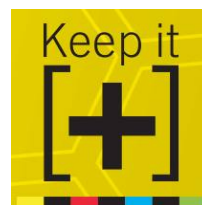




**Marlborough
Football**

A District Branch of Mainland Football

Referee Information Handbook 2020



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Contact Details

Entity	Postal Address	Physical Address
Mainland Football	C/- Mainland Football, PO Box 21222 Christchurch	English Park, 127 Cranford Street, St Albans, Christchurch
Marlborough Football	C/- Marlborough Football, PO Box 461 Blenheim	A & P Park, Cnr Maxwell & Alabama Roads, Redwoodtown, Blenheim
Nelson Bays Football	C/- Nelson Bays Football, PO Box 2105 Stoke, Nelson	Sports House, 142 Saxton Road East, Stoke, Nelson

Websites

Mainland Football Page: www.mainlandfootball.co.nz

Marlborough Football Page: www.marlboroughfootball.co.nz

Nelson Bays Football Page: www.nelsonbaysfootball.co.nz

Referee Page: www.mainlandfootball.co.nz/referees-1/referees-resources

Provides information on, contacts, match-confirmations, reports, self-assessments, and various other resources that may be of interest to you.

NZF Referee News Page: www.nzfootball.co.nz/referees

Key Contacts

Wayne Stapley	MFF RDO	wayne@mff.nz	027 417 1576
Martin Fenwick	Marlborough RDO	martin@moorevin.co.nz	021 823 001
Neil Capstick	Nelson Bays RDO	neil.sue@cappy.kiwi	027 288 8234
Richard Malcolm	Nelson Bays RDO	mpmmalx@gmail.com	021 025 45565
Paul Dalziel	Committee	paul.dalziel@wellbeingeconomics.nz	021 060 7150
Tony Ambrose	NZF AP	ambrosemat@xtra.co.nz	027 437 4501

Key Targets

2020 Rule changes in Red

1. Protect the Players

- RECKLESS TACKLES – challenges made with disregard for the safety of, consequences for, an opponent. Studs on foot, bent leg challenges.
 - TACTICAL FOULS – a foul made for the purpose of interfering with, or breaking up, a promising attack.
 - Take note of persistent infringers.
 - HAND/ARM OFFENCES – If the arm is used as a tool with disregard to the danger to, or consequences for, an opponent, usually with an open hand.
-
- OVER THE BALL CHALLENGES – A player is guilty of serious foul play if they use excessive force or brutality against an opponent when challenging for the ball when it is in play (far exceeds the necessary use of force; endangers the safety of an opponent).
 - WILD TWO FOOTED LUNGES – Any player who lunges at an opponent in challenging for the ball from the front, from the side or from behind using one or both legs, with excessive force and endangering the safety of an opponent is guilty of serious foul play.
 - CHALLENGES THAT ENDANGER THE SAFETY OF AN OPPONENT- Exceeds the necessary use of force
 - HAND/ARM OFFENCES – If the arm is used as a weapon with violence, usually with a closed hand.

Considerations

- Is the challenge fair physical contact or a foul?
- The speed and force of the tackler's action (intensity).
- The tackler's chance to play at the ball.
- Area of contact of the tackler and their opponent.
- Direction of the feet when the tackle is made.
- Is the player endangering the safety of their opponent (Red), or showing no regard for the safety and welfare of their opponent (Yellow)?

2. Protect the Image of the Game

- After a mass confrontation, at least one player from each team must be cautioned.
- Restart play as quickly as possible- be proactive.
- Simulation = There needs to be 100% NO CONTACT.
- Monitor and be seen to act when foul language is used.
- Be aware of tactical fouls.
- Decisions which involve interpretation (grey area) should be based on what Football would expect.

Dissent

- Dissent is where a player publicly disagrees (verbally or physically) with a match official's decision (You should distinguish between, appeals, queries, questions, banter, dissent, and abuse)
- **DEAL WITH OBVIOUS AND ONGOING DISSENT**
- Caution & 'Sin Bin' players who show dissent by:
 - Miming a yellow card
 - Running towards or chasing you in protest.
 - Surrounding an official.
 - Gesturing.

'3's a Crowd'

- 3 players from one team surrounding the referee= Y9 & Match Incident Report.

Technical Area

- Team officials can now be cautioned and dismissed from the technical area.
- Three steps; Ask (Warning), Tell (**Yellow Card**), Act (**Red Card**).
 - If the team official cannot be identified, the head coach receives the caution (Law 12 outlines when this may occur)

Quick Free-Kicks

- Take your time to get there. Once you are it becomes ceremonial, and play cannot restart quickly.

Substitutions

Players to leave at the nearest boundary line.

Referee Appointments and Payment Policy

All referee appointments to competition, non-competition games and tournaments **must be requested and made via your district's Referee Appointments Officer.**

- To ensure referees are reimbursed for matches officiated, appointments must be requested and approved by the District Appointments Officer or the RDO. Most competitions will have been organised or sanctioned by Marlborough Football.
- Referees who are approached by clubs asking them to referee a non-sanctioned game (e.g. Tournaments, Junior Football or organised warm up games, sometimes called 'friendlies') are not to agree to officiate these matches or events that are not sanctioned. They are to contact the Appointments Officer or RDO and give either of them the game details, so that they can either approve or reject the request.
- If the request for a referee is approved, the Appointments Officer or RDO may appoint that referee who was approached by the club or appoint another appropriately experienced referee, depending on the level of the game.
- From time to time there will be tournaments not supported by Mainland Football for various reasons, but they still require referees. Referees will still be given the opportunity to referee here, but without the support from the MFRC. ***This means they cannot wear the official NZ Referee shirt while officiating.***
- Referees who act as a ***club referee liaison*** are not to contact referee members directly to officiate at these tournaments. They must go through the Appointments Officer.

RATIONALE:

- Clubs contact referees directly to avoid having to pay match expenses or offer a cheaper rate than our match expense rate. The referee's budget is generated through match expenses, which are used for referee development and other activities, therefore we need to continue to grow the budget and we cannot do this when clubs avoid paying the appropriate rates.
- The MFRC's aim is to make sure that referees are not refereeing games above their experience level ('friendlies' are not always friendly).
- The MFRC do not want any referee being over exposed to one team over the season and would also like to spread the opportunities amongst referees who would have made themselves available, had they known a game was requiring a referee.
- The MFRC will only support competitions where referees are supported by disciplinary rules and regulations i.e. your official appointment ensures you are supported in the event of any difficulties during the game.

Injury and Emergency

The charts below offer advice on what to do in the event of a cardiac arrest, or concussion. They are there to give you some idea on what to do.

Whilst Referees have some duty of care to the players, we are not all qualified Doctors. **For all injuries please ensure that the appropriate procedures are followed in the Laws of the Game.** The information below is provide education in the event of a serious injury or emergency. All teams should have a designated person who is responsible for contacting suitably medically trained people the safety of their players in a match.

We cannot force injured players to be treated if they themselves are unwilling to. As a referee you can encourage treatment, but you cannot force it on anyone. There is no risk of you being sued in NZ for any personal injury of a player due to ACC and Law 5.

