



## Administrative things you need to do when you start your appointments are:

- Ensure your personal details are up to date on 'Who's the Ref' (WTR) To do this go to contacts on the menu (left hand side) enter your name and click find. Click the pen and note pad to alter personal details. If changing your address you also need to click 'Find' the 'Lat\_Lng coordinates' to enable google to calculate your mileage.
- Keep filling in your availability on 'Who's the Ref' (WTR) Try to do 2 months ahead, you can always go on and change your availability if you then become unavailable. Please note that if you enter AM/PM it means you are available for a morning game AND an afternoon game (2 games) . If you need help and are not sure please contact me.
- You will receive your appointments via email, please accept or decline games using the link in the emails. This generates an email to the club informing them of the referee for their game. They will ring you to confirm the game prior to the fixture.
- A week before the match you will be able to download to your phone or print a QR code to enable you to receive captains' feedback on your referee performance. This is very valuable to improve your game and good criticism is proactive. To print go to your appointment and click on the link. The club will also receive a link as a reminder after the game if the captain fails to complete it. You will be able to read the feedback through WTR.
- After each match go to your appointments and fill out the Officials Feedback Form by clicking on **KH** in one of the columns against each appointment, it will take you about a minute to complete. Tick the box to say you have completed it and that there are no more changes

and click SAVE. The winning club will win the 'Whistlers Trophy' at the end of the season. If this report is not filled in for each appointment, WTR will not let you claim expenses.

- Post match, go to your appointments on WTR and fill in your mileage expenses using the 'Edit' function in the end column of each game. Whose the Ref will automatically fill in the mileage for you from your home address. If for some reason you have to choose another route please alter the mileage but put a note to explain the reason for the diversion. E.g road closure. Referees who choose to not claim, click the box 'Not Claiming' This then gives us an accurate idea of the actual cost to run the society. This procedure only saves your entries it does not submit them.
- At the end of the month go to the 'expenses' tab on the left hand side on WTR and click 'submit' to send your claim to me. You should receive a confirmation email. All this information can also be found on our website.
- If you have to give a red card in your match, you will have to make a report. I suggest you make a note of the name of the player, their number, team, playing time and score at the time of the incident. When you return home you must ring Bill Hobba or Alan Crane (number on website under committee) and they will talk you through the admin process for this. There are guidelines for report writing on the downloads page of our website ([www.kentrefs.co.uk](http://www.kentrefs.co.uk)). The procedure for submitting a red card using WTR can also be found on our website. It is standard procedure to let Bill and Alan see it before you tick the box for final version to save it.

We have monthly training meetings which we require you to at least attend 2 in a season as these sessions will help you in your development as a referee and keep you up to date. Steve Matthews is our training officer and copied into your introductory email. Once you have settled in, the committee will then recommend you become a full member. Full membership is £25 a year and is free for the first year for new referees just starting out and £1.00 for students.

We supply you with scorecards. You will also be provided with a free Kent Society Referee Shirt.

As a new member once you have completed 6 games contact our administrator to qualify for a free basic kit package of Navy shorts, tracksuit, socks. These can be purchased from our online shop and will be reimbursed to you by BACS.