

FIELD HANDBOOK



Field Handbook of Capital Football Referees

2010

CAPITAL FOOTBALL REFEREES
FIELD HANDBOOK

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Part 1 - Match Responsibilities

<p>1.1 Pre match preparation</p>	<ul style="list-style-type: none"> • Check the location of the field at least the night before. • Ensure equipment and uniforms are complete, in good condition, and clean. • Allow time to get to the venue, arriving at the required time before kick off. • Upon arrival at games smile and introduce yourself to club and/or team officials. • Check the field of play, field marking, including penalty marks, and corner flags.* • Check the field of play for any dangers including syringes, broken glass etc.* • Check that goal posts (including portables) are correctly positioned, secured and in line with goal line markings.* • Check the balls to be used meet the requirements of Law 2.* • Check that match cards have been completed.* • Give match instructions to Assistant Referees. • Likewise for club officials, if present. • Warm up prior to the game. Do not go out cold. • Check player's equipment. • Check strips do not clash.* • Check that the Goalkeepers strips do not clash with each other's or the officials. <p>* Any problems/non compliance with the requirements of the laws of the game that cannot be rectified should be notified to Capital Football using the incident report.</p>
<p>1.2 Entering and leaving the field of play</p>	<ul style="list-style-type: none"> • When entering the field of play, all officials will go out as a team. • Assistant Referees check the nets prior to the start of play and after half time. At the start of play ARs should come back to the centre of the field of play together to meet the team captains. • ARs are to count the players in their half of the field and make sure there are no spectators etc. near the field of play. • AR eye contact with the referee prior to the kick off is essential. Once contact is made, as AR you have signaled that your half of the field is correct. • At half time and full time, all the officials are to meet on the field and come off the field of play as you began, together as a team. • The referee should enter and leave the field of play with the ball in hand in each half of the match.
<p>1.3 During the match</p>	<ul style="list-style-type: none"> • Eye contact between officials is essential throughout the WHOLE match. • All officials to keep a record of the game. • Consistently apply the rules of the game. • Apply the Capital Football Zero Tolerance policy. • Look out for injured players.
<p>1.4 Arrival times at matches</p>	<p>Arrival times are specified in the relevant sections for each league. Referees should report to the Competition Officer where one is appointed. Late arrival must be explained to the Appointments Officer within three days of the match. Both Referees and Assistant Referees must arrive at the ground at least 1 hour for National League or Representative matches.</p>

<p>1.5 Ground Inspection and wet weather</p>	<p>Before matches, check the field is correctly dressed, but use your common sense as the lines on many fields will not be marked exactly in accordance with the Laws of the Game. In most cases, 'average' line marking should not prevent a match from starting – however this should still be reported (using an incident report). If there are no visible lines at all then do not start the match until marked. Corner flags et al must conform to the Laws of the Game. Nets must be pegged down properly. When portable goals are used, they must be properly secured.</p> <p>Inclement Weather. Following or during inclement weather, it is the responsibility of the referee (in consultation with both team officials) to determine whether or not the ground is suitable for play. A ground may be deemed unfit for play, if in the opinion of the referee, the safety of players and/or officials is at risk. Reasons for this may include excessive water on the field, exposed sprinkler heads on the field, dangerous field surfaces (e.g. exposed holes or chopped surface following previous matches) or no lines marked.</p> <p>Junior League Matches. ACT Sportsgrounds, another local authority, a responsible club official or the referee may cancel a match. In poor conditions it is advisable to listen to 2CC radio, which broadcasts general cancellations. Often grounds are closed by the ACT Sports Grounds to prevent undue damage. The wet weather hotline is (02) 6207 5957.</p> <p>Men's PL Matches. In situations where there is more than one match programmed for the day on the same field the referee appointed to the main match of the day must make an inspection of the ground 30 minutes before the first match of the day is due to start. The referee's decision (which must be made quickly) to play all matches or some matches is final. Strong consideration must be given to the most senior match being played and this may mean that earlier matches are postponed.</p>
<p>1.6 Uniform, equipment and dress standards</p>	<p>Uniform Standard. All referees must be dressed fully (shirt, shorts and socks) in the new national standard uniform. Old style uniforms must not be worn. The national standard uniform, supplied in the ACT by Kanga Sports, consists of a black or yellow shirt, black shorts, all black socks, and predominantly black boots.</p> <p>Clash of Colours. Whenever possible, all match referees should wear identical uniforms. This can include either all black or all yellow shirts. Where there is a clash of colours the referee may wear a different colour shirt to the Assistant Referees, as long as the Assistant Referees wear the same colour shirts.</p> <p>Wearing of Bibs. Referees are not to wear bibs under any circumstances. Where both referee's shirts clash with team shirts the most distinctive colour shirt should be worn. Where a distinction is not clear the black shirt is to be worn.</p> <p>Inclement Weather. In extremely cold, wet, or windy conditions, it may be acceptable for Assistant Referees to wear the official CFR tracksuit, a jacket, beanie or gloves if the Referee feels that this is necessary. In these cases, every effort should be made to wear either official CFR or all-black clothing. Long pants (e.g. track pants) and 'club gear' are not acceptable. Referees and Assistant Referees may wear the CFR official cap for protection from the sun for Occupational Health and Safety reasons. Assistant Referees may also wear the official CFR cap where the sun is interfering with their role.</p> <p>Presentation Standard. Referees are expected to adhere to high standards of presentation both on and off the field to maintain our reputation for professionalism. The way you present yourself to clubs is very important. Referees should be neat and well groomed, with clean clothing, polished shoes and tidy hair. Socks must be pulled up and shirts tucked in. Wash your refereeing clothes after each day and clean your shoes before you go out on to the pitch.</p> <p>Arrival at Matches. Members are to arrive at grounds dressed in neat attire (not refereeing uniform or club gear), although the CFR tracksuit is acceptable at grounds without change rooms. Where a referee has played in a previous match at the ground they should change uniforms away from the field at which they will be officiating, where possible. Referees involved in A-League or Representative matches should wear smart, semi-formal attire as per FIFA policy.</p>

