

**MACQUARIE FOOTBALL  
REFEREES ASSOCIATION  
INCORPORATED**



**HANDBOOK FOR REFEREES,  
ASSESSORS AND MENTORS  
2022**

## MACQUARIE FOOTBALL REFEREES ASSOCIATION INCORPORATED

### WELCOME TO THE 2022 SEASON

Macquarie Football Referees Association Incorporated welcomes its members to the 2021 football season.

This Handbook for Referees, Assessors and Mentors 2022 has been compiled in order to prepare members with as much information as possible to assist them during the season ahead. The handbook contains important information relating to the playing rules for the competitions on which our members officiate. It also details some of the more important regulations and procedures of the association with which members are required to comply. **It is printed and distributed so that a hard copy will be carried by all referees in their refereeing kit, in order to give referees a source of information if they need it when at the grounds during the season.**

We extend our very best wishes to all members for a season of success, enjoyment and reward with fine sportsmanship, and of course, excellent officiating!

### COMPETITIONS

During the 2022 season, members of the association will officiate on matches in the following competitions administered by Macquarie Football Limited:

- MFL Under 10 and Under 11 Aldi Mini-Roos local club and inter-zone club matches
- Inter-District Joint Competition for junior age group divisions from Under 12 through to Under 18 age groups
- Inter-District Joint Competition for All Age Men's and Over 35 Men's divisions
- Inter-District Joint Competition for junior girls' age groups and All Age Women's divisions

Members of the association also officiate on matches in various school competitions, including but not necessarily limited to, Open Boys' and Open Girls' Competition matches, Bill Turner Cup Competition matches (for schoolboys), Bill Turner Trophy Competition matches (for schoolgirls) and MFL Macquarie Cup primary school matches.

Members of the association may also officiate with Northern NSW Football. They will officiate on matches in the following competitions administered by Northern NSW Football:

- National Premier Leagues Youth Competition matches in Under 13, 14, 15 and 16 age groups
- National Premier Leagues Senior Competition
- NEW-FM Northern League One Youth Competition matches in Under 13, 14, 15, 16 and 18 age groups
- NEW-FM Northern League One Senior Competition
- Newcastle Herald Women's Premier League Competition
- Football NSW Women's Division 1 Competition
- Northern NSW Football Skill Acquisition Program (SAP Metro) matches in Under 11 and 12 age groups
- School fixtures played at the Lake Macquarie Regional Football Facility at Speers Point.
- Members may also officiate on the Zone Premier League, Zone League One, Zone League Two and Zone League Three Competitions for senior men.

**GROUND DIRECTORY 2021**

Argenton United	<b>Jack Edwards Oval, Kindyerra Park,</b> Corner Mary and Montgomery Streets, ARGENTON
Barnsley	<b>Taylor Park 1, 2 and 3,</b> Government Road, BARNSLEY
Belmont	<b>Marks Oval 1, 2 and 3,</b> Floraville Road, BELMONT NORTH
Belmont/Swansea Juniors	<b>Aitcheson Reserve 1 and 2,</b> Turea Street, PELICAN
Cardiff Juniors	<b>Evans Park 1 and 2,</b> Myall Road, CARDIFF
Cardiff City	<b>Cardiff Oval No.2,</b> Queens Avenue, CARDIFF
Charlestown Juniors	<b>Charlestown Oval,</b> Lincoln Street, CHARLESTOWN
Dudley Redhead United Juniors	<b>Liles Oval 1, 2 and 3</b> Corner Kalaroo Road and Cowlshaw Street, REDHEAD
Dudley Redhead United Seniors	<b>Lydon Oval,</b> Gardner Street, DUDLEY
Edgeworth Juniors	<b>Edgeworth Oval 2, 3 and 4,</b> Park Street, EDGEWORTH
Garden Suburb	<b>Lance Yorke Oval, Margaret West Field,</b> Myall Road, GARDEN SUBURB
Kahibah	<b>Kahibah Oval 1 and 2, Andy Bird Field 1 and 2,</b> Corner Bula and James Streets, CHARLESTOWN
Lake Macquarie Juniors	<b>Tredinnick Oval 1, 2 and 3,</b> Eighth Street, BOOLAROO
Lake Macquarie City	<b>Macquarie Field,</b> Corner Park Road and Creek Reserve Road, SPEERS POINT
Morrisset	<b>Auston Oval,</b> Corner Dora and Ourimbah Streets, MORISSET <b>Bernie Goodwin Oval 1, 2 and 3,</b> Corner Newcastle and Stockton Streets, MORISSET
Northern NSW Football	<b>Lake Macquarie Regional Football Facility 1, 2 and 3,</b> Park Road, Speers Point
South Cardiff	<b>Jack Neave Oval 1 and 2 (Ulinga Park Complex),</b> Cross Street, CARDIFF SOUTH
Southern Lakes	<b>Douglass Street Oval,</b> Douglass Street, DORA CREEK
Swansea	<b>Chapman Oval 1, 2 and 3,</b> Channel Street, SWANSEA
Toronto Awaba Juniors	<b>Finnan Oval 1, 2 and 3,</b> Fennell Crescent, BLACKALLS PARK
Valentine Eleebana	<b>Croudace Bay Complex 1, 2 and 3,</b> Parklea Avenue, CROUDACE BAY
Warners Bay	<b>John Street Oval 1 and 2,</b> John Street, WARNERS BAY
Westlakes Juniors and Seniors	<b>Rathmines Oval 1, 2, 3 and 4,</b> Corner Rosemary Row and Stilling Street, RATHMINES
West Wallsend Juniors	<b>Gregory Park 1 and 2,</b> Hyndes Street, WEST WALLSEND

