



NORTH COAST FOOTBALL

**Match Officials'
Handbook**

2025

INDEX

Page	Topic
1	Index
2	Introduction, Life Members & Award Recipients
3	Key contacts
4	Member protection and privacy
5	Uniforms
7	Payments
8	Laws, rules and regulations
9	Behaviour
10	Match day procedures
15	Player sanctions
16	Report writing
17	Match official safety, forfeits, and abandoned matches
18	Availability
19	Appointments
20	Grading
21	Appendix One - Yellow Card Offences (Caution)
22	Appendix Two – Red Card offences (Send-off)
23	Appendix three – Match duration and fees

INTRODUCTION

Our aim is to provide a safe and enjoyable environment in which the personal and professional development and aspirations of match officials can be attained, and to provide pathways and establish opportunities for those officials who aspire to perform at elite levels.

North Coast Football (NCF) referees endeavour to create an environment that encourages all officials at all levels of the game to carry out their duties and responsibilities with distinction and the utmost integrity in the pursuit of excellence.

NCF referees are dedicated to the betterment of the world game by continued respect for the laws of the game, respect for the spirit of the game and encouragement of fair play. These principles are always in accordance with the provisions and directions of the world governing body, FIFA, and the principles of the FA Code of Conduct.

LIFE MEMBERS

- Col Pound
- Roy Nelson
- John Gorrie
- Alan McFadyen
- Ron Woodward
- Neil Condron
- Ken McKechnie
- Charlie Nelson
- Alex Morrison
- **David Anderson**
- Michael Woodward
- **Colin Graham**
- **Bruce Mackie**
- **Phillip Payne**

ANNUAL REFEREE AWARDS

Year	Referee of the Year	Year	Referee of the Year
2012	Jason Hillier	2018	Jason Hillier
2013	Jason Hillier	2019	Jason Hillier
2014	Jason Hillier	2020	COVID
2015	Phil Townsend	2021	Martin Gadd
2016	Phil Townsend	2022	Jason Hillier
2017	Martin Gadd	2023	Jason Hillier

Year	Referee of the Year	Rookie of the Year	Junior of the Year	Referee's Referee
2024	Jason Hillier	Sam Champion	Connor Kneale	Aiden Laird

KEY CONTACTS

Match official operations

Operation of the NCF Match Officials is administered by the following

NCF Match Official Coordinator - David Horseman

Email: referees@northcoastfootball.com.au

Phone: 0418 663 309

NCF Match Official Development Coordinator – Jason Hillier

Email: jbarn1960@gmail.com

Phone: 0419 215 970

Match officials' information (Key links)

- [NCF Referee Resources](#) - is where you will find all relevant documents including local rules, regulations, policies and upcoming courses.
- [Referee WhatsApp](#) is our primary source of communication.
- [2025 IFAB Laws of the Game](#) allows you to view a PDF of the current laws or you can download the app to your phone.
- [North Coast Football Referees Facebook](#) join our Facebook page
- [Northern NSW Referees – Pro Sports Group - Umbro](#) you can order your uniform directly from UMBRO or use the [NCF Referee Uniform Order](#) to save postage costs
- [NCF Key Dates](#)

Match postponements

Changes to matches due to weather conditions are provided through Squadi and in the Official NCF WhatsApp chat.

MEMBER PROTECTION AND PRIVACY

NCF is committed to the various FA and NNSWF policies including the Member Protection Policy [Member Protection Framework | Football Australia](#)

Background on the Member Protection Information Officer and process

From NNSWF

Member Protection Information Officers (MPIO) play an important role in sport. They provide information and guidance on complaints procedures – they are the ‘go to’ person if you want to discuss problems at your club/association, particularly if you are considering making a formal complaint. They provide information about a person’s rights, responsibilities and options to an individual making a complaint or raising a concern. They can also provide information and advice to sport administrators and complaint handlers with regard to the Member Protection Policy of that sport. MPIOs are impartial; they do not mediate or investigate complaints.

