



Manly Warringah Football
Referees Association
2017 Registration Step by Step
Guide

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Message from The Registrar

Dear Referee,

This note explains the 2017 MWFRA Registration processes for returning members in respect of:

- Registration and accreditation fees changes.
- No registration until 2016 fees outstanding are cleared.
- No registration until 2017 re-accreditation requirements met.
- The new FNSW Member Protection Declaration ID requirements.
- The Working with Children Check for MWFRA Assessors and Mentors.
- Online registration via MyFootballClub INCLUDING uploading a photo for a Referee's ID card.
- The new online referee information website.
- Requirements for approval in 2017

Registration and Accreditation Fees

Beginning this year, the new annual registration fee is **\$46**. This is solely a Football NSW and FFA fee, which is charged to each referee in the state – the MWFRA does not charge a registration fee.

The \$46 fee is broken down into 2 parts.

1. A \$40 Fee is payable to Football NSW, which every referee pays to referee in the state of NSW.
2. A new \$6 yearly fee is payable to Football Federation Australia. This fee replaces the old \$22 fee payable every 4 years.

No Registration until 2016 fees outstanding are cleared

If you have a debt to the Association for FNSW registration fees, FFA accreditation fees, uniform or course fees or any other debt that is outstanding from 2016 or an earlier year, your application for registration for 2017 will not be approved until you have paid your debt outstanding.

No Registration until 2017 re-accreditation requirements met.

Most returning referees, whose 2013 to 31 December 2016 FFA accreditation has expired, are eligible for automatic reaccreditation by MWFRA (in line with The Australian Officiating Development Schedule), having officiated for more than the minimum 24 hours in total over the previous 4 years (24 hours is the requirements for FFA Level 4 Referees, and it's 48 hours for FFA Level 3 Referees).

You can request to see your FFA accreditation status by emailing the registrar at registrar@mwfra.org.au

For re-accrediting FFA Level 4 referees, if you are short hours, your re-accreditation requirements are to (a) successfully complete the FFA online Laws of the Game (LOTG) course and (b) attend a

practical coaching session at a monthly general meeting, the first of which is Monday 20 March 2017.

For re-accrediting FFA Level 3 referees, in addition to the minimum hour's requirement, you must also successfully complete the FFA Level 3 Referee exam. You can sit this exam at the first monthly general meeting, which is will be held on Monday 20 March 2017 or earlier when the MWFRA hold a Level 3 referee course.

FNSW Member Protection Declaration

In 2013, NSW legislation was amended to exempt referees from the Working with Children Check requirements (but see below where it applies to MWFRA Assessors and Mentors). However, Football NSW has introduced a Member Protection Declaration (MPD) for working-with-children football participants (including referees) aged 16 or over.

This year all members of the association will complete a digital version of the form, using the Secondary Refereeing Information Site. It is a requirement you fill this in correctly as it will be treated as a legal declaration.

It will be required of you will then need to bring either a photo ID (or birth certificate for under 18s) with you to the first monthly MWFRA General Meeting for it to be scanned to be stored digitally.

The referees are not required to complete the form and produce photo ID:

1. Referees who will still be aged less than 16 by 30 September 2017, OR
2. Team Refs, that will only officiate on Team Ref duty games.

The Working with Children Check (WWC Check) for MWFRA Assessors and Mentors

Although the WWC Check does not apply to referees when acting in their capacity as a match official, it does apply, from 2015, to MWFRA members acting in the capacity of an Assessor or Mentor.

You need to apply for a WWC Check number online at <https://wwccheck.ccyp.nsw.gov.au/Applicants/Application#>.

As Assessors and Mentors are paid a fee, in this online application you will need to select "Purpose for check" = "Paid employee" and "Child-related sector" = "Clubs or other bodies providing services to children".

You will need to visit a motor registry to show proof of ID and pay an \$80 fee to complete the process. The WWCC number is valid for 5 years and, if you don't otherwise need this for your regular employment, the MWFRA will reimburse you \$16 in each year that you are active as an Assessor or Mentor. You need to advise the Registrar of your WWC number and I will then obtain a verification receipt off the WWCC database.

