

TVET CERTIFICATE IV IN FOOTBALL

FOBF401

FACILITATING TO OFFICIATE THE MATCH

Facilitate to officiate the match

Competence

Credits: 6

Learning hours: 60

Sector: Sports

Sub-sector: Football

Module Note Issue date: June, 2020

Purpose statement

This module describes the skills, knowledge and attitude to officiate the match. It is designed for learners who have successfully completed Certificate III in Football or its equivalent and pursuing TVET Certificate IV in football or any other related qualifications. At the end of this module, learners will be able to perform pre-match activities and conclude match activities. Qualified learners deemed completed may work with others for regional, National and International games and competitions under minimum supervision.

Table of Contents

Elements of competence and performance criteria		Page No.
Learning Unit	Performance Criteria	
1. Perform pre match activities	1.1. Effective preparation of equipment according to FIFA laws of the game	3-11
	1.2. Effective inspection of the field of play according to football rules	
	1.3. Appropriate performing of the warm up based on instructor's instructions	
	1.4 Adequate collaboration with other match officials according to given tasks	
2. Control the match	2.1. Effective confirmation of the offside according to the position of second last defender	12-15
	2.1. Effective maintaining of back up record according to the recorded match information	
	2.3 Regular Intervention when the offence is committed according to the location of the offence	
	2.4 Perfect controlling of touch and goal lines according to the laws of the game	
3. Deal with dispute	3.1. Proper identification of the cause of conflict according to match situations	16-25
	3.2. Effective intervention in conflict resolution according to observed misconducts	
	3.3 Proper taking of measures in accordance with a dispute settlement procedures	

Total Number of Pages:25

Learning Unit1: Perform pre match activities

The assistant referees help the referee to control the match in accordance with the Laws of the Game. They also assist the referee in all other matters involving the running of the match at the request and direction of the referee

They indicate when:

- the whole of the ball leaves the field of play and which team is entitled to a corner kick, goal kick or throw-in
- a player in an offside position may be penalized
- a substitution is requested
- at penalty kicks, the goalkeeper moves off the goal line before the ball is kicked and if the ball crosses the line; if additional assistant referees have been appointed the assistant referee takes a position in line with the penalty mark. The assistant referee's assistance also includes monitoring the substitution procedure. The assistant referee may enter the field of play to help control the 9.15m (10 yards) distance

LO1.1:Prepare equipment according to FIFA laws of the game

- **Assistant referee equipment:**

Compulsory equipment

Referees must have the following equipment:

- ✓ Whistle(s)
- ✓ Watch(es)
- ✓ Red and yellow cards
- ✓ Notebook (or other means of keeping a record of the match)

Other equipment

Referees may be permitted to use:

- Equipment for communicating with other match officials – buzzer/beep flags, headsets etc.
- EPTS or other fitness monitoring equipment

Referees and other 'on-field' match officials are prohibited from wearing jewellery or any other electronic equipment, including cameras.

- **Some materials and equipment used by assistant referees**



As other match officials, assistant referees operate under the direction of the referee. In the event of undue interference or improper conduct, the referee will relieve them of their duties and make a report to the appropriate authorities. With the exception of the reserve assistant referee, the 'on-field' match officials assist the referee with offences when they have a clearer view than the referee and they must submit a report to the appropriate authorities on any serious misconduct or other incident that occurred out of the view of the referee and the other match officials. They must advise the referee and other match officials of any report being made. Like the 'on-field' match officials, assistant referees assist the referee with inspecting the field of play, the balls and players' equipment (including if problems have been resolved) and maintaining records of time, goals, misconduct etc. Competition rules must state clearly who replaces a match official who is unable to start or continue and any associated changes. In particular, it must be clear whether, if the referee is unable to start or continue, the fourth official or the senior assistant referee or senior additional assistant referee takes over.

- Field of play inspection guidelines

- ✓ Field location
- ✓ Weather conditions
- ✓ Field Safety

- Field of play Components

The field of play is composed by:

- Field surface
 - ✓ Natural
 - ✓ Artificial
 - ✓ Dirtiness
- Field markings
 - ✓ Goal lines
 - ✓ Touch lines
 - ✓ Halfway line
 - ✓ Penalty mark
 - ✓ Penalty arc
 - ✓ Optional mark
 - ✓ Corner area
 - ✓ Goal area
 - ✓ Centre mark
 - ✓ Centre circle

- **Field dimension standards**

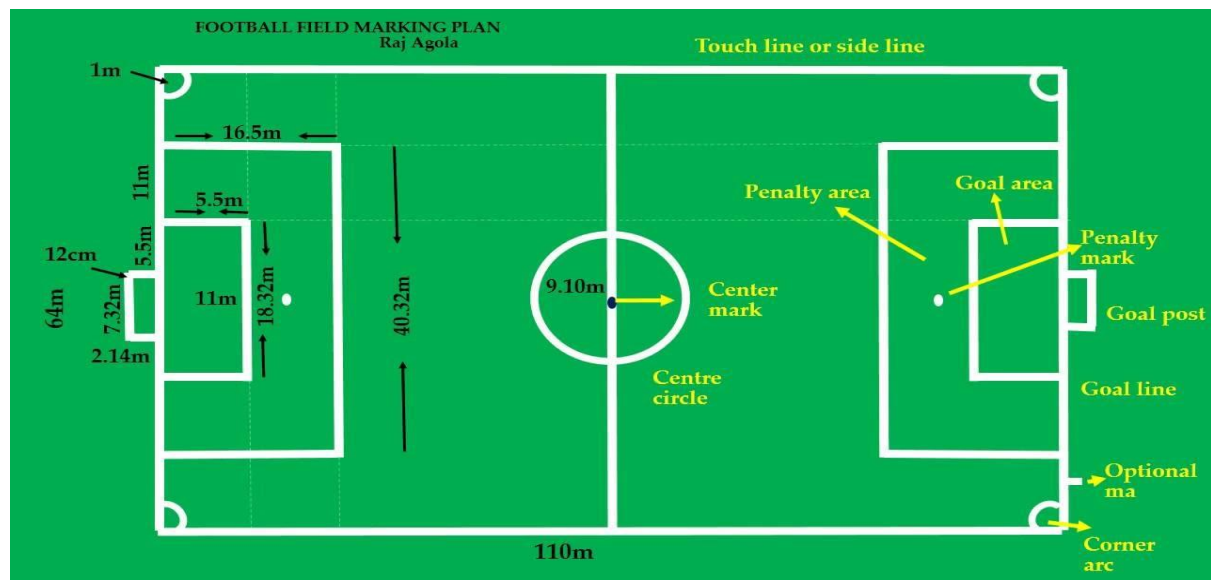
The field of play must be a wholly natural or, if competition rules permit, a wholly artificial playing surface except where competition rules permit an integrated combination of artificial and natural materials (hybrid system).

