

Matchday Procedures

Before matchday referees will have received and accepted their allocations via Squadi. The following are some basic requirements for each match day. It is important that all match officials follow these procedures.

Pre-match Procedures

- Arrive at the ground at least 45 minutes before kick-off. Notify relevant personnel if you will be arriving late.

This is important so the rest of the pre-match processes can be completed.

- Locate the referees' room at the ground.
- Introduce yourself to the other match officials and club officials present.
- Inspect the field of play to ensure it is safe and suitable for play, and goalposts and corner flags etc. are placed correctly.
- Find out what colours each team's outfield players and goalkeepers are wearing and pick a suitable referee kit.

If the referee, but not both assistant referees have a shirt that doesn't clash colours, the referee can wear one colour, and the assistant referees can wear black. If a suitable arrangement cannot be come to, bibs may be worn.

- Check that each team has completed the Team Sheet and Team Officials sections (including listing the Referee Support Officer and Duty Officers) on Squadi.

It is important that Team Sheets and Team Officials sections are completed prior to kick off. Failure to do so will result in disciplinary action. Please be aware that NPLM, NPLW and NL1 teams have to submit these details at least 30 minutes prior to kick off. ZFL, PYLB, PYLG and JDL teams must submit these details 15 minutes prior to kick off. After this time only the referee can edit these details on behalf of a team. The Home Team must supply 1 Referee Support Officer and 1 Duty Officer. The Away Team must supply 1 Duty Officer.

- Get changed into your referee kit (with a training jersey on if applicable) and complete a warmup.
- Ensure that you have all required referee equipment on you ready for the match.
- If less than three match officials are allocated on the game, liaise with club officials to source Club Referee(s).
- Provide or listen to pre-match instructions delivered by the referee to the refereeing team.

Pre-match instructions include expectations on the contributions of each member of the refereeing team. This may include guidelines on how and when to communicate messages/ decisions to the referee, the area of control of assistant referees and record-taking procedures.

- If they haven't already identified themselves, locate and introduce yourself to the Referee Support Officer. They will walk with referees between the referees room and the pitch.
- Around 5 minutes before kick off, get teams out of their sheds, conduct an equipment check (for unsafe studs, shin pads, jewellery etc.) and complete a ceremonial walkout procedure.
- Do a coin toss (to determine direction and kick off) with the captains.

Record Writing

During the match it is important that all members of the refereeing team keep a record of relevant important information. This information can be cross-referenced at half time and full time. Information that must be recorded is listed below:

- The goalscorer's number and the minute in which all goals were scored.
- The number of yellow and red card recipients, the minute in which the sanction was given and the code of the sanction (caution and send-off codes can be found below).
- For competition matches involving substitutions (not interchange) - the numbers of players going on and off, and the minute of the substitution.

Caution codes:

- Y1** Unsporting behaviour
- Y2** Dissent by word or action
- Y3** Persistent offences (no specific number or pattern of offences constitutes "persistent")
- Y4** Delaying the restart of play
- Y5** Failing to respect the required distance when play is restarted with a dropped ball, corner kick, free kick, or throw-in
- Y6** Entering, re-entering or deliberately leaving the field of play without the referee's permission

Send-off codes:

- R1** Serious foul play
- R2** Violent conduct
- R3** Biting or spitting at someone
- R4** Denying the opposing team a goal or an obvious goal-scoring opportunity by a handball offence (except a goalkeeper within their penalty area)
- R5** Denying a goal or an obvious goal-scoring opportunity to an opponent whose overall movement is towards the offender's goal by an offence punishable by a free kick
- R6** Using offensive, insulting, or abusive language and/or actions
- R7** Receiving a second caution in the same match

R8 Offence against a Match Official

Post-match Procedures

After cross-referencing match details between the refereeing team, match details can be entered into Squadi. This can be done by clicking on the 'Verify Action Log and Scores' button and then following the instructions to enter the relevant information. Once all details regarding goals, sanctions and substitutions (if applicable) are entered, click 'Verify', and type in 'Confirm'. Please also submit any relevant reports pertaining to the match. If there has been a send off, after you submit the Action Log and Scores a new page will appear asking you to complete these reports.

If you have any issues with the report-writing procedure, contact a member of the NNSWF Referees Department.

Note regarding entering goals: Squadi will display four types of goals – Normal Goal, Own Goal, Penalty Goal, Penalty Shootout. For penalties scored during the match please select Penalty Goal. For penalties scored as a part of a shootout in finals series fixtures to determine the winner of the match please select Penalty Shootout.