



***Match Official
Policies and Procedures Manual***

January 2012

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1 Introduction

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

Football Federation Australia (FFA) is recognised as the organisation responsible nationally for the development and accreditation of match officials. From time to time FFA may be required to make determinations regarding the development, accreditation or registration of match officials that may not be included within this document or the AODS.

1.1 Australian Officiating Development Schedule

The AODS outlines the career pathways and professional development of all match officials and their supporting colleagues.

It replaced the 2002 *National Grading Schedule* which in turn supplanted the original Referee-only schedule developed in the early 1990s.

The Schedule outlines all football & Futsal Referee, Referee Assessor & Referee Instructor classifications & training programs as well as the protocols and processes to manage the accreditation process.

1.2 Referee Committees

Committees and their membership are determined exclusively by FFA as required from time to time.

1.2.1 National Referees Technical Committee

In 2011 FFA created the National Referees Technical Committee (*NRTC*) that is responsible for setting the overall technical direction of match official development within Australia.

1.2.2 Referees Technical Committee

All Member Federations (*MF*) should have one Referees Technical Committee (*RTC*) that shall:

- implement the national referee development curriculum within their Member Federation as directed by the NRTC;
- supervise the career development of all registered match officials by ensuring that all requirements and processes documented in this manual and the AODS are implemented without exception;
- demonstrably comply with all FFA directions regarding the development, training, education, coaching and accreditation of match officials;
- be responsible for the identification of registered match officials ready to undertake further training programs and recognition at national level;
- monitor, supervise and assess their registered match officials undertaking training programs and accreditation processes.

While the names of a RTC may vary between Member Federations, there must be one group in each Member Federation that is responsible for the above requirements.

2 General Administration

2.1 Recognition of Overseas Qualifications

2.1.1 Application Process

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

Level of accreditation	Application made to
Recognition of community accreditation	RTC
Recognition of advanced accreditation	FFA through RTC

FFA may delegate responsibility for recognition of overseas advanced qualifications to the RTC.

1. Certificates or accreditation cards can only be submitted if they were issued by a National Association and should be translated into English.
2. Accreditation must be current. This means that :
 - the date on the certificate must be less than four years prior to date of FFA receiving the application; or
 - the expiration date on an accreditation card produced by a National Association must be dated in the future.

If there is no date on the certificate or accreditation card, a letter must be provided to FFA from the appropriate National Association confirming that the accreditation is current.

3. The match official must hold Australian residency or citizenship (proof must be submitted).
Match officials who have entered Australia on temporary or short-term visas may apply for recognition of their overseas qualifications.
4. The application process may include examinations and practical assessments in matches at the level determined by the RTC or FFA. All such examinations and practical assessments will be conducted by the RTC or as determined by FFA.
5. If the application is successful the match official will be provided accreditation:
 - expiring on 31 December in the year in which their original accreditation was due to expire if they hold Australian residency or citizenship; or
 - for the duration of the stay during which their application was submitted if they have entered Australia on a temporary or short-term visa.

The match official will receive a letter confirming their FFA accreditation and expiry date but will not receive a certificate or an accreditation card.

2.1.2 Renewal of accreditation gained under Recognition of Overseas Qualifications

To apply for renewal of accreditation gained under Recognition of Overseas Qualifications the match official must meet the same minimum requirements for renewal of accreditation as other officials at the same level. If successful they will receive another letter confirming their new expiry date.

2.2 Recognition of Current Competency or Recognition of Prior Learning

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

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

As an example a physiotherapist may be granted RCC against the Level 2 Senior Referee unit regarding Fitness for the Match Official 2 – Exercise and Nutrition.

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

2.2.1 RCC or RPL applications for referee training programs

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

Level of accreditation	Application made to
Recognition for community accreditation	RTC
Recognition for advanced accreditation	FFA through RTC

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

2.2.2 RCC or RPL Applications for Assessor or Instructor Programs

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

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

2.2.3 Expired or old accreditation

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

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

2.3 Returning to Active Officiating

2.3.1 Match Officials with current accreditation

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

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

2.3.2 Match Officials with lapsed accreditation

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

Returning officials may retain the accreditation they previously held or FFA may determine that a lower level of accreditation will be granted and the expiration date shall be determined by FFA.

2.3.3 Match Officials with expired accreditation

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

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

2.4 Exemptions

No exemptions will be given for applications made in accordance with Sections 3.1, 3.2 or 3.3 unless approved by the responsible FFA officer.

2.5 Interstate Exchanges of Match Officials

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

The management of exchanges of match officials is the responsibility of the respective Member Federations' RTC.

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

If a match official wishes to officiate in another Member Federation they have to approach their RTC who will then contact their appropriate counterparts.

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

2.6 Overseas Exchanges of Match Officials and Visits by International Officials

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

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

Exchanges of match officials are to be managed through the respective Member Federations' RTC.

Exchanges can only occur if the match officials involved are currently registered with FFA.