<p>1.7 Change room etiquette</p>	<p>Members should be aware that it might be inappropriate for referees of either sex and of any age to be alone in referee change rooms with a member of the opposite sex, or juvenile members of the same sex (family members excepted) at certain times. Referees should always knock before entering a change room.</p> <p>All members are entitled to ask other referees to leave the change rooms for a short time if they need to change or shower. The best advice is to simply leave the change room for a while if a young referee or member of the opposite sex is obviously ready to change clothes or shower.</p>
<p>1.8 Players' equipment</p>	<p>All players' equipment must conform to the Laws of the Game. Players are not permitted to wear anything considered by the referee to be dangerous to other players or themselves.</p> <p>Undergarments. If players want to wear garments under their shorts (e.g. bike pants), which are visible during the normal course of play, the garments must be the same colour as the predominant colour of the shorts worn by the player. The same applies to undershirts. That is, those that can be seen under the sleeve (not the neck) during the normal course of play. Full length undershorts may not be worn. Skin tone undergarments that do not match the wearers short or sleeve colour may not be worn.</p> <p>Over-garments. Tracksuit pants may only be worn by goalkeepers.</p> <p>Beanies and Hats. Players may wear beanies or soft brim hats of any type or colour. Only goalkeepers may wear hard brim caps.</p> <p>Casts. Players are not permitted to wear hard casts of any kind of material on the field of play. Such casts are dangerous to other players as well as the player wearing them. Wrapping the cast in foam or any other material does not exempt the player from this rule.</p>
<p>1.9 Jewellery</p>	<p>Players are not to wear jewellery of any sort. No exposed jewellery may be taped. Referees are to advise players prior to the match that no jewellery is to be worn. Should a referee see a player wearing jewellery during the game then they should be sent from the field of play to remove it. The referee should ensure that the jewellery has been removed prior to allowing the player to return to the field.</p> <p>Beaded Hair and Dreadlocks. Beaded hair is considered to be a form of jewellery and may not be worn. Hard dreadlock clips may not be worn.</p> <p>Long Finger Nails. No players with long finger nails, that are considered dangerous to other players, are to be allowed to take the field of play.</p> <p>Medical Alerts. Medical bracelets and chains may be worn. However, they must be identified to the referee before the match and then taped to the wrist or chest.</p> <p>Glasses and Hearing Aids. Prescription glasses and hearing aids may be worn as long as they do not have sharp or jagged edges that pose a risk to the wearer or other players.</p> <p>Religious Artefacts. Religious artefacts, which are not dangerous to the wearer or others, may be worn as long as the player can produce written approval to wear the artefacts from Capital Football, including conditions for wearing the artefacts on the field of play.</p> <p>Referees. Referees are strongly encouraged to remove all jewellery while refereeing, except for watches, which are part of the referee's equipment.</p>
<p>1.10 Abandoned matches</p>	<p>If a match is prematurely abandoned, or not started at all, the referee must complete an Incident Report. The report is to be sent to the Referee's Administrator, who will forward it to the appropriate League Manager. The Incident Report must state the reason(s) for the match being abandoned and the time it occurred. Capital Football will determine the outcome of any abandonment – do not speculate to the clubs involved about the result or whether the match will be replayed, as this is not the referee's decision.</p>

<p>1.11 Assaults on Referees</p>	<p>A game must be immediately stopped and abandoned if a Referee or Assistant is assaulted by one or more players, club officials, or spectators. A report must be made to the police as soon as possible. If you feel that your safety is under threat, call 000 immediately. Otherwise, call 131 444 for non-emergency Police attendance. The RSC Chair or Deputy Chair must be notified immediately by telephone for all assaults – if they cannot be reached, contact the State Coach or any member of the RSC.</p>
<p>1.12 Applying the Laws of the Game</p>	<p>Referees need to accurately apply the laws of the game, with consistent application to both teams playing. Referees should not be afraid to issue a Yellow or Red card if warranted under the laws of the game. Referees need to have the courage and conviction to issue a card where a cautionable or send-off offence has been committed. Such offences need to be immediately recorded in the referee's notebook. For red cards the player should be directed off the field to the technical area and then escorted by club officials back to the change room or away from the field of play.</p> <p>At the end of the game all offences should be recorded on the match card. For Red cards a written report is required. Where a player is dismissed on advice of an official AR, this should be noted on the referee's report and the AR must complete a separate send-off report identifying the situation and action taken.</p> <p>Reports should be e-mailed/posted to the relevant league manager and RSC representative, as per the individual league instructions. A list of codes for recording Yellow and Red card offences is contained in Part 8. Referees should become well familiar with these codes. Instructions for completing send-off reports are included at Part 9.</p>
<p>1.13 Relocation of matches</p>	<p>Referees should allow a match to be moved to an adjacent field if they determine that the designated field is unsuitable for play. An incident report on the unsuitability of the original field is to be provided to Capital Football.</p>
<p>1.14 Spring loaded corner flags</p>	<p>Spring loaded corner flags are legal and corner flags with rigid springs are acceptable.</p>
<p>1.15 Match Officials</p>	<p>If CF yellow coated officials are present you may ask for their assistance in keeping the crowd back from the entry to the field or entering the field of play, escorting players sent from the field to the change rooms or away from the pitch and, if any unpleasant instances arise prior to, during or after the match for their assistance in making sure you get to the dressing room or your car safely. However, such officials are not under the control of the referee and cannot be directed to do or not do anything except where it is directly relevant to the conduct of the match.</p>
<p>1.16 Start Times</p>	<p>Referees must make every effort to have their matches kick-off and finish on time. If the match does not start on time and matches are scheduled after your match, advise the team managers and captains that you will play a reduced time match (of equal halves). You may also reduce the half-time break if conditions allow. For senior matches, if there are no later matches, and light allows, a full-length game should be played. Incident Reports must be submitted in all cases where games are shortened for competition matches.</p> <p>Where no stoppage time may be played, referees must ensure players do not waste time deliberately by making appropriate sanctions.</p>

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Part 2 - Miscellaneous Match Information

