



# My Appointments

## When are appointments posted on-line?

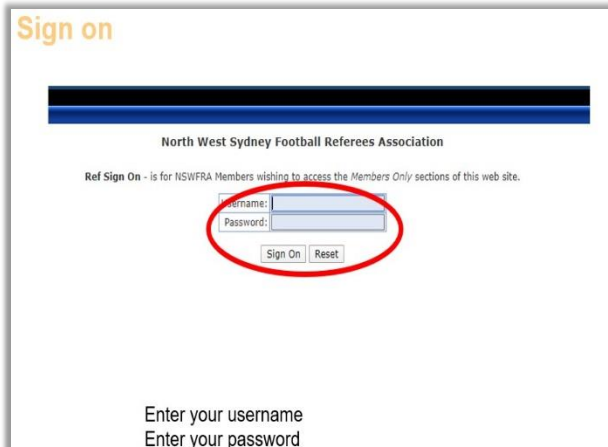
1. Monday night during the winter season on [www.nwsfra.com.au](http://www.nwsfra.com.au) usually by 8pm.
2. Read the message on the front page of the website carefully each week as important information is uploaded when the appointments are posted.

## How do I view my appointments?

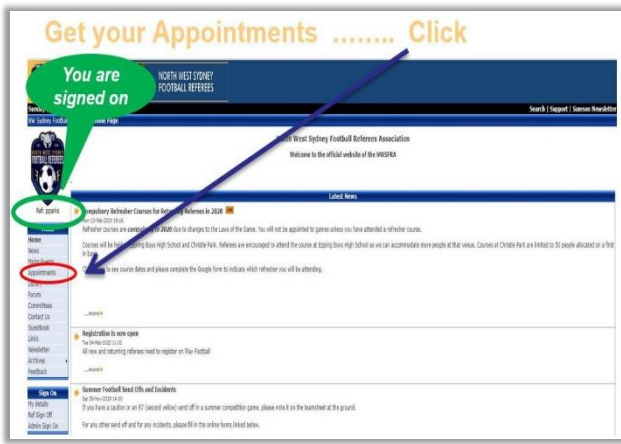
1. Click 'Ref Sign On' on the left menu



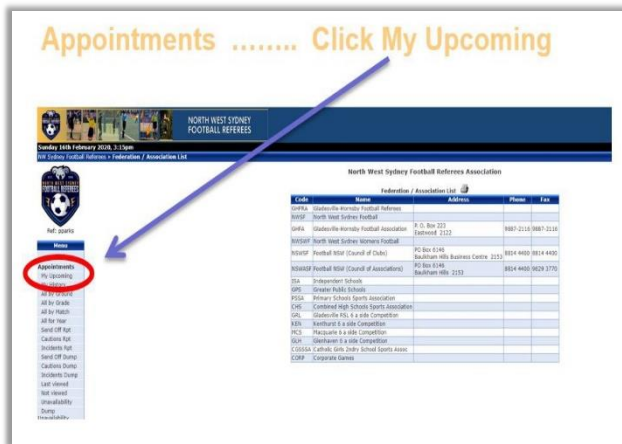
2. Log on with your username and password



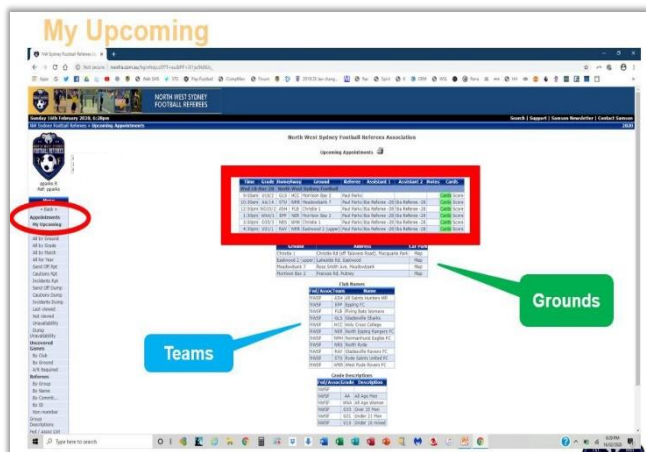
3. Click 'Appointments' on the menu bar.



