - 1. Referees undertaking the Level 3 referee course must be at least 16 years of age at the time of the course.
- v. Level 3 assessor course:
  - 1. Referees undertaking the Level 3 assessor course must be at least 18 years of age at the time of the course.
  - 2. Gaining qualification as an assessor does not guarantee selection as an assessor by CCFRB.

**c. Development officers**



- i. Development Officers are not required to hold an assessor qualification, but will be restricted to viewing first and second year referees to develop confidence and match ability.
  - 1. An assessor qualification will not preclude a member from holding this role.

**d. Assessors**

- i. Assessors must submit a formal expression of interest for the position.
- ii. The Council will be responsible for selecting the successful candidates, and the position will be offered through a formal letter of offer.
- iii. Referees may challenge received assessment marks if they believe there is a genuine error.
  - 1. Challenges to reports must:
    - a. Be made in writing to the Head Coach.
    - b. Must include a copy of the report.
    - c. Must detail the reasons for the review request.
    - d. Must be received within 14 days of receiving the report from the Head Coach.
  - 2. Reasons for review
    - a. The written report does not match the marks.
    - b. The assessment is incomplete or inadequate.
    - c. There are significant errors in the running sheet.
    - d. There are significant errors made by the assessor in terms of law.
    - e. Significant proof of assessor bias.
  - 3. Reasons not accepted for review
    - a. Disappointment.
    - b. Disagreement with the assessor's judgement.
    - c. The details of the report vary from a match debrief.
    - d. Comparison to previous marks.
  - 4. If the Head Coach agrees that a review is necessary, he will either:
    - a. Review the report himself and respond with an independent judgement, or
    - b. Pass the assessment onto an assessor with a higher qualification (where possible), for independent review.
  - 5. All decisions of review request are final and may not be re-contested.

**iv. Level 2 assessments**

- 1. CCFRB will accommodate any member seeking to complete a Level 2 practical assessment where possible.
- 2. No assessor fees will be charged for an assessment of BPL First Grade for the qualification.
- 3. A Level 2 assessment may be completed by any FFA qualified Level 2 assessor. The assessor will be appointed to the match by the Technical Director or the Head Coach, not requested by the member.
- 4. CCF assumes no responsibility or liability for fees charges on an out of branch assessment. This will remain the referee's responsibility.
- 5. CCF will facilitate organisation of appointment to an out of branch match for assessment purposes.
- 6. Any referee, who is not a member, seeking to complete a Level 2 assessment in the CCF branch will be charged \$80 for the referee assessment or \$40 for the assistant referee assessment, to be paid directly to the assessor in cash on the day.
- 7. The outcome of a Level 2 assessment may not be appealed to CCF.

**e. RDP**

**i. Selection**

- 1. Selection will be based on performance over the previous season.

2. Nominations will be made by the Head Coach, Technical Director, Development Officers, and Assessors.
3. The program will be directed at those aged 15-21.
4. New members to the branch that have previously held membership with another association may be considered for the RDP program if a letter from the former branch coach is provided.

**ii. Expectations**

1. Members are expected to attend weekly training sessions at Pluim Park. Time and day is to be nominated by the Technical Director and the training coaches at the beginning of each season.
2. Sessions will include a 60-minute theory session led by the Technical Director. This will be followed by a 90-minute fitness training session led by the training coaches.
3. Members of the RDP will be expected to conduct themselves to a high standard, as they serve as role models to younger referees.
4. Members of the RDP may be appointed to NPL competitions throughout the season. Referees will be expected to familiarise themselves with the different expectations of these matches, such as team sheets.
5. Breaches of the Code of Conduct or this policy, or a failure to meet the outlined expectations, may result in a removal from the program at the discretion of the Technical Director or CCF.

**f. Out of branch nominations**

- i. Out of branch nominations include, but are not limited to: State Titles, National Titles, Kanga Cup, FNSW Referee's Academy, and Champion of Champions.
- ii. Tournament nominations are at the discretion of the Technical Director, the Head Coach, the Council and CCF.
- iii. Breaches of the Code of Conduct, or any part of this policy, may exclude a referee from nomination consideration.
- iv. Breaches of the Code of Conduct, or this policy, may negate CCF facilitation for completion of out of branch assessments for Level 2 qualifications.

