

FOREWORD AND ACKNOWLEDGEMENT

In welcoming you to the refereeing fraternity, it is appropriate to remind you of important obligations you now accept. The Laws of the Game indicate your powers and duties, but your methods of managing players and situations is also extremely important. Authority should be asserted through an obviously warm and caring personality. Aggression in enforcing the Laws is out of place on the field of play. Consistent, fair and firm interpretation and application of the Laws, coupled with sensitive management techniques earn the greatest respect and it is through gaining respect that your job will become that much easier and more enjoyable. The game of football will also be better served by your adoption of such an approach.

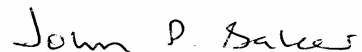
No single volume alone can make you into a top class referee, but this booklet offers general introductory advice and guidelines to help you in your new role and provides an outline of the way ahead.

The Football Association is fortunate to be served not only by a large number of dedicated Referee Instructors, but also by its Regional Managers who assist referees from candidate stage through to international match heights. The advice enclosed in this booklet has been updated to reflect current practice by Regional Managers and Senior Licensed Referee Instructors.

Congratulations on your recent qualification as a referee and do enjoy contributing this major service to the game.

Male and Female

Reference to the male gender in this booklet in respect of referees, assistant referees, players and officials are for simplification and apply to both males and females.



John P Baker
Head of Refereeing
May 2004

NOW YOU ARE A REFEREE

Having qualified by examination to become a referee you will have to register each season, with the County Football Association within whose area you reside, or with the Amateur Football Alliance, or if you are a member of HM Forces, with the appropriate Services Association.

* CLASSIFICATION *

- International:** Referees who are on the FIFA List of Referees.
- Level 1:** Referees selected by The Association to serve on the National List and who meet the requirements of FA Regulation 4.
- Level 2:** Referees selected by The Association to serve on the Panel List who meet the requirements of FA Regulation 4.
- Level 3:** Referees, other than those on the Panel List, selected to officiate on a Contributory League and who meet the requirements of FA Regulation 4.
- Level 4:** Referees selected to officiate on a Supply League and who have been allocated a place as an Assistant Referee on a Contributory League.
- Level 5:** Senior County Referees. This classification includes referees who have served at a higher level.*

** Where a Referee has achieved a level higher than Level 5 and is then not retained, the Referee is to be classified as a Level 5 Referee, with the option of further promotion in the normal way or until a status of non-active is declared by the individual.*

- Level 6:** County Referees
- Level 7:** Junior Referees not in Level 8 or below
- Level 8:** Youth Referee, A Level 8 includes all Referees between the ages of 14 and 16 as at 1st March each session. A Level 8 referee will automatically become a Level 7 referee on reaching the age of 16.
- Level 9:** Trainee Referees undertaking the Basic Referees Course will be registered as Level 9. A Level 9 Referee will automatically become a Level 7 referee on successful completion of the Basic Referees Course and having attained the age of 16.
- Level 10:** Declared non-active Referees

All Level 7 Referees must serve a minimum of one Registration Period before applying for promotion to Level 6. After this promotion a Referee can proceed at the rate he is capable.

Level 7 and 6 Referees must apply for promotion in writing to their Affiliated Association by no later than 1 June preceding the season in which the promotion is sought (normally on the re-registration form from your County FA). Promotion to Level 6 and Level 5 classification shall be based on a Referee's practical performance on the field of play. This will be determined by considering the Marks and Assessments by Assessors on a minimum of three games and the Club reports from Competitions for players over the age of 16 years, over a minimum of 20 games during any one marking period, officiated in as a Referee.

In addition to their practical performance on the field of play, Referees will be required to attend in-service training, as determined by The Football Association, and successfully complete a written examination set by The Association prior to the promotion being confirmed.

Where there is an opportunity to progress beyond Level 5 - Senior County Referee, a further requirement for promotion to Level 5 is the completion of five games as an Assistant Referee in the promotion season.

At an interim meeting at the end of September, County Associations may identify a group of Level 7 referees who are showing promise and consider them for a promotion directly to Level 5 in the March Meeting. Referees being considered for this promotion would require an additional 20 games and a further three assessments at the higher level of challenge. The referee must attend an In-service course for Level 6 to 5 and take the appropriate examination.

MATCH APPOINTMENTS

The grade of referee appointed in a league or competition will depend upon its seniority. Thus only the more senior referees will be appointed to matches in the FA Cup competitions, The F.A. Premier League and The Football League. If you are newly qualified you will probably, for a time, control only junior games before progressing further. You will probably gain your first experience in Youth competitions. At all stages of your career, you can also learn by acting as an assistant referee in a competition where a higher grade of referee is required.

Usually you are required to apply to junior competitions for appointments. You will have been informed of the leagues and competitions which may be pleased to use your services. At once contact these leagues and competitions to let them know when you are available to officiate.

It is essential to study the rules governing the league or competition in which you are a referee.

Prompt attention to correspondence is important, such as in acknowledging appointments and in sending confirmation notices to home clubs. This procedure can be made simple by using printed cards which can usually be obtained at any local branch of The Referees' Association.

REFEREE'S KIT AND MATCH PROCEDURE

It is a principle that the referee should wear dress which is distinctive from that of the players. For this reason a black uniform, consisting of a shirt and shorts, is now generally accepted and can be purchased from several sources. The County FA or Referees' Association will give advice, if required. You should aim to be neat in appearance without looking over-dressed or showy and should make sure that your kit fits comfortably.

A list of the usual requirements would be:

- (a) black shirt, with association badge and white collar and cuffs
- (b) shorts of same black material as the shirt
- (c) stockings, black with white tops
- (d) lightweight football boots with clean laces
- (e) two watches – one of which has stop action
- (f) two good whistles – differing in tone or pitch if possible
- (g) two pencils, small note pad and/or a scorecard
- (h) a coin
- (j) red and yellow cards
- (k) a copy of the rules of the competition in which you are officiating and of the "Laws of Association Football".
- (i) a copy of The Football Association training booklet, "Advice on the Application of The Laws of the Game".

The "Laws of Association Football" is the referees' bible.

Perhaps the most important item of equipment is the whistle. Feeble whistling, even if heard by the players, suggests to them that you are uncertain.

Check the kit in your bag carefully before leaving home for the match. It is also important to check transport arrangements to ensure that you will arrive at the ground at the proper time, usually 40-45 minutes before the kick-off. In bad weather it is advisable to arrive even earlier, to check ground conditions. Remember, however, that in most games weather conditions must be really bad before you decide to postpone or abandon the game. On arriving at the ground, you should report to a representative of the home club before making an inspection.

FOOTBALL ASSOCIATION MATCH OFFICIALS' ASSOCIATION (FAMOA)

Once you are a qualified referee and registered with The Football Association then you are in FAMOA. Below are the basic aims of FAMOA and what it can do for you.

