



SFA Referees (Fife)

Members Handbook Season 2004 / 2005

www.fifereferees.co.uk

DATES AND VENUES OF MEMBERS MONTHLY MEETINGS 2004 / 2005

2004

Thursday 12 August @ 7pm Bayview Stadium, Methil
Thursday 9 September @ 7pm Central Park, Cowdenbeath
Thursday 14 October @ 7pm Bayview Stadium, Methil
Thursday 11 November @ 7pm Central Park, Cowdenbeath
Thursday 9 December @ 7pm Bayview Stadium, Methil

2005

Thursday 13 January @ 7pm Central Park, Cowdenbeath
Thursday 10 February @ 7pm Bayview Stadium, Methil
Thursday 10 March @ 7pm Central Park, Cowdenbeath
Thursday 14 April after conclusion of AGM Bayview Stadium, Methil

ANNUAL GENERAL MEETING

Thursday 14 April 2005 @ 7pm Bayview Stadium, Methil

DATES OF COUNCIL MEETINGS

Wednesday 4 August 2004	Wednesday 1 December 2004	Wednesday 13 April 2005
Wednesday 1 September 2004	Wednesday 5 January 2005	Wednesday 11 May 2005
Wednesday 29 September 2004	Wednesday 2 February 2005	
Wednesday 3 November 2004	Wednesday 2 March 2005	

Council Meetings will be held in the Boardroom, Bayview Stadium with a 7pm start.

MEMBERSHIP FEES FOR SEASON 2004 / 2005

Ordinary Members	£30
Trainee Members	£30
Senior Associate Members	£18

Deadline date for membership renewal for season 2005 / 2006 is Saturday 9th April 2005

INDEX

1	Dates and Venues of Members Monthly Meetings 2004 / 2005, Council Meetings, Membership Fees 2004 / 5
2	Index
3	Training, Fitness Tests, Physiotherapist and Trainee Class
4	Office Bearers
5	Association Supervisor, Executive Supervisor, Referee Supervisors Duties and Powers
7	SFA Referee Development Department, Referee Development Adviser, Fife Advisory Panel
8	Referee Classifications, Change of Personal Contact Details
9	Members Monthly Meetings, Communications Team
10	Honorary Presidents
11	List of Past Presidents and Secretaries
12	List of Members Season 2004 / 2005
24	Executive Supervisors
24	Referee Associations in Scotland List of Secretaries and Supervisors
26	National Associations
27	Local Associations
29	Fife's Senior Clubs
30	Match Fees Season 2004 / 5
31	Youth Football – Duration of matches and substitution procedures
32	Constitution
41	Duties of Office Bearers and Other Appointments
42	Rules for Members and Standing Orders
43	Assault Procedure
44	Extracts from the Articles of Association of the Scottish Football Association
50	Public Comment on Match Incidents, Meetings of Other Associations, National Cup Finals
51	SFA Referee Registration Scheme, Insurance, Child Protection Policy
52	Referee Kit, Annual Referees Conference, Tickets
53	Football Referee Magazine, Appointment of Referees to Junior Fixtures
54	Memorandum, Reallocation Convenor
55	Social Functions
56	Record of Match Fixtures
59	Sample Misconduct Report
61	Monthly Calendars – July 2004 – June 2005

TRAINING

Training facilities are provided on Tuesday evenings at the Fife Sports Institute (FIPRE), Glenrothes during the months of June, July, August, September, October, November, March, April and May from 7.00pm to 9.00pm.

Indoor Training facilities are provided on Tuesday evenings from 7.00 pm to 9.00 pm during December, January and February. The venue will be confirmed in the Members Newsletter.

FITNESS TESTS

All Class 1 and 2 Officials will be required to complete the fitness test twice per year at times set by the SFA.

The first test for Season 2004/2005 will be held in August :-

Class 1 Referees (Category 1 and 2) will sit their test at Dalziel Park Country Club on Sunday 8 August 2004. Class 1 Assistant and Specialist Assistant Referees will sit their test on Sunday 15 August 2004. Class 2 Referees will sit their test at Fife Institute on Tuesday 10 August at 7pm.

Every member who requires to sit the test will be expected to make every effort to participate on the set date. Details of alternative dates for Class 2 Referees in August can be obtained from the Secretary. Any member who is injured should advise the Association Supervisor as soon as possible.

If a Class 1 or 2 official fails the fitness test then they should withdraw from all Referee / Assistant Referee duties attributable to their classification until the test has been completed.

The test :-

2700m run in 12 minutes (2500m for over 45's)

2 x 50m sprints in 7.5 seconds

2 x 200m sprints in 32 seconds

PHYSIOTHERAPIST

The Association provides the services of a Physiotherapist who is available to treat members at Bayview Stadium, Methil on a Tuesday and Thursday evening from 8 – 9pm. If you require to visit the Physiotherapist then please contact the Association Secretary, Colin Brown .

TRAINEE CLASS

A class for new applicants to refereeing will commence at 7pm on Monday 18th October 2004 at the University of St. Andrews. A second class is likely to begin in early 2005.

OFFICE BEARERS
Season 2004– 2005

President	WILLIAM GILFILLAN
Secretary	COLIN R. BROWN
Vice-President	WILLIAM CONQUER
Treasurer	HARRY GOULD
Assistant Secretary	MICHAEL GILL
Tutor	ANDREW HUNTER
Assistant Tutors	HARRY GOULD ANDREW AIRD
Coaching Co-ordinator	JOHN ROWBOTHAM
Coaching Team	ANDREW HUNTER DEREK LOWE BEN HORSBURGH
Minor Grade Football Liaison Officer	JAMES ROSS
Youth Development Scheme Co-ordinator	DEREK LOWE
Child Protection Co-ordinators	DAVID DAVIDSON MARK MCHENDRY
Support Scheme Co-ordinator	STEVEN CRICHTON
Reallocation Convener	KAY ROGERSON
Social Convener	RAYMOND WHYTE
Assistant Social Convener	JOHN WATSON
Social Committee	BEN HORSBURGH DOUGLAS POTTER ANDREW AIRD
Auditors	TOM BISSET TOM DOYLE

ASSOCIATION SUPERVISOR

DOUGLAS DOWNIE

EXECUTIVE SUPERVISOR

BOB VALENTINE

Referee Supervisors – Duties and Powers

Referee Supervisors are appointed by the Referee Committee and have two primary functions to fulfil:

- To act as a liaison between the SFA and the relevant Referees' Association to which they are appointed
- To assess and report on the performances of match officials and to give advice, guidance and support to them to aid their development

There shall be two types of Referee Supervisor:

- An Association Supervisor
- An Executive Supervisor

Association Supervisors

More than one Referee Supervisor may be appointed to a Referees' Association and, in such circumstances, one of these Referee Supervisors may be designated as the Senior Supervisor for that association.

Executive Supervisors

Executive Supervisors shall be appointed to oversee, in a liaison capacity, the activities of a number of associations allocated to them; on appointment as an Executive Supervisor they shall relinquish their role as an Association Supervisor.

The Referee Committee shall determine the number of Executive Supervisors from time to time and their allocation of associations.

Referee Supervisors' Sub-Committee

The combined group of Referee Supervisors shall comprise the Referee Supervisors' Sub-Committee, which shall constitute a sub-committee of the Referee Committee. The SFA Board will appoint one of the Referee Supervisors as Chairman for a two year term.

The Referee Supervisors' Sub-Committee shall transact all such business as is delegated to it by the Referee Committee.

The appointment of Referee Supervisors shall be reviewed annually.

The retiral age for a Referee Supervisor is 70 years.

Duties and Powers

Referee Supervisors shall operate within the following guidelines in regard to their duties and powers:

Association Supervisors

The duties and powers of Association Supervisors are:

1. To ensure that Referees' Associations provide proper facilities for Introductory and Advanced Examinations and to mark such examination papers as required by the SFA.
2. To ensure the further education and development of referees and to approve the appointments of Referee Instructor(s) and the Coaching Co-ordinator within local Referees' Associations.
3. To prepare a development plan for a rolling three year period to identify present and future promotion candidates within their association and to submit such plan to the association's Executive Supervisor.
4. To nominate to the SFA the names of referees to be included in the Referee Development Scheme, and to amend such nominations as deemed appropriate from time to time.
5. To submit to the SFA recommendations relative to the Register of Senior Referees and to Class 2 of the Registered List of Referees; such recommendations shall relate to but shall not be limited to, the promotion or demotion of any referee to or from or within the Register of Senior Referees or to Class 2 of the Registered List of Referees, and to the performances of referees; the classification of referees to be determined by the Referee Committee.
6. To review annually the classification of all other registered referees within their association and to submit these classifications to the SFA by the requested date.
7. To arrange adequate physical training facilities for referees; to ensure regular attendance and to keep attendance registers; to submit results of Fitness Tests to the SFA as required from time to time.
8. To notify the SFA of any official on the Register of Senior Referees who fails to attend physical training or otherwise fails to maintain an appropriate fitness level.
9. To assess and report on the performance of match officials as requested by the SFA;
10. With the assessment process to include post match contact with the referee; to give advice, guidance and support to referees they assess and to those referees within their association to aid their development.
11. To submit any report on any incidents, which may occur before, during or after matches, which fall within the remit of the match officials; to provide at the request of the SFA a report on a match incident which results in a disciplinary case being investigated and/or considered by the Disciplinary Committee or sub-committee and to attend any resulting meeting if required.
12. To be entitled to attend all General/Council/ Executive or other meetings and classes in their own area, and to provide an appropriate level of guidance within such meetings in order to ensure that the SFA areas of responsibility and involvement are promulgated; to refer all unresolved local football matters involving referees and refereeing to the SFA.
13. To oversee the operation of the Minor Grade Advisory Panel in their association.
14. To represent the SFA at an event if requested to do so by the SFA.
15. To liaise on a local level with accredited representatives of authorised football on matters affecting referees, Laws of the Game and education.

Executive Supervisors

The duties and powers of Executive Supervisors are:

1. To assist the Association Supervisors with whom they liaise in regard to the preparation of development plans for their association; to combine the relevant development plans into a single plan for submission to the SFA to assist in the creation of an overall development strategy.
2. To encourage consistency in the organisation and operation of all Referee Associations.
3. To assist the SFA Head of Referee Development in various aspects of development work and education.

4. To liaise with the associations for which they have responsibility by attending, from time to time, meetings, physical training sessions or classes; to provide an appropriate level of guidance in order to ensure that the SFA areas of responsibility and involvement are promulgated and to refer all unresolved local football matters to the SFA.
5. To report on match officials, as requested by the SFA; with the assessment process to include post match contact with the referee; to give advice, guidance and support to referees they assess to aid their development.
6. To submit any report on any incidents, which may occur before, during or after matches, which fall within the remit of the match officials; to provide at the request of the SFA a report on a match incident which results in a disciplinary case being investigated and/or considered by the Disciplinary Committee or sub-committee and to attend any resulting meeting if required.
7. To represent the SFA at an event if requested to do so by the SFA.
8. To liaise on a local level with accredited representatives of authorised football on matters affecting referees, Laws of the Game and education.

SFA REFEREE DEVELOPMENT DEPARTMENT

Head of Department :- Donald McVicar

Department Secretary / Admin Assistant - Joanne McArthur

SFA REFEREE DEVELOPMENT ADVISER

LES DEAS

FIFE ADVISORY PANEL

The objects of the panel are to advise, help and encourage members operating in all levels of football up to and including Junior. Members of the panel attend games to assess the capabilities, qualifications and potential of the referees and compile notes for their guidance. They also act as Observers for Part 3 of the Introductory Referee Exam.

Referees wishing to make use of the panel's service should regularly attend the official training and notify the panel members of any change in circumstances of the fixture as soon as possible.

The Advisory Panel Members are :-

HUGH McHENDRY

GEORGE PAUL

KEN REILLY

REFEREE CLASSIFICATIONS

Class 1 Category 1 – Referee in SPL and SFL

Class 1 Category 2 – Referee in SPL and SFL reserve football, Assistant referees in SFL First Division

Class 1 Specialist Assistant Referee – Assistant referees in SPL and SFL Second and Third Division.

Class 1 Assistant Referee – Assistant referees in SFL, referee SFL and SPL Under 18.

Class 2 Senior Referee – qualified to referee up to and including Senior (East of Scotland League) football. They will have successfully completed the Refresher / Advanced examination, will pass the fitness test as required by the Scottish Football Association and regularly attend both training and Members Monthly Meetings.

