

## REGULATIONS FOR THE REGISTRATION AND CONTROL OF REFEREES

### Preamble

Pursuant to The Football Association Rule J1(d), the Council is authorised to make regulations with reference to Match Officials as they deem expedient. These 'Regulations for the Registration and Control of Referees' (the "Regulations") are the regulations made under that Rule.

Affiliated Associations are responsible for the administration of Referees registered with The Association who reside in their area as determined by The Association. Service Associations have administrative responsibility for Referees who are serving members of the Armed Forces.

Affiliated Associations shall appoint a Referees' Committee to carry out its functions under these Regulations.

For the purpose of these Regulations the terms used will be defined as follows:

**Administer** means to carry out the administrative procedures relating to the registration and control of Referees as required or determined by The Association from time to time.

**Annual Review** means the review by a Competition of its List of Match Officials entitled to be engaged for a Match in that Competition, to ascertain the suitability of each Referee to continue to be eligible to be retained on that list. Such a review will take into consideration the Referee's performance on the field of play as defined in these Regulations, as modified by any written instructions to a Competition from The Association from time to time.

**Assessments** means written appraisals of a Referee's performance on the field of play, carried out by an Assessor, on behalf of The Association, Affiliated Association or Competition and submitted to the appropriate body.

**Assessors** means those individuals authorised by The Association to carry out Assessments at levels determined by The Association.

**Basic Referees Course** means a course of instruction as determined by The Association leading to the examination of Referee candidates.

**Club Marks** means a numerical indication of a Referee's performance on the field of play, reported by competing Clubs after a Match, on a scale defined by The Association.

**Contributory Leagues** means those nominated divisions, within specific Leagues as determined and considered by The Association, suitable for the advancement of Referees from Level 3.

**County Referee** means a Referee who has demonstrated to the satisfaction of The Association, Affiliated Association or Service Association, as required by these Regulations, the ability to officiate at Level 6.

**Examine** means to supervise the written and other form of examination of Trainee Referee candidates to the requirements and standards determined by The Association from time to time.

**FIFA List** means those Referees, nominated by The Association and selected by FIFA, eligible for appointment to international matches.

**Junior Referee** means a Referee who has completed successfully the Basic Referees Course, having reached the age of 16 years.

**League** means a Competition sanctioned under relevant Regulations by The Association or an Affiliated Association.

**Marks** means a numerical indication of a Referee's performance on the field of play, awarded by an Assessor on completion of an Assessment, on a scale defined by The Association.

**National List** means those Referees selected by The Association, eligible for appointment to games in the FA Premier League, the Football League and other matches as determined from time to time.

**Panel List** means those Referees selected by The Association, eligible for appointment to games in the Football Conference, FA Premier League Reserve League, Central League, the Football Combination and other matches as determined from time to time.

**Referee** means a person registered as qualified under these Regulations who may be engaged as a Match Official.

**Registration Period** means from 1 June in each year, or the date of successful completion of the Basic Referees Course if later – to the following 31 May.

**Senior County Referee** means a Referee who has demonstrated to the satisfaction of The Association, Affiliated Association or Service Association, as required by these Regulations, the ability to officiate at Level 5.

**Service Association** means an Affiliated Association having responsibility for the administration of the game as determined by The Association from time to time in or relating to Her Majesty's Regular Forces (the Royal Navy, the Army, the Royal Air Force).

**Supply League** means those nominated divisions, within specific Leagues as determined and considered by The Association, suitable for the advancement of Referees from Level 4.

**Trainee Referee** means a referee candidate who is undergoing the Basic Referees Course, will be recognised and classified as a level 9 referee and as such may be appointed as a Match Official in accordance with these regulations.

**Youth Referee** means a Referee who has registered between the ages of 14 – 16 years of age.

For the purposes of these Regulations, The Association shall act through the Council, which shall delegate such functions to the Referees' Committee.

### 1. Registration

- (a) No person shall be appointed as a Match Official in any Match or Competition under the jurisdiction of The Association either directly or indirectly unless registered in accordance with these Regulations.

[Note: A Competition may include in its regulations a provision by which a person who is not a registered Match Official may carry out the duties of a Match Official in a specific Match but only in circumstances where a registered Match Official cannot be appointed to that Match].

- (b) A Referee must be registered with The Association through the Affiliated Association within the area in which the Referee resides. A Referee will be required to pay the standard national registration fee to be determined annually by The Association. Registration will run from the date of registration until the following 31 May. A Referee may become an Associate Referee with another Affiliated Association upon payment of an Associate Fee not exceeding £5 per registration period. The Memorandum attached to these regulations detail the responsibilities of Affiliated Associations in respect of Referees administered by them
- (c) In cases where the boundaries of Affiliated Associations overlap, the Affiliated Associations concerned may mutually agree about the registration of Referees who reside within the overlapping areas. The Affiliated Association which carries out the initial examination will be responsible for the administration of a Referee. A Referee who changes residence from one administrative area to another will be required to complete a County Transfer Form and be transferred to the new Affiliated Association for administrative purposes but will not be required to pay a further registration fee for that season.
- (d) Referees shall not be registered with The Association until they are able to satisfy the Affiliated Association of their date of birth in such a manner as shall be determined by The Association.
- (e) A person below 14 years of age shall not be registered as a Referee.
- (f) A Referee who has failed to register as a Referee with The Association for two or more seasons shall not be re-registered until an application received in writing has been considered by the Referees' Committee of the Affiliated Association within whose area the Referee resides at the time of application for re-registration. a
- (g) Affiliated Associations may re-examine registered Referees administered by them as determined by The Association. The Association must be notified of the names of Referees who do not meet the standard determined by The Association.

