



REFEREE

HANDBOOK 2026



Newcastle
Football



Newcastle Football

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2304

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1. Newcastle Football Referee Contact Details

Contact the team: referees@newcastlefootball.com.au

Kaitlyn Callinan – Newcastle Football Operations Coordinator

Responsibilities: Allocations, Squadi/PlayFootball Support & General Enquiries

Phone: 0467 092 598

Email: kcallinan@newcastlefootball.com.au

Dilan Houston - Newcastle Football Match Officials Executive

Responsibilities: Technical & Tactical Support, Game Day Issues & Complaints

Phone: 0455 166 202

Email: referees@newcastlefootball.com.au

Chris Brain - Newcastle Football General Manager

Responsibilities: Complaints / Feedback & Game Day Issues

Phone: 0499 099 610

Email: cbrain@newcastlefootball.com.au

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2. Referee Availability & Allocation Procedure

- Every referee should always have at least 10 days of availability in Squadi.
- Allocations will be drafted and published by COB Tuesdays for the start of the round Friday up until the following Thursday.
- Allocations will be published in Squadi by COB Tuesdays
- If availability changes after allocations have been published, please email me ASAP so we can make changes.
- If availability changes day of fixture, please contact Kaitlyn on 0467 092 598
- Any changes will be communicated to the Referee & The club

Please complete the following by the 1st April 2026:

[Newcastle Football Match Official Availability / Preference Form](#)

[Referee Bank Account Details Form](#)

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3. Referee Coaching Nights

Below are the dates scheduled for our monthly coaching sessions in 2026. The sessions have been changed to Monday nights as we hope it will have less impact with fixtures being scheduled on Mondays.

Referees intending to attend coaching will need to register in advance for each night via a registration link to be sent to them by the Newcastle Football Team.

All sessions will be held at the Newcastle Football Office. Address is Unit 1/17 Riverside Drive, Mayfield West from 6:00pm to approximately 7:30pm.

We will aim to have 2 practical sessions throughout the season, our first session on Monday 23rd March will be the first one, held at Walker Fields, South Wallsend!

Monday 23rd March – **Practical Session**

Monday 13th April

Monday 11th May

Monday 15th June

Monday 13th July – **Practical Session**

Monday 3rd August – **Mandatory for Finals Series Allocations**

Attendance at coaching nights is one of the considerations when match allocations are prepared for the final's series.

4. Referee Uniform & Equipment

Referee clothing and attire must be clean, neat, and tidy at the beginning of each day of officiating. A referee who does not look the part can easily give a poor first impression.

Attire for Arrival to Ground

All Newcastle Football Match Officials are required to turn up to the ground in:

- Officiating Shirt, Pants & Socks
- Enclosed and Clean Shoes
- Newcastle Football Referee Jackets (Optional)

Mandatory Uniform

- **First Year Referees** are expected to wear the uniform provided to them as part of the First Year Referee Starter Pack. This includes:
 - o Green Umbro or Bocini Shirt
 - o Black Umbro Referee Shorts
 - o Black Umbro Referee Socks
 - o Black or Predominantly Black Boots with Black Laces
 - o Orange Respect Armband (for Referees Under 18)
- Referees who have graduated from the First Year Referee Program are required to have the Black Umbro Referee Shirt in addition to the First Year Referee Uniform. Referees are encouraged to also Yellow Umbro Referee Shirts and Socks.
- Newcastle Football expects all uniforms to be clean and tidy, and shirts to be tucked in when officiating.



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Optional Uniform & Accessories

- Referees Jackets (for warmth or rain protection) can be worn before or after matches.
- Undershirts can be worn if they are a single colour which is the same as the referee shirt.
- Newcastle Football Referee caps or plain black caps can only be worn by match officials when wearing the cap is important to ensuring referee health or performance.
- Gloves can only be worn in night games when the weather is cold.
- Only prescription glasses may be worn by referees during matches.
- No visible grip socks are permitted to be worn.

Referee Equipment

All referees are required to bring the following items of equipment to every game they officiate on, regardless of whether they are allocated as a referee, assistant referee or fourth official.

- Whistle(s) – Fox40 or equivalent
- Watch(es)
- Red and Yellow Cards
- Assistant Referee Flags
- Notebook (or other means of keeping a record of the match)
- Pens
- Coin
- Device (for completion of electronic team sheets)

Referees and assistant referees are required to take out with them the above equipment every time they officiate with the following exceptions. It's important that should an assistant referee need to take over the centre, they have a whistle and cards on their person already.