The MPIO can play a key role in ensuring your sport is safe, fair and inclusive. MPIOs do this through ensuring club people and administrators know their rights and responsibilities and ensuring policies that focus on member protection are being implemented. Such policies may include but are not limited to the complaints policy and procedures, child protection policies, harassment and discrimination policies.

North Coast Football Member Protection Information Officer

Wendy Schafer 0408 654 723 email: president@northcoastfootball.com.au

NNSWF Member Protection Information Officer

Phillip Andrews, (02) 4941 7206 email: pandrews@northernnswfootball.com.au

Privacy

NCF collects limited information about its members, primarily in the form of contact details. NCF treats all such personal information with the utmost confidentiality and will not disclose it except where necessary for the operation of the body or where required by law or standing agreements with affiliated organizations.

UNIFORMS

NCF match officials are required to wear an official dress uniform and an on-field uniform at all matches where appointed. Where possible and practical, the dress uniform is to be worn to and from matches and at all official functions. Referees must not wear the on-field uniform or referee dress uniforms to matches or venues where they are not officiating.

First year referees will wear green shirts until they are assessed and deemed competent as a C3 Referee (Junior). Referees under 18 years of age to wear the "Respect" armband at all times when officiating.

Senior referees

The dress uniform consists of:

- Referee dress shirt or polo shirt
- Long black slacks or shorts
- Black enclosed shoes and socks

The on-field uniform for senior referees consists of:

- Umbro sky blue, red, yellow or black referee shirt so as not to clash with team shirts
- Black shorts
- Long black socks or socks matching the shirt
- Predominantly black football boots or joggers (allowances made for referees who play)

Junior referees' uniforms for matches U12 to U17

The on-field uniform for junior referees consists of:

- Umbro black referee shirt and can wear other colours if clashing with team shirts
- Black shorts
- Long black socks
- Predominantly black football boots or joggers (allowances made for referees who play).

Referees may wear a cap; however, the cap must be black with no insignia, unless it carries a referee, NCF or NNSWF emblem. No surf caps are to be worn.

Shirts must be tucked in, and socks pulled up.

Premier League uniforms

The default strip as to avoid most clashes is a **red** shirt. Premier Leagues include:

- Premier League Men
- Premier League Women
- Men's 1st Division
- Women's 1st Division

Premier Youth League (PYL) and SAP/JDL Gala Days

All referees who officiate at PYL matches will need to review the dress requirement for each game and to include coloured shirt and socks. All match officials must wear the same colour. The uniform for SAP/JDL gala days is black.

EQUIPMENT

Referees when officiating shall not wear any form of jewellery other than that permitted by the Laws of the Game.

Referee on-field equipment shall consist of:

- A black Fox 40 classic whistle or similar – two are recommended.
- A digital wristwatch with a count down or count-up timer. It is recommended that match officials wear two watches.
- One yellow caution card and one red send-off card.
- A small notebook suitable for recording match details and easy insertion and retrieval from uniform pockets.
- Two ball-point type ink pens and a pencil in the event of wet weather.
- A coin suitable for the coin toss.
- One set of Assistant Referee flags (one set is two flags).

All Referee gear is available for purchase through Northern NSW Referees – Pro Sports Group - Umbro

Password is: Referees*NNSW

PAYMENTS

Referees will be paid via electronic funds transfer on a fortnightly basis. Match Officials need to ensure they provide their bank details to the NCF Match Officials Coordinator.

The Squadi program will be used as the 'source of truth' from which match officials are paid. Match officials need to inform the NCF Match Official Coordinator immediately if matches vary from what was assigned and provide a reason for this.

A one-off travel allowance of \$50 is payable for any games where travel exceeds 200kms round trip and claimable through the reimbursement form and an allowance of \$25 is payable for 100kms round trip.

Claim Form or request from Match Officials Coordinator

[Referee Travel Claim Form](#)

LAWS, RULES AND REGULATIONS

Match officials must know and understand the laws of the game and rules specific to competitions:

- The Laws of the Game
- NCF rules for local junior and senior competitions
- NCF rules for local masters' competitions
- NCF rules for local Sixes competitions (available May 2022)
- NCF rules for Premier Leagues competitions
- NNSWF rules for PYL competitions
- NNSWF rules for SAP/JDL competitions
- NNSWF rules and regulations for Australia Cup
- FA Code of Conduct and Ethics

Documents are available at the refereeing page at the [NCF web site](#).

