

RULES

OF

ESFA REFEREES BRANCH

Preamble:

The Eastern Suburbs Football Association (ESFA) has established a new committee to be known as “**the ESFA Referees Standing Committee**”. 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 officers of ESFA and referees. The ESFA Referees Standing Committee is responsible for the creation of policy, management and provision of all referee services to ESFA.

Under the Standing Committee 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”.

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 Standing 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 is displayed on the Referee Branch website at <http://www.esrefs.com.au>.

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VERSION 2.0; 1 February 2011

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RULES OF EASTERN SUBURBS FOOTBALL ASSOCIATION REFEREES BRANCH

Version 2.0 - 1 February 2011

1. Interpretations

These interpretations supplement those given in Section 2.

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 in hard copy or placed on the ESFA Referees Branch Website.
- (b) "ESFA" means the Eastern Suburbs Football Association Inc.
- (c) "ESFA Referees Branch" means Eastern Suburbs Football Association Referees Branch.
- (d) "The Branch" means the ESFA Referees Branch
- (e) "ESFARB" means the ESFA Referees Branch
- (f) "ESFA Referees Branch Website" means the website operated as the official website of ESFA Referees Branch.
- (g) "FFA" means Football Federation Australia Limited.
- (h) "Football NSW" means Football New South Wales Limited.
- (i) "Junior Referee" means a qualified referee between the ages of 13 and 17.
- (j) "Senior Referee" means the member appointed to referee at a single game or the member appointed to referee the highest age grade game at a group of games as designated by the Appointments Committee and played at a ground on a given day.
- (k) "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.
- (l) "Referees Manager" means the paid administrator employed by ESFA in the capacity of ESFA Referees Manager.
- (m) "ESFA Referees Standing Committee" is the committee constituted within the ESFA By-laws.
- (n) "RSC" means the ESFA Referees Standing Committee
- (o) "Standing Committee" means the ESFA Referees Standing Committee.
- (p) "Management Committee" means the ESFA Referees Branch Management Committee
- (q) "ESFARB Chairman" means the elected chairman of the ESFA Referees Branch Management Committee

2. Alterations to the Rules

- 2.1 The ESFA Referees Standing Committee may make changes to these Rules by way of a 60% majority decision of that Committee. In addition, each Member of the ESFA Referees Branch shall have the right to apply to the Standing Committee for variation of these Rules.
- 2.2 The ESFA Board and each committee 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 ESFA Referees Standing Committee shall have the power to deal with such notices of motion for variation of these Rules.

3. Administrative Instructions

- 3.1 Members shall adhere to the administrative instructions as determined by the ESFA Referees Standing Committee. Failure to comply with such instructions shall result in the member being disciplined in accordance with section 17.

4. Membership

- 4.1 To become a member of the ESFA Referees Branch, an individual must complete the following:
- (a) Branch membership application form
 - (b) Information and Availability form
 - (c) FFA Form
 - (d) Working with Children form
 - (e) PAYG Statement by a Supplier Taxation Form
- 4.2 An individual must hold an FFA endorsed refereeing, inspectors, coaches or instructors qualification for an application to be accepted.
- 4.3 Membership to the ESFA Referees Branch shall be from 1 February to 31 January the following year. Membership shall be renewable on an annual basis.
- 4.4 An individual must complete the following forms for renewal of membership to be accepted:
- (a) Branch membership application form
 - (b) Information and availability form
 - (c) A new FFA form
 - (d) Working with Children Form
 - (e) PAYG Statement by a Supplier Taxation Form
- 4.5 Members must attend at minimum of three (3) monthly Branch meetings to be eligible to vote at the Annual General Meeting.
- 4.6 Members may be dual registered with the State League Referees Branch or its equivalent carrying full voting rights in the ESFA Referees Branch.
- 4.7 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.
- 4.8 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.
- 4.9 Members of another referees branch endorsed by FNSW who are not members of the ESFA Referees Branch may be appointed by the Appointments Committee to matches as "Affiliate Members". These members have no voting rights.
- 4.10 ESFARB Life Members have full voting rights.