The color of artificial surfaces must be green. Where artificial surfaces are used in competition matches between representative teams of national football associations affiliated to FIFA or international club competition matches, the surface must meet the requirements of the FIFA Quality programme for Football Turf or the International Match Standard, unless special dispensation is given by The IFAB.

- **Field markings**

The field of play must be rectangular and marked with continuous lines which must not be dangerous; artificial playing surface material may be used for the field markings on natural fields if it is not dangerous. These lines belong to the areas of which they are boundaries. Only the lines indicated in Law 1 are to be marked on the field of play. The two longer boundary lines are touchlines.

The two shorter lines are goal lines. The field of play is divided into two halves by a halfway line, which joins the midpoints of the two touchlines. The center mark is at the midpoint of the halfway line. A circle with a radius of 9.15 m (10 yds.) is marked around it.



LO 1.3. Perform the warm up based on instructor's instructions

- **Warm up**

Warming up is an essential part of preparation for both training and match days. The benefits of warming up include:

- ✓ Increased speed of contraction and relaxation of warmed muscles
- ✓ Reduce muscle stiffness
- ✓ Greater economy of movement
- ✓ Increased blood flow through active muscle tissues
- ✓ Allows the heart rate to get to a workable rate for beginning exercise
- ✓ Mentally focused on the training or competition

- **Stages of warm up**

A warm up should include 3 main stages:

- ✓ General Warm-up (3-5 minutes). This should consist of a gentle and constant paced jog (or similar exercise) to raise the heart rate and blood flow around the body.
- ✓ Dynamic stretching (5 minutes). This essentially stretching on the move. We stretch in this way when warming up, at its replicates the types of movement that we make in matches.
- ✓ Specific Warm-Up. (3-5 minutes). The final part of the warm-up should prepare you for 'match speed' activity. This should involve some maximum effort sprinting and raise your heart rate to approximately 85-90% of its maximum.

A good way to do this is through some sort of team game. This is also a good way of team building before the game and shows unity on the Field of Play. The image below shows referees playing a game of 'tag'. When training, this stage of the warm-up is not essential. However, if training in a group, you may still wish to do this as it will bring a fun element to training

- **Some exercises of performing warm up**

General warm up

For performing a general warm up, you can practice the following exercises:

- ✓ Jogging and walking
- ✓ Agility exercises
- ✓ Speed exercises
- ✓ Static stretching
- ✓ Dynamic stretching



Specific warm up

For performing a specific warm up, you can practice the following exercises:

- ✓ Running shuffle
- ✓ Running forward



LO1.4. Adequate collaboration with other match officials according to given tasks

At any time during a match a referee needs to communicate messages of confidence, control, calmness, positive intensity and fairness. Communication can be Verbal (e.g. words and tones) and non-verbal (e.g. gestures, posture and movements) while 70% of communication is verbal, non-verbal modes are effective means of conveying messages. Even at the beginning of the match, their communication is necessary to understand tasks of everyone during the match.



- Methods of communication used by referees before and during the match

There are many types of signals, subtly interchanged between the Referee and the Assistant Referee during every game. For example, eye-contact and discreet hand signals from an Assistant Referee is helpful in passing information to a Referee e.g. type of offence, next action etc. This would reduce the need for the Referee to come across to the Assistant Referee for consultation.

The Referee lays down the types of signals to be used in a game, during his pre-match brief to his Assistant Referees.

- Body Language:

Body language signaling (in conjunction with flag signaling) is a technique that has successfully been used for many years by Assistant Referees to indicate decisions to the Referee.

The added benefit of using body language (as opposed to flag signaling in certain situations) is that they are not recognized by the players, thus allowing the Referee to change the decision given by the Assistant, without the Assistant losing face. For example:

A body at right angles to the field of play, adjacent to the goal area line, and facing up towards the halfway line with the flag visible field side, horizontally held down the leg, tells the Referee that a goal kick is required.

An Assistant Referee can communicate a corner kick, by running around the outside of the corner flag, and along the goal line for a few meters, and then standing still. No flag signaling has been used in this maneuver, but it clearly indicates a corner kick decision to the Referee. If the Referee has seen something that contradicts this decision (for example, the ball actually deflected off an attacking player), the Referee can quickly award a goal kick.

The Assistant Referee will then step back onto the touchline to take up the body language goal kick position mentioned above, without any of the players recognizing any discord between the match officials.

There are many benefits to be had using body language techniques, as shown in the example immediately above; body language signals prevent unnecessary conflict of simultaneous and opposing signals being delivered by the Assistant Referee and the Referee.

Nevertheless, modern communication methods generally encourage the use of flag signaling, as opposed to the body language (goal kick, and corner kick) methods shown above.

- **Direction Signal:**

In conjunction with the flag, a discrete hand direction signal can indicate to the Referee which side is entitled to a free kick. When an Assistant Referee is unsure which way to award a throw-in, the Referee will guide the Assistant by subtly indicating the direction with a finger or hand; thus enabling the Assistant and the Referee to signal in the same direction. This technique relies on efficient eye contact, and is essential to maintaining teamwork and credibility. On very tight decisions, when the ball stays in play, a discreet hand signal by the Assistant Referee could give valuable support to the Referee.

- **Eye Contact:**

Movement of the eyes can subtly indicate a free kick direction to the Referee. Regular eye contact also allows the Assistant Referees' and the Referee to bond and feel part of the officiating team; thus building up a friendly rapport. Prior to making a decision, the Assistant Referee should always try and make eye contact with the Referee; this helps

to synchronize signaling, and to check that the Referee is not about to make an opposite decision. Perfecting regular eye contact is a difficult art to achieve, as the Assistant Referee is also expected to monitor offside, keep a check on the touchline, technical area and players on the field of play all at the same time! Nevertheless, maintaining regular periodic eye contact is the most important communication tool used between the Referee and his Assistants.

