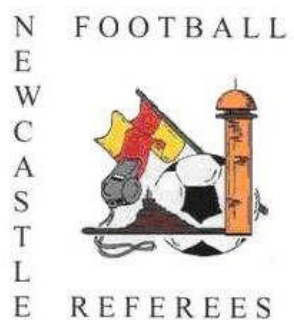


# NEWCASTLE FOOTBALL REFEREES INCORPORATED.



## STANDARD PROCEDURES

NEWCASTLE FOOTBALL REFEREES INCORPORATED. NOVEMBER 2015

## ***Contents***

<b>Part 1 – Membership</b>	<b>3</b>
1. Application for Membership.....	3
2. Active Members.....	3
3. Non Active Members.....	3
4. Social Members.....	3
5. Life Members.....	4
<b>Part 2 – Sub-Committees</b>	<b>4</b>
6. Generally.....	4
7. Technical Committee.....	4
Certificate Examinations.....	5
Grading Examinations.....	5
Upgrading.....	6
Trainer.....	6
8. Appointments Board.....	7
9. Social Committee.....	8
<b>Part 3– Assessment &amp; Grading</b>	<b>9</b>
10. Assessors.....	9
<b>Part 4– Miscellaneous</b>	<b>9</b>
11. Permanent Apologies.....	9
12. Out of Pocket Expenses.....	9
13. Association Fees.....	9
14. Association Auditor.....	9
15. Resolutions.....	10
16. Voting Rights.....	10
17. Alteration to Standard Procedures.....	10
18. Interpretation.....	10
19. Delegates.....	10
<b>Part 4 – Member's Behaviour</b>	<b>10</b>
20. Recognition and Reporting of Decisions.....	10
21. Public Relations.....	11
22. Annual Seminar.....	11
23. Send-Off & Misconduct Reports.....	11
24. Team Sheets.....	12
25. Dress Code.....	12
26. Non Attendance or Alteration to Appointments.....	12
27. Complaints on Appointments.....	13

## **Part 1 - MEMBERSHIP**

### **1. APPLICATION FOR MEMBERSHIP**

- 1.1 All memberships expire at midnight on 15 March each year unless previously renewed.
- 1.2 The Committee may accept an application for membership where that application is made by electronically registering for membership through the MyFootballClub internet website as an alternative to the application provided in the Constitution.
- 1.3 The Committee may accept an application for renewal of membership where that application for renewal is made by electronically applying through MyFootballClub internet website as an alternative to the application provided in the Constitution.
- 1.4 Photo identification certificates shall be issued as deemed necessary by the Committee and such certificates shall remain the property of the Association.

### **2. ACTIVE MEMBERS**

- 2.1 An active member means a financial member who officiates as a referee or assistant referee on games under the control of the Association.
- 2.2 No person shall be eligible to become an active member of the Association unless, in accordance with Cl.3(1)(c) of the Constitution, they:-
  - (a) have attained the age of 13 years; and
  - (b) have gained at least a level 4 Football Federation Australia (FFA) qualification; and
  - (c) Be of good character and repute; and
  - (d) The maximum joining age to become an Active Referee shall be 56 years of age or as determined by the management Committee.
- 2.3 Applicants who hold a current Referees certificate recognised by the Football Federation Australia (FFA) may be admitted to active membership provided that evidence is provided from the body that the holder has not been expelled or suspended by, and has no dues outstanding to, that body.

### **3. NON ACTIVE MEMBERS**

- 3.1 A Non Active Member is any financial member who holds a recognised referees qualification or certificate but no longer officiates at games for the Association.
- 3.2 Non active members do not need to meet the requirements of Cl.3(1)(c) of the Constitution.

### **4. SOCIAL MEMBERS**

- 4.1 A social member is any financial member who does not come within the category of active member or non active member but who wishes to participate in the social activities of the Association.
- 4.2 Social members shall have the right to speak on any subject raised at a General Meeting of the Association and shall have the right to vote, to move or to second motions but not to stand for any position of the Association other than a position on the Social Committee.
- 4.3 Social members do not need to meet the requirements of Cl.3(1)(c) of the Constitution.

