



FOOTBALL
QUEENSLAND

FIRST YEAR REFEREE GUIDE



Welcome

Congratulations on completing the Level 4 Referee Course and taking the first step in your refereeing journey.

Refereeing is a great way to stay active, build vital skills and be involved in the world game. FQ recognises the pivotal importance that qualified match officials have in the growth of the game and we are committed to recruiting, nurturing, and supporting the third team.

As a first-year referee you will receive a free starter kit which includes everything you need to get on the field.

This guide provides a step-by-step process to register alongside key match day information and ongoing coaching and development opportunities.

Please contact the FQ referee department with any questions
referees@footballqueensland.com.au

WELCOME TO OUR REFEREEING FAMILY!



1 Process to Register

Every referee must register on the PlayFootball system with their local zone. To register, referees require a unique FFA number which is created during registration. Referees should register within the Zone where they plan to referee, there is no requirement to register for the Zone where the referee course was completed.

- Go to playfootball.com.au
- Under Coaches, Referees & Volunteers click 'Start your 2021 registration'
- Register as a FIRST YEAR or NEW referee with your local Zone. Find your local Zone by entering their name in the search bar (e.g. Football Brisbane)
- Referees who are eligible for the \$50 rebate after registering will be contacted by Football Queensland at the end of the season to arrange payment.

Please ensure you enter your own individual email address in Play Football. The same email address cannot be associated with more than one person, otherwise you will not receive your Schedula login details.



2 Register to Schedula

Schedula is the system used to appoint referees to matches. FQ will approve your PlayFootball registration and send you an email with Schedula login details.

- Once you login to Schedula, set your availability by clicking dashboard > Schedula Profile > Manage availability
- If you are unavailable for a specific date, please enter this into Schedula at least 3 weeks in advance
- Please ensure you set your availability for 'All Organisations' rather than a specific region or league. This must be followed for appointment allocation.
- All Match Fee payments are made electronically. Enter your bank account details under 'attributes'.
- If you are 18 or over, you will need a Blue Card before you can start refereeing (this can take up to 30 days to receive). Click **here** to start the application process.
- Send your completed form to your local Zone to lodge, contact details are provided within this guide.
- Enter your Blue Card number into Schedula once received within your Schedula profile under 'attributes'.
- Email your local Zone contact with sizing for your First Year Referee Kit, which includes a teal shirt, shorts, socks whistle, flag and cards.

First Appointment

Once your Blue Card has been received and added to Schedula, you will be appointed to games by the Zone Appointments Officer. Depending on the Zone, appointments are released on a weekly basis.

You will receive an email notification once appointed to the email address registered in Schedula advising you of your first match. Log into Schedula to accept or decline the appointment. If you decline the appointment, you must provide an explanation in an email to the appointments person detailing why you are unavailable.

Appointments that are not accepted within a certain time frame (dependent on Zone) will be re-allocated to another referee.

1



Receive
Blue Card

2



Appointed
to games

3



Receive
an email

4



Accept or
Decline

First Match



Uniform & Equipment:

- All referees are required to wear a Zone uniform when off-field. This includes black slacks and a Football Queensland polo (or black polo) when off-field. Referees can purchase the FQ polo **here** as part of the first year referee pack.
- Make sure you have received your First Year Referee Kit and pack your bag in advance with: whistle, flags, card, book, uniform, watch, shoes, notebook, pens, sunscreen, insect repellent.



Rules:

- Familiarise yourself with local competition rules as these can differ between Zones. Refer to your Zone websites for information and contact them directly if you have any questions.
- Download the IFAB Laws of the Game app on your phone for on the go support if required.



Match Day:

- Ensure you are at the match one hour before kick-off. If you are running late, let your fellow referees know. Contact numbers for referees are in Schedula.
- Introduce yourself to the grounds staff and ask for help to locate the referee room or locate the field for your match.
- Your local Zone will send an assessor to your match to complete a 'field test' or 'practical assessment'. The assessor will provide feedback and support to sign you off as a fully qualified Level 4 referee.

Ongoing Support

Referees are encouraged to participate and join in on coaching sessions for continual development. These coaching sessions include training and online coaching sessions.

- Training sessions for referees are run by your local Zone. Check in with your Zone for details.
- Online coaching sessions are facilitated by Football Queensland. Senior Referee sessions occur on the last Wednesday of the month and Junior Referee sessions on the first Monday of the month.



Resources:

[Football Queensland Referee website](#)

[Queensland Referees Group on Facebook](#)

[IFAB Laws of the Game](#)

[Guidelines for Match Officials](#)

[Football Queensland E-Learning Platform](#)



Contacts

If you have any questions about match day processes, appointments or your kit, please get in touch with your local Referee and Coach Development Officer.

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