

## 2023 Referee Appointments Process – Junior Competitions



### ***Squadi***

*Squadi* is the online appointments system used for all Football West competitions and all referees are provided with a *Squadi* login as part of their registration. If you have not logged into *Squadi* before, please use the email used to register via PlayFootball and upon logging in, please hit the reset password. Please ensure you check your inbox and junk mail for prompts, if neither have appeared, please contact [referees@footballwest.com.au](mailto:referees@footballwest.com.au).

### **Availability**

Category 1 referees (see Referee Categories below) must not enter availability into *Squadi*. All Category 2 referees are required to enter their availability in *Squadi* for the upcoming weekend by **9am Wednesday**. This availability data will be captured at 9am each Wednesday and any changes made after this time must be communicated to the Referee Department as soon as possible. For the avoidance of doubt, any changes made to your availability in *Squadi* after 9am Wednesday must be accompanied by an email to the Referee Department.

### **Confirming Appointments**

All referees are expected to confirm their acceptance or otherwise of appointments in *Squadi* within 24 hours of the appointments being released. Referees who have not confirmed their appointment within 24 hours will be removed if there is another referee available for that appointment.

### **Referee Categories**

**Junior Competitions Category 1** – Referees that have another regular commitment on a Sunday (e.g. playing, coaching).

- A list of available matches will be sent out on Wednesday to allow Category 1 referees to nominate for a match.
- Nomination for additional matches will be by email only.
- If successful, you will receive the appointment in *Squadi* for you to confirm. If unsuccessful, you will receive the response “Sorry – that’s gone”.

**Junior Competitions Category 2** – Referees that have no other regular commitments on a Sunday (e.g. playing, coaching etc.)

- All Category 2 referees must update their availability in *Squadi* (see Availability above).
- On Wednesday, all Category 2 referees will receive a *Squadi* appointment to at least one match, subject to their availability.
- Category 2 referees who only wish to be appointed to one match (not two matches) each Sunday must communicate this to the Referee Department.
- On Thursday, a list of available matches will be sent out to allow Category 2 referees to nominate for additional matches.
- Nomination for additional matches will be by email only.
- If successful, you will receive the appointment in *Squadi* for you to confirm. If unsuccessful, you will receive the response “Sorry – that’s gone”.

### **Late/Non-Attendance**

Late arrival or failing to attend appointments damages the reputation of Football West and all referees. A referee that arrives late to an appointed fixture or fails to attend an appointed fixture without due cause will be fined 100% of the match fee under Section 5.3.1.2 of the Match Officials' Guide in the first instance. Any additional instance by the same referee will result in removal from all appointments until determined otherwise by the Referees' Technical Committee.

### **Late Call-Offs**

Calling-off a match after 4pm on the business day prior to the fixture is considered to be a late call-off. Although in some circumstances late call-offs can be for acceptable reasons (e.g. emergency), it is important that the correct process is followed. Late call-offs must be communicated to Operational Support by phone call (not text or email) as soon as possible, or to the Referee Department if there is no answer. Late call-offs for non-acceptable reasons may result in a fine under Section 5.3.1.2 of the Match Officials' Guide if we are unable to appoint another referee.