



*Match Officials  
Policies and Procedures Manual  
January 2014*



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## **1. Introduction**

This document outlines the policies and procedures governing the development, qualification and registration of match officials throughout Australia. It is designed to complement the Australian Officiating Development Schedule (AODS).

### **1.1 Australian Officiating Development Schedule**

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Administrators supporting the development and qualification of match officials should refer also to the AODS as that document outlines the structure of the qualification system other information regarding national programs and structures together with the roles and responsibilities of National and State referee committees. Football Federation Australia (FFA) is recognised as the organisation responsible nationally for the development and qualification of match officials.

From time to time FFA may be required to make determinations regarding the development, qualification or registration of match officials that may not be included within this document or the AODS.

### **1.2 Responsibility and Delegation of Authority**

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The authorised FFA officer is responsible for the qualification of match officials, the provision of advice and making all determinations in relation to qualification as required.

FFA may delegate any of the roles and responsibilities contained within this document or the AODS to an individual or organisation at its sole discretion.

## 2. General Administration

### 2.1 Recognition of Overseas Qualifications

#### 2.1.1 Application process

From time to time accredited match officials from other national associations will relocate to Australia and wish to become involved. The following protocols are in place to guide the process.

Application for recognition of overseas qualifications must be made as follows:

Level of qualification	Responsible organisation
Recognition of Community qualification	Member Federation
Recognition of Advanced qualification	FFA

1. Match officials who have entered Australia on temporary or short-term visas, have gained Australian residency or citizenship may apply for recognition of their overseas qualifications.
2. Certificates or qualification cards can only be submitted if they were issued by a national association and should be translated into English.
3. Qualification must be current. This means that:
  - the date on the certificate must be less than four years prior to date of FFA receiving the application; or
  - the expiration date on a qualification card issued by the national association must be dated in the future.
 If there is no date on the certificate or qualification card a letter must be provided to FFA from the national association confirming that the qualification is current and the level at which the match official was involved with that national association.
4. The application process may include examination of the applicant's knowledge of the Laws of the Game and practical assessments in matches at the level determined by FFA. All such examinations and practical assessments will be conducted as determined by FFA.
5. If the application is successful the match official will be provided qualification:
  - expiring on 31 December in the year in which their original qualification was due to expire if they hold Australian residency or citizenship; or
  - for the duration of the stay during which their application was submitted if they have entered Australia on a temporary or short-term visa.

The match official will receive a letter confirming their FFA qualification and expiry date but will not receive a certificate. Their MyFootballClub record will also be updated to reflect their overseas referee qualifications.

#### 2.1.2 Revalidation of qualification gained under Recognition of Overseas Qualifications

To revalidate qualification gained under the Recognition of Overseas Qualifications provision the match official must meet the same minimum requirements for revalidation of qualification as other officials at the same level. If successful they will receive a letter confirming their new expiry date and this will be reflected in MyFootballClub.

#### 2.1.3 Exemptions

No exemptions will be given for applications made in accordance with Section 2.1 unless approved by the authorised FFA officer.

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## 2.2 Interstate Exchanges of Match Officials

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It is recognised that the exchange of match officials between Member Federations is a valuable opportunity to contribute to their development.

The management of interstate exchanges is the responsibility of the respective Member Federations' State Referees (Technical) Committee (SRC).

FFA may also seek the assistance of Member Federations and Competition Administrators to facilitate opportunities for members of the National Talent Pool to officiate interstate matches.

Exchanges can only occur if the match officials involved are currently registered as a match official within MyFootballClub.

If a match official wishes to officiate in another Member Federation they shall approach their SRC that then contact their appropriate counterparts.

If a Member Federation wishes to setup an exchange of match officials to officiate in another Member Federation then the approach is made to their appropriate counterparts.

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## 2.3 Overseas Exchanges of Match Officials and Visits by International Officials

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It is recognised that the opportunities for Australian match officials to officiate overseas and for international match officials to either officiate in Australia or undertake any other referee-related activity are valuable opportunities to contribute to the development of match officials.

It is important to note that any correspondence to any FIFA member association (except FFA) or Confederation including any referee body within those organisations must be done by FFA and not by any other Australian referee organisation.

Exchanges of match officials shall be managed through the respective Member Federation's SRC.

Exchanges can only occur if all match officials involved are currently registered as a match official within MyFootballClub.

"Form 001 - Overseas Exchanges and Visits by Overseas Official" is to be used for each application.

The following process is to occur:

1. The requesting individual or organisation (if the organisation is not a Member Federation) completes *Form 001* and lodges the application with their Member Federation. The form must be lodged with the Member Federation no later than 60 days prior to the exchange or visit commencing.
2. The Member Federation recommends that the application be approved or denied and any reasons for such a recommendation.
3. The Member Federation forwards *Form 001* to FFA.
4. FFA will review the application and may seek additional information or documentation.
5. FFA will inform the Member Federation whether the application has been approved.

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## 2.4 Recognition of Current Competency or Recognition of Prior Learning

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Match officials who feel they have the competencies to fulfil the requirements of a unit within a training program can request to be granted Recognition of Current Competency (RCC) or Recognition of Prior Learning (RPL).

RCC or RPL can only be granted where the match official can provide documentary evidence that they meet the requirements for a unit. RCC or RPL cannot be granted in recognition of expired qualification or for entire courses.

For example a physiotherapist may be granted RCC against the Level 2 Referee unit regarding *Fitness for the Match Official*.

All copies of qualification documentation must be certified as true copies of the original documents. Certified copies will only be accepted in hard copy by mail or in person.

### 2.4.1 RCC or RPL applications for Referee programs

Application for RCC or RPL for Referee training program units must be made as follows:

Level of qualification	Responsible organisation
Recognition for Community qualification	Member Federation
Recognition for Advanced qualification	FFA

1. The application must be in writing to the responsible organisation and include copies of appropriate documentation or certification to support the application.
2. The application must be submitted no later than 20 working days prior to the commencement of the training program.
3. The responsible organisation shall advise the applicant of the outcome of application no later than 10 working days after receiving the application providing all required documentation was supplied with the original application.