- Flag Waving:

The flag is used to indicate many options as laid down in the Laws of Associated Football. It is important for the Assistant Referee to always hold the flag on the field side and to show as much area of the flag material as possible; this makes it easier for the Referee to locate the Assistant Referee, and to quickly decipher the flag signals when they are delivered. This involves the Assistant Referee switching hands whenever he changes his direction of movement so that the flag is visible to the Referee at any time.

Whenever an Assistant Referee signals the ball out of the field of play (even if players continue to play the ball) the signal must be retained until acknowledged by the Referee taking action. When a flag is raised for Law 12 offences, it should be unfurled and waved to distinguish it from the signal for offside.

- Goal Scored:

To confirm a valid goal has been scored, an Assistant Referee should display clear movement down the touchline towards the centre line. In borderline cases, this movement should be clear (sprint) to be recognized by the Referee. To confirm a goal, the Assistant Referee should not raise his flag. If in his opinion a goal has not been scored correctly, the Assistant Referee should stand still, retaining any signal already given. The Referee may then choose to consult further if he needs additional guidance.

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- Hand Indications:

Subtle movements of the hand can indicate to the Referee that an Assistant has seen a deliberate handball, or an illegal shirt pull (tugging gesture), push or pull by a player. A waving (from side to side) of a lowered palm can also indicate that no offence has occurred. In general, Assistant Referees should not use their hands or arms to indicate to players that an offside has not occurred, or to encourage an advantage. These signals are the prerogative of the Referee, and any duplication by the Assistant will lead to confusion and trouble.

- Miming words:

Assistant Referees can mime words to the Referee - for example "No" to indicate that

a player was not in an offside position, or "Yellow" to indicate an agreement with a Referee's caution. Care must be taken with this technique, as players can also see this communication. This problem is exasperated during televised games, where cameras have been known to pan in with great success, in recognizing exactly what is being mimed (or spoken) between the match officials. Hence, this is the reason why match officials (and also managers) sometimes cover their mouths with their hands whilst talking in televised games.

Nod/Shake of the Head: Used to indicate agreement with a decision, or an incident; for example, after a goal has been allowed by the Referee or the award of a penalty kick or to inform the Referee that a shout for 'HANBALL' by players, was misguided.

- **Penalty Awards:**

Where a Referee seeks guidance from an Assistant Referee concerning the exact location of an offence near the boundary of the penalty area, the action of the Assistant Referee should be as follows:

- a. If the offence is inside the penalty area – the assistant referee moves visibly down the touchline towards the corner flag.
- b. If the offence is outside the penalty area – the Assistant Referee stands still having moved to be in line with the edge of the penalty area.

Stepping onto the Field of Play: When a serious incident has occurred outside of the Referee's vision, one method to attract the Referee's attention is for the Assistant Referee to visibly step onto the field of play (either waving the flag up high, or not). This clearly indicates to the Referee that the Assistant urgently wishes to talk to the Referee to impart some information. This stance will generally be maintained until the Referee is made aware. Once the Referee has acknowledged the gesture, the Assistant Referee can bring the fingers up to the mouth to clearly indicate that a discussion needs to take place between the match officials. During consultation, the Assistant Referee and Referee should both face the field of play. It is usually appropriate to avoid the consultation being heard or understood by others.

'Ten Minute Refereeing' Signals: An arm held straight down at an angle, with the fingers clenched into a fist, informs the Assistant Referee, that the Referee intends to take stricter control of the game (for example, by not applying any advantage) during the next ten minutes. During this tighter control ten-minute period, the Assistant Referees will also be expected to follow the Referee's example by strictly applying the 'Letter of the Law' when making decisions whilst patrolling the touchline.

An arm held straight down at an angle with the fingers outstretched (in a fan shape) tells the Assistant Referee that the Referee has reached the end of the 'Ten Minute Refereeing' tight control period, and will be officiating in a more relaxed and tolerant way. It is important that all the match officials follow the lead of the Referee. It is no good if the Referee starts to slacken the level of control (for example, by applying advantage when he can), if one of the Assistant Referees is doing the opposite.

Thumbs Up/Down: This is used by the Assistant Referee (and the Referee) to indicate agreement with a decision, or an incident, or as a regular friendly encouragement between the three officials.

Time Down signal: The Assistant Referee uses fingers outstretched downwards along the outside of the shorts or on the shirt to indicate to the Referee 1,2,3,4, or 5 minutes remaining in the half. This reminds the Referee, of the remaining time so that the Referee can double-check his own watch!

Time Out: In conjunction with the 'Time Down signal above, the Assistant Referee can use the clenched fist, either across the chest or down the side of the shorts to indicate to the Referee that 45 minutes have expired.

L.U .2.: Control the match

LO 2.1. Effective confirmation of the offside according to the position of second last defender

- Offside position
 - ✓ It is not an offence to be in an offside position. A player is in an offside position if:
 - ✓ Any part of the head, body or feet is in the opponents' half (excluding the halfway line) and
 - ✓ Any part of the head, body or feet is nearer to the opponents' goal line than both the ball and the second-last opponent
 - ✓ The hands and arms of all players, including the goalkeepers, are not considered.
 - A player is not in an offside position if level with the:
 - ✓ second-last opponent or
 - ✓ last two opponents

- **Offside offence**

A player in an offside position at the moment the ball is played or touched* by a team-mate is only penalized on becoming involved in active play by:

- ✓ Interfering with play by playing or touching a ball passed or touched by a team-mate or
- ✓ Interfering with an opponent by:
- ✓ Preventing an opponent from playing or being able to play the ball by clearly obstructing the opponent's line of vision or
- ✓ Challenging an opponent for the ball or clearly attempting to play a ball which is close when this action impacts on an opponent or
- ✓ Making an obvious action which clearly impacts on the ability of an opponent to play the ball or
- ✓ Gaining an advantage by playing the ball or interfering with an opponent when it has:
- ✓ Rebounded or been deflected off the goalpost, crossbar, match official or an opponent
- ✓ Been deliberately saved by any opponent

A player in an offside position receiving the ball from an opponent who deliberately plays the ball (except from a deliberate save by any opponent) is not considered to have gained an advantage.

A 'save' is when a player stops, or attempts to stop, a ball which is going into or very close to the goal with any part of the body except the hands/arms (unless the goalkeeper within the penalty area).

