



Referee Technical Committee

Terms of Reference

Effective from 15 December 2025

Version 2.0



Table of Contents

1. Purpose.....	2
2. Membership.....	3
3. Meetings.....	3
4. Voting & Conflict of Interest.....	4
5. Circulating Resolutions.....	4
6. Roles.....	4
7. RTC Responsibilities.....	5
8. Support for RTC Members.....	7
9. Authority	7
10. Compliance	8
11. Reviews	8
12. Definitions.....	8



1. Purpose

In accordance with the Australian Officiating Development Schedule as issued by Football Australia (section 2.2), the National Referees RTC has recommended to Member Federations that they have a State Referees Technical RTC. Football West as the recognised Member Federation in Western Australia, has assumed the responsibility for the creation and management of a State Referees Technical RTC for referees based in the Perth metropolitan area under the Terms of Reference below.

2. Membership

- 2.1 The Football West Referee Technical RTC (RTC) will have 7–9 members.
- 2.2 The RTC includes a Chair and one Football West representative, who is an ex-officio member without voting rights.
- 2.3 Members are selected for their skills, expertise, and experience relevant to Football West's strategic priorities.
- 2.4 The following positions are ineligible for RTC membership:
 - Employee of Football West or FFA
 - Chair, Deputy Chair, Secretary, Treasurer, Director, RTC member, or governing body member of any football club, association, or company (excluding Football West)
 - Member of a Standing RTC
 - Zone Representative
- 2.5 Committee Members will serve staggered 2-year terms
- 2.6 Annual nominations for membership will be called by Football West.
- 2.7 Members are appointed by the CEO, based on recommendations from management.
- 2.8 Casual vacancies may be filled as needed; appointees serve until the next annual nominations.
- 2.9 The CEO, COO, GM and FW Referee Manager may attend meetings as ex-officio participants.
- 2.10 The Committee shall appoint a Secretary. The Committee may also request that Football West carry out the duties of the Secretary.
- 2.11 At the first meeting each year, the RTC shall appoint the Chair, subject to CEO approval.

3. Meetings

- 3.1 The RTC may meet as required to conduct its business.
- 3.2 Meetings may be held in person, by telephone, or via other electronic means. A meeting held electronically is valid if a quorum of members participates. All provisions of these Terms of Reference apply to electronic meetings, with necessary adjustments.
- 3.3 For electronic meetings, the meeting is deemed to occur at the location determined by the Chair, provided at least one member is at that location for the duration.
- 3.4 Meeting schedules will be determined by the RTC.
- 3.5 A quorum consists of the Chair plus four members. The Football West representative does not count towards the quorum. Meetings cannot proceed without a quorum.
- 3.6 If the Chair is absent, another RTC member will act as Chair for that meeting.
- 3.7 The RTC may invite individuals with specific expertise to attend meetings.
- 3.8 The RTC Secretary must prepare the agenda, with input from the Chair, CEO, COO, GM and FW Referee Manager as relevant. The Chair approves the agenda, and all materials must be distributed to members at least five days before the meeting.
- 3.9 Minutes must be prepared by the Secretary, sent to the Chair promptly, and confirmed as accurate at or before the next meeting.



4. Voting & Conflict of Interest

- 4.1 All appointed RTC members shall have full voting rights, subject to Section 2.1.
- 4.2 The Chair shall have a casting vote, used only when required to break a tie.
- 4.3 A member is deemed to have a conflict of interest if they have a vested, close, or personal interest in any matter before the RTC. Any member may raise a concern regarding another member's conflict of interest.
 - Confirmation of a conflict is determined by a majority vote of the remaining members.
 - Members with a confirmed conflict must not participate in discussion, debate, or voting on the matter.
 - All conflicts and related decisions must be recorded in the meeting minutes.
- 4.4 All votes shall be determined by a simple majority.
- 4.5 Any outside party invited to a meeting shall be non-voting, unless they are an appointed RTC member.

5. Circulating Resolutions

- 5.1 If all RTC members agree in writing on a resolution or action, it is deemed to have been passed at a meeting of the RTC.
- 5.2 The resolution is considered passed on the date and time the last member provides their assent.
- 5.3 Members may signify their assent by signing the document or notifying Football West in person, by post, telephone, fax, or other electronic means.

6. Roles

The RTC role is responsible for:

- Identifying registered match officials ready for advanced programs and national recognition.
- Monitoring, supervising, and assessing match officials participating in Community-level programs and qualifications.

