



### Guidance to booking a Society Referee

**To book a referee you need to contact the appointments team at Kent Referees' Society ([APPOINTMENTSTEAM@KENTREF.CO.UK](mailto:APPOINTMENTSTEAM@KENTREF.CO.UK)). They will need to know the following:**

Date of match

Kick off time

Home Team (State Senior/U18) e.g Blackheath U18 Boys

Away Team (State Senior/U18)

Competition/Friendly

Venue if different to club.

- 1. To get a confirmation of a referee has been appointed to your game you need to login to WTR ([HTTPS://WWW.WHOSTHEREF.COM/](https://www.whostheref.com/))**  
When logging on for the first time please state the reason why you need access. E.g Team Manager for Blackheath U18 boys. We only allow access to WTR for club fixture secretaries and team managers responsible for confirming the game with the referee. If that is not you then your fix sec should forward any notification that a referee has been appointed.  
If your game is not listed then we don't have it.
- 2. Check on WTR that a referee has been appointed.** If there is no referee appointed to your fixture, then you need to be aware that you may have to find your own referee for the game. **We will not notify you that we cannot supply a referee only when we have appointed one.** The Society will try to find a referee right up to the day before the fixture. Once a referee has been appointed and accepted the game you will get an email notification. Sometimes these go into Spam so please do check your spam or login to WTR to check the status of your game.
- 3. If you find a referee for your game please inform the appointments team that you no longer need one.**([APPOINTMENTSTEAM@KENTREFS.CO.UK](mailto:APPOINTMENTSTEAM@KENTREFS.CO.UK))

4. **You need to confirm the game with the referee and any advisors appointed to the game.** With the recent errors, referees will not turn up to the game unless they receive confirmation from you that the game is on. Failure to confirm the game with the referee in good time may result in your referee being appointed elsewhere. Please do not ask/chase for referees for games until your game has been confirmed by the opposition.
5. **Alterations to game.** If the kick off time changes you need to inform the appointments team and the referee immediately. **PLEASE NOTE WE ARE NOT LINKED TO GMS** so making changes on GMS may not get through. If your opposition pull out of the game you must contact us even if you manage to get a new opposition. League games are a priority to us and replacing the game with a friendly could mean that a league game is unappointed. If this is abused, we will not make your league games a priority. **YOU MUST NOT HOLD ONTO THE REFEREE.**
6. **If your game is cancelled, please inform the appointments team asap and also any referee or advisor appointed to the game.** This will ensure that we can appoint the referee somewhere else and you will not be charged.
7. **You will be sent an invoice every month for games appointed to.** This is why it is important to inform the Society of any cancellation. Any late cancellation on the day will be charged as we will be unable to appoint the referee elsewhere. Although referees are voluntary, the Society re-imburses the referee for any expenses incurred.
8. **Feedback Post game.** Feedback is very important to a referee's development. We are asking for your help to ensure that your team takes just a few minutes to provide appropriate constructive feedback after each game.

You will receive an email requesting referee feedback with a link, please pass this onto the relevant coach/captain for processing. It is important to complete these as it helps towards referee development and training for Society Training meetings when we see a definite trend. Failure to complete these on a regular basis will mean that you are excluded from the being included in the Whistler Trophy.