



# Australian Officiating Development Schedule

Updated January 2018

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## 1 Introduction

Football Federation Australia (FFA) is recognised as the organisation responsible nationally for the development and qualification of match officials.

From time to time FFA may make determinations regarding the development, qualification or registration of match officials.

### 1.1 Australian Officiating Development Schedule

The Australian Officiating Development Schedule (AODS) is the foundation document for match officiating in Australia. It represents the only match official qualification system recognised by FFA and its use is mandatory throughout Australia.

Officials need a formal, broad, comprehensive and professional development process, comparable to the development they would undertake during their working careers.

This document describes the career pathways and professional development of all match officials and their supporting colleagues.

All referee, referee assessor and referee instructor classifications and programs as well as the broad protocols and processes to manage the qualification process are documented.

Processes, procedures and policy documents must be open and transparent. If match officials are to achieve their personal goals it is essential that they have access to up-to-date information, policies, modern officiating trends, educational programs and support.

### 1.2 Responsibility and delegation of authority

The authorised FFA officer is responsible for the qualification of match officials, the provision of advice and making all determinations in relation to qualification as required.

FFA may delegate any of the roles and responsibilities contained within this document or the AODS to an individual or organisation at its sole discretion.

### 1.3 Australian Sports Commission

FFA is football's national controlling body and is recognised by the Australian Sports Commission (ASC) as a National Sporting Organisation (NSO).

### 1.4 Key

The main changes are highlighted by a single line in the left-hand margin.

## 2 National and State Overview

### 2.1 Referees Committee

In 2011 FFA established the Referees Committee (RC).

The function of the RC is to:

- a) Review and approve the national strategy for refereeing in Australia aligned to FFA's overall Strategy.
- b) Monitor implementation of the national strategy for refereeing in Australia.
- c) Recommend appointment of referees to international matches organised by FFA, or for other tournaments, whenever requested to do so.
- d) Nominate eligible referees for the FIFA Refereeing International Lists for international referees, assistant referees, futsal referees and beach soccer referees.
- e) Provide advice to ensure uniform implementation of the Laws of the Game
- f) Provide strategic direction on the education and development of Australia's referees.
- g) Consider and develop strategic policy and advice aimed at improving refereeing structures throughout Australia at community and elite levels of the game.
- h) From time to time provide specific analysis and proposals on referee strategic and policy matters to FFA Management for consideration as appropriate.
- i) Propose to the FFA Board from time to time external experts or sub-committees to provide additional advice to the Committee and Management.
- j) Maintain oversight of FFA's implementation of the FIFA Regulations on the Organisation of Refereeing within Australia having regard to and adapting their implementation to Australia's specific circumstances
- k) Provide advice and recommendations to the Board of FFA on strategic matters relating to refereeing to ensure alignment with and support delivery of the overall FFA Strategy.

#### 2.1.1 National competitions and international panels

The RC has set minimum levels of qualification for match officials to be nominated to or selected for the following lists and panels effective 1 January 2016.

##### Nomination to International Lists

Nominations for possible inclusion onto FIFA and AFC lists are made at the ultimate discretion of FFA. Qualification must be current at time of nomination.

Role	FFA Qualification
Male Referee	Level 1 Referee
Male Assistant Referee	Level 1 (Theory) Referee
Female Referee	Level 1 (Theory) Referee
Female Assistant Referee	Level 1 (Theory) Referee

## Selection for National Competitions

FFA shall be responsible for the selection of all match officials to officiate in national competitions. The following table outlines the relevant FFA qualification that an official must currently hold to be selected.

Competition	Referee	Assistant Referee	4 <sup>th</sup> Official	Assessor
Hyundai A-League	Level 1 Referee	Level 1 (Theory) Referee	Level 1 Referee	Level 1 Assessor
Westfield W-League	Level 1 (Theory) Referee	Level 2 Referee	Level 2 Referee	Level 1 Assessor
Foxtel National Youth League	Level 2 (Theory) Referee	Level 3 Referee	Level 3 Referee	Level 1 Assessor

## 2.2 State Referees Committee

Each Member Federation has a State Referees Committee (SRC) to manage the development of match officials within their area of responsibility.

### 2.2.1 Structure

- Consists of between five and seven members, with representation from across refereeing and non-refereeing community.
- Member Federation CEO to appoint the Committee Chair.
- Chair to appoint Committee members with final membership to be endorsed by CEO.
- Chair to be the point of contact with the RC Chairman.
- Member Federation Referee Manager (or equivalent) to be a Committee member (ex-officio).
- Referee Manager to be the point of contact with the FFA National Director of Referees.
- Appointments for all Committee positions (except Referee Manager) to be made on a 12 monthly basis.
- RC is of the view that the position of State Coach has been superseded by the SRC Chair, with coaching duties delegated to suitably accredited individuals.

## 2.2.2 Roles and responsibilities

- Chair is responsible for the performance of the Committee.
- Chair of each Member Federation SRC will report to the RC on an annual basis.
- Be responsible for the performance of Member Federation match officials and for the implementation of the national curriculum as directed by FFA.
- Supervise the career development of all registered match officials by ensuring that FFAs requirements and processes are implemented.
- Comply with all FFA directions regarding the development, training, education, coaching and qualification of match officials.
- Be responsible for the identification of registered match officials ready to undertake further programs and recognition at national level.
- Monitor, supervise and assess registered match officials undertaking Community level programs and qualification processes.

### 2.2.3 Committee meetings

- SRC to meet a minimum of four times per year; preferably to be scheduled before RC meetings to align with the requirements of the RC.
- Key areas to be addressed as part of the meeting agenda are:
  - State and local issues;
  - National issues such as FFA programs, curriculum, communication, KPI reporting and achievements; and
  - Review of key dates.
- FFA's Refereeing Department will provide a checklist of information to be provided by the SRC to the RC annually.

## 2.3 National tournaments

The following terms are used to describe arrival to and departure from national tournaments.

Day of Arrival                      the afternoon prior to the first day of play or as advised by FFA.

Day of Departure                    the morning after the last day of play in tournament.

FFA staff will normally be available in the host city from day of arrival to day of departure.

### 2.3.1 FFA responsibilities

FFA is responsible for:

- Advising Member Federations the day of arrival and day of departure;
- Arranging for transport of the travelling team (players, coach, physiotherapist and referee ) from the central transport location for each Member Federation to the host city;
- Providing accommodation between 2.00pm on day of arrival until 10.00am on day of departure;
- Meals (breakfast, lunch and dinner) from dinner on day of arrival until breakfast on the day of departure;
- Transport to / from the referee group's accommodation and the playing venue;
- Supervision of referees between arrival at referee group's accommodation on day of arrival until departure on day of departure;

### 2.3.2 Member Federations responsibilities

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Member Federations are responsible for:

- Ensuring that their referees are available to attend the entirety of the tournament prior to nomination;
- Ensuring that their referees are fully fit to participate in the tournament;
- Notifying FFA of any injury to the referee from time of nomination until time of departure;
- Providing accommodation and meals for their referees between their arrival in the host city and 2.00pm on day of arrival and after 10.00am on day of departure;
- Transport of their referees to / from their team's accommodation and the referee group's accommodation on arrival and departure as required;
- Transport of their referees to and from the central transport location;
- Supervision of their referees before 2.00pm on day of arrival and after 10.00am on day of departure;
- All costs associated with fulfilling these responsibilities.

### 2.3.3 National Youth Championships

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#### Teams

Each team travelling to these tournaments consists of 20 people - 16 players, 1 coach, 1 manager, 1 physiotherapist and 1 referee.

All members of the team are expected to travel together. If Member Federations wish to make alternative arrangements for their referees any cost will be met by them.

Member Federations are entitled to send one referee per team they are sending to the tournament. However, additional nominations may be made with all nominations in rank order for each age group to guide FFA in their selection.

Where Member Federations do not nominate their full quota by the specified deadline additional referees may be sought from other Member Federations.

Referees or Member Federations may be required to contribute financially to the cost of attending the National Youth Championships.

#### Nominations

Nominations will be sought from Member Federations for suitable referees for the following tournaments:

Tournament	Nomination Deadline
National Youth Championships for Girls	31 March
National Youth Championships for Boys	30 June

FFA has specified deadlines for nominations (refer above table) and completed information forms must be submitted by that date. Late nominations and information forms may not be accepted by FFA.

### Prerequisites

All referees being nominated must:

- hold current Level 3 Referee (or higher) qualification in *MyFootballClub*; and
- have passed the fitness test as determined by FFA; and
- be registered in *MyFootballClub* as a referee for a recognised referee group for the current outdoor winter season.

### Appointment of match officials to matches

While Member Federations may nominate referees to specific age groups FFA coaching staff at the tournament will appoint match officials to matches they feel are best suited for each individual.

### 2.3.4 Other national tournaments

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#### Selection of Match Officials

FFA will select referees from the National Talent Pool or based on performances at preceding National Youth Championships for the other tournaments at its discretion.

#### Logistics

FFA will be responsible for the organisation of accommodation, meals and transport of referees attending these tournaments.

## 3 General Administration

### 3.1 Recognition of overseas referee qualifications

#### 3.1.1 Application process

From time to time accredited referees from other national associations will relocate to Australia and wish to continue officiating. The following protocols are in place to guide the process.

Application for recognition of overseas qualifications must be made to the Member Federation where the referee will be or has been registered.

1. A Referee who has entered Australia on temporary or short-term visas, gained Australian residency or citizenship may apply for recognition of their overseas referee qualification.
2. The following documentation must be provided:
  - Letter from their local or national association stating that the referee qualification is current and the level of competition in which the referee most recently officiated including year(s) of activity.
  - Certificates or qualification cards can only be submitted if they were issued by a national association, include the date of attainment and must be translated into English.
3. The qualification must be current. This means that:
  - the date of attainment must be within the last 4 years based on the date of the application; or
  - the expiration date on a qualification card issued by the national association must be after the date of the application.
4. The application process may include verifying the referee's knowledge of the Laws of the Game and/or practical assessments in matches determined by the Member Federation or FFA. All such examinations and practical assessments will be conducted as determined by the Member Federation at the same standard as the FFA qualification being sought.
5. If the application is successful the referee will be provided qualification:
  - expiring on 31 December in the year in which their original qualification was due to expire if they hold Australian residency or citizenship; or
  - for the duration of the stay during which their application was submitted if they have entered Australia on a temporary or short-term visa.

The match official will receive a letter confirming their FFA qualification and expiry date. Their *MyFootballClub* record will also be updated to reflect the appropriate overseas referee qualifications.

#### 3.1.2 Revalidation of overseas qualification

To revalidate a qualification gained under the recognition of overseas qualifications provision the referee must meet the same requirements for revalidation of qualification as the equivalent level of FFA qualification. If successful their record will be updated within *MyFootballClub*.

#### 3.1.3 Exemptions

No exemptions will be given for applications made in accordance with Section 3.1 unless approved by FFA.

### 3.2 Interstate exchanges of match officials

It is recognised that the exchange of match officials between Member Federations is a valuable opportunity to contribute to their development.

Member Federation Referee Departments are responsible for the management of referee exchanges.

FFA may also seek the assistance of Member Federations and competition administrators to facilitate opportunities for members of the National Talent Pool to officiate in interstate matches.

Match officials involved must be currently registered as a match official in *MyFootballClub*.

If a match official wishes to officiate in another Member Federation they must contact their own SRC first. The SRC or MF Referee Manager will then contact their appropriate counterpart.