Pre-season matches

The Laws of the Game and NCF/NNSWF rules and regulations apply in all pre-season games at all levels except for the number of replacements. Match fees are full fees except in PYL.

Suspensions: Match officials as Players/Coaches/Managers

If a match official who is also a player, coach or manager and receives a suspension for conduct as a player, coach or manager, is ineligible to be appointed to games during the period of that suspension.

That match official is required to notify the Match Officials Coordinator of the suspension. Similarly, should a match official be suspended for a breach of the Code of Conduct and Ethics they will also be suspended from all participation in football (as a referee, player, coach and or manager) for the full period of the suspension.

BEHAVIOUR

Behaviour of players, officials (including coaches) and spectators

North Coast Football has a zero tolerance for poor behaviour of players and officials, including those in the 'Technical Area.'

Referees are instructed to police this policy vigorously at all times, and to either:

- Yellow card offenders
- Red card offenders

Submit an incident report (available on Squadi)

This policy also extends to spectators and clubs will be responsible for seeing that all spectators adhere to this policy.

Alcohol

No alcohol shall be permitted on the sidelines at any youth match. Should this occur, the match must be stopped, and the Duty Officer notified. The match can only continue when the alcohol has been removed. The matter must be reported to NCF. Liquor may be consumed at senior matches.

Interactions with team officials

Team Officials are not allowed into the Referees' room unless invited by the Match Officials.

Youth Referees shall not discuss match decisions with players, team officials, or spectators during the half time break or at the conclusion of the match whether on the field or at the Referees' room.

MATCH DAY PROCEDURES

Weather impacts

Changes to matches due to weather conditions are advised through Squadi and on the Official NCF Referee WhatsApp chat.

Cancellation of the first game should not necessarily mean cancellation of all games for that day. Matches should not be cancelled simply because it is raining and or windy.

Referees need to consider:

- Play cannot start if the field markings have been washed away and cannot be reasonably re-marked.
- Play should be allowed to proceed if there are only isolated pools of water. However, if those isolated pools cover the goal and penalty areas, then play should not commence (especially if the ball floats on the penalty spot.) If water can be removed in some way, then play can commence.

Weather policies

NCF observes the following policies:

- [NNSWF Hot Weather Policy](#) (Community Football)
- [Hot Weather Policy - NNSWF Premier Competitions.pdf](#) (northernnswfootball.com.au) (NPL)
- [NNSWF Lightning Policy.pdf](#) (northernnswfootball.com.au)

If no information has been received from any authority regarding field closures or match cancellations, a referee having arrived at a ground, is then responsible for deciding if the games are to continue. If the referee is under 18, it is advisable to consider advice from the home club president or secretary when deciding.

Match official delays and sickness

If a match official is delayed on the way to a game, they should endeavour to phone one of their colleagues appointed to the same game. Alternatively, contact the Match Official Coordinator and inform them of the problem so they can notify the other officials.

If a match official becomes sick/ injured prior to or on the morning of a game, they should immediately notify the Match Officials Coordinator. If there is no answer, a message should be left. Further, the match official should try, and contact others assigned to the match/es.

Arrival time

The recommended arrival time at a match venue for match officials is no less than 30 minutes before the scheduled kick-off time to allow time to inspect the pitch. If a match official can't arrive at a match on time, the match official is to call the NCF Match Officials Coordinator.

Introduction and match officials' room

On arrival, referees should introduce themselves to the Duty Officer and/or any club official present.

Referees should request that the Match Officials room be made available to them and retain responsibility for any key to the room. It is wise to return this to the canteen or the Duty Officer during matches as they may lose it on the field.

Where there is no match officials' room, bags and personal possessions can be left in the canteen, with family or friends or in a car (if available) Match officials should introduce themselves to other match officials as is practicable.

