



**SOUTH AUSTRALIAN  
FOOTBALL REFEREES ASSOCIATION  
ASSOCIATION INCORPORATION - A9426**

**FSA AFFILIATED**  
**2022**  
**MEMBERS HANDBOOK**  
**By-Law 11**

14th February 2022  
ABN 22 412 772 829



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# Welcome to Season 2022

Welcome to the South Australian Football Referees Association (**SAFRA** – the “Association”).

The aims of this handbook is to:

- Promote your awareness of, and encourage your active involvement in, the activities of the Association and Football South Australia (FSA).
- Inform you of your obligations to the FSA, Association, Constitution and By-Laws.
- Inform you of your pre-match and post-match administrative duties when officiating as a match official.

The information contained in this handbook is By-Law 11 to Association Constitution (refer to 8. Appendix). The handbook will be updated as required by the Association Committee, it will then be distributed to the current membership.

The Association operates in accordance with its Constitution and By-Laws. A copy of the Constitution and By-Laws are available online at <http://www.safra.asn.au/members-area.html> and members are required to read and understand them, particular attention should be given to the following key Rules and By-Laws:

- Rule 8 – Meetings;
- Rule 24 – Appointments Member ;
- Rule 32 & By-Law 6 – Uniforms;
- Rule 33 – Levels, Grading and Promotions;
- Rule 36 – Match Team Sheets Requirements; and
- By-Law 2 – Physical and Medical Requirements.

This handbook is provided to all members of the Association. As a condition of registering with FSA and the Association, you accept responsibility to read and understand the contents and retain the handbook. The Association will keep it current with inclusion of periodic updates. The handbook remains the property of the Association and should you at any time decide not to re-new your registration, you will be required to return, delete or destroy your copy and then confirm this requirement with the Association Secretary.

We trust you will enjoy your officiating and have a long and rewarding association with SAFRA and FSA.

Derek Chapman  
President  
**SAFRA**

[president@safra.asn.au](mailto:president@safra.asn.au)

0448 593 310

[Facebook.com/southaustralianfootballreferees](https://www.facebook.com/southaustralianfootballreferees)

## **Uniform Shirt 2022 with FSA and SAFRA Badges**



## 1. The Association

South Australian Football Referees Association Incorporation (SAFRA) was formed in May 1978. Formally known as South Australian Amateur Soccer Referees Association (SAASRA) until 27<sup>th</sup> September 2021. The Association has eight objectives the main two objectives are to provide officials for fixtures played in the South Australian Amateur Soccer League (SAASL) and to promote the interests of football match officials. The Association also provides match officials for school competitions and other competitions as required.

At its inception the Association consisted of about twenty members. It held its first meeting at the Black Lion Hotel located adjacent to Hindmarsh Stadium. The inaugural management committee of the Association comprised Bob Armstrong (President), George Turner (Secretary), Bill Graham, Zoran Kalocsia and Harry Sime. Ian Gosslund of the SAASL was the ex-officio.

In October 1984 the Association became an incorporated body under the provisions of the Associations Incorporation Act 1956. The President at the time was Norm Gorringe (and the first public officer was (John) Gordon Gosnold).

After formation, the Association continued to hold its meetings at the Black Lion Hotel before moving in 1983 to the Tubemakers Sports and Social Club and then back to the Black Lion Hotel in 1990. The Association used a number of venues after 1997 before settling in at the SAASL Headquarters at Grange from 2001 to 2015, and then from 2015 to 2019 the association again used a number of venues. In 2020 the Association moved its meeting to FSA - VALO Football Centre – The Parks, 46 Cowan Street, Angle Park SA 5010. On Monday 11<sup>th</sup> October 2021, SAFRA became a full affiliate of FSA.

### **Thirteen members below have been elected as President of the Association**

Bob Armstrong †	1978 to 1979
Harry Sime	1980 to 1981
Bill Graham	1982
Norm Gorringe †	1983 to 1987
Ron Rock †	1988
Glynn Cawthorne	1989 to 1996
David Brandon	1997 to 1998
Glynn Cawthorne	1999
Brian Lethbridge †	2000 to 2007
Andrew Leedham	2008 to 2011
Steve Craggs	2012 to 2016
Andy Haynes	2017 to 2020
Jim Sprialis	Until 28 <sup>th</sup> June 2021
Derek Chapman	2021

### **Twenty members below have been awarded Life Membership for exceptional services**

1980 - George Turner †	2002 - Ron Pannell
1980 - Ron Rock †	2008 - Andrew Leedham
1980 - John Sanderson †	2009 - John Hinks †
1992 - Norm Gorringe †	2009 - David Brandon
1993 - Derek Padbury †	2009 - Keith Bale
1993 - Jim Johnston	2014 - Jim Sprialis
1996 - Brian Lethbridge †	2019 - Nick Villios
1996 - Bob Braithwaite	2021 - Geoff Murch
1996 - Glynn Cawthorne	2021 - Steve Gegan
1999 - David Keniwell	2021 - Steve Vlassis

## 2. Association Officers and Committee

Responsibility for the overall control of the Association is vested in the hands of the Association Committee, elected by members at the Annual General Meeting. The Association Committee comprises of four Association officers and up to six committee members.

The four Association Officers are:

- President – acts as chairman at all meetings, gives rulings when required and is an exofficio member of any sub-committees.
- Vice President – assists and acts in the absence of the President.
- Secretary – administers the affairs of the Association and records minutes of all management and general meetings.
- Treasurer – maintains records of the financial affairs of the Association.

The Association committee also appoints the following four positions. Appointments Member to cover all fixtures, Registrar to maintain records of member details, Information Officer to oversee storage and dissemination of electronic information, including the management of the association's web site, social media accounts and email system, this role can be shared by committee members, and the Equipment Officer.

Equipment - Members are responsible for acquiring their own equipment and uniforms (Shirts, Shorts, Socks, Hats, Polo Shirts and Track Suits etc) that are purchased via SAFRA portal at LEGEA Australia website.

The committee meets on the *second Monday of every month* from February to September. After the AGM, the newly elected committee will meet no later than the end of October.

You should direct all correspondence to the Secretary regarding:

- General enquires and questions; and
- Your inability to attend general meetings.

The names of the presiding elected Association Officers and Committee Members are included below.

Please note email correspondence is restricted to the official email addresses listed below.

<b>SAFRA Association Officers</b>			
<b>President</b>	Derek Chapman	0448 593 310	<a href="mailto:president@safra.asn.au">president@safra.asn.au</a>
<b>Vice President</b>	John Harrison	0413 599 323	<a href="mailto:vp@safra.asn.au">vp@safra.asn.au</a>
<b>Secretary</b>	Guy Wall	0401 613 332	<a href="mailto:secretary@safra.asn.au">secretary@safra.asn.au</a>
<b>Treasurer</b>	Agostino Bivone	0401 847 715	<a href="mailto:treasurer@safra.asn.au">treasurer@safra.asn.au</a>
<b>SAFRA Committee Members</b>			<a href="mailto:committee@safra.asn.au">committee@safra.asn.au</a>
<b>Committee Member</b>	Peter Katsambis	0431 277 175	
<b>Committee Member</b>	David Keniwell	0432 545 039	
<b>Committee Member</b>	Kim Massinis	0405 291 851	
<b>Committee Member</b>	Mark Osborn	0438 827 352	<a href="mailto:registrar@safra.asn.au">registrar@safra.asn.au</a>
<b>Committee Member</b>	Steve Vlassis	0417 867 328	
<b>Committee Member</b>	Zainal Abiddin Kassim	0406 168 490	
<b>Extra Duties within SAFRA Association Committee</b>			
<b>Appointments Member</b>	Derek Chapman	0448 593 310	<a href="mailto:appointments@safra.asn.au">appointments@safra.asn.au</a>
<b>Registrar</b>	Mark Osborn	0438 827 352	<a href="mailto:registrar@safra.asn.au">registrar@safra.asn.au</a>
<b>Equipment Inquires</b>	David Keniwell	0432 545 039	
<b>Information Officer</b>	Agostino Bivone	0401 847 715	<a href="mailto:treasurer@safra.asn.au">treasurer@safra.asn.au</a>

### 3. Administration

#### 3.1 General Meetings

General meetings of the Association are held from February to September inclusive on the ***last Monday of every month except for public holidays***. The venue (which may change from time to time) and schedule of meetings for the current year are listed below. The meetings are chaired by the President in accordance with Rule 8, 9 and 10 of the Constitution. The meetings commence at 7:00pm.

