

# FA Learning

## Advice for Newly Qualified Referees





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# Foreword and acknowledgement

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

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

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

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

Ian Blanchard

Head of National Referee Development

June 2008

# Now you are a referee

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

## Match appointments

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

Your Course Instructor will usually advise you of the junior and/or youth leagues and competitions in which you may operate at the start of your career. It is advisable to contact these leagues and competitions to let them know when you are available to officiate so that they can offer you appointments.

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

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

# Referee's kit and match procedure

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

A list of the usual requirements would be:

- black shirt, with association badge and white collar and cuffs
- shorts of same black material as the shirt
- stockings, black with white tops
- lightweight football boots with clean laces

- two watches — one of which has stop action
- two good whistles — differing in tone or pitch if possible
- two pencils, small note pad and/or a scorecard
- a coin
- red and yellow cards
- a copy of the rules of the competition in which you are officiating and of the "Laws of Association Football"
- a copy of The Football Association training booklet, "Advice on the Application of The Laws of the Game"

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

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





# Football Association Match Officials' Association (FAMOA)

Once you are a qualified referee, registered with The Football Association and completed 6 games you are in FAMOA. Below are the basic aims of FAMOA and what it can do for you.

## What is it?

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

## What does FAMOA do?

FAMOA will provide:

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

Telephone: 020 7745 4651  
e-mail: famoa@TheFA.com



# The Referees' Association

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

There are over 300 branches of The Referees' Association throughout England and their basic function is to look after the interests of the referee in every respect. These branches hold regular meetings where you can meet experienced referees who will be only too pleased to assist with any problems. Programmes

include guest speakers, instructional nights, Laws discussion and many social events. These events will all contribute to your development as a referee and as an assistant and will help you to make progress throughout your career with the whistle or flag.

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

Telephone: 024 7660 1701;  
Fax: 024 7660 1556;  
E-mail: [ra@footballreferee.org](mailto:ra@footballreferee.org)  
Website:  
[www.footballreferee.org](http://www.footballreferee.org)





# Mental attitude and alertness

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

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

Gradually you will develop your own personality as a referee. Experience will teach you how to interpret the laws and, provided you are alert, fair and firm in how you apply them, you will earn the respect of the players in a natural manner. Many games will run smoothly and decisions will be easy to make but others will throw up awkward situations and you will be judged by the way

you deal with them. Try not to be hesitant in giving a decision as this is likely to make the players doubtful of your ability.

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

In junior games you will rarely have the help of assistant referees who are qualified referees themselves and therefore you must be prepared to make decisions yourself. Less skilful players tend to rely on effort and enthusiasm and sometimes they will hopelessly misjudge a challenge on an opponent. When this happens, you have to consider factors such as carelessness and the amount of force used. Of course, you must punish such unfair challenges with a direct free kick (or penalty kick if the player is in his own penalty area when making the unfair challenge) but it is only necessary to take further action, such as a caution or a sending off, if his actions are severe. Be careful not to magnify the situation but, on the other hand,

never be afraid to act firmly within the Laws. There is all the difference between mistimed effort and deliberate foul play and you must show by your decision that you recognise the difference.

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

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

# Mentoring

During your basic course of instruction, you may have undertaken a few games under the stewardship of a Mentor who was assigned to look after you. Having guided you through your initial games as an active referee, a mentor will then be available to help, advise and support you by assisting you to become familiar with matters that will concern you as a referee.

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

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

A Mentor will try to be in attendance at one of your first games but please bear in mind that many Mentors are still active as referees and have other match commitments. Be pro-active, however, and do not be afraid to seek out your Mentor by telephone or in person to discuss your successes from your games as well as to seek advice if there are things to be learned.

## Continuation training

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

The Football Association is committed to giving every referee

in England an equal opportunity to develop the necessary skills to make refereeing enjoyable. Seminars, workshops and FAMOA events are held regularly to support your ongoing development as a referee. An integral part of the promotion scheme as a referee is attendance on a dedicated seminar to prepare you for the next step. However, a number of courses are held in your County which

will be of value to you immediately, and you are encouraged to participate in them.