The following process is to occur:

1. The RTC lodges an application to FFA with the following information:
 - name of FIFA member association or Confederation involved
 - location of exchange
 - date(s) of exchange including start and end date
 - names of individuals travelling and their role (e.g. referee, administrator, etc)
 - purpose of exchange (e.g. officiate in Dallas Cup, attendance at referee seminar/course, etc)
 - benefits of undertaking the exchange
 - any costs being incurred by the participants (e.g. airfares, transfers, accommodation, meals)
2. The RTC should recommend whether they consider that the application be approved or denied and the reasons for such a recommendation.
3. FFA will review the application and may seek additional information or documentation.
4. FFA will inform the RTC whether the application has been approved.

2.7 Distance Education

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

2.8 Appeals Process

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

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

The participant may appeal the RTC's decision to the National Referees RTC. The processes must follow those set down in the FFA Appeals processes.

2.9 Nomination to International Lists

Nominations for possible inclusion onto FIFA and AFC lists are made at the ultimate discretion of FFA.

To be eligible for nomination FFA have determined the following minimum accreditation standards are effective from 1 January 2012. Accreditation must be current at time of nomination.

Role	FFA Accreditation
Male Referee	FFA Level 1 Elite Referee
Male Assistant Referee	FFA Level 1 Elite Referee (Theory)
Female Referee	FFA Level 1 Elite Referee
Female Assistant Referee	FFA Level 1 Elite Referee (Theory)

2.10 Selection for National Competitions

FFA shall be responsible for the selection of all match officials to officiate in national competitions. The following table outlines the relevant FFA accreditation that an official must currently hold to be selected.

Competition	Role	FFA Accreditation
A-League	Referee	FFA Level 1 Elite Referee
	Assistant Referee	FFA Level 1 Elite Referee (Theory)
	4th Official	FFA Level 1 Elite Referee (Theory)
	Assessor	FFA Level 1 Elite Assessor
W-League	Referee	FFA Level 2 Senior Referee
	Assistant Referee	FFA Level 3 Adult Referee
	4th Official	FFA Level 3 Adult Referee
	Assessor	FFA Level 2 Senior Assessor
National Youth League	Referee	FFA Level 2 Senior Referee
	Assistant Referee	FFA Level 3 Adult Referee
	4th Official	FFA Level 3 Adult Referee
	Assessor	FFA Level 2 Senior Assessor

2.11 National Tournaments

2.11.1 Nominations

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

- National Junior Championships for Girls (Under 13)
- National Youth Championships for Girls (Under 14 and Under 15)
- National Youth Championships for Boys (Under 13 and Under 14)

All match officials being nominated must :

- be listed in the most recent Member Federation's data provided to FFA; and
- hold current accreditation; and
- be registered in MyFootballClub for the current outdoor winter season.

Member Federations will be able to nominate one match official per team they are sending to each national tournament. Member Federations may nominate more than their quota of match officials and these must be rated in rank order for each age group to guide FFA in their selection.

Where Member Federations do not nominate their full quota further nominations may be sought from other Member Federations.

FFA will nominate a deadline by which nominations and completed information forms must be submitted. Late nominations and information forms may not be accepted by FFA if received after the specified deadline.

2.11.2 Selections

FFA will select match officials for the following national tournaments:

- Secondary Schools Championships (Boys and Girls Under 19)
- State Institute Challenge

2.11.3 Transport of Match Officials

Member Federations are responsible for the transport of their match officials to and from their home to the group accommodation at the tournament venue.

2.11.4 Appointment of Officials to Games

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

3 Registration of Match Officials

3.1 Registration Process

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

Referees register with FFA on an annual or seasonal basis through the MyFootballClub online registration system.

From 2012 it is mandatory that all match officials register through MyFootballClub. NRR10 forms will no longer be produced.

3.2 Registration Fee

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

4 Accreditation of Match Officials

4.1 Introduction

FFA accreditation acknowledges that the holder is recognised as a match official that can be appointed to officiate in sanctioned matches or conduct training programs. This does not include graduates of the Laws of the Game or Futsal Laws of the Game certificate programs.

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

For the avoidance of doubt, if a program commences on 21 March 2011 but practical assessments are not completed until 2 January 2012 the accreditation will expire on 31 December 2014.

Section 6 of this manual outlines the protocols and procedures match officials need to undertake to renew accreditation every four years.

If accreditation information is not held by FFA for an individual then for all intents and purposes they are not recognised by FFA as an accredited match official.

Only match officials who hold current accreditation should be appointed to officiate at any match.

Where a RTC makes a recommendation for the renewal of accreditation they must ensure that the match official meets all of the requirements for the renewal of that accreditation.

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

Accreditation information is collated by the respective Member Federation and is forwarded to FFA for inclusion on a national database. Data also provided to the ASC for inclusion into their NOAS data base.

4.2 Accreditation Data

Member Federations are required to maintain an accurate record of all match officials that have gained accreditation or renewed accreditation by successfully completing a training program conducted by the Member Federation or one of their referee organisations.