### 3.3 Overseas exchanges of match officials and visits by international officials

It is recognised that the opportunities for Australian match officials to officiate overseas and for international match officials to either officiate in Australia or undertake any other referee-related activity are valuable opportunities to contribute to the development of match officials.

It is important to note that any correspondence to any FIFA member association (except FFA) or Confederation including any referee body within those organisations must be done by FFA and not by any other referee organisation.

Exchanges of match officials shall be managed through the respective Member Federation's SRC and can only occur if all match officials involved are currently registered as a match official in *MyFootballClub*.

"Form 001 - Overseas Exchanges and Visits by Overseas Official" is to be used.

The following process is to occur:

1. The requesting individual or organisation (if the organisation is not a Member Federation) completes *Form 001* and lodges the application with their Member Federation. The form must be lodged with the Member Federation no later than 60 days prior to the exchange or visit commencing.
2. The Member Federation recommends that the application be approved or denied and any reasons for such a recommendation.
3. The Member Federation forwards *Form 001* to FFA.
4. FFA will review the application and may seek additional information or documentation.
5. FFA will inform the Member Federation whether the application has been approved.

### 3.4 Recognition of Current Competency or Recognition of Prior Learning

Match officials who feel they have the competencies to fulfil the requirements of a unit within a training program can request to be granted Recognition of Current Competency (RCC) or Recognition of Prior Learning (RPL).

RCC or RPL can only be granted where the match official can provide documentary evidence that they meet the requirements for a unit. RCC or RPL cannot be granted in recognition of expired qualification or for entire courses.

All copies of qualification documentation must be certified as true copies of the original documents. Certified copies will only be accepted in hard copy by mail or in person.

#### 3.4.1 RCC or RPL for referee programs

Application for RCC or RPL for referee training program units must be made as follows:

Level of qualification	Responsible organisation
Recognition of Level 4, Level 3 and Level 2 Referee qualifications	Member Federation
Recognition of Level 1 Referee qualification	FFA

1. The application must be in writing to the responsible organisation and include copies of appropriate documentation or certification to support the application.
2. The application must be submitted no later than 20 working days prior to the start of the training program.
3. The responsible organisation shall advise the participant of the outcome of application no later than 10 working days after receiving the application providing all required documentation was supplied with the original application.

#### 3.4.2 RCC or RPL for assessor or instructor programs

Application for RCC or RPL for assessor or instructor training program units must be made as follows:

1. The application must be in writing to FFA and include copies of appropriate documentation or certification to support the application.
2. The application must be submitted no later than 20 working days prior to the start of the training program.
3. FFA shall advise the participant of the outcome of application no later than 10 working days after receiving the application providing all required documentation was supplied with the original application.

#### 3.4.3 RCC for prior examination results

Where a match official undertakes more than one training program during a single calendar year (i.e. between 1 January and 31 December) the result of the first Laws of the Game examination undertaken may be taken into account instead of the individual undertaking subsequent examinations. This is referred to as an “*examination credit*”.

For the avoidance of doubt “examination” means all components of an examination (refer Section 3.7).

For example, if an individual passes the written and video components but not the multiple choice component then that examination cannot be used as an examination credit.

An examination credit is only valid if:

- The pass mark for the first examination is equal to or higher than the pass mark required for the subsequent examination; and
- The examination is in the same format (i.e. number of questions and delivery mechanism) as the subsequent examination; and
- The application to use the examination credit must be approved in writing by FFA before the subsequent training program commences.

#### 3.4.4 Expired qualification

Any match official qualification that was obtained more than 4 years prior to the date of application will not be accepted by FFA as the basis for RCC or RPL.

Where a match official’s qualification has expired they must undertake the appropriate training program to regain a qualification.

#### 3.4.5 Exemptions

No exemptions will be given for applications made in accordance with Section 3.4 unless approved by FFA.

### 3.5 Return to active officiating

#### 3.5.1 Match officials with current qualification

Match officials who return to active officiating after a break of two or more years and whose FFA qualification is current must satisfy their Member Federation or FFA that their knowledge, interpretations and applications of the Laws of the Game meet the current competencies for their qualification. This may include examination(s) and/or practical assessments in matches.

The Member Federation or FFA may require the match official to undertake professional development prior to returning to active officiating.

#### 3.5.2 Match officials with expired qualification

Where a match official’s qualification has expired they must undertake the appropriate training program to regain a qualification.

No applications for RCC or RPL will be accepted where the qualification was obtained more than 4 years prior to the date of application.

#### 3.5.3 Exemptions

No exemptions will be given for applications made in accordance with Section 3.5 unless approved by the authorised FFA officer.

### 3.6 Distance education

Potential participants are encouraged to approach their Member Federation for details of possible arrangements to access courses or specific units via home study and distance education.

FFA gives in principle support for such arrangements. However, it may still be necessary for participants to undertake some or most training program units away from their home base.

### 3.7 Laws of the Game examinations

#### 3.7.1 Examination components

Examinations comprise one or more components. The components and the order they conducted in are:

1. Video incidents
2. Multiple choice questions
3. Written responses

Examination components and pass marks depend on the level of qualification.

The aim is to ensure that our referees, assessors and instructors have a suitable knowledge of the Laws depending on the level at which they are involved.

#### 3.7.2 Examination instructors

In all cases examinations must be conducted by instructors who hold current qualifications at the level specified within the respective training program unless otherwise approved by FFA.

#### 3.7.3 Examination formats and timeframes

The following table outlines the structure of the examinations - including number of questions/incidents and the maximum time allowed - used during the training programs (i.e. gaining the qualification) and the revalidation process for a qualification.

Where a training program is currently underway - including any re-attempts of examinations - the examination structure and protocols in place at the start of that program shall remain in place unless directed otherwise by FFA.

Qualification	Pass Mark	Gaining Qualification			Revalidating Qualification	
		Video Incidents	Written Questions	Multiple Choice	Video Incidents	Multiple Choice
Level 1 (Theory) Referee Level 1 Referee	85%	20 incidents 15 mins*	10 questions 30 mins	20 questions 15 mins	20 incidents 15 mins*	20 questions 15 mins
Level 2 (Theory) Referee Level 2 Referee	80%	Competency-based 'on course'				
Level 3 Referee	70%	none			none	
Level 4 Referee		none			none	
Laws of the Game	70%	none	40 questions no time limit	no revalidation available		
Futsal Level 3 Referee		none			none	20 questions 15 mins
Futsal Laws of the Game	70%	none	40 questions 40 mins	no revalidation available		

Qualification	Pass Mark	Gaining Qualification			Revalidating Qualification	
		Video Incidents	Written Questions	Multiple Choice	Video Incidents	Multiple Choice
Level 1 Assessor	85%	20 incidents 15 mins*	10 questions 30 mins	20 questions 15 mins	20 incidents 15 mins*	20 questions 15 mins
Level 2 Assessor	80%		5 questions 15 minutes			
Level 3 Assessor	70%					
Level 2 Instructor	85%	20 incidents 15 mins*	none	20 questions 15 mins	20 incidents 15 mins*	20 questions 15 mins
Level 3 Instructor **		none **			none **	

\* Time allowed for this examination is nominally 15 minutes. However, this may vary by 2-5 minutes depending on length of the actual incident videos.

\*\* Providing the Instructor is active in accordance with this document and maintains their Assessor qualification they will retain the Level 3 Instructor qualification without requiring separate examinations.

#### 3.7.4 Revalidation examinations

Revalidation examinations should be conducted as part of a referee organisation's pre-season seminar and should include all match officials whose qualifications expire during that current year.

#### 3.7.5 Number of examination attempts

Participants have a maximum of three attempts at completing any Laws of the Game examination.

Unless specified elsewhere within this document:

- the second examination attempt can be undertaken a minimum of 28 days following the first attempt.
- the third examination attempt can be undertaken a minimum of 28 days following the second attempt.

A fee may be charged to individuals undertaking these examinations.

If after the third attempt a participant has not met the level required to be deemed competent, they may be required to undertake the training program again.

#### 3.7.6 Examination papers

For all advanced programs the marked examination papers are to be provided in soft-copy format to the organisation that conducted or managed the program.

FFA may request copies of marked examinations at any time for quality assurance purposes.

### 3.8 Appeals process

A participant who is dissatisfied with the decision of a referee organisation's determination of qualification and is unable to resolve the problems within the referee organisation may submit a written appeal to their Member Federation. The appeal should include all relevant documentation and must reach the Member Federation within 28 days of the date of original determination.

The Member Federation will process the appeal and provide the participant with a decision within 21 days of the date of the appeal.

The participant may appeal the Member Federations decision to the National referees Technical Committee. The processes must follow those set down in the FFA Appeals processes.

## 4 Registration of Match Officials

### 4.1 Registration process

The registration of match officials is governed by FFA's National Registration Regulations.

Match officials who will be actively officiating must register on an annual or seasonal basis in the *MyFootballClub* online registration system.

All match officials shall register in *MyFootballClub* utilising the self-registration process.

### 4.2 Non-active members

Non-active members - i.e. individuals who hold a position on a committee (e.g. Branch Secretary, etc.) or have an honorary title (e.g. Life Member) - are not to be registered in *MyFootballClub* as a match official unless they are actively officiating. They should instead register selecting the appropriate 'role' on the system.

### 4.3 Registration fee

Effective 1 October 2016 FFA charges a National Registration Fee (NRF) of \$4.00 (incl. GST) per annum for all match officials registered in *MyFootballClub*. Invoices will be issued to Member Federations in April and November each year.

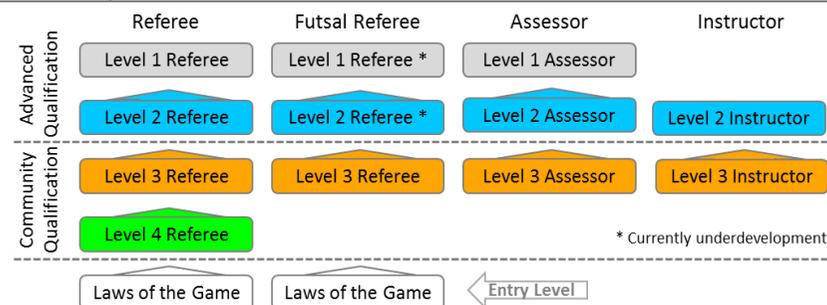
Referee organisations may also charge a registration or membership fee.

## 5 Qualification Pathways and Structure

### 5.1 Pathways

There are two streams within the match official qualification structure:

Community level	Officials working within local/regional amateur football competitions.
Advanced level	Officials working within regional, state and national competitions.



### 5.2 Qualifications

#### 5.2.1 Summary of qualifications

Below is a summary of the current qualifications. Note that the information relates to when an individual initially gains a qualification.

Qualification	Training Program Details		LOTG Exam	Minimum Age**
	Length*	Practical Assessments		
Laws of the Game	variable	none	Yes - 70% pass	n/a
Level 4 Referee	8 hours	coaching in matches as referee and assistant referee		13 years
Level 3 Referee	8 hours	match assessments as referee and assistant referee	Yes - 70% pass	16 years
Level 2 (Theory) Referee	8 hours	none	Yes - 80% pass	18 years
Level 2 Referee	1 season	match assessments as referee and assistant referee		18 years
Level 1 (Theory) Referee	8 hours	none	Yes - 85% pass	18 years
Level 1 Referee	1 season	match assessments as referee		18 years
Futsal Laws of the Game	8 hours	none	Yes - 70% pass	n/a
Level 3 Futsal Referee	8 hours	coaching in matches		13 years
Level 3 Assessor	8 hours	match reports using FFA Feedback Form	Yes - 70% pass	18 years
Level 2 Assessor	12 hours	match reports using FFA Coaching Report and FFA Assessment Form	Yes - 80% pass	18 years
Level 1 Assessor	16 hours	match reports using FFA Coaching Report and FFA Assessment Form	Yes - 85% pass	21 years
Level 3 Instructor	6 hours	practice theory presentation		18 years
Level 2 Instructor	12 hours	practical training session theory presentations	Yes - 85% pass	21 years

\* Program length is indicative only

\*\* Minimum age is calculated from the start date of the program

### 5.2.2 Qualification database

From 1 January 2013 all match official qualifications have been managed through *MyFootballClub*. The data held within *MyFootballClub* shall be the only record of qualification held by any match official that will be recognised by FFA. This data may also be provided to the Australian Sports Commission.

