



## Ballarat & District Soccer Association

# Section 9. Referees

Version 4-5 of the 21<sup>st</sup> February 2014.

If printed, may **NOT** be the latest version; please check B&DSA Handbook section of [www.ballaratsoccer.com.au](http://www.ballaratsoccer.com.au)

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## **9.1 INTRODUCTION**

- (1) This section set out the processes and procedures for management, payment, and governance of referees in matches under the control of the Association.

## **9.2 REFEREE MANAGEMENT COMMITTEE**

- (1) Activities associated with the management of referees assigned to matches under control of the Association will be undertaken by the Referee Management Committee (the "Referee Committee").
- (2) The Referee Committee will be established as a committee of the Board of the Association. It shall attend to referee administrative, education, training, appointment, and disciplinary matters.
- (3) The Referee Committee will consist of:
  - A) Six (6) members,
    - i) One (1) who will be nominated by the Association Board
    - ii) Three (3) members elected by the referees at a meeting in March each year.
    - iii) Referee Coach
    - iv) Referee Appointment Officer
  - B) The positions be filled are Chair, Administration Officer and Standards Officer.
- (4) The Referee Committee will meet at least monthly for the period from the 1 month before the start of the season to the end of the season.
- (5) The role of the Referee Committee is to:
  - A) Oversight the appointment of referees to matches to ensure that the guidelines of Clause 9.3 are observed.
  - B) Ensure that the Referee Coach provides the required training to maintain and improve the quality of referees.
  - C) Manage the day-to-day operations of referees.
  - D) Make recommendations to the Board on the management of the referees.
  - E) Recommend any payment changes to the Board for their consideration.

## **9.3 REFEREES**

- (1) Referee/s means the Referee, Assistant Referee and the Fourth Referee as appropriate.
- (2) All referees appointed to matches by the Association are subject to the *Disciplinary Code* of Section 4.
- (3) A referee who is suspended is not to officiate until that suspension is served.

- (4) A referee who is suspended must notify the Appointments Officer as soon as possible after the suspension.
- (5) All referees appointed to matches by the Association shall follow the Referee Code of Ethics and Behaviour as described in Section 5. *Codes of Conduct*.
- (6) All referees must complete the team sheets as required by Section 6.7.2 of Section 6 *Local Competition – Competitive*.
- (7) All senior referees are requested to assist first year referees where possible.
- (8) The Referee Coach, after taking into account the advice of the Referee Standards Officer, may remove a Referee from a Panel for a specified period, or suspend a Referee for a specified period, for failing to abide by appropriate standards.

## **9.4 REFEREE APPOINTMENTS**

### **9.4.1 APPOINTMENTS OFFICER**

- (1) The Appointments Officer shall:
  - A) Appoint referees to games as per the guidelines of Section 9.4.2.
  - B) Keep records of appointments
  - C) Notify the Registration Officer and Treasurer of each week's appointments.
  - D) Establish an acceptable procedure for notifying referees of their appointments.
  - E) Contact league North and South Coordinator about changes

### **9.4.2 LOCAL COMPETITIONS AND GAMES**

- (1) The Appointments Officer shall follow these guidelines when appointing referees to games:
  - A) Where Possible, A Referee is NOT to be appointed to games involving teams where they played or coached.
  - B) Referees are not to be appointed if they are suspended as a player in any competition.
  - C) For a Referee to be appointed to a senior game, the Referee must be assessed as competent by the Referee Coach to officiate at the senior level.
- (2) Referees are to be allocated to games in the following order, taking into account the restrictions of Section 9.4.2 (1):

|                             |                               |
|-----------------------------|-------------------------------|
| A) Metro Premier League     | B) Metro Division 1, 2, 3 etc |
| C) B&DSA Division 1         | D) Metro U18                  |
| E) B&DSA Division 2, 3, etc | F) B&DSA U18                  |
| G) Metro U17                | H) B&DSA U17                  |

- |              |              |
|--------------|--------------|
| I) Metro U16 | J) B&DSA U16 |
| K) Metro U15 | L) B&DSA U15 |
| M) Metro U14 | N) B&DSA U14 |
| O) Metro U13 | P) B&DSA U13 |
| Q) Metro U12 | R) B&DSA U12 |

(3) Referees that do not fulfil their obligations are to be suspended as follows:

