



**FOOTBALL MID NORTH COAST**

**REFEREE  
INFORMATION  
BOOK  
2026**

# Hand Book Contents

## 1. Contact Information

- 1.1 FMNC Referee Database / Email List
- 1.2 FMNC Referee Website

## 2. Referee Documents

- 2.1 FMNC Rules & Information
- 2.2 Referee Forms
- 2.3 Policies & Procedures
- 2.4 Finals Series Procedures

## 3. Payments & Forms

- 3.1 Bank Details Form
- 3.2 Match Official Fees
- 3.3 Travel Claim Form

## 4. Match Day Checklist

- 4.1 Introduction to Duty Officer
- 4.2 Competition Team Sheets
- 4.3 Reports & Information

## 5. Match Appointments

- 5.1 Your Requirements
- 5.2 Appointments Checklist
- 5.3 Failure to Turn up to Appointed Match
- 5.4 Injury or Sickness on Day of Appointment

## 6. Referee Courses

## 7. Clothing & Equipment

- 7.1 New Referees
- 7.2 Uniform Requirements

## 8. Online Registrations

## 9. Referee Panels

## 10. Referee Assessments & Coaching

## 11. Working with Children Check

## 12. CMS Information

## 13. FMNC Referees Facebook Group

- 13.1 Social Media Sites

## 14. Referee Recognition

## 15. Code of Ethics & Conduct

# 1. Contact Information

If you are needing to contact FMNC or any of the FMNC Referee Management Group, please use the below contact information (note Referee contact for your location).

- **Manning/Great Lakes Area** – Gregg McDonald
- **Hastings/Macleay Area** – Rodney Dobson, Craig White, Gregg McDonald

<b>Name</b>	<b>FMNC/Referee Title</b>	<b>Email Address</b>
<b>Rodney Dobson</b>	FMNC Referee Coach	<a href="mailto:rjd1961@yahoo.com.au">rjd1961@yahoo.com.au</a>
<b>Gregg McDonald</b>	Operations Officer + Referee Appointments Officer	<a href="mailto:gregg@footballmidnorthcoast.com">gregg@footballmidnorthcoast.com</a>
<b>Craig White</b>	Referee Appointments Officer	<a href="mailto:juniorappointments@gmail.com">juniorappointments@gmail.com</a>
<b>Barry Nelis</b>	Referee Development Officer	<a href="mailto:nelis1636@gmail.com">nelis1636@gmail.com</a>
<b>Robert Klinker</b>	Referee Assessor	robertklinker@hotmail.com

<b>Mark Carter</b>	NSW Regional Referee Education Coordinator	<a href="mailto:mcarter@northernnswoffootball.com.au">mcarter@northernnswoffootball.com.au</a>
<b>Brad Carlin</b>	NNSWF Referee General Manager	<a href="mailto:bcarlin@northernnswoffootball.com.au">bcarlin@northernnswoffootball.com.au</a>
<b>Brandon Wallace</b>	FMNC Referees Payments	<a href="mailto:admin@footballmidnorthcoast.com">admin@footballmidnorthcoast.com</a>
<b>Philip Andrews</b>	FMNC General Manager	<a href="mailto:gm@footballmidnorthcoast.com">gm@footballmidnorthcoast.com</a>

## **1.1 FMNC Referee Database / Email List**

It is important that you keep FMNC advised of any changes to your contact information. A central database will be created with all 2026 match officials for contact information.

An email list will also be created from this database.

If you wish to have further information added to your contact details that doesn't show in My Football Club when you register (ie secondary email address or secondary contact number), please advise [gregg@footballmidnorthcoast.com](mailto:gregg@footballmidnorthcoast.com) and this will be added to the database.

## **1.2 FMNC Website – Referees**

**(Note: additional information to be added)**

FMNC have a dedicated tab on the FMNC website for match officials, "Referee ". Here you will find useful resources, including forms and important information relating to match official activity.

## 2. Referee Documents

See below where to find relevant information.