You are required to attend meetings in order to:

- Be informed of important developments including for example changes to the location of club grounds;
- Updates from the Association Instructor, including changes to the Laws of the Game; and
- Interact and socialise with other members.

The main focus of the general meeting are reports from the President, Secretary, Treasurer, Registrar and Appointments Member (refer Constitution Rule 8 for standing orders at general meetings) Audio-visual equipment is available for use at the meetings and members are encouraged to participate.

At the conclusion of the meeting, members are encouraged to socialise and to discuss informally with assessors and colleagues any issues of interest.

You must advise the Secretary if unable to attend meetings (preferably before the meeting or if not possible, as soon as possible after the meeting) via email or phone. It would be prudent to contact the Secretary shortly after any meeting to learn of any important matters that may have been discussed.

The Annual General Meeting is held on the *last Monday in September* each year. The officers of the Association and committee members are elected at the AGM (refer Rule 16 of the Constitution).

#### 3.2 2022 Meeting Schedule

General meetings will be held at VALO Football Centre – The Parks, 46 Cowan Street, Angle Park SA 5010, Until March 2022, from April 2022 State Centre for Football, Gepps Cross SA 5094.

<b>Month</b>	<b>Date</b>
February	Monday 28/2/22
March	Monday 28/3/22
April	Tuesday 26/4/22
May	Monday 30/5/22
June	Monday 27/6/22
July	Monday 25/7/22
August	Monday 29/8/22
<b>September (AGM)</b>	<b>Monday 26/9/22</b>

### **3.3 Registration**

**To officiate in any appointment you must be registered with this Association by 31<sup>st</sup> January each year.**

Members of this Association must register on an annual basis.

Below are the membership categories available. These are defined in Rule 6 of the Constitution. The categories are:

<b>Association Membership</b>	
FSA/SAFRA Referee 18 and over	members who actively undertake refereeing with FSA/SAFRA
FSA/SAFRA Referee 17 and under	member who act as Assistant Referees only
FSA/SAFRA Assessors	members who are a current active assessor
Mentors Associate	members who are undertaking active mentoring roles
SAFRA Associate	members eligible for ordinary membership who elect to be non-active and maintain an interest in the Association's activities
SAFRA Honorary	Discretionary appointment by the Management Committee.
SAFRA Life Member	Defined in the Constitution. Members must be recommended by the Association Committee to AGM for this category

By registering early (in January) you will maximise your availability for appointments to preseason trial games.

The registration fees are reviewed each year by the Association committee and a recommendation for endorsement by members is made at the AGM. The current year registration fees are shown below.

As an active member, you are obliged to declare that you are medically fit to undertake the physical activities required of an official. The statement is included on the registration form. It is assumed that by complying with this requirement, you have received regular assessments of your health from a medical practitioner.

If you require assistance in completing the form, contact the Registrar. The fees payable for the current season are:

#### **FSA and SAFRA Registration Fees for 2022 - All Fees are inclusive of GST**

<b>Membership</b>	<b>Total Fee</b>	<b>FSA Fee</b>	<b>SAFRA Payment</b>
FSA/SAFRA Referee 18 and over	\$250.00	\$102.50	\$147.50
FSA/SAFRA Assistant Referee 18 and over	\$150.00	\$102.50	\$47.50
FSA/SAFRA Assistant Referee 17 and under	\$100.00	\$61.50	\$38.50
SAFRA Associate	\$62.50	\$0.00	\$62.50
FSA/SAFRA Assessors	\$0.00	\$0.00	\$0.00

### **3.4 Insurance**

Match officials are protected under the FA National Insurance Program (provided by Gow Gates) for any injury sustained during a sanctioned fixture or organised training by FSA and SAFRA or other sanctioned events as prescribed from time to time. Further information on the policy, including information on how to make a claim, can be found at <http://www.gowgatessport.com.au/football>

### **3.5 Officials Development**

SAFRA has in place promotion in accordance with current FA and FSA policy. We are recognised by the FA and FSA, and we encourage all members to officiate at the highest level through FA pathways.

The Association's Technical Committee, comprising of Vice President, Appointments Member, Secretary of Assessors, and Association Instructor who are experienced qualified officials and will also assist you in undertaking the practical activities to achieve higher status. FSA will determine whether a member has attained appropriate standards to qualify for promotion.

#### **2022 Technical Committee are the following:**

Andrew Murray (Chairman), Derek Chapman, John Harrison, and Ray Grima.

### 3.5.1 Mentors

The role of a mentor is one that is very different to that of an assessor or instructor, and as part of mentoring the official in their match day performance it is important to support and understand the referee's life and commitments away from football and how this can impact on their refereeing.

Within SAFRA, our mentors are always available to assist officials with their development and understanding of the game to ensure that they have ongoing support without added pressure.

## 3.6 Fitness, Training and Instruction

### 3.6.1 Fitness

You are encouraged to maintain a level of physical fitness that is commensurate with that which is demanded of you to officiate. Fitness training take place in the following locations (excluding public holidays):

Association	Night	Time	Location	Instructor
SAFRA	Tuesday	7:00pm Start	Grange Sports Complex Corner Trimmer Parade and Military Rd, Grange	TBA
FSA	Monday	6:30pm Start	West Beach Parks Football Centre, West Beach	Andrew Stylianou
FSA	Wednesday	6:30pm Start	Harold Tyler Reserve (the grass area out the back of VALO Football Centre	TBA

All match officials are welcome to attend fitness training.

### 3.6.2 Fitness Test

Preference to officiate at the higher standard games will be given to members who pass the fitness test outlined in the By-Laws. However, regardless of the level at which you officiate, you are urged to undertake your own physical fitness training so as to perform to the best of your ability.

The Association may sometimes arrange for formal physical training sessions. Time and venue and details of training sessions can be obtained from the Secretary or Association Instructor.

Members are also encouraged to maintain a healthy lifestyle. It is a requirement of registration that members declare the status of their health and ability to participate in the physical activities required of a match official.

Theory coaching will be conducted by FSA and the Association Instructor, catering for all levels of competitions. As a general rule, meetings are once a month. Dates are subject to change due to other events on the football calendar, and notice of changes will be provided to all registered match officials by email. Additional instructing will take place at monthly general meeting.

## 3.7 Appointments

Match official appointments are performed on a weekly basis. All officials are required to keep their availability information up to date using Schedula Gameday, the online appointments website ([www.schedula.com.au](http://www.schedula.com.au)). Accounts for all match officials are created once they have registered through *Play Football*. Information regarding how to enter availability in Schedula Gameday is available on the SAFRA website under the Members Area.

All appointments are uploaded into Schedula Gameday, with appointments generally released on a Tuesday afternoon for the upcoming weekend. **Officials are required to confirm their appointment/s in Schedula Gameday within 24 hours of being released.** A full appointments list is then made available to SAASL on late Wednesday afternoon once confirmed. Priority is given to those officials who are unrestricted in their duties.

It is the responsibility of the individual match official to make sure that they are aware of all fixtures to which they are appointed and their location. Match officials can be fined for not officiating at their appointed fixture/s (see Section: Disciplinary Action). If an official wishes to change an appointment, this must be arranged with the Appointments Member first, otherwise the appointment stands. If a match official is unable to officiate a game they have been appointed to, it is solely their responsibility to provide adequate notice to the Appointments Member. This notice should be provided verbally in the first instance and then confirmed on Schedula as soon as possible.

**You must not accept appointments or invitations to officiate from anyone other than the Appointments Member.** This includes direct approaches from clubs, competition organisers and SAASL. If you are contacted, then refer them to the Appointments Member or SAFRA Secretary. You will not be covered by insurance when officiating games not sanctioned by the SAFRA.

The responsibility for appointing match officials to any competitions or fixture reside with the Appointments Member of this Association.

### **3.7.1 Injury**

If you sustain an injury during the season which prevents you from participating as a match official for more than 3 rounds, you may not receive appointments until you submit to the Secretary, a statement from a medical practitioner indicating full recovery from the injury.

### **3.7.2 Inconvenience Fee**

If you arrive at the nominated venue and the game does not take place, you are entitled to an **inconvenience fee (half of match fee)**. You will be eligible for the fee when you have informed the Appointments Member of the circumstances (refer to 8. Appendix). Refer to League Championship Rules, Rule 28 Abandoned and Postponed Fixtures for more details. Inconvenience payments are administered by FSA and paid into your bank account via EFT.

### **3.7.3 League and Cup Competitions**

Only the Appointments Member is responsible for appointing members to fixtures. Appointments are made taking into consideration the accreditation level, ability, experience and fitness levels of members. Members who wish to be considered to officiate at the highest levels are required to pass an annual fitness tests (refer to By-Law 2).