The game of football is ever changing and it is necessary to keep yourself as up to date as possible with the knowledge and skills that are required to be effective and respected as referees.

# Glossary of terms

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

## Closed Date

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

## Open Date

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

## Assessment

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

## Incident

The description of what happened when writing a Misconduct Report.

## Offence

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

## Patrol Path

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

## Throw-Back

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



# Physical fitness for referees

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

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

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

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

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

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

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

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

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

Football authorities throughout the world monitor the fitness level of their referees by means of fitness testing. As you progress you will be required to undertake such a test.

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

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

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

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

# Referee and assistant referee signals

Signs and signals should be kept to a minimum consistent with maintaining control over the game and making decisions clear beyond all doubt. For example, it is not necessary to signal by whistle, if the ball is 'ballooned' over the crossbar by an attacker, a sign by hand is sufficient to

indicate the goal kick. When using the whistle make it talk, i.e. a short sharp note for purely technical infringements and a more strident blast for a bad foul. When awarding a goal it is **NOT** necessary to blow the whistle unless the ball rebounds into the field of play; no dramatic gesture

towards the centre mark is necessary, sufficient confirmation is given when you note the fact in your match record. A useful point to remember is that you must always blow your whistle to stop the game, but it is not always necessary to blow for restarts.

## Injuries

Team officials may only enter the field of play if you have given them express permission to verify injury (and not to treat it) and then to have the player removed. A player who needs treatment must, therefore, be taken off the

field of play for appropriate attention. The safety and health of players is of paramount importance. If medical resources in local football are not readily at hand, you should urge club trainers, particularly if they are

clearly not expert at the job, to take every care in any diagnosis before the trainer arranges the removal of a player from the field for treatment.

# Misconduct

As a referee you act with the full authority of your County Association and The Football Association. When necessary, you will have to caution a player who has committed an offence and, in extreme cases of misconduct, a player will have to be ordered from the field of play.

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

If a player is cautioned or sent from the field of play, a report shall be sent by post or electronically within two days

(Sundays not included) to the appropriate authority, which will almost always be the Disciplinary Secretary of your County Football Association, although there may sometimes be local variations to this arrangement.

The Football Association has produced a booklet entitled '**A Guide to Misconduct Report Writing**' which you will have received as a part of your Welcome Pack on your recent Basic Training Course and gives a full explanation of the procedures.





# Classification

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

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

Level 6:	County Referees.
Level 7:	Junior Referees not in Level 8 or below.
Level 8:	Youth Referee. 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.
Level 9:	Trainee Referees undertaking the Basic Referees' Course will be registered as Level 9. A Level 9 Referee will automatically become a Level 7 referee on successful completion of the Basic Referees' Course and having attained the age of 16.
Level 10:	Declared non-active Referees.

# Promotion

Promotion to Level 6 and Level 5 classification shall be based on a Referee's practical performance on the field of play. This will be determined by considering the marks and assessments by Assessors on a minimum of three games and the Club reports from Competitions for players over the age of 16 years, over a minimum of 20 games during any one marking period (from 1 March in any year until the last day of February in the following year). In addition to their practical performance on the field of play, Referees will be required to attend in-service training as

determined by The Football Association and successfully complete a written examination set by The Association prior to the promotion being confirmed.

The responsibility of promoting Referees to Level 6 and Level 5 rests with the Affiliated Association in which the Referee resides and who administers the Referee's registration. Referees must serve a registration season at level 7 before applying for promotion. Counties can recognise potential and promote directly from level 7 to level 5 provided a referee meets all the

criteria and shows ability. Most referees will, however, serve a minimum of one registration period at level 7 and level 6.

