



FOOTBALL
QUEENSLAND

CLUB REFEREE GUIDE



CLUB SUPPORT



PURPOSE OF THIS GUIDE

Club refereeing is often the first step for many referees starting their officiating journey.

In some regions, clubs are required to manage and appoint referees for MiniRoos, juniors and senior fixtures at their home grounds.

This Guide has been created to assist clubs in building a strong foundation for club referees.

Providing club referees with a safe, inclusive and rewarding experience is critical for retention and encouraging them to continue serving the game both at club level and beyond.



THREE KEY RECOMMENDATIONS



CLUB REFEREE COORDINATOR

Someone who coordinates, teaches and develops club referees. This also includes recruiting and retaining referees as well as supporting individual referees.



DEVELOPMENT & SUPPORT

Providing year round support and development opportunities for referees are key aspects in every club referee program lead by the club referee coordinator.



UNDERSTANDING REFEREES

Identifying why people referee and how your club can attract people interested in refereeing.

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TYPES OF CLUB REFEREES

Recruitment of club referees is based on the club's requirement. There are three categories of club referees:

- MiniRoos Club Referees
- Junior Club Referees
- Senior Club Referees



MiniRoos Club Referee

Existing club players (13 and older) who take up refereeing as their first official job. They are appointed to in-house MiniRoos games (U6/U7 to begin with) which are usually on a Saturday morning.



Junior Club Referee

More experienced MiniRoos referees who are confident and wish to gain further experience on higher level games. Their first appointment is usually as an assistant referee with an experienced referee to provide guidance.



Senior Club Referee

Often registered FQ referees with a valid blue card, who live locally and may be called upon last minute should the club have a requirement. All senior referees should be 18 and older to officiate.

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WHY PEOPLE BECOME CLUB REFEREES

- To earn additional income or start their first job
- To referee casually when required (not consistently)
- To assist their club to fill a referee vacancy FQ have been unable to fill, on game day as required
- To meet new people
- To learn more about the game
- To stay involved in the game outside of playing or coaching
- To gain skills – job skills, communication skills, personal and professional development
- To gain experience – especially to be able to add to their CV or to gain a written/verbal reference
- To give back to their local club



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BASIC REQUIREMENTS

Consider the following requirements when recruiting new club referees:

MiniRoos Club Referees

- Must be 13 or older
- Available to referee over the weekend (Friday/Saturday/Sunday)
- Able to attend an induction meeting
- Willing and able to attend monthly training and/or testing nights
- Act responsibly on and off the field
- Punctual in attending games
- Understand the MiniRoos Format & Playing Rules
- Have basic communication skills

Junior Club Referees

- Must be 14 or older
- Available to referee over the weekend (Friday/Saturday/Sunday)
- Able to attend an induction meeting
- Willing and able to attend monthly training and/or testing nights
- Act responsibly on and off the field
- Punctual in attending games
- Must complete the online Laws of the Game
- Completed a Level 4 referee course
- Have solid communication skills

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LAWS OF THE GAME

Junior club referees **must** complete Football Australia's online Laws of the Game. This free online training module provides potential referees with a basic introduction to the Laws of the Game and their interpretations.

Once all modules are completed, a Statement of Completion certificate is provided and can be downloaded.

Completing the online Laws of the Game module is a pre-cursor requirement to attend a Level 4 referee course.

Access the online test [here](#).



A composite image showing three parts of the online training module. On the left is a course overview page with a title "Laws of the Game" and a "Description" section. In the center is a social media-style post for the course, showing a person holding a flag, with 1174 likes and a "View" button. On the right is a detailed view of the course content, including a section on "1. Number of Players" and a sidebar menu listing various laws and assessments.

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ENCOURAGING CLUB MEMBERS TO REFEREE

Clubs often target people who are already involved at the club to take up refereeing such as:

- Players turning 13 – becoming a club referee is a great opportunity for them to earn money in their first job
- Players with disciplinary issues – targeting those who often receive yellow and red cards (for dissent)
- Siblings of younger players – they typically attend games and can use the time they are at the field officiating
- Parents of Club Referees – opportunity for parents to take part and officiate on the club games at the same time
- Players who take pride in their club
- Players who exhibit maturity



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A CRUCIAL ROLE

Every club should have someone who coordinates and manages club referees. Ideally this person will be passionate about developing, mentoring and making a difference to the club and members.