What is it?

- An association for all referees currently registered with the FA
- Includes Assessors, Mentors and Instructors

What does FAMOA do?

FAMOA will provide:

- A national system and assistance for all referees
- Information on the criteria to achieve promotion
- Advice and instruction on current refereeing issues
- Information and access to fitness training appropriate to your level of refereeing
- Accessibility to those people who can assist in your development as a referee
- Information on all issues connected with refereeing and Football
- A focus for all referees at all levels within the game
- An opportunity to join The FA Incentive Scheme
- An Annual Development Day in each Region of the Country.

THE REFEREES' ASSOCIATION

A referee never stops learning and even the most experienced senior referees need to keep abreast of changes in the Laws and developments in refereeing techniques. Passing the referees' examination shows that you have achieved the required basic knowledge, but your education as a referee is by no means complete. With this in mind, The Football Association recommend that every referee should join his local branch of The Referees' Association.

There are over 300 branches of The Referees' Association throughout England and their basic function is to look after the interests of the referee in every respect. These branches hold regular meetings where you can meet experienced referees who will be only too pleased to assist with any problems. Programmes include guest speakers, instructional nights, Laws discussion and many social events. All these contribute assistance to referees in their progress throughout their career with the whistle.

Your Instructor will give you details of the branch of The Referees' Association near your home, but should you have difficulty in making contact, the headquarters of The Referees' Association is based in Coventry and has the following contact numbers:-

Telephone: 02476 601 701; Fax: 02476 601 556;

E-mail: ra@footballreferee.org

Website: www.footballreferee.org

MENTAL ATTITUDE AND ALERTNESS

It is not easy to assess your mental aptitude and temperament for refereeing, but it will be helpful to describe some of the qualities required. As a referee, you must never cease to be alert and above all, be watchful and aware of the changing situations in the game and of the players in relation to each other.

You must learn to distinguish between fair and unfair play and remain totally impartial, keeping a cool head and refusing to be caught up in the emotion of the game. You must not let your judgement be swayed by appeals from players – indeed your whole attitude and bearing must show that you are confident of your ability to control the game. This does not mean that you should be over-demonstrative or show off, but it does mean that you should, when necessary, be able to assert yourself.

Gradually you will develop your own personality as a referee. Experience will teach you how to interpret the laws and, provided you are alert, fair and firm in how you apply them, you will earn the respect of the players in a natural manner. Many games will run smoothly and decisions will be easy to make, but others will throw up awkward situations and you will be judged by the way you deal with them. Try not to be hesitant in giving a decision, for nothing is more likely to make the players doubtful of your ability.

You will find that most players will accept your decisions, right or wrong and will respond to advice or warning given in a firm but friendly manner. No players should be allowed to get away with any deliberate infringement otherwise the remainder will sense the injustice and feel that you are weak in your handling of the game.

In junior games you will rarely have the help of assistant referees, who are qualified referees themselves and therefore you must be prepared to make decisions yourself. Less skilful players tend to rely on effort and enthusiasm and sometimes they will hopelessly misjudge a challenge on an opponent. When this happens, you have to consider factors such as carelessness and the amount of force used. Of course, you must punish such unfair challenges with a direct free kick (or penalty kick if the player is in his own penalty area when making the unfair challenge), but it is only necessary to take further action, such as a caution or a sending off, if his actions are severe. Be careful not to magnify the situation but, on the other hand, never be afraid to act firmly within the Laws. There is all the difference between mistimed effort and deliberate foul play and you must show by your decision that you recognise the difference.

On and off the field referees should conduct themselves with a quiet dignity and firmness. You are well advised to keep apart from players and officials as far as possible. This doesn't mean that you should appear unfriendly. It does mean that you should avoid arguments about the justness of your decisions, or post-mortems in the dressing room after the match, even when you are certain that you have made no mistakes. Throughout you must remain unobtrusive but an effective master of the situation, whether it is a straightforward occasion for awarding a free kick or some unprecedented happening for which no rule, however far-seeing, could provide. Such happenings may come only once in your experience, but by your understanding of the spirit of the Laws of the Game, you should be able to arrive at a sensible and satisfactory solution.

Confidence in yourself will carry you through the worst of situations and more important, it will make officials and players have confidence in you.

MENTORING

During your basic course of instruction, you may have undertaken a few games under the stewardship of a Mentor who was assigned to look after you. His purpose was to guide you through your initial games and first steps into practical refereeing; to help, advise and support you, providing assistance in most matters relating to refereeing in general.

This help is invaluable as you develop and apply your budding refereeing skills on the field of play itself.

Your County Football Association or local Referees' Association Branch may operate a mentor scheme as you become fully qualified after taking the Referees' Examination. It is recommended that you join such a scheme, if at all possible, in order to draw upon and receive the practical help and advice that is on offer. Be positive in your relationship with your Mentor – none of us can ever say that we stop learning and developing as we build upon and share experiences in seeking to improve on field performance.

If you are lucky enough to have a Mentor, he will try to observe as many of your first games as possible, bearing in mind that he might still be active as a referee and have other match commitments. Be pro-active, however, and do not be afraid to seek out your Mentor by telephone or in person to discuss your successes from your games, as well as to seek advice if there are things to be learned.

CONTINUATION TRAINING

Having taken the first step in passing the Referee's Examination, there is still more that can be learned from your colleague referees, mentor, as well as your local team of Referee Instructors. You are on the threshold of your refereeing career, with many years of enjoyment ahead of you.

The Football Association is committed to giving everyone in the country an equal opportunity to develop his or her skills and enjoyment in refereeing. Seminars, workshops and FAMOA conference events are held regularly to support your ongoing development as a referee. An integral part of the promotion scheme as a referee is attendance on a dedicated seminar to prepare you for the next step. However, there are a number of courses that will be operated within your County which are of value to you immediately, and you are encouraged to participate in them.

The game of football is ever changing, and we all need to ensure that we keep ourselves as up to date as possible with the knowledge and skills that we need to be effective and respected as referees.

GLOSSARY OF TERMS

Once you mix with and meet other referees, you will hear them using phrases and terminology which may confuse you. There is, perhaps, a restricted code of language used amongst referees and some of the more frequently used terms are explained below.

Closed Date

A date when you are not available to referee or act as an assistant. These should be notified to all Competition Secretaries as soon as they are known.

Open Date

A date on which you are free to accept a match appointment.

Assessment

A measure of your performance as a referee or as an assistant referee.

Incident

The description of what happened when writing a Misconduct Report.

Offence

The part of Law 12 for which you are reporting a player, club official, etc.

