



PREAMBLE

The Eastern Suburbs Football Association (ESFA) has created an entity called The ESFA Referees Branch (“Branch”). This 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”.

By creating the Branch, a committee to be known as the “Technical Committee” is established. This Committee is responsible to the Board of ESFA to advise on matters relating to football referees and refereeing. The Committee is responsible for the creation of policy, management and provision of all referee services to ESFA.

These Rules govern the conduct of all members of the Branch and the procedures that apply to all referees in ESFA.

Each season the Committee will create a set of Administrative Instructions that, alongside this document, will set out the rules for referees for that season.

All relevant Branch information can be displayed on the Branch website at www.esfa.com.au.

CONTENTS

1.	Interpretations.....	2
2.	Alterations to the Rules.....	2
3.	Membership including Renewal	2
4.	Administrative Instructions	2
5.	The Branch Management	3
6.	The Technical Committee.....	3
7.	Annual General Meeting	3
8.	Appointments.....	3
9.	Officiating Without an Appointment	4
10.	Conduct of ESFA Matches.....	5
11.	Reporting after Matches	5
12.	Payment of Matches	5
13.	Referee Evaluations	5
14.	Conduct of Members	6
15.	Responsibilities of the Senior Referee at ‘State’ Matches.....	6
16.	Referee Assessors	6
17.	Discipline	7
18.	Appeals.....	8
19.	Uniforms.....	9
20.	State or National Tournaments	9
21.	Conduct of Debate in Meetings.....	10
22.	Service Awards.....	10

1. Interpretations

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.
- (b) "Appeals Committee" means the ESFA Appeals Committee
- (c) "Board" means the ESFA Board.
- (d) "Branch" and "ESFARB" means The ESFA Referees Branch.
- (e) "Committee" means the Technical Committee.
- (f) "ESFA" means the Eastern Suburbs Football Association Inc.
- (g) "FFA" means Football Federation Australia Limited.
- (h) "Football NSW" means Football New South Wales Limited.
- (i) "General Manager" means the ESFA General Manager.
- (j) "Judiciary" means the ESFA Judiciary.
- (k) "Junior Referee" means a qualified member between the ages of 13 and 17.
- (l) "Referees Coordinator" means the paid administrator employed by ESFA.
- (m) "Senior Referee" means a qualified member over the age of 18.
- (n) "State game(s)" means a match or group of matches on a given day forming part of a competition conducted by Football NSW, including Football NSW Branches.
- (o) "Website" means the official website of ESFA.
- (p) "Withdrawal from an appointment" includes declining or requesting a turnback of an appointment.

2. Alterations to the Rules

- 2.1. The Board shall have the right to apply for variation of these Rules in accord with the Constitution.
- 2.2. Notice of Motion for such variations shall be submitted in accordance with the rules of ESFA.

3. Membership including Renewal

- 3.1. To become a member of the Branch, an individual must complete the following:
 - (a) Register in PlayFootball together with full payment or agreed part payment as per an approved payment plan
 - (b) Register in Horizon Web Ref using the same first name and last name as used when registering in the national registration system.
 - (c) Provide a copy of their paid Working With Children check.
 - (d) Provide the bank details into which their match payments are to be made.
 - (e) Provide a completed Australian Taxation Office Statement by a Supplier form.
- 3.2. An individual must hold a current FFA endorsed refereeing, assessors or instructors qualification for an application to be accepted.
- 3.3. Membership to the Branch shall be from 1 January to 31 December per year. Membership shall be renewable on an annual basis.
- 3.4. Members may be dual registered with the State League Referees Branch.
- 3.5. A referee may dual register with another local referees Branch endorsed by FNSW.
- 3.6. A referee registered with a referee organisation not endorsed by FNSW may become a member of the Branch provided they maintain their FFA qualification through the Branch.
- 3.7. Members of another referee organization endorsed by FNSW who are not members of the Branch may be appointed to matches as "Affiliate Members".

4. Administrative Instructions

- 4.1. Members shall adhere to the Branch Administrative Instructions as determined by the Referees Coordinator and the Board. Failure to comply with such instructions shall result in the member being disciplined in accordance with Section 17.

