

Football West Referees' Technical Committee – Terms of Reference

Preamble

In accordance with the Australian Officiating Development Schedule as issued by Football Federation Australia (section 2.2), the National Referees Technical Committee has recommended to Member Federations that they have a State Referees Technical Committee. Football West as the recognised Member Federation in Western Australia has assumed the responsibility for the creation and management of a State Referees Technical Committee for referees based in the Perth metropolitan area under the Terms of Reference below.

1. Definitions

- a. **AODS** means the Australian Officiating Development Schedule as issued by Football Federation Australia.
- b. **Appointments Officer** means an individual appointed by Football West responsible for appointing match officials.
- c. **Committee** means the Football West Referees' Technical Committee.
- d. **Disciplinary & Grievance Regulations** means the Football West Disciplinary & Grievance Regulations that applies to ensure appropriate conduct both on and off the field, as promulgated by Football West from time to time (a current version of which can be obtained from www.footballwest.com.au).
- e. **FFA** means Football Federation Australia.
- f. **Match Officials** means individuals who are recognised under article 13.1 of the FFA National Registration Regulations and currently registered with Football West (including referees, referee assessors and referee instructors).
- g. **NRTC** means the National Referees Technical Committee as defined by the AODS.

2. Structure

- a. Chair to be appointed by the Football West Chief Executive Officer.
- b. A Football West staff member will automatically be a Committee member.
- c. The Committee shall consist of between five and seven members (including the Chair & Football West staff member), with representation from across the refereeing and non-refereeing community.
- d. Chair to appoint Committee members with final membership to be endorsed by the CEO.
- e. Nominations for Committee members may be requested at the Chair's discretion.

- f. Appointments for all Committee positions (except Referee Manager) to be made on a 12-monthly basis.
- g. At the first meeting of the year, the Committee shall appoint a Secretary, whose duties are defined in Section 7.

3. Roles and responsibilities

- a. Chair is responsible for the performance of the Committee.
- b. Chair (or appointed delegate) to attend and report to the NRTC each November.
- c. Be responsible for the performance of Football West match officials and for the implementation of the national curriculum as directed by FFA.
- d. Supervise the career development of all registered match officials by ensuring that FFA's requirements and processes are implemented.
- e. Demonstrably comply with all FFA directions regarding the development, training, education, coaching and qualification of match officials.
- f. Be responsible for the identification of registered match officials ready to undertake further programs and recognition at national level.
- g. Monitor, supervise and assess registered match officials undertaking Community level programs and qualification processes.

4. Quorum

A quorum shall consist of the Chair or Secretary plus three other Members as defined in Section 2.

5. Meeting Agenda

- a. Attendance & Apologies
- b. Confirmation of previous minutes
- c. Business arising
- d. Correspondence
- e. General Business
- f. Next Meeting
- g. Close

6. Voting

- a. All members appointed to the Committee shall have full voting rights.
- b. The Chair shall only have a casting vote to be exercised when required.
- c. Any member of the Committee who is deemed to have either a vested, close, or personal interest, in any subject matter before the Committee, shall be proclaimed as having a “conflict of interest”. Any member of the Committee may raise the concern of another member having a conflict of interest. When a member of the Committee has a conflict of interest raised against them, this is to be confirmed by a majority vote of the remaining members. Under such circumstances and while that specific subject matter is under discussion/debate/review the member shall not be allowed to enter into any debate/discussion/voting process on that specific matter. Such identified subject matters and proclamations shall be clearly recorded within the minutes of the Committee.
- d. The result of any vote shall be by a simple majority.
- e. An Appointments Officer requested to attend a Committee meeting shall be non-voting, unless that individual is a member of the Committee as listed above.

7. Duties of the Committee Members

- a. Chair – To ensure that Committee meetings are conducted in accordance with the generally accepted rules of debate and that the Committee operates within these Terms of Reference.
- b. Secretary – Shall:
 - i. Take comprehensive minutes of each and every Committee meeting;
 - ii. Send copies of the minutes to all other Committee members and Football West;
 - iii. Receive all correspondence from Football West for and on behalf of the Committee;
 - iv. Send out all correspondence as instructed by the Committee, with a copy of the correspondence to Football West; and
 - v. Carry out any other administrative duties required by the Committee that will contribute to the efficient and harmonious running of the Committee
- c. Committee Members – Without portfolio shall carry out any duties required by the Committee that will contribute to the efficient and harmonious running of the Committee. Specific portfolios may be determined from time to time at the request

of the Chair, however this does not prevent the involvement in discussion of other Committee members when those portfolios are being discussed.

8. Duties of Football West

- a. In accordance with these Terms of Reference, Football West shall be responsible for:
 - i. The appointment of referees and referee assessors to all competitions governed by Football West in the metropolitan area, in accordance with any panels determined by the Committee under section 10 below, and all related regulations. It is noted that discretion is allowed where there is an insufficient number of referees required to fill duties in a specific panel;
 - ii. Notifying the respective referees and referee assessors of their appointments;
 - iii. Keeping a record of all marks and assessment reports submitted;
 - iv. Providing an updated marks listing to the Committee at each scheduled meeting;
 - v. Providing the Committee with the list of award winners based on final marks at the conclusion of the season.

9. Fitness Testing

- a. The Committee at the conclusion of each season shall confirm the fitness test requirements for the following season.
- b. These requirements shall specify which panels or groups of referees are required to complete a pre-season fitness test, whether a mid-season fitness will also be required for those panels, the fitness test to be used, and the required level to be reached to be considered for each panel.
- c. Dates for fitness testing shall be set by Football West to fit within the demands of the football calendar and provide the Technical Committee with sufficient time to formulate panels as per section 10.
- d. Only those referees who complete a fitness test to the required standard for a specific panel will be considered by the Committee for appointment to such a panel – or re-appointment to a panel in the case of mid-season fitness testing – except under the following circumstances:
 - i. A referee who is injured during the entire fitness test period and unable to attempt any test on the nominated dates – a medical certificate must be presented to the Committee as soon as practicable after the injury occurring.