- 6.1 RTC Chair
 - Responsible for the overall performance of the RTC.
 - Must attend (or send a delegate to) the RC meeting each November and report on RTC activities.
- 6.2 RTC Secretary
 - Take comprehensive minutes of all RTC meetings and distribute to members and Football West.
 - Receive and manage all correspondence between Football West and the RTC.
 - Send correspondence as instructed by the RTC, with copies to Football West.
 - Perform other administrative duties to ensure the efficient and effective running of the RTC.
 - Ensure meetings follow the standard agenda:
 1. Attendance & Apologies
 2. Registration of Conflicts of Interest
 3. Confirmation of Previous Minutes
 4. Business Arising
 5. Correspondence
 6. General Business
 7. Next Meeting
 8. Close



6.3 RTC Members

- Responsible for the performance of Football West match officials and implementing the national curriculum as directed by Football Australia (FA).
- Supervise the career development of match officials, ensuring FA requirements and processes are followed.
- Comply with all FA directions regarding the development, training, education, coaching, and qualification of match officials.
- Without a specific portfolio, carry out any duties required to support the RTC. Specific portfolios may be assigned by the Chair but do not limit involvement in other discussions.
- Adhere to the Football West Code of Conduct and the Football Australia National Code of Conduct and Ethics.

6.1 Football West

In accordance with these Terms of Reference, Football West is responsible for:

- a) Appointing referees and referee assessors to all metropolitan competitions, in line with panel duties and regulations. Discretion may be exercised where there are insufficient referees to fill panel duties.
- b) Notifying referees and assessors of their appointments.
- c) Maintaining records of all marks and coaching sheets submitted.
- d) Providing updated marks to the RTC at each scheduled meeting.
- e) Supplying the RTC with award winners based on final marks at the end of each season.
- f) Football West will investigate any referee misconduct that brings the organisation into disrepute or breaches the Football West Code of Conduct or associated policies. Matters classified as misconduct under the Football West Disciplinary and Grievance Regulations will be managed in accordance with those procedures.

7. RTC Responsibilities

The RTC is responsible for considering the following matters and any other matters referred by Football West.

7.1 Fitness Testing

- At the end of each season, the RTC shall set the fitness testing requirements for the following season.
- These requirements will specify which referee panels or groups must complete a pre-season fitness test, whether mid-season testing is required, the type of test to be used, and the standards to be met for panel eligibility.
- Fitness testing dates will be set by Football West, in consultation with the RTC, to align with the football calendar and allow sufficient time for panel formation (see Section 11).
- Only referees who successfully complete the required fitness test for their designated panel will be considered for appointment or reappointment, except in the following cases:
 - Injury during the testing period: A referee unable to complete testing due to injury must provide a medical certificate to the RTC as soon as practicable.
 - Injury during a test attempt: A referee injured while attempting the test must provide a medical certificate as soon as practicable.
 - Unavailability during the testing period: A referee unavailable for all scheduled tests must apply in writing for a deferral prior to the testing period. The RTC's decision on deferral requests is final.
- Referees granted an exemption or deferral may attempt one supplementary test once fit or available. Football West will arrange the test, and only one opportunity will be provided before panel placement is confirmed. Supplementary tests will be scheduled to accommodate the majority of participants.



- Referees completing accreditation courses (e.g. Level 2 or Level 1 Referee) must undertake their fitness test during the scheduled pre-season or mid-season testing periods.
- Referees currently appointed to National Panels (A-League Men's or A-League Womens) may be exempt from Football West testing requirements, as determined by the RTC.

7.1 **Panels**

- The RTC shall formulate referee panels comprising a sufficient number of referees to meet the needs of each competition league. Panels must be established for the NPL, State League, and Amateur League competitions, with panels for other competitions created at the RTC's discretion.
- The RTC may also create panels specifically for Assistant Referee duties where required.
- Each panel must be clearly identified, outlining the duties and responsibilities of its members. Panels are to be published prior to the commencement of the league season, excluding pre-season competitions (e.g. Night Series).
- Match officials will be allocated to panels based on their ability, skill, qualification level, fitness, and attitude.
- Football West retains the discretion to appoint referees outside their designated panel when necessary (e.g. due to insufficient numbers), provided the referee meets the requirements for that level. This includes appointments made for practical accreditation assessments (e.g. Level 2 or Level 1 Referee), where testing and course requirements have been satisfied.
- Panels shall be reviewed regularly throughout the season. Assessment results, coaching feedback, and other relevant factors will determine any movements within or between panels.
- At the end of each season, referees at the bottom of a panel may be considered for movement to a lower panel, and those at the top of a panel may be considered for promotion to a higher panel, subject to meeting all requirements of the higher level.
- The RTC retains discretion to make or withhold any panel movements at any time, regardless of the above criteria.