- A) If a referee fails to turn up to an appointment without informing the Appointments Officer at least 12 hours before hand with a valid reason they will be given a warning.
- B) If a referee fails to turn up to an appointment a 2<sup>nd</sup> time without informing the Appointments Officer at least 12 hours before hand with a valid reason they will be suspended from refereeing for 1 week.
- C) If a referee fails to turn up to an appointment a 3<sup>rd</sup> time without informing the Appointments Officer at least 12 hours before hand with a valid reason they will be suspended for refereeing for 3 weeks and will not be appointed to any finals matches.
- D) If a referee fails to turn up to an appointment for 4<sup>th</sup> or subsequent time without informing the Appointments Officer at least 12 hours before hand with a valid reason they will be suspended for 5 weeks and will not be appointed to any finals matches.
- E) A valid reason is an event that the referee has to attend for personnel or work reason. For example, family illness, emergency call to work etc.
- F) A referee can appeal any suspension under Section 4.9 of the *Disciplinary Code*.

#### **9.4.3 CUP FINALS**

- (1) The Cup Finals Appointment Panel will consist of:
  - A) Association Board representative
  - B) Referee Coach
  - C) Appointments Officer
- (2) Cup Finals Appointment Panel shall follow the guidelines of Section 9.4.2 (1) when making appointments to Cup Finals.
- (3) For each Grand Final, four (4) referees will be appointed – Referee, two (2) Assistant Referee, and a Fourth Official.

#### **9.5 REFEREE COACH**

- (1) The duties of the Referee Coach are:
  - A) Assess the performance of Referees at matches.

- B) Conduct information sessions to improve the performance of Referees.
- (2) Referee Coach will record the performance of Referees in accordance with FFV procedures.
- (3) The Referee Coach may lodge an Incident or Misconduct Report in relation to any relevant matters arising at a game he/she attends in an official capacity.

## **9.6 REFEREE PAYMENTS**

### **9.6.1 HOME AND AWAY GAMES ALL FIXTURES AND LEAGUES**

- (1) The payments shown in Attachment 1 – Referee Payment, Home and Away Games All Fixtures and Leagues will be made for all competitive "Home and Away" games for all fixtures and leagues.
- (2) If a game is cancelled and the referee is notified 24 hours before the start of the game there is no payment.
- (3) If a game is cancelled and the referee is notified less than 24 hours before the start of the game the referee will receive the game cancellation fee of Clause 9.6.1 (1)
- (4) If a game is cancelled and the referee is NOT notified AND the referee turns up at the ground the payment will be the match fee of Clause 9.6.1 (1).
- (5) Referee payments are based in the previous season FFV referee payments for Thirds & Veterans League and Juniors.

### **9.6.2 REFEREE COACH**

- (1) Referee Coach is eligible to claim travel allowance in accordance with the provision of Clause 9.6.3 for any official duties.

### **9.6.3 TRAVEL ALLOWANCE**

- (1) The payment for travel is shown in Attachment 1 – Referee Payment, Travel Allowance.
- (2) Travel allowances will not be paid for travel within the City of Ballarat for those referees who live within the City of Ballarat.
- (3) The travel allowance is calculated by taking the round trip distance between the 2 location, the cost of petrol, and a fuel usage of 10 litres per 100 km.
- (4) The allowances will be adjusted if the average petrol price in Ballarat varies by more than 10 cents per litre.

### **9.6.4 B&DSA CUP FINALS**

- (1) The payments shown in Attachment 1 – Referee Payment, B&DSA Cup Finals will be made for all games played during the Cup finals.