- ii. A referee who is injured during a fitness test attempt and is unable to attempt any further tests on the nominated dates – a medical certificate must be presented to the Committee as soon as practicable after the injury occurring.
 - iii. A referee who is absent or unavailable during the entire fitness test period must apply in writing to the Committee for a deferral. This advice must be provided prior to the fitness testing period commencing, and the Committee's decision with regards to the requested deferral is considered final and no further correspondence shall be entered into.
- e. A referee who fulfils the criteria listed in section (d)(i) and (d)(ii) above, or receives a deferral from the Committee under section (d)(iii) above, shall be entitled to attempt a supplementary fitness test once able. This advice shall be provided by the referee to Football West who will make the necessary arrangements. For the avoidance of doubt, the referee will only be provided one opportunity to pass the fitness test before their panel placement is confirmed. For ease of logistics, such supplementary fitness tests will be arranged at a time when the majority of participants are able.
 - f. Referees who are required to complete a fitness test for accreditation courses (i.e. Level 2 Referee & Level 1 Referee), shall complete their attempt during the nominated pre-season or mid-season fitness testing periods.

10. Referee Panels

- a. The Committee shall formulate panels comprising of sufficient referees to satisfy the demands of each competition league where appropriate. For guidance, panels **MUST** be created for NPLWA Men's, NPLWA Women's, State League and Amateur League competitions and are optional at the Committee's discretion for all other competitions.
- b. The Committee may also create panels consisting of referees who require Assistant Referee duties only.
- c. Each panel shall be clearly identified with the duties for the referees comprising that panel.
- d. Such panels shall be initially published prior to the commencement of the league season, excluding any pre-season competitions (e.g. Night Series).
- e. Match officials shall be panelled commensurate with their abilities, skills, qualifications, fitness and attitude.
- f. Football West shall have discretion during the appointments process to appoint referees to matches outside their nominated panel when required (e.g. insufficient

numbers), provided such individuals have met the requirements to officiate matches from that panel. This includes practical assessments for accreditation courses (i.e. Level 2 Referee & Level 1 Referee), whereby the necessary requirements from the course must have been met, including fitness tests.

- g. Each panel shall be subject to review regularly during the season. Assessment marks, assessment report marks and coaching comments together with any other specific consideration shall determine any movements between or within panels.
- h. At the end of each season the referee at the bottom of their respective panel may be considered for movement to the next panel downwards for the following season.
- i. At the end of each season the referee at the top of their respective panel may be considered for movement to the next panel upwards for the following season, subject to the referee meeting the requirements of the higher panel.
- j. Clauses (h) and (i) above do not prevent the Committee from moving or not moving any panel member up or down at their discretion.

11. Finals Appointments

- a. The Committee will make appointments for match officials to quarter finals, semi-finals and the final match for State, Amateur, Social, Masters and Women's Cup competitions. This shall include any playoff or finals series at the conclusion of a regular league season.
- b. Football West will make appointments for match officials to quarter finals, semi-finals and the final match for Junior, Youth or Girls Only Cup competitions. This shall include any playoff or finals series at the conclusion of a regular league season. These appointments will be confirmed by the Committee before being published.

12. Suspensions/Removal From Appointments

- a. The Committee has the power to suspend or remove a match official from appointments if they have been deemed to perform in such a manner that their performance fails to satisfy the expected duties, obligations or attitudinal considerations, or has deemed to bring Football West into disrepute.
- b. This decision can be reached either during a scheduled meeting of the Committee, or via confirmation from the Committee members by either phone or email to the Chair.
- c. The Committee may elect to make an initial decision on a suspension or removal from appointments with just the evidence provided to them, or decide to defer a decision on a suspension or removal from appointments until such time as the

Match Official concerned is able to provide evidence or refute any allegations made against them.

- d. A suspension is a ban on taking part in a Match in any official capacity, which includes, but is not limited to, participating as a Match Official, Club Associate or representing a Club in any other manner (including playing).
- e. A removal from appointments does not prohibit an individual from undertaking any other football related activities.
- f. Any match official who is suspended or removed from appointments under such provisions is entitled to request a review of the Committee's decision. Such request shall be put in writing to Football West within seven (7) days of receiving notification.
- g. Once a request has been lodged within the specified time frame, a review panel shall be set up by Football West to hear the case. The case shall be scheduled to be heard at the earliest possible opportunity.
- h. The match official in question shall be notified of the result immediately after the review panel has made their decision.
- i. If the match official is still aggrieved at the outcome of the review, they may request a grievance hearing as per the Disciplinary & Grievance Regulations, where a fee will apply.

13. Assessment Review Procedure

- a. Any referee being aggrieved by an assessment report is required within a period of seven (7) days from the date the assessment is received to firstly discuss such grievances with the officially allocated assessor.
- b. In the event that no satisfactory agreement results, then the referee may apply to Football West for a review of the assessment.
- c. In the event that no satisfactory agreement results, then the referee may apply to Football West for an assessment review by the Committee.
- d. The referee must lodge the review request within 14 days of receiving the assessment report, clearly stating the reason for a review of their assessment.
- e. Football West shall set up a Review Panel made up of suitably qualified individuals to hear the case.
- f. The Review Panel shall be authorised to amend the assessor's report based upon the data supplied in the accompanying running sheet.



- g. The referee and match assessor concerned shall be advised of the outcome by Football West within seven (7) days of a decision being reached, and this decision shall be deemed final, with no further correspondence being entered into.