MyFootballClub Online Registration

The steps and screens for online MyFootballClub registration are mostly the same as last year, just with a couple of different changes. The only change to this year's process is that there are no additional questions you must answer at the end of the registration.

We are now able to produce an FFA/FNSW Referee's photo ID card from MyFootballClub – to do this it is vital that you upload a photo to MyFootballClub.

For MWFRA Assessors and Mentors, we can produce a second card that is so labelled to enable you to identify the capacity in which you are acting, as required.

It will be a requirement to have an up to date photo on MyFootballClub, that was taken in the past 2 years. Until you complete this your registration will be held pending.

Secondary Referee Information Website

This year the MWFRA is using a secondary website to collect information about referees that would usually be collected of the MyFootballClub website. The reasoning behind this is that MyFootballClub has become an ineffective way of collecting, storing and viewing important information about referees that is vital to the running of the association.

Built on the Google platform, the website allows the association the flexibility to ask and store up to date information on Referees without having the time and technical constraints that MyFootballClub has. It also allows the association the ability for referees to update their contact information, without the hassle of going through MyFootballClub.

In regards to security of your information, all Google products use AES-128 Encryption to store any data that you give us. This standard is used by almost all governments around the world to encrypt sensitive material.

Requirements for Approval in 2017

The following are the mandatory requirements that each referee must meet before the registrar can approve their registration.

1. Hold a valid referee accreditation.
2. Have no outstanding debts owing.
3. Register using MyFootballClub meeting the following requirements:
 - a. Have up to date contact details on MyFootballClub this includes your address, mobile number, home phone, work phone numbers and **importantly your email**.
 - b. Upload a recent photo of yourself. The photo needs to have been taken in the past 6 months and must show you looking at the camera with you not wearing any hats or glasses.
 - c. Have chosen the correct registration package.
4. Complete the required forms on the Secondary Referee Website meeting the following requirements:
 - a. Complete all fields marked with a “*” and attempt all other questions.

Please Note:

Completing your online MyFootballClub registration is merely an application for registration – your application will only be approved when you have meet the requirements for registration and have been approved by the Registrar.

You are **not** allowed to referee until you have been approved.

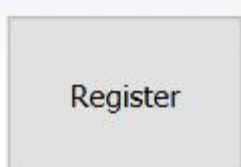
MyFootballClub Registration Process

Step 1.

Logon to MyFootballClub using the link provided above.

Your MyFootballClub login is your FFA Number and your personal MyFootballClub password.

If you can't remember your MyFootballClub password, the first step of the MyFootballClub process allows you to find your FFA Number and retrieve your password (NB: MWFRA has no record of, and no access to, your MyFootballClub password).



Step 2. Click "Register"

Step 3.

Please upload a photo of yourself that is less than two years old. This can be done by clicking the "update" button and following the prompts to upload a new photo.



Contact Details

Address 1: *	<input type="text"/>
Address 2:	<input type="text"/>
Suburb: *	<input type="text"/>
State:	<input type="text"/>
Post Code: *	<input type="text"/>
Home Phone:	<input type="text"/> <input type="text"/> <input type="radio"/> Is Primary
Mobile Phone: *	<input type="text"/> <input type="text"/> <input checked="" type="radio"/> Is Primary
Work Phone:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="radio"/> Is Primary
Email Address: *	<input type="text"/>
Confirm Email Address: *	<input type="text"/>

Step 4.

Please ensure that your personal details are updated, as Matchref takes these into their system and uses it to display your mobile or sending you important emails.

Once completed click next at the bottom of the page.

Step 5.

Begin to type "Manly Warringah Football Referees Association" into the Club and select "Manly Warringah Football Referees Association (Club)" from the drop down list.



Step 1: Manly Warringah Football Referee

Step 2: Select Registration

Step 3: Select Registration

Step 4: Add Packages

Step 6.