**g. Club reports and complaints**

- i. Formal reports made to CCF regarding referee behaviour or performance will be forwarded to the Council.
- ii. The Council may decide to dismiss a complaint.
- iii. If the Council believe action on a complaint is necessary, they may, but are not limited to:
  1. Request an assessor be appointed to the referee's next fixture.
  2. Contact the referee in question to clarify points of law, in the interest of education.
  3. Contact the referee to praise how a situation was handled, in the interests of support.
  4. Contact the referee to clarify issues in the report.
  5. In the instances of a Code of Conduct breach, refer the referee to CCF, or the Judiciary Panel, for disciplinary action.

**8. FEES**

**a. Registration fees**

- i. CCF will set all registration fees.
- ii. All registered referees will receive a uniform as part of registration.
- iii. Referees who are involved in 80 or more games, as a referee or assistant referee, will receive free registration for the following season.

**b. 2018 Referee fees**

i. The 2018 referee fees are:

Division	Referee	Assistant Referee
Under 10 and U11	\$25.00	n/a
Under 12	\$30.00	\$15.00
Under 13 and 14	\$35.00	\$17.50
Under 15 and 16	\$40.00	\$20.00
Under 18	\$55.00	\$27.50
M35 and M45	\$55.00	\$27.50
All Age	\$55.00	\$27.50
Women’s Division 1 Reserve grade	\$50.00	\$25.00
Women’s Division 1 First grade	\$60.00	\$30.00
SeaFM Women’s League Reserve grade	\$55.00	\$27.50
SeaFM Women’s League First grade	\$65.00	\$32.50
Men’s Division 1 Reserve grade	\$60.00	\$30.00
Men’s Division 1 First grade	\$70.00	\$35.00
BPL Third grade	\$60.00	\$30.00
BPL Reserve grade	\$70.00	\$35.00
BPL First grade	\$80.00	\$40.00

ii. Match fees will be paid via direct deposit on a schedule nominated by CCF. This amount will have the levy removed from the match fee total.

c. 2018 trial match fees

Division	Referee	Assistant Referee
Under 10 and U11	\$15.00	n/a

Under 12	\$20.00	\$10.00
Under 13 and 14	\$25.00	\$12.50
Under 15 and 16	\$30.00	\$15.00
Under 18	\$40.00	\$20.00
M35 and M45	\$40.00	\$20.00
All Age	\$40.00	\$20.00
Women’s Division 1 Reserve grade	\$35.00	\$17.50
Women’s Division 1 First grade	\$40.00	\$20.00
SeaFM Women’s League Reserve grade	\$45.00	\$22.50
SeaFM Women’s League First grade	\$50.00	\$25.00
Men’s Division 1 Reserve grade	\$45.00	\$22.50
Men’s Division 1 First grade	\$50.00	\$25.00
BPL Third grade	\$50.00	\$25.00
BPL Reserve grade	\$60.00	\$30.00
BPL First grade	\$70.00	\$35.00

**d. Levy structure**

- i. Match fees will be levied at a rate of 10%. This will be removed before match fees are deposited into the referee’s nominated account.
- ii. After the referee has been involved in 60 matches, as either a referee or assistant referee, there will be no levy deducted from match fees for the remainder of the season.

**e. Forfeited or abandoned matches**

- i. Matches will be paid as a full match fee once a kick-off has taken place.
  - 1. If a team or club believes that kick-off was only taken so that the referee could collect a fee, and there was no intention to play the match, they must submit a claim to CCF by 5pm the following Monday. This may result in non-payment of the fee.
- ii. If no notice is received by the referee before they arrive at the ground on the day of a match regarding a forfeit, they will receive a full payment for the match.
  - 1. Arrival at the grounds must meet time expectations as set out in s 6(a)(i).

## 9. JUDICIARY

### a. Attendance

- i. Referees must attend judiciary meetings that they have submitted a report for when they are required. If a referee is unable to attend, CCF must be notified.
- ii. If a required referee is under 18 years of age, a parent or other nominated support person may be present in the meeting.

