



## GRANVILLE DISTRICT FOOTBALL REFEREES ASSOCIATION Inc.

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### Appointments Sub-Committee Member Appointing Policy

#### Introduction

This document is to specify the policy used for the process of appointing officials to games. It explains how preferences are made for appointments to Honour games. It also explains what is expected of members in this process.

While member rankings are used for appointments, the determination of ranking is not described in this document.

It is important to note that this document is to complement the association's By-Laws and should be read in conjunction with the Technical Sub-Committee Member Ranking Policy.

This Policy was adopted by the Management Committee on March 10, 2014.

#### General Considerations

Following are the general considerations when members are appointed to games.

1. Appointment of members within their capability
2. The requirement of the Football Association that Premier League, Super League and all Division one games are given coverage priority. Outside of this requirement, a fair spread of coverage to all teams, grades and clubs across the association where possible.
3. Maximum coverage of games
4. Coverage of critical games. This includes but is not limited to games which are critical to competition table placement before the finals or games that require an official due to past history
5. Encouraging members to show commitment as an official to the association and developing their skills
6. Travel requirement of members
7. Appointing members to the highest level of game they are capable of as often as possible
8. Accommodating for members who are attached to games as players, coaches, etc.

#### The Appointments System

The online system ArbitersSports, also referred to as Arbiters, [www.arbitersports.com](http://www.arbitersports.com), is used to appoint members to games. All active members are given a login account. Any member who does not have access to the internet on a temporary/permanent basis or has limited access must advise the Appointments Officer (AO) as soon as possible to make alternative arrangements to receive their appointments.

## Availability

It is expected that all members will logon to Arbiter and

- update their personal profile details
- Make themselves ready for appointment
- Block themselves on dates and times they are not available
- Keep their availability details up to date as far in advance as possible and as best as possible. The deadline for updating availability is midnight, 2nd Thursday prior (at least 10 days in advance) for the members of the Premier and Super Panels and midnight Sunday prior (at least 6 days in advance) for all other members. Failure to meet these deadlines will result in an 'unreasonable decline' recorded against the member.
- Any change of availability past the deadline must be reflected in Arbiter and communicated to the AO immediately. The preferred method of communication is email. **Arbiter records a timestamp for any change of availability.**
- Members that have any difficulty recording details must take proactive action to advise the Appointments Officer of correct details i.e. if they are having an issue with computer access, then they would ring and leave a phone message. If they cannot work arbiter that week, they would email their specific details for the week

## Blocking and Attaching and other Restrictions

Members are to use Arbiter to reflect their unavailability

### Attaching

Members who play, coach or otherwise must be with a certain team and cannot officiate when that team plays must 'attach' themselves to that team using the 'ATTACH' function in Arbiter. This not only indicates that the member cannot officiate at that time, but also any appointments before or after that time must be within a reasonable distance.

There is no need to Block (see below) the time of the game once attached, but if the team is not in arbiter then use blocking to indicate unavailability during the games for the team.

### Blocking

Members must block themselves using the 'BLOCKS' function in arbiter if they are not available to be appointed for any reason. Blocks can be made for an entire day or part day. It is expected that members allow for transport time when blocking. I.e. allow an additional 30 minutes in your block to get to your game after your other engagements. In other words if the block is until 12:55 pm, you may be appointed a 1:00 game.

Attaching to a team only blocks the member for the exact duration of the game. This means the member may be assigned to games immediately prior or immediately after the attached game. It is assumed the gap between games is sufficient time for members however if a member requires further warm up or cool down time, they must manually block those times.

It is the responsibility of members to manage their blocks effectively. Declining of games due to a mismanaged block will result in an 'unreasonable decline' being recorded against the member.

## **Blocking for Dual Members**

Any member who receives appointments from another association, in particular for Football NSW games must advise the AO. These members are given a further 24hours for blocking deadline.

These members are expected to be further vigilant on checking their email for appointments. If they receive an appointment from the other association after the deadline, it is expected that they update arbiter accordingly and notify the AO immediately via email. However if they already have published appointments from GDFRA they are expected to accept the first appointment given to them. Frequent repeat of declining GDFRA's published appointments due to clash of appointments will result in a suspension of appointments for a member.

An alternate preferred method for these members is to split their availability between the associations to avoid clash of appointments. For example, the member may make themselves available two Saturday's for us, and the following Saturday for the alternative organisation. To remove doubt, when two organisations are attempting to appoint the same member for the same week, this process begins well before you see the actual published appointment. Consequently, being available for two organisations on the same day is very difficult to manage.

## **Member Restrictions**

Some member availability and other restrictions cannot be managed through Arbiter. These restrictions must be communicated to the AO via email. An example of this is a member who has transport restrictions and can only be appointed at certain grounds or a member who can only be appointed where a family member plays.