A Club Referee Coordinator's duties may include:

- Recruitment of referees and promotion of club referee opportunities
- Managing and maintaining communication with club referees
- Typically appointing club referees each weekend across required competitions (MiniRoos, Juniors, Seniors)
- Compiling a statement of referee appointments after each weekend for the treasurer to make payments
- Staying up to date with the Laws of the Game and FQ requirements
- Deliver an induction meeting and develop induction materials such as a Club Referee Pack
- Track club referee development and provide evaluations/feedback
- Provision of necessary training materials and courses
- Provision of adequate workshops and training
- Provide access to club equipment as required
- Liaise with Football Queensland for development and mentoring opportunities

[Download a Position Description & Management Templates](#)



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PRE-SEASON MEETING



It is recommended that Club Referee Coordinators host a pre-season kick off meeting for all new and returning club referees.

At the meeting, consider doing the following:

- Introducing yourself to new and returning referees
- Inviting the parents of the referees to attend the session, particularly the new referees
- Setting the standards and expectations of all club referees
- Outlining how the appointments will be done and the communication methods
- Gathering key information including contact details, bank details for payment and availability for weekend games
- Identifying which games returning club referees have been appointed to (for junior referees)
- Providing the referees with an outline of how you plan to support and offer development opportunities
- Stating how the club plans to support club referees including providing equipment
- Walking through what Game Day will look like and how you will support the referees (particularly for new MiniRoos club referees)
- Providing a welcome pack for new referees with essential information about their role
- Providing MiniRoos Club Referees with a copy of the rules and regulations for the competition
- On the field review of typical referee actions – whistle blowing, flags and signaling

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CONTACTING CLUB REFEREES

Prior to communicating with club referees, the club referee coordinator needs to be organised and understand upcoming requirements.

The earlier the club can communicate appointment or requirements for upcoming fixtures to their referee group the higher chance of filling the games.

Having an up-to-date communication list with multiple ways of reaching club referees is critical and should be done at the start of the new season.

Most communication with club referees is done through their parents. The following are suggested ways to communicate with club referees depending on the club requirement:

- Email – for appointing referees initially to games with a suitable notice period
- Text Message – for changes on game day or last-minute requirements/requests



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REGISTRATION REQUIREMENTS

All club referees are required to register in PlayFootball which ensures they are covered for insurance purposes.

For club referees to register with their local club, there must be a suitable package available within PlayFootball (\$0 value, similar to a volunteer) that is set up at the start of every season.

By registering in PlayFootball referees also receive monthly referee content from FQ and insight into upcoming development courses to further their understanding.

For Club Referees over the age of 18, they must also apply and hold a valid Blue Card.

Within their PlayFootball registration, the Blue Card details must be entered and remain up to date for each year they are officiating.

Blue Card applications can be done online [here](#).



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APPOINTMENT PROCESS - MINIROOS

Using GameDay, Club Referee Coordinators can download a list of all upcoming MiniRoos fixtures.

Follow these steps to download the report:

1. Login to your club account [here](#)
2. Click on your club to access the dashboard
3. From the menu click 'Reports' then from the left-hand side 'Competitions'
4. Click on Configure in the 'Advanced Fixture' section
5. This page allows you to add the fields you require to run the report. Drag and drop any required including – Season, Competition Name, Round Number, Match Date, Match Time, Team 1, Team 2. Additionally, select 'Venue' to access additional fields and drag in Venue name
6. Ensure within the season field that 2022 is selected
7. Click Run Report to display on screen the fixtures, or select from the options below Run Report to have the file emailed to you as an excel document

The excel report can be modified and expanded to include the names of appointed referees and send to club referees as a PDF to advise their allocations.