The data shall be in the format provided by FFA and shall be lodged with FFA in accordance with the deadlines outlined in this manual. FFA may also request one or more of the data files at any other time.

There shall be four separate Excel workbooks (data files) required to be maintained as follows:

- Referees
- Futsal Referees
- Assessors
- Instructors

The accreditation status for each match official recorded in the data files must be one of the following:

Status	Instructions / Comments
N	New – where new accreditation has been gained since the last lodgement of data with FFA
R	Renewed – where accreditation has been renewed since the last lodgement of data with FFA
U	Upgraded – where a higher level of accreditation has been gained since the last lodgement of data with FFA
<i>blank</i>	No change in status since the last lodgement of data with FFA

If Member Federations do not lodge their complete data files by the due date then those match officials are deemed to not hold current accreditation.

4.3 Accreditation Status

4.3.1 Current, Lapsed and Expired Accreditation

Match officials accreditation can be in one of three states (i.e. the status of the accreditation).

Status	Comments
Current	Match official accreditation is current for a maximum of four years calculated from the commencement date of the program. All accreditations end on 31 December. Until that date accreditation is deemed to be current .
Lapsed	If the renewal process has not been completed while the accreditation is current (i.e. by 31 December) the accreditation shall be deemed to have lapsed .
Expired	Renewal of lapsed accreditation must be finalised within three months of the accreditation lapsing. If the process is not finalised by that date (i.e. by 31 March) the accreditation shall be deemed to have expired . Expired accreditation cannot be renewed and the match official must undertake the appropriate level of program to gain accreditation.

As an example, a referee successfully passed a Level 3 Adult Referee program that commenced on 12 March 2009. The accreditation shall end on 31 December 2012.

If the renewal process has not been finalised by 31 December 2012 the accreditation shall be deemed to have **lapsed**.

If the renewal process has not been finalised by 31 March 2013 the accreditation is deemed to have **expired**.

4.3.2 Officiating in Matches

Ideally, only match officials who hold current accreditation should officiate in matches. However, due to the varying timelines in many competition jurisdictions, match officials who have lapsed accreditation may be appointed to officiate in matches.

Match officials whose accreditation has expired should not be appointed to officiate in matches.

4.4 Renewal of Accreditation

4.4.1 Introduction

Match officials accreditation under the NOAS is valid for a maximum period of four years.

To renew their accreditation applicants must be active during at least two of the four years of their accreditation and:

- Upgrade their accreditation to the next level program; or
- Repeat the same status program; or
- Undertake the required activities (refer table below).

Where a RTC makes a recommendation for the renewal of accreditation they must ensure that the match official meets all requirements of the renewal of that accreditation.

FFA may at its ultimate discretion refuse to accept the recommendation or may make a determination for renewal of accreditation that may include but not be limited to renewal at a lower level of accreditation or rejection of the renewal of accreditation.

Where a match official holds multiple accreditations they must meet the minimum requirements for passing the LOTG examination at the standard required for the highest level of accreditation held.

For example, if a match official holds accreditation as a Level 2 Senior Referee and a Level 3 Adult Assessor, they must pass the LOTG examination at the level required of a Level 2 Senior Referee.

4.4.2 Activities to Renew Accreditation

These activities are required to be undertaken each year in which the official is active and are to be recorded in the Official's Log.

FFA Qualification		Active officiating (per year) *	Attend formal coaching sessions (per year) **	Pass LOTG exam ***	Additional requirements ****
Referee	Level 4 Junior	6 hours	3 times	Not required	
	Level 3 Adult	12 hours	3 times	Yes 70%	
	Level 3 Futsal Adult	12 hours	3 times	Yes 70%	
	Level 2 Senior	18 hours	4 times	Yes 80%	Pass 1 match assessment per year
	Level 1 Elite	24 hours	4 times	Yes 85%	Pass 1 match assessment per year
Assessor	Level 3 Community	6 hours	4 times	Yes 70%	Review of 1 match report per year
	Level 2 Senior	12 hours	4 times	Yes 80%	Review of 2 match reports per year
	Level 1 Elite	18 hours	4 times	Yes 85%	Review of 3 match reports per year
Instructor	Level 3 Community	6 hours on FFA program	3 times	Yes 80%	
	Level 2 Senior	12 hours on FFA program	4 times	Yes 85%	

* Active officiating for referees does not include matches as a fourth official.

** Coaching sessions may include the formal pre-season seminar.

*** Match officials must successfully complete an examination during the final year of their accreditation.

**** Match reports include coaching sheet and complete running sheets for each match.

4.4.3 Official's Log

An Official's Log is available to accredited match officials as part of FFA's Laws of the Game publication.

It is recommended that activities are recorded as they occur, or are recorded in summary form at frequent intervals.

