



FFSA MATCH OFFICIAL OPERATION REGULATIONS 2019



FFSA Match Official Operation Regulations

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FFSA Match Official Operation Regulations

Introduction

Football Federation SA (FFSA) is the governing body of Football in South Australia. It is responsible for representing the interests of the sport throughout the State.

FFSA is recognised by the State Government, the Federal Government and the Football Federation Australia (FFA) as the body responsible for the administration, support and delivery of Football to all participants at all levels of the sport in South Australia.

FFSA contributes to and influences Football nationally and internationally through its affiliation with Football Federation Australia (FFA); and through that organisation to Football's world governing body, FIFA.

Referee administration in South Australia is coordinated and managed by FFSA. It appoints match officials directly to competitions conducted by FFSA and to some affiliated competitions, including the Collegiate and Master's Leagues. It also supports local referee associations that are affiliated to FFSA. These affiliated Referee Associations provide match officials to their local competitions. Where possible, they also support FFSA's competitions.

FFSA employs a State Manager of Referee Development and Referee Administration Officer on a full-time basis. In addition, an Elite Referee Coaching Panel and a Fitness Instructor is paid an honorarium to undertake these roles. Through these positions FFSA directly manages the needs of its registered match officials.

In summary, FFSA provides the following benefits to registered Match Officials:

1. Access to fulltime FFSA staff.
2. Access to elite and community coaching staff.
3. The support at formal training sessions of a Fitness Instructor.
4. Personal Accident Insurance cover under the National Insurance Scheme.
5. Appointments Panel for Elite Referees.
6. Registration and accreditation with Football Federation Australia and the Australian Sports Commission.
7. Twice weekly access to training facilities.
8. Enrolment (when deemed appropriate) in FFA National Referee Training Programs. These are detailed in the FFA Australian Officiating Development Schedule. (Course fees are the responsibility of individual candidates).
9. Access to the FFA National Referee Pathway.
10. Access to FFSA's Referee Development Programs and the State Development Pathway.
11. On-going training and development of all match officials including the ability to seek access to exchange programs, from time to time, both interstate and overseas.
12. Implementation of a local coaching and training program.
13. An invitation to attend an annual FFSA Match Officials Seminar. This will include practical and theoretical information, coaching, guest speakers and other activities.
14. Opportunities to be appointed to matches in FFSA competitions and Affiliated Associations.
15. Electronic payment of match official fees for all matches.

FFSA Match Official Operation Regulations

Contacts

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FFSA Match Official Operation Regulations

Match Details Rubric

The following matrix provides a summary of the requirements for each competition you may officiate.

	Match Length	Substitutes	Best Players Required	Match Ball	Ground Stewards	Team Sheet Return
NPL/SL1/SL2 Senior & Reserves	2 x 45min	3 from 5	Yes	Puma Final 1 Statement (Size 5)	3 per team (unless unfenced venue)	PO Box 329 Welland SA 5007
NPL/SL1/SL2 Under 18	2 x 45min	3 from 5	Yes	Puma Final 1 Statement (Size 5)	1 per team	PO Box 329 Welland SA 5007
WNPL Seniors and Reserves	2 x 45min	3 from 5 (Senior) Interchange (Reserves)	Yes	Puma Final 1 Statement (Size 5)	1 per team	PO Box 329 Welland SA 5007
Div 1-2	2 x 45min	Interchange	Yes	Puma (Size 5)	1 per team	PO Box 329 Welland SA 5007
Div 3-6 Collegiate Women	2 x 40min	Interchange	Yes	Puma (Size 5)	1 per team	PO Box 329 Welland SA 5007
Collegiate Soccer League	2 x 45min	4 from 5	Yes	(Size 5)	1 per team	PO Box 3493 Rundle Mall SA 5000
Masters League	2 x 40mins	Interchange	Yes	(Size 5)	Not required	Team Responsibility
U12 Boys	2 x 30mins	Interchange	No	Puma (Size 4)	1 per team	PO Box 329 Welland SA 5007
U13-U14 Boys	2 x 35mins	Interchange	No	Puma (Size 5)	1 per team	PO Box 329 Welland SA 5007
U15-U17 Boys	2 x 40mins	Interchange	No	Puma (Size 5)	1 per team	PO Box 329 Welland SA 5007
U13 Girls	2 x 30mins	Interchange	No	Puma (Size 5)	1 per team	PO Box 329 Welland SA 5007
U15 Girls	2 x 35mins	Interchange	No	Puma (Size 5)	1 per team	PO Box 329 Welland SA 5007
U17 Girls	2 x 40mins	Interchange	No	Puma (Size 5)	1 per team	PO Box 329 Welland SA 5007