5. Branch Management

- 5.1. The administrative management of the Branch shall be vested in the Referees Coordinator under the supervision of the General Manager.
- 5.2. The Referees Coordinator shall be responsible for the total operational procedures of the Branch including but not limited to creating the Administrative Instructions, referee discipline, official correspondence, recording the proceedings of all meetings and minutes, Branch register and equipment.
- 5.3. With the use of an online system, the Referees Coordinator will publish the appointment of referees to matches.
- 5.4. The Referees Coordinator will be responsible for the policies and strategic direction of the Branch in conjunction with the General Manager and Board.
- 5.5. The Referees Coordinator shall be the appointed person to represent the Branch at any Judiciary Hearings where Branch representation is required.

6. The Technical Committee

- 6.1. The Technical Committee (Committee) will comprise the Branch Coach, a qualified Referee/Assessor who is a member of the Branch, the Referees Coordinator and an ESFA Director.
- 6.2. The Committee members will be selected by the Board every 2 years, in a manner deemed fit by the Board, at the November Board Meeting of each year and all of whom must be current members of the Referees Branch.
- 6.3. The Referees Coordinator shall act as the executive officer of this Committee and is entitled to express a view at meetings and to vote on individual match appointments.
- 6.4. A Director nominated by the Board shall be an ex-officio member of this Committee.
- 6.5. The Committee shall meet at least on a monthly basis or as required throughout the season and as required during the off season as determined by the Branch Coach and Referees Coordinator.
- 6.6. The Committee is responsible for organising all referees' courses within the ESFA boundaries, appropriate training schedules, training assessors, allocating assessors to review the performance of referees and developing programs for high performing and youth referees in accordance with state and national guidelines.
- 6.7. The Committee is responsible for allocating available Referees and Assessors to matches commensurate with their grading, capability and experience.

7. Annual General Meeting

- 7.1. An Annual General Meeting shall be scheduled for all Branch members following the completion of the ESFA Winter Season.
- 7.2. Members shall be given at least 28 days' notice of the meeting.
- 7.3. The notice will include but not be limited to, the Business of the Meeting.
- 7.4. Accidental omission to give notice to any Members shall not invalidate the meeting.
- 7.5. The business of the meeting shall be
 - a) Apologies;
 - b) Adoption of previous AGM minutes;
 - c) Referee Coordinator Report;
 - d) Branch Coach Report.

8. Appointments

- 8.1. Appointment of members to officiate matches shall be made by the Referees Coordinator with assistance from the Branch Coach. Members must set their availability for the following weekend (including Friday night) in Horizon Web Ref by 9.00am Monday each week.
- 8.2. Members must advise any change to their availability as specified in the Administrative Instructions immediately they become known to enable amendment of appointments scheduling.
- 8.3. During the season, appointments will be published in Horizon Web Ref in accordance with the Administrative Instructions for the current year.
- 8.4. Appointments may be changed in accordance with member's availability, where required, up until Friday 12:00pm.
- 8.5. Should an emergency arise which necessitates a member to withdraw from an appointment, such situation shall be advised to the Referees Coordinator as soon as possible by phone and/or email. The appointment must also be actioned in Horizon Web Ref in accordance with the Administration Instructions for the current year. This will include an explanation of the circumstances associated with the withdrawal.

