



2018 REFEREES HANDBOOK

As at 10 May 2018

CONTACTS

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CCFRB COACHING STAFF

CCFRB Technical Director – Richard Lorenc

Development Officers

Luke Dunkerley – Greg Harmsworth – Phil McNab - Des Patch - Jeff Smith - Wayne Viset.

Referee Development Panel (RDP) Coaches

Chris Hughes - Emmi Phillips

CCFRB COUNCIL

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WELCOME TO CCFRB 2018

Welcome all new and returning referees to the Central Coast Football Referees Branch!

This referee handbook will be a guide to your roles and responsibilities as a referee within Central Coast Football.

If you have any questions about refereeing, you can contact our referee administrator or a Council member.

MEETINGS

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

All referees must be present for the first meeting and final meeting of the season. It is the member's responsibility to sign-in at all meetings or advise via email in advance if they are unable to attend, stating reasons for the apology.

There is an expectation of 60% attendance to all other meetings by referees. Eligibility for the Finals Series is dependent on meeting attendance. Members must wear their CCF polo shirt.

Meeting dates, times, venue and other information will be communicated by the Referees Administrator.

APPOINTMENTS

There is a change of software for the 2018 season. CCFRB will discontinue the use of MatchRef for **myrefapp.com**. The new system is based on availability rather than unavailability.

The cut-off time for entering availability is 11:59pm on the Sunday night for the following week. Failure to input availability will see the referee assumed as unavailable for the upcoming 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. Once appointments are released, referees are expected to acknowledge their matches. Any referees that withdraws or fails to turn up to appointments will be sanctioned accordingly. Referees will not be penalized for genuine reasons of withdrawal, which will be assessed on a case-by-case basis. Referees should arrive for their appointments 30 minutes before 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 officiated another fixture immediately beforehand

If a referee is running late due to circumstances beyond their control, they must notify CCF via the competitions phone (text or call).

MATCH DAY PROCEDURE

When you arrive

- Check in with the Official Table
- Find the referee you are appointed with
- **For Men's First/Reserve Grades only:** Check iMatch-sheet for substitute numbers and record them in your notebook.
- Before the match, lock the iMatch-sheet from further changes
- Prepare for match: get changed into uniform, warm up, and deliver pre-match instructions
- Go to the field: check the nets, the pitch surface, and the match balls before kick-off

After a match:

- Confirm the score and any sanctions with your assistant referees
- Go to the Official Table, select the match on the iPad and click "Update".
- Enter the score at the top of the iMatch-Sheet.
- To input cards, click on the player's name (their number will be next to this) and choose the yellow or red card offence from the drop-down menu.
- If a player has received two cautions, select the code for the first caution, **then select 'second offence'** and enter the second caution/send-off offence.
- Click "Add/Change Match Officials" and select the names of all officials in the drop-down menu. It is your responsibility to ensure that you are added to a match sheet. If you are not added, we can't pay you.
- **For Men's First/Reserve Grades only:** Tick the "SPL" (substitute played) box for the substitutes who played.
- Double check that sanctions, score and referees are entered correctly.
- Click "Save".
- Enter your iCompman login and password to complete the -. Once these details are entered, the sheet can no longer be updated.

If you cannot access the iPad at a ground for any reason, you forgot to enter something, or made a mistake, 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

Send off reports are submitted by **all** referees on a match where a player has been sent off for any reason **except** receiving a second caution.

There is now a form on the CCF website (Referee Documents) which you use to submit a send off report. You still need to record the card/s against players in CompMan, but then you can complete the send off form at home: https://centralcoastfootball.formstack.com/forms/ccf_referees_report

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

- **When** did the incident occur?
- **Where** did the incident happen?
- **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?

Incident reports

Incident reports are used 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:

- The referee abandons match for any reason
- The referee dismisses a team official from the technical area
- A player receives an injury and requires serious medical attention

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 writing your report, ask your development officer (1st and 2nd year referees), or contact Des Patch.

SANCTION CODES

CAUTION CODES

Y1 –Unsporting behavior

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**)

JUDICIARY

When a serious incident has occurred, or a player has rejected their offer of suspension, a judiciary hearing may be called. It is a requirement for CCF referees to attend hearings relating to matches they have officiated. If a referee cannot attend, they must inform CCF. Referees will always be accompanied by the nominated judiciary officer. Referees under 18 are also allowed to have a parent or support person (over 18) present.

INJURIES

If there is a serious injury in your match:

- Make an assessment quickly, but do not try to move or treat the player. Do not touch injured players in any circumstance.
- Call the player's coach onto the field. If the player requests an ambulance, let the coach or manager organize it.
- When the paramedics arrive, they will be the decision makers.
- If the paramedics say the player can be moved or stretchered to the side of the field, then arrange allow them to it.
- If the player cannot be moved the game is stopped but not abandoned. All the other players must stay on the field as well as the referee and their ARs.
 - If it is a junior match, allow a coach or manager to stay with the teams on the field
 - If the injured player is a junior, allow **only** the parents to come onto the field while the ambulance is coming
- If the match does not allow for time added on, then call half or full time when it comes. You cannot restart the second half with a player still on the field.
- If the ambulance has not arrived, wait with the injured player until it does.
- If there is a serious injury the referee will need to submit an incident report.