NOTES:

1. If the correct match ball is not available, the match should be allowed to proceed as normal and a full Incident Report submitted to FFSA.
2. NO match is to commence without the Match Referee speaking with all Ground Stewards.
3. All relevant match day paperwork must be submitted within the required timeframe for all Competitions.
4. A maximum of three (3) substitutions may be made in the senior Women's National Premier League Competition.

FFSA Match Official Operation Regulations

Levies

Match officials are required to pay a development levy from fees received for any match. The following levies will apply in 2019.

Competition	Referee Levy	AR Levy	4th Official Levy
National Premier League	\$10.00		\$5.00
Women's National Premier League			
State League 1			
State League 2			
State League Women			
FFA Cup			
FFSA Federation Cup			
Women's Premier and State League Cup			
Senior Men's Trials			
Collegiate & Masters Leagues	\$5.00		\$2.50
Senior Women - Community Leagues			
Junior Boys (JPL & JSL)			
Junior Girls			
All other matches			

All levies that are paid are reinvested back into the development, administration and support of match officials.

Appointment of Match Officials

FFSA utilises an online system called Schedula for referee appointments. Appointments are made on a weekly basis and released as below. All Match Officials are required to enter their availability by **9.00am Tuesday** prior to the following weeks appointments.

Appointments for the Senior Men's and WNPL are reviewed by the Elite Coaching Panel and the final appointments are distributed by **2.30pm on the Sunday** prior to the fixture, along with all other appointments. All Match Officials have until **9.00am Tuesday** of the that week to accept the fixture. If a Match Official declines their appointment based on their notified availability, **penalties will be applied. Consequently, it is essential that you keep your availability up to date as FFSA will generate a report based on availability as of 9.00am Tuesday.**

Where extenuating circumstances occur that a referee must change their availability, this must be provided in writing to FFSA. Please note that only where unforeseen circumstances have occurred, should any changes be made to the Match Officials notified availability.

Where FFSA has not been able to allocate a referee to an appointment, all unfilled games will be circulated to all match officials via email to cover the games. FFSA appreciates the support and cooperation of all match officials in filling these games.

FFSA Match Official Operation Regulations

Competition	Referee Availability Notification in Schedule	Notification of Appointments All Referees
NPL Men and Women	9.00am Tuesday a week prior to the fixture	2.30pm Sunday Prior to the Fixture
State League 1		
State League 2		
FFA Cup		
FFSA Federation Cup		
Women's Premier and State League Cup		
Senior Men's Trials		
Collegiate & Masters Leagues		
Senior Women - Community Leagues		
Junior		
All other matches, where relevant		

FFSA Season Passes

FFSA will provide all registered match officials with a Season Pass. This pass provides entry into all Senior Men's and WNPL fixtures, as well as a free car park, where available, for the Home and Away Season.

Match Officials under the age of 18 will also receive a guest pass for a parent or guardian.

Failure to produce your Pass at a venue may result in entry and car parking fees being charged.

Please refer to the back of your Pass for full Terms and Conditions.

Insurance

Match Officials are covered under the National Insurance Policy for injuries sustained in any FFSA sanctioned events including matches and FFSA organised training.

If an injury does occur, this must be notified to the FFSA Referees Department immediately outlining the details of the injury including when and where the injury occurred. Following notification of the injury, if the match official wishes to make a claim, details of the process will be provided.

Training Information and Fitness Testing

Training is provided for all match officials and includes physical fitness training as well as technical drills aimed at improving a referee's performance.

Training attendance is compulsory for all panel referees (Panel A, B, WNPL, Supplementary panel and State Talent Pool). Participation in technical drills will be noted.

