

**NEW SOUTH WALES
ASSOCIATIONS INCORPORATION ACT, 2009**

**BY-LAWS
OF
NORTH WEST SYDNEY
FOOTBALL REFEREES ASSOCIATION
INCORPORATED**

REGISTERED NO : Y 12869-12

**VERSION 14
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BY-LAWS

OF

**NORTH WEST SYDNEY
FOOTBALL REFEREES ASSOCIATION
INCORPORATED**

Registered No : Y 12869-12

ABN : 64 778 330 512

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As adopted at the General Meeting on 12 September 1994
and including the following amendments :

- Amendment 1 adopted on 14 November 1994
- Amendment 2 adopted on 14 September 1998
- Amendment 3 adopted on 13 November 2000
- Amendment 4 adopted on 11 March 2002
- Amendment 5 adopted on 10 March 2003
- Amendment 6 adopted on 14 April 2003
- Amendment 7 adopted on 9 April 2007
- Amendment 8 adopted on 14 April 2008
- Amendment 9 adopted on 10 November 2008
- Amendment 10 adopted on 8 November 2010
- Amendment 11 adopted on 12 November 2012
- Amendment 12 adopted on 11 November 2013
- Amendment 13 adopted on 14 April 2016
- Amendment 14 adopted on 11 November 2019

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1. Interpretations

These interpretations supplement those given in clause 2 of the Constitution.

In these By-Laws except in so far as the context or subject matter otherwise indicates or requires -

- (a) "Administrative Instructions" means any instructions on administrative procedures, rules for local associations and other general information provided to members in hard copy or placed on the Association Web Site prior to the commencement of a season.
- (b) "Association Web Site" means the web site operated as the official web site of NWSFRA.
- (c) "Senior Referee" means the member appointed to referee at a single game or the member appointed to referee the highest age grade game at a group of games as designated by the Appointments Committee and played at a ground on a given day.
- (d) "State game(s)" means a game or group of games on a given day forming part of a competition conducted by Football NSW, including Football NSW Branches.
- (e) A reference to a "clause" is a reference to a clause in the Constitution of North West Sydney Football Referees Association Incorporated.

2. Alterations to the By-Laws

- 2.1 Each member shall have the right to apply for variation of these By-Laws.
- 2.2 Each committee shall have the right to apply for variation of these By-Laws.
- 2.3 Notice of Motion for such variations shall be submitted in accordance with clause 30.
- 2.4 A general meeting of the Association shall have the power to deal with such notices of motion for variation of these By-Laws.
- 2.5 Voting on motions to vary these By-Laws shall be conducted in accordance with clause 36.

3. Administrative Instructions

- 3.1 Members shall adhere to the Administrative Instructions as determined by the Management Committee from time to time and advised to members. Failure to comply with such instructions shall result in the member being disciplined in accordance with clause 15.

4. Appointments

- 4.1 Appointment of members to officiate at games shall be made by the Appointments Committee of the Association. Members shall not accept an appointment as a referee or Assistant Referee other than those authorised by the Appointments Committee of the Association or officiate at any other game without the consent of a member of the Appointments Committee or a member of the Executive Committee
- 4.2 Members will be assumed to be available on each day from the commencement and until the end of the winter football season subject to any restrictions such as playing, coaching, work commitments etc., as noted on the online Unavailability System. Members shall advise changes to these restrictions by updating the online Unavailability System.
- 4.3 Unavailability must be advised to the Appointments Committee via the online Unavailability System as soon as possible but not later than 7.00 pm on the Saturday of the weekend prior to the unavailability.
- 4.4 Appointments for regular weekly competitions shall normally be uploaded to the Association's Web Site on the Monday for distribution to members. Members will log onto the Association Web Site and view their own appointments.
Should the member be unable to extract their appointments from the Association Web Site by midnight on the Tuesday, the member shall advise this situation to the Appointments Committee by an email.
- 4.5 Should an emergency situation arise which necessitates a member to withdraw from an appointment, such situation shall be advised by an email to the relevant person specified in the Administrative Instructions within the time stated. An email explaining the circumstances associated with such withdrawal shall also be sent to the Appointments Committee..
- 4.6 Appointments to 'State game(s)' will be notified via the Association Web Site, electronic mail or phone.
- 4.7 Should an emergency situation arise such as injury, illness, referee or assistant referee does not arrive, etc., at a 'State game(s)', then -
 - (a) if it is desirable and practical for an additional referee to be arranged, the senior referee present at the ground shall contact the Appointments Committee member specified in the Administrative Instructions to make the necessary arrangements and determine how the games will be manned. The senior referee present at the ground shall also contact the Appointments Committee later that day and advise the change(s) in actual match officials from the appointments originally notified.
 - (b) if it is impractical for an additional referee or assistant referee to be arranged, the senior referee present at the ground shall rearrange the match officials appropriately. The senior referee present at the ground shall also contact the Appointments Committee later that day and advise the change(s) in actual match officials from the appointments originally notified.
- 4.8 Appointments to summer competitions will be advised by the Association Web Site, or by an email by a member of the Appointments Committee.
- 4.9 A member may apply for a revision to their appointments should they consider the allocation is beyond their present refereeing capability or if they believe the allocation will result in an excessive amount of refereeing of a particular grade or team. Such application shall be advised to the Appointments Committee by an email as soon as possible after receiving the appointment but in any case before 12.00 noon on the Friday and shall state the reason(s) for seeking the revision.
- 4.10 A member may make a complaint about an appointment given to them. Such complaint shall be in writing and lodged with the Secretary for submission to the Management Committee.