AED

An Automated External Defibrillator is a valuable tool which can save countless lives, including those within the Football community. In 2016, New Zealand Football launched the SMART START – AEDs in Clubs Programme. The vision for this campaign is for all football clubs throughout New Zealand to have an Automatic External Defibrillator (AED).

The Marlborough Football office at A&P Park in Blenheim and the Port Marlborough Pavilion at Picton have AED's. Please make yourselves aware of where the AED is located and that they are available to you on your game day. There are also apps that you can download on your cell phone which can advise other locations

Please also make sure you can recognise, identify, and respond to a possible cardiac arrest if necessary. You can locate the nearest AED by clicking [here](#).

smart START

CPR11 ACTION PLAN

BE READY TO REACT TO
A CARDIAC EMERGENCY



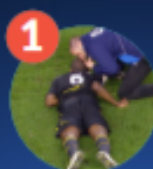
REFEREE'S ENVIRONMENT CHECK

- * Pitch check ☒
- * AED location check ☐
- * Stretcher check ☐
- * Coach & captain introductions ☐
- * Identify team's medical support ☐
- * Smart Start review ☐

smart START

CPR11 ACTION PLAN

BE READY TO REACT TO
A CARDIAC EMERGENCY



RECOGNISE
a non-contact collapse
is a cardiac arrest until
proven otherwise



CALL 111



START chest
compressions



FOLLOW
defibrillator's
instructions





RECOGNISE & IDENTIFY

* **A non-contact collapse is a cardiac arrest until proven otherwise.**

* **Remember:**

- The player might still be breathing
- Their eyes might be open
- They may look like they are having a seizure or fit
- They will be unresponsive



RESPOND

1 Ensure your own safety first

2 Call **1-1-1**

3 Get the defibrillator (or send someone)

4 Turn player onto their back (if necessary)



5 Ask others to assist you

6 Start chest compressions hard and fast

7 Attach defibrillator to patient as soon as possible



8 Follow the defibrillator's instructions

9 If a shock is not indicated continue CPR as instructed by defibrillator

10 Continue until help arrives



Concussion

Where there is a head injury there is a possible risk of concussion occurring. A referee should ensure that the player undergoes a concussion check from an assigned medical person before continuing (the checklist is on the page below).

Referees should also be aware of the risk of delayed concussion that could occur and try to monitor the affected player for the rest of the match. They should also ask the player's team to do the same thing. You can find a link to NZF's Concussion and Head Injury Policy [here](#).

Be aware that there is a trend now, where some players have been holding their heads when injured elsewhere on the body in a ploy to get play stopped immediately. If you clearly see this, let play continue and communicate clearly why ("not a head injury").

Other Serious Injuries

Injuries of a serious nature should be examined by a suitably medically trained person, if available. They should be accorded the absolute courtesy. Their services should be used before those of team coaches or managers.

Should a suitable medically trained person advise against an injured player continuing in a match, the referee shall use discretionary powers and uphold that advice.

If a player is seriously injured there may be a qualified medical professional at the ground. If they have identified themselves to be one, then you should let them assess the injury.

Should a suitable medically trained person not be available, ask somebody with the ability to contact one.

Make sure that only those persons enter the field of play.

Serious injuries can often be underestimated by players and team officials who want the match to restart as quickly as possible by removing the player. Do your best to insist that such players are assessed by a medical professional before they are moved.

CONCUSSION

NZF CONCUSSION & HEAD INJURY POLICY



For more information on concussion go to:
www.fit4football.co.nz,
www.accsportsmart.co.nz/concussion and
www.accsportsmart.co.nz/home/resources



Development

Mainland Football Preseason Referee Seminar

This takes place in Christchurch every February or March and is held over the course of the day. The seminar features several indoor technical presentations and outdoor practical activities on the Laws of the Game, expectations, and other key Referee skills. These are led by a wide range of presenters.

The content of the seminar varies from year to year, so referees are strongly encouraged to attend each year. Referees from other districts are also able to attend with the possibility of their food and accommodation expenses being reimbursed.

All referees that attend a preseason seminar are re-accredited as their level of referee for 3 seasons from the year they attended (If you attend the 2021 seminar, you are re-accredited as a qualified referee until 31/12/2023).

Fitness Training

If you would like some specific referee fitness training drills, [email Regan Preston](#) for more information.

2021 Referee Courses

Please contact the district RDO for any information on any referee courses. **Please encourage friends and relatives** to attend the course and become referees!

Committee 2020

The Mainland Football Referees' Committee (MFRC) is made up of four elected members from Christchurch, one member from Marlborough Football, and one member from Nelson Bays Football. Two other members have non-voting rights.

There are also other invited members who have a range of different roles.

Committee Members with Voting Rights

Paul Dalziel (Spokesperson for the Committee)

Simon Myers (Football & NZF Referee Committee representative)

Neil Davidson (Football & Admin)

Jack Killick (Judicial Representative)

Neil Capstick & Richard Malcolm (Nelson Representatives)

Martin Fenwick (Marlborough Representative)

Ex Officio Members without Voting Rights

Wayne Stapley (Referee Development Officer)

Brent Wilson (Appointments Officer)

Other Invited Members

Cameron Gruschow (Referee Development Assistant)

Chris Sinclair (Futsal Representative)

Julian Bowden (Mainland Football CEO)

Tony Ambrose (NZF Appointments Panel Representative)

Referees' Committee Meetings

These are held at English Park, Christchurch or remotely and commence at an agreed time.

A full meeting including members from other districts may be held where required. Members based in Christchurch meet more frequently or exchange emails as issues that need to be addressed are raised.

Any member is welcome to attend to raise a topic or issue of concern. It is requested that you liaise with a committee member if you wish to attend a management meeting. We will try to discuss your topic first, so you do not need to sit through the duration of the meeting.

The Committee Meeting dates have not been set, but meetings will be held when required

Membership of the Referee Committee

At each Canterbury Annual Meeting, there is an opportunity for all members to nominate another member for one of the three voting positions for the following year's committee. If there are more than three nominees a vote will take place by all members present at the Annual Meeting.

From time to time, if the committee sees the need, they may invite members to take part as committee members. This will be for the year only. Any overall change in committee member numbers will be decided at the Annual Meeting.

It has been deemed the committee members from Nelson and Marlborough will be the RDOs in those districts.

Referee Development

Referee Pathway

Level 0 – Passed the Community Based Referee Course (CBR).

Level 1 – Passed Level 1 Referee & Assistant Referee Course.

Level 2 – Complete a satisfactory match assessment. This can occur any time after you pass the level one course. Referees must show competence in the eight basic competencies of refereeing on a competitive game.

Level 3 – Pass the Level 3 Referee & Assistant Referee Course.

Level 4 – Complete and pass a fitness test, then pass two field tests at appropriate level (Canterbury Championship League, Marlborough Division One, Nelson Division One, and/or Mainland Premier League).