4.5 Renewal of Accreditation - Referees

4.5.1 Maintenance of Status - Advanced Referees

In addition to the minimum requirements documented within Section 4.4.2 "Activities to Renew Accreditation" the following requirements must be met for all Advanced-level Referees who seek to renew their accreditation:

- The Referee must remain active in the appropriate level of competition to maintain their status.
 - For a Level 1 Elite Referee this means being a Referee or Assistant Referee in the top level of competition within their Member Federation or at National level.
 - For a Level 2 Senior Referee this means being a Referee or Assistant Referee in the top level of competition within their local Association/Zone/Region or at the penultimate level of competition within their Member Federation.

Referees who no longer meet these active officiating requirements shall have their accreditation renewed as a Level 3 Senior Referee.

4.5.2 Community-level Referee accreditation

The following protocols are in place to renew Community-level Referee accreditation during the year in which the accreditation expires.

- a) The renewal of accreditation is performed by the referee group through which the referee is registered with FFA.
- b) The referee group will, should the individual meet the renewal of accreditation criteria, forward the information to their respective RTC for review and confirmation.
- c) The Member Federation will collate all renewal of accreditation requests and forward to FFA by the deadlines specified in this manual.
- d) FFA will review all applications and data and make the final determination regarding any application. The RTC will be informed of the outcome of the review process.

4.5.3 Advanced-level Referee accreditation

The following steps are to be undertaken by referees to request renewal of Advanced-level accreditation during the final year of that accreditation.

1. Application is made to the respective RTC.
2. The RTC will, should the individual meet the renewal of accreditation criteria, forward the information to their Member Federation.
3. The Member Federation will collate all renewal of accreditation requests and forward to FFA by the deadlines specified in this manual.
4. FFA will review all applications and data and make the final determination regarding any application. The RTC will be informed of the outcome of the review process.

4.6 Renewal of Accreditation - Assessors

4.6.1 Maintenance of Status

In addition to the minimum requirements documented within Section 4.4.2 “Activities to Renew Accreditation” the following requirements must be met for all Assessors:

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

4.6.2 Review of Running Sheets and Match Reports

When reviewing the running sheets and match reports the reviewer must ensure that they meet the same assessment criteria as outlined in the course materials for the appropriate training program.

4.6.3 Recommendation for Renewal of Accreditation

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

- provisional accreditation at the same level for a period two years; or
- accreditation for a four-year period at a lower level of accreditation.

Should a provisional period be recommended:

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

4.6.4 Process to Request Renewal of Accreditation

The following steps are to be undertaken by Assessors to request renewal of accreditation.

1. The renewal of accreditation request is made through the RTC by completing:
 - ‘*Application for Renewal of Assessor Accreditation*’ form; and
 - ‘*Referee Assessor Code of Ethics*’ form.
2. Provide the RTC with the required information to support the renewal of accreditation request. This will normally be their Log Book(s) plus other information that may be requested including coaching reports and detailed running sheets for matches.
3. The RTC will review requests and advise the outcome to the applicant and FFA. Originals of both forms are forwarded to FFA by the deadlines specified in this manual. The RTC must arrange for the coaching reports and detailed running sheets to be stored for a minimum of twelve months after the application has been received.
4. FFA will review all applications and data and make the final determination regarding any application. The RTC will be informed of the outcome of the review process.

4.7 Renewal of Accreditation - Instructors

4.7.1 Maintenance of Status

In addition to the minimum requirements documented within Section 4.4.2 “Activities to Renew Accreditation” the following requirements must be met:

- Instructors must remain active to maintain their status.
- If a Level 3 Community Instructor does not conduct an average of one FFA program every two years during the four years of their accreditation they lose their Instructor status.
- If a Level 2 Senior Instructor does not conduct an average of one FFA program every year during the four years of their accreditation they lose their Instructor status. However should they meet the minimum requirements in this regard as a Level 3 Community Instructor they may be accredited at that level.
- Instructors must have demonstrably complied with all FFA directions regarding the training, education and coaching of match officials.

4.7.2 Process to Request Reaccreditation

1. The renewal of accreditation request is made through the RTC by completing:
 - ‘*Application for Renewal of Instructor Accreditation*’ form; and
 - ‘*Referee Instructor Code of Ethics*’ form.
2. Provide the RTC the required information to support the renewal of accreditation request. This will normally be their Log Book(s) plus other information that may be requested.
3. The RTC will review requests and advise the outcome to the applicant and FFA. Originals of both forms are forwarded to FFA by the deadlines specified in this manual.
4. FFA will review all applications and data and make the final determination regarding any application. The RTC will be informed of the outcome of the review process.

4.8 Accreditation Process

4.8.1 Introduction and Deadlines

This section outlines the broad processes involved with the accreditation of match officials including the renewal of accreditation every four years.

There will be two deadlines each year for lodgement of accreditation data with FFA by the Member Federation:

Date	Accreditation
31 March	<ul style="list-style-type: none"> ○ renewal of match officials' current accreditation – i.e. status set to "R" ○ renewal of match officials' lapsed accreditation – i.e. status set to "R"
31 October	<ul style="list-style-type: none"> ○ new match officials' accreditation – i.e. status set to "N" ○ upgraded match officials' accreditation – i.e. status set to "U" ○ renewal of match officials' lapsed accreditation – i.e. status set to "R"

4.8.2 Laws of the Game Examinations

Examinations for all Advanced accreditations may only be conducted by the respective RTC.