### **3.7.4 FSA and Other Competitions**

The Association is often requested to appoint officials to schools and other competitions.

Appointments for FFA Cup and other fixtures are made by FSA, in consultation with SAFRA Appointments Member.

Schools' competitions are generally on Saturday mornings. Appointments to these games will be appointed by the Appointments Member and will be emailed to members, but may be appointed via Schedules Gameday.

Pre and post league season competitions including inter-club tournaments, 5 and 7 a side competitions, and special state events (including regional, state and national events) are becoming more common. These competitions are administered by FSA or other associations, and not SAASL.

Competition organisers are required to make requests for match officials through the Appointments Member.

## **3.8 Assessors - Instructor**

The Assessor is an integral part of the FSA and SAFRA. Assessors have been an active official, with a good practical and theoretical background, who have attended assessors' courses, seminars in accordance with current FA policy.

The Assessor's role is to assess, give advice, and present a written overall assessment and report of an official's performance in regard to all aspects of the referee's performance on the day.

Refereeing is an apprenticeship in which the match official requires continuous advice which is given by assessment reports and by discussing your report with the assessor.

### **2022 Assessors**

- Raymond Grima; – Secretary of Assessors - 0411 636 590
- David Brandon;
- Derek Chapman;
- John Harrison;
- Zainal Abiddin Kassim; and
- Andrew Murray.

### **3.8.1 Instructor**

- Andrew Murray

### **3.9 Working with Children Check – DHS Working with Children Check**

South Australia has passed laws for people working or volunteering with children, as a result of Federal and South Australian Royal commissions into keeping children safe in our community. The laws apply from 1st July 2019, everyone working or volunteering with children must have valid child-related screening. As a result, because FSA and SAFRA is working with both officials and players that are under the age of 18, a DHS Working with Children check is required to be completed by every member. Clearances will remain free to all members and will last for a duration of five (5) years from date of issue.

If you already completed a clearance, please email a copy of your clearance to the Appointments Member, you only have to send this once to [appointments@safra.asn.au](mailto:appointments@safra.asn.au)

If you have not completed a check, please use the link below or contact the Association Secretary via email [secretary@safra.asn.au](mailto:secretary@safra.asn.au) for more information.

[Screening Unit - Application information for individuals](#)

## 4. Match Day Duties

### 4.1 Prior to Match Day

- Familiarise yourself with your appointment and the ground before the day of the game.

### 4.2 Pre-match duties

- All Match Officials are to arrive at the ground **no less than 45 minutes before the kick off time**. Seek out both club officials and make your presence known. Locate changing room facilities.
- On your arrival, inspect the ground markings, corner flags, goal posts and nets and general condition of the ground and secure as needed. Mentally note any deficiencies or inadequacies that need to be rectified.
- You are to conduct a full ground inspection. If you are the reserve match referee, take account of the weather and how the condition of the pitch may change during the game so as not to jeopardise the senior game that follows.
- Complete Match Official Changing Room Audit Report hard copy, if and when required. Once completed, take photo of completed audit sheet with any photo of facilities and email to [appointments@safra.asn.au](mailto:appointments@safra.asn.au) (Refer to 8. Appendix for Form).
- Record the pitch conditions on to your Match Report via SAFRA Website Members Area.
- Match Officials will receive the Teams sheets no less than 10 minutes prior to the commencement of the game and the Referee will not accept any Team Sheet unless it is clearly legible and is completed in compliance with the League Rules.

Team sheets must be:

- Printed from GAMEDAY and not hand written;
  - Must be properly completed in all aspects;
  - Minor changes are permitted to be done in hand writing but must be clearly legible;
  - Completely hand written team sheets may only be accepted in exceptional circumstances but must be clear and legible in all areas; and
  - Besides listing the players with ID numbers, the printed team sheet should show the name of all club officials acting in any capacity, the Club Marshalls, Club Officials, Coaches, and trainers etc. and as required on the Team sheet.
- If official assistant referees have not been appointed, arrange for a nominated club member from each side;
  - The home club should provide a minimum 3 match balls that have been approved by SAASL;
  - **Senior fixture** Home team – a minimum of 3 Club Officials/Ground Stewards, one of which is to be the nominated Club Marshall and shall fully comply with the SAASL Club Marshall/Club Official policy and appropriate code of conduct. The away team should also have at least one club marshall on duty. Inform these officials of the duties that you require of them. Ensure Marshalls names and other officials who will be presiding in the Technical Areas on to the Match Sheet. **Match shall not commence unless all 4 Club Officials are present and briefed by the referee (minimum 3 home and 1 away);** and
  - **Reserve fixture** Home team – a minimum of 1 Club Marshall is required and shall fully comply with the SAASL Club Marshall/Club Official policy and appropriate code of conduct.

### 4.3 Match Officials

#### Club Officials

When giving instructions to club assistant referees, make sure that both are present. One reason is to save you repeating yourself, but also to ensure they receive the same instructions. Club assistant referees should only be given basic instructions to assist the referee. Examples of instructions to club assistant referees include:

- Signal when the ball is out of play (throw-in, goal kick, corner kick);
- Offer an opinion when a player is in an offside position and should be penalised; and

- Advise them that you will make the final decision on any opinion that they offer, and for them not to get offended if you happen to overrule them.

### **Official Assistant Referees**

With official assistant referees appointed by FSA and SAFRA, there is better cooperation with the referee. To ensure consistency in the way matches are handled, SAFRA has prepared standardised instructions in accordance with the Laws of the Game, which can be found in (8. Appendix). These instructions shall be adhered to for all matches where official assistant referees are appointed. However, this does not preclude the referee from providing additional information regarding tactical matters and match management, which is an important process at higher levels of the game.

#### **4.4 Problems during the game**

It is an unfortunate fact that on occasions you will be faced with unpleasant and possibly volatile situations both on and off the field of play. As the appointed official to a game, you may have some responsibility in dealing with these situations, depending on the nature of them. However, this responsibility is limited particularly when your safety and well-being is threatened.

The Association has developed important information for match officials who are faced with such situations. These are under constant review by both this Association and the FA, FSA and SAASL. Members are encouraged to follow these wherever possible. This information is included in (8. Appendix).

#### **4.5 Post-match**

At completion of the match the Referee will;

- Ensure that both team Managers sight and sign the Team Sheets, that will include details of any;
- Substitutions, Goal Scorers, Injuries with details and, any sanctions such as Yellow and Red cards, including times;
- **UNDER NO CIRCUMSTANCES SHOULD YOU ENTER PLAYER CHANGEROOMS AFTER THE GAME TO HAVE TEAM SHEETS COMPLETED;**
- The Referee will allow the Clubs to photograph the Team Sheets for their reference;
- The Referee will not complete the Player of the Match votes until after the Clubs have sighted and signed the Team Sheets to ensure the votes are kept strictly confidential;
- The Referee will award the Player of the Match votes on the Team Sheet as 3 points for the best player, then 2 and 1 points. There are only 3 players per game to receive Player of the Match votes – not each team;
- Take a photo of the completed Team Sheets and send to the League e-mail address. [results@saasl.com.au](mailto:results@saasl.com.au)
- Include the details of the Division and match in the subject of the email. e.g., “Sat Div 1A Rnd 1”;
- All photographs of team sheets, both Saturday and Sunday, should be sent immediately after the match. However, they must be received at SAASL Office email no later than 10am on the Monday immediately following any match;
- The Referee will post the original copies of the team sheet to the SAASL Office – postal address is;

**FREEPOST  
SAASL  
Reply Paid  
PO Box 82  
Findon SA 5023**

- Original Team Sheets are to arrive no later than Wednesday following the fixture;
- DO NOT accept any team sheets from any other match official (SAFRA or Club Referee). All Referees must photograph, email and post teams' sheets to SAASL office;
- If you are the referee for a reserve game and you are appointed as the assistant referee for the first team game, complete the following activities at the conclusion of the senior game, not after reserve game; and

- If there are any serious incidents during the game, such as problems with spectators, you should advise the SAFRA Association Secretary as soon as possible and follow this with a report to FSA and SAASL, (refer to 8. Appendix).