In situations where:

- ✓ A player moving from, or standing in, an offside position is in the way of an opponent and interferes with the movement of the opponent towards the ball this is an offside offence if it impacts on the ability of the opponent to play or challenge for the ball; if the player moves into the way of an opponent and impedes the opponent's progress (e.g. blocks the opponent) the offence should be penalized under Law 12.
- ✓ A player in an offside position is moving towards the ball with the intention of playing the ball and is fouled before playing or attempting to play the ball, or challenging an opponent for the ball, the foul is penalized as it has occurred before the offside offence
- ✓ An offence is committed against a player in an offside position who is already playing or attempting to play the ball, or challenging an opponent for the ball, the offside offence is penalized as it has occurred before the foul challenge

- **No offence**

There is no offside offence if a player receives the ball directly from:

- ✓ a goal kick
- ✓ a throw-in
- ✓ a corner kick

- **Offences and sanctions**

If an offside offence occurs, the referee awards an indirect free kick where the offence occurred, including if it is in the player's own half of the field of play. A defending player who leaves the field of play without the referee's permission shall be considered to be on the goal line or touchline for the purposes of offside until the next stoppage in play or until the defending team has played the ball towards the halfway line and it is outside their penalty area.

If the player left the field of play deliberately, the player must be cautioned when the ball is next out of play.

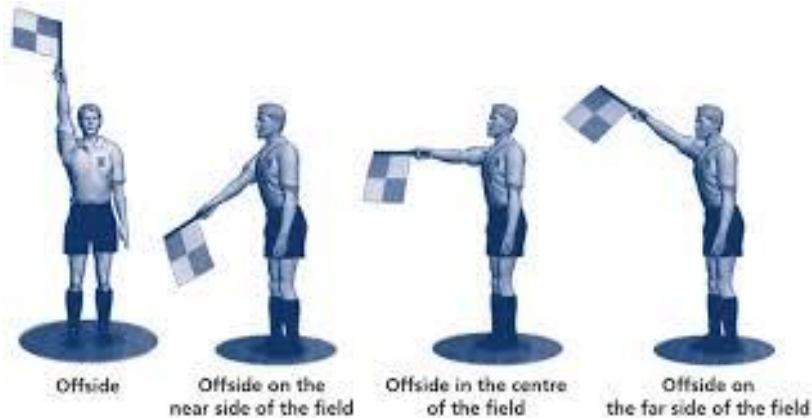
An attacking player may step or stay off the field of play not to be involved in active play. If the player re-enters from the goal line and becomes involved in play before the next stoppage in play, or the defending team has played the ball towards the halfway line and it is outside their penalty area, the player shall be considered to be positioned on the goal line for the purposes of offside. A player who deliberately leaves the field of play and re-enters without the referee's permission and is not penalised for offside and gains an advantage, must be cautioned.

If an attacking player remains stationary between the goalposts and inside the goal as the ball enters the goal, a goal must be awarded unless the player commits an offside offence or Law 12 offence in which case play is restarted with an indirect or direct free kick.

- **Action of assistant referee**

The first action the assistant referee makes after an offside decision is to raise his flag. He then uses his flag to indicate the area of the pitch in which the offence occurred.

If the flag is not immediately seen by the referee, the assistant referee must keep signaling until it has been acknowledged or the ball is clearly in the control of the defending team. The flag must be raised using the right hand, giving the assistant referee a better line of vision.



LO 2.2. Effective maintaining of back up record according to the recorded match information

- What do the referees write during the matches?

It is easy to see the referees write on small notebooks during football matches. It happened on some episodes: goals, substitutions, cards.

Especially in the case of yellow/red cards, how can they write about the reasons on such small notebooks? I do not remember ever seeing referees turn the page, so I guess there is only a single side to write on.

As mentioned, referees will record goals, substitutions and cautions and send-offs in their books throughout the match. Referees will also keep track of injuries, number switches between players (e.g. defender switching shirt with goalkeeper), team official misconduct, and any further misconduct by sent-off players and any extraordinary circumstances that need reporting to the competition administrator such as:

- ✓ Players revealing non-approved slogans, logos or advertising during the match, as mandated by the final paragraph of Law 4.4,

- ✓ Any circumstances leading to the abandonment of a match, so that the competition organizers can make a decision under Law 7.5,
- ✓ Any outside interference during the match that may have led to a significant suspension of play under Law 5.3, such as poor weather, spectator interference, flood light failure, damage to the goals or pitch - this is especially important in social and recreational matches where added time is not played and such a suspension could influence the final result.

Every referee will use a different system for recording information - this may also change depending on the competition rules and reporting requirements.

L.O .2.3.Regular Intervention when the offence is committed according to the location of the offence

- **Types of offences**

- ✓ **Fouls:**

- ❖ **Categories of fouls:**

- **Direct free kick offences**

- Kicks or attempts to kick an opponent
- Jumps at an opponent
- Trips or attempts to trip an opponent
- Charges an opponent
- Strikes or attempts to strike an opponent
- Pushes an opponent
- Tackles an opponent
- Holds an opponent
- Handles the ball deliberately
- Spits at an opponent
- Impeding the progress of an opponent with contact

- **Indirect free kick offences**

- controls the ball with his hands for more than six seconds before releasing it from his possession
- touches the ball again with his hands after he has released it from his possession and before it has touched another player
- touches the ball with his hands after it has been deliberately kicked to him by a team-mate

- **Misconduct**

- Penalty and card

Yellow card

- **Offences for Yellow card**

- Unsporting behavior.
- Dissent by word or action.
- Persistent infringement of the Laws of the Game.
- Delaying the restart of play.
- Failure to respect the required distance when play is restarted with a corner kick, throw-in or free kick.
- Entering or re-entering the field of play without the referee's permission.
- Deliberately leaving the field of play without the referee's permission.

Red card

- **Offence for red card**

- Serious foul play.
- Violent conduct.
- Spitting at an opponent or any other person.
- Denying the opposing team a goal
- Denying an obvious goal scoring opportunity an offence punishable by a free kick or a penalty kick.
- Receiving a second caution in the same match.
- Using offensive, insulting or abusive language and/or gestures

An Assistant Referee must use a raised flag signal to advise the Referee that they have seen a foul committed (or unsporting behavior or violent conduct) when they are better positioned than the Referee and the Referee has not clearly acted on the offence. If the Assistant Referee has additional information, concerning the offence, they wish to give to the Referee a discreet signal may be used, but only to supplement the flag signal already given.

Such action by an Assistant Referee must be taken for all appropriate offences including those committed inside the penalty area.