### 2.4.2 RCC or RPL applications for Assessor or Instructor programs

Application for RCC or RPL for Assessor or Instructor training program units must be made as follows:

1. The application must be in writing to FFA and include copies of appropriate documentation or certification to support the application.
2. The application must be submitted no later than 20 working days prior to the commencement of the training program.
3. FFA shall advise the applicant of the outcome of application no later than 10 working days after receiving the application providing all required documentation was supplied with the original application.

### 2.4.3 RCC applications for prior examination results

Where a match official undertakes more than one training program during a single calendar year (i.e. between 1 January and 31 December) the result of an examination undertaken earlier in the calendar year may be taken into account instead of the individual being required to undertake an examination as part of subsequent courses. This is referred to as an “*examination credit*”.

For the avoidance of doubt an “*examination*” means all components of an examination (refer Section 2.7).

For example if an individual attains the pass mark for written and video components but does not attain the pass mark for the multiple choice component then they cannot be granted an examination credit for future use until they attain the pass mark for the multiple choice component.

A qualification examination credit is only valid if:

- The pass mark attained for the examination is equal to or higher than the pass mark required for the subsequent examination; and
- The examination is in exactly the same format as the subsequent examination; and
- The application for permission to use the examination credit must be approved in writing by FFA prior to the commencement of the subsequent training program.

FFA has the ultimate discretion as to whether an individual can use an examination ‘credit’.

For example a match official undertakes the Level 2 Assessor training program and attains marks of 85% for the examination in that training program. If they subsequently undertake the Level 1 Referee course in the same calendar year they are not required to undertake the examination unit of that training program and they will be automatically deemed competent for that unit.

However, if a match official undertakes the Level 3 Referee training program and attains marks of 85% in those examinations those marks cannot be used as examination credit for the examination unit of a Level 2 Referee training program. This is due to the examinations having different numbers of questions.

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#### **2.4.4 Expired qualification**

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Any match official qualification that was obtained more than four years prior to the date of application will not be accepted by FFA as the basis for RCC or RPL.

Applicants who wish to gain FFA Referee, Assessor or Instructor qualification after their qualification has expired will need to undertake the appropriate level of training program to gain that qualification.

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#### **2.4.5 Exemptions**

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No exemptions will be given for applications made in accordance with Section 2.4 unless approved by the authorised FFA officer.

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### **2.5 Returning to Active Officiating**

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#### **2.5.1 Match Officials with current qualification**

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Match officials who return to active officiating after a break of two or more years and whose FFA qualification is current must satisfy FFA that their knowledge, interpretations and applications of the Laws of the Game meet the current competencies for their classification. This may include examinations and practical assessments in matches.

Returning officials whose qualification is current shall retain the qualification they previously held (e.g. Level 3 Futsal Referee, Level 1 Referee, Level 2 Assessor, etc.) and the qualification shall maintain the original expiration date.

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#### **2.5.2 Match Officials with expired qualification**

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Match officials who wish to return to active officiating whose qualification has expired must successfully complete the appropriate training program to gain qualification.

No applications for RCC or RPL will be accepted by FFA where the qualification was obtained more than four years prior to the date of application.

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#### **2.5.3 Exemptions**

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No exemptions will be given for applications made in accordance with Section 2.5 unless approved by the authorised FFA officer.

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### **2.6 Distance Education**

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Potential applicants are encouraged to approach the relevant Member Federation for details of possible arrangements to provide access to courses or specific units by home study and distance education. FFA gives in principle support for such arrangements. However, it may still be necessary for participants to undertake some or most training program elements away from their home base.

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### **2.7 Laws of the Game Examinations**

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#### **2.7.1 Examination Instructors**

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Examinations for community referee qualifications may only be conducted by Instructors approved by the Member Federation.

Examinations for all other qualifications may only be conducted by Instructors approved by FFA.

In all cases the examinations will be conducted by Instructors who hold current qualification at the levels specified for the respective training program unless approved otherwise in writing by FFA.

A fee may be charged to individuals undertaking examinations.



## 2.7.2 Format and timeframes

Examinations are comprised of one or more components. These components are:

- Written questions
- Multiple choice questions
- Video incidents

The content of examinations and the required pass marks to be deemed competent depend on the level of qualification.

Where a training program is currently underway - including any re-attempts of examinations - the examination structure and protocols in place at the commencement of that program shall remain in place.

Qualification	Pass Mark	Gaining Qualification			Revalidating Qualification		
		Video Incidents	Written Questions	Multiple Choice	Video Incidents	Written Questions	Multiple Choice
Level 1 Referee	85%	20 incidents 15 mins*	10 questions 20 mins	40 questions 40 mins	20 incidents 15 mins*	none	20 questions 20 mins
Level 2 Referee	80%	20 incidents 15 mins*	10 questions 20 mins	20 questions 20 mins	20 incidents 15 mins*	none	20 questions 20 mins
Level 3 Referee	70%	20 incidents 15 mins*	5 questions 10 minutes	20 questions 20 mins	20 incidents 15 mins*	none	20 questions 20 mins
Level 4 Referee		no examination			no examination		
Laws of the Game	70%	none	none	40 questions no time limit	no revalidation available		
Futsal Level 3 Referee		no examination			none	none	20 questions 20 mins
Futsal Laws of the Game	70%	none	none	40 questions 40 mins	no revalidation available		
Level 1 Assessor	85%	20 incidents 15 mins*	10 questions 20 mins	40 questions 40 mins	20 incidents 15 mins*	none	20 questions 20 mins
Level 2 Assessor	80%	20 incidents 15 mins*	10 questions 20 mins	20 questions 20 mins	20 incidents 15 mins*	none	20 questions 20 mins
Level 3 Assessor	70%	20 incidents 15 mins*	5 questions 10 minutes	20 questions 20 mins	20 incidents 15 mins*	none	20 questions 20 mins
Level 2 Instructor	85%	20 incidents 15 mins*	10 questions 20 mins	40 questions 40 mins	20 incidents 15 mins*	none	20 questions 20 mins
Level 3 Instructor **		no examination **			no examination **		

\* Time allowed for this examination is nominally 15 minutes. However, this may vary by 2-5 minutes depending on length of the actual incident videos.

