

RULES OF EASTERN SUBURBS FOOTBALL ASSOCIATION REFEREES BRANCH

PREAMBLE

The Eastern Suburbs Football Association (ESFA) has created an entity called **The ESFA Referees Branch**. This Referees Branch is affiliated with FNSW and under the ESFA constitution, is an independent sub-committee of ESFA, albeit with its own rules and regulations. Referees will be members of this sub-committee, that is, “The ESFA Referees Branch”.

By creating The ESFA Referees Branch, a committee to be known as the “**ESFA Referees Branch Management Committee**” was established. This Committee is responsible to the Board of ESFA to advise on matters relating to football referees and refereeing. The Committee has six (6) members and is jointly administered by ESFA nominees and Branch members. The ESFA Referees Management Committee is responsible for the creation of policy, management and provision of all referee services to ESFA.

These Rules govern the conduct of all members of the ESFA Referees Branch and the procedures that apply to all referees in ESFA.

Each season the ESFA Referees Branch Management Committee will create a set of Administrative Instructions that, alongside this document, will set out the particular rules for referees for that season.

All relevant ESFA Referees Branch information can be displayed on the ESFA Referees Branch website at <http://www.esrefs.com.au>.

RULES OF ESFA REFEREES BRANCH

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1. Interpretations

In these Rules except in so far as the context or subject matter otherwise indicates or requires -

- (a) "Administrative Instructions" means any instructions on administrative procedures, rules for Referees and other general information provided to members.
- (b) "ESFARB" means the Eastern Suburbs Football Association Referees Branch.
- (c) "ESFA" means the Eastern Suburbs Football Association Inc.
- (d) "The Branch" means ESFA Referees Branch.
- (e) "Branch Website" means the official website of ESFA Referees Branch.
- (f) "FFA" means Football Federation Australia Limited.
- (g) "Football NSW" means Football New South Wales Limited.
- (h) "Junior Referee" means a qualified referee between the ages of 13 and 17.
- (i) "Senior Referee" means a qualified member over the age of 18.
- (j) "State game(s)" means a game or group of games on a given day forming part of a competition conducted by Football NSW, including Football NSW Branches.
- (k) "Referees Coordinator" means the paid administrator employed by ESFA.
- (l) "Management Committee" means the ESFA Referees Branch Management Committee
- (m) "Chairman" means the elected chairman of the ESFA Referees Branch Management Committee
- (n) "Eligible voting member" means a person who is fully financial, not suspended and has attended at least 3 Branch meetings throughout the year.

2. Alterations to the Rules

2.1 The Management Committee may make changes to these Rules by way of a 60% majority decision of that Committee. In addition, each Member of The Branch shall have the right to apply to the Management Committee for variation of these Rules.

2.2 The ESFA Board shall have the right to apply for variation of these Rules.

2.3 Notice of Motion for such variations shall be submitted in accordance with the rules of ESFA.

2.4 A meeting of the Management Committee shall have the power to deal with such notices of motion for variation of these Rules.

3. Membership including Renewal

3.1 To become a member of the ESFA Referees Branch, an individual must complete the following:

(a) MyFootballClub Registration including availability details together with full payment or agreed part payment as per an approved payment plan.

(b) The Football NSW Member Protection Declaration Form and (if applicable) pass a satisfactory background check.

(c) PAYG Statement by a Supplier Taxation Form

3.2 An individual must hold an FFA endorsed refereeing, inspectors, coaches or instructors qualification for an application to be accepted.

3.3 Membership to the ESFA Referees Branch shall be from 1 January to 31 December per year. Membership shall be renewable on an annual basis.

3.4 Members may be dual registered with the State League Referees Branch or its equivalent carrying full voting rights in the ESFA Referees Branch.

3.5 A referee may dual register with another local referee's Branch endorsed by FNSW. The member carries full voting rights and may nominate through which Branch they wish to be registered for their FFA accreditation.

3.6 A referee registered with a Referees Association not endorsed by FNSW may become a member of the Branch provided they maintain their FFA accreditation through the ESFA Referees Branch. These members have full voting rights.

3.7 Members of another Referees Branch endorsed by FNSW who are not members of the ESFA Referees Branch may be appointed by the Appointments Group to matches as "Affiliate Members". These members have no voting rights.

3.8 The Branch Life Members have full voting rights.

4. Administrative Instructions

4.1 Members shall adhere to the administrative instructions as determined by the Management Committee. Failure to comply with such instructions shall result in the member being disciplined in accordance with **Section 20**.

5. The Branch Management Committee

5.1 The Branch Management Committee shall be comprised of three (3) nominees from the Referees Branch and three (3) members from the ESFA community.

