Appendix II-Role of Referees’ Associations’ Managers

Referees’ Associations’ Managers are appointed by the Referee Committee. Their primary role is to act as a liaison between the Scottish FA and the relevant Referees’ Association to which they are appointed. They are entitled to attend all Members and Management Committee meetings and or other meetings and events of the Referees’ Association to ensure that operations within the Referees’ Association function in accordance with the requirements of the Scottish FA.

Referees’ Associations’ Assistant Managers may also be appointed by the Referee Committee to assist such Managers.

The appointment of Referees’ Associations’ Managers shall be reviewed annually.

On being appointed, a Referees’ Associations’ Manager or a Referees’ Associations’ Assistant Manager shall cease to be an Ordinary member of a Referees’ Association but may continue as either a Senior Associate or Life Member if such membership is held, or requires to be awarded. In such a circumstance, the Manager or Assistant Manager is not entitled to cast a vote in either membership category.

The role of the Referees’ Associations’ Managers includes, but is not limited to:

* promoting the interests of refereeing at all times
* dealing with all refereeing matters relative to the Referees’ Association which have been

forwarded by the Scottish FA

* in conjunction with the Referees’ Association:
  + overseeing the recruitment of new referees within the Association and organising the operation of the Introductory and Advanced Courses
  + arranging suitable venues for the Introductory and Advanced Courses
  + appointing Referee Instructor(s) for the Introductory and Advanced Courses
  + appointing Grassroots Mentors to the successful candidates in the Introductory Course
  + arranging suitable Leagues for new referees to officiate in, via the Grassroots Mentors
  + overseeing Club Academy Scotland appointments
  + appointing Grassroots Referee Advisors, overseeing their appointment to matches and receiving their reports
  + appointing an Appointments Secretary for specified matches (assistant referee appointments , friendlies etc.) and call-offs
  + maintaining, in conjunction with the Referees’ Association Secretary, regular dialogue with the secretaries of the local Grassroots leagues
  + appointing a Child Wellbeing and Protection Officer and, if deemed appropriate, any assistant
  + making the appointment to any other role which may be deemed appropriate for the development of referee operations within the Association
* maintaining a Development Plan on a rolling three year period for referees within their association relative to admission to, and reclassification within, the List of Referees and to submit such Plan on a regular basis to the Scottish FA and to the Referee Committee member designated to have liaison responsibility for the association
* submitting nominations to the Scottish FA in respect of referees of that Referees’ Association relative to the List of Referees
* reviewing the classification of referees in Category 4 Development to Category 7 on a regular basis and to make any adjustments as deemed appropriate
* giving advice, guidance and support to referees within their association to aid their development
* recommending to the Scottish FA potential Referee Development Advisors
* dealing with any performance or match administration issue concerning a referee of the Referees’ Association which may be referred to him
* appointing a Coaching Co-ordinator to oversee the educational development of grassroots referees
* appointing suitably qualified or experienced Fitness Trainers
* arranging suitable venues for Fitness Training
* maintaining training attendance registers and overseeing training sessions
* compiling list of assistant referees to be appointed in regional and Scottish Junior FA football and provide such lists to the Scottish FA
* appointing, where appropriate due to the geographical size of a Referees’ Association, a Liaison Officer to assist in the overseeing of referee operations in outlying areas
* attending the Regional Training Days organised by the Scottish FA
* attending meetings of the relevant Scottish FA Region, where appointed, ensuring a high profile for the refereeing movement and maximisation of the development opportunities
* representing the Scottish FA as and when requested
* liaising on a regular basis with the Referee Committee member allocated to the Referees’ Association

In exceptional circumstances, where agreement fails to be reached between the Referees’ Association Manager and the Referees’ Association in regard to the areas of business covered by bullet point 3 above, the outcome will be determined by the Referees’ Association Manager following consultation, if required, with the Scottish FA.

A Referees’ Association Manager or Assistant Manager may also be appointed to act as a Referee Observer or as an Assistant Referee Observer.

**Referee Associations’ Managers’ Sub-Committee**

The combined group of Referees’ Associations’ Managers shall comprise the Referees’ Associations’ Managers Sub-Committee, which shall constitute a sub-committee of the Referee Committee. The Referees’ Associations’ Managers’ Sub-Committee shall transact all such business as is delegated to it by the Referee Committee.