## **IMPORTANT INFORMATION**

- The Hunter Region Match Official Appointments and Administration Officer, **Rachel Sager (Mob 0484094123, office 02 49530800)**, will appoint all referees and assistant referees within Macquarie, Newcastle and Hunter Valley Football Referees Associations to matches played across all three football zones in the Inter-District Joint Competition. The Hunter Region Match Official Appointments and Administration Officer will also appoint match officials to school competition fixtures played across the three zones, except for matches played at the Lake Macquarie Regional Football Facility at Speers Point.
- The Hunter Region Match Official Appointments and Administration Officer will process all of the match fees to be paid by EFT to all referees from the three local branches for the matches on which they officiate in the Inter-District Joint Competition.
- The Hunter Region Match Official Appointments and Administration Officer, **Rachel Sager**, will use the Match Ref appointments system in 2022 to prepare and publish referee appointments to the Inter-District Joint Competition. One version of Matchref will be used in 2022 for all matches played in the Inter-District Joint Competition across all three zones.
- It is unlikely that Match Ref will be used to appoint referees to school matches. These appointments are likely to be made by telephone or email.
- It is anticipated that our association's referees' and referee assessors' appointments will be published on Match Ref no later than each Wednesday this season for the following weekend's matches. Appointed members will receive their personal appointments by way of an email from Match Ref. A full set of the upcoming weekend appointments in the Macquarie zone will be available for viewing by members in the "Who Is Where" section of Match Ref.
- Referees will continue to be able to view their own upcoming appointments on the "My Upcoming" section of Match Ref and will be able to refer back to their previous appointments for the season on the "My History" section of Match Ref.
- Match Ref operates on the basis that all referees and assessors are available for appointment to matches unless an individual member logs dates or times when he or she is unavailable. **It is essential that as soon as members know that they are unavailable on a particular date or at a particular time, they immediately log their unavailability on Match Ref.**
- **The deadline** for referees and assessors to record their **unavailability** each week is again **midnight on Sunday** for the following weekend's matches.
- Members who become unavailable for their appointments will be required from now onwards to notify the Hunter Region Match Official Appointments and Administration Officer, **(Rachel Sager)** directly of their unavailability. Members are requested to please contact Rachel during business hours from Monday to Friday, if possible, to advise of their unavailability. This will minimise the number of calls that Rachel will receive after hours in her own time. On weekends, members should please contact Rachel immediately when they become unavailable. This will give Rachel time to rearrange the appointments accordingly.
- Macquarie Football has issued a strong reminder that any referee who officiates on a fixture of any nature, without having been appointed to it or receiving approval from the appropriate authority to officiate on it before the match commences, is not protected by the Northern NSW Football Professional Indemnity and Public Liability Insurance Policies.  
In order to ensure that members do not officiate without insurance coverage, any member of our association who is proven to have officiated on any fixture without such appointment being made or approved beforehand by our association shall be liable to be strongly disciplined by the Management Committee.