Sessions are not compulsory for community match officials; however, everyone is encouraged and welcome to attend.

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Trainings will be held every Monday and Wednesday nights unless otherwise notified.

- **Monday nights:** Held at The Parks Football Centre, Angle Park from 7.00pm.
- **Wednesday nights:** Held at Adelaide Shores Football Centre, West Beach from 7.15pm

All match officials selected to a panel by the FFSA State Referee Committee are required to complete various fitness tests throughout the year and any community referee is welcome to participate in the testing where appropriate.

Training attendance and performance is taken into consideration for appointment to Cup Finals, Finals Series, and other tournaments.

Any panel referee who requires an exemption from training at any time should write to the State Referee Committee outlining the details including the dates. This will be reviewed by the committee.

Senior Referees Panels

FFSA has established three Senior Referee Panels to officiate in the FFSA Elite Competitions being the National Premier League, Women's National Premier League and State League 1 and 2 competitions.

Responsibility for Panel selection and ongoing management rests with the FFSA State Referee Committee. Selection of these Panels is based on several factors including current accreditation level, previous performance data, training attendance and fitness test results.

These panel selections will be reviewed regularly throughout the year and are subject to change.

Uniform and Equipment

For all information relating to on-field and off-field apparel please contact the FFSA Referees Department for further details.

Green Shirt Program (New Referees)

All New recruits (Level 4 referees) will be provided with a Green Shirt. The 'Green Shirt' identifies you as a new and developing referee to the broader football community to assist and support you in your role. You will receive this kit alongside Flags, Red and Yellow Cards with a digital copy of "The Laws of The Game" Handbook.

Match Fees

All match official fees will be paid via EFT except in the case of trial games in the community leagues. Payment of these fees will be made weekly on a Friday into your nominated bank account as entered in Schedula.

Development levies will automatically be deducted from the match official's match fees for all EFT payments.

A pay slip can be generated and accessed via Schedula. For all Match Official Fees, please refer to Appendix A.

Please ensure that you enter your bank account details in Schedula to receive your payments. If your details are not entered correctly it may cause a delay in the payment of any owed match fees.

FFSA will hold payments of any Match Official who are deemed un-financial.

FFSA Match Official Operation Regulations

Abandoned, Forfeited and Postponed Fixtures

If a match is abandoned prior to or at half time, all match officials will be entitled to receive 50% of the match fee.

If the match is abandoned once the second half has commenced, all match officials will be entitled to receive a 100% of the match fee.

If a match is postponed prior to it being commenced, all match officials are entitled to receive an inconvenience fee of 25% (this fee is only to be paid if the match officials are present at the ground when the match is postponed).

If a match official is not informed of a match cancellation, they will be entitled to 50% match fee (this only applies if the match official attends the venue).

Referees must submit a FFSA Match Report containing the relevant details in regards to the abandonment or forfeit of a match. The online Match Report link can be found on page 13.

FFSA Match Official Operation Regulations

Matchday Duties and Operations

Match Day Preparation

1. Carefully check your appointment details as soon as you receive them – date, kick off time, venue. If you are unsure how to get to a venue, please ask a colleague or enquire through FFSA. Schedules appointments provide a Google Map display of the venue location.
2. Ensure that you have all required equipment. All attire and boots should be presented in a clean state. Please ensure that you bring all referee tops provided in case of a colour clash.
3. You should arrive at the ground at least 60 mins prior to scheduled kick off for Senior Men's (Under 18, Reserves, Senior) and Women's National Premier League matches. For all other matches you should arrive at the ground no later than 30 mins prior to kick off.

It is recognised that the arrival time at grounds may not always be achievable if you have been appointed to multiple matches on the one day.