When a flag is raised for Law 12 offences, it should be unfurled and waved to distinguish from the signal for offside.

LO 2.4. Perfect controlling of touch and goal lines according to the laws of the game

The two assistant referees are instructed by the referee to each patrol half of a single touchline on opposite sides of the field. For example, on a field running north–south, one assistant referee (AR) would run on the eastern touchline from the north goal line to the halfway line, while the other assistant referee would run on the western touchline from the south goal line to the halfway line. In general, the assistant referees' duties would be to indicate (using their flags) when an offside offence has occurred in their half, when a ball has left the pitch, and if a foul has been executed out of the view of the referee (typically in their quadrant of the field). Generally, the ARs will position themselves in line with either the second to last opponent or the ball – whichever is closer to the goal line – to better judge offside infractions. However, the assistant referee will have specific positioning with respect to corner kicks, penalty kicks, and throw-ins.

- **Activities on touch line**

- ✓ Ball line crossing
- ✓ Throw in positioning
- ✓ Throw in direction
- ✓ Oversees substitution

- **Activities on goal line**

- ✓ Ball line crossing
- ✓ Goal keeper positioning

LU 3: Dealing with dispute

LO 3.1. Proper identification of the cause of conflict according to match situations

- Causes of conflict in football players

Seriously foul play

“A tackle or challenge that endangers the safety of an opponent or uses excessive force or brutality must be sanctioned as serious foul play.

“Any player who lunges at an opponent for the ball from the front, from the side or from behind using one or two legs, with excessive force or endangers the safety of an opponent is guilty of serious foul play.”

Referees have to be able to judge the difference between those challenges that are fair from those that are not and to consider when an unfair challenge is committed with excessive force. Brutal actions involving excessive force (violence, endangering the safety of an opponent) must always result in a red card!

It is always important to go through these considerations when deciding if a challenge is deemed Serious Foul Play.

Fouls: careless, reckless, using excessive force/Violent conduct

Does the player show a lack of attention or consideration when making his challenge?

Does the player act without precaution when making the challenge?

Does the player act with complete disregard of the danger to his opponent?

Does the player have a chance of playing the ball in a fair manner?

Does the player far exceed the necessary use of force when making the challenge? What degree of speed and/or intensity is the player using when making the challenge?

Does the player show clear malice when making the challenge?

Does the player lunge at an opponent?

Is the challenge clearly endangering the safety of the opponent?

In summary, it is important that referees penalize all instances of serious foul play with a red card.

Four practical elements of decision making:

- ✓ See
- ✓ Recognize
- ✓ Think
- ✓ Act

- Delaying play

The tactic you describe could be considered to be delaying the restart of play. A number of examples are given in the USSF publication “Advice to Referees on the Laws of the Game”:

The following are specific examples of this form of misconduct (some of which may also be committed by substitutes):

- Kicks or throws the ball away or holds the ball to prevent or delay a free kick, throw-in, or corner kick restart by an opponent
- Fails to restart play after being so instructed by the referee
- Excessively celebrates a goal
- Fails to return to the field from a midgame break, fails to perform a kick-off when signaled by the referee, or fails to be in a correct position for a kick-off
- Performing a throw-in improperly with the apparent intention of being required to perform the throw-in again, thus wasting time
- Unnecessarily moving a ball which has already been properly placed on the ground for a goal kick
- Provokes a confrontation by deliberately touching the ball after the referee has stopped play

Because the ball was out of play at the delay, the restart after any caution in this case would still be the kick-off.

- Racism

Racism in football is the abuse of players, officials, and fans because of their skin color, nationality, or ethnicity. Some may also be targeted because of their association with an opposing team. However, there have been instances of individuals being targeted by their own fans

- Verbal and nonverbal offences

Match officials play an integral role in the beautiful game we call football. But what is not so beautiful about this game is the abuse that referees receive when officiating.

Most spectators will have witnessed a situation where an official is harassed for making an unfavorable call. Whether it is a professional footballer insulting the referee's mother, or parents of junior players threatening officials at a local five-a-side match, abusing the ref has become a "normal" part of football.

Match officials encounter an array of hostile behaviors from players, coaches and spectators ranging from verbal abuse to physical assault. The most common form of abuse exhibited is verbal aggression, with 64% of match officials in one study claiming to have frequently experienced such actions, followed by threats (36%). Worryingly 15% of the match officials reported physical abuse while on the job – and it's not rare for match officials to be hospitalized as a result of physical attacks.

The overall pattern of abuse seems to be consistent across all levels of football, a worrying trend when you consider that amateur referees are as young as 14. And with a considerably lower presence of security and protection within amateur football matches – often none – referees are more exposed to aggressive conduct, which explains why more serious assaults on referees often take place during amateur matches.

- Ignorance

Ignorance is a lack of knowledge and information. The word "ignorant" is an adjective that describes a person in the state of being unaware or even cognitive dissonance and other cognitive relation, and can describe individuals who deliberately ignore or disregard important information or facts, or individuals who are unaware of important information or facts. Ignorance can appear in three different types: factual ignorance (absence of knowledge of some fact), object ignorance (unacquaintance with some object), and technical ignorance (absence of knowledge of how to do something). In football it can cause conflict during or after the match.

- Violent conduct

is when a player uses or attempts to use excessive force or brutality against an opponent when not challenging for the ball, or against a team-mate, team official, match official, spectator or any other person, regardless of whether contact is made.

- Ghost goal

The term "ghost goal" is a generic term for any type of questionable goal, usually in a situation where it's questionable whether the ball fully crossed the goal line into the goal, or if the ball entered the goal through the side netting.

- Unsporting behavior

Misconduct is any conduct by a player that is deemed by the referee to warrant a disciplinary sanction (caution or dismissal). Misconduct may include acts which are, additionally, fouls.

Unlike fouls, misconduct may occur at any time, including when the ball is out of play, during half-time and before and after the game, and both players and substitutes may be sanctioned for misconduct.

Misconduct will result in the player either receiving a caution (indicated by a yellow card) or being dismissed ("sent off") from the field (indicated by a red card).[1]:38 A dismissed player cannot be replaced; their team is required to play the remainder of the game with one fewer player. A second caution results in the player being dismissed. The referee has considerable discretion in applying the Laws; in particular, the offence of unsporting behaviour may be used to deal with most events that violate the spirit of the game, even if they are not listed as specific offences.