- Federal legislation requires any person working with children to obtain a **Working With Children (WWCC) clearance check** through the Office of the Children’s Guardian. The NNSWF Match Official Standing Committee has endorsed this requirement. It means that all MFRAI Management Committee members, Assessors and Mentors over the age of 18 must have a WWCC check that is for paid work. The current cost of that check is \$80. This cost will be reimbursed to the members on production of the NSW Services receipt. A voluntary WWCC check is required for all referees over the age of 18. This is a free check through “Service NSW” and a WWC number will be issued. When the number has been attained please let the secretary know as the association has to verify the number by law.
- Under Section 6A of the Smoke-Free Environment Act 2000, smoking continues to be banned at public sporting grounds and other recreational areas. This ban on smoking extends to match officials. Referees who are proven to have been smoking at grounds and at matches are liable to be fined by NSW Health up to \$550 under the Smoke-Free Environment Act 2000 and may otherwise be disciplined by the Management Committee of our association.
- Under its regulations and by-laws, MFL continues to have the power and authority to directly discipline any individual person who is guilty of a serious offence or of bringing the game into disrepute.
- In all age group matches from Under 12 through to All Age, Over 35 and Over 45 matches in the Inter-District Joint Competitions, the maximum number of players who can participate in a match again is sixteen (16) players per team. This represents eleven (11) players who commence the match and a maximum of five (5) interchange players. The number of times that players may be interchanged in a game remains unlimited.
- In the Inter-District Joint Competition and Aldi Mini-Roos matches, all of the team officials (maximum of three) for both teams must wear their Team Official identification tags during the game. The only persons permitted at the bench area during the game are team officials and the interchange players.
- Members of our association will again officiate on the MFL Under 10 and Under 11 Aldi Mini-Roos matches this season when possible. Again in 2022 these matches are to be played strictly in accordance with the FIFA laws of the game. However, offside infringements are not penalised. Fouls and misconduct must be penalised, and play subsequently restarted, in the same manner as in competition age group matches.
- Team sheets for MFL Under 10 and Under 11 Aldi Mini-Roos matches will include a designated space for the referee to print and sign his or her name. The final score must be recorded for these fixtures.
- The deadline for members to send all Referee Send-Off Reports and Incident Reports this season is 8.00pm on the Monday night following the match. **Members must telephone the Secretary** of our association with the details of the forthcoming report as soon as possible after the relevant match. Members who fail to telephone the Secretary with the details of their forthcoming completed report or who fail to submit their properly completed report by 8.00pm on the Monday night following the match, shall be liable to be disciplined by the Management Committee.
- Match Fees Claim Forms are on the Macquarie Referees website **mfrai.com**, These forms need to be completed by 8:00pm the following Monday and will be assessed by the Treasurer and Secretary. The claim will then be submitted on to Macquarie Football for consideration.
- MFL has requested that referees do not get involved in discussions with players or team officials about whether players are eligible to play in fixtures including the new photo ID system to be introduced in 2021, or whether an abandoned match will be replayed, or whether the score at the time of the abandonment will be regarded as the final score of the match.
- Referees are not to engage with spectators with regards to referee decisions either their own or others. This practice often escalates situations and distracts referee away from their core duties. Abuse however should be reported to the club duty officer and in extreme cases the game stopped to diffuse the situation.

A formal report may be required in order for the association and subsequent club to take action against offenders.