WEATHER

Temperature

If the temperature exceeds 32 degrees, junior matches are abandoned.

If the temperature exceeds 37 degrees, senior matches are abandoned.

If the temperature is hot, allow the players to have drinks breaks as necessary. Additional time for these breaks is only applied in Men's First Grade matches.

Lightning

If there is 30 seconds or less between a lightning flash and thunder, the game must be stopped. Play may not resume until 30 minutes after the last thunder sound.

Hail

Play may not continue if there is hail.

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 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.

OTHER TOURNAMENTS

To be eligible for these out of branch tournaments you must have the relevant age & accreditation requirements and offer an EOI to be included in these appointments.

KANGA CUP

This tournament is held in Canberra each year during the June School Holidays. You must have been a referee for 2 years. If accepted, transport to and from the tournament is the responsibility of the referee. Generally, accommodation, breakfast, lunch, and dinner costs are covered by the tournament.

CHAMPION OF CHAMPIONS

Each year the Champion of Champions Titles are held in the first week of the September School Holidays. 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 transport.

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. If you would like to be appointed to school matches, contact the referee administrator.

If you have breached the CCF code of conduct in any way, you will not be eligible for tournament nomination.

UNIFORMS

CCFRB have changed uniforms to Legea for the 2018 season!

All referees must have three shirts (black, yellow, and blue), shorts, socks at all games. Until this time where all referees have received their uniform, referees are permitted to wear their Umbro or Kanga kits.

Referees are expected to arrive at matches in their CCF polo shirt.

RDP TRAINING

The Referee Development Program (RDP) will continue in 2018 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** for theory sessions, followed by Branch training.

BRANCH TRAINING

Branch training sessions will also continue this year and will be held every **Monday** night from **7pm** at **Pluim Park**. These sessions will be a mix of fitness and practical refereeing drills. Training is open to **all CCF referees**. All referees are encouraged to attend. Training attendance will be considered for grand final appointments. Training is mandatory for RDP referees.

COMMUNICATION

Appointments – please TEXT the CCF Appointments Line **0429 118 734** (TEXT)

Match Day Support – please CALL the CCF Competitions Line **0424 505 465**

All Other CCFRB Matters – EMAIL or CALL the Referees Administrator. (Please only call between 9am-4pm)

PHONE

As with previous seasons, your main point of contact for appointment issues and on match days is the CCF Competitions Line.

EMAIL

If you 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

There is a Facebook group called **2018 Central Coast Football Referees**. The admin will accept your request to join. This group will be used for facilitating group discussions, looking at educational material and some information distribution. For those that do not use Facebook, you will still receive important information via email.

MATCH FEES

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.

| Division | Referee | Assistant Referee |
|------------------------|----------------|--------------------------|
| Under 10 and 11 | \$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 |
| WDiv 1 Reserve grade | \$50.00 | \$25.00 |
| WDiv 1 First grade | \$60.00 | \$30.00 |
| SeaFM WL Reserve grade | \$55.00 | \$27.50 |
| SeaFM WL First grade | \$65.00 | \$32.50 |
| Div 1 Reserve grade | \$60.00 | \$30.00 |
| Div 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 | \$40.0 |

MATCH SPECIFICATIONS

| | UNDER 11 TOURNAMENT | U12's | U13 + U14's | M15 + M16's | M18, MAA, WAA, M35/M45 | BPL + DIV 1 | SWL + WDIV 1 |
|-----------------------------------|--|---|---|---|---|--|--|
| BALL SIZE | 4 | 4 | U13's – 4 U14's – 5 | 5 | 5 | 5 | 5 |
| MATCH DURATION | 25 minute halves | 25 minute halves | 30 minute halves | 35 minute halves | 40 minute halves | 45 minute halves | 45 minute halves |
| SUBS | Unlimited subs | Unlimited subs | Unlimited subs | Unlimited subs | Unlimited subs | 1 st Grade = 3 subs Reserve = 3 subs 3rds = Unlimited | Unlimited subs |
| MAXIMUM PLAYERS | 9 (nine) | 16 (sixteen) | 16 (sixteen) | 16 (sixteen) | 16 (sixteen) | 16 (sixteen) | 16 (sixteen) |
| EXTRA TIME & PENALTIES | ONE Five (5) minute period of extra time Golden Goal Penalties if req | TWO halves, Ten (10) minutes each way extra time Golden Goal Penalties if req | TWO halves, Ten (10) minutes each way extra time Golden Goal Penalties if req | TWO halves, Ten (10) minutes each way extra time Golden Goal Penalties if req | TWO halves, Ten (10) minutes each way extra time Golden Goal Penalties if req | TWO halves, Fifteen (15) minutes each way Extra Time Full ET to be played Penalties if req | TWO halves, Fifteen (15) minutes each way Extra Time Full ET to be played Penalties if req |
| EXTRA NOTES | ** Extra time and penalties only apply to U11 Grand Finals** | Short Corner Kicks | | | | | |