- **Spectators**

LO 3.2. Effective intervention in conflict resolution according to observed misconducts

The conflict management program focuses on five maxims, which have an underlying theme of treating people with dignity by showing them respect.

1. Listen to people with all of your senses. There are things happening on the field, on the court and on the benches that will give the official a sense of how the game is progressing. Officials should be listening and not just hearing what is being said.
2. Ask, don't tell. All people, including coaches and players, want to be asked rather than being told what to do. Instead of telling a batter to get back into the batter's box, an umpire can ask the batter to return to the box. That is a sign of respect and generates less resistance.
3. Explain why. Not every call needs to or should be explained, but when appropriate, give explanations. The first great American question is "why?" Explanations answer that question.
4. Offer options, not threats. By offering options you give the players and coaches the choice of which way to go. The options start with the positive choices and then outline the negative choices — but it's helpful to review the positive choice at the end.
5. Give a second chance. All sports are emotional. We have all done things that we later regretted. When it's appropriate, let the players and coaches think about the options you give them. Good officials can talk players and coaches out of an ejection

- **Ways of conflict resolution**

In conflict resolution, the assistant referees have to proceed as following:

- ✓ Call to action
- ✓ Sanctions for conflict
- ✓ Understanding
 - volume of the partners' voice
 - Similar keywords and phrases
 - Gestures
 - Facial expressions
 - Body posture

- ✓ Advice
- ✓ Fair play

LO 3.3 Proper taking of measures in accordance with a dispute settlement procedure

- **Measures to deal with football players**

- ✓ **Disciplinary sanctions:**

The referee has the authority to take disciplinary action from entering the field of play for the pre-match inspection until leaving the field of play after the match ends (including kicks from the penalty mark).

If, before entering the field of play at the start of the match, a player commits a sending-off offence, the referee has the authority to prevent the player taking part in the match (see Law 3.6); the referee will report any other misconduct.

A player who commits a cautionable or sending-off offence, either on or the field of play, against an opponent, a team-mate, a match official or any other person or the Laws of the Game, is disciplined according to the offence.

The yellow card communicates a caution and the red card communicates a sending-off. Only a player, substitute or substituted player may be shown the red or yellow card. Delaying the restart of play to show a card. Once the referee has decided to caution or send off a player, play must not be restarted until the sanction has been administered.

Advantage

If the referee plays the advantage for an offence for which a caution / send off would have been issued had play been stopped, this caution / send-off must be issued when the ball is next out of play, except for the denial of an obvious goal-scoring opportunity when the player is cautioned for unsporting behavior.

Advantage should not be applied in situations involving serious foul play, violent conduct or a second cautionable offence unless there is a clear opportunity to score a goal. The referee must send off the player when the ball is next out of play but if the player plays the ball or challenges/interferes with an opponent, the referee will stop play, send off the player and restart with an indirect free kick, unless the player committed a more serious offence.

If a defender starts holding an attacker outside the penalty area and continues holding inside the penalty area, the referee must award a penalty kick.

Cautionable offences

A player is cautioned if guilty of:

- delaying the restart of play
- dissent by word or action
- entering, re-entering or deliberately leaving the field of play without the referee's permission

- failing to respect the required distance when play is restarted with a cornerkick, free kick or throw-in
- persistent offences (no specific number or pattern of offences constitutes “persistent”)
- unsporting behavior
- entering the referee review area (RRA)
- excessively using the ‘review’ (TV screen) signal

A substitute or substituted player is cautioned if guilty of:

- delaying the restart of play
- dissent by word or action
- entering or re-entering the field of play without the referee’s permission
- unsporting behavior
- entering the referee review area (RRA)
- excessively using the ‘review’ (TV screen) signal

Where two separate cautionable offences are committed (even in close proximity), they should result in two cautions, for example if a player enters the field of play without the required permission and commits a reckless tackle or stops a promising attack with a foul/handball, etc.

Cautions for unsporting behavior

There are different circumstances when a player must be cautioned for

Unsporting behavior including if a player:

- attempts to deceive the referee e.g. by feigning injury or pretending to have been fouled (simulation)
- changes places with the goalkeeper during play or without the referee’s permission
- commits in a reckless manner a direct free kick offence
- handles the ball to interfere with or stop a promising attack
- commits a foul which interferes with or stops a promising attack except where the referee awards a penalty kick for an offence which was an attempt to play the ball
- denies an opponent an obvious goal-scoring opportunity by an offence which was an attempt to play the ball and the referee awards a penalty kick
- handles the ball in an attempt to score a goal (whether or not the attempt is successful) or in an unsuccessful attempt to prevent a goal
- makes unauthorized marks on the field of play
- plays the ball when leaving the field of play after being given permission to leave
- shows a lack of respect for the game
- uses a deliberate trick to pass the ball (including from a free kick) to the goalkeeper with the head, chest, knee etc. to circumvent the Law, whether or not the goalkeeper touches the ball with the hands
- verbally distracts an opponent during play or at a restart

✓ **Celebration of a goal**

Players can celebrate when a goal is scored, but the celebration must not be excessive; choreographed celebrations are not encouraged and must not cause excessive time-wasting. Leaving the field of play to celebrate a goal is not a cautionable offence but players should return as soon as possible.

A player must be cautioned for:

- climbing onto a perimeter fence and/or approaching the spectators in a manner which causes safety and/or security issues
- gesturing or acting in a provocative, derisory or inflammatory way
- covering the head or face with a mask or other similar item
- removing the shirt or covering the head with the shirt

Delaying the restart of play

Referees must caution players who delay the restart of play by:

- appearing to take a throw-in but suddenly leaving it to a team-mate to take
- delaying leaving the field of play when being substituted
- excessively delaying a restart
- kicking or carrying the ball away, or provoking a confrontation by deliberately touching the ball after the referee has stopped play
- taking a free kick from the wrong position to force a retake

Sending-off offences

A player, substitute or substituted player who commits any of the following offences is sent off:

- denying the opposing team, a goal or an obvious goal-scoring opportunity by deliberately handling the ball (except a goalkeeper within their penalty area)
- denying a goal or an obvious goal-scoring opportunity to an opponent whose overall movement is towards the offender's goal by an offence punishable by a free kick (unless as outlined below).
- serious foul play
- biting or spitting at someone
- violent conduct
- using offensive, insulting or abusive language and/or gestures
- receiving a second caution in the same match
- entering the video operation room (VOR)

A player, substitute or substituted player who has been sent off must leave the vicinity of the field of play and the technical area.