If for whatever reason you are running late **please ensure that you contact the appointed officials, home club and RefAdmin as soon as possible.**

4. When you arrive at the venue please make yourself known to the club and team officials. For all National Premier League Senior Games, a match commissioner will be appointed, where possible. The role of the Match Commissioner is to support the Referees, they will assist with collecting team sheets, speaking to Ground Stewards and will facilitate a meeting between the coaches and Referee.
5. Prior to the match check the ground and facilities to ensure they meet FFSA requirements and standards set out in the Laws of the Game. Conducting this inspection early gives the home club or venue coordinator time to rectify any issues.
6. Prior to kick off ensure that you have complete and correct team sheets and match balls (spares if available and/or required). Please note that a match **must not** commence until both teams have provided their team sheets to you.
7. Ensure you meet with and give direction to the appointed Ground Stewards. Match Commissioners appointed to National Premier League Senior Games will facilitate this meeting. **Do not** start a match without meeting with these officials. If no Ground Stewards are present the match **does not get played – at any level.**
 - Three Grounds Stewards are required for all Senior and Reserves Men's Games
 - One Ground Steward is required for all other games.
8. Ensure that both teams have provided club assistant referees if required.
9. Give instructions to your Assistant Referees including any club assistants.
10. Most importantly...HAVE FUN!

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Instructions to Club Assistant Referees

- If you are officiating with club assistant referees, before you enter the field of play, inquire the name of both, and introduce yourself to them; and them to each other.
- Emphasise how important they are to you and that for the whole match they must try to forget their club allegiance, because they are now match officials.
- You cannot expect them to have the knowledge of official assistant referees, so restrict their duties. It is recommended that you:
 - Ask them to indicate when the ball is out of play, pointing out that the whole of the ball must be entirely over the line to be out of play.
 - Ask them to indicate which side is entitled, in their opinion, to a throw-in, goal kick or corner-kick.
 - Advise them not to call out to you and not to talk to players or spectators, and not to signal for any offences on the field. Insist that they do not smoke, drink or use their mobile phone while acting as a Club Assistant Referee.
- Club assistant referees are giving their services free of charge, and it is our duty to protect them from abuse by players and officials alike. If this happens, players and officials should be sanctioned as if they were abusing official assistant referees.
- You are within your rights to refuse to start the match until you have the one or two club assistant referees you need. If this occurs, a report should be submitted. If one team is unable to supply an AR the other team is permitted to supply both ARs.
- Always acknowledge their signals.
- At the end of the match thank them for their assistance. Remember one of your colleagues may need their assistance next week.

FFSA Match Official Operation Regulations

Team Sheets

You **must not** start a match until you have been given correctly completed team sheets by both teams.

Teams are not allowed to make any changes to their team sheet once a match has commenced.

You must fully and accurately complete details on each team sheet and submit them to FFSA. Different competitions have different requirements so please make careful note of the following:

Elite Competitions (NPL, WNPL, State League 1 and 2)

1. Make an electronic copy (scanned or photo) and send to [Jotform Via this https://form.jotform.com/82748659579986](https://form.jotform.com/82748659579986) within **30mins** of the match, or as soon as practicable. Each Referee for the game is in charge of submitting this. **Note: Photos must be clear and readable.**
2. Senior referee to send original copies to FFSA within **48 hours** of the match.
3. If no senior match is played, each referee is to send team sheets to FFSA within **48 hours** of the match.

FFSA Community Competitions:

1. Make an electronic copy (scanned or photo) and send to [Jotform https://form.jotform.com/82748659579986](https://form.jotform.com/82748659579986) within **30mins** of the match, or as soon as practicable. **Note: Photos must be clear and readable.**
2. Send original copies to FFSA within **48 hours** of the match.

Collegiate Soccer League

1. Send original copies to the League within **48 hours** of the match. The address is located at the top of the team sheet.

Masters Soccer League

1. Make an electronic copy (scanned or photo) and send to results@samsl.org.au within **2 hours** of the match, or as soon as practicable. **Note: Photos must be clear and readable.**
2. Send original copies to the League within **48 hours** of the match. The address is located at the top of the team sheet.

Penalties will be imposed on match officials who do not submit team sheets in the required time frame.

Match Results

Match Officials involved in all elite competitions (NPL, WNPL and State League 1 and 2) matches are required to enter the match results into the **SportsTG** database **within 30mins** of the match.

The senior referee is responsible to enter the details. If no senior match is played, each individual referee is required to enter the results.

Details on this policy and Match Official's responsibilities appear in Appendix C.

