

**SCOTTISH FOOTBALL
ASSOCIATION
REFEREES**



**RENFREWSHIRE
SEASON 2018/2019
HANDBOOK**

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Presidents Welcome

Dear Member,

Welcome to season 2018/2019 and can I also take this early opportunity, on behalf of myself and the Management Committee, to thank you for your continued support and patience during the last couple of seasons: it has been a time of significant change, in many respects, within the Association, firstly with the significant constitutional changes which were followed by the reorganisation of the council to become the current Management Committee.



Throughout this I have been very fortunate to be surrounded by a Management Committee who have worked extremely hard, behind the scenes, to ensure the transition during these challenges has been as smooth as possible; personally, I would like to take this opportunity to thank each and every one of them - some of whom went above and beyond to do so.

Towards the end of the season we held a successful awards dinner at St. Mirren Park, this event is designed to recognise the efforts of our members for all the hard work they put in during the season.

John Brown & **Barry Cook** were both awarded with Life Membership of the Renfrewshire Referees Association, for their great service & support over the years. **Brian Mcnelis** received the Grassroots Award for his support & services to Youth Football. **James Gallacher** was given the Award for the Highest-Ranking Cup Final, having been selected to referee the Scottish Amateur Cup Final. A huge congratulations to all & thank you to those who attended a great evening. On a side note, it was nice of Barry to dress up for the occasion.



One of the major changes brought about by the new constitution was the reduction of the number of members' meetings, I would therefore encourage you to attend as many of these as possible; the dates of which are enclosed in this book.

Despite changes, some things remain constant with Gerry O'Hare continuing to provide high quality training and with our recent move back to Renfrew Sports Centre I would again encourage every member, irrespective of the level you officiate at, to attend. If you are newer member and nervous about attending your first meeting or training session then I assure you a warm welcome awaits and you will be made to feel very much part of the association; if you are experienced member who has not attended either of these for some time it would be nice to see you return to share your experiences with our newer referees and. of course, keep up to date with all the latest changes and modifications within the Laws of the Game.

As I mentioned earlier it has been a time of exciting change since I became President and will continue into this, my final season in the role.

Going forward, slight changes will again be made to our meeting formats to better improve our communication with the membership and as you will notice we have also removed the directory section of the handbook. The decision to direct you to the extranet is to ensure that you are provided with the most up to date contact details, as the information provided in the old paper handbooks was often out of date very soon after being printed.

I am also looking forward to seeing: the revamped Craig Thomson Scholarship fund returning; our new mentoring scheme being introduced in the near future and also the regular attendees at training receiving their new training kit.

In conclusion, I would encourage you to participate fully in *your* association and if we can do anything or be of assistance in anyway then do not hesitate to contact either myself or any member of the Management committee, who will happily assist you.

I look forward to seeing you at some point in the season.

William Insch
President
Renfrewshire Referees Association

Management Committee Roles and Responsibilities

The Management Committee for season 2018/2019 are:

William Insch

President

37 Strathcarron Drive, Paisley, PA2 7AW

(H): 0141 884 2033 (M): 07920 816009

Email: williaminsch@me.com



The President is responsible for:

- Providing a strategic direction for the association when chairing meetings of the Management Committee and Members Meetings
- Being accountable to the Scottish FA and the Membership of the Association
- Representing the Association at events organised by the Scottish FA, Referees Associations, Leagues or other appropriate occasions. If the President is unable to attend he/she should arrange for another member of the Management Committee to deputise for him/her in the Presidents absence.
- Attending as many of the Association's events as possible or arrange for another member of the Management Committee to deputise for him/her in the Presidents absence.
- Maintain regular contact with all members of the Management Committee to ensure that all business or actions being completed on behalf of the association is being completed within a reasonable timescale.
- Leading and/or supporting any projects which have been approved by the Management Committee
- Ensuring that nominations for positions on Management Committee are discussed at the Management Committee Meeting, prior to the nominations meeting so that preparations can be made for the Nominations Meeting
- Making arrangements for his/her duties to be covered during periods of holidays or absence. His/ her duties will normally be covered by the Vice President. If difficulties arise in doing this, the President is responsible for communicating this to the Vice President, Secretary and Treasurer.

David Dickinson

Vice President

48 North Lodge Road, Renfrew, PA4 9AS

(M): 07805 064655

Email: david.dickinson90@gmail.com



The Vice- President is responsible for:

- Deputising for the President.
- Attend any meeting or social event in the absence of the President,
- Leading and/or supporting any projects which have been approved by the Management Committee, in consultation with the President.
- In consultation with the President, coordinating the organisation of the regular Members' Meetings
- Having regular contact with the President to provide support when needed
- Chaining the Craig Thomson Scholarship fund selection sub-committee
- Any other duties as directed by the President, Vice President or Chair of the meeting

Richard Murray

Secretary

3/2 140 Main Road, Elderslie, PA5 9AX

(M): 07536 088561

Email: secretary@renfrewshirereferees.org.uk



The Secretary is responsible for:

- The safe and proper keeping of all the Association's books and papers (including those kept in electronic form), contracts and material agreements
- Maintaining complete, accurate and up-to-date records of the Association Membership, including Referee Categorisation, and processing applications for membership.
- In consultation with the President, coordinating the organisation of the regular Management Committee Meetings
- In collaboration with the Assistant Secretary, ensuring that the Minutes from all meetings are taken and are circulated to all Management Committee Members no later than one week prior to the next meeting being convened.
- In consultation with the President, coordinating the organisation of the Annual General Meeting which may, from time-to-time, be called or required.
- Reply to all correspondence, (either in written or electronic format) within a suitable timescale.

- Work in collaboration with the Management Committee to produce an up to date handbook and ensure members are provided with access to this within an appropriate timescale of the Annual General Meeting.
- Working in consultation with the Development Officer, sending confirmation to the Scottish FA of successful candidates who have completed/satisfied all entrance requirements and are therefore eligible for a Scottish FA certificate of registration as a newly qualified referee;
- Working in collaboration with the Development Officer to ensure that all newly qualified referees receive a welcome letter and an invitation to attend the next Members' Meeting to receive their Scottish FA certificate
- Any other duties as directed by the President, Vice President or Chair of the meeting

Scott McGregor
Assistant Secretary

16 Crosslee Park, Houston, Renfrewshire, PA6 7BN
 (H): 01505 613 057 (M): 07765 856770
 Email: scott_mcg1@hotmail.co.uk



The main duties of the Assistant Secretary are to support the Secretary in any way possible. However, they have responsibility for the following:

- Ensuring that the Minutes for Management Committee Meetings are recorded and sent to the secretary for circulation no later than two weeks before the next meeting is scheduled to take place.
- Ensuring that the Minutes for Members' Meetings are recorded and forwarded to the Secretary no later than two weeks prior to the next meeting.
- In consultation with the Secretary, ensuring that Action Points from Management Committee Meetings are circulated to all Management Committee Members within one week of the meeting
- In consultation with the Secretary, ensuring that the Minutes for the Annual General Meeting and any Special General Meetings are recorded and forwarded to the Secretary no later than one month prior to the next Annual or Special General Meeting.
- In the absence of the Secretary, representing the Association at Secretaries Meetings called by the Scottish FA
- Deputising for the Secretary during periods of holidays or absence. If difficulties arise in doing this, the Assistant Secretary is responsible for communicating this to the President, Vice President, Secretary and Treasurer.
- Any other duties as directed by the President, Vice President or Chair of the meeting

David McKniff

Treasurer

Flat 123 Lochend, Butterfly Way Edinburgh, EH7 5FF

(H): 0131 237 8680 (M): 07748 783760

Email: dmckniff@googlemail.com



The treasurer is responsible for:

- Preparing and presenting monthly income/expenditure reports at Management Committee or Members Meetings
- Ensuring all expenditure of the Association is approved by the Management Committee, where required, and also ensure these are paid within an appropriate timescale.
- coordinating the preparation of the annual financial budget for review at the February Management Committee Meeting, as a basis for determining the Annual Subscription levels for the ensuing financial year, which are set at the February Members' Meeting;
- Preparing financial reports, as required, comparing budget and annual performance for review by the Management Committee
- Making appropriate bank and banking arrangements, including the arrangement of temporary bank overdraft facilities where necessary.
- Co-ordinating arrangements to approve suppliers' invoices for payment and dealing with the signing of cheques, or other banking arrangements, in respect of these payments
- Preparing the Annual Accounts of the Association prior to the end of the financial year and liaising with the auditors for the audit of such accounts.
- Ensuring the Annual Accounts are presented to the Management Committee for discussion prior to the Annual General Meeting.
- Reporting in an appropriate form to Members at the Annual General Meeting on the financial affairs of the association
- In consultation with the Secretary, tracking all subscription payments and, within one week of the Annual General Meeting ensuring the Secretary has up-to-date data pertaining to such payments.
- In consultation with the Secretary, tracking all subscription payments and, at the first Management Committee Meeting following the Annual General Meeting, supporting the Secretary to supply the Management Committee with a list of debt-suspended Members
- Liaising with the Scottish FA regarding the receipt of the Annual Grant, and regarding any other grants which may become available from time-to-time.
- Any other duties as directed by the President, Vice President or Chair of the meeting