## **5. LIFE MEMBERS**

- 5.1 Any member who has rendered exceptional or outstanding service to the Association may be granted life membership at an annual general meeting.
- 5.2 Nominations for life membership shall be in writing to the Committee signed by the proposer and shall contain grounds for the nomination. Nominations must be in the hands of the Secretary not less than 28 days prior to the Annual General Meeting.
- 5.3 Only nominations endorsed by the Committee shall be brought before the Annual General Meeting.
- 5.4 On presentation to the meeting and after reasonable discussion at the Chairpersons discretion the nomination shall be put to a secret ballot of all financial members present.
- 5.5 On the affirmative majority being attained the nominee shall be elected Life Member of the Association.
- 5.6 Life members are conferred the rights and privileges of all members under the Constitution and Standard Procedures of the Association, with the provision that such members shall not be required to satisfy the requirements of Cl.9(2) of the Constitution.
- 5.7 Before a nomination for life membership is accepted by the committee such nominee must have served 15 years of cumulative membership and proved active participation by sterling and single service and by promoting the objects of the Association.
- 5.8 Any life member who is expelled from the Association shall forfeit life membership.
- 5.9 A life member is exempt from the requirements of Cl.3(1)(c) of the Constitution unless they wish to officiate as a referee or assistant referee at games under the control of the Association.

## **Part 2 – SUB-COMMITTEES**

### **6. GENERALLY**

- 6.1 Sub-committees consist of such members as are decided by the Committee or the members at any General Meeting.
- 6.2 Unless specifically provided, the number of members to be appointed to any sub-committee shall be determined by the committee.

### **7. TECHNICAL COMMITTEE**

- 7.1 There shall be a sub-committee, known as the technical committee.
- 7.2 The head of this committee shall be the Branch Coach, and whose qualifications should comprise:
  - (a) Essential - Level 3 or higher referee with minimum of five (5) years active refereeing.
  - (b) Desirable – accreditation as an Assessor or Instructor as prescribed by the National Officiation Accreditation Scheme (NOAS) and/or the Australian Officiating Development Schedule (AODS) or other equivalent policy document provided from time to time, with at least 2 years active assessing or coaching.

- 7.3 In addition to the Branch Coach the technical committee shall comprise up to five (5) members known as assistant coaches who will be appointed by the Committee each year and who will take direction from the Branch Coach.
- 7.4 The assistant Coaches should be experienced active members who preferably hold accreditation as an Assessor or Instructor as mentioned in Cl.7.2(b) above.
- 7.5 The technical sub committee shall be responsible for the education and development of members through the appropriate conduct of accredited courses, examinations, coaching sessions, seminars, mentoring and training, in accordance with the Australian Officiating Development Schedule (AODS) or other equivalent policies and guidelines provided from time to time.
- 7.6 The technical committee, through the Branch Coach, shall:
- (a) Report to the committee on its activities when requested; and
  - (c) Retain and, when required, produce all theory examination papers for each current year; and
  - (d) Assist the Appointment Board in the allocation of fixtures for candidates attempting Higher Certificate field examinations; and
  - (e) Assist in the allocation of Assessors on fixtures where Referees upgrade Examinations are being conducted.
- 7.7 The technical committee shall conduct all relevant examinations required as follows:
- I. In respect to Certificate Examinations – Level 4:-**
- (a) Examine all duly recommended candidates for Referees Certificate Examinations and decide thereon; and
  - (b) Issue through the Branch Coach the Appropriate Referees certificate; and
  - (c) Where deemed advisable, call on any Referee to be re-examined; and
  - (d) Organise and conduct such examinations for each certificate as is provided for in these Standard Procedures.
- II. In respect to Grading Examinations – Level 3 or higher:-**
- (a) All applicants for higher certificate examinations shall be in writing to the Branch Coach for the consideration of the technical committee.
  - (b) A non-active member who has previously qualified in a particular grade but has not actively refereed for a period of twelve (12) months shall be required to undergo the field test for their grade before being placed back on the Active List.
  - (c) Where a member has been non-active for a period of two (2) years or more or has never been an active member and wishes to become an active member, they shall be required to satisfy the technical committee as to their knowledge of the laws of the game and pass the required field test for their grade.
  - (d) All applicants for level 3 Football Federation Australia (FFA) examinations shall:-
    - (i) Pass a current fitness test where deemed necessary; and
    - (ii) Attend or have attended the Annual Seminar for that year; and