If a qualification is not recorded in *MyFootballClub* then for all intents and purposes it does not exist.

### 5.2.3 Qualification lifespan

Match official qualifications are valid for a four year period calculated from the end of the calendar year in which the training program commenced. For example, if a training program starts 21 March 2017 but practical assessments are not completed until 2 July 2018 the qualification will still expire on 31 December 2021.

### 5.2.4 Qualification status

There are three statuses of qualification:

Status	Comments
Current	The qualification has been gained or revalidated within the last four years.
Expired	The qualification has not been revalidated before the expiration date.
Emeritus	The qualification is granted in perpetuity and is only available to former Level 1 Referees who meet the criteria outlined in Section 5.10

### 5.3 Appointment to officiate or officiating in matches

Only match officials whose referee qualification is current and whose registration as a referee in *MyFootballClub* for the current season is “Active” should be appointed to or officiate in any sanctioned match.

Match officials whose qualification is expired should not be appointed to any match.

Holders of *Laws of the Game* or *Futsal Laws of the Game* qualifications are not qualified to officiate and cannot be appointed to officiate in any matches except for Miniroos.

It is understood that referee organisations may wish to appoint referees to higher level matches than the referee classifications used in this document suggest. This may occur where referees are known to be able to control such matches effectively. It is also recognised that referee shortages may create a need to have lower classification referees officiate at levels above those for which the program has been designed.

It is strongly recommended that referees who are at least 16 years old but less than 18, and who are appointed to matches involving adult players, should be formally identified by the SRC as clearly capable of handling their duties. The SRC should seek to ensure that referees and matches are not placed at risk.

### 5.4 Qualification data - Member Federation responsibilities

Member Federations are required to maintain an accurate record of all participants attending a training program including the results of examination or practical assessments.

### 5.5 Member Federation referee staff and SRC members

Where a Member Federation referee staff or member of a Member Federation’s SRC has a qualification due for revalidation the application shall be made to FFA and include all required supporting documentation.

### 5.6 Revalidation of qualifications

#### 5.6.1 Using MyFootballClub

The following steps must be undertaken by the appropriate referee group to revalidate their members’ qualification during the final year of a referee’s accreditation period, providing that they are recommending them for revalidation:

1. Create a *Revalidation Only* course within *MyFootballClub*. Only one revalidation course is required per qualification per year. The recommended start date is 1 January and an end date of 30 September. The course should not be made available to the general public – i.e. in QMS it should be marked as *Release Event to the Public? = No*. A course fee may be charged.
2. The course registration link is provided to the referees who are revalidating their qualification so they can self-register for the course. Self-registration ensures that the referee agrees to the Terms and Conditions.
3. When the referee has met all requirements for revalidation of their qualification they can be marked as “Complete”. This will automatically extend the current qualification for a further 4 years.

By marking the individual as “Complete” the referee group is taking full responsibility to ensure all aspects of the revalidation process have been undertaken in accordance with the AODS.

FFA may undertake quality control activities in regard to revalidation of qualifications.

### 5.6.2 Revalidation examinations

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Revalidation examinations must be undertaken between 1 January and 30 September during the final year of the accreditation period. The examinations must be in the same format and have the same pass mark as the training program for that qualification at the time the examination is undertaken.

### 5.6.3 Revalidation of referee qualifications

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In addition to the *revalidation activities* outlined in the AODS the referee must remain active in the appropriate level of competition to maintain their level. Refer to Section 6 for details of the various levels of competition(s) for each qualification.

- a) For a Level 1 Referee this means being a referee or assistant referee.
- b) For a Level 2 Referee this means being a referee or assistant referee.

### Match assessments

Where a referee is required to pass a match assessment as part of their revalidation of qualification these assessments must be performed by assessors who must hold current Assessor qualification at the levels specified for the respective training program unless approved in writing by FFA.

### 5.6.4 Revalidation of assessor qualifications

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In addition to the *revalidation activities* outlined in the AODS the following must be met:

- a) The assessor must have remained active to maintain their status; and
- b) If the assessor does not conduct any assessments at the appropriate level over a two-year period during the 4 years of their accreditation period they lose their assessor status and are required to successfully complete the appropriate assessor course prior to regaining their status; and
- c) Assessors must have demonstrably complied with all FFA directions regarding the training, education and coaching of match officials.

### Running sheets and match reports

Running sheets and match reports are required to be submitted to be reviewed.

When reviewing the running sheets and match reports the reviewer must ensure that they meet the same assessment standards and criteria as required for the level of qualification according to the current training program for that qualification.

### Recommendation for revalidation

If running sheets or match reports do not meet the competency requirements for the appropriate level of Assessor qualification the reviewer may recommend the granting of:

- a) provisional qualification at the same level for a maximum period of 2 years; or
- b) qualification at a lower level for a four-year period.

Should provisional qualification be recommended:

1. The Member Federation or FFA shall assign a mentor to work with the participant during the provisional period to improve the quality of their running sheets and match reports;
2. The participant shall provide one running sheet and match report every three months to the mentor to be reviewed;
3. At the conclusion of the provisional period the assigned mentor shall recommend to the Member Federation or FFA:
  - a) revalidating qualification at the original level of qualification for a maximum four-year period from the expiry date of the original qualification; or
  - b) granting a four-year qualification at a lower level of qualification for a maximum four-year period from the expiry date of the original qualification.

### 5.6.5 Revalidation of instructor qualifications

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In addition to the *revalidation activities* outlined in the AODS the following must be met:

- a) The Instructor must have remained active to maintain their status; and
- b) If the Instructor does not conduct any training programs at the appropriate level over a two-year period during the 4 years of their accreditation period they lose their Instructor status and are required to successfully complete the appropriate Instructor course prior to regaining their Instructor status; and
- c) The Instructor must have demonstrably complied with all FFA directions regarding the training, education and coaching of match officials.

**NOTE** If a Level 2 Instructor does not meet the requirements for that qualification but meets the requirements for a Level 3 Instructor they may be granted qualification as a Level 3 Instructor.

## 5.8 FFA course fees

FFA introduced standard course fees for all training programs conducted by FFA instructors from 1 January 2016.

Course	FFA Fee (inc GST)	Participant Fee (inc GST)
Level 1 Referee	\$ 440	\$ 150
Level 1 Assessor	\$ 880	\$ 200
Level 2 Instructor	\$ 1,760	\$ 250

Member Federations who host a program are responsible for providing and paying for a suitable course venue that must include wi-fi internet connection.

### 5.8.1 How is the fee paid by an individual?

The Participant Fee will be collected by the Member Federation as this allows flexibility to debit the fee from match payments.

### 5.8.2 How is the fee paid to FFA?

The FFA Fee will be invoiced to Member Federations at the conclusion of each course. If more than one course is conducted in a calendar month then all courses will be included in one invoice.

## 5.9 Fees, instructor payments and refund policy

### 5.9.1 Training program fees

A fee may be charged for any training program and must be paid prior to the program commencing. Placement on a program can only be confirmed once payment has been received.

The fee is set by the organisation conducting the program and will vary depending on the course being undertaken, cost of venue hire, payment of instructor(s), meals and other legitimate costs.

### 5.9.2 Reassessment fees

A fee may be charged to be reassessed against the assessable components in a program and is payable to assessors or instructors as follows:

- Where an assessor is required to view a match and/or review match reports.
- Where an instructor is required to conduct or mark an examination.

The maximum fee to be paid for each reassessment is documented in this section.

### 5.9.3 Instructor payments

Instructors are entitled to receive payment for conducting a training program. Payments are based on an 8-hour day that includes classroom time, practical sessions and some preparation time. The fee is paid by the organisation that conducted the program.

Where the delivery mechanism of a program results in less classroom time or practical sessions - for example some of the theory component is done by home study, online course delivery etc. - or an instructor is not in attendance for a full day, then the payment to the instructor may be made pro rata to reflect the time spent with the participants.

This table outlines the recommended fees for instructors and the FFA qualification fee.

Training Program	instructor payment (per instructor)	maximum fee chargeable (inc GST) for each reassessment of	
		LOTG examination	practical component
Level 4 Referee	\$280	\$10	nil
Level 3 Referee	\$280	\$10	\$20
Level 2 (Theory) Referee	\$280	\$25	\$50
Level 2 Referee	n/a	\$25	\$50
Level 1 (Theory) Referee	\$400	\$25	\$50
Level 1 Referee	n/a	\$25	\$50
Futsal Laws of the Game	\$280	\$10	n/a
Level Futsal 3 Referee	\$280	\$10	n/a
Level 3 Assessor	\$280	\$10	\$20
Level 2 Assessor	\$420	\$25	\$50
Level 1 Assessor	\$800	\$25	\$50
Level 3 Instructor	\$280	\$10	n/a
Level 2 Instructor	\$800	\$25	\$50

NOTE Where assessors or instructors need to attend or conduct a standalone re-examination or reassessment of a practical component they are entitled to a fee of no less than 75% of what the organisation charges the participant(s) for that re-examination or reassessment of a practical component.

### 5.9.4 Refund policy

It is strongly recommended that Member Federations adopt and publicise a refund policy. The following refund policy applies to courses conducted by FFA: Notification of withdrawal from the training program must be received by email to the organiser.

- Up to 30 days prior to start date of training program - full refund.
- Up to 14 days prior to start date of training program - 50% refund.
- Less than 14 days prior to start date of training program - no refund.

### 5.10 Level 1 (Emeritus) Referee

Emeritus status recognises the significant achievement of reaching Level 1 Referee status. The qualification is granted in perpetuity with no requirement to revalidate.

The following criteria must be met for this qualification to be granted. The referee must:

- have a Level 1 Referee qualification in *MyFootballClub*; and
- be registered in *MyFootballClub* as an active referee for the upcoming season; and
- no longer referee in the PS4 National Premier League men's competition; and
- be actively refereeing in any competition.

Member Federations need to advise FFA when a referee meets these requirements. This will normally be close to the start of the season once referee registrations have been processed in *MyFootballClub* and panels confirmed.

FFA will add the Emeritus qualification to the referees' record in *MyFootballClub*.

## 5.11 Revalidation activities

The following table outlines the activities that are required to be undertaken each year in which the official is active.