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Match Reports

Match reports are to be submitted using the following link –

<https://form.jotform.com/82608168479975>

Send off reports **must be** submitted for all red card offences, in the Jotform you can add any further information that you believe to be necessary.

Incident reports **must be** submitted for the following incidents:

- Postponed or abandoned matches;
- Abuse or assault of a Match Official that doesn't involve a send-off;
- Breach of Ground Steward regulations;
- Breach of FFSA venue or facility regulations, e.g. pitch, change rooms, fencing;
- Any other incident that the Match Officials deems an Incident Report is required.

Reports must be submitted within **24 hours** of the match. **Penalties will be imposed on match officials who do not submit reports in the required time.**

Match Commissioners

FFSA will be allocating Match Commissioners at all National Premier League Senior Games, where possible. The role of the Match Commissioner is to support both the club and the Referees. From a Referee perspective, the Match Commissioner will assist with the following;

- Check the field of play and venue to ensure it meets requirements;
- Conduct a coaches and referee meeting 60 minutes prior to the game;
- Meet with the Ground Stewards to reinforce their role;
- Ensure all players in technical area are accredited;
- Assist with resolving matters on the day where possible.

Ground Stewards

FFSA require clubs to provide Ground Stewards at all matches. These identified people assist in the control of spectators and your protection.

Ground Stewards must present themselves to you prior to kick off.

No match is to commence until you have met with the required number of Ground Stewards from both teams. If a club does not have the required number of Ground Stewards by 15 minutes after the scheduled kick off time, the match is not to proceed, and a full incident report must be submitted.

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Cup Competition Rules

The following information applies to matches in 'Cup Competitions' only.

Senior Men

1. Kick Off times and Match Duration

All matches shall be of 90 minutes duration, 45 minutes each way with a 10-minute interval at half time.

In the event of a match being drawn at the end of normal time two periods of extra time (2x 15 Minutes) with a 5-minute interval shall be played. If the match is still drawn at the end of extra time the result shall be decided by penalty kicks in accordance with the FIFA Laws of the Game.

2. Substitution of Players

A team is not permitted to make more than three (3) substitutes during normal time. If the game goes into extra time, an additional substitute can be used by each team, totalling 4 substitutes for the game.

3. Match Officials and Match Official Fees

The FFSA shall appoint Match Officials for all Cup Matches.

Match Official fees for cup competitions will be set by the FFSA and published on an annual basis. The fees can be found in Appendix B.

Senior Women and Junior Girls

- WNPL/Division 1
 - Substitutions used. Refer to Senior Men's Ruling
 - Duration and extra-time refer to Senior Men's Ruling
- Community Leagues Cup
 - Interchange used
 - Extra-time 2 x 10-minute halves, followed by penalties
- Under 13, 15 and 17 Cup
 - Interchange used
 - Extra-time 2 x 10-minute halves, followed by penalties

Junior Boys

In the event of a draw at the end of normal time for JPL/JSL Cup Competitions from Under 12 to Under 17, a 5-minute interval shall be taken followed by 10 minutes of extra time each way. Following this, if the match is still a draw, the result shall be decided by penalty kicks under the FIFA Laws of the Game.

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Codes of Conduct

All participants are required to abide by all applicable Codes of Conduct including, but not limited to, FFSA Competition Rules and Regulations, Competition Operating Regulations, FFA and FFSA Codes of Conduct and Statutes, Match Officials Codes of Ethics, FFSA's Social Media Policy and the FFSA Match Official Policy.

Participants who operate outside of these Regulations and Codes may be sanctioned. Sanctions may be imposed by either FFSA or a Disciplinary/Appeals Committee.

Match Officials can be sanctioned for breaching rules, regulations or codes of conduct and penalties imposed. Serious allegations of misconduct may be referred to the FFSA Disciplinary Committee. The FFSA Disciplinary Committee is an independent body and can enforce sanctions on match officials.