Examinations required for the renewal or maintenance of accreditation shall be conducted between 1 January and 30 September in each year unless written approval is provided by FFA.

4.8.3 Match Assessments

Where a referee is required to pass a match assessment as part of their renewal of accreditation these assessments must be performed by Assessors appointed by the RTC who hold current accreditation at the levels specified within the respective training program.

4.8.4 Advanced Accreditations

All applications for renewal of Advanced-level accreditations must be made through the respective RTC.

4.8.5 State Coaches and Members of Member Federation RTCs

Where an accreditation of the nominated State Coach or a member of a RTC is due for renewal the application shall be made through the RTC to FFA for review and determination by FFA.

4.8.6 Process for New or Renewed Accreditation

1. Member Federations shall provide FFA with three Excel workbooks with one workbook to be provided for each of the following:

- Referees
- Futsal Referees
- Assessors/Instructors.

Only the Excel workbook templates provided by FFA shall be used and all mandatory information must be provided or accreditation will not be recognised for any affected match officials.

2. New Assessors and Instructors - the Member Federations shall also forward to FFA the completed & signed copies of the *Code of Ethics* forms.

Renewing Assessors and Instructors - the Member Federations shall also forward to FFA completed and signed copies of both *Application for Renewal* and *Code of Ethics* forms.

If the State Coach or a member of the RTC is applying for renewal of their Assessor accreditation the required number of match reports and original running sheets also need to be provided by email.

3. When the applications have been received and approved the Member Federation will be invoiced for the appropriate number of accreditations.

The RTC shall be responsible for ensuring that the accreditation information provided for match officials is accurate prior to being lodged with FFA.

4.9 Format of Accreditation Data

FFA will supply Member Federations with an Excel template that is to be used to provide the details of new, re-accrediting or updating officials. This will enable FFA to easily update the ASC's Sports Accreditation Online (SAO) database to ensure the accuracy of individual's accreditation.

It is expected that each Member Federation will send one Excel workbook each for Referees, Futsal Referees and Instructors / Assessors.

If there is no information to be entered into any field please leave it completely blank (i.e. do not enter "N/A", "none", etc).

4.9.1 Referee Information

The following information is required for each Referee and Futsal Referee:

Column	Format or other information
Organisation Name	Enter name of Member Federation (or Branch/Zone/Association in larger MFs)
FFA Number	Enter the 8-digit FFA number
Title	Mr, Mrs, Ms, Dr, Professor, Other
First Name	Enter the first name of the official
Family Name	Enter the last name of the official
Date of Birth	Enter date in the format dd/mm/yyyy
Gender	Enter as M, F or Unknown
ATSI Type	Enter either Aboriginal, TorresStraitIslander or leave blank **Note no spaces in wording**
Postal Address Line 1	Enter line one of the postal address
Postal Address Line 2	Enter line two of the postal address
Postal Town	Enter the suburb within Australia
Postal State	Enter ACT, NSW, NT, QLD, SA, TAS, VIC or WA
Postal Post Code	Enter the post code within Australia
Phone	Enter the 10 digit phone number in the format ##### including area code in front of phone number **Note no spaces in number**
Mobile	Enter the 10 digit mobile number in the format ##### including area code in front of phone number **Note no spaces in number**
Email	Enter email address or leave blank
Discipline	Enter either Outdoor or Futsal
Accreditation Level	Enter 1, 2, 3 or 4 or LOTG
Accreditation Status	Enter as N (New), R (Renewing) or U (Upgrade)
Accreditation Achieved Date	Enter date in the format dd/mm/yyyy **Note this is the date of the first day of the program when the individual achieved their latest accreditation**
Accreditation Expiry Date	Enter date in the format dd/mm/yyyy **Note this is the date when the individual's accreditation is due to expire and is a maximum of four years** All accreditation expires on 31 December. For example if the Accreditation Achieved Date is 01/03/2012 the Accreditation Expiry Date is 31/12/2015
Active This Year	Enter Yes or No if the referee registered this year
Discontinued Flag	Enter as Yes or No; if left blank system will default to No **Note complete only if individual is to be discontinued (i.e. goes inactive)**
Deceased	Enter as Yes or if left blank the default will be No

Please note:

- there must be either a Phone or Mobile number for an individual;
- **shaded fields** are mandatory.