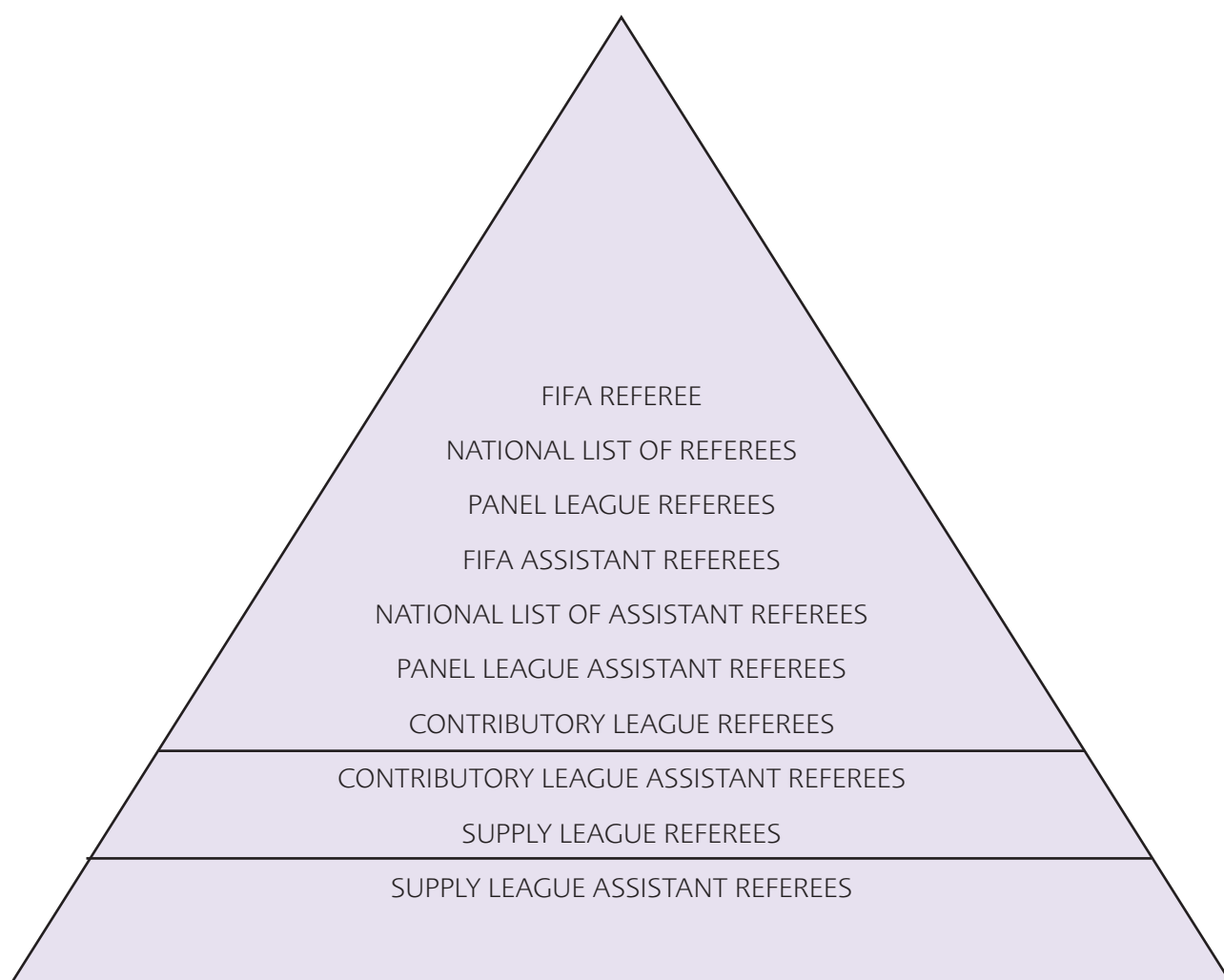
## Criteria — what is required from you

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

- |  | Tick when achieved       |
|--|--------------------------|
| ● Have I applied to my County FA for promotion?  | <input type="checkbox"/> |
| ● Have I attended a promotion seminar that is FA approved?   | <input type="checkbox"/> |
| ● Have I been assessed at least three times during the promotion period?   | <input type="checkbox"/> |
| ● Have I completed at least 20 qualifying matches?   | <input type="checkbox"/> |
| ● Have I sat and passed the FA written examination of the Laws of the Game?  | <input type="checkbox"/> |
| ● If I am seeking promotion from Level 6 to Level 5 and I am eligible for consideration for nomination to The Football Association as a Level 4 referee, have I completed 5 games as an assistant referee? | <input type="checkbox"/> |

Remember to ensure you apply in writing for Promotion before 1 June each year to your County Football Association, The AFA or the appropriate Services' Association.

