

MEMO TO ALL JUNIOR REFEREES - June 10th 2015

From: KEHAN RILEY – FOOTBALL TOOWOOMBA REFEREES OFFICER

Re: FOOTBALL TOOWOOMBA JUNIOR MATCH OFFICIALS OFF-FIELD DUTIES

Introduction

It is commonly stated that around half of a match official's job is conducted off the field of play. The quality, efficiency and professionalism of the duties performed by match officials off the field are of equal effect and consequence to those performed on the field of play. The contents of this memorandum are aimed to reduce the occurrence of shortcomings by match officials with regards to particular off-field duties.

Scope

The contents of this memorandum:

- Apply to all match officials officiating and/or appointed to matches in the **Football Toowoomba Junior competition only** and includes, but is not limited to, pre-season matches, regular season matches and finals series matches.
- Have been distributed to all match officials (as described above) and the Football Toowoomba CA.
- Are effective immediately and will continue until retracted in writing.
- A similar, but revised, memorandum will be issued to match officials officiating in the Football Toowoomba Senior competition in due course.

Where "JAO" is mentioned below, this refers to the Football Toowoomba Junior Appointments Officer.

Where "FTRO" is mentioned below, this refers to the Football Toowoomba Referees Officer.

Match Officials' Off-Field Requirements

Team Sheets

- At the competition of each match, both team sheets must be completed **in full** and handed to the canteen at the ground as soon as possible *by the referee for the match*.
- Details that must be noted on the team sheets by match officials are: the score (both in numerals and letters), any yellow or red cards given, all match officials names and any other information pertinent to the match such as issues with the field etc.
- While it is primarily the match referee's responsibility to ensure that team sheets are filled in correctly, the match assistant referees are also required to confirm that the details recorded by the match referee are true and correct.
- The team sheets must be completed **neatly and legibly**.

Notification of Unavailability

- The JAO must be notified no later than 9:00pm on the Monday prior to the relevant weekend should a match official be not available to officiate that weekend.
- Should a match official become unavailable after this time, they should advise the JAO as soon as possible **stating the reason for the unavailability**.

Non-Attendance at Appointed Matches

- Non-attendance by match officials to appointed matches not only lets down the other match officials appointed to the match but also the two teams involved.
- Match officials have a commitment to fulfil all appointments no matter what level. If a match official feels like they have been appointed to a match that is beyond their capabilities, they must advise the JAO immediately.

Alteration of Match Official Appointments

- The only person authorised to alter or change match official appointments after initial release is the JAO. Should the JAO not be available, the FTRO may approve such alterations.
- This includes the Assistant Referee appointments (i.e. the match official appointed as AR1 must fulfil the duties of AR1).
- Should an appointed match official become injured, ill or not arrive for their appointed matches, the JAO must be contacted immediately to give permission for the match appointments to be altered.

Alteration of Match Official Appointments (cont...)

- If the JAO or FTRO are not contactable prior to the scheduled kick-off time and the appointed referee is unable to fulfil their appointments, the appointed AR1 will take over as referee and the appointed AR2 will take over as AR1. Should the appointed AR1 not be able to fulfil their appointments, the appointed AR2 will take over as AR1.

Offences & Penalties

A demerit point system will now apply to match officials, as follows:

OFFENCE	PENALTIES	
	APPOINTED REFEREE	APPOINTED ASSISTANT REFEREES AND/OR FOURTH OFFICIALS
Failure to complete <u>all</u> relevant sections of one or both team sheets for a match	TWO demerit points per match affected	ONE demerit point for each AR/FO per match affected
Team sheets not filled in legibly and/or with true and correct details	TWO demerit points per match affected	ONE demerit point for each AR/FO per match affected
Failure to submit team sheets to the canteen before leaving the ground at the completion of appointments	TWO demerit points per match affected	N/A
Not notifying the JAO of unavailability before Monday 9pm or in a timely manner after this deadline	ONE demerit point	
Non-attendance at appointed matches without notifying the JAO	TWO demerit points per match affected when appointed as referee	ONE demerit point per match affected when appointed as assistant referee or fourth official
Alteration of match official appointments without the prior approval of the JAO or FTRO, or as described above	FOUR demerit points	
Any other offence that the JAO feels requires disciplinary action	A minimum of ONE demerit point, at the discretion of the JAO	

Consequences

- For every **FOUR** demerit points accrued by a match official, that match official will not be appointed to any matches in the Football Toowoomba Junior Competition for **ONE** round following the round in which the last offence occurred.
- Should a match official accrue **TWELVE** demerit points or more in a season, that match official will be ineligible to be appointed as a match official in the entirety of that season's Football Toowoomba Junior Finals Series and will be ineligible to be considered for end of year awards.

Record Keeping, Communication and Appeals

- All penalties will initially be determined by the JAO who will forward these decisions to the FTRO for approval. When approved by the FTRO, the match official concerned will be contacted personally by the FTRO and advised of the penalty and the reasoning behind the decision.
- Match officials may request a balance of their demerit points at any time from either the JAO or the FTRO.
- Should a match official wish to appeal a penalty awarded to them, they must do so by email to the JAO and FTRO within 7 days of the official advice of the penalty. The decision will then be reviewed and the outcome of the review will be communicated back to the match official within 7 days after receiving the appeal.
- Demerit points will be reset to ZERO at the commencement of each season.