### 2.1 FMNC Rules & Information

- FMNC Competition Rules – refer [FMNC Website](#)
- FMNC Playing Times & Ball Sizes – refer [FMNC Website](#) and [Match Day Handbook](#)
- FMNC Competition Fixtures – refer [FMNC Website Fixture Tab](#) or [MySportApp](#)
- PYLB/PYLG.NPLW Fixtures – refer [NNSW Website – Competition Fixtures](#)
- FMNC Season Calendar – refer [FMNC Website Links & Resources](#)

### 2.2 Referee Forms

Links all on FMNC Website

- FMNC Send Off Report  
<https://www.cognitofrms.com/footballmidnorthcoast/refereesendoffreport>
- FMNC Incident Report (for Incidents of Assaults, Abandoned matches, Off Field Incidents)  
<https://www.cognitofrms.com/footballmidnorthcoast/fmncincidentreport>
- Guidelines for Compiling Reports and Report Writing  
– see *4.3 Reporting and Information*.
- See Sanction Codes for more information than what is shown below.

### Red and Yellow Cards

#### Yellow Card Offences

- **Y1** Unsporting behaviour
- **Y2** Dissent by word or action
- **Y3** Persist infringement of the Laws of the Game
- **Y4** Delaying the restart of play
- **Y5** Failing 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
- **Y7** Deliberately leaving the field of play without the referees permission



#### Red Card Offences

- **R1** Serious foul play
- **R2** Violent conduct
- **R3** Spiting at an opponent or any other person
- **R4** Denying the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (except a goalkeeper within their own penalty area)
- **R5** Denying an obvious goal-scoring opportunity to an opponent moving towards the opponents' goal by an offence punishable by a free kick (unless otherwise outlined in the FIFA laws of the game)
- **R6** Using offensive, insulting or abusive language and/or gestures
- **R7** Receiving a second caution in the same match



## 2.3 Policies & Procedures

- Online Laws of the Game [www.theifab.com](http://www.theifab.com)  
**Links to all below will be on NSW Website [www.northernnswfootball.com.au](http://www.northernnswfootball.com.au)**
- NNSWF Hot Weather Policy
- NNSWF Sun Protection Policy
- NNSWF Lightning Policy
- Plaster Casts and Rigid Supports
- Goalpost Safety
- FFA Concussion Guidelines
- National Disciplinary Regulations
- Wearing of Spectacles Recommendation

### CODES OF CONDUCT

**Links to all below will be added to FMNC Website**

- FFA National Code of Conduct
- FFA Respect Code of Conduct
- FFA Spectator Code of Conduct
- NNSWF Social Media Policy
- Individual Codes of Conduct

## 2.4 Finals Series Procedures

For all FMNC Finals series matches.

- In **ALL** Competitions, in the event of a draw at full time, a five (5) minute break will be taken then two ten (10) minute halves with no break will be played.
- If the scores are still level after extra time, then a penalty shoot-out, conducted under FIFA rules, will take place to decide the winner.

## 3. Payments & Forms

All referee payments for games: U12-U18, Ladies, Men's, O35's, Premier League, PYLB, PYLG are processed and electronically transferred into referee's individual nominated bank accounts (see 3.1 below).

### 3.1 Bank Details Form

- Bank Details Form – All referees are to complete the banking details form and return via email to [admin@footballmidnorthcoast.com](mailto:admin@footballmidnorthcoast.com)

**All referees also need to complete and return to FMNC:**

- ATO "Statement by a Supplier"
- Statement as to Hobby Income

*\* Both these statements are valid for 5 years, if you have previously submitted, FMNC will have these on file. Please notify FMNC if your circumstances and/or details change.*

## 3.2 Match Official Fees

- Match Official Fees – Match Official Fees can be found below.