\*\* Providing the Instructor is active in accordance with the *AODS & MOPPM* and maintains their Level 3 Assessor qualification (or higher) they will retain the Level 3 Instructor qualification without requiring separate examinations.

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### 2.7.3 Number of attempts

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Participants shall have a maximum of three attempts at completing any Laws of the Game examination as part of either a training program or revalidation of qualification.

If after the third attempt a participant has not met the level required to be deemed competent they may be required to undertake the course again.

Unless specified elsewhere:

Second examination attempt can be undertaken a minimum of 28 days following the first attempt.

Third examination attempt can be undertaken a minimum of 56 days following the second attempt.

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### 2.7.4 Examination papers

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For all advanced programs the marked examination papers are to be provided in soft-copy format to the organisation that conducted or managed the program.

FFA may request copies of marked examinations at any time for quality assurance purposes.

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## 2.8 Appeals Process

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A participant who is dissatisfied with the decision of a referee organisation's determination of qualification and is unable to resolve the problems within the referee organisation may submit a written appeal to their Member Federation. The appeal should include all relevant documentation and must reach the Member Federation within 28 days of the date of original determination.

The Member Federation will process the appeal and provide the participant with a decision within 21 days of the date of the appeal.

The participant may appeal the Member Federations decision to the National Referees Technical Committee. The processes must follow those set down in the FFA Appeals processes.

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## 2.9 National Tournaments

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The following terms are used to describe arrival to and departure from national tournaments.

Day of Arrival           the afternoon prior to the first day of play.

Day of Departure       the morning after the last day of play in tournament.

FFA staff will normally be available in the host city from day of arrival to day of departure.

Generally FFA is responsible for:

- Accommodation between standard check in time on day of arrival until standard checkout time on day of departure;
- Meals (breakfast, lunch and dinner) from dinner on day of arrival until breakfast on the day of departure;
- Transport to / from the referee group's accommodation and the playing venue;
- Supervision of match officials between arrival at referee group's accommodation on day of arrival until departure on day of departure.

### 2.9.1 National Youth Tournaments

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#### Nominations

Nominations will be sought from Member Federations for suitable match officials for the following national tournaments:

Tournament	Nomination deadline
National Youth Championships for Girls	31 March
National Youth Championships for Boys	30 June

All match officials being nominated:

- must be listed as holding current Level 3 Referee (or higher) qualification in MyFootballClub; and
- have passed a fitness test as determined by FFA;
- should be between the ages of 17 and 21 at the commencement of the respective tournament;
- must be registered in MyFootballClub as a referee for a recognised referee group for the current outdoor winter season

Each team travelling to these tournaments consists of 20 people - 16 players, 1 coach, 1 manager, 1 physiotherapist and 1 match official.

Member Federations are entitled to send one match official per team that they are sending to these tournaments. However, Member Federations may nominate more than their quota with all nominations in rank order for each age group to guide FFA in their selection.

FFA has specified deadlines for nominations (refer above table) and completed information forms must be submitted by that date.

Late nominations and information forms may not be accepted by FFA if received after the specified deadline.

Where Member Federations do not nominate their full quota by the specified deadline additional match officials may be sought from other Member Federations.

#### Member Federations Responsibilities

Member Federations are responsible for:

- transport of their match officials to and from their home to the referee group's accommodation in the host city;
- supervision, accommodation, meals and transport to/from the referee group's accommodation if their teams arrive prior to day of arrival or depart after day of departure.

### 2.9.2 Other National Tournaments

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#### Selection of Match Officials

FFA will select match officials from the National Talent Pool for the following national tournaments:

- Secondary Schools Championships (Boys and Girls Under 19);
- National Training Centre Challenge (Boys and Girls).

#### Logistics

FFA will be responsible for provision of accommodation, meals and transport of match officials for these tournaments.

### 2.9.3 Appointment of Match Officials to games

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While Member Federations may nominate match officials to specific age groups, FFA coaching staff at the tournament will appoint match officials to games they feel are best suited for each official.

### **3. Registration of Match Officials**

#### **3.1 Registration Process**

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The registration of match officials is governed by FFA's National Registration Regulations.

Referees who will be actively officiating register on an annual or seasonal basis in the MyFootballClub online registration system.

From 2014 all match officials shall register in MyFootballClub utilising the self-registration process.

#### **3.2 Non-active Members**

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Non-active members - i.e. individuals who hold a position on a committee (e.g. Branch Secretary, etc.) or have an honorary title (e.g. Life Member) - are not to be registered in MyFootballClub as a match official unless they are actively officiating. They should instead register selecting the appropriate 'role' on the system.

#### **3.3 Registration Fee**

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FFA does not charge a National Registration Fee (NRF) to match officials. However referee groups may charge a registration or membership fee.

## **4. Match Officials Qualifications**

FFA qualification acknowledges that the holder is recognised as a match official who can be appointed to officiate in sanctioned matches, conduct training programs or undertake practical assessments of match officials depending on the type and level of qualification held.

### **4.1 Qualifications Database**

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From 1 January 2013 all match official qualifications have been managed through MyFootballClub. The data held within MyFootballClub shall be the only record of qualification held by any match official that will be recognised by FFA. This data may also be provided to the Australian Sports Commission.

If qualification information is not recorded in MyFootballClub then for all intents and purposes any qualification shall not be recognised.

### **4.2 Length of Qualification**

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Qualification of match officials is valid for a maximum four year period calculated from the date of the commencement of the training program.

For the avoidance of doubt, if a training program commences on 21 March 2014 but practical assessments are not completed until 2 July 2015 the qualification will expire on 31 December 2017.

This manual together with the AODS outlines the protocols and procedures match officials need to undertake to revalidate their qualification every four years.