Patrol Path

The quarters of the field of play along which a referee will predominantly operate. When acting as an assistant referee, you will be asked to operate on the opposite patrol path, or diagonal, to that of the referee. He may refer to this as "outside rights, outside lefts, left backs or right backs". If you are not sure what his requirements are, it is wise to seek clarification prior to the game.

Throw-Back

An appointment which arrives close to the time of the game because another referee or assistant referee has had to withdraw from it. This will often arrive via the telephone but, in any case, should be confirmed immediately to the Competition Secretary.

PHYSICAL FITNESS FOR REFEREES

Although stamina is important to a long distance runner and a referee may well cover a distance of four to six miles in the course of a match, the referee will also be called upon to sprint, jog, walk, move sideways, move backwards and even to stand still for a moment or two.

It is sensible, therefore, to include a variety of such movements in a regular training schedule.

The Football Association booklet 'A Guide to Fitness for Referees' offers general advice and guidelines on how to become fitter and better prepared, both physically and mentally, to officiate in the modern game.

The older you are and the longer you have not been involved in physical activity the more care you must take before starting to referee. Whatever your age the amount of exercise you do should be carefully considered so you do not suffer from undue fatigue or strain. After a bout of exercise you should feel 'pleasantly tired' and not totally exhausted. If you do too much too soon you will become fatigued and the results could be harmful. Getting fit is a slow and gradual process and cannot be achieved overnight.

Fitness Training Leaders organise fitness training sessions throughout the country for the benefit of all referees. Why not find out where your nearest supervised referee fitness training group is based and join them?

Always remember – **It is your responsibility as an active referee to attain and maintain a level of fitness appropriate to the level at which you referee.**

To find out how fit you are at the moment complete the Fitness Awareness Profile before commencing training or refereeing.

Prior to any training session or match, make sure you warm up properly by following the advice in the booklet '**A Guide to Fitness for Referees**'.

Select a fitness programme that is appropriate to your level of fitness, varying the type of training within that programme i.e. running, sprinting, intervals, or circuits, to give yourself plenty of variety.

Football authorities throughout the world monitor the fitness level of their referees by means of a fitness test. As you progress you will be required to undertake such a test. Initially, this likely to be a continuous running test where you have to complete a specified distance over a period of 12 minutes.

Referees and Assistant Referees on the National List undergo a Multi Stage Fitness Test and a Repeated Sprints Test as well as tests for their blood pressure, maximum oxygen uptake, body fat percentage, cholesterol and haemoglobin.

It should be noted that all the tests are used as a means of monitoring health and fitness for referees and their assistants and they are not designed to be a method of training.

Whatever your level of refereeing it is possible to compete for a Football Association Fitness Award. The fitter you are, the higher the award.

Though it is possible to keep fit with one good session of training each week, it is preferable to do two sessions, say on Tuesdays and Thursdays. Refereeing regularly at the weekend and perhaps occasionally mid-week is not regarded as suitable and sufficient training in itself for the referee seeking to be fully prepared for the demands of the modern game.

Fitness Groups are now operating in many parts of the Country and you can find details of those close to where you live by visiting The FA Website www.TheFA.com or by contacting your Regional Manager or County Training Officer.

REFEREE AND ASSISTANT REFEREE SIGNALS

Signs and signals should be kept to a minimum consistent with maintaining control over the game and making decisions clear beyond all doubt. For example, it is not necessary to signal by whistle, if the ball is ballooned over the crossbar by an attacker, a sign by hand is sufficient to indicate the goal kick. When using the whistle make it talk, ie a short sharp note for purely technical infringements and a more strident blast for a bad foul. When awarding a goal it is **NOT** necessary to blow the whistle unless the ball rebounds into the field of play; no dramatic gesture towards the centre mark is necessary, sufficient confirmation is given when you note the fact in your match record. A useful point to remember is that you must always blow your whistle to stop the game, but it is not always necessary to blow for restarts.

INJURIES

Team officials may only enter the field of play if you have given them express permission to verify injury (and not to treat it) and then to have the player removed. A player who needs treatment must, therefore, be taken off the field of play for appropriate attention. The safety and health of players is of paramount importance. If medical resources in local football are not readily at hand, you should urge club trainers, particularly if they are clearly not expert at the job, to take every care in any diagnosis before the trainer arranges the removal of a player from the field for treatment.

MISCONDUCT

As a referee you act with the full authority of your County Association and The Football Association. When necessary, a player has to be cautioned for his behaviour and in extreme cases of misconduct the player has to be ordered from the field of play.

You, the referee, also have to report officials and spectators who interfere with the progress of the game.

If a player is cautioned or sent from the field of play, a report shall be sent within two days (Sundays not included) to the appropriate authority, which will almost always be the Secretary of your County Football Association, although there may sometimes be local variations to this arrangement. Reports, which should be in duplicate, should be brief and deal only with the incident.

The Football Association has produced a booklet entitled "A Guide to Misconduct Report Writing" which you will have received as a part of your Welcome Pack on your recent Basic Training Course.

SUMMARY OF REPORT WRITING PROCEDURE

1. Quote the **FULL** name of the player and his club and the competition.
2. State clearly the **OFFENCE** for which the player was cautioned or sent off under the provisions of Law 12, as detailed in the "Laws of Association Football", and reproduced in Note 4 of the Report Form.
3. Report the **INCIDENT** accurately, briefly and clearly. Do not confuse the **OFFENCE** and the **INCIDENT**.
4. The following points may be of relevance and help build up a general picture:-
 - (a) the time at which the incident took place
 - (b) the position at which the incident took place
 - (c) as referee, your position and distance from the incident.
5. Present your report in the most legible manner. If your handwriting is difficult for others to read, then please print it or type it up if at all possible.
6. Do, please, check your spelling! Almost every important word that you will need to use is in the "Laws of Association Football". Remember, a copy of your report is sent to the player and the club concerned.

7. Your reports must be in duplicate. The use of appropriate carbon paper (ie “pencil” or “typing”) ensures that both copies are the same. However, check the quality of the duplicate copy. Photocopies must be of both sides of the form to include the notes. Save a copy for your own future reference. Some County Football Associations may allow you to use a Word Processor to compile your reports. If this is permitted, you must follow the exact layout of both sides of the standard Misconduct Report Form.
8. Don’t forget to sign the report, date it and send it in, **within two days of the match taking place, excepting Sunday**. The envelope must have a first class stamp attached.

Remember THE WELL WRITTEN REPORT MEANS THAT

- there is less likelihood of any injustice occurring
- a service has been properly performed for the committee which has to deal with your report
- the standing of referees has been enhanced by the standard of your report
- you indicate that you intend to be as efficient off the field as you are on it.



CHECK LIST FOR MISCONDUCT REPORTS

In order to assist a referee in ensuring that he meets all his obligations satisfactorily in connection with after-match action, following the cautioning or sending off of players, or reporting other misconduct to the appropriate authority, it is suggested that he asks himself the following questions and checks that the action necessary has been taken in each case.