Class 2 Junior Referee – qualified to referee up to and including Junior football. They will have successfully completed the Refresher / Advanced examination, will pass the fitness test as required by the Scottish Football Association and regularly attend both training and Members Monthly Meetings.

Class 3 Referee – qualified to referee all grades of football below Junior football. They will regularly attend both training and Members Monthly Meetings.

Class 4 Referee – qualified to referee all grades of football below Junior football. They do not regularly attend both training and Members Monthly Meetings.

Probationer – qualified to referee all grades of football below Junior football and is in the first two years of their refereeing career

Youth - qualified to referee all grades of football below Junior football with consideration given to the age levels that they officiate in.

Senior Associate – non active referee

Applicant for the Trainee Referee Course / Trainee Member – an individual who is in the course of taking the SFA Introductory Examination and has not yet completed Part 3 (Practical) of the Examination

CHANGE OF PERSONAL CONTACT DETAILS

To assist in the maintenance of accurate details within the SFA's database and the Fife Association's records please note that any changes to your personal contact details (address, telephone numbers (home, business and mobile), e-mail addresses (home and business)) should be advised to **BOTH** the SFA and the Association Secretary.

This will assist, amongst other things, in the provision of referee details to the National Affiliated Associations when they appoint officials for Scottish Cup matches.

The onus rests therefore with each member to advise the SFA of their changes as quickly as possible. They should also be communicated to the Secretary of the Association at the same time, as is required in terms of the Conditions of Membership within the Constitution.

Changes of details can be conveyed by telephone, e-mail or by letter. For your information, the Disciplinary and Referee Department staff details for this purpose are: -

Donna Payne
Laura Cameron
Marco McIntyre

You can write to the Disciplinary and Referee Department at
The Scottish Football Association, Hampden Park, Glasgow G42 9AY

Changes for the Association should be emailed to sfarfife@ic24.net.

MEMBERS MONTHLY MEETINGS

These meetings now focus of the practical side of what it is to be a referee rather than the business side of running the Association.

The Agenda is structured to allow the business to be dealt with quickly and thereafter allow the remainder of the meeting to be used by the Coaching Team and you the members to participate as fully as possible on the issues and difficulties that you encounter in refereeing.

The Open Forum allows referees in Youth, Youth Development Initiative, Amateur and Junior football to raise points that are affecting them.

Points of Play can be submitted in advance of the meeting in writing or email to the Secretary or raised at a meeting by allow a discussion amongst the members as to what they would do if they encounter a particular incident.

Details of the times and venue for the meetings are to be found on page 1 of the Handbook and details of what will be happening at a Meeting are printed each month in the Newsletter.

COACHING CO-ORDINATOR

John Rowbotham and his team of Andy Hunter, Derek Lowe and Ben Horsburgh will spend part of each Members Monthly Meeting dealing with match situations and how a referee should deal with them.

If you encounter an incident during one of your games and think that this would be a useful topic to discuss at a meeting then you should contact John or one of the other members of the Coaching team to raise the issue with them.

GUEST SPEAKERS AT MEMBERS MONTHLY MEETINGS

If you have any suggestions for future guest speakers then please contact a member of Council. Look out for details of Guest Speakers in the Association Newsletter. However two speakers are already confirmed. On 9 September 2004 Chief Inspector Alistair McKeen who is in charge of the Fife Police Contact Centre which will have responsibility for handling all calls made to Fife Police and on 9 December the speaker will be Donald McVicar Head of Referee Development at the SFA.

COMMUNICATIONS TEAM / www.fifereferees.co.uk

The Association have worked hard in recent years to ensure that members are kept fully informed. Each month during the season the Newsletter is issued to all members along with the monthly mailing.

The members dealing with the newsletter and website have now agreed to merge and form a new team to deal with communication issues. It is hoped that with this new setup we can ensure that all members remain informed, enlightened and updated.

If anyone has any news, refereeing video clips, photos etc. that the team can use then please contact a member of the team listed below. If you want to get involved with producing the newsletter or updating the website then please contact a member of the team.

Kay Rogerson
Raymond Whyte
Douglas Potter
Ben Horsburgh
George MacDonald

HONORARY PRESIDENTS

WILLIAM C. BARCLAY

J. DERRICK BROWN

LESLIE N. DEAS

JAMES D. GORDON

ROBERT M. HOPKINS

THOMAS MATTHEWS

GEORGE PAUL

JAMES K. REEKIE, M.S.F.

JAMES R.S. RENTON

JOHN VARNDELL

ARCHIE F.J. WEBSTER

PETER N. WILLIS

PRESIDENTS

1945 – 1946	MICHAEL PAGE, Kirkcaldy
1946 – 1947	JAMES TAYLOR, Kirkcaldy
1947 – 1948	HUGH R. YOUNG, Cardenden
1948 – 1954	JAMES RENNIE, Dysart
1954 – 1956	ROBERT BARCLAY, Kirkcaldy
1956 – 1957	ARTHUR MANNARN, Lumphinnans
1957 – 1958	WILLIAM MULLAN, Glenrothes
1958 – 1963	NEIL WATSON, GLENROTHES
1963 – 1965	ROBERT C. GREENLEES, Lochgelly
1965 – 1966	JAMES EWING, Dunfermline
1966 – 1968	JOHN F. GOURLAY, Kirkcaldy
1968 – 1970	ROBERT C. GREENLEES, Lochgelly
1970 – 1972	JAMES D. GORDON, Kinghorn
1972 – 1974	JOSEPH J. SMALL, Kelty
1974 – 1976	JAMES F. DEWAR, Markinch
1976 – 1978	JAMES R.S. RENTON, Cowdenbeath
1978 – 1980	LESLIE N. DEAS, Glenrothes
1980 – 1982	DAVID M. GALLOWAY, Pitlessie
1982 – 1984	HARRY W.E. GRAY, Glenrothes
1984 – 1986	SAM DYAS, Glenrothes
1986 – 1987	RAYMOND J. BROWN, Glenrothes
1987 – 1988	DEREK DOIG, Kirkcaldy
1988 – 1990	THOMAS MATTHEWS, Glenrothes
1990 – 1992	JAMES R.S. RENTON, Cowdenbeath
1992 – 1994	JOHN P. VARNDELL, Dalgety Bay
1994 – 1996	ALASTAIR BURT, Auchtermuchty
1996 – 1998	BRIAN W. McDUFFIE, Kirkcaldy
1998 – 2000	DEREK R. LOWE, Kennoway
2000 – 2002	STUART S. MACAULAY, Glenrothes
2002 – 2004	CRAIG MARSHALL, Glenrothes / Thornton
2004 -	WILLIAM GILFILLAN, Cowdenbeath

SECRETARIES

1945 – 1950	JOSEPH OATES, Kirkcaldy
1950 – 1958	WILLIAM DAVIDSON, Kirkcaldy
1958 – 1963	WILLIAM J. MULLAN, Cardenden
1963 – 1967	ALBERT W.S. GRAHAM, Ballingry
1967 – 1971	ANDREW FORSYTH, Kirkcaldy
1971 – 1995	J. DERRICK BROWN, Markinch / Methil / Leven
1995 – 1998	IAN ROY, Glenrothes
1998 – 2002	JOHN P. VARNDELL, Dalgety Bay
2002 -	COLIN R. BROWN, West Wemyss

List of Members Season 2004/ 5

Class 1 (Category 1) Referee

Andrew Hunter

John Rowbotham

Kevin E. Toner

Class 1 (Category 2) Referee

Colin R. Brown

William Gilfillan

Craig Marshall

Class 1 Assistant Referee

Andrew Aird

William T. Conquer

Steven Crichton

Frederick W.Y. Smith

Class 1 Specialist Assistant Referee

Stuart Macaulay

Brian W. McDuffie

Class 2 Senior

Michael Gill

Neil Marshalsey

Kevin F Martin

Keith Maskell

Class 2 Junior

Mark McHendry

Raymond Whyte

Class 3

Walter Barr

Peter Barrie

Alastair Burt

Lorraine J. Clark

David Davidson

Edward Donaldson

Michael Henderson

Derek Horan

Ben Horsburgh

Graham J. Hunter

Roderick Lambie

Derek R. Lowe

George MacDonald

Roderick Macmillan

Ritchie Malcolm

David McGeachie

Roy Montador

Douglas Potter

Tim Richmond

James Ross

Paul Simmons

Ronald Smith

Stephen R. Spicer

John Watson

David W. Wilson

Ryan J. Woodrow

Class 4

Kenneth Bayne

Stephen J. Bayne

John C.P. Belford

Michael S. Bisset

Thomas Bisset

Johnston Blake

George Cairns

John Campbell

David A. Chambers

Derek A. Connor

Michael R. Cowell

Alan Cruickshank

Robert Cuthbertson

D. Colin Davidson

Kenneth Dear

Terry Donnelly

Thomas Doyle

Alan S. Duncan

Jim Dyer

Keiron Fairfield

Gavin Ferguson

Michael Fox

Greg A.O. Hall

Andrew Harvey

George A. King

Archie Kyle

Peter B. Linton

Derek Lithgow

Kevin Litster

David C. Mackinnon

Neil Martin

John R. McCombie

John R. McCulloch

George D. McDougall

Robert R. P. McLaren

John McLean

Patrick J. McLinden

Billy Miller

Joseph Napier

Ian M. Paxton

Andrew G. Rennie

Kay Rogerson

Greg Shepherd

John F. Sneddon

Jason R. Stein

Gordon L. Suttie

John Taylor

Neville Thom

William Thomson

Kenneth J. Traill

Andrew G. Watson

Probationary

Paul Cooper

Mark Wallace

Raymond I. Walls

Youth

Mark Donald

Trainee

Michael Bishop

Robert Clark

John Cooper

Robert Danskin

Pascal de Saint Mareville

Malcolm Harley

Steven Mair

Gordon McKee

Alex Mercer

Jordan Stokoe

Senior Associate

William C. Barclay

Iain W.S. Baxter

Mark D. Conner

Leslie N. Deas

Andrew Downie

Harry Gould

Robert M. Hopkins

John Hughes

Thomas Matthews

M. David McGuire

Hugh McHendry

Robert Mullen

George M. Paul

Kenneth D. Reilly

Graham A Tran

John P. Varndell

J. Wallace Wright

EXECUTIVE SUPERVISORS

Bob Valentine

Kenny Hope

George Smith

Drew Fleming

REFEREE ASSOCIATIONS IN SCOTLAND

Key :- (1) Secretary (2) Association Supervisor

Aberdeen and District (incorporating Orkney and Shetland)

(1) Craig Mackay

(2) Sandy Roy

(2) Robbie Harrold

(2) Jim Bruce

Angus and Perthshire

(1) Brian Connelly

(2) Jim McBurney

Ayrshire

(1) Tom Loy

(2) Jim McCluskey

Edinburgh and District www.edinburghrefs.com

(1) Calum Murray

(2) Martin Clark

(2) Robert Johnston

Glasgow www.SFAR-Glasgow.co.uk

(1) Alan Cunningham

(2) Gerry Evans

(2) Bryan Robertson

(2) Barry Kilgallon

Lanarkshire www.sfar-lanarkshire.org.uk

(1) George Drummond

(2) Mike Delaney

(2) Ray Morrison

Moray and Banff

(1) Steven Swanson

(2) Gordon Logan

North of Scotland

(1) Eric Robertson

(2) Jim Johnston

(2) Bill Machray

Renfrewshire

(1) Charles Fingland

(2) Douglas Hope

(2) Ian Byars

South of Scotland

(1) Graeme Alison

(2) Louis Thow

Stirlingshire

(1) Stephen Finnie

(2) Bobby Orr

NATIONAL ASSOCIATIONS

Scottish Football Association

Chief Executive : David Taylor - Hampden Park, Glasgow G42 9AY.
Telephone 0141 616 6000 Fax 0141 616 6001
Website : www.scottishfa.co.uk

SFA Disciplinary and Referee Department

Head of Department :- Drew Herbertson
Tel 0141 616 6016 Fax 0141 636 9513
Email : drew.herbertson@scottishfa.co.uk

Scottish Football League

Secretary : Peter Donald - Hampden Park, Glasgow G42 9EB
Tel 0141 620 4160 Fax 0141 620 4161
Website:- www.scottishfootballleague.com

The Scottish Premier League

Secretary : Ian Blair - Hampden Park, Glasgow G42 9DE
Tel 0141 620 4140 Fax 0141 620 4141
Website :- www.scotprem.com

