

Unavailability



Why is my unavailability so important?

NWSFRA assumes you are available during playing times unless you tell us you are unavailable.

Playing times are: 6pm – 10pm on every Friday in the season
 8am – 9pm on every Saturday in the season
 8am – 7pm on every Sunday in the season

You must advise us of your unavailability using **the unavailability system**.

Appointments are based on the information that you have provided. If you do not advise us that you are unavailable, and you are appointed to a game you do not cover, you may be fined.

When can I enter your unavailability?

You can enter your unavailability for the entire season or individual weekends as long as you meet the deadline for the upcoming weekend (7pm on the Saturday before the weekend you are unavailable).

When is the unavailability deadline?

The deadline is **7pm on the Saturday before the weekend you are unavailable. It is each Referee's responsibility to enter their information prior to the deadline.**

The website is locked at 7pm Saturday night so you cannot enter/ change unavailability for the coming weekend.

If I play for a team in the NWSF competition, what do I do?

If you play for a team in NWSF competition, we will know your playing commitments and you DO NOT have to advise us of your unavailability for your games. You will have to enter unavailability for other reasons. We will appoint you to games near the place and time of your own competition games.

If I play in another competition (e.g. Spirit. Koalas. AYL. School), what do I do?

If you play for a team outside of the NWSF competition, you must enter your availability for those games and all other reasons, using the unavailability system on the NWSFRA website once you have the draw.

If you do not have your draw prior to 7pm Saturday on the weekend before the game, please mark yourself as unavailable. If your draw lets you referee check uncovered games and email [appointments](#) if you can assist.

What happens if I miss the 7pm unavailability deadline?

1. You **MUST** email appointments@nwsfra.com.au as soon as possible with the details for your unavailability including the reason for your unavailability. **DO NOT CALL OR SMS!**
2. First time offenders may be fined but it depends on individual circumstances.
3. Repeat offenders will be fined unless there are exceptional circumstances.
4. Fines, if applied, are 70% of the match fee for the game to which you were appointed. Fines are applied for each match for which you are a late withdrawal.
5. If you do not email you may be fined twice; one fine for not meeting the deadline and the second fine for not attending your game.

How do I enter my unavailability?

1. Go to www.nwsfra.com.au
2. Click Ref Sign On
3. Enter your username and password
4. Click Sign On
5. Click Appointments
6. Click Unavailability (towards the bottom on the left-hand menu)
7. Enter information using the Add Unavailability box

How do I use the unavailability system?

Nine (9) examples follow showing you how to use the unavailability system.

Example 1: Peta wants to referee on Saturday afternoon only. How does she enter her unavailability?

1. Choose **Saturday** in the 'Same day each week' drop down box.
2. Enter **12** in the 'to time' box
3. Select **pm** in drop down box
4. Click update

North West Sydney Football Referees Association

Unavailability
You cannot add Unavailability dates before 21-03-20

This is your UNavailability. You will be considered available at other times on weekends.


Date	Day of Week	From Time	To Time	Action

Add Unavailability

Individual Date:

Same day each week: **Saturday** ▼

From Time: am ▼ To Time: **12** pm ▼



North West Sydney Football Referees Association

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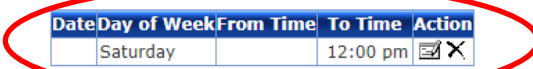
Date	Day of Week	From Time	To Time	Action
	Saturday		12:00 pm	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Add Unavailability

Individual Date:

Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼



5. Choose **Friday** in the 'Same day each week' drop down box
6. Do not enter any times
7. Click update
8. Choose **Sunday** in the 'Same day each week' drop down box
9. Do not enter time
10. Click update

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Date	Day of Week	From Time	To Time	Action
	Saturday		12:00 pm	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
	Friday			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
	Sunday			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Add Unavailability

Individual Date:

Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼



Result: Once saved, all the restrictions appears in the top list.