- (iii) Pass the accredited Course as prescribed by the FFA including the required written and visual examinations and field tests; and
- (iv) Receive the approval of the technical committee.
- (e) Once an application for Higher Examination has been approved by the technical committee, the application shall be forwarded to the Northern NSW Football Federation Referees technical committee, to comply with the necessary accreditation process.
- (f) The Football Federation Australia (FFA) theory papers shall be used in all examinations.
- (g) Examinations shall conform to the Football Federation Australia (FFA) National Officiation Accreditation Scheme (NOAS) and/or the Australian Officiating Development Schedule (AODS).

**III. In respect to Upgrading:-**

- (a) The two (2) year period for upgrading to the next grade commences from the date of the successful confirmatory field assessment, providing the applicant has had continuous service of the Association; and
- (b) The rules of upgrading may be varied when in the opinion of the committee it would be in the best interests of the applicant and the Association to advance or delay the applicants upgrading; and
- (c) Dual members of the Association and the Northern NSW State League Football Referees shall be required to undergo any upgrading Examinations with Northern NSW State League Football Referees.

7.8 The Committee may appoint, on the recommendation of the Branch Coach, an **association trainer** whose responsibilities shall be:

- (a) To organise and conduct all physical training sessions and fitness tests for the Association; and
- (b) When required, furnish the Appointment Board with a list of attendance of members at training sessions; and
- (c) At the conclusion of fitness tests, furnish the Appointment Board with a list of members who have successfully completed a fitness test; and
- (d) Conduct a training night for all members on the following basis:
  - (i) Members unable to attend training shall advise the Trainer of their unavailability and give reason for their non attendance or submit in writing a letter of apology giving reason for their non-attendance.
  - (ii) Members who through work commitments or other reasons cannot attend the Association training night may attend a training night which is approved by the committee or to give proof of attendance to the Trainer and on receipt of verification of attendance, shall be registered as attending Association training.
  - (iii) Members officiating on fixtures or not attending training while acting on behalf of the Association shall be registered as being in attendance.
  - (iv) This rule shall not apply where a member has been granted a leave of absence or where a member has his apology accepted by the Committee or Trainer. and

- (e) Arrange and conduct the annual fitness test on the following basis:
  - (i) Members unable to attend and pass the Fitness Test in the stipulated time, may forward a letter to the Trainer or Association Secretary informing of such, prior to or during the stipulated time. Such letters will be dealt with by the committee, individually on their merits. Any correspondence received after the stipulated time will not be considered.
  - (ii) Results of Fitness Tests shall be passed on to the Appointment Board, and these results may be reflected in Appointments for the Association.

## **8. APPOINTMENTS BOARD**

- 8.1 There shall be a sub-committee, known as the appointments board.
- 8.2 The appointments board shall comprise the following:
  - (a) The Appointments Board Secretary, who shall be the chairman of this sub committee who holds this position pursuant to the constitution; and
  - (b) Two (2) members appointed by the committee from nominations received at the AGM each year.
- 8.3 The members of the appointments board ideally should hold certificate qualifications of level 3 FFA or higher, or as determined by the committee.
- 8.4 The Appointments Board Secretary shall:
  - (a) Report regularly to the Committee on the activities of the Appointment Board; and
  - (b) Be the co-ordinator of the Appointment Board and control it's Activities; and
  - (c) Retain and produce when required a copy of all appointments made by the Appointments Board for the Association for each current year; and
  - (d) Be responsible for the notification to all members of the Association of their Appointments in advance of such fixtures taking place and, if required, supply a copy of such appointments to the Association Secretary;
  - (e) Request from the Technical Committee a full grading list of all members eligible to officiate at semi-finals, finals and grand finals;
- 8.5 The duties of the appointments board are:
  - (a) Appoint all members to fixtures under the control of the Newcastle Football Association Limited, and any other appropriate body; and
  - (b) Grade all active members on their ability when required;
  - (c) Prepare a graded list of all active members eligible to officiate on semi-finals, finals and grand-finals;
  - (d) In conjunction with the Branch Coach allocate suitable fixtures for candidate members who require Higher Certificate Examinations;

