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**REFEREE PROMOTION
GUIDANCE BOOKLET**



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LIVERPOOL COUNTY FA REFEREE DEVELOPMENT 2021/22

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FOOTBALL EXPERIENCE
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FOREWORD



The Liverpool County FA Referees' Department is delighted to launch the promotion scheme for the 2021/22 season. This document will provide you with the required information regarding the promotion scheme and an invitation to apply for this opportunity. The pathway for referees wishing to progress is well supported with fantastic opportunities to aid you with your development both on and off the field as a Referee.

By applying for the 2021/22 promotion scheme, you are demonstrating your ambition as a referee along with your intention to develop and progress through the refereeing pyramid. Should you be successful in achieving your promotion then this will allow you to referee a higher standard of football in addition to being appointed to more prestigious county cup fixtures.

The Liverpool County FA Referees' Department will aim to provide you with the highest quality of support and training whilst in the promotion scheme, which aspires to offer you the best possible football experience. We aim to identify the individuals who have the ability and determination to progress as a referee and will support them in fulfilling their potential. Liverpool County FA is committed to providing you with in-service training events to develop your refereeing skills along with match observations in line with the promotion criteria.

The criteria required to fulfil each promotion stage is outlined within the remainder of this booklet, however should you have any further questions then please do not hesitate to contact Referee Development Officer on Natasha.Wilson@LiverpoolFA.com.

Liverpool County FA would also like to thank our coaches, mentors, observers and volunteers for their continuous support and efforts alongside the promotion and observation scheme of which they play an integral part. We wish you all the best of luck in the next stages of your refereeing journey.

Natasha Wilson
Referee Development Officer

INTRODUCTION



Applying for promotion is the first step to officiating at a higher level and this booklet will provide you with information and guidance on the process. Every referee starts from the 'bottom of the ladder' looking to learn and develop their skills throughout their refereeing career. Some referees may have a certain target of reaching the Premier League, whereas others may just want to challenge themselves to become a better referee.

Referees are reminded that prior to applying for promotion for the 2021/22 season, they should read through this document which will outline the specific criteria which are required in order to be successful in achieving promotion to the next refereeing level.

REFEREEING LEVELS



Levels are a mark of match officials' achievements within refereeing.

All newly qualified referees will begin their journey as a Level 9/T Referee. Upon successful completion of the course, they will then be classified as either a Level 8 or Level 7 dependent upon their age. Applying for promotion is the only way in which a referee can move through the levels.

The full levels for the 2021/22 season are:-

Level T/9 – Trainee Referee (learners completing the FA Referee course)

Level Y/8 – Youth Referee (qualified referees aged 14 or 15)

Level 7 – Junior County Referee (qualified referees aged 16 or over)

Level 6 – County Referee

Level 5 – Senior County Referee

Level 4 – Supply League Referee/Contributory League Assistant Referee

Level 3 – Contributory League Referee/Panel League Assistant Referee

Level 2b – Panel League Referee

Level 2a – Panel Select League Referee

Level 1 – National List Referee

Select Group 2 – Football League Championship Referee

Select Group 1 – Premier League Referee

FIFA List – International Referee

There are alternative routes for promotion through other specific formats of the game.

PREREQUISITES OF APPLYING FOR PROMOTION



Promotions up to and including Level 5 are managed and awarded solely by Liverpool County FA based on guidance set out in the FA Handbook.

Promotions from Level 5 to Level 4 are again administered by Liverpool County FA, with a recommendation then sent to the FA who in turn makes the final decision as to whether or not a referee is promoted. All promotions above Level 4 are at the discretion of the FA.

In order to apply for promotion, all referees are required to meeting the following criteria irrespective of whichever promotion level they are applying for:-

Apply for promotion by completing the online application form no later than 31st September 2021.

<https://forms.office.com/r/kwzgwZ4C5H>

Register as a Liverpool County FA match official (Parent County) for the 2021/22 season no later than 31st September 2021

Spent 1 season as a Level 7 referee

Pay the Promotion Deposit of £30 as part of the online application.

If you are removed and/or drop out of the promotion scheme you will lose your deposit.

If you are successful in meeting all the promotion criteria your deposit will pay for your Referee Registration for the 2022/23 Season.