7.2 **Finals Appointments**

- The RTC shall appoint match officials for quarter-finals, semi-finals, and finals of the NPL, State League, Amateur, Social, Masters, and Women's Cup competitions. This includes any playoff or finals series held at the conclusion of the regular season.
- Football West shall appoint match officials for Junior and Youth Cup competitions, including any playoff or finals series at the end of the season.
- All appointments must be reviewed and confirmed by the RTC before publication.

7.3 **Assessments**

- Football West Referee Assessors will conduct a minimum of one formal match assessment per season for each referee.
- Following the assessment, the assessor will provide the referee with a written report outlining performance observations, outcomes, and any development recommendations.
- The referee has 7 days from receipt of the assessment report to review the content and discuss any questions, concerns, or requests for clarification directly with the assessor.
- Assessors and referees are encouraged to resolve matters collaboratively through this discussion to support learning, development, and consistency of understanding.
- Any agreed clarifications or amendments arising from this discussion should be documented and reflected in the final assessment record.



7.4 Suspensions & Removal of Referee Appointments

- If an issue arising from an assessment is not resolved to the referee's satisfaction after discussion with the assessor, the referee may request a formal review by the Referee Technical Committee (RTC).
- Requests for RTC review must be submitted within 14 days of receiving the assessment report and must clearly state the grounds for review, including any supporting evidence the referee wishes to be considered.
- The RTC has authority to suspend or remove a match official from appointments where performance, conduct, or attitude does not meet expected standards.
- RTC decisions may be made at a formal meeting or, where appropriate, confirmed via phone or email, with final endorsement by the Chair.
- The RTC may decide immediately based on available information or defer its decision to allow the referee to provide further evidence or respond to matters raised.
- Suspensions or removals apply only to match official appointments and do not restrict participation in other football activities or roles, unless specifically stated.
- Following review, the RTC may uphold, amend, or clarify the original assessment report based on evidence presented.
- The outcome of the RTC review is final; no further correspondence or appeal will be considered.

8. Support for RTC Members

8.1 An induction program to support newly appointed members of the RTC will include:

- a) A meeting with the RTC Chair covering the RTC Terms of Reference and relationship of the RTC with the FW Referee Team.
- b) A meeting with the FW Referee Manager to discuss Football West Referee Technical matters.
- c) Access to [Volunteer Assistance Program \(VAP\)](#) which provides critical incident response support

9. Authority

9.1 The CEO authorises the RTC to review any activity that falls within these Terms of Reference. In this regard, the CEO authorises the RTC to:

- a) Seek any information it reasonably requires from an appointed FW referee and/or in relation to a match through the FW Referee Manager.
- b) Secure the attendance at meetings of any other person with relevant experience and expertise if it considers this necessary.

9.2 The RTC has no authority to implement its recommendations on matters that fall within its Terms of Reference but submits such recommendations to the CEO for consideration.

10. Compliance

10.1 RTC Members are expected to be aware of and comply with relevant legislation, the Code of Conduct and Football West's standards, rules and policies.

11. Reviews



- 11.1 To determine whether it is functioning effectively, Football West will evaluate the RTC's performance on an annual basis. This will include an assessment of the extent to which the RTC has discharged its responsibilities as set out in these Terms of Reference.
- 11.2 Football West will review the RTC's Terms of Reference every 2 years, or otherwise as it considers necessary. The CEO will discuss any required changes with the RTC.

12. Definitions

AODS means the Australian Officiating Development Schedule as issued by Football Australia.

Appointments Officer means an individual appointed by Football West responsible for appointing match officials.

CEO means Football West Chief Executive Officer

COO means Football West Chief Operating Officer

Disciplinary & Grievance By-Law means the Football West Disciplinary & Grievance By-Law (Football West By-Law 11) that applies to ensure appropriate conduct both on and off the field, as promulgated by Football West from time to time (a current version of which can be obtained from www.footballwest.com.au).

FA means Football Australia Limited ACN 106 478 068.

FW means Football West Limited ACN 109 919 324

GM means Football West General Manager - Football

Members means the members of the RTC including the Chair and Football West Representative.

Match Officials means individuals who are recognised under article 13.1 of the FA National Registration Regulations and currently registered with Football West (including referees, referee assessors and referee instructors).

RC means the Referees RTC as defined by the AODS.

RTC means the Football West Referee Technical Committee.

Terms of Reference means this document.