

# FIELD HANDBOOK



## Field Handbook of Capital Football Futsal Referees

**2011-12**

# FIELD HANDBOOK

## Index

<p><b>Part 1 General Information - all leagues</b></p>	<ul style="list-style-type: none"> <li>1.1 Pre-match preparation</li> <li>1.2 Uniform, equipment and dress standards</li> <li>1.3 Arrival times</li> <li>1.4 Change room etiquette</li> <li>1.5 Valuables and money</li> <li>1.6 Pitch inspection</li> <li>1.7 Start times</li> <li>1.8 Match cards</li> <li>1.9 Players' equipment</li> <li>1.10 Jewellery</li> <li>1.11 Clash of colours</li> <li>1.12 Teamwork</li> <li>1.13 Injury to players</li> <li>1.14 Team captains</li> <li>1.15 Abandoned matches</li> <li>1.16 Assaults on referees</li> <li>1.17 Send-offs</li> </ul>
<p><b>Part 2 Capital Football (seniors)</b></p>	<ul style="list-style-type: none"> <li>2.1 Administration</li> <li>2.2 Appointments</li> <li>2.3 Arrival times</li> <li>2.4 Venue managers</li> <li>2.5 Match balls</li> <li>2.6 Match times</li> <li>2.7 Teams unable to start the match on time</li> <li>2.8 Reports</li> <li>2.9 Payments</li> </ul>
<p><b>Part 3 North Canberra Futsal (juniors)</b></p>	<ul style="list-style-type: none"> <li>3.1 Administration</li> <li>3.2 Appointments</li> <li>3.3 Arrival times</li> <li>3.4 Venue managers</li> <li>3.5 Match balls</li> <li>3.6 Match times</li> <li>3.7 Match cards</li> <li>3.8 Teams unable to start the match on time</li> <li>3.9 Reports</li> <li>3.10 Payments</li> <li>3.11 Contacts</li> </ul>
<p><b>Part 4 South Canberra Futsal (juniors)</b></p>	<ul style="list-style-type: none"> <li>4.1 Administration</li> <li>4.2 Appointments</li> <li>4.3 Venue managers</li> <li>4.4 Match balls</li> <li>4.5 Match times</li> <li>4.6 Teams unable to start the match on time</li> <li>4.7 Reports</li> <li>4.8 Payments</li> <li>4.9 Contacts</li> </ul>
<p><b>Part 5 Match Fees</b></p>	<ul style="list-style-type: none"> <li>5.1 Match Fees (seniors and juniors)</li> </ul>
<p><b>Part 6 Ground Locations</b></p>	<ul style="list-style-type: none"> <li>6.1 Venue Locations</li> </ul>

<b>Part 7 Disciplinary Codes and Report Writing</b>	7.1 Yellow Card codes (Caution) 7.2 Red Card codes (Send-off) 7.3 Send-off and incident report writing
<b>Part 8 Contacts</b>	8.1 Referees Standing Advisory Committee 8.2 Futsal Referees Development Committee 8.3 Correspondence 8.4 Appointments 8.5 Equipment 8.6 Website 8.7 Capital Football