5. Branch Committees

- 5.1 The Branch Management Committee shall be comprised of the following members selected in accordance with the procedures dictated in section 6.
- * Chairman
 - * Deputy Chairman
 - * Appointments Committee Chair
 - * Technical Committee Chair
 - * Football NSW Referees Delegate
- 5.1.1 The Management Committee shall be elected for a two year term, as follows:
- * Even Years: Chairman, Appointments Committee Chair, Football NSW Referees Delegate
 - * Odd Years: Deputy Chairman, Technical Committee Chair
- 5.2 The Branch Coach shall be appointed by the Standing Committee in a manner deemed fit by

that committee. The Branch Coach shall also be a member of the Management Committee.

- 5.3 The Management Committee shall be responsible for the operational procedures of the branch including organisation and management of on-going education, training and improvement of referees as well as appointments of referees to matches as well as implementing the strategic policies of the ESFA Referees Standing Committee.
- 5.4 The Management Committee shall meet on a monthly basis throughout the season and as required during the off season, at a time determined by the chair.
- 5.5 The Appointments Committee shall be comprised of the Appointments Committee Chair, the Chairman or Deputy Chairman, the Branch Coach and 2 members nominated by the elected Appointments Committee Chair and ratified by the ESFA Standing Committee. The Referees Manager shall act as the executive officer of this committee and is entitled to express an opinion at committee meetings (and shall communicate the findings of the Technical Committee) but not to vote on individual match appointments except as provided elsewhere in these rules.
- 5.6 The Appointments Committee shall meet on a weekly basis throughout the season and where required in the off-season, as determined by the chair, and is responsible for allocating all available referees to appropriate ESFA matches.
- 5.7 The Technical Committee shall be comprised of the Technical Committee Chair, the Chairman or Deputy Chairman, the Branch Coach and 2 members nominated by the Management Committee who must hold an FFA inspectors or instructors certificate.
- 5.8 The Technical Committee is responsible for organising referees courses (for new and upgrading referees), appropriate training schedules, training inspectors, allocating inspectors to review the performance of referees and developing programs for high performing and youth referees in accordance with state and national guidelines.
- 5.9 The Technical Committee should meet on at least a monthly basis at a time determined by the Technical Committee Chair.
- 5.10 A judiciary delegate shall be appointed by the Management Committee to represent the Branch at any hearings of the ESFA judiciary.
- 5.11 The Referees Manager shall be a non-voting member and the executive officer of the Management Committee, responsible for official correspondence, minutes, branch registrar, equipment, liaison between the ESFA Referees Standing Committee and Management Committee and attending Football NSW meetings with the elected delegate.
- 5.12 The Referees Standing Committee shall be comprised of three (3) nominees of the ESFA community and three (3) members of the Referees Branch, one of which shall be appointed Chair of that committee.
 - 5.12.1 The standing committee shall be elected for a two year term as follows:
 - * Even Years: three from the ESFA community
 - * Odd Years: three Referees Branch Members
 - 5.12.2 The three Standing Committee members from the ESFA Community shall be elected by the ESFA Board, in a manner deemed fit by the Board, at the November board meeting of the year.
 - 5.12.3 Nominations and election for the three members of the Referees Branch shall be conducted in accordance with the procedures dictated in section 6.6 and ratified by the ESFA Board.

- 5.13 Members of the Management Committee or any other sub-committee of The Branch may separately nominate for election to the Standing Committee.
- 5.14 The Referees Manager shall record the proceedings of all meetings.
- 5.15 Quorum for all committees shall be 2 members plus the Referees Manager or a person designated by them.

6. Annual General Meeting and Election of Committees

- 6.1 An annual general meeting shall be scheduled for all members following the completion of the ESFA Winter Season and prior to 31 December.
- 6.2 Members shall be given 28 days notice of the meeting which shall call for nominations for the following positions:
 - * Management Committee positions, according to section 5.1.1
 - * The three Standing Committee Members from the Branch, according to section 5.12.1
- 6.2.1 Accidental omission to give notice to any Members shall not invalidate the meeting.
- 6.3 Members shall be eligible to be nominated on either committee if they are:
 - (a) 18 years of age or over;
 - (b) Nominated according to section 6.3.1
- 6.3.1 A nomination must:
 - (a) fill out the official nomination form
 - (a) be submitted in writing
 - (b) be signed by the nominee and another eligible member of the Branch
 - (d) be lodged to the Referee Manager by 5pm , 7 days before the meeting.

