



## Mackay & Regional Football Zone Inc

### REFEREES INFORMATION LETTER



Match Official,

Welcome and thank you for showing interest in either re-joining or joining the refereeing community in our region.

Below is an outline of most of the information regarding refereeing for the 2016 season.

#### **Registration**

As for players, referees will need to register on line using the FFA My Football Club Website. [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

Choose referee registration and then enter your FFA number and password. On reaching the area regarding which club, you must choose **Mackay & Regional Football Club(club)** as your club then choose OFFICIAL and continue as instructed. The zone is Mackay & Regional Football Zone.

There will be a small questionnaire for you to complete as well detailing bank account details, etc.

All referees will need to pay a registration fee. See below. This fee may be paid on line when registering, Direct Debit to MRFZ or paid at the office by EFTPOS or Cash

#### **Registration Fees**

The registration fees for 2016 are:

**JUNIOR \$80.00**

**SENIOR \$120.00**

<u>2016 REGISTRATION FEES - REFEREES</u>	<i>JUNIOR REFEREE UNDER 18</i>	<i>SENIOR REFEREE</i>
FFA/FQ	59.00	98.50
MRF Zone Fees for 2016	21.00	21.50
2016 Law Book (available from office)	0.00	0.00
<b>TOTALS 2016</b>	<b>80.00</b>	<b>120.00</b>

All Referees must have a 2016 Law book. These will be available from the office. This must be read so that you fully understand all rules. This law book needs to be placed in your referee bag at all times when refereeing so that it is available for you to check areas that may arise during your refereeing.

### Referee Clothing and Accessories

All referees uniforms must be Adidis brand (this being an FFA directive) which you purchase from Heather at Mackay Football Park Office. Colour for 2016 will again be Navy and Red not Black. However if you have Adidis gear in Black you may wear it. **Definitely no Veto gear is to be worn at any time.** If you refereed in 2015 it is not necessary to purchase new uniforms in 2016.

The essential uniform that you will need to purchase as a new referee is Navy Shirt (\$46.00), Navy Shorts (\$32.00), Navy Socks (\$12.00), Travel Shirt – Black and White Polo (\$37.50), flags (\$25.00), whistle (\$10.00) and card book (\$10.00) which comes to \$172.50 and this must be paid for when collected. **Referee shoes are to be predominately Black.**

**Other Clothing (such as coloured shirts (Yellow, Red, and Blue), jackets, caps, bucket hats and bags etc.) can also be purchased through Mackay & Regional Football Zone but must be paid for when collected. See Heather if you wish to purchase any of these items.**

An order form is attached with this package for you to complete with what gear you wish to purchase, fill it in with your name at the top and making sure you mark the correct sizing and return to Heather at the MRFZ Office at Mackay Football Park or email to [refmackay@bigpond.com](mailto:refmackay@bigpond.com)

As well as the above Referees will require either Long Black Dress Pants or Dressy Shorts and black closed in shoes to wear to and from the grounds. This is part of being respected as a referee. These are **NOT AVAILABLE** from MRFZ.

## **Payment Methods**

Payment for uniforms etc. can now be done by using one of the approved methods (Direct Debt to MRFZ, EFTPOS or cash at the MRFZ office). If you have any concerns regarding these payments please contact the office.

## **Referee Appointments**

All referees appointments are done on the Schedula program. Once a referee has registered in My Football Club their name will automatically go through to the schedula program. You will be sent an email advising a password to enable you to go into the Schedula program. To get to schedula – [www.schedula.com](http://www.schedula.com) Once you have gone onto schedula you can make yourself available for appointments. This availability needs to be done each week (once the season commences) by Tuesday Night or a general availability may be placed. If you place a general availability on Schedula and then find that one weekend you are unavailable to ref you must then remove your availability for that weekend otherwise you may be given appointments. This also needs to be done by Tuesday Night. I will then look at those who are available and do the appointments accordingly (remember levels are also looked at when I am doing the appointments). These appointments will be placed on schedula on Thursday and referees will be advised of these appointments by email from the program. The referee then needs to confirm or decline the appointments **(this is very important)** on Thursday Night so that changes can be made on Friday if necessary. Also if a referee is also a player I will need to be advised at the start of the season which club team the referee is playing in so that I can look at the time they will be playing when doing the appointments.