- You must have refereed 15 senior matches as a Level 3 Referee (17 years old and over) and be qualified as a Level 3 Assistant Referee.
- Pass the required fitness test.
- To gain promotion to Level 4 you must be recommended by assessors, but you are welcome to apply to the RDO.
- Level 4 Field Tests - The referee will be viewed by two assessors chosen by the Management Committee. The referee will be given a pass/fail by those assessors on both the 'Field Tests'.

Level 5 – National League/ International Referee. You must attend a course (i.e. MA Course) and pass a test on the Laws of the Game.

As you may see or already be aware of, the Level 1 & 3 accreditations for Assistant Referees are incorporated into the Referee Course of the same level.

To gain Level 4, you must show competence as an assistant referee on MPL or higher, being assessed on two separate games.

Referee Promotion Chart

District List – Referees that officiate senior and youth football, below MPL.

MPL Assistant Referee List – As you develop you will get to be an Assistant Referee on the Mainland Premier League before you are a referee if you meet the required standard. AR1s must pass the fitness test.

National Women's League Panel – Here you may be nominated to be an Assistant Referee on the National Women's League.

Referee Development Academy Stage 3 – Tied in with the National Secondary Schools Premier Boys Football Tournament, this is a six-day course administered by Ken Wallace (NZF RDO), and focuses on the advanced skills of refereeing, and requires advanced knowledge of the LOTG. Referees are nominated by the RDO and are required to pass a fitness test.

CCL, Marlborough/Nelson Division One Referee – This is where referees gain experience at higher level senior football in order to obtain their Level 4 accreditation. In order to obtain the accreditation

MPL Referee Panel (Level 4 Referee and above) – Promotion from CCL, Marlborough/Nelson Division One is to the Mainland Premier League List as a referee. From time to time, an assessor will recommend to the RDO that a referee be viewed at MPL level. The Southern Football League (if played) panel is selected on performance during the MPL season.

National Women's League Referee Panel– You may be promoted as a Referee on the National Women's League.

National Premiership Panel – You may be promoted as an official on the National Premiership. To progress beyond this, you will need to perform consistently well and be viewed by members of the NZF Referees Appointments Panel (AP)

OFC Tournament Selection – You may be nominated by the AP to attend an Oceania Football Confederation Tournament. Your nomination will require passing a fitness test.

FIFA Referee/Assistant Referee List–To be awarded a FIFA badge, you need to be at least 25 years old for Referees, and 23 for Assistant Referees and at most 37 years old on January 1 for the year first nominated. Each year the candidate needs to be re-nominated and undergo medical tests as well as the FIFA fitness test. There is now no retirement age for FIFA officials, but referees over 45 years old may be required to submit further medical and/or fitness details on request.

Referee or Assistant Referee?

There are paths for promotion both as a Referee and Assistant Referee. At the higher levels (National League and above), this often requires a referee to choose on which direction he or she wants to pursue at that level, with help from assessors and coaches of course.

Any concerns or questions you have about your appointments, grading or general progress should be directed to your district RDO in the first instance or the Mainland Football RDO.

Opportunities on Offer

There are many opportunities for our referees to gain experience in their refereeing journey. Some of these are listed down below (but this list is not exhaustive). If you have any goals that you want to set for yourself, contact the RDO and the local NZF AP representative to discuss.

- MPL fixtures in Nelson and Christchurch
- CCL fixtures in Christchurch
- Division one fixtures in Blenheim and Nelson
- Games in Wellington (Central League) and Auckland (Northern League)
- Kanga Cup, in Canberra, Australia (referees must be under 20)
- NZF Referee Development Academies
- National Age Group Tournament
- Assessors from different federations viewing referees
- National Women's League and National Premiership selection
- FIFA MA and Futuro Courses
- NZF High Performance Referee and Assistant Referee Group
- International tournaments through NZF AP Selection
- NZF AP nomination to Oceania Football Confederation tournaments.

Change of Address and Contact Details

In the event of a change of an address or phone number, please advise the RDO immediately, and make your own changes on MyComet.

Youth Football

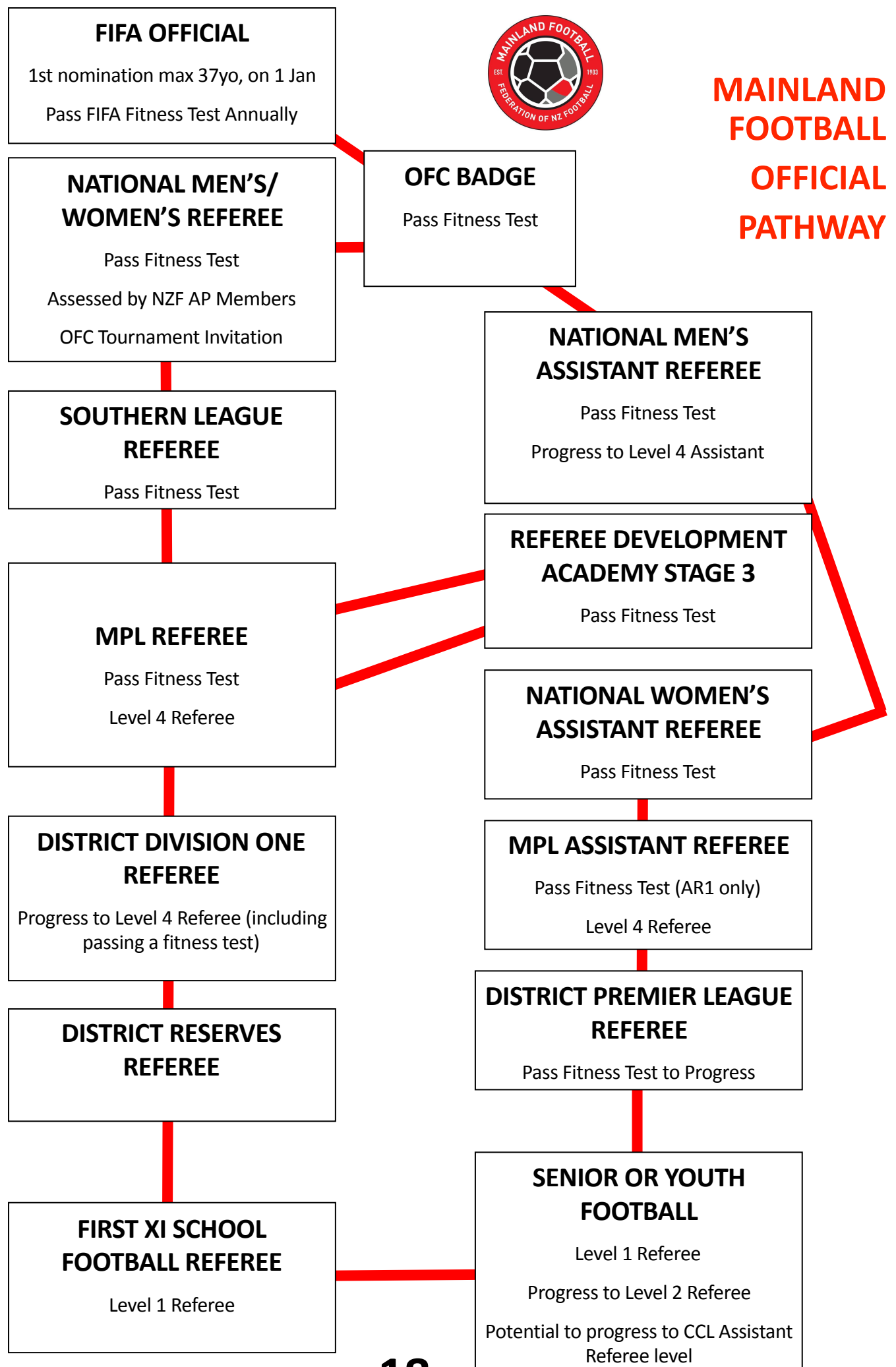
Referees are always being sought for junior football. Please make this clear in your availability return to the Appointments Officer if you can assist in the morning and afternoon, or back to back in the afternoon. Many senior referees do assist at junior level and more are encouraged to do so.

