Warwickshire Society of Referees

Appointments Policy and Process

Introduction:

Appointing match officials is a vital role of the Society and this paper attempts to bring a structure to the already complicated process of making appointments. The Society is Grading led and Appointments always follow Grading in the cycle below:

1. Grading:
    a. meets to discuss any change in the grades of match officials
    b. recommends any leading or targeted appointments to individuals for the month following
    c. decides on any match observer and camera man appointment
    d. recommends these to the Society Exec
2. Exec meets and ratifies or otherwise the suggestions made by Grading
3. Appointments makes appointments for as recommended and then completes the rest of the games for that month
4. Reports on referees are returned to Grading for the cycle to start again

It is recognised that situations may occur meaning a deviation to this cycle being necessary.

Make up of Appointments Committee and Roles:

1. Chairman of Appointments – sits on the Society Exec
    a. Organises exchange program
    b. Asks WTR Administrator to add new members, club, teams, competitions
    c. Receives requests for fixtures, enters onto WTR
    d. Identifies YW games and inputs onto WTR
    e. Makes appointments to ALL non-YW games
    f. Makes appointments as per Exec instruction
    g. Notify members monthly to update availability
2. Appointments Coordinator – co-opted onto Exec
    a. Develops systems and processes as and when necessary, reports to Exec
    b. Monitors appointments process and identifies issues
    c. Ensures all on Appointments team are available to carry out their duties, arranges stand in if not.
    d. Assists in any other roles as and when needed.
3. Reappointments
    a. Carries out changes in appointments on Friday evening, and Saturday mornings and at other times agreed
    b. Keeps WTR up to date with any changes
    c. Makes notes on WTR for reason for change
    d. Answers Hotline at times agreed
4. YW Appointments
    a. Asks WTR Administrator to add new members, club, teams, competitions

b. Attends YW Committee meetings

c. Adds any late YW games on to WTR

d. Makes appointments to games U15 and younger

e. Appoints adults to YW games if no YW available

f. Makes coach and mentor appointments to YW games

g. Makes changes to YW games as and when required

h. Makes notes on WTR for reason for change

5. Representative on Grading
   a. Reports to Chair of Appointments
   b. Attends all Grading Meetings or sends delegate
   c. Provides link between Grading and Appointments

6. Hotline
   a. Produces rota for Hotline
   b. Re-routes phone number to team at times agreed

Appointments Process:

1. Check **ALL** fixtures entered by WTR for accuracy –
2. Enter all new fixtures asked for and check for accuracy - if in doubt **ASK**
   a. Date
   b. Teams
   c. Age or level (U14, 1st etc)
   d. Competition
   e. Venue
   f. Kick off time
   g. Officials Required
   h. Fee to Club
3. Contact administrator with any new club, teams, competitions
4. Appoint referees, ARs 4th Officials etc to games
5. Check appointments conform to Society Grading list and Grading Policy
6. Send Notifications to clubs and referees of appointments
7. Cancel, amend and alter as necessary.

Other Responsibilities:

1. WTR Administrator
   a. Position nominated by Exec, from Exec members
   b. Sole person acting as Administrator on WTR
   c. Controls data as below:
      i. New members added
      ii. Adds members' roles
      iii. New club contacts – Fix. Sec and Treasurer
      iv. new competitions, Clubs and teams

      v. Updates members details, re-grading, change in address
     vi. Liaises with WTR when issues
    vii. Liaises with Appointments team and Exec
   viii. Is responsible for Data Protection and ensuring compliant.

d. Ensures Appointments Policy is adhered to
e. Ensures fixtures publishes to Society Website
f. Manages other members' access to WTR functions.
g. Ensures all data GDRP compliant.
      i. Checks permissions
     ii. Removes that out of date
    iii. Updates