Match officials are to report any room that is in a substandard condition via an incident report as soon as possible.

Most local clubs do not have a separate referee room but should supply a room or indicate a safe place to leave match officials' gear. If any gear, or any part of it, goes missing, match officials should contact the club canteen and the Match Official Coordinator with the details.

Field Inspection

The match officials will inspect the field, paying attention to the goalposts and nets ensuring that they are pegged down correctly and there are no holes in the nets. This should be done as early as is practicable to allow club/ground officials to rectify any defect that is discovered.

Match officials should:

- Ensure that the corner flags are a minimum of 1.5 metres high and not dangerous. Matches can't be played without corner flags.
- Ensure the field markings are correct, especially that the penalty spot is marked at the correct point, and the goal line is the same width as the goalposts.
- The Technical Area must be marked in accordance with the FIFA Law Book and section A15.1 of the NCF local competition rules.
- Report all defects to NCF as soon as is possible after each match via an incident report, and on the match card.
- Ask the 'Duty Officer' to have any necessary work done to ensure matches start on time. Again, notify NCF via the online incident report, if any of this work cannot be done or if the club refuses or is reluctant to complete your requirements.
- Movable goals must be securely pegged to the ground to prevent tipping or movement.

Matches should still be played if defects are not corrected prior to the kick-off times provided the defects are not a danger to players or officials and conform to the Laws of the Game.

Duty officers

Referees will not officiate any match where a Duty Officer is not in attendance at the field.

The NCF local laws state:

HOME TEAM/CLUB'S RESPONSIBILITIES

Ensure the presence of a Duty Officer for the duration of each fixture. The Duty Officer is responsible for the maintaining of good order and conduct at fixtures and shall wear some form of distinctive identification, be active and visible by the appointed Match Official at all times during a game. The appointed Match Official has the right to delay the start / continuation of a match if the Duty Officer can't be clearly identified).

If an incident occurs and the Duty Official cannot be found, the referee must stop the match and do not continue until the spectator is removed, an incident report must be completed.

Team Sheets

All team sheets will be accessible in Squadi. Please review these 15 minutes prior to the game and advise the coach/manager if not completed. It is essential that matches start on time to avoid a back log later in the day.

If information is incomplete, advise the team official for completion before the match commences. Also ensure team officials are listed.

Team sheets on Squadi for all competitions have a section where the details of any disciplinary cards (yellow or red) issued in the match must be recorded. The Referee will be required to complete this section of Squadi for every game.

Referees who intentionally or accidentally fail to register any yellow or red card sanctions on team sheets may face disciplinary action from NCF. Referees do not have the authority to waive a card. If a match official feels they have made a mistake with a card given during a match, they should contact the NCF Match Official Coordinator for further advice.

Senior Referees are to ensure they complete their Squadi entry as soon as practicable and preferably before leaving the ground.

Team uniforms and colours

Match officials should be proactive prior to the start of the match to ensure that there is no clash of team colours well before the scheduled kick-off time. If there is a clash, then the away team must change.

The Goalkeepers should be clearly identifiable from all other participants as per the Laws of the Game. Please note, the two teams must wear colours that distinguish them from each other and from the Referee and ARs. Goal Keepers must also wear colours that distinguish them from the other players, the Referee and ARs – see FIFA Law 4.

Match Balls

The match ball/balls obtained from the home club is the responsibility of the match official when in the field of play or close surrounding areas. It is advisable to place the spare ball/balls at the halfway to avoid any undue delay to the restart of play when the match ball is kicked away.

Balls should be delivered to the Match Officials' Room with the team sheets prior to the start of play. Problems with the quality or limited supply of balls should be reported to NCF via the online incident report. Senior teams should supply three balls and junior teams two balls.

Referees are to take every reasonable care of the balls during their matches; however, it is not their responsibility to fetch them from outside the pitch. After the game, the referee should inform the Duty Officer of any lost ball.

All Games are played with a size five (5) Ball except for 12s and 13s which use size four (4).