- For trial matches, members will be paid via Matchref.
- The match fees payable in 2022 to referees and assistant referees for matches in the Inter-District Joint Competition are published on the Association website.
- In 2022, all referees and assistant referees will be paid their match fees for Inter-District Joint Competition matches by electronic funds transfer into their nominated bank account. The payments into members accounts will be made regularly by MFL. The Association Fees payable by members shall be deducted from the match fees payment before the fees are deposited into members accounts. To ensure that match fees are deposited into their nominated account, a member must complete and return a Bank Account Details Form to the secretary or MFL.
- Members will continue to be paid match fees in cash on the day for most school matches, except for the Macquarie Cup primary school competition. Match Fees for the Macquarie Cup will be paid to officiating members by electronic funds transfer by MFL into members nominated bank accounts.
- Our association's assessors and mentors will continue to be paid an amount at intervals through the season to cover their out-of-pocket expenses for the duties they carry out on behalf of the association.
- In order to officiate on semi-finals, finals and grand finals at the end of the 2022 season, members must pass the association's annual fitness test and must also attend the two compulsory Ordinary General Meetings in 2022, at which important information relating to the commencement of the Inter-District Joint Competition and this year's Finals Series Matches will be given.
- To ensure that no member is overlooked for the opportunity of being assessed and graded throughout the season, the association will keep and maintain a spreadsheet of all referee assessments carried out during 2022. The spreadsheet will detail the number of assessments carried out on every active member in the association and will provide valuable information to the Hunter Region Match Official Appointments and Administration Officer in appointing members to suitable fixtures on which they can be assessed.
- Members who are uncertain whether the playing surface on which their matches are being played is safe and fit for play should contact a member of the Management Committee for advice. If there is time for it to be arranged, it may be possible for the contacted member of the Management Committee to visit the ground in question and to assist the referee in determining whether play should proceed.
- Members of the association are not permitted under any circumstances to ask or expect club canteen staff to provide them with free food and drink on match days. Even though clubs are under no obligation to provide food and drinks to referees at no charge, many clubs do so willingly. However, this privilege must not be abused. Members who are proven to have asked or expected to receive free food and drink from club canteens shall be liable to be disciplined by the Management Committee.

## **APPOINTMENTS**

- Members who are asked to officiate on matches **to which they have not been appointed** by the Hunter Region Match Official Appointments and Administration Officer or the association **must** either decline the request to officiate or contact the Hunter Region Match Official Appointments and Administration Officer, or their representative being a member of executive committee, to obtain the approval to officiate **before** the match commences. If you are unable to contact any of these persons you are forbidden to referee these matches. **Disciplinary action will be sanctioned by the executive committee for those who fail to comply with the direction.**
- Members are forbidden to swap or exchange their appointments.

- Members who wake up sick or injured on the morning of their appointments must in the first instance contact Rachel Sager immediately to inform of their unavailability to officiate, if unable to contact the Hunter Region Match Official Appointments and Administration Officer contact a member of the executive committee.
- A member who fails to officiate on a match to which he or she has been appointed, without notifying the Hunter Region Match Official Appointments and Administration Officer or a member of the executive committee beforehand, will be required to show cause why he or she should not be disciplined by the Management Committee.
- It is a policy of the association that no member is to commence officiating on any All Age Men's or any Over 35 Men's fixture unless the full complement of three match officials is present. If the referee or either or both of the assistant referees fail to arrive for an All Age Men's or Over 35 Men's fixture, or are unable to officiate, members must call the Hunter Region Match Official Appointments and Administration Officer or a member of the executive committee, for advice on what to do.
- No member is to officiate as assistant referee on any match where a club referee is officiating as the referee of the fixture, unless given prior approval to do so by the Hunter Region Match Official Appointments and Administration Officer or a member of the executive committee.

## PUNCTUALITY

- When officiating on local Inter-District Joint Competition and Aldi Mini-Roos fixtures, members are required to arrive at the ground a minimum of **thirty (30) minutes prior** to their first appointment for the day for the purpose of checking the ground, collecting the team sheet and match ball, and carrying out all of their other pre-match duties.
- In the event of problems with the ground or markings, the referee must immediately consult the Ground Duty Officer of the home club in a courteous manner in an attempt to have the problems remedied. Any problems, which cannot be resolved, must be reported as part of the Referee's Report on the team sheet and be reported to the Secretary of our association within 24 hours of the match. A subsequent Incident Report from the member on the problems is likely to be required by the association.

## WET WEATHER CANCELLATIONS

- On match days when inclement weather prevails, members must check the Wet Weather section of the MFL webpage at [www.macquariefootball.com.au](http://www.macquariefootball.com.au) to determine whether matches on the ground to which they have been appointed are proceeding or have been called off for the day.