An eligible voter may only nominate one candidate for membership of the Standing Committee.
- 6.3.2 Should no nominations be lodged for any position, the chair shall call for nominations from the floor.
- 6.4 Elections by secret ballot at the meeting shall be held for all positions with more than 1 nominee. The candidate with the most votes shall be elected to the position.
- 6.4.1 All eligible members, as outlined in section 4, have one vote for each nominated position.
- 6.4.2 Members must attend the meeting to be eligible to vote.
- 6.5 For all Management Committee positions, the candidate with the highest number of votes shall be elected
- 6.6 For ESFA Referee Branch Standing Committee positions, the three nominees with the highest number of votes shall be elected.
- 6.7 Where any position has an equality of votes, a revote shall take place for only those nominees that are equal.
- 6.7.1 If an equal vote remains then drawing of nominees, by way of lottery, shall occur.
- 6.8 Votes shall be conducted by the Referees Manager, who shall also take over as chairman of the meeting for the duration of the elections.
- 6.9 The business of the meeting shall be a) Apologies; b) adoption of previous minutes; c)

Chairman's Report; d) Technical Committee Chair's Report; e) Appointments Committee Chair's Report; f) Election of Committee positions g) General Business.

- 6.10 Quorum is 2 members and achieved provided that the ESFA Referees Manager, or their independent designate, is in attendance and appropriate notice has been given to all members.

7. **Casual Vacancies**

- 7.1 Casual vacancies arising due to the resignation, disciplining or incapacity of any member in any Management Committee or Standing Committee position shall be filled on a short term basis by a candidate selected by the remaining Management Committee and ratified by the ESFA Referees Standing Committee.
- 7.2 Nominations elected in accordance with section 6.3.2 shall be deemed casual vacancies
- 7.3 The position shall be subject to election of members at the next annual general meeting.

8. **Appointments**

- 8.1 Appointment of members to officiate at games shall be made by the Appointments Committee of the ESFA Referees Branch.
- 8.2 Members will be assumed to be available on each Saturday and Sunday subject to any restrictions such as playing, coaching, work commitments, etc., advised on the Application for Membership submitted at the start of the season. Members must advise changes to these restrictions as specified in the Administrative Instructions immediately they become known to enable amendment of appointments reference data.
- 8.3 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.
- 8.4 During the season, Appointments will be initially loaded on to the ESFA Referees Branch Website on each Tuesday evening by 7pm. Should the member be unable to view their appointments from the Website by midnight on the Wednesday, the member shall advise this situation to the ESFA office phone on the Thursday and make a request for advice of appointments.
- 8.4.1 Appointments may be changed in accordance with member's availability, where required, up until Friday 5pm.
- 8.5 Should an emergency situation arise which necessitates a member to withdraw from an appointment, such situation shall be advised by filling the relevant withdrawal form and submitting via email or phone to the relevant person specified in the Administrative Instructions within the time stated. An email explaining the circumstances associated with such withdrawal shall also be sent to the Appointments Committee via the Referees Manager.
- 8.6 Appointments to 'State' games will be notified via the ESFA Referees Branch Website, or by email, otherwise by phone.
- 8.7 Should an emergency situation such as injury, illness, 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 Committee 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 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.
- 8.8 A member may apply for a revision to their appointments should they consider the allocation is beyond their present refereeing capability or if they believe the allocation will result in an excessive amount of refereeing of a particular grade or team. Such application shall be advised to the Referees Manager 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.
- 8.9 A member may make a complaint about an appointment given to them. Such complaint shall be in writing and lodged with the ESFA Referees Manager for submission to the Management Committee. Notwithstanding the submission of a complaint, the member shall fulfil the appointment unless advised of a change by the Appointments Committee.
- 8.10 Members shall fulfil 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.
- 8.11 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.
- 8.12 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
- 8.13 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.
- 8.14 In wet weather conditions, members shall attend the ground for the game to which they have been appointed unless they obtain confirmation that the game has been cancelled by calling the ESFA Office wet weather line or a notice has been placed on the ESFA website.
- 8.14.1 Where a member feels the ground is unsafe to play they may contact a member of either the Branch Management Committee or Branch Standing Committee who will provide advice as to the decision.
- 8.15 Appointments to finals and grand finals shall be awarded based on the skill and competency of each referee as assessed and ranked by the Appointments Committee, subject to the playing and club commitments of each referee.
- 8.16 Attendance at referee training (where provided) and availability throughout the season shall be considered by the Appointments Committee when they rank referees.
- 8.17 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 sections 9.2 and 9.3
- 8.18 Members shall not referee games being played in a competition (age and division) for which they are a registered player or team official.
- 8.19 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.