The laws concerning the size of the ball, field, and the length of halves vary from grade to grade and prospective referees should check on these details which are in the Handbook.

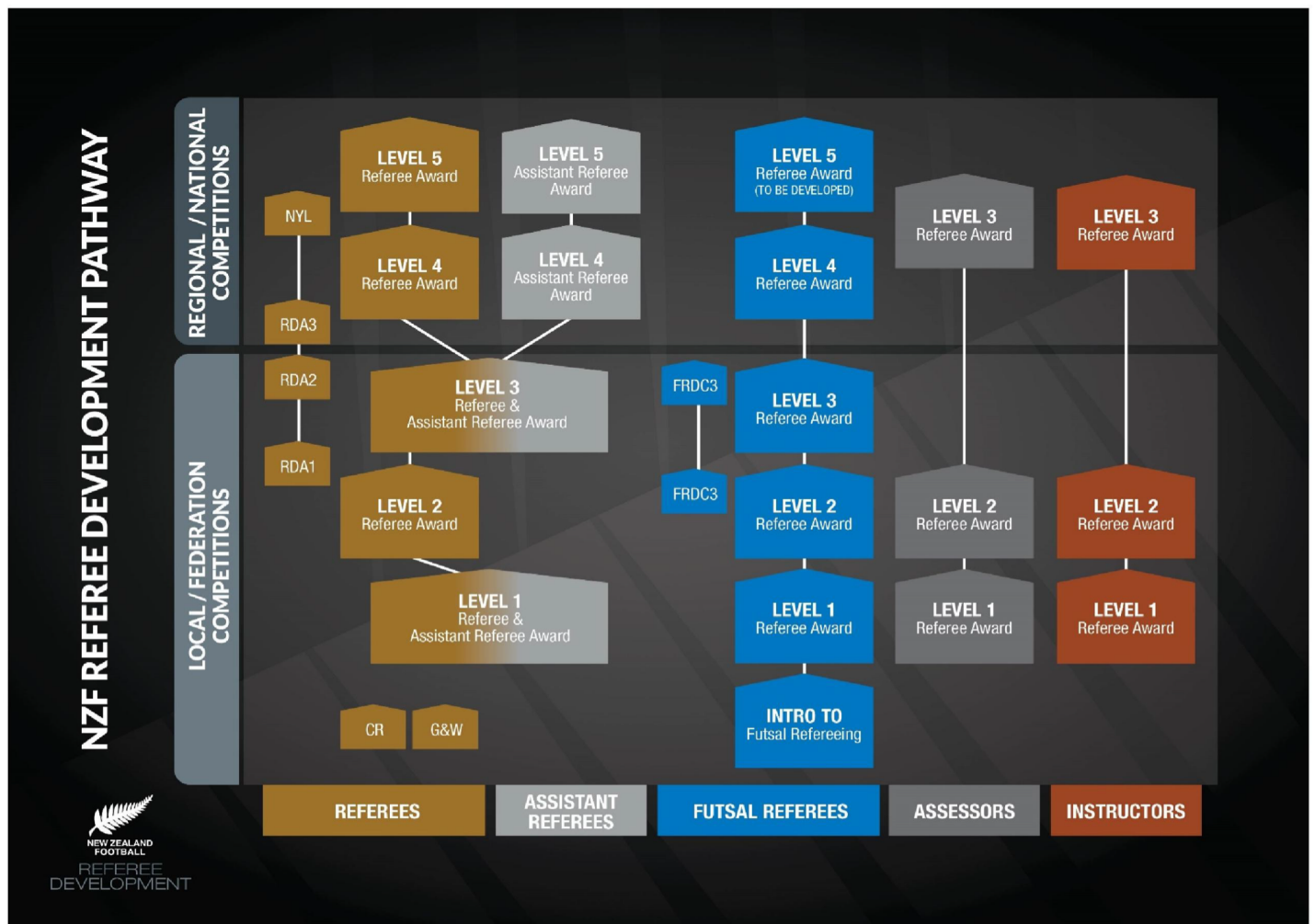
You can find a link to law modifications for junior and youth games [here](#).

Women's Football

Lengths of halves vary between 40 and 45 minutes each way and these details should be checked prior to the game. There is always a shortage of referees for women's football, so helpers here are eagerly welcomed.



Referee, Assessor, Instructor Pathway



Referee Assessors, and Coaches

Assessors are essentially referee coaches for levels below Mainland Premier League. The Mainland Premier League is predominantly where they are called assessors. Typically, they are ex-referees however, active referees are qualified and 'coach' referees as well. As you advance up the lists, one of the roles as a group is to grade and assess referees.

When you are watched by an assessor/coach officially, they are required to complete a report within 72 hours of the assessment (assessments at Mainland Premier Level will also include a mark). Most reports will now be submitted via the Comet system, so you will need to log-in to your account to read or the RDO may send a PDF copy of your report via email. If you have not received a report, please contact the RDO.

The assessor/coach makes themselves available to discuss your performance with you immediately after the match. Please treat them with courtesy and respect, whether you agree with them or not. Listen to their comments, go away, and think about them and decide what to take on board. Remember they are there to assist you out of a love for the game - it is important that you give them a fair hearing. You will make mistakes, so do not get into the habit of trying to justify them to the assessor. If a common coaching point comes up with different assessors, you need to work on that common theme.

If you are nearing the end of your active refereeing career and would like to find out whether inspecting may be for you, please speak to the RDO and they can arrange some appropriate opportunities as and when it suits you.

Coaching Reports

All referees below Mainland Premier League are given coaching reports but are not marked. Referees with potential to referee at Mainland Premier League may be given reports with marks included where assessors are directed to do so.

Self-Assessment Sheets

Self-Assessment documents are available to download off the Mainland Football Referee Resources webpage (under the Referees tab on the Mainland Football website). These are great tools to reflect on how you think you have performed in a match. They are best filled out no more than 48 hours after the match has ended. Once completed, you may wish to send the self-assessment to [Wayne Stapley](#), your mentor, and your assessor. These are recommended of those refereeing at MPL level, or you are a referee aspiring to make it to higher levels.

