



## **REFEREES COMMITTEE CONSTITUTION**

**In Terms of FIFA Regulations on the Organization of Refereeing  
CAPE TOWN TYGERBERG LOCAL FOOTBALL ASSOCIATION**

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**EDITION: 27 NOVEMBER 2024**

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## **DEFINITIONS**

- a) **Management Committee:** the strategic and oversight body of the Cape Town Tygerberg Local Football Association (Association).
- b) **Match Officials:** referees, video match officials, assistant referees, Futsal referees and any other individual appointed to officiate or assist in officiating a match.
- c) **Referee Assessors:** refereeing coaches who evaluate and assess the performance of match officials by offering them advice and constructive comments to help them to improve and progress. These evaluations are part of the criteria used for promoting or demoting match officials before each season.
- d) **Referees Committee:** an autonomous group of former match officials and/or active match officials responsible for organising all refereeing matters within the organisation that appointed them.
- e) **Referee Instructors:** refereeing coaches who instruct match officials in technical refereeing skills either on the field of play or in the classroom. Any reference to referee instructors in these regulations also applies to fitness instructors.
- f) **Cape Town Tygerberg Referees:** Cape Town Tygerberg Referees consist of active, non-active, affiliated active club match officials as well as life members.

## **INTRODUCTION**

These regulations describe the organisation of refereeing within the Association and are intended to assist the Association and match officials with their respective duties and responsibilities.

## **SCOPE OF APPLICATION**

These regulations apply to the Association and were developed using the FIFA Regulations on the Organisation of Refereeing as adopted by FIFA on 17 September 2020. The Association has exclusive competence to implement these regulations.

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**HEAD OF REFEREES:**

**Nomination & Election**

- a) The Cape Town Tygerberg Referees (CTTR) shall submit a name for the Head of Referees position which shall be presented to the Management Committee 30 days prior to the Annual General Meeting.
- b) The Cape Town Tygerberg Referees shall nominate the Head of Referees through a process as follows:
  - i. The Head of Referees shall be nominated by the Cape Town Tygerberg Referees.
  - ii. The Referees Committee shall appoint an independent Election Officer, who shall be a member of the CTTLFA Management Committee or SAFA Cape Town Regional Executive Committee, and whom shall be responsible for overseeing the nominations and election process.
  - iii. The Referees Committee shall, via the General Secretary of the LFA, call an election for the Head of Referees at a Special General Meeting to be held on or before the 3<sup>rd</sup> Thursday of October every two years aligned to the CTTLFA Management Committee election in that same year.
  - iv. Notice of such election:
    - a) Shall be distributed with at least 30 days' notice by the Referees Committee through the General Secretary.
    - b) Shall stipulate the deadline for nominations which may be no less than 15-days prior to the Election and no less than 7-days after notice being served.
    - c) Shall include the Head of Referees nomination form which must clearly include the deadline for nominations stating a time and date and the e-mail address of the appointed Election Officer who would receive the nomination forms electronically.
  - v. The Election Officer shall collate all nominations and confirm each Nominee's credentials and registration with the Association and submit confirmation in writing to the Referees Committee and General Secretary, within five working days of the nomination deadline having passed.

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- vi. The Referees Committee shall, within one workday of receiving the nominations, distribute the verified nominations to all members of the Cape Town Tygerberg Referees and Affiliate Referees in preparation of the Election.
- vii. The Cape Town Tygerberg Referees shall have the following voting rights at the election of the Head of Referees:
  - a) Each member of the Cape Town Tygerberg Referees, who is not affiliated to a club but only to the Association, shall have one vote.
  - b) Each life member of the Cape Town Tygerberg Referees, as noted in the Articles of Cape Town Tygerberg Football Association, shall have one vote.
  - c) Each affiliated club referee, as submitted to the Association and Cape Town Tygerberg Referees at the beginning of each season by a club in accordance with **Rule 2.8 of the CTTLFA Rules & Regulations**, shall have half a vote.
- viii. Only members of the Cape Town Tygerberg Referees who attend the election, in person, may be eligible for a vote. No voting is allowed electronically, virtually or by proxy.
- ix. The Election shall be deemed completed and a Head of Referees elected once a nominee receives a majority of votes at the Election and the Election is thus deemed free and fair by the Election Officer.
- x. To be considered for the position, the candidate shall fulfill the listed criteria below:
  - i. Must be a member in good standing in the LFA.
  - ii. Must be full member of the CTTR
  - iii. Must have been a match official with a minimum of 10 years practical experience, with:
    - a. at least 5 years of which must have been at senior football level within an Association structure.
    - b. At least 3 years must have been as a member of Cape Town Tygerberg Referees
    - c. Must have attained a Level 5 Referee certificate (academic LOTG grading).