9. Officiating Without an Appointment

- 9.1 Members shall not officiate at any game to which they are not appointed by the Appointments Committee without first obtaining the approval of a member of the Appointments Committee or the Management Committee with the exception provided in Rules 9.2 and 9.3.
- 9.2 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 Committee.
- 9.3 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.
- 9.4 A member who referees a game without an appointment must notify the Referee Manager by Monday 5pm following the game to be reimbursed the match fee.

10. Conduct of Games

- 10.1 Games shall be conducted in accordance with the ESFA competition rules as summarised on 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 by the Management Committee in accordance with section 17.

11. Reporting after Games

- 11.1 On completion of an ESFA game the member refereeing the game shall -
- (a) *Team Sheet.* Complete the team sheet as required with the score in the match, the referee and assistant referee details and all issued cautions and sending offs. ALL items must be CLEARLY legible. Forward completed Team Sheets as per the "Administrative Instructions". Team Sheets must reach the nominated destination no later than Tuesday 5PM following the game.
 - (b) *Cautions.* A Caution Report shall be completed and lodged via the ESFA Referees Branch website by the Referee and both assistant referees for each caution issued during a game, 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 Manager
 - (c) *Send-Off Reports.* Send-Off Reports for each player sent from the field shall be completed and lodged via the ESFARB 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 about the incident. Where serious offences or problems are involved, the member may also contact the Referees Manager, the Chair of the ESFA Referees Standing Committee or other member of the Branch Management committee for advice.
 - (d) *Incident Reports.* Incident Reports must be prepared with full details and descriptions of the matter being reported and be lodged via the ESFA Referees 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 the Chair of the ESFA Referees Standing Committee or other member of that committee

Where the member wishes to report a team or club official, the member shall first contact the Chair of the ESFA Referees Standing Committee or other member of the Branch Management committee and obtain advice on the action to be taken and report to be submitted.

- (e) *Scores.* All scores must be submitted online by the referee and assistant referees by 5pm Monday following the game. Where scores have not been entered in time, members will not be paid.

If members cannot submit any of the following information, a message must be sent to the Referee Manager, by way of phone, email or fax by this deadline.

- 11.2 *Despatch of Reports.* All Reports prepared by a member shall be submitted online via the ESFA Referees Branch Website by 5pm on the Monday following the game. All Incident Reports prepared by a member shall also be submitted via email. Failure to observe these arrangements shall result in the member being disciplined in accordance with section 17.

12. Referee Evaluations

- 12.1 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 team or club officials. There is no obligation to provide any other information. The member shall direct further queries to the club secretary.
- 12.2 Referees should complete an Assistant Referee Report on games where they have official ESFA Referees Branch Members.

13. Conduct of Members

- 13.1 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.
- 13.2 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.
- 13.3 Members shall not use foul or abusive language or gestures when speaking to players or team officials regardless of the circumstances.
- 13.4 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.
- 13.5 Members shall not openly or publicly criticise or adversely comment on the refereeing decisions or 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 ESFA Referees Branch for submission to the ESFA Referees Standing Committee.

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

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

- (d) 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 appointments difficulties and of any game that is manned differently from the appointments advice, as required by By-section 8.3; and
- (i) advising the Referees Manager of players sent-off and of any matter requiring the submission of an Incident Report.