Example 2: Peter has just found out she has a school camp on the weekend of 19, 20 and 21 June. How does she enter her unavailability?


Peta must mark herself out just for Saturday 20.

Friday 19 and Sunday 21 are already marked out because she is unavailable on every Friday night and Sunday during the season.

1. Check the '**You cannot add Unavailability dates before**' very carefully
2. Select the 'Individual Date' row by clicking the button to the left.
3. Choose **Saturday 20 June** from the calendar that pops up ... do not enter times
4. Click update

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This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Saturday		12:00 pm	<input type="checkbox"/> <input type="checkbox"/>
	Friday			<input type="checkbox"/> <input type="checkbox"/>
	Sunday			<input type="checkbox"/> <input type="checkbox"/>

Add Unavailability

Individual Date:

Same day each week:

From Time: am To

Jun 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Saturday		12:00 pm	<input type="checkbox"/> <input type="checkbox"/>
	Sunday			<input type="checkbox"/> <input type="checkbox"/>
	Friday			<input type="checkbox"/> <input type="checkbox"/>
20/06/2020				<input type="checkbox"/> <input type="checkbox"/>

Add Unavailability

Individual Date:

Same day each week:

From Time: am To Time: am

Result: Once saved, these individual dates appear as restrictions in the top box.

Example 3: Peta finds out that the school camp has been cancelled. How does she change her unavailability?

1. Go back into her unavailability
2. Click the **black cross (x)** next to the row (date) to remove that restriction

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This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Saturday		12:00 pm	<input type="checkbox"/> <input checked="" type="checkbox"/>
	Sunday			<input type="checkbox"/> <input checked="" type="checkbox"/>
	Friday			<input type="checkbox"/> <input checked="" type="checkbox"/>
20/06/2020				<input type="checkbox"/> <input checked="" type="checkbox"/>

Add Unavailability

Individual Date:

Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼

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Delete Unavailability

Date	Day of Week	From Time	To Time
20/06/2020			

3. Click delete for 20 June (you must delete each date individually)

North West Sydney Football Referees Association

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This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Saturday		12:00 pm	<input type="checkbox"/> <input checked="" type="checkbox"/>
	Friday			<input type="checkbox"/> <input checked="" type="checkbox"/>
	Sunday			<input type="checkbox"/> <input checked="" type="checkbox"/>

Add Unavailability

Individual Date:

Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼

Result: Once saved, the restriction is removed.

Example 4: Peta finds out that she is going on a holiday for all of July. How does she enter her unavailability?

1. Check the “You cannot add Unavailability dates before very carefully
2. Select the individual dates row
3. Select every Saturday in July. Peta does not have to select Friday and Sunday as she is already marked out every Friday and Sunday.
4. Each date must be selected individually and updated individually

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Date	Day of Week	From Time	To Time	Action
	Saturday		12:00 pm	<input type="checkbox"/> <input type="checkbox"/>
	Sunday			<input type="checkbox"/> <input type="checkbox"/>
	Friday			<input type="checkbox"/> <input type="checkbox"/>
04/07/2020				<input type="checkbox"/> <input type="checkbox"/>
11/07/2020				<input type="checkbox"/> <input type="checkbox"/>
18/07/2020				<input type="checkbox"/> <input type="checkbox"/>
25/07/2020				<input type="checkbox"/> <input type="checkbox"/>

Add Unavailability

Individual Date:

Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼

Result: Once saved, these individual dates appear as restrictions in the top box.

Example 5: Jacob cannot referee on Friday night and after 5pm on Saturday and Sunday. How does he enter his unavailability?