- (h) Where considered not to be fit and proper to act as a Referee the registration may be removed or suspended by the Affiliated Association which administers the Referee or by The Association. Affiliated Associations are to notify The Association of any action in this respect. The Association may take any action it deems appropriate. Applications for the reinstatement of a Referee who has previously been disqualified under this Regulation must be referred to The Association for consideration.

**2. Recruitment, Basic Referee Training and Initial Examination**

- (a) The Association and Affiliated Associations shall be responsible for the recruitment, basic training and initial examination of Referees.
- (b) The requirements and standards for the Basic Referee Course shall be set annually by The Association.
- (c) All candidates shall be examined as to their suitability to be a Referee by an initial examination at the end of a Basic Referees Course. The initial examination shall include a written element as well as any other form of examination as prescribed by The Association for example, but not limited to, an eyesight and colour test. Affiliated Associations must notify the Service Association concerned should they examine a candidate who is a serving member of Her Majesty’s Regular Forces at the time of examination.
- (d) The minimum age a candidate may be presented for initial examination is 14 years.
- (e) Candidates who do not reach the standard required by The Association in the initial examination may not be presented for further examination until a period of three months has elapsed.

**3. Classification**

- (a) On behalf of The Association each Affiliated Association must classify Referees administered by their Association. The classification period runs from 1 June in each year, or the date of successful completion of the initial examination, to the following 31 May.

As at 1 June in each year Referees are to be classified as follows:

<b>International</b>	Referees who are on the FIFA List of Referees.
<b>Level 1</b>	Referees selected by The Association to serve on the National List and who meet the requirements of Regulation 4 below.
<b>Level 2</b>	Referees selected by The Association to serve on the Panel List and who meet the requirements of Regulation 4 below.
<b>Level 3</b>	Referees, other than those on the Panel List, selected to officiate on a Contributory League and who meet the requirements of Regulation 4 below.
<b>Level 4</b>	Referees selected to officiate on a Supply League and who meet the requirements of Regulation 4 below.
<b>Level 5</b>	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.*

<b>Level 6</b>	County Referees
<b>Level 7</b>	Junior Referees not in Level 8 or below
<b>Level 8</b>	Youth Referee
<b>Level 9</b>	Trainee Referees
<b>Level 10</b>	Declared non-active Referees

- (b) When a Referee changes residence from one Affiliated Association to another, the classification level will be accepted by the Affiliated Association in to whose area the Referee has moved.
- (c) Referees must apply for promotion in writing. The Affiliated Association must receive this request by no later than 1 March preceding the season in which promotion is sought. Referees considered for promotion in the preceding season, but not advanced, will automatically be included in the promotion scheme for the following season unless they indicate otherwise, in writing, to their Parent Affiliated Association by 1 June following the decision of that Association. Level 7 referees who are being considered for promotion to Level 6 may apply for promotion to Level 5, in accordance with the clause, pending the decision of the Affiliated Association in respect of the promotion to Level 6. 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. Such Marks and Assessments are to be collated by the Affiliated Association from 1 March in any year until the last day of February in the following year. Where there is an opportunity to progress beyond Senior County Referee in accordance with these Regulations a further requirement for promotion to Level 5 is the completion of five games as an Assistant Referee in the promotion season. In addition to their practical performance on the field of play Referees will be required to attend in-service training, as determined by The Association, and successfully complete a written examination set by The Association prior to the promotion being confirmed. On completion of the promotion process the Affiliated Association shall submit details of all promotion candidates to The Association.
- (d) 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.
- (e) At an interim meeting at the end of September County Associations may:
- (i) 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. In order to gather supporting evidence for this "double promotion" the Referees Committee should gain further first hand knowledge of performance by providing the referee with more challenging matches eg higher division matches in local leagues, games in later rounds of County Competitions. 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.
  - (ii) Review any referee's promotion to either Level 6 or 5 who has been ineligible for consideration in the annual promotion meeting because of shortage of games. Those Referees who now meet the criteria may be promoted to Level 6 or Level 5 with effect from 1 October.
- (f) A Level 7 Referee must serve a minimum of one complete Registration Period or 12 months in that classification, whichever is the shortest, before applying for promotion to Level 6. After this promotion a Referee can proceed at the rate he is capable. No Affiliated Association may impose any other qualification periods which cause delayed passage through the promotion pyramid.
- (g) Level 8 includes all Referees between the ages of 14 and 16 as at 1 March each season. A Level 8 referee will automatically become a Level 7 referee on reaching the age of 16.
- (h) 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.