Christopher Palmer

Recruitment & Training Officer

8 Fisher Avenue, Paisley, PA1 2SZ

(H): 0141 840 4243 (M): 07817 930123

Email: recruitment@renfrewshirereferees.org.uk



Training Class Instructors

Christopher Palmer, Gary Toland, Elaine McMillan

The Recruitment & Training Officer is responsible for:

- Working alongside the Digital Officer to ensure that the relevant advertising materials are created to promote all introductory and advanced classes.
- Publicising the introductory course to local leagues, clubs, schools and anywhere else deemed appropriate.
- Promote the availability of the advanced class within the membership of the association
- Liaise with all education establishments within the Association area to promote the Scottish FA introductory course, which can be completed as part of Scottish Qualification Authority Referee Development Award.
- Reporting to Management Committee, when requested to do so, on the progress of the Training Class
- Working in collaboration with the Association Manager and Management Committee to ensure that suitable persons are appointed as instructors for all courses offered by the association; these appointments should be reviewed on an annual basis, at the first meeting of the Management Committee, at the beginning of the new season or whenever deemed necessary.
- Liaising with Training Class Instructors and the Association Manager to create a schedule of dates for classes, and ensuring that appropriate facilities are in place to conduct classes and examinations as per the schedule
- In consultation with Training Class Instructors, ensuring that the Training Class is facilitated, as scheduled
- Introduce into the training class schedule or curriculum any changes or improvements as suggested by Scottish FA, Association Manager or Management Committee.
- Working with the Development Officer and School and Leagues Officer to help develop new referees
- Liaise with the Child Protection Officer to facilitate a Basic Disclosure Scotland check, or such other body that may from time to time be in place, in connection with Part V of the Police Act 1997, as required.
- Supplying the names and contact details of all successful candidates to the Secretary, in order that these Probationary Members can be invited into membership of the Association.
- Working with The Development Officer to identify and maintain a Mentor Scheme for all probationary members.

- Maintaining any computing, audio-visual or other equipment belonging to the Association which is used to facilitate the Training Class
- Any other duties as directed by the President, Vice President or Chair of the meeting

Andrew Taylor

Digital Officer

Flat 2/14 Victoria Crescent, Kirn Brae, Dunoon, Argyll,
PA23 8LN

(M): 07860 677207

Email: andyt199@sky.com



The Development Officer is responsible for:

- Maintaining and developing the electronic presence of the association online through the association website and social media;
- Ensuring that the Association website and social media content is current and relevant;
- Ensuring that the Association follow the Scottish FA Social Media Policy;
- Working with the Recruitment & Training Officer to create promotional materials for upcoming classes that are ran by the association;
- Working with the Management Committee to create materials to promote events that are being held by the Association;
- Sourcing suitable material/content to publish/share via the Association website;
- Ensuring that data protection is not compromised by any content published via the Associations website;
- Ensuring compliance to any applicable copyright for any content published via the Association website;
- Any other duties as directed by the President, Vice President or Chair of the meeting.

Craig King

Development Officer

Flat 3/328 Loch Place, Bridge of Weir,

(M): 07802 434912

Email: directfencing27@ntlworld.com



The Development Officer is responsible for:

- Working in collaboration with the Association Manager and Management Committee to ensure that suitable persons are appointed as Grassroots mentors and coaches and review these appointments on an annual basis at the first meeting of the Management Committee at the beginning of the new season or whenever deemed necessary.
- In cooperation with the Association Manager, coordinating the activities/appointments of the Grassroots Mentors and coaches

- Meeting with probationary members, soon after completion of the Scottish FA introductory examination
- Working with the Association Manager and Management Committee to identify appropriate coaches and continue to maintain a coaching Scheme, for new entrants and those looking to develop.
- Liaising with local leagues to secure appropriate appointments for newly qualified referees
- Arranging for a Grassroots Mentor, or Mentors, to observe probationary members in their first appointment(s) after completion of the Introductory Course.
- In consultation with the Secretary, sending confirmation to the Scottish FA of successful candidates who have completed/satisfied all entrance requirements and are therefore eligible for a Scottish FA certificate of registration as a newly qualified referee;
- Working in collaboration with the Development Officer to ensure that all newly qualified referees receive a welcome letter and an invitation to attend the next Members' Meeting to receive their Scottish FA certificate
 - Arranging for Grassroots Mentors to observe members operating in grassroots football;
 - Liaising with the Schools and Leagues Officer to ensure that new entrants are being given opportunities to be involved in Schools Football
 - Liaising regularly with the Association's Youth Development Co-Ordinator (if different from self) and Association Manager to ensure that probationary referees and members of the SFA Referee Academy and SFA Youth Development Scheme are receiving appropriate appointments;
 - Liaising with the Association Manager regarding performance of referees who have been observed, to review reports, and to discuss potential promotions
- Any other duties as directed by the President, Vice President or Chair of the meeting

**Richard Murray (Acting)
Schools & Leagues Officer**

3/2 140 Main Road, Elderslie, PA5 9AX

(M): 07536 088561

Email: richard.murray06@btinternet.com



The Schools and Leagues Officer is responsible for:

- Maintaining links with local schools, youth and amateur leagues and establish a relationship allowing members to operate in these leagues.
- Liaising with any League Delegates, where appointed by the Leagues and Association, and reporting to the Management Committee and Members meetings when required
- Liaising regularly with the local female leagues and carrying out appointments on behalf of the Scottish FA.

- Maintaining list of association members who wish to operate in Schools football and a separate list of referees who wish to officiate in local Female Football.
- Working closely with local School leagues to ensure appropriate referees are appointed to some higher profile matches.
- Attending Disciplinary Hearings, wherever possible, where an Association member has been called to provide evidence or to support an Incident Report; providing support to any Association members in this situation; reporting the outcome of any Disciplinary Hearings to the Management Committee.
- Supporting any Association member who may have been notified of an investigation or allegation involving them
- Working with the Secretary and Treasurer to ensure that persons operate in local leagues, including schools, youth and amateur, are members of the association and are not debt suspended or their membership terminated; this should be undertaken prior to the first members meeting of each season; leagues should be notified and lists updated accordingly.
- Any other duties as directed by the President, Vice President or Chair of the meeting

Exceptions of all Management Committee members

The membership is entitled to expect that the Association is managed on a sound basis. Therefore, it is all members on Management Committee's responsibility to ensure a number of general duties are completed, these include but are not limited to:

- ensuring there are proper arrangements and procedures in place to account fully for the Association's funds
- All correspondence is dealt effectively and in a timely manner
- There are fully detailed membership records
- Training classes for prospective new members are held as appropriate, and that they are sufficiently advertised, scheduled, well-structured well run and conform to the prerequisites set out by Scottish FA.
- That all grievances are dealt with in a fair and proper manor
- To maintain records and/or minutes of all meetings, including subcommittees and any meeting held on behalf of the Association where a member is involved.
- To ensure that appropriate arrangements are made if the member is unable to attend meetings/ events due to illness/holidays which should always be communicated to the Secretary, President and Vice President, as a minimum.
- That report is provided at the Annual General Meeting providing an overview of activity in that Management Committee Role since the previous Annual General Meeting, or since fulfilling the role.
- Assist the Association Manager in any way possible in the execution of their duties whenever it is to the benefit of the Association

- Provide a report to the Secretary no later than 24 hours before the members meeting
- attending as many meeting of the Management Committee as possible and Any member of the Management Committee who is absent from two consecutive Management Committee meetings and who, in the opinion of the remaining Management Committee members, has failed to provide a reasonable reason for their non-attendance, on each occasion, may be removed from the Management Committee, by the remaining Management Committee members, with immediate effect. The member shall have no write of appeal.

The Management Committee have the responsibility to ensure that it keeps the developments of the Association and all members of the Association as its main priority.

Association Managers Roles & Responsibilities

The Scottish FA have appointed both a Manager and an Assistant Manager, who for season 2018-2019 will be:

Joe McDowall

Association Manger

(H): 01560 482342 (M): 07917 817206

(E): XJ03MCD@gmail.com



John Brown

Assistant Association Manger

(M): 07794 371889

(E): johnbrown4533@gmail.com



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.