- 8.6. Appointments to 'State' matches will be published in Horizon Web Ref.
- 8.7. Should an emergency such as injury, illness, where a referee or assistant referee does not arrive, etc., at a 'State' game:
 - 8.7.1. if it is desirable and practical for an additional referee to be arranged, the most senior referee present at the ground shall contact the Referees Coordinator as specified in the Administrative Instructions to make the necessary arrangements and determine how the matches will be covered. The most senior referee present at the ground shall also phone or email the ESFA Office later that day or as soon as practical and record the change(s) in actual match officials from the appointments originally notified.
 - 8.7.2. 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 review of their appointments should they consider the allocation is beyond their current refereeing capability or if they believe the scheduled allocations will result in an excessive amount of officiating of a particular grade or team. Such a request shall be advised to the Referees Coordinator by phone or email as soon as possible after receiving the appointment but in any case, before 11.59pm on the Wednesday and shall state the reason(s) for seeking the revision.
- 8.9. A member may make a complaint regarding matches they are appointed to. Such a complaint shall be in writing and lodged with the Referees Coordinator. Notwithstanding the submission of a complaint, the member shall fulfil the appointment unless advised of a change by the Referees Coordinator.
- 8.10. Members shall fulfil all appointments allocated to them unless relieved of their obligation by the Referees Coordinator following application to the Referees Coordinator for such relief.
- 8.11. A member shall not be appointed to a match 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 match or be permitted to officiate on any match 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 they are to control. However, if the Branch has promoted a junior referee after assessment to a higher level upon reaching the age of 16 then they may be appointed to more senior matches.
- 8.14. In wet weather conditions, members shall attend the ground for the match to which they have been appointed unless they obtain confirmation prior that the match has been cancelled by checking any of the official ESFA wet weather services.
- 8.15. Where a member feels the ground is unsafe to play they may contact the Referees Coordinator who will provide advice as to the appropriate decision.
- 8.16. Appointments to ESFA Finals and ESFA Grand Finals shall be merit based and awarded based on the experience, skill and competency of each referee as assessed and ranked by the Branch Coach, Technical Group and Referees Coordinator, and subject to availability should either playing and/or club commitments interfere.
- 8.17. Attendance at referee training (where provided) and availability throughout the season shall be considered by the Referees Coordinator and Branch Coach when they periodically assess and rank referees.
- 8.18. Where the appointed referee is not fit to fulfil his or her appointments the most senior appointed assistant referee may proceed to referee that match in accordance with the requirements outlined in Rules 9.2 and 9.3.
- 8.19. Members shall not referee matches:
 - 8.19.1. being played in a competition (age and division) for which they are a registered player or team official.
 - 8.19.2. In which a member of their immediate family (e.g. father, brother) is participating.
- 8.20. 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 match to which they are not appointed by the Referees Coordinator without first obtaining the approval from the Referees Coordinator.
- 9.2. A member who is a qualified referee and is at a ground where an ESFA or FNSW match is to be played and the appointed referee is not present at the scheduled start time may proceed to referee that match and be reimbursed the relevant match fee, provided the match is of no higher age/grade than previous appointments of the member by the Referees Coordinator.

- 9.3. A member who is a qualified referee and is at a ground where an ESFA or FNSW match 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 Referees Coordinator 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 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 match without an appointment must notify the Referee Coordinator prior to the match to be reimbursed the match fee.

10. Conduct of ESFA Matches

- 10.1. Matches shall be conducted in accordance with the ESFA competition rules as summarised within 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 in accordance with Section 17 of these Rules.

11. Reporting after Matches

- 11.1. On completion of an ESFA match the member refereeing the match shall:

(a) *Match Sheet*

The referee is responsible for completing the match sheet with the final score of the match, the names of the referee and assistant referees and all issued cautions, send offs and incident reports. - i.e. Red and Yellow cards and outlining any other incidents that have occurred. **All** details must be **clearly** legible. The referee is responsible for forwarding the completed Match Sheets as per the Administrative Instructions.

(b) *Cautions*

Cautions codes and match timing of all cautions must be noted on the Match Sheets in accordance with 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 Coordinator or a member of the Technical Committee

(c) *Send-Off Reports*

Send-Off Reports for each player sent from the field shall be completed and lodged via JotForm 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 of the incident. Where serious offences occur or problems arise, the member may also contact the Referees Coordinator or any member of the Technical 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 JotForm. 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 Referees Coordinator and/or the Branch Coach.

Where the member wishes to report a team or club official, the member shall first contact the Referees Coordinator and obtain advice on the most appropriate action to be taken which may include an incident report to be submitted.