2.1 Valuables and money	Do not leave money or valuables in unlocked dressing rooms or in bags left out in the open. Members' possessions have been stolen in the past! Locking valuables in a non-visible place in your car is often wise.
2.2 Injury to players	<p>The referee should not stop the game for minor injuries but rather wait until the ball is out of play. In the case of possible serious injury, including <i>any</i> head injury, the game should be stopped immediately and assistance requested. In SSG, referees should be prepared to stop the game for all injuries.</p> <p>Do not allow trainers onto the field of play until you signal them to enter. Trainers are allowed to assess the nature of the injury but they are not allowed to treat the injured player, other than the goalkeeper, on the field of play (except in the case of suspected serious injury where the player should not be moved – in this case an ambulance would usually be called). A maximum of two trainers should be allowed onto the field to assess injuries.</p> <p>If a trainer is called onto the field of play, the injured player must leave the field of play and cannot return until play is restarted and they are called on by the referee.</p> <p>Referees must not provide treatment or assistance to players who are injured.</p>
2.3 Water during games	Players may seek water during a planned special water break, other than at half time, or while play is continuing. Players must not be allowed to leave the field of play to receive water. Similarly, team officials are not permitted to enter the field to supply water. Water bottles must not be thrown between players and team officials, but should be handed to each other. Bottles may not be carried on the field of play.
2.4 Team Captains	A team captain has no special status during matches other than being involved at the start of play with the toss of the coin and maintaining a reasonable and practicable degree of control over their team members. Referees should, however, recognise and advise upon any reasonable request made by the recognised team captain.
2.5 Identification	Referees should always take their appointment sheet and FFA ID card to the ground and produce them for a club official if requested to do so. Your ID can be used for entry to grounds where a gate charge applies. Referees are not to use their ID card for entry to games that they are not appointed to! If clubs suspect that this is occurring, they are advised to record the names of referees gaining entry in this manner, and any officials who were not appointed to the match will have disciplinary action taken against them. If you lose your ID card, contact the Referees Administrator for a replacement – a fee may apply at the discretion of the RSC.
2.6 Clashing of strips	If, in the opinion of the referee colours of team strips clash then the referee should ask the managers to resolve the clash of strips. Although the regulations specify which team should change strips, it is up to the managers to decide which team actually changes, not the referee. The game should not commence until a satisfactory change is made.

<p>2.7 Trial Matches</p>	<p>Rules and Regulations. Trial matches are considered to be official matches. Only the following variations to the laws of the game and competition rules should be allowed:</p> <ul style="list-style-type: none"> ▪ Playing times may be varied and additional breaks included. ▪ Interchange may apply to all levels. ▪ Match cards are generally required for seniors matches. If not provided, clubs must provide team lists with player shirt numbers included. ▪ Cautionable offences are not reported to Capital Football, but Send-Off offences must be reported. <p>Match Fees. Referee's match fees are paid at half the main competition rate.</p> <p>Match Verification. Where match cards are not produced referees are to complete and have both team managers sign a Match Official Verification form, to ensure a record for payment purposes is recorded. Forms are available from the Referee Administrator and should be returned to Capital Football within two working days of the match. Should neither team show, an incident report is to be submitted to CF, which will provide acceptable match attendance verification.</p>
<p>2.8 Interchange</p>	<p>The interchange rule applies to most Men's and Women's divisions and for all Junior matches. This means that players may be 'subbed' off the field and back on during the course of a match:</p> <ul style="list-style-type: none"> ▪ The number of players that can be available for interchange is the same as for substations as specified under the relevant league. ▪ There is no limit on the number of interchanges that can be made during a match. ▪ Interchanges should be made at a stoppage in play, under the referee's control, and from the halfway line.
<p>2.9 Match cards</p>	<p>Before the Match: Club officials should report to the referee with completed match cards prior to the match. Cards should include, as a minimum, details of the match, team names, players' names and shirt numbers. The referee should not be concerned about player identity numbers and details of match officials.</p> <p>If a club wishes to make any changes to the match card after the match card has been given to the Referee, the opposition manager must be advised of the change. No player's names may be added to the match card after the match has commenced.</p> <p>After the Match: Referees should record the result of the match, their details, substitutions where they apply, goal scorers for senior matches, and codes for any offences. Referees should also take down players name & FFA number for all players that have been sent off to assist in completing the send off report.</p> <p>Managers should approach the referee after the game in order to sign the match card, record players that did not play, record any injuries, and record players of the year points where required by the league regulations. Referees are generally not required to make judgments on or keep records on these issues.</p> <p>Return of Match Cards: All leagues will use the multi-copy form. The blue copy of the match card should be provided to the home team and the green copy to the away team. The white copy will be returned to Capital Football or the home team manager in accordance with individual regulations. Where match cards are faxed to Capital Football, the originals must still be posted or delivered to the office, arriving by 4:45pm on the second working day after the completion of the match. Failure to meet deadlines or to complete any paperwork improperly will incur a mandatory fine. If a Competition Officer is present, match cards may be handed to them rather than posted.</p>

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Part 3 - Men's League

<p>3.1 Administration and match days</p>	<p>The League consists of a Premier League (PL) [Sometimes referred to as First Grade], Premier Pathway League (PPL), Premier Under 18 (P18), Premier Under 16 (P16), State League (SL) and Masters. Capital Football employs a Men's League Manager who is responsible for the administration of the league. The Men's Standing Committee (MSC) of Capital Football oversees the administration of men's league matches in the ACT. The five Premier League level matches are normally played on Saturdays and Sundays, SL on Saturdays and Masters on Sundays. One PL match is played on Friday nights and SL matches are sometimes played mid-week. Capital Football advises which matches have a 'priority' for coverage in the case of insufficient officials.</p>
<p>3.2 Appointments</p>	<p>Appointments to Men's League matches are made by the CFR Senior Football Appointments Officer, sanctioned by the State Coach, except for P16 Saturday matches, which will be appointed by Junior Referee Coordinators. See the CFR General Rules handbook for details.</p>
<p>3.3 Arrival</p>	<p>Referees and Assistant Referees are required to be at the field for their matches at least 45 minutes before the scheduled kick-off for PL, PPL, P18 and P16 matches and 30 minutes before all other matches.</p>
<p>3.4 Match Cards</p>	<p>Before the Match: Club officials should report to the referee with completed match cards 15 minutes before kick-off. The home team is responsible for the provision of match cards.</p> <p>After the Match: Managers should sign the match card after the match.</p> <p>Return of Match Cards: For the Premier League, original match cards are to be delivered, faxed or scanned and e-mailed to Capital Football to arrive by noon Monday. For P16 match cards are to be given to the home team manager. Otherwise, match cards must arrive by 4:45pm Tuesday for weekend matches and 4:45pm on the second working day after the match for mid-week fixtures.</p>
<p>3.5 Match Balls</p>	<p>Club officials should report to the referee with match balls 15 minutes before kick-off. For PL and PPL the home team should provide three (3) balls. For all other divisions each team should provide one (1) match ball.</p> <p>Derbystar balls should be provided for PL, PPL, P18 and P16 played at senior venues. If Derbystar ball are not provided the referee should play the match with the balls provided and submit an incident report to Capital Football.</p>
<p>3.6 Clash of strips</p>	<p>The away team should change strips. Managers to resolve.</p>
<p>3.7 Times</p>	<p>All matches consist of two 45-minute halves, with a 10-minute half time interval. Stoppage time must be added on as per the Laws of the Game for all matches without games following them. If later matches are scheduled, no stoppage time may be played.</p>
<p>3.8 Teams unable to take field</p>	<p>If, after 15 minutes from the scheduled kick-off, one team has not been able to field a team of seven players or more, the match will be abandoned. The referee should endorse the match card and submit an Incident Report.</p>

