



FOOTBALL  
**VICTORIA**

# 2019 Referee Handbook

## A Guide From Course To Pitch



Welcome to the Football Victoria (FV) Refereeing family.

Refereeing is a fantastic way to be involved in football. As a FV referee you join our refereeing family with over 1400 members from across Victoria. As a referee you will have the opportunity to see football from one of the best seats in the ground while also learning some invaluable life skills.

FV encourages all referees to learn and develop their skills to advance along the referee pathway. Our development pathway provides referees the opportunity to advance from community football to National Premier League level.

Referee development is supported by our referee branches who provide referees with education and development to advance their careers. All referees must attend their monthly branch meetings and engage with fellow referees who provide an invaluable support structure around refereeing. Each branch has a level 4 coordinator who will help you integrate into your branch and get you out on the park refereeing.

The FV Youth Council was a resounding success in 2018 thanks to the branch representatives who provide FV with a valuable insight into the experiences they have from refereeing across Victoria. Our FV Youth Council members are here to support all referees, I encourage you to share your thoughts with them openly so collectively we can improve refereeing across Victoria.

I wish you well as you start your refereeing journey.

Regards,  
Luke Brennan  
FV Referees Manager

*Find us on*





## **PREGAME**



Step 1 Registration	4
Step 2 Schedules	5
Step 3 Branch Meetings and Green Shirt Collection	6
Step 4 Training	7

## **THE MATCH**



Step 5 Game Day	8
-----------------	---

## **POST GAME**



Step 6 Post Match Requirements	9
Referee Fee Schedule	10
Referee Uniforms	11
Game Length and Ball Sizes	12
Branch Map	13
Luke's Top Ten Tips for New Referees	14,15
Contact Details	16



## **Step 1: Registration**

**All referees are required to register with FV every season and level 4 course participants receive free first season registration.**

The MyFootballClub Registration system has been replaced in 2019 by the new and improved Play Football.

What's new with Play Football Registration?

- New mobile optimised user experience.
- Login to your Football Account via Facebook or Google logins as well as email.
- You no longer need your FFA number to login.



**To begin registration please see the below link:**

<https://www.footballvictoria.com.au/resources/referees/registrations-appointments>

The above link is the only method to register, please don't follow links on Play Football website.

### **Registration Tips:**

The FV Referees Department is unable to process registrations over the phone for individuals.

Each referee must self-register using the below user guide.

The registration process is straightforward and will take under 5 minutes by following this user guide in the above link.

### **Registration Assistance**

FFA Support Centre

Phone: (02) 8880 7983

## **Step 2: Schedula**

**Once FV has approved your registration you will receive an email from Schedula with your login details.**

- You will need to set your availability in Schedula, click Dashboard > Schedula Profile >Manage Availability
- If your are unavailable for a specific date please enter this into Schedula at least 2 weeks in advance.
- Please ensure you set your availability for ‘**All Organisations**’ rather than a specific region or league. If this is not followed Schedula will not allocate appointments.

### **Appointments**

- You will be appointed to junior games by your Branch Appointments Officer who you should contact if you have any queries.
- Appointments are released on Schedula every Tuesday at 3:00pm.
- A notification email will be sent to you from Schedula informing that you have received an appointment.
- You will then need to Login to Schedula within 24 hours to accept your appointment.
- It is vital that the above deadlines are met as the administration record of referees is considered for future appointments.

**Referees should remember to take note of the following:**

- Date of match
- Time of match
- Ground location and transport requirements
- Home and away team

**It is important to check Schedula on the day prior to the fixture to ensure no changes have been made to the kick off time, pitch number or ground location.**

### **Step 3: Branch Meetings and Green Shirt Collection**

#### **What is a branch?**

Based on where you live you have been allocated to a referee branch. Appointments, training and meetings are coordinated through your branch. Green shirts, black referee shorts and socks are distributed to course participants at branch meetings. Branch meetings are held every month . It is compulsory that referees attend these meetings, please see below for locations.

#### **Branch Meeting dates can be viewed via the below link:**

<https://www.footballvictoria.com.au/resources/referees/branch-meetings>

<b>Branch</b>	<b>Venue</b>	<b>Time</b>
Ballarat	Morshead Park, Pleasant St, Ballarat	6:30pm
Bendigo	Bendigo Library, 259 Hargreaves St, Bendigo	6:30pm
Central	Caulfield Park Pavilion, Caulfield	7:00pm
Dandenong	Dandenong Civic Centre, 225 Lonsdale St, Dandenong VIC 3175	7:30pm
Eastern	Aquinas College, 46 Great Ryrie St, Ringwood	7:30pm
Geelong	Australian Croatian Club Separation Street, North Geelong	6:30pm
Gippsland	Latrobe Sports Centre, Morwell	6:15pm
Northern	Darebin International Sports Centre, 281 Darebin Road; Thornbury	7:15pm
Peninsula	Norman Carson Library, Toorak College, Old Mornington Rd, Mount Eliza	7:00pm
Goulburn	Quest Shepparton , 177-183 Welsford St, Shepparton	7:00pm
Sunraysia	Delights Store, 15th Street Mildura	6:30pm
Western	Burley Griffin Community Centre, Park Drive, East Keilor	6:30pm

## **Step 4: Training**

All course participants must attend a minimum of two compulsory training sessions at their branch before taking the pitch to referee their first game.