For registration type, select 'Referee', which should be the only one you can choose.

Step 7.

Confirm which category you are want to register for. Remember you are a senior referee if you are aged 18 years or older as of the 31st December 2016.

Official

Category : Senior

Confirm Edit Cancel

Step 1: Manly Warringah Football Referee

Step 2: Referee

Step 3: MWFR - APPOINTABLE

Step 4: Add Packages

Step 8.

Select either "MWFR - APPOINTABLE" or "MWFR - TEAM REFEREE" package. Then click "Add Packages" followed by "Next" at the bottom of the screen.

Step 9.

Read and Accept the 6 different Terms and Conditions, by ticking each box Then click "next" at the bottom of the page.

☐ I have read the agreement above and I fully understand and agree to all terms.

CONTACT DETAILS SELECT REGISTRATION TERMS & CONDITIONS PAYMENT ADDITIONAL QUESTIONS FINISH

Club Name : Manly Warringah Football Referees Association (Club)

Role : Referee

Package : MWFR - APPOINTABLE

Package Amount (AUS) : 0.00

Step 1 - Additional Items
There are no additional items offered by the club

Step 2 - Payment

Amount Total (AUS) : 0.00

Next

Step 10.

Confirm that there \$0 balance owing at this point. This is because your fees will be deducted out of your matchday payments. Then click "next" at the bottom of the page.

If there is not a \$0 balance, please email the registrar at registrar@mwfra.org.au

Step 11.

You have Finished part 1 now follow the instructions on how to complete the secondary refereeing information forms.

Finish Log-Out

CONTACT DETAILS SELECT REGISTRATION TERMS & CONDITIONS PAYMENT ADDITIONAL QUESTIONS FINISH

Registration Submitted

Your registration is now recorded and pending acceptance by the club registrar.

Secondary Registration Process

Step 1.
Go to the web address
<https://sites.google.com/view/mwfra/>



Senior Referee Junior Referee Team Referee

Step 2.
Select one of the options at the bottom of the page that applies to your 2017 registration.

Step 3.
Read the instructions on the next page and click the next button at the bottom of the page.

A screenshot of a web form titled "Personal Information". It has a red asterisk indicating required fields. The first field is "Full Name" with a red asterisk and the instruction "Separated with Spaces". Below it is a text input field with the placeholder "Your answer". The second field is "Date of Birth" with a red asterisk and the instruction "Please note format required is MM/DD/YYYY". Below it is a date picker showing "MM / DD / YYYY" and "2017".

Step 4.
Complete the "Contact Information" page, by either typing your response into the space provided or selecting the appropriate option. Making sure you fill out all sections where a

"*" is shown.

Step 5.
Click Submit and wait for the dialog box to say "Please continue to the next page." You may need to scroll up to the top of the page to see this.

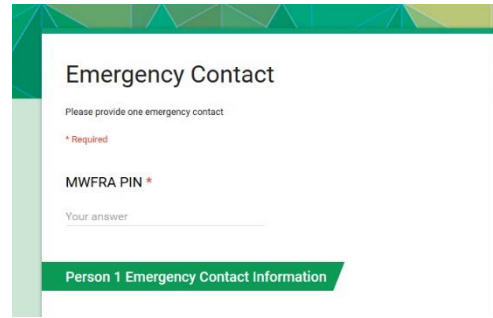


Step 6.
Click "Next" to proceed to the next form.

Step 7.

Complete the "Emergency Contact" page, by either typing your response into the space provided or selecting the appropriate option. Making sure you fill out all sections where a

"*" is shown.

A screenshot of a web form titled "Emergency Contact". Below the title, it says "Please provide one emergency contact". There is a red asterisk and the word "Required". Below that is a field labeled "MWFR PIN *" with a red asterisk. Underneath is a text input field with the placeholder "Your answer". At the bottom of the form, there is a green bar with the text "Person 1 Emergency Contact Information".

SUBMIT

Step 8.

Click Submit and wait for the dialog box to say "Please continue to the next page." You may need to scroll up to the top of the page to see this.