Scottish Junior Football Association

Secretary : Tom Johnston - Hampden Park, Glasgow G42 9AZ
Tel 0141 620 4560 Fax 0141 620 4561

Scottish Amateur Football Association

Secretary : Hugh Knapp - Hampden Park, Glasgow G42 9DB
Tel 0141-620 4550 Fax 0141 620 4551
Email: hughknapp@scottishamateurfa.co.uk
Website : www.scottishamateurfa.co.uk

Scottish Amateur Football Association

Match Secretary : George Watson 29 Leighton Gardens, Craigend, Condorrat, Cumbernauld G67 4EZ
Telephone (H) 01236 727580

Scottish Schools FA

Secretary : John C Watson Hampden Park, Glasgow G42 9AZ
Telephone: 0141-620 4570 Fax: 0141 620 4571 (Home) 01236 766929

Scottish Welfare Football Association

Secretary : D. McNair - 14 Yair Drive, Glasgow, G52 2JX
Tel: 0141 883 5008

Scottish Women's FA

Executive Administrator : Maureen McGonigle Hampden Park, Glasgow, G42 9DF
Tel 0141 620 4580 Fax 0141 620 4581 **Email** : SWF@Scottish-Football.com

Scottish Youth FA

National Secretary : David Little
Hampden Park, Glasgow G42 9BF
Tel 0141 620 4590 Fax 0141 620 4591

LOCAL ASSOCIATIONS

Fife Senior Football Association

Secretary : J. Derrick Brown – Lyncol, Largo Road, Leven, Fife KY8 4TB
Telephone (H) 01333 422770 (M) 07766 558410

East of Scotland Football League

Secretary : John Greenhorn – 2 Baberton Mains Court, Edinburgh EH14 3ER
Telephone (H) 0131 538 0289 (B) 0131 442 1402 (F) 0131 442 1402
Email : John.Greenhorn@tesco.net

East of Scotland Region J.F.A.

Secretary : Jock Myles – 39 Ravensby Park Gardens, Carnoustie DD7 7NY
Telephone (H) 01241 853968 (F) 01241 857797 (M) 07808 510103

Assistant Secretary : William McDonald MBE BEM – “Glencoe” 14 Carron Valley, Denny FK6 5JL
Telephone (H) 01324 826636 (B) 01324 634900 (M) 07050 216058

SJFA (Fife and Lothians)

Secretary : Ron Ross - 90 Station Road, Lochgelly, Fife KY5 9EJ
Telephone 01592 780232

SAFA (Fife District Executive Committee)

Secretary : Sandy Thomson – 3 Woodside Road, Glenrothes, KY7 4DP
Telephone 01592 751134

Fife Amateur Football Association

Secretary : Charles Beveridge 15 Scotsmill Way, Inverkeithing KY11 1DG
Telephone 01383 417778
Match Secretary : Archie Denny 9 Glenartney Grove, Dunfermline, KY11 5FD
Telephone 01383 730932
General Secretary : J. Wallace Wright 30 Balgonie Avenue, Glenrothes, KY7 6DD
Telephone 01592 750286

Kingdom Caledonian Amateur Football Association

Secretary Sandy Thomson – 3 Woodside Road, Glenrothes, KY7 4DP
Telephone 01592 751134

Kirkcaldy and District Sunday Amateur League

League Secretary : James Keltie – 81 Pentland Place, Kirkcaldy KY2 6AQ
Telephone 01592 584535

Match Secretary : David Blair – 58 Inchview Gardens, Dalgety Bay KY11 9SA
Telephone / Fax 01383 822116 Email davidblair@btinternet.com

North East Fife Sunday Amateur Football League

Secretary Joe Harvey – “Rosewood”, 34 Radernie Place, St. Andrews, KY16 8QR
Telephone 01334 475948

Dunfermline & District Welfare League

Secretary Dennis Halligan – 22 Alice Cox Walk, Dunfermline KY12 7EW

Telephone (01383) 726737

Email : DennisHalligan1@tiscali.co.uk

Scottish Industrial Sports Association (SISA) – (Summer Football)

Brian Dickson – 5 Juniper Hill, Glenrothes, KY7 5TH

Telephone 01592 744658

Association of Fife Youth Football Clubs

Secretary :- Brian Beaton – 61 Harris Drive, Kirkcaldy KY2 6RY

Telephone 01592 641049

Fife Youth Football League

(Under 21) – Scott Forrest – 48 Wedderburn Street, Dunfermline KY11 4PL

Telephone 01383 734049

(Under 19) – James Scally – 3 Greenmount, Cowdenbeath KY4 9RL

Telephone 01383 510286

(Under 17) - Irene Wilson – 52 Broad Street, Cowdenbeath KY4 8HY

Telephone 01383 610591

(Under 16) – Hugh McGregor – 3 Glenartney Grove, Dunfermline KY11 5FD

Telephone 01383 734002

Fixture Secretary : Archie Denny

(Under 15) – Andrew Thomson – 20 Juniper Hill, Glenrothes

Telephone 01592 560530

(Under 14) – Ruth Neish – 120 Redraigs, Kirkcaldy KY2 6UF

01592 593320

(Under 13) – Tom Beveridge 19 The Riggs, Auchtermuchty KY14 7AG

Telephone 01337 827361

Fife Youth Football Development League

Paul Freeman

Fife Council SFA Football Development Kirkcaldy East Community Resource Centre, 34 Sinclair Street, Kirkcaldy KY1 2QE

Telephone 01592 412331 (M) 0778 617 7531

Email : paul.freeman@smtp5.fife.gov.uk

FIFE'S SENIOR CLUBS

Cowdenbeath

Central Park, Cowdenbeath KY4 9QQ

Telephone 01383 610166

Website www.cowdenbeathfc.com

Dunfermline Athletic

East End Park, Dunfermline KY12 7RB

Telephone 01383 724295

Website www.dunfermline-athletic.com

East Fife

New Bayview Stadium, Harbourview, Methil KY8 3RW

Telephone 01333 426323

Website www.eastfife.org

Raith Rovers

Starks Park, Pratt Street, Kirkcaldy, KY1 1SA

Telephone 01592 263514

Website www.raith-rovers.co.uk

MATCH FEES SEASON 2004 / 2005

RULES OF COMPETITIONS

ASSOCIATION OF FIFE YOUTH FOOTBALL CLUBS

Duration of Matches

Under 13's 2 x 35 minutes
Under 14's & 15's 2 x 40 minutes
Under 16's and above 2 x 45 minutes

Substitutions

Under 13's – 16's Roll on roll off substitutes
Under 17's – 21's 3 substitutes from 5 listed

FIFE YOUTH FOOTBALL DEVELOPMENT LEAGUE

Duration of Matches

3 periods of 20 minutes

Substitutions

Squads will consist of up to 16 players, substitutions can be made at any stoppage in play and substitutes can be used on a roll on roll off basis.

Please remember that if you are ever in any doubt as to the rules of the competition that you are officiating in then you should ask the League Secretary who appoints you to the fixture

CONSTITUTION

1. TITLE and DEFINITIONS

(1) This organisation shall be called the Scottish Football Association Referees (Fife) hereinafter referred to as the 'Association'

(2) The following definitions shall apply throughout this Constitution :-

“SFA” - Scottish Football Association

“Registration Scheme”- The Scottish Football Association Referee Registration Scheme

“Introductory Examination”- Scottish Football Association Introductory Referee Examination

“Membership year” – the period commencing on the Saturday prior to the Annual General Meeting until the Saturday prior to the Annual General Meeting the following year.

“Normal League Match Fee” – the fee received by a referee for officiating at a fixture regardless of whether or not this is deemed to be inclusive of travelling and other expenses

2. OBJECTS - The objects of the Association shall be :

(a) To recruit train and develop football referees in conjunction with the Area and Executive Supervisor appointed by the SFA.

(b) To conduct all affairs of the Association as require to be done

(c) to act in accordance with the Articles of Association of the SFA as they relate to referees.

(d) to abide by the Constitution

3. MEMBERSHIP - Applications for Membership shall be in writing signed by the applicant, to the Secretary, who shall submit the same to Council for their decision.

(1) Membership shall be open to all football referees who have :-

a) paid the relevant subscription

b) completed the relevant application / membership renewal form

c) have the approval of the Council; and

d) have either completed an examination or Introductory Examination set by the SFA; or

who are in current membership of another recognised National Association; or

or who satisfy the Association of their qualifications.

Any former member or qualified referee who has not been in membership of a recognised Referee Association within the previous three or more years may be required to complete the Introductory Examination.

Applicants for Membership will require to be the subject of a Disclosure Check with Disclosure Scotland in connection with Part V of the Police Act 1997. The information will be requested by the SFA from Disclosure Scotland on receipt of the completed and signed application form. The cost of obtaining Disclosure Checks will be borne by the SFA. Any information received from Disclosure Scotland by the SFA will be considered by the SFA who shall advise the Secretary whether or not the applicant can be considered for acceptance in to membership.

The Council reserves the right to refuse membership to any applicant and need not give the applicant reason for such refusal.

(2) Trainee Referee Course –An applicant for the Trainee Referee Course shall, on receiving Council approval, and paying the relevant subscription, be eligible to participate in the Trainee Referee Course, until such time as the SFA have advised the Association of the outcome of their Disclosure check in accordance with paragraph (e) below. For the avoidance of doubt an applicant will not be permitted to

commence Part 3 – Practical until the SFA have advised the Association of the outcome of the applicant's Disclosure Check

(a) On completing the Introductory Examination an applicant who achieves this, in the membership year in which they have attended the Trainee Referee Course and before the Saturday prior to the Annual General Meeting shall be required to pay whatever fee is required to register under the Registration Scheme until the end of the membership year. They shall become a Member graded as either Probationer or Youth. An applicant who completes the Introductory Examination after the Saturday prior to the Annual General Meeting shall be required to pay a full fee to become an Ordinary member graded as either Probationer or Youth, such sum will include the fee required to register under the Scottish Football Association Registration Scheme.

(b) In the event that any applicant fails to complete Part 3 – Practical of the Introductory Examination in the membership year that they attended the Trainee Referee Course then they shall be allowed until a date not exceeding four months beyond the date on which they successfully completed Parts 1 and 2 of the Introductory Examination to complete Part 3. This date can be extended on application by the applicant in writing to the Secretary, at the discretion of Council, but only in the event that the applicant has been unable to obtain fixtures or has been unable to referee due to a medically evidenced illness / injury.

(c) Applicants for the Trainee Referee Course will require to be the subject of a Disclosure Check with Disclosure Scotland in connection with Part V of the Police Act 1997. The information will be requested by the SFA from Disclosure Scotland on receipt of the completed and signed application form. The cost of obtaining Disclosure Checks will be borne by the SFA. Any information received from Disclosure Scotland by the SFA will be considered by the SFA who shall advise the Secretary whether or not the applicant can be considered for acceptance in to membership. In the event that the SFA advised that the applicant cannot be considered for acceptance in to membership then the applicant will no longer be permitted to attend the Trainee Referee Course or continue with the Introductory Examination.

(d) The Council reserves the right to refuse membership to any applicant and need not give the applicant reason for such refusal.

4. SUBSCRIPTIONS

(1) The membership fee and percentage for contribution to the Referee Development Fund shall be fixed at the February Members' Monthly Meeting and will apply for the membership year

(a) The subscription for **Ordinary Members** shall consist of the membership fee which will include the sum required for the Registration Scheme. In addition every Ordinary Member shall pay as part of their subscription at any point in the preceding membership year a contribution in to the Referee Development Fund of the equivalent of a percentage of one normal league match fee. The amount to be paid by the member will be a percentage of the normal league match fee received for the highest level of League officiated in domestic football. Members classified as Senior Associate shall pay the membership fee, less the sum required to pay the Registration Scheme. Members who at the date of the Annual General Meeting are :-

- i) Youth Referees, or
- ii) undergoing a course of full time education, or
- iii) unemployed; or
- iv) retired and no longer in full or part time employment

shall have their fee restricted to 60% of the membership fee which shall include the sum required for the Registration Scheme. Applicants may be required to satisfy Council of their qualification for such restricted fee.