5.2 The Management committee shall be elected for a two year term as follows:

* Even Years: three from the ESFA community elected by the ESFA Board * Odd Years: three from the Referees Branch membership.

5.3 The three Branch Management Committee members elected by the ESFA Board, in a manner deemed fit by the Board, at the October Board Meeting of the year and shall comprise of The Branch Deputy Chairman and two other committee positions all of whom must be current members of the Referees Branch.

5.4 Nominations and election for the three members of the Branch shall be conducted in accordance with the procedures dictated in Section 8 of these Rules and ratified by the ESFA Board and shall comprise of The Branch Chairman and two other committee positions.

5.5 The Branch Management Committee shall therefore be comprised of the following members;

* Branch Chairman and Football NSW Referees Delegate

* Deputy Branch Chairman and Branch Judiciary Representative

* Four committee positions

5.6 The Management Committee shall be appointed for a two year term, as follows:

* Even Years: Deputy Branch Chairman and two committee positions

* Odd Years: Branch Chairman and two committee positions.

5.7 The Branch Coach shall be appointed by the Management Committee in a manner deemed fit by that Committee. The Branch Coach shall also be a non-voting member of the Management Committee.

5.8 The Management Committee shall be responsible for the total operational procedures of the Branch including but not limited to, organisation and management of on-going education, training and referee discipline, as well as appointment of referees to matches.

5.9 The Management Committee will also be responsible for the policies and strategic direction of The Branch.

5.10 The Management Committee shall meet at least on a monthly basis throughout the season and as required during the off season, at a time determined by the Chairman.

5.11 The Referees Coordinator shall be a non-voting member and the executive officer of the Management Committee, responsible for official correspondence, minutes, Branch register and equipment.

5.12 The Referees Coordinator shall record the proceedings of all meetings.

5.13 Quorum for all committees and groups shall be 3 members plus the Referees Coordinator or a person designated by them.

5.14 The Branch Deputy Chairman shall be appointed to represent the Branch at any Judiciary Hearings of the ESFA Judiciary or Appeals.

5.15 A Director nominated by the Board shall be an ex-officio member of the Management Committee and shall have a casting vote should a matter requiring a vote of the Management Committee be deadlocked. Should the ex-officio member not be present then the Chairman may exercise the casting vote.

6. The Appointments Group

- 6.1** The Branch Management Committee shall establish an Appointments Group that shall be comprised of two committee members, the Branch Coach and up to 2 additional members that may be nominated by Branch Chair and ratified by the Branch Management Committee.
- 6.2** The Referees Coordinator shall act as the executive officer of this Group and is entitled to express a view at meetings but not to vote on individual match appointments.
- 6.3** The Appointments Group shall meet on a weekly basis or as required throughout the season and where required in the off-season, as determined by the Chair and is responsible for allocating available referees to matches commensurate with their grading, capability and experience.
- 6.4** The Branch Chairman will be an ex-officio member of this Group.

7. The Technical Group

- 7.1** The Branch Management Committee shall establish a Technical Group that shall be comprised of two committee members, the Branch Coach and up to 2 members may be nominated by the Branch Chair and ratified by the Branch Management Committee.
- 7.2** The Technical Group is responsible for organising all referees courses within the ESFA Boundaries, appropriate training schedules, training inspectors/assessors, allocating inspectors/assessors to review the performance of referees and developing programs for high performing and youth referees in accordance with state and national guidelines.
- 7.3** The Technical Group shall meet at least on a monthly basis or as required throughout the season and as required during the off season, at a time determined by the Branch Chair.
- 7.4** The Branch Chairman will be an ex-officio member of this committee.

8. Annual General Meeting

- 8.1** An Annual General Meeting shall be scheduled for all Branch members following the completion of the ESFA Winter Season and prior to 31 November of each year.
- 8.2** Members shall be given at least 28 days notice of the meeting.
- 8.3** The notice will include but not be limited to, the Business of the Meeting and nominations for the three Management Committee positions, according to Rule 5.4.
- 8.4** Accidental omission to give notice to any Members shall not invalidate the meeting.
- 8.5** Members shall be eligible to be nominated on the Management Committee if they are:
- (a)** 18 years of age or over;
 - (b)** An eligible voting member, and are
 - (c)** Nominated according to Rule 8.6
- 8.6** A nomination must:
- (a)** include the official nomination form;
 - (b)** which must be signed by the nominee and another eligible voting member of the Branch and;
 - (c)** be lodged to the Referee Coordinator or the ESFA Office by 5pm, 7 days before the meeting.
- 8.7** An eligible voting Member can only nominate one candidate for a position on the Branch Management Committee.
- 8.8** A Quorum is 5 eligible voting members and the ESFA Referees Coordinator, or their independent designate, is in attendance and appropriate notice has been given to all members.
- 8.9** The business of the meeting shall be
- a)** Apologies;
 - b)** Adoption of previous AGM minutes;
 - c)** Branch Chairman's Report;
 - d)** Technical Group Report;
 - e)** Appointments Group Report;
 - f)** Election of Committee positions
 - g)** General Business.
- 8.10** Voting shall be conducted by the Referees Coordinator, who shall act as Returning Officer for the duration of the elections.
- 8.11** Only members who have attended three or more Branch meetings in the current year may vote at the AGM.