# FIELD HANDBOOK

## Part 1 - General Information - all leagues

<p><b>1.1 Pre-match preparation</b></p>	<p>Prior to leaving for the venue for you appointed matches.</p> <ul style="list-style-type: none"> <li>• make sure that you know the location of the venue (see part 6).</li> <li>• ensure your equipment and uniforms are complete, in good condition, and clean (see 1.2).</li> <li>• allow sufficient time to get to the venue, arriving at the required time before kick off (see 1.3).</li> </ul> <p>Upon arrival at the venue</p> <ul style="list-style-type: none"> <li>• introduce yourself to the venue manager and the other referees you will be refereeing with (if any)</li> <li>• check the pitch, pitch markings and goals (see 1.6).</li> </ul> <p>Before each match</p> <ul style="list-style-type: none"> <li>• check the balls to be used meet the requirements of Law 2.</li> <li>• check that match cards have been completed (see 1.8).</li> <li>• give match instructions to the other referee.</li> <li>• check player's equipment (see 1.9).</li> <li>• check colours of strips do not clash (see 1.10).</li> </ul>
<p><b>1.2 Uniform, equipment and dress standards</b></p>	<p><b>Uniform Standard.</b> All referees must be dressed fully (shirt, shorts and socks) in the standard uniform. The standard uniform, supplied in the ACT by Kanga Sports, consists of black shirt, black shorts, and all black socks. Referees who own the previous black Adidas uniform are still able to wear it as an alternative to purchasing new strip. Shoes should be predominantly black.</p> <p><b>Cold Weather.</b> In extremely cold conditions, it may be acceptable for 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.</p> <p><b>Presentation Standard.</b> 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 is very important. Referees should be neat and well groomed, with clean clothing and shoes. Socks must be pulled up and shirts tucked in.</p>
<p><b>1.3 Arrival times</b></p>	<p>Referees are required to be at the venue at least 15 minutes before the scheduled kick-off of their first match.</p>
<p><b>1.4 Change room etiquette</b></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><b>1.5 Valuables and money</b></p>	<p>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 your valuables in a non-visible place in your car is often wise.</p>
<p><b>1.6 Pitch inspection</b></p>	<p>Before matches, check that the pitch is suitable and safe for play.</p> <p><b>Markings.</b> As the venues are often used for several different sports, there will usually be many different markings in various colours. Familiarise yourself with which markings will be used, especially the penalty areas.</p> <p>Some of the markings may not be present (including corner arcs, penalty marks, and even the halfway line on netball courts). The centre circle is often marked for basketball which is smaller than that used in futsal. You should be able to referee the match under these circumstances with the following modifications</p> <ul style="list-style-type: none"> <li>• the penalty area should be used as marked for determining the area that the goalkeeper can handle the ball and for the awarding of penalty kicks</li> <li>• penalty kicks and indirect free kicks for the attacking team should still be taken 6m from the goal, so will often be taken from a point beyond the penalty area line rather than on it</li> <li>• at kick-off, opponents must be at least 3m from the ball regardless of the size of the circle marked</li> </ul> <p><b>Goals.</b> Where possible, goals should be anchored securely to the floor. If the goals do not have the required fittings, sandbags or the like should be placed at the back and side of the goals to keep them in place. Ensure that the bags are sufficiently back from the goal line so as to not interfere with the ball going over the line.</p> <p>The nets should also be secured to the frame of the goal with no gaps. If the nets are not up to the required standard, speak to the venue manager and try to get this fixed prior to the match.</p> <p><b>Pitch Surface.</b> Make sure that the pitch surface is clean and free from rubbish or any other objects. At multi-sport venues, ensure that post holes (used for placing netball goals, volleyball nets and the like) are covered securely.</p> <p><b>Leaking roofs.</b> When it is raining, check that there is no water leaking onto the pitch. Make sure that any water that is on the pitch is wiped up prior to the match. If the roof is still leaking, and water will be pooling on the floor during play, then it will most likely be too dangerous for the match to proceed.</p> <p><b>Basketball hoops.</b> Most basketball hoops will have a mechanism to raise them so that they are not interfering with play. Make sure that these are raised where possible. If the basketball hoops and backboards cannot be raised and are extended over the pitch, play can proceed. In this instance, the structure should be treated as part of the ceiling, but where the ball is clearly going out over the goal line from an attacker, you may restart play with a goal clearance.</p> <p>If available, referees should allow a match to be moved to an adjacent pitch if they determine that the designated pitch is unsuitable for play. This should be done in consultation with the venue manager.</p>
<p><b>1.7 Start times</b></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 captains that you will play a reduced time match (of equal halves). You may also reduce the half-time break if conditions allow.</p> <p>There is usually very little time between matches. Most competitions employ time slots of 45 (or 35) minutes. With 2x20 (2x15) min halves and a 1-2 min halftime, this leaves only a few minutes between matches for you to complete your post and pre-match tasks. Referees should ensure that they use this time efficiently and keep later matches starting on time.</p> <p>Where forfeits or similar have created gaps in the schedule, it is allowable to start the following match slightly early. However, this can only be done with the permission of both teams, who may be waiting for additional players to arrive.</p>

