

Basic Referee Course Information Pack



Basic Referee Training Course

Glossary

Appraisers — Any of those listed who are available to support the courses and accompany new recruits to fixtures during the six game process/period and record competency of knowledge and understanding for evaluation and feedback.

Appointment Secretaries — Those who appoint qualified referees to games on individual local leagues.

Assessors — FA Assessors carry out formal written Assessments on qualified referees which will be submitted to the relevant body and the referee on behalf of the CFA.

Course Assistants — Senior County Officials and RA members of suitable experience to support course staff; also recently qualified referees who have themselves been mentored.

County Football Association (CFA) — Administers and controls all football on a local basis, including referee recruitment, retention and education.

County Training Officer (CTO) — Manages and co-ordinates the process and administration of all training and development on behalf of the CFA.

Course Staff

FA Qualified Licensed Instructors

FA Registered Instructors

FA Learning Generic Tutor Trainers

CRB Enhanced Disclosure — Completion of a Criminal Record Bureau enhanced disclosure application form and provision of evidence of identity for verification and submission to the FA Criminal Records Bureau Unit. This must be completed at the start of the course.

Trainee referees are then registered as **Level 9** Referees and appointed to Junior Competitions to undertake six 11 v 11 games supported by a mentor/coach ideally at two or more games, and are eligible to be registered as RA members.

FA Regional Referee Manager

Strategically manages, assists and guides the CFA with the recruitment, retention and education of all referees.

Junior Referee — A referee of minimum 16 years of age who has successfully completed the Module 1 training, the examination process, and six games during the trainee period supported by a mentor/coach at two or more games who also attends a 'Next Step Workshop' and has completed a Safeguarding Children Workshop and CRB enhanced disclosure (if over 18 years of age). Registered as a **Level 7**.

LMS — Learning Management System. This is an FA web-based enrolment and information system for CFAs.

Mentors/Coaches — (Invited) Senior County Officials, RA members of suitable experience and recently qualified referees who have experienced the mentor/coaching system available to support and accompany new recruits to fixtures during the six game process on behalf of the CFA.

NPD — National Participation Database. Every person registered in any sector of football will be listed on the NPD and given a unique number that will stay with them for all their football activities.

Referee Development Officer (RDO) — Involved in the recruiting, retention and development of referees in their Counties.

Referees' Association (RA) — An association that supports the recruitment, retention and development of referees.

Safeguarding Children Workshop — A 3 hour workshop to be taken at the start of the course together with a CRB enhanced disclosure (if over 18 years of age).

Shadows — Any of the above persons who accompany trainee referees on the field of play during demonstrations and similar activity to support and advise the candidate to assist learning and development.

Trainee Referee — Who has registered on a course for basic referee training, has started **Module 1** and completed two of the following examination processes:

- Written examination paper
- Practical examination assessment (where applicable)
- Theory Assessment DVD examination (where applicable)

An overall minimum pass mark of 75% must be achieved. Candidates failing to achieve this minimum may retake the examination after a period of 3 months has elapsed.

Youth Referee — A referee between the ages of 14 to 16 who has successfully completed the Module 1 training, the examination process, and six games during the trainee period supported by a mentor/coach at two or more games who also attends a 'Next Step Workshop' and completes a Safeguarding Children distance learning pack. Registered as a **Level 8** referee until attaining the age of 16 and then reclassified as **Level 7**.

Preamble

Introduction

The Football Association is committed to supporting Grassroots Football to raise standards of provision for all sectors. Referee training and development form an integral part of the game.

The course will provide referees with an understanding of safe, ethical and effective refereeing and is a means for candidates to develop both practical and theoretical skills as match officials. The whole process is underpinned by support from the training team.

The Football Association Basic Referee Training Course has been redesigned with new and dynamic ways of delivering instruction, examination and appraisal of competencies to enable candidates to equip themselves with the knowledge and understanding of the application of Law to meet the needs of the modern game.

