

Basic Referee Training Course Pre-Course Study Pack



Introductory notes for the pre-course study pack

Dear Referee

Thank you for showing an interest in becoming a referee. You will be joining a unique group of people who love the game of football and who want to be involved.

This pre-course study pack is one of many resources you will receive as you undertake your training to become a qualified referee. In fact, we will be giving you a folder in order for you to develop your own learning portfolio.

Can I ask you to work through this pack and complete all the questions? Please bring it with you to the course introduction.

This pack should be read in conjunction with the Laws of Association Football (LOAF) booklet. We have also provided you with a CD-ROM which will help you learn and understand more about the laws of the game and their application.

Happy Reading and Studying.

Yours sincerely

Ian Blanchard
Head of National Referee Development

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Substitution procedure

Substitutes must be nominated (named) before the start of the game and names given to the referee.

Competition rules will specify the number of substitutes that can be nominated (from 3 to 7).

A maximum of 3 substitutes may be used in official competitions. In other competitions (e.g. friendlies) teams may agree on a maximum number but the referee must be informed before the match.

Only those nominated may participate. A substitute may replace a player sent off before the start of the match.

A substitute sent off before the start of a match may not be replaced.

A substitute is under your authority during the game and may be cautioned and sent off (shown yellow/red card).

A substitute who enters the field of play without your permission should be cautioned.

What are the six main conditions for a substitution to be completed satisfactorily?

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Note:

Rolling subs (players taken off, coming back on later) are common in mini-soccer and football for under 16 years, and veterans over 35 years. See competition rules for details.

Players' equipment

All equipment used must be safe.

Checks are made to ensure that all items of jewellery are removed along with other dangerous items. Wedding bands may be worn (only if they cannot be removed) but must be made safe by covering with tape. Earrings, chains, and other piercings must be removed.

Footwear

Footwear checks are recommended as good practice.

Shirt (Jersey)

Must have sleeves. One-piece outfits are not allowed. A player is cautioned if their shirt is lifted wholly over the head in a goal celebration.

Shorts

If undershorts are worn, they should be the same colour as the main colour of the shorts.

Socks

Covering shin guards — these must provide adequate protection.

- A player may wear a light plaster cast if the referee feels this is safe.

What is a player's basic equipment?

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What equipment can players **not** wear?

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Referees

Duties

Enforce the Laws of the Game

Check that the field of play, players' equipment and the ball meet the requirements of the Laws of the Game

Act as timekeeper and keep a record of the match including any misconduct

Decide

When and how to enforce the Laws of the Game in order to control the match

How best to co-operate with assistants (and 4th official if any)

When to stop, suspend or terminate a match (e.g. for infringements, injuries, weather, misconduct, and outside interference)

When to penalise infringements, and which is the more serious of two offences

When and how to apply 'advantage'

How, where and when to restart the match in accordance with the Laws

Deal

With injuries and players who are bleeding

With club officials, who are not conducting themselves in a responsible manner

With outside interference and prevent entry to field of play of unauthorized persons

With advice given by assistants regarding incidents referee has not seen

Discipline

Players guilty of cautionable and sending off offences (immediately or when the ball goes out of play)

Team officials failing to conduct themselves in a responsible manner who may, at the referee's discretion, be expelled from the field of play and its immediate surrounds

Field of play	Can a pitch be square? What is the maximum length? What is the minimum width?	Yes/No
Ball	What is the circumference of the ball? What is the weight of the ball?	

Applying Advantage

If a player is fouled but their team appears to have an advantage (e.g. they break clear on goal or can develop play effectively) you can play advantage.

In this case do not stop play but wait to see if the advantage develops — if it does then you shout "Play on, advantage!" and give the approved arm signal (raising both outstretched arms, palms up, from your sides upwards to level with your chest).

If the advantage does not accrue after a 2–3 seconds, you should stop play and penalise the original offence where it occurred.

If you play advantage you can speak to or caution the offending player as appropriate the next time the ball goes out of play or you stop play.

Pay particular attention to this clause during your course.

Made a mistake?

If the referee makes a mistake (e.g. awards a free kick the wrong way) the decision may be changed to the correct one as long as play has not restarted.

Neutral Assistants

Can help you to control the game by advising about incidents you may not have seen.