## VERSION MANAGEMENT

| Version | Date             | Reason for Change  | Author        | Approved        |
|---------|------------------|--|---------------|-----------------|
| 1.2A    | 7 Sept 2006      | Revision for 2007 season   | Peter J Reid  | —               |
| 1.2B    | 28 Jan 2007      | Review of text   | Peter J Reid  | —               |
| 1.2C    | 22 Feb 2007      | Review of contents   | Peter J Reid  | —               |
| 1.2D    | 27 Feb 2007      | Draft approved for distribution  | Peter J Reid  | —               |
| 1.2E    | 7 March 2007     | Referee Committee review   | Peter J Reid  | —               |
| 2       | 22 March 2007    | Adopted at General Meeting   | Peter J Reid  | General Meeting |
| 2A      | 25 April 2007    | Travel allowance   | Peter J Reid  | —               |
| 2-1     | 8 May 2007       | Adopted at Board Meeting   | Peter J Reid  | Board Meeting   |
| 2-1A    | 1 Nov 2007       | Post 2007 season review  | Peter J Reid  | —               |
| 3       | 11 March 2008    | Adopted at Board Meeting   | Peter J Reid  | Board Meeting   |
| 3-1     | 13 May 2008      | Collection of payments into attachment   | Peter J Reid  | Board Meeting   |
| 3-2     | 13 May 2008      | Add game cancellation fee and change Women's assistant fee   | Peter J Reid  | Board Meeting   |
| 3-2A    | 7 March 2009     | Referee payments – Sections 9.6.1, 9.6.3, Attachment 1 – Referee Payment Amounts, Home and Away Games All Fixtures and Leagues, and Travel Allowance   | Peter J Reid  | —               |
| 4       | 10 March 2009    | Adopted at Board Meeting   | Peter J Reid  | Board Meeting   |
| 4A      | 8 March 2010     | Referee travel payments – Attachment 1 – Referee Payment Amounts Travel Allowance  | Peter J Reid  | —               |
| 4-1     | 9 March 2010     | Adopted at Board Meeting   | Peter J Reid  | Board Meeting   |
| 4-1A    | 10 April 2011    | Referee fees for First Women – Attachment 1 – Referee Payment Amounts<br>Updated travel allowances - Attachment 1 – Referee Payment Amounts. Travel Allowance  | Peter J Reid  | —               |
| 4-2     | 11 April 2011    | Adopted at Board Meeting   | Peter J Reid  | Board Meeting   |
| 4-2A    | 29 April 2011    | Referee fees for Division 3 – Attachment 1 – Referee Payment Amounts   | Peter J Reid  | —               |
| 4-3     | 10 May 2011      | Adopted at Board Meeting   | Peter J Reid  | Board Meeting   |
| 4-3A    | 18 Aug 2011      | Referee Coach introduction – Sections 9.2, 9.5 and 9.6.2<br>Referee nomenclature – Section 9.3 and Attachment 1 – Referee Payment Amounts<br>Referee appointments – Section 9.4.2<br>Referee payments – Section 9.6.1 and Attachment 1 – Referee Payment Amounts | Peter J Reid  | —               |
| 4-4     | 18 June 2013     | Review of Changes made by Peter Reid   | Jeremy Irvine | -               |
| 4-5     | 21 February 2013 | Update, 9.4.2 as per AGM   | Jeremy Irvine | AGM             |

## ATTACHMENT 1 – REFEREE PAYMENT AMOUNTS

### HOME AND AWAY GAMES ALL FIXTURES AND LEAGUES

| Grade   | Referee | Assistant |
|---|---------|-----------|
| Division 1 (Firsts)   | \$80.00 | \$45.00   |
| Senior –Seven-a-side  | \$60.00 | \$35.00   |
| Division 2 (Reserves)   | \$75.00 | \$40.00   |
| Division 3  | \$75.00 | \$40.00   |
| U18   | \$75.00 | \$40.00   |
| U17   | \$55.00 | \$30.00   |
| U16   | \$50.00 | \$25.00   |
| U15   | \$45.00 | \$20.00   |
| U14   | \$45.00 | \$20.00   |
| U13   | \$40.00 | \$20.00   |
| U12   | \$40.00 | \$20.00   |
| Ballarat Associated Schools                                   | \$50.00 | \$25.00   |
| Ballarat State Schools Sports Association                     | \$35.00 | \$20.00   |
| Game cancelled with less than 24 hours notice to the Referee. | \$25.00 | ½ fee     |
| Game cancelled with more than 24 hours notice to the Referee. | No fee  | No fee    |
| Game is cancelled by the Referee before the start of the game | ½ fee   | ½ fee     |
|   |         |           |

### TRAVEL ALLOWANCE

(1) Based on Ballarat average petrol price of 134.0 ¢ per litre.