FFA Qualification	Active officiating (per year)	Attend formal coaching sessions (per year)	LOTG exam (during final year of qualification)	Match Assessments (per year)
Level 4 Referee	4 matches	1 time	Not required	Not required
Level 3 Referee	6 matches	1 time	Yes - 70% pass	1 match assessment (during final year of qualification)
Level 3 Futsal Referee	6 matches	1 time	Yes - 70% pass	
Level 2 (Theory) Referee	6 matches	4 times	Yes - 80% pass	1 match assessment
Level 2 Referee	8 matches	4 times	Yes - 80% pass	1 match assessment
Level 1 (Theory) Referee	8 matches	4 times	Yes - 85% pass	1 match assessment
Level 1 Referee	10 matches	4 times	Yes - 85% pass	1 match assessment
Level 3 Assessor	4 matches	3 times	Yes - 70% pass	Review of 1 match report
Level 2 Assessor	6 matches	4 times	Yes - 80% pass	Review of 1 match report
Level 1 Assessor	8 matches	4 times	Yes - 85% pass	Review of 1 match report
Level 3 Instructor	1 day of course instruction	3 times	Yes *	
Level 2 Instructor	2 days of course instruction	4 times	Yes - 85% pass	

\* Level 3 Instructor is maintained providing the official maintains their assessor qualification.

The following are guidelines regarding each revalidation activity.

### Active Officiating

These hours reflect the nominal hours for each year in which the individual is active as a match official.

Referee	Actively officiating in competition matches. This includes being an assistant referee but not as a fourth official.
Assessor	Actively assessing in competition matches (or other matches approved by FFA).
Instructor	The time spent on presenting units on FFA-approved training programs. These units can be conducted over multiple training programs. The units include examinations but do not include match assessments.

### Attend Formal Coaching Sessions

These are coaching sessions that involve tactical and technical education, updates to Laws of the Game, interpretations of the Laws, etc. This also includes any formal pre-season seminar conducted by a recognised referee organisation.

### Laws of the Game Examination

During the last year of the qualification an individual must be deemed competent in their knowledge of the Laws of the Game by undertaking a FFA-provided examination. This is ideally done as part of the annual pre-season seminar conducted by most organisations.

## Match Assessments

It is important to ensure that a match official is competent to officiate in matches. The standard of match must be equivalent to the level of qualification.

If a referee is deemed to be not competent at the level of qualification they may be recommended to have an alternate level of qualification granted that equates to the level of competition at which they are competent to officiate.

### Officials Log

The log is an essential tool in the process to revalidate qualification. Officials should record their activities. Summarise matches instead of listing every single match unless they were of significance (e.g. finals series, cup finals, national competition/tournaments, etc.).

The Officials Log is available in FFA's *Laws of the Game* publication.

### Level 3 Instructor Qualification

This qualification is 'tied' to an individual's Assessor qualification. Provided their Assessor qualification is current and they meet the requirements as a Level 3 Instructor, their Instructor qualification may be revalidated.

## 5.12 Program accessibility and career progression

### 5.12.1 Access to programs and qualification

With the exception of the *Laws of the Game* and *Futsal Laws of the Game*, access to a training program is only available to match officials currently registered in *MyFootballClub*.

Members of referee organisations not recognised by FFA or match officials who are not currently registered in *MyFootballClub* do not have access to FFA certification, ASC qualification, training programs, tournaments, match official panels or any other FFA initiatives and support.

The participant's SRC or FFA has the power to cancel an enrolment in a training program if serious shortcomings are detected, documented or unable to be rectified.

### 5.12.2 Career progression

There is evidence from many sports that a key factor in the failure to retain officials is reluctance by referee/umpire groups to identify and promote talented younger officials together with the lack of coaching and mentoring.

Accelerated progress is encouraged where this is appropriate and where neither the match official nor the matches they officiate would be placed at risk. Time restrictions on advancement *per se* should not operate as they are incompatible with NOAS program design guidelines and competency based education structures.

Ideally this means that once a program's competencies are exhibited and consolidated by a Referee, Assessor or Instructor there should be no barrier to enrolment in the next program and continuing progress in their professional development (except for age restrictions in some circumstances).

## 5.13 Undertaking a training program

### 5.13.1 Information for participants

Participants are expected to adhere to the following requirements:

- Register to undertake the training program and pay any associated fee either at time of registration or prior to the program commencing; and
- Ensure any work is undertaken and completed in accordance with deadlines set before, during or after the training program; and
- Attend all units within the training program unless Recognition of Current Competencies (RCC) or Recognition of Prior Learning (RPL) has been approved prior to the start of the program; and
- Provide all documentation required to allow the instructor or assessor to determine the competency of the participant; and
- Undertake all assessment tasks required program within the times and deadlines specified.

### 5.13.2 Recommendations for qualification

At the conclusion of a training program the instructor(s) will make recommendations regarding a participant's qualification as either:

- a) Competent for the level of qualification; or
- b) Competent a lower level of qualification including the reasons; or
- c) Not yet competent against an assessable component and requiring reassessment;
- d) Not yet competent due to the participant not meeting the attendance requirements of the program; or
- e) Not yet competent due to any other reasonable reason.
- f)

Where participants meet criteria a) they will be marked as “*Complete*” in *MyFootballClub*.

Where participants meet criteria b), c), d) or e) the organisation conducting the training program will inform the participant by email together with any details of options to undertake reassessment.

Where the organisation rejects a recommendation they must advise the instructor(s) in writing and either seek additional information regarding the recommendation to allow further review or inform the instructor(s) of the reasons for making a determination that varies from the original recommendation.

### 5.13.3 Code of Ethics

Code of Ethics have been developed for both assessors and instructors and are required to be completed, signed and returned to the organisation conducting the training program prior to qualification being finalised.

Participants attending assessor or instructor training programs are to be provided with a Code of Ethics form by the instructor at the beginning of the training program and returned to the instructor prior to completion of the first session of the training program.

## 5.14 Training program timeframes

Participants are expected to complete all aspects of a training program within a specified timeframe. This is to ensure that the knowledge of participants is as up to date as possible and that administration of the program is completed within a reasonable length of time.

Timeframes are specified for each training program (refer Section 6).

Should a participant seek an extension to complete the requirements of a training program they must do so in writing no later than six months prior to the end of the specified timeframe.

If all aspects of a training program are not completed within the specified timeframe the participant will be required to undertake the program again.

### 5.15 Practical match assessments

Participants may be offered a reasonable number of opportunities to meet the required competency level in the practical match assessments of referee and assessor programs.

Ultimately the Member Federations' SRC determines when a participant clearly demonstrates the required competency level.

Program	Standard of Match
Level 3 Referee or Assessor	A match that is age-appropriate and suitable for the level of experience of the official.
Level 2 Referee or Assessor	In the second-top level of competition within the Member Federation. With regional or association-based competitions, the assessments may be undertaken on the top level of competition within these competitions providing the second assessment is undertaken in another region or association.
Level 1 Referee or Assessor	In the top level of competition within the Member Federation. This will normally be the National Premier League first grade competition or competitions approved by FFA.

A Member Federation's SRC has the ultimate responsibility to ensure that a match official is competent to officiate in any match that is being used as a practical assessment. This may include passing fitness tests for that level of competition.

If a referee is not deemed as competent, the SRC must inform the referee of their decision.

Practical assessments can only be undertaken after the referee has fully completed the Theory component of the program including passing the Laws of the Game examinations.

Comprehensive assessment reports using the FFA-approved *Referee Assessment Form* and *Assistant Referee Assessment Form* including detailed running sheets are required.

### 5.16 Notice regarding updates to this document and training programs

The information contained in this document is current as of 31 December 2017. Any changes approved by FFA after that time will not be included until the next edition.

The latest versions of resources for training programs are made available to Member Federations and instructors via Dropbox.

Participant resources for community level programs are made available through the referee resources section of the FFA website.

Where there are differences between those resources and information in this document the teaching resources are authoritative.

## 6 Referee Training Programs

### 6.1 Referee career development

Program units facilitate long term exposure to modern officiating principles, interpretations, trends and processes, culminating in assessments of a referee's practical competencies.

There are no separate levels or classifications applicable to any specific niche of Football or Futsal. Female and male officials use identical classifications, processes and procedures.

Selection to officiate in national competitions is made by FFA and falls outside the scope of the AODS. FIFA or AFC match official nominations will be recommended to these bodies by FFA.

FFA aims to identify talented referees well before they are considered for nomination to elite tournaments and panels. The National Talent Pool will assist in the identification of promising match officials and encourage their progress.

A referee's career development is supported by formal training programs monitored by FFA. The SRC (for community level referee programs) or FFA (for all level of programs) may end an upgrading process if the participant clearly is unable to develop the required competencies or fails to complete required units. The referee must be advised in writing with the reasons for this action.

Failure to demonstrate all competencies required during any practical field assessments does not necessarily mean an end to an upgrading process. Performances should be analysed carefully and further opportunities would normally be identified for a participant who has not yet demonstrated the required practical unit's competencies. It must be stressed that neither referees nor matches should be placed at risk.

At the end of each program, the SRC or FFA may confirm or deny the upgrading, or defer the training program for rescheduling at the next available opportunity. The participant must be notified within 14 days of the decision and reasons.

### 6.2 Community football referee training programs

#### Laws of the Game

#### Level 4 Referee

#### Level 3 Referee

These programs provide basic training and subsequent consolidation of officiating competencies. The majority of match officials in Australia should be expected to achieve Level 3 Referee classification.

Participants for all training programs must be currently registered as a referee and hold current qualification recorded in *MyFootballClub*.

The program materials for community level programs are available to be downloaded prior to attending the classroom sessions. They are available by clicking [here](#) or through the Get Involved - Refereeing - Referee Resources section of [www.ffa.com.au](http://www.ffa.com.au).

### 6.3 Laws of the Game

This program provides a basic introduction to the Laws of the Game and interpretations and is only delivered via the FFA's online portal at [laws.myfootballclub.com.au](http://laws.myfootballclub.com.au).

Graduates receive a FFA certificate that can be printed from the online portal.

Graduates are **not** qualified to officiate in matches except for Miniros (i.e. small sided football).

Prerequisites	None.
Availability	<a href="http://laws.myfootballclub.com.au">laws.myfootballclub.com.au</a>
Assessments	Two opportunities to complete an online multiple choice examination consisting of 40 questions with a pass mark of 70%. Any subsequent attempts must be made on application to your local referee organisation, Zone or Association. A fee may be charged (refer Section 5.9.3) to undertake additional examinations.

Individuals who wish to undertake the Level 4 Referee training program are required to undertake all modules of the online Laws of the Game and successfully pass the online examination consisting of 40 multiple choice questions.

Once they pass the examination they must then present their certificate prior to undertaking the Level 4 training program.

If they fail both of the two available online examinations, the local referee group, zone, association or Member Federation can offer them an opportunity to sit another examination of the same format.

#### 6.3.1 How to revalidate the Laws of the Game qualification

This qualification cannot be revalidated.

## 6.4 Level 4 Referee

This program's practical emphasis complements the theoretical focus of the *Laws of the Game* and is aimed at referees officiating in junior and youth matches. It is a combination of classroom and practical sessions as well as practical mentoring.

Participants must demonstrate all pre-officiating unit competencies before accepting any appointments as referee or assistant referee except to Miniroos games.

FFA provides the curriculum and teaching materials. No other materials are to be used. The organising body is responsible for the appointment of instructors and mentors as well as all other logistic arrangements.

Prerequisites	Participants must: <ul style="list-style-type: none"><li>• be at least 13 years of age at the start of the training program; and</li><li>• be currently registered with FFA; and</li><li>• have successfully completed the <i>Laws of the Game</i> within the last 2 years. A copy of their certificate must be provided to the instructor prior to undertaking the program.</li></ul>
Availability	This program may be offered on a local area basis.
Instructors	Currently accredited Level 3 (or higher) instructors or persons approved by the Member Federation or FFA.
Timeframe to Complete	The timeframe (refer Section 5.14) is 2 years from the start of the program. The participant may request an extension of one year by writing to their Referee Committee.
Assessments	Mentoring in a match as a referee and match as an assistant referee in any junior match.

