

# REFEREES

## SCHEDULE E: Referees Branch Rules



EASTERN SUBURBS  
FOOTBALL ASSOCIATION

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## 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 known as the "Referees 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 Referees Section on the ESFA website: [www.esfa.com.au](http://www.esfa.com.au).

## 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 Referees Committee.
- (F) "ESFA" means the Eastern Suburbs Football Association Inc.
- (G) "FA" means Football Australia.
- (H) "Football NSW" means Football New South Wales.
- (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) "Match Review Officer" means the paid referees 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.
- (Q) "Dribl" means the Competition Management System used by the ESFA and the ESFARB

## 2. ALTERATIONS TO THE RULES

- 2.1 The Board shall have the right to apply for a 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 Dribl 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 Football Australia 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 Football Australia qualification through the Branch.
- 3.7 Members of another referee organisation 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 Match Review Officer and the Board. Failure to comply with such instructions shall result in the member being disciplined in accordance with Section 16.

## **5. BRANCH MANAGEMENT**

- 5.1 The administrative management of the Branch shall be vested in the Match Review Officer under the supervision of the Head of Competitions and General Manager.
- 5.2 The Match Review Officer 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 Dribl, the Match Review Officer will publish the appointments of referees to matches.
- 5.4 The Match Review Officer will be responsible for the policies and strategic direction of the Branch in conjunction with the General Manager and Board.
- 5.5 The Referees Chair shall be the appointed person to represent the Branch for any issues regarding Branch members and to attend any Judiciary Hearings, where Branch representation is required.

## **6. THE REFEREES COMMITTEE**

- 6.1 The Referee Committee (Committee) will comprise of the Branch Coach (a qualified Referee/Assessor who is a member of the Branch), the Referees Chair(Representative of the Branch) and any other position deemed necessary as part of the referees committee.
- 6.2 The Referees Branch is to elect the Referee Committee annually. Following the nomination, in advance of the Branch Annual General Meeting, an election is to

be held for any position where 2 or more nominations are received. Following a vote by Referee Branch members, the nominees are presented to the ESFA Board for endorsement.

- 6.3 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 Match Review Officer or Referees Chair.
- 6.4 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.
- 6.5 The Match Review Officer 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) Match Review Officer Report
  - (D) Branch Coach Report
  - (E) Election of Committee Nominees

## **8. APPOINTMENTS**

- 8.1 Appointment of members to officiate matches shall be made by the Match Review Officer with assistance from the Branch Coach. Members must set their availability for the upcoming weekend as prescribed by the Match Review Officer before the start of each season.
- 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 Dribl 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 12:00 pm.

- 8.5 Should an emergency arise which necessitates a member to withdraw from an appointment, such a situation shall be advised to the Match Review Officer as soon as possible by email or via Dribl. The appointment must also be actioned in Dribl 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 Dribl.
- 8.7 Should an emergency such as injury, illness, where a referee or assistant referee does not arrive, etc., at a 'State' game:
- (A) if it is desirable and practical for an additional referee to be arranged, the most senior referee present at the ground shall contact the Match Review Officer 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.
  - (B) 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 Match Review Officer by phone or email as soon as possible after receiving the appointment but in any case, before 12 pm on the Friday 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 Match Review Officer or Referees Committee. Notwithstanding the submission of a complaint, the member shall fulfil the appointment unless advised of a change by the Match Review Officer or Referees Committee
- 8.10 Members shall fulfil all appointments allocated to them unless relieved of their obligation by the Match Review Officer following application to the Match Review Officer 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 NSW, FA 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 FA 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 Match Review Officer 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, Referees Committee and Match Review Officer, 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 Match Review Officer 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:
- (A) being played in a competition (age and division) for which they are a registered player or team official.
  - (B) 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 any match they are not appointed unless they satisfy rules 9.3 or 9.4.
- 9.2 If the member does not satisfy rules 9.3 or 9.4, they must first obtain approval from the Match Review Officer before being appointed.
- 9.3 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 Match Review Officer.
- 9.4 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 Match Review Officer 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.



- 9.5 A member who referees a match without an appointment must notify the Match Review Officer immediately after the match and complete the Dribl Match Sheet as per 11.2 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 16 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 Centre referee is mainly responsible for completing the Dribl match sheet. This includes submitting the final score of the match, inputting goal scorers and reporting all issued cautions, send-offs and incident reports. - i.e. Red and Yellow cards and outlining any other incidents that have occurred. All referees will be responsible for marking themselves as "present" on the Dribl Match Sheet and may risk being uncompensated if left unmarked.