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xi Upon election, the elected member shall immediately become a non-active refereeing official of the Cape Town Tygerberg Referees.

### **Head of Referees Duties**

- c) The Head of Referees shall be elected:
  - i. To serve on the Association Management Committee.
  - ii. To oversee the operational responsibilities of the Referees Committee and Cape Town Tygerberg Referees with respect to the various portfolios designated to individual members.
  - iii. To report to the Management Committee on a monthly basis with issues pertaining to Referee activities.
  - iv. To act as the liaison between SAFA-CT, SAFA National and the Association in respect of education and courses pertaining to match officials and all other matters relating to match officials.

### **CTTR REFEREES COMMITTEE:**

#### **General Provisions**

- a) The Association is obliged to establish a referees committee which is directly subordinate to the Association based on article 14 par 1 (g) of the FIFA Statutes.
- b) The referees committee must be an integral part of the Association's structure. It shall be responsible for the organisation, regulation and development of refereeing. It must be under the exclusive control of the Association and shall under no circumstances fall under the supervision or control of other bodies, such as clubs, leagues or governments.

#### **Composition of the Referees Committee**

- c) The referees committee shall be composed only of former and or active match officials (preferably having operated at the top level of their respective domestic competition) with a Head of Referees, a Deputy Head of Referees and an adequate number of other members.

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- d) The Deputy Head of Referees and the other members of the referees committee shall be appointed by the Management Committee on the proposal of the Head of Referees of the referees committee.
- e) The referees committee is appointed for two (2) years, in terms of the CTTLFA constitution and shall be comprised of the below positions whose duties are defined in Addendum A: Duties of Committee Members.
- i. Head of Referees
  - ii. Deputy Head of Referees
  - iii. Finance Convenor
  - iv. Administrative Convenor
  - v. Appointment Convenor – Seniors
  - vi. Appointment Convenor – Juniors
  - vii. Assessors Convenor
  - viii. Training & Development Convenor
  - ix. Compliance Officer
  - x. Co-opted Member
- f) The Head of Referees shall be the chairperson of the Refereeing Committee and the Deputy Head of Referees shall be the Vice Chairperson of the Refereeing Committee.
- g) Additional referees may also be necessary to cover administration and development, depending on the Association's needs.

### **Duties of the Referees Committee**

- h) The duties of the Referees Committee shall be defined by CTTR in keeping with the aims and objectives of the Management Committee of the Association and shall, at minimum, include the following:
- i. Classify match officials in each category based on evaluations of their performance as well as determine promotions or demotions.
  - ii. Approve and manage the appointment of match officials for competitions organised under the jurisdiction Association.
  - iii. Oversee the nomination of candidates for SAFA Regional competitions.
  - iv. Supervise the enforcement of the Laws of the Game in all the competitions organised under the jurisdiction the Association.
  - v. Comply with standard refereeing methodology as established by FIFA to ensure uniform implementation of the Laws of the Game.