A. HAVE I ENTERED CORRECTLY:

- (i) The full and correct names of the competing teams?
- (ii) The complete title of the competition?
- (iii) The venue and date of the match?
- (iv) The full name of the player/club being reported?
- (v) The team for which he played (full title) as appropriate?
- (vi) The appropriate letter and number into the space provided on the Report Form to show clearly the specific offence under Law 12, (as appropriate) in accordance with Note 3, on the reverse side of the Official Report Form?

B. HAVE I DELETED THE CORRECT WORD(S) TO ACCORD WITH THE OFFENCE BEING REPORTED?

Some examples are given below of the method which should be used in reporting misconduct, under each of the headings given in Note 1, on the reverse side of the Official Report Form for Referees.

- (a) For a Player sent off for using offensive or insulting or abusive language and/or gestures

I have to report that I cautioned
sent off

Arthur Alan Smith of **Blacktown United FC**
under Law 12 section (S6).

- (b) For a Player cautioned for unsporting behaviour

I have to report that I cautioned
sent off

Brian Thomas of **Greyville City FC**
under Law 12 section (C1).

(c) For Misconduct by a Player after the match has ended

I have to report that I cautioned
sent off

Charles Trevor Cook of **Bluetown United FC**
under Law 12 section ().

(d) For Misconduct by a Club Official

I have to report that I cautioned
sent off

David Jones (Manager) of **Redville FC**
under Law 12 section ().

(e) For Misconduct by Spectators

I have to report that I cautioned
sent off

Spectators of **Greentown United FC**
under Law 12 section ().

ACTION BY THE REFEREE AT THE TIME OF THE INCIDENT	
(a)	1. Take player's name 2. Note incident 3. Show red card
(b)	1. Take player's name 2. Note incident 3. Show yellow card
(c)	1. Take player's name 2. Note incident NB NO COLOURED CARD IS SHOWN
(d)	1. Take official's name 2. Note incident NB NO COLOURED CARD IS SHOWN
(e)	1. Note incident NB NO COLOURED CARD IS SHOWN

- C. IS MY REPORT OF THE INCIDENT BRIEF, LEGIBLE (on BOTH copies), especially if carbon paper has been used, TO THE POINT AND UNQUESTIONABLY ACCURATE?

The description given should contain ALL THE FACTS and it should relate ONLY to the INCIDENT BEING REPORTED.

- D. IS MY REPORT FOR SHOWING DISSENT VERBALLY?

IF 'YES':

- (i) HAVE I USED THE LETTER AND NUMBER (C2) IN THE BRACKET ()?
- (ii) HAVE I QUOTED THE ACTUAL WORDS USED?

- E. IS MY REPORT FOR SHOWING DISSENT BY ACTION(S)?

IF 'YES':

- (i) HAVE I USED THE LETTER AND NUMBER (C2) IN THE BRACKET ()?
- (ii) HAVE I DESCRIBED FULLY THE GESTURE(S) MADE?

- F. IS MY REPORT FOR THE USE OF OFFENSIVE OR INSULTING OR ABUSIVE LANGUAGE AND/OR GESTURES?

IF 'YES':

- (i) HAVE I USED THE LETTER AND NUMBER (S6) IN THE BRACKET ()?
- (ii) HAVE I QUOTED THE ACTUAL WORDS USED?
- (iii) HAVE I INDICATED THAT THE WORDS WERE DIRECTED TO ME OR ANOTHER MATCH OFFICIAL?
- (iv) HAVE I DESCRIBED THE GESTURE(S) WHICH CAUSED OFFENCE?

- G. HAVE I:

- (i) Entered my name in BLOCK CAPITALS?
- (ii) Signed the Report?
- (iii) Entered my address in BLOCK CAPITALS?
- (iv) Dated the Report?
- (v) Checked the spelling of each word in the completed Report?

- H. HAVE I RETAINED A COPY OF THE REPORT FOR MY OWN FUTURE REFERENCE?

(The copy should be filed with all relevant notes, for possible use in connection with any Disciplinary Commission).

I. HAVE I:

- (i) Addressed the envelope to send the Report to the correct Disciplinary Secretary, of the correct Association?
- (ii) Enclosed in the envelope the Report in DUPLICATE?
For two or more players involved in an incident, a separate Report in duplicate, must be submitted in connection with each player.
- (iii) Used a FIRST CLASS stamp and arranged to ensure that the Report is sent within two days of the match (Sundays not included)?
- (iv) Paid enough postage on the envelope to ensure it is delivered first class. An overweight and underpaid envelope will be delayed by going second class, resulting in the County FA not receiving your report in the due time?

This Self Check List is designed to help referees in checking that each step has been completed correctly using The Football Association's Standardised Misconduct Report Form. Referees are further advised to check particularly of any additional local requirements. It may also be helpful to note, at a later stage, the date of acknowledgement of receipt of the Report by the appropriate authority.

*** PROMOTION ***

Promotion to Level 6 and Level 5 classification shall be based on a Referee's practical performance on the field of play. This will be determined by considering the Marks and Assessments by Assessors on a minimum of three games and the Club reports from Competitions for players over the age of 16 years, over a minimum of 20 games during any one marking period, officiated Association from 1st March in any year until the last day of February in the following year. In addition to their practical performance on the field of play Referees will be required to attend in-service training, as determined by The Football Association, and successfully complete a written examination set by The Association prior to the promotion being confirmed.

The responsibility of promoting Referees to Level 6 and Level 5 rests with the Affiliated Association in which the Referee resides and who administers the Referee's registration. In accordance with the marking year all selections to Level 5 must be made by 25 March each year and selections to Level 6 by 30 April each year. Referees must serve a registration season at level 7 before applying for promotion. Counties can recognise potential and promote directly from level 7 to level 5 providing a referee meets all the criteria and shows ability. Most referees will however serve a minimum of one registration period at level 7 and level 6.

Criteria – what is required from you

Once you are a level 6 or 7 referee and seeking promotion you may follow this simple checklist to ensure that you are considered for promotion by your County Football Association.

Tick when achieved

1. Have I applied to my County FA for promotion?
2. Have I attended a promotion seminar that is FA approved?
3. Have I been assessed at least three times during the promotion period?
4. Have I completed at least 20 qualifying matches?
5. Have I sat and passed the FA written examination of the Laws of the Game?

*** THE PROMOTION PYRAMID ***



The Promotion Pyramid shows that there is a clearly defined pathway along which referees may move from the local leagues towards the FIFA lists. It is the usual practice for a referee to operate at one level below which he functions as an assistant referee, although this does not always apply towards the upper levels of the pyramid. However, new referees are recommended to strive to move up the pyramid by working hard at their own present level before looking towards the next level that can be achieved. By working hard at developing their refereeing skills, they will improve both their on and off field practices and thereby be better equipped to operate at a more senior level. In this way, a referee will concentrate on the immediate task and will, therefore, prepare himself thoroughly for the next stage in his career.