#### 4. Promotion

- (a) Selection and promotion within Levels 4 and above will be determined as follows:

**International Level** Annual nomination by The Association to FIFA, selected from those eligible Referees as at the date of nomination determined by FIFA.

**Level 1** Referees who satisfy the criteria established by The Association from time to time and those who have been promoted from Level 2 for outstanding ability as determined by The Association from time to time.

**Level 2** Referees who satisfy the criteria established by The Association from time to time and those who have been promoted from Level 3 for outstanding ability as determined by The Association from time to time.

**Level 3** Referees who satisfy the criteria established by The Association from time to time and those who have been promoted from Level 4 for outstanding ability as determined by The Association from time to time.

**Level 4** Referees who have been selected to act as an Assistant Referee on the National List of Contributory Match Officials, following nomination by an Affiliated Association to The Association, and those Referees who satisfy the criteria established by The Association from time to time.

- (b) Annually, Referees will be required to complete successfully a fitness test and a written examination, as determined by The Association, prior to having their classification confirmed. On initial selection for promotion to a higher level Referees may be required to attend an interview to ascertain their suitability against criteria determined by The Association.
- (c) On initial promotion to Level 4 the Affiliated Association who administer the Referee must allocate the Referee to an appropriate Supply League.
- (d) The Association will determine the acceptable number of matches required for consideration to be selected to Levels 4 and above.

#### 5. Competitions

- (a) Affiliated Associations must advise successful candidates of the result of the initial examination, in writing, as well as providing them with details of local competitions on which they are eligible to officiate.
- (b) Referees under the age of 16 are eligible to officiate only in Competitions for players aged under 16.
- (c) The Association will advise Affiliated Associations annually of those Competitions, and the recognised Leagues and divisions, which have been granted Supply League status.
- (d) Lists of Match Officials shall be determined each season by Competitions and only Match Officials included in such lists may officiate in matches during the season. Changes to such Lists shall be made only as part of the Annual Review, save with the written approval of The Association or Affiliated Association sanctioning the Competition. A Competition may not remove or suspend a Match Official from its List at any time other than at the Annual Review (such power to act otherwise resting solely with The Association, Affiliated Association or Service Association as appropriate under Regulation 7 below).
- (e) The practical performance on the field of play of Match Officials on a List shall be appraised and reviewed each season (for these purposes 1 March to the last day of February). Competitions shall provide annually to The Association or Affiliated Association as appropriate a List of the Match Officials they have engaged with the Marks and Assessments obtained in accordance with the requirements of paragraph 12 of these Regulations. All affiliated football clubs are to mark referees on a scale of 1-100. An example of the marking Guide and form to be used in Supply Leagues is shown at Appendix A. Similarly an example of a marking guide and form for all other affiliated football is shown at Appendix B.

- (f) A Competition may remove a Match Official from its List at the Annual Review as a result of the practical performance on the field of play. Competitions removing a Match Official must notify The Association, together with supporting documentation, and the Affiliated Association who administers the Match Official.
- (g) No appeal of any nature shall be permitted against a decision of a Competition to remove a Match Official from its List, as a result of an annual review of that Official's practical performances on the field of play.
- (h) A Competition shall not have the power to act in relation to the Registration of a Referee. Any allegation of behaviour alleged to constitute a breach under Regulation 7 (a)( i) or (ii) below must be reported to The Association, Affiliated Association or Service Association in accordance with Regulation 7 (c) below.
- (i) Referee Fees and Expenses are set by an Affiliated Association or by Competitions. Referees (or other appointed match officials) may not receive other financial reward or incentive based on their on field of play performances from any Affiliated Association or Competition other than the set fees and expenses.

## **6. Training**

- (a) The Association shall identify the training requirements of Referees at all levels and be responsible for accrediting courses of instruction to meet those requirements.
- (b) Referees will be required to attend accredited training at intervals determined by The Association. Only such training, delivered by accredited instructors, will be valid.
- (c) Training may be delivered, at the appropriate levels, in conjunction with Affiliated Associations, Match Officials associations or the Referees Association by instructors accredited by The Association.

## **7. Conduct of Referees and Action in Relation to Registration**

- (a) The Association, Affiliated Association or Service Association, as appropriate, shall have the power to act at any time in relation to the registration of a Referee who has:
  - (i) less than proficiently applied the Laws of the Game; or
  - (ii) committed a technical irregularity; or
  - (iii) proved to have been concerned as an agent for a Club or a Player in the transfer or attempted transfer and/or engagement of a Player; or
  - (iv) wilfully mis-stated his/her age, or, date of birth; or
  - (v) as a player, violated the Laws of the Game to such a degree that a Regulatory Commission or a Disciplinary Committee subsequently imposes a penalty of suspension from playing; or
  - (vi) been found to have committed an act of Misconduct (as defined in and) pursuant to the Rules of The Association or an Affiliated or Service Association; or
  - (vii) a Football Banning Order imposed on him or her.
- (b) Only The Association, Affiliated or Service Association may act in relation to the Registration of a Referee. Such action may be only through its Referees' Committee.
- (c) Any behaviour alleged to constitute a breach under 7(a) (i) or (ii) above must have been notified to or otherwise come to the attention of The Association, Affiliated Association or Service Association within 14 days of the relevant incident(s) for such to be acted upon under 7(a).
- (d) A technical irregularity under 7 (a)(ii) above shall be any failure by a Referee to meet any requirement imposed on, or notified to, a Referee by The Association, Affiliated or Service Association as appropriate from time to time.