3.9 Substitutions and interchange	<p>Substitution applies to PL, PPL, and P18. Premier League may have up to three (3) substitutions and the others four (4) substitutions during the game. Up to three (3) substitutions are allowed in Federation Cup. Up to five (5) substitutes may be named on the match card.</p> <p>Interchange applies in P16, State League and Masters. Up to five (5) interchange players may be included on the match card. The team manager is to mark “Did Not Play” or “DNP” on the match card for players who were listed but did not take part in the match.</p>
3.10 Club officials	<p>Clubs have been directed by Capital Football to provide club officials for all matches. Each official is to wear a distinctive fluorescent bib designating their position.</p>
3.11 Club Assistant Referees	<p>Where there are no official Assistant Referees appointed to the game each club is to provide a club assistant. Where there is only one official Assistant Referee appointed to the game the referee may appoint a club assistant from either club.</p>
3.12 Reserves bench	<p>For Premier League games teams should only have up to the five (5) named substitutes on the reserves bench and up to three (3) non-player registered officials are permitted on the reserves bench.</p>
3.13 Player equipment checks	<p>A check of players’ equipment should be conducted prior to players entering the field of play. Checks are usually conducted inside the dressing rooms, where provided.</p>
3.14 Player of the Year points	<p>Referees are required to complete 3-2-1 player of the year points for all Premier League, Premier Pathway, Premier 18, and Premier 16 matches.</p>
3.15 Recording Times Goals are Scored	<p>Referees are required to record the times goals are scored in PL matches and record them on the match card.</p>
3.16 Reports	<p>Reports must arrive at Capital Football by 4:45pm Tuesday for weekend matches and 4:45pm on the second working day after the match for mid-week fixtures. Failure to meet deadlines or to complete any paperwork properly will incur a mandatory fine.</p> <p>All send-offs, incident and ground reports need only be sent to Capital Football. Where reports are submitted by email, referees should use their FFA ID number in place of a signature.</p>

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Part 4 - Women's League

4.1 Administration and Match Days	The League consists of a Premier League (PL) Premier League Reserves (PL Res), Premier League Under 18 (PL18), State League (SL), U18s and Masters. Capital Football employs a Women's League Manager who is responsible for the administration of the league. The Women's Standing Committee (WSC) of Capital Football assists in the administration of women's league matches in the ACT. Matches are normally played on Sundays. Capital Football advises which matches have a 'priority' for coverage in the case of insufficient officials.
4.2 Appointments	Appointments to Women's League matches are made by the CFR Senior Football Appointments Officer, sanctioned by the State Coach. See the CFR General Rules handbook for details.
4.3 Arrival	Referees and Assistant Referees are required to be at the field for their matches at least 45 minutes before the scheduled kick-off for PL, PL Res and PL18 matches and 30 minutes before all other matches. They should report to the Competition Officer, where one is appointed. Late arrival must be explained to the Appointments Officer within three days of the match.
4.4 Match Cards	<p>Before the Match: Club officials should report to the referee with completed match cards 15 minutes before kick-off. The home team is responsible for the provision of match cards.</p> <p>After the Match. Managers should sign the match card after the match.</p> <p>Return of Match Cards: If a Competition Officer is present, match cards should be handed to them rather than posted. For the Premier League, original match cards are to be delivered, faxed or scanned and e-mailed to Capital Football to arrive by noon Monday. For all other divisions match cards must arrive by 4:45pm Tuesday for weekend matches and 4:45pm on the second working day after the match for mid-week fixtures.</p>
4.5 Match Balls	<p>Club officials should report to the referee with match balls 15 minutes before kick-off. For Premier League the home team should provide three (3) Derbystar match balls. For all other divisions each team should provide one (1) match ball.</p> <p>If Derbystar ball are not provided the referee should play the match with the balls provided and submit an incident report to Capital Football.</p>
4.6 Clash of strips	The away team should change strips. Managers to resolve.
4.7 Times	PL, PL Res and PL18 matches have two halves of 45 minutes. All other matches have two halves of 40 minutes. All games have haltime interval of up to 10 minutes. Stoppage time applies to PL matches only, regardless of when played. Other matches have no stoppage time added – referees must ensure players do not waste time deliberately by making appropriate sanctions.
4.8 Teams unable to take field	If, after 15 minutes from the scheduled kick-off, one team has not been able to field a team of seven players or more, the match will be abandoned. The referee should endorse the match card and submit an Incident Report.

<p>4.9 Substitutions and interchange</p>	<p>Substitution applies to PL and PL Res. PL may have up to three (3) substitutions during a match. PL Res may have up to four (4) substitutions. Up to five (5) substitutions are allowed in Federation Cup. Up to five (5) substitutes may be named on the match card.</p> <p>Interchange applies to PL18, SL, U18s and Masters. Up to five (5) interchange players may be included on the match card. The team manager is to mark "Did Not Play" or "DNP" on the match card for players who were listed but did not take part in the match.</p>
<p>4.10 Club officials</p>	<p>Referees officiating at any game will have the option to call upon the assistance of members of the WSC, Competition Officers, the WLM or any other official of a participating Club at the venue to help them carry out their official duties.</p>
<p>4.11 Club Assistant Referees</p>	<p>Where there are no official Assistant Referees appointed to the game each club is to provide a club assistant. Where there is only one official Assistant Referee appointed to the game the referee may appoint a club assistant from either club.</p>
<p>4.12 Reserves bench</p>	<p>No specified requirements.</p>
<p>4.13 Player equipment checks</p>	<p>A check of players' equipment should be conducted prior to players entering the field of play. Checks are usually conducted inside the dressing rooms, where provided.</p>
<p>4.14 Player of the Year points</p>	<p>Referees are required to complete 3-2-1 player of the year points for all PL, PL Res and PL18 matches.</p>
<p>4.15 Recording Times Goals are Scored</p>	<p>Referees are required to record the times goals are scored in PL matches and record them on the match card.</p>
<p>4.16 Reports</p>	<p>Reports must arrive at Capital Football by 4:45pm Tuesday for weekend matches and 4:45pm on the second working day after the match for mid-week fixtures. Failure to meet deadlines or to complete any paperwork properly will incur a mandatory fine.</p> <p>All send-offs, incident and ground reports need to be sent to Capital Football. Where reports are submitted by email, referees should use their FFA ID number in place of a signature.</p>