ASSESSMENT

Depending on the availability of suitably qualified personnel, most County Football Associations arrange for Assessors to watch referees in action and report back on their performance, particularly when the referees are candidates for promotion to higher grades.

Where resources allow, assessment is extended to all referees and this is an extremely valuable service, particularly to newer referees when they are gaining their early practical experience with the whistle.

Each assessment produced not only presents the County Football Association with an indication of the level of performance of the referee in the matches observed, but also serves to provide the referees themselves with constructive criticism and helpful advice, drawing attention to factors they should consider in order to improve their efficiency in future games.

Most County Football Associations send a copy of the Assessor's advice to the referee in order to give the benefit of their experience concerning his performance. It is important to be able to extract accurate data from such advice or reports and some suggestions for helping you to do this are mentioned later in this booklet.

The confidential report to the County Football Association is usually made on one of the standard Football Association Referee Assessment Forms (CFA/R/02) as illustrated.

In order to attain uniformity of assessment, The Football Association issue a Guide to Assessors (see illustration on page 22) and recommend that it should be studied by Assessors before watching a referee and before completing the Assessment Form. Courses for assessors, leading to a recognised qualification of The Football Association, are held to standardise methods and keep abreast of trends in the game. The Guide to Marking leaflet (on page 26) is also included for your information.

As an indication of the factors studied in depth by the Assessor at a match, an example of a completed assessment form is reproduced overleaf. The form CFA/C/02 is sent to the County Football Association. The form the referee receives (CFA/R/02) does not contain the remarks made in confidence to the County Football Association or the mark awarded. The comments will make him aware of the considerations made in judging performance on the field of play. A careful study of the questions posed will help keen referees understand the necessary components of their role and assist them in their attempts to improve their own performances.



REFEREE ASSESSMENT FORM

Name of Referee I B JUDGE Level 7

Match WESTFIELD UNITED v PORT RANGERS Date 2 MAY 2003

League/Competition SAMESBURY AND DISTRICT LEAGUE – DIVISION 7

State of Ground FIRM; DRY, WELL GRASSED Venue WESTFIELD RECREATIONAL GROUND

Weather Conditions COOL AND BRIGHT; ONLY A SLIGHT BREEZE OCCASIONALLY

Were Neutral or Club Assistant Referees used? Neutral Club

1. APPEARANCE

Reasonably smart but your boots and laces were clean at the start of the match. Remember that referees are expected to be smart in appearance even when they have had limited time to renovate equipment after an earlier match.

2. SIGNALS

The whistle was blown loudly so that players were aware that you were halting play. However, you might consider whether more variations in tone would be even more helpful in communicating to players. You used your voice well and hand/arm signals were always clear and concise.

3. STOPPAGES

The game was stopped too many times for trivialities. Consider carefully the benefits to be derived from applying advantage appropriately. You did ensure that players were correctly positioned at free-kicks and your estimation of ten yards was accurate.

4. ADVANTAGE

Used very sparingly but justified fully on the occasions when it was applied. It was encouraging to see also that both offender and the player offended against, were made aware that you had used advantage and not simply missed seeing the offence.

5. COOPERATION WITH ASSISTANT REFEREES

Difficult with untrained club assistant referees. However, they both did the same things which suggested that you had briefed them sufficiently. I congratulate you on making the best use of the service they provided.

6. APPLICATION OF THE LAWS

The actions of players in making challenges were recognized well and you dealt with misconduct identified quite firmly. Please reflect on the length of time spent in cautioning players. It did seem excessive and tended to delay the restart of play excessively. Consider carefully the action necessary when players show disagreement with your decisions. Perhaps you were, with hindsight, too tolerant?

7. POSITIONING AND MOVEMENT

You left the normal diagonal path very wisely in order to remain close to the center of play. Reflect on the viewing positions adopted to scrutinise No 9/No 5 confrontations side-on-views are usually more helpful.

A physically fit referee should be able to maintain maximum activity for the whole of the game. You slowed down somewhat in the last fifteen minutes.

Consider developing a patrol path to give you clear views of incidents, but keeping you clear to play itself.

8. OVERALL CONTROL AND AUTHORITY

A tight but fair grip on the match was maintained for most of the time, but some dissent was allowed to go unchecked. Players should not be allowed to surround you in protest without some action being taken.

No major issues were overlooked and no decisions were shirked, but please do reflect on your approach to dealing with open dissent.

9. GENERAL REMARKS AND CONSTRUCTIVE ADVICE

A number of factors have been highlighted in the earlier remarks which you should find beneficial on reflection. Consider each carefully. It would certainly be worth streamlining your cautioning technique and thinking about the minor item mentioned in respect of appearance. Remember that players and spectators make judgements of you right from the start, so first impressions are important.

You have set yourself a standard on which to build. If you modify your role slightly in the area identified, I am sure that your efforts will be rewarded with even greater appreciation.

You did, however, make a sound contribution to the success of this match. Keep up the good work.

Remarks in Confidence

This young referee is enthusiastic, but a little untidy in his work in one or two areas. I think he will respond well to the advice offered. Currently, he is a competent as expected for his present classification.



Signature of Assessor _____ Date: 3/5/03

Name in Block Capitals _____

CFA/C/02



A GUIDE TO ASSESSORS

In order to attain uniformity in report writing you should study this guide before writing a report on the referee you have been asked to assess. Coupled with your notes taken during the game, it will act as an aide-memoir when entering information on your planning sheet and also when compiling your report. It is essential that you also have a copy of the current “Laws of the Game” to check Law references.

1. Appearance

- Did the referee look smart and well turned out?
- Did the referee enter the field of play in a confident manner?
- Was the first impression positive?
- Did the referee check the appurtenances and team colours, if necessary, before starting the game?
- Did the referee summon the captains in a confident and assertive manner?

2. Signals

- Were decisions indicated clearly by the referee’s signals?
- Was the whistle generally loud enough for all the players to hear it?
- Was the whistle suitably varied to denote the severity of an offence?
- Was the whistle used unnecessarily (e.g. when the ball is obviously out of play)?
- Were arm signals clear and definite?
- Were direct and indirect free kick signals distinguishable from each other?
- Were indirect free kicks correctly and clearly signalled?
- Were any signals over-demonstrative focussing attention on the referee?
- Were subtle gestures used as an aide to effective communication?
- Were the players ever in doubt about the decision of the referee?