Denying a goal or an obvious goal-scoring opportunity

Where a player denies the opposing team a goal or an obvious goal-scoring opportunity by a deliberate handball offence the player is sent off wherever the offence occurs.

Where a player commits an offence against an opponent within their own penalty area which denies an opponent an obvious goal-scoring opportunity and the referee awards a penalty kick, the offender is cautioned if the offence was an attempt to play the ball; in all other circumstances (e.g. holding, pulling, pushing, no possibility to play the ball etc.) the offending player must be sent off.

A player, sent off player, substitute or substituted player who enters the field of play without the required referee's permission and interferes with play or an opponent and denies the opposing team a goal or an obvious goal-scoring opportunity is guilty of a sending-off offence.

The following must be considered:

- distance between the offence and the goal
- general direction of the play
- likelihood of keeping or gaining control of the ball
- location and number of defenders

Serious foul play

A tackle or challenge that endangers the safety of an opponent or uses excessive force or brutality must be sanctioned as serious foul play. Any player who lunges at an opponent in challenging for the ball from the front, from the side or from behind using one or both legs, with excessive force or endangers the safety of an opponent is guilty of serious foul play.

Violent conduct

Violent conduct is when a player uses or attempts to use excessive force or brutality against an opponent when not challenging for the ball, or against a team-mate, team official, match official, spectator or any other person, regardless of whether contact is made.

In addition, a player who, when not challenging for the ball, deliberately strikes an opponent or any other person on the head or face with the hand or arm, is guilty of violent conduct unless the force used was negligible.

Offences where an object (or the ball) is thrown

In all cases, the referee takes the appropriate disciplinary action:

- Reckless – caution the offender for unsporting behavior
- using excessive force – send off the offender for violent conduct.

✓ Enforce the rule of game

The referee and match official's powers and duties are:

Powers

- stopping, suspending or terminating the match at their discretion, for any infringements of the Laws;
- stopping, suspending or terminating the match because of outside interference of any kind;
- stopping the match if, in their opinion, a player is seriously injured and ensuring that they are removed from the field of play. An injured player may only return to the field of play after the match has restarted;
- allowing play to continue until the ball is out of play if a player is, in the referee's opinion, only slightly injured;
- allowing play to continue when the team against which an offence has been committed will benefit from such an advantage and penalizing the original offence if the anticipated advantage does not ensue;
- taking disciplinary action against players guilty of cautionable and sending-off offences. They are not obliged to take this action immediately but must do so, with narrow exceptions, when the ball next goes out of play;
- taking action against team officials who fail to conduct themselves in a responsible manner and may, at the referee's discretion, expel them from the field of play and its immediate surrounds.

Duties

- enforcing the Laws of the Game;
- controlling the match in co-operation with the referees and, where applicable, with the fourth and other officials;
- ensuring that any ball used meets the requirements of Law 2;
- ensuring that the players' equipment meets the requirements of Law 4;
- acting as timekeeper and keeping a record of the match;
- ensuring that any player bleeding from a wound leaves the field of play. The player may only return on receiving a signal from the referee, who must be satisfied that the bleeding has stopped;
- punishing the more serious offence when a player commits more than one offence at the same time;
- acting on the advice of the assistant referees regarding incidents that the referee has not seen;
- ensuring that no unauthorized persons enter the field of play;
- indicating the restart of the match after it has been stopped;
- Providing the appropriate authorities with a match report, which includes information on any disciplinary action taken against players or team officials, substitutions and any other incidents that occurred before, during or after the match.

✓ **Make report**

A **report** is a document that presents information in an organized format for a specific audience and purpose. Although summaries of reports may be delivered orally, complete reports are almost always in the form of written documents.

2. **Short.** Don't make the exercise of reading the package intimidating. Put an executive summary at the front, and if the whole package is more than just a few pages, a table of contents before the executive summary. If a lot of backup detail is included in the package, make sure the reader has a clear sense of the dividing point between the important stuff and the backup detail.

3. **Consistent.** The package looks the same from one reporting period to the next, and you have a common approach to how your different reports all look. You want your audience to be familiar and comfortable with your information.

4. **Meaning & context.** Use a reasonable number of ratios and other metrics to help your audience better understand what the raw numbers are telling them.

5. **Simple and accessible distribution.** Make it easy for your audience to find and print (or read) your reports. It may be trendy and less effort to let everyone know that the reports are ready and they can pull them off the server whenever they wish, but that doesn't mean they'll do it.

6. **Your own availability and willingness to help.** Work to make it clear that you're available to answer questions about the reports. Schedule meetings to explain how to read the reports, and what's new since the last time you held such a meeting. Whether your audience takes you up on these offers or not, you've sent a message that you're available.

Via email

Emailing a report you can send a report to any email address.

Prerequisites

1. You must have the Use Send Now privilege.
2. You must have the Web Subscribe to History List privilege to send a report or document to the History List.
3. You must have the Use Link to History List in Email privilege to send a link to the location of a report or document in the History List via email.

To email a report

1. In Micro Strategy Web, click the name of a report to execute it.
2. From the **Home** menu, select **Send Now**. The Send Now dialog box opens.
3. Click **To** to locate the email address of the recipient. The Recipients Browser opens.

4. Choose an address from the **Available** list. If you do not see the correct email address to use, type the **Address name** and **Physical address** in the respective fields and click **Add to Recipients** to add a new address.
5. Click **OK** to return to the Send Now dialog box.
6. From the **Send** drop-down list, specify where the report is delivered by choosing one of the following options. The options vary depending on the privileges you are assigned, as described in Prerequisites above.
 - ✓ **Data in email:** The report or document is displayed in the email.
 - ✓ **Data in email and to History List:** The report or document is displayed in the email and is also delivered to the History List.
 - ✓ **Data and link to History List in email:** The report or document is displayed in the email, along with a link to the History List location of the report or document.
 - ✓ **Link to History List in email:** A link to the History List location of the report or document is provided in the email.
7. From the Delivery Format drop-down list, select the format in which to send the report. The options are HTML, Excel, and PDF. When Excel or PDF is chosen, the report is included as an attachment in the email; you can reduce the size of the attachment by selecting the Compress contents check box.
8. If the delivery option is Plain Text, you can specify the delimiter character to use to separate values in a report, such as a comma or tab. From the Delimiter drop-down list, select one of the following:
 - ✓ To choose a delimiter from the list, select the delimiter you want to use, such as Comma or Space.
 - ✓ To specify your own delimiter, select Other, then type the character you want to use as the delimiter in the field.
9. Select the Expand page-by fields check box to print all objects in the Page-by drop-down list when the report or document is emailed.
10. In the Subject line, type a description for the emailed report.
11. If you want a message to be displayed in the body of the email, type the text in the Message field.
12. To include the report or document in a zip file:
 - ✓ Expand Advanced Options by clicking the plus sign.