Club Assistants

Keep instructions simple — ask them to indicate ball in and out of play on the touchline (and goal line if they keep up with play) and direction of the throw-in if they know.

Tell them where to stand and which attack/defence to follow (e.g. "in the half of the field on the touchline nearer to your own team's left back").

Keep a record

When a goal is scored and match result

Substitutes' names

Details of cautions/sendings off, and other misconduct, and provide the authorities with a report

Incidents before, during and after the match, and provide the authorities with a report

<p>What criteria must you consider when applying the advantage clause?</p> <ul style="list-style-type: none">●●●●

Referees

Dealing with injuries

If you think a player is seriously injured, e.g. with a head injury, or a blow to the chest, or the player is motionless on the ground — STOP PLAY IMMEDIATELY, obtain assistance (e.g. trainer) and remove the player from the field of play for treatment, but only if this can be done without aggravating the player's condition. Otherwise summon professional medical help.

If you think that the player is only slightly injured, then allow play to continue. When the ball next goes out of play (or you stop the match) either allow evaluation of the injury on the field of play or ask the player to leave the field (if capable). All treatment is administered off the field of play, except for goalkeepers. Players fit to continue after evaluation or treatment must rejoin play from the touchline at your signal.

If a player is bleeding from a wound you must ask him/her to leave the field of play. The player may return with your permission when you are satisfied bleeding has stopped (and the wound is covered). No bloodstained clothing may be worn.

Disciplinary powers

You may caution a player

You may send a player from the field of play

You may take action against club officials who fail to conduct themselves properly

You must write and submit a report to the authorities with information on disciplinary action taken.

What items of equipment are needed by the referee in order to control the match?

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Offside

Fact

A player is in an offside position if nearer to the opponents' goal line than the ball and the second last opponent

A player is not in an offside position if:

- They are in their own half of the field of play
- or
- They are level with the second last opponent
- or
- They are level with the last two opponents

A player in an offside position is only penalised if, at the moment the ball touches or is played by one of his team, he is, in the opinion of the referee, involved in active play by:

- Interfering with play
- or
- Interfering with an opponent
- or
- Gaining an advantage by being in that position

A player cannot be offside if they receive the ball directly from:

- A goal kick
- A throw-in
- A corner kick

It should be noted that it is not an offence to be in an offside position

Opinion

If a player is in an offside position, before giving a free kick, the referee must decide . . .

- Is the player interfering with play?
- Is the player interfering with an opponent?
- Is the player gaining an advantage by being in that position?

IF IN THE REFEREE'S OPINION the answer to any of these questions is YES, the player should be penalised. An indirect free kick is awarded to the opposition from the place where the player was deemed to be "offside" when the ball was played by a teammate.

(But remember special case for all free kicks in own goal area.)

Disciplinary action

Caution Technique

- 1 Approach the player and move to a neutral part of the ground away from other players (remember to face the other players in case something else happens)
- 2 State the player is being cautioned
- 3 Enquire the full name — write it down
- 4 Warn player about future conduct
- 5 Show the yellow card to communicate that disciplinary action has taken place.

Remember to make a note of the offence so that you can easily complete the caution report form.

Sending off technique

- 1 Approach the player and move to a neutral part of the ground away from other players (remember to face the other players in case something else happens)
- 2 Enquire the full name — write it down
- 3 State the player is being sent off
- 4 Show the red card to communicate that disciplinary action has taken place
- 5 Ask the player to leave the field of play and the immediate surroundings of the playing area (go to the dressing room if possible).

Remember to make enough notes so that you can write a full report including time of incident, details of incident, and actual words said (if relevant).

Note that for a sending off you ask the name first. For a caution the name comes second

Explain what skills and areas of communication you would use during the Cautioning and Sending off Procedure in order to 'defuse' situations:

Seven Caution Offences: Yellow Card

C1: Unsporting Behaviour

This is perhaps the most common reason for a caution being administered. It includes many types of offence such as late tackles, reckless challenges, diving, gesticulating at throw-ins and basically anything that is not sporting.

C2: Shows Dissent by Word or Action

Argues with a referee's decision, (but doesn't use offensive language) OR gestures in any manner to show displeasure at the referee's decision.

C3: Persistently Infringes the Laws of the Game

The player is guilty of a series of offences, but each one is not sufficiently serious to warrant a caution on its own.