- 8.6 The appointments board shall not appoint a member to officiate at any fixture unless the member:
- (a) Is a financial active member; and
  - (b) Holds a validated referees Identification Certificate for the current year; and
  - (c) Has registered their membership through the MyFootballClub internet website; and
  - (d) Has advised the Appointments Board Secretary details of their availability in a form determined by the committee from time to time.
- 8.7 Where possible members shall be graded within their classification by the appointments board for the purpose of their appointment.
- 8.8 Grading of members shall be determined by:-
- (a) Inspection Reports; and
  - (b) Physical fitness tests, which shall be conducted as determined by the trainer.
- 8.9 The Committee may require physical fitness tests on active members returning from injury or other circumstances to be completed at least 24 hours prior to any appointment.
- 8.10 The Committee may provide a policy in respect to appointments, to which the appointments board shall adhere.
- 8.11 Any member wishing to officiate on any fixture other than those under the control of this Association shall obtain the prior permission of the Committee.
- 8.12 All fixtures under the control of this Association and any affiliated Association shall be given preference before consideration can be given to the previous clause.
- 8.13 Visiting referees with written approval of their Association may be accepted as active members and/or allowed to officiate for the Association subject to the approval of the Committee.
- 8.14 Any member wishing to officiate on any fixture to which they have not previously been appointed by the Appointments Board can only do so after they have obtained the prior permission from a member of the Appointments Board.

## **9. SOCIAL COMMITTEE**

- 9.1 There may be a sub-committee, known as the social committee.
- 9.2 The social committee shall comprise a number of members decided upon at a General Meeting or Annual General Meeting and shall have the power to invite any member to assist them.
- 9.3 The purpose of the social committee is to run the social activities for the members of the Association.
- 9.4 The members of the social committee shall elect a member from the social committee, known as the Social Secretary, who shall be the spokesperson for the social committee and who will be responsible for reporting the activities of the social committee at each general meeting.
- 9.5 The members of the social committee shall be actively involved in the organisation and conduct of the social activities of the Association, and shall carry out duties that may from time to time be allocated to them by the Social Secretary.



- 9.6 The Social Secretary shall be the co-ordinator of the social committee and shall prepare and produce when required all correspondence and financial records in connection with the administration of the social committee.
- 9.7 No social function may take place without the approval of the management Committee.

### **Part 3 – ASSESSMENT & GRADING**

#### **10. ASSESSORS**

- 10.1 The Association may have assessors as follows:-
- (a) Accredited assessors, being members who hold a valid level 3 or above assessors certificate issued by the FFA.; and
  - (b) Association assessors, being members who have been appointed by the Committee on recommendation from the Branch Coach.
- 10.2 The Branch Coach, in conjunction with the Northern NSW Referees Technical Committee, shall be responsible for the implementation and organisation of the accredited assessors training program as required for any candidates before the commencement of each season.
- 10.3 The Branch Coach shall determine and conduct a training program, when and if necessary, for any new and/or inexperienced association assessors.
- 10.4 All assessors shall conduct assessments of active members as requested by the Branch Coach.

### **Part 4 – MISCELLANEOUS**

#### **11. PERMANENT APOLOGIES**

- 11.1 Members seeking a permanent apology for training and/or meetings shall apply in writing to the committee annually.

#### **12. OUT OF POCKET EXPENSES**

- 12.1 At the General Meeting prior to the AGM the Treasurer shall submit to the meeting his or her recommendations as to whom out-of-pocket expenses be paid and the amount of the expenses for the approval of the members.

#### **13. ASSOCIATION FEES**

- 13.1 At the General Meeting prior to the AGM the Committee shall submit to the General Meeting its recommended Association Fee for the ensuing year, expressed as a percentage of fees earned whilst officiating on matches.

#### **14. ASSOCIATION AUDITOR**

- 14.1 An Auditor (Honorary) will be appointed at the Annual General Meeting each year. The Association Auditor shall at reasonable times have access to the books and other documents and in relation thereto examine any official or member of the Association.
- 14.2 The Association Auditor shall be supplied with a copy of the financial statement intended for presentation to the Annual General Meeting at least ten (10) days before such meeting and it shall be his duty to examine the same and to certify documents of the Association.