Other Roles within the Association

Referee Committee Liasion

Iain Brines

SFA Observers

Iain Brines

Kevin Toner

Joe McDowall

SFA Development Advisors

David Black

John Brown

Grassroots Advisors:

Craig King (07802 434912) (co-ordinator)

Andrew McMillan (0141 634 6965)

John Reid (07989 417276)

Brian Mcnelis (07747006787)

Gilbert Carmichael (07581 225729)

Auditor

David Black

Coaching Co-ordinators

Barry Cook

David Dickinson

Training Class Instructors

Christopher Palmer

Gary Toland

Elaine McMillan

Fitness Trainer

Gerry O'Hare

Physiotherapist

Lauren Shepard

Constitution of Renfrewshire Referees' Association

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Articles

1. TITLE

1.1 This organisation shall be called the "Scottish Football Association Referees' Renfrewshire and in this constitution shall be referred to as "the Association".

2. OBJECTIVES

2.1 The objectives of the Association shall be:

(i) to abide by the Articles of Association of the Scottish Football Association and other applicable rules and regulations promulgated by the Scottish Football Association from time to time;

(ii) to conduct the affairs of the Association in accordance with the constitution;

(iii) to support the Scottish Football Association in regard to the provision of education and a development programmes for referees;

(iv) to co-operate with the Referees' Association Manager and the Referee Committee Liaison appointed by the Scottish Football Association in furthering the training, education and development of referees, with particular regard to the delivery of coaching to grassroots referees;

(v) to recruit persons to attend the Introductory Course for referees and to arrange training classes and examinations relating thereto;

(vi) to promote the highest standards of behaviour commensurate with the standing of a referee by the members both on and off the field of play at all times; and

2.2 The Association may do anything that is incidental or conducive in exercising its functions to the attainment of these objectives.

3. MEMBERSHIP

3.1 Categories of Membership

3.1.1 There shall be the following categories of membership, each of which is hereinafter defined:

- (i) Probationary Membership;
- (ii) Ordinary Membership;
- (iii) Senior Associate Membership;
- (iv) Life Membership.

3.2 Probationary Membership

3.2.1 A Probationary Membership is available to any person who has attended or is attending the Introductory Course, either arranged by the Association or within an educational establishment within Scotland, but has not yet passed the Introductory Course set by the Scottish Football Association and has not yet satisfactorily completed a Basic Disclosure Scotland Check, or such other body as may from time to time be in place, in connection with Part V of the Police Act 1997, or such subsequent statutory provisions. A person shall be eligible to be a Probationary Member for a period of one (1) year. A person who, at the end of that period, is not eligible for Ordinary Membership, shall cease to be a member of the Association. Probationary Members shall have no voting rights and shall not be entitled to hold any position on the Management Committee (as such term is defined within Article 5.1) or any other selected role within the Association.

3.3 Ordinary Membership

3.3.1 An Ordinary Membership is available to any person who has passed either the Introductory Course set by the Scottish Football Association or the approved equivalent educational qualification, or who qualified as a referee under another National Football Association. Any person fulfilling these conditions shall become an Ordinary Member after they have presented whatever evidence as may be required by the Management Committee (as such term is defined within Article 5.1) in support of their application; they have paid their membership fee and Scottish FA registration fee for the ensuring year; and their application has been approved by the Management Committee (as such term is defined within Article 5.1). Ordinary Members shall have full voting rights and shall be eligible to be elected to any position on the Management Committee (as

such term is defined within Article 5.1) or appointed to any other selected role within the Association.

3.4 Senior Associate Membership

3.4.1 An Ordinary Member, on ceasing to participate actively in refereeing and who wishes to continue to have an active involvement in the Association, may apply for Senior Associate Membership. Such applications require the approval of the Management Committee (as such term is defined within Article 5.1), with such approval generally being granted in recognition of the applicant's contribution to the Association.

Senior Associate Members require to pay a membership fee and shall have the same rights as those possessed by Ordinary Members.

3.5 Life Membership

3.5.1 Any current member or former member of the Association, having been in membership for a period of not less than ten (10) years may, at the discretion of the Association, be invited to become a Life Member. The Association may also confer Honorary Life Membership at their discretion. Life Members and Honorary Life Members shall have the same rights as those possessed by Ordinary Members.

3.6 General Conditions

3.6.1 The Association reserves the right to refuse membership to any applicant, and need not give any reason for such refusal, such refusal becoming effective upon receipt of written notification of that decision.

3.6.2 A member seeking to resign from the Association must intimate their intention in writing to the Secretary of the Association. A member who resigns from the Association shall not have any interest in or claim upon the Association or its funds.

3.6.3 A member of the Association may seek to transfer to another recognised referee association, subject to making an application in writing to the secretary of both associations. Such transfer shall become effective when the member has satisfied all requirements, including the satisfactory completion of a Basic Disclosure Check, laid down by the receiving association and has obtained written notification to that effect.

3.6.4 A member can only be associated with a football club, supporters' association or football association committee by prior written consent of the Management Committee (as such term is defined within Article 5.1), which consent shall not be unreasonably withheld or delayed. Under no circumstances must there be a conflict of interest.

3.6.5 All members joining the Association shall be deemed to accept the terms of this Constitution and abide by it and any membership rules and

d decisions of the Management Committee (as such term is defined within Article 5.1) notified to them from time to time and abide by them.

3.6.6 Subject to Article 4.6, all members shall receive access to the association handbook, including the Constitution and membership rules, for each season either in printed or electronic format

3.6.7 The membership year shall run from 1 July to 30 June in each year.

4. FEES

4.1 The membership fee for the Probationary Members; Ordinary Members and Senior Associate Members, together with the additional late payment fee shall be fixed annually by the members present at the Nominations Meeting (as such term is defined within Article 6.2).

4.2 The membership fee, together with the annual Scottish Football Association registration fee, must be paid on or before the date of the Annual General Meeting (as such term is defined within Article 6.3). Any member failing to pay the fees for the ensuing year within the specified time shall be liable for the additional late payment fee.

4.3 Where a member has failed to pay their fees within twenty-eight (28) days of the Annual General Meeting (as such term is defined within Article 6.3), A late payment charge of 10% will be applied. Any member failing to make full payment of their outstanding fees by 30 June shall cease to be a member and be registered as a referee. A person in this category shall not have any interest in or claim upon the Association or its funds.

4.4 Any person who forfeits their membership pursuant to Article 4.3 shall be eligible for re-admission to the Association if, and only if: (i) they have paid their outstanding fees due to the Association; (ii) they have satisfactorily completed a Basic Disclosure Check with Disclosure Scotland, or such other body as may from time to time be in n place, in connection with Part V of the Police Act 1997, or such subsequent statutory provisions; and (iii) their application has been finally approved by the Management Committee (as such term is defined within Article 5.1).

4.5 A member of the Association who is in full time education for all (or part) of the financial year of the Association, on production to the Treasurer of the Association of written evidence of same, shall only be liable to pay the fee for the Scottish Football Association registration scheme for that year.

4.6 A member shall not be entitled to receive access to the association handbook (either in printed or electronic format) for each season until their fees have been paid in full, and access to the handbook shall be held as a receipt for those fees.

5. MANAGEMENT COMMITTEE

5.1 The Management Committee shall consist of the following:

(i) President;

(ii) Vice President;

(iii) Secretary;

(iv) Assistant Secretary;

(v) Treasurer;

(vi) a number of other members to be determined by the Association annually ("hereinafter referred to as "the Management Committee").

5.2 The Management Committee shall be elected annually at the Annual General Meeting (as such term is defined within Article 6.3) and shall meet as and when required to transact the business of the Association. Should any position within the Management Committee become vacant during the current year, an election shall take place, by ballot or otherwise as the members may determine, to fill the vacancy at the first members' meeting after a position has become vacant. The Management Committee may co-opt a member to fill such a vacancy until such time as an election can be held at the next meeting.

5.3 Any five (5) members of the Management Committee shall form a quorum for all Management Committee Meetings; and if a quorum is not present after fifteen (15) minutes of the hour for which the meeting was called, the meeting shall be adjourned with no business transacted and reconvened at a later date.

5.4 At all meetings of the Management Committee, the President or, in their absence, the Vice President shall be the chairperson; and failing both of these the meeting shall elect a chairperson. The chairperson shall have both a deliberative and casting vote.

5.5 The Management Committee's power in determining matters relating to the Association is at all times subject to any decision passed at an Annual General Meeting.

5.6 Notwithstanding the requirements of Article 5.5, the Management Committee shall have all the requisite powers for the full and efficient conduct of the affairs of the Association and may make such incidental, consequential and supplementary provisions, including appropriate rules and regulations, as the Management Committee consider necessary or proper in relation to the transaction of the business of the Association.