## **Abandoned Fixtures**

### **8. Appendix, Section 8.5.2 Abandoned Match Procedure, and 7. General questions – Question 4**

#### **4.6 Reporting**

To ensure the accurate reporting and prompt assessment and action of any issues by FSA and SAASL;

- Ensure any incident reports, ground reports and any other reports deemed necessary, are properly documented with sufficient details and are received at the FSA and SAASL office no later than 41 hours immediately following that match;
- Saturday fixtures by 10am on Monday after match;
- Sunday fixtures by 10am on Tuesday after match;
- **All reports forms can be found in the Members Area at [www.safra.asn.au](http://www.safra.asn.au)**
- When electronically submitted copies are sent to FSA, SAFRA and SAASL, the match official completing the form. If requested that a copy of the report can be re-sent to [admin@saasl.com.au](mailto:admin@saasl.com.au)
- Reports should be as clear, concise and accurate as possible with complete details of any offences in line with the standard offences codes and should include all cautions and send offs; and
- The Caution/Send-Off reporting will be entered by the SAASL office from the Team Sheets received from the Referee via email and verified on receipt of the posted team sheets.

##### **4.6.1 Match Reporting**

The referee will conduct pre-game inspections and report any issues to FSA, SAFRA and SAASL within 48 hours of the completion of the fixture via the SAFRA Website Members Area. The inspections to include;

- The condition of line marking and condition of goal posts and nets;
- Net fixings should be in line with current requirements - plastic fittings/ropes and not welded hooks;
- Ground inspections should also include visible and/or dangerous obstructions within 3 metres of sidelines;
- Any obstructions within the above tolerance and considered dangerous to players, must be removed or rendered safe prior to any match commencing;
- Should any ground be declared unsafe and not playable, the match must not commence until the problem is corrected;
- This refers to all grounds in all divisions without exception;
- Facilities for Officials are part of the FSA and SAASL Policies, however, if these facilities are not available or inadequate at any venue, the Senior Referee will report the matter as previously instructed; and
- Technical Areas and Spectator lines should be in accordance with the competition rules and where not adequate should be reported to the FSA, SAFRA and SAASL.

##### **4.6.2 Incident Reports**

###### **4.6.2.1 Players and Team Officials**

Match officials must submit a report on players/team officials who are sent off during a game for serious foul play (R1), violent conduct (R2), spitting (R3), abusive or offensive language/gestures (R6). A report is not required when a player is sent off for any of the other offence codes. A separate report is required for each player sent off, even if two or more players are involved in the same incident. The reports must be completed online at:

<http://www.safra.asn.au/lodge-a-report.html>

A report is emailed to the member to keep this report for their own records. Information from each send-off report must be entered into the Incident Report Submission Form on the SAFRA web site within 41 hours.

A report should be concise and state:

- The competition and the team involved in the fixture;
- The date and time of the kick off;
- The name, club, shirt number and ID number of the player sent off; and
- Accurate and concise account of what happened (who was involved, what did they do or say).

**Do not** embellish the report with irrelevant facts or with the opinions of others. State only what you saw and heard and what you know to be true.

**The Association Vice President John Harrison is the member's first point of contact for all send-off reports.**

John can provide advice on how to prepare any send-off report. Consider drafting and saving your report into a document first. Paste this into the 'Report Details' box of the form. John must check your report before it's submitted to SAASL, use the 'Save for later' button. You will receive an email link to your draft report. Once satisfied, click the Submit button. A copy is automatically forwarded to FSA, SAFRA and SAASL. Members will also receive an electronic copy of the submitted form.

#### **4.6.2.2 Incidents against Match officials**

A player who makes deliberate offence towards a match official can be charged with a number of different offences, depending on their nature. These offences are split into seven categories (**R6MX**):

- **R6M1** - Threatening or intimidating a Match Official by word or action;
- **R6M2** - Tripping a Match Official;
- **R6M3** - Pushing a Match Official with open hand, shoulder or hip;
- **R6M4** - Striking a Match Official with the ball or other object;
- **R6M5** - Punching, kicking or elbowing a Match official;
- **R6M6** - Spitting at or on a Match Official; and
- **R6M7** - Use of offensive, insulting or abusive language and/or gestures against or about a match official.

Assaulting a match official is an extremely serious offence, and will not be tolerated by FA, FSA, SAFRA and SAASL. In the case of an assault on a match official, it is important that the following procedure be followed:

- **Stop and abandon the game;**
- Obtain the name of the assailant if possible – the offending club should be requested to provide it where possible;
- Advise SAFRA President and Secretary as soon as possible and advise them of what has occurred;
- Submit the necessary incident report to SAFRA with any additional information; and
- Report to Police.

Not all acts of deliberate contact with a match official are necessarily considered as "assaults", and the majority would not require abandoning of the match. But where such contact causes physical harm to the match official, or intends to cause physical harm (an attempted punch or kick which misses), then the above procedure **must** be followed.

You must read and understand the following documents, FA, FSA, SAASL League Championship Rules, SAASL Cup Competition Rules and SAASL over 35's Rules, see links below.

[Resources – SAASL](#)

[Home Page | Football SA](#)

[Referee Resources | Football SA](#)

[Football Australia | The home of the world game](#)

## 4.7 Infringement Codes

<b>YELLOW CARD OFFENCES</b>	
<b>Y1</b>	Unsporting behaviour
<b>Y2</b>	Dissent by word or action
<b>Y3</b>	Persistent offences (no specific numbers or pattern of offences constitutes 'persistent')
<b>Y4</b>	Delays the restart of play
<b>Y5</b>	Failing to respect the required distance when play is restarted
<b>Y6</b>	Entering, re-entering or deliberately leaving the field of play without the referee's permission
<b>A substitute or substituted player is cautioned if they commit any of the following three offences:</b>	
<b>Y1</b>	Unsporting behaviour
<b>Y2</b>	Dissent by word or action
<b>Y4</b>	Delays the restart of play
<b>RED CAR OFFENCES</b>	
<b>R1</b>	Serious foul play
<b>R2</b>	Violent conduct
<b>R3</b>	Biting or Spitting at someone
<b>R4</b>	Denying the opposing team a goal or an obvious goal-scoring opportunity by a handball offence
<b>R5</b>	Denying a goal or an obvious goal-scoring opportunity to an opponent whose overall movement is towards the offender's goal by an offence punishable by a free kick
<b>R6</b>	Using offensive, insulting or abusive language and/or gestures
<b>R7</b>	Receives a second caution in the same match
<b>MATCH OFFICIALS OFFENCE CODES</b>	
<b>R6M1</b>	Threatening or intimidating a Match Official by word or action
<b>R6M2</b>	Tripping a Match Official
<b>R6M3</b>	Pushing a Match Official with open hand, shoulder or hip
<b>R6M4</b>	Striking a Match Official with the ball or other object
<b>R6M5</b>	Punching, kicking or elbowing a Match official
<b>R6M6</b>	Spitting at or on a Match Official
<b>R6M7</b>	Use of offensive, insulting or abusive language and/or gestures against or about a match official

## 5. Uniforms and Equipment

You must be suitably attired and equipped when officiating. The SAFRA approved uniforms including Track Suits, Polo Shirts and Hats etc., can be purchased via our LEGEA Australia Online Portal below for 2022 season.



<https://legeaaustralia.com.au/collections/referee>

Please discuss your equipment needs with the Association's Equipment Officer.

Your equipment must include the following:

- 1 x FSA & SAFRA Badge Yellow Referee Shirt – Compulsory;
- 1 x FSA & SAFRA Badge Red Referee Shirt – Compulsory;
- 1 x FSA & SAFRA Badge Black Referee Shirt – **Optional**;
- 1 x FSA & SAFRA Badge Blue Referee Shirt – **Optional**;
- 1 x Black shorts;
- 1 x Yellow socks;
- 1 x Red socks;
- 1 x Black socks, only to be worn if red & yellow socks clash with club socks;
- 1 x Black socks to be worn with SAFRA black and blue shirts only;
- 1 x FSA, SAFRA or plain Black baseball cap;
- Predominantly black football boots/shoes;
- 2 x Whistles (*Official Whistle – Fox 40 Classic or LEGEA Whistle*);
- 1 x Set of Assistant Referee Flags;
- Coin;
- Yellow and Red cards;
- A notebook;
- Pens or pencils;
- 2 x watches (preferably one a stop watch);
- Water; and
- Kit Bag (to hold all your equipment).



The following are optional:

- 1 x SAFRA Polo;
- 1 x SAFRA Training Shirt; and
- 1 x SAFRA Tracksuit Jacket.

SAFRA has in place a Green Shirt training program (Supplied by FSA) to assist clubs in identifying new officials. Beginning match officials are to wear the Green shirt until such time they are authorised to wear the Yellow, Red, Blue or Black shirts by Association Instructor.

### 5.1 Dress Code Policy

This handbook will assist you in ensuring your first impressions are excellent ones and ensure the professionalism of FSA and SAFRA Match Officials.