- 8.12** Elections by secret ballot at the meeting shall be held for all positions with more than 1 nominee.
- 8.13** Should no nominations be lodged for a position, then nominations from the floor shall be called.
- 8.14** All eligible members, as outlined in Section 3, have one vote for each nominated position.
- 8.15** Members must attend the meeting to be eligible to vote.
- 8.16** The candidate with the most votes shall be elected to the position.
- 8.17** Where any position has an equality of votes, a re-vote shall take place for only those nominees that are equal.
- 8.18** If an equal vote remains, then drawing of nominees by way of lottery shall occur.

9 Casual Vacancies

- 9.1** Casual vacancies arising due to the resignation, disciplining or incapacity of any member in any Management Committee position shall be filled by a candidate selected by the remaining Management Committee and ratified by the ESFA Board.
- 9.2** The candidate must be a member of the Branch.

10. Appointments

- 10.1** Appointment of members to officiate at games shall be made by the Appointments Group of the ESFA Referees Branch.
- 10.2** Members will be assumed to be available on each Saturday and Sunday subject to any restrictions such as playing, coaching, work commitments, etc., as advised on the Application for Membership submitted at the commencement of the season.
- 10.3** Members must advise any change to these restrictions as specified in the Administrative Instructions immediately they become known so as to enable amendment of appointments scheduling.
- 10.4** Unavailability must be advised by phone as soon as possible but not later than 5:00pm on the Friday of the **week prior** to the unavailability.
- 10.5** During the season, Appointments will be loaded onto the ESFA Referees Branch Website in accordance with the Administrative Instructions for the current year.
- 10.6** Should the member be unable to view their appointments from the Website by midnight on the following day, the member shall advise the ESFA office by phone the next day and make a request for advice of appointments.
- 10.7** Appointments may be changed in accordance with member's availability, where required, up until Friday 5pm.
- 10.8** Should an emergency situation arise which necessitates a member to withdraw from an appointment, such situation shall be advised to the Referees Coordinator as soon as possible by phone and/or by filling the relevant withdrawal form and submitting via email to the Referees Coordinator or the officer specified in the Administrative Instructions within the time stated.
- 10.9** An email explaining the circumstances associated with such withdrawal shall also be sent to the Appointments Group by the Referees Coordinator.
- 10.10** Appointments to 'State' games will be notified via the ESFA Referees Branch Website or by email, otherwise by phone.
- 10.11** Should an emergency situation such as injury, illness, where a referee or assistant referee does not arrive, etc., at a 'State' game, then –
 - (a)** if it is desirable and practical for an additional referee to be arranged, the most senior referee present at the ground shall contact the Appointments Group member specified in the Administrative Instructions to make the necessary arrangements and determine how the games will be covered. The most senior referee present at the ground shall also phone or email the ESFA Office later that day or as soon as practical and record the change(s) in actual match officials from the appointments originally notified.
 - (b)** if it is impractical for an additional referee or assistant referee to be arranged, the most senior referee present at the ground shall rearrange the match officials appropriately. The most senior referee present at the ground shall also phone or email the ESFA Office later that day and record the change(s) in actual match officials from the appointments originally notified.
- 10.12** A member may apply for a review of their appointments should they consider the allocation is beyond their current refereeing capability or if they believe the scheduled allocations will result in an excessive amount of officiating of a particular grade or team. Such a request shall be advised to the Referees Coordinator by phone or email as soon as possible after receiving the appointment but in any case before

5pm on the Thursday and shall state the reason(s) for seeking the revision.

10.13 A member may make a complaint regarding matches they are appointed to. Such a complaint shall be in writing and lodged with the ESFA Referees Coordinator for submission to the Management Committee. Notwithstanding the submission of a complaint, the member shall fulfill the appointment unless advised of a change by the Appointments Committee or Referees Coordinator.

10.14 Members shall fulfill all appointments allocated to them unless relieved of their obligation by the Appointments Committee or relieved of their obligation by the Appointments Committee following application to that committee for such relief.

10.15 A member shall not be appointed to a game while under suspension from the Branch or any other referee's organisation operating under the auspices of FNSW, FFA or FIFA.