Macquarie Football Web Site  
WET WEATHER



- A list of grounds unfit for play is listed in the Wet Weather section. The order of grounds listed is alphabetical by club name, but names of grounds will be given – for example, Liles Oval will be given where Dudley Redhead Junior Club occurs in the alphabetical listing. Updates on whether grounds are playing or have been called off are available at 7.30am on Saturdays and Sundays, and 5.00pm on weekdays.
- Where MFL clubs have more than one ground, it is possible that only one ground at a venue may be unfit for play. In this situation, matches may still be played on the other ground or grounds at that club. However, once any individual ground has been deemed as unfit for play, then there will be no play for any competition on that individual ground for that day. However, matches may still proceed on the ground on the following day if the ground is then fit for play.
- Members are requested to please **not telephone** the Hunter Region Match Official Appointments and Administration Officer in order to determine whether grounds are unfit for play, unless it is an emergency situation.
- In the event of wet weather during a match, members who have been appointed to local Inter-District Joint Competition matches must determine if their ground is fit / unfit for play.

### **PLAYERS EQUIPMENT**

- Referees and assistant referees are reminded of their responsibility to thoroughly check all players' equipment before each match to ensure that it conforms to the Laws of the Game and is not dangerous in any way to any players or officials. In Inter-District Joint Competition matches, if a clash of colour of team playing strips occurs, the team listed on the team sheet as the home team shall change to an alternate strip in all cases.

### **KICK-OFF TIMES**

- In Inter-District Joint Competition matches, the advertised starting time for a fixture is the time that the match should commence, and referees must make every effort in order to make this happen.
- If through no fault of the referee, a fixture starts later than the advertised time, then where necessary, an equal amount of time (**not exceeding five minutes from each half**) should be deducted so that the next match can start closer to its correct commencement time. The team officials of both teams must be informed by the referee or senior assistant referee of the deduction of playing time prior to the commencement of the match.
- If a match which commences late is the last or only match to be played on the ground for that day, then the full duration of that match must still be played.

### **FORFEITS**

- Where there is a forfeit claimed in any Inter-District Joint Competition match, due to either or both teams not having the minimum required number of seven (7) players, all players from both teams who are present and ready to participate in the match must sign the front of the team sheet.
- Ten (10) minutes grace is permitted after the commencement time of the match before a forfeit may be claimed. When a forfeit is claimed, the referee is to make a notation on the back of the team sheet giving details that a forfeit has been claimed and the reason for the claim. The referee does not declare that a team has won or lost the match by forfeit. The referee is to sign the back and front of the team sheet.

### **ABANDONMENTS**

- When a match is abandoned for any reason, the referee must record a brief report on the abandonment in the Referees Report section on the team sheet. The score of the match, at the time of the abandonment,



must be recorded on the team sheet.

- The referee must telephone the Secretary of our association to report the abandonment, within 24 hours of the match in question. An Incident Report outlining the circumstances causing the abandonment will be required by the association. Members are required to submit an Incident Report must lodge it by 8.00pm on the Monday night following the match.
- Any match that is abandoned in the Inter-District Joint Competition may not be replayed, irrespective of the circumstances causing the abandonment or when it occurs. Furthermore, MFL has determined that match fees may not be payable to any match official who officiates on a match that is abandoned.

### **CAUTIONS**

- The names, numbers and club names of all cautioned players and team officials are to be recorded on the team sheet together with the appropriate caution code. Referees who fail to fully and correctly record the details of cautioned players and team officials on the team sheet are liable to be disciplined by our Management Committee.

### **SEND-OFFS**

- The names, numbers and club names of all dismissed players and team officials are to be recorded on the team sheet together with the appropriate send-off code.
- The referee should comply with any reasonable request by a team official after a match to be informed of the details of the send-off code of any dismissed player or other team official from his or her team.
- Referees are urged to ensure that they have correctly recorded all of the details of dismissed players and team officials in their match record books, or taken a photograph of both sides of the team sheet, as soon as the match has ended. By doing this, the referee will have all relevant details available to him or her when the Referee Send-Off Report is completed afterwards.
- Referees who fail to fully and correctly record the details of dismissed players and team officials on the team sheet or in Referee Send-Off Reports are liable to be disciplined by MFL or our Management Committee.