- 11.2. All Reports prepared by a member shall be submitted online by 9.00am on the Monday following a weekend match or by 12 noon the next day following a mid-week game. Failure to observe these arrangements may result in the member being disciplined in accordance with Section 17 of these Rules.

12. Payment of Matches

- 12.1. Match payments will be processed by the ESFA Accounts Department in accordance with the Administrative Instructions.
- 12.2. Payments are made provided the Match Sheets for a match have been received and reviewed by the Referees Coordinator. Should match sheets not be received or cannot be clearly read then no payment will be made to any members appointed to that match in accordance with Rule 17.2(a) until the match sheets are received and reviewed by the Referees Coordinator.
- 12.3. Any other queries shall be directed to the Referees Coordinator.

13. Referee Evaluations

- 13.1. Clubs may complete Referee Evaluation Reports on matches officiated by Branch members. Members refereeing matches shall, when asked, provide their FFA number to identified team or club officials. There is no obligation to provide any other information. The member shall refer any further queries be made through the Club Secretary directly to the Referees Coordinator.

13.2. Referees should complete an Assistant Referee Report on matches where they have official Branch Members.

14. Conduct of Members

14.1. Members shall at all times conduct themselves in a manner that is not prejudicial to the interests of the Branch or its members or refereeing in general.

14.2. 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.

14.3. Members shall not use foul or abusive language or gestures when speaking to players or team officials.

14.4. A member shall not knowingly officiate at any match with another member where that other member is suspended as a player by any football organisation under the control of the FFA.

14.5. Members shall not openly or publicly criticise or adversely comment on the refereeing decisions or on field performance of another Branch member or another referee officiating ESFA or FNSW matches, 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 Referees Coordinator.

14.6. Members shall not wear any clothing casual or otherwise that identifies themselves as a match official or as a past or present member of any refereeing body whilst engaged in ESFA competition related activity i.e. as a player, manager, assistant manager, coach, assistant coach or RTO.

14.7. Members shall ensure that they arrive to any appointed match in accordance with the Administrative Instructions.

14.8. Any matter concerning the conduct or behaviour of the Referees Coordinator or Branch Coach may be raised directly in writing with the General Manager of ESFA.

15. Responsibilities of the Senior Referee at 'State' Matches

15.1. The Referees Coordinator shall designate a "Senior referee" for all appointment(s) made on behalf of FNSW for a particular day and ground.

15.2. The Senior referee is responsible for the oversight and general supervision of the refereeing team at a match or designated group of matches, such responsibility to include but not be limited to -

- (a) ensuring all appointed referees has 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 match are organised and present themselves so that the match 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 match are clear on the requirements for completion of match 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 Branch Coach and Referees Coordinator;
- (h) advising the Referees Coordinator of any appointment difficulties and of any match that is manned differently from the appointment advice, as required by Rule 10.4; and
- (i) advising the Referees Coordinator of players sent-off and of any matter requiring the submission of an Incident Report.

16. Referee Assessors

16.1. A member may be requested by the Technical Group to view the field performance of a member referee as an assessor and produce an evaluation report on the member's field performance. The report on such an evaluation shall be provided within seven (7) days of viewing the field performance.

16.2. Assessors will be paid an amount equal to the Assistant Referee fee upon receipt of a completed report.

16.3. A member who is normally appointed to referee matches of Under 17 age/grade and above may view the field performance of another member and subsequently offer that member constructive suggestions that they feel would

be of assistance in improving the refereeing of the other member as long as the suggestions are aligned to the current principles, practices and techniques of FFA and the Branch.