Notwithstanding the submission of a complaint, the member shall fulfill the appointment unless advised of a change by the Appointments Committee.

- 4.11 Members shall fulfill all appointments allocated to them unless relieved of their obligation by the Appointments Committee or relieved of their obligation by the Appointments Committee following application to that committee for such relief.
- 4.12 A member who does not officiate at a game to which they were appointed as per the Association Web Site appointments, must notify the Appointments Committee by 7pm on the day of the game via an email .
- 4.13 A member shall not be appointed to a game while under suspension from the Association or any other Football NSW Referees' Branch or any other referees' organisation.
- 4.14 A member who is also a player shall not be appointed to a game or be permitted to officiate on any game while under suspension as a player from any football organisation under the control of FFA or its affiliated organisations.
- 4.15 In wet weather conditions, members shall attend the ground for the game to which they have been appointed unless they obtain confirmation that the game has been cancelled by checking notices on the Association Web Site, or if they have received a text message or a message via twitter or Facebook.
- 4.16 Where a regrading field test is allocated to the Gladesville-Hornsby district by Football NSW, the Appointments Committee shall allocate a game of adequate standard for the regrading level concerned and, as required, shall appoint assistant referees able to provide good support to the referee being tested.

5. Appointments to Grand Finals

- 5.1 Criteria for appointment to grand finals shall be -
 - (a) that the ability of the member to officiate competently on the game selected be the prime consideration;
 - (b) that all members normally available for NWSF games be considered for appointment to NWSF grand finals;
 - (c) not used
 - (d) that members be appointed to referee a grand final from those grades normally associated with their grouping, unless required by the Appointments Committee for other games in order to satisfy the requirement of (a) above.

6. Officiating Without an Appointment

- 6.1 Members shall not officiate at any game to which they are not appointed by the Appointments Committee without first obtaining the approval of the Appointments Committee or a member of the Executive Committee except as provided in By-Laws 6.2 and 6.3.
- 6.2 A member who is a qualified referee and is at a ground where a NWSF or NWSWF game is to be played and the appointed referee is not present at the scheduled start time, may proceed to referee that game and be reimbursed the relevant match fee, provided the game is of no higher age/grade than previous appointments of the member by the Appointments Committee.
- 6.3 A member who is a qualified referee and is at a ground where a NWSF or NWSWF game, which is of Under 15 age/grade or above and which is of a higher age/grade than previous appointments of the member by the Appointments Committee, is to be played and a full complement of appointed officials is not present at the scheduled start time, then the member may proceed to officiate as an Assistant Referee only and will be reimbursed the relevant match fee. The member shall not officiate as the Referee.

- 6.4 A member who officiates at a game to which they were not appointed as per the Association Web Site appointments, must notify the Appointments Committee by 7pm on the day of the game.