The Yellow or Red Referee shirts (Blue and Black shirts may be worn, but are optional) with the SAFRA and matching coloured socks must be worn when officiating appointed matches in red and yellow shirts. Black socks are only to be worn when there is a clash with either team socks or when wearing Black or Blue shirts. Shirts pockets must have FSA badge on left pocket and SAFRA badges on right pocket as you look at shirt from the front, (Yellow, Red, Blue and Black Shirts).

If clashes between the referee's uniforms and both clubs cannot be resolved, the match must be postponed. A report must be forwarded to the Secretary, Appointments Member, FSA and SAASL in these instances.

No other shirts can be worn or authorised. This contravenes the association's Constitution and By-Laws.

Disciplinary action will be taken against members who contravene the uniform policy.

You should be courteous at all times and display a neat appearance. Consuming alcohol and smoking cigarettes immediately before or during the game are viewed poorly by the Association and disciplinary action will be taken against members who partake in these offences.

### **Requirements for Premier League and Division 2 (Saturday and Sunday), Cup Semi Finals and Finals**

For all Premier League, Division 2 Fixtures, Cup Semi Finals and Finals – both Saturday and Sunday Leagues, all Match Officials (Referees and Assistants) are expected to arrive at a ground wearing the following:

- Long pants (black or grey slacks/track pants) with closed shoes (black shoes or sneakers);
- Official SAFRA polo shirt for all match officials;
- Official SAFRA jacket if weather warrants; and
- Official SAFRA match uniform is acceptable but only with official socks pulled up and official shirt tucked in.

■ **Shorts, thongs or sandals are NOT acceptable.**

Please see the following approved attire.

<https://legeaaustralia.com.au/collections/referee>

## 6. Disciplinary Action

The following warnings and fines shall be in place for the 2022 season:

	Offence	Initial Offence	Second Offence	Ongoing Offences
1.	Match documentation not received by FSA/SAASL within the required timeframe for that competition.	Written Warning	50% of match fee	Suspension and Appearance before SAFRA Management Committee
2.	Failure to supply required information to the results service (where applicable).	Written Warning	25% of match fee	
3.	Failure to attend a match appointment without due cause.	Written Warning	100% of match fee	
4.	Failure to submit an assessment report or coaching sheet to the respective referee within four (4) working days after the conclusion of the match.	Written Warning	50% of the assessor's match fee	
5.	Wearing a non-approved uniform during a FSA/SAFRA sanctioned fixture including appearance.	Written Warning	50% of match fee	
6.	Failure to show a required sponsor logo on a uniform as directed by FSA/SAFRA.	Written Warning	50% of match fee	
7.	Failure to attend a General Meeting without notifying Secretary	Written Warning	Final Written Warning	

- Match Officials who are alleged to have breached FA, FSA, SAFRA, or SAASL, regulations, including but not limited to disciplinary, code of conduct, social media or statutes, will have the matter heard by the SAFRA Association Committee. The SAFRA Technical Committee or Assessors reserves the right to refer a charge against a Match Official to the SAFRA Association Committee;
- Subsequent to Offence 1, above, payment for match officials will not be processed until all match documentation (including match sheets, votes and incident reports) are received;
- Any match official who receives a fine as listed in Offences above, may apply to the SAFRA Secretary for review. This request must be made in writing (either by post or email) no later than seven (7) days after receiving notification of the fine;
- A match official who is sanctioned two times or more, will be referred to the SAFRA Association Committee for further disciplinary action in accordance with ongoing offences;
- All fines will be paid into SAFRA bank account; and
- Match officials who are sanctioned will be placed on the SAFRA offence register for three seasons from when the date of the offence occurred until the end of the third season, (example sanction issued in Round 3 2022 season, sanction will expire on the last game of 2024 season).

## 7. Frequent Ask Questions

- **Q1: I'm unable to attend a monthly general meeting. Who do I contact?**

**A:** You must contact the Secretary either via phone or email and notify them you are unable to attend.

- **Q2: Last minute, I am unable to attend my match appointment. What is required?**

**A:** Immediately contact the Appointments Member via phone and notify them of your unavailability.

- **Q3: I'm running late and won't arrive at the ground at the prescribed time? Who do I contact?**

**A:** Phone the home club contact and inform them of your circumstances. Contact the away team if you can't get through to anyone from the home club. After the match, inform the Appointments Member. All Assistant Referee are to contact the Senior Referee.

- **Q4: Referee is injury before or during game, what action do I take?**

**A: Immediately contact the Appointments Member via phone 0448 593 310, if you are the only SAFRA member appointed.**

**If you have SAFRA ARs, and the members are only an AR, the members are not to referee game under any circumstances.**

**If your AR is a FSA/SAFRA level 3 and referees, this member may be appointed once it's confirmed by one of the below in the following order:**

**1. Appointment Member;**

**2. Instructor; and**

**3. Secretary of Assessors.**

## **8. Appendix**

### **8.1 SAFRA Constitution**

Refer to SAFRA Website – <http://www.safra.asn.au/members-area.html>

### **8.2 SAFRA By-Laws**

Refer to SAFRA Website – <http://www.safra.asn.au/members-area.html>

### **8.3 Match Official Code of Conduct – FA, FSA, SAFRA and SAASL**

Everyone has a role to play in ensuring that our game is free from bullying, verbal, and physical abuse; and that it is played in a competitive and fair manner. All participants have a responsibility to promote respectful and positive behaviour. As leaders and role models, Match Officials must demonstrate the same standard of behaviour that they expect from players, coaches, and team officials. It is essential that, as a Match Official, you play your part, and follow this Code of Conduct always.

#### **THE CODE**

- Act impartially and honestly always;
- Abide by our Constitution, By-Laws and the Competition Rules of FA, FSA and SAASL;
- Apply the Laws of the Game in a fair and consistent manner;
- Communicate calmly, concisely, and respectfully to all players and team officials;
- Engage with the team captain to ensure the successful management of the game;
- Respond clearly, respectfully, and confidently to any appropriate approach by a team captain;
- Make no physical contact with players or team officials;
- Do not tolerate offensive, insulting, or abusive language or bad behaviour from players, team officials or spectators. If it occurs take appropriate steps to deal with such behaviour;
- Do not tolerate any acts of violence, aggression and unsporting behaviour. If it occurs take appropriate steps to deal with such behaviour;
- Be supportive and respectful to all other Match Officials on and off the field;
- Be respectful and courteous to everyone involved in the game;
- Ensure that your fitness levels are appropriate for you level of officiating;
- Complete and submit all required match day paperwork, including post-match reports, to the governing body in the required timeframes;
- Make no detrimental statements in public (internet social media, print, radio) in respect of the performance of any other Match Officials, Club Official, player or any decisions of the FA, FSA, SAFRA, SAASL, or Club; and
- Information at [www.footballsas.com.au](http://www.footballsas.com.au) at Resources – Referee Resources – Code of Conduct.

**I understand that I must abide by this Code of Conduct and that a breach of this Code of Conduct may incur the following sanctions/requirements:**

- Be required to apologise to any person or persons I have offended;
- Receive counselling by the State Referee Manager or appointed person;
- Be reprimanded, fined, and/or suspended by FA, FSA, SAFRA, and SAASL;
- Possibly have my Match Official Registration suspended; and
- Face a disciplinary hearing of FSA, SAFRA, and/or SAASL and receive sanctions imposed by, and in accordance with the competition rules and regulations and FA Disciplinary Regulations.

## **8.4 2022 Match Fees and Travel Payments**

### **Match fees**

Match fees are to be paid by FSA directly into your nominated bank account via Schedula Gameday on a weekly basis. Please ensure your details are correct in Schedula.

Premier Division – Saturday & Sunday	\$140.00
Division 2 – Saturday & Sunday	\$120.00
Division 3 – Saturday & Sunday	\$110.00
Division Four – Saturday & Sunday	\$100.00
All other divisions	\$80
“C” Teams/Over 35s	\$80
Reserve Teams (all Divisions)	\$80
Senior Cup	Highest division club match fee applies
Reserve Cup	\$80
Assistant Referees	\$65
School competitions	\$80

Advise the Appointments Member immediately if a game does not eventuate. An inconvenience fee is paid.

### **Preseason Trial and Cup Competition games**

Division 1 & 2	\$90	Templin Cup - Senior	\$100
Reserve Teams	\$60	Templin Cup - Reserves	\$70
All Other Divisions	\$70	Cichanowski Shield - Senior	\$140
Assistant Referees	\$50		

### **FFA Cup fees**

Clubs participating in the FFA Cup conducted by the FA and FSA will be subject to the Rules, Regulations and all associated fees, including Match Officials fees as determined by the FA or FSA.