### 6.4.1 How to revalidate the Level 4 Referee qualification

There is no assessment required to revalidate this qualification. However, referees must:

- complete the revalidation activities; and
- be deemed competent to officiate in the appropriate level of matches.

## 6.5 Level 3 Referee

Theme: Skill Consolidation

This program builds on the basics developed in the *Level 4 Referee* program and is aimed at referees officiating in junior to lower divisions of adult football. The program is a combination of classroom and practical sessions as well as practical assessments.

Referees who meet the prerequisites are able to enrol as a participant immediately after their Level 4 Referee qualification is confirmed.

FFA will provide the curriculum and teaching materials. No other materials are to be used. The organising group are responsible for the appointment of instructors and assessors.

Prerequisites	Applicants must: <ul style="list-style-type: none"><li>• be at least 16 years old at the start of the training program; and</li><li>• be currently registered with FFA as a referee; and</li><li>• hold current Level 4 Referee qualification; and</li><li>• exhibit the competencies required of a Level 4 Referee.</li></ul>
Availability	This program may be offered on a local area basis.
Instructors	Theory units must be conducted by instructors who hold a current Level 3 (or higher) Instructor qualification or persons approved by the Member Federation or FFA.
Match Assessors	Match assessments, including any reassessments, must be conducted by assessors who hold a current Level 3 Assessor (or higher) Assessor qualification.
Timeframe to Complete	The timeframe (refer Section 5.14) is 2 years from the start of the training program. The participant may request an extension of one year by writing to their Referee Committee.
Assessments	Laws of the Game examinations refer to Section 3.7. Practical assessments refer to Section 5.15. The participant must be deemed competent in one match as referee and one match as assistant referee. <i>Referee Feedback Form</i> and <i>Assistant Referee Feedback Form</i> are to be used. A fee may be charged (refer Section 5.9.3) to undertake additional examinations or to be reassessed against the practical components of this program.

### 6.5.1 How to revalidate the Level 3 Referee qualification

The revalidation is performed by the referee body through which the referee is registered with FFA. This would normally be performed by the branch or organisation technical committee. Referees must:

- successfully pass the specified Laws of the Game examinations (refer Section 3.7) for this level of qualification; and
- complete the revalidation activities; and
- be deemed competent to officiate in the appropriate level of matches.

## 6.6 Advanced football referee training programs

### Level 2 Referee

### Level 1 Referee

These programs provide advanced development for referees wishing to officiate in senior and elite competitions. Participants must be registered with FFA and hold current FFA referee qualification.

Member Federations should not defer or deny an application to undertake a program if the participant can demonstrate the competencies associated with the participant's current referee qualification.

Gaining each of these qualifications is a process of continuous development generally extending over at least one season or longer. Each participant should be given ample opportunity to complete the upgrade process, including appointments to the higher level matches needed to meet the program's requirements. Refer to Section 5.3 regarding appointment to matches.

#### 6.6.1 Level 2 and Level 1 Referee qualification structure

These qualifications comprise two components:

**Theory** This component includes all theoretical units of the program including the Laws of the Game examinations.

**Practical** This component includes the practical match assessments, completion of the program folder and mentoring a colleague (Level 1 Referee only).

It is not compulsory for referees to undertake the practical component of either qualification.

#### 6.6.2 Level 2 and Level 1 Referee practical match assessments

The practical officiating units of these programs require specific standard of matches (refer Section 5.15).

Referee groups who do not normally appoint referees to such matches should make arrangements with other referee groups and competition managers to arrange access to suitable matches and either party must not unreasonably withhold those arrangements. Consult the Member Federation or FFA for advice.

FFA may vary the standard of matches required at its absolute discretion.

## 6.7 Level 2 Referee

Theme: Development of Advanced Officiating

This program is designed to be completed over the course of one full season. This provides adequate time and opportunities to undertake the theory component, practical assessments, creation of a program folder, self-assessments and other requirements.

If a participant completes the Theory component of the Level 2 Referee program they will be granted Level 2 (Theory) Referee qualification for 4 years.

If a participant completes both the Theory and Practical components of this program they will be granted Level 2 Referee qualification and be considered qualified to officiate in matches ranging from junior football to the penultimate senior football in their State, Territory or region\*. The qualification start and expiration dates shall match those of the Level 2 (Theory) qualification.

The program consists of classroom presentations followed by practical assessments and coaching in matches.

FFA provides the curriculum and teaching materials. No other materials are to be used. The Member Federation is responsible for the approval of instructors. All other aspects of the program, including appointment of assessors, are the responsibility of the organising referee group.

\* A referee may also be required to meet minimum fitness standards as determined by the competition manager and/or Member Federation.

Prerequisites	To undertake the <b>Theory</b> component participants must: <ul style="list-style-type: none"> <li>• be at least 18 years old at the start of the training program; and</li> <li>• be currently registered with FFA as a referee; and</li> <li>• hold current Level 3 Referee qualification; and</li> <li>• exhibit the competencies required of a Level 3 Referee.</li> </ul> To undertake the <b>Practical</b> component participants must: <ul style="list-style-type: none"> <li>• be currently registered with FFA as a referee; and</li> <li>• hold current Level 2 (Theory) Referee qualification; and</li> <li>• be deemed as competent to officiate in the level of competition the assessment is conducted.</li> </ul>
Availability	This program may be offered on a national or regional basis and is conducted by a local referee organisation, Member Federation or FFA.
Instructors	Theory units must be conducted by instructor(s) who hold a current Level 2 Instructor qualification or persons approved by FFA.
Match Assessors	Match assessments, including reassessments, must be conducted by assessors who hold a current Level 2 Assessor (or higher) qualification or persons approved by FFA.
Qualification Fee	The FFA fee is charged to participants of this program.
Timeframe to Complete	The timeframe (refer Section 5.14) is 2 years from the start of the program. The participant may request an extension of no longer than one year by writing to their MF.
Assessments	For Laws of the Game examinations refer to Section 3.7. For practical assessments refer to Section 5.15. The participant must be deemed competent in at least two matches as a referee and one match as an assistant referee. <i>Referee Assessment Form</i> and <i>Assistant Referee Assessment Form</i> are to be used. A fee may be charged (refer Section 5.9.3) to undertake additional examinations or to be reassessed against the practical components of this program.

### 6.7.1 How to revalidate the Level 2 (Theory) Referee qualification

The revalidation is performed by the Member Federation's SRC. The Member Federation may delegate this responsibility to local referee organisations. Referees must:

- a) successfully pass the specified Laws of the Game examinations (refer Section 3.7) for this level of qualification; and
- b) complete the revalidation activities; and
- c) be deemed competent to officiate in the appropriate level of matches as required for a Level 3 Referee.

### 6.7.2 How to revalidate the Level 2 Referee qualification

The revalidation is performed by the Member Federation's SRC. Referees must:

- d) successfully pass the specified Laws of the Game examinations (refer Section 3.7) for this level of qualification; and
- e) complete the revalidation activities; and
- f) be deemed competent to officiate in the appropriate level of matches as required for a Level 2 Referee.

## 6.8 Level 1 Referee

Theme: Senior Officiating – Commitment to Excellence

This program is designed to be completed over a minimum of one full season. This provides adequate time and opportunities to undertake the theory component, practical assessments, creation of a program folder, mentoring of a colleague, self-assessments and other requirements.

If a participant completes the Theory component of the Level 1 Referee program they will be granted Level 1 (Theory) Referee qualification for 4 years.

If a participant completes both the Theory and Practical components of this program they will be granted Level 1 Referee qualification and be considered qualified to officiate in matches from junior Football to the highest level of senior Football in their State, Territory or region and potentially at national level\*. The qualification start and expiration dates shall match those of Level 1 (Theory) qualification.

The program consists of classroom presentations followed by practical assessments and coaching in matches.

FFA conducts this program including appointment of instructors and provides the curriculum to be followed. Member Federations are responsible for the appointment of assessors for the practical assessments and provision (including any costs) of a suitable venue for this course that must include wi-fi internet connection.

FFA will work with the host Member Federation regarding the administrative and logistical aspects of the program.

\* A referee may also be required to meet minimum fitness standards as determined by the competition manager and/or Member Federation or FFA.

Prerequisites	<p>To undertake the <b>Theory</b> component participants must:</p> <ul style="list-style-type: none"> <li>• be at least 18 years old at the start of the training program; and</li> <li>• be currently registered with FFA as a referee; and</li> <li>• hold current Level 2 (Theory) Referee qualification; and</li> <li>• hold current Level 3 Assessor qualification.</li> </ul> <p>To undertake the <b>Practical</b> component participants must:</p> <ul style="list-style-type: none"> <li>• be currently registered with FFA as a referee; and</li> <li>• hold both current Level 2 Referee and Level 1 (Theory) Referee qualifications; and</li> <li>• be deemed as competent to officiate in the level of competition the assessment is conducted.</li> </ul>
Availability	The program is conducted by FFA and can be hosted by any Member Federation.
Instructors	Theory units must be conducted by FFA instructors or persons approved by FFA.
Match Assessors	Match assessments, including any reassessments, must be conducted by assessors who hold a current Level 1 Assessor qualification or persons approved by FFA.
Timeframe to Complete	The timeframe (refer Section 5.14) is 2 years from the start of the program. The participant may request an extension of no longer than one year by writing to FFA.
Assessments	<p>For Laws of the Game examinations refer to Section 3.7. For practical assessments refer to Section 5.15.</p> <p>The participant must be deemed competent in at least two matches as a referee. <i>Referee Assessment Form</i> and <i>Assistant Referee Assessment Form</i> are to be used.</p> <p>A fee may be charged (refer Section 5.9.3) to undertake additional examinations or to be reassessed against the practical components of this program.</p>

### 6.8.1 How to revalidate the Level 1 (Theory) Referee qualification

The revalidation is performed by the Member Federation's SRC. The Member Federation may delegate this responsibility to local referee organisations. Referees must:

- a) successfully pass the specified Laws of the Game examinations (refer Section 3.7) for this level of qualification; and
- b) complete the revalidation activities; and
- c) be deemed competent to officiate in the appropriate level of matches as required for a Level 2 Referee.

### 6.8.2 How to revalidate the Level 1 Referee qualification

The revalidation is performed by the Member Federation's SRC. Referees must:

- a) successfully pass the specified Laws of the Game examinations (refer Section 3.7) for this level of qualification; and
- b) complete the revalidation activities; and
- c) be deemed competent to officiate in the Member Federation's PS4 National Premier League Men's competition.

**NOTE** Where referees holding a *Level 1 Referee* qualification are no longer actively refereeing in the National Premier League competition within their Member Federation, their referee qualification cannot be revalidated.

However, if they are still actively refereeing in a lower level of competition they can be granted the *Level 1 (Emeritus) Referee* qualification (refer Section 5.10).

## 7 Futsal Referee Training Programs

### Futsal Laws of the Game

### Level 3 Futsal Referee

Level 3 Futsal Referee is the entry level program for Futsal.

The creation of Level 2 Futsal and Level 1 Futsal Referee programs is under consideration. These programs are expected to provide advanced development for match officials wishing to officiate in senior and elite competitions.

### 7.1 Future Futsal development

The following Futsal programs are currently under development. They will be aligned with the equivalent level of football program.

Level 2 Futsal Referee

Theme: Development of Advanced Officiating

Level 1 Futsal Referee

Theme: Senior Officiating - Commitment to Excellence

### 7.2 Futsal Laws of the Game

The Futsal Laws of the Game provides a basic introduction to Futsal's Laws and interpretations.