C4: Delays the Restart of Play

A player picks the ball up and walks away with it, or kicks it away from the position of a restart or wastes time at corners, goal kicks or throw-ins.

C5: Fails to Respect the Required Distance when play is restarted with a corner kick, free kick or throw-in

A player who does not quickly move 9.15 m (10 yards) from the ball when instructed to do so or one who unfairly charges down a free kick as it is being taken. A player who persists in encroaching within 2m at the opponents' throw-in.

C6: Enters or Re-enters the field of play without the referee's permission

A player leaves the field for treatment and comes back on without asking the referee OR a substitution is made without the referee's permission.

C7: Deliberately Leaves the field of play without referee's permission

A player who leaves the field of play without permission because of a disagreement with teammates, or in an attempt to have an opponent penalised for being in an offside position.

Give examples of Unsporting Behaviour:

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Seven Caution Offences: Red Card

S1: Serious Foul Play

Violent acts committed against an opponent in a playing situation; an action likely to, or intended to, cause serious injury, including kicking, striking (e.g. with an elbow), or tripping using excessive force.

S2: Violent Conduct

Acts of misconduct committed by a player against any person in a non-playing situation. Examples: throwing a coin at a spectator, head-butting a teammate or punching an opponent.

S3: Spits at any other person

This needs no further comment.

S4: Denies an Obvious Goal-Scoring Opportunity by deliberately handling the ball

A player deliberately handles the ball on the goal line or in the penalty area to stop a goal, or the goalkeeper handles the ball outside the area with the intention of preventing a goal-scoring opportunity.

S5: Denies an Obvious Goal-Scoring Opportunity

In the opinion of the referee a player fouls an opponent and by doing so denies them an obvious goal-scoring opportunity.

S6: Uses Offensive, Insulting or Abusive Language and/or Gestures

Directed at any person, e.g. a player purposely uses offensive, insulting or abusive language (you CHEAT); makes an obscene gesture; makes racist comments to another player; uses abusive, insulting or offensive language to someone in the crowd.

S7: Receives a Second Caution in the same match

A player having already been cautioned for an offence then commits a second offence for which they receive another caution.

What are the differences between the caution and sending off procedures?

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Describe what factors you would take into consideration when deciding the 'denial of an obvious goal scoring opportunity'

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Direct free kick offences

Only these 10 lead to the award of a direct free kick — everything else is therefore an indirect free kick!

Note — if any of these are committed against a teammate then an indirect free kick is awarded

Divided into two sections and best memorised like this.

FIRST SIX

Awarded if any of the following six offences are committed against an opponent in a manner considered by the referee to be careless, reckless or using excessive force:

1. Kicks or attempts to kick an opponent
2. Strikes or attempts to strike an opponent
3. Trips or attempts to trip an opponent
4. Pushes an opponent
5. Charges an opponent
6. Jumps at an opponent

There will be greater explanation offered on your course which will assist you to differentiate between careless, reckless and excessive force challenges

OTHER FOUR

Direct free kick also awarded if any of the following four offences are committed:

1. Tackles an opponent to gain possession of the ball, making contact with the opponent before touching the ball
2. Holds an opponent
3. Spits at an opponent
4. Handles the ball deliberately, except the goalkeeper within his/her own penalty area. (Note: this is the only one not committed against an opponent)

What is the difference between a 'direct free kick' and an 'indirect free kick'?

Penalty kicks

Procedure

The goalkeeper (GK) is on the goal line between the posts and facing the kicker.
Ball is stationary on the penalty mark

The kicker must be properly identified to the referee, and to the goalkeeper.

All other players:

- on the field of play
- outside the penalty area
- behind the penalty mark at least 9.15 m (10 yards) from the ball

Check positions then signal with the whistle to start the kick

Ball is kicked forwards (if not an indirect free kick is awarded to the opposing side)

Ball in play when moved forwards

Referee can extend time for the taking of a penalty kick — until the result is known

- i.e. save by the GK, ball crosses the goal-line,
- goal is scored or
- ball rebounds into play from the post or GK
- "Ball ceases its continuous forward motion"
- Ball hits the bar, GK and goes into goal — goal stands
- GK parries the ball which travels along the line, hits the post, and goes in — goal.

What points must a referee consider at the taking of a penalty kick?