### **REFEREE SEND-OFF REPORTS**



## Macquarie Football Web site



The forms can be accessed here <http://macquariefootball.com.au/referee-headquarters/>



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**5. Fill in the details and press "Submit" at the bottom. After this the following will appear.**

- Members who dismiss a player or players or team official or team officials from the field of play **must telephone the Secretary** of our association to report this fact within 24 hours of the match in question. Failure to do so will result in the referee being liable to be disciplined by our Management Committee.
- Except where otherwise determined by the Management Committee, Referee Send-Off Reports must be completed and submitted by referees in all instances when they have dismissed a player or team official from the field. Assistant referees and fourth officials are required to submit a Referee Send-Off Report when specifically requested to do so by the referee or by the Management Committee or association or when involved in the incident which related to the dismissal of the player or team official.
- Completed Referee Send-Off Reports must be in the possession of the association no later than 8.00pm on the Monday night following the match.
- Members who are responsible for the late submission or non-submission of Referee Send-Off Reports or for any incorrect or incomplete details in Referee Send-Off Reports, are liable to be disciplined by MFL or our Management Committee.

### **INCIDENT REPORTS**

- Members who are submitting Incident Reports on unfit or poor ground conditions, crowd unrest, abandonments or any other serious matter must telephone the Secretary of our association to report this fact within 24 hours of the match in question. Failure to do so by the referee will result in the member being liable to be disciplined by our Management Committee.
- Completed Incident Reports must be in the possession of the association no later than 8.00pm on the Monday night following the match.
- Members who are responsible for the late submission or non-submission of Incident Reports or for any incorrect or incomplete details in Incident Reports, are liable to be disciplined by MFL or our Management Committee.

### **SECURITY OF BELONGINGS**

- To prevent any possible theft, members are strongly encouraged to never leave their money, wallets, mobile telephones, expensive clothing or other valuables in the referees' dressing room whilst they are on the field officiating. These items should be stored in members' motor vehicles at the ground or left in a safe place in the custody of the home club. Alternatively, if the door of the referees' dressing room can be locked, referees should ask the home club to provide a key to the room so that it can be securely locked whilst the match officials are officiating.

### **PLAYING DURATION**

Under 10, 11 Aldi Mini-Roos	2 equal periods of 25 minutes
Under 12	2 equal periods of 25 minutes
Under 13, 14	2 equal periods of 30 minutes
Under 15, 16	2 equal periods of 35 minutes
Under 17, 18, 19, 20	2 equal periods of 40 minutes
All Age Division A	2 equal periods of 45 minutes
All Age – Other Divisions	2 equal periods of 40 minutes
Over 35 – All Divisions	2 equal periods of 40 minutes
Over 45 – All Divisions	2 equal periods of 40 minutes

### **MATCH BALL SIZES**

Under 10, 11 Aldi Mini-Roos	Size 4	25 – 26 inches or 63 – 66 cms
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Under 12, 13	Size 4	25 – 26 inches or 63 – 66 cms
Under 14 to All Age and Over 35	Size 5	27 – 28 inches or 67 – 72 cms

**GOAL KICKS**

Under 10, 11 Aldi Mini-Roos	Taken from within the goal area in accordance with law
Under 12 to All Age and Over 35	Taken from within the goal area in accordance with law

**CORNER KICKS**

Under 10, 11 Aldi Mini-Roos	Taken from the corner arc in accordance with law
Under 12 to All Age and Over 35	Taken from the corner arc in accordance with law

**BENCH SYSTEM**

- The Bench System operates during all matches in the Inter-District Joint Competition. The bench provided for each team must be capable of seating the team officials and interchange players. All persons must remain seated or stand immediately behind the bench during the match. **Team officials to wear their identification tags.** No other person apart from the team officials and interchange players is to be at the bench area during the match. For matches in the Inter-District Joint Competition, each team is entitled to a maximum of three (3) team officials at the bench area.
- Controlled limited coaching is permitted from the bench or technical area by one team official.
- Any infringements by any person in the technical area is not to be tolerated and may result in the offender being cautioned with a yellow card or sent off with a red card, with the caution or send off then recorded by the referee on the team sheet. A send off report must be submitted.

**PLAYER INTERCHANGE RULE**

- The Interchange Rule operates during all matches in the Inter-District Joint Competition. The substitution rule does not apply in these competitions.
- Interchange is limited to five players (that is, eleven (11) players start the match, five (5) others can be interchanged).
- The number of times that interchange occurs during a match has no limitation. However, interchange can only occur at a break in play and is controlled by the referee. The player coming onto the field must do so from the special interchange zone marked as a one (1) metre square just off the field on either side of the halfway line on the bench side of the field. The player leaving the field to be interchanged is to leave promptly by the most direct route off the park.
- An injured player being interchanged may be removed from the field of play by the most direct and convenient route.