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Part 5 - Junior League

<p>5.1 Administration and Match Days</p>	<p>The League consists of a Junior competition (Open U13 to U18, excluding PL16s and PL18s, non-competitive U12 on a full field, and Girls U13 to U16 and non-competitive Small Sided Games for U6 to U11 (Open and Girls). Capital Football employs a Junior League Manager who is responsible for the administration of the league. The Junior Standing Committee (JSC) of Capital Football assists in the administration of junior league matches in the ACT. Matches are normally played on Saturdays. While Capital Football is responsible for administering the Junior competition and scheduling matches of U10 and above matches, clubs are responsible for all other administration of U12 matches and below.</p>
<p>5.2 Appointments</p>	<p>Appointments are made by the respective club Referee Coordinators, who are appointed the clubs. P16 Saturday matches played at 3.10pm at junior club venues will be appointed by Junior Referee Coordinators.</p> <p>Junior referees are required to nominate their area(s) on their membership application forms. They are: Belnorth, Belsouth, Belwest, Brindabella, Canberra Football, Canberra Boys Grammar, Canberra Girls Grammar, White Eagles, Cooma, Gungahlin, Majura, Marist, Monaro, Players FC, Queanbeyan City, Radford, St Edmund's, Southern Tablelands, Tuggeranong, Weston Creek, Woden Valley, and Yass. Referees nominating for more than one area must advise both referee co-ordinators.</p>
<p>5.3 Arrival</p>	<p>Referees and Assistant Referees are required to be at the field at least 15 minutes for Small Sided Games and 30 minutes for Junior matches before the scheduled kick-off time.</p>
<p>5.4 Match Cards</p>	<p>Before the Match: Club officials should report to the referee with completed match cards 5 minutes before kick-off. The home team is responsible for the provision of match cards.</p> <p>After the Match. Managers should sign the match card after the match.</p> <p>Return of Match Cards: Match cards should then be handed back to the team managers, once completed, who will send them to the league administrator.</p>
<p>5.5 Match Balls</p>	<p>Club officials should report to the referee with match balls five (5) minutes before kick-off. The home team should provide one (1) match ball.</p>
<p>5.6 Clashing of strips</p>	<p>The home team should change strips. Managers to resolve.</p>
<p>5.7 Times</p>	<p>All matches should start on time, and must finish before the next scheduled game. This means if your match begins ten minutes late, you should deduct five minutes from each half (halves must be equal length). If you reduce any times, inform the captains and coaches. The last match of the day (usually 3.10pm) should be similarly reduced in time if it starts late to ensure sufficient light is available. Stoppage time is not played in any Junior League games.</p>

5.8 Modified Rules

SSG are played under modified rules. See **Part 9** for details. Rules for U12 and above are contained in Table 1.

Table 1

AGE	FIELD SIZE	MINS PER HALF (1/2 time)	# PLAYERS	BALL SIZE	INTERCHANGE RULE	GOAL KICKS	CORNER KICKS
U12	Full	30 (5)	11	4	Interchange (4 players)	Normal	Normal
U13	Full	30 (5)	11	4	Interchange (4 players)	Normal	Normal
U14	Full	35 (5)	11	4	Interchange (4 players)	Normal	Normal
U15	Full	Open 40 Girls 35 (5)	11	5	Interchange (4 players)	Normal	Normal
U16	Full	Open 45 Girls 40 (5)	11	5	Interchange (4 players)	Normal	Normal
U18	Full	45 (5)	11	5	Interchange (4 players)	Normal	Normal

5.9 Teams unable to take the field

If, after 10 minutes from the scheduled kick-off for U10 inter-club to U11 matches, and 15 minutes from the scheduled kick-off for U13 – U18 matches, one team has not been able to field a team of the required number of players or more, the match will be abandoned. The referee should endorse the match card and submit an Incident Report.

5.10 Substitutions and Interchange

Interchange applies to all junior and small sided games. For U11 and below see **Part 9** for interchange guidelines.

For U12 and above, up to four (4) interchange players may be included on the match card.

5.11 Disturbances and Officials

Unless the disturbance is affecting the match, the referee should not become involved. If in doubt, the referee should seek assistance from their club Referee Coordinator or one of the home team officials (coach, manager or team monitor).

Capital Football has introduced a Good Sports Monitor program which includes Team Monitor and Spectator Free Zones. Officials should be wearing a vest and are there to assist with inappropriate behaviour. Each team is to provide a vested official. Where inappropriate language is coming from the sidelines, especially from the supporters, are the responsibility of the team officials.

5.12 Reports

For U13 to U18, send-off, incident and ground reports need to be sent to Capital Football by 4.45pm on the **Tuesday** following the weekend or **two working days** after a mid-week game. Where reports are submitted by email, referees should use their FFA ID number in place of a signature.

For U5/6 to U12, send-off, incident and ground reports need to be sent to your Referee Coordinator and will be administered by the club.

Blank reports are available from the Referees Administrator or your club Referee Coordinator on request.

