



**DANDENONG BASKETBALL ASSOCIATION  
REFEREE POLICY**



**POLICY NAME:** Referee Manager - Roster Publication  
**POLICY NUMBER:** DBAREF013-001.1

**Purpose:**

The purpose of this policy is to clarify the rules governing the Publication of rosters in the Referee Manager program. By creating this policy, all Referees, Staff and Session Supervisors will know when the rosters are locked, released and changed and the process by which they will be notified.

Referee Manager has the capability to send email notification, sms notification, lock the roster to prevent any availability changes and publish the roster to ensure officials are aware of their appointments.

**Procedure:**

- The below table will reflect when the roster is to be “Locked” and “Published”:
- Please be aware that rosters could be published any time between when it is “Locked” and the time specified for “Publication”

Session Name	Day and Time Locked	Day and Time 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

- Notification of when the roster is published will be sent by email through the referee manager program to all rostered referees.
- Notification of changes in a published roster will be sent by personal SMS from the supervisor if the change effects less than 4 people, or by SMS through Referee Manager to the entire roster if the change effects 5 or more people.

**Failure to follow Penalty:**

Supervisors failing to meet the requirements regarding publication of the roster will be penalised one (1) demerit point.

**VBRA Dandenong Branch Endorsement**

Endorsement Name: \_\_\_\_\_

Endorsement Signature: \_\_\_\_\_

Endorsement Date: \_\_\_\_\_