7. Conduct of Games

- 7.1 Games shall be conducted in accordance with the Laws of the Game, and relevant competition rules. Competition rules are available on the Association Web Site, in the Library section. In addition the Administrative Instructions set out local competition rules and these instructions are issued to members each year and are also located on the Association Web Site. Members shall ensure they have the relevant competition rules affecting referees prior to attending a game. Failure to adhere to such competition rules affecting referees shall result in the member being disciplined by the Association in accordance with clause 15 or by Football NSW.

8. Reporting after Games

- 8.1 On completion of a NWSF game, the member refereeing the game shall -

- (a) not used
- (b) *Cautions.* A Caution Report shall be completed online by the Referee for each caution issued during a game, except for a player receiving two cautions in the same game (Refer to the Administrative Instructions).

A member who is unsure what to do about a caution or who wishes to discuss the incident shall contact the Senior Vice-President.

- (c) *Send-Off Reports.* Send-Off Reports for each player sent from the field shall be completed online by the Referee and shall give a detailed description of the circumstances leading up to and about the incident concerned. Assistant Referees shall also complete and submit an online report detailing their observations of the incident.

Where serious offences or problems are involved, the member shall also contact the President, or the Senior Vice President, or the Secretary.

- (d) *Incident Reports.* Incident Reports shall be completed online with full details and descriptions of the matter being reported. Assistant Referees shall also complete and submit online, a report of their observations about the incident. Where a serious incident is involved, the Referee shall also contact the President, or the Senior Vice President, or the Secretary.

Where the member wishes to report a team or club official, the member shall first contact the Senior Vice-President and obtain advice on the action to be taken and the report to be submitted.

- (e) *Game Result.* Enter online, the score of each game at which they officiated. Assistant Referees shall also enter online, the score of each game at which they officiated.
- (f) *Dispatch of Reports.* All Caution, Send Off and Incident Reports prepared by a member, and game results, shall be submitted online via the Association Web Site by 5.00pm on the Monday following the game. Failure to observe these arrangements shall result in the member being disciplined in accordance with By-Law 15.

- 8.2 On completion of a game other than a NWSF game, the member refereeing the game shall complete the relevant electronic or hard copy team sheet with match score, referee and assistant referee details, and Caution, Send-off and Incident Reports as applicable, and dispatch or deliver them as per the "Administrative Instructions" to arrive at the nominated

address no later than 5.00 pm on the Monday following the game. Failure to observe these arrangements shall result in the member being disciplined in accordance with By-Law 15.

9. Referee Evaluations

- 9.1 Clubs may complete Referee Evaluation Reports on games officiated by NWSFRA members. Members refereeing games shall, when asked, provide their NWSFRA Number to team officials.

10. Conduct of Members

- 10.1 Members shall at all times conduct themselves in a manner that is not prejudicial to the interests of the Association or its members or refereeing in general.
- 10.2 Members shall not touch players of either sex on the field of play and shall take care to speak to and treat all players and team officials with respect regardless of the circumstances.
- 10.3 Members shall not use offensive, insulting or abusive language when speaking to players or team officials regardless of the circumstances.
- 10.4 A member shall not knowingly officiate at any game with another member where that other member is suspended by the Association, Football NSW or any other referees' organisation.
- 10.5 A member shall not knowingly officiate at any game with another member where that other member is suspended as a player by any football organisation under the control of FFA.
- 10.6 Members shall not openly or publicly criticise or adversely comment on the refereeing decisions or field performance of another referee regardless of whether the member is or is not in uniform. Where the member is concerned by such refereeing decisions or performance, the concerns shall be put in writing and lodged with the Secretary for submission to the Management Committee.

11. Responsibilities of the Senior Referee at 'State' Games

- 11.1 The "senior referee" at a 'State' game(s) is responsible for the oversight and general supervision of the refereeing team at a game or designated group of games, such responsibility to include but not be limited to -
- (a) ensuring the ground is inspected and appropriate action initiated to correctly dress the ground and to have rectified dangerous deficiencies in the condition of the field of play or appurtenances or other ground facilities;
 - (b) ensuring referees for each game are organised and present themselves so that the game can kick-off at the designated start time;
 - (c) ensuring that the fourth official, where specifically appointed, is appropriately uniformed and is clear on the duties to be performed;
 - (d) ensuring that 'off-duty' referees and assistant referees are appropriately attired and are not mistaken for an assistant referee or fourth official;
 - (e) ensuring that officials for each game are clear on the requirements for completion of game documents and the preparation and submission of all match reports (caution reports, send-off reports and incident reports) required from the referee and assistant referees;
 - (f) preparing and submitting an evaluation report on the conduct and performance of all other members of the refereeing team appointed to the game(s);