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Part 6 - Match Fees

6.1 Match Fees

Men's League

MATCH	REFEREE	ASSISTANT
Premier League	\$106.00	\$53.00
Premier Pathway League	\$58.00	\$29.00
Premier 18	\$54.00	\$27.00
Premier 16	\$42.00	\$21.00
Division 1 & 2	\$56.00	\$28.00
Division 3 & 4	\$52.00	\$26.00
Division 5 and below	\$48.00	\$24.00
Masters	\$48.00	\$24.00

Women's League

MATCH	REFEREE	ASSISTANT
Premier League	\$58.00	\$29.00
Premier League Reserves	\$50.00	\$25.00
Premier League 18	\$48.00	\$24.00
State League 1 & 2	\$44.00	\$22.00
State League 3 and below	\$42.00	\$21.00
Under 18 (not PL18)	\$42.00	\$21.00
Masters	\$42.00	\$21.00

Junior

League

MATCH	REFEREE	ASSISTANT
Under 18 (not Men's P18)	\$42.00	\$21.00
Under 16 (not Men's P16)	\$36.00	\$18.00
Under 15	\$32.00	\$16.00
Under 14	\$28.00	\$14.00
Under 13	\$24.00	\$12.00
Under 12 (AR full field only)	\$22.00	\$11.00
Under 11 (AR full field only)	\$16.00	\$8.00
Under 10	\$14.00	N/A
Under 9	\$12.00	N/A
Under 8	\$10.00	N/A
Under 7	\$10.00	N/A

Note:

Referees for junior games, except P16, should collect half the match fee from each team manager before the kick-off. For P16 matches played at 3.10pm collect the full fee from the home team. If this is not possible, collect the money at half time or after the game before handing back the match cards. Do not delay the start of a game because your match fees are not ready.

Where official Assistant Referees are appointed, the referee should also collect their fees. It is suggested that you do not carry your match fees in your pockets during the match – place them securely in your kit bag before commencing the match.

CAPITAL FOOTBALL REFEREES
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Part 7 - Ground Locations

Ground	Location	Suburb	Dressing Rooms
ADFA	Addison Road	Campbell	Yes
AIS Multi-purpose fields	Masterman Street (back of AIS)	Bruce	Yes
AIS Synthetic	Leverrier Crescent (middle of AIS)	Bruce	Yes
AIS Track (Athletics Field)	Masterman St (off Battye St)	Bruce	Yes
ANU North Oval 1 & 2	McCaughey Street	Turner	Yes
ANU South Oval 1 & 2	Ward Road	Acton	Yes
ANU Willows	North Road	ANU	No
Bruce Stadium (Athletics Field)	Battye Street	Bruce	Yes
Calwell	Were Street	Calwell	Yes
Canberra Girls Grammar - Junior	Grey St	Deakin	
Canberra Girls Grammar - Senior	Melbourne Ave	Deakin	
Charnwood Neighbourhood	Lhotsky Street	Charnwood	Yes
Cookbundoon	League Park, Avocoa St/Rex St	Goulburn	No
David Madew Oval	Bayside Ct	Jerrabomberra	
Dickson Football & Combination	Antill Street	Dickson	No
Deakin Enclosed	Newdegate Street	Deakin	Yes
Downer Ovals	Frencham Street	Downer	No
Garran Football & Combination	Kitchener Street	Garran	No
Giralang Football & Combination	Canopus Crescent	Giralang	Yes
Grammar - Chapel Oval	Flinders Way	Red Hill	
Hackett Oval 1 & 2	Maitland Street	Hackett	No
Hawker Football & Combination	Murrarji Street	Hawker	No
Hawker (Enclosed) Football Centre	Walhallow Street	Hawker	Yes
High St Oval	High Street	Queanbeyan	No
Hughes Oval	Webster Street	Hughes	No
Kaleen Enclosed & Ovals	Birie place	Kaleen	Yes
Kambah No 1 Football & Combination	Boddington Cres (Reynell Place)	Kambah	No
Kambah No 2	Laidlaw Place	Kambah	Yes
Kambah No 3	Ketts Street	Kambah	No
Lambert Park (Queanbeyan)	Anne St	Karbar	No
Latham	Macrossan Crescent	Lathan	No
League Park	Avocoa Street	Goulburn	No
Letchworth	Maloney Street	Queanbeyan	
Lyneham No2	Southwell Park	Lyneham	No
Marco Polo (Riverside)	Carinya Street	Queanbeyan	Yes
Marist	Marr Street	Pearce	
Mawson 1 Oval	Beasley Street	Mawson	Yes
Mawson 2 Oval	Heard Street	Mawson	
McKellar Stadium	Cnr Owen Dixon & William Slim Dr	Mackellar	Yes
Melba 1 & 2	Verbruggen Street	Melba	Yes
Narrabundah District	Goyder Street	Narrabundah	Yes
Narrabundah 2 (Jerrabomberra Sports Gnd)	Cnr Sturt Ave and Captain Cook Cres	Griffith	Toilets Only
Nicholls	Clarrie Hermes Drive	Nicholls	
Nijong Oval	Amos Street/Barrack Street	Cooma	Yes
O'Connor Enclosed	Pedder Street	O'Connor	Yes
Page Oval	Burkitt Street	Page	Yes

Palmerston No 1	Kosciuszko Avenue	Palmerston	No
Pearce	Off Hodgson Crescent	Pearce	
Phillip District (middle oval)	Ainsworth Street	Phillip	No
Prell Park	Clifford Street	Goulburn	Player Only
Radford College	College Street	Bruce	
Rivett Oval	Bangalay Crescent	Rivett	Player Only
RMC (Duntroon)	Hopkins Drive	Duntroon	Yes
Scullin Oval	Broadsmith Street	Scullin	No
St.Edmunds	McMillan Cres & Wills Street	Griffth	No
Torrens Oval	Batchelor Street	Torrens	No
Tuggeranong Enclosed (Greenway)	Soward Way	Greenway	Yes
Uni of Canberra	Allawoona Street	Bruce	Yes
Walker Park (Yass)	Merriman Drive	Yass	Yes
Wanniassa Football & Combination	Wheeler Street	Wanniassa	Toilets Only
Wanniassa Enclosed	McBryde Crescent	Wanniassa	Yes
Waramanga Football & Enclosed	Badimara Street	Waramanga	Player Only
Woden Park Enclosed (northern oval)	Ainsworth Street	Phillip	Yes
Wright Park Oval	Old Sydney Road	Queanbeyan	No
Yarralumla Neighbourhood Oval	Junction Mueller St and Hooker St	Yarralumla	Player Only

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Part 8 - Disciplinary Codes and Report Writing