**15. RESOLUTIONS**

- 15.1 All resolutions passed at meetings shall be conclusive and binding on all members of the Association whether they be present or not, provided that such meeting was held in conformity with the Constitution and Standard Procedures.
- 15.2 Any resolution passed at a meeting of the Association may be reviewed at a subsequent meeting provided that the Association Secretary is notified in writing at least fourteen (14) days prior to the next General Meeting of the intention to seek a review.
- 15.3 Confirmation of Resolutions shall be by a simple majority vote.

**16. VOTING RIGHTS**

- 16.1 All members, of whatever category, are entitled to one vote each.
- 16.2 Any member who arrives late to the Annual General Meeting is not entitled to vote unless their apology has been placed in the minutes prior to the commencement of voting. They will be eligible to vote once their signature is placed on the attendance sheet.
- 16.3 Any objections that arise in respect to voting shall be decided by the chairperson.

**17. ALTERATIONS TO STANDARD PROCEDURES**

- 17.1 Any financial member of the Association seeking to amend, delete or add to the Standard Procedures of the Association may do so by special resolution.

**18. INTERPRETATION**

- 18.1 If, at any meeting, any matter affecting the Association which is not covered by the Constitution or Standard Procedures or where a doubt arises as to the application or meaning of any rule of the Constitution or Standard Procedures shall be decided by the chairperson of that meeting.

**19. DELEGATES**

- 19.1 Delegates may be appointed by the Committee to represent the Association at meetings of any appropriate body, including Newcastle Football Association.
- 19.2 One proxy delegate for all delegates shall be appointed where practicable by the Committee.
- 19.3 Delegates shall vote as authorised by the Association and, where not specifically instructed, in the manner they deem to be in the best interest of the game and the Association.

**Part 4 – MEMBERS BEHAVIOUR**

**20. RECOGNITION & REPORTING OF DECISIONS**

- 20.1 Any suspension, disqualification or expulsion of a Referee by another Referees Association, shall be recognised by the Association.
- 20.2 Any suspension, disqualification or expulsion of a member shall be notified in writing to the Northern NSW Referees Standing Committee.
- 20.3 No member shall knowingly officiate with a suspended, disqualified or expelled referee.

**21. PUBLIC RELATIONS**

- 21.1 No member shall make statements, communicated orally or by any written or electronic means whatsoever, that purports to represent the views of the Football Federation Australia (FFA), the Northern NSW Referees Standing Committee, Newcastle Football Association Limited, or this Association, without the permission of the Committee.
- 21.2 No member, other than a committee member, shall make any contact with the controlling body or its officers on any matter concerning the Association without permission of the Committee.

**22. ANNUAL SEMINAR**

- 22.1 Attendance at the annual seminar is compulsory for all active members of the Association.
- 22.2 Any member of the Association unable to attend the Annual Seminar shall apply for an apology, in writing, to the Secretary. Such applications shall be in the hands of the Secretary seven (7) days following the date of the Annual Seminar.
- 22.3 Any member of the Association who does not attend the Annual Seminar:
- (a) Will not be eligible to apply for Higher Grade Certificate Examination;
  - (b) Will not be eligible to officiate at State Championship and National Championship games;
  - (c) May not officiate on any Semi-final, Final and Grand Final games under the control of the Association.
- 22.4 The Committee may impose fines, as determined by the Committee from time to time, on those members of the Association who fail to attend the Annual Seminar.

**23. SEND-OFF & MISCONDUCT REPORTS**

- 23.1 A member appointed as a referee at a football fixture who sends a player from the field of play shall contact and inform the association reports co-ordinator on the day of the send off, and forward a report of the matter to the association reports co-ordinator, no later than 48 hours (Sundays excluded) following the fixture.
- 23.2 A member appointed as an assistant referee at a football fixture where a player is ordered from the field by the referee shall only be required to report on the matter on the prescribed form to the association report co-ordinator if they are specifically involved in the incident or are requested to do so.
- 23.3 The prescribed send off report form of the Association shall be used at all times.
- 23.4 Any member acting as referee or as an assistant referee at a football fixture who have cause to report on the misconduct of a manager, coach, club official or spectator shall forward a report of the matter to the association reports co-ordinator within 48 hours (Sunday not included) of the fixture.
- 23.5 The prescribed Misconduct Report form of the Association shall be used at all times.
- 23.6 Members who fail to comply with any of the requirements of this clause shall be liable to a fine of \$10 or such amount as may be determined by the Committee from time to time.