Interchange/substitutions

An area one (1) metre either side of the half-way line should be marked off the field of play. This shall be known as the interchange zone. A Technical Area, as defined by the FIFA Law book, should be marked beside the field equal distances (no more than 5 metres) from the half-way. Please also refer to section A15.1 of the competition rules.

All substitutions and interchanges shall take place when the ball is out of play. A player who is being substituted or interchanged must leave the field at the nearest point on the boundary line, unless otherwise directed by the referee. Report all instances where an interchange zone is not marked to NCF. The number of interchanges that may be made is unlimited. Interchange is only permitted when the ball is out of play and after the referee signals for the interchange to take place.

A coach/manager requesting the interchange shall notify the assistant referee where appropriate and at an appropriate time (e.g., when the ball is out of play or asking for when the ball is next out of play). An injured player may leave the field of play at the nearest point. The player entering the field shall do so from the interchange zone, but only after the player leaving the field has passed completely over the sideline. The interchange is complete when the player

who was on the field is off the field and the player who was off the field enters the field.

Additional Information

- I. A player nominated for interchange shall be subject to the authority and jurisdiction of the referee whether called upon to play or not (that is, players on the bench are under the same control as the players on the field.)
- II. If during the interchange, an interchange player enters the field before the replaced player leaves the field, the referee shall ensure the replaced player leaves the field and then caution the player who has entered the field and then restart the game.
- III. If, during an interchange, the entering player enters the field from a place other than the interchange zone, the referee shall caution the offending player (unless as is covered under the interchange procedures above).
- IV. Referees are not required to record interchanges; however, players' shirt numbers must be distinctive and as listed on the team sheet.
- V. Players interchanging with the goalkeeper, either from the bench or from the field, will need to be recorded by the referee. It is the player's responsibility to notify the referee. The referee will not normally declare time off and on for interchanges. However, at the discretion of the referee, time may be added to the game in accordance with FIFA Law 5 covering time wasting.
- VI. No time is added for Junior matches. Time is only added in WPL and MPL matches

Drinks break

A drinks break is allowed if the safety of the players is affected by high heat or humidity. If a drinks break is requested by one team the match officials are obliged to conduct a break in each half. The drinks break should be conducted approximately midway through each half. The duration of the drinks break will be two (2) minutes. Drinks breaks shall be organised before commencement of the match. A team official cannot refuse a drinks break once one team has requested the drinks break.

Post-match

The referee and assistants will collect the match balls where possible and leave the field immediately as a group.

Complete Squadi entries as soon as practicable and preferably in the match official's room.

Do not discuss the game with anyone who is not a referee.

Match length

With the exception of Over 30 and Over 35 matches which are 40 minutes halves, all other senior fixtures will be played over 45 minutes halves (a total of 90 minutes).

After normal time in each half, the Match Officials may add Injury/Stoppage time to Premier League Men and Women.

The half-time interval must be a minimum of 5 minutes and no longer than 15 minutes in duration.

Match durations are listed in appendix three.

Fair Play Awards

Referees are asked to submit their Fair Play Awards for each Women and Men Premier League match. This will be a 3, 2, 1 system and recorded on Squadi.

This is not necessarily the best on field but those players who demonstrate Fair Play and good conduct through the game. The points will be accumulated throughout the year with awards presented at the end of the year for each age group.

We are relying on you to fill in this form for each match please.

PLAYER SANCTIONS

Under the Laws of the Game, the referee has the powers to caution players or to send players from the field of play for breaches of the laws and to send off coaches / managers for unsporting conduct that would bring the game into disrepute.

Cautioning a player

A player is cautioned by the showing of the Yellow Card and noting time of game, his/her number and incident in your book.

There is no report to make out for a caution; the offence is simply noted on the timeline in Squadi. The six (6) cautionable offences listed in the Laws of Game and are outlined later in this book for your information.

Dismissal of a player from the field of play.

A player is dismissed from the field of play by the showing of the Red Card and noting his/her number and the incident and the time of the incident in your book. The player must leave the playing area and any technical area and move to the dressing rooms if applicable or far enough away so as not to be able to contribute in any way to the remainder of the match. The player may not return to the Technical Area or anywhere near the Technical Area for the rest of the game. The offence must be noted on the timeline in Squadi and the form completed within 24 hours of completion of the game.