<p><b>1.8 Match cards / scoresheets</b></p>	<p><b>Before the match:</b> Team representatives should report to the referee with correctly filled in 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><b>After the match:</b> Referees should record the result of the match, their details, goal scorers, and codes for any offences. Referees should also take down players name, shirt number and FFA number for all players that have been sent off, along with other match details (venue, kick-off time, division and team names) to assist in completing the send off report.</p> <p>Captains should approach the referee after the game in order to sign the match card.</p> <p><b>Return of match cards:</b> All match cards should be returned to the venue manager at the end of your matches.</p>
<p><b>1.9 Players' equipment</b></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><b>Undergarments.</b> 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><b>Over-garments.</b> Tracksuit pants may only be worn by goalkeepers.</p> <p><b>Beanies and hats.</b> No caps or hats should be worn. In the senior winter competition, consideration should be given to allow players to wear beanies.</p> <p><b>Casts.</b> Players are <b>not</b> 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><b>1.10 Jewellery</b></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><b>Beaded hair and dreadlocks.</b> Beaded hair is considered to be a form of jewellery and may not be worn. Hard dreadlock clips may not be worn.</p> <p><b>Long finger nails.</b> 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><b>Medical alerts.</b> 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><b>Glasses and hearing aids.</b> 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><b>Religious artifacts.</b> Religious artifacts, which are not dangerous to the wearer or others, may be worn as long as the player can produce written approval to wear the artifacts from Capital Football, including conditions for wearing the artefacts on the field of play.</p> <p><b>Referees.</b> Referees should remove all jewellery while refereeing, except for watches, which are part of the referee's equipment.</p>

<p><b>1.11 Clash of colours</b></p>	<p>If, in the opinion of the referee colours of team strips clash then the referee should ask the managers to resolve the clash of colours. The game should not commence until a satisfactory change is made.</p> <p>Venue managers will usually carry a set of bibs which can be used if neither team has an alternate strip. These can be used also if a goalkeeper's shirt clashes with the opposition or the opposition goalkeeper and no alternative is available. Where the number of bibs is limited, it is prudent to have the team with the fewer players use the bibs.</p>
<p><b>1.12 Teamwork</b></p>	<p>When there are two referees appointed to a match, you are refereeing as a team.</p> <p>Prior to the match, you should discuss how you are going to approach the game. Also, if not already advised in the appointments, you should decide who is going to act as referee and second referee. It is common, unless one referee is significantly less experienced, for referees to alternatively take the roles of referee and second referee when they are doing several matches together.</p> <p>Both referees should enter the pitch together and be present at the toss of the coin. At half time, both officials should meet on the field and come off the field of play as you began, together as a team. The same applies for the start and end of the second half and any periods of extra time. The referee should bring the ball on and off the pitch.</p> <p>Eye contact is essential during play and especially at stoppages. You should always be aware where the other referee is and be prepared to adjust your position accordingly.</p> <p>At half-time you should check that your separate records of the game agree, discuss any important incidents that happened and anything different you are going to do in the second half. You should also have a similar discussion after the match.</p>
<p><b>1.13 Injury to players</b></p>	<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 any head injury, the game should be stopped immediately and assistance requested.</p> <p>Do not allow trainers onto the pitch 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 pitch (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>Referees must not provide treatment or assistance to players who are injured.</p>
<p><b>1.14 Team captains</b></p>	<p>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.</p>
<p><b>1.15 Abandoned matches</b></p>	<p>If a match is prematurely abandoned, or not started at all, the referee must complete an Incident Report. The Incident Report must state the reason(s) for the match being abandoned and the time it occurred. The competition organisers 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>Where to send the report is different for each competition and is listed separately in each section.</p>

<p><b>1.16 Assaults on referees</b></p>	<p>A game must be immediately stopped and abandoned if a referee 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 RSAC Chair or Deputy Chair must be notified immediately by telephone for all assaults – if they cannot be reached, contact the Assistant State Coach Futsal or any member of the RSAC.</p>
<p><b>1.17 Send-offs</b></p>	<p>At the end of the game all offences should be recorded on the match card. For send-offs a written report is required. Where there are two referees, only one report is usually required. No report is required for receiving a second caution in the same match.</p> <p>Reports should be e-mailed/posted to the relevant competition official, as per the individual league instructions. A list of codes for recording Yellow and Red card offences is contained in Part 7. Referees should become well familiar with these codes. Instructions for completing send-off reports are also included at Part 7.</p>