Where a recommendation for the revalidation of qualification is made the match official must meet all of the requirements for the revalidation of that qualification.

FFA may at its ultimate discretion refuse to accept the recommendation or may make a determination for revalidation of qualification that may include but not be limited to revalidation at a lower level of qualification or no revalidation of qualification.

### **4.3 Qualification Data - Member Federation Responsibilities**

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Member Federations are required to maintain an accurate record of all match officials that attend a training program including the results of any examination or practical assessments that were undertaken:

FFA will provide templates that will assist Member Federations in this task. .

### **4.4 Revalidation of Qualifications**

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All applications for revalidation of community qualifications are made through the respective Member Federation.

All applications for revalidation of advanced qualifications must be made through FFA unless advised otherwise in writing.

### **4.5 Laws of the Game Examinations**

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Also refer Section 2.7 "*Laws of the Game Examinations*".

Examinations undertaken as part of the revalidation process are required to be in the same format and with the same pass mark as those for the training programs current at the time the examination is undertaken. The examinations must be conducted between 1 January and 31 October in the final year of a qualification.

In all cases the examinations must be conducted by Instructors who hold current qualifications at the level specified within the respective training program unless otherwise approved by FFA.

### **4.6 Member Federation Referee Staff and SRC Members**

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Where the a qualification of a Member Federation referee staff or member of a Member Federation's State Referees Committee is due for revalidation the application shall be made direct to FFA including the provision of all required supporting documentation.

## 4.7 Qualification Status

### 4.7.1 Current and expired qualification

There are two statuses of qualification.

Status	Comments
Current	Match official qualification is current for a maximum of four years calculated from the commencement date of the training program. All qualifications end on 31 December. Until that date qualification is deemed to be <b>current</b> unless the qualification is revoked by FFA prior to that date.
Expired	If the revalidation of qualification has not been finalised by the expiration date the qualification shall be deemed to have <b>expired</b> . Expired qualification cannot be revalidated and the match official must undertake the appropriate level of training program to gain qualification.

For example, a referee successfully passed a Level 3 Referee training program that commenced on 12 March 2011. The qualification shall be **current** until 31 December 2014.

If the revalidation process for that qualification has not been finalised by 31 December 2014 the qualification is deemed to have **expired**. Expired qualifications cannot be revalidated.

### 4.7.2 Appointment to officiate or officiating in matches

Only match officials who hold a current Referee qualification and whose registration as a match official in MyFootballClub for the current season is marked as “Active” should be appointed to or officiate in any sanctioned match.

Match officials whose Referee qualification has expired should not be appointed to officiate in any match.

Holders of *Laws of the Game* or *Futsal Laws of the Game* qualifications are not qualified to officiate and cannot be appointed to officiate in any matches except for Miniroos.

## 4.8 Revalidation of Referee Qualifications

In addition to the *required activities* outlined in the AODS the Referee must remain active in the appropriate level of competition to maintain their level.

- For a Level 1 Referee this means being a Referee or Assistant Referee in the top level of competition within their Member Federation or at National level or in a competition approved by FFA.
- For a Level 2 Referee this means being a Referee or Assistant Referee in the top level of competition within their local Association/Zone/Region or at the penultimate level of competition within their Member Federation or in a competition approved by FFA.

### 4.8.1 Match assessments

Where a referee is required to pass a match assessment as part of their revalidation of qualification these assessments must be performed by Assessors who must hold current Assessor qualification at the levels specified for the respective training program unless approved in writing by FFA.

### 4.8.2 Revalidation process

#### Level 4 Referee

There is no formal assessment required to revalidate a Level 4 Referee qualification. They need only to be deemed competent to officiate in the appropriate level of matches.

#### Level 3 Referee

The revalidation is performed by the referee group through which the referee is registered with FFA. This would normally be performed by the branch or organisation technical committee. Refer to Section 2.7 regarding examinations.

Referees must:

- successfully pass the current Level 3 Referee Laws of the Game examinations ; and
- be deemed competent to officiate in the appropriate level of matches.

The following steps need to be undertaken by the referee group to revalidate their members' qualification during the last year of their members' qualification providing that they are recommending them for revalidation:

1. Forward the list of referees, utilising the standard templates provided by FFA, who have met the specified requirements to their respective Member Federation.
2. The Member Federation will collate these details and forward to FFA utilising the standard templates provided by FFA by 31 October each year.

### **Level 2 and Level 1 Referees**

The revalidation is performed by the Member Federation's State Referees Committee. Refer to Section 2.7 regarding examinations.

Referees must:

- a) successfully pass the specified Laws of the Game examinations; and
- b) be deemed competent to officiate in the appropriate level of matches.

The following steps need to be undertaken by the State Referees Committee to revalidate their members' qualification during the last year of their members' qualification providing that they are recommending them for revalidation:

1. Forward a list of referees, utilising the standard templates provided by FFA, who have met the specified requirements to FFA by 31 October each year.

## **4.9 Revalidation of Assessor qualifications**

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In addition to the *required activities* outlined in the AODS the following requirements must be met by all Assessors:

- a) The Assessor must have remained active to maintain their status; and
- b) If the Assessor does not conduct any assessments at the appropriate level over a two-year period during the four years of their qualification they lose their Assessor status and are required to successfully complete the appropriate Assessor course prior to regaining their Assessor status; and
- c) Assessors must have demonstrably complied with all FFA directions regarding the training, education and coaching of match officials.

### **4.9.1 Running sheets and match reports**

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Running sheets and match reports are required to be submitted to be reviewed.

When reviewing the running sheets and match reports the reviewer must ensure that they meet the same assessment standards and criteria as required for the respective level of qualification as the current training program for that qualification.

### **4.9.2 Revalidation process**

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#### **Level 3 Assessors**

The revalidation is performed by the referee group through which the assessor is registered with FFA. This would normally be performed by the branch or organisation's technical committee. Refer to Section 2.7 regarding examinations.