The send-off offences are outlined later in this book for your information.

Dismissal of a coach/manager from the field of play

The Laws of the Game allow a referee to show a card to a manager/coach or club official. Referees should ask them to cease their poor behaviour. If the poor behaviour continues and disrupts the match or undermines the authority of the referee and other match officials, the offenders may be issued with a Yellow Card. If they persist, the referee should issue a red card and ensure they no longer stay in the Technical Area. A send-off report must be submitted through Squadi for a red card and an incident report, in the case of coaches, managers and other team officials for yellow cards.

When a Coach/team official is removed from the Technical Area for whatever reason and continues to cause a nuisance, the game should be stopped. The Duty Officer should be told that the game will not proceed until or unless this person is removed from all contact with the game. If this action is not forthcoming, the game should then be abandoned. The club must be afforded the opportunity to remove the person concerned. It is preferable to complete the game where possible

Coaches/Officials who are removed from the Technical Area must move far enough away from the Technical Area to ensure that:

- They do not have the same direct influence as they would otherwise normally have had.
- They cannot continue in the same capacity as they did before they were removed.
- They do not interfere with or disturb the continuation of the match.
- They do not interfere with or disturb any spectator/s

The distance from the Technical Area is entirely at the discretion of the referee of the day.

REPORT WRITING

If an incident occurs at a match and not able to completed within Squadi due to the player/official not being named on the team sheet, please email the Match Official Coordinator within 24 hours of the completion of the game.

An accurate report is very important. The report must include:

- The time of the incident
- The number(s) and name(s) of the offender(s)
- A description of the incident/offence that has occurred (including the actual words used if the incident/offence is offensive, abusive, or insulting language)
- Where the incident took place
- What happened before the incident if applicable and what happened after the incident?
- Report if a player apologises later because that is an admission of guilt.
- Use spell check.

An assistant referee should always submit a conduct report if they see an incident as supplementary and supportive information. Information should be checked for details, but each report should be written separately to avoid any suggestion of collusion. All reports must be submitted to North Coast Football within 24 hours of the specific match.

A well planned, and well written report makes the work of the judiciary much easier and usually leads to the offender being less likely to escape the consequences of their actions.

Referees are not to give an opinion on what suspension may or may not be imposed nor will any recommendation be made to NCF about varying any subsequent penalty to be imposed.

A referee or assistant referee shall submit an incident report in the following cases:

- An incident that occurred that is not covered by one of the above offences.
- Assault or harassment experienced during and/or after a match.
- Abandoned matches – outline reason such as wet weather.

All reports must be submitted within 24 hours of the incident where possible.

MATCH OFFICIAL SAFETY, FORFEITS AND ABANDONED MATCHES

The Match Officials have the right to abandon any match if, in their opinion, playing conditions compromise match official and or player safety.

Procedures of a match official in the event of an assault or threat

On all occasions where there is an assault on a match official or a serious threat by a player, club official or spectator, the match **must be abandoned**.

Any, and all other matches at the same venue on that day may still proceed at the discretion of the match officials in charge of each subsequent match and each decision should be based solely on whether a safety risk exists for all match officials.

Any Referee who is the victim of an assault must not officiate in any subsequent fixture on that day.

Referees should seek refuge and the assistance of the Duty Officer. If necessary, referees can remove themselves to the referee's room or canteen.

Junior Officials should contact the parent/s (and the police if necessary) and when safe to do so, contact.

Any match official assaulted should immediately contact the NCF Match Official Coordinator.

Forfeits

Record any forfeits in Squadi.

If both teams fail to appear, take a note of the name of the Duty Officer or a club official (if one is present) and as soon as possible submit an incident report. In the report, provide the name and contact details of the Duty Officer or club official if one was present. If no Club Official is present, this should be recorded in the report. The report must be submitted within 24 hours of the scheduled match conclusion.