Proposed Basic Training Courses

The course is designed to address the balance between knowledge (theoretical) and application (practical). It is focused on the candidates who demonstrate a willingness to officiate in 11 v 11 games at Junior football level. They will receive advice, guidance and help towards achieving and demonstrating the refereeing skills to officiate as a Junior Referee. County Associations will be able to target available resources to support Trainees through to Level 7 or 8 qualifications on Basic Courses.

Candidates who do not wish to officiate in full-sided games but require only knowledge of Law or sufficient skills to be able to officiate in small-sided games and similar competitions will be filtered and directed to tailored courses specifically designed and suitable for their needs. These candidates should be identified during the filter process upon application.

Response to candidate enquiries will be to issue:

- Information on choice of courses and requirements
- Q and A advice document
- Purpose-designed questionnaire for filter and advice
- Enrolment form
- Information on Course fees

Enrolment

- Candidate completes the course questionnaire and pays the course enrolment fee to the CFA.
- Receives a pre-course study pack comprising pre-course notes, Laws of Association Football booklet, and a DVD Learn the Laws, with a recommended 10 hours' study using the study pack or learning online via the FA website.
- Invitation to a 2 hour introductory session.
- The course is designed to include a pre-course study period. However, candidates who wish to enrol late (at the introductory session) will still be required to complete the pre-course study before attending Module 1, and complete the assessment paper.

Introductory Session

The purpose of this session is to confirm the commitment of would-be active referees, explain and promote the involvement of The Football Association and the Referees' Association, deliver a 'Refereeing Today' DVD, and establish a feel-good factor about refereeing. The session will include an assessment paper with questions designed for course instructors to appraise each individual's depth of knowledge. Candidates who only wish to obtain a certificated knowledge of the Laws of Football will finish at this point.

Please refer to the Flow Chart illustrating the process of enrolment.

The Basic Referee Training Course

Candidates who attend the introductory session and wish to commit to active refereeing of 11 v 11 football will be recruited into this modular course, delivered by appointed Course Instructors using a variety of methods:

- Classroom-based training methods including demonstrations of practical refereeing techniques and application of Law, delivered on the field of play where possible, and using DVD or Videos.
- Alternatively, full Practical Training Courses with training and coaching techniques delivered primarily on the field of play.

The course has been designed to fit a number of sessions over several weeks or full days, as appropriate to available facilities and resources.

Preamble

Modules of Basic Referee Training and Assessment (attached) aim to equip the candidate with the ability to understand and demonstrate requirements and procedures prior to match day, followed by requirements of the referee on match day before the game commences, and ultimately application of Law during the game.

Candidates will be appraised in their basic refereeing competencies during the course and during the six game trainee spell by Course staff and mentors.

Examination and assessment will be during and towards the end of the course based upon:

- DVD Theory-based multiple-choice answer paper
- Practical-based questions
- Written multiple-choice examination

An overall pass mark of 75% is required. Candidates failing to achieve this may retake the examination after a period of 3 months has elapsed.

Candidates with different learning needs should be identified during the induction session or early in the course and offered any assistance required.

During the modules of training, candidates will be required to attend a 3 hour Safeguarding Children Workshop (14 to 16 year olds to take the guide) and complete a CRB check (18 years and above). They will thus achieve the status of **Level 9 Trainee Referee** and receive an attendance certificate.