| Location A    | Location B    | Allowance |
|---------------|---------------|-----------|
| Ballarat      | Bacchus Marsh | \$16.00   |
| Ballarat      | Bendigo       | \$34.00   |
| Ballarat      | Creswick      | \$ 5.00   |
| Ballarat      | Daylesford    | \$13.00   |
| Ballarat      | Geelong       | \$24.00   |
| Ballarat      | Horsham       | \$54.00   |
| Ballarat      | Maryborough   | \$18.00   |
| Ballarat      | Warrnambool   | \$49.00   |
| Bacchus Marsh | Creswick      | \$20.00   |
| Bacchus Marsh | Daylesford    | \$15.00   |
| Bacchus Marsh | Geelong       | \$16.00   |
| Bacchus Marsh | Horsham       | \$69.00   |
| Bacchus Marsh | Maryborough   | \$35.00   |

| <b>Location A</b> | <b>Location B</b> | <b>Allowance</b> |
|-------------------|-------------------|------------------|
| Bacchus Marsh     | Warrnambool       | \$67.00          |
| Creswick          | Bendigo           | \$28.00          |
| Creswick          | Daylesford        | \$8.00           |
| Creswick          | Geelong           | \$32.00          |
| Creswick          | Horsham           | \$55.00          |
| Creswick          | Maryborough       | \$14.00          |
| Creswick          | Warrnambool       | \$54.00          |
| Horsham           | Bendigo           | \$58.00          |
| Horsham           | Daylesford        | \$64.00          |
| Horsham           | Geelong           | \$82.00          |
| Horsham           | Maryborough       | \$49.00          |
| Horsham           | Warrnambool       | \$65.00          |
| Maryborough       | Bendigo           | \$20.00          |
| Maryborough       | Daylesford        | \$17.00          |
| Maryborough       | Geelong           | \$47.00          |
| Maryborough       | Warrnambool       | \$64.00          |
| Warrnambool       | Bendigo           | \$83.00          |
| Warrnambool       | Daylesford        | \$62.00          |
| Warrnambool       | Geelong           | \$56.00          |

**B&DSA CUP FINALS****(1) Elimination and Qualifying Finals**

| <b>Grade</b>             | <b>Referee</b> | <b>Assistant</b> |
|--------------------------|----------------|------------------|
| Division 1 (Firsts)      | \$88.00        | \$50.00          |
| Seniors – {Seven-a-side} | \$66.00        | \$39.00          |
| Division 2 (Reserves)    | \$82.00        | \$44.00          |
| Division 3               | \$82.00        | \$44.00          |
| U18                      | \$77.00        | \$38.00          |
| U17                      | \$60.00        | \$33.00          |
| U16                      | \$55.00        | \$27.00          |
| U15                      | \$50.00        | \$22.00          |
| U14                      | \$50.00        | \$22.00          |
| U13                      | \$44.00        | \$22.00          |
| U12                      | \$44.00        | \$22.00          |

**(2) Preliminary Final**

| <b>Grade</b>           | <b>Referee</b> | <b>Assistant</b> |
|------------------------|----------------|------------------|
| Division 1 (Firsts)    | \$96.00        | \$54.00          |
| Seniors {Seven-a-side} | \$72.00        | \$42.00          |

| <b>Grade</b>          | <b>Referee</b> | <b>Assistant</b> |
|-----------------------|----------------|------------------|
| Division 2 (Reserves) | \$90.00        | \$48.00          |
| Division 3            | \$90.00        | \$48.00          |
| U18                   | \$84.00        | \$42.00          |
| U17                   | \$66.00        | \$36.00          |
| U16                   | \$60.00        | \$30.00          |
| U15                   | \$54.00        | \$24.00          |
| U14                   | \$54.00        | \$24.00          |
| U13                   | \$48.00        | \$24.00          |
| U12                   | \$48.00        | \$24.00          |

## (3) Grand Final

| <b>Grade</b>             | <b>Referee</b> | <b>Assistant</b> | <b>Fourth Official</b> |
|--------------------------|----------------|------------------|------------------------|
| Division 1 (Firsts)      | \$120.00       | \$68.00          | \$68.00                |
| Seniors – {Seven-a-side} | \$90.00        | \$53.00          | \$53.00                |
| Division 2 (Reserves)    | \$112.00       | \$60.00          | \$60.00                |
| Division 3               | \$112.00       | \$60.00          | \$60.00                |
| U18                      | \$105.00       | \$52.00          | \$52.00                |
| U17                      | \$82.00        | \$45.00          | \$45.00                |
| U16                      | \$75.00        | \$37.00          | \$37.00                |
| U15                      | \$68.00        | \$30.00          | \$30.00                |
| U14                      | \$68.00        | \$30.00          | \$30.00                |
| U13                      | \$60.00        | \$30.00          | \$30.00                |
| U12                      | \$60.00        | \$30.00          | \$30.00                |
| U11                      | \$44.00        | \$22.00          | \$22.00                |