(B) Cautions

Caution 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 Match Review Officer or a member of the Referees Committee.

(C) Send-Off Reports

Send-Off Reports for each player sent from the field shall be completed and lodged via JotForm or on the Dribl Match Sheet 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 Match Review Officer or any member of the Referees 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 or on the Dribl Match Sheet. Assistant Referees shall also complete and submit a report of their observations online about the incident. When a serious incident is involved, the Match Officials shall contact the Referees Chair and/or the Branch Coach.

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

- 11.2 All Match Sheets and 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 16 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 Match Review Officer. Should match sheets not be received then no payment will be made to any members appointed to that match in accordance with Rule 16.2(a) until the match sheets are received and reviewed by the Match Review Officer.
- 12.3 Any other queries shall be directed to the Match Review Officer.

## **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 FA 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 Match Review Officer.

## **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 Football Australia.
- 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 Match Review Officer.
- 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 Match Review Officer or Branch Coach may be raised directly in writing with the Head of Competitions or General Manager of ESFA.

## 15. REFEREE ASSESSORS

- 15.1 A member may be requested by the Referee Committee 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.
- 15.2 Assessors will be paid an amount determined by ESFA.
- 15.3 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 FA and the Branch.

## 16. DISCIPLINE

- 16.1 In accordance with Rules 16.11 and 16.12, the Judiciary is empowered to deal with member disciplinary matters and impose penalties for the infringement of these Branch Rules.
- 16.2 Penalties may be imposed for the following offences:
- (A) Failure to submit match sheets by the specified deadline
    - i. First Offence – written warning
    - ii. Second Offence – prohibited from further allocations further notice
    - iii. Third Offence - no match fee payment and a meeting with Match Review Officer and/or Branch Coach
    - iv. Fourth Offence - Match Review Officer, 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 - prohibited from further allocations until further notice
    - iii. Third Offence - no match fee payment and a meeting with Match Review Officer 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 - prohibited from further allocations until further notice
    - iii. Third Offence- with Match Review Officer and Branch Coach
    - iv. Fourth Offence - review/suspension of membership status

- (D) Failure to accept or decline an initial appointment by the specified deadline
  - i. First Offence - written warning
  - ii. Second Offence - prohibited from further allocations until further notice
  - iii. Third Offence - meeting with the Match Review Officer and Branch Coach
- (E) Failure to accept or decline TBA appointment by the specified deadline
  - i. First Offence - written warning
  - ii. Second Offence - prohibited from further allocations until further notice
  - iii. Third Offence – meeting with Match Review Officer and Branch Coach
- (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 - prohibited from further allocations until further notice
  - iii. Third Offence – meeting with the Match Review Officer and Branch Coach
- (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 Match Review Officer and/or Branch Coach
  - iv. Fourth Offence - review/suspension of membership status
- (H) Failure to obtain permission from the Match Review Officer or Branch Coach prior to officiating a match as per section 9.2.
  - i. First Offence - no match fee payment and written warning
  - ii. Second Offence - no match fee payment and a meeting with Match Review Officer and/or Branch Coach
  - iii. Third Offence - review/suspension of membership status
- (I) Failure to adhere as per rule 16.3 Withdrawal from an appointment with an unreasonable excuse
  - i. First offence - written warning
  - ii. Second Offence - prohibited from further allocations until further notice
  - iii. Third Offence - meeting with the Match Review Officer and Branch Coach
  - iv. Fourth Offence - review/suspension of membership status

The Match Review Officer shall be responsible for tracking and administering all sanctions and shall notify the Branch Coach, Referees Committee and General Manager of any offences.

Notwithstanding the automatic penalties in accordance with Rule 16.2 the Match Review Officer, Branch Coach and General Manager shall have the power to arrange disciplinary proceedings in accordance with Rule 16.9.

- 16.3 Members withdrawing from an appointment are required to advise the details to the Match Review Officer in accordance with the Administrative Instructions.