(b) The subscription for applicants for the Trainee Referee Course shall be the membership fee and this will include the supply of all standard course materials for Parts 1 and 2 of the Introductory Examination

but it does not include any sum which may be required to pay the Registration Scheme. Any Registration Scheme fee shall require to be paid subject to Section 3 Part (2) (b). Applicants for the Trainee Referee Course who at the date of acceptance of their application to attend the Trainee Referee Course are :-

- i) under 18 years of age, or
- ii) undergoing a course of full time education, or
- iii) unemployed; or
- iv) retired and no longer in full or part time employment

shall have their fee restricted to 60% of the subscription or the cost of supplying all standard course materials for Parts 1 and 2 of the Introductory Examination, whichever is the greater. Applicants may be required to satisfy Council of their qualification for such restricted fee.

(2) The Subscription for Ordinary Members shall be payable to the Association by the Saturday prior to the Annual General Meeting. The Secretary shall acknowledge receipt of the Subscription and Membership Renewal form.

The Subscription for Trainee Members shall be payable prior to any attendance at the Trainee Referee Course.

Any Ordinary Member whose Subscription remains unpaid by the Saturday prior to the Annual General Meeting shall not be eligible to vote at the Annual General Meeting. Any nomination that they have received for a position as an office bearer shall fall and they shall not be eligible to be nominated for any position as an office bearer or other elected position at the Annual General Meeting.

(3) Any member whose subscription is not paid by the Saturday prior to the Annual General Meeting but who pays it within a period of fourteen (14) days from that date shall be liable for a late payment fee of 20% of their Membership Fee.

(4) Any member whose subscription and where applicable late payment fee remains unpaid after the expiry of fourteen (14) days from the Saturday prior to the Annual General Meeting shall be deemed to have resigned with immediate effect , but shall nevertheless remain liable for any monies due by the said member to the Association.

(5) Any Member who intimates to the Secretary, in writing, prior to the Annual General Meeting, his or her intention to retire from Membership at the end of the current season shall have his or her Membership extended until 30th June of that year.

(6) Any member who has failed to return their Completed Membership Renewal Form along with their subscription for the ensuing membership year to the Secretary shall not be admitted to the Annual General Meeting.

(7) Any member who attends 3 monthly meetings and the Annual General Meeting in the preceding Membership year shall be entitled to a discount of £5 on their membership fee at the time of payment. (This entitlement shall commence at the end of Membership year 2004 / 5). Council shall have the power in exceptional cases and where a member has submitted apologies, with a reason, in writing for at least 3 monthly meetings and the Annual General Meeting in the preceding Membership year to allow the member to receive this discount.

5. CONDITIONS OF MEMBERSHIP

(a) No member who resigns shall again become a member, unless they comply with the provisions of Section 3 Membership.

(b) A member who resigns or is expelled from the Association shall not have any interest in or claim upon the Association or its funds.

(c) Members must not be connected with a football club, league, association or supporters' association except with the approval of the Council, any changes of circumstances should immediately be notified to the Secretary in writing.

(d) Members must notify a change of address, telephone number, email address etc. to the Secretary as soon as possible.

(e) Ordinary Members shall not be eligible to hold office for a period of two years from the date of acceptance into membership.

6. DISCIPLINARY PROCEDURE

(1) Subject to the provisions hereinafter specified, the Council shall have the power to reprimand, fine (subject to a maximum of twice the Annual Membership Fee of an Ordinary Member), suspend or expel a member.

(2) In the event of the Council receiving a complaint regarding the alleged conduct of a member which if sustained could reasonably lead to the Council considering the exercise of the powers contained in Section 6 paragraph (1), the Council shall have the power to suspend a Member as a precautionary measure pending the outcome of an investigation in to the circumstances surrounding the complaint. In the event that it is not possible to convene a Council meeting and the complaint is considered to be sufficiently serious then the President, Vice President and Secretary shall have the power to impose a precautionary suspension. The member shall be notified by Recorded Delivery mail of his precautionary suspension.

(3) Following the receipt of a complaint the Council shall carry out an investigation in to the facts. In the event that the complaint relates to an issue covered by the Child Protection Policy then the Child Protection Co-ordinator shall in conjunction with Council carry out the investigation. Council shall, where appropriate, advise the member complained of (hereinafter "the charged member") in writing of the substance (and origin) of the complaint and shall invite the charged member to make a written explanation to the Council in such reasonable time as determined by the Council.

(4) On receipt of such written explanation, or in the absence thereof after the time limit specified in Section 6 paragraph (3) the Council if it considers that there is *prima facie* evidence of a material breach of the rules of the Association, shall advise the charged member accordingly and invite him/her and, if thought by the Council appropriate, the complainer on reasonable notice to attend a meeting of the Council to make verbal representations. Witnesses may be called but only to determine questions of fact.

(5) The Council, having heard the relevant representation(s), or in the event of the charged member and/or complainer not having availed themselves of the opportunity of so doing, shall determine whether or not the complaint is sustained. In the event of the Council so finding the complaint sustained it may exercise the powers contained in Section 6 paragraph (1) if it so deems appropriate.

(6) The charged member shall be advised by the Council verbally and in writing within a reasonable time of the Council's decision and if appropriate the sentence imposed. The Member may appeal to the SFA against a decision of the Council in respect of any disciplinary action taken.

(7) An appeal by a member must be dispatched to the SFA by recorded delivery letter within seven days after the meeting at which the decision appealed against was taken unless, for any reason, it was not made known to the referee at such meeting, in which case it may be dispatched within seven days of the receipt of the recorded delivery letter sent to the member intimating the decision. The appeal must be accompanied by the Appeal Fee, as determined by the SFA, applying at that time. The Appeal Fee shall be forfeited if the appeal is not sustained. In all appeals the member may be held liable in all or part for

the expenses of the meeting, subject to the discretion of the SFA. The decision of the SFA shall be final and binding on all parties concerned.

7. OFFICE-BEARERS

(1) The Office-Bearers shall consist of (a) President, (b) Secretary, (c) Treasurer, (d) Assistant Secretary, (e) Vice-President, (f) Social Convener (g) Referee Support Scheme Co-ordinator, (h) Youth Development Initiative Co-ordinator, (i) Minor Grade Football Liaison Officer all of whom shall be elected annually at the Annual General Meeting.

(2) All nominations for Office Bearers to be in writing, to the Secretary, prior to the commencement of the March Members' Monthly meeting. The Secretary shall intimate all nominations at that meeting. In the event that a nomination is not received for any position as an Office Bearer or if a nomination becomes invalid prior to the Annual General Meeting then nominations will be accepted at the Annual General Meeting for that position.

(3) A member must have at least sixty (60) per cent actual attendance to be eligible to be nominated for any position as an Office-Bearer.

(4) No Member of the Association may hold more than one Council position.

8. COACHING AND TUTORIAL FUNCTIONS

(1) The Area Supervisor, appointed by the SFA, shall appoint annually at the Annual General Meeting, a Coaching Co-ordinator, Assistant Coaching Co-ordinators, Tutor and Assistant Tutors.

(2) Should the position of Coaching Co-ordinator, Assistant Coaching Co-ordinators, Tutor or Assistant Tutors become vacant during the membership year or should additional persons be required to undertake the roles of Assistant Coaching Co-ordinators and Assistant Tutors then the Area Supervisor shall appoint members as required. The Area Supervisor will require to advise the Secretary of any such appointment.

9. OTHER ELECTED POSITIONS

(1) Two Auditors shall be elected, annually, by a majority of the Members present and voting at the Annual General Meeting. Office Bearers shall not be eligible to be elected as an Auditor of the Association.

(2) A Re-allocation Convener shall be elected annually, by a majority of the Members present and voting at the annual General Meeting.

(3) An Assistant Social Convener and three positions as members of the Social Committee shall be elected at the Annual General Meeting.

10. COUNCIL

(1) The affairs of the Association shall be administered by a Council of seven (7) members, consisting of President, Secretary, Treasurer, Assistant Secretary, Vice President, Tutor and Coaching Co-ordinator.

(2) Five (5) Council Members shall form a quorum for all Council meetings, and if a quorum is not present within 30 minutes of the hour called for the meeting no business shall be transacted.

(3) Any member who wishes to introduce a subject for discussion at a Council Meeting should submit the topic to the Secretary at least FOUR days prior to the meeting. However it would still be permissible for a Council Member to have a topic discussed at the meeting without prior notification provided that it has the unanimous approval of those present. The Council shall meet as and when required.

(4) Should the position of any Office-Bearer or other Elected Position become vacant during the current season, the Council shall have the power to co-opt a member to this position, subject to the approval of the Members.

(5) The Council shall have full powers in all matters concerning the Association, subject to any decisions made in Members or General Meeting.

(6) The President or in his absence the Vice President, and the Secretary or in his absence the Assistant Secretary shall be ex-officio members of all sub-committees.

11. GENERAL MEETINGS

The Annual General Meeting shall be held in April, with a starting time of 7pm. (The date and venue to be indicated at the front of the Members Handbook) The business to be transacted at an Annual General meeting shall be :

(a) To approve the minutes of the previous Annual General Meeting and to receive reports from the Secretary, Treasurer (including the Association's Balance Sheet), Auditors and Chairman.

(b) To consider any Notice of Motion or resolution which has been submitted for consideration at the Annual General Meeting. Any Notice of Motion must be lodged with the Secretary in writing prior to the Members' Monthly Meeting held in March.

(c) To elect :-

- 1) office-bearers. (Retiring office bearers shall be eligible for re-election).
- 2) other elected positions
- 3) Honorary Presidents.

(d) To agree on payments of Honoraria

(e) Any other business which may properly be dealt with at such a meeting.

(f) The Council may call a Special General Meeting at any time they deem it desirable.. A Special General Meeting may be requisitioned by twenty (20) members, and the Council shall be bound to call such a meeting within fourteen (14) days of the receipt of such a requisition. The Notice calling the meeting shall set out the purpose for which the meeting has been called and this shall be the only business dealt with at the meeting.

(g) No notice of motion shall be declared invalid merely because it contains an error as to precisely what part of the Constitution it relates to, provided this can be identified by looking at the motion.

(h) Where more than two candidates are proposed for a position as an Office Bearer the person elected to that position shall be required to received not less than two thirds of the votes cast. Failing this, the two candidates receiving the most votes cast shall go forward to a second vote. If in the first vote there is a tied vote which prevents two candidates going forward then those with the same number of votes shall draw lots to decide who will go forward to the second vote. Anyone receiving more votes than the candidates involved in the tied vote shall automatically go forward to the second vote. If the second vote is tied then the candidates will draw lots to determine who is elected to the position.

(i) In the event of a tied vote for any position(s) excluding that of an Office-Bearer which means that the position(s) cannot be filled then the candidates who are tied shall draw lots, anyone receiving more votes than the candidates involved in the tied vote shall automatically be elected to the position(s).

12. MEMBERS' MONTHLY MEETINGS

- (a) Members Monthly Meetings will be held every month except May, June and July at 7pm. The April Members Monthly Meeting will be held immediately after the conclusion of the AGM. Apologies for absence must be in writing to the Secretary. (meeting dates and venues are indicated at the front of the Members Handbook)
- (b) A member other than the movers of the motion and amendments under discussion shall not speak more than once on the subject, unless permission is received from the Chairman of the Meeting.
- (c) The Council shall have the power to alter the date and/ or venue of the Members' Monthly meeting and to call additional Members' Meetings as and when required.
- (d) Minutes of all Meetings must be approved by the Members, at the first available Members' Monthly Meeting.
- (e) The proposer and second of the approval of the Minutes must have been present at all of the said Meeting.
- (f) Where more than two motions are proposed, the successful motion shall be required to receive not less than two thirds of the votes cast. Failing this, the two motions receiving the most votes cast shall go forward to a second vote. If in the first vote there is a tied vote which prevents two motions going forward, then the proposer of those with the same number of votes shall draw lots to decide which motion shall go forward to the second vote. Any motion receiving more votes than the motions involved in the tied vote shall automatically go forward to the second vote.

13. SOLICITING ENGAGEMENTS

No member shall be permitted to solicit engagements. This does not debar members from applying to be placed on an official list or Register of referees.