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APPENDIX A- MATCH OFFICIAL FEES 2019-20

Competition	Grade	Referee	Assistant
NPL Men	Senior	\$ 180.00	\$ 90.00
	Reserve	\$ 110.00	\$ 55.00
	Under 18	\$ 100.00	\$ 50.00
NPL Grand Final	Senior	\$ 300.00	\$ 150.00
	Reserve	\$ 150.00	\$ 75.00
	Under 18s	\$ 130.00	\$ 60.00
WNPL	Senior	\$ 100.00	\$ 50.00
	Reserves	\$ 80.00	\$ 40.00
WNPL Grand Final	Senior	\$ 200.00	\$ 100.00
	Reserve	\$ 100.00	\$ 50.00
State League 1 Men	Senior	\$ 140.00	\$ 70.00
	Reserve	\$ 100.00	\$ 50.00
	Under 18	\$ 85.00	\$ 42.50
State League 1 Grand Final	Senior	\$ 250.00	\$ 125.00
	Reserve	\$ 130.00	\$ 65.00
	Under 18s	\$ 110.00	\$ 55.00
State League 2 Men	Senior	\$ 130.00	\$ 65.00
	Reserve	\$ 90.00	\$ 45.00
	Under 18	\$ 75.00	\$ 37.50
State League 2 Grand Final	Senior	\$ 200.00	\$ 100.00
	Reserve	\$ 110.00	\$ 55.00
	Under 18s	\$ 100.00	\$ 50.00
FFA Cup/FFSA Cup Round 1	Senior	\$ 120.00	\$ 60.00
	Reserve	\$ 90.00	\$ 45.00
	Under 18	\$ 75.00	\$ 37.50
FFA Cup/FFSA Cup Round 2-4	Senior	\$ 150.00	\$ 75.00
	Reserve	\$ 100.00	\$ 50.00
	Under 18	\$ 85.00	\$ 42.50
FFA Cup/FFSA Cup Final	Senior	\$ 250.00	\$ 125.00
	Reserve	\$ 150.00	\$ 75.00
	Under 18	\$ 120.00	\$ 60.00

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Collegiate Soccer League (Men)	Division 1-2 (As and Bs)	\$ 85.00	\$ 42.50
	Cup Fees	\$ 85.00	\$ 42.50
	All Other Divisions	\$ 70.00	\$ 35.00
	Trial Matches	\$ 60.00	\$ 27.50
Masters League	All Divisions	\$ 70.00	\$ 35.00
Senior Women	All Divisions	\$ 70.00	\$ 35.00
Junior Boys (all Leagues)	Under 12	\$ 50.00	\$ 25.00
	Under 13	\$ 55.00	\$ 27.50
	Under 14	\$ 55.00	\$ 27.50
	Under 15	\$ 60.00	\$ 30.00
	Under 16	\$ 60.00	\$ 30.00
	Under 17	\$ 60.00	\$ 30.00
Junior Girls	Under 13	\$ 55.00	\$ 27.50
	Under 15	\$ 60.00	\$ 30.00
	Under 17	\$ 60.00	\$ 30.00

*Levied amount already deducted from table

Regional Travel Allowances		
Location	Travel Allowance	Car Allowance
Broken Hill	\$100.00	
Mt Gambier	\$100.00	
Port Lincoln	\$100.00	
Roxby Downs	\$100.00	
Whyalla	\$100.00	\$253.00
Port Pirie	\$50.00	\$150.00
Riverland	\$50.00	\$170.00
Port Augusta	\$50.00	\$202.00

* Car Allowances where applicable will be paid to the driver using their private vehicle

NOTES

1. Fourth Official fees same as Assistant Referee
2. Games postponed on match day, Referees will receive payment in accordance with FFSA Rules and Regulations
3. FFSA will be responsible for the payment of all Referees appointed to FFSA Competitions
4. Car allowances will only be paid to the driver of the car.
5. Travel allowances will be paid by FFSA via EFT.
6. Allowances will be paid in addition to the corresponding Match Fee.

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APPENDIX B - FFSA Match Results Notification Policy

Rationale

Football Federation SA (FFSA) is committed to providing accurate and timely information in relation to all competitions conducted by FFSA. The Senior Men's Leagues are a semi-professional competition and as such it is imperative that match details relating to these matches are provided to the media, sponsors, clubs and the general public within a suitable timeframe.