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APPOINTMENT PROCESS – JUNIORS/SENIORS



Football Queensland appoint to all U13 – U18 junior and senior fixtures within each region. Clubs can view the appointments [here](#) and then select the appropriate region.

Appointments are finalised by FQ on a Thursday evening (if any last minute cancellations clubs are notified). If there is no referee allocated to a home game, the Club Referee Coordinator can source a club referee to fill the allocation.

To appoint to these games, Club Referee Coordinators should use FQ Teamsheets. Club administrators can provide Club Referee Coordinators with access to the system. Follow these steps to complete the allocations:

1. Log into FQ Teamsheets for your relevant region ([SEQ](#), [Central](#), [Northern](#))
2. Select Administrators from the options on the left
3. Click on Club Referee Appointments
4. This highlights all games and the appointed referees. For games that require club referees, click on the option 'Assign Club Refs' and add their names. Select Save to record the changes.
5. Return to the Club Referee Appointments page and download a copy (PDF, CSV etc)

This report can then be sent to appointed referees to advise them of their allocation. Typically club referees should only be eligible to officiate age groups the same age or younger.

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GAME DAY PROCESSES

For every home game weekend, the list of appointed referees must be easily available to Ground Officials. Club Referee Coordinators are encouraged to print the appointments and have copies available in the canteen and in the referee room.

For the first six weeks of the new season, Club Referee Coordinators should be on site and available to assist new Club Referees. This provides a great opportunity to build a relationship and provide instant feedback whilst supporting them in their new role.

Should MiniRoos referees miss their appointment or cancel last minute, the Club Referee Coordinator is responsible for finding a replacement and updating the appointments document. For Junior and Senior competitions, refer to [FQ's Rules of Competition](#) for guidance.

Every Club must provide a Ground Official that is clearly visible and available to support and protect the referees for each home game.



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REFEREE PAYMENTS

Clubs determine the fees paid to club referees based on the games they officiate. For some clubs, this is the same amount as paid by Football Queensland. Football Queensland referee fees can be found [here](#).

At the conclusion of the weekend, the Club Referee Coordinator is usually responsible for collating a report for the club treasurer or finance manager to process match payments.

The report must include the following details:

- Clearly identify MiniRoos Club Referees and Junior Club Referees
- Referees name and age group or game they officiated
- Cost per game against the number of games officiated at that age group
- Total payment per referee

Payment reports should be kept by both the Club Referee Coordinator and Club Treasurer as a record of games officiated and paid for each referee.

[Download a Club Referee Management Template](#)