**FIELD HANDBOOK**

**Part 2 - Capital Football (seniors)**

<p><b>2.1 Administration</b></p>	<p>Senior futsal is conducted by Capital Football.</p> <p>There are two seasons each year held in summer and winter. The competitions include men's divisions for both north and south Canberra, women's divisions and a mixed social competition. In summer there is also a Premier League for both men and women.</p> <p>Capital Football employs a Futsal League Manager who is responsible for the administration of the competitions.</p>
<p><b>2.2 Appointments</b></p>	<p>Appointment of referees to matches are made by the Capital Football Referee Manager (summer competition) or the Capital Football Futsal League Manager (winter competition) in consultation with the Assistant State Coach - Futsal.</p> <p>This is currently done by email and on a fortnightly basis.</p> <p>If you have to withdraw from any appointments, please contact the Referee Manager (summer) or Futsal League Manager (winter) as soon as possible.</p>
<p><b>2.3 Arrival times</b></p>	<p>Referees are required to be at the venue for their matches at least 15 minutes before the scheduled kick-off of their first match.</p> <p>Where other activities have use of the venue in the time before the first match, referees should be prepared to help set up the pitch to ensure matches start on time.</p>
<p><b>2.4 Venue managers</b></p>	<p>Capital football employs managers at each of the venues. Their role is to deal with the administrative duties required for the running of the competition at that venue on the day.</p> <p>You should introduce yourself to the venue manager when you arrive at the venue. They will have the match cards for each of the matches and will collect them when completed at the end of the match.</p> <p>If there is any problem with the venue that you cannot deal with you should speak to the venue manager.</p> <p>After the completion of your matches, the venue manager will also have a referee payment form which you will need to sign. This lists the matches you have refereed that day and the amount of the payment due for those matches.</p>
<p><b>2.5 Match balls</b></p>	<p>All competitions use a size 4 ball. Balls are meant to be supplied by the participating teams. The venue manager may have a spare ball where neither team is unable to supply a suitable ball.</p>
<p><b>2.6 Match times</b></p>	<p>All matches consist of two 20 minute halves, with a 2 minute half time interval.</p>
<p><b>2.7 Teams unable to start the match on time</b></p>	<p>Teams not ready to kick off at the scheduled time as signalled by the referees will immediately be penalised one goal and a further goal for every 2 (two) minutes that they are late (i.e.1 goal at 0:00, 1 additional goal at 2:00, 1 additional goal at 4:00).</p> <p>Where this occurs, the referees should advise both teams prior to the kick-off of the additional goals awarded to the opposition of the late team. At the end of the match, list these goals separately on the match card under "late start".</p> <p>If a team is not ready to kick off after five minutes past the scheduled kick off time as signalled by the referees the team will be considered to have forfeited the game This should be recorded on the match card.</p>

<b>2.8 Reports</b>	<p>Any send-off or incident reports are sent to Capital Football. These need to be received by 4:45pm on the second working day after the match. Failure to meet deadlines or to complete any paperwork properly will incur a mandatory fine.</p> <p>Where reports are submitted by email, referees should use their FFA ID number in place of a signature.</p>
<b>2.9 Payments</b>	<p>Payments for the matches you have refereed are sent monthly (calendar month) and are usually made in the first week of the following month. This is done directly to your bank account and you will need to provide account details to Capital Football.</p>