### **MATCH OFFICIAL FEES 2026**

Competition	Age/Grade or Round	Referee	Assistant Referee (each)	4th Official (during final series only)
Zone League	Zone League 1	\$ 110.00	\$ 55.00	\$ 40.00
	Zone League 2	\$ 84.00	\$ 42.00	\$ 30.00
Northern & Southern Leagues	Men's & Ladies	\$ 66.00	\$ 33.00	\$ 20.00
	O35's	\$ 66.00	\$ 33.00	\$ 20.00
Community Juniors Competitive	U17/18	\$ 66.00	\$ 33.00	\$ 15.00
	U16	\$ 40.00	\$ 20.00	\$ 15.00
	U15	\$ 40.00	\$ 20.00	\$ 15.00
	U14	\$ 34.00	\$ 17.00	\$ 10.00
	U13	\$ 34.00	\$ 17.00	\$ 10.00
	U12	\$ 32.00	\$ 16.00	\$ 10.00
Miniroos	U10 & U11	\$ 22.00	N/A	N/A
	U8 & U9	\$ 16.00	N/A	N/A
PYLB / PYLG	U18	\$ 84.00	\$ 44.00	\$ 40.00
	U17	\$ 74.00	\$ 37.00	\$ 24.00
	U16	\$ 74.00	\$ 37.00	\$ 24.00
	U15	\$ 68.00	\$ 34.00	\$ 22.00
	U14	\$ 54.00	\$ 27.00	\$ 22.00
	U13	\$ 48.00	\$ 24.00	\$ 22.00
JDL	U12	\$ 34.00		
	u11	\$ 26.00		
FFA Cup	Seniors	\$ 126.00	\$ 63.00	N/A

Schools			
PSSA		\$ 40.00	\$ 20.00
Bill Turner Cup/Trophy		\$ 60.00	\$ 30.00
Open Boys/Girls		\$ 80.00	\$ 40.00

## 3.3 Travel Claim Form

- Travel Claim Form – All referees are to complete this form and return to FMNC. Email [admin@footballmidnorthcoast.com](mailto:admin@footballmidnorthcoast.com) for claiming travel.

100 Kilometres and Over - \$50

## 4. Match Day Check List



- Always ensure you have all your required gear and uniform before heading to the venue that you are going to officiate at. See above essential items.

### Junior Pre-Match Checklist

- 30 mins before kick-off: Arrive at ground NO LATER than this time.
- 15 mins before kick-off: Be fully ready in your gear, with your whistle, cards etc, and then check the field of play, all players' equipment and check team sheet is published (if phone available). If not published remind both teams to complete.
- **5 mins before kick-off: Have teams assemble to walk on for FIFA handshake, have teams do handshake walk through then call captains to half-way for the toss.**

### Junior Post-Match Checklist

- Complete the online team sheet, fully and correctly- (score, goal scorers, Yellow/Red cards). Make sure you also note ALL relevant referee comments in the referee report in online team sheet.
- If Emergency Paper team sheet is used record the above information is completed fully and hand team sheet to ground official or home club official. If you need details to complete a report, write them down BEFORE handing them in.
- Information on Paper Teamsheet should also be recorded in online teamsheet.

## Senior Pre-Match Checklist

- 40 mins before kick-off: Arrive at ground NO LATER than this time.
- 25 mins before kick-off: Check the field of play.
- 20 mins before kick-off: Be fully ready in your gear, with your whistle, cards etc. Referee to give AR's their pre-match instructions.
- 15 mins before kick-off: Check if Team sheets published on app (if phone available). If not published remind both teams to complete online team sheet
- 10-15 mins before kick-off: Check all players' equipment.
- **5 mins before kick-off: Have teams assemble to walk on for FIFA handshake, have teams do handshake walk through then call captains to half-way for the toss.**

## Senior Post-Match Checklist

- Complete the online team sheet, fully and correctly. (Score, goal scorers, Yellow/Red cards). Make sure you also note ALL relevant referee comments in the referee report in online team sheet.
- If Emergency Paper team sheet is used record the above information is completed fully and hand team sheet to ground official or home club official. If you need details to complete a report, write them down BEFORE handing them in.
- Information on Paper Teamsheet should also be recorded in online teamsheet.

If you cannot access the online team sheet at a ground for any reason, or you forgot to enter something, or made a mistake, you need to contact the FMNC Operations Officer **as soon as possible**.

## 4.1 Introduction to Duty Officer

It is a requirement that all match day officials introduce themselves to the host clubs' 'Duty Officer' so that they know who to report to if there are any issues. If no 'Duty Officer' is present, this needs to be advised to FMNC on the team sheet so that it can be followed up with hosting club.