3. Stoppages

- Were all decisions given with confidence and without hesitation?
- Was play restarted as quickly as possible?
- Were injured players dealt with as required by Law?
- Did the referee monitor injured players whilst at the same time keeping the rest of the players in view?
- Were players who delayed restarts correctly punished?
- How well did the referee seek the co-operation of the players when they were trying to waste time?
- How well did the referee estimate 9.15 metres in all parts of the field of play?
- How well were ‘defensive walls’ controlled?
- Were substitutions controlled correctly?
- Was the play restarted at the correct place on the field of play?
- Did the referee allow sufficient time in each half for all stoppages?

4. **Advantage**

Was it clear to all the players that an advantage had been allowed?
How clear was the approved arm signal?
Was the voice used as an effective aid to communicating the actions of the referee to the players after allowing advantage?
If appropriate, was further action later taken against players?
Did the referee carefully select offences upon which an advantage was likely to accrue?
Was the clause invoked following serious offences and thereby possibly threatening player control?
Did the referee use the clause following offside offences when appropriate?
Did the referee sense the moods of the players when invoking the clause?
Were ground conditions and the skill level of the players taken into consideration by the referee before allowing advantage?
If an advantage did not immediately accrue, did the referee stop the game and penalise the original offence?

5. **Co-operation with Assistant Referees**

Were assistant referees fully briefed before the game and did he brief their replacements when appropriate?
Were the assistants used effectively?
Were the assistants allowed to influence the decisions of the referee in a positive manner?
Was action taken, when appropriate, on the advice of the assistants?
Was there clear acknowledgement of the signals given by the assistants?
Did the referee consult with the assistants when appropriate?
Did the referee give visible support to the assistants when they were under pressure?
Was the overall co-operation and teamwork of a satisfactory standard?

6. **Application of the Laws**

ASSESSORS ARE REMINDED TO REPORT ON THE CORRECT APPLICATION OF THE LAWS OF THE GAME AND NOT ON WHAT THEY MIGHT HAVE DONE IN SIMILAR CIRCUMSTANCES. ALLOWANCE SHOULD BE MADE FOR WHAT THE REFEREE COULD HAVE SEEN FROM HIS POSITION AT THE TIME AND NOT FROM WHAT THE ASSESSOR SAW FROM THE TOUCH LINE OR STAND.

a) **PENAL OFFENCES**

Were the actions of the players correctly and consistently recognised?
Were the offences penalised correctly and consistently?
Did the referee distinguish between unfair challenges of a careless nature and those that were reckless and/or committed with excessive force?
Did the referee distinguish correctly and consistently between deliberate and accidental handling of the ball?
Was further action taken if appropriate?

b) **TECHNICAL OFFENCES**

Was dangerous play correctly identified and appropriately punished?
Did the referee distinguish between unfair impeding and holding an opponent?
Were offside offences correctly judged and penalised?
Were technical offences by the goalkeepers correctly identified and penalised?
Were illegally taken throws-in correctly identified and punished?
Did the referee ensure that all restarts were taken in accordance with Law?

c) **MISCONDUCT**

Were players approached in a firm yet friendly manner that ensured their co-operation when dealing with misconduct?
Did the referee follow the correct procedures when cautioning or sending off a player?
Were cautions and sendings off conducted in a dignified manner?
Were players who showed dissent by word or action correctly punished?
Were persistent offenders identified and punished accordingly?
Were players who used offensive or insulting or abusive language or actions correctly dealt with?
Was violent conduct correctly identified and dealt with?
Were players who denied their opponents obvious goal or goal-scoring opportunities dealt with as required by Law?
Did the referee take the correct action in Law in terms of misconduct at all times during the game?

7. **Positioning and Movement**

Did the referee show a good sense of anticipation in open play?
Could the referee accelerate to keep close to the action when necessary?
Was the action kept between the referee and the assistants at all times?
Was an adapted diagonal system of patrol in evidence?
Was the back of the referee turned on the action in open play?
Did the referee move into advantageous positions to see midfield challenges from the side?
Did the referee follow the action into the penalty areas and toward the goal line when necessary?
Did the referee's follow through mean that too much ground had to be made up for the next phase of play?
Did the referee become mixed up with the player/players?
Did the referee's positioning cause offences to go undetected?
Did you feel that the referee demonstrated the required level of physical fitness to meet the demands of this game?
Did the referee use the time that the ball was out of play to move into advantageous positions for the next phase of play?
How well did the referee select viewing positions at set plays in order to monitor the Law and to be well placed to view the next phase of play?
Did the referee keep the action in view after awarding goal kicks, goals, etc?
Notwithstanding the prevailing weather conditions and pattern of play, did you feel that, overall, the referee was in the right place at the right time?

8. **Control and Authority**

Did the actions of the referee inspire the respect of the players?
Was the referee assertive without being officious when approaching players?
Did the referee ever seem hesitant when making decisions?
How well did the referee deal with major issues?
Did the referee appear to be confident and at ease through the game?
Was there a particular action by the referee that turned control in the match official's favour?
Did one particular incident have the converse effect on player control?
Did the referee manage any confrontations in a sensible manner?
Was the referee called upon to use initiative or common sense to resolve a difficult situation?
Did the tolerance level of the referee remain consistent at all times?
Did the referee maintain an appropriate level of concentration throughout the game?
Did the referee judge the level of involvement to suit the needs of this game?
Is there any advice that you would offer the referee to improve match control in the future?

9. **General Remarks and Constructive Advice**

This section may be used to reinforce the key points that you feel contributed to the referee's success in this game. Equally, up to three areas for the referee to consider in the future may also be included. Ensure that there is a fair balance between praise and encouragement and ideas for future consideration. You may wish to comment on the degree of difficulty, the weather conditions, the moods of the players or spectators, in fact anything that contributed to the overall impression of the game.

10. **Remarks in Confidence**

This section is optional. It may be helpful to County Football Associations if you wish to include remarks as suggested below.

Did you consider that this game was a true test of the referee, bearing in mind the present level and the degree of difficulty of the game?

Did you leave the game feeling that an efficient and capable referee had successfully controlled it.

Please give credit to the referee if, by the manner in which the match official went about the tasks in hand, the game appeared 'easy' to control.

Ensure that a mark, based on the marking guide is entered in the appropriate box on Form CFA/C/02.

Even when a mark of 7 or more is awarded, the assessor is expected to offer the referee constructive advice to enhance future performances.

Please ensure that all Assessments are forwarded as soon as possible.

CFA/GA/02



GUIDE TO MARKING FOR REFEREE ASSESSORS

It is essential that you only arrive at your overall mark once you have completed your written report. Consult this Marking Guide and consider the level of control demonstrated by the referee within the practical application of Law.

A mark of 7 is the standard expected of a referee ready for upward reclassification. Your impression of the referee, based on this performance only, must indicate to the County Football Association the readiness or otherwise for the referee to be reclassified.