The Mentoring Programme

New Zealand Football continues to promote the mentoring programme around NZ federations for referees.

What is mentoring?

- Supports the learning and development process by sharing the mentor's experiences.
- Builds a relationship - the process will build trust between the mentor and mentee.
- Improves performance.

What is the objective?

- To assist, advise, support, and guide new referees.
- To provide guidance and encouragement to develop skills.
- To build the confidence and enthusiasm to continue refereeing.
- To provide a positive experience for both parties. It is not about criticising or showing fault, but rather fostering growth and enjoyment.

The mentor is a support for you as outlined above. There is a "Mentoring Goals Worksheet", which is available on the Referee webpage. Fill it out and send to your mentor so they can follow your progress and further develop you as a referee.

Your mentor will contact you every two to three weeks throughout the season to discuss your progress. These timelines do not need to be strictly adhered to and if incidents arise that you are unsure about, email, text, or call your mentor to discuss them.

Laws of the Game Changes

You can visit the [IFAB website](#) for more a more interactive overview of the Laws of the Game, and its changes. There will be opportunities at Coaching, to go over any of these changes. All law changes and interpretations for 2020/21 will be implemented in all Mainland Football competitions in 2020.

Match Appointments

Availability

If you are unavailable it is **your** responsibility to notify the Appointments Officer. This should be done with as much advanced warning as possible to be fair to those doing the appointments. You are assumed to be available unless you notify otherwise.

Should you not be able to officiate at a match you have been appointed to, notify the Appointments Officer as soon as possible. If you are unsure, then you are advised to withdraw from your appointment - you can always be given another game at the last minute if circumstances change.

Making late alterations is time consuming and invariably affect other referees too so as much notice as possible is required.

Appointment to a Match

Appointments are usually made in sufficient time leading up to the game and are usually notified by email, with both spreadsheet and Comet (where you will need to confirm or reject the appointment). Appointments for midweek games will be made prior to the weekend leading up to the game.

- Appointments to matches at MPL level will be made with a view of the referee or assistants' ability and commitment to passing fitness tests and coaching.
- Referees who have Assistants must contact them at least two days before the game.
- If you have registered with Mainland Football, appointments made by the Mainland Football Referee Appointments Officer or District Referee Appointments Officer take priority over any non-associated competitions.
- Ground changes will be notified by the Marlborough General Manager and are likely to be more up to date than any appointments email. Please check where your match(es) are before leaving for the ground.

Match Day

Cancellation/Abandonment of Matches

Cancellations and postponements should be broadcast on radio stations or other forms of media by the District (Antenno is the official MDC app for notifications). Severe weather or bad ground conditions are usually the reasons for such cancellations. Your District Appointment's Officer will try and contact you by email/text as well.

Most grounds are under the control of local council, which have the final say as to whether the grounds can be used.

Despite all the above, you still have the authority to abandon or cancel a game if conditions are dangerous for players, or if the ground markings are so poor that you feel the game should not proceed. In such circumstances Marlborough Football must be advised of the situation by way of a written report outlining the circumstances. Any team cards submitted to you should also be signed and filled out appropriately, briefly stating why the game did not proceed.

If you are considering abandoning a match and wish to have some guidance please contact the Marlborough RDO or Marlborough General Manager or District Appointments Officer promptly.

The best outcome from abandoning games is that there is clear consensus between yourself and the teams that there is a real risk of danger to players. Ultimately you have the final say on whether a match goes ahead or not.

Pre-Match

Referees are required to contact their assistant referees at least **two days** prior to the game to confirm their requirements in terms of arrival time and suggested uniform , etc.

Should there be a postponement, cancellation, ground transfer or time change the referee is again required to contact the assistant referees to advise them.

Arrival at the Match

Referees and assistants on the Mainland Premier League, and Chatham Cup must arrive at the match venue **at least 1 hour before** the scheduled kick-off time. These games are subject to the official countdown which is at the end of this section.

Referees on other games should arrive at the match venue at least one hour before scheduled kick-off time. If you are alone, you should be at the ground at least 45 minutes before the scheduled kick-off time. Time must be allowed to inspect the ground, markings, goalposts, nets, corner flags, player's equipment, team cards, and to provide instructions to assistants.

Referee Uniforms and Equipment

The accepted uniform consists of the following Lotto Apparel:

- Black, Fluro, Pink, Red, Sky Blue, Turquoise (new style)
- Black shorts (with pockets), and socks.
- Black footwear.

You should ensure that your uniform is smart and tidy before the start of each game. This means that **your shirts must be tucked in, and socks pulled up (use something to keep them up if they tend to fall)**.

Referees should arrive at the ground in tidy dress. **For MPL and CCL**, this should be dress pants and shoes and a Mainland Football polo shirt. For others, a tracksuit is suitable. NZF gear should only be worn for NZF competitions.

Teams of three or four are to wear the same uniform and colour during a game. The Fourth Official should not walk out wearing a tracksuit unless they are not participating in the RESPECT Handshake.

Talk to your District RDO about purchasing gear.

New referees generally pay for uniform that is not provided when they first start, but there may be some good quality second-hand gear available at no cost. A gear fund has been set up to try and provide basic referee gear to new referees. If you are interested in contributing to this, then please contact your District RDO.

If you cease being an active referee and the gear is in good condition, we would appreciate you handing it back.

Managing Assistant Referees

Where no Assistant Referees are officially appointed, the teams should be approached to supply one Assistant Referee each. You should hand them flags and instruct them clearly as to what you expect of them, so they clearly understand their duties.

The referee should make sure that "club" assistant referees understand that decisions within the field of play are for the referee alone to give. The referee should give clear instructions to what they require.

Where "official" assistant referees are appointed, the instructions as per the Laws of the Game shall be given.

Fourth Officials

Generally, Fourth Officials are only appointed on Mainland Premier League (MPL), and some Chatham Cup matches.

Duties of the Fourth Official are covered in the Laws of the Game. They are to follow the instructions of the referee. **Fourth Officials are expected to be active**. This is an important role and needs to be treated as such.

As Fourth Officials will be appointed for the MPL, experienced referees are urged to make themselves available to do so, especially if you are involved in earlier games at the same ground or close by.

Having a Fourth Official assists the game by taking pressure off the other officials in having to monitor the Technical Areas. By volunteering, you will be helping your fellow referees in the management of these games. Please contact the Appointments Officer if you can make yourself available to act as a Fourth Official. They will decide if you have the necessary experience to act as a Fourth Official at MPL.

It is stressed that you are there to complete all duties, not just to fill in the team sheets and deal with substitutes.

If you want to find out more information on the role of the Fourth Official, refer to the document "Fourth Official- The Role", which can be read [here](#).

Corner Flags, and the Marking of Grounds

When flags and/or markings are not up to reasonable standard, the home or first-named team should be approached to rectify the problem. They are responsible for the ground. Use common sense if they are unable to do so.

Goalposts should be checked for safety and nets pegged safely back, with no holes in them.