5.7 If it is agreed at the Annual General Meeting (as such term is defined within Article 6.3) to award honoraria, the sum granted to the Secretary shall be voted in the normal manner and the awards to the other positions entitled to honoraria, as determined by the Management Committee, automatically become a percentage of that sum, which percentage shall be determined by the members present at the Annual General Meeting (as such term is defined within Article 6.3) and shall not exceed 100% of that sum. Recipients of honoraria shall be disqualified from proposing or voting in all matters associated with the award of honoraria.

5.8 The Management Committee may create sub - committees for the better promotion and regulation of particular activities within the objectives of the Association and may also amalgamate or disband any such sub - committee. Each sub - committee shall be managed by a member of the Management Committee assisted by other members of the Association as determined by the Management Committee.

5.9 The members of the Management Committee shall be indemnified at all times out of the funds of the Association against all losses, costs or charges which they may incur with the consent of the Management Committee in the execution of their duties. The members of the Management Committee shall not be liable personally for any loss, unless through wilful fault or neglect.

6. MEETINGS

6.1 A Members meeting shall be held on such day, time and place as the Management Committee shall from time to time determine, intimation of which will be provided to the members.

6.2 A Nominations Meeting shall be held no later than twenty-eight (28) clear days prior to the Annual General Meeting (as such term is defined within Article 6.3). The purpose of the Nominations Meeting is to receive nominations for election to the Management Committee, determine the membership fees for the ensuing year, and to lodge any notice of any motion or resolution for consideration at the Annual General Meeting (as such term is defined within Article 6.3).

6.3 The Annual General Meeting shall be held on a date, as determined by the Management Committee, which date shall be no later than twenty eight (28) clear days from the date of the Nominations Meeting, when a statement of income and expenditure for the preceding financial year, together with a report of the auditors thereon will be laid before the meeting; the reports of the Management Committee will be provided to the members; the relevant members of the Management Committee and other related posts for the ensuing year will be elected and when any other competent business will be transacted. Members shall receive a

minimum of fourteen (14) clear days' notice in writing of the date of the Annual General Meeting.

6.4 The Management Committee may call a Special General Meeting at any time they deem it desirable but shall only transact the business for which the meeting has been convened. A Special General Meeting may also be requisitioned by not less than 25% of the Ordinary Members, and the Management Committee shall be bound to call such a meeting within twenty-eight (28) clear days of receipt of such a requisition, stating the business to be discussed. Members shall receive at least fourteen (14) clear days' notice in writing of any Special General Meeting.

6.5 At all meetings an attendance book shall be kept and all members present shall sign the book to record their attendance.

6.6 The quorum for an Annual General Meeting and a Special General Meetings shall be [] Ordinary Members.

7. FINANCE

7.1 The financial year of the Association shall run from 1 January to 31 December each year, and all monies due to the Association must be paid, on or before 31 December each year. The Treasurer shall then submit to the Management Committee no later than fourteen (14) clear days prior to the Nominations Meeting, a statement of income and expenditure of the Association for the period to which the statement relates, a balance sheet as at the end of that period, the bank reconciliation statement to the

current bank statement, and such other accounts as the Management Committee may require, each of which must give a true and fair view of the matters to which they relate.

7.2 All monies received by the Treasurer shall be lodged in the name of the Association in a bank or building society to be fixed by the Management Committee and administered by the President, Vice President, Treasurer and Secretary. All cheques or other orders for a sum of more than £100 shall be signed and endorsed by any two of the aforementioned.

7.3 Any reference to monies within the Constitution shall include membership fees, additional late payment fees and all other outstanding sums owed to the Association.

7.4 It shall be at the discretion of the Association whether or not they maintain funds separate from the monies referred to in Article 7.3, and any such funds shall be maintained and administered by the Management Committee.

8. DISCIPLINARY

8.1 In the event of conduct that could give rise to disciplinary proceedings against a member coming to the attention of the Secretary and/or the Association Manager(s) by way of complaint or otherwise, the Secretary and the Association Manager(s) shall discuss the nature of the complaint and whether or not the matter falls into any of the following categories and consequently be dealt with in accordance with the relevant procedure: i) a minor matter, in which case the matter will be dealt with by the Association Manager, ii) a potential breach of the constitution, in which case the matter shall be dealt with by a sub - committee of the Management Committee, and iii) a potential breach of disciplinary rules contained in the Scottish FA's Judicial Panel Protocol, in which case the matter will be referred to the Scottish FA's Compliance Officer and placed before the Judicial Panel if it is decided there is a case to answer.

8.2 It shall be a breach of the constitution for a member to conduct themselves in a manner which brings the Association into disrepute.

8.3 Where a breach of the constitution has been found proved by a sub - committee of the Management Committee, that sub - committee shall have the power to formally reprimand the member to be found in breach or to suspend that member (for a period not exceeding 52 weeks)

8.4 In the event that a matter is dealt with in accordance with the procedure outlined in ii) and iii) in paragraph 8.1, the member shall be entitled to appeal any sanction to an Appellate Tribunal appointed in terms of the Judicial Panel.

9. COMPLIANCE WITH POLICIES

9.1 Members are required to abide by the Scottish Football Association's Equity Policy and supporting Procedures.

9.2 Members are required to abide by the Scottish Football Association's Child Wellbeing in Scottish Football policy as adopted and as may be amended from time to time.

9.3 In the event of a Child Wellbeing matter coming to the attention of the Association's Child Wellbeing and Protection Co -Ordinator, the case will be reported to the Scottish Football Association's Child Wellbeing and Protection Manager and will be dealt with in accordance with the Scottish Football Association's Child Wellbeing in Scottish Football Policy.

10. DISSOLUTION

10.1 The Association may only be dissolved after a dissolution motion in the form set out in Article 9.3 below (hereinafter referred to as "the Dissolution Motion") has been passed by not less than seventy-five per cent (75%) of the members in attendance and eligible to vote at a General Meeting of the Association.

10.2 The Dissolution Motion may only be proposed by the Management Committee if, and only if: (i) a request signed by no fewer than twenty-five (25%) of the Ordinary Members of the Association is received by the Secretary requesting that such a motion be proposed; or (ii) the Management Committee resolves that such a motion shall be proposed.

10.3 The Dissolution Motion shall be in the following terms: "The members of the Association hereby resolve that the Association shall be dissolved, with the debts of the Association being first settled, and thereafter all monies, whether held in a bank or building society in the name of the Association or in stocks, shares, bonds or other similar instrument on behalf of the Association (hereinafter referred to as "the Proceeds"), being distributed by the Management Committee in a manner which the Management Committee, in its sole discretion, considers fair and equitable."

10.4 Where the Dissolution Motion is passed, the Management Committee shall arrange to settle the debts of the Association, and thereafter realise and distribute all the Proceeds in accordance with the terms of the Dissolution Motion. All other assets belonging to the Association, which do not fall within the definition of the Proceeds, shall remain in the control of the Management Committee and shall be distributed as they see fit.

11. A MENDMENTS TO THE CONSTITUTION

11.1 Any alteration of or addition to the Constitution may only be made at the Annual General Meeting or at any Special General Meeting subject to it having been lodged with the Secretary no later than twenty-eight (28) days prior to the General Meeting and the notice calling such meeting shall state the terms of the proposed alterations or additions.

11.2 Any proposed alterations or additions to be submitted to any General Meeting must have been submitted to the Scottish Football Association for their approval in advance of any such alterations or additions being considered by the members at a General Meeting.

11.3 In the event that any proposed alterations or additions are acceptable to the Scottish Football Association, the proposed alterations or additions may be passed by no less than seventy-five per cent (75%) of the members in attendance and eligible to vote at a General Meeting of the Association.

Explanatory Note

The new Constitution being proposed is a central element of the Scottish FA's proposals emanating from the Review of Referees' Associations. The purpose of seeking to introduce a new Constitution is to ensure that each Referees' Association in Scotland has the same constitution and that each referee in the country would be subject to the same constitution regardless of which Association he or she is a member. The adoption of

the proposal would thus achieve a standard approach across the Associations and eliminate the variances between the constitutions of the Associations which have developed over time.

The proposed Constitution contains provisions for disciplinary and child wellbeing cases to be referred to the Scottish FA for consideration and actioning if applicable, thus standardising the same consistent approach to all referees and Referees' Associations.

Arising from the Review of Referees' Associations, it is the recommendation of the Scottish FA that four monthly meetings be held each season. It is recommended these meetings be held in the months of August, October, March and April. The Scottish FA will continue to provide financial support to Referees' Associations but it should be noted that the costs of no more than four monthly meetings will be met.

Membership Rules of Renfrewshire Referees' Association

1. The following are the membership rules for "Scottish Football Association Referees' Renfrewshire".

- These membership rules shall at all times be superseded by any changes made to the constitution.
- The appendix also forms part of these membership rules

Membership

- In the event that the association is informed of any member having been unsatisfactory in a Basic Disclosure Scotland check, or such other body as may from time to time be in place, in connection with Part V of the Police Act 1997, then the person will have their membership terminated with immediate effect, unless a decision of the Management Committee rules otherwise.