Step 9.

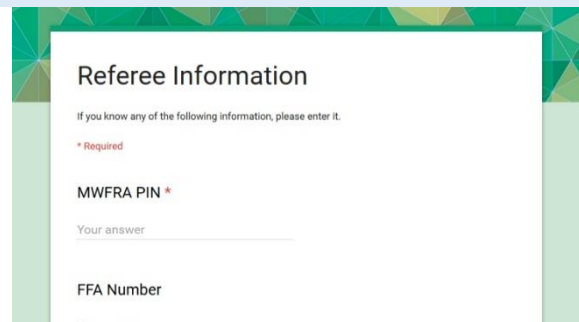
Click "Next" to proceed to the next form.



Step 10.

Complete the "Referee Information" page, by either typing your response into the space provided or selecting the appropriate option. Making sure you fill out all sections where a

"*" is shown.

A screenshot of a web form titled "Referee Information". Below the title, it says "If you know any of the following information, please enter it." There is a red asterisk and the word "Required". Below that is a field labeled "MWFR PIN *" with a red asterisk. Underneath is a text input field with the placeholder "Your answer". Below that is a field labeled "FFA Number" with a red asterisk. Underneath is a text input field with the placeholder "Your answer".

SUBMIT

Step 11.

Click Submit and wait for the dialog box to say "Please continue to the next page." You may need to scroll up to the top of the page to see this.

Step 12.

Click "Next" to proceed to the next form.

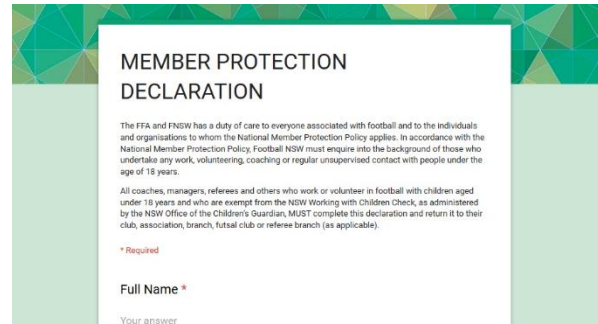


Step 13.

Answer the question relating to the Member Protection Declaration, by either clicking on either the "Yes" or "No" button.

Step 13.1.

If you answered Yes, you will need to follow the instructions and fill out your information on the MPD page correctly. It is important you fill this out correctly as this is a legal document.

The screenshot shows a form titled "MEMBER PROTECTION DECLARATION". It contains a paragraph of text explaining the FFA and FNSW's duty of care and the National Member Protection Policy. Below this, there is a section for "Full Name" marked as required, with a text input field and a "Your answer" label.

SUBMIT

Step 13.2.

Click Submit and wait for the dialog box to say "Please continue to the next page." You may need to scroll up to the top of the page to see this.

Step 13.3.

Click "Next" to proceed to the next form.



Step 14.

Answer the Question relating to the allocation of a team for the 2017 season, by either clicking on either the "Yes" or "No" button.

Step 14.1

If you answered Yes, you will need to follow the instructions and fill out information regarding which team you would like to be associated to.

Making sure you fill out all sections where a

"*" is shown.

The screenshot shows a form titled "Team Allocation". It contains a section for "MWFR PIN" marked as required, with a text input field and a "Your answer" label. Below this, there is a section for "Player or Team Referee or Coach/Manager" marked as required, with three radio button options: "Player", "Team Referee", and "Coach/Manager".

SUBMIT

Step 14.2.

Click Submit and wait for the dialog box to say "Please continue to the next page." You may need to scroll up to the top of the page to see this.

Step 14.3.

Click "Next" to proceed to the next form.





Step 15.
You have Finished!

Additional Notes

If you see the following message:

Are you sure?

This page is asking you to confirm that you want to leave - data you have entered may not be saved.

Leave PageStay on Page

It means you have not hit the submit button. Please click "Stay on Page", then click the blue submit, then try hitting the next button again.