Graduates receive a FFA Certificate however FFA/ASC qualification is not available and graduates are not qualified to officiate.

To begin their Futsal Refereeing career graduates must join a recognised referee group and achieve the competencies identified for the pre-officiating units of the Level 3 Futsal Referee program.

FFA will provide the curriculum and teaching materials. No other materials are to be used. All other aspects of the program are the responsibility of the organising referee group.

Prerequisites	Not applicable.
Availability	This program may be offered on a local area basis. The local association, Futsal centre, referee group or Member Federation will be responsible for approval, scheduling and appointment of instructors.
Instructors	Theory units must be conducted by instructor(s) who hold a current Level 3 Instructor (or higher) qualification) or persons approved by the Member Federation or FFA.
Timeframe to Complete	The time limit to complete all aspects of the program and meet the required competency level in examinable components will be within one year of the start of the program.
Assessments	For Laws of the Game examinations refer to Section 3.7

### 7.2.1 How to revalidate the Futsal Laws of the Game qualification

This qualification cannot be revalidated.

## 7.4 Level 3 Futsal Referee

This program's practical emphasis complements the Futsal Laws of the Game's theoretical focus.

Participants must demonstrate all pre-officiating unit competencies before accepting any Referee appointments.

These units are usually taught as a concentrated set of presentations and practical exercises taking about six hours. Practical assessments and other activities complete the program.

Program graduates are eligible to receive a FFA Level 3 Futsal Referee certificate and qualification.

FFA will provide the curriculum and teaching materials. No other materials are to be used. All other aspects of the program are the responsibility of the organising referee group.

Prerequisites	Applicants must: <ul style="list-style-type: none"><li>• be 13 years of age at the start of the training program; and</li><li>• be a registered match official; and</li><li>• have successfully completed the <i>Futsal Laws of the Game</i> within the last 2 years.</li></ul>
Availability	This program may be offered on a local area basis. The local association, Futsal centre referee group or Member Federation will be responsible for approval, scheduling and appointment of instructors.
Instructors	Theory units must be conducted by instructors who hold a current Level 3 Instructor (or higher) qualification or persons approved by the Member Federation or FFA.
Match Assessors	Match mentoring must be conducted by assessors who hold a current Level 3 Assessor (or higher) qualification or persons approved by the Member Federation or FFA.
Qualification Fee	The FFA fee is charged to participants of this program.
Timeframe to Complete	The timeframe (refer Section 5.14) is 2 years from the start of the training program. The participant may request an extension of one year by writing to their Referee Committee.
Assessments	For practical assessments refer to Section 5.15. Mentoring in a match as a referee and match as an assistant referee in any junior match.

### 7.4.1 How to revalidate the Level 3 Futsal Referee qualification

There is no formal assessment required to revalidate this qualification. Referees must:

- complete the revalidation activities; and
- be deemed competent to officiate in the appropriate level of matches.

## 8 Referee Assessor Training Programs

### Level 3 Assessor

### Level 2 Assessor

### Level 1 Assessor

### 8.1 Referee assessor career development

Referee assessors play a crucial role in referee development. These programs meet competency based design criteria similar to those used in referees' programs.

The broad aims of the assessors' programs are to enable participants to develop an awareness of the role of the referee assessor; to recognise the need for career long development of referees; and to provide assessors with the basic tools, practices and policies they need to carry out their roles effectively. Programs prepare assessors to work initially at a developmental level (local junior and youth levels) through to full assessment and coaching techniques for elite match officials.

Becoming a referee assessor is a crucial part of a referee's continuing development. Referees who wish to undertake the Level 1 (Theory) Referee program must hold a current FFA assessor qualification.

#### 8.1.1 Graduate competencies

Program graduates generally will be able to:

- identify and apply the multifaceted role of the referee assessor;
- understand and apply basic assessment guidelines;
- identify the positive relationship and communication skills needed to work collaboratively with colleagues;
- recognise the desirable personal characteristics and qualities of a good assessor;
- demonstrate that they have a sound knowledge of the Laws of the Game, modern interpretations and applications, and required mandatory actions and sanctions;
- identify FFA's match official policies, their purposes, and how they influence the ability of the match official to make the best decisions;
- analyse and report on pre-recorded match incidents and live matches, writing objective, accurate, constructive coaching reports and/or formal assessments.

#### 8.1.2 Referee assessor program availability

Programs are designed to be conducted as required, depending on the number of interested participants, and as such may not necessarily be on an annual basis.

The Member Federation may not defer or deny an application for upgrading if the participant can show that the competencies associated with the participant's current qualification are still observable. Member Federations are encouraged to progress assessors through the first two levels as rapidly as possible, commensurate with individual's abilities, group resources and FFA decisions. No minimum time period need be served before enrolment in the Level 2 program.

Participation in a Level 1 Assessor program is managed by FFA.

All Assessor programs employ the ASC's NOAS competency based education model.

Participants need feedback and guidance from instructors and coaches during the programs.

Practical work forms an important part of these programs.

### 8.3 Level 3 Assessor

Level 3 assessors are qualified to assess and coach match officials assigned to local junior, youth and adult level matches, or local Futsal matches when the Futsal Assessor program is established.

FFA approves the conduct of this program including appointment of instructors and assessors and provides the curriculum to be followed.

FFA will provide the curriculum and teaching materials. No other materials are to be used.

FFA will work with the Member Federation regarding the administrative and logistical aspects of the program.

Prerequisites	Applicants must: <ul style="list-style-type: none"> <li>• be at least 18 years old; and</li> <li>• be a registered match official; and</li> <li>• hold current Level 3 Referee (or higher level) qualification; and</li> <li>• have at least 2 years active experience as an accredited referee.</li> </ul>
Availability	This program may be offered on a State or regional basis.
Instructors	Instructors for this program must hold a current Instructor qualification and a current Level 2 Assessor qualification or be a person approved by FFA.
Timeframe to Complete	The timeframe (refer Section 5.14) is 2 years from the start of the training program. The participant may request an extension of no longer than one year by writing to their Member Federation.
Assessments	For Laws of the Game examinations refer to Section 3.7. For practical assessments refer to Section 5.15. A fee may be charged (refer Section 5.9.3) to undertake additional examinations or to be reassessed against the practical components of this program.

#### 8.3.1 How to revalidate the Level 3 Assessor qualification

The revalidation is performed by the referee body through which the assessor is registered with FFA. This would normally be performed by the body's technical committee. Assessors must:

- complete "*Form 004 - Application for Revalidation of Assessor Qualification*"; and
- successfully pass the specified Laws of the Game examinations (refer Section 3.7) for this level of qualification; and
- complete the revalidation activities; and
- provide copies of running sheets and feedback forms as required; and
- be deemed competent to assess in the appropriate level of matches.

The referee group must review at least one set of match reports - i.e. *Running Sheet* and *Feedback Form* - from each assessor.

### 8.4 Level 2 Assessor

Level 2 assessors are qualified to coach and assess match officials assigned to junior, youth and adult level matches; or Futsal junior, youth and adult level matches when a program is developed. Tasks include, but are not limited to, the provision of coaching reports and match running sheets.

FFA conducts this program including appointment of instructors and assessors and provides the curriculum to be followed.

FFA will provide the curriculum and teaching materials. No other materials are to be used.

FFA will work with the Member Federation regarding the administrative and logistical aspects of the program.

Prerequisites	Applicants must: <ul style="list-style-type: none"> <li>• be at least 18 years old; and</li> <li>• be a registered match official; and</li> <li>• have had at least 4 years active experience as a referee; and</li> <li>• hold current Level 3 Assessor qualification; and</li> <li>• clearly exhibit the competencies of a Level 3 referee assessor.</li> </ul>
Availability	This program may be offered on a national or regional basis. Suitable participants may be invited to apply for a place on the program. Member Federation may be asked to identify and encourage suitable participants to apply.
Instructors	Instructors must hold a current Level 2 Instructor and current Level 2 (or higher) Assessor qualifications or be a person approved by FFA.
Timeframe to Complete	The timeframe (refer Section 5.14) is 2 years from the start of the training program. The participant may request an extension of no longer than one year by writing to FFA.
Assessments	For Laws of the Game examinations refer to Section 3.7. For practical assessments refer to Section 5.15. A fee may be charged (refer Section 5.9.3) to undertake additional examinations or to be reassessed against the practical components of this program.

#### 8.4.1 How to revalidate the Level 2 Assessor qualification

The revalidation is performed by the Member Federation's SRC. Assessors must:

- complete "*Form 004 - Application for Revalidation of Assessor Qualification*"; and
- successfully complete the *Level 1 and 2 Assessor Refresher* course; and
- complete the revalidation activities; and
- provide copies of running sheets and coaching reports as required; and
- be deemed competent to assess in the appropriate level of matches.

The State referees Committee may review at least two sets of match reports - i.e. *Running Sheet* and *Coaching Report* - from each assessor for each year they were actively assessing.

## 8.5 Level 1 Assessor

Level 1 assessors are qualified to coach and assess all match officials in their code, including those officiating at senior and elite level.

The program includes pre-program exercises, classroom-based instruction, attendance at a live match and post-program exercises.

FFA conducts this program including appointment of instructors and assessors, provide the curriculum to be followed and approve participants to be invited to undertake the program.

FFA will work with the host Member Federation regarding the administrative and logistical aspects of the program.

Prerequisites	<p>Applicants must:</p> <ul style="list-style-type: none"> <li>• be at least 21 years old; and</li> <li>• be a registered match official; and</li> <li>• have had at least 4 years active experience as a senior referee; and</li> <li>• hold current Level 2 Assessor qualification for at least 2 years and been actively assessing during that period; and</li> <li>• clearly exhibit, without exception, the competencies of a Level 2 Assessor.</li> </ul> <p>In addition participants must be deemed as competent in their knowledge of the Laws of the Game. To meet this requirement the participant must meet the competency requirements of a Level 2 Assessor by having successfully undertaken the Laws of the Game examinations within the 12 months prior to their application to undertake this program being lodged with FFA.</p>
Availability	The program is conducted by FFA and can be hosted by any Member Federation. Suitable participants may be invited to apply for a place on the program. FFA will advise participants who have been accepted to undertake this program.
Instructors	Currently accredited FFA instructors or persons approved by FFA.
Enrolment Process	By application to FFA. Any registration fee must accompany the application.
Timeframe to Complete	The timeframe (refer Section 5.14) is 2 years from the start of the training program. The participant may request an extension of no longer than one year by writing to FFA.
Assessments	<p>For Laws of the Game examinations refer to Section 3.7. For practical assessments refer to Section 5.15.</p> <p>A fee may be charged (refer Section 5.9.3) to undertake additional examinations or to be reassessed against the practical components of this program.</p>

### 8.5.1 How to revalidate the Level 1 Assessor qualification

The revalidation is performed by the Member Federation's SRC. Assessors must:

- complete "Form 004 - Application for Revalidation of Assessor Qualification"; and
- successfully complete the *Level 1 and 2 Assessor Refresher* course; and
- complete the revalidation activities; and
- provide copies of running sheets and coaching reports as required; and
- be deemed competent to assess in the appropriate level of matches.

The State referees Committee may review at least two sets of match reports - i.e. *Running Sheet* and *Coaching Report* - from each assessor for each year they were actively assessing.

## 8.6 Level 1 and 2 Assessor Refresher

This course provides an opportunity for professional development of match assessors that hold Level 1 or Level 2 Assessor qualifications.