10.16 A member who is also a player shall not be appointed to a game or be permitted to officiate on any game while under suspension as a player from any football organisation under the control of FFA or its affiliated organisations

10.17 As a general rule, a Junior Referee must be not less than two (2) years older than the players he/she is to control. However, if the ESFA Referees Branch has promoted a junior referee after assessment to a higher level upon reaching the age of 16, then he/she may be appointed to more senior matches.

10.18 In wet weather conditions, members shall attend the ground for the game to which they have been appointed unless they obtain confirmation prior that the game has been cancelled by checking any of the official ESFA Wet Weather Channels.

10.19 Where a member feels the ground is unsafe to play they may contact a member of the Branch Management Committee who will provide advice as to the appropriate decision.

10.20 Appointments to ESFA Finals and ESFA Grand Finals shall be merit based and awarded based on the experience, skill and competency of each referee as assessed and ranked by the Appointments Group, and subject to availability should either playing and/or club commitments interfere.

10.21 Attendance at referee training (where provided) and availability throughout the season shall be considered by the Appointments Group when they periodically assess and rank referees.

10.22 Where the appointed referee is not fit to fulfill his or her appointments the most senior appointed assistant referee may proceed to referee that game in accordance with the requirements outlined in Rules 11.2 and 11.3

10.23 Members shall not referee games being played in a competition (age and division) for which they are a registered player or team official.

10.24 Members shall not referee cup matches, Finals or Grand Finals in any competition which involves a club of which they are a registered player, team or club official.

11. Officiating Without an Appointment

11.1 Members shall not officiate at any game to which they are not appointed by the Appointments Group without first obtaining the approval of a member of the Appointments Group or the Management Committee with the exception provided in Rules 11.2 and 11.3.

11.2 A member who is a qualified referee and is at a ground where an ESFA or FNSW game is to be played and the appointed referee is not present at the scheduled start time may proceed to referee that game and be reimbursed the relevant match fee, provided the game is of no higher age/grade than previous appointments of the member by the Appointments Group.

11.3 A member who is a qualified referee and is at a ground where an ESFA or FNSW game is to be played, which is of Under 15 age/grade or above and which is of a higher age/grade than previous appointments of the member by the Appointments Committee and a full complement of appointed officials is not present at the scheduled start time, then the member is entitled and may proceed to officiate as a an Assistant Referee only and will be reimbursed the relevant match fee. The member shall not officiate as the Referee in these circumstances.

11.4 A member who referees a game without an appointment must notify the Referee Coordinator by 5pm the day after the game to be reimbursed the match fee.

12. Conduct of ESFA Games

12.1 Games shall be conducted in accordance with the ESFA competition rules as summarised within the Administrative Instructions document provided to each member for the competition to which the member is appointed. Members shall ensure they have the relevant competition rules affecting referees prior to attending a game. Failure to adhere to such competition rules affecting referees shall result in the member being disciplined in accordance with Section 20 of these Rules.

13. Reporting after Games

13.1 On completion of an ESFA game the member refereeing the game shall -

(a) Team Sheet. Complete the team sheet as required complete with the final score of the match, the referee and assistant referee identification details and all issued cautions, send off's and incident reports. - ie. Red and Yellow cards and outlining any other incidents that have occurred. ALL details must be CLEARLY legible.

(b) Forward completed Team Sheets as per the "Administrative Instructions". Team Sheets must reach the nominated destination no later than 5pm 2 days after the game.

(c) Cautions. A Caution Report shall be completed and lodged via the Branch website by the Referee, except for a player receiving two cautions in the same game (Refer to the Administrative Instructions).

A member who is unsure what to do about a caution or who wishes to discuss the incident shall contact the Referees Coordinator or a member of the Management Committee.

(d) Send-Off Reports. Send-Off Reports for each player sent from the field shall be completed and lodged via the Branch website by the Referee and shall give a detailed description of the circumstances leading up to and about the incident concerned. Assistant Referees shall also complete and submit an online report detailing their observations of the incident.

Where serious offences occur or problems arise, the member may also contact the Referees Coordinator or any member of the Management Committee for advice.

(e) Incident Reports. Incident Reports must be prepared with full details and descriptions of the matter being reported and be lodged via the Branch website. Assistant Referees shall also complete and submit a report of their observations online about the incident. Where a serious incident is involved, the Match Officials shall also contact a member of that Management Committee

Where the member wishes to report a team or club official, the member shall first contact the Chairman or any other member of the Management Committee and obtain advice on the most appropriate action to be taken which may include an incident report to be submitted.

(f) Scores. All scores must be submitted online by the referee and assistant referees by 5pm the next day following the game. Where scores have not been entered in time, members may not be paid.