**GROUND DUTY OFFICERS**

- All MFL clubs must have an easily identifiable Ground Duty Officer in action during matches at their grounds. The Ground Duty Officer must be available at all times during all matches to deal with any problems as they arise and to provide any assistance needed by the match officials. The Ground Duty Officer must wear the vest marked "Duty Officer", which has been provided by MFL to all clubs.
- Players and team officials who are participating in a match in that capacity are not permitted to also act as the Ground Duty Officer in the same match.
- MFL has requested that referees in 2022 report in the designated space on the team sheet whenever a club does not have a readily identifiable Ground Duty Officer present and officiating at the ground during matches.

## **REFEREE'S UNIFORM**

- Members must be neatly and professionally attired at all times when officiating. The official uniform of the association must be worn by members on all occasions when officiating on matches. It comprises of:
  - An Umbro brand referee's shirt, being black, yellow, red or sky blue in colour (and which must be tucked into the shorts at all times).
  - An Umbro pair of referee's shorts, being black in colour.
  - An approved pair of referee's socks, being either all black, or black with white trim.
  - All black footwear with black laces or predominantly black footwear with black laces. (Grey, white, silver or other coloured footwear is not permitted. Basketball boots, gym boots, Ugg boots and any form of boots other than sports boots are also not acceptable footwear).
  - An official referee's cap or an all black cap (without logos or emblems) or an all black headband or a three-quarter length clear plastic raincoat may be worn by referees and assistant referees when officiating, as required.
- Members must not wear sunglasses when officiating, unless the sunglasses are medically prescribed, and the Management Committee has given approval to the member to wear them. An approved tracksuit may be worn by assistant referees when officiating, but only during cold or wet weather. Referees may wear a tracksuit top or spray jacket when officiating, but only when it is raining. If wearing long skins on their arms, the skins worn by the referee must be the same colour as the shirt worn by the referee. Long skins are not permitted to be worn beneath the referee's shorts.
- Members when officiating are not permitted to wear rings or studs or any other form of jewellery in their ears, or on any other part of their face or any other visible part of their body.
- Members are not permitted to carry onto the field or use a mobile telephone under any circumstances.
- When members are present at matches in the capacity of player, team official or club official, they are forbidden to wear the official uniform of the association.
- In the event of a clash of colour with the shirt worn by the match officials and the playing strip of one or both of the participating teams, the match officials are permitted to either change into an approved referee's shirt of a different colour, or to wear a bib or jacket over their referee's shirt.
- Members, who when officiating, fail to comply with the dress regulations of the association are likely to be required to show cause why they should not be disciplined by our Management Committee.

## **JUDICIARY AND APPEALS HEARINGS**

- Members may be required to attend MFL or Northern NSW Football judiciary and appeals hearings, but only if notified beforehand by a member of the Management Committee (usually the President or the Secretary). When required to attend, members shall be accompanied by a member of our association's Management Committee.
- If a member is required to attend any judiciary or appeals hearing, then the member concerned is not permitted to officiate on matches instead of attending the judiciary or appeals meeting.

## **TEAM SHEETS**

- Space is provided on the official team sheets used in the Inter-District Joint Competition for both teams to list up to five (5) interchange players only.