## FIELD HANDBOOK

### Part 3 - North Canberra Futsal (juniors)

<p><b>3.1 Administration</b></p>	<p>Junior football on the north side of Canberra is run by North Canberra Futsal (NCF).</p> <p>NCF organises competitions which run from October to February/March with a break over the Christmas/New Year school holiday period, for age groups up to U16</p> <p>Matches take place on Friday evenings at the Lyneham Netball Centre and on Sunday afternoons and evenings at both Lyneham Netball Centre and Gold Creek High School.</p>
<p><b>3.2 Appointments</b></p>	<p>Appointments of referees to matches is done by the NCF Referees Coordinator.</p> <p>This is currently done by email and on a weekly basis.</p> <p>If you have to withdraw from any appointments, please contact the NCF Referees Coordinator as soon as possible.</p>
<p><b>3.3 Arrival times</b></p>	<p>Referees are required to be at the venue for their matches at least 20 minutes before the scheduled kick-off of their first match.</p>
<p><b>3.4 Venue managers</b></p>	<p>When you arrive at the venue, please introduce yourself to the venue manager(s).</p> <p>The venue managers coordinate the running of the competition at that venue and will be able to advise you about matches that may have been moved to a different court or have been cancelled/forfeited. They also will let you know about any late changes to referee appointments.</p>
<p><b>3.5 Match balls</b></p>	<p>Matches shall be contested using the following ball sizes</p> <ul style="list-style-type: none"> <li>• size 3 for U7 - U12</li> <li>• size 4 for U13 - U16</li> </ul> <p>Each team should present a ball to the referee prior to the match and you should choose which ball to use to begin play.</p>
<p><b>3.6 Match times</b></p>	<p>The duration of the game shall be two equal periods of:</p> <ul style="list-style-type: none"> <li>• 15 minutes for U7– U9 and</li> <li>• 20 minutes for U10 – U16,</li> </ul> <p>with a 1 minute break at half time.</p>
<p><b>3.7 Match cards</b></p>	<p>Match cards are supplied by the venue managers. The team that is listed first is required to supply a scorer for the match.</p> <p>After the match is completed, you should check that the match card has been completed correctly, including the correct score and that any yellow or red cards have been recorded correctly, and sign the match card.</p>
<p><b>3.8 Teams unable to start the match on time</b></p>	<p>Teams not ready (on the court) to kick off at the scheduled time as signaled by the referee, will be penalized one goal for not being ready and a further goal every two minutes thereafter. After 5 minutes from kick off time, if the team is still not ready to start, the team will be deemed to have forfeited the game.</p> <p>If a team is not ready to start on time, advise the scorer of the amount of time that the match is late starting.</p>

<b>3.9 Reports</b>	<p>Reports will need to be completed for any send-off and any other incidents that should be brought to the attention of the competition organisers.</p> <p>The templates available for senior competitions on the Capital Football website can be used for this purpose.</p> <p>Reports should be sent to <a href="mailto:webbox@northcanberrafutsal.com.au">webbox@northcanberrafutsal.com.au</a> as soon as possible after the match concerned.</p>
<b>3.10 Payments</b>	<p>Payments for the matches you have refereed are made fortnightly.</p> <p>Payments are made direct to a bank account and you will need to provide bank account details to NCF.</p>
<b>3.11 Contacts</b>	<p>NCF website: <a href="http://www.northcanberrafutsal.com.au">http://www.northcanberrafutsal.com.au</a></p> <p>Email: <a href="mailto:webbox@northcanberrafutsal.com.au">webbox@northcanberrafutsal.com.au</a></p>