After the match contact the Marlborough General Manager if you have any serious concerns about the safety or practicality of a ground or if markings were missing.

Roping of Grounds

This is required for the safety of players, spectators, and match officials and is arranged by the District Appointments Officer.

The ropes should be four metres from the side-line and extend the full length of the field.

In fully enclosed grounds only authorised team officials and substitutes are permitted inside the technical area. They must remain within the confines of that area. At MPL Level these team officials must be named on the team sheets.

Players' Equipment

Players' equipment should be checked before each game. Special attention should be looked at boots to see that they comply with the Laws of the Game. All jewellery is required to be taken off (including wrist bands).

If a player has an ear-piercing that cannot be removed it should be adequately taped.

If a player insists on wearing spectacles when playing, you must make sure they are approved specific safety type glasses.

When a player has a medical bracelet on, you should ask if they have the Manager or somebody else that could look after it for them.

Team Cards

All Marlborough Football clubs are expected to use the local team cards which must be in the referee's possession at least 30 minutes before the start of the game. Visiting Nelson teams or Chatham Cup teams will bring the appropriate paperwork for their league so please familiarise yourself with that when appointed.

Last names and first names for players and substitutes must also be noted in the appropriate space (no initial or nicknames)

Check to make sure that all information is correct and that there are no extra substitutes or team officials listed.

If a team does not have an official team card to write on, be proactive and get them to write a team list on a piece of paper.

After the game, the referee shall:

- Enter the score and misconducts
- Enter the most relevant misconduct code number (where applicable)
- Print your name, and sign the card in a legible manner
- Hand the cards back to the respective team officials for signing.
- Ensure the team cards are returned to the Marlborough General Manager (for 2020 season, until further notice, referees must hold on to the cards for future collection. The cards should be photographed or scanned and that image sent to the Marlborough GM immediately after the match)

It is best practice that you ask for a team sheet for all games that you referee to ensure that you can identify those responsible easily if something unruly happens in a match.

Misconduct Reports are to be completed within 24 hours of the game using the referees section of the Marlborough Football website. Should you have any concerns about how to enter information please contact your Marlborough RDO.

Before Leaving Home

Make sure you have a complete check of all uniform and personal equipment.

Double check the match details, which include:

- Teams (including playing colours)
- Competition
- Kick-off time
- Ground location
- Calculation of time needed to get to the ground
- Competition rules
- Substitution rules (rolling or limited)
- Special instructions such as extra time , etc.

Procedure if you arrive, and your Match is already in Progress

At the first opportunity during a stoppage take control, providing both teams agree. If they refuse or are reluctant, do not demand control, especially if you are at fault for being late.

If you do take over, get full details of score, time elapsed etc., also reasons for the early start (if relevant), and send in a full report in writing to the Marlborough General Manager.

Ensure that the RDO is contacted later in the day and told what happened. They will be able to help you to complete the required report.

During the Match

Entry and Departure from the Field of Play

Match officials are to lead the teams on to the field of play and are not to leave the playing area at half time or at full time until all the players and team officials of both sides have left the playing area. If the referee feels there are exceptional circumstances which necessitate an earlier exit from the field of play, or players need to remain on the field to cool down.

In heated circumstances the assistant referee closest to the players' changing locations should supervise this area.

Substitutions

Substitutes must be made only from those named on the team card as handed to the referee before kick-off. Check the competition rules for the number of subs and whether they are rolling or not.

Substitutions shall be made only when the ball is out of play, and other conditions required by the Laws of the Game have been adhered to. This includes rolling subs where you control their entry not the team.

Discipline of Team Officials

Coaches and other team officials may sit in the technical area. Only one may stand at a time, where seating is provided.

Where disciplinary breaches are committed that has led to a team official has or is close to behaving in an irresponsible manner, team officials are to be warned, cautioned (shown a yellow card) or sent from the Technical Area (shown a red card). If shown a red card, they must leave the immediate surrounds of the Technical Area, as appropriate.

Use common sense when dealing with team officials and remember that they are required to behave in a responsible manner. If a team official is sent from the Technical Area, a "Match-Incident Report" is to be completed.

Cautions and Dismissals (refer to pages 34-47)

When issuing a caution or dismissing a player, the referee must do the following:

- Be sure that you are correct in Law.
- Secure the player's name/number in your notebook/referee card.
- Inform the player that they are being cautioned or dismissed, and the reason.
- In the case of a player being cautioned, warn them that they will be sent off if they commit a further caution-able offence.
- Use red and yellow cards for all dismissals and cautions. If a player is to be sent off for a second caution-able offence they are first shown the second yellow card, then the red card is used.
- Check that the player's name, initial and number agree with the team sheet (after the game). If there is still a problem, liaise with the coach.

Should a player refuse to give their (correct) name for a caution, warn them of the consequence, but manage the situation first (using the captain should get the name).

The last resort would be to send the player off (for further misconduct) if they continue not to give you their name and the captain is equally unhelpful.

For a player sent off and not giving their name, do not create more out of the situation by getting into disagreements. There is time to obtain the players name before all post-match formalities are completed.

Should you fail to obtain the necessary information after the match, complete an incident report and send to Mainland Football and the RDO.

- See later for misconduct reporting.

Length of Halves

Generally, for all senior grades, down to U19 football, 45 minutes each way are played. For other grades, the lengths of halves and halftime may be shorter. Refer to the competition information webpage [here](#).

For extra time in senior knock-out competitions, 15 minutes each way shall be played, unless the competition state otherwise. If the team scores are still level, kicks from the penalty mark as per the Laws of the Game shall be taken.

- Any variation from these instructions will be officially notified to the RDO and will then be passed on to the referees concerned.

Communicating with Spectators

It is strongly recommended that you do not talk to spectators during a match. Whilst most communication can often be as harmless as asking how long to go in a match, it opens a chain of communication between the spectator and the referee or assistant referee. If after a contentious decision occurs later in the match, a spectator may demand an answer from you. You do not need to justify or explain decisions to spectators when they criticise you.

Defaults

These are a rarity that all concerned find annoying and time wasting. Where a team has fewer than seven players who are ready and able to start at the appointed time, a default shall be declared if no further players arrive in an appropriate time.

Referees may allow up to fifteen minutes after the scheduled starting time before declaring a default.

If both teams have seven or more players ready to play, the game must start punctually; especially as most grounds have many games during a day, and late starts in early games also affect later games.

In the event of a default you should send a written report, outlining the circumstances to the Marlborough Football General Manager. Any team card submitted to you should be signed and filled out appropriately (stating a win or loss by default).

Junior games may be played with less than seven players in a team, provided that both team coaches agree to this.

After the Match

Full-Time

Once you have ended a match, it is suggested that you wait on the field for those players and team officials who wish to shake your hand. If a player or team official wishes to ask you a question regarding an event or decision in a match, you are entitled to a period of time to warm-down, fill in paperwork, etc., before addressing their concerns. This is generally around 30 minutes.

Team Cards

Refer to page 28 of this Handbook.