### Ground Officials

Home or Host Clubs (Home team on a neutral ground) are responsible for ensuring spectator control on their home grounds. An Adult Ground Official must be in attendance wearing a jacket/vest designating them as the Ground Official. If the Ground Official appointed for the day is a coach or manager of a team, he must not be the Ground Official for the duration of the team's game.

If no Ground Official, Referees will not start game



## 4.2 Competition Team Sheets

- Competition Team sheets are now online via the MySportApp Competition Management System
- As noted above in Match Day checklists are the requirements for online team sheets
- Separate instructions are available for the online Team sheets on the FMNC Website

**Remember** – Take a screen shot of online match sheets or record all relevant details after completing them, if you have to reference details (for send-off reports etc).

## 4.3 Reports & Information

Report forms and information regarding filling out forms can be found in the Referee Forms (2.2) section of this Hand Book.

- If you have dismissed a player, substitute or team official you must note this on the match sheet and submit a Send-off Report via the online form  
<https://www.cognitoforms.com/footballmidnorthcoast/refereesendoffreport>
- As per FMNC Rules, team officials are now subject to yellow and red cards. If you have misconduct to report from the Technical Area during your match, you MUST submit an Incident Report to  
<https://www.cognitoforms.com/footballmidnorthcoast/fmncincidentreport>
- All Send-off and Incident Reports MUST be received by FMNC NO LATER than 24 hours after the match. It is suggested to submit all reports via the online form and notice by email. Reports that are received late may incur a fine by FMNC.

When writing send-off reports, you should answer 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** did play restart?

### Incident reports

Incident reports are used when a referee needs to inform FMNC 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

## 5. Match Appointments

The appointments system used by Football Mid North Coast is MySportApp. Appointments are based on availability, venues, experience, performance amongst other criteria.

### 5.1 Your Requirements

The below information in 5.2, 5.3 and 5.4 outlines your requirements as a FMNC match official. Your knowledge and understanding of these requirements will assist FMNC and match official appointment officers at an administration level as well as help towards limiting issues throughout the season.

### 5.2 Appointments Checklist

- Update your availability online for the upcoming week, by NO LATER than **6pm** each Sunday night by logging in to FMNC MySportApp.
- Failure to input availability will see the referee assumed as unavailable for the upcoming week
- Update and add your **availability** by **6pm** each Sunday, and appointments will be made accordingly. Should you need to change your availability, information MUST be via notification to Appointment Officers ASAP.
- Appointments are typically published on MySportApp with notifications sent via App for Mid-Week and Premier League on Mondays. Friday and weekend matches we aim to have appointments published no later than Wednesday afternoon each week. At times this may vary due to having to chase up Referee availability.
- A Notification is generated to notify you that you have been appointed to a game/s, via MySportApp. You should login to MySportApp after notification received to acknowledge and confirm your appointments. The acknowledgement is crucial so appointment officers can view and know appointments accepted.
- If there is a legitimate reason to decline “any” appointment you must notify Appointment Officers to provide explanation. Failure to provide notification will mean you **MAY** be excluded from future appointments until this is received.
- Log-in and check your appointments regularly during the week to make sure they haven’t changed, noting that a notification will ordinarily be sent from MySportApp if any changes to your appointments. Every reasonable effort will be made to advise you if changes are required late in the week (e.g. Friday/Saturday/Sunday).
- If there are any errors in your appointments, please contact FMNC Appointment Officers ASAP – You can send an email **AS WELL**, however this should not be the only method of communication in this case.

If you are **NOT** available for an appointed match (after you have confirmed an appointment in MySportApp) for a reason such as illness, injury or misadventure, you must phone your relevant FMNC Appointments Officer **ASAP** to discuss.

- **Manning/Great Lakes Area** – Gregg McDonald 0418 863 681
- **Hastings/Macleay Area** – Craig White 0422 183 920/Gregg McDonald 0418 863 681
- If your call is not answered, leave a message.
- We advise clubs each week of games that do have Referees appointed so they can arrange a suitable club Referee for match(s)

### **Also Remember**

- YOU are responsible for YOUR availability, unavailability, and communication.
- If you need a lift to the game, you may be able to get a lift with another match official appointed on your game (or with a match official who is appointed at the same ground or close-by). Problems with transport is NOT considered a satisfactory reason for non-attendance on the day.
- In the event of heavy rain, cancellations/postponements will be updated via notifications from MySportApp.