Any restriction lessens the chance of a member being appointed games. It is best to avoid such restrictions if possible.

Unless under exceptional circumstances, members are not appointed to officiate the game of an immediate family member. Any member who has an immediate family member who plays for a team must advise the AO. Do not attach to this team, attachment is used for a different purpose as explained above.

It is recognised that newer members most likely prefer to officiate at their local ground, however, this is not ultimately desirable in the context of the independent professional referee that wishes to progress. Members should look to quickly move to being available across the association as a whole. The Football Association has previously expressed their wish that members related to a particular club, not be appointed to the same club to avoid the appearance of a conflict. Whilst the appearance may not materialise into an actual conflict arising, and at a practical level, it is impossible to meet this request fully at community football level, the ASC will consult with the MC if issues arise and make necessary arrangements not to appoint members to their clubs where it is considered desirable to appoint the member elsewhere.

## **Publishing appointments**

The timing of publishing games stated here is what is expected in an ideal situation and it could vary depending on many factors. The nature of voluntary work of the appointments sub-committee, late or a large number of changes to the draw and inclement weather are amongst factors which affect the timing of publishing appointments.

- The appointments for Premier League and Super League games are published on Sunday night prior to the games.
- Appointments for the Saturday games are published on Tuesday night prior.
- Appointments for the Sunday games are published on Wednesday night prior.
- Appointments for all other games published with a minimum of 48hrs notice when possible.

Immediately after publishing the appointments, details of all unappointed games from that published round are emailed to members. Members may reply to the ASC with the details of the game they are able to officiate in addition to their original appointed games, if any. These games are appointed on a first in first served basis and only if the ASC sees the appointment suitable. It is essential that members understand the second round of appointments is to serve as a means for members to do additional games to what they have already been appointed or if they have become available late in the week due to change of plans. It is NOT so that members can make themselves unavailable to be appointed by the ASC but pick their own games at the second round of appointments.

Changes to published and accepted appointments may be made in Arbiter up until a very late stage particularly in the event of inclement weather. It is recommended that members check their emails prior to leaving home for appointments. Ground closures often occur with very little notice. When the ASC deems it necessary and practical, changes are notified by SMS or phone call.

Members must take their own action to identify if matches are proceeding and whilst the Association will make reasonable efforts to send details to you, the Association shall not be responsible for matches that do not proceed and no notice was able to reach you on time. There are certain procedures in place for us to invoice clubs if late notice is provided but in particular, where wet weather occurs, you are unlikely to be reimbursed on those occasions.

The official places for notices are from us, or the football association website. Any other place you obtain details from will not be considered an official source.

### Accepting games

Once appointments are published, an automated email is sent to members. Members are expected to logon as soon as practical and accept the appointment.

While generally members are given 48 hours to accept their appointment, it is expected that once you have logged on and seen your appointment (Arbiter records this as being notified), you will accept immediately. A reminder that the reason you receive appointments is that you have offered yourself to be appointed, we have appointed you.

If any reasonable unforeseen circumstance occurs after accepting the game, simply email the AO with the reason, and you would be removed from that game without penalty.

Failure to accept games within the 'accept by' period will result in being removed from the game and an 'unreasonable decline' being recorded against the member.

### Declined games

If after the appointments have been published and you are unable to do the games, decline the game on arbiter as soon as possible. This allows a better chance of finding a replacement. You are then given a chance to provide a reason for the decline. When stating the reason, provide enough information for the AO to determine the reasonableness of what you have stated. This must include why there were no blocks in place if that was the case. Providing not enough information or a weak reason will result in an 'unreasonable decline' recorded against you.

Examples of not enough information for a reason are: "I am busy" or "playing". An example of a weak reason is "birthday party". The most common often unacceptable reason for junior members is "transport problems". Members are expected to make themselves unavailable if they are not sure of their transport arrangements unless they have made specific appointment arrangement with the ASC (see section 'Member Restriction' above).

All 'unreasonable declines' by a member are recorded and will incur a fine of \$5 as was resolved by the management committee in accordance with bylaw 12 at its' June 2012 meeting. After three such declines the member will no

longer be appointed to games. In order to be appointed to subsequent games, the member will be required to show cause to the Management Committee as to why they should be reinstated. Such cause is to be presented either in person at a MC meeting or in writing.

The purpose and intent of the fine being deducted is to reinforce the understanding for members that they must ensure they set their availability well in advance. This reduces the workload for the ASC, where one change can cause half an hour and sometimes 4-5 members having to be shuffled around, time which they do not have.

The purpose of removing you from matches is to stop wasting everyone's time including the football association's and clubs. We have an obligation to provide them with the best service we can appointing members to matches, and members that fail to appear cause too much disruption. As part of being a professional referees association which we aim to be, we have a public interest duty to serve the football community to the best of our ability.