14. ATTENDANCES

- (a) All members who are present shall sign the attendance register at each Members' Monthly Meeting and the Annual General Meeting. The Attendance year shall finish on the last day of January.
- (b) Any member who is unable to attend a Members' Monthly Meeting or the Annual General Meeting because of an appointment by an authorised League or Association, this to include either a match or overnight travel, shall be credited with an actual attendance mark for that monthly meeting provided a written request for this is submitted to the Secretary.
- (c) Minutes of each Members' Monthly Meeting shall contain a list of those present who signed the Attendance Register. The minutes of that Members Monthly Meeting when approved shall be a definitive record of attendance at that meeting

15. TREASURER

- (a) The Treasurer shall keep a record of all monies and discharge all debts and liabilities of the Association, and shall submit a balance sheet at the Annual General Meeting.
- (b) The Treasurer shall submit a detailed financial report at every members' monthly meeting.
- (c) The financial year shall end on the last day of January and all monies due to the Association must be in the hands of the Treasurer on or before that date. Any member who fails to make such a payment to the Treasurer on or before the last day of January shall be liable for a late payment fee of 20% of the sum due.

(d) The funds of the Association shall be administered by the Council who shall invest the funds in such securities and investments as they decide. The bank account and all securities and investments shall be in the name of the Association. The President, Vice-President, Secretary and Treasurer for the time being and their successors in office shall act as Trustees of the Association. The signatures of two (2) Trustees shall be required to withdraw money from the bank.

(e) With the exception of the Treasurer, who shall have the power to sanction the expenditure of twice the current membership fee, no member shall incur expenditure on behalf of the Association without previously having obtained the consent of the Council.

(f) Tickets for Dinner-Dance and Annual Dinner shall be paid at least seven days prior to the function. Any member who fails to pay prior to or at any other Association or Social function shall be liable to a late payment fee of 20% of the total sum due to the Association.

(g) The Association Treasurer shall keep a record of all monies relating to the activities of the Social Committee and submit a separate and detailed balance sheet to the Annual General Meeting.

16. PRESENTATIONS - All presentations to members shall normally be made at the Annual Dance, Annual Dinner or other function as requested by the member.

17. CHAIRMAN

The Chairman shall have a deliberate and casting vote at all Association meetings unless the Constitution contains another provision for deciding the outcome of a tied vote.

18. HONORARY PRESIDENTS

(1) Two members of the Association, eligible to attend and vote at the Annual General Meeting, shall be required to nominate an individual to be considered for the position of Honorary President. A nomination will be successful only if approved by a majority of the members present and voting at the Annual General Meeting.

(2) Honorary Presidents shall not be entitled to attend meetings of the Association, unless they hold Ordinary Membership in which case they shall have the same rights as those of an Ordinary Member.

(3) Once an individual becomes an Honorary President they shall remain as an Honorary president for their lifetime, unless two members of the Association, eligible to attend and vote at the Annual General Meeting, nominate that the individual should be removed from the position of Honorary President. A nomination will be successful only if approved by a majority of the members present and voting at the Annual General Meeting.

19. INDEMNIFICATION

Members and Office-Bearers shall at all times be indemnified out of the funds of the Association against all loss, costs or charges (by consent of the Council only) which they may incur in season or act, in the execution of their duties as Office-Bearers.

20. INSURANCE - All members who have registered with the Registration Scheme shall be insured by that scheme.

21. RULES FOR MEMBERS ETC.

The Rules for Members, Assault Procedure, Duties of Office Bearers and Other Appointments and Standing Orders in operation at the date of the Annual General Meeting shall be deemed to form part of this Constitution.

22. HONORARIA

a) The sum granted to the Secretary shall be voted in the normal manner and awards to be made to the other Offices and Appointments automatically become a percentage of that sum, whenever it is applicable to these Offices or Appointments, in the following ratios: Treasurer 20%; Assistant Secretary 20%; Tutor 20%; Assistant Tutors 10%

b) The Social Convener and Re-Allocation Convener shall if agreed to award Honoraria be granted Honoraria equivalent to the Membership Fee.

23. REFEREE DEVELOPMENT FUND

The Referee Development Fund shall be administered by the Council to give assistance to the Association Tutors, Coaching Co-ordinator, Support Scheme Co-ordinator and anyone else approved by Council with regard to Recruitment, Retention and Development of all referees within the Association. Contributions to the fund will be accepted throughout the course of the season.

24. CHILD PROTECTION

- a) All Members will require to comply with the Association's Child Protection Policy and Procedures.
- b) Council shall each year in May appoint member(s) to the post of Child Protection Co-ordinator.
- c) Council shall have the power to adopt the Child Protection Policy and issue a copy of the Policy to all members.

Council shall have the power to make amendments to the Child Protection Policy in accordance with changes to Legislation and on the basis of advice given by the Child Protection Co-ordinator and the SFA

25. CONTINGENCY PROVISIONS

The Council shall have the power to deal with any contingency for which provision is not specifically made in the above constitution. Any use of this power must be approved by the Members at the first available opportunity.

DUTIES OF OFFICE BEARERS AND OTHER APPOINTMENTS

- (a) President and Vice-President** – The President or vice-President, or in the absence of both, a member of Council, shall act as Chairman at all meetings. The Chairman shall have a deliberate and casting vote.
- (b) Secretary** – The Secretary shall, under the supervision of Council, conduct all correspondence, call all meetings of the Association, arrange the business in conjunction with the Chairman and make a report to the Annual General Meeting.
- (c) Assistant Secretary** – The Assistant Secretary shall assist the Secretary as and when required, or as determined by the Council, with specific duties if distributing the minutes and agenda for meeting, and the preparation and checking, in conjunction with the Secretary of the Members' Handbook.
- (d) Treasurer** – The Treasurer shall, under the supervision of the Council, manage the funds of the Association, and at the close of the financial year exhibit to the Annual General meeting an annual statement of account, previously audited by two (2) members of the Association, and shall be responsible for the sale of badges, guides etc.
- (e) Social Convenor** – The Social Convenor shall arrange the business of the Social Committee.
- (f) Tutor** – The Tutor shall, under the supervision of the Council, be responsible for the tuition of Trainee members. They shall ensure that all changes to the Laws of the Game and official interpretations thereof are brought to the reasonable attention of all new entrants to refereeing. They shall have discretionary power to recommend that Trainee Members do not go on to sit Part 1 or 2 of the Introductory Examination.
- (g) Coaching Co-ordinator** – The Coaching Co-ordinator shall himself, or by his appointed assistants, provide a coaching input to members meetings.
- (h) Referee Support Scheme Coordinator** – The Referee Support Scheme Co-ordinator shall be responsible to Council for:
- a) Ensuring that all new Ordinary members receive support and encouragement from more experienced members during the formative part of their careers.
 - b) The submission of reports on their activities to Council Meetings.
 - c) The submission of reports on their activities to Members' Monthly Meetings.
- (i) Auditors** – The Auditors shall audit the Financial Statement at the end of the financial year, prior to the issue of such statement to the members and shall give a verbal report to the Annual General Meeting.
- (j) Youth Development Initiative Co-ordinator** – The Youth Development Initiative Co-ordinator shall be responsible to Council for:
- a) Liasing with referees appointed to fixtures under the auspices of the Scottish Premier League and Scottish Football League.
 - b) Liasing with the Scottish Premier League and Scottish Football League and the Scottish Football Association in respect of all matters affecting referees and the Youth Development Initiative.
 - c) The appointment of Assistant Referees in youth matches played under the auspices of The ScottishFootball Association, The Scottish Premier League and The Scottish Football League.
 - d) Liasing with Class 1 officials together with any other person approved by Council to assist with the development of referees, to ensure that referees in the Youth Development Initiative are developed in terms of the Youth Development Initiative Criteria.
- (k) Minor Grade Football Liaison Officer** – The Minor Grade Liaison Officer is expected to be a person who primarily operates in Minor Grade Football. Their role will be to foster good working relationships with the Amateur and Youth Football leagues and associations operating in Fife and their remit will be as directed by Council.
- (l) Child Protection Co-ordinator** – The Child Protection Co-ordinator will have the main responsibility for managing child and vulnerable adult protection issues. The role of the Child Protection Co-ordinator in regard to issues relating to members is detailed in The Association's Procedure for *Managing Suspicions and Allegations of Abuse of a Child or Vulnerable Adult against a Member*

RULES FOR MEMBERS

1. All correspondence from the Association requesting a reply **MUST** be answered without delay.
2. All appointments received from Football Associations and Leagues **MUST** be acknowledged immediately.
3. Whenever a claim has to be made for a fee, a copy letter should be sent to the Secretary.
4. A copy of report(s) in connections with assault(s) **MUST** be sent to the Secretary.
5. All changes of address or telephone numbers **MUST** be notified to the Secretary immediately.
6. All referees should arrive at the ground at least thirty (30) minutes before the kick-off in the minor grade. Senior Officials will operate to the relevant ruling on this matter.

STANDING ORDERS

The business of the Association shall be conducted according to the following standing orders.

1. Members' meetings shall begin at the appointed time and the closure applied at 9.30pm.
2. After the meeting has been formally opened, the Minutes of the previous meeting shall be read and, if correct, adopted.
3. All business arising from the foregoing Minutes, reports and correspondence and all competent business shall be discussed in the order given.
4. No discussion shall be allowed on the Minutes of the Association, except on the question of whether they are a correct record of the business transacted, and such minutes when approved shall be signed by the Chairman in the presence of the members.
5. Any business left over at one meeting shall take precedence at the following meeting.
6. After the Chairman has called the meeting to order, every member who desires to speak must rise and address himself to the Chairman – no interruption being allowed unless on a point of order.
7. The mover of the suspension of Standing Orders must first state the business to be transacted.
8. Suspension of Standing Orders must be carried by a majority of two-thirds of the members present and voting.
9. The Chairman shall determine all questions of procedure in reference to which no express provision is made under these standing orders.

ASSAULT PROCEDURE

updated June 2004

In the event that any member is physically assaulted by a player, official or spectator, then the following procedure should be adopted.

1. Have the offender removed from the field of play without delay.
2. The traumatic effect of an unexpected assault should not be underestimated. Consider carefully whether you should continue the match, or abandon it. This decision is entirely yours.
3. If you wish to have the Police in attendance, inform the home club secretary, or other official of the home club. Only if the home club officials fails or refuses to carry out this request should any approach to an official of the away club be considered.
4. When asking for the Police to be in attendance you should ask the caller to tell the Police that you have been assaulted and what you propose to do by way of continuing or abandoning the match. If you feel that abandoning the game immediately would cause a further disturbance or endanger your safety then you must ask the caller to tell the Police this.
5. If the assault is minor, and there is no threat of repetition, consider whether it would be better to report the matter to the Police after the match, or to request their attendance at full-time rather than immediately. If you would prefer to speak to the Police at the end of the match then you should tell the caller this. If you feel that you will be in danger at the end of the match then the caller must tell the Police this.
6. Upon the arrival of the Police summoned at your request, immediately suspend play and consult with them regarding whether the match should continue to its normal conclusion before the assault is dealt with. Although Police advice should be carefully considered, the final decision on abandonment rests with you.
7. Where there is corroborative evidence of physical assault, the referee should always inform the Police that he wishes the person responsible to be charged.
8. All cases of physical assault on referees should be reported to the Police, either at the material time, or immediately after the end of the match.
9. Notwithstanding (8) above. ALL assaults on referees, however minor, must be reported to the Secretary of the S.F.A. Referees (Fife) as soon as practicable and copies of all correspondence in regard to assaults should be sent to the Secretary without delay.

EXTRACTS FROM THE ARTICLES OF ASSOCIATION OF THE SCOTTISH FOOTBALL ASSOCIATION

The Constitution requires the Association and its members to act in accordance with the Articles of Association of the Scottish Football Association. Accordingly relevant extracts of the SFA's Articles of Association are detailed below. If you have any queries about the Articles of Association then please contact the Secretary.

For the avoidance of doubt please note that "the Association", "the Board" in the extracts related to the Scottish Football Association and its Board.

Definitions

Referee

Shall mean a referee who is a member of the Association's Registration Scheme for Referees;

Registration Scheme for Referees

Shall mean the Register maintained by the Association of all qualified and registered referees in membership of a referees' association who participate in Association Football under the jurisdiction of the Association;

Appeals Committee

65 The Board shall appoint a Standing Committee ("the Appeals Committee") to investigate appeals from players or officials or referees or clubs or leagues or associations against decisions of a club or any recognised football body but appeals which relate to any matter affecting the result of a cup tie or which would interrupt the playing of a competition shall not be entertained. The procedures governing such appeals are set out in Article 133.1.

65.1 It is incumbent on any club or any recognised football body to inform any person or body against whom a decision is taken of his or its rights of appeal and of the appeals procedures to be followed.

Use of Prohibited Substances or Prohibited Techniques

109 No player shall use or take advantage of a Prohibited Substance or Prohibited Technique as defined in The SFA Charter Against Doping in Scottish Football and as may be further specified by the Board by amending that Charter from time to time.