15. Referee Inspectors

- 15.1 A member may apply for accreditation as an inspector by submitting a written application to the Management Committee through the Referees Manager. Such accreditation shall be arranged and effected in accordance with the requirements of FNSW by the Technical Committee.
- 15.2 Inspectors designated for appointment by the Management Committee shall obtain the appropriate accreditation in accordance with FNSW requirements prior to the appointment being confirmed.
- 15.3 Inspectors will be reimbursed at the rate of an Assistant Referee fee of the game in which they are required to inspect.
- 15.4 Inspection reports are to be received by the Referees Manager within seven (7) days of the nominated game for reimbursement to be paid to the Inspector.

16. Referee Assessors

- 16.1 A member may be requested by the Technical Committee or the ESFA Referees Standing Committee 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 be a formal inspection and shall not result in a marked inspection report. The report on such evaluation shall be provided within seven (7) days of viewing the field performance.
- 16.2 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 offer to that member suggestions that they feel would be of assistance in improving the refereeing of the other member.

17. Disciplining

- 17.1 In accordance with Rules 17.8 and 17.9, the ESFA Referees Standing Committee and the Management Committee are empowered to impose penalties for the infringement of these Rules and for bringing the Branch into disrepute.
- 17.2 Automatic penalties shall be imposed for the following offences -
- (a) Failing to submit match cards on time (Tuesday 5pm)
 - (i) First Offence - \$20 fine
 - (ii) Second Offence- \$40 fine
 - (iii) Third Offence- Review of membership status. Exclusion from further games at RSC's discretion.
 - (b) Failing to submit scores online by Monday 5pm

- (i) First Offence – No payment
- (ii) Second Offence – No payment. Warning letter from RSC
- (iii) Third Offence onwards – No payment. Review of membership status. Exclusion from further games at RSC's discretion.
- (c) Failing to submit reports (Caution, send off, incident) by deadline (Monday 5pm)
 - (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 games
 - (iii) Third Offence onwards – Review of membership status. Exclusion from further games at RSC's discretion.

The Referees Manager shall be responsible for tracking and administering these fines. The Manager shall notify the Referees Standing Committee of any breach of (a)(iii), (b)(iii), (c)(iii) or (d)(iii) offences and that Committee shall have the power to arrange further disciplinary proceedings in accordance with Rule 17.8.

17.3 Members are required to advise their unavailability on a particular day in accordance with section 8.3 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 17.8.

17.4 Members withdrawing from an appointment are required to advise the details to the Appointments Committee or Referees Manager in accordance with the Administrative Instructions.

Where a member emails the Referees Manager and the Appointments Committee, at least 48 hours prior to the start time of the 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 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 17.7 and may be deducted from future match payments.

Where a member notifies the Appointments Committee of a withdrawal after 5pm 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 17.7.

17.5 Members are required to fulfil all appointments allocated to them unless relieved of their obligation by the Appointments Committee as provided in Rule 8.10. Where it can be shown that a member has failed to fulfil their appointment obligation and a written explanation is emailed to the Referees Manager 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.

Where a written note is emailed as above and the Management Committee finds the explanation unacceptable, the matter shall be further dealt with in accordance with Rule 17.7. Where it can be shown that a member has failed to fulfil their appointment obligation and has failed to email a written explanation to the Referees Manager 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 17.7.

17.6 Any referee offering or receiving payment or any form of inducement to or from any ESFA or

ESFARB 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 17.8.

- 17.7 Where a member is found to be subject to further discipline under Rules 17.3 to 17.5, the Management Committee shall notify the member of their requirement to attend the next Management Committee meeting. The member shall receive at least 7 days written notice.
- 17.8 Where the Management Committee 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 Management Committee in the one year shall instead be subject to Rule 17.9.
- 17.9 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, the ESFA Referees Standing Committee shall hold a disciplinary hearing at its next meeting. 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.
- 17.9.1 The ESFA Referees Standing Committee 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.
- 17.10 Any fines imposed by the Management Committee under Rule 17.8 or ESFA Referees Standing Committee under Rule 17.9 may be deducted automatically from future match payments once all appeals are exhausted or by electronic transfer.

18. Payment of Matches

- 18.1 Match payments will be processed by the Referee Manager on the 15th day of every month.
- 18.2 Payments are calculated from match scores entered on the ESFA Referees Website. Should no scores be entered then no payments will be made, in accordance with section 17.2(b).
- 18.3 Any other queries shall be directed to the Referee Manager.
- 18.4 A 10% administration fee shall be deducted from all match payments.