- 16.4 Where a member notifies the Match Review Officer 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 Match Review Officer and Branch Coach finds the above explanation unreasonable, the matter shall be dealt with in accordance with Rule 16.2 .
- 16.5 Members are required to fulfil all appointments allocated to them unless relieved of their obligation by the Match Review Officer as provided in Rule 8.10.
- 16.6 Where it can be shown that a member has failed to fulfil their appointment obligation and a written explanation is emailed to the Match Review Officer within forty-eight (48) hours of the appointment start time and the Match Review Officer and Branch Coach finds the explanation reasonable, the Match Review Officer and Branch Coach, as applicable, may relieve the member of further penalty.
- 16.7 Where a written note is emailed as per Rule 16.6 and the Match Review Officer and Branch Coach finds the explanation unacceptable, the matter shall be further dealt with in accordance with Rule 16.10.
- 16.8 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 Match Review Officer within forty-eight (48) hours after the appointment obligation start time, the matter shall be further dealt with in accordance with Rule 16.10.
- 16.9 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 16.11.
- 16.10 Where a member is found to be subject to further disciplinary action under Rules 16.2, 16.4, 16.7 or 16.8, the Match Review Officer 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.
- 16.11 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 16.13.
- 16.12 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.
- 16.13 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.

- 16.14 Any fines imposed by the Judiciary under Rule 16.11 or Rule 16.13 may be deducted automatically from future match payments or paid directly once all appeals are exhausted.

## 17. APPEALS

- 17.1 A member of the Branch may appeal any disciplinary decision of the Match Review Officer, Referees Committee, Branch Coach, General Manager or Judiciary, relating to the disciplining of that member in accordance with Section 16 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.
- 17.2 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.
- 17.3 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.

## 18. UNIFORMS

- 18.1 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. A team shall not be required to change their playing strip if a clash with the yellow/blue shirt occurs.
- 18.2 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.
- 18.3 For Football NSW matches, all members acting as match officials shall wear the same style shirt.
- 18.4 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.
- 18.5 When officiating as an Assistant Referee during inclement weather only the official jacket may be worn.
- 18.6 Uniform requirements shall apply to both male and female referees.
- 18.7 Branch identity may be worn other than on the official uniform.

- 18.8 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.

## 19. STATE OR NATIONAL TOURNAMENTS

- 19.1 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.
- 19.2 The Branch Coach and Match Review Officer shall select members for nomination as candidates for state and national tournaments
- 19.3 Selection criteria for a candidate to be nominated for a tournament conducted by Football NSW or any other FA 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 Match Review Officer 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 FA national tournament and was ranked number one referee at the conclusion of that FA tournament shall be ineligible for selection to represent the Branch in any future referee competition.
  - (F) The Branch Coach and Match Review Officer, however, be empowered to nominate a candidate who has previously represented the Branch and was ranked number one referee at the conclusion of that FA tournament in order to satisfy the requirement of (a) above.
- 19.4 Members selected to represent the Branch in a referee competition shall be provided with an expense subsidy as agreed by the Board.
- 19.5 Nominations shall be made, wherever feasible, to the Football NSW Referee Development Panel or its successor as requested by Football NSW.
- 19.6 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.

## 20. CONDUCT OF DEBATE IN MEETINGS

- 20.1 These procedures shall apply to the conduct of debate at general meetings and group meetings of the Branch.
- 20.2 A member shall stand when offering to speak and shall address the chair upon being called to speak.

- 20.3 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.
- 20.4 Discussion by a member shall not exceed five minutes in length without the consent of the meeting.
- 20.5 The Referees Chair 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.
- 20.6 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.
- 20.7 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.
- 20.8 The ruling of the Referees Chair 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 Referees Chair ruling on any matter shall not be spoken to except by the dissentient and the Referees Chair. The Match Review Officer shall be appointed to conduct the proceedings for the discussion and vote on dissent from the Referees Chair's ruling.
- 20.9 Voting at meetings may be conducted by a show of hands or a secret ballot, if required.
- 20.10 At Branch meetings and general meetings only, the Referees Chair may exercise a casting vote if the result is tied.
- 20.11 If a result is tied, then the result shall end in the negative.
- 20.12 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.
- 20.13 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.
- 20.14 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.



## 21. SERVICE AWARDS

- 21.1 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.
- 21.2 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.
- 21.3 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.
- 21.4 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.
- 21.5 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.
- 21.6 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.
- 21.7 The Match Review Officer and Referees Chair shall have the right to consider any application by members as to whether any period off constitutes a break in service.
- 21.8 Service Awards may be made at the discretion of the Referees Chair and Match Review Officer and within a timeframe aligned to the end of season Branch awards or at the beginning of each year before the commencement of the ESFA season.