<p>8.1 Yellow Card Codes (Caution)</p>	<p>Y1 is guilty of unsporting behaviour (Late tackle, Deliberate tripping, Deliberately handling the ball, Blatantly holding an opponent, Deliberately impeding an opponent, Heavy body charge, Jumping at an opponent, Dangerous tackle, Pushing an opponent, Elbowing an opponent, lateral sliding tackle that causes an opponent to fall heavily, Blatant diving (simulation), Breaking from the wall, Retaliation, making unsporting remarks or gestures Shouting to distract an opponent, Jumping to prevent the taking of a throw-In, Deliberately standing on an opponent's foot, Using another player's shoulders to head the ball, Feigning injury, Failing to leave the field for treatment of an injury)</p> <p>Y2 shows dissent by word or action, including zero tolerance (By word, Kicking or throwing the ball away, By gesture, Running at the referee)</p> <p>Y3 persistently infringes the Laws of the Game</p> <p>Y4 delays the restart of play (Standing on the ball to delay the restart of play, Kicking the ball away to delay the restart of play, Holding the ball to delay the restart of play)</p> <p>Y5 fails to respect the required distance when play is restarted</p> <p>Y6 enters or re-enters the field of play without the Referees permission</p> <p>Y7 deliberately leaves the field of play without the Referees permission.</p>
<p>8.2 Red Card Codes (Expulsion)</p>	<p>R1 is guilty of serious foul play</p> <p>R2 is guilty of violent conduct</p> <p>R3 spits at an opponent or any other person</p> <p>R4 denies the opposition team of a goal or an obvious goal scoring opportunity by deliberately handling the ball</p> <p>R5 denies an obvious goal scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or penalty kick.</p> <p>R6 uses offensive, insulting or abusive language and/or gestures</p> <p>R7 receives a second caution in the same Match</p>
<p>8.3 Send-off and Incident Report Writing</p>	<p>Ask yourself the following questions and make sure there is something in your report which answers each one (examples of the type of information needed are included in <i>italics</i> beneath each question):</p> <ol style="list-style-type: none"> 1. What was the time in the match? Fill in the space on the Send-off Form (viz <i>The incident which match under my notice was as follows: In the 85th minute of the match</i>) <i>In the 85th minute of the match the following incidents took place.</i> 2. What led up to the incident? (Were there earlier tackles or niggling between the players?) <i>J. Bloggs (Giraffes No 9) was tackled fairly earlier by Bears No 7 but he felt he had been fouled and shouted at me "Hey that was a free-kick ref !!"</i>

3. **What actually happened?** (Who did what to whom?)
Then Bloggs chased Bears No 7 and fouled him. When they got up off the ground Bloggs struck him in the face with a clenched fist.
4. **How and why did you stop play?**
I had already stopped play for the foul by Bloggs.
5. **Where?** (near the penalty area, midfield, near the sideline, etc)
This occurred near the sideline on half way.
6. **What action did you take?** (what sanction did you use?)
*I then sent Bloggs from the field for **Violent Conduct** (this can only be one of the seven send-off offences and should match the box which you tick – see Part 8 p19)*
7. **How did the individual being dealt with, react?**
After I had shown him the Red Card, he called me a cheat and refused to leave the field.
8. **How did everyone else react, if notable?**
His teammates stepped in and escorted him from the field

Remember that the key to clear writing is not writing a lot, but just including **only what is necessary**.

Write the report after you have calmed down; recommend writing the report at home.

Have you completed all sections, checked spelling, signed off and dated?

Submit the report within two days to Ref Admin.

Keep a copy for your Send Off Report.

If you need help, call Chris Conti 62315313 or Mob 0417206510 or a member of the TC / RSC, their contact details are listed in Part 10.

Part 9 – Small Sided Games Reference Guide

	Under 6 & 7	Under 8 & 9	Under 10 & 11
No. of Players ¹	4 max, 3 min, max 2 subs	7 max, 5 min, max 3 subs	9 max, 7 min, max 3 subs
Goalkeeper ²	No	Yes	Yes
Interchange ³	Unlimited, any time	Unlimited, any time	Unlimited, any time
Field Sizes ⁴	30m x 20m	Length: 40m - 50m Width: 30m - 40m	Length: 60m - 70m Width: 40m - 50m
Field Markings	Markers or painted lines	Markers or painted lines	Markers or painted lines
Goal Size ⁵	Width: 1.5m – 2.0m Height: 0.9m x 1.0m	Width: 2.5m - 3.0m Height: 1.8m - 2.0m	Width: 4.5m - 5.0m Height: 1.8m - 2.0m
Goal Type	Goals, Poles, Markers	Goals, Poles, Markers	Goals, Poles, Markers
Goal Area	Not required	Not required	Not required
Penalty Area	Not required	5m depth x 12m width	5m depth x 12m width
Centre Circle	5m radius	5m radius	5m radius
Game Duration	2 x 15 minutes	2 x 20 minutes	2 x 25 minutes
Half Time Break	5 minutes (max)	5 minutes (max)	5 minutes (max)
Ball Size	Size 3	Size 3	Size 4
Match Cards	Not Required	Not Required	Not Required
Numbered Shirts	Not Required	Not Required	Not Required
Kick-off ⁵	From centre, cannot score directly	From centre, cannot score directly	From centre, cannot score directly
Ball Crossing the Touch Line ⁷	Kick-in, dribble or kick	Throw in - Two attempts by player	Throw in - One attempt only
Ball Crossing Goal Line Touched by Attacker last	Goal Kick, goal line, dribble or kick, opposition halfway, cannot score ⁹	Goal Kick ⁸	Goal Kick ⁸
Ball Crossing Goal Line Touched by Defender last	Goal Kick, goal line, dribble or kick, opposition halfway, cannot score ⁸	Corner Kick	Corner Kick
Offside ⁹	No offside	No offside	No offside
Free Kicks ¹⁰	Indirect	Indirect, except penalty kicks	Indirect, except penalty kicks
Restarts	Opposition retires 5m from the ball	Opposition retires 5m from the ball	Opposition retires 5m from the ball
Penalty Kicks ¹¹	No	Yes	Yes
Misconduct: cautionable ¹²	Coach talk, player replaced	Coach talk, player replaced	Coach talk, player replaced
Misconduct: send off ¹³	Send player off, player replaced	Send player off, player replaced	Send player off, player replaced
Goalkeeper walking into own goal with the ball	Not applicable	A goal shall not be awarded	A goal shall be awarded
Referee ¹⁴	Game Leader	Instructing Referee	Instructing Referee