19. Appeals

- 19.1 A member of the Branch may appeal any decision of the Management Committee or ESFA Referees Standing Committee relating to the disciplining of that member in accordance with section 17. An appeal fee of \$100 for seniors and \$50 for juniors is to be included with the lodgement of a notice of appeal. This amount will be refunded where an appeal results in a change of penalty or findings.
- 19.2 An Appeal will be heard at first instance by the ESFA Judiciary Committee and a subsequent appeal may be heard by the ESFA Appeals Committee in accordance with the rules of those Committees.
- 19.3 All appeals must be submitted within seven (7) days following notice of that decision.

20. Uniforms

- 20.1 Members shall wear current referee uniforms as prescribed by FNSW and the ESFA Referees Standing Committee comprising -
- (a) Official Uniform

Shirt - long sleeved monotone black with white collar and cuffs, or shirt - short sleeved Monotone black with white collar and white sleeve trim, and shorts monotone black, and socks monotone black, and footwear predominantly black with black or white laces, and cap (optional) Black or black and white peak style with the badge.

(b) Official Alternate Uniform

Shirt - long sleeved monotone yellow with or without black collar and cuffs, or shirt - short sleeved monotone yellow with or without black collar and black sleeve trim, and shorts monotone black, and socks monotone black with white top, and footwear predominantly black with black or white laces, and cap (optional) black or black and white peak style with the badge.

If the Official Alternate Uniform (yellow 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 shirt occurs.

- 20.2 The badge to be worn by members at all games shall be the badge determined by FNSW worn in the manner designated by FNSW.
- 20.3 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.
- 20.4 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.
- 20.5 When officiating as an Assistant Referee during inclement weather only the official jacket may be worn.
- 20.6 Uniform requirements shall apply to both male and female referees.
- 20.7 Branch identity may be worn other than on the official uniform.
- 20.8 Members appointed to Football NSW games shall arrive at and leave grounds dressed neatly in civilian clothes.
- 20.9 Uniform costs must be paid by way of electronic transfer, automatic deduction from future payments, or a combination of the two.

21. Referee Competitions

- 21.1 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.
- 21.2 The Management Committee shall select members for nomination as candidates for referee competitions.
- 21.3 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 on 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. 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.

- (c) 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.
- (d) 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. 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.

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

21.5 Nominations shall be made, wherever feasible, to the NSW PYL/WPL panel or its successor each off-season. These nominations shall be made by the Technical Committee based on its assessment of referees throughout the previous season, as well as based on nominations from branch members and requests from the FNSW State Technical Committee.

22. Conduct of Debate

22.1 These procedures shall apply to the conduct of debate at general meetings, committee meetings and sub-committee meetings of the ESFA Referees Branch.

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

22.3 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.

22.4 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.

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

22.6 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.

22.7 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.

22.8 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.

- 22.9 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.
- 22.10 Voting at meetings may be conducted by a show of hands or a secret ballot, if required.
- 22.10.1 The person presiding as Chairman may exercise a casting vote if the result is tied.
- 22.10.2 If a result is tied, then the result shall end in the negative.
- 22.11 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.
- 22.12 A motion to proceed to the next 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.
- 22.13 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.

23. Service Awards

- 23.1 ESFARB shall provide a jacket in the ESFARB colours with only the ESFARB badge or logo embroidered with the ESFARB name and the recognition of ten (10), fifteen (15) and twenty (20) years service.
- 23.2 ESFARB shall provide a polo-type shirt in gold colour with only the ESFARB badge or logo and embroidered with the ESFARB name and the recognition of five (5) years service.
- 23.3 The period of service to ESFARB 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.
- 23.4 The period of service may be as an active referee, an inspector, an administrator, or any person that has been required by ESFARB to provide a service to ESFARB or its members.
- 23.5 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.
- 23.6 Any person joining ESFARB 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.
- 23.7 The ESFA Referees Standing Committee shall have the right to consider any application by members as to whether any period off constitutes a break in service.
- 23.8 Service Awards shall be made at the beginning of each year before the commencement of the ESFA season.
