

# Football West Referees Department

## *2018 Sunday Appointments Process for Juniors*

Please make sure you have read the  
**Conflict of Interest Policy**



### Category 1: Every Week (EW)

- These are referees who are not players in Sunday Junior Competitions and do not have any time or venue restrictions placed upon them, and are available to referee every week
- A referee who has transport issues (e.g. walk/bike/parent), can still be listed as an “EW” referee, however if you specify that you can only referee at specific grounds we cannot guarantee that there will be games available every week
- Referees are required to input their availability in Schedula by **6.00pm Tuesday evening** for the upcoming weekend – this is especially important for weeks that you are not available, so that we do not appoint you to matches.
- EW referees will be appointed one game automatically and these will be sent directly to your email address on Wednesday (junior matches will **not** be added to Schedula). If you have been left off the appointments list for whatever reason then you can advise the Appointments Officer by reply email.
- If you have been appointed to a match that you are not available for, then you must notify the Football West Appointments Officer immediately.
- When you receive the final draft appointments on Friday you will have been appointed one game, you may at that time email in to select further games.
- If there are vacant games elsewhere that are more suitable for you to get to you can ask to be moved to those (maximum two games).
- Example:

U13 - Girls Div 1	11:30 AM	Ellenbrook United Fc	Quinns Fc	J.Citizen
U15 - Div 2	9:00 AM	Floreath Athena Fc	Wembley Downs Sc	
U16 - Div 1	10:30 AM	Floreath Athena Fc	Ballajura Afc	

J. Citizen has been allocated to Ellenbrook for 1 game but there are two games vacant at Floreath so they can ask to be moved to those games instead of Ellenbrook.

### Category 2: Restricted Duties (RD)

- These are Referees who have playing, coaching or other regular commitments which limit their availability to referee.
- You will need to advise us of what your restriction type is (player/coach/parent/etc) and also which League, Division and Team you are associated with.
- RD referees are **not** required to enter their availability in Schedula
- After appointing the EW referees, you will receive the list of uncovered games on Wednesday, where you can nominate for **one game only** that you are able to cover.
- When emailing your requests you will receive one of two replies;

1. If the game has been appointed to someone already, you will receive a reply advising that the game is no longer available. "Sorry that's gone".
  2. If the games you have requested have been appointed to you, you will receive an email to confirm that. "Confirmed".
  3. When you receive the final draft appointments on Friday afternoon you can then email in for any further games you can cover on top of the ones you have received already.
- In the event that you have not been able to obtain a game for two consecutive weeks, please contact the Football West Appointments Officer and we will endeavour to guarantee you a game for the following week subject to your restrictions not preventing us from doing so.

Although Football West will attempt to accommodate as many appointment requests as possible, we cannot guarantee to fulfil your requests where your restrictions may prevent us from doing so.

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**Referees must be older than the participants they are refereeing it is preferred that there is a two year gap for safety reasons. However 14year olds are permitted to do under 13s games.**

Also attached are the instructions for registering on **Schedula** please read these carefully. **Restricted** referees are not required to use Schedula.

#### **NPL JUNIORS:**

These referees are selected by the Referees Technical Committee from the above categories and should maintain their availability in schedula at all times and must be entered by 6pm Tuesday for the coming weekend.

Appointments for these will be sent out on Wednesday in a draft form and then logged into schedula on Thursday and must be confirmed.

### **TO ALL OFFICIALS WHO ARE OFFICIATING JUNIOR GAMES**

**In order for you to receive appointments you must answer the questions by replying to the email address below.**

- 1 Do you have any "Conflict of Interest?"**
- 2 Which category do you belong to: "Every Week" or "Restricted?"**
- 3 If you are in the Restricted category what are your restrictions?**
- 4 If you are a player, you need to provide the club, age group and division of the team you are playing for, ie: Woodvale 16s Div 2.**

If anyone has any queries regarding this process, then please do not hesitate to contact me. We look forward to working with everyone during this season, and hope you enjoy your refereeing with us.

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