- (g) advising the Appointments Committee of any appointments difficulties and of any game that is manned differently from the appointments advice, as required by By-Law 4.6; and
- (h) advising a member of the Executive Committee of players sent-off for other than two cautionable offences and of any matter requiring the submission of an incident report.

12. Referee Assessor

- 12.1 A member may apply for accreditation as an assessor by submitting a written application to the Technical Sub-Committee Chairman. Such accreditation shall be arranged and effected in accordance with the requirements of Football NSW.
- 12.2 Assessors designated for appointment by the Management Committee shall obtain the appropriate accreditation in accordance with Football NSW requirements prior to the appointment being confirmed.
- 12.3 When formal assessments are requested by the Technical Sub-Committee, NWSFRA Assessors will be reimbursed at a rate as approved by resolution at a general meeting.
- 12.4 Assessment reports are to be received by the Technical Sub-Committee within seven (7) days of the nominated game for reimbursement to be paid to the Assessor.

13. Referee Informal Assessors

- 13.1 A member may be requested by the Technical Committee or the Executive Committee to view the field performance of a member referee as an assessor and produce an assessment report on the member's field performance. Such assessment shall not be a formal inspection and shall not result in a marked inspection report. The evaluation report shall be provided within seven (7) days of viewing the field performance.
- 13.2 A member who is normally appointed to referee games of Under 17 age/grade and above may view the field performance of another member and offer to that member suggestions which they feel would be of assistance in improving the refereeing of the other member.

14. Appeals

- 14.1 In accordance with clause 16.3, an appeal fee is to be included with the lodgement of a notice of appeal, such fee to be \$100.00.
- 14.2 In accordance with clause 16.4, legal representation of a member is permitted at a hearing of the Appeals Committee, but only upon lodgement of a fee, such fee to be \$500.00 and to be included with the lodgement of the notice of appeal or lodged with the Secretary at least 5 days prior to the date set down for the Appeals Committee hearing.

15. Disciplining

- 15.1 In accordance with clauses 15.3 and 15.10, the Executive Committee and the Management Committee are empowered to impose penalties for the infringement of the Constitution and these By-Laws.
- 15.2 Where for the following offences -
 - (a) Failure to lodge or dispatch a team sheet such that it will be received within the prescribed period, or
 - (b) Failure to complete a match report (caution report, or send-off report or incident report) correctly, or

- (c) Failure to submit a match report (caution report, or send-off report or incident report) online within the prescribed period, or
- (d) Failure to enter the correct match score online within the prescribed period.

the member has failed to comply with the requirements, the Executive Committee or the Management Committee as applicable shall impose a fine of 70% of the match fee for each offence.

Members who fail to enter the correct match score online within the prescribed period will be sent a reminder notice. Where a member fails to enter the correct match score online within 48 hours of being sent the reminder notice, the fine shall be 100% of the match fee for each offence.

The imposition of such fines shall not preclude the Executive Committee or the Management Committee as applicable, from dealing with these offences further in accordance with clause 15.

- 15.3 Members are required to advise their unavailability on a particular day in accordance with By-Law 4.3 and the Administrative Instructions.

Where a member fails to lodge an unavailability advice such that it will be received within the prescribed time, such advice shall be treated as a withdrawal from appointments and subject to the penalties prescribed in By-Law 15.4.

- 15.4 Members withdrawing from an appointment are required to advise the details to the Appointments Committee in accordance with the Administrative Instructions.

Where it can be shown that a member has failed to email the Secretary and the Appointments Committee within forty eight (48) hours after the appointed game, a written explanation for the withdrawal that is found acceptable by the Executive Committee or the Management Committee as applicable, the Executive Committee or the Management Committee may impose a fine of 70% of the match fee for each offence.

Where a written explanation emailed as above is found unacceptable by the Executive Committee or the Management Committee as applicable, the matter shall be further dealt with in accordance with clause 15.