- ✓ Select the Password Protect Zip File check box if you want to protect the zip file by providing a password. Type a password for the zip file.
 - ✓ Type the name for the zip file in the Zip File Name field.
13. If you have selected a contact group as the recipient of the report or document, by default MicroStrategy uses the security filter of the contact group as a whole when delivering the report or document. To use the separate security filters for each member of the subscribed contact group instead, select the **Use contact security for each group member** check box.
14. Click **OK**. The report is sent to the designated email address.

Via fax

Fax (short for facsimile), sometimes called telecopying or telefax (the latter short for telefacsimile), is the telephonic transmission of scanned printed material (both text and images), normally to a telephone number connected to a printer or other output device.

The original document is scanned with a fax machine (or a telecopier), which processes the contents (text or images) as a single fixed graphic image, converting it into a bitmap, and then transmitting it through the telephone system in the form of audio-frequency tones.

The receiving fax machine interprets the tones and reconstructs the image, printing a paper copy.

Early systems used direct conversions of image darkness to audio tone in a continuous or analog manner.

A fax machine from the late



Via poster

Posters are a very popular and particular form of art that finds its admirers all over the world. Very often people have to send posters, which are often unique works of art and bright examples of some direction in the art industry, over long distances.

In this article, we will look at how you can properly pack and ship a poster, whether abroad or domestically, in complete security and at a minimal cost.

If you are already prepared, you can use our special online tool below to go directly to the stage of booking our courier services. However, to make sure you have prepared your posters for shipping carefully enough, be sure to read our expert tips below as well. Shipping posters by courier is easy!

How to prepare a poster for shipping?

As posters are made on paper, even though it's usually a high-quality paper, they are items that can be easily damaged. Given this, you will need to properly prepare and protect your posters before their transportation. To do so, you will need the following packaging materials:

- ✓ Shipping tube (-s) made of solid and rigid cardboard and having a cap.
- ✓ Whiteacid-free tissue paper.
- ✓ Cushioning material (if applicable), such as foam rubber, bubble wrap or packing peanuts.
- ✓ Bubble wrap.
- ✓ Adhesive tape.

How to properly pack a poster for shipping?

1. Take a poster that you want to send and **cover its printed area** with a white acid-free tissue paper.
2. **Prepare** the shipping tube (if applicable). If the length of your rolled poster does not match ideally the length of the tube, you can put some cushioning material, such as foam rubber, bubble wrap or packing peanuts at the bottom of the tube to reduce the free space inside and prevent your item from shifting.
3. **Roll carefully** your poster together with an acid-free tissue paper and **place it** in the shipping tube.
4. **Close** the shipping tube firmly with a cap. After this, it would be good to **protect the ends** of the tube with a bubble wrap. Take time to bubble wrap both ends of the tube and fix such protection with enough adhesive tape.

Via hard copy

A method for delivery of printed materials (hard copy) sent via e-mail by the sender to the relevant branch of the delivery services office closest to the recipient's address

Many people use delivery services to send printed material. The printed material is collected by a courier from the sender's address and is transferred (by motor-bikes, cars, and airplanes - according to need) to the recipient's address.

When the sender's and recipient's addresses are far apart (for instance in different cities and certainly in different countries), the cost of delivery is relatively high and the time, from the collection of the material until its delivery to the recipient, is relatively long.

The present invention is a delivery service, whereby the transport of the printed material from the sender to the relevant branch of the delivery services office closest to the recipient's address is performed by sending the printed material as a digital file from the customer's (the sender's) computer to the computer of the relevant branch (closest to the recipient's address).

The file is then printed at the said branch as printed material, packaged, and delivered to the recipient's address. This avoids the need to (physically) transport the printed material by motor-bikes, cars, and airplanes (according to need) from the sender's address to the relevant branch closest to the recipient's address.

The present invention is an innovative delivery service that significantly lowers delivery costs and reduces delivery time to the recipient. People also often send regular mail from one country to another. It often takes several days from the time the letter was sent to the time it is received.

The sender can e-mail the letter to the relevant branch of the delivery services office, where it is printed and sent by regular local post to the recipient. This service saves a great deal of time in sending mail. The service is provided through a website

Proof of delivery

(POD) is a method to establish the fact that the recipient received the contents sent by the sender. When the sender sends multiple documents through the **mail** there is a possibility of some not reaching the intended recipient. Generally **post offices** provide additional service of guaranteed delivery, known as an **Avis de réception** (advice or acknowledgment of receipt), wherein they require the recipient to sign a paper and that paper is filed by the postal service for a specified number of days.

G. P. O.
21-27

G. O. T.

Administration de la
Post Office of Victoria.

RECOURS
AVIS DE RÉCEPTION
Acknowledgment of Delivery

Un objet recommandé adressé à
of a Registered Article addressed to

*M. Supan, Gaspar, Beap, Boche
Sportado, 65 bis, Mexico DF
America*

Le sousigné déclare qu'il a reçu personnellement à l'adresse mentionnée
The undersigned declares that he has personally received at the address above

et par
and sent by

*M. John Brown
Sr. Romanopardo Richmond
Melbourne 12/11*

Le dit objet a été remis le _____ 1911

Signature
du chef du Bureau distributeur
of the Chief of the Delivering Office

J. Brown

CERTIFICADO
NOV 1 1911
MEXICO D.F.

Il est tenu au Bureau d'origine de l'original de l'objet recommandé délivré par la poste sur cette feuille par le Bureau d'origine.
It is kept at the Office of origin of the original of the Registered Article sent by post on this form at the issuing Office.

Il est recommandé de payer les distributions de journaux, par le type et l'usage des recommandations par le présent service.
It is recommended to pay the distributions of newspapers, by the type and use of the recommendations by the present service.

References:

- ✓ www.fifa.com
- ✓ FOOTBALL FEDERATION SOUTH AUSTRALIA REFEREES
- ✓ FIFA law of the game