17. Discipline

- 17.1. In accordance with Rules 17.11 and 17.12, the Judiciary is empowered to deal with member disciplinary matters and impose penalties for the infringement of these Branch Rules.
- 17.2. Automatic penalties shall be imposed for the following offences:
- (a) Failure to submit match sheets by the specified deadline
 - (i) First Offence written warning
 - (ii) Second Offence \$20 fine
 - (iii) Third Offence no match fee payment or a \$40 fine whichever is greater and a meeting with Referees Coordinator and/or Branch Coach
 - (iv) Fourth Offence Referees Coordinator, Branch Coach and General Manager's discretion
 - (b) Failure to submit reports (send-off or incident) by the specified deadline
 - (i) First Offence written warning
 - (ii) Second Offence \$20 fine
 - (iii) Third Offence no match fee payment or a \$100 fine whichever is greater and a meeting with Referees Coordinator and Branch Coach
 - (iv) Fourth Offence review/suspension of membership status
 - (c) Failure to attend an appointed match
 - (i) First Offence written warning
 - (ii) Second Offence fine equal to the match fee payment
 - (iii) Third Offence fine equal to the match fee payment and a meeting with Referees Coordinator and Branch Coach
 - (iv) Fourth Offence review/suspension of membership status
 - (d) Failure to accept or decline initial appointment by the specified deadline
 - (i) First Offence written warning
 - (ii) Second Offence \$5 fine for each match
 - (iii) Third Offence \$10 fine for each match
 - (iv) Fourth Offence \$20 fine for each match and a meeting with Referees Coordinator and/or Branch Coach
 - (v) Fifth Offence review/suspension of membership status
 - (e) Failure to accept or decline TBA appointment by the specified deadline
 - (i) First Offence written warning
 - (ii) Second Offence \$10 fine for each match
 - (iii) Third Offence \$20 fine for each match and a meeting with Referees Coordinator and/or Branch Coach
 - (iv) Fourth Offence review/suspension of membership status
 - (f) Withdrawal from an appointment created within the referee's window of availability at the time the appointment was made
 - (i) First Offence written warning
 - (ii) Second Offence \$10 fine for each match
 - (iii) Third Offence \$20 fine for each match and a meeting with Referees Coordinator and/or Branch Coach
 - (iv) Fourth Offence review/suspension of membership status
 - (g) Failure to arrive at an appointed match in accordance with the Administration Instructions
 - (i) First Offence written warning
 - (ii) Second Offence fine of 25% of match fee payment
 - (iii) Third Offence fine of 50% of match fee payment and a meeting with Referees Coordinator and/or Branch Coach
 - (iv) Fourth Offence review/suspension of membership status
 - (h) Failure to obtain permission from the Referees Coordinator or Branch Coach prior to officiating a match without a formal appointment to that match
 - (i) First Offence no match fee payment and written warning
 - (ii) Second Offence no match fee payment and equivalent fine and a meeting with Referees Coordinator and/or Branch Coach

- (iii) Third Offence no match fee payment or/and equivalent fine and a meeting with Referees Coordinator and/or Branch Coach
 - (iv) Fourth Offence review/suspension of membership status
- (i) Failure to adhere as per rule 17.3-Withdrawal from an appointment with an unreasonable excuse
- (i) First offence written warning
 - (ii) Second Offence fine of 25% of match fee payment
 - (iii) Third Offence fine of 50% of match fee payment and a meeting with Referees Coordinator and/or Branch Coach
 - (iv) Fourth Offence review/suspension of membership status

The Referees Coordinator shall be responsible for tracking and administering all fines and suspensions and shall notify the Branch Coach and General Manager of any offences.

Notwithstanding the automatic penalties in accordance with Rule 17.2 the Referees Coordinator, Branch Coach and General Manager shall have the power to arrange disciplinary proceedings in accordance with Rule 17.9.