Life Membership

- Honorary Life Membership shall only be awarded to anyone who has made a significant contribution to the association however is not at member at present
- Life members and Honorary Life Members shall not be liable for payment of the membership fee.

General Conditions & Conduct by members

- Members are required to notify the Secretary of any changes to personal details as soon as possible after the change.
- Members are expected to act appropriately and adopt a suitably professional approach whenever representing the association or on association business.
- Members should do their utmost to avoid bringing the association into disrepute or undertaking in any word(s) or action(s) which is/are derogatory to the association or refereeing in general.
- Any correspondence received by member from the association for which a reply is required must be done so within a reasonable timescale but certainly within seven days.

- Members are expected to, unless in exceptional circumstances, accept the first appointment received; the appropriate persons should be informed at the earliest convenience if this appointment cannot be fulfilled after acceptance.
- The Secretary should be informed of serious incidents, such as an assault on a Match Official or when a claim has to be paid for unpaid match fees.
- Members should acknowledge acceptance or otherwise of all appointments within a suitable timescale.
- Members should arrive at the location of their match no later than: 30 minutes for grassroots football; 60 minutes for Junior Football and 90 minutes for senior or as directed by the relevant Association or League.
- Members should complete all required match reports and teamlines within the timescale stipulated by the Scottish FA or the League/competition in which the match was played.

Handbook

- The secretary will produce various versions of the handbook and these shall be made available to members as soon as possible after updates have been made. The secretary will produce updated versions of the handbook: after being notified of a change of personal details by a member; upon completion of the training class, adding those who are eligible for probationary member under article 3.2 of the constitution; or whenever deemed necessary by the secretary or the management committee
- A minimum of one version of the handbook may be forwarded, to associations, leagues and persons deemed appropriate by the Management Committee.

Fees

- The Management Committee must notify members no later than 14 days prior to the Annual General Meeting of the membership fee, Scottish FA registration fee, late payment fee and methods of payment.
- In accordance with article 4 of the constitution, any member who fails to pay their fees, including the late fee, shall be notified of their suspension within seven days of the Annual General Meeting taking place.
- In accordance with article 4.3 of the constitution the Management Committee will notify those concerned within seven days of their membership termination.
- All correspondence relating to suspension and termination of membership shall be commuted electronically and also by post.
- The Management Committee can examine each case on an individual basis and can decide if a late fee, suspension or termination needs to be applied.
- Any cost or expenses associated with a person's re-admission to the association shall be paid for by the individual and the association is in no way liable.
- Any member claiming to be in full time education must produce evidence (student card, letter from institution etc.) to the Treasurer prior to the Annual General Meeting. This should be commuted to the Treasurer in either written or electronic correspondence.
- Any person claiming to be eligible to a discount in member but fails to produce evidence when asked to do so by any member of the Management Committee shall be eligible to pay the membership fee and Scottish FA registration fee set at the relevant Nomination Meeting, may be eligible to pay a late payment fee, or could face disciplinary action in accordance with article 8 of the constitution.

Management Committee

Elections

- Any person wishing to be elected to any position within the Management Committee will require two nominations; one of which must be from a member not currently serving on the Management Committee at the time of the nomination.
- When a vote is required, each member in attendance at the meeting when the vote takes place shall only have one vote per management committee vacancy. The vote shall be arbitrated by the Association Manager.
- Should there be any irregularities in voting then the vote must be declared null and void, with a second vote taking place. Only those standing for election in the first vote are eligible to stand in the second, although not all are required to.

Sub-Committees

- The chair of the sub-committee must provide an update on all business relating to the sub-committee at every meeting of the Management Committee.
- The Secretary, Assistant Secretary or other member of the Management Committee shall be elected to any sub-committee and will be responsible for recording a minute of every meeting, as well as circulating these around all concerned persons. The nominated minute taker shall not vote or contribute to the business of the meeting.
- All decisions of any subcommittees will require the approval of the Management Committee and should be sought, through the chair of the subcommittee, at the earliest possible opportunity. Any decision not approved by the Management Committee shall have no validity or authority until approved.

Meetings

Meeting shall be classified into one of the following categories:

1. Management Committee

- A Meeting of the Management Committee shall take place on the first Monday of every month except June & July,

2. Members Meetings

- Members meeting shall take place, except in extraordinary circumstances, on the first Monday of August, November, February and March with a 1930 start, unless otherwise stated.

3. Nominations meeting

- Except in exceptional circumstances the Nominations meeting will take place following the completion of business at the March Members meeting.

4. Annual General Meeting

- Except in exceptional circumstances the Annual General Meeting will take place on the first Monday of April.

2. Alterations to Membership rules

1. 2.1. The Management Committee shall on occasion make amendments to these membership rules of which the appendix is also part, for the benefit of the members; such rules shall be binding on the members until altered. The Rules may be altered or amended by the Management Committee (as such term is defined within article 5.1 of the constitution), so long as these alterations or amendment does not affect or contradict the Constitution, in. Members must be informed of any alteration or amendments accordingly.

- 2.2. At all times the constitution will precede these membership rules.

Social Media Guidance

Introduction

The internet provides a range of unique opportunities to participate in interactive discussions and to share information using a wide variety of social media.

The Scottish FA's Referee Committee recognises that social media is a recent development in modern life and that it exists in a rapidly changing and ever developing landscape.

It appreciates that the use of social media across various platforms can be embraced to help promote refereeing in Scotland provided that it is used appropriately.

The use of social media, however, can pose risks to referees and refereeing and, in this respect, the following guidance applies to its use by referees and Referees' Associations:

Referees

- Referees fulfil a particularly important role in football. Maintaining integrity and neutrality is a crucial aspect of the role.
- Social media requires to be used responsibly.
- When making use of any social media platform, its terms of use must be read and complied with
- Referees are responsible for what they communicate in social media. It should be remembered that published material can remain public for many years. This should be kept in mind before content is posted on any social media platform
- Personal views should not conflict with your role as a referee
- Be mindful of the impact any contributions on social media might have on people's perceptions of referees and of the Scottish FA
- Do not engage with others (such as players, club officials, coaches) on a public forum in regard to any aspect of refereeing performances (whether it be your own or any other referee) or any football related matter such as commenting on a player or club
- Referees may participate in groupings on social media platforms (e.g. WhatsApp) but such groups should remain private to the members

- Referees should be mindful of the Scottish FA's Child Wellbeing and Protection Policy and not indulge in any online behaviour which impacts on a child or children e.g. sending inappropriate material, "grooming" of children etc.
- Should any content be seen on social media that has been posted by a referee and disparages another referee or participant in football, the matter should be reported to your Referees' Association Secretary for onward raising to the Scottish FA.

Referees' Associations

- Referees' Associations may utilise social media platforms to promote their activities and to communicate with members.
- Designated administrators should be appointed to be responsible for uploading content and monitoring posts on the platforms.
- The identity of the administrators should be made known to all members of the Association.
- Each administrator should be familiar with the privacy and safety settings on their social media platforms to ensure that it is for use by that Referees' Association only and to avoid the posting of any inappropriate material.
- Should any inappropriate material be posted, it should be removed as quickly as possible.
- Any user under the age of 18 seeking to contribute to an Association's social media platforms should provide written parental/guardian consent in advance.
- No images or personal information of persons under 18 years of age should be posted online without prior written consent from each parent/guardian

Email addresses

Referees are advised not use personal email addresses which:

- contain any form of reference to being a referee, or
- give rise to an association with any club – by use of a club name, club nickname, club initials, or by a year (either with 2 or 4 digits) or any combination of these elements

The Compliance Officer

The Scottish FA's Compliance Officer has jurisdiction over all match officials. He has responsibility for ensuring that the Disciplinary Rules of the Scottish FA are adhered to. This includes those Disciplinary Rules which address social media directly, and those which encompass social media posting. The Disciplinary Rules are contained in Annex A to the Judicial Panel Protocol. The Protocol is available as a free resource on the Scottish FA website and on the Scottish FA Referee Extranet. At all times match officials should ensure that their postings do not breach the terms of Disciplinary Rules 70, 71, 72, 73, 74, 75 or 77. Any postings that are deemed by the Compliance Officer to have breached any of these Rules may result in a Notice of Complaint being served and a case being brought before the Judicial Panel Disciplinary Tribunal. In the event that the Tribunal makes a determination that a Disciplinary Rule has been breached sanctions will be imposed by the Tribunal. Such sanctions may include suspension from officiating for a stated period.

If the Compliance Officer deems that a case does not meet the standards to be brought before the Judicial Panel, he may either communicate with the referee, advising him or her of the outcome of his deliberations, or refer the case to the referee's Referees' Association for investigation.