Assessors must:

- a) Complete "*Form 004 - Application for Revalidation of Assessor Qualification*"; and
- b) Provide copies of *Running Sheets* and *Feedback Forms* as required; and
- c) successfully pass the current Level 3 Assessor Laws of the Game examinations; and
- d) be deemed competent to assess in the appropriate level of matches.

The referee group must review at least one set of match reports - i.e. Running Sheet and Feedback Form - from each assessor.

The following steps need to be undertaken by the referee group to revalidate their members' qualification during the last year of their members' qualification providing that they are recommending them for revalidation:

1. Forward the list of assessors, utilising the standard templates provided by FFA, who have met the specified requirements to their respective Member Federation.
2. The Member Federation will collate these details and forward to FFA utilising the standard templates provided by FFA by 31 October each year.

### **Level 2 and Level 1 Assessors**

The revalidation is performed by the Member Federation's State Referees Committee. Refer to Section 2.7 regarding examinations.

Assessors must:

- a) Complete "*Form 004 - Application for Revalidation of Assessor Qualification*"; and
- b) Provide copies of *Running Sheets* and *Coaching Reports* as required; and
- c) successfully pass the specified Laws of the Game examinations; and
- d) be deemed competent to assess in the appropriate level of matches.

The State Referees Committee must review at least two sets of match reports - i.e. *Running Sheet* and *Coaching Report* - from each assessor for each year they were actively assessing.

The following steps need to be undertaken by the State Referees Committee to revalidate their members' qualification during the last year of their members' qualification providing that they are recommending them for revalidation:

1. Forward the list of assessors, utilising the standard templates provided by FFA, who have met the specified requirements to FFA by 31 October each year.

### **4.9.3 Recommendation for revalidation**

If running sheets or match reports do not meet the competency requirements for the appropriate level of Assessor qualification the reviewer may recommend the granting of:

- a) provisional qualification at the same level for a maximum period of two years; or
- b) qualification at a lower level for a four-year period.

Should provisional qualification be recommended:

1. FFA shall assign a mentor to work with the applicant during the provisional period to improve the quality of their running sheets and match reports;
2. the applicant shall provide one running sheet and match report every three months to the mentor to be reviewed;
3. at the conclusion of the provisional period the assigned mentor shall recommend to FFA:
  - a) revalidating qualification at the original level of qualification for a maximum four-year period from the expiry date of the original qualification; or
  - b) granting a four-year qualification at a lower level of qualification for a maximum four-year period from the expiry date of the original qualification.

### **4.10 Revalidation of - Instructor Qualifications**

The *required activities* are outlined in the AODS. Generally the 'active officiating' for instructors are as follows:

- A Level 3 Instructor needs to conduct an average of one FFA training program every year during their minimum of two active years out of the four years of their qualification.
- A Level 2 Instructor needs to conduct an average of two FFA training programs every year during their minimum of two active years out of the four years of their qualification. If they do not meet this requirement but do meet the requirements for a Level 3 Instructor they may be qualified at that level.

Instructors must also have demonstrably complied with all FFA directions regarding the training, education and coaching of match officials.



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### 4.10.1 Application process

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1. The application is made to FFA by completing “*Form 005 - Application for Revalidation of Instructor Qualification*”.
2. The application must be accompanied by all required information to support the revalidation application. This will normally be their Officials Log(s) plus other documentation including copies of course registers and course evaluation forms for courses conducted.
3. FFA will review applications and advise the outcome to the applicant and their Member Federation.

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### 4.11 Qualification Fee

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FFA introduced a qualification fee for match officials effective 1 November 2010.

This fee is charged when an individual:

- attends one of the following training program:
  - Level 4, Level 3, Level 2 and Level 1 Referee;
  - Level 3, Level 2 and Level 1 Assessor
- revalidates their Referee qualification.

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#### 4.11.1 How is the fee paid by an individual?

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The fee should be included in the price participants pay to undertake any of the listed training programs or when the referee is undertaking the LOTG examination to revalidate their qualification.

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#### 4.11.2 How is the fee paid to FFA?

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FFA will invoice the Member Federation for the total amount of the qualification fee for match officials who have undertaken a training program on a quarterly basis.

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### 4.12 Fees, Instructor Payments and Refund Policy

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#### 4.12.1 Training Program fees

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A fee may be charged for any training program and must be paid prior to the program commencing. Placement on a training program can only be confirmed once payment has been received.

The fee is set by the organisation conducting the training program.

The fee will vary depending on the course being undertaken and includes: participant’s workbook & resources, FFA database registration and the FFA qualification fee. Additional materials may also be supplied or made available to purchase.

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#### 4.12.2 Reassessment fees

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A fee may be charged to be reassessed against the assessable components in a program. The fee is payable to Assessors/Instructors as follows:

- Where an Assessor is required to view a match and/or review match reports.
- Where an Instructor is required to conduct or mark an examination.

The maximum fee to be paid for each reassessment is documented in this Section.

### 4.12.3 Instructor payments

Instructors are entitled to receive payment for conducting a training program.

There are two levels of fees depending on the program being delivered and the level of Instructor:

Level of Course	Payment Schedule
Level 4, 3 and 2 Referee Level 3 and 2 Assessor Level 3 Instructor	\$35 per hour of classroom time, practical sessions and preparation paid by the organising refereeing body.
Level 1 Referee Level 1 Assessor Level 2 Instructor	\$400 per day (8 hours) of classroom time, practical sessions and preparation (paid by FFA)

Where the delivery mechanism of a program results in less classroom time or practical sessions - for example some of the theory component is done by home study, online course delivery etc. - or an instructor is not in attendance for a full day, then the payment to the instructor may be made pro rata to reflect the time spent with the participants.

The recommended fees to be paid to Instructors or Assessors are documented in the following table.