To ensure that this can be achieved, details relating to each match including, full-time and half-time results, goal scorers and best players for all senior grade matches and full-time and half time results of Under 18 and Reserves Matches must be entered online via Sports TG within 30 minutes of the senior matches concluding. It will be the responsibility of the Senior Referee, at the conclusion of the match, to enter the results for the Senior, Reserve and Under 18 fixture.

Required Outcome 1

The Match Official of the Senior Grade match is responsible for providing the match results of the Senior, Reserve and Under 18 Grades online via Sports TG. Results can be entered either via a Smartphone with Internet access; alternatively, a tablet can be used.

Required Outcome 2

The policy clearly outlines the process that needs to be undertaken by the Senior Grade match official in relation to entering the result online for Senior Men's Matches and WNPL.

Required Outcome 3

The policy clearly outlines that the match official of the senior grade match is responsible for the collection and forwarding of team sheets to FFSA for the Senior Grade, Reserves and Under 18 Matches.

Procedure for Entering the Results Online via Sports TG

- Referees who are required to enter the results online must first register for a passport. This must be done online via <https://passport.sportstg.com>;
- It is strongly advised that referees use the same email address and password that they use to log in to Schedula. Once registered, the referee will be sent a confirmation link via email that they must activate within 30 minutes. If the referee does not confirm within 30 minutes, there will be a separate link on the email that the referee may click to reactivate.
- The Match Official will then see the home page. You will then need to click on the "Venue Access" with "FFSA NPL" subtitle. If needed, filter by date of your match and then select the Venue from the drop down list. Your appointments will be displayed.
- If the venue for the ground does not show up in the drop down list please contact the FFSA Referees Department to request access. **All referees should check access for their fixture straight after accepting the appointment.**

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- Once you have clicked on the relevant match, enter the “Post Game” screen. From the “Final Match Score” screen, the Senior Grade referee will need to enter the Half Time Score and the Full Time Score and then click “Update Match Score”, which is located in the top right hand corner.
- For a stand-alone fixture, i.e. a fixture that is played by itself without a Senior Match Official, the Match Official for each of the respective matches will enter the above data using the same process.
- For all Senior Grade matches, the Senior Referee will need to enter the following data for each team:
 - Half time and Full time scores
 - Goal scorers
 - Cautions
 - Red cards
 - Substitutes
 - 3-2-1 Votes
- For all Reserve and Under 18 matches, the Senior Referee will need to enter the following data for each team:
 - Half time and Full time scores
 - Goal scorers

Note: If no senior fixture the referee must enter these results.

- To check that your result has been entered correctly, please click “Match List”, located at the top left hand side of the page. To see a list of your matches and to return to the home screen, you can use the same button.

For further help, Sports TG have provided “User Guides” which may assist you:

<http://help.sportstg.com/help>

Furthermore, you may contact Football Federation SA for Sports TG support.

FFSA Match Official Operation Regulations

APPENDIX C - FFSA MATCH DAY PROTOCOL – NPL and WNPL

Rationale

Football Federation SA (FFSA) is continually seeking to improve the way that the match is presented in South Australia. With the profile of the sport ever increasing, the FFSA will work in co-operation with the NPL and WNPL Clubs to implement a standard match day protocol that will assist to increase the professionalism of match day presentation at all matches.

The match day protocol will aim to make the local matches more attractive to supporters and ensure that all clubs are presenting matches to a minimum standard. As NPL and WNPL are regarded as the elite levels of football in South Australia, the FFSA and the clubs must ensure that matches are presented in a manner that is reflective of this standard.

Minimum Requirements on Match Day

1. Both clubs must ensure that the correct number of Ground Stewards are available and are introduced to the match officials prior to the commencement of the match. Grounds Stewards are required to undertake the roles and responsibilities as outlined in the Competition Operating Guidelines.
2. Prior to the commencement of the match both teams must line up in the player race as directed by the match official.
3. The match officials will lead both teams on to the field of play. The two teams will line up facing the grandstand or if there is no grandstand at the venue, the main supporter area.
4. Once the teams have lined up, the away team will move past the match officials and home team and shake hands.
5. Once teams have shaken hands, the teams will disperse, and the two captains will move to the centre of the field for the toss of the coin.