- Referees and fourth officials do not take out an assistant referee flag.
- No match officials are to take their phone out with them while officiating, and communication settings are disabled on smartwatches.

Newcastle Football Referee's Umbro Store →

<https://umbroteamwear.com.au/collections/newcastle-football-referees>

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5. Match Fees & Regulations

Community Football Fees

Competition		Referee	Assistant Referee (each)	Assessor & Mentor Fees
Adult Competitions	All Age Men Division A	\$76	\$38	Assessment - \$50 Mentoring Fee \$40
	All Age Men Other Divisions	\$66	\$33	
	All Age Women Division A	\$76	\$38	
	All Age Women Other Divisions	\$66	\$33	
	Over 35 Men All Divisions	\$66	\$33	
	Over 30 Women All Divisions	\$66	\$33	
Junior Competitions	Under 20	\$56	\$28	Assessment - \$30 Mentoring Fee - \$25
	Under 17 and 18	\$52	\$26	
	Under 15 and 16	\$40	\$20	
	Under 13 and 14	\$34	\$17	Assessment - \$25 Mentoring Fee - \$20
	Under 12	\$32	\$16	
	Coles Miniros Under 10 and 11	\$22	N/A	
	Coles Miniros Under 8 and 9	\$16	N/A	
	Coles Miniros Under 5, 6 and 7	\$12	N/A	
Special Events	Match Fees for Special Events to be Determined by Northern NSW Football or Member Zones			

Zone Football League Fees

Competition	Age Grade	Referee	Assistant Referee (each)	4 th Official
Zone Football League One Competition	First Grade	\$140	\$70	\$40
	Reserve Grade	\$110	\$55	\$30
	Conference One	\$90	\$45	\$30
Zone Football League Two and Three Competitions	First Grade	\$110	\$55	\$40
	Reserve Grade	\$90	\$45	\$30
	Conference Two	\$80	\$40	\$30
Travel Allowance (Must be claimed online and is only payable with approval by the NNSWF Referee Department)	175 Kilometres and Over - \$50			

Playing Duration

Age Group	Match Duration	Half – Time Interval
Under 12	2 Periods of 25 Minutes	5 Minutes
Under 13 & Under 14	2 Periods of 30 Minutes	5 Minutes
Under 15 & Under 16	2 Periods of 35 Minutes	5 Minutes
Under 17 & Under 18	2 Periods of 40 Minutes	10 Minutes
Over 30 Women & Over 35's	2 Periods of 40 Minutes	10 Minutes
All Age B and Lower Grades	2 Periods of 40 Minutes	10 Minutes
All Age A Grade	2 Periods of 45 Minutes	10 Minutes
Zone Football League 1 st Grade	2 Periods of 45 Minutes	10 Minutes
Zone Football League Reserve Grade	2 Periods of 40 Minutes	10 Minutes
Zone Conference League	2 Periods of 40 Minutes	10 Minutes

Match Balls

Competition	Ball Size
Under 12 & Under 13	Size 4
Under 14 & older	Size 5

Substitution & Team Officials

Competition	Maximum Substitute / Interchange players	Maximum Team Officials in Technical Area	Substitution or Interchange
Interdistrict	5	2	Interchange
Zone Football League	5	3	Substitution
Zone Conference League	5	3	Interchange



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Substitution Procedure

To reduce disruption to the match, each team will have a maximum of 3 opportunities to make substitutions during the game; substitutions may also be made at half-time, which does not count towards the maximum of 3 opportunities. If both teams make a substitution at the same time, this will count as 1 of the 3 opportunities for each team.

For matches where extra time is required, each team will have 1 additional opportunity to make a substitution (Zone Football League Final Series ONLY)

Interchange Procedure

A team is permitted to name a maximum of 5 interchange players on the team sheet. A team will be permitted to make unlimited interchanges during stoppages in the match, and during the half-time interval.

6. Referee Pathways & Development

Newcastle Football & Northern NSW Football continues to invest in refereeing to provide opportunities for people to get involved in the world game, start a rewarding career, be given development opportunities and further their knowledge and skills through being supported by experienced coaching staff.