Abandoned matches

Should a referee have to abandon a match due to weather, spectators, failed lights, or any other cause or outside influence, the following must be followed:

- i. If the match is abandoned because of unruly behaviour of the players, team officials or spectators, the referees should move quickly as a team and leave the field and seek assistance from the Duty Officer as required. The referee should complete requirements within Squadi recording:
 - Game abandoned (time)
 - Score at time (e.g., Rovers 3 Rangers 4)
 - Reason for abandonment (e.g., Weather, Spectator interference, etc)

An incident report must also be submitted in Squadi.

AVAILABILITY

Match officials must always keep their availability up to date.

Match Officials are personally responsible for monitoring their appointments and messages on Squadi, unless another individual procedure or arrangement is put in place.

Appointments and Promotion Procedure

Appointments are the basis of what we are engaged in, and they provide one of the primary foundations for the game. The appointments are released normally one week in advance via the Squadi system.

Process for Appointments

- Ensure availability for following week is in by Thursday 5pm
- Appointments will be out by midnight Sunday (unless otherwise communicated)
- If not accepted by Monday 5pm (or email explanation), you will be removed to allow others to request.

If Referees know in advance that they will be unavailable at any time, they must update their Squadi availability. Should this occur within the deadline times they must notify the Referee Administrator as soon as possible.

Referees cannot simply refuse an appointment but will be excused because of:

- Sickness, or
- Injury sustained after the appointment has been released.

Only use the following email address as a last resort. referees@northcoastfootball.com.au

APPOINTMENTS

The Match Officials Coordinator will appoint referees to matches, ensuring that the following criteria are applied wherever possible:

- A Referee will not, as far as practical, be appointed to referee the same team two or more weeks in a row for all senior matches.
- A referee should not be appointed to referee on the same match in the second round that they refereed on in the first round (eg. Tigers v Storm Premier League round 4 and then when they meet again in a later round)
- Any referee that has failed to update their availability properly may be omitted from the appointments for the round concerned.
- Any referee who does not show up to an appointed and accepted game without an acceptable reason will need to explain the reason to the Match Officials Coordinator and may be omitted from appointments for two rounds and may be fined.
- The Match Officials Coordinator must ensure that the age of the referee should be no less than two years older than the age division being officiated wherever possible or dependent on ability of the junior referee.
- Referees being considered for matches of U16 and U17 year competitions may require approval from the Referee Advisory Group.
- Junior referees under the age of 18 should not normally be considered to referee, Men's 1st and 2nd Division, or Men's Over 35 competitions.

In circumstances where the Referee Advisory Group deem a benefit for the game, junior referees may be appointed to senior matches. Consideration will be given to junior referees who have attained NNSWF Development Squads.

Referees Progress and Promotion Pathway:

All participants who enter the refereeing ranks do so through an entrance course covering the Laws of the Game in detail and the moment they complete and pass this course they are regarded as C3 (Junior) Referees (i.e., accredited only). During this phase, they will be monitored and or assessed with respect to their performances and their potential and eligibility to be promoted. The overall process is as follows:

- C3 - Entrance exam including the Online Laws of the Game.
Start of C3 - Field assessments and first active level.
- Appointment to a Grade as indicated from Field test assessment.

Progress through grades – is based on but not limited to, assessment reports, reviews, recommendations, on-field and off-field conduct, adherence to the FA Code of Conduct and adherence to Youth Technical Group directives.

Movement from C3 to C4 is an upgrade course process. C4 (Senior) Courses are run throughout each season. Please contact the Match Officials Coordinator or Referees Development Officer for further information.

GRADING

The Referee Advisory Group is to consist of five (5) members including the NCF Referee Development Coordinator and NCF Match Officials Coordinator.

At the start of each season, the Referee Advisory Group will determine what level games the referees will officiate. This will be affected by

- Assessor Reports,
- Referee evaluation forms from club coaches, committees and other referees,
- Fitness ranking of referees and a referee's current fitness.

This will be reviewed by the group throughout the season following subsequent assessments.

The Referee Advisory Group will also fill any vacancies that have occurred if necessary. Consideration will be given to older junior referees who have attained NNSWF Development Squads.

