



## National Premier League 2015 Match Officials Procedures

### Appointments

Match Official Appointments to PS4 National Premier Leagues matches will be made at least ten (10) days in advance. All appointments will be made using Schedula. **Please ensure your Schedula availability is up to date up to 3 weeks in advance.** Referees are encouraged to check their appointments and accept or decline them in a timely manner.

Football Queensland recognises that officials on A-League Panels must give preference to those appointments.

Officials not required for National Premier Leagues duty can officiate in their local competition.

Officials appointed to PS4 National Premier Leagues games **MAY** officiate on the same weekend in their local competition when they are appointed, but **NOT** the same day unless agreed to by Football Queensland. Officials appointed to 4<sup>th</sup> official duties may officiate on the same day but must be clear of local appointments at least two (2) hours before a PS4 National Premier Leagues appointment.

### Payment and Travel

Match official fees for the Under 18 Boys, Youth Women's, Youth Men's, Open Women's and Senior Men's PS4 National Premier Leagues matches will be paid by Football Queensland initially and re-invoiced to clubs. Payment for these matches will be processed weekly by direct credit to bank accounts. Participants must make sure that their most up to date bank account details are in the Attributes section of Schedula.

Referees travelling away who stay overnight will be paid an additional sum of \$60.00 to cover incidental expenses. Car travel allowance will be paid when referees and/or assistant referees travel to appointed matches outside of the Zone in which they are registered, using their own vehicles. Referees and/or assistant referees should car pool wherever possible. Referees who do have to use their own vehicle outside of their registered zone should advise Wendy Acton, PS4 NPL Competitions Manager by email within 48 hours of the scheduled match. Failure to comply may result in the payment not being processed.

Referees will be notified of travel arrangements the week before an appointment. Local centres will be advised but it is not a requirement that they pick the visiting referee up from the airport (but it would be appreciated). They will however be required to pick the referee up from the hotel and take them to the ground and return.

Travel will be organised from Brisbane airport unless otherwise arranged on an individual basis. Return travel will usually be mid morning the following day of the match if possible, dependant on available flights and cost of flights, unless other arrangements are made. Some games will have a return flight the same day.

### Accommodation

When appropriate, single room accommodation will be booked. Bed and breakfast will be charged back to Football Queensland and all other incidental charges are at the expense of the individual and to be paid prior to your departure from the accommodation. Any other arrangements should be discussed through Football Queensland. Every effort will be made to secure accommodation at a different hotel to that used by the travelling team and early check-ins will be arranged where possible.

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#### Football Queensland Limited

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[www.footballqueensland.com.au](http://www.footballqueensland.com.au)



## Uniforms

Match officials will be required to wear the nominated referee strip for all PS4 National Premier Leagues games which is the standard Adidas uniform. If there is any clash of colours with a team, referees should revert to a colour that does not clash and is free of local sponsorship badges.

## Match Day Paperwork

### **Team Sheets:**

Team sheets should be completed as soon after the game as possible and signed off by the representative of the team named on the sheet. For all PS4 National Premier Leagues matches, it is the responsibility of the **HOST CLUB** to collect and return **all 'Originals'** from both teams to Football Queensland in the provided mailing parcel before 10am Tuesday of the following week.

### **Sports Radar:**

**PLEASE NOTE:** Match officials will be required to complete an online form for Sports Radar within **90 minutes** of the completed match. At this stage how this reporting will be done is yet to be finalised. The on-line reporting will be able to be done on a phone or tablet, however if you do not have one of these devices then it would be a good idea for referees to take a photo of their completed team sheet prior to releasing them back to the clubs.

### **Scorers:**

Note against players who scored goals and the time. Please note penalties as P and own goals as OG.

### **Yellow Cards:**

Please make note on team sheet those players who received a yellow card and the offence code.

### **Red Cards:**

Please note on team sheet those players who received a red card and the offence code.

### **Incident Reports:**

The PS4 National Premier Leagues incident report should be completed if something happens in the running of the game that causes you concern. This may include safety issues, crowd issues, unruly behaviour, problems with the club etc.

### **Referee Summary Sheets:**

For senior PS4 National Premier Leagues matches, referees must complete a Referee Summary Sheet including information on facilities and Player of the Year votes.

**Football Queensland will be using on-line reporting forms in 2015 and moving forward. A link to all electronic forms will be emailed to all match officials in due course.**

### **Other Reports:**

Any other report concerning referee arrangements, travel and accommodation, or non-game issues should be emailed **within 24 hours of the game** - to [wendya@footballqueensland.com.au](mailto:wendya@footballqueensland.com.au)

## Inspections

Inspections will be arranged for some matches. Inspectors will be encouraged to talk to the officials after the game especially in the case of travelling referees and a copy of the report will be forwarded once received. All Senior Men's matches plus some Open Women's matches will be video taped and, where possible, referees will be provided with a copy.

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