## **Referee Payment for Refereeing Games**

In 2016 all referees for matches will be paid by direct debit into your nominated bank account. Please complete the bank details section during the online registration. If there is a problem with this you may provide your bank details to Heather or the MRFZ office. If these details are not supplied there will be no way in which you can be paid for your refereeing.

The MRFZ office will identify who has refereed and in what capacity (centre or assistants) from the team sheets handed in after each week's fixtures are held so you **must print your name and also sign the team sheets.** No signature means **no** pay. Payment will be made on a weekly basis into your account.

Payment Fees for 2016 will be as follows.

### **JUNIORS**

U12 – Centre \$20.00 Line \$10.00

U13 – Centre \$25.00 Line \$12.50

U14 – Centre \$25.00 Line \$12.50

U15/16 – Centre \$30.00 Line \$15.00

Colts – Centre \$60.00 Line \$30.00

### **SENIORS**

Premier League (Premier Men, Premier Reserve Men, Premier Women, Premier Reserve Women) – Centre \$80.00 Line \$40.00

Club League (Div 1 Men, Div 2 Men, Div 1 Women) – Centre \$60.00 Line \$30.00

***Referees who officiate at grading games or carnival games will be paid a percentage of the normal fees dependent on the time length of the games.***

### **Referee Accreditation**

All Referees must have accreditation. (Time to obtain this will be allowed) New Referees are advised that as an entrance to refereeing the Online Laws of the Game Certificate test must be completed and a copy of the certificate you will receive must be given to Heather to be held in the MRFZ Office. This Certificate can be emailed or handed in at the office. This Online test will assist with preparation for the Level 4 Course along with officiating matches in the 2016 season. To find the Law of the Game Certificate test go to [www.myfootballclub.com.au](http://www.myfootballclub.com.au) then 'Referee' > Laws of the Game. Register for a free account and do the test. This does not fully qualify you as a referee however it is a way for you to ensure you know the laws (Rules) of the game but you will still need to attend training sessions and attend the level courses. When appointing referees and assistants to games these accreditations will be taken into consideration. All referees are to also have a log book in which they record what they have been doing during the season. Sheets (Log Book) for completion will be given to each referee at the commencement of the season. These are to be kept in a fold in your ref bag so that they may be sighted if necessary.

### **Referee Ages and Levels (As set by FFA)**

#### **AGES**

***A referee must have turned 13 before they may start refereeing. As well a referee must be 13 before they can attend the Level 4 Courses. For a referee to officiate at Senior games, they must have turned 16 yrs of age. Under no circumstances is a referee to ref at Senior games until they have turned 16 and have been assessed to move to the senior competition.***

#### **LEVELS**

***Referee Levels start at Level 4 and continue up to Level 1 (This being the Highest). To obtain these levels you must attend Courses where you will complete a workbook and do the tests (from Level 3 Up), be assessed on the field and do a fitness test (Higher Levels only). Once again age comes into it – must be 16yrs to do Level 3. Also these levels are held for 2-3 years and then expire and must be updated if you wish to continue refereeing.***

## Seminar

A seminar for all referees both Junior and Senior will be held at Mackay Football Park Glenella on in early **February** to outline all the requirements both on and off the field for the 2016 Season. A date and time will be advised at a later date. It is essential that all referees attend this Seminar. This is not a meeting but an information session.

## Courses

There will be a **Level 4** beginner's referee course held before the start of the 2016 season. Dates and times for this course will be advised at a later date. The Level 4 Course should be attended by all new referees as well as those referees who at the moment do not have qualifications. To attend these courses you must register on the Football Queensland Website in the courses area for referees. Please wear suitable attire and shoes (NO THONGS) and bring along Law Book, flags, whistles, (if you have them) etc. Also bring a water bottle, hat, pencil/ biro and writing paper.