- 15.5 Members are required to fulfil all appointments allocated to them unless relieved of their obligation by the Appointments Committee as provided in By-Law 4.9.

Where it can be shown that a member has failed to fulfil their appointment obligation and a written explanation is emailed to the Secretary and the Appointments Committee within forty eight (48) hours of the appointment obligation, and the Executive Committee or the Management Committee finds the explanation acceptable, the Executive Committee or the Management Committee, as applicable, may relieve the member of further penalty.

Where a written note is emailed as above and the Executive Committee or the Management Committee finds the explanation unacceptable, the matter shall be further dealt with in accordance with clause 15.

Where it can be shown that a member has failed to fulfil their appointment obligation and has failed to email a written explanation to the Secretary and the Appointments Committee within forty eight (48) hours after the appointment obligation, the matter shall be further dealt with in accordance with clause 15. In these circumstances a penalty of a fine not less than the total of the match fees relevant to the appointment obligation shall be imposed.

Where it can be shown that a member has failed to fulfil their appointment obligation but has entered a match score online, the matter shall be further dealt with in accordance with clause 15. In these circumstances, in addition to any other penalty imposed, a fine not less than the total of the match fees relevant to the appointment obligation shall be imposed.

16. Uniforms

16.1 Members shall wear referee uniforms as prescribed by FFA and FNSW from time to time comprising -

- | | |
|----------------------------------|---|
| (a) Official Uniform | |
| Shirts | Predominantly black, and |
| Shorts | Black, and |
| Socks | Black, and |
| Footwear | Predominantly black with black laces, and |
| Cap (optional) | Black with the FNSW logo. |
| | |
| (b) Official Alternative Uniform | |
| Shirts | Predominantly yellow, or blue |
| Shorts | Black, and |
| Socks | Black, and |
| Footwear | Predominantly black with black laces, and |
| Cap (optional) | Black with the FNSW logo. |

If the Official Alternate Uniform (yellow or blue shirt) is used, the following criteria shall apply-

- (i) the same style shirt shall be worn by all match officials during the game, and
- (ii) if any official chooses not to wear the yellow or blue shirt then all officials shall wear the monotone black shirt, and
- (iii) a team shall not be required to change their playing strip if a clash with the yellow or blue shirt occurs.

16.2 Shirts shall have the FFA logo on the left breast and the FNSW logo on the right breast.

16.3 For FNSW games, all members acting as match officials shall wear the same style shirt, that is, all long sleeved or all short sleeved.

16.4 Members uniforms shall always be clean and present a neat and tidy appearance. Long sleeved shirts shall be worn with sleeves fully down at all times. Socks shall be fully up at all times and supported by garters, or bands, or tape, as necessary.

16.5 When officiating as an Assistant Referee during inclement weather a predominantly black jacket or jumper, preferably with the official badge, or a clear jacket may be worn over the uniform.

16.6 Branch identity may be worn other than on the official uniform.

16.7 Members appointed to FNSW games shall arrive at and leave grounds dressed neatly in civilian clothes, or where applicable, in uniforms provided by FNSW.

17. Football NSW Referee Competitions

17.1 Pursuant to the Association's objective governing the development and training of all members of the Association, the principle objective in the selection of a member to represent the Association in a referee competition shall be to enable the successful candidate to participate in the intensive training sessions and rigorous inspection processes associated with such referee competitions. Participation for enhancement of the member's refereeing skill shall rank higher than nominating a candidate to win a competition.

17.2 The Management Committee shall select members for nomination as candidates for referee competitions.

17.3 Selection criteria for a candidate to be nominated for a referee competition conducted by the Football NSW shall be -

- (a) The ability of the candidate to be able to officiate competently on the games designated for the relevant age group referee competition.
- (b) Precedence shall be given to the selection of a candidate who has not previously represented the Association in a referee competition. The Management Committee shall, however, be empowered to nominate a candidate who has previously represented the Association in order to satisfy the requirement of (a) above.
- (c) A member of the Association who becomes the winner of a particular age group referee competition shall be ineligible to represent the Association in the same or similar age group referee competition in a subsequent year.
- (d) A member of the Association, who becomes the winner of a Football NSW referee competition and subsequently represents Football NSW in a FFA national competition and becomes the winner of that national competition, shall be ineligible for selection to represent the Association in any future referee competition. The Management Committee shall, however, be empowered to nominate a candidate who has previously represented the Association and won a national competition in order to satisfy the requirement of (a) above.