If members cannot submit any of the match details online, a message must be sent to the Referee Coordinator, by way of phone, email or fax before this deadline.

13.2 Dispatch of Reports. All Reports prepared by a member shall be submitted online via the Branch website by midday on the Monday following a weekend game or by 5pm the next day following a mid-week game. All Incident Reports prepared by a member shall also be submitted via email. Failure to observe these arrangements may result in the member being disciplined in accordance with Section 20 of these Rules.

14. Payment of Matches

14.1 Match payments will be processed by the ESFA Accounts Department as per the schedule documented within the Branch Administrative Instructions at the commencement of the competition.

14.2 Payments are calculated from match scores entered on the Branch website. Should no scores be entered then no payments will be made, in accordance with Rule 20.2(b).

14.3 Any other queries shall be directed to the Referees Coordinator.

15. Referee Evaluations

15.1 Clubs may complete Referee Evaluation Reports on games officiated by ESFA Referees Branch members. Members refereeing games shall, when asked, provide their ESFA Referees Branch Membership Number to identified team or club officials. There is no obligation to provide any other information. The member shall refer any further queries be made through the Club Secretary directly to the Referees Coordinator.

15.2 Referees should complete an Assistant Referee Report on games where they have official ESFA Referees Branch Members.

16. Conduct of Members

16.1 Members shall at all times conduct themselves in a manner that is not prejudicial to the interests of the ESFA Referees Branch or its members or refereeing in general.

16.2 Members shall not deliberately touch players of either sex on the field of play and shall take care to speak to and treat all players and team officials with respect regardless of the circumstances.

16.3 Members shall not use foul or abusive language or gestures when speaking to players or team officials.

16.4 A member shall not knowingly officiate at any game with another member where that other member is suspended as a player by any football organisation under the control of the FFA.

16.5 Members shall not openly or publicly criticise or adversely comment on the refereeing decisions or on-field performance of another Branch member or another referee acting on ESFA or FNSW games, regardless of whether the member is or is not in uniform. Where the member is concerned by such refereeing decisions, performance or actions, the concerns shall be put in writing and lodged with Referee Coordinator for submission to the Management Committee.

16.6 Members shall not wear any clothing casual or otherwise that identifies themselves as a match official or as a past or present member of any refereeing body whilst engaged in ESFA competition related activity ie. as a player, manager, assistant manager, coach, assistant coach or RTO.

16.7 Any matter concerning the conduct or behaviour of a member of the Branch Management Committee may be raised directly in writing with the General Manager of ESFA.

17. Responsibilities of the Senior Referee at 'State' Games

17.1 The Appointments Committee shall designate a "Senior referee" for all appointment(s) made on behalf of FNSW for a particular day and ground.

17.2 The Senior referee is responsible for the oversight and general supervision of the refereeing team at a game or designated group of games, such responsibility to include but not be limited to –

(a) ensuring all appointed referees has suitable transport to the ground;

(b) ensuring the ground is inspected at least half an hour prior to the first match and appropriate action initiated to correctly dress the ground and to have rectified dangerous deficiencies in the condition of the field of play or appurtenances or other ground facilities; Each match referee then assumes responsibility for this task prior to each match.

(c) ensuring referees for each game are organised and present themselves so that the game can kick-off at the designated start time;

(d) ensuring that the fourth official, where specifically appointed, is appropriately uniformed and is clear on the duties to be performed;

(e) ensuring that 'off-duty' referees and assistant referees are appropriately attired and are not mistaken for an assistant referee or fourth official;

(f) ensuring that officials for each game are clear on the requirements for completion of game documents and the preparation and submission of all match reports (caution reports, send-off reports and incident reports) required from the referee and assistant referees;

(g) preparing informal feedback on the conduct and performance of all other members of the refereeing team appointed to the game(s) for the Technical Committee and Appointments Committee;

(h) advising the Appointments Committee of any appointment difficulties and of any game that is manned differently from the appointment advice, as required by Rule 10.4; and

(i) advising the Referees Coordinator of players sent-off and of any matter requiring the submission of an Incident Report.

18. Referee Inspectors

18.1 A member may apply for accreditation as an inspector by submitting a written application to the Management Committee through the Referees Coordinator. Such accreditation shall be arranged and effected in accordance with the requirements of FNSW by the Technical Group.

18.2 Inspectors designated for appointment by the Management Committee shall obtain the appropriate accreditation in accordance with FNSW requirements prior to the appointment being confirmed.

18.3 Inspectors will be reimbursed at the rate of an Assistant Referee fee of the game in which they are required to inspect.

18.4 Inspection reports are to be received by the Referees Coordinator within seven (7) days of the nominated game for reimbursement.