The program includes classroom-based instruction, Laws of the Game examinations and review of match footage including creation of a coaching report and running sheet.

Member Federations conduct this course including appointment of instructors.

FFA will provide the curriculum and teaching materials. No other materials are to be used.

Prerequisites	Applicants must hold current Level 1 or Level 2 Assessor qualification
Availability	This course may be offered on a regional basis.
Instructors	Instructors for this course must hold a current Level 2 Instructor qualification and a current Level 1 (or higher) Assessor qualification or be a person approved by FFA.
Enrolment Processes	By online registration through <i>MyFootballClub</i> . Registration fee must be paid at time of registration.
Timeframe to Complete	The timeframe is six months from the conduct of the course.
Assessments	<p>For Laws of the Game examinations refer to Section 3.7. For practical assessments refer to Section 5.15.</p> <p>A fee may be charged (refer Section 5.9.3) to undertake additional examinations or to be reassessed against the practical components of this program.</p>

## 9 Referee Instructor Programs

### Level 3 Instructor

### Level 2 Instructor

#### 9.1 Referee instructor career development

There are two referee instructor classifications

- Level 3 Instructor; and
- Level 2 Instructor.

The programs are designed to enhance the abilities of referee instructors and to provide accredited instructors to undertake the development of match officials.

##### 9.1.1 Programs able to be conducted

Level 3 instructors are qualified to deliver Level 4 and Level 3 Referee training programs within their local area.

Level 2 Instructors are qualified to deliver Level 2 and Level 1 Referee, Level 3, Level 2 and Level 1 Assessor and Level 3 Instructor and Level 2 Instructor training programs along with those able to be delivered by Level 3 instructors.

#### 9.2 Level 3 Instructor

This program is designed to provide Referee instructors with the tools and support to conduct grassroots referees programs at local and regional levels.

FFA will provide the curriculum and teaching materials. No other materials are to be used.

Prerequisites	Applicants must: <ul style="list-style-type: none"><li>be at least 18 years old; and</li><li>be a registered match official; and</li><li>hold current Level 3 Assessor qualification (or higher) and have held it for at least 2 years.</li></ul>
Instructors	The program must be conducted by instructor(s) who hold a current Level 2 Instructor qualification or persons approved by FFA.
Timeframe to Complete	All aspects of the training program must be completed during the conduct of this training program.
Assessments	There is no formal assessment process to gain this qualification. To maintain the qualification the instructor must maintain their Level 3 Assessor qualification (or higher) and be actively instructing as per the revalidation requirements.

##### 9.2.1 How to revalidate the Level 3 Instructor qualification

The revalidation is performed by the Member Federation through which the instructor is registered with FFA.

Instructors must:

- maintain their Level 3 Assessor (or higher) qualification; and
- complete “*Form 005 - Application for Revalidation of Instructor Qualification*”; and
- complete the revalidation activities (i.e. active instructing/presenting of FFA training programs and attendance at formal coaching sessions); and
- be deemed by the Member Federation competent to present the appropriate level of training programs.

#### 9.3 Level 2 Instructor

The program is designed to enhance the abilities of football Referee instructors and to provide accredited instructors to assist in the development of match officials at all levels.

FFA conducts this program including appointment of instructors and assessors, provide the curriculum to be followed and approve participants to be invited to undertake the program.

FFA will work with the Member Federation regarding the administrative and logistical aspects of the program.

##### 9.3.1 Graduate competencies

Program graduates will be able to:

- establish a relationship between the Instructor/coach and match officials;
- implement sound educational principles and practices;
- identify, plan, deliver and evaluate appropriate training methods to improve and develop changes in Refereeing performance;
- identify their own strengths and shortcomings in their presentation techniques;
- exhibit a sound knowledge of the relevant Laws of the Game and interpretations.

Prerequisites	Applicants must <ul style="list-style-type: none"><li>be at least 21 years old; and</li><li>be a registered match official; and</li><li>hold current Level 3 Assessor (or higher) qualification; and</li><li>hold current Level 3 Instructor qualification; and</li><li>have a reasonable level of experience as an active referee.</li></ul>
Availability	This program may be offered on a national basis. Suitable participants may be invited by FFA to apply for a place on the program. Member Federation may be asked to identify and encourage suitable participants to apply.
Instructors	Currently accredited FFA instructors or persons approved by FFA.
Timeframe to Complete	The timeframe (refer Section 5.14) is 2 years from the start of the training program. The participant may request an extension of no longer than one year by writing to FFA.
Assessments	Participants may be offered additional opportunities to meet the required competency level in the Laws of the Game examinations (refer Section 3.7) of this program. A fee may be charged (refer Section 5.9.3) to undertake additional examinations.

##### 9.3.2 How to revalidate the Level 2 Instructor qualification

The revalidation is performed by the Member Federation’s SRC. Instructors must:

- complete “*Form 005 - Application for Revalidation of Instructor Qualification*”; and
- complete the revalidation activities (i.e. active instructing/presenting of FFA training programs and attendance at formal coaching sessions); and
- successfully pass the specified Laws of the Game examinations (refer Section 3.7) for this level of qualification; and
- be deemed by the Member Federation competent to present the appropriate level of training programs.

## 10 Training Program Administration

This section provides the 'how to' guide to conduct of all of the training programs.

Member Federations may set their own administration processes for community-level referee, assessor and instructor programs that are conducted by subsidiary organisations.

If Member Federations centrally manage programs on behalf of subsidiary organisations they must provide a participant register to manage the participants undertaking a program.

The register shall contain all the information regarding the training program including:

- Program information including date(s), venue, instructors/assessors and course fee;
- Participant information including first name, last name, FFA number, email address, attendance at each unit and final competency in examinations and/or practical assessments.

### 10.1 Conduct of Training Programs

#### 10.1.1 Training program prerequisites

It is the responsibility of the organiser of the training program to ensure that all participants undertaking training programs meet the prerequisites as outlined in this document or as determined by FFA from time to time.

Should a participant not meet the prerequisites to undertake a training program FFA reserves the right to withhold the qualification until such time as the participant meets the prerequisites.

Only the responsible FFA officer shall be entitled to override or waive any prerequisites for a participant to be registered on or participate in a training program.

#### 10.1.2 Qualified individuals

Only appropriately qualified individuals, as outlined within this document, can deliver training programs, conduct and mark examinations and assess match officials as part of a training program, as part of the revalidation of qualification or as part of the ongoing maintenance of a match official's qualification.

#### 10.1.3 Instructors

Only instructors holding current instructor qualifications or individuals approved by FFA can deliver training programs and only these individuals may present modules directly relating to the Laws of the Game and interpretations thereof.

Specialist presenters may be invited to present individual modules where the presenter has specific professional qualifications in the area directly related to the content of the module.

For example a qualified physiotherapist may present a module regarding the physical training of match officials or injury management.

At the conclusion of a training program the register is to be completed by the instructor conducting the training program and then returned to the Member Federation together with all required documentation in accordance with the timelines outlined in this document.

#### 10.1.4 Payment of instructors and assessors

Instructors and assessors are entitled to payment as outlined in this document (refer Section 5.9.3).

#### 10.1.5 Essential requirements

- All courses must be conducted in accordance with the requirements in this document.
- Instructor(s) must only use FFA provided teaching materials.
- Instructor(s) must be aware that if the program is conducted outside the guidelines provided by FFA or with non-FFA teaching materials, the results of the program may not be approved, and the Instructor's qualification may be revoked.
- Instructors are to record participant attendance for each unit within a program.
- At the conclusion of the program, the Instructor is responsible for the timely return of all required documentation to the organisation conducting the program.
- Instructors should only be paid once all required documentation has been provided.

#### 10.1.6 Closure of registrations and pre-course documentation

To confirm registration on a program the participant must have paid the course fee in full.

FFA recommends that course registrations close at least 2 weeks prior to the start date.

This timeframe allows for course materials (i.e. participant manual, etc.) to be sent to participants by email and for the participant to undertake any pre-course units. The email should also remind them of the venue, date(s) and time(s) and what to bring with them.

## 10.2 Responsibilities

The following table documents the responsibilities for various aspects of administration of programs. The term "organiser" refers to the organisation conducting the program.

Training Program	Requested by	Approved by	Conducted by	Documentation returned to
Level 4 Referee	organiser	n/a	organiser	n/a
Level 3 Referee	organiser	n/a	organiser	n/a
Level 2 (Theory) Referee	organiser	MF	MF	MF
Level 2 Referee	n/a	n/a	n/a	MF
Level 1 (Theory) Referee	MF / FFA	FFA	FFA	FFA
Level 1 Referee	n/a	n/a	n/a	MF
Futsal Laws of the Game	organiser	n/a	organiser	n/a
Level 3 Futsal Referee	organiser	n/a	organiser	n/a
Level 3 Assessor	organiser	MF	MF	n/a
Level 2 Assessor	MF	MF	MF	MF
Level 1 Assessor	MF / FFA	FFA	FFA	FFA
Level 3 Instructor	MF	MF	MF	MF
Level 2 Instructor	MF / FFA	FFA	FFA	FFA

Where FFA is required to confirm qualifications within *MyFootballClub*, this will occur once FFA has determined that all requirements have been met to its satisfaction.

## 10.3 Referee Training Programs

### 10.3.1 Level 4 Referee, Level 3 Referee, Futsal Laws of the Game and Level 3 Futsal Referee

These training programs are generally conducted by a referee group, zone, association or Member Federation (referred to as “organiser” in the table below). In some areas they may require approval from a Member Federation to be conducted or the Member Federation may administer the program centrally.

Step	Timing	Function	Responsibility
1a	Pre Course	Request the course by completing <i>Form 008</i> and forward to your MF; or Create course in <i>MyFootballClub</i> including appointment of instructor(s).	organiser
1b		If <i>Form 008</i> has been used the MF creates the course in <i>MyFootballClub</i> .	MF
2		Participants self-register and pay online or manually (as determined by the organiser).	participant
3		Course materials sent to participants by email.	organiser
4	On Course	Training program conducted in accordance with this document.	instructor
5	Post Course	Completed program register provided to the organiser. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required the participant to progress towards gaining the qualification.	instructor
6		Participants marked in <i>MyFootballClub</i> .	organiser / MF
7		Qualification confirmed in <i>MyFootballClub</i> providing all requirements have been satisfied.	FFA

### 10.3.2 Level 2 (Theory) Referee

These programs are generally conducted by Member Federations. Referee groups, zones or associations may request one of these programs to be conducted in their local area.

Step	Timing	Function	Responsibility
1a	Pre Course	Request the course by completing <i>Form 008</i> and forward to your MF; or Create course in <i>MyFootballClub</i> and request approval of instructor(s) from MF.	organiser
1b		If <i>Form 008</i> has been used MF creates the course in <i>MyFootballClub</i> .	MF
2		Participants self-register and pay no later than 2 weeks prior to start of program.	participant
3		Course materials sent to participants by email.	organiser
4	On Course	Course conducted in accordance with this document.	instructor
	Post Course	Completed program register provided to the organiser. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required the participant to progress towards gaining the qualification.	instructor
5		Participants marked in <i>MyFootballClub</i> . Copies of examinations held by MF for at least 2 years.	organiser
6		Qualification confirmed in <i>MyFootballClub</i> providing all requirements have been satisfied.	MF / FFA

### 10.3.3 Level 2 Referee

7a	Post Course	Participant and assessor appointed to matches for the purposes of practical assessments.	organiser
7b		Undertake the practical assessments viewed by the appointed assessor.	participant
8		Results of practical assessments provided to participant and MF. These include both <i>FFA Coaching Report</i> and <i>Running Sheet</i> . Note that practical assessments used to determine competency must be performed by different assessors.	assessor
9		Program folder provided to MF for review. This must include the <i>Checklist</i> completed by the participant.	participant
10		Program folder reviewed by MF and the <i>Checklist</i> completed. Any issues with the content of the program folder to be managed with participant.	MF
11		Level 2 Referee qualification manually granted in <i>MyFootballClub</i> .	MF
12		Qualification confirmed in <i>MyFootballClub</i> providing all requirements have been satisfied.	FFA

### 10.3.4 Level 1 (Theory) Referee

Step	Timing	Function	Responsibility
1	Pre Course	Request the course to be conducted including preferred dates and number of participants. The MF and FFA must agree on the cost per participant prior to the course being confirmed. A minimum of four participants are required for a course to be conducted.	MF / FFA
2		Create course in <i>MyFootballClub</i> including appointment of instructor(s).	MF / FFA

The following steps are only performed if approval is granted.