# FIELD HANDBOOK

## Part 4 - South Canberra Futsal (juniors)

<p><b>4.1 Administration</b></p>	<p>Junior football on the south side of Canberra is run by South Canberra Futsal (SCF).</p> <p>SCF organises competitions which run from October to March with a break over the Christmas/New Year school holiday period, for age groups up to U16/17</p> <p>Matches take place on Monday, Tuesday and Thursday evenings at the mPowedome and also on Monday evenings at the Tuggeranong Indoor Sports Stadium.</p>
<p><b>4.2 Appointments</b></p>	<p>Appointment of referees to matches are made by the South Canberra Futsal (SCF) Referee Co-ordinator.</p> <p>This is currently done by email and on a fortnightly basis.</p> <p>If you have to withdraw from any appointments, please contact the SCF Referees Co-ordinator as soon as possible.</p>
<p><b>4.3 Venue managers</b></p>	<p>SCF employs managers at each of the venues. Their role is to deal with the administrative duties required for the running of the competition at that venue on the day.</p> <p>You should introduce yourself to the venue manager when you arrive at the venue. They will have the scoresheets for each of the matches and will collect them when completed at the end of the match.</p> <p>If there is any problem with the venue that you cannot deal with you should speak to the venue manager.</p> <p>After the completion of your matches, the venue manager will also have a referee payment sheet which you will need to sign. This lists the matches you have refereed that day.</p>
<p><b>4.4 Match balls</b></p>	<p>All SCF competitions use a size 3 or 4 ball. Balls are meant to be supplied by the participating teams.</p>
<p><b>4.5 Match times</b></p>	<p>See SCF team manual.</p>
<p><b>4.6 Teams unable to start match on time</b></p>	<p>See SCF team manual.</p>
<p><b>4.7 Reports</b></p>	<p>Any send-off or incident reports are sent to SCF. These need to be received within 48 hours after the match.</p> <p>Where reports are submitted by email, referees should use their FFA ID number in place of a signature. All reports must be sent to <a href="mailto:info@scf.asn.au">info@scf.asn.au</a>.</p>
<p><b>4.8 Payments</b></p>	<p>Payments for the matches you have refereed are sent fortnightly. This is done directly to your bank account and you will need to provide account details to the SCF Treasurer. Send your details to <a href="mailto:treasurer@scf.asn.au">treasurer@scf.asn.au</a></p>
<p><b>4.9 Contacts</b></p>	<p>SCF website: <a href="http://www.scf.asn.au/">http://www.scf.asn.au/</a></p>

**FIELD HANDBOOK**

**Part 5 - Match Fees**

**5.1 Match Fees**

**Seniors**

<b>MATCH</b>	<b>2 REFEREES</b>	<b>1 REFEREE</b>
Men's Premier League	\$29.00	\$36.00
Men's Youth Premier League	\$24.00	\$30.00
Men's division 1 and 2	\$24.00	\$30.00
Men's division 3 and lower	\$21.00	\$26.00
Women's Premier League	\$24.00	\$30.00
Women's Youth Premier League	\$21.00	\$26.00
Women's division 1	\$21.00	\$26.00
Women's division 2 and lower	\$19.00	\$19.00
Mixed social	\$19.00	\$19.00

**North Canberra Juniors**

<b>MATCH</b>	<b>2 REFEREES</b>	<b>1 REFEREE</b>
Under 16	\$18.00	\$18.00
Under 15	\$18.00	\$18.00
Under 14	\$15.00	\$15.00
Under 13	N.A.	\$15.00
Under 12	N.A.	\$15.00
Under 11	N.A.	\$15.00
Under 10	N.A.	\$15.00
Under 9	N.A.	\$10.00
Under 8	N.A.	\$10.00
Under 7	N.A.	\$10.00

**South Canberra Juniors**

<b>MATCH</b>	<b>2 REFEREES</b>	<b>1 REFEREE</b>
Under 16	\$15.00	\$15.00
Under 15	\$15.00	\$15.00
Under 14	\$15.00	\$15.00
Under 13	N.A.	\$15.00
Under 12	N.A.	\$15.00
Under 11	N.A.	\$15.00
Under 10	N.A.	\$11.60
Under 9	N.A.	\$10.00
Under 8	N.A.	\$10.00
Under 7	N.A.	\$10.00

**FIELD HANDBOOK**

**Part 6 - Venue Locations**

<b>Ground</b>	<b>Location</b>	<b>Suburb</b>	<b>Dressing Rooms</b>
<b>AIS</b> Basketball and Netball Centre	Leverrier Street	Bruce	Yes
<b>ANU</b> Sports Hall	North Road	Acton	Yes
<b>Gold Creek</b> High School	Kelleway Street	Gold Creek	Yes
<b>Lyneham</b> Netball Centre	Northbourne Avenue	Lyneham	Yes
<b>Mpowerdome</b>	Coyne Street	Fadden	Yes
<b>Tuggeranong</b> Indoor Sports Stadium	Cnr of Athllon Dr and Cowlshaw St	Greenway	Yes
<b>Woden</b> Basketball Stadium	Irving Street	Phillip	Yes