## **24. TEAM SHEETS**

- 24.1 Members appointed to officiate at a football fixture shall properly and fully complete team sheets, where such sheet requires completion by that member, in either Blue or Black ink and include the printing and signing of their name.
- 24.2 Members failing to comply with this requirement may be fined an amount of \$10.00 or other amount as determined from time to time by the Committee.
- 24.3 For any subsequent offence the member may be required to show cause to the Committee and disciplined accordingly.

## **25. DRESS CODE**

- 25.1 The field dress of the Association shall be:-
- (a) An approved black, yellow, or blue shirt, with long or short sleeves. Any of these colours may be worn with all match officials wearing the same colour where possible;
  - (b) Approved black shorts;
  - (c) Approved long black socks;
  - (d) Predominately black footwear with black laces;
  - (e) Optional apparel, any of which may be worn in addition to the above, being:-
    - (i) An approved Referees cap;
    - (ii) A long sleeved undergarment, worn under the official shirt, of the same colour as the official shirt being worn;
    - (iii) An approved Referees spray/rain jacket;
    - (iv) A three quarter (3/4) length clear plastic raincoat;
    - (v) Plain black gloves; and
    - (vi) Assistant referees only can also wear an approved tracksuit jacket with or without plain black tracksuit pants of the same type of material as the jacket.
- 25.2 Members who fail to comply with any of the requirements of this clause shall be liable to a fine of \$10 or such amount as may be determined by the Committee from time to time.

## **26. NON ATTENDANCE OR ALTERATION TO APPOINTMENTS**

- 26.1 Members unable to officiate at games must give notice (by telephone only) of their unavailability to the Appointment Board Secretary in accordance with the following timetable. Where the inability to officiate is due to:
- (a) Personal reasons, not being an emergency – at least 48 hours prior to the appointment; or
  - (b) An illness or injury prior to the appointment that prevents outside activity but is not debilitating – immediately the member considers they cannot officiate on the appointment. Where the illness or injury arises on the morning of the appointment the member must notify the football club concerned personally or by telephone (as per the official information booklet) of their non attendance; or
  - (c) A serious illness or injury prior to the appointment that is debilitating – immediately the member is capable of notifying the circumstances of this inability. It is appreciated if a family member or a friend notifies of what has happened but it is not obligatory.

- 26.2 Members who do not complete their appointment after arriving at a venue shall be deemed to have failed to attend the incomplete appointment and shall be bound by the provisions of the previous clause in respect to the giving of notice.
- 26.3 Members who fail to officiate at any game and do not give the notice required under this clause may be disciplined as follows:
- (a) For the first failure in a season – to pay a fine of the expected branch fees for all of the matches to which they were appointed but failed to attend.
  - (b) For the second failure in a season - to pay a fine of half the expected game fees for all of the matches to which they were appointed but failed to attend.
  - (c) Third and subsequent failures in a season – to pay a fine of the expected game fees for all of the matches to which they were appointed but failed to attend and in addition the member may be required to appear before the Committee for further disciplinary action under the Constitution.
- 26.4 Members who persistently withdraw from appointments or withdraw from appointments without sufficient reason as determined by the Appointments Board Secretary may be fined by the committee and/or required to appear before the Committee for further disciplinary action under the Constitution.

## **27. COMPLAINTS ON APPOINTMENTS**

- 27.1 A Member having any complaint in respect to any appointment must only voice that complaint in a polite and courteous manner.
- 27.2 A member's complaint in respect to any appointment must firstly be discussed with the appointments board. A meeting for the purposes of discussing a complaint should be arranged by the member submitting a request in writing with the Appointment Board Secretary, who will arrange such meeting.
- 27.1 The Committee shall not consider complaints by members in regard to appointments unless the member has complied with the previous two provisions of this clause.