Within refereeing, there are three development pathways for referees to consider – community football refereeing, premier football refereeing and becoming a referee assessor, observer, mentor or instructor.

Community football refereeing is directed towards match officials working within local amateur competitions. This pathway begins with the FA Laws of the Game online training program and is then followed by undertaking the Level 4 (C3) and Level 3 (C4) Referee courses. The qualifications gained from these courses prepare referees to officiate in junior, youth and lower divisions of senior football.

The pathway for **premier football refereeing** can commence with the FA Laws of the Game online training program or can involve a transition from community football refereeing. Premier football refereeing involves more advanced level courses which are designed for match officials working on the Northern NSW Football Premier Competitions and within regional, state and national competitions. Extending upon the Level 4 (C3) qualifications, the next steps to become a premier referee comprise the Level 3 (C4), Level 2 (T1) and Level 1 (T2) Referee training programs. Referees who complete all of these advanced training programs will be eligible to officiate on matches ranging from junior football to adult football and through to the top tier of state football and potentially the national level.



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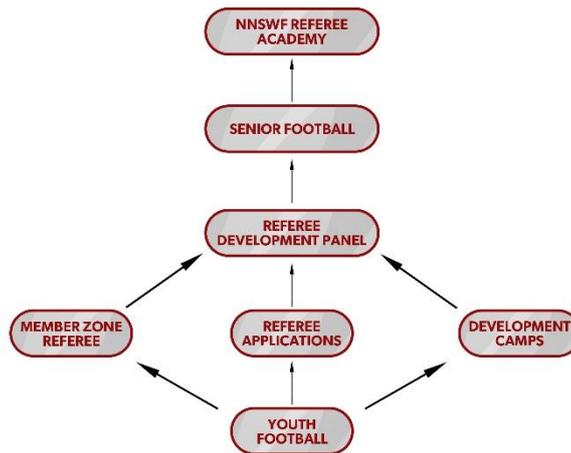
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Referee assessors, observers, mentors and instructors are crucial to the development of their peers, in addition to building on their own skills as match officials. Accreditation for these roles also follows a tiered accreditation system.

Newcastle Football & Northern NSW Football have built a strong relationship together, to be able to help transition referees between Community Football Refereeing and Premier Football Refereeing, we endeavour to continue to identify and develop referees who may be interested in exploring further refereeing opportunities, but also identify opportunities for those higher up referees to help out in the community space.



REFEREE DEVELOPMENT PATHWAY



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Referee Accreditation System

Level 4 (C3) Referee

The Level 4 Referee training program is for those that wish to start officiating as an official referee on junior or youth football matches. Upon completion of the theory section of a level 4 Referee course, they can register with their zone and start their refereeing career.

Level 3 (C4) Referee

The Level 3 Referee training program is for referees 16 years of age or older who have registered and are appointed to higher graded junior and youth matches on a regular basis. These referees enjoy what they are doing, show a level of commitment, want to continually improve and would like to officiate up to the lower levels of adult football. Many of these referees will create the base for Northern NSW Football's future referees at the highest levels.

Level 2 (T1) Referee

Level 2 referees have decided to focus strongly on their refereeing career. They attend training and coaching sessions on a regular basis. Completing the Level 2 Referee training program allows a match official to receive more advanced coaching in a group environment by highly regarded referee coaches. These referees have the qualification to officiate up to the penultimate level of football within Northern NSW (Northern League One) and show an aptitude towards developing their skills. This is the minimum level to be a referee in the national A-League Women's Competition.

Level 1 (T2) Referee

Level 1 referees are extremely dedicated to officiating and want to reach the highest level of refereeing in Northern NSW Football and beyond. These elite referees are professional in outlook and work ethic and are on the top referee panels within Northern NSW Football (officiating on the NPL Men's Competition). They are expected to be at every training session and are regarded as our leaders within the state's football refereeing community. This is the minimum level to be a referee in the national A-League Men's Competition.

7. Pre-Match Procedures

- Arrive at the ground **at least 30 minutes before your first fixture**. Notify relevant personnel if you will be arriving late (List of Club Contacts attached to back of handbook!)
- 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 made, bibs may be worn. ***
- 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 Local Community Referee's
- Provide or listen to pre-match instructions delivered by the referee to the referee 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.
- Check that each team has completed the Team Sheet and Team Officials sections (including listing the Team Officials & 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 note that Interdistrict Teams have up until the scheduled kick off time to complete a teamsheet. After this time only the referee can edit these details on behalf of a team. The Home Team 1 Duty Officer & The Away Team must supply 1 Duty Officer.
- 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

8. 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
- 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 sendoff, 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 Kaitlyn via email with all the details about the event.