1. Select the ‘same day each week row’
2. Select Friday from the drop down box
3. Do not enter any time
4. Click update

North West Sydney Football Referees Association

Unavailability

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This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Friday			<input type="checkbox"/> <input type="checkbox"/>

Add Unavailability

Individual Date:

Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼

5. Select the 'same day each week' row
6. Select **Saturday** from the drop down box
7. Enter **5** in the 'from time' box
8. Select **pm** from the drop down box
9. Click update
10. Select the 'same day each week' row
11. Select **Sunday** from the drop down box
12. Enter **5** in the 'from time' box
13. Select **pm** from the drop down box
14. Click update

North West Sydney Football Referees Association

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You cannot add Unavailability dates before 21-03-20

This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Friday			✕
	Sunday	5:00 pm		✕
	Saturday	5:00 pm		✕

Add Unavailability

Individual Date:

Same day each week: --- select day ---

From Time: am To Time: am

Result: Once saved, these individual dates appear as restrictions in the top box.

Example 6: Steven is available to referee on Friday nights and Sunday, but he is restricted to refereeing between 11am and 5pm on Saturday. How does he enter his unavailability for Saturdays?

Steven must enter 2 pieces for Saturdays.

1. Steven does not have to do anything for Friday and Sunday.
2. Select the 'same day each week' row
3. Select Saturday
4. Enter 11 in the '**To Time**' box
5. Select **am** from the drop down box
6. Click Update

Point 2 -6 set the restriction before 11am

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Unavailability

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This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Saturday		11:00 am	✕

Add Unavailability

Individual Date:

Same day each week: --- select day ---

From Time: am To Time: am

1. Select the 'same day each week' row
2. Select Saturday
3. Enter 5 in the '**From Time**' box
4. Select **pm** from the drop down box
5. Click Update

Points 7 – 11 set the restriction after 5pm

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This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Saturday		11:00 am	<input type="checkbox"/> <input type="checkbox"/>
	Saturday	5:00 pm		<input type="checkbox"/> <input type="checkbox"/>

Add Unavailability

Individual Date:

Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼

Result: Once saved, these individual dates appear as restrictions in the top box.

Example 7: Mandy is appointed to games on Saturday but breaks her arm during the week. She cannot referee this weekend or for the next 6 weeks. What does she do?

Mandy must do 2 things

Action 1: Mandy must email appointments@nwsfra.com.au ASAP to let the Administration Assistant know that she cannot referee on the weekend.

Action 2. Mandy must mark herself out for the next 5 Saturdays, or all future Saturdays.

Next 5 Saturdays

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This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
02/05/2020				<input type="checkbox"/> <input type="checkbox"/>
09/05/2020				<input type="checkbox"/> <input type="checkbox"/>
16/05/2020				<input type="checkbox"/> <input type="checkbox"/>
23/05/2020				<input type="checkbox"/> <input type="checkbox"/>
30/05/2020				<input type="checkbox"/> <input type="checkbox"/>

Add Unavailability

Individual Date:

Same day each week: --- select day --- ▼

From Time: am ▼ To Time: am ▼

OR

All Future Saturdays

North West Sydney Football Referees Association

Unavailability

You cannot add Unavailability dates before 21-03-20

This is your UNavailability. You will be considered available at other times on weekends.

Date	Day of Week	From Time	To Time	Action
	Saturday			 

Add Unavailability	
<input type="radio"/>	Individual Date: <input type="text"/>
<input type="radio"/>	Same day each week: <input type="text" value="--- select day ---"/>
From Time: <input type="text"/>	am <input type="text"/> To Time: <input type="text"/>
	am <input type="text"/>

Example 8: Appointments put a notice on the website asking for extra referees on Mother's Day, a Sunday. Peter does not referee on Sundays, but he can help on Mother's Day. How does Peter make this change?

Peter has 2 choices.

Choice 1:

1. Delete his usual Sunday restriction before 7pm Saturday the week before so he is now available on Sunday.
2. Once the appointments have been posted on Monday night, enter his Sunday restriction back onto the Unavailability system

Choice 2:

Alternatively, Peter could delete his usual Sunday restriction and add in individual restrictions by date for the remaining Sundays in the season.