LEVEL 7-6 PROMOTION CRITERIA



In addition to the prerequisite criteria mentioned in this document, any referee who wishes to be promoted from Level 7 (Junior County Referee) to a Level 6 (County Referee) following the 2021/22 promotion season is required to meet all of the following criteria:-

Referee a **minimum of 20 open-age** fixtures throughout the promotion season

Receive 3 observation reports during the promotion season

Achieve an average observer mark of "Standard Expected"

Attend a LCFA promotion in-service training event (Dates TBC)

Successfully pass a written Laws of the Game examination
(One re-sit opportunity is provided if necessary)

Accept Liverpool County FA county cup appointments

Ensure a high level of efficiency in administration
(Closed Dates/Correspondence)

Submit **all** fixtures for observation to the County FA

Regularly Attend County CORE Meetings

Maintain acceptable club marks

Submit a record of games officiated to the County FA as and when requested

LEVEL 6-5 PROMOTION CRITERIA

In addition to the prerequisite criteria mentioned in this document, any referee who wishes to be promoted from Level 6 (County Referee) to a Level 5 (Senior County Referee) following the 2021/22 promotion season is required to meet all of the following criteria:-

Referee a **minimum of 20 open-age** fixtures throughout the promotion season

Receive 3 observation reports during the promotion season

Achieve an average observer mark of "Standard Expected"

Attend a LCFA promotion in-service training event (Dates TBC)

Successfully pass a written Laws of the Game examination
(One re-sit opportunity is provided if necessary)

Accept Liverpool County FA county cup appointments

Ensure a high level of efficiency in administration
(Closed Dates/Correspondence)

Submit **all** fixtures for observation to the County FA

Regularly Attend County CORE Meetings

Maintain acceptable club marks

Submit a record of games officiated to the County FA as and when requested



LEVEL 5-4 PROMOTION CRITERIA

In addition to the prerequisite criteria mentioned in this document, any referee who wishes to be promoted from Level 5 (Senior County Referee) to a Level 4 (Supply League Referee) following the 2021/22 promotion season is required to meet all of the following criteria:-

Referee a **minimum of 20 open-age** fixtures throughout the promotion season

Act as Assistant Referee on a **minimum of 10 games** on a Supply League

Be prepared and regularly available to referee Saturday and Midweek matches

Receive 5 observation reports during the promotion season

Achieve an above average observer mark over the season

Attend a LCFA promotion in-service training event (Dates TBC)

Successfully pass a written Laws of the Game examination
(One re-sit opportunity is provided if necessary)

Attend a regional in-service Nomination Training Session
delivered by The Football Association

Successfully complete an examination on the Laws
of the Game at the FA Promotion Seminar
(One re-sit opportunity is provided if required)

Accept Liverpool County FA county cup appointments

Successfully complete a Contributory League Assistant Referee Fitness Test prior to nomination. The
minimum standard to be attained is:

*12 minute Continuous Run - minimum distance completed 2,600 metres
2 x 50 metre sprint - max 7.5 seconds for each sprint*

Ensure a high level of efficiency in administration
(Closed Dates/Correspondence)

Submit **all** fixtures for observation to the County FA

Regularly Attend County CORE Meetings

Maintain acceptable club marks

Submit a record of games officiated to the County FA as and when requested



KEY INFORMATION FOR ALL CANDIDATES



Irrespective of the promotion level for which you apply, as a referee on the Liverpool County FA promotion scheme, each of the following will apply:-

Upon completing all stages of the promotion application, you will be required to send fixtures and update any changes in these fixtures to the County FA – **If you do not submit games you will not be observed.**

The responsibility for submitting fixtures for observation lies entirely with the referee.

The responsibility for closing dates lies entirely with the referee.

Failure to complete any part of the criteria outlined within each individual promotion level may result in your removal from the promotion scheme for the remainder of the 2021/22 season.

Referees who fail to meet the criteria to be promoted during the 2021/22 season are eligible to reapply for promotion for the 2022/23 season.

RESPONSIBILITIES OF THE REFEREE



It is the responsibility of the referee in ensuring that they meet all of the requirements in order to be successful in achieving promotion. Liverpool County FA will help you wherever possible however the ultimate responsibility lies with yourself - it is **YOUR** promotion.

Referees should submit their fixtures for observation by sending these to the CFA as soon as they are appointed. Should there be any changes following their original appointment, the referee should then update the fixture with the updated details.

Referees are reminded that they will not be prompted to submit their fixtures for observation and that it is entirely their own responsibility to ensure that they submit each game to which they are appointed as the match referee.

It is expected that all promotion candidates display excellent levels of administration throughout the whole of the season. If you require any help or training in improving your administration skills this is something we can support you in.

Furthermore, it is recommended that all referees on the promotion pathway keep an individual record of their own appointments during the course of the marking season and in what capacity they were involved. In order to ensure that you officiate in the required number of games then you should liaise closely with the Referees Department and your league referee appointment officers.

RESPONSIBILITIES OF THE COUNTY FA



During the process of going for promotion you will have access too;

3 or 5 Referee Observations (Dependent on Level)

Ongoing Education Opportunities

Access to County CORE

Opportunity to be Nominated to FA CORE

Opportunity to referee at Higher Levels and more challenging Games

1-1 Referee Development Meeting midway through the season to help you continue to get the best out of your season

Access to a Referee Coach as Part of the County CORE Programme.