3	Pre Course	Participants self-register and pay MF no later than 4 weeks prior to start of program.	participant
4		Course materials sent to participants by email.	FFA
5	On Course	Course conducted in accordance with this document.	instructor
6	Post Course	Results of examinations and soft-copies of examination papers provided to FFA within 10 days of program ending. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required for each participant to progress towards gaining the qualification.	instructor
7		Participants marked in <i>MyFootballClub</i> . Qualification confirmed in <i>MyFootballClub</i> providing all requirements have been satisfied.	MF / FFA

### 10.3.6 Level 1 Referee

8a		Participant and assessor appointed to matches for the purposes of practical assessments.	MF
8b		Undertake the practical assessments viewed by the appointed assessor.	participant
9	Post Course	Results of practical assessments provided to participant and MF. These include both <i>FFA Coaching Report</i> and <i>Running Sheet</i> . Note that practical assessments used to determine competency must be performed by different assessors.	assessor
10		Program folder provided to MF for initial review. This must include the <i>Checklist</i> completed by the participant.	participant
11		Program folder reviewed by the MFs SRC. The <i>Checklist</i> must be completed by the SRC Chair.	MF
12		Program folder and completed <i>Checklist</i> provided to FFA via email.	MF
13		Program folder reviewed	MF
14		Level 1 Referee qualification granted by MF in <i>MyFootballClub</i> .	MF / FFA
		Qualification confirmed in <i>MyFootballClub</i> providing all requirements have been satisfied.	MF / FFA

### 10.4 Assessor Training Programs

#### 10.4.1 Level 1 and 2 Assessor Refresher

This course is conducted by Member Federations and is designed to be conducted over 4 hours. There is no requirement for the participants or instructor to attend a match.

Step	Timing	Function	Responsibility
1	Pre Course	Create revalidation courses for both Level 1 and Level 2 assessors in <i>MyFootballClub</i> including appointment of instructor(s).	MF
2		Participants self-register and pay no later than 2 weeks prior to start of program.	participant
3		Course materials sent to participants by email.	organiser
4	On Course	Course conducted in accordance with this document.	instructor
5	Post Course	Completed program register provided to the organiser. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required the participant to progress towards gaining the qualification.	instructor
6		Participants marked in <i>MyFootballClub</i> .	MF

#### 10.4.2 Level 3 Assessor

This program is designed to be conducted in one day. It includes the participants and instructor attending a match (refer Section 5.16).

There is approximately 5.5 hours of theory prior to attending the match. The match kick-off time will determine the start time of the theory sessions.

For example if the match starts at 3.00pm the theory sessions need to start by 9.00am.

Step	Timing	Function	Responsibility
1a	Pre Course	Request the course by completing <i>Form 008</i> and forward to your MF; or Create course in <i>MyFootballClub</i> including appointment of instructor(s).	organiser
1b		If <i>Form 008</i> has been used the MF creates the course in <i>MyFootballClub</i> .	MF
2		Suitable match is available for the practical assessment. It is preferred that seating be available at the match venue.	organiser
3		Participants self-register and pay no later than 2 weeks prior to start of program.	participant
4		Course materials sent to participants by email.	organiser
5	On Course	Training program conducted in accordance with this document.	instructor
6	Post Course	Completed program register provided to the organiser. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required the participant to progress towards gaining the qualification.	instructor
7		Participants marked in <i>MyFootballClub</i> .	organiser
8		Qualification confirmed in <i>MyFootballClub</i> providing all requirements have been satisfied.	MF / FFA

### 10.4.3 Level 2 Assessor

This program is generally conducted by Member Federations. Individual referee groups, zones or associations may request this program to be conducted in their local area.

The program is designed to be conducted over two days on a single weekend. It includes participants and instructor attending a match (refer Section 5.15).

There is approximately 5 hours of theory prior to attending the match. The match kick-off time will determine the start time of the theory sessions.

For example if the match starts at 3.00pm the theory sessions need to start by 10.00am.

The second day of theory comprises approximately 5 hours and commences with the review session with the match officials (unit 7). While it is preferable that all match officials attend this session, at a minimum the referee must be available to attend.

Step	Timing	Function	Responsibility
1a	Pre Course	Request the course by completing <i>Form 008</i> and forward to your MF; or Create course in <i>MyFootballClub</i> including appointment of instructor(s).	organiser / MF
1b		If <i>Form 008</i> has been used the MF creates the course in <i>MyFootballClub</i> .	MF
2		Suitable match is available for the practical assessment. Seating must available at the ground. Match officials from this match available for the review session.	organiser
3		Participants self-register and pay no later than 2 weeks prior to start of program.	participant
4		Course materials sent to participants by email.	organiser
5	On Course	Training program conducted in accordance with this document.	instructor
6	Post Course	Completed program register provided to the organiser. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required the participant to progress towards gaining the qualification.	instructor
7		Participants marked in <i>MyFootballClub</i> . Copies of examinations held by MF for at least 2 years.	MF
8		Qualification confirmed in <i>MyFootballClub</i> providing all requirements have been satisfied.	MF / FFA

### 10.4.4 Level 1 Assessor

The program is designed to be conducted over both days on a single weekend. It includes participants and instructor attending a match (refer Section 5.15).

There is approximately 6 hours of theory prior to attending the match. The match kick-off time will determine the start time of the theory sessions.

For example if the match starts at 7.00pm the theory sessions need to start by 1.00pm.

The second day of theory comprises approximately 5 hours and commences with the review session with the match officials (unit 8a). While it is preferable that all match officials attend this session, at a minimum the referee must be available to attend.

Step	Timing	Function	Responsibility
1	Pre Course	Request the course to be conducted including preferred dates and number of participants. The MF and FFA must agree on the cost per participant prior to the training program being confirmed. A minimum of 4 participants are required for a training program to be conducted.	MF / FFA
2		Create course in <i>MyFootballClub</i> including appointment of instructor(s).	MF / FFA
3		Tickets must be made available for the practical assessment. Match officials from this match available for the review session.	MF or FFA
4		Participants self-register and pay no later than 4 weeks prior to start of program.	participant
5		Course materials sent to participants by email.	organiser
6	On Course	Training program conducted in accordance with this document.	instructor
7	Post Course	Completed program register provided to the organiser. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required the participant to progress towards gaining the qualification.	instructor
8		Participants marked in <i>MyFootballClub</i> .	MF / FFA
9		Qualification confirmed in <i>MyFootballClub</i> providing all requirements have been satisfied.	MF / FFA

## 10.5 Instructor Training Programs

### 10.5.1 Level 3 Instructor

This course is conducted by Member Federations and is designed to be conducted in one day.

Step	Timing	Function	Responsibility
1	Pre Course	Create course in <i>MyFootballClub</i> including appointment of instructor(s).	MF
2		Participants self-register and pay no later than 2 weeks prior to start of program.	participant
3		Course materials sent to participants by email. This must include the topic for the 5 minute presentation.	organiser
4	On Course	Course conducted in accordance with this document.	instructor
5	Post Course	Completed program register provided to the organiser. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required the participant to progress towards gaining the qualification.	instructor
6		Participants marked in <i>MyFootballClub</i> .	MF
7		Qualification confirmed in <i>MyFootballClub</i> providing all requirements have been satisfied.	MF / FFA

### 10.5.2 Level 2 Instructor

This training program is conducted by FFA Instructors and hosted by a Member Federation. Two instructors are required.

A minimum of 12 junior referees are required for the practical assessments on day two.

The program is designed to be conducted over a single weekend and includes practical assessments on the second day that requires younger referees to partake in these sessions.

Step	Timing	Function	Responsibility
1	Pre Course	Request the course to be conducted including preferred dates and number of participants. The MF and FFA must agree on the cost per participant prior to the training program being confirmed. A minimum of 8 participants are required for a training program to be conducted.	MF
2		Create course in <i>MyFootballClub</i> including appointment of instructor(s).	FFA
3		Suitable venues are available for theoretical sessions and practical assessments. Seating must be available, preferably undercover. Ensure 12 junior referees are available for the practical assessments.	MF
4		Participant registers and pays no later than 4 weeks prior to start of program.	participant
5		Course materials sent to participants by email.	FFA
6	On Course	Training program conducted in accordance with this document.	instructors
7	Post Course	Results of assessments and examinations (including soft-copies of examination papers) provided to FFA within 14 days of training program. Where a participant is deemed Not Yet Competent the Instructor is to recommend actions required for each participant to progress towards gaining the qualification.	instructors
8		Participants marked in <i>MyFootballClub</i> . Qualification confirmed in <i>MyFootballClub</i> providing all requirements have been satisfied.	FFA

## 11 Appendix

### 11.1 Definitions

In this document:

**ASC** means the Australian Sports Commission.

**authorised FFA officer** means the individual(s) responsible for the management of qualification of match officials.

**checklist** means the *Assessment Form* provided in the participant resources documentation used to document and review the contents of a participants Program Folder.

**course materials** means the manuals, presentations, audio-visual material, assessment forms, course evaluation forms and other materials used to conduct a course.

**curriculum** means the course structure and content including units to be presented and examination material.

**development of match officials** means the training, education, coaching and assessment of match officials including the conduct of courses approved by FFA.

**FFA** means Football Federation Australia.

**match official** means a referee, assistant referee, fourth official, assessor or instructor.

**MF** means Member Federation.

**NOAS** means the *National Officiating Qualification Scheme* managed by the Australian Sports Commission.

**RC** means FFA's Referees Committee.

**program materials** means the manuals, presentations, audio visual material, assessment forms, program evaluation forms and other materials used to conduct a program.

**program register** means the Excel workbook containing all details of a Program and details of all participants.

**recognised** means that a group that is affiliated to a Member Federation and recognised by FFA.

**referee** includes referee, assistant referee, additional assistant referee and video assistant referee.

**referee group** means Member Federation, Association, Zone, or recognised referee group that is responsible for the development, training, education, coaching and assessment of match officials within their jurisdictions.

**registered match official** means a match official who is registered with FFA through a recognised referee group in accordance with FFA's National Registration Regulations.

**SRC** means a Member Federation's State Referees (Technical) Committee.

## 11.2 FFA Forms

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Form 001 - Overseas Exchanges and Visits by Overseas Officials

Form 002 - National Talent Pool Application Form

Form 003 - National Competitions Application Form

Form 004 - Application for Revalidation of Assessor Qualification

Form 005 - Application for Revalidation of Instructor Qualification

Form 006 - Code of Ethics - Referee Assessor

Form 007 - Code of Ethics - Referee Instructor

Form 008 - Match Official Course Request



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