Training dates can be viewed via the below link:

<https://www.footballvictoria.com.au/resources/referees/branch-meetings>

### **Training**

At training you will receive further practical knowledge on referee, assistant referee and other referee skills. Dates of training sessions can be viewed at [www.ffv.org.au](http://www.ffv.org.au).

### **Ongoing Development**

As well as developing your refereeing throughout FV competitions, the FV referees department also offers training opportunities at school holiday Development Days, SAP Gala Days, Boys FC, Girls FC and Summer Sevens.



## **Step 5: Game Day**

**You have accepted your referee appointment on Schedula and it's now game day. A referee mentor will meet you before your game to go through any issues and ensure that you are ready. They will also watch your first game and be able to provide you with coaching tips.**

### **Game Day Equipment Checklist**

- Green shirt, black shorts and socks, predominately black boots
- Whistle, red/yellow cards, notebook, pen
- Assistant referee flags
- Stopwatch and coin

### **Game Day Tips:**

- Arrive at the ground 45 minutes before kick off time.
- Wear appropriate clothing to the game ensuring that you present a neat and tidy appearance. Please ensure that you do not wear any clothing affiliated to a club.

### **Game Day Procedure:**

- Arrive at the ground 45 minutes before kick off time and introduce yourself to home team officials.
- Find the referees room and get changed whilst waiting for team sheets to arrive.
- Once changed proceed to inspect the field of play to ensure it is suitable for play and conduct your own warm up and stretching.
- Upon returning from your field inspection the team sheets and match balls will be in your change room, if not chase them up with the home team.
- Ensure team sheets have been submitted 30 minutes prior to the game and completed correctly with all player i.d photos matching the team sheets.
- 15 minutes before kick off ensure that you have 3 match balls and all of your equipment for the game. Ensure that a club marshal escorts you from the changing room to the pitch.



## Post Match Requirements

### Match Records

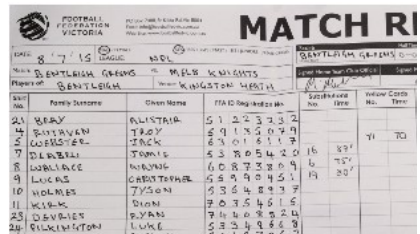
Once in the dressing room post match you must enter the full time score, yellow/red cards and sign the match record. The white copy is the original that the referee should keep for the remainder of the season. Whilst the home team collects the green copy and the away team retains the yellow copy.

### Misconduct Reports

A misconduct report must be submitted when a referee has issued a red card.

The misconduct report should include:

- The team names, venue and date of the match
- The competition (league or tournament)
- Player's name, number, FFA number and team
- Reason for report
- A factual description of the incident



The image shows a 'MATCH REPORT' form from Football Victoria. It includes fields for Date, Time, Venue, and Teams. Below this is a table for player statistics:

Player No.	Player Name	Team Name	Goals	Assists	Yellow Cards	Red Cards
21	MURPHY	ALLENSTON	5	1	2	2
14	ROSTAVAN	TRAY	5	1	2	0
5	COOPER	JACK	6	3	1	1
7	DILLON	TRONIC	5	3	0	5
8	WILLIAMS	NOON	1	0	2	0
9	LUCAS	CAROLTON	5	4	0	4
10	HOLMES	TRONIC	5	3	4	2
11	MOLLEN	DION	7	0	5	1
23	DEVILIER	TRONIC	7	1	0	2
24	EVANS	TRONIC	5	3	4	2
25	WILKINSON	TRONIC	5	1	2	2

If you require assistance with writing your first misconduct report there are many referees at your branch that will be able to assist you.

### Incident Reports

An incident report is used to report incidents to FV before, during or after the game.

This may include coach/team official abuse or any other out of the ordinary incident. An incident report should also be submitted if a game has to be abandoned for any reason including: spectator invasion, a player refusing to leave the field of play after being sent off, a club official or coach entering the field of play or a unplayable pitch.

**Misconduct and Incident reports should be completed and submitted via the Post Match Report Form within 48 hours of the game. The link to this form is below:**  
<https://www.footballvictoria.com.au/resources/referees/match-documents>

## Referee Fee Schedule

The below table indicates the match fees for each playing level.