Amendment to Guidance

The guidance set out in this document may be amended by the Referee Committee at its discretion at any time.

December 2018

Grassroots Mentors & Club Academy Scotland

The Grassroots advisory panel (formally known as the Minor Grade Advisory Panel) are:

Co-Ordinator

Craig King
07802 434912

Advisors:

Andrew McMillan (0141 634 6965)
John Reid (07989 417276)
Brian Mcnelis (07747006787)
Gilbert Carmichael (07581 225729)

Club Academy Scotland

Coordinator

Craig King
07802 434912

Members Meetings & Physical Training

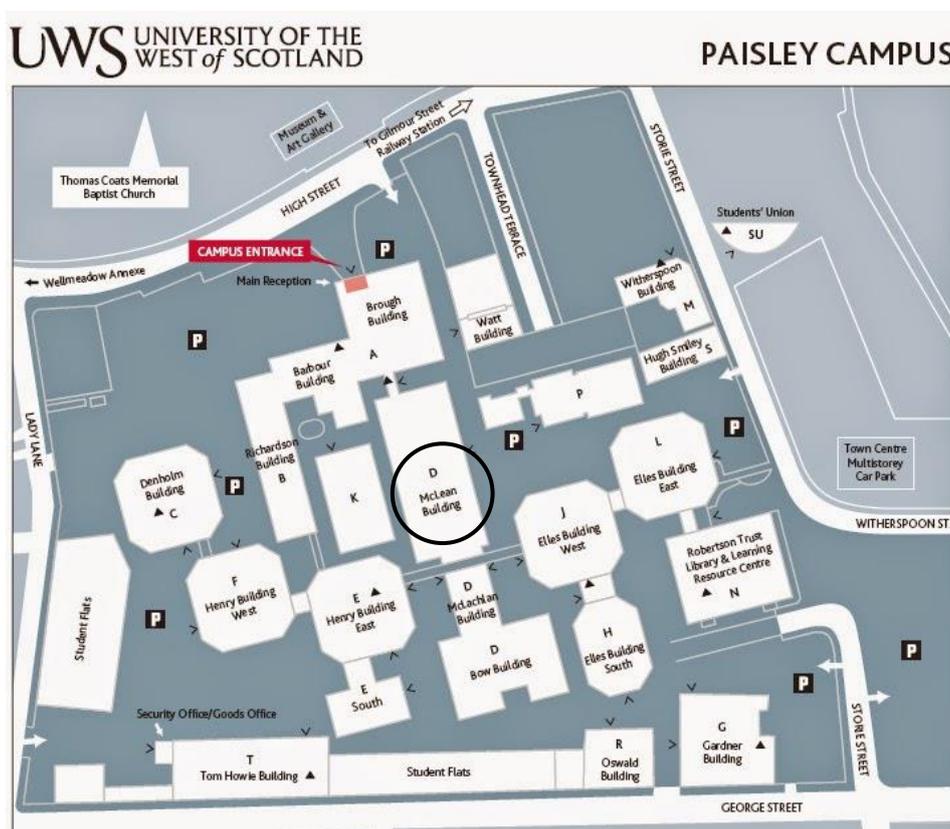
Members Meetings

Four members meetings will be held throughout the season of 2018/19. These will take place within the: Paisley Campus of the University of the West of Scotland, High Street, Paisley, PA1 2BE.

Although the campus has a variety of carparks as well as on-street parking, which is free of charge after 1800, members are advised to use the car park entrance opposite Paisley Museum and enter the University using the main entrance, also situated on the High Street (both of which are shown in the map below).

Meeting will be held in room D128, which will be signed posted upon your entrance to the building.

Should you wish to enter via another entrance then the room we shall be using is situated within the "McLean building" circled below.



Physical Training

To ensure that members maintain an appropriate standard of physical fitness the association provides training facilities free of charge, which are open to every member irrespective of the level of football that you officiate.

Training will take place every Tuesday evening (unless otherwise advised) at the Renfrew Leisure Centre, Paisley Rd, Renfrew PA4 8JL
Gerry O'Hare has been in place as trainer for some time and tailors training to suit the needs of everyone in attendance.

All members are encouraged to attend training, not only to aide their physical fitness, but also to encourage interaction between various categories of referee.

Fitness Test Conditions

Test Requirements

Cat 1, Cat 1 Dev, Cat 2, Cat 2 Dev, Cat 3, Cat 3 Dev and Cat 4

Test 1 – Repeated Sprint Ability

- 6 x 40 metres
- 6. 0 seconds for Cat 1, Cat 1 Development, Cat 2 and Cat 2 Development
- 6. 1 seconds for Cat 3, Cat 3 Development,
- 6. 6 seconds for Cat 4, and Cat 4 Development
- 6.8 seconds for Cat 4 referees over the age of 47

Test 2 – Interval Test

- 10 laps (40 x 75 metre runs/25 metre walk) require to be completed in accordance with the following:
- Categories 1 to 2 Development: maximum 15 seconds per 75m r un and 18 seconds per 25m walk
- Categories 3 and 3 Development: maximum 15 seconds per 75m r un and 20 seconds per 25m walk
- Categories 4 and 4 Development: maximum 15 seconds per 75m r un and 22 seconds per 25m walk
- Category 4 referees over the age of 47 years require to complete 8 laps (3 2 x 75 metre runs /25 metre walk):maximum 15 seconds per 75m run and 24 seconds per 25m walk

Cat 3SAR and Cat 3SAR Dev

Test 1 – CODA (Change of Direction Ability)

- 1 run totalling 36 metres within a maximum of 10 seconds

Test 2 – Repeated Sprint Ability

- 5 x 30 metres
- 4.70 seconds

Test 3 - Interval Test

- 10 laps (40 x 75 metre runs/25 metre walks inside 15 seconds each run) with 20 seconds recovery per walk

Test Procedures

Repeated Sprint Ability

- Electronic timing gates (photocells) should be used to time the sprints. Timing gates should be positioned no higher than 100 cm from the ground. If electronic timing gates are not available, an experienced physical instructor should time each sprint using a manual stopwatch.
- The 'start' gate should be placed at 0m and the 'finish' gate at 40m. The 'start line' should be marked out 1.5m before the 'start' gate.
- Referees should line up at the start with their front foot touching the 'start line'. Once the test leader signals that the electronic timing gates are set, the referee is free to start.
- Referees should receive a maximum of 60 seconds recovery between each of the 6 X 40m sprints. During their recovery, referees must walk back to the start.
- If a referee falls or trips, they should be given an additional trial (one trial = 1 x 40 m).
- If a referee fails one trial out of the six, they should be given a seventh trial immediately after the sixth trial. If they fail two trials out of seven, the match official has failed the test.
- All six sprints must be undertaken (notwithstanding the occurrence of an injury by a referee).

CODA (Change of Direction Ability)

- Electronic timing gates (photocells) should be used to time the CODA. Timing gates should be positioned no higher than 100 cm from the ground. If electronic timing gates are not available, an experienced physical instructor should time each trial using a manual stopwatch.
- Cones must be set out as illustrated in the diagram below. The distance between A and B is 2 metres. The distance between B and C is 8 metres.
- Only one timing gate is required for the CODA. The 'start line' should be marked out 0.5m before the timing gate.

- Assistant referees should line up at the start with their front foot touching the 'start line'. Once the test leader signals that the electronic timing gates are set, the assistant referee is free to start.
- Assistant referees sprint 10m forward, 8m sideways left, 8m sideways right and 10m forward.
- If an assistant referee falls or trips, they should be given an additional trial.
- If an assistant referee fails the trial, they should be given an additional trial. If they fail two trials, the match official has failed the test.

Interval Test

- Referees must complete 40 x 75m run / 25m walk intervals. This equates to 4,000m or 10 laps of a 400m athletics track. The pace is dictated by the audio file and reference times are set in accordance with the referee's category. If an audio file is not available, an experienced physical instructor should use a stopwatch and whistle.
- Referees must start from a standing position. They must not start before the whistle. To ensure that referees do not start early, assistant test leaders should be positioned at each start line to control the start. A flag may be used to block the lane until the whistle has sounded. On the whistle, the flag should be dropped, allowing the referees to start running.
- At the end of each run, each referee must enter the 'walking area' before the whistle. The walking area is marked out with a line 1.5m before and 1.5m behind the 75m line.
- If a referee fails to place a foot inside the walking area on time, they should receive a clear warning from the test leader. If a referee fails to place a foot inside the walking area on time for a second occasion, they should be stopped by the test leader and informed that they have failed the test.
- It is recommended that the test be run in groups comprising no more than six referees. It is possible to have four groups running the test simultaneously (see below), meaning a total of 24 referees can be tested at once. Each group should be allocated with a test leader who should monitor their group closely throughout the test.