19. Referee Assessors

19.1 A member may be requested by the Technical Group to view the field performance of a member referee as an assessor and produce an evaluation report on the member's field performance. Such assessment shall not constitute a formal inspection and shall not result in a marked inspection report. The report on such an evaluation shall be provided within seven (7) days of viewing the field performance.

19.2 A member who is normally appointed to referee games of Under 17 age/grade and above may view the field performance of another member and subsequently offer that member constructive suggestions that they feel would be of assistance in improving the refereeing of the other member as long as the suggestions are aligned to the current principles, practices and techniques of the Branch.

20. Disciplining

20.1 In accordance with Rules 20.11 and 20.12, the Judiciary is empowered to deal with member disciplinary matters and impose penalties for the infringement of these Branch Rules and for bringing the Branch or Game into disrepute.

20.2 Automatic penalties shall be imposed for the following offences -

(a) Failing to submit match cards on time

- (i)** First Offence – \$20 fine
- (ii)** Second Offence– \$40 fine
- (iii)** Third Offence– Review of membership status.

(b) Failing to submit scores online

- (i)** First Offence – No payment
- (ii)** Second Offence – No payment. Warning letter
- (iii)** Third Offence onwards – No payment. Review of membership status.

(c) Failing to submit reports (Caution, send off, incident) by deadline

- (i)** First Offence – Warning
- (ii)** Second Offence – \$50 fine
- (iii)** Third Offence onwards – Non-payment of games. Review of membership status.

(d) Failure to attend appointed matches

- (i)** First Offence – Warning
- (ii)** Second Offence – Fine equals match fee of appointed game
- (iii)** Third Offence onwards – Fine equals match fee of appointed game. Review of membership status.

The Referees Coordinator shall be responsible for tracking and administering these fines. The Referees Coordinator shall notify the Management Committee of any breach of (a)(iii), (b)(iii), (c)(iii) or (d)(iii) offences and the Management Committee shall have the power to arrange disciplinary proceedings in accordance with Rule 20.11.

Where a member has received his or her third cumulative offence from any offence 20.2(a), 20.2(b), 20.2(c) or 20.2(d), or any thereafter, the matter shall be further dealt with in accordance with Rule 20.10.

20.3 Members are required to advise their unavailability on a particular day in accordance with Rule

10.14 and the Administrative Instructions. Where a member fails to provide an unavailability advice by the prescribed time, such advice shall be treated as a withdrawal from appointments and subject to the penalties prescribed in Rule 20.11.

20.4 Members withdrawing from an appointment are required to advise the details to the Appointments Group or Referees Coordinator in accordance with the Administrative Instructions.

Where a member emails the Referees Coordinator and the Appointments Group, in the week leading up to the start time of the appointment and prior to midday Friday before their weekend appointment, a written note with an explanation for the withdrawal that is found acceptable by the Management Committee no penalty shall be imposed. Where the reason is deemed not acceptable, the Management Committee may impose a fine of up to \$20 for each offence by a Junior Member or a fine of up to \$40 for each offence by a Senior Member. These fines do not require a hearing in accordance with Rule 20.10 and may be deducted from future match payments.

Where a member notifies the Appointments Group of a withdrawal after midday Friday (an Emergency Withdrawal) but prior to the beginning of the match, a detailed explanation shall be provided. Where the Management Committee finds the above explanation unacceptable, the matter shall be further dealt with in accordance with Rule 20.10.

20.5 Members are required to fulfill all appointments allocated to them unless relieved of their obligation by the Appointments Group as provided in Rule 10.14.

20.6 Where it can be shown that a member has failed to fulfill their appointment obligation and a written explanation is emailed to the Referees Coordinator and the Appointments Committee within forty eight (48) hours of the appointment start time and the Management Committee finds the explanation acceptable, the Management Committee, as applicable, may relieve the member of further penalty.

20.7 Where a written note is emailed as per Rule 20.6 and the Management Committee finds the explanation unacceptable, the matter shall be further dealt with in accordance with Rule 20.10.

20.8 Where it can be shown that a member has failed to fulfill their appointment obligation and has failed to email a written explanation to the Referees Coordinator and/or the Appointments Committee within forty eight (48) hours after the appointment obligation start time, the matter shall be further dealt with in accordance with Rule 20.10.

20.9 Any referee offering or receiving payment or any form of inducement to or from any ESFA or Branch member or an official or player of any member or any Club Official or player receiving or seeking any payment or other form of inducement from any other person or organisations to wrongfully affect the result of any competition match shall be deemed guilty of misconduct and liable to such penalty as outlined in Rule 20.11.

20.10 Where a member is found to be subject to further disciplinary action under Rules 20.2 to 20.5, 20.7 or 20.8, the Management Committee shall notify the member of their requirement to attend the next Judiciary Hearing. The member shall receive at least 7 days written notice of the time and location of the meeting as well as copies of the evidence to be presented.