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Infringements

Kicker cannot touch the ball a second time (indirect free kick) until the ball touches another player

GK moves forwards into the goal area (goal results or a retake)

If player(s) enter the penalty area before the kick is taken, consider the following:

Defender enters area — goal scored: OK, goal missed, retake

Attacker enters area — goal scored: retake; goal missed, indirect free kick to the defending team

Attacker enters, kick saved, rebounds to attacker who scores: indirect free kick to the defending team

Attacker and defender enter: always retake

Outside interference — make sure the interference is removed.

Consider:

- If after the kick is taken the ball is intercepted on the way to goal — Stop play, retake
- If a goal is not scored but the ball remains in play, and is then touched by an outside interference — Stop play, restart with a dropped ball.

Retakes — another player can do this as long as he/she is identified.

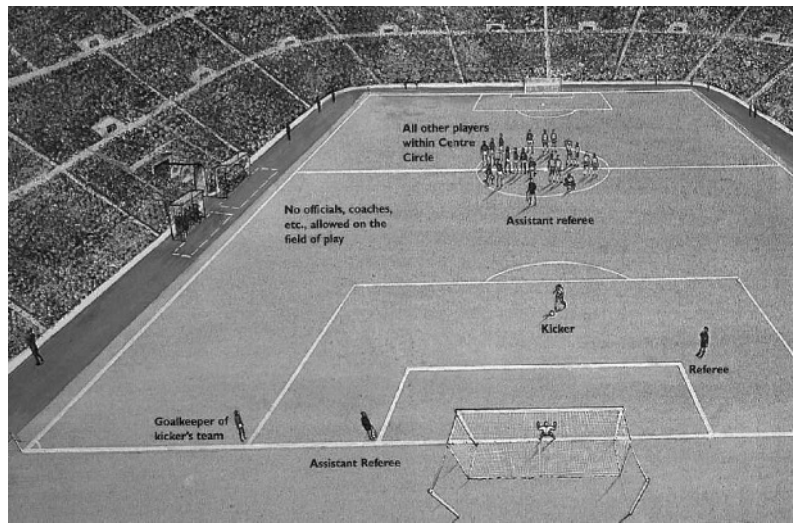
Change of GK for penalty — OK

Why can attacking players not be offside at a Penalty Kick?

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Penalty kicks to determine the winner of a Match

- Only players who are on the field of play at the end of the game (including where extra time has been played) may participate. The exception is the GK who, if injured, may be replaced by a named substitute not already used or, if all the substitutes have been used, by an outfield player eligible to take a kick, provided the referee is informed.
- The referee selects the goal to be used. The referee tosses the coin — winner has choice of first or second kick.
- Where available one assistant referee acts as goal judge (and usually advises if forward movement of GK); the other assistant stays in the centre circle to control the penalty takers. The referee keeps a record of kicks taken, by whom, and goals scored.
- Once the administration has been sorted out, all team officials must leave the playing area before the kicks are taken. They may not re-enter until the outcome is known. Only players and match officials may remain on the field of play.
- Where a team finishes the match with greater number of players than their opponents, they shall reduce their numbers to equate with that of their opponents and inform the referee of the name and number of each player being excluded. The team captain has this responsibility.
- The active goalkeeper takes up position in goal. The non-active GK stands behind the assistant referee where the penalty area line meets the goal line. All other players must remain in the centre circle until called to take their penalty kick.
- Each team takes five kicks. If scores are still level at the end of the ten kicks, teams take alternate kicks using players who have not yet taken a penalty until the outcome is known (i.e. one team scores, the other misses). A player may not take a second kick until all other eligible players have taken a penalty.



How is the taker of the first kick decided?

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Where does the non-active goalkeeper stand?

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The throw-in

A throw-in is awarded when the whole of the ball passes over the touchline either on the ground or in the air.

It is taken

- From the point where the ball crossed the touchline and went out of play
- By the opponents of the player who last touched the ball

The thrower must . . .

- Face the field of play
- Have part of each foot either on the touchline or on the ground outside the touchline
- Use both hands
- Deliver the ball from behind and over his/her head in one movement
- The thrower must not play the ball again until touched by another player
- All opponents must stand no less than 2 metres from the point at which the throw-in is to be taken

The ball is in play immediately it enters the field of play.

A goal cannot be scored directly from a throw-in.

At the taking of a throw-in, what points must the referee consider?

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