## Officiating unappointed games

In the event of a member being able to officiate a game which does not have officials on the day:

### Centres

Members MUST obtain authorisation from the AO or the relevant Member of ASC by phone or SMS. If such authorisation cannot be obtained, the member is NOT to officiate the game. Certain members may come to specific arrangements to cover particular age groups but this must be with the Appointments Officer prior.

Members are not entitled to move themselves from the appointed game to another.

Any game refereed without authorisation will result in an 'unreasonable decline' record and if suitable, further action may be proposed to the MC.

### Lines

ARs are only required for U14 and older age groups. If the game on which you were appointed to run a line is not played, or you do not have any lines and you are at a ground where there is an OFFICIAL SENIOR ref on game and s/he only has one or no AR's then offer your services. You don't need to get permission to do this. However if you are new or inexperienced make this known to the referee, s/he will be able to make a judgment on if you are suitable to run the line if it is a high level senior game.

When a club referee is used as the referee, authorisation must be obtained from the AO or the relevant Member of ASC to do the line. Do not run the line for unofficial referees as you may not get paid or there may be safety issues involved.

Members who do any additional games, as outlined above, are required to advise the AO or the relevant Member of ASC within 24 hours with full details of the game so that they are recorded correctly and payments are arranged.

## Process of appointing members to games

Members are appointed different categories of games. Certain consideration may or may not be used for some categories. Following explains the process.

### General Ranking Based

The appointment process for Premiership Mixed round games is as followed

1. All Premier League games are assigned to available members of the Premier Panel.

- a. In the event of Premier League games remaining unappointed, members of the Super Panel may be used if the appointments sub-committee deem it appropriate.
  - b. In the event that there is a surplus of members in the Premier Panel, the remaining members will be appointed games with lower ranking requirements but not necessarily the one immediately below their ranking. In such case members appointed to their own ranking games are rotated weekly.
2. All Super league games are assigned to members of Super Panel in the same manner explained above.
  3. All games for Senior 1 Panel are appointed in the same manner explained above.
  4. The remaining games/members are appointed keeping in mind the General Considerations

## Popular Games

In the context of this document Popular Games are games where there are more available members than required to have full coverage. Premiership Mid-week games and most Sunday games fall under this category. This does not include Honour games such as the finals series.

In the main, Popular Games appointments process follows the General Ranking Based appointments with the following additional considerations:

- Commitment
  - General availability over the season
  - Percentage of games declined unreasonably to those completed
  - Attendance to GDFRA organised activities such as meetings and seminars
  - Input to betterment of the association. For example mentoring younger members of the association
- Number of games covered by a member to ensure fair allocation between all members

## Honour games

Honour games include the Football Association finals series games and other games such as Champion of Champions or Cottam Cup.

In addition to the General Ranking Based appointments process the following considerations are used:

- Minimum General meeting / technical session attendance requirement as per the by-laws. It is essential to note that meeting this minimal requirement does not guarantee an appointment to an Honour Game.
- Availability; It is essential that members are available and complete games in the premiership season.
- Reliability; It is expected that members complete games once appointed. Percentage of games declined unreasonably to those completed forms a big part of the measurement for this consideration
- Temporary Circumstances such as injuries and sickness
- Attendance at fitness tests and the result obtained
- Attendance to other GDFRA organised activities such as fitness training.

- Input to betterment of the association such as mentoring younger members of the association.
- When otherwise in equal standing when comparing members, assessment, Evaluations and other formal mentor reports received during the season

It is important to note that the number of games such as the Grand Finals is limited. It is not possible for all members to be appointed a game. It is also possible for a member who satisfies the considerations to a high degree to be appointed more than one game as a centre referee.

Further general considerations for finals series is as follows:

- No member to be appointed to the same age group / division combination more than once during the series where practical
- Members who have officiated a certain age group / division combination regularly are given greater consideration for the Grand Final
- For the semi finals
  - Participation of all members (even if it is in the form of assistant referees only) is given greater consideration
  - Involving senior and more experienced members as assistant referees to support junior and less experienced members

### **Football NSW delegated games**

Football NSW delegates games from their competitions to GDFRA for official appointments on an ad-hoc or regular basis. Members selected to officiate these games are generally from the development group or higher ranked senior groups. A similar level of commitment to that of required for honour game is expected at this level.

### **Diversion from policy**

Diversions from this policy may be made out of necessity in order to accommodate a specific need. In such case The Appointments Officer would confirm any diversion with the Executive Committee. An example of such case is when from time to time a one off honorary appointment is made to a member of another association or a dual member involved with FNSW and/or FFA.