FMNC is however reliant upon member clubs to advise ground closures, and such decisions are typically made up until 4pm on Fridays.

- Please remember that there are more than 100 match officials, dozens of games and things can be VERY frantic in wet weather conditions.

## **5.3 Failure to Turn up to Appointed Match**

- If you do not turn up to a game (without a reasonable excuse) you may be sanctioned with a fine or be excluded from being appointed on some matches. This is not the desired action for FMNC, however individual match officials need to be responsible.
- Communication is critical to everything we do, and we urge open, clear and regular communication about ANY aspect of your role as a match official.
- Match Officials aged under 18 “may” wish a parent to communicate about issues or to clarify aspects of your role or procedures. We are happy for this to happen; however, we urge young match officials to broker open communication with their own parents as we sometimes receive queries about basic items that have been disclosed to ALL match officials.

### **What to do if the CENTRE Referee doesn't show up in a senior match?**

- If you are a senior referee who has officiated as a centre referee previously on the affected grade, you can referee the match, and you will be entitled to the referee match payment.
- Please contact appointment officers ASAP to advise of change of Referee and that the appointed Referee did not show up. Where possible the appointment will be updated at the time or as soon as possible after being notified.

- If you are junior referee (under 18) who is not usually appointed to senior matches OR if you have NOT acted as a centre referee in the affected grade previously, you MUST NOT referee the match. You may officiate on the match as an Assistant Referee however, and you will be entitled to the Assistant Referee match payment.
- If you are a junior assistant referee on a senior match and the referee does not show up for your match, DO NOT let the teams or any club official pressure you into refereeing the match. You are only allowed to fulfil your appointment as an assistant referee (as per above). In these instances, it is up to home club to organise a suitable person to Referee the match as a Club Referee.

## 5.4 Injury or Sickness on Day of Appointment

- If you are sick on the day of the match and are unable to fulfil your appointment/s PHONE your relevant FMNC Appointments Officer as soon as possible.
- **Manning/Great Lakes Area** – Gregg McDonald 0418 863 681
- **Hastings/Macleay Area** – Craig White 0422 183 920/Gregg McDonald 0418 863 681
- If you play a game and sustain an injury which prevents you from being able to fulfil your appointment(s);
  - 1. Phone Gregg or Craig as soon as possible to inform FMNC of your injury and action. We encourage match officials who are players to take their gear with them, just in case you are asked to officiate before/after playing your game
  - 2. See if another qualified and suitable match official (even if they are there as a player) is at the ground and enquire if they are available to take your place? Suitable match officials are those that have officiated on that grade before.
  - 3. If after this you are unable to find a suitable replacement, inform the Duty Officer of the home club that you are unable to fulfil your appointment/s and there is no replacement available.

## **6. Referee Courses**

Football Australia has implemented a new process in becoming a referee which entails three parts –

C0 – Online Laws of the Game

C3 – Online C3 Course (replaces Level 4) Cost involved set by Football Australia.

C3 – In person workshop

Expectation is each step is taken to become an official Referee.

Course costs include – Course, course material, uniform, Flag, whistle etc, 1<sup>st</sup> year registration fee

**FMNC encourages all our referees to attend courses with a view to development.**

FMNC will advise and notify when upcoming course are on

**Note** – the participants do not have to be good enough or experienced enough yet to do the C4 Senior Referee Course. If they are not ready to referee adult matches, they can still undertake just the theory component of the C4 Senior Referee Course.

*(As soon as a C3 Referee completes the theory and practical component of that course, he or she can immediately undertake the C4 Senior Referee program. This is very much what FA wants to see).*

## **7. Clothing & Equipment**

It is a requirement of NNSWF that **ALL** match officials are wearing '**Umbro**' uniforms.

FMNC support the initiative that all our Referees use the Umbro Uniforms as our Referee Clothing. These can be ordered direct from NNSW.