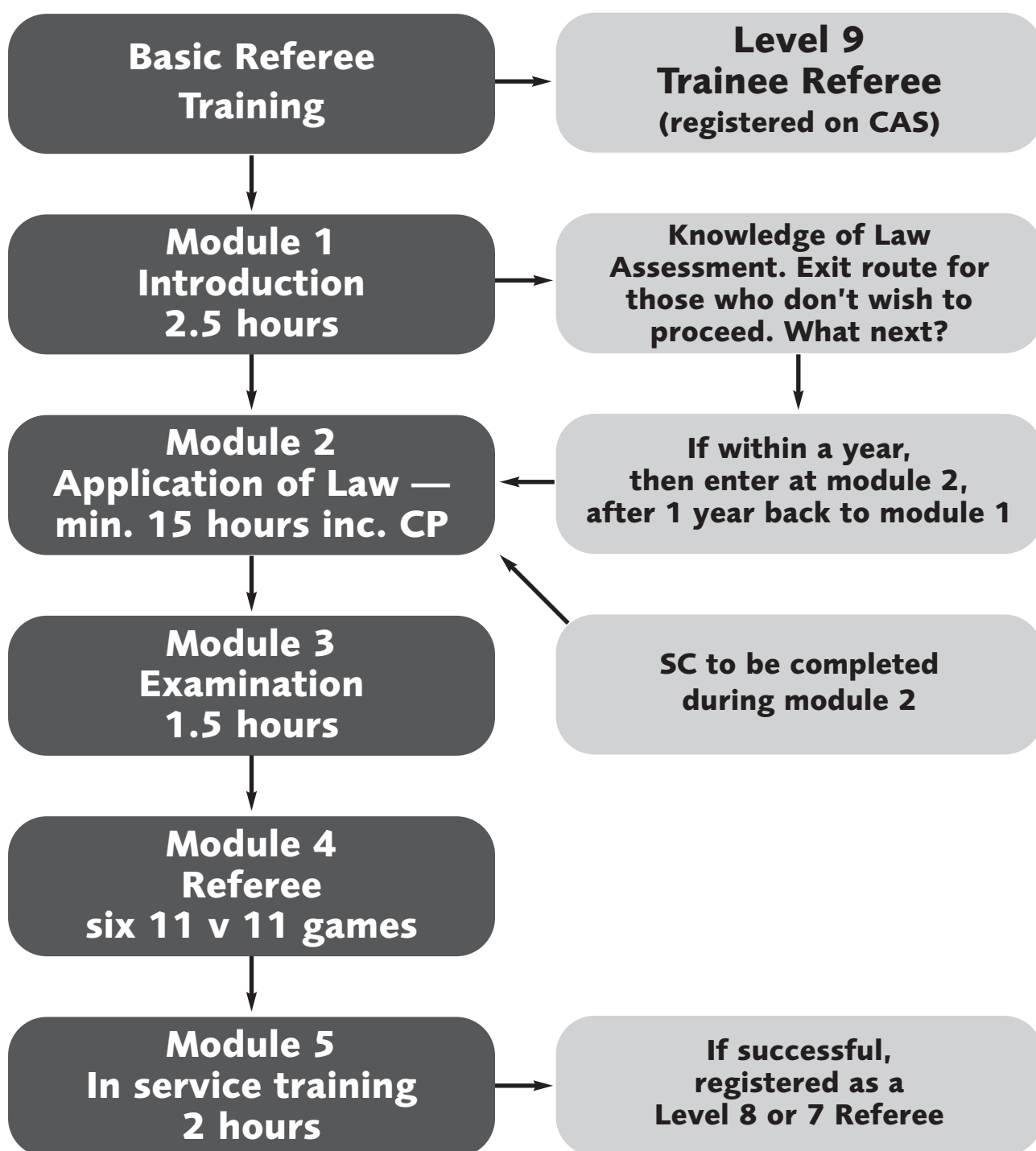
On completing six 11 v 11 games, trainee referees will be required to attend a final module of training called 'The Next Step Workshop', and upon its completion receive certification as:

Junior Referee — Level 7 (16 or over) or

Youth Referee — Level 8 (under 16)

It is important that all elements of the basic referee training course are completed in order to become a registered referee.

Basic Referee Training Course



Level 9 Referee

A level 9 referee is a candidate on the Basic Referee Training course undertaking the modules of training, who will then need to pass the two examination elements on the laws of the game, complete six 11 v 11 games and attend the 'Next Step Workshop'.

The candidate will be introduced to a mentor who will observe some of the six games to offer advice and guidance. The candidate should be paid the full match fee which will vary from County to County and from League to League. These games can be pre-season friendlies or appointed league games. We will assist you to obtain these games.

Once you have refereed 6 games, your final module of training will be a 'Next Step Workshop' which must be attended. Here, any issues you may have will be addressed and advice on your refereeing career given. The workshop dates will be set at the start of the course.