109.1 No recognised football body, club, official, player, referee or other person under the jurisdiction of the Association shall assist or incite any player to use or take advantage of any Prohibited Substance or Prohibited Technique as defined in The SFA Charter Against Doping in Scottish Football and as may be further specified by the Board by amending that Charter from time to time.

109.2 If it is established that a breach of this Article has occurred in terms of The SFA Charter Against Doping in Scottish Football the General Purposes Committee of the Association may impose such penalties as are provided in that Charter.

109.3 Where the General Purposes Committee concludes that a breach of Articles 113 or 113.1 has occurred in terms of The SFA Charter Against Doping in Scottish Football, the person or body found to be so in breach shall be entitled to appeal against such conclusion or any penalty imposed under that Charter to the Doping Appeals Tribunal. The procedures governing such appeals are set out in Article 133.4

Referees

113. All persons intending to participate as referees in Association Football played under the jurisdiction of the Association require to be in membership of the Association's Registration Scheme for Referees. No person below 16 years of age shall be registered as a referee.
114. The Association shall maintain a register of registered referees. From this register, the Referee Committee shall approve a Register of Senior Referees for matches involving a club or clubs in full or associate membership. Unless the rules of a European or other competition prescribe to the contrary, or unless the Association gives permission to the contrary, every match in which a club in full or associate membership is engaged within Scotland shall be controlled by a referee whose name is included within the Register of Senior Referees.
 - 114.1 All other matches which are played under the jurisdiction of the Association in which one or both clubs are in registered membership shall be controlled by a referee who is a member of the Association's Registration Scheme for Referees, and any exception to this Article shall only be allowable at the discretion of the Board.
115. A referee whose name is included in the Register of Senior Referees shall not be eligible to take part in any match as a player or to be nominated as a representative of a recognised football body or club as prohibited in terms of the Articles unless he has officially resigned from the Association's Registration Scheme for Referees and has satisfied the Board that he has permanently ceased to be a referee.
 - 115.1 All other referees in membership of the Association's Registration Scheme for Referees may participate in football as a player or as a representative of a recognised football body or club, provided that to do so is not contrary to the Articles and that there is no conflict of interest between his role as a referee and his role as a player or official.
 - 115.2 If a referee is suspended as a player or official his registration as a referee is suspended for the duration of the period of such suspension.
116. It is not permitted that any club may pay more than the authorised tariff for the Register of Senior Referees for the services of a match official, nor is it permitted for a match official to accept payment in excess of the tariff. A club cannot issue more than two complimentary tickets to each of the appointed match officials at any match. In all appointments made by the Association the remuneration of match officials shall be on the scale laid down in the tariff for the List of Senior Referees. In all appointments made by Affiliated National Associations or other recognised football bodies to matches under their direct jurisdiction the authorised tariff of the relevant appointing body shall apply.
117. A referee shall be permitted to discuss points of play related to a match strictly in accordance with instructions promulgated by the Referee Committee and approved by the Board from time to time.

Sponsorship

118. Any recognised football body, club, official, player or referee contemplating any form of sponsorship shall submit details of such sponsorship to the Association for approval before entering into any contract or similar undertaking connected therewith.

Acceptance of Awards, etc.

120. A club, manager, trainer or other official or player of any club or any referee shall not accept or receive or permit his or its name to be associated with the acceptance of any testimonial,

presentation or gift, where the value of the gift is more than £100, without the prior written approval of the Association.

121. A club, or any manager, trainer or other official or player of the club, referee or other person under the jurisdiction of the Association shall not contribute to any testimonial, presentation or gift which has not been sanctioned as appropriate by the Association or by an Affiliated National Association.

Penalties

124. The Board shall have the power to fine, suspend or expel any recognised football body, club, official, player, referee or other person under the jurisdiction of the Association who in its opinion, in any way brings the game into disrepute, or on any other grounds it considers sufficient and of which, subject to any right of appeal, it shall be the sole judge.
 - 124.1 When a sentence of expulsion has been passed, the permanency or otherwise of such expulsion shall be a matter for the discretion of the Board.
125. For an infringement of any provision of the Articles, a recognised football body, club, official, player, referee or other person under the jurisdiction of the Association shall be liable to censure or to a fine or to a suspension or to an expulsion, to any combination of these penalties or such other penalty, condition or sanction as the Association considers appropriate in order to deal justly with the case in question. Subject to the Board deciding that there is exceptional reason to act otherwise, no cognisance will be taken of any infringement which has taken place over 12 months prior to the date of complaint or report of such infringement.
128. For an infringement of Article 116, a club or referee shall be liable to a fine or suspension or both or expulsion. Suspension of a referee by an Affiliated National Association or other recognised body shall only be effective within that association or body.
130. In the event that any fine imposed upon any recognised football body, club, official, player, Player's Agent, referee or any other person under the jurisdiction of the Association is not paid by or on behalf of such person within thirty (30) days of the intimation of the imposition of the fine (all rights of appeal having been waived or exhausted), the fine shall be subject to interest at the rate of four percent (4%) per annum over the base lending rate from time to time of the Bank of Scotland from the date on which the fine was due for payment until payment of the fine is received by the Association.

Appeals Procedures

133. The Association's structure for the hearing of appeals is as set out in this Article. The following provisions and procedures provide a means for the resolution of differences or questions arising from the observance and implementation of the Association's Articles, rules and decisions and the fact of membership of the Association shall constitute an agreement by a member that it, or any body or person interested through such member, shall submit all such differences or questions to the jurisdiction of the Association and shall not be permitted to take such differences or questions to a court of law.

Appeals Committee

- 133.1 A player, official, referee, club, league or association has the right of appeal to the Appeals Committee against a decision of a club or any recognised football body which is imposed upon such person or body, provided that the appellant has exhausted such appeals proceedings as were available to the appellant consequent to the decision in question, unless a satisfactory reason is given for not having done so, and provided that the appeal to the Appeals Committee is not excluded in terms of Article 65. For the avoidance of doubt, an appeal by a player must be

submitted either:

- a) by the player personally, in writing; or
- b) by the player's club, on the player's behalf, in writing with the reasons of appeal countersigned by the player.

An appeal hearing shall neither be conducted as a re-hearing of the case nor shall fresh evidence be permitted except with the permission of the Chairman of the Appeals Committee.

133.1.1 Procedures for Lodging an Appeal

An appeal from a player, official, referee, club, league or association must be dispatched by recorded delivery letter to the Secretary within 7 days after the date of the meeting at which the decision appealed against was taken unless for any reason it was not made known to the appellant at such meeting, in which case it must be dispatched by recorded delivery letter to the Secretary within 7 days after the date on which the decision was intimated by recorded delivery letter to the person or body concerned. A deposit shall be lodged with each appeal. In the case of a player or referee this shall be £50, and in the case of any other appellant it shall be £100. At the Appeals Committee's discretion, the deposit will be forfeited if the appeal is dismissed.

133.1.2 Statement of Grounds for Appeal

In lodging an appeal the appellant shall state fully in writing the grounds for the appeal.

133.1.3 Composition of the Appeals Committee

The Appeals Committee shall consist of seven members of the Council in conformity with the Standing Orders of the Association.

133.1.4 Powers of the Appeals Committee

The Appeals Committee shall have the power to:

- (1) affirm the decision of the body whose decision is appealed against;
- (2) uphold the appeal by setting aside the decision appealed against and quashing any penalty imposed;
- (3) uphold the appeal in part by setting aside part only of the decision appealed against;
- (4) substitute for the decision appealed against a decision to find the appellant guilty of a lesser offence and/or to impose a lesser penalty or penalties in respect thereof;
- (5) refer the case, or any part of it, back to the body whose decision is appealed against;
- (6) take any step which, in the exercise of its discretion, the Appeals Committee considers it would be appropriate to take in order to deal justly with the case in question.

If the appeal is unsuccessful, the appellant may be held liable in all or part of the expenses of the meeting, subject to the discretion of the Appeals Committee.

An appeal may be withdrawn by an appellant prior to the hearing of the case by notifying the Association of such in writing. The appeal will, upon the Association's receipt of such notification, be deemed to be abandoned and the original decision, against which the appellant initially took exception, will be regarded as final and binding. Upon the withdrawal of an appeal, the appeal deposit will be automatically forfeited. The appellant may be held liable in all or part for the expenses of the appeal procedure subject to the discretion of the Appeals Committee.

133.1.5 Decisions of the Appeals Committee

The decision of the Appeals Committee shall be final and binding on all parties concerned.

Doping Appeals Tribunal

133.4 A recognised football body, club, official, player, referee, or other person under the jurisdiction of the Association found by the General Purposes Committee to have committed a breach of Article 109 or Article 109.1 of the Articles in terms of The SFA Charter Against Doping in Scottish Football has the right to appeal against such a finding and/or any penalty imposed by the General Purposes Committee under that Charter to the Doping Appeal Tribunal.

An appeal shall be permitted only on one or more of the following grounds:

- (1) The General Purposes Committee failed to give the appellant a fair hearing;
- (2) The General Purposes Committee whose decision is appealed against, acted unconstitutionally,
- (3) The General Purposes Committee whose decision is appealed against came to a decision which it should have come to on the facts of the case;
- (4) The sample collection procedure as described in The SFA Charter Against Doping in Scottish Football was sufficiently departed from so as to cast real doubt on the reliability of the finding;
- (5) The penalty imposed was excessive.

An appeal hearing shall neither be conducted as a re-hearing of the case nor shall fresh evidence be permitted except with the permission of the Doping Appeals Tribunal.

133.4.1 Procedures for Lodging an Appeal

An appeal from a recognised football body, club, official, player, referee or other person under the jurisdiction of the Association must be dispatched by recorded delivery letter to the Secretary within 7 days after the date of the meeting at which the decision appealed against was taken unless for any reason it was not made known to the appellant at such meeting, in which case it must be dispatched by recorded delivery letter to the Secretary within 7 days after the date on which the decision was intimated by recorded delivery letter to the person or body concerned. A deposit shall be lodged with each appeal. In the case of a player or referee this shall be £20, and in the case of any other appellant it shall be £100. At the Doping Appeals Tribunal's discretion, the deposit will be forfeited if the appeal is dismissed.

133.4.2 Statement of Grounds for Appeal

In lodging an appeal the appellant shall state fully in writing the grounds for the appeal and shall specify on which one or more of the permitted grounds the appeal is based.

133.4.3 Representation of Appellant

An appellant may be accompanied by an agreed representative, being a representative of the Scottish Professional Footballers' Association or an accredited official of his club or an accredited official of the recognised football body with which he is involved or his parent or guardian.

133.4.4 Composition of the Doping Appeals Tribunal

The Doping Appeals Tribunal shall be formed of:

- An independent Chairman;
- An Honorary Vice-President or member of the Council of the Scottish Football Association;
- An expert in the field of medicine as may be thought appropriate in the circumstances of the appeal, to be appointed by the independent Chairman.

No person shall be eligible to sit on the Doping Appeals Tribunal if he has been involved in the investigation of the alleged doping activity as provided for in The SFA Charter Against Doping in Scottish Football or if he has been present at the meeting of the General Purposes Committee whose decision is appealed against.

If an Honorary Vice-President is unable to take his place, an eligible member of the Council shall be appointed to maintain the full complement of the Doping Appeals Tribunal.

133.4.5 Powers of the Doping Appeals Tribunal

The Doping Appeals Tribunal shall have the power to:

- (1) affirm the decision of the General Purposes Committee;
- (2) uphold the appeal by setting aside the decision appealed against and quashing any penalty imposed;
- (3) impose a lesser penalty or penalties in respect thereof;
- (4) refer the case, or any part of it, back to the General Purposes Committee;
- (5) take any step which, in the exercise of its discretion, the Doping Appeals Tribunal considers it would be appropriate to take in order to deal justly with the case in question.

If the appeal is unsuccessful, the appellant may be held liable in all or part of the expenses of the meeting, subject to the discretion of the Doping Appeals Tribunal.

An appeal may be withdrawn by an appellant prior to the hearing of the case by notifying the Association of such in writing. The appeal will, upon the Association's receipt of such notification, be deemed to be abandoned and the original decision, against which the appellant initially took exception, will be regarded as final and binding. Upon the withdrawal of an appeal, the appeal deposit will be automatically forfeited. The appellant may be held liable in all or part for the expenses of the appeal procedure subject to the discretion of the Doping Appeals Tribunal.