A whole mark is required based on the overall performance of the referee using these criteria to arrive at that mark. The mark should also reflect the present classification of the referee. A Level 7 referee must be judged differently from a more experienced referee.

MARK	COMMENTS
10	A faultless performance displaying an excellent level of control, player Management and Law application throughout the game.
9	First class match control and player management with an accurate interpretation and application of Law.
8	A very good performance with a high level of player control and management and Law application.
7	A good performance with an effective level of management, control and Law application. On the evidence of this performance this referee is ready for upward reclassification or promotion to a more demanding level of football.
6	An average performance with satisfactory Law application, player Management and overall control. Identified shortcomings may improve if the assessor's advice is acted upon.
5	An adequate performance where some areas of player management and control as well as Law application require improvement.
4	An unsatisfactory performance showing deficiencies in player management and control as well as areas of Law application, which need to be addressed.
3	A poor performance with severe lack of control and player management and a weak application of Law.
2	A very poor performance with an inadequate display of player control and management and an inaccurate application of Law.
1	A totally unacceptable performance.

As a further aid to referees The Football Association issue through County Football Associations a Self Evaluation List (see illustration on page 28) in order that referees may make a structured analysis of their match performance so that corrective action may be taken whenever an improvement is possible.

SELF EVALUATION

It is not always possible for an assessor to observe your performances, so it is important for you to be able to measure your own performance on a match by match basis. You are the only person at every game you referee, so you may find it helpful to keep a record of how you feel you have refereed each of your games.

This self evaluation list on the next pages will assist with this exercise. Simply ask yourself each of the 50 questions after each game and then enter a tick in the box on the grid entitled 'Strengths', if your answer to a question is 'Yes'. If, however, the answer is 'No', then enter a tick in the box of the grid entitled 'Shortcomings'. Soon, you will build up a profile of your performances which will help you to address those areas which you feel need to be improved upon. It is recommended that you discuss your entries with your Training Officer once you have completed a few matches.



SELF EVALUATION LIST FOR REFEREES

You, the referee, are usually your own most severe critic and this should be the case. After every game you should analyse your match performance and identify those aspects of your game that you did well and those that you feel you may have done better.

In order to assist you in an honest and constructive evaluation, it is suggested that you ask yourself the following questions in relation to your recent performance:

DID I

- | | | |
|--------------------------------------|--------------------|---|
| Appearance | 1. | Look smart and confident when I entered and departed from the field of play? |
| | 2. | Approach the game calmly and fully prepared and not distracted in any way? |
| | 3. | Appear confident, without being “gimmicky” or unnecessarily the “centre of attention”? |
| Signals | 4. | Make the whistle “talk” for me with proper variation and emphasis? |
| | 5. | Consider my whistle to be effective? |
| | 6. | Give the proper standard arm signals on all occasions? |
| | 7. | Give the correct direction signal on all occasions and not only point to where the offence occurred? |
| Stoppages | 8. | Deal effectively with players who wasted time? |
| | 9. | Get the game restarted quickly after each stoppage? |
| Advantage | 10. | Move into position before signalling for restarts? |
| | 11. | Apply the “Advantage Clause” when wise to do so? |
| Co-operation with Assistant Referees | 12. | Properly indicate “Advantage” application and speak to the offender and inform the offended? |
| | 13. | Develop and maintain genuine teamwork with my assistant referees? |
| | 14. | Issue proper instructions to my assistant referees and make certain that I was understood? |
| | 15. | Use the assistant referees to assist my match control? |
| | 16. | Look to the assistant referees only for help with decisions which were not initially clear to me? |
| | 17. | Where necessary, consult with assistant referees quickly, privately and briefly? |
| | 18. | Thank my assistant referees after the game (and discuss relevant factors afterwards if they were assistant referees)? |
| | Application of Law | 19. |
| 20. | | Apply the Laws correctly in relation to fair and unfair physical challenges? |
| 21. | | Interpret dangerous play correctly? |

- | | | |
|-------------|-----|--|
| | 22. | Allow or condone the entry to the field of trainers without my signalled permission? |
| | 23. | Caution or send off any players and record the necessary details? |
| | 24. | Deal promptly and correctly with players not retiring the correct distance? |
| | 25. | Allow substitutes on only after the players being substituted had left and at the halfway line? |
| Positioning | 26. | Anticipate play and quickly move to be as near as possible to incidents? |
| | 27. | Aim to keep a position where the play was between my location and that of the appropriate assistant referee? |
| | 28. | Always face the area of restarts after indicating free kicks, etc? |
| | 29. | Make full use of the Diagonal System of match control? |
| | 30. | Move along my diagonal patrol path while not becoming too distant from the play? |
| | 31. | Keep clear of the immediate location of play? |
| | 32. | Get a good side-on view of midfield challenges? |
| Movement | 33. | Maintain maximum activity throughout the game? |
| | 34. | Move around the field of play when necessary? |
| | 35. | Move sufficiently from end to end of the field of play? |
| | 36. | Move to the extremities of the field of play when necessary? |
| | 37. | Penetrate the penalty areas when necessary? |
| | 38. | Keep all possibilities in view by not turning my back on the action? |
| | 39. | Run through play to the goal line when required? |
| Control | 40. | Deal with misconduct sensibly and correctly? |
| | 41. | Properly deal with any dissent from my decisions? |
| | 42. | Communicate effectively with players? |
| | 43. | Remember not to place my hands on a player's person for any reason? |
| | 44. | Avoid wagging my finger at players or in any manner to suggest that I was belittling them? |
| | 45. | When necessary, approach players, rather than demand they approach me? |
| | 46. | Act decisively, suggesting that I was fully interested in the game? |
| | 47. | Concentrate on the game and my responsibilities at all times? |
| | 48. | Properly establish and maintain general control of the game? |
| | 49. | Deal with players who surrounded me to appeal against or question my decisions? |
| | 50. | Control myself using an effective whistle and calm voice to control the players? |

You may like to keep an on-going record of your personal responses to these evaluation guidelines.

CFA/SE/02

SHEET 1 – STRENGTHS

REF	MATCH NUMBER													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
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31														
32														
33														

MATCH NUMBER

REF	1	2	3	4	5	6	7	8	9	10	11	12	13	14
34														
35														
36														
37														
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41														
42														
43														
44														
45														
46														
47														
48														
49														
50														

SHEET 2 – SHORTCOMINGS

REF	MATCH NUMBER													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
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3														
4														
5														
6														
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33														

MATCH NUMBER

REF	1	2	3	4	5	6	7	8	9	10	11	12	13	14
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RECORDING DATA FROM ASSESSMENTS

In the future, you will receive copies of Assessors' advice or full reports from your County Football Association or League/Competition. Reports will contain praise for the aspects of performances where you have done well and advice to help with aspects of matches that may be improved upon. On the previous pages, you will have seen a data record sheet to allow for recording data based on your own perceptions of games refereed. Overleaf, there is a similar record sheet designed to enable you to maintain an on-going record of your strengths and shortcomings as perceived by assessors.