*A "technical irregularity" includes, but is not in any way limited to, any failure to comply with administrative requirements imposed on a Referee such as the requirements to file reports, answer correspondence, attend match venues or disciplinary or regulatory hearings at a particular time, etc or any breach of Regulation 10 or 13.*

- (e) Where a Referee is alleged to have breached 7(a) (i) – (vii) above, the Referees' Committee shall advise the Referee, in writing, of the relevant allegation(s) and supporting facts and state that the matter will be considered by the Committee or a duly appointed Commission thereof.

The Referee shall respond within 14 days and may either:

- (i) deny the allegation(s), setting out a statement of his case; or
- (ii) request a personal hearing, in which case a fee of £25 must accompany the request; or
- (iii) admit the allegation(s). A Referee who admits the allegation(s) may set out any submissions which he wishes the Referees' Committee to consider when considering what, if any, action to take. The Referee may also request a personal hearing as above.

In considering any allegation at a personal hearing, a Referees' Committee or Commission thereof, may adopt such procedures as it considers appropriate and expedient for the determination of the matter brought before it; and shall not be bound by any enactment of rule or law relating to the admissibility of evidence in proceedings before a court of law.

As a guide to the procedures to be followed at a personal hearing, the following may be used unless the Referees' Committee or Commission consider it appropriate to amend them:

- (1) The allegation(s) will be read out to the Referee, who will be asked if the allegation(s) are admitted or denied.
- (2) Evidence in support of the allegation(s) to be called.
- (3) Evidence in response to the allegation(s) to be submitted by the Referee, who may, with the permission of the Referees' Committee or Commission, be accompanied by a representative.  
(Any such representative shall not be permitted to give evidence as a witness.)
- (4) The Referees' Committee or Commission and the Referee (as appropriate) shall be entitled to ask questions of any witness giving evidence in support of the allegation(s). The Referees' Committee or Commission shall be entitled to ask questions of the Referee, who may give evidence in defence of the allegation(s).  
The Referees' Committee or Commission may draw such inferences as it considers appropriate from the failure of the Referee to give evidence or answer a question.
- (5) In the event of evidence submitted in answer to the allegation(s) disclosing a point which the Referees' Committee or Commission considers was not covered in the evidence of, or not put to, any witness in support of the allegation(s), the Referees' Committee or Commission may recall and ask questions of such witness. The Referee or relevant representative may also ask questions.
- (6) After the evidence has been completed to the satisfaction of the Referees' Committee or Commission, the Referee or representative shall be entitled to make submissions based upon the evidence, but this may not include reference to facts not disclosed in the evidence presented to the Referees' Committee or Commission. At the conclusion of the submissions all persons shall withdraw whilst the Referees' Committee or Commission considers the evidence and submissions presented to it and determines whether the allegation(s) have been proved or not. After reaching a decision, the Referees' Committee or Commission shall recall the Referee and any representative, and announce whether the allegation(s) have proved or not proved. The decision shall be subsequently confirmed in writing. As an alternative the Referees' Committee or Commission may, where it considers it appropriate, not announce its decision at the meeting but inform the Referee that such a decision will be communicated in writing.
- (7) Where the Referees' Committee or Commission find the allegation(s) proved, it shall have the power to act in relation to the Registration of the Referee as it considers appropriate. This may include, but is not limited to, censure, a period of remedial training, suspension or removal of Registration.

- (f) A Referee may be dealt with in the normal course as a participant for any alleged Misconduct (i.e. by a Regulatory Commission or an other Disciplinary Commission as appropriate), in addition to having issues relating to the Registration as a Referee considered by The Association, Affiliated Association or Service Association through its Referees' Committee in relation to the same behaviour. In such cases, a charge of Misconduct shall be considered before any matter relating to the issue of Registration is dealt with by the Referees' Committee under Regulation 7 (a)(vi).

Action in respect of the Registration of Match Officials appointed to Competitions of The Association and other Competitions including Contributory League level and above in the Order of Precedence (Section 9) will be considered by the appropriate committee of The Association.

- (g) In circumstances where it is considered appropriate, the Referees' Committee may order that the Registration of a Referee be suspended with immediate effect, pending determination of a charge of Misconduct or pending the determination of a charge under 7(a)(i) or (ii) above and in the latter case the reason for such suspension is to be notified to the Referee in writing and reported to the Commission hearing any resultant charge.

### **8. Appeals against Decisions of the Referees' Committee**

- (a) Where The Association or an Affiliated or Service Association, through its Referees' Committee, makes an order in relation to the registration of a Referee under Regulation 7, then there shall be a right of appeal by the Referee against the decision (other than as set out below).

There shall be no right of appeal against a decision in relation to the registration or classification of a Referee taken as part of the Annual Review by The Association, Affiliated Association or an appointing authority.