### **FSA Match fees**

SAFRA Officials will be subject to the Rules, Regulations and all associated fees, including Match Officials fees as determined by FSA.

### **Assessor fees**

\$85 All Divisions

### **Travel Payments**

Port Pirie	\$230
Port Elliot	\$75
Murray Bridge	\$65
Barossa	\$65
Strathalbyn	\$55
McLaren Districts	\$45

## 8.5 Referee Report Information

### 8.5.1 A Guide to Writing Reports

# A Guide to Writing Reports

Law 5 States: Page 29

"Provides the appropriate authorities with a match report, including information on disciplinary action and any other incidents that occurred before, during or after the match."

The referee's report will tell a complete and accurate story about an incident which will be viewed by the appropriate authorities for any disciplinary action sanction to be taken against:

- Players / substitutes
- Team officials etc.

The report will be used as reference for further sanctions, where necessary, based on:

- The Laws of the Game
- FFV Disciplinary Code

Disciplinary offences committed must be reported according to the Laws of the Game.

- Report the specific incident, accurately (player's name / number / team etc.)
- Know what happened
- Follow actual details as in Law 12 (refer to Reason for Yellow/Red Card)

Remember "The FFV Rule":

F – Factual – Accurate and true information

F – Frank – Be direct and to the point

V – Very Concise

Law 5 States: Page 46

"Takes action against team officials who fail to act in a responsible manner and may expel them from the field of play and its immediate surrounds"

Elements of a well-written incident report

A good incident report will ensure questions relevant to who, what, when, where, how and why are completed.

The emphasis placed on each of these questions will vary based on the type and complexity of the incident.

Well-written reports are factual, fair and impartial. A fact is something real that can be either proved or disproved. Opinions and inferences should be avoided.

Complete - Who, What, When, Where, Why & How

Who	Who is reporting the incident?
	Who was affected?
	Who had the ball?
What	What happened? (Include incident type and identify details)
	What did the referee see?
	What players were involved?
	What are the characteristics of the incident?
	What action/s did the referee take?
When	When did the incident occur?
Where	Where did the incident occur?
	Where was the referee and did he/she have a clear view?
How and Why	Why and how did the incident occur?
	How did I restart the match?
	What factors contributed?

Do's

- State the facts & use plain language
- Write the report after the match
- Present thoughts in a chronological manner, and check grammar and spelling
- Give enough information clearly
- Draft the report before writing the official copy
- Foul language used must be noted in the report - if the referee feels they might offend someone in the association's office the put the words used in a sealed envelope and refer it the Judiciary Chairman for that report
- Ask for help from a Branch Coach, Mentor, & other senior referees

Don'ts

- Avoid opinions and inferences
- Avoid abbreviations
- Write the report at the venue
- Avoid giving an opinion, just relay the facts
- Never suggest a punishment
- If at the tribunal, do not add to your report

## 8.5.2 Abandoned Fixture

If a game is abandoned, it is vital that the referee provides sufficient information to inform the FSA and SAASL Investigation Committee. The first paragraph should describe in detail the specific incident/moment which led to abandonment of the game. However, it is also important to further describe any prevailing issues that caused the abandonment. This will enable a more thorough investigation to be conducted and appropriate penalties, if required, to be applied to the offending clubs and their players.

In preparing a report, Appointed Match Officials should refer to the following issues:

1. What incident, if any, caused you to abandon;
2. Why did you abandon;
  - a. Unable to control the situation;
  - b. Player/team safety;
  - c. Your safety.
3. Were there additional specific incidents that added to your final decision to abandon;
  - a. What were these incidents (Cards, send offs, crowd behaviour) and
  - b. Include exact time of incidents on team sheets.
4. What was the overall atmosphere during the game;
  - a. Crowd noisy/aggressive;
  - b. Teams playing aggressively;
  - c. Individual players causing concerns, if so, who?
  - d. Was there one particular side causing concern or was it both contributing; i.e., Lots of free kicks and/or lots of cards.
5. Is there any known history of problems between the competing clubs?
6. Were inspections carried out in accordance with the FA, FSA and SAASL game day requirements, particularly?
  - a. Were the team sheets filled out correctly;
  - b. Did you meet with and instruct the Ground Marshall? If not, why not?
7. Did you utilize Ground Marshalls to intervene at any time;
  - a. If so, why; (record the time on the team sheets)
  - b. What was the outcome?
  - c. Did the Ground Marshalls co-operate and take appropriate action?
8. If there are allegations of physical assault on you, please be specific in relation to;
  - i. Proximity of assailant;
  - ii. How close was he, did he approach you or you him;
  - iii. Was the assailant one who had caused concerns previously during the game;
  - iv. Where did the assault take place, what area of the pitch or some other place;
  - v. How did he assault you;
  - vi. Punch, left or right hand;
  - vii. Head butt;
  - viii. Spitting, if so, at you, in your direction or onto you, where did the spittle land;
  - ix. Push to the chest, face etc.
9. At the completion of the game were there any further issues, if so, what were they;
  - a. Did Ground Marshalls provide you with assistance, if so, who?
  - b. Were police called and did they attend?
  - c. Did you speak to Police?
10. Any other issue that you think relevant that contributed to your decision to abandon the game.

Not all the above points are relevant to all situations. However, the more detailed and accurate information that is provided, the better the investigation can be conducted allowing the FSA/SAASL to continue to support you in your role as their official representative at the game.

Please seek advice from a designated SAFRA Association Officer (Vice President) John Harrison.

## **8.6 Team Sheet Requirements**

Referees are to fill in all information in the goals, cards and sub columns, the scores (total, half time and full time), the names of the match officials.

- Please ensure that all goals are recorded correctly and that the times of all cautions, send offs and substitutions are indicated, in the manner illustrated below. Cautions and send offs should be indicated with the offence code and the time in brackets;
- If a player is sent off for two cautionable offences, you must indicate the two offences on the match card, and the R7 code and time (the send-off report will illustrate the full details of the offences);
- If a player is substituted in the 72nd minute, write OFF ("72) in the OFF/ON column, and ON ("72) column for the replacement player, and
- Sample of Team Sheet on page 25.

FFSA - South Australian Amateur Soccer League - Team Sheets To Be Posted Within 48 Hours To PO Box 82, Findon SA 5023

Team Name: Adelaide Legends  
 Teams: Adelaide Legends V All Stars  
 Date: 9/6/2019  
 Venue: Legends Park

Competition: SAASL Champions Cup  
 Venue:  
 Round: Final  
 K.O. Time: 2.45pm



FFA Number	Shirt No.	Player Name	Starting	Sub	On / Off	Goals	YC / RC	Injuries	Best/Fair
812345	12	Abbott, Sam		✓	ON(60)				
882351	2	Andrews, Richard	✓						
658941	10	Baker, Tim	✓			11(25, 79)	Y1(35)		
698741	14	Bryce, Fred	✓						
326541	21	Clarke, John		✓					
777111	GK	Connor, Tom	✓						
664455	8	Cross, Alex	✓		OFF(60)				
114455	9	Davies, Barry	✓						
554488	5	Finch, Mark	✓		OFF(79)				
332255	3	Finch, Oscar	✓						
665588	7	Freeman, Gordan	✓						
112247	18	Harris, John	✓						
<del>887790</del>	<del>4</del>	<del>James, Bruce</del>							
556688	28	Maxwell, Peter	✓		OFF(70)				
<del>123456</del>	<del>6</del>	<del>McDonald, Alan</del>							
<del>789101</del>	<del>16</del>	<del>Simpson, Scott</del>							
111213	11	Smith, Joe		✓	ON(70)		Y2(75)	LEFT ANKLE	
<del>141516</del>	<del>17</del>	<del>Williams, David</del>							
<del>142563</del>	<del>19</del>	<del>Walker, George</del>							

Only 16 players may be listed on the team sheet prior to kick off. Players not playing must be crossed off.

Manual Amendments to Team Sheet

22221	30	SMITH Peter		✓	ON(79)				
137999	22	BROWN Geoff		✓					

Match Officials	Name	Signature
Referee	J. Citizen	
A/Referee 1	B. Smith	
A/Referee 2	C. Greggs	
4th Official	B. Martin	
Assessor		

Report to be submitted? (Please Circle) Yes  No

Club Officials

	Name
Coach	Ralph Fisher
A/Coach	Max Johnson
Manager	Noah Lee
Trainer	Xavier King
Physio	
Other	

Ground Steward  
 Ground Steward  
 Ground Steward  
 Ground Steward  
 Ground Steward

Name
172 D. BILLS
173 P. SAME
174 G. ROLLING

Refer to Rules & Regulations for Notification of Results. Fines will apply.