COUNTY CUP COMPETITIONS



All promotion candidates will be considered for appointments to all Liverpool County FA County Cup competitions so it is imperative that candidates ensure that their closed dates are regularly updated and accurately reflects their availability.

This includes availability on weekends, bank holidays, midweek afternoons and evenings. County Cup appointments take precedence over any County FA Sanctioned League fixture.

Dates should be closed with the County FA for the following reasons:-

Unavailable to referee any fixture (i.e. Work/Holiday/Injury/Personal etc.)

Received an appointment to an FA Competition

Already received an appointment on a competition higher on the FA's Order of Precedence than a county cup fixture

Please be aware that referees who repeatedly decline county cup appointments due to poor administration could be removed from the promotion scheme.

If you become injured or ill then you must contact the relevant appointment officer immediately by appropriate means so that they can source a reappointment.

MOAS

As a Liverpool County FA promotion candidate, you may be considered by the FA for appointments to the early rounds of the FA Cup, Trophy, Vase and Youth Cup. Should you be considered for these appointments, then you will receive access to the Match Official Administration System (MOAS).

This access will come directly from the FA and not Liverpool County FA and will likely be early in the season. MOAS is an online FA application which allows referees to submit closed dates using their own individual online calendar in order to reduce the overall administrative burden on referees.

There are a number of guidelines that you should abide by to ensure that it is used in the correct manner therefore please take careful note of the following:-

MOAS is an FA application only. Liverpool County FA **does not** have any involvement regarding MOAS nor do we have the ability to view referees closed dates through the portal

Referees should use MOAS to close dates for FA appointments

Closing dates via MOAS does not mean that you have also closed your date with the county FA.

As mentioned above, MOAS is an FA application only and therefore closed dates for county cup appointments should be submitted via email to the organiser of the appropriate competition.

Referees who are experiencing difficulty using MOAS should contact the FA directly on moas@thefa.com



OBSERVERS

Observers will be appointed to fixtures by Liverpool County FA and you will only be observed on fixtures that fall in line with the promotion criteria.

Only fixtures that are submitted to the CFA will be considered when appointing observers.

It is strongly recommended to referees that they submit their fixture for observation as soon as they receive the appointment in order to have the best possibility of an observer being appointed.

In order to preserve the integrity of the county observer process, under no circumstances should a referee contact an observer in order to arrange their own appointment. An observation that is carried out but has not been appointed by the county FA will be considered void and not included within the final merit table.

OBSERVER MARK APPEAL PROCESS

If a match official wishes to appeal against a mark awarded in their observer report then there are very clear guidelines on a) what constitutes an appeal and b) how the process works.

What constitutes an appeal:-

- a) The observer is incorrect in Law
- b) The written narrative does not significantly reflect the overall mark awarded
- c) At Level 5-4, no appeal will be considered for marks of 76 or above unless the observer is incorrect in law

How to appeal:-

- a) The match official emails contacts the RDO with a copy of the observer report and a detailed reason for the appeal.
- b) The Liverpool County FA Referees Department will decide if an appeal is valid.
- c) If an appeal is not valid then the match official will receive an explanation as to why an appeal is not valid
- d) If an appeal is valid then the report will be forwarded to an independent review panel who will review the written narrative and mark awarded before deciding on the final mark
- e) The match official will be notified of the final mark awarded

All appeals must be submitted within 14 days of the referee receiving the report from the observer

The match observer is not involved in any part of the appeal process

If the mark is either increased or decreased then the observer will be informed and development advice offered



HOW TO APPLY FOR PROMOTION



Prior to applying for promotion it is imperative that you fully read and understand all of the information outlined within this document

Having read and understood all of the information, then you will need to complete the online application form and pay the promotion deposit.

The online application can be completed here –

<https://forms.office.com/r/kwzgwZ4C5H>

Payment will be taken as part of the online application.

FINALLY



After taking into consideration all of the information contained within this guidance booklet, if you are still unsure as to whether promotion is for you then please do not hesitate to contact the LCFA Referee Development Officer.

We will be able to provide you with an unbiased and realistic action plan detailing how you can move forward. However the final decision will be your own.

Should you not be looking to apply for promotion, we will endeavour as always to continue to support all every one of our match officials during the coming season.

Ensure that you keep an eye out for regular events and opportunities that are open to all of our referees.

If you have any feedback or would like to discuss any ideas then please get in contact with us.

To all of the Liverpool County FA Referees who do submit an application for promotion, we wish you the very best of luck. Please remember that the outcome of your promotion season is entirely within your own hands. Failure to submit and update your fixtures, poor levels of administration and a lack of participation at development events will hinder your progress.

We look forward to supporting you on the next stage of your refereeing journey – good luck!

CONTACT DETAILS

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REFEREE DEPARTMENT CONTACTS

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