# The promotion pyramid



The Promotion Pyramid shows that there is a clearly defined pathway along which you may move from the local leagues towards the FIFA lists. It is the usual practice to operate at one level below which you function as an assistant referee, although this does not always apply towards the upper levels of the pyramid.

However, as a new referee, you are recommended to strive to move up the pyramid by working hard at your own present level before looking towards the next level that can be achieved. By working hard at developing your refereeing skills, you will improve both your on and off field practices and thereby be better

equipped to operate at a more senior level. In this way, you will concentrate on the immediate task and will, therefore, prepare yourself thoroughly for the next stage in your career.

# Assessment

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

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

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

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

The confidential report to the County Football Association is usually made on one of the standard Football Association Referee Assessment Forms, as illustrated on pages 15 and 16, which is sent to the County Football Association. The form the referee receives does not contain the remarks made in confidence to the County Football Association or the mark awarded.

## A Competency Based Referee Assessment Scheme

The referee assessment scheme that is used for referees operating at level 7 or seeking promotion from level 7 to level 6 is based on competencies/skills in key areas such as Application of Law and movement around the field of play. However, as a referee moves towards higher levels, there is an expectation that he will display an enhanced level of skill competencies across all key areas. This scheme clearly identifies the key skills required for each level of referee to progress.

This allows the referee to understand what is required to progress as well as providing the assessor with a method of determining the official's potential more closely against clearly laid-out criteria. On the next pages, you will find the skills and competencies expected of a Level 7 referee. It is recommended that you read through these as they will help you to succeed as a referee in the early stages of your career, and try to incorporate them into your match performances.

# Skills and competencies expected of Level 7 referees

## 1. Application of Law (contains decision making accuracy)

**Level 7** is able to:

- i. Know when and how to start/stop the game
  - Checks appurtenances and players' equipment prior to the game
  - Stops when an expectation exists
- ii. Differentiate between penal and technical offences
  - Appropriate stoppage and correct signal
- iii. Recognise when to take action regarding Sending Off/Caution/Misconduct
  - Assessor's judgement on what the referee should have seen and followed up with action
  - Dissent is dealt with appropriately
- iv. Make an appropriate award for restart of play
  - Apply Law with a corresponding method of restart
  - For offside offences

## 2. Positioning/Fitness/Work rate

**Level 7** is able to:

- i. Face play at all times
- ii. Display a commitment and willingness to be involved in the game
- iii. Demonstrate movement around the field of play using the time when play has stopped; also move toward the location when an offence has been detected and penalised.

## 3. Alertness and Awareness (includes management of stoppages)

**Level 7** is able to:

- i. Display concentration and awareness of open play
- ii. Restart the game correctly and with a reasonable degree of accuracy in positioning
- iii. Able to manage injury situations appropriately

# Skills and competencies expected of Level 7 referees

## 4. Communication

**Level 7** is able to:

- i. Make signals
  - Are they made too little? Too often? At appropriate time? Made so that everyone is in no doubt of the ownership of the next phase of play?
- ii. Use a whistle audibly
  - Can it be heard? Is it effective?