- (b) (i) Notice of an appeal against a decision of a Referees' Committee made under Regulation 7 must be lodged with The Association or appropriate Affiliated Association within 14 days of notification of the decision appealed against, accompanied by a fee of £35.
- (ii) An Appeal shall be considered by an "Appeals Panel" comprising of Members of the Council of The Association or appropriate Affiliated Association established specifically to deal with appeals from decisions under Regulation 7, none of whom shall have been party to the original decision. A decision of the Appeals Panel shall be final and binding.
- (iii) The Notice of Appeal must:
- (1) identify the specific decision(s) being appealed
  - (2) set out the grounds of appeal; and
  - (3) set out a statement of the facts upon which the appeal is based.
- (iv) The grounds of appeal shall be that the body whose decision is appealed against:
- (1) misinterpreted or failed to comply with any rules or regulations relevant to its decision; and/or
  - (2) came to a decision to which no reasonable such body could have arrived at; and/or
  - (3) made an order, which is excessive.
- (v) The Appeals Panel may adopt such procedures as it considers appropriate and expedient for the just determination of an appeal brought before it, and shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.

The following is set out as a guide to the conduct of a hearing before the Appeals Panel:

- (1) The Appellant to address the Appeals Panel, summarising its case;
- (2) The Respondent to address the Appeals Panel, summarising its case;

- (3) The Appeals Panel may put questions to the parties at any stage;
  - (4) The Respondent to make closing submissions;
  - (5) The Appellant to make closing submissions;
  - (6) The Appellant and the Respondent to withdraw whilst the Appeals Panel considers the submissions and determines the matter.
  - (7) The Appellant and the Respondent to be recalled and the decision and any orders consequential to it announced to both parties. Alternatively, where it considers it appropriate, the Appeals Panel may decide not to announce its decision, but make it known at a later date, in writing. In any event, the Appeals Panel shall publicise a written statement of its decision (see 8(b)(ix) below).
- (vi) The Appeals Panel shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend, and shall do so in such manner as it considers appropriate.
- (vii) A decision of the Appeals Panel shall be final and binding and there shall be no right of further challenge.
- (viii) The Appeals Panel shall have power to:
- (1) allow or dismiss the appeal; or
  - (2) remit the matter for re-hearing by the Referees Committee; or
  - (3) exercise any power which the body against whose decision the appeal was made could have exercised; or
  - (4) make any further or other order considered appropriate, either generally, or for the purpose of giving effect to its decision.
- Any fee may be returned or forfeited, in whole or in part, at the discretion of the Appeals Panel, who shall also have the power to determine by whom the costs of the appeal shall be borne.
- (ix) As soon as practicable after the hearing, the Appeals Panel shall publish a written statement of its decision, which shall state:
- (1) the names of the parties, the decision(s) appealed against and the grounds of appeal;
  - (2) whether or not the appeal is allowed; and
  - (3) the order(s) of the Appeals Panel.
- The written statement shall be signed and dated by the chairman of the Appeals Panel and be the conclusive record of the decision.

## 9. Appointments

- (a) Registered Referees shall not officiate in any Competition, which is not sanctioned, or Match in which unaffiliated clubs compete.
- (b) The "Order of Precedence" of appointments, whether as a Referee or Assistant Referee, shall be as follows:
- (1) The FA Challenge Cup Competition;
  - (2) The FA Premier League;
  - (3) The Football League;
  - (4) The FA Challenge Trophy Competition;
  - (5) The FA Challenge Vase Competition;
  - (6) Affiliated Association Cup Competitions

*Affiliated Association appointments only take precedence over Panel Leagues, The FA Youth and FA County Youth Challenge Cup Competitions, Contributory League and Supply League appointments if the appointment is in the Affiliated Association's nominated Senior Cup Competition or in the Semi-final and/or Final of any other Affiliated Association Competition whether the appointment is as a Referee or an Assistant Referee.*

- (7) The Panel Leagues;
- (8) The FA Youth and FA County Youth Challenge Cup Competitions;
- (9) Contributory Leagues (recognised divisions only) and National League Systems Cup;
- (10) Supply Leagues (recognised divisions only);
- (11) All other Competitions of The Association.

Referees must attend Personal Hearings when required to do so. At Contributory level or above Match Officials appointments already received, take precedence over requests to attend Personal Hearings. On receipt of notification of a Personal Hearing Referees must close the date with all appropriate competitions.

- (c) Where release from an appointment is required to enable a Referee to take a more senior appointment at least four days' notice must be given to the relevant Affiliated Association or Competition by the association or Competition requesting the release.
- (d) Once The Association or an Affiliated Association has appointed a Match Official if, subsequently, the Match is postponed, abandoned or results in a draw and the rearranged fixture is then scheduled to take place less than four complete days from the date of the original match, The Association or Affiliated Association appointment will take priority over any other appointment already accepted by the Referee from a Competition lower in the Order of Precedence, unless The Association or Affiliated Association waive their right to the services of the Match Official so appointed.
- (e) "Fourth Officials" are appointed to certain rounds of FA Competitions and all FA Premier League and Football League matches and associated Competitions, and the Panel Competitions. The duties and responsibilities of the Fourth Official are detailed in the Laws of Association Football and in the Competition Rules. Such appointments form part of the Order of Precedence within the Competitions listed above.