	Half Time	Full Time	Extra Time Half Time	Extra Time Full Time	Penalties
Home Team Adelaide Legends	1	2			
Away Team All Stars	1	1			

Signature of Club Official/Team Manager

By signing this I agree that the information contained on this team sheet is true and correct.

## **8.7 Standardised Instructions for Assistant Referees**

Referees will ask their assistant referees to carry out their duties in accordance with the following instructions, based on the requirements of Law 6, The Other Match Officials. The following instructions are to be adhered to for all competitions fixtures where official assistant referees have been appointed.

These instructions have been prepared with reference to the practical information for Match Officials as issued by the International Football Association Board (IFAB) and additional guidance from Football Australia, published in the FA Laws of the Game (LOTG) publication.

### **Preamble: Relationships between referees and their assistants**

Relationships should be based on trust and mutual respect. These conditions are essential if the officiating team is to operate at an optimum level. Referees must accept that they are charged with the responsibility of controlling matches. They should accept this key responsibility, make decisions, and not force or allow their assistants to make the critical decisions. Assistants offer opinions and assist the referee; they do not direct or command. If the referee has seen an incident, assistants should only intervene in extreme circumstances.

This principle extends to all decisions including offside. A referee should not automatically accept an assistant's signal, and must be prepared to decline that advice if considered appropriate to do so.

Being an effective assistant is a multi-skilled and complex task. It demands total concentration throughout the match. Whether the ball is in or out of play, close to the assistant or distant, the assistant must concentrate fully. Assistants are not spectators at a match; they have important roles to fulfil.

### **Pre-Match**

- Referees must instruct the assistant referees to operate on the right wing.
- The referee will determine the time and routine for warming up, which the assistant referees will be expected to take part in, unless they are officiating in the preceding fixture.
- Player's equipment shall be checked by the assistant referees prior to entry to the field of play.
- Goal nets will be checked by the assistant referees in their half of the field of play after the coin toss, and again immediately prior to the commencement of the second half.
- Electronic equipment (e.g., beep flags, communications systems), where used, will be tested prior to entry to the field of play, re-tested immediately prior to kick-off and again immediately prior to the start of the second half. Officials should not rely on electronic equipment, but use it as a supplementary tool.

### **Positioning, Movement & Teamwork**

#### **Consultation**

When dealing with disciplinary issues, eye contact and a basic discreet hand signal from the AR to the referee may be sufficient. When direct consultation is required, the AR may advance 2–3 metres onto the field of play if necessary. When talking, the referee and AR should both face the field of play to avoid being heard by others and to observe the players and field of play.

#### **Corner Kick**

The AR's position for a corner kick is behind the corner flag in line with the goal line but the AR must not interfere with the player taking the corner kick and must check that the ball is properly placed in the corner area.

#### **Free Kick**

The AR's position for a free kick must be in line with the second-last defender to check the offside line. However, the AR must be ready to follow the ball by moving down the touchline towards the corner flag if there is a direct shot on goal

#### **Goal/No Goal**

When a goal has been scored and there is no doubt about the decision, the referee and assistant referee must make eye contact and the assistant referee must then move quickly 25–30 metres along the touchline towards the halfway line without raising the flag. When a goal has been scored but the ball appears still to be in play, the assistant referee must first raise the flag to attract the referee's attention then continue with the normal goal procedure of running quickly 25–30 metres along the touchline towards the halfway line. On occasions when the whole of the ball does not cross the goal line and play continues as normal because a goal has not been scored, the referee must make eye contact with the assistant referee and if necessary, give a discreet hand signal.

## **Goal Kick**

The AR must first check if the ball is inside the goal area. If the ball is not placed correctly, the AR must not move from the position and must make eye contact with the referee and raise the flag. Once the ball is placed correctly inside the goal area, the AR must take a position to check the offside line. However, if there is an AAR, the AR should take up a position in line with the offside line and the AAR must be positioned at the intersection of the goal line and the goal area, and check if the ball is placed inside the goal area. If the ball is not placed correctly, the AAR must communicate this to the referee.

## **Goalkeeper releasing the ball**

Goalkeeper releasing the ball The AR must take a position in line with the edge of the penalty area and check that the goalkeeper does not handle the ball outside the penalty area. Once the goalkeeper has released the ball, the AR must take a position to check the offside line.

## **Kick-Off**

The ARs must be in line with the second-last defender

## **Kicks from the penalty mark**

One AR must be positioned at the intersection of the goal line and the goal area. The other AR must be situated in the centre circle to control the players. If there are AARs, they must be positioned at each intersection of the goal line and the goal area, to the right and left of the goal respectively, except where GLT is in use when only one AAR is required. In this case AAR2 and AR1 should monitor the players in the centre circle and AR2 and the fourth official should monitor the technical areas

## **Penalty kick**

The AR must be positioned at the intersection of the goal line and the penalty area

Where there are AARs the AAR must be positioned at the intersection of the goal line and the goal area and the AR is positioned in line with the penalty mark (which is the offside line).

## **Mass confrontation**

In situations of mass confrontation, the nearest AR may enter the field of play to assist the referee. The other AR must observe and record details of the incident. The fourth official, where one is appointed, should remain in the vicinity of the technical areas.

## **Required distance**

When a free kick is awarded very close to the AR, the AR may enter the field of play (usually at the request of the referee) to help ensure that the players are positioned 9.15m (10 yards – 9.1 Metres) from the ball. In this case, the referee must wait until the AR is back in position before restarting play.

## **Substitution**

If there is no fourth official, the AR moves to the halfway line to assist with the substitution procedure; the referee must wait until the AR is back in position before restarting play.

If there is a fourth official, the AR does not need to move to the halfway line as the fourth official carries out the substitution procedure, unless there are several substitutions at the same time in which case the AR moves to the halfway line to assist the fourth off **Free kick to defending team in final third of field**

At free kicks to the defending team in the final third of the field, the assistant referee must stay in line with the position of the free kick and remain there to ensure that the ball is correctly placed. Only when he is satisfied that the position of the ball is correct and will not be moved, should the assistant referee move in line with the second last opponent.

## **After an offside**

When possible, an assistant referee, after a free kick for offside has been given, should be positioned in line with the spot where the ball should be positioned to restart the game. The assistant referee should then immediately take up a position to control the offside line (level with the second last opponent), which is the assistant referee's priority.

## **Goal scoring celebrations**

The assistant referee should not form a physical barrier to try to stop players leaving the field of play or entering the spectator areas during goal scoring celebrations. The assistant referee's duty is to make a smart movement towards the halfway line to signify that there are no problems with the goal.

When it is likely that players may leave the field of play in these circumstances it is recommended that the assistant referee stops after 5-10m to be able to credibly assist the referee with identification of any players to be cautioned for excessive goal scoring celebrations.

## **Obvious incorrect decision of the referee**

If an assistant referee knows that a referee has made an obvious disciplinary error (e.g., two yellow cards to the same player without sending them off, red or yellow card to the wrong player, etc.), they must intervene immediately (flag and beep or even enter the field of play if necessary). The other assistant referee (or fourth official if appointed) should if necessary, also assist in such cases.

## **Communication**

### **Beep signal**

The beep signal system is an additional signal which is only used to gain the referee's attention. Situations when the signal beep may be useful include offside, offences (outside the view of the referee), or tight decisions for throw-ins, corner kicks, goal kicks or goals.

### **Electronic communication system**

Where an electronic communication system is used, the referee will advise the ARs before the match as to when it may be appropriate to use the communication system with, or instead of, a physical signal.

### **Flag technique**

The AR's flag must always be unfurled and visible to the referee. This usually means the flag is carried in the hand closest to the referee. When making a signal, the AR stops running, faces the field of play, makes eye contact with the referee and raises the flag with a deliberate (not hasty or exaggerated) motion. The flag should be like an extension of the arm. The ARs must raise the flag using the hand that will be used for the next signal. If circumstances change and the other hand must be used, the AR should move the flag to the opposite hand below the waist. If the AR signals that the ball is out of play, the signal must be maintained until the referee acknowledges it.

If the AR signals for a sending-off offence and the signal is not seen immediately:

- If play has been stopped, the restart may be changed in accordance with the Laws (free kick, penalty kick etc.)
- If play has restarted, the referee may still take disciplinary action but not penalise the offence with a free kick or penalty kick.

### **Gestures**

As a general rule, the AR should not use obvious hand signals. However, in some instances, a discreet hand signal may assist the referee. The hand signal should have a clear meaning which should have been agreed in the pre-match discussion.