On completion of your 6 games, please ensure you fill in your '6 match form' which then should be submitted to your County FA.

Throughout this process your instructors are always available for advice and support. Please feel free to contact them.

You will then be awarded your full referee certificate from the FA and become a level 8 or 7 referee.

Well done and congratulations!

Level 8 — Youth Referee

A level 8 referee is someone who has completed the full Basic Referee course, refereed a minimum of six 11 v 11 games, attended a 'Next Step Workshop', and is now registered with their CFA as a Level 8 (Youth Referee) and is between 14 to 16 years of age.

Once the above are completed you are entered in the CFA handbook and are qualified to referee games up to one year below your own age.

You will (after completing your six matches) become a member of the Football Association Match Officials' Association (FAMOA). This is free and entitles you to wear the FA badge that will be sent to you (the three Lions).

We recommend you join the Referees' Association (the RA) and we can provide details of your local branch. Each local RA has different membership fees in the region of £20 per season and meets on a regular basis, normally monthly. The RA subscription includes a beneficial insurance.

Once you attain the age of 16 years of age, you can notify the CFA who will reclassify you from your 16th birthday to level 7 (you won't have to wait for the start of a new season to be reclassified). You are now eligible to apply for promotion and have the opportunity to start what can only be 'a journey' through your refereeing career. If you want to pursue a career in Refereeing you must consider your next step up the promotion ladder and take advantage of the help on offer regarding in-service training and fitness advice.

Referees at this level can be a great help to referees who are just starting out and as mentors to level 9 referees.

Level 7 — Junior County Referee

A level 7 referee is someone who has completed the full Basic Referee course, refereed a minimum of six 11 v 11 games, attended a 'Next Step Workshop', and is now registered with their CFA as a Level 7 (Junior County Referee).

Once the above are completed you are entered in the CFA handbook and are qualified to referee local football of any age including 'open age'.

You will (after completing your six matches) become a member of the Football Association Match Officials' Association (FAMOA). This is free and entitles you to wear the FA badge that will be sent to you (the three Lions).

We recommend you join the Referees' Association (the RA) and we can provide details of your local branch. Each local RA has different membership fees in the region of £20 per season and meets on a regular basis, normally monthly. The RA subscription includes a beneficial insurance.

Some senior leagues in your area will be pleased to use level 7 referees as assistant referees. Though this may involve some travelling, it is a tremendous way to meet other referees, gain valuable experience and learn from senior colleagues. Contact your instructors for details or anyone on the useful contacts page at the front of this folder for advice on this.

You are now on the promotion ladder and starting what can only be 'a journey' through your refereeing career. If you want to pursue a career in Refereeing you must consider your next step up the promotion ladder and take advantage of the help on offer regarding in-service training and fitness advice.

Some people decide to remain at this level and provide a great service to the game and the CFA, refereeing local football every week because they enjoy it. The same support and assistance are available and the local RA offers a way to stay in touch with colleagues.

Referees at this level can be a great help to referees who are just starting out and as mentors to level 9 referees.

Level 6 — County Referee

A level 6 referee is someone who has successfully fulfilled the following criteria, having applied for promotion:

- Completed twenty 11 v 11 games in competitions for age 16 years and above
- Achieved an acceptable level of performance in three or more assessments
- Attended an in-service training event
- Passed a written examination on the Laws of the Game

Once the above are completed you are entered in the CFA handbook and are qualified to referee local junior football of any age including 'open age' and at intermediate county level.

Some senior leagues in your area will be pleased to use level 6 referees in their leagues (especially supply leagues) as assistant referees. Though this may involve some travelling, it is a tremendous way to meet other referees, gain valuable experience and learn from senior colleagues. Contact your instructors for details or anyone on the useful contacts page at the front of this folder for advice on this.

You have now achieved the second rung on the promotion ladder. If you want to pursue a career in Refereeing you must consider your next step up the ladder. If you take advantage of the help available regarding in-service training and fitness advice, you could achieve in effect a 'double promotion' to level 4 for the following season. At this level it is important that you pay particular attention to your fitness and be able to pass a fitness test.