4.9.2 Assessor and Instructor Information

The following information will be required for each Assessor and Instructor:

Column	Format or other information
Organisation Name	Enter name of Member Federation (or Branch/Zone/Association in larger MFs)
FFA Number	Enter the 8-digit FFA number
Title	Mr, Mrs, Ms, Dr, Professor, Other
First Name	Enter the first name of the official
Family Name	Enter the last name of the official
Date of Birth	Enter date in the format dd/mm/yyyy
Gender	Enter as M, F or Unknown
ATSI Type	Enter either Aboriginal, TorresStraitIslander or leave blank **Note no spaces in wording**
Postal Address Line 1	Enter line one of the postal address
Postal Address Line 2	Enter line two of the postal address
Postal Town	Enter the suburb within Australia
Postal State	Enter ACT, NSW, NT, QLD, SA, TAS, VIC or WA
Postal Post Code	Enter the post code within Australia
Phone	Enter the 10 digit phone number in the format ##### including area code in front of phone number **Note no spaces in number**
Mobile	Enter the 10 digit mobile number in the format ##### including area code in front of phone number **Note no spaces in number**
Email	Enter email address or leave blank
Discipline	Enter either Outdoor or Futsal or Both
InstructorAccreditation Level	Enter 2 or 3
InstructorAccreditation Status	Enter as N (New), R (Renewing) or U (Upgrade)
InstructorAccreditation Achieved Date	Enter date in the format dd/mm/yyyy **Note this is the date of the first day of the program when the individual achieved their latest accreditation**
InstructorAccreditation Expiry Date	Enter date in the format dd/mm/yyyy **Note this is the date when the individual's accreditation is due to expire and is a maximum of four years** All accreditation expires on 31 December. For example if the Accreditation Achieved Date is 01/03/2012 the Accreditation Expiry Date is 31/12/2015
AssessorLevel	Enter 1, 2 or 3
AssessorAccreditation Status	Enter as N (New), R (Renewing) or U (Upgrade)
AssessorAccreditation Achieved Date	Enter date in the format dd/mm/yyyy **Note this is the date of the first day of the program when the individual achieved their latest accreditation**
AssessorAccreditation Expiry Date	Enter date in the format dd/mm/yyyy **Note this is the date when the individual's accreditation is due to expire and is a maximum of four years** All accreditation expires on 31 December. For example if the Accreditation Achieved Date is 01/03/2012 the Accreditation Expiry Date is 31/12/2015
Active This Year	Enter Yes or No
Discontinued Flag	Enter as Yes or No; if left blank system will default to No **Note complete only if individual is to be discontinued (i.e. goes inactive)**
Deceased	Enter as Yes or if left blank system will default to No

Please note:

- there must be either a Phone or Mobile number for an individual;
- **shaded fields** are mandatory.

4.10 Accreditation Fee

FFA introduced an accreditation fee for match officials effective 1 November 2010.

This fee is charged when:

- attending a program that includes NOAS accreditation;
- Referee accreditation is renewed.

4.10.1 How is the fee paid by an individual?

The fee should be included in the price participants pay for attendance at any of the listed programs or when the referee is undertaking the LOTG examination to renew their accreditation.

4.10.2 How is the fee paid to FFA?

Section 4.7 “*Accreditation Process*” outlines the two deadlines in place each year regarding lodgement of accreditation data. The following process is in place to formalise payment of accreditation fees.

1. Member Federations lodge their accreditation data and documentation in accordance with the deadlines documented in Section 4.7 “*Accreditation Process*”.
2. FFA reviews applications for renewal of Instructor and Assessor accreditation or new accreditation.
3. FFA will invoice the Member Federations for the total amount of the accreditation fee for the match officials included in this data and whose application has been accepted.
4. Once payment has been received by FFA, accreditation cards will be requested to be produced by the supplier.
5. The supplier will send the accreditation card directly to the individual officials.

4.11 Program Fees, Instructor Payments and Refund Policy

4.11.1 Program Fees

A program fee will apply and must be paid before the program commences.

The fee will vary depending on the program being undertaken and includes: participant’s workbook & resources, FFA database registration, and FFA servicing fees during the life of an individual’s four year accreditation. Additional materials may also be supplied or made available to purchase.

4.11.2 Instructor Payments

Instructors are entitled to receive payment for conducting a program.

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

Level of Program	Payment Schedule
Community	\$35 per hour of classroom time and practical sessions
Advanced	\$330 per day (8 hours) of classroom time and practical sessions

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

4.11.3 Reassessment Fees

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

- Where an Assessor is required to review and assess a match report.
- Where an Instructor is required to review and mark an examination or attend and document the outcome of a fitness test fee.

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

4.11.4 Refund Policy

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

The following refund policy applies to courses conducted by FFA:

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

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

4.12 Summary of Payments to Instructors and Fees

program	payment to instructor (per instructor)	FFA accreditation fee paid (inc GST) when		maximum fee chargeable (inc GST) for each reassessment of		
		attending program	renewing accreditation	examination	practical component	
Referee	Laws of the Game	\$280	nil	renewal not available	\$10	none required
	Level 4 Junior	\$280	\$22	\$22	\$10	nil
	Level 3 Adult	\$280	\$22	\$22	\$10	\$20
	Level 2 Senior	\$330	\$22	\$22	\$25	\$50
	Level 1 Elite	\$495	\$22	\$22	\$25	\$50
	Futsal Laws of the Game	\$280	nil	renewal not available	\$10	none required
	Futsal Level 3 Adult	\$280	\$22	\$22	\$10	Nil
Assessor	Level 3 Community	\$280	\$22	nil	\$10	\$20
	Level 2 Adult	\$330	\$22	nil	\$25	\$50
	Level 1 Elite	\$660	\$22	nil	\$25	\$50
Instructor	Level 3 Community	n/a	\$22	nil	\$10	none required
	Level 2 Adult	\$990	\$22	nil	\$25	\$50

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

5 Program Administration

The following section details the administrative requirements for the conduct of all training programs including the accreditation of match officials.