## 5. Teamwork

**Level 7** is able to:

- i. Make effective use of Club Assistants as per Competition Rule
  - Encourage provision of assistants and provide instructions to obtain support to aid control
- ii. Generally acknowledge signals from Club Assistants
  - Be seen to communicate, respecting their support
- iii. Give adequate pre-match instructions

## 6. Advantage

**Level 7** is able to:

- i. Demonstrate when advantage is being played
  - Some communication provided to the players incorporating the arm and voice

## 7. Overall Match Control

**Level 7** is able to:

- i. Display involvement at an accurate level for the game
  - As evidenced through earlier competencies; an empathy with the game



# Referee assessment and development form



Type of report: ~~Advisory~~/Promotion\*

If promotion — to: County Referee / Senior Referee\*

*\*(delete as appropriate)*

Name of Referee: F.A. Old

Match: Church Street Rovers v BRSA Anytown

Competition: The Anytown Sunday League Division 4

Date: 23 April 2007

Assessors must complete as advised in the "Assessor Marking Guide".

## 1. Application of Law:

It was good to note that you checked the goals, goal nets and the field of play prior to this game to ensure that they were safe and conformed to Law. You did well to recognise all physical challenges and you applied the Law accurately throughout this game by awarding direct free kicks to the team offended against. You also did well to distinguish between deliberate and accidental handling of the ball and, again, applied law correctly. It was also good to see that you interpreted the offside Law correctly, not easy when one team is trying to use this as a tactical ploy.

## 2. Positioning, Fitness & Work Rate:

You demonstrated a good level of fitness and you were still moving well towards the end of the game. At this level it is never easy to anticipate where the action is going to take place next so you would be well advised to keep on the move when play is moving and try to keep as close to the action as possible. You did display a sound judgement of where to be to obtain the best view of the next phase of play at corner kicks and free kicks but I would suggest that you try to move into a good position for other set plays when the ball is out of play (e.g. throw-ins). It was good to note that you tried to face the play at all times.

## 3. Alertness & Awareness: Including Management of Stoppages:

You restarted the game correctly except following injuries to players who have been assessed on the field of play. Remember to ask them to leave the field of play until the game has been restarted. However, you did well to manage substitutions effectively, never easy when the teams have their players on opposite touchlines. You could be heard to say 'Wait there until I come' to the substitute player and the players responded well to this.

# Referee assessment and development form

## 4. Communication:

Your arm signals were positive and left the players in no doubt as to what you had awarded and it was also good that you remembered to hold the indirect arm signal as required by Law. Try to avoid using your whistle when the ball goes out of play for an obvious goal kick or throw-in. Otherwise, I thought you did well to blow it loudly when there were penal offences. You also earned respect from the players by using words of clarification when making certain decisions such as 'Blue throw-in' or 'Came off Number 9'.

## 5. Teamwork:

Well done for briefing the first two assistants attached to the clubs together so that they both received the same messages but you are also advised to take time out to brief their replacements to ensure they assist you in the manner that you require. It was good to see you acknowledging their signals which helped to keep them involved.

## 6. Advantage:

Given the ability levels of the players in this game and the poor weather conditions, I felt you did well not to apply this clause. The players appreciated the fact that you gave free kicks whenever there was a foul and responded well to this during the whole game.

## 7. Match Control:

Overall, you should be well pleased with your performance in this game. The players always co-operated with you and responded well to manner in which you approached them. They obviously enjoyed their game to which you made a significant contribution by judging your level of involvement well. Keep up the good work and consider the points I have made below for future reference. Well done.

# Referee assessment and development form

Strengths Section		Development Areas Section	
1	An ability to distinguish between fair and unfair physical challenges.	3	Remember to deal with injured players as required by Law.
2	Very high level of physical fitness.	2	Try to keep on the move while the play is moving.
4	Very positive direction signals and good use of the voice to support the decisions you made.	4	Try to only use the whistle when it is necessary to do so.

**BASED ON THIS PERFORMANCE I MARK THE REFEREE**

**/100**

**Name of Assessor:**

**Print:**

**Signed:**

**The information contained within this assessment forms a part of the promotion system, but the final decision concerning any promotion rests with the County Football Association.**

# Self evaluation

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

This self evaluation list on the next pages will assist with this exercise. Simply ask yourself each of the 30 questions after each game and then enter a tick in the box on the grid entitled 'Strengths', if your answer to a question is 'Yes'. If, however, the answer is 'No', then enter a tick in the box of the grid entitled

'Shortcomings'. Soon, you will build up a profile of your performances which will help you to address those areas which you feel need to be improved upon. It is also important to be able to identify your strengths as these are the cornerstones of your development.

