

MEMO 09 - 24

To: Metro, South Coast and Sunshine Coast Clubs
From: Football Queensland
Subject: Update on Club Referees Process
Date: March 8, 2024

Dear Clubs,

As part of Football Queensland's ongoing efforts to streamline and enhance referee processes within the game, clubs are advised of some important updates regarding club-based referees.

Club referees play a vital role in facilitating matches within the Queensland football community, contributing significantly to the enjoyment of participants and success of the game.

Football Queensland is appreciative of the dedication and commitment of club referees, and of the hard work of clubs in providing support and guidance for referees which is why it is important this crucial function of the game operates in a way that continues to add value and not impose detrimental impacts other referee systems across the game.

As we begin to operationalise the 2024–2026 Referee Strategy, Football Queensland is focused on working with clubs to better understand and support the club referee ecosystem within the SEQ football community.

It is vital that all club-based referees follow the club referee registration process for the 2024 season. To achieve this, clubs are required to set up a club referee registration package in Squadi.

Currently, clubs have a window of 72 hours before a match to allocate club referees to a game **via the Squadi app only** (not via desktop). Clubs are advised not to validate when assigning club referees as per the instructions linked below. Validation must instead be completed by the home team manager no earlier than 30 minutes prior to kick off.

[Click here to view instructions for setting up club referee registration packages in Squadi and allocating club referees to games via the Squadi app.](#)

Football Queensland will issue another update to clubs with further instructions in the coming weeks as the club referee allocation function is made available on the desktop version of Squadi.

Club referee appointments should be handled by the club referee/liaison coordinator where Football Queensland referees are not allocated to fixtures.

Whilst clubs are strongly encouraged to grow their club referee programs, it is important to the overall functioning of the game, that club referees do not supersede Football Queensland appointed match officials.

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If Football Queensland has appointed a match official to a game, the club must not appoint their own club referee. Football Queensland will make referee appointments available to clubs by Thursday 6:30pm each week, from which point clubs may appoint club referees for fixtures that are not covered by FQ within 72 hours of the match kicking off.

Where an FQ registered referee has been invited to referee a game as a club-based referee, the club must designate them as a club-based referee within the Squadi app. It is important to make all club referees aware that they are responsible for entering match details and results into Squadi. Club referees must also submit red card reports as required, with these match details unable to be entered by the club referee coordinator.

To support the positive work that clubs are doing in the referee space, the FQ Referee Team can now deliver MiniRefs (2 hrs total), Club Referee and C3 Junior Match Official (formerly Level 4, 4 hrs total) courses at clubs. Clubs interested in hosting any of these courses are encouraged to complete the Expression of Interest (EOI) form, which can be found [here](#).

Football Queensland's Referee Team will also be conducting three Laws of the Game (LOTG) update webinars over the next three weeks, which will aim to upskill and inform club coaches on any changes to the LOTG for the 2024 season.

Thank you for your ongoing support and attention to these matters. Should you have any further questions or require clarification, please do not hesitate to contact the referee team at referees@footballqueensland.com.au.

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