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- vi. Utilise uniform criteria for evaluating referees as established by FIFA.
- vii. Approve administrative regulations governing refereeing.
- viii. Implement decisions adopted by the referees committee.
- ix. Manage the appointment of match officials for matches in competitions organised under the jurisdiction the Association;
- x. Carry out all tasks related to the organisation and logistics of refereeing.
- xi. Autonomously carry out all administrative duties of the refereeing committee, including budget planning and management.
- xii. Implement programmes to develop match officials according to the guidelines approved by the referees committee.
- xiii. Organise courses for match officials and refereeing coaches.
- xiv. Prepare and produce teaching materials in line with refereeing principles established by FIFA, as well as the Laws of the Game for each category of match officials.
- xv. Prepare strategic short and long-term referee development plans.
- xvi. Regularly report on its activities to the referees committee to the Management Committee via the Head of Referees.

**FINANCIAL MATTERS AND RESOURCES:**

- a) The refereeing committee shall submit an annual budget via the referees committee to the management committee for approval.
- b) Upon approval of the budget the committee will administer the budget which shall be prepared with regards to referees and assistant referees courses, any other educational course offered to the clubs and referees fees/travel expense.
- c) Referees fees/travel expenses must be established by the Association prior to the commencement of football season.



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- d) A finance working platform needs to be developed between the appointed Finance Convenor (Referee Committee) and the Treasurer (CTTLFA) to address the following matters:
- i. Administration costs of training courses to be presented to match officials and club personnel.
  - ii. Affiliation fees for match officials (CTTR and club affiliates).
  - iii. Annual awards and function costs.
  - iv. Examination costs (facilitation, printing of papers, certificates).
  - v. Fitness tests and costs incurred for medical staff to be in attendance.
  - vi. Issuing of fines to match officials.
  - vii. Kit for match officials to ensure uniformity of attire.
  - viii. Match fees – administration and regular settlement thereof.
  - ix. Meeting costs between CTTR and member clubs.

The above matters need to be debated between the Finance Convenor and Treasurer to establish the procedural steps that have to be established from an operational perspective. Decisions of a financial nature should be decided upon by those individuals tasked with financial responsibilities relating to the Association, and to ensure that there is financial clarity and fairness for the Association and match officials.

<b>Revised:</b>	Final Draft 17 <sup>th</sup> March 2021
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<b>Adopted at AGM:</b>	<b>27<sup>th</sup> November 2024</b>

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**ADDENDUM “A”:**

**DUTIES OF COMMITTEE MEMBERS**

**Duties – Administrative Convenor:**

- a) Co-ordinate the activity of the portfolio heads in conjunction with Head of Referees.
- b) Provide a monthly report to Head of referees or for submission to Association Management Committee.
- c) Creation and maintenance of Referees Data Base (for both CTTR members and club match officials) recording experience, current level certificate, locality for games and panel allocation.
- d) Administration of training courses, workshops, meetings with clubs.
- e) The nominated candidate must fulfill the criteria to be considered for the position as follows:
  - i. Must be utilized and efficient individual.
  - ii. Proficient with Microsoft Word, Excel, PowerPoint and Zoom. Proficient with communication tools across various platforms, but not limited to the use of Microsoft Word, Excel, PowerPoint and Zoom.
  - iii. Possess good communication skills.

**Duties – Appointment Convenor:**

- f) The appointment of match officials is a fundamental part of refereeing development and must be managed in cooperation with the referees committee.
- g) No club, league or other body of the Association may interfere in the match official appointment process.
- h) To utilize the manpower available to appoint match officials to Premier, Promotion leagues and Junior ‘top’ divisions.
- i) To use personal experience to appoint the ‘best available referee for the game’.

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- j) The nominated candidate must fulfill the criteria to be considered for the position as follows:
  - i. Knowledgeable of the local game with ability to identify potential challenging matches.
  - ii. Ability to work with different panels of referees.
  - iii. Have an understanding of the dynamics of a particular fixture (ie a Championship game, promotion or relegation game).
  - iv. To be administratively proficient and have accurate record-keeping of previous appointments so as to avoid regular 'same-team' appointments.