Training Program	payment to instructor (per instructor)	FFA qualification fee paid (inc GST) when		maximum fee chargeable (inc GST) for each reassessment of		
		attending training program	revalidating qualification	LOTG examination	practical component	
Referee	Level 4	\$280	\$22	\$22	\$10	nil
	Level 3	\$280	\$22	nil	\$10	\$20
	Level 2	\$280	\$22	\$22	\$25	\$50
	Level 1	\$400	\$22	\$22	\$25	\$50
	Futsal Laws of the Game	\$280	nil	revalidation not available	\$10	none required
	Level Futsal 3	\$280	\$22	\$22	\$10	Nil
Assessor	Level 3	\$280	\$22	nil	\$10	\$20
	Level 2	\$420	\$22	nil	\$25	\$50
	Level 1	\$800	\$22	nil	\$25	\$50
Instructor	Level 3	\$280	nil	nil	\$10	none required
	Level 2	\$800	nil	nil	\$25	\$50

NOTE: Where Assessors or Instructors need to attend or conduct a standalone re-examination or reassessment of a practical component they are entitled to a fee of no less than 75% of what the organisation charges the participant(s) for that re-examination or reassessment of a practical component.

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#### **4.12.4 Refund policy**

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It is strongly recommended that Member Federations adopt and publicise a refund policy.

The following refund policy applies to courses conducted by FFA:

Full or partial fees paid by participants may be refunded if written notification of withdrawal from the training program is received by the organiser, as follows:

- Up to 30 days prior to commencement date of training program - full refund.
- Up to 14 days prior to commencement date of training program - 50% refund.
- Less than 14 days prior to commencement date of training program - no refund.

## **5. Training Program Administration**

The following section details the administrative requirements for the conduct of all training programs.

From January 2014 MyFootballClub will be used to administer all training programs.

### **5.1 Conduct of Training Programs**

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#### **5.1.1 Training program prerequisites**

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It is the responsibility of the organiser of the training program to ensure that all participants on training programs meet the prerequisites as outlined in the AODS or as by FFA from time to time.

Should a participant not meet the prerequisites to undertake a training program FFA reserves the right to withhold the qualification until such time as the participant meets the prerequisites.

Only the responsible FFA officer shall be entitled to override or waive any prerequisites for a participant to be registered on or participate in a training program.

#### **5.1.2 Qualified individuals**

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Only appropriately qualified individuals, as outlined within the AODS and this document, can deliver training programs, conduct and mark examinations and assess match officials as part of a training program, as part of the revalidation of qualification or as part of the ongoing maintenance of a match official's qualification.

#### **5.1.3 Instructors**

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Only Instructors holding current Instructor qualifications or individuals approved by FFA can deliver training programs and only these individuals may present modules directly relating to the Laws of the Game and interpretations thereof.

Specialist presenters may be invited to present individual modules where the presenter has specific professional qualifications in the area directly related to the content of the module.

For example a qualified physiotherapist may present a module regarding the physical training of match officials or injury management.

#### **5.1.4 Examinations**

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Only currently accredited Instructors or individuals approved by FFA can conduct examinations of a match official's knowledge of the Laws of the Game.

FFA shall appoint the Instructors or individuals to conduct examinations for all examinations of the Laws of the Game for advanced level qualifications.

#### **5.1.5 Match assessments**

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Only currently accredited Assessors or individuals approved by FFA can conduct assessments of a match official's performance during a match.

FFA shall appoint the Assessors or individuals to conduct all match assessments for advanced level qualifications.

#### **5.1.6 Payment of Instructors and Assessors**

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Instructors and Assessors are entitled to payment as outlined in this document (refer section 4.12.4).

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### 5.1.7 Essential requirements

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- a) All courses must be conducted in accordance with the requirements in the *AODS* and this document.
- b) The appointed Instructor(s) must only use FFA provided or approved resources and course material.
- c) The appointed Instructor(s) must be aware that if the training program is conducted outside the guidelines provided by FFA or with non-approved resources or course material, the results of the training program may not be approved, and the Instructor's qualification may be revoked.
- d) Instructors are to record participant attendance for each unit within a training program.
- e) At the conclusion of the training program, the Instructor is responsible for the timely return of required data and results to the organisation conducting the training program.
- f) Instructors should only be paid for conducting a course once all required paperwork and data is provided at the conclusion of the training program.

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## 5.2 Notification and Approval of Programs

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It is vital that FFA and Member Federations are aware of the match official training programs that are conducted. This ensures that adequate resources are available for use as required, appropriate Instructors are appointed and the correct data is available for use in reports to various bodies including the Australian Sports Commission.

To assist in this process all training programs should be notified to and approved by either the SRC or FFA in accordance with the responsibilities outlined in this document.

Member Federations may set their own local processes for the management of community level Referee training programs.

All other courses including Advanced level Referee, all Assessor and all Instructor courses are only to be conducted after being approved by FFA.

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## 5.3 Registration of Participants

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FFA shall provide all Member Federations with participation register template to be used to administer participation on training programs. These may be used by Member Federations that are centrally managing training programs on behalf of local associations, zones or branches. Generally all administration of a training program should be done directly within MyFootballClub.

The register shall contain all the information regarding the training program including:

- Training program information including date(s), venue, Instructors/Assessors and fee to be charged.
- Participant information including personal details, attendance at each unit and final competency in examinations and/or practical assessments.

The register is to be completed by the Instructor conducting the training program and then returned to the Member Federation or FFA by the course Instructor together with all required documentation in accordance with the timelines outlined in this document.

## 5.4 Responsibilities

The following table documents the responsibilities for various aspects of administration of courses.

Training Program	Requested by	Approved by	Conducted by	Certificates issued by	Documentation returned to	
Referee	Level 4	referee group / MF	n/a	referee group / MF	MyFootballClub	n/a
	Level 3	referee group / MF	n/a	referee group / MF	MyFootballClub	n/a
	Level 2	referee group / MF	FFA	MF / FFA	MyFootballClub	MF / FFA
	Level 1	MF / FFA	FFA	FFA	FFA	FFA
	Futsal Laws of the Game	referee group / MF	n/a	referee group / MF	MyFootballClub	n/a
	Level 3 Futsal	referee group / MF	n/a	referee group / MF	MyFootballClub	n/a
Assessor	Level 3	referee group / MF	MF	MF	MyFootballClub	n/a
	Level 2	MF	FFA	MF / FFA	MyFootballClub	MF / FFA
	Level 1	FFA	FFA	FFA	FFA	FFA
Instructor	Level 3	MF	FFA	MF / FFA	MyFootballClub	MF / FFA
	Level 2	FFA	FFA	FFA	FFA	FFA

Where FFA is required to issue certificates this will occur once FFA has determined that all requirements have been met to its satisfaction and whether a qualification is issued.

