



Football Brisbane Referees Working Group Terms of Reference

Version 1.0
September 2020

1. Background

In accordance with section 3.4 of the Football Brisbane Constitution, the Directors have elected to establish Working Groups in relation to referees.

Two groups shall be established. One will have responsibility for issues relating to referees who officiate on youth matches (under 16 competitions and below) and women's matches to be known as the 'Women's and Youth Referees Working Group'. The other for referees who officiate on senior men's matches (under 18 competitions and above) to be known as the 'Senior Referees Working Group'.

The following sets out the terms of reference and general operations of these groups which is consistent with the Australian Officiating Development Schedule (AODS) as endorsed by Football Federation Australia as the guiding principles for match officials within football governing bodies.

The groups' primary responsibility is to assist in achieving Football Brisbane's strategic objectives in regards to referees.

2. Roles and functions of the working group

Specifically, the roles of the groups are:

- Responsibility for the performance of Football Brisbane match officials and for the implementation of the national curriculum as directed by Football Federation Australia through Football Queensland.
- Develop, implement and self-review the local strategy for refereeing in Brisbane and ensure it is aligned to Football Queensland's overall strategy.
- Supervise the career development of all registered match officials by ensuring that Football Federation Australia's and Football Queensland's requirements and processes are implemented.
- Comply with all Football Federation Australia and Football Queensland directions, regarding the development, training, education, coaching and qualification of match officials, including coaching suggestions for the Football Brisbane Referee Development Coordinator.
- Monitor, supervise and assess registered match officials undertaking zone-specific programs and qualification processes.
- Assist the Referee Development Coordinator in the quality assurance of Assessment Reports written by Assessors.
- Identification of talented referees who should be considered for development to higher panels, further programs and recognition at state level.
- Development, implementation and review of policy documents concerning all Referees.
- The identification of activities required to support the group's objectives and providing relevant costings to the General Manager for consideration.
- Referee panel grading, assessment and advancement.
- Nomination of referees for school, state and national tournaments, programs, awards, advancement to senior football and consideration for finals.
- Compilation, issue and, monitoring of referee surveys as required.
- Provide strategic direction on the education and development of Football Brisbane's referees.

- From time to time, provide specific analysis and proposals on referee strategic and policy matters to Football Brisbane Management for consideration as appropriate.

3. Role of individual group members

The role of the individual members of the Working Group includes:

- attending regular meetings as required and actively participating in the group's work
- a genuine commitment towards the initiatives and the outcomes being pursued by the working group and Football Brisbane
- being an advocate for referee development and improvement

4. General

4.1 Membership

Members of each working group will be selected by the Football Brisbane General Manager. There shall be a maximum of five members in each group.

The Football Brisbane Referee Development Coordinator (RDC) will be a permanent member of the Working Groups as an ex-officio officer (non-voting rights).

The Football Brisbane General Manager and Football Brisbane Directors may attend meetings.

Other members may be included in the group as required and at the discretion of the General Manager.

Any member of the group may enlist the services of a suitable person or persons to assist them with their roles upon approval from the group.

4.2 Chair

The Football Brisbane General Manager will appoint the Chairs of the Working Groups.

Where a joint meeting of both Working Groups is held, the chair shall rotate between the Chair of each of the Working Groups.

The Chair is responsible for the performance of the Working Group and will undertake the following functions:

- Convening of meetings;
- Planning and setting meeting agendas;
- Maintenance of policy documents;
- Consultation with the Football Brisbane General Manager on matters requiring approval;

The chair will report directly to the General Manager and provide recommendations from the working group for decision or consideration.

4.3 Agenda items

Agenda items will be determined by each Chair in consultation with the General Manager.

The agenda, with attached meeting papers, will be distributed by the Chair at least three working days prior to the next scheduled meeting.

4.4 Minutes and meeting papers

The preparation of minutes of each Working Group meeting will be responsibility of the Chair or another person that they delegate the role to.

Full copies of the minutes, including attachments, will be provided to all Working Group members and the General Manager typically no later than 14 days following each meeting.

Summaries of Working Group meetings will be published on the Football Brisbane webpage and may be further disseminated to all match officials and club representatives.

4.5 Frequency of meetings

Each Working Group will meet on a monthly basis or as agreed between the group and the General Manager. Every third meeting will be a joint meeting of both Working Groups.

Meetings may be conducted in any format they deem suitable, including but not limited to, face-to-face and teleconferencing.

4.6 Quorum requirements

A quorum of 50% + 1 member of the working group must be present to form a valid meeting.

4.7 Review

The purpose and membership of the Working Group will be reviewed on 1 July each year. A call for interested members in wanting to join the Working Group will be undertaken by no later than 1 June each year.