133.4.6 Decisions of the Doping Appeals Tribunal

The decision of the Doping Appeals Tribunal shall be final and binding on all parties concerned.

PUBLIC COMMENT ON MATCH INCIDENTS

The attention of all registered Referees is drawn to Article 117 of the SFA which reads – “A referee shall be permitted to discuss points of play related to a match strictly in accordance with instructions promulgated by the Referee Committee and approved by the Board from time to time.”

The Referee Committee have issued Guidelines and whilst these primarily relate to matches where the Referee is on the Register of Senior Referees the Article and Guidelines apply to **ALL** Registered Referees. Please note that this does not merely relate to your own appointments, but also those of your colleagues.

The Guidelines set out the parameters in regard to Referees discussing points of play relating to a match

- A referee may not comment publicly on a point of play or a match incident at any time
- General comment on a match incident will be provided by the SFA on its website
- The SFA will determine which match incidents are referred to on the website and the timescale for dealing with such matters
- The SFA will consult with a referee on match incidents prior to information being provided on the website.
- The SFA will not issue any statement in connection with any referee’s decision which results in a disciplinary case until such time as the case is concluded nor will any statement be issued until the period open to clubs to submit a Claim of Wrongful Dismissal/Mistaken Identity has lapsed
- The SFA will decide if any quotes from a referee may be included within any statement.

Referees are only permitted to comment publicly in regard to the following circumstances:

- On a match being postponed or abandoned
- On a kick-off being delayed

On application to the SFA and receiving permission, referees may participate in media interviews but are not permitted to comment on specific match incidents during the course of such interviews.

For the purposes of these Guidelines, the members of SFA staff responsible for dealing with such matters, are in order:

- 1) Head of Referee Development
- 2) Head of Disciplinary and Referee Department

MEETINGS OF OTHER ASSOCIATIONS

Members of this Association are welcome to attend any meetings of kindred Associations in Scotland, under the jurisdiction of the S.F.A. In all cases the relevant Association Secretary should be notified of such a visit, so as to allow an appropriate welcome.

NATIONAL CUP FINALS

Any member, who is appointed by the Secretary of a National Association to officiate in any capacity at a National Cup Final, should notify the Secretary immediately upon receipt of the appointment. Such an appointment will entitle the Member, on request, to a presentation, which will be made at the Annual Dance, Annual Dinner or other function agreed by the Member.

SFA REFEREE REGISTRATION SCHEME

Membership of this scheme should ensure that information relating to changes in the Laws of the Game or other refereeing matters can be advised to you direct by the Scottish Football Association. The scheme also provides insurance cover to Registered Members for injuries sustained while officiating, training or travelling to and from matches or official training, and personal liability insurance.

The membership fee includes the amount required by the S.F.A. for the purposes of membership of the Registration Scheme. Additional benefits of the scheme are a 5% discount on bookings made with Scotball Travel and a current Guide to the Laws of the Game each season.

INSURANCE

Included in the Referee Registration Fee is an insurance component. The terms of the insurance policy are:-

Accidental Death : £10,000

Dismemberment : £10,000

Permanent total disablement : £75 per week to a maximum of 104 weeks with a 7 day franchise.

The following conditions apply :-

- 1) Cover is restricted to travel and duties directly connected to refereeing
- 2) The benefits are worldwide and include flying as a passenger
- 3) accidents at official training are included
- 4) total disablement, both permanent and temporary, is defined as preventing an insured person attending his / her occupation

Insurance Brokers

In the event that you require to make an insurance claim then you should request a claim form from :-
Alan R. Mackay and Company – 30 Miller Road, Ayr KA7 2AY

CHILD PROTECTION POLICY

The Association adopted its Child Protection Policy on 1st June 2004. Each Member has been issued with a copy of the Policy. A copy is also available on the Association's Website

All Members are required to comply with the Association's Child Protection Policy and Procedures.

If you have any queries relating to the Policy or have a Child Protection related query then please contact the Association's Child Protection Co-ordinators who are

Mark McHendry

David Davidson

REFEREE KIT

Diadora referee kit can be obtained from the SFA Museum Trust, Hampden Park, Glasgow G42 9BA.
Telephone 0141 616 6120

Referee kit can also be obtained from :-

The Referees Association – 1 Westhill Road, Coundon, Coventry, CV6 2AD
Telephone 024 7660 1701 Fax 024 7600 1556
Website www.footballreferee.org

A&H International Limited, Unit 4, Seven House, 38-40 Town End, Catersham, Surrey, CR3 5UG
0800 980 2208
Website www.a-and-h-referees.co.uk

REFKIT – 25 Nash Avenue, Wolverhampton, WV6 7SS
Telephoned 01902 746329

Sports Club Services – 108 Biggar Road, Edinburgh EH10 7DU
Telephone 0131 445 7030

Match record pads, whistles, red and yellow cards, SFA Referee ties etc. can be obtained from the Association Treasurer Harry Gould.

ANNUAL REFEREES CONFERENCE

This is held annually, on the third weekend in June, from Friday evening to Sunday afternoon, at St Andrew's University. Attendance is open to all Registered Referees in Membership of an Area Association and activities/discussions cover refereeing at all levels. Youth and Probationary referees are particularly welcome and Conference fee for this class is subsidised to encourage attendance. Application forms for Conference are available from the Secretary in March of each year and must be returned by early April. 2005 will be the 60th Conference held in St. Andrews.

TICKETS

The Association normally receives the opportunity from the SFA to purchase tickets for Scottish home international matches and the Scottish Cup Final. These **MUST** to be ordered at least 4 weeks in advance of the fixture. If you are interested in obtaining tickets please contact the Secretary at least 5 weeks in advance of the fixture. Tickets **MUST** be paid for at the time of ordering.

Members should note that they will be expected to adhere to the Conditions printed on the tickets. In addition the conduct of person(s) using tickets allocated to members will be the members responsibility.

The SFA receives a limited allocation of tickets for the UEFA Champions League Final and UEFA Cup Final. If you are interested in obtaining these tickets then you should contact the Association Secretary no later than 1st March.

In the event that demand exceeds allocation then all tickets will be allocated at the discretion of Council with priority given to those members who regularly attend training and Members Monthly Meetings.

FOOTBALL REFEREE MAGAZINE

Members can subscribe to this publication of the Referees Association. The magazine is published 8 times per season (September – April). The magazine is normally paid for at the time of membership renewal. The Association's Development Fund subsidises the cost of the Magazine and Postage. Copies will be distributed to members by First Class post.

APPOINTMENT OF REFEREES TO JUNIOR FIXTURES

The Secretary of the East of Scotland Junior FA will appoint referees to all Superleague and Fife / Tayside Junior Cup competitions.

The Secretary of the SJFA (Fife and Lothians) will appoint referees to all Fife and Lothians Junior Cup competitions.

The Assistant Secretary of the East of Scotland Junior FA will appoint referees to all Fife League and Fife Cup fixtures.

All referees who referee in Junior football must provide details of their availability, and any changes to this, both on a Saturday and where applicable for midweek fixture to William Gilfillan.

Any member who received a Superleague refereeing appointment should immediately contact William Gilfillan who will be responsible for attempting to obtain two Assistant referees for that fixture.

The Assistant Secretary of the East of Scotland Junior FA will contact William Gilfillan as required to obtain a list of the referees in Junior football who are available to accept an appointment.

William Gilfillan shall consult with the Association Supervisor where the availability of referees in Junior football exceeds the requirements of the SJFA.

The responsibility for notifying the Assistant Referees of any change of venue or postponement of the fixture is with the match Referee.

MEMORANDUM

- 1) Don't forget that the Scottish Football Association Referees (Fife) exists for your improvement and protection and it is incumbent on you to attend the meetings; also that your attendances are carefully noted by the officials.
- 2) Be punctual; don't keep teams waiting for your arrival.
- 3) Be careful to charge exactly what you are entitled to – no less, no more.
- 4) Keep your temper.
- 5) Don't get flurried.
- 6) Don't argue with players
- 7) Don't stop a game unnecessarily.
- 8) A little tact does a great deal sometimes.
- 9) Don't try to justify your decision afterwards.
- 10) Ignore the spectators; satisfy your own conscience.
- 11) Never forget that “the least said is soonest mended” – whether in the dressing room or during the week.
- 12) Referees must always be smart in appearance and well turned out.

REALLOCATION CONVENOR

KAY ROGERSON

The Convenor has been appointed to help referees to obtain a fixture when they are not employed by their own League or Association. The reallocation service also enables League Secretaries to fulfil fixtures when they have a shortage of referees from their own list of officials.

Any referee who wishes to be considered for a fixture shall give his name to the Convenor as early in the week as possible. In the event that the member receives a fixture from his own League, or any other League, then they **must** inform the Convenor to this effect.

A League Secretary may contact the Convenor after 6pm on a Wednesday to enquire if any referee is available on the following Saturday or Sunday. It then becomes the duty of the League Secretary to make contact with the referees to offer them the appointment.

Telephone calls to the Convenor MUST be made prior to 10pm on any evening.

SOCIAL FUNCTIONS

September	Annual Golf Match v Stirling
30 th October	Annual Dinner Dance at Parkway Hotel, Kirkcaldy
November	Ten Pin Bowling
21 December	Christmas Meal after Training
January	Go Karting
February	Snooker Evening
April	End of Season Meal after Training
June	Summer Conference Golf.

For details about any Social Function please contact :-

Social Convener
Raymond Whyte

Assistant Social Convener
John Watson

Social Committee
Andrew Aird

Ben Horsburgh

Douglas Potter

Misconduct Reports / Reports on the behaviour of players and officials

When submitting a report to an Association or League on a serious matter where the Association may later be asked to assist the referee, it is essential that the referee sends a copy of the report to the Secretary. If in any doubt please contact the Tutor, Assistant Tutors or Secretary.

If you require assistance in completing or are in any doubt about the contents of a Misconduct Report then please contact the Tutor, Assistant Tutors or Secretary.

An electronic version of the Misconduct Report Form is available from the Referee Support Scheme Co-ordinator.

Always keep copies of all misconduct reports that you submit.

MISCONDUCT REPORT FORM



To : The Secretary
The Scottish Amateur Football Association

Match : Redstone FC v Bluevale AFC **Date of Match : 1st August 2004**
Venue : Beveridge Park, Kirkcaldy **Competition : Scottish Amateur Cup 1st Round**
Player Reported : James Smith **Club : Redstone FC**
Address : 100 High Street, Dunfermline **Post Code : KY11 1YZ**

Sending Off / Cautionable Offence A 2 Number Worn by Player 3 Time of offence 20th min

- **Enter the offences as shown below e.g. A1, B2.**

A. Sending Off Offences

1. is guilty of serious foul play (2). is guilty of violent conduct 3. spits at an opponent or other person
4. denies a goal or a goal scoring opportunity by deliberately handling the ball 5. denies a goal or a goal scoring opportunity by other means 6. uses offensive, insulting or abusive language and / or gestures
7. receives a second caution

B. Cautionable Offences

1. is guilty of unsporting behaviour 2. dissents by word or action 3. persistently infringes the Laws of the Game
4. delays the restart of play 5. fails to respect the required distance at the taking of a corner kick or free kick 6. enters the field of play without permission
7. leaves the field of play without permission

The incident occurred as follows :-

As Mr. Smith and an opponent (No. 6 Bluevale AFC) were challenging for the ball, the latter pulled Mr. Smith's jersey preventing him taking possession of the ball. Before I was able to signal for the infringement Mr. Smith clearly used his elbow to strike his opponent on the face, causing him considerable pain and discomfort which required treatment. I had a clear and uninterrupted view of Mr. Smith's actions.

The player was informed that he was being * ~~cautioned~~ / sent off and that the matter would be reported to the appropriate association.