Notes:

- Players Equipment:** A player taking the field of play should not wear anything that is dangerous to another player or themselves. Boots or training shoes and shin pads must be worn. Socks must be worn on the outside and fully cover the shin pads.
- Goalkeepers:** Goalkeepers must throw or roll the ball to release it, or play it on the ground with their feet within 6 seconds from receiving the ball. Goalkeepers may not punt kick or drop kick the ball directly from their hands. Attacking players must remain 5m outside the penalty area until the ball is in play. The ball is in play when the ball leaves the penalty area. The 6 second count should only start when the attacking players have retired the required distance. Try to coach goal keepers to release the ball early rather than penalise them.
- Interchange:** Unlimited, from near halfway, any time during play, but must wait until the substituted player has left the field.
- Field Sizes:** Clubs may use the penalty area to penalty area to donate the length of the field, with markers to donate the width for U11.
- Goal Sizes:** Clubs are encouraged to use 3m x 2m goals for U8 and U9, but may use larger goals as used in U10 and U11. Where cones are used the height of the goals are considered to be average player shoulder height.
- Kick Off:** All kick-offs taken from the centre of the field, must pass the ball, cannot score directly from a kick-off, opposition 5m away.
- Ball Crossing Touch Line.** Opponents must be at least 5m away from the ball until it is in play. The ball must touch a team mate before a goal can be scored. For U6 & U7 a player from the opposing will place the ball on the touch line and pass or dribble the ball into play.
- Goal Kick.** For U 6 & U7 taken from goal line, may kick pass or dribble the ball, opposition to retire to the halfway line and the ball must touch a team mate before a goal can be scored. For U8 and above taken from anywhere in penalty area, cannot touch twice, opposition retires 5m outside penalty area until the ball is in play. The ball is in play when it leaves the penalty area.
- Offside:** Do not penalise them.
- Free Kicks:** Indirect free kicks for offences occurring within 8m of the goal shall be taken 8m from the goal.
- Penalty Kicks:** For any offence under Law 12 that would normally result in a direct free kick. To be taken from 8m directly in front of goal. All other players to be outside the penalty area and at least 5m behind the penalty mark. Coaches should rotate penalty takers through their respective teams. The penalty area can be marked through the use of marked lines, flat or soft markers or cones.
- Misconduct – cautionable:** Have the coach talk to the player off the field about the infringement, the player may be replaced.
- Misconduct – send off:** Send the player off for the remainder of the match, the player may be replaced. Referees should forward the report to their Referee Coordinator for distribution to the player's club. The player's club is to take any administrative action.
- Referees Role:** Referees introduce players to a slightly more formal approach but still adopt a Game Leader approach - fun, relaxed, explaining rules as required and allowing games to flow.

CAPITAL FOOTBALL REFEREES
FIELD HANDBOOK

Part 10 - Contacts

10.1 Referees Standing Committee	Chair	David Ockerby	6292 8191 (H)	0410 194 292
	Email:	dfanddl@ozemail.com.au		
	Deputy Chair	Walter Kmet	N/A	0434 602 961
	Email:	wkmet@grapevine.com.au		
	Member	John Jenkins	6231 3131 (H)	0414 559 690
	Email:	jppompey@bigpond.com		
	Member	Stephen Lewis	6259 9271 (H)	0438 406 893
	Email:	Stephen.Lewis@hotmail.com		
	Member	Michael Logue	6288 3570	0407 514 397
Email:	michael_w_p_logue@hotmail.com			
Member	Chris Conti	6231 5313	0417 206 510	
Email:	fulham4848@bigpond.com			
Member	David Oner	6254 9148	N/A	
Email:	d_oners@bigpond.com			
Member	Eugene Suchcicki	N/A	0421 242 259	
Email:	jamboni@tpg.com.au			
Member	Vacant			
Email:				
10.2 Technical Committee	State Coach	Clive Mackillop	6286 7705	0403 179 134
	Email:	clive.mackillop@gmail.com		
	Asst State Coach Development	Allyson Flynn	6281 0417	0402 140 774
	Email:	allyson_flynn@yahoo.com.au		
	Asst State Coach Unspecified	Gavin Martin	N/A	0412 575 908
	Email:	gavin.martin@hp.com		
	Asst State Coach Men	Vacant	N/A	
Email:				
Asst State Coach Women	Vacant	N/A		
Email:				
Asst State Coach Juniors	David Kurthi	6241 0014		
Email:	dkurthi@dragnet.com.au			

	Asst State Coach Futsal Email:	Chris Colley fifafutsal@yahoo.com.au	N/A	0412 139 675
	Asst State Coach Fitness & Training Email:	Ben Williams benjamin.williams@ed.act.edu.au	6287 5059	0438 316 089
	Note: The RSC Chair is an ex-officio member of the TC.			
10.3 Correspondence	All general correspondence should be sent to refadmin@capitalfootball.com.au or Capital Football Referees, PO Box 50, Curtin ACT 2605.			
10.4 Appointments	Football - Seniors Email:	Richard Naumovski refappts@capitalfootball.com.au	N/A	0419 344 498
	Schools & Tournaments Email:	Henk Thijssens henk@aneka.com.au	N/A	0417 263 266
	Futsal - Seniors Email:	Richard Brown futsalrefappt@capitalfootball.com.au	N/A	0404 004 729
10.5 Kanga Cup	Coordinator Email:	David Kurthi refadmin@capitalfootball.com.au	6241 0014	
10.6 Equipment	Equipment Officer	See Referees Administrator		
10.7 Website	For all referees news and information please visit the referee page at www.capitalfootball.com.au			
10.8 Capital Football	<p>The Capital Football offices are located at Football House, Unit 2 / 3 Phipps Close, Deakin ACT 2600.</p> <p>Postal Address: PO Box 50, Curtin ACT 2605 Phone: 6260 4000 Fax: 6260 4999</p> <p>Website: www.capitalfootball.com.au</p> <p>Referees Administrator: Sigourney Dunk refadmin@capitalfootball.com.au</p> <p>Men's League Manager: Alasdair Grocock mensleague@capitalfootball.com.au</p> <p>Women's League Manager: Andrew FitzPatrick womensleague@capitalfootball.com.au</p> <p>Junior League Manager: Melanie Luksa juniorleague@capitalfootball.com.au</p>			