Test Schedule

Tests will be held in June and October each year. The following conditions apply:

- Cat 1, Cat 1 Dev, Cat 2, Cat 2 Dev, Cat 3SAR, Cat 3SAR Dev, Cat 3, Cat 3 Dev, undertake the Test at National level under the supervision of the Scottish FA
- Cat 4 and C at 4 Dev undertake the Test at their own Association under the supervision of the Association Manager
- In the event that a referee is unable to attend the Test at National level on the arranged date(s), he /she will be required to sit the Test on a date decided by the Scottish FA.
- The June Test must be completed by a date set by the Scottish FA, with the exception of special circumstances such as injury. Referees who otherwise fail to present themselves for the test by this date may not officiate in senior football with immediate effect.
- The October Test must be completed by 31st October, with the exception of special circumstances such as injury. Referees who otherwise fail to present themselves for the test by this date may not officiate in Senior Football with immediate effect

Classification in the List of Referees

A referee's classification in the List of Referees for each new season is confirmed on passing the Test relative to his/her Category.

General Conditions

- A referee who fails to successfully complete the Test or fails to present himself/herself by the set date the Test may not officiate in Senior Football with immediate effect. The condition does not apply to Junior Football.
- Three attempts are allowed to pass the Test. The count starts from a referee's first fail on a continuous rolling basis.
- If a referee has not completed the Test by 31st December, his or her name will be removed from the List of Referees for the remainder of the season. The Referee Committee retains discretion to exempt a referee from this condition by taking into account the referee's personal circumstances which have prevented his or her undertaking the Test by this date. Referee Committee reserves the right to request a referee to submit a medical certificate to confirm the nature of an injury
- Cat 4/Cat 4 Dev Referees who are unable to attend a test at their own Association must arrange to attend a Test at another Association.

- A Scottish FA representative, normally the Referee Committee member with liaison responsibilities for the relevant association, should attend tests held by Referees' Associations to ensure compliance with the test conditions.
- A failure of a Test will automatically render a referee ineligible for an international appointment until such time as the Test is passed.

Conditions Applicable to a Third Successive Failure of the Test

The following conditions apply automatically in the event that of a third successive failure of the Test by a referee in the respective Categories:

Cat 1, Cat 1 Dev, Cat 2 and Cat 2 Dev

The referee will be re - classified to Cat 3 (if the sprint times are achieved) or Cat 4 for the remainder of the season

Cat 3 SAR/Cat 3 SAR Dev

The referee will be re - classified to Cat 3 or Cat 4 for the remainder of the season if the Cat 3 Test conditions are achieved

Cat 3/Cat 3 Dev

The referee will be re - classified to Cat 4 for the remainder of the season

Cat 4/Cat 4 Dev

The referee will be re - classified to Cat 5 for the remainder of the season

Conditions Applicable to a failure to achieve the Test 1 and Test 2 times for Cat 3SAR/Cat 3 SAR Dev

In the event that a referee fails to achieve the times for either Tests 1 or 2, the referee shall not be eligible for the highest level of appointments allocated to Cat 3 SAR/Cat 3 SAR Dev until such time as he/she meets the requirements of the Cat 3SAR/Cat 3 SAR Dev sprint times. During such a period, the referee shall be eligible for appointments normally allocated to Cat 3.

Nomination to FIFA List of International Referees and Assistants

Referees who are being nominated to FIFA for inclusion in the List of International Referees and Assistants require to complete the applicable FIFA Fitness Test. The conditions relative to these Tests are provided in the FIFA Fitness Test Document.

Referee Operations Department Contact Details

Each member of the Referee Operations department can be contacted using the following postal address:

(A): The National Stadium, Hampden Park, Glasgow, G42 9AY

Referee Operations Department:

(Prefix: 0141 616)

Head of Referee Operations John Fleming 6008

Administration Manager Drew Herbertson 6016

Referee Recruitment & Education Manager Tom Murphy 6013

Referee Recruitment & Education Manager Steven McLean 6013

Dept. Secretary/Admin. Assistant Joanne McArthur 6014

Professional Game Appointments Officer Steven Harris 6181

Non-Professional Game Appointments Officer Lewis Cameron 6019

Non-Professional Game Appointments Officer Adam Van den Brink 6020

Mobile Numbers:

John Fleming: 0780 277 2453

Drew Herbertson: 0771 536 9762

Departmental e-mail Addresses:

Referee Mailbox: referee@scottishfa.co.uk

Referee Appointments: appointments@scottishfa.co.uk

Referee Observers: observer@scottishfa.co.uk

Disciplinary Department:

Disciplinary Manager Vicki McMullan 6018

Disciplinary Administrator Caroline White 6043

Disciplinary Administrator Della Martin 6058

Departmental e-mail address: disciplinary@scottishfa.co.uk

Events & Competitions Department:

Head of Events & Competitions Julie Tudhope 6017

Senior Event Manager Karen Presly 6011

Senior Event Manager Liz Robertson 6098

Senior Event Manager Michael Hughes 6170

League Administrator (Women's Football) Sarah Crilly 6096

Compliance Officer: Tony McGlennan 6090

Departmental e-mail address: compliance.officer@scottishfa.co.uk

Club Academy Scotland

Performance Academy Officer Campbell Money 6087

Finance Department

Enquiries relating to payments received should be made to
payables@scottishfa.co.uk

Child Wellbeing and Protection

Child Wellbeing and Protection Manager Alyson Evans 6058

E-Mail Addresses: Staff addresses are in the following style:

Firstname.Surname@scottishfa.co.uk

National League Contact Information

Scottish Professional Football League

Neil Doncaster
Chief Executive
The National Stadium, Hampden Park, Glasgow, G42 9DE
(T): 0141 620 4140

Scottish Junior Football Association

Tom Johnstone
Secretary
The National Stadium, Hampden Park, Glasgow, G42 9DD
(T): 0141 620 4560

Scottish Junior Football Association

Scott Robertson
West Region Secretary
21 Braidhurst Street, Motherwell, ML1 1HY
(T): 01698 266 725

Scottish Youth Football Association

David Little
Secretary
The National Stadium, Hampden Park, Glasgow, G42 9BF
(T): 0141 620 4590

Scottish Women's Football Association

Craig Joyce
West Regional Administrator
10 Falcon Crescent, Paisley, PA3 1NS
(T): 0141 620 4580

East of Scotland Football League

J Greenhorn
Secretary
2 Baberton Mains Court, Edinburgh, EH14 3ER
(T): 0141 840 5257

Caledonian Football League

Ian Cowden
Secretary
Email: johncowden@ntlworld.com
(M): 07989623190

Scottish Amateur Football Association

Thomas McKeown

Secretary

The National Stadium, Hampden Park, Glasgow, G42 9DB

(T): 0141 620 4550

Scottish Amateur Cup

Iain Cowden

Secretary

29 Arrowsmith Avenue, Glasgow, G13 2QQ

(T): 0141 576 8507

Scottish Amateur Football League

Matt Armstrong

Secretary

Flat 3/1, 1360 London Road, Glasgow, G31 4PH

(M): 07429537089

Central Scottish Amateur League

Mr George Dingwall

Secretary

27 Owendale Avenue, Bellshill, ML4 1NS

(T): 01698 749044

Local League Contact Information

Paisley Johnstone & District Youth Football League

Pamela Wilson
League Secretary
61 Newton Avenue, Cambuslang, Glasgow, G72 7RL
(M): 07846 465529
Email: wilsontp75@gmail.com

Greater Glasgow Premier League

Iain Marshall
League Secretary
(T): 0141 316 6826 (M): 07883 085464
Email: imarshall02@msn.com

Strathclyde Saturday Morning League

Paul King
League Secretary
50 Northpark Street, Glasgow, G20 7AE
(M): 07881 020715
Email: ssmaflsec@outlook.com

Glasgow and District Youth Football League

Liane Kelly
General Secretary
(M): 07904 639477
Email: gadyfleague@gmail.com

West of Scotland Juvenile League (Under 21)

Bob Toohill
Secretary
16 Madison Avenue, Glasgow, G44 5AQ
(T): 0141 569 6605 (M):
Email:

Sunday Central Amateur Football League

Alison Black
League Secretary
(M): 07447 401529
Email: sundaycentral@live.co.uk

Paisley & District Schools' Football Association

Robert Allan
League Secretary
Linwood High School, Stirling Drive, Linwood, PA3 3NB
(T): 01505 336 146
Email: Rallan070@linwoodhigh.renfrewshire.sch.uk

East Renfrewshire Soccer Development Association

Bob MacDonald

League Secretary

(M): 07964 619879

Email: ersdasecretary@hotmail.co.uk

The West of Scotland Youth Football League

Lynn McBride

League Secretary

(T): 0129 247 9768 (M):