5.1 Conduct of Programs

5.1.1 Qualified Individuals

Only appropriate qualified individuals, as outlined within this section, can deliver programs, conduct and mark examinations and assess match officials as part of a training program, as part of the renewal of accreditation or as part of the ongoing maintenance of a match official's accreditation.

5.1.2 Training programs

Only currently accredited Instructors, individuals approved by the RTC (for Community level Referee training programs only) or individuals approved by FFA can conduct match officials training programs. Only these individuals may present modules directly relating to the Laws of the Game.

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

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

5.1.3 Examinations

Only currently accredited Instructors, individuals approved by the RTC (for Community level Referee training programs only) or individuals approved by FFA can conduct an examination of a match official's knowledge of the Laws of the Game.

5.1.4 Match Assessments

Only currently accredited Assessors, individuals approved by the RTC (for Community level Referee training programs only) or individuals approved by FFA can conduct an assessments of a match official's performance during a match.

5.1.5 Payment of Instructors and Assessors

These Instructors and Assessors are entitled to payment as outlined in Section 4.12 "*Summary of Payments to Instructors and Fees*".

5.1.6 Essential Requirements

- a) All programs must be conducted in accordance with the requirements outlined in the AODS and this manual.
- b) The appointed Instructor must only use FFA approved resources and program material.
- c) The appointed Instructor must be aware that if the program is conducted outside the guidelines provided by FFA, and/or with non approved resources and program material, the results of the program may not be approved, and the Instructor's accreditation may be revoked.
- d) Instructors are to record participant attendance for the whole program.
- e) At the conclusion of the program, the Member Federation is responsible for ensuring prompt provision of program data from the Instructor.
- f) Instructors are only to be paid for conducting a program once all required paperwork and data is supplied at the conclusion of the program.

5.2 Notification and Approval of Programs

It is vital that FFA and RTCs are aware of the referee training programs that are being conducted around Australia. This ensures that adequate program resources are available for use as required, appropriate instructors are appointed and the required data being available for use in reports to various bodies including the Australian Sports Commission.

To assist in this process all programs should be notified to and approved by either the RTC or FFA in accordance with the table in Section 5.4 “Responsibilities”.

All community level referee training programs are conducted by local referee groups after being notified to their respective RTC. However each RTC may require that courses are not conducted unless they are approved by the RTC.

All other programs are conducted after being approved by FFA.

5.3 Registration of Participants

FFA shall provide all Member Federations with a program register that shall be used to administer the program.

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

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

The program register is to be completed by the referee group or RTC conducting the program and then returned to the Member Federation and/or FFA by the program Instructor within 28 days of the conclusion of the program together with all documentation required by the Member Federation and/or FFA.

5.4 Responsibilities

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

	Program	Requested & Conducted by	Approved by	Certificates issued by	Documentation returned to
Referee	Laws of the Game	referee group	RTC	referee group conducting program	RTC
	Level 4 Junior	referee group	RTC	referee group conducting program	RTC
	Level 3 Adult	referee group	RTC	referee group conducting program	RTC
	Level 2 Senior	RTC or FFA	FFA	FFA	FFA
	Level 1 Elite	RTC or FFA	FFA	FFA	FFA
	Futsal Laws of the Game	referee group	RTC	referee group conducting program	RTC
	Futsal Level 3 Adult	referee group	RTC	referee group conducting program	RTC
Assessor	Level 3 Community	referee group or RTC	RTC	FFA	RTC
	Level 2 Adult	RTC or FFA	FFA	FFA	FFA
	Level 1 Elite	FFA	FFA	FFA	FFA
Instructor	Level 3 Community	n/a	FFA	FFA	FFA
	Level 2 Adult	RTC or FFA	FFA	FFA	FFA

Where FFA is required to issue certificates this will occur once the program register is returned to FFA within the required timeframe including all required information. FFA will then determine whether all program requirements have been met to the satisfaction of FFA.

All accreditation is issued by FFA once they are satisfied that all program requirements have been met.

5.5 Administrative Processes to Conduct Programs

The following section outlines the processes to be followed to conduct a referee training program.