It is recommended that you discuss your entries with your Mentor or your Course Instructor once you have completed a few matches.



# Self evaluation for Level 7 referees

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

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

Did I:

Pre-Match:

1. Approach the game calmly and fully prepared and not distracted in any way?
2. Check appurtenances and players' equipment prior to the game?

Law Application:

3. Know when and how to start and stop the game?
4. Stop the game when an expectation existed?
5. Differentiate between penal and technical offences?
6. Signal stoppages appropriately and correctly?
7. Recognise when to take action regarding Sendings Off, Cautions and Misconduct?
8. Deal with players who showed dissent appropriately?
9. Restart play in accordance with Law?
10. Apply the correct method of restart following offside offences?

Positioning/Fitness/Work rate:

11. Face the play at all times?
12. Display a commitment and willingness to be involved in the game?
13. Demonstrate movement around the field of play when the game was in progress?
14. Make use of time when play had stopped by moving towards where the restart was going to take place?

Alertness and Awareness (includes management of stoppages)

15. Display concentration and awareness in open play?
16. Restart the game correctly and with a reasonable degree of accuracy in my positioning?
17. Manage injury situations appropriately?

# Self evaluation for Level 7 referees

## Communication

18. Use signals at appropriate times?
19. Use signals so no one was in any doubt of the ownership of the next phase of play?
20. Use a whistle so that it could be heard?
21. Ensure that my whistle was effective?

## Teamwork

22. Encourage provision of assistants and provide instructions to obtain support to aid control?
23. Make effective use of Club Assistants as per Competition Rules?
24. Generally acknowledge signals from Club Assistants?
25. Ensure I was seen to communicate and show respect for their support?

## Advantage

26. Demonstrate when advantage was being played by communicating with the players using the approved arm signal and voice?

## Overall Match Control

27. Display involvement at a level that met the needs of the game?
28. Leave the field of play feeling that I had demonstrated an empathy with the game?
29. Feel that I had exercised overall control within a correct application of Law?
30. Make a positive contribution to an enjoyable game of football?



# Sheet 1 — Strengths

		MATCH NUMBER													
REF		1	2	3	4	5	6	7	8	9	10	11	12	13	14
1															
2															
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37															

# Sheet 1 — Shortcomings

REF	MATCH NUMBER													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
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# Recording data from assessments

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

The 7 sections on both sheets correspond to the headings on The Football Association standard assessment form and the spaces below enable you to précis the comments of the Assessor. Both Sheet A and Sheet B are of similar

design with Sheet A for you to note the strengths and Sheet B for the shortcomings as identified by Assessors. The two examples have been completed based on 5 games of a referee, but this process can be continued for as long as necessary. In fact, you are encouraged to continue this process throughout your career and are free to create similar record sheets on your PC in order to track your development.

You will note the lines on Sheet A have several stars to enable this referee to begin to measure the aspects of his performance that he undertakes consistently well. On Sheet B, he can also determine those aspects of his performance that he needs to improve upon. It is recommended that a referee endeavours to eliminate his shortcomings one or two at a time and, if further help is required, to contact his Mentor, local Training Officer or the County FA Training Officer.

To complete the exercise, you are then able to compare your own measures of performance with those of your assessors and to discuss the overall results with a Mentor or another respected senior colleague.