"Standby/Reserve Officials" may be appointed to other Competitions but do not form part of the Order of Precedence and are not to be accepted by Referees in preference to an active appointment.

#### **10. Conflicts of Interest**

A Referee shall at all times act impartially. Where a Referee believes that there is a material interest conflicting with the duties and obligations of a Match Official and any appointment, then the Referee shall decline to act or officiate and declare it to the appointing authority (whose decision in relation to any dispute or difference in such matters shall be final and binding).

#### **11. Referees' Uniforms**

- (a) All Match Officials in Competitions under the jurisdiction of The Association and Affiliated Associations must wear uniforms comprising a plain shirt which shall be almost entirely black with white collar and black shorts. Socks shall be black and may have another colour at the top which must be in accord with the single colour used on the shirt collar. Caps may be worn in extreme heat. Where a cap is worn it must be black in colour, not restrict the peripheral vision of the Match Official. Referee Uniforms must not carry any form of advertising.
- (b) The following Competitions may be excepted from (a) above, on application to The Association subject to the conditions below:

The FA Premier League

The Football League

Competitions of Panel and Contributory League Status

Approval will be considered only of shirts that are almost entirely black, with collars of a single colour. In all such cases prior written approval must be obtained from The Association with confirmation that all Match Officials will be provided with shirts, shorts and socks free of charge. Application for the above Competitions must be submitted annually prior to 1 May for the following season.

- (c) Match Officials appointed to FA Competition Matches are required to wear the FIFA or Football Association badge (where awarded) or the badge of their Affiliated Association. No other competition badge may be worn.
- (d) Advertising and branding on Match Officials' uniforms must be in accordance with The Association's Regulations relating to advertising on the clothing of Players, Club Officials and Match Officials.

## 12. Returns

- (a) Annually, in accordance with the instructions of The Association from time to time, Competitions shall provide to The Association or appropriate Affiliated Association Lists of Match Officials engaged. Such Lists shall include the marks awarded by Clubs, and assessments where appropriate, during the specified period, together with any other information required.
- (b) Not later than the date decided by The Association, Affiliated Associations shall nominate suitable Referees for consideration by The Association for selection to the Contributory League Assistant Referees List.
- (c) Competitions that are required to administer fitness tests are to submit the results to The Association and the Affiliated Association that administers the Referee.
- (d) Affiliated Associations are to submit by 30 June each year a complete list of registered Referees, by classification, in a format required by The Association.

## 13. Codes of Conduct

Match Officials shall be bound by Codes of Conduct such as are instructed by The Association from time to time.

## GUIDE TO MARKING

The mark awarded by a club must be based on the referee's **overall** performance. It is most important that the mark is awarded fairly and not based upon isolated incidents or previous games. The referee's performance should be determined by the table below which should act as a guide for the overall mark which should fall within the mark range for each standard of performance.

<b>Mark Range</b>	<b>Comment</b>
100-86	The referee demonstrated very accurate decision-making and controlled the game very well using management and communication skills effectively to add value to the game.
85-76	The referee demonstrated accurate decision-making and controlled the game well using management and communication skills to contribute positively to the game.
75-61	The referee demonstrated reasonably accurate decision-making and despite some shortcomings generally controlled the game well.
60 and below	The referee demonstrated shortcomings in the accuracy of decision-making and control which affected the game.

## Notes

- Club officials should use the full range of marks within each category to help distinguish between different performance levels, e.g. within the 85-76 category a mark of 84 indicates a better performance than a mark of 77.
- While some referees may have below average performances, there will usually have been some positive aspects of their performance, so extremely low marks should be very rare.
- When club officials are marking a referee, they should always look at the game as a whole and not isolated decisions. The result of the match should not influence the mark and disciplinary action should be judged objectively.
- When a mark of 60 or lower is awarded, an explanation must be provided to the Competition using the box provided on the marking form. The purpose of this is to assist referees to improve their performance levels, so the comments should be as helpful as possible.

## HOW TO DECIDE ON THE REFEREE'S MARK

The following questions focus on the key areas of a referee's performance. They are intended as an "aide memoire", are not necessarily comprehensive and need not be answered individually. It is, however, worth considering them before committing yourself to a mark for the referee.

### CONTROL AND DECISION MAKING

- How well did the referee control the game?
- Were the players' actions recognized correctly?
- Were the Laws applied correctly?
- Were all incidents dealt with efficiently/effectively?
- Were all the appropriate sanctions applied correctly?
- Was the referee always within reasonable distance of incidents?
- Was the referee well positioned to make critical decisions, especially in and around the penalty area?
- Did the referee understand the players' positional intentions and keep out of the way accordingly?
- Did the referee demonstrate alertness and concentration throughout the game?
- Did the referee apply the use of the advantage to suit the mood and temperature of the game?
- Was the referee aware of the players' attitude to advantage?
- Did the referee use the assistants effectively?
- Did the officials work as a team, and did the referee lead and manage them to the benefit of the game?