### **Corner kick / goal kick**

When the ball wholly passes over the goal line the AR raises the flag with the right hand (better line of vision) to inform the referee that the ball is out of play and then if it is:

- Near to the AR – indicate whether it is a goal kick or corner kick
- Far from the AR – make eye contact and follow the referee's decision

When the ball clearly passes over the goal line the AR does not need to raise the flag to indicate that the ball has left the field of play. If the goal kick or corner kick decision is obvious, it is not necessary to give a signal, especially when the referee gives a signal.

## **Fouls**

The AR must raise the flag when a foul or misconduct is committed in the immediate vicinity or out of the referee's vision. In all other situations, the AR must wait and offer an opinion if it is required and then inform the referee what was seen and heard, and which players were involved.

Before signalling for an offence, the AR must determine that:

- The offence was out of the referee's view or the referee's view was obstructed
- The referee would not have applied the advantage

When an offence/infringement occurs, which requires a signal from the AR, the AR must:

- Raise the flag with the same hand that will also be used for the remainder of the signal – this gives the referee a clear indication as to who will be awarded the free kick
- Make eye contact with the referee
- Give the flag a slight wave back and forth (avoiding any excessive or aggressive movement)

The AR must use the "wait and see technique" to allow play to continue and not raise the flag when the team against which an offence has been committed will benefit from the advantage; it is therefore very important for the AR to make eye contact with the referee.

### **Fouls inside the penalty area**

When a foul is committed by a defender inside the penalty area out of the vision of the referee, especially if near to the AR's position, the AR must first make eye contact with the referee to see where the referee is positioned and what action has been taken. If the referee has not taken any action, the AR must signal with the flag, use the electronic beep signal and then visibly move down the touchline towards the corner flag.

### **Fouls outside the penalty area**

When a foul is committed by a defender outside the penalty area (near the boundary of the penalty area), the AR should make eye contact with the referee, to see the referee's position and what action has been taken, and signal with the flag if necessary. In counter-attack situations, the AR should be able to give information such as whether or not a foul has been committed and whether a foul was committed inside or outside the penalty area, and what disciplinary action should be taken. The AR should make a clear movement along the touchline towards the halfway line to indicate when the offence took place outside the penalty area.

### **Goal - no goal**

When a goal has been scored and there is no doubt about the decision, the referee and assistant referee must make eye contact and the assistant referee must then move quickly 25-30 metres along the touchline towards the halfway line without raising the flag.

When a goal has been scored but the ball appears still to be in play, the assistant referee must first raise the flag to attract the referee's attention then continue with the normal goal procedure of running quickly 25-30 metres along the touchline towards the halfway line.

On occasions when the whole of the ball does not cross the goal line and play continues normal because a goal has not been scored, the referee must make eye contact with the assistant referee and if necessary, give a discreet hand signal.

## **Offside**

To ensure correct judgement of offside offences, an assistant referee should not raise the flag before considering the following criteria, using the so called “wait and see” technique:

- Movement of the ball (direction, speed, distance, any deflection, etc.)
- Involvement of the player in active play by:
  - Interfering with play;
  - Interfering with an opponent; or
  - Gaining an advantage by being in an offside position

Both referees and assistant referees must be fully aware of the most up to date interpretations and guidance with regards to offside players being involved in active play.

The first action of the AR for an offside decision is to raise the flag (using the right hand, giving the AR a better line of vision) and then if the referee stops play use the flag to indicate the area of the field of play in which the offence occurred.

If the flag is not immediately seen by the referee, the AR must maintain the signal until it has been acknowledged or the ball is clearly in the control of the defending team.

If available, the electronic beep signal or communications system may be used to alert the referee to the flag signal.

Remember that it is better to be slightly late and correct, than to be too quick and wrong.

## **Penalty kick**

If the goalkeeper blatantly moves off the goal line before the ball is kicked and prevents a goal from being scored, the AR should indicate the encroachment according to the pre-match instructions from the referee.

## **Substitution**

Once the AR has been informed (by the fourth official or team official) that a substitution is requested, the AR must signal this to the referee at the next stoppage.

## **Throw-in**

When the ball wholly passes over the touchline:

- Near to the AR – a direct signal should be made to indicate the direction of the throw-in
- Far from the AR and the throw-in decision is an obvious one – the AR must make a direct signal to indicate the direction of the throw-in.
- Far from the AR and the AR is in doubt about the direction of the throw-in – the AR must raise the flag to inform the referee that the ball is out of play, make eye contact with the referee and follow the referee’s signal

## **Using the eyes**

The key to effective co-operation between referees and assistants is eye contact. Only by looking at the referee and being aware of the referee’s position can an assistant decide if intervention is necessary.

Assistants should never interfere in the referee’s running of a match. They should only draw the referee’s attention to incidents that the referee could not see clearly. If a foul occurs, but the referee does not react (e.g., does not award a free kick, does not ‘chat’ a player, etc.), check the referee’s position. Do not signal if the referee had a clear view of the incident. If the referee’s view was blocked, flag to advise that an offence has occurred.

Attempt to make eye contact with the referee before raising your flag. This technique can clarify whether or not the referee is seeking assistance. It also minimises the risk of conflicting signals being given. The principle is simple: confer then decide.

## **Record keeping**

Keep a complete record of all key match events (goals, substitutions, cautions, send offs, etc.) plus the time that each event occurred. This may prevent arguments over whether the same player has been cautioned twice, the number of substitutions made, goal scorers, and so on. Match officials should compare and check their records at half time and full time.

### **Incidents behind the referee's back**

Assistants have to be alert to player misconduct that occurs behind the referee's back. The key to success is to keep an eye on any area where players from opposing teams are close together.

As a general rule if an offence occurs that requires action by the referee, wait until the referee is facing you before raising your flag. When the referee has stopped play, beckon the referee to you and report to the referee what you have seen and/or heard. It is not the assistant's role to insist what action the referee should take – just simply report what has happened. However, if the referee requests a recommendation on an appropriate response, you may offer an opinion.

In cases of serious breaches of the Laws one or both assistants may choose to flag even though the referee's back is turned. This is appropriate if it is believed that this may prevent further problems. If only assistant has flagged it will alert the other assistant who may then flag if the referee is looking in that direction. Both assistants must be aware of each other's actions for this system to be effective.

This cooperation also applies when the assistant nearest the technical area signals that a substitution is required, but the referee is facing away from that assistant and cannot see the signal. The other assistant should assist by also signalling for a substitution.

Attentive assistants are likely to enhance each other's roles and the match as a whole.

### **Zone of play**

As a general rule, assistants should indicate offences that have occurred in their own zone of play. However, should a major violation

Occur, the assistant must draw the referee's attention to it even if the incident occurs on the far side of the field. This is required under Law 6. Before signalling consider and rapidly answer these questions:

- Was the referee able to see what happened?
- If I signal for the offence, will I be assisting or interfering?

### **At half time and full time**

When the referee whistles for half time and full time both assistants should sprint to the referee so the three officials can leave as a team. Do not stroll across the field or wait for the referee to reach you – move quickly to the side of the referee.

### **During stoppages**

When play is stopped by the referee for an injured player or for a substitution, the appropriate assistant should stand opposite where the play should restart. This will help the referee recommence the match from the correct position. It may even be necessary to move down the line a little way past halfway into the other half.

## 8.8 Match Official Changing Room Audit Form

Match Official Changing Room Audit

Club: \_\_\_\_\_ Date: \_\_\_\_\_

Ground Location: \_\_\_\_\_

Referee: \_\_\_\_\_

Changing Room Available?

If Yes, please complete.  Yes  No

- Lockable
- Large Enough Area to change for 4 Match Officials
- Adequate seating for 4 Match Officials
- Toilet facilities that are adequately maintained and included handbasin.
- Clear to use (not used as storage)
- Clean to use (Hygienic Standard—free from smell, mould etc)
- Adequate hooks for hanging clothes
- Clearly signed (Match Officials/Referees)

Remarks

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2021

Match Official Changing Room Audit

Club: \_\_\_\_\_ Date: \_\_\_\_\_

Ground Location: \_\_\_\_\_

Referee: \_\_\_\_\_

Changing Room Available?

If Yes, please complete.  Yes  No

- Lockable
- Large Enough Area to change for 4 Match Officials
- Adequate seating for 4 Match Officials
- Toilet facilities that are adequately maintained and included handbasin.
- Clear to use (not used as storage)
- Clean to use (Hygienic Standard—free from smell, mould etc)
- Adequate hooks for hanging clothes
- Clearly signed (Match Officials/Referees)

Remarks

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2021