20.11 Where the Judiciary finds the member guilty of an offence they may impose fines (up to \$50 for junior referees and \$100 for senior referees) as well as suspensions or other restrictions on future appointments for a specified period of time. A member requiring a second appearance before the Judiciary in the one year shall instead be subject to Rule 20.13.

20.12 Where a member is accused of breaching these rules, bringing the Branch into disrepute or otherwise is accused of misconduct in their refereeing duties, other than the matters stipulated above, that member shall be required to attend a Judiciary Hearing. The accused referee shall be given at least 7 days written notice of the time and location of the meeting as well as copies of the evidence to be presented.

20.13 The Judiciary may impose penalties including fines (up to \$100 for junior members and \$200 for senior members), suspensions, cancellation of Branch membership or other penalties relating to the future appointments of the Member where they are found guilty of an offence.

20.14 Any fines imposed by the Judiciary under Rule 20.11 or Rule 20.13 may be deducted automatically from future match payments or paid directly once all appeals are exhausted.

21. Appeals

21.1 A member of the Branch may appeal any disciplinary decision of the Management Committee or ESFA Judiciary, relating to the disciplining of that member in accordance with Section 20 of these Rules. An appeal fee of \$100 for seniors and \$50 for juniors is to be included with the lodgment of a Notice of Appeal. This amount may be refunded at the discretion of the Appeals Committee.

21.2 An Appeal will be heard by the ESFA Appeals Committee and any subsequent appeal may be heard by FNSW in accordance with the rules of those Committees.

21.3 All appeals must be submitted within seven (7) days following Notice of that decision.

22. Uniforms

22.1 Members shall wear referee uniforms as prescribed by the ESFA Referees Management Committee, comprising -

(a) Official Uniform

Shirt - long or short sleeved monotone black shirt and matching shorts together with monotone black socks as prescribed and approved by the ESFA Referees Management Committee. Footwear must be predominantly black with black laces, and cap (optional) Black or black and white peak style with the state or local association badge.

(b) Official Alternate Uniform

Shirt - long or short sleeved monotone yellow shirt and black shorts together with monotone black socks as prescribed and approved by the ESFA Referees Management Committee. Footwear must be predominantly black with black laces, and cap (optional) Black or black and white peak style with the state or local association badge.

(c) Official Alternate (3rd) Colour

Blue is the approved third shirt colour for ESFA competition games.

If the Official Alternate Uniform (Yellow shirt/Blue shirt) is used, the following criteria shall apply -

- (i)** the same style shirt shall be worn by all match officials during the game, and
- (ii)** a team shall not be required to change their playing strip if a clash with the yellow/blue shirt occurs.

22.2 The badge or badges to be worn by members at all games shall be as prescribed and approved by the ESFA Referees Management Committee. It shall be located and worn in the manner as described by the relevant directive from Football NSW.

22.3 For Football NSW games, all members acting as match officials shall wear the same style shirt, that is, all long sleeved or all short sleeved.

22.4 Members uniforms shall always be clean and present a neat and tidy appearance. Long sleeved shirts must be worn with sleeves fully down at all times. Socks must be fully up at all times and supported by garters or bands or tape, as necessary. Shirts must be neatly tucked into shorts.

22.5 When officiating as an Assistant Referee during inclement weather only the official jacket may be worn.

22.6 Uniform requirements shall apply to both male and female referees.

22.7 Branch identity may be worn other than on the official uniform.

22.8 Members appointed to Football NSW games shall arrive at and leave grounds dressed neatly in smart casual attire including appropriate footwear. Jeans should not be worn to these appointments.

23. Referee Competitions

23.1 Pursuant to the objective governing the development and training of all members, the principle objective in the selection of a member to represent ESFA Referees Branch in a referee competition shall be to enable the successful candidate to participate in the intensive training sessions and rigorous inspection processes associated with such referee competitions. Participation for enhancement of the member's refereeing skill shall rank higher than nominating a candidate to win a competition.

23.2 The Management Committee shall select members for nomination as candidates for referee competitions.

23.3 Selection criteria for a candidate to be nominated for a referee competition conducted by FNSW shall be -

- (a)** The ability of the candidate to be able to competently officiate in the games designated for the relevant age group referee competition.
- (b)** Precedence shall be given to the selection of a candidate who has not previously represented the ESFA Referees Branch in a referee competition.
- (c)** The Management Committee shall, however, be empowered to nominate a candidate who has previously represented ESFA Referees Branch in order to satisfy the requirement of (a) above.
- (d)** A member of the Branch who becomes the winner of a particular age group referee competition shall be ineligible to represent ESFA Referees Branch in the same or similar age group referee competition in a subsequent year.
- (e)** A member who becomes the winner of a FNSW referee competition and subsequently represents FNSW in a FFA national competition and becomes the winner of that national competition shall be ineligible for selection to represent ESFA Referees Branch in any future referee competition.

