

FRANKSTON BASKETBALL

Referee Roster Policy

1. Purpose

The purpose of this policy is to establish the rules governing the publication of referee rosters at the FDBA. All referees, competition supervisors and FDBA staff need to be aware of how rosters are allocated, locked and published and the process by which referees will be notified.

2. Procedure

It is the responsibility of the referee supervisor to complete the roster for their allocated session. A list of current supervisor appointments will be maintained on the main menu screen of *Referee Manager* by the FDBA front office.

Rosters are to be completed using *Referee Manager*. Rosters for each session will be locked at a specified time each week. When a roster is locked referees will not be able to change their availability for that session.

After the roster is locked the supervisor may publish the roster at any time until the specified closing time for publication.

Rosters are to be locked and published in accordance with the table below:

Session	Day and Time Locked	Day and Time Published
Monday	Friday 7.00pm	Saturday 7.00pm
Tuesday	Saturday 7.00pm	Sunday 7.00pm
Wednesday	Sunday 7.00pm	Monday 7.00pm
Thursday	Monday 7.00pm	Tuesday 7.00pm
Friday	Tuesday 7.00pm	Wednesday 7.00pm
Saturday	Tuesday 7.00pm	Thursday 7.00pm
Sunday	Thursday 7.00pm	Friday 7.00pm

3. Shift Allocation

Supervisors shall take all reasonable steps to ensure that two referees are allocated to U10 – U21 junior games and all senior games. Where this is not possible this is to be noted in the daily session report. One referee is to be allocated to all U8 junior games.

Where there is an surplus of referees available for a shift, supervisors shall give preference to:

- a) Officials who regularly officiate the shift,
- b) The standard of games and preferred grade of official required, and
- c) Officials without any active disciplinary warnings

Officials are not permitted to referee games in a competition division in which they also participate as a player.

4. Roster Notification

When a roster is published a notification will be sent by email through *Referee Manager* to all rostered referees. Notification of changes in a published roster will be sent by personal SMS from the supervisor if the change affects less than four people or by email to the entire roster if the change affects five or more people.

5. Referee Responsibilities

It is a referee's responsibility to ensure that their availability is up to date each week in *Referee Manager*.

Referees who become unavailable after a roster is locked but before it is published are responsible for contacting the session supervisor to ensure they are not appointed.