- Referees can be paid by cash or cheque and should only receive payment after the game has concluded.
- When appointed to a junior game as an assistant referee the fee is half of what the referee receives below.

COMPETITION	REFEREE
National Premier Leagues	\$270.00
National Premier Leagues U20	\$120.00
National Premier Leagues 1	\$200.00
National Premier Leagues 1 U20	\$90.00
State League 1	\$150.00
State League 2	\$150.00
Women's Premier League	\$150.00
State League 3	\$130.00
Women's State League 1	\$120.00
State Leagues 4, 5	\$120.00
Women's State Leagues 2, 3, 4	\$80.00
Men's Metropolitan Leagues	\$75.00
Junior U20 (non NPL)	\$75.00
Junior U18 (includes NPL)	\$75.00
Junior U16, U17 (includes NPL)	\$50.00
Junior U14, U15 (includes NPL)	\$45.00
Junior U12, U13 (includes NPL)	\$40.00
Junior U11 SSF - IRs	\$20.00

## Referee Uniforms

Uniforms and gear can be purchased from the official retail partner of FV, Sportsmart.

- First Season Level 4 Referees can wear the green referee shirt, black shorts and socks and predominately black boots.
- For junior appointments a FV referees polo can be worn. For a professional approach black suit pants and black dress shoes can also be worn.
- For senior appointments a FV referees polo, black suit pants and black dress shoes.
- Referees should not wear any clothes that represent another club locally or internationally, this is because referees must appear impartial to the public.
- Please ensure that all clothes are clean and presentable.



Sportsmart has locations in Moorabbin, Northcote, and Kilsyth.

Contact Sportsmart via phone on 1300 666 111 or [shopsmart@sportsmart.com.au](mailto:shopsmart@sportsmart.com.au)



## Game Length for all FV competitions







Age Group	Duration of Competition Fixtures – Normal Time
Under Twelve (12) Boys	2 x 25 minute halves (= 50 minutes)
Under Thirteen (13) Boys	2 x 25 minute halves (= 50 minutes)
Under Fourteen (14) Boys	2 x 30 minute halves (= 60 minutes)
Under Fifteen (15) Boys	2 x 35 minute halves (= 70 minutes)
Under Sixteen (16) Boys	2 x 40 minute halves (= 80 minutes)
Under Seventeen (17) Boys	2 x 40 minute halves (= 80 minutes)
Under Eighteen (18) Boys	2 x 45 minute halves (= 90 minutes)
Under Twenty (20) Boys	2 x 45 minute halves (= 90 minutes)
Under Twelve (12) Girls	2 x 25 minute halves (= 50 minutes)
Under Thirteen (13) – Fourteen (14) Girls	2 x 30 minute halves (= 60 minutes)
Under Fifteen (15) – Sixteen (16) Girls	2 x 40 minute halves (= 80 minutes)
Under Eighteen (18) Girls	2 x 45 minute halves (= 90 minutes)
Senior Women's	2 x 45 minute halves (= 90 minutes)
Senior Men's	2 x 45 minute halves (= 90 minutes)

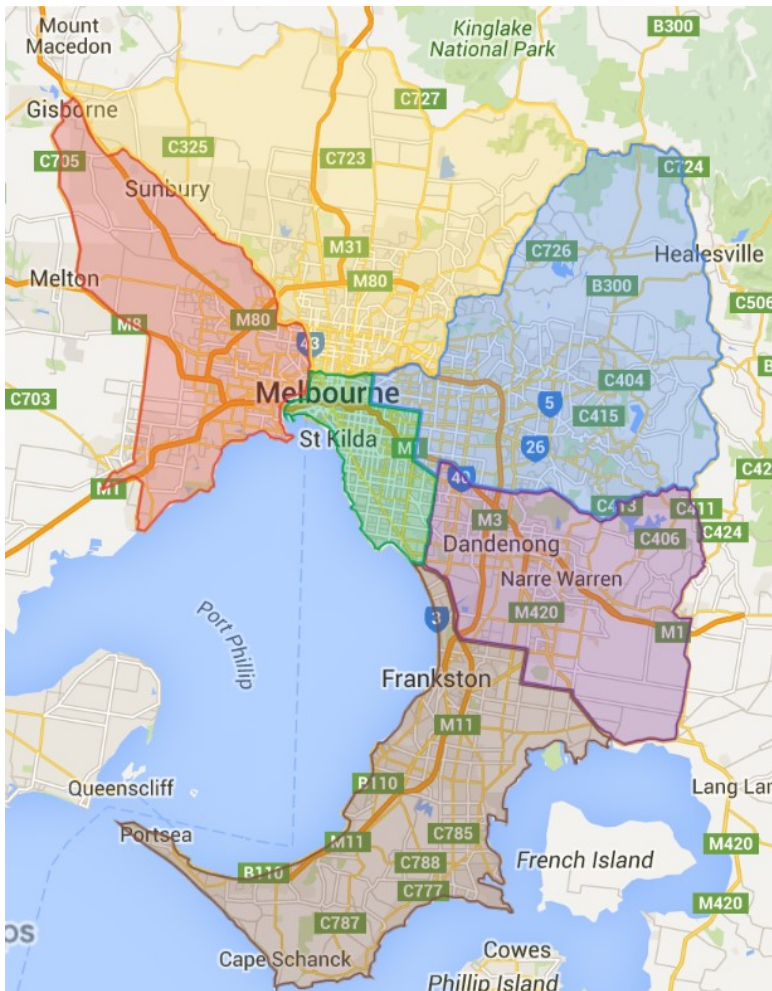
## Ball sizes for all FV junior competitions