The Referee Advisory Group for 2025 is;

- David Horseman
- Jason Hillier
- Colin Graham
- Claudia Bailey
- Anna Champion
- Ian leach

Appendix One - Yellow Card Offences (Caution)

A player is cautioned and shown the yellow card if they commit any of the following six offences:

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	Failure to respect the required distance when play is restarted with a corner kick, free kick, or throw- in
Y6	Entering, re-entering or deliberately leaving the field of play without the referee's permission.

A substitute (interchange) or substituted (interchanged) player is cautioned and shown the yellow card if they commit any of the following offences

Y1	Unsporting behaviour
Y2	Dissent by word or action
Y4	Delaying the restart of play
Y6	Entering, re-entering or deliberately leaving the field of play without the referee's permission.

Referees must clearly indicate the offence code on the Squadi timeline.

Appendix two - Red Card Offences (Send Off)

A player, substitute (interchange) or substituted (interchanged) player is sent off if (s)he commits any of the following seven offences:

R1 Serious Foul Play.

R2 Violent Conduct.

Grade 1. Violent Conduct (minor).

Grade 2. Violent Conduct.

Grade 3. Serious violent Conduct.

Grade 4. Against a match Official.

R3 Spitting.

Grade 1. At a player or other person.

Grade 2. At a Match Official.

R4 Denies an obvious goal scoring opportunity (DOGSO) by deliberately handling the ball.

R5 DOGSO all other instances.

R6 Insulting/Offensive/Abusive language and/or gestures.

Grade 1. Against a player or other person.

Grade 2. Discriminatory Language.

Grade 3. Against a Match Official.

Grade 4. Unsporting Conduct towards a Match Official.

R7 Receiving a second caution in a match.

Team Official, Match Official, spectator or any other person (e.g. security or competition official)

R-TO3 – using offensive, insulting or abusive language and/or gestures;

R-TO4 – biting or spitting at any person;

R-TO5 – entering the field of play to:

(a) confront a Match Official (including at half-time and full-time);

(b) interfere with play or an opposing Player.

R-TO6 – deliberately leaving the technical area to:

(a) show dissent towards or remonstrate with a Match Official;

(b) act in a provocative or inflammatory manner;

(c) enter the opposing technical area in an aggressive or confrontational manner.

R-TO7 – deliberately throwing/kicking an object onto the field of play;

R-TO8 – delaying the restart of play by the opposing Team

(a) holding onto the ball,

(b) kicking the ball away, obstructing the movement of a player

R-TO9 – receiving a second Yellow Card in the same Match

Referees must clearly indicate the offence code on the Squadi timeline.

NNSW Sanction Codes

Appendix three – Match duration and fees

GRADE	Duration	DEPOSIT INTO MO ACCOUNT	
		Referee	AR
Men's Premier League	45 each half	\$113.40	\$56.70
Women's Premier League	45 each half	\$113.40	\$56.70
Men's Div 1	45 each half	\$79.20	\$39.60
Women's Div 1	45 each half	\$79.20	\$39.60
Men's Div 2	45 each half	\$59.40	\$29.30
Women's Div 2	45 each half	\$59.40	\$29.30
Men's Over 35s	40 each half	\$59.40	\$29.30
Women's Over 30s	40 each half	\$59.40	\$29.30
Juniors 16s	35 each half	\$36.00	\$18.00
Juniors 15s	35 each half	\$36.00	\$18.00
Juniors 14s	30 each half	\$30.60	\$15.30
Juniors 13s	30 each half	\$30.60	\$15.30
Juniors 12s	25 each half	\$28.80	\$14.40
PYL 13s	40 each half	\$41.40	\$20.70
PYL 14s	40 each half	\$46.80	\$23.40
PYL 15s	40 each half	\$57.60	\$28.80
PYL 16s	40 each half	\$63	\$31.50
PYL 18s	40 each half	\$72	\$36

Travel Allowance in line with NSW > 200km round trip = \$50, > 100km round trip = \$25.

[Referee Travel Claim Form](#)