- The team sheet has a space for any brief notation by the referee. The Referees Report on the team sheet is for the use of the referee only.
- The first eleven (11) players listed on the team sheet for each team need not be the first eleven (11) players to take the field. Furthermore, the player numbers in the first eleven (11) spaces on the team sheet need not be 1 to 11. Space is provided for each player's number to be completed. Player numbers on the team sheet must match their shirt numbers.
- The names of the team officials for both teams are to be recorded by them in the appropriate section on the team sheet. Referees must check before the start of every match that the names of the team officials for both sides have been recorded on the team sheet.
- The disputes box on the team is designed for use by a team official only in the event of a dispute **about the score of the match** recorded on the team sheet by the referee.
- In all matches, only players and interchange players whose names appear on the team sheet at the commencement of the match (it does not matter whether or not they have signed) are permitted to participate in that game. If a player or interchange player arrives late at the ground and his or her name was not on the team sheet at the commencement of the fixture, then under no circumstances may he or she play in that match.
- If a player or interchange player arrives late at the ground and his or her name was on the team sheet at the commencement of the fixture, then the player may enter the field to participate in the game during a stoppage in play at any time during the match (even if there are only a matter of minutes left in the match).
- Players who start the match are to sign next to their names on the team sheet prior to the commencement of the match. Interchange players may sign their names on the team sheet prior to the commencement of the fixture. If they do not do so, they must then sign next to their name before entering the field of play for the first time during the match.
- The referee or the senior assistant referee must carry the team sheet at all times during the match. During wet weather, the team sheet should be kept as dry as possible by carrying it in a small plastic bag.
- At the completion of the match, the referee (not an assistant referee) must record the number of goals scored during the match in both numbers and words. The referee must print and sign his or her name in the appropriate section of the team sheet, and the names of the assistant referees and any fourth official must also be printed. The details of cautions, send-offs, forfeits, abandonments, serious injuries or any other serious misconduct are to be recorded on the team sheet by the referee, and duly endorsed by the printing and signing of his or her name.
- If at least one player or team official in the match was cautioned or sent from the field, **the referee must place a cross** in the relevant small square which appears in the top right-hand corner of all team sheets for the Inter-District Joint Competitions. Placing a cross in this square enables the MFL office to immediately detect that the details of the cautions and send-offs need to be addressed.
- The referee should show the completed team sheet to the assistant referees so that they can check to ensure that no errors or omissions have occurred.
- If the match was abandoned, the score at the time of the abandonment must be recorded on the team sheet by the referee.
- Team sheets are to be completed legibly and accurately by referees in only black or blue pen. Pencil, red pen or felt tipped pens are not permitted.
- After the completion of the match the team sheet is to be endorsed (with their name printed and signed) by one team official from each team. The team officials should approach the referee to sign the team sheet,

and not expect the referee to approach them. The signature by the team officials certifies that all of their players are registered players and that the match result recorded by the referee is correct.

- Referees and assistant referees must keep all of their completed match record cards until the season has ended. This ensures that if there are any subsequent disputes about the final score of a match or the identity of a cautioned or dismissed player, members are able to provide appropriate evidence.
- Referees who fail to fully and correctly complete details on the team sheet are liable to be disciplined by MFL or the Management Committee of our association.

### **REFEREE SUSPENSIONS**

- Members who are also actively engaged as players, team officials, club officials or supporters and who receive a suspension by any football body or football refereeing body will have such suspension automatically recognised by our association. Such members are not eligible to be appointed to matches nor have the approval of the association to officiate on matches until their suspension is served in full.
- Any member who is sent from the field of play whilst playing, or acting as a team official, or who is suspended from playing, or as a team official, must inform the association immediately of this fact so that the member concerned can be immediately removed from all further referees' appointments by the Hunter Region Match Official Appointments and Administration Officer for the duration of the member's suspension from playing or acting as a team official.
- A member who is sent off as a player or team official, or suspended from playing or acting as a team official, and who fails to immediately inform the association of this fact is likely to be required to show cause why he or she should not be disciplined by the Management Committee of our association.

### **MEMBER PROTECTION INFORMATION OFFICER (MPIO)**

- The MPIO provides information about the rights, responsibilities and options available to an individual making a complaint in sport. They can also inform and advise sport administrators and complaint handlers in Member Protection Policy for specific sports.
- A Member Protection Information Officer (*MPIO*) is generally the first point of contact for persons with member protection or child protection enquiries or complaints. MPIOs provide information to participants about the options available to them. MPIO's are impartial and generally do not mediate or investigate complaints.
- The MPIO officer for Macquarie Football Referees is the Senior Vice President Rick Bartley. Rick may be contacted by email [mframpio@gmail.com](mailto:mframpio@gmail.com) for any of these matters.

### **BEST WISHES**

On behalf of the Management Committee, we wish all members a very successful and rewarding 2022 season, no matter whether you are a match official, assessor, referee coach or mentor. Enjoy what you do, be proud of your invaluable contribution to the local football community, and accept our heartfelt thanks for your service, and support of our association.

**GREG BRIGGS**  
President

**JOE WORBOYS**  
Secretary