Misconduct Report

All cautions should be noted on the team card with the appropriate codes for the offence in the misconducts section.

ALL DETAILS AND MISCONDUCT REPORTS (WHERE APPLICABLE) MUST BE ENTERED INTO THE MARLBOROUGH FOOTBALL WEBSITE BY END OF THE DAY AFTER THE MATCH.

A detailed explanation in Misconduct Reports is only required for red card incidents that are coded R4 or R10-R15, and all cards given to team officials.

BEFORE COMPLETING YOUR REPORT FOR RED CARD INCIDENTS, contact the marlborough RDO if you have any concerns over what to enter. Too many reports in the past have been submitted with not enough detail or confusing information that has an impact on the ability of the Marlborough General Manager to correctly fine/suspend a player.

Clubs also tend to query red cards so be precise about what was said or done.

Please also use terminology in the Laws of the Game (it is not 'the box', it is the 'penalty area').

If a player who has already been sent off commits another sending off offence in a match, this requires a "Match Incident Report", not a "Misconduct Report".

Match-Incident Report

The purpose of a Match-Incident Report is for incidents that occur before, during, or after a match. They relate to actions of players, team officials, spectators, or another match official.

Misconducts

Note the NZF Regulations state:

- a) Referees shall administer cautions in accordance with the Laws of the Game.
- b) The Referee shall clearly state the offence to the player, substitute, substituted player or occupant of the Technical Area concerned.

SEND OFF CODES (Red Cards)

- R1 Serious Foul Play - Striking an opponent
- R2 Serious Foul Play - Kicking an opponent
- R3 Serious Foul Play – Tackling or challenging an opponent
- R4 Biting or Spitting at someone
- R5 Law 12 Offence: Denying an obvious goal scoring opportunity
- R6 Handball Offence: Denying an obvious goal or goal scoring opportunity
- R7 Offensive, insulting, abusive language
- R8 Offensive, insulting, abusive gestures
- R9 Second caution
- R10 Behaving in an irresponsible manner (team official only)
- R11 Violent Conduct
- R12 Commits a sending off offence having already been sent off
- R13 Offensive, insulting, abusive language and/or gestures against a match official
- R14 Violent Conduct – Assault of a Match Official
- R15 Send-off not previously specified

CAUTION CODES (Yellow Cards)

- Y1 Unsporting Behaviour – Reckless foul
- Y2 Unsporting Behaviour – Interferes with or stops promising opposition attack
- Y3 Unsporting Behaviour – Attempts to score a goal by handling the ball
- Y4 Encroachment when play is restarted with a free kick, corner kick or throw-in
- Y5 Shows dissent by word
- Y6 Shows dissent by action
- Y7 Persistently infringing the Laws of the Game
- Y8 Delaying the restart of play
- Y9 Shows a lack of respect for the game
- Y10 Entering/re-entering or leaving the field of play without the referee's permission
- Y11 Unsporting Behaviour – Attempts to deceive the referee by simulation or by feigning injury
- Y12 Use a deliberate trick to pass the ball to his goalkeeper to circumvent the Law
- Y13 Unsporting actions after scoring a goal
- Y14 Unsporting behaviour by a substitute
- Y15 Dissent by a substitute
- Y16 Delaying the restart of play by a substitute
- Y17 Substitute entering or re-entering the field of play without the referee's permission
- Y18 Provoking a confrontation by deliberately touching the ball after the referee has stopped play

TEAM OFFICIALS MISCONDUCT CODES

Caution Codes (Yellow Cards)

- Y5 Dissent by word or action
- Y6 Dissent by action including
 - a. Throwing / kicking drinks bottles or other objects to show dissent
 - b. Gestures which show a lack of respect e.g. sarcastic clapping
- Y8 Delaying the restart of play by their team
- Y9
 - a. Acting in a provocative, derisory or inflammatory way
 - b. Gesturing for a yellow/red card to be shown
 - c. Clearly/persistently not respecting the confines of the Technical Area
 - d. Deliberately entering the opposing team's technical area
 - e. Showing a lack of respect for the game
 - f. Persistent/repeated unacceptable behaviour (repeated "ask" offences)

Send Off Codes (Red Cards)

R4 Spitting or biting at any person

R7-8 Using offensive, insulting or abusive language and / or gestures

R9 Receiving a second yellow card in the same match

R10

- a. Physical or aggressive behaviour towards an opposing player, substitute or team official
- b. Entering the field to:
 - i. confront a match official (including half time and full time)
 - ii. interfere with play or an opposing player
- c. Deliberately leaving the Technical Area to:
 - I. show dissent or remonstrate with a match official
 - II. act in a provocative or inflammatory manner
 - III. enter the opposing technical area in an aggressive or confrontational manner
- d. Deliberately throwing/kicking an object onto the field of play
- e. Delaying the restart by the opponents e.g. holding onto the ball, kicking the ball away, obstructing the movement of a player
- f. Using unauthorised electronic or communication equipment and /or behaving in an inappropriate manner as a result of using said equipment

Fitness Testing

Fitness

Referees are required to pass a fitness test as set down by NZF (outlined below) to stay on or to be promoted to FIFA, OFC, Development Academies and the two National competitions. For those on the National Premiership panel during competition, the Intermittent Run Test is then required to be taken in the first week of December and February each year.

For Referees wanting to progress to higher levels of the pathway, it is recommended you attend fitness tests and fitness training. Opportunities to progress can come at very short notice but can be halted if you fail to pass a fitness test.

Referees who control Mainland Premier League games (15/20), along with candidates for Level 4 Field tests are also required to undertake a fitness test (17/22) prior to being selected for appointments at that level.

The RDO and Appointments Officer have the right to use their discretion when making key appointments.

Physical training sessions are held regularly during the summer months when the National Premiership officials must have training and skills sessions once a week. They are also held weekly in the winter. These are open to all referees and continue into winter. Remember, like attending coaching sessions, you owe it to yourself and the players **to get fit to referee not referee to get fit**.

Fitness Tests

The Appointments Panel have decided that the following standards on the table below are required to be met to be eligible for a national competition. These are generally held 15-30 days before the competition starts. The tests are preferably carried out on a marked athletic track but can be done on a football field. No spikes are allowed, and you must keep your shirt on. Contact Wayne if you want to know the test requirements for the National Women's League, National Youth League or Futsal National League.

Further information of fitness testing set-ups and times can be found [here](#).