### COMMUNICATION AND PLAYER MANAGEMENT

- How well did the referee communicate with the players during the game?
- Did the referee's level of involvement/profile suit this particular game?
- Did the referee understand the players' problems on the day – e.g. difficult ground/weather conditions?
- Did the referee respond to the changing pattern of play/mood of players?
- Did the referee demonstrate empathy for the game, allowing it to develop in accordance with the tempo of the game?
- Was the referee pro-active in controlling of the game?
- Was the referee's authority asserted firmly without being officious?
- Was the referee confident and quick thinking?
- Did the referee appear unflustered and unhurried when making critical decisions?
- Did the referee permit undue questioning of decisions?
- Did the referee deal effectively with players crowding around after decisions/incidents?
- Was effective player management in evidence?
- Was the referee's body language confident and open at all times?
- Did the pace of the game, the crowd or player pressure affect the referee negatively?

### FINAL THOUGHTS

- Always try to be objective when marking. You may not obtain the most objective view by marking immediately after the game.
- Judge the performance over the whole game. Don't be too influenced by one particular incident.
- Don't mark the referee down unfairly because your team was unlucky and lost the game or some disciplinary action was taken against your players.

**CLUB REPORT ON MATCH REFEREE**

APPENDIX A

(Supply League)

Form to be completed after every match

Date ..... Competition .....

Home Club	
Away Club	

Referee	
---------	--

**Referee's Performance**

Please tick appropriate box    Disappointing    Reasonable    Good    Excellent

a) Overall control				
--------------------	--	--	--	--

b) Overall decision making				
----------------------------	--	--	--	--

c) Communication and player management				
--	--	--	--	--

Mark out of 100

/100
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**SECTION 3. Additional comments (Continue overleaf if necessary)**

If any area is marked "disappointing", or the mark awarded is 50 or less, detailed, constructive comments which could help improve the referee's future performances are required

Name (please print) .....

Position held in club ..... Signature: .....

Please return to ..... Within 48 hours of the match

**CLUB MARKING OF REFEREES**

**APPENDIX B**

Both teams are required to award the referee a mark in all matches on a scale 1-100 based on the following guide.

**Assessment of Referee**

Match ..... v .....

Date ..... Competition .....

Name of Referee .....

**Overall control and decision making**

The mark must reflect the referee's overall level of control, accuracy of decision making and management of and communication with players. When deciding on a mark consideration should be given to such aspects of the referee's performance as: impartiality, confidence, fitness, positioning, signalling, use of advantage, handling of major incidents.

A mark between 91-100 would be regarded as 'excellent'

A mark between 71 and 80 would represent the standard expected

Our club awards an overall mark of out  of 100

When awarding a mark of 50 or less, an explanation must be provided in the box below to the League/Competition with comments which could help the referee improve future performances.

(Signed)..... (Secretary)

Club ..... Date .....

## **MEMORANDUM OF AFFILIATED ASSOCIATION RESPONSIBILITIES FOR REGISTERED REFEREES**

Affiliated Associations must provide, as a minimum, the following for referees administered by them:

### **Registration**

Registrations for Referees must be in accordance with the Regulations for the Registration and Control of Referees as amended by The Football Association from time to time. Affiliated Association will collect the National Registration fee and, where appropriate, any Associate Referee fee levied by them for Referees administered by another Affiliated Association. Affiliated Associations will be responsible for the provision of renewable CRB checks for referees after the initial check has been completed by the individual.

### **Provision of County Football Association Handbook**

Affiliated Associations should provide, as a minimum, the County Cup Competition Rules, details of Club Secretaries and details of grounds/match venues.

### **Public Liability Insurance**

A min/max of £5 million, as recommended by The Association, cover for public liability insurance.

### **Recruitment and Basic Training of New Referees**

The recruitment and training of new referees is an important area which Affiliated Associations have responsibility towards the development of the future of the game. The Football Association supports this with provision of financial and material support

### **Mentor Scheme**

Affiliated Associations are required to provide Mentor support where two-tier basic referee training is utilised. It is recognised that mentoring is an aid to retention and Affiliated Associations are encouraged to extend the service to other referees wherever possible.

### **Promotion and Assessment Scheme**

Affiliated Associations are responsible for the promotion of referees up to Senior County Referee (level 5), in accordance with the Regulations for the Registration and Control of Referees, by ensuring that referees are active at the appropriate level and are regularly assessed. The promotion assessment scheme is part funded by The Football Association. Senior County Referees and below, outside the promotion scheme, who are administered by the Affiliated Association should be regularly assessed for development purposes.

### **In-Service Training**

Referees below Contributory League Referee (level 3) are provided with in-service training by Affiliated Associations. In-service training for Referees in the promotion scheme is mandatory in accordance with the Regulations for the Registration and Control of Referees and may be coordinated in conjunction with the Regional Manager (Referees). Other in-service training (ie Supply League Referees, Pre-Cup Final training, assessor training, etc) should be provided for referees as appropriate. FA funding may be accessed to meet some of the training and development needs.

### **Child Protection Training**

In accordance with the Rules of The Association, every participant of the game is required to undergo Child Protection training. The Football Association Referees Department and Child Protection Unit will provide separate guidance on this issue.