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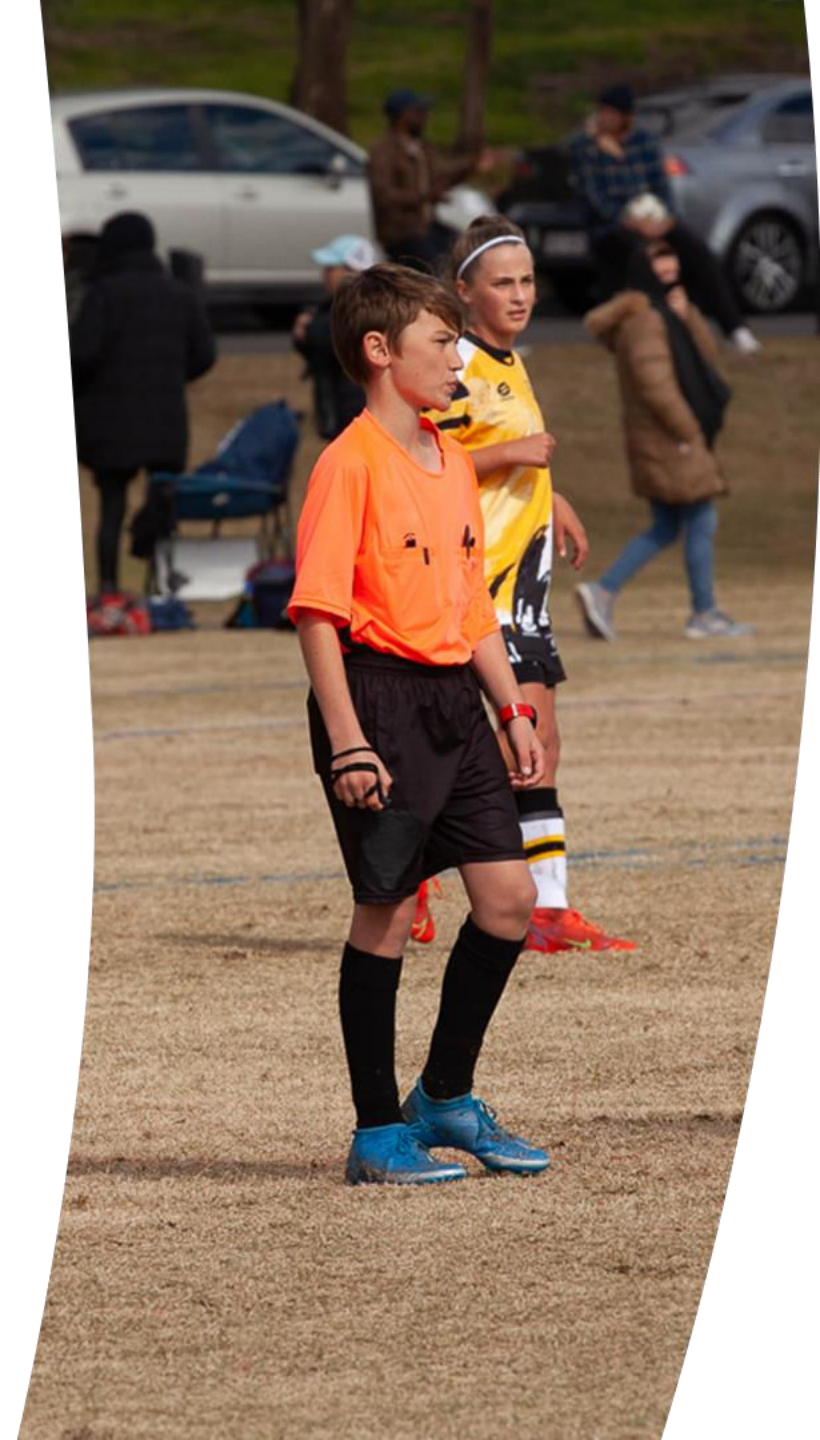
COACHING & TRAINING SESSIONS

To provide development opportunities for club referees, the Club Coach Coordinator should conduct regular training sessions for both MiniRoos and Junior Club Referees.

These sessions can be done on a monthly basis and include a variety of activities both practical and in the classroom.

Depending on what content the Club Referee Coordinator covers, the session may run for 45minutes and can include video analysis, quizzes based on the Laws of the Game, flag training, discussing recent issues or incidents and confirming processes.

Coaching and training sessions also provide a valuable opportunity for club referees to feel part of a bigger team and allow returning or older referees to mentor and support new members.



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INCIDENT MANAGEMENT

When incidents with Club Referees occur, the below process is suggested to assist Club Referee Coordinators in handling the issue.

Discuss with Club Referee

- Speak to the club referee about the incident and if required the club referee's parents

Raise Issue with Club Committee

- Escalate the issue to the club committee with details relating to the incident

Support Club Committee

- Be present for any meetings or discussions about the incident

Update Club Referee

- Advise the club referee and/or parents the steps taken to escalate the issue and how the matter is being handled

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EXTRA SUPPORT

- [Referee Management Templates](#)
- [Football Queensland E-Learning Portal](#)
- [IFAB Laws of the Game](#)
 - App available to download [here](#)
- [Sin Bin – Dissent and Applications](#)
- [Online Laws of the Game Module](#)
- [Referee Coach & Development Officers](#)
- [FQ Referee Pathway](#)

Please contact the FQ referee team with any questions or queries:
referees@footballqueensland.com.au



For more information or assistance, please contact Football Queensland
at marketing@footballqueensland.com.au



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