Some people decide to remain at level 6 and provide a great service to the game and the CFA, refereeing local football every week because they enjoy it.

Referees at this level can be a great help to referees who are just starting out and as mentors to level 9 referees.

Frequently Asked Questions

Q. Who organises County Football Association (CFA) Basic Referee Training Courses?

A. The CFA are responsible for organising and running these courses. However, in some counties they are run by the local Referees' Association on behalf of the CFA.

Q. Who is responsible for organising the courses?

A. The CFA appoints a County Training Officer (CTO) and or a Referee Development Officer (RDO). They will respond to any enquiry received regarding referee training and development.

Q. How do I decide which course to take?

A. The CTO or RDO or their representative will advise you of the best option to suit your requirements and advise you of the courses available or any that are planned for the immediate future. This may be over the phone, or through an information evening. The CTO or RDO or their representative will also supply the dates, times and venues of any such information meetings that may be arranged. If possible, you are strongly recommended to attend, as this will afford a better opportunity to fully understand the options open to you.

Q. What are the options?

A. There is a Pre-Course Questionnaire and flow chart, illustrating the options open to you. You can discuss these options with your CTO or RDO in order to choose the course best suited to your needs.

Q. How do I make my choice?

A. After consulting with your CFA you complete and return the Pre-Course Questionnaire together with the appropriate course fee. Alternatively, you can register online via the CFA Website.

Q. I want to do all kinds of Refereeing — do I tick all the boxes?

A. No. Tick only the box for 11-a-side Football. From there you can take individual workshops to cover other aspects of football.

Q. But I only want to referee in small-sided soccer and mini-soccer.

A. Then tick only the boxes for these courses.

Q. Can I transfer to the full-sided course after taking the small-sided courses?

A. Yes — by informing the CFA who will advise you of the next available course.

Q. Do all the courses qualify me as a Registered Referee?

A. No. You will be awarded either a certificate, or both certificate and Small-Sided/Futsal badge as applicable. Only the 11-a-side course will qualify you as a Registered Referee.

Q. Why is this?

- A. The 11 v 11 course is designed to prepare candidates for the rigours of refereeing in full-sided games. The course is intensive, delivered with either a practical or theoretical emphasis, or a combination of both. There is a requirement of pre-course study and an assessment of knowledge test during the Introductory session. This is followed by attendance on the course where application of the Law will be illustrated. Some competence appraisal will be carried out during and after the course. There are two examinations as well as six 11 v 11 games to referee within a three month period before attending a compulsory In-Service Training workshop. You must also complete a Child Protection workshop and CRB check. Only after satisfying these criteria will a certificate be awarded. You will then be Registered as a qualified County Referee Level 7. (If under 16 you may qualify for Youth football as a Level 8 referee until your 16th birthday at which point you are automatically reclassified to Level 7.)

Attendance

Q. How long are the courses?

- A. The duration of the courses is indicated on the flow chart. The short courses may be one or two sessions. The full Basic Course for 11-a-side Football will be run over a number of weeks or full days, depending on your CFA needs. The CTO or RDO will provide you with this information.

Q. How much are the course fees?

- A. These vary according to the type of course you wish to take. The CFA will advise you of the fees pertaining to the course you wish to take.

Q. If I drop out after enrolment and after I have received the Pre-Course Study Pack, will my fee be refunded?

- A. No, but you can join a later course at no extra cost within the same season.

Basic Referees Training Course

Q. If I enrol on a Basic Referee Training Course what happens next?

- A. You will receive a Pre-Course Study Pack from the CFA. This will contain a DVD on 'Learn the Laws', an A4 study document and a Laws of Association Football booklet. You should receive this in good time for the recommended 10 hours of study. You should try to learn the Laws in order to take an assessment of knowledge during the Introductory session.

Q. What is the Assessment of Knowledge?

- A. A simple multiple-choice question paper on the Laws of the game to gauge the level of your understanding. The course has a focus on **application** of Law so it is important to confirm your pre-course study has been adequate and to establish if there are any areas of Law that need further clarification.