Age Group	Ball Size
Under Twelve (12) Boys	Size 4
Under Thirteen (13) Boys	Size 4
Under Fourteen (14) Boys	Size 5
Under Fifteen (15) Boys	Size 5
Under Sixteen (16) Boys	Size 5
Under Seventeen (17) Boys	Size 5
Under Eighteen (18) Boys	Size 5
Under Twenty (20) Boys	Size 5
Under Twelve (12) Girls	Size 4
Under Thirteen (13) – Fourteen (14) Girls	Size 4
Under Fifteen (15) – Sixteen (16) Girls	Size 5
Under Eighteen (18) Girls	Size 5

## Referee Branch Map

The below map indicates the Melbourne metropolitan regions in which each referee branch is located. Regional Branches are located in Ballarat, Bendigo, Geelong, Gippsland, Shepparton and Mildura.

-  Western Region
-  Eastern Branch Region
-  Dandenong Valley Branch
-  Peninsula Branch Zone
-  Northern Branch Zone
-  Central Branch Zone



## **Luke's Top 10 Tips for New Referees**

**Luke Camilleri currently refereeing in the NPL as a Referee and Assistant Referee. He is a former member of the FV Referee Talent Pool, Youth Council and FFA National Youth League panel.**



### **1. Organisation is crucial**

Appointments are released every Tuesday at 3:00pm via Schedula. Ensure that you confirm your appointments within 24 hours and begin to plan your necessary travel arrangements for your upcoming fixture.

### **2. Be Professional**

Every referee builds an image from their first appointment to their last and from the first moment they arrive at the ground. For a professional approach a FV polo, black pants and black shoes is recommended. Furthermore, ensure you use appropriate language when speaking to club officials.

### **3. Build relationships with clubs**

It is highly likely that you will referee the same team more than once during a season. Therefore, it is vital that you introduce yourself at each appointment with intent to form positive relationships. Use your personality to chat with club contacts that will assist you in future matches.

### **4. Teamwork is essential**

When working with other referees ensure that you focus on communication. As a referee ensure that you hold a pre-match team talk in which you guide your assistants on your style of refereeing. Sending a text message to your assistants a couple of days before the appointment will begin teamwork.

## **5. Be Patient**

It may take a while to become comfortable whilst refereeing a match, however this is to be expected. With each game you will gain confidence and increase your ability as a referee. As the players themselves spend years perfecting their craft, so do referees.

## **6. Seek assistance**

Refereeing has the potential to become a lonely pursuit if you don't know where to go for help. Attending local branch meetings is vital to gain knowledge and assistance on the laws of the game and best practices to become a successful referee. Your branch has a Welfare Officer and Youth Council Member who are always willing to help you.

## **7. Be Confident**

The ability to sell your decisions is a helpful way to gain respect. A player will be less likely to question decisions when you show a strong and confident presence.

## **8. Learn from other referees and assessors**

FV referees and assessors hold a wealth of knowledge and experience. Try to incorporate such advice into your own game. It is helpful to keep a diary of all the useful tips you have received which can be used as a reminder prior to each match.

## **9. Aim to develop resilience**

Often there are incidents in a game that can cause a referee immense stress. For example, a penalty that you instantly realise was a mistake. It is important not to look back on the decision for the rest of the game as you cannot change it.

## **10. Enjoy the experience**

Relax and enjoy your refereeing career. It can be an extremely rewarding career that with hard work and dedication can even take you all the way to the World Cup.



**FOOTBALL  
VICTORIA**

Football Victoria

Level 3, 436 St Kilda Road,  
Melbourne Vic 3004

9474 1800

[Referees@footballvictoria.com.au](mailto:Referees@footballvictoria.com.au)

With thanks to the Referees  
Technical Committee