## 5.5 Administrative Processes to Conduct Programs

### 5.5.1 Closure of registrations and pre-course documentation

FFA recommends that registrations to attend training programs close at least seven (7) days prior to the commencement of the program.

This allows time to send materials to the participants (Resources and Workbook documents) by email to undertake any pre-course units or research as well as reminding them of the venue, date(s) and time(s) and what to bring with them.

In the case of Level 3 Instructor the topic for their presentation should be sent at the same time.

### 5.5.2 Laws of the Game

NOTE that as of 1 January 2014 the *Laws of the Game* training program is undertaken through the online FFA resources - [laws.myfootballclub.com.au](http://laws.myfootballclub.com.au).

Individuals who wish to undertake the Level 4 Referee training program are required to undertake all modules of the online Laws of the Game before attempting the examination consisting of 40 multiple choice questions. Once they pass the examination they must then present their certificate prior to undertaking the Level 4 training program.

If they fail both of the two available online examinations, the local referee group, Zone, Association or Member Federation can offer them an opportunity to sit another examination of the same format.

### 5.5.3 Level 4 Referee, Level 3 Referee and Futsal Laws of the Game and Level 3 Futsal Referee

These training programs are generally conducted by a referee group, Zone, Association or Member Federation (referred to as “organiser” in the table below. In some areas they may require approval from a Member Federation to be conducted.

Step	Timing	Function	Responsibility
1	Pre Course	Request the training program by completing <i>Form 008</i> and forward to your Member Federation; OR Create training program in MyFootballClub including appointment of instructor(s).	organiser
2	Pre Course	Participants register and either pays online or manually (as determined by the organiser).	participant
3	On Course	Training program conducted in accordance with AODS and this document. Any required documentation is then provided to the organiser.	instructor
4	Post Course	Participant results entered. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required for each participant to progress towards gaining the qualification.	instructor / organiser
5	Post Course	Qualification confirmed providing all requirements of the training program have been satisfied and certificate issued.	organiser

### 5.5.4 Level 2 (Theory) Referee

These training programs are generally conducted by Member Federations. Individual referee groups, Zones or Associations may request one of these training programs to be conducted in their local area.

Step	Timing	Function	Responsibility
1	Pre Course	Request the training program by completing <i>Form 008</i> and forward to your Member Federation; OR Create training program in MyFootballClub and request approval of instructor(s) from FFA.	organiser
2	Pre Course	Participants register and pay online.	participants
3	On Course	Training program conducted in accordance with AODS and this document. Review of Workbooks to be provided to MF within 21 days of training program. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required for each participant to progress towards gaining the qualification.	instructor
4	Post Course	Participant results entered. Copies of examinations held by MF for at least two years.	organiser
5	Post Course	Qualification confirmed providing all requirements of the training program have been satisfied and certificate issued.	FFA

### 5.5.5 Level 2 Referee

6	Post Course	Undertake the Practical Assessments required with a Level 2 or Level 1 Assessor assigned by MF.	Participant / MF
7	Post Course	Program Folder provided to MF for review.	participant
8	Post Course	Results of match assessments provided to MF. Result of Program Folder review provided to FFA	MF
9	Post Course	Qualification confirmed providing all requirements of the training program have been satisfied and certificate issued.	FFA

### 5.5.6 Level 1 (Theory) Referee

Step	Timing	Function	Responsibility
1	Pre Course	Request the training program. A minimum of four participants are required for a program to be conducted unless it is conducted on the same weekend as the MF's pre-season seminar.	MF
2	Pre Course	Create training program in MyFootballClub including appointment of instructor(s).	FFA

The following steps are only performed if approval is granted.

3	Pre Course	Participants register and pay online no later than 6 weeks prior to commencement of training program.	Participant
4	On Course	Training program conducted in accordance with AODS and this document. Results of examinations and soft-copies of examination papers provided to FFA within 10 days of training program. Review of Level 1 Theory) Referee Workbooks by the instructor(s) is not required as they form part of the Program Folder. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required for each participant to progress towards gaining the qualification.	Instructor
5	Post Course	Participant results entered. Copies of examinations held by FFA for at least two years. Qualification confirmed providing all requirements of the training program have been satisfied and certificate issued.	FFA

### 5.5.7 Level 1 Referee

6	Post Course	Undertake the Practical Assessments required with a Level 1 Assessor assigned by MF.	Participant / MF
7	Post Course	Program Folder provided to MF for initial review.	Participant / MF
8	Post Course	Program Folder provided to FFA via email for final review.	MF / FFA
9	Post Course	Qualification confirmed providing all requirements of the training program have been satisfied and certificate issued.	FFA

### 5.5.8 Level 3 Assessor

This program is designed to be conducted over a single day and includes a practical assessment of a match (between U15 and adult).

There is approximately 5.5 hours of theory prior to attending the match. The match kick-off time will determine the start time of the theory session.

For example if the match commences at 3.00pm the theory session must need to start at 9.00am.

Step	Timing	Function	Responsibility
1	Pre Course	Request the training program by completing <i>Form 008</i> and forward to your Member Federation; OR Create training program in MyFootballClub including appointment of instructor(s).	organiser
2	Pre Course	Participants register and pay online no later than 2 weeks prior to commencement of training program.	participant
3	Pre Course	Organiser ensures that a suitable match is available for Unit 10 practical assessment for the instructor and participants can attend. Preferably with seating available at the ground.	organiser
4	On Course	Course conducted in accordance with AODS and this document. This includes both theory and practical assessment. Any required documentation provided to the organiser. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required for each participant to progress towards gaining the qualification.	Instructor
5	Post Course	Participant results entered. Qualification confirmed providing all requirements of the training program have been satisfied and certificate issued.	organiser



### 5.5.9 Level 2 Assessor

These training programs are generally conducted by Member Federations. Individual referee groups, Zones or Associations may request one of the training programs to be conducted in their local area.