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

Reportable Incidents

For matches which are on Squadi, Send Off Reports and Incident Reports are to be submitted via Squadi in the first instance. Newcastle Football may also request that subsequently to completing a report on Squadi an additional report to be completed via email.



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Referee Feedback

Gaining feedback from referees can assist Newcastle Football in ensuring that future matchdays are positive experiences for all referees. Feedback on the adherence of Club's to Zero Tolerance protocols, player, team official and spectator behaviour is also valuable information for the future allocation of referees. The following form can be completed to convey this information:

[Referee Match Day Experience Form](#)

Club Feedback

Club feedback assists the Newcastle Football in the referee allocation process, and for coaching purposes. Information and evidence regarding correct or incorrect decision making will be reviewed and considered. Details of incidents and video footage can then be used for coaching purposes to highlight the decision-making process and expected decision in each situation, allowing for greater future consistency across Newcastle Football competitions.

[Referee Feedback Form](#)

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9. List of Club details and Contacts

Club Name	Field Name/s	Club Secretary	Predominant Strip Colour
Adamstown Rosebud JFC	Adamstown Park Field 2	Margaret Walker 0413 660 207	Green & Red
Beresfield FC	Tarro Oval	Sue Allen 0417 027 049	Purple, Black & White
Broadmeadow Magic Youth FC	Myers Park	Jim Kacev 0429 525 444	RED & Balck
Cooks Hill	National Park 4 & 6	Matthew Helinski 0417 547 037	Black & White
Fletcher FC	Federal Park	Cheryl Shepherd 0417 663 722	Navy & Red
Hamilton Azzurri FC	Smith Park	James Sneesby 0401 581 599	Sky Blue & White
Hunter Simba F.C.	Tafe Oval No. 2	Obert Moyo 0411 951 657	Black & White
Kotara South FC	Nesbitt Park	Megan Babay 0401 196 024	Orange & Black
Lambton Jaffas JFC	Harry Edwards Oval	Jenny Bailey 0402 734 604	Yellow & Brown
Maryland Fletcher FC	Kurraka Reserve Fields	Cassie Burton 0408 219 018	Maroon, Gold & White
Mayfield United JSFC	Stevenson Park	Jasmine White 0400 979 883	Green & White
Mayfield United Senior FC	Mayfield Park	Krissy Marshall 0421 385 105	Dark Green & White
Medowie FC	Yulong Oval	Luke Radcliffe 0421 671 446	Gold & Black
Merewether Advance SFC	Jesmond Park	Jaidyn Lee 0431 435 277	Maroon & White
Merewether United FC	Myamblah Crescent Oval	Nicola De Jong 0420755182	Red & White
Minmi	Minmi Fields	Kannon Ford 0434 637 750	Sky Blue & Black
Nelson Bay FC	Tomaree Sports Complex	Danielle Hobbs 0468 331 087	Yellow, White & Black



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New Lambton FC	Novocastrian Park	Megan Payne 0403 500 921	Navy & Gold
Newcastle Croatia FC	Pasadena Crescent Oval	Matthew Young 0401 450 478	Red & White
Northumberland United FC	Heaton Park	Chad Mccarter 0428 558 995	Pink & Black
Raymond Terrace FC	King Park	Steph Munro 0421 390 117	Green, Yellow & Black
Seaham Bowthorne FC	Bowthorne Park	Daniel Walters 0414 907 030	Purple White & Black
Shortland United FC	Tuxford Park	Steve Beatty 0409 463 724	Green, Black & White
South Wallsend JSC	Walker Fields	Angela Milford 0448 063 860	Red & Yellow
Stockton Sharks FC	Corroba Oval	Teegan Bishop 0427 647 102	Blue & Red
Tilligerry United FC	Mallabula Sports Complex	Eustacia Moores 0413 361 772	Black & Green
University Of Newcastle FC	Ray Watt Oval	Oscar Brotherston 0409 559 097	Blue & White
Wallsend FC	Wallsend Oval	Ashlee Bain 0431 608 854	Red & White