- **Note:** *UMBRO shirt sizes are small – order at least one size up.*

### **7.1 New Referees**

1<sup>st</sup> Year referees who complete C3 course and accreditation and then register with FMNC Referees in Playfootball for the season. Part of the course fee includes all the Clothing and equipment to get Referee's started. Further information on this at time of enrolling in a course.

## 7.2 Uniform Requirements

### Standard of Dress & Uniform

- Your job starts from the moment you arrive at the ground to the moment you leave it, so it is important to look professional. Match Officials should wear the following to and from the ground.
  - o Officials appointed to Zone League matches are encouraged to wear long dress pants and black shoes.
  - o Officials appointed on other Senior matches and on Junior competitive matches are encouraged to wear suitable shorts/warm pants and shoes.
- NO JEWELLERY (except watches) is permitted to be worn by match officials.
- Any Match Officials wearing skins/undergarments must adhere to the same guidelines issued to players in the FIFA Laws of the Game (i.e. wear the same colour undergarment as the predominant colour of the shorts and the same colour as the sleeve of the shirt).
- Ensure refereeing shirt and shorts are clean and, if necessary, ironed. Socks must be BLACK (not faded or otherwise) and clean. Keep them up!!
- Footwear MUST be predominately BLACK and should be clean.
- Only approved refereeing caps are to be worn.
- **Picture on last page showing correct Referee match attire**

### Ensure –

- Watches are in good running order (it is suggested to have a spare with you).
- Whistle/s are in good working order.
- Flags are clean (washed and ironed if necessary).
- You have a coin to toss before the match.
- You have REMOVED all your jewellery before officiating (except your watch).

### Coloured Match Officials Shirts –

- If the Referee is wearing a coloured shirt (not black) BOTH Assistant's should wear the same colour as the Referee. If this is not possible, BOTH AR's MUST wear BLACK.
- If the Referee is wearing a black shirt then BOTH Assistant's MUST wear BLACK.
- If you have different coloured Referee shirts, you are encouraged to take to games as a contingency in case of colour clash
- Senior Referees who hold a 'pool' of coloured shirts should advise this annually to FMNC.

## **8. Online Registration Guide**

To become a FMNC match official, you will need to register online. Instructions on how to do so are below. Only match officials who hold a current accreditation level or are in the process of obtaining accreditation via a FMNC Referee course will be accepted.

### **How to register on-line**

Go to: [Play Football Online Registration](#)

Select the appropriate option:

- Proceed to login pages (if you have played/officiated before and have a FFA Number)
- Find your FFA Number (if you cannot remember your FFA Number)
- Create an FFA account (if you have never played/officiated before)

Start your registration:

- Once logged in, select “Register”
- Update all contact details as this is how you will be contacted
- Click the “Next” button at the bottom of the screen
- Step 1. Enter “Football Mid North Coast Referees”
- Step 2. Select the Registration role as: “Referee”
- Step 3. Select the correct Registration Package that applies
- Step 4. Click “Add Packages”
- Click the “Next” button at the bottom of the screen
- Read and acknowledge Terms and Conditions by ticking the box, then click “Next”
- Select “Pay Online” on the payment page
- Answer the questions on the final page and click the “Save All Answers” button

## **9. Referee Panels**

FMNC will create ‘Referee Panels’ from which appointments will be made. These panels will be for Zone League, PYLB, PYLG, Senior and Junior community matches. These panels will be determined by requirements, performance and feedback from the Referees Management Group. Mentoring, coaching and assessment feedback will also be used to keep these panels up to date.

- Zone League Panel – All officials on this panel will be required to travel when needed and be available for a Referee training during the season which will be advised.

## **10. Assessments & Coaching**

During the seasons, Referees will be assessed by qualified FMNC Assessors. The below forms will be used, and feedback given to match officials to assist them in their development.

The **FMNC Referee Management Group** will also appoint some senior officials who will be able to give 'On the Run' assessments for officials whilst they officiate as an Assistant Referee. These will also be recorded and sent to FMNC as well as feedback given to the match official.

- Referee Assessors Report
- Assistant Referee Assessors Report
- Referee 'on the run' Assessments

### **Match Official Support**

Support for match officials is primarily provided through the role of the FMNC Referee Management Group and assessment and support by qualified Assessors.