Frequently Asked Questions

Q. Must I attend every course session?

A. You are recommended to attend all course sessions as there will be competency assessments throughout. The course co-ordinator will be sympathetic to difficult personal circumstances. If a session is missed it is at the discretion of the instructor as to whether this can be made up during the course.

Q. Who organises the games?

A. These are organised through liaison between the course instructor, local leagues and the CFA/CTO/RDO where applicable.

Q. Will I need any equipment, referee's kit, etc.?

A. Yes. During the course you may need whistles, notebooks and red and yellow cards, and you will find it easier to exercise control during matches if you look the part. A number of CFAs provide referee starter packs which include whistles, cards and notebooks.

Q. What do I need, and where can I obtain it?

A. You will be advised during the Introductory session of the type of equipment required and provided with an order form for you to purchase from the Referees' Association or other suppliers. Orders should be placed no later than the second session as it may take a week or two to process your order. Many local sports shops stock referee's shirts, shorts and socks, if required immediately.

Q. Should I purchase the various coloured variety of kits, like the TV referees sometimes wear?

A. No — referee regulations require you to wear kit which is mainly black.

Q. If I have six 11 v 11 games to referee before I qualify, have I any authority?

A. Yes — you have exactly the same authority as a fully qualified referee. During your training period you will be registered with the CFA as a Level 9 Trainee Referee. This will also cover you for insurance purposes.

Q. Will I be supported during this period?

A. Some Counties have mentor schemes. During your training period you may be accompanied by an experienced referee to some of your games. They will not be there to test you but to offer support, advice and feedback to assist your development. If you already know of a referee who is willing to act as your mentor, you can be pro-active and inform your course co-ordinator. You will always have access to a course instructor via telephone or e-mail to seek help and advice.

Q. If I advise of my e-mail address will it be of assistance?

A. Absolutely. The course co-ordinators will be able to send you useful information between planned course sessions and during the six games period prior to the In-Service workshop. This link will be of assistance to League Competition organisers for contacting you for the 11 v 11 games. Your permission will be asked to

do this and all e-mails sent will be deleted at the end of the qualifying period. The e-mail addresses of instructors and contacts will be available for assistance, support and answering queries.

Q. What if I do not have time to do the six games before the In-Service workshop?

A. The purpose of the consultation with the CTO or RDO by phone, or at an Introductory session, will be to advise you of the commitment you will need to make, if you enrol on this course. Organising games and mentors is a big undertaking for the course personnel. It is intended that the six games be completed during your course. If you play football it may be possible to arrange alternative times for your games but if not, you will be asked to referee rather than play. If there are genuine circumstances where there are still one or two games to fulfil then an agreed agenda will be arranged. Remember: you will not qualify until all the criteria are satisfied.

Q. Can I find my own games and if so what can they be?

A. Yes, provided that they are full-sided 11 v 11 games, sanctioned and you obtain verification of completion of the game(s). They can be friendlies, school fixtures, youth football or adult matches if you are 16 or over. (Mini-soccer and small-sided football do not count.)

Q. During my game I was given team sheets by each club. What do I do with them, and do I need to send a report?

A. Normally it is the referee's duty only to keep a record of the game, so you do not have to report anything other than misconduct and possibly the result. However, occasionally it may state in competition rules that the team sheets are to be sent to the league or CFA. You might be contacted later if there is a doubt as to the score or player eligibility, so keep the records for at least that season.

Q. What do I report then?

A. This will be explained during the course but generally misconduct in line with Law 12. These are FA or County FA matters and you will be required to complete and send a misconduct report form. You will be advised how and when to do this. You can seek advice during the course if you need to do this after a game as it should be done within 48 hours (excluding Sundays or Bank Holidays).

Competition rules may also require you to report clubs to league organisers for such deficiencies as failure to mark out the Field of Play adequately or provide goal nets.

Next Step Workshop, Safeguarding Children Workshops and CRB Disclosures

These will be explained fully during the course.

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