For more information regarding referee levels go to:

<http://www.footballaustralia.com.au/getinvolved/refereeing/development>

If further courses are happening during the year you will be advised.

## Training

Training for both Fitness and drills to enable you to carry out your duties correctly are necessary and important therefore training sessions for referees (in particular new referees) will be held throughout the season. These training sessions will be advised by email and will outline what will be happening each week on a Calendar type program therefore allowing everyone to plan just which training sessions they will attend in advance. Some of the training will be indoors as well as outdoors to assist with filling in of team sheets and red card reports etc. These indoor sessions are also a great time to discuss any problems you may have had while refereeing and also a great time for you to share some of your referee tips on how to handle various situations you have faced.

## Incidents during games and Red Card Reports

If during a game there is an incident of any description (injury or cards) it must be marked and recorded on the team sheet so that MRFZ are aware that it has happened. Please make sure you mark on the team sheet whether or not an ambulance was called and what the injury was. If an ambulance was not called it is still important to record the type of injury and a remark if you feel it is necessary. **MRFZ must be aware of all incidents that occur during games.** If the incident required the giving of a red card which requires an official written report this may be done following the game or by email (this being the better way). The email must be received at the office by no later than Tuesday Night so that decisions can be made in time regarding the penalties for the incident and clubs advised. **Remember all reports are important no matter how small the incident was because if the MRFZ Executive are not aware of these incidents no actions can be taken.**

### **Referee Standing Committee**

This Committee consisting of the Zone Referee Administrator along with senior referees who meet for discussions to assist with the running of the referee group within MRFZ. This then, when taken to MRFZ Executive, assists the Executive with decisions etc that they need to make in regards to refereeing/referees within the Zone. If during the 2016 season you have any issues or concerns please send them to Heather on [refmackay@bigpond.com](mailto:refmackay@bigpond.com) so that they may be discussed at the standing committee meetings and will then, if necessary, be taken to the MRFZ Executive for further discussion. This is the one way in which concerns can be dealt with. Any urgent concerns will be taken to the MRFZ Executive immediately for their discussion. As well if you have any new ideas in regards to refereeing in MRFZ Area please feel free to put them to the committee as improvement is essential for bettering the referees and refereeing within this zone.

### **Proposed Season Start Dates** *(subject to change)*

These will be discussed at the Seminar.

### **Code of Ethics**

Once again in 2016 all referees will be required to sign a code of ethics before they commence refereeing for the year. This will also be attached with this package. Please read it, sign and date it and bring to Heather. This will remain at the MRFZ Office. Please make sure that you as a referee also have a copy and remember that you must adhere to this during the complete season.

### **Check List**

I have also attached a check list for you all so that you are aware of other necessities you will need each weekend when refereeing. Please read this check list and remember to check your bag every time you are going to be refereeing. Borrowing from other people can be annoying to the person you are borrowing from.

**Remember as a referee to always have a positive attitude. Also remember that your appearance before, during and after the games dramatically effects the way in which you will be received by all the Football Community. Be proud to be a referee and wear your uniform with pride. Put your best foot forward, think positive and your reward will be a successful year. Remember all referees do the best job they can (including sometimes making mistakes) and as a family they must stick together and support one another.**

If you have any questions regarding refereeing or registering as a referee, please don't hesitate to contact Heather on [refmackay@bigpond.com](mailto:refmackay@bigpond.com) or by phoning 0438578977 or contact the Mackay & Regional Football Zone office by phoning 49424455 between 10am and 2pm Monday to Friday (except for Wednesday as Heather doesn't work in the office on a Wednesday).

Looking forward to working with you all in the 2016 season. Let's make it a great year. See you all at the Seminar.

Heather Patullo  
Referee's Administrator  
Mackay & Regional Football Zone