It is hoped that all match officials will be assessed and given feedback at some stage throughout the season, however the reality is that there are many more match officials than there are qualified assessors. If you have not yet been assessed and would like to receive some further coaching, please email the FMNC Operations Officer shown in the 'Contact Information' of this information book or on the Referee tab on the FMNC Website so that we can arrange this to occur as soon as possible.

### **Senior Match Officials - Mentoring**

Regardless of experience, senior match officials are often seen as role models and "mentors" to junior match officials. While this may be an unofficial role, it is important for senior match officials to recognise the integral role that they play in the development path of all new referees.

It is expected that senior match officials will support and assist junior match officials, or anyone who is beginning their path as a match official, as best as they can. Junior or younger match officials often look up to senior match officials and seek their support and guidance on a range of refereeing matters.

Senior match officials are encouraged to talk with junior match officials in a friendly and respectful manner and offer support on (and off) the field. When junior match officials are appointed on senior matches, senior match officials are reminded of the important role they can play in giving confidence to a young or new match official. Be mindful of not "overruling" excessively and only when decisions are obviously incorrect. In these situations, discuss the incident/s with the match official in a constructive manner, reminding them that this is all part of the learning experience.

Any senior match officials who have any questions regarding the role that they can unofficially play in the development of match officials should email the relevant Executive Referee Panel member shown in the 'Contact Information' of this information book (pg 3)

## **Monthly Referee Training**

FMNC, jointly with the NNSW Referee Department will hold Monthly Referee Education /Training Sessions. Each month a session will be held in either in person or online.

There is an expectation that Referees will attend sessions throughout the duration of the season.

These sessions cover topics in thorough detail and involve group coaching, video analysis, and general administrative functionality. Whilst in person attendance is preferred depending on location the sessions will look to be held online, when possible, to alleviate travel.

## **Preseason Seminar**

Each season FMNC hold a preseason seminar which involves updates on rules and other relevant important information leading into the season.

There is an expectation that Referees will attend the preseason seminar.

## **11. Working with Children Check**

As part of the FMNC policies and procedures, and Football Australia registration policy any referee over the age of 18 must obtain a Working with Children Check as a Volunteer. To register for a WWCC is free and doesn't take long to apply online.

To register, go to – <https://www.service.nsw.gov.au/transaction/apply-working-children-check> (select 'Apply Online' for your check and then fill in all the details as required. Ensure you have 'Volunteer' selected).

Once you have had your application verified at Services NSW – please advise us of your Application Number so that we can verify your status. Email your Application Number or Check Number to [admin@footballmidnorthcoast.com](mailto:admin@footballmidnorthcoast.com)

When registering as a referee you will be required to provide WWCC information in the registration process.

For Referee's under 18 please enter exemption when asked to provide WWCC during registration process.

## **12. MySportApp Information**

MySportApp is a fully automated Competition Management System which incorporates a Referee appointment function that FMNC use. Referees need to be set up in MySportApp to input their availability for appointments. Acknowledge (accept) appointments for matches and to record match details (score, scorers, cards etc) in the online MySportApp

MySportApp Help Guide – Guides are available and being further developed that outline all the steps and procedures to be followed every week for match appointments and recording of match details.

MySportApp Referee 'dashboard' has functions for viewing past and present appointments, Preferences for grounds that you are available to be appointed to, availability, Ineligible Teams (this may be your own for other team(s) that you are unable to Referee), Bank Details, Payments to you for your games.

## **13. FMNC Referees Facebook Group**

All FMNC Referees who use Facebook are encouraged to 'request to join' the closed [FMNC Referees Facebook Group](#). (*FMNC Referees Group*)

This group can only be accessed by FMNC Referees, and parents of younger match officials. It will not be used as a main source of information for match officials but will be utilised as an extra tool for getting relevant information out to everyone when required.

It will also be a place where Referees from within our zone can interact, seek assistance, organise events or travel to match venues etc.

### **13.1 Social Media Sites**

Match Officials using social media sites (especially Facebook and Twitter, Instagram) need to be conscious of the dangers and ramifications of acting inappropriately online.