2020 International Lists	TEST 1 – AG 2 x (7x7x7) 90' recovery	REST	Test 2 – RSA 4 x 40m 60'' recovery	REST	Test 3 – HI 75m/25m 4000m
Referee	< 4.80''	2-4 mins	<5.8''	6-8 mins	15'' – 15''
Women Referee	< 5.30''	2-4 mins	<6.30''	6-8 mins	18'' – 18''
	TEST 1 – AG (CODA) 1 x 10-8-8-10	REST	Test 2 – RSA 5 x 30m 30'' recovery	REST	TEST 3 – HI 75m/25m 4000m
Assistant Referee	Coda < 9.90''	2-4 mins	4.6''	6-8 mins	15'' – 18''
Women Assistant Referee	Coda < 10.90''	2-4 mins	5.0''	6-8 mins	18'' – 20''

2019/2020 Premiership	TEST 1 – AG (CODA) 1 x 10-8-8-10	REST	TEST 1/2 – RSA	REST	TEST 2 /3– HI 75/25m. 4000m
Referee			6 x 40m. sprints < 6.00”; recovery 60”	6-8 mins	10 laps 15” – 18”
Assistant Referee	< 10.0”	2-4 minutes	5 x 30m. sprints < 4.7”; recovery 30” secs.	6-8 mins	10 laps 75/25m. 15”-20”

2020 SFL/ MPL	TEST 1	REST	TEST1/ 2 – RSA	REST	TEST 2/3 – HI
Referee			6 x 40m. sprints < 6.10”; recovery 60”	6-8 mins	10 laps 75/25m. in 15” – 20” s
Assistant Referee	CODA < 10.10”	2-4 mins	5 x 30m sprints < 4.90”; recovery 30”	6-8 mins	10 laps 75/25m. 18” – 22”

2020 Level 4	TEST 1	REST	TEST1/ 2 – RSA	REST	TEST 2/3 – HI
Referee			6 x 40m. sprints < 6.20”; recovery 60”	6-8 mins	10 laps 75/25m. in 17” – 22” s

CODA- Change of Direction and Agility, HI- High Intensity, AG- Agility, RSA- Repeat Sprint Activity

Assessor Information

Duties

- Making yourself available to discuss the Referee's performance after the match. Allow them some time to warm-down and to get the team sheets in order.
- Check to make sure that all details on the team sheet are correct before the referee gets them signed by representatives of both teams.
- When you are assessing a referee officially, you are required to have the report (in most cases on COMET) sent to the RDO within 72 hours of the assessment, so that it can be forwarded to the Officials.
- Only give a mark on MPL assessments or when instructed to by the RDO.

Expectations

As an assessor, you are expected to provide in-depth coaching reports for the officials that you observe. Failure to do so will result in a reduction in your reimbursement rate.

NZF Code of Conduct

All members must adhere to the New Zealand Football Code of Conduct, which can be read by clicking on the link [here](#).

Other Statutes and Regulations

Other statutes and regulations which you may be subject to can be found [here](#).

RESPECT Programme

(NOT TO BE USED IN 2020)

Introduction

You can find out about the RESPECT Programme, and what it is [here](#).

The RESPECT Handshake Protocol

It may be difficult to implement this protocol in every case; we would ask that referees do what they reasonably can to ensure its implementation.

- The starting eleven from both teams together with the referee(s) should take part in the handshake.
- Each team should line up either side of the halfway line facing the touchline.
- The Away team led by their captain, then walks to shake hands with the referee(s), and then the Home team. Once each Away team player has finished shaking hands with the last Home team player they disperse.
- Once the last Away team player has passed by, the Home team then follows their captain to shake hands with the referee(s).
- Once the handshake has been completed the referee then tosses the coin.

HANDSHAKE FORMATION

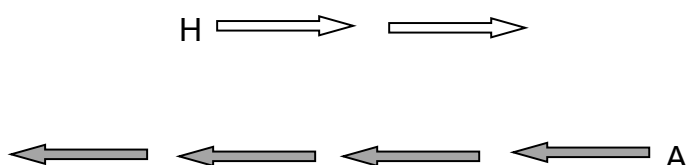
HOME TEAM (H)

XXXXXXXXXXC

REF

AWAY TEAM (A)

CXXXXXXXXXX



Temporary Suspension (Sin-Bin) Outcomes

TEMPORARY DISMISSAL GUIDE			
Caution Offence 1	Caution Offence 2	Caution Offence 3	Sanctions Displayed & Outcome
Dissent - Player	x	x	YC SB
Dissent - Player	Dissent - during Sin Bin	x	YC SB > YC/RC (R9)
Dissent - Player	Dissent - Player	x	YC SB > YC SB - CANNOT return, CAN replace
Dissent - Player	Non Dissent	x	YC SB > YC (No RC)
Dissent - Player	Non Dissent	Non Dissent	YC SB > YC > YC/RC (R9)
Dissent - Player	Non Dissent	Dissent - Player	YC SB > YC > YC SB - CANNOT return, CANNOT replace
Dissent - Player	Dissent - Sub	x	YC SB > YC (No RC)
Dissent - Player	Dissent - Sub	Dissent - Sub	YC SB > YC > YC/RC (R9)
Non Dissent	Dissent - Player	x	YC > YC SB (No RC) - CAN return
Non Dissent	Dissent - Player	Non Dissent	YC > YC SB > YC/RC (R9)
Non Dissent	Dissent - Player	Dissent - Player	YC > YC SB > YC SB - CANNOT return, CANNOT replace
Non Dissent	Dissent - Player	Dissent - during Sin Bin	YC > YC SB > YC/RC (R9)
Dissent - Sub	Dissent - Player	x	YC > YC SB - CANNOT return, CAN replace

National Competition Panels 2019/2020

FIFA Referee 2020:

FIFA Assistant Referee 2020:

FIFA Futsal Referee 2020: Chris Sinclair

ISPS Handa Premiership Referee:

Ben O'Connell

ISPS Handa Premiership Reserve Referee:

Hayden McCabe, Nick Burnett, Richard Malcolm

ISPS Handa Premiership Assistant Referees:

Cameron Gruschow, Michael Love, Mike Killick, Regan Preston

National Youth League Referee:

Caleb Downes, Harrison Cook

National Youth League Assistant Referee:

Jordan Boyd, Luke Clatworthy, Mikey Lauer, Ralph Clink, Subho Sarkar

National Women's League Assistant Referee:

Henri Croft, Jayden Brown

Futsal National League Referee:

Chris Sinclair, Richard Jones, Jake Brunton (Regional Series), Ralph Clink (Regional Series)

National Competition Assessors:

Marc Anderson (NWL), Paul Dalziel (NYL), Tony Ambrose (NL), Wayne Marshall (NYL), Wayne Stapley (NL)

FIFA Honours List

FIFA Referee

Ron GALLON 1990-1991

Howard POTTER 1996-1997

Arthur EDWARDS also refereed several internationals both outside and within New Zealand, but was not presented with a FIFA badge, although nominated.

FIFA Assistant Referee (created in 1992)

Howard POTTER 1992-1994

Ross ANDERSON 1992-1993

Steven RAY 1992-1997

Wayne STAPLEY 1997-2004

Darrin MITCHELL 2004-2006

Mark RULE 2009- (Resides in Palmerston North)

Isaac TREVIS 2019- (Resides in Wellington)

FIFA Futsal Referee

Chris SINCLAIR 2014-

Feedback

We hope this Handbook will help you to understand more about referees, refereeing and the way we operate.

We advise you to keep the Handbook with you (if you decide to print a copy), as it will have information in it you need without consulting another referees or committee members.

If you notice any errors or have suggestions as to the format or content of future Handbooks, please advise [Wayne Stapley](#).