The 9 sections on the sheet follow the headings of The Football Association standard assessment form and the spaces below enable you to precis the comments of the Assessor. Sheet B is of similar design but is for you to note the shortcomings as identified by Assessors. The two examples have been completed based on 5 games of a referee, but this process can be continued for as long as necessary.

By noting the lines on Sheet A that have several stars, this referee can begin to measure the aspects of his performance that he undertakes consistently well. On Sheet B, he can also determine those aspects of his performance that he needs to improve upon. Again, it is recommended that a referee should endeavour to eliminate his shortcomings one or two at a time and, if further help is required, to contact his training officer or the County Training Officer.

To complete the exercise, a referee is then able to compare his own measures of performance with those of his assessors and to discuss the overall results with a respected senior colleague.

Several senior referees have used this type of data collection system season after season and they feel that it has been a very useful instrument in their successful rise through to the top of the refereeing pyramid. Perhaps you would like to do the same?

SHEET A – STRENGTHS

	MATCH NUMBER							
	1	2	3	4	5	6	7	8
1. APPEARANCE								
SMART TURN OUT	*	*	*	*	*			
CONFIDENCE	*		*		*			
2. SIGNALS								
DIRECTION SIGNALS	*	*	*	*	*			
WHISTLE CLEAR/VARIED	*	*		*	*			
INDIRECT FREE KICKS	*		*					
GESTURE – COMMUNICATION	*							
VOICE – AID TO COMMUNICATION			*					
3. STOPPAGES								
TRAINERS/INJURIES	*	*	*	*	*			
SUBSTITUTIONS	*							
ADDED TIME	*							
PROMPT/FIRM DECISIONS			*					
ESTIMATION OF 9.15 METRES				*	*			

	1	2	3	4	5	6	7	8
4. ADVANTAGE								
MOODS OF PLAYERS	*							
USED AFTER OFFSIDE	*							
APPROVED SIGNAL	*	*	*		*			
LED TO GOOD ADVANTAGE	*	*						
WORDS TO OFFENDER/OFFENDED	*		*	*	*			
SKILL FACTOR	*		*					
5. COOPERATION WITH ASSISTANT REFEREES								
ACKNOWLEDGED SIGNALS	*	*	*		*			
SUPPORT FOR ADVICE	*		*	*				
PRE-MATCH INSTRUCTIONS GIVEN					*			
6. APPLICATION OF THE LAWS								
PHYSICAL CHALLENGES	*		*		*			
HANDBALL	*				*			
CONSISTENCY	*							
HOLDING/PULLING		*						
TECHNICAL OFFENCES	*		*					
CAUTIONING TECHNIQUE					*			

	1	2	3	4	5	6	7	8
7. POSITIONING AND MOVEMENT								
WIDE/DEEP – FREE PLAY	*			*	*			
KEPT ASSISTANTS IN VIEW	*							
SHOTS ON GOAL – FREE KICKS	*			*				
BACKWARD MOVEMENT	*							
CORNER KICKS	*		*	*				
THROWS IN	*							
GOAL KICKS	*							
PACED GAME			*					
CLEAR VIEW OF MIDFIELD CHALLENGES	*				*			
8. CONTROL AND AUTHORITY								
APPROPRIATE APPROACHES	*							
RESPECT OF PLAYERS	*	*	*	*				
AUTHORITY			*	*	*			
COMMUNICATION SKILLS	*				*			
9. GENERAL REMARKS AND CONSTRUCTIVE ADVICE								
SEEM TO BE ENJOYING THE MATCH				*				

SHEET B – SHORTCOMINGS

	MATCH NUMBER							
	1	2	3	4	5	6	7	8
1. APPEARANCE								
2. SIGNALS								
WHISTLE UNCLEAR			*					
DID NOT ALWAYS USE DIRECTION								
SIGNALS WHEN NECESSARY					*			
3. STOPPAGES								
DEFENSIVE WALLS					*			
SUBSTITUTIONS					*			
4. ADVANTAGE								
WORDS TO OFFENDER/OFFENDED		*						
APPROVED SIGNAL				*				
5. COOPERATION WITH ASSISTANT REFEREES								
TURNED BACK – FREE PLAY	*							
BRIEFING – SAME TIME			*					

	1	2	3	4	5	6	7	8
6. APPLICATION OF THE LAWS								
PERSISTENT OFFENDER(S)		*						
INCORRECT – RESTART (CAUTION)			*					
OFFENSIVE LANGUAGE			*					
7. POSITIONING AND MOVEMENT								
MAINTAIN MOVEMENT	*	*	*					
SIDE-ON VIEWS		*						
LACK OF SPRINT		*						
CLOSE CONTACT WITH ACTION		*						
TURNING BACK ON PLAY/PLAYERS			*		*			
SLOWING DOWN IN LATER STAGES					*			
8. CONTROL AND AUTHORITY								
TOO FAMILIAR WITH PLAYERS		*						
KEEP PLAYERS IN VIEW – CAUTIONS			*					
9. GENERAL REMARKS AND CONSTRUCTIVE ADVICE								
SPECTATORS – DON'T GET INVOLVED			*					

PUBLICATIONS

In addition to the Laws of the Game which The Football Association publishes annually, there are four other booklets which you may find helpful in the early stages of your career as a referee.

A Guide to Misconduct Report Writing

This booklet is available from your County Football Association and offers you a great deal of practical advice which will help you to write any misconduct reports that have to be submitted.

Guide to Assistant Referees

You may wish to gain helpful advice and information to prepare you to be a competent Assistant Referee and this booklet, produced by The Football Association, is designed to help you in developing your skills in this aspect of refereeing.

Advice on the Application of the Laws of the Game

You may also find useful advice and information in this booklet.

A Guide to Fitness

Physical fitness is a vital ingredient if you are to be a successful referee. This booklet offers you a very comprehensive range of information on fitness training, diet, fitness tests and other details that are very important to a newly qualified referee.

CONCLUSION

The information in this booklet is provided merely as further advice for you to consider as you embark upon your refereeing career. Refereeing can provide much enjoyment, satisfaction and healthy exercise. It also allows you to meet and make new friends among players, club officials and other referees. You will be in good company. Thoroughly ENJOY giving this extremely useful service to the game, for the benefit of the participants. Though it may not always appear to be the case, your contribution to the game WILL be appreciated.



John P Baker
Head of Refereeing
The Football Association

Revised and reprinted May 2004.