(f) The Management Committee shall, however, be empowered to nominate a candidate who has previously represented ESFA Referees Branch and won a national competition in order to satisfy the requirement of (a) above.

23.4 Members selected to represent ESFA Referees Branch in a referee competition shall be provided with an expense subsidy as agreed by the Management Committee.

23.5 Nominations shall be made, wherever feasible, to the NSW PYL/WPL panel or its successor each off-season.

23.6 The nominations shall be made by the Technical Group based on its assessment of referees throughout the previous season, as well as nominations from Branch members and requests from the FNSW State Technical Committee.

24. Conduct of Debate

24.1 These procedures shall apply to the conduct of debate at general meetings, management committee meetings and group meetings of the ESFA Referees Branch.

24.2 A member shall stand when offering to speak and shall address the chair upon being called to speak.

24.3 A member addressing a meeting shall speak directly to the motion under discussion, or to an explanation, or to a reply to a question, or to a point of order, or other procedural motion.

24.4 Whenever the Chairman rises during a debate, any member then speaking or offering to speak shall sit down and the meeting shall remain silent so that the Chairman may be heard without interruption.

24.5 Discussion by a member shall not exceed five minutes in length without the consent of the meeting.

24.6 The Chairman may call the attention of members to continued irrelevance, tedious repetition, unbecoming language, or any breach of order on the part of a member. The Chairman may direct such member, if speaking, to discontinue his speech or, in the event of persistent disregard of the authority of the Chair, direct the member to retire for the remainder of the meeting.

24.7 Members shall not address a meeting more than once on any motion or amendment. The original mover of a motion may, however, reply before a vote is taken on the motion, but such reply shall not introduce new matter into the debate and shall be strictly confined to explanations, to dealing with points made by speakers opposing the motion, and to a summary of the arguments of those speakers in support. The right of reply shall not extend to the mover of an amendment which having been carried has become the substantive motion. After the reply, the question shall be put to the meeting forthwith.

24.8 Any member, whether they have spoken on the matter under discussion or not, may rise to a point of order, or an explanation, but such explanation shall be confined to some material part of the member's former speech which may have been misunderstood. A member so rising shall be entitled to be heard forthwith.

24.9 The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall be final and shall not be open to discussion. Dissent from the Chairman's ruling on any matter shall not be spoken to except by the dissentient and the Chairman, each being restricted to a period not exceeding three minutes. A Deputy Chairman shall be appointed to conduct the proceedings for the discussion and vote on dissent from the Chairman's ruling.

24.10 Voting at meetings may be conducted by a show of hands or a secret ballot, if required.

24.11 At Branch meetings and general meetings only, the person presiding as Chairman may exercise a casting vote if the result is tied.

24.12 If a result is tied, then the result shall end in the negative.

24.13 A motion or amendment may be withdrawn by the mover with the consent of the meeting, which shall be determined without debate. Further discussion on the motion or amendment shall not be permitted unless the withdrawal is refused.

24.14 A motion to proceed to the next item of business shall have priority over all amendments, and if carried the meeting shall at once proceed to the consideration of the next item of business.

24.15 Discussion shall cease if the Motion: "that the motion be now put" is carried, however, the original mover of the motion shall have the right of reply.

25. Service Awards

25.1 The Branch shall provide a jacket in the Branch colours with only the Branch badge or logo embroidered with the Branch name and the recognition of ten (10), fifteen (15) and twenty (20) years service.

25.2 The Branch shall provide an approved polo-type shirt with only the Branch badge or logo and embroidered with the Branch name and the recognition of five (5) years service.

25.3 The period of service to Branch shall be an accumulation of five, ten, fifteen or twenty years of annual service commencing from the first weekend of the ESFA competition after they first joined.

25.4 The period of service may be as an active referee, an inspector, an administrator or any person that has been required by the Branch to provide a service to the Branch or its members.

25.5 In the event of a break in service of more than seven (7) years, the period of service for the purpose of Service Awards shall again commence as for a new member.

25.6 Any person joining the Branch after the commencement of the ESFA season shall wait until the following year for their five, ten, fifteen or twenty year period of service to commence.

25.7 The Management Committee shall have the right to consider any application by members as to whether any period off constitutes a break in service.

25.8 Service Awards may be made at the discretion of the Branch Management Committee and within a timeframe aligned to the end of season Branch awards or at the beginning of each year prior to the commencement of the ESFA season.

ENDS