Email: secretarywestyfl@yahoo.co.uk

Referees' Association Membership

This information is correct as of July 2018

Senior Listed Officials

Category 1

Barry Cook

David Dickinson

Craig Thomson

Category 2

Graham Grainger

Category 2 Development

Craig King Jnr

Ryan Oliver

Category 3

Alan Grainger

Chris Hughes

Richard Murray

Andrey Taylor

Category 3 Specialist Assistant

Joseph Lawson

Alisdair Ross

Graeme Stewart (FIFA)

Category 3 Specialist Assistant Development

David Dunne

David McNiff

Kevin McElhinney

Honorary Life Members

Barbour Ian

(H): 0141 647 2004

Email: johnabarbour@hotmail.com

Holmes Bobby

(H): 0141 812 3249

Lennie Eddie

Email: kenandlen@RTS.com.au

McQuade John

Email: jddmcquade@hotmail.com

Life Members

B

Black David

(H): 0141 390 4406 (M): 07831 117549

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Brines Iain

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Email: iainbrines@msn.com

Brown John

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2018

Byars Ian

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C

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Cook Barry

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2018

Cunning Ian

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Devenny John

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Dunne Jim

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F

Fingland Charles

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Email: chas.di69@btinternet.com

G

Gilmour John

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Email: John.Gilmour7@sky.com

H

Harte Gerry

(H): 0141 891 5046

L

Lennie Eddie

Email: kenandlen@RTS.com.AU

M

Martin Stephen

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McMillan Andrew

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McQuade John

Email: jddmcquade@hotmail.com

P

Paterson Robert

(H): 0141 881 5592 (M): 07774 781418

R

Reid John

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Email: john.reid72@btinternet.com

Rowan Robert

(H): 01505 321 890

T

Thomson Craig

Email: craigathomson@hotmail.co.uk

Ordinary Members

A list of ordinary members will be retained & updated as appropriate by the Association. Should any member wish to view a list of the current Ordinary Membership they should refer to the SFA Extranet.

Similarly, any member who wishes to view the contact details of another member within the Association (or indeed a member of another Association) should also use the SFA Extranet.

All registered members are automatically set up to access & use the SFA Extranet, should a member be unsure of how to do this, they should in the first instance contact the Referee Administration Department at Hampden.

Any member who is having difficulty with the Extranet is welcome to contact the Association Secretary/Assistant Secretary for guidance & support.

An Introduction to the Referee Extranet

The Scottish FA launched the Referee Extranet in August 2013 to referees in Categories 1 to 4 Development. It was extended to referees in Categories 5 to 7 in March 2014. Its purpose is to serve as a reporting and resource tool for referees. The Extranet is only available to those referees who have an e-mail address.

This note is intended to serve as an introduction to new users of the Referee Extranet.

Referee Extranet – <http://www.scottishfalive.co.uk/scottishfa>

The Extranet operates on PC's and tablets. The recommended browser is Firefox. The Extranet will operate on mobile phones but it is not recommended that any match processing etc is carried out via a mobile phone.

Login Details

Once a referee's registration process is completed, the referee will be added as a User of the Extranet. There are two elements needed to log in:

- the referee's e-mail address (normally a personal one) provided by the Referees' Association he/she is joining is used, and
- a Password. The password is generated automatically by the Extranet and sent to the referee's e-mail address

User Guides

User Guides are available on the Extranet together with short videos on the operation of the Extranet. These are located in the Library section of the Services tab.

Home Page

When accessing the Extranet, referees will see on their "home" page in three sections

- My Details
- Next Fixture
- My Calendar

My Details

This section displays Name, Date of Birth, Category and Referees' Association, together with a photograph of the official.

Next Fixture

This shows the next appointment which the referee has been appointed. This applies to Senior and Junior Football at present.

My Calendar

For referees being appointed to matches in Senior and Junior football, the calendar will highlight the date of the match. The calendar also provides a list of all matches for which the Scottish FA has appointed officials to.

My Details

This tab displays personal information on the official. Each official can update and maintain his or her contact details. Responsibility for doing so rests with each official. The Extranet generates an e-mail to the Referee Operations Department when a change to contact details happens. The facility is provided to upload a photograph of each referee in this section. It is recommended that a passport-style portrait photograph be used.

My Matches

This tab displays all the matches to which the official has been appointed to by the Scottish FA in Senior (including Club Academy Scotland), Junior and Women's football during the season. Senior and Junior football operates on a traditional season basis and the list of matches displayed in My Matches reflects this. However, Women's (including Girls' football) and Club Academy Scotland football operate on a calendar year basis for their seasons. Matches in these categories can be found by selecting the year from the drop-down list displayed on the My Matches "season" ribbon.

Filters can be operated to search by home club, away club, competition, match status and by season.

For each match, once the officials are added against the match, all officials are displayed in a carousel format at the foot of the page. Clicking on each individual's photograph (or silhouette where no photograph has been uploaded) will reveal that official's contact details

Match processing for Senior Football is carried out through the My Matches tab. This is the primary purpose of the Extranet. The Referee selects the Process button which appears on the day of the match and completes the result, teams, substitutes, goal scorers and misconduct (players and team staff) and match incidents as required to complete the report.

For those officials who act as assistant referees in Senior regional football, Junior and Women's football and who are required to submit a report from a match to the Scottish FA, it is mandatory that the Extranet is used to submit these reports. Such reports can only be submitted once the referee has completed his reporting from the match.

The referee's report will not be able to be viewed by any other official on the match. As there is no "spell check" facility in typing into the Extranet, it is recommended that typing of reports should be done first in a Word

document and then copied and pasted into the relevant section. "Match Reports" have to be completed within 24 hours of the match by referees. Referee Observers submit assessment reports through the Extranet. Where appointed, the Referee Observer's photograph and contact details are displayed adjacent to the referee carousel. When a referee is assessed by a Referee Observer, the assessment report is positioned beside the match and can be accessed by the official. The assessment mark is displayed adjacent to the report.

Expenses

For matches in the Scottish Cup, Scottish Youth Cup and in all SPFL competitions, match officials submit their expenses claims through the Extranet. This includes those officials in the categories below Category 4 of the List of Referees in the Scottish FA's two cup competitions who receive appointments as assistant referees in these competitions. The referee has to complete the match report first before his assistants/fourth official can submit their claims.

Directory

There are two elements to the Directory section:

- Referee Search
- Club Search

Referee Search

A search can be made for an individual referee which will make available his or her contact details. (Referees on the List of Referees have the facility of keeping their details private).

This Directory therefore provides a means of contact between referees and assistant referees. It is particularly helpful to those officials who are appointed to matches with referees from other Referees' Associations. The information contained in the Referee Search should always be up to date (provided that a referee maintains his information) and effectively eliminates the need for such information to be contained in handbooks.

Club Search

In the Club Search, information is contained on all Associations, Leagues and clubs in Scotland. The information is drawn from a Football Admin system which the Scottish FA operates for clubs, Leagues and associations. Every encouragement is being given, and will continue to be given, to all Associations and Leagues to get their clubs to utilise the system. The Club Directory provides club contacts, kit colours and venues. Over time, it can be imagined that all details of all clubs in Scotland will be available.

Video Analysis

This tab allows the Referee Operations Department to post videos of match incidents on to the Extranet for coaching and educational purposes. The video clips can be targeted towards referee categories as required and allows the opportunity of feedback to be given by individual referees.

Services

There are two elements to the Directory section:

- Notices
- Library

Notices

This provides the Scottish FA with the ability of issuing a notice to referees – either to all referees, or by a Category or by a Referees' Association, or any combination – as a means of conveying information to them. The facility to post a Notice is open to the Referees' Association to make use of to convey information to their members.

Library

The Library provides a range of documentation which can be accessed by referees. It is intended that the Library acts as a resource tool for referees.

Whilst the various Folders are visible to all officials, it should be noted that access to the documents is granted on a "permission" basis.

Access can be granted on a Referee Category basis, a Referees' Association basis and on an individual official basis. The information provided within the Library will be developed and updated over time.

Equality

An Equality tab was introduced in August 2016 as part of the Scottish FA's commitment to achieve the Advanced level of the Quality Standard. Referees are requested to complete the questionnaire which is provided within the tab. The Equality tab is private to each individual referee and cannot be viewed by others.

Referee Observers

Referee Observers submit their assessment reports online through the Extranet. Instead of having a "My Matches" tab, Referee Observers have a "My Observed Matches" tab.

Once a Referee Observer's report is approved, an email is sent to the official concerned, and his Association Manager to advise him of that. The report is positioned in against the match in question in the referee's "My Matches" tab.

Access Requests or for Assistance

Should any referee have difficulties gaining access to the Referee Extranet or require assistance on an Extranet-related matter, please email appointments@scottishfa.co.uk or telephone these numbers:

0141 616 6019

0141 616 6081

0141 616 6020

0141 616 6016