**Duties – Assessment Convenor:**

- a) To undertake on-going assessments of match officials relating to match performance, fitness levels and knowledge of LOTG.
- b) To develop a competent team of Match Assessors.
- c) To allocate/appoint Assessors to evaluate specific Match Officials.
- d) To oversee the structuring of specific panels of match officials (Promotion, Senior and Junior football leagues).
- e) Should have the ability to identify areas of refereeing concerns and to be able utilize personal experience to recommend remedial steps for improvement.
- f) Have a desire to develop and improve the competency of match officials.
- g) The nominated candidate must fulfill the criteria to be considered for the position as follows:
  - i. To be a SAFA qualified Assessor.
  - ii. To be experienced in refereeing matters and knowledgeable of the LOTG.
  - iii. Must have attained at least a Level 5 (academic LOTG grading).

**Duties – Training & Development Convenor:**

- a) Match officials who officiate at the highest level in the Association should have the support of a team of experts composed of at least one referee instructor, fitness instructor, mental preparation expert, football coach, match analyst and medical doctor.
- b) Special training programmes should include regular meetings for training sessions and analysis of match situations. A preparatory course should also be organised

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at least once a year. Current FIFA and confederation programmes may be used for elite courses and meetings at the Association. Match official education is essential both on the field of play (practical) and in the classroom (theoretical).

- c) To train and develop aspiring match officials to progress through levels 1 to 5 (academic LOTG grading).
- d) To provide training tuition for Club referees, Coaches and team technical staff on current LOTG and subsequent annual amendments thereto.
- e) The nominated candidate must fulfill the criteria to be considered for the position as follows:
  - i. Must have an up-to-date knowledge of LOTG.
  - ii. Must have attained at least Level 5 (academic LOTG grading).
  - iii. Must have a SAFA assessors/instructors certificate.
  - iv. Have the ability to communicate well in a classroom environment.
  - v. Have the ability to utilize latest technology (Video analysis, PowerPoint, WhatsApp).
  - vi. Have access to the latest FIFA teaching material.
  - vii. Be passionate about refereeing and the development of aspiring match officials.

**Duties – Finance Convenor:**

- a) Shall be responsible for the control of all financing activities relating to Referees Committee.
- b) Shall keep accurate records of all income and expenditure relating to Referees Committee.
- c) Shall be responsible for drafting an annual budget for submission to and approval by CTTFA Mancom.
- d) Shall liaise with the Treasurer (CTTFA) on all financial matters relating to refereeing and match officials.
- e) Shall maintain comprehensive books and records which shall be submitted to the Treasurer for review within 30 days of the financial year end, which shall be the last day of October each year.

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**Duties – Compliance Officer:**

- a) In the event of any written complaint or alleged infringement of the CTTLFA Articles, DC Code or Rules & Regulations, where an offence of misconduct is alleged by a member of Cape Town Tygerberg Referees or about a member of Cape Town Tygerberg Referees, the matter shall be referred to the CTTLFA DC Convenor in line with standard procedure as outlined within the CTTLFA Articles, Rules & Regulations and DC Code.
  
- b) In the event of any written complaint received from a club, a referee, and/or referee committee member, about a referee, and provided it alleges a contravention of the Cape Town Tygerberg Referees Schedule of Offences and is reported within 7 (seven) days of the incident, the referees committee would investigate and make recommendations for a member to appear before the Code of Conduct Committee comprising of a minimum of 3 (three) CTR members of which one must be the Code of Conduct Convenor.
  - i. The CTR Administration Convenor shall in writing notify the referee of the charge within at least 72 hours prior to the scheduled hearing.
  - ii. Should the member not be available to attend the scheduled hearing the member must advise the CTR Administrator within 48 hours of the scheduled hearing with proof and valid reasons for not been able to attend the meeting.
  - iii. Depending on the seriousness of the offence the Code of Conduct committee may refer the case to the CTTLFA Disciplinary Convenor.
  - iv. Written notification would be given to the member regarding the outcome of the hearing by the Code of Conduct Convenor within 4 days of the hearing.
  - v. The member has the right to appeal the outcome of the Code of Conduct Committees decision within 7 days of receipt thereof, to the CTTLFA Disciplinary Convenor.
  - vi. The member appealing the outcome must submit a written motivation of all proof and evidence in the said defense and or mitigating factors.