**It is very important for all individuals to remember –**

- Inappropriate comments, including making ANY comments regarding specific matches, players, coaches, other match officials etc. are UNACCEPTABLE in ANY social media forums and such conduct by individuals is liable for disciplinary action by FMNC.
- Players and coaches also use social media sites, so consider this when making comments online.
- Whenever you are online it is wise to carefully consider ANY comments before publishing them. While some comments you make may be meant as a joke or not meant seriously, you just don't know how others will interpret what you publish.

## **14. Referee Recognition**

Referees make a significant contribution to our game and we should recognise them for their valuable contribution through stepping onto the field to control the game and creating a positive experience for players, coaches and spectators as a result!

All member clubs, fellow referees and players will be able to nominate referees and provide their details and a brief description of their contribution to football.

## **16. Code of Ethics & Conduct**

The Code of Ethics and Conduct is to provide individuals with an indication of the standards expected of them ALWAYS (whether you are officiating on a match or otherwise).

### **ETHICS**

- A Match Official plays an important role within the realm of football. As a match official, you have decided to pursue a unique course within the football fraternity of clubs, players, officials, etc. Players and officials will like and dislike you by the minute, but regardless, they should respect you as a match official.
- You shall carry out your duties as a match official without fear or favour and maintain the highest standards of integrity and honesty. Similar standards shall be maintained in associated off-field activities.
- You will continually be observed and judged, even when away from the immediate vicinity of clubs or grounds. Keep this in mind ALWAYS.
- Conduct yourself with dignity and do not act in such a manner as to bring yourself, your colleagues, the game or Football Mid North Coast into disrepute.
- You shall assist and support in the development and promotion of match officials and match official activity. Negative comments and continual criticism do nothing to constructively assist individual match officials or FMNC, nor enhance your standing within the football community.
- Maintain your best ALWAYS, on the field, at training, at meetings and socially. Standards of conduct that are anything less are self-defeating and unacceptable.

### **CONDUCT**

- Ensure a smart appearance is maintained on and off the field, including wearing the uniform neatly and correctly.
- Ensure that your knowledge of the laws of the game is up-to-date and thoroughly understood, including any amendments.
- Allow sufficient time to properly meet your appointment (arrive a minimum of 30 minutes prior to the scheduled start of the game).

- Ensure that you are at the expected level of fitness to fulfil your duties at the required standard.
- Social activities after games on club premises shall be kept within reasonable limits. If in doubt, ask yourself if your conduct could be used to the detriment of yourself or colleagues in the future.
- Complete all administrative tasks (e.g. paperwork and phone calls) within the time and the standards required. Ensure that relevant documents/reports are forwarded promptly to Football Mid North Coast.
- Ensure adequate notice is given when unavailable for appointments because of planned and known activities, by updating this information in the online appointments system.
- Limit your comments when dealing with outsiders (e.g. club officials, players, media etc.). If there is a need to speak, only speak in FACTS. Opinions will be misinterpreted and misconstrued and rebound in a way that you did not intend.
- Ensure that you treat your colleagues with the same respect and courtesy that you would expect of them.
- Match Officials are not permitted to give in any form, publicly or privately, evidence or comment that is contrary to or critical of a colleague's control of the game, unless such comments have first been approved by Football Mid North Coast.

## **BREACHES**

- Match Officials breaching any of the codes or being the subject of a complaint by a colleague or third party, shall be called upon to explain their actions. If proven, the member may be subject to disciplinary action.

## **General Information**

Match officials are advised **not** to.

- Comment about potential suspensions or sanctions that may be imposed by FMNC.
- Comment about competition regulations, but instead to refer people with ANY enquiries to FMNC.
- Comment about results, abandoned fixtures or any issues that will need to be assessed by FMNC.
- Comment on the eligibility of players, but instead to refer people with ANY enquiries to FMNC.
- Be seen as supporting any individual team/club when acting as a match official. This includes immediately before, during and after officiating.

## Correct Referee Match Attire



FMNC Referees wear predominantly Black Shirts but when likely clash with competing teams the Yellow and Blue are alternate colours generally used