This program is designed to be conducted over a single weekend and includes a practical assessment of a suitable senior match preferably at the second highest level of State competition or one approved by FFA.

The first session of theory comprises approximately 4 hours prior to attending the match (Unit 6). The match kick-off time will determine the start time of the first theory session.

For example if the match commences at 5.00pm the theory session would start at 12.00 noon to allow travel time between venues.

The second day of theory comprises approximately 5 hours and commences with the match review session with the match officials (Unit 7).

Step	Timing	Function	Responsibility
1	Pre Course	Request the training program by completing <i>Form 008</i> and forward to your Member Federation; OR Create training program in MyFootballClub and request approval of instructor(s) from FFA.	organiser
2	Pre Course	Participants register and pay online.	participants
3	Pre Course	Organiser ensures that a suitable match is available for Unit 6 practical assessment for the instructor and participants can attend. Seating must available at the ground. Organiser ensures that match officials from this match are available for the match review (Unit 7) on the following morning.	organiser
4	On Course	Training program conducted in accordance with AODS and this document. Review of Workbooks to be provided to the organiser within 21 days of training program. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required for each participant to progress towards gaining the qualification.	instructor
5	Post Course	Participant results entered. Copies of examinations held by MF for at least two years.	organiser
6	Post Course	Qualification confirmed providing all requirements of the training program have been satisfied and certificate issued.	FFA

### 5.5.10 Level 1 Assessor

These training courses are conducted by FFA Technical Instructors. This program is designed to be conducted over a single weekend and includes a practical assessment of a suitable match which shall generally be a Hyundai A-League match or one approved by FFA.

The first session of theory comprises approximately 6 hours prior to attending the match (Unit 8). The match kick-off time will determine the start time of the first theory session.

For example if the match commences at 6.00pm the theory session would start at 11.00 am to allow travel time between venues.

The second day of theory comprises approximately 5 hours and commences with the match review session with the match officials (Unit 8a).

Step	Timing	Function	Responsibility
1	Pre Course	Request the training program by completing <i>Form 008</i> and forward to your Member Federation; OR Create training program in MyFootballClub and request approval of instructor(s) from FFA.	organiser
2	Pre Course	Participants register and pay online.	participants
3	Pre Course	Organiser ensures that a suitable match is available for Unit 8 practical assessment for the instructor and participants can attend. Seating must be available at the ground. Organiser ensures that match officials from this match are available for the match review (Unit 8a) on the following morning.	organiser
4	On Course	Training program conducted in accordance with AODS and this document. Review of Workbooks to be provided to FFA within 21 days of training program. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required for each participant to progress towards gaining the qualification.	instructor
5	Post Course	Participant results entered. Copies of examinations held by FFA for at least two years.	FFA
6	Post Course	Qualification confirmed providing all requirements of the training program have been satisfied and certificate issued.	FFA

### 5.5.11 Level 3 Instructor

Step	Timing	Function	Responsibility
1	Pre Course	Create training program in MyFootballClub including appointment of instructor(s).	organiser
2	Pre Course	Participants register and pay online no later than 2 weeks prior to commencement of training program.	participant
3	Pre-Course	Organiser sends participants Workbook and Resources documents and the topic for their 5 minute presentation.	organiser
4	On Course	Course conducted in accordance with AODS and this document. Any required documentation provided to the organiser. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required for each participant to progress towards gaining the qualification.	Instructor
5	Post Course	Participant results entered. Qualification confirmed providing all requirements of the training program have been satisfied and certificate issued.	MF

### 5.5.12 Level 2 Instructor

Step	Timing	Function	Responsibility
1	Pre Course	Create training program in MyFootballClub including appointment of instructor(s).	FFA
2	Pre Course	Participants register and pay online no later than 4 weeks prior to commencement of training program.	Participants
3	On Course	Training program conducted in accordance with AODS and this document. Results of assessments and examinations (including soft-copies of examination papers) provided to FFA within 10 days of training program. Review of Workbooks to be provided to FFA within 21 days of training program. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required for each participant to progress towards gaining the qualification.	Instructor
4	Post Course	Participant results entered. Qualification confirmed providing all requirements of the training program have been satisfied and certificate issued.	FFA

## 6. Appendix

### 6.1 Definitions

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In this document:

**ASC** means the Australian Sports Commission.

**authorised FFA officer** means the individual(s) responsible for the management of qualification of match officials.

**course materials** means the manuals, presentations, audio-visual material, assessment forms, course evaluation forms and other materials used to conduct a course.

**participant register** means the Excel workbook containing all details of a training program and details of all participants.

**curriculum** means the course structure and content including units to be presented and examination material.

**development of match officials** means the training, education, coaching and assessment of match officials including the conduct of courses approved by FFA.

**match official** means a Referee, Assessor and/or Instructor.

**NOAS** means the *National Officiating Qualification Scheme* managed by the Australian Sports Commission.

**SRC** means the Member Federation's State Referee (Technical) Committee.

**recognised** means that the group is affiliated to a Member Federation and is therefore recognised by FFA.

**referee group** means local Association, referee organisation, Member Federation or similar organisations that are responsible for the development, training, education, coaching and assessment of match officials within their jurisdictions.

**registered match official** means a match official who is registered with FFA through a FFA recognised referee group in accordance with FFA's National Registration Regulations.

### 6.2 FFA Forms

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Form 001 - Overseas Exchanges and Visits by Overseas Officials

Form 002 - National Talent Pool Application Form

Form 003 - National Competitions Application Form

Form 004 - Application for Revalidation of Assessor Qualification

Form 005 - Application for Revalidation of Instructor Qualification

Form 006 - Code of Ethics - Referee Assessor

Form 007 - Code of Ethics - Referee Instructor

Form 008 - Match Official Course Request

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