- 17.3. Members withdrawing from an appointment are required to advise the details to the Referees Coordinator in accordance with the Administrative Instructions.
- 17.4. Where a member notifies the Referees Coordinator of a withdrawal after midday Friday (an Emergency Withdrawal) but prior to the beginning of the match, a detailed explanation shall be provided. Where the Referees Coordinator and Branch Coach finds the above explanation unreasonable, the matter shall be dealt with in accordance with Rule 17.240.
- 17.5. Members are required to fulfil all appointments allocated to them unless relieved of their obligation by the Referees Coordinator as provided in Rule 8.11.
- 17.6. Where it can be shown that a member has failed to fulfil their appointment obligation and a written explanation is emailed to the Referees Coordinator within forty-eight (48) hours of the appointment start time and the Referees Coordinator and Branch Coach finds the explanation reasonable, the Referees Coordinator and Branch Coach, as applicable, may relieve the member of further penalty.
- 17.7. Where a written note is emailed as per Rule 17.6 and the Referees Coordinator and Branch Coach finds the explanation unacceptable, the matter shall be further dealt with in accordance with Rule 17.10.
- 17.8. 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 Coordinator within forty-eight (48) hours after the appointment obligation start time, the matter shall be further dealt with in accordance with Rule 17.10.
- 17.9. Any referee offering or receiving payment or any form of inducement to or from any ESFA or Branch 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 Rule 17.11.
- 17.10. Where a member is found to be subject to further disciplinary action under Rules 17.2, 17.4, 17.7 or 17.8, the Referees Coordinator shall notify the member of their requirement to attend the next Judiciary Hearing. The member shall receive at least 7 days written notice of the time and location of the meeting as well as copies of the evidence to be presented.
- 17.11. Where the Judiciary finds the member guilty of an offence they may impose fines as well as suspensions or other restrictions on future appointments for a specified period. A member requiring a second appearance before the Judiciary in the one year shall instead be subject to Rule 17.13.
- 17.12. 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, that member shall be required to attend a Judiciary Hearing. 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.
- 17.13. The Judiciary may impose penalties including fines, suspensions, cancellation of Branch membership or other penalties relating to the future appointments of the Member where they are found guilty of an offence.
- 17.14. Any fines imposed by the Judiciary under Rule 17.11 or Rule 17.13 may be deducted automatically from future match payments or paid directly once all appeals are exhausted.

18. Appeals

- 18.1. A member of the Branch may appeal any disciplinary decision of the Referees Coordinator, Branch Coach, General Manager or Judiciary, relating to the disciplining of that member in accordance with Section 17 of these Rules. 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 may be refunded at the discretion of the Appeals Committee.

- 18.2. An Appeal will be heard by the Appeals Committee and any subsequent appeal may be heard by FNSW in accordance with the rules of those Committees.
- 18.3. All appeals must be submitted within 7 days following Notice of that decision and heard within 21 days following the Notice of the decision, where possible and practical.

19. Uniforms

- 19.1. Members shall wear referee uniforms as prescribed by ESFA comprising:

- (a) Official Uniform

Long or short sleeved monotone black shirt and matching shorts together with monotone black socks as prescribed and approved by the Board. Footwear must be predominantly black with black laces, and cap (optional) black or black and white peak style with the state or local association badge.

- (b) Official Alternate Uniform

Long or short sleeved monotone yellow shirt and black shorts together with monotone black socks as prescribed and approved by the Board. Footwear must be predominantly black with black laces, and cap (optional) black or black and white peak style with the state or local association badge.

- (c) Official Alternate (third) Colour

Blue is the approved third shirt colour for ESFA competition matches.

If the Official Alternate Uniform (Yellow shirt/Blue 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/blue shirt occurs.

- 19.2. The badge or badges to be worn by members at all matches shall be as prescribed and approved by the Board. It shall be located and worn in the manner as described by the relevant directive from Football NSW.
- 19.3. For Football NSW matches, all members acting as match officials shall wear the same style shirt, that is, all long sleeved or all short sleeved.
- 19.4. 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. Shirts must be neatly tucked into shorts.
- 19.5. When officiating as an Assistant Referee during inclement weather only the official jacket may be worn.
- 19.6. Uniform requirements shall apply to both male and female referees.
- 19.7. Branch identity may be worn other than on the official uniform.
- 19.8. Members appointed to Football NSW matches shall arrive at and leave grounds dressed neatly in smart casual attire including appropriate footwear. Jeans should not be worn to these appointments.