Signed Fred Black * Referee / ~~Assistant Referee~~
Name Fred Black **S.F.A. Reg No** F 999

Date 1st August 2004

- * Delete as appropriate
- This copy to be in the Secretary's hands no later than the 3rd day following the match.
- One copy to be retained by the Referee

July 2004

Thursday	1 st	
Friday	2 nd	
Saturday	3 rd	
Sunday	4 th	
Monday	5 th	
Tuesday	6 th	Training 7 – 9pm
Wednesday	7 th	
Thursday	8 th	
Friday	9 th	
Saturday	10 th	
Sunday	11 th	
Monday	12 th	
Tuesday	13 th	Training 7 – 9pm
Wednesday	14 th	
Thursday	15 th	
Friday	16 th	
Saturday	17 th	
Sunday	18 th	St. Andrews International Football Festival
Monday	19 th	St. Andrews IFF
Tuesday	20 th	St. Andrews IFF Training 7 – 9pm
Wednesday	21 st	St. Andrews IFF
Thursday	22 nd	St. Andrews IFF
Friday	23 rd	St. Andrews IFF
Saturday	24 th	
Sunday	25 th	
Monday	26 th	
Tuesday	27 th	Training 7 – 9pm
Wednesday	28 th	
Thursday	29 th	
Friday	30 th	
Saturday	31 st	Bells Cup 1

August 2004

Sunday	1 st	
Monday	2 nd	
Tuesday	3 rd	Training 7 – 9pm
Wednesday	4 th	Council Meeting 7pm
Thursday	5 th	
Friday	6 th	
Saturday	7 th	
Sunday	8 th	
Monday	9 th	
Tuesday	10 th	Training 7 – 9pm / CIS Cup 1
Wednesday	11 th	
Thursday	12 th	Members Meeting 7pm, Bayview Stadium <i>Guest Speakers Ben Horsburgh, Raymond Whyte, Douglas Potter on their experiences at USA Cup in July 2004</i>
Friday	13 th	
Saturday	14 th	
Sunday	15 th	
Monday	16 th	
Tuesday	17 th	Training 7 – 9pm
Wednesday	18 th	
Thursday	19 th	
Friday	20 th	
Saturday	21 st	
Sunday	22 nd	
Monday	23 rd	
Tuesday	24 th	Training 7 – 9pm / CIS Cup 2
Wednesday	25 th	
Thursday	26 th	
Friday	27 th	
Saturday	28 th	
Sunday	29 th	
Monday	30 th	
Tuesday	31 st	Training 7 – 9pm / Bells Cup 2

September 2004

Wednesday	1 st	Council Meeting 7pm
Thursday	2 nd	
Friday	3 rd	
Saturday	4 th	
Sunday	5 th	
Monday	6 th	
Tuesday	7 th	Training 7 – 9pm
Wednesday	8 th	Scotland v Slovenia
Thursday	9 th	Members Meeting 7pm, Central Park <i>Guest Speaker Chief Inspector Alastair McKeen – Fife Police Contact Centre</i>
Friday	10 th	
Saturday	11 th	
Sunday	12 th	
Monday	13 th	
Tuesday	14 th	Training 7 – 9pm / Bells Cup 3
Wednesday	15 th	
Thursday	16 th	
Friday	17 th	
Saturday	18 th	
Sunday	19 th	
Monday	20 th	
Tuesday	21 st	Training 7 – 9pm
Wednesday	22 nd	CIS Cup 3
Thursday	23 rd	
Friday	24 th	
Saturday	25 th	
Sunday	26 th	
Monday	27 th	
Tuesday	28 th	Training 7 – 9 pm / Bells Cup 4
Wednesday	29 th	Council Meeting 7pm
Thursday	30 th	

October 2004

Friday	1 st	
Saturday	2 nd	
Sunday	3 rd	
Monday	4 th	
Tuesday	5 th	Training 7 – 9pm
Wednesday	6 th	
Thursday	7 th	
Friday	8 th	
Saturday	9 th	Scotland v Norway
Sunday	10 th	
Monday	11 th	
Tuesday	12 th	Training 7 – 9pm
Wednesday	13 th	Moldova v Scotland
Thursday	14 th	Members Meeting 7pm Bayview Stadium
Friday	15 th	
Saturday	16 th	
Sunday	17 th	
Monday	18 th	TRAINEE CLASS – ST. ANDREWS UNIVERSITY 7 – 9pm
Tuesday	19 th	Training 7 – 9pm
Wednesday	20 th	
Thursday	21 st	
Friday	22 nd	
Saturday	23 rd	
Sunday	24 th	
Monday	25 th	Trainee Class – St. Andrews University
Tuesday	26 th	Training 7 – 9pm
Wednesday	27 th	
Thursday	28 th	
Friday	29 th	
Saturday	30 th	Dinner Dance – Parkway Hotel 7pm
Sunday	31 st	Bells Cup Final

November 2004

Monday	1 st	Trainee Class – St. Andrews University
Tuesday	2 nd	Training 7 – 9pm
Wednesday	3 rd	Council Meeting 7pm
Thursday	4 th	
Friday	5 th	
Saturday	6 th	
Sunday	7 th	
Monday	8 th	Trainee Class – St. Andrews University
Tuesday	9 th	Training 7 – 9pm
Wednesday	10 th	CIS Cup 4
Thursday	11 th	Members Meeting 7pm, Central Park
Friday	12 th	
Saturday	13 th	
Sunday	14 th	
Monday	15 th	Trainee Class – St. Andrews University
Tuesday	16 th	Training 7 – 9pm
Wednesday	17 th	
Thursday	18 th	
Friday	19 th	
Saturday	20 th	SFA Cup 1
Sunday	21 st	
Monday	22 nd	Trainee Class – St. Andrews University
Tuesday	23 rd	Training 7 – 9pm
Wednesday	24 th	
Thursday	25 th	
Friday	26 th	
Saturday	27 th	
Sunday	28 th	
Monday	29 th	Trainee Class
Tuesday	30 th	Training 7 – 9pm

December 2004

Wednesday	1 st	Council Meeting 7pm
Thursday	2 nd	
Friday	3 rd	
Saturday	4 th	
Sunday	5 th	
Monday	6 th	Trainee Class – St. Andrews University
Tuesday	7 th	Training 7 – 9pm
Wednesday	8 th	
Thursday	9 th	Members Meeting 7pm Bayview Stadium - <i>Guest Speaker - Donald McVicar - Head of Referee Development SFA</i>
Friday	10 th	
Saturday	11 th	SFA Cup 2
Sunday	12 th	
Monday	13 th	Trainee Class – St. Andrews University
Tuesday	14 th	Training 7 – 9pm
Wednesday	15 th	
Thursday	16 th	
Friday	17 th	
Saturday	18 th	
Sunday	19 th	
Monday	20 th	
Tuesday	21 st	Training 7 – 9pm / Christmas Meal after Training
Wednesday	22 nd	
Thursday	23 rd	
Friday	24 th	
Saturday	25 th	
Sunday	26 th	
Monday	27 th	
Tuesday	28 th	Training 7 – 9pm
Wednesday	29 th	
Thursday	30 th	
Friday	31 st	

January 2005

Saturday	1 st	
Sunday	2 nd	
Monday	3 rd	
Tuesday	4 th	Training 7 – 9pm
Wednesday	5 th	Council Meeting 7pm
Thursday	6 th	
Friday	7 th	
Saturday	8 th	SFA Cup 3
Sunday	9 th	
Monday	10 th	
Tuesday	11 th	Training 7 – 9pm
Wednesday	12 th	
Thursday	13 th	Members Meeting 7pm, Central Park
Friday	14 th	
Saturday	15 th	
Sunday	16 th	
Monday	17 th	
Tuesday	18 th	Training 7 – 9pm
Wednesday	19 th	
Thursday	20 th	
Friday	21 st	
Saturday	22 nd	
Sunday	23 rd	
Monday	24 th	
Tuesday	25 th	Training 7 – 9pm
Wednesday	26 th	
Thursday	27 th	
Friday	28 th	
Saturday	29 th	
Sunday	30 th	
Monday	31 st	

February 2005

Tuesday	1 st	Training 7 – 9pm / CIS Cup Semi Final
Wednesday	2 nd	Council Meeting 7pm
Thursday	3 rd	CIS Cup Semi Final
Friday	4 th	
Saturday	5 th	SFA Cup 4
Sunday	6 th	
Monday	7 th	
Tuesday	8 th	Training 7 – 9pm
Wednesday	9 th	
Thursday	10 th	Members Meeting 7pm Bayview Stadium
Friday	11 th	
Saturday	12 th	
Sunday	13 th	
Monday	14 th	
Tuesday	15 th	Training 7 – 9pm
Wednesday	16 th	
Thursday	17 th	
Friday	18 th	
Saturday	19 th	
Sunday	20 th	
Monday	21 st	
Tuesday	22 nd	Training 7 – 9pm
Wednesday	23 rd	
Thursday	24 th	
Friday	25 th	
Saturday	26 th	SFA Cup 5
Sunday	27 th	
Monday	28 th	

March 2005

Tuesday	1 st	Training 7 – 9pm
Wednesday	2 nd	Council Meeting 7pm
Thursday	3 rd	
Friday	4 th	
Saturday	5 th	
Sunday	6 th	
Monday	7 th	MEMBERSHIP RENEWAL FORMS ISSUED
Tuesday	8 th	Training 7 – 9pm
Wednesday	9 th	
Thursday	10 th	Members Meeting 7pm, Central Park
Friday	11 th	
Saturday	12 th	
Sunday	13 th	
Monday	14 th	
Tuesday	15 th	Training 7 – 9pm
Wednesday	16 th	
Thursday	17 th	
Friday	18 th	
Saturday	19 th	
Sunday	20 th	CIS Cup Final
Monday	21 st	
Tuesday	22 nd	Training 7 – 9pm
Wednesday	23 rd	
Thursday	24 th	
Friday	25 th	
Saturday	26 th	Italy v Scotland
Sunday	27 th	
Monday	28 th	
Tuesday	29 th	Training 7 – 9pm
Wednesday	30 th	
Thursday	31 st	

April 2005

Friday	1 st	
Saturday	2 nd	
Sunday	3 rd	
Monday	4 th	
Tuesday	5 th	Training 7 – 9pm
Wednesday	6 th	
Thursday	7 th	
Friday	8 th	
Saturday	9 th	MEMBERSHIP RENEWAL LAST DAY FOR PAYMENT SFA Cup Semi Finals
Sunday	10 th	
Monday	11 th	
Tuesday	12 th	Training 7 – 9pm
Wednesday	13 th	Council Meeting 7pm
Thursday	14 th	Annual General Meeting followed by Members Meeting 7pm Bayview Stadium
Friday	15 th	
Saturday	16 th	
Sunday	17 th	
Monday	18 th	
Tuesday	19 th	Training 7 – 9pm
Wednesday	20 th	
Thursday	21 st	
Friday	22 nd	
Saturday	23 rd	
Sunday	24 th	
Monday	25 th	
Tuesday	26 th	Training 7 – 9pm
Wednesday	27 th	
Thursday	28 th	
Friday	29 th	
Saturday	30 th	

May 2005

Sunday	1 st	
Monday	2 nd	
Tuesday	3 rd	Training 7 – 9pm
Wednesday	4 th	
Thursday	5 th	
Friday	6 th	
Saturday	7 th	
Sunday	8 th	
Monday	9 th	
Tuesday	10 th	Training 7 – 9pm
Wednesday	11 th	Council Meeting 7pm
Thursday	12 th	
Friday	13 th	
Saturday	14 th	
Sunday	15 th	
Monday	16 th	
Tuesday	17 th	Training 7 – 9pm
Wednesday	18 th	UEFA Cup Final
Thursday	19 th	
Friday	20 th	
Saturday	21 st	
Sunday	22 nd	
Monday	23 rd	
Tuesday	24 th	Training 7 – 9pm
Wednesday	25 th	Champions League Final
Thursday	26 th	
Friday	27 th	
Saturday	28 th	Tennent's Scottish Cup Final
Sunday	29 th	
Monday	30 th	
Tuesday	31 st	Training 7 – 9pm

June 2005

Wednesday	1 st	
Thursday	2 nd	
Friday	3 rd	
Saturday	4 th	Scotland v Moldova
Sunday	5 th	
Monday	6 th	
Tuesday	7 th	Training 7 – 9pm
Wednesday	8 th	Belarus v Scotland
Thursday	9 th	
Friday	10 th	
Saturday	11 th	
Sunday	12 th	
Monday	13 th	
Tuesday	14 th	Training 7 – 9pm
Wednesday	15 th	
Thursday	16 th	
Friday	17 th	60 th Referees Conference at St. Andrews [provisional date]
Saturday	18 th	
Sunday	19 th	
Monday	20 th	
Tuesday	21 st	Training 7 – 9pm
Wednesday	22 nd	
Thursday	23 rd	
Friday	24 th	
Saturday	25 th	
Sunday	26 th	
Monday	27 th	
Tuesday	28 th	Training 7 – 9pm
Wednesday	29 th	
Thursday	30 th	