## **Appointments**

Affiliated Associations make appointments to its individual Competitions. In addition, it is invited to make nominations in respect of FA Competitions at the request of The Football Association Referees Department.

## **Nominations to the Contributory League List**

Affiliated Associations are required to nominate eligible and suitable referees to join the Contributory League Assistant Referees List from its Senior County Referees on request from The Football Association Referees Department. Those Referees who are nominated for consideration to the Contributory League Assistant Referees List must have successfully completed the required fitness test as determined by The Football Association Referees Committee from time to time.

## **Allocation to Leagues**

Affiliated Associations are responsible for the allocation of Referees promoted to, or serving on, the National List Contributory League assistant referees to a suitable Supply League on which to referee. The allocation of Referees to officiate as assistant referees in the recognised division of one Supply League only, in which teams from the Affiliated Association operate, is the responsibility of the Affiliated Association to ensure that local football is not deprived of referees. Referees successfully completing the basic course are to be advised in writing, in accordance with the Regulations for the Registration and Control of Referees, of the leagues on which they may operate.

## **Legal Advice**

Affiliated Associations may assist in the provision of legal advice where appropriate to referees. This could involve seeking advice from The Football Association on behalf of the referee in certain circumstances.

## **General Advice**

General advice and guidance on all football related matters should be promulgated by the Affiliated Association to those referees it administers.

## **Transfers**

Affiliated Associations are responsible for ensuring that Senior County Referees and below who move to another administrative area are notified to the receiving Association. The Football Association Transfer Form is to be used for this purpose, a copy of which is at Annex A to this Memorandum.

On receipt of that notification, the receiving Affiliated Association should ensure that the referee is made aware of the refereeing activities in the County.

## **Referee Discipline**

The Regulations for the Registration and Control of Referees devolve the responsibility for Referee discipline, of those referees not operating on the National List of Contributory League Officials or above, to the Affiliated Association who administers the Referees registration. A Referee may be dealt with in the normal course as a participant for any alleged Misconduct (i.e. by a Regulatory Commission), in addition to having issues relating to the Registration as a Referee considered by the appropriate Referees Committee. Referees should be made aware of the process by which any acts of misconduct, or indiscipline in relation to their registration, will be dealt with by the Affiliated Association.

## **Nominations to Referee Instructor Courses**

Affiliated Associations should identify those candidates it considers suitable to attend the Registered Referee Instructors Course and the National Referee Instructors Course in accordance with the criteria notified by The Association from time to time. The Football Association makes financial provision for these courses.

**Liaison with the Regional Manager (Referees)**

Affiliated Associations should make every use of the services of the Regional Manager (Referees) in the support of its responsibilities for registered referees as outlined in this Memorandum.

**Monitoring of Financial Provision**

Affiliated Associations are required to monitor the financial assistance provided by The Association in respect of referees to ensure that it is allocated to the purpose for which it was made. Returns are to be submitted to The Association upon request.

In addition Affiliated Associations are encouraged to consider offering the following to referees administered by them dependent upon the size and make-up of the Affiliated Association:

**Schools of Excellence and Referee Academies**

Affiliated Associations are strongly encouraged to include a School of Excellence (or Referee Academy) for referees.

**Liaison with the County Referees Association**

It is strongly recommended that Affiliated Associations forge a liaison with its Referees Association. A co-opted representative of the County RA to the County Referees Committee is encouraged.

**Provision of the Laws of the Game to all Referees**

All referees should, in addition to the law amendment bulletin provided by The Football Association, have the Laws of the Game made available each season.

**Provision of a County Football Association Badge**

The Regulations for the Registration and Control of Referees require referees to wear the badge of the County FA who administers his registration on FA Competitions, where such a badge is available. This provides County identity of the match official when operating both within and outside his Affiliated Association boundary. Affiliated Associations are encouraged to make available its County FA badge to referees.

**Benevolent Scheme**

County Football Associations are encouraged to make available access to any Benevolent Scheme it runs to referees. They may also access, on behalf of a referee, The Football Association Benevolent Fund where appropriate.

**Personal Accident Insurance**

Affiliated Associations are encouraged to investigate the need for Personal Accident Insurance for referees.

**REQUEST FOR A TRANSFER TO ANOTHER  
AFFILIATED ASSOCIATION**

**APPENDIX A  
CFA/T**

A referee must register with the Affiliated Association where he/she resides. The following form must be completed and forwarded to the Affiliated Association with which you are currently registered.

Full Name.....

Age as at 1 March (next) ..... Date of Birth.....

Previous Address.....

.....Post Code.....

Telephone Number

(H).....(B).....

Previous Affiliated Association .....

Current Level ..... Year Obtained.....

If Level 4 state which supply league you currently officiate on .....

Season last registered.....

Date or year of examination .....

New Address .....

.....Post Code.....

Telephone Number

(H).....(B).....

Date of availability in new area .....

Detail any restrictions concerning availability.....

.....

.....

Signed .....(Referee)

Circulation:

- (1) The Football Association, 25 Soho Square, London W1D 4FA (for MOAS and new Regional Manager)
- (2) New Affiliated Association.