



Implementation Date: OCTOBER 2018

POLICY NAME: Non-Attendance to Appointments

The DBRA strives to have the best referee program in Australia and produce the best referees in the country.

Purpose of this policy:

Is to provide referees with directions as to how to notify supervisors of the referee's changes to availability after "roster locked" or inability to attend a rostered appointment after "roster locked". This will ensure that there will always be two referees on each court and ensure ongoing customer satisfaction. The policy should be read in conjunction with the rosters publication policy. The relevant portion of that policy is below:

Session Day	Day and Time Session Locked	Day and Time Session roster published
Monday	Friday 7pm	Saturday 7pm
Tuesday	Saturday 7pm	Sunday 7pm
Wednesday	Sunday 7pm	Monday 7pm
Thursday	Monday 7pm	Tuesday 7pm
Friday	Tuesday 7pm	Wednesday 7pm
Saturday	Tuesday 7pm	Thursday 7pm
Sunday	Thursday 7pm	Friday 7pm

* "Day and times published" during Grading Phase may vary due to availability of court plan

Procedure:

- If Referees need to change their availability in Referee Manager this must be done prior to the roster being "locked".
- Referees who become unavailable for the session after the roster is locked but before it is published are responsible personally to contact the relevant rosterer/ session supervisor by phone to ensure they are not appointed.
- Referees who withdraw from appointments after the roster is published will be penalised as per the penalties section of this policy unless a personal matter of pressing necessity exist.
- Any non-attendance to appointments without notification will be penalised under this policy and will be reported in referee manager by the session supervisor.

In the event a referee has a personal matter of pressing necessity for being unavailable to attend the appointment, the rosterer/ session supervisor is to be notified at the earliest possible opportunity. These circumstances will be treated on a case by case basis. The Referee Advisor in the normal review of the performance of referees will manage any frequent withdrawals or non-attendance of the referee from appointments.

Penalties:

1. Referee advises rosterer/session supervisor of unavailability between roster "Locked" and "Roster Published".

Penalty: The referee will be placed on the "Reserve" list for the next session.

2. Referee informs rosterer/session supervisor of withdrawal after the roster has been published but prior to the day of the session.

Penalty: The referee will be not be appointed to that session for the next session.

3. Referee informs rosterer/session supervisor of non-attendance to appointments on the day of the session.

Penalty: The referee will not be appointed to that session for two sessions.

4. Referee fails to honour the appointments. (No notification)

Penalty: The referee will not be appointed to that session for 3 weeks.