17.4 Members selected to represent the Association in a referee competition shall be provided with an expense subsidy as proposed and agreed to by NWSFRA members at a general meeting.

18. Conduct of Debate

- 18.1 These procedures shall apply to the conduct of debate at general meetings, committee meetings and sub-committee meetings.
- 18.2 A member shall stand when offering to speak and shall address the chair upon being called to speak.
- 18.3 A member addressing a meeting shall speak directly to the motion under discussion, or to an explanation, or to a reply to a question, or to a point of order, or other procedural motion.
- 18.4 Whenever the Chairman rises during a debate, any member then speaking or offering to speak shall sit down and the meeting shall remain silent so that the Chairman may be heard without interruption.
- 18.5 Discussion by a member shall not exceed five minutes in length without the consent of the meeting.
- 18.6 The Chairman may call the attention of members to continued irrelevance, tedious repetition, unbecoming language, or any breach of order on the part of a member. The Chairman may direct such member, if speaking, to discontinue his speech or, in the event of persistent disregard of the authority of the Chair, direct the member to retire for the remainder of the meeting.
- 18.7 Members shall not address a meeting more than once on any motion or amendment. The original mover of a motion may, however, reply before a vote is taken on the motion, but such reply shall not introduce new matter into the debate and shall be strictly confined to explanations, to dealing with points made by speakers opposing the motion, and to a summary of the arguments of those speakers in support. The right of reply shall not extend to the mover of an amendment which having been carried has become the substantive motion. After the reply, the question shall be put to the meeting forthwith.
- 18.8 Any member, whether they have spoken on the matter under discussion or not, may rise to a point of order, or an explanation, but such explanation shall be confined to some material part of the member's former speech which may have been misunderstood. A member so rising shall be entitled to be heard forthwith.

- 18.9 The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall be final and shall not be open to discussion. Dissent from the Chairman's ruling on any matter shall not be spoken to except by the dissentient and the Chairman, each being restricted to a period not exceeding three minutes. A Deputy Chairman shall be appointed to conduct the proceedings for the discussion and vote on dissent from the Chairman's ruling.
- 18.10 Voting at meetings shall be in accordance with clause 36 of the Constitution of the Association.
- 18.11 A motion or amendment may be withdrawn by the mover with the consent of the meeting which shall be determined without debate. Further discussion on the motion or amendment shall not be permitted unless the withdrawal is refused.
- 18.12 A motion to proceed to the next business shall have priority over all amendments, and if carried, the meeting shall at once proceed to the consideration of the next item of business.
- 18.13 Discussion shall cease if the Motion: "that the motion be now put" is carried, however, the original mover of the motion shall have the right of reply.

19. Service Awards

- 19.1 The Association shall provide a jacket in the North West Sydney colours with the North West Sydney badge or logo embroidered with the Association's name and the recognition of ten (10), or fifteen (15) years service.
- 19.2 The Executive Committee shall have the right to consider the provision of an award other than a NWSFRA badged jacket for members who are eligible to receive the twenty five (25) years service award.
- 19.3 The Association shall provide a polo-type shirt in Gladesville-Hornsby colours with the North West Sydney badge or logo and embroidered with the Association's name and the recognition of five (5) years service.
- 19.4 The period of service to the Association shall be an accumulation of five, ten, fifteen, or twenty five years of annual service commencing from the first weekend of the NWSF competition after they first joined.
- 19.5 The period of service may be as an active referee, an inspector, an administrator, or any person that has been required by the Association to provide a service to the Association or its members.
- 19.6 In the event of a break in service of more than seven (7) years, the period of service for the purpose of Service Awards shall again commence as for a new member.
- 19.7 Any person joining the Association after the commencement of the NWSF season shall wait until the following year for their five, ten, fifteen or twenty five year period of service to commence.
- 19.8 The Executive Committee shall have the right to consider an application by a member as to whether any period off constitutes a break in service.
- 19.9 Service Awards shall be made at the AGM or the beginning of each year before the commencement of the Association year.