# FIELD HANDBOOK

## Part 7 - Disciplinary Codes and Report Writing

<p><b>7.1 Yellow Card Codes (Caution)</b></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><b>7.2 Red Card Codes (Send off)</b></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><b>7.3 Send-off and Incident Report Writing</b></p>	<p><b>Ask yourself the following questions and make sure there is something in your report which answers each one</b> (examples of the type of information needed are included in <i>italics</i> beneath each question):</p> <ol style="list-style-type: none"> <li><b>1. What was the time in the match?</b> Fill in the space on the Send-off Form (viz <i>The incident which match under my notice was as follows: In the 35<sup>th</sup> minute of the match</i>) <i>In the 35<sup>th</sup> minute of the match the following incidents took place.</i></li> <li><b>2. What led up to the incident?</b> (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></li> </ol>

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 7.2)*
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 the appropriate person (see Reports in the section for each competition). Ensure that you have the correct Futsal send off Report and submit it within the specified time period.

**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 / RSAC, their contact details are listed in Part 8.

# FIELD HANDBOOK

## Part 8 - Contacts

<b>8.1 Referees Standing Committee</b>	<b>Chair</b> Email:	David Ockerby dfanddl@ozemail.com.au	6292 8191 (H)	0410 194 292
	<b>Deputy Chair</b> Email:	Walter Kmet wkmet@grapevine.com.au		0434 602 961
	<b>Member</b> Email:	John Jenkins jjpompey@bigpond.com	6231 3131 (H)	0414 559 690
	<b>Member</b> Email:	David Oner d_oners@bigpond.com	6254 9148	
	<b>Member</b> Email:	Chris Conti fulham4848@bigpond.com		0417 206 510
	<b>Member</b> Email:	Richard Brown richard.brown@ato.gov.au		0404 004 729
	<b>Member</b> Email:	Stephen Boyd Boyd.sg@gmail.com		0427 604 783
<b>8.2 Futsal Referees Development Committee</b>	<b>Referee Education Officer</b> Email:	Chris Colley fifafutsal@yahoo.com.au		0411 301 995
	<b>Futsal Referee Development Officer</b> Email:	Ross Yarnold yarnold2@bigpond.net.au	6278 4957	0431 281 459
	<b>Junior Development Officer</b> Email:	James Nikolaidis cfrdo@gmail.com		0402 902 833
	<b>Senior Development Officer</b> Email:	Richard Brown richard.brown@ato.gov.au		0404 004 729
<b>8.3 Correspondence</b>	All general correspondence should be sent to <a href="mailto:refadmin@capitalfootball.com.au">refadmin@capitalfootball.com.au</a> or <b>Capital Football Referees, PO Box 50, Curtin ACT 2605.</b>			

<b>8.4 Appointments</b>	<p><b>Seniors:</b></p> <p><b>Summer competition</b>    Sigourney Dunk            6262 4000 or 0431 799 357  Email:                            <a href="mailto:refappts@capitalfootball.com.au">refappts@capitalfootball.com.au</a></p> <p><b>Winter competition</b>    John Perrett                    6262 4000  Email:                            <a href="mailto:futsalleague@capitalfootball.com.au">futsalleague@capitalfootball.com.au</a></p> <p><b>North Canberra Futsal</b>                            Ross Yarnold                    6278 4957 or 0402 274 715  Email:                            yarnold2@bigpond.net.au</p> <p><b>South Canberra Futsal</b>                            SCF Referee                    &lt;tba&gt;  Coordinator  Email:                            &lt;tba&gt;</p>
<b>8.5 Equipment</b>	<b>Equipment Officer</b> See Referee Manager
<b>8.6 Website</b>	For all referees news and information please visit the referee page at <a href="http://www.capitalfootball.com.au">www.capitalfootball.com.au</a>
<b>8.7 Capital Football</b>	<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: <a href="http://www.capitalfootball.com.au">www.capitalfootball.com.au</a></p> <p><b>Referees Administrator:</b>    Sigourney Dunk  <a href="mailto:refadmin@capitalfootball.com.au">refadmin@capitalfootball.com.au</a></p> <p><b>Futsal League Manager:</b>    John Perrett  <a href="mailto:futsalleague@capitalfootball.com.au">futsalleague@capitalfootball.com.au</a></p>