### b. Judiciary officer

- i. The nominated judiciary officer will attend all judiciary hearings involving a referee. If this officer cannot attend, a stand-by officer will attend in their place
- ii. The nominated judiciary officer will be available by phone to all referees who have submitted a send-off or incident report, or who are unsure of any process relating to judiciary.
- iii. If neither officer can attend, the Council Chair will appoint one Council member to stand in.
- iv. The Judiciary Officer will be chosen by the Council, selected from those submitting a formal expression of interest.

### c. Report submission

- i. Send-off or incident reports must be submitted by Monday 9am following the weekend that the offence(s) occurred.
- ii. Send-off offences
  1. A send-off report must be submitted by the referee on the match for any send-off offence, excluding a second caution.
  2. Assistant referees must submit an incident report regarding the send-off.
- iii. Incidents
  1. Only the referee will be required to submit a report in the following situations:
    - a. Abandonment due to lighting
    - b. Abandonment due to weather
    - c. Serious timing errors
    - d. Serious injuries (ambulance involvement)
    - e. Assistant referees will not be required to submit a report in these instances.
  2. Incident reports are required from all referees on a match in any other circumstances.
  3. Assessors, development officers, ground coordinators, or spectators are welcome to submit incident reports for incidents they witnessed.
- iv. Failure to submit reports by the designated time repeatedly may result in standing down from matches.

## 10. TRAINING

### a. Attendance expectations

- i. Training is open to all CCF referees.
- ii. Training will be held at Plum Park, day and time is subject to nomination at the beginning of the season and is subject to change.
- iii. Attendance at training is not compulsory to general members.
- iv. RDP referees are expected to attend practical training sessions each week. Apologies are expected if they cannot attend.
- v. Panel 1 referees are expected to attend training. Failure to attend without apologies may impact on appointment to premier grades.
- vi. Attendance at training will be taken under consideration for grand final appointments, and grade finals appointments.

- vii. Training will be run by appointed coaches. The Technical Director will direct on any particular area that needs attention.
- b. Coach selection
  - i. The training coach(es) will be selected by the Council
  - ii. The Council will be responsible for setting the number of coaches required, as well as remuneration.
  - iii. The Council may offer the position(s) to any member they believe suitable. No formal expression of interest is necessary for this role.

## 11. MEETINGS

### 1. Attendance

- a. All registered members are expected to attend the first meeting and the final meeting of the season.
- b. There is an expected 60% attendance to all other meetings.
- c. Apologies are expected for any meeting which the referee cannot attend.
- d. Failure to meet these expectations may result in finals series appointments being impacted.

### 2. Content

- a. The content of meetings will predominantly be delivered by the Technical Director.
- b. The Council Chair will present at each meeting on Council matters, as well as opening the floor to questions or requests.
- c. Topics to be covered will be decided by the Technical Director, Head Coach, training coaches, and CCF.
- d. Members will be expected to attend their designated junior or senior meeting.

### 3. Expectations

- a. Referees are expected to conduct themselves in an appropriate manner. Failure to do so may result attendance not being counted.

### 4. End of season awards

- a. Junior referee of the year
  - i. Referee must be in their first or second year as a referee.
  - ii. Demonstrated potential for continued improvement.
  - iii. The recipient of this award will receive an automatic offer for a place on the RDP for the following season.
  - iv. The prize for this award will be determined by CCF.
- b. Development award
  - i. All referees are eligible for this award, bar first and second year referees.
  - ii. Must have shown continued development over the season.
  - iii. Training and meeting attendance will be taken into consideration.
  - iv. Attitude towards refereeing will be taken into consideration.
  - v. The prize for this award will be determined by CCF.
- c. Male referee of the year
  - i. The male referee appointed to the highest grade grand final appointment.
  - ii. The prize for this award will be determined by CCF.
- d. Female referee of the year
  - i. The female referee appointed to the highest grade grand final appointment.
  - ii. The prize for this award will be determined by CCF.
- e. Highest match involvement
  - i. The referee with the highest number of matches, excluding pre-season, as either a referee or assistant referee.