5.5.1 Community Referee Training programs

Laws of the Game Certificate Level 4 Junior Referee Level 3 Adult Referee
Futsal Laws of the Game Certificate Futsal Level 3 Adult Referee

Step	Function	Responsibility
1	Request for approval (where required) to conduct program sent to RTC. Program register must be provided to RTC including proposed date(s), Instructors and Assessors. Where the RTC is required to approve the conduct of programs, steps 2 – 8 are only performed if that approval has been granted.	referee group / RTC
2	Program scheduled and Instructors/Assessors appointed.	referee group
3	Program promoted and applications to attend program sought.	referee group
4	Participants' details recorded in program register.	referee group
5	Program conducted in accordance with AODS and this manual.	Instructor / Assessor
6	Program register completed after conclusion of program including whether each participant was deemed Competent or Not Yet Competent. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required for each participant to progress towards gaining the accreditation.	Instructor
7	Program register forwarded to RTC together with all required documentation.	Instructor
8	Certificate issued and accreditation confirmed providing all requirements of the program have been satisfied.	RTC

5.5.2 Level 3 Community Assessor Training programs

Step	Function	Responsibility
1	Request for approval to conduct program sent to RTC. Program register must be provided to RTC including proposed date(s), Instructors and Assessors. Steps 2 – 8 are only performed if approval is granted.	RTC
2	Request reviewed and RTC advised. Instructors, Assessors and curriculum confirmed.	FFA
3	Program promoted and applications to attend program sought.	referee group
4	Participants' details recorded in program register.	referee group
5	Program conducted in accordance with AODS and this manual.	Instructor / Assessor
6	Program register completed after conclusion of program including whether each participant was deemed Competent or Not Yet Competent. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required for each participant to progress towards gaining the accreditation.	Instructor
7	Program register forwarded to RTC together with all required documentation.	Instructor
8	RTC reviews program register to ensure candidates meet all requirements. RTC forwards program register to FFA confirming recommendations for accreditation.	RTC
9	Certificate issued and accreditation confirmed providing all requirements of the program have been satisfied.	FFA

5.5.3 Advanced Referee and Level 2 Senior Assessor Training programs

	Level 2 Senior Referee	Level 1 Elite Referee	Level 2 Senior Assessor
Step	Function		Responsibility
1	Request for approval to conduct program sent to FFA. Program register must be provided at time of request including proposed date(s), Instructors and Assessors. Steps 2 – 8 are only performed if approval is granted.		RTC
2	Request reviewed and RTC advised. Instructors, Assessors and curriculum confirmed.		FFA
3	Program promoted and applications to attend program sought.		RTC / FFA
4	Participants' details recorded in program register.		RTC
5	Program conducted in accordance with AODS and this manual.		Instructor / Assessor
6	Program register completed after conclusion of program including whether each participant was deemed Competent or Not Yet Competent. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required for each participant to progress towards gaining the accreditation.		Instructor
7	Program register reviewed and forwarded to FFA together with all required documentation. Where the program is Level 1 Elite Referee the documentation shall include successful candidates program folder unless arrangements are made for these to be reviewed locally.		RTC
8	Certificate issued and accreditation confirmed providing all requirements of the program have been satisfied.		FFA

5.5.4 Level 3 Community Instructor Accreditation

Step	Function	Responsibility
1	Candidates undertake the required FFA-approved external course or accreditation or RCC/RPL application was approved by FFA. Documentation provided to RTC.	RTC
2	Candidate undertake and successfully pass Laws of the Game examination and completes the <i>Instructor Code of Ethics</i> form.	RTC
4	Candidates information forwarded to FFA including FFA number, commencement date of accreditation and <i>Code of Ethics</i> form.	RTC
5	Certificate issued and accreditation confirmed providing all requirements of the program have been satisfied.	FFA

5.5.5 Level 1 Elite Assessor and Level 2 Senior Instructor Training Programs

Step	Function	Responsibility
1	Request for approval to conduct program sent to FFA. Program register must be provided at time of request including proposed date(s), Instructors and Assessors. Steps 2 – 8 are only performed if approval is granted.	RTC / FFA
2	Request reviewed and RTC advised. Instructors, Assessors and curriculum confirmed.	FFA
3	Program scheduled and Instructors/Assessors appointed.	FFA
4	Program promoted and applications to attend program sought.	RTC / FFA
5	Participants' details recorded in program register.	FFA
6	Program conducted in accordance with AODS and this manual.	Instructor / Assessor
7	Program register completed after conclusion of program including whether each participant was deemed Competent or Not Yet Competent. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required for each participant to progress towards gaining the accreditation.	Instructor
8	Program register forwarded to FFA together with all required documentation.	Instructor
9	Certificate issued and accreditation confirmed providing all requirements of the program have been satisfied.	FFA

6 Appendix

6.1 Definitions

In this manual:

curriculum means the program structure including units to be presented and examination material.

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

match official means a Referee, Assessor or Instructor.

program materials means the manuals, presentations, audiovisual material, assessment forms, program evaluation forms and other materials used to conduct a program.

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

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

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

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

RTC means the Referees RTC responsible for all development and management of the accreditation of match officials within their Member Federation.

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