20. State or National Tournaments

- 20.1. Pursuant to the objective governing the development and training of all members, the principle objective in the selection of a member to represent the Branch in a state or national tournament shall be to enable the successful candidate to participate in the intensive training sessions and rigorous assessment processes associated with such tournaments.
- 20.2. The Branch Coach and Referees Coordinator shall select members for nomination as candidates for state and national tournaments
- 20.3. Selection criteria for a candidate to be nominated for a tournament conducted by Football NSW or any other FFA Member Federation shall be:
 - (a) The ability of the candidate to be able to competently officiate in the matches designated for the relevant age group in that tournament.
 - (b) Precedence shall be given to the selection of a candidate who has not previously represented the Branch in that tournament.
 - (c) The Branch Coach and Referees Coordinator shall, however, be empowered to nominate a candidate who has previously represented the Branch in order to satisfy the requirement of (a) above.
 - (d) A member of the Branch who is ranked number one referee at the conclusion of a tournament shall be ineligible to represent the Branch in the same or similar age group tournament in a subsequent year.
 - (e) A member who is ranked number one referee at the conclusion of a Football NSW tournament and subsequently represents Football NSW in a FFA national tournament and was ranked number one referee at the conclusion of that FFA tournament shall be ineligible for selection to represent the Branch in any future referee competition.

- (f) The Branch Coach and Referees Coordinator, however, be empowered to nominate a candidate who has previously represented the Branch and was ranked number one referee at the conclusion of that FFA tournament in order to satisfy the requirement of (a) above.
- 20.4. Members selected to represent the Branch in a referee competition shall be provided with an expense subsidy as agreed by the Board.
- 20.5. Nominations shall be made, wherever feasible, to the Football NSW Referee Development Panel or its successor as requested by Football NSW.
- 20.6. The nominations shall be made by the Technical Group based on its assessment of referees throughout the previous season, as well as nominations from Branch members and requests from Football NSW.

21. Conduct of Debate in Meetings

- 21.1. These procedures shall apply to the conduct of debate at general meetings and group meetings of the Branch.
- 21.2. A member shall stand when offering to speak and shall address the chair upon being called to speak.
- 21.3. 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.
- 21.4. Whenever the Branch Coach rises during a debate, any member then speaking or offering to speak shall sit down and the meeting shall remain silent so that they may be heard without interruption.
- 21.5. Discussion by a member shall not exceed five minutes in length without the consent of the meeting.
- 21.6. The Branch Coach 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 Branch Coach may direct such member, if speaking, to discontinue his speech or, in the event of persistent disregard of the authority of the Branch Coach, direct the member to retire for the remainder of the meeting.
- 21.7. 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.
- 21.8. 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.
- 21.9. The ruling of the Branch Coach 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 Branch Coach's ruling on any matter shall not be spoken to except by the dissentient and the Branch Coach, each being restricted to a period not exceeding three minutes. The Referees Coordinator shall be appointed to conduct the proceedings for the discussion and vote on dissent from the Branch Coach's ruling.
- 21.10. Voting at meetings may be conducted by a show of hands or a secret ballot, if required.
- 21.11. At Branch meetings and general meetings only, the person presiding as chair (the Branch Coach) may exercise a casting vote if the result is tied.
- 21.12. If a result is tied, then the result shall end in the negative.
- 21.13. 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.
- 21.14. A motion to proceed to the next item of 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.
- 21.15. 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.

22. Service Awards

- 22.1. The Branch shall provide a jacket in the Branch colours with only the Branch badge or logo embroidered with the Branch name and the recognition of ten (10), fifteen (15) and twenty (20) years service.
- 22.2. The Branch shall provide an approved polo-type shirt with only the Branch badge or logo and embroidered with the Branch name and the recognition of five (5) years service.

- 22.3. The period of service to Branch 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.
- 22.4. The period of service may be as an active referee, an inspector, an administrator or any person that has been required by the Branch to provide a service to the Branch or its members.
- 22.5. 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.
- 22.6. Any person joining the Branch 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.
- 22.7. The Referees Coordinator and Branch Coach shall have the right to consider any application by members as to whether any period off constitutes a break in service.
- 22.8. Service Awards may be made at the discretion of the Branch Coach and Referees Coordinator and within a timeframe aligned to the end of season Branch awards or at the beginning of each year prior to the commencement of the ESFA season.