4. Under 'Appointments', click 'My Upcoming'.



5. Games, grounds and teams appear



6. Sign off when your appointments are noted.



## What can I do if I did not get any appointments for the weekend or you want more games on the weekend?

1. Check uncovered games and select games you are interested in within your group. This list is updated throughout the week.
2. Email [appointments@nwsfra.com.au](mailto:appointments@nwsfra.com.au) indicating the games you are interested in. A good way to do this is to cut and paste from the uncovered games on the website.
3. The appointments committee will update your appointments if you are given the games. Check your appointments. Do not assume you will referee the games just because you email appointments.

## What do I do if I referee a game to which I was not appointed?

1. Email [appointments@nwsfra.com.au](mailto:appointments@nwsfra.com.au)
2. The Appointments Committee will update the database and website so you can enter the match score, Cautions, Send Offs and Incident Reports as appropriate.
3. You must enter the match scores by 5pm on the Monday following the game.

**You must NOT referee games that are at a higher level than games you have previously been appointed.**

## How do I keep track of my appointments throughout the season?

All your appointments are recorded in **My History** on the NWSFRA website.

It is very important to check **My History** throughout the season to ensure all the games you have covered are listed so you are paid correctly.

Access to **My History** is the same process use to access your appointments except you click on My History.

1. Go to [www.nwsfra.com.au](http://www.nwsfra.com.au)
2. Click 'Ref Sign On' on the menu bar (left hand side of the page).
3. Log on with your username and password.
4. Click 'Appointments' on the menu bar.
5. Under 'Appointments', click 'My History'

Monday 24th February 2020, 9:03pm  
NW Sydney Football Referees » Appointment History

North West Sydney Football Referees Association  
Appointment History

| Time          | Grade  | Home/Away | Ground                     | Referee                    | Assistant 1     | Assistant 2 | Notes | Cards       |
|---------------|--------|-----------|----------------------------|----------------------------|-----------------|-------------|-------|-------------|
| Wed 18-Mar-20 |        |           | North West Sydney Football |                            |                 |             |       |             |
| 9:00am        | U16/2  | GLS       | HCC Morrison Bay 2         | Paul Parks                 |                 |             |       | Cards Score |
| 10:30am       | AA/14  | STU       | WRR Meadowbank 7           | Paul Parks tba Referee -28 | tba Referee -28 |             |       | Cards Score |
| 12:00pm       | WO35/2 | ASH       | FLB Christie 1             | Paul Parks tba Referee -28 | tba Referee -28 |             |       | Cards Score |
| 1:30pm        | WAA/1  | EPP       | NER Morrison Bay 2         | Paul Parks tba Referee -28 | tba Referee -28 |             |       | Cards Score |
| 3:00pm        | O35/3  | NRS       | NMH Christie 1             | Paul Parks tba Referee -28 | tba Referee -28 |             |       | Cards Score |
| 4:30pm        | U21/1  | RAV       | WRR Eastwood 2 (upper)     | Paul Parks tba Referee -28 | tba Referee -28 |             |       | Cards Score |

If there is a discrepancy with the games listed, email [appointments@nwsfra.com.au](mailto:appointments@nwsfra.com.au) outlining the games that are not included or the games that are included which you did not cover.

# Withdrawing from Appointments



## What do I do if I have to withdraw from my appointments **during the week** before the game?

1. Email [appointments@nwsfra.com.au](mailto:appointments@nwsfra.com.au) as soon as you know with your name, referee ID and the reason.
2. The reason is very important because it may prevent you from being fined.
3. Your withdrawal and the reason for your withdrawal will be recorded on the NWSFRA database.

## What do I do if I have to withdraw from my appointments **after 5pm on Friday night?** (EMERGENCIES)

1. Call 0434 537 900 ..... **do not text** (if you text you may be fined for not following instructions)
2. If the call goes to message bank, speak clearly and leave your full name, Referee ID number, the game(s) you are unable to attend and the reason for your withdrawal.
3. Your withdrawal and the reason for your withdrawal will be recorded on the NWSFRA database.

#### What do I do if I am **injured in my own game** before I am scheduled to referee?

1. Call 0434 537 900 ..... **do not text** (if you text you may be fined for not following instructions)
2. Call as soon as you know you will not be able to cover your appointment as a referee or assistant referee especially if you are appointed to a Premier League or Super League game
3. If the call goes to message bank, speak clearly and leave your full name, Referee ID number, the game(s) you are unable to attend and the reason for your withdrawal.

#### Will I be fined for a late withdrawal?

1. First time offenders will usually not be fined but it depends on individual circumstances.
2. Repeat offenders will be fined unless there are exceptional circumstances.
3. Fines, if applied, are 70% of the match fee for the game to which you were appointed.
4. Fines are applied for each match for which you are a late withdrawal.