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

# Sheet A — Strengths

	MATCH NUMBER							
	1	2	3	4	5	6	7	8
<b>1. APPLICATION OF LAW</b>								
PHYSICAL CHALLENGES	*	*	*	*	*			
HANDBALL	*		*		*			
CONSISTENCY	*				*			
HOLDING/PULLING		*	*		*			
TECHNICAL OFFENCES	*			*	*			
CAUTIONING TECHNIQUE			*					
INDIRECT FREE KICKS	*	*	*	*	*			
<b>2. POSITIONING, FITNESS, WORK RATE</b>								
KEPT ASSISTANTS IN VIEW	*		*	*				
STILL MOVING WELL LATE IN GAME	*	*	*	*	*			
MOVED TOWARDS RESTARTS			*	*	*			
<b>3. ALERTNESS, AWARENESS</b>								
TRAINERS/INJURIES	*	*		*	*			
SUBSTITUTIONS				*	*			
ADDED TIME	*	*	*					
PROMPT/FIRM DECISIONS	*	*	*	*				
ESTIMATION OF 9.15 METRES				*	*			
<b>4. COMMUNICATION</b>								
EFFECTIVE USE OF WHISTLE	*	*			*			
POSITIVE ARM SIGNALS	*		*		*			

# Sheet A — Strengths

MATCH NUMBER

	1	2	3	4	5	6	7	8
<b>5. TEAMWORK</b>								
ACKNOWLEDGED SIGNALS	*		*		*			
SUPPORT FOR ADVICE			*	*	*			
PRE-MATCH INSTRUCTIONS GIVEN	*	*	*	*	*			
<b>6. ADVANTAGE</b>								
CLEAR ARM SIGNAL	*		*		*			
CALLED OUT 'PLAY ON, ADVANTAGE'			*	*	*			
<b>7. OVERALL CONTROL</b>								
LOOKED CONFIDENT	*	*	*	*	*			
RESPECT OF PLAYERS	*		*	*	*			
GOOD LEVEL OF INVOLVEMENT	*		*	*				

# Sheet B — Shortcomings

	MATCH NUMBER							
	1	2	3	4	5	6	7	8
<b>1. APPLICATION OF LAW</b>								
HOLDING/PULLING	*			*				
CAUTIONING TECHNIQUE		*						
THROW-INS — CORRECT POSITION		*	*					
<b>2. POSITIONING, FITNESS, WORK RATE</b>								
MOVE TOWARDS RESTARTS	*	*						
KEPT ASSISTANTS IN VIEW		*			*			
<b>3. ALERTNESS, AWARENESS</b>								
SUBSTITUTIONS	*	*						
ESTIMATION OF 9.15 METRES		*	*					
<b>4. COMMUNICATION</b>								
MORE POSITIVE ARM SIGNALS		*		*				
STRONGER WHISTLE — RECKLESS CHALLENGES			*					
<b>5. TEAMWORK</b>								
REMEMBER TO ACKNOWLEDGE ASSISTANT SIGS.		*		*				

# Sheet B — Shortcomings

	MATCH NUMBER							
	1	2	3	4	5	6	7	8
<b>6. ADVANTAGE</b>								
CALL 'PLAY ON, ADVANTAGE'	*	*						
USE APPROVED ARM SIGNAL				*				
<b>7. OVERALL CONTROL</b>								
TOO FAMILIAR WITH PLAYERS		*						
HIGHER LEVEL OF INVOLVEMENT		*			*			

# Publications

In addition to the 'Laws of Association Football' which The FA publishes annually, there are four other booklets which you may find helpful in the early stages of your career as a referee. They will be available from your Course tutor in the Welcome Pack supplied on your Basic Referees' Course. They are updated annually and are available from your County FA or County Training Officer.

## [Advice on the Application of the Laws of the Game](#)

You will find useful practical advice and helpful information in this booklet. It is designed to offer you clarification on various aspects of Law and may be used as a point of reference if ever you are unsure of what action is required prior to, during and after a match.

## [A Guide to Misconduct Report Writing](#)

This booklet offers you a great deal of practical advice to help you to write your misconduct reports that need to be submitted. It is strongly recommended that you refer to the booklet prior to writing your misconduct reports.

## [A Guide to Assistant Referees](#)

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

## [A Guide to Fitness for Referees](#)

Physical fitness is becoming more and more important for referees. It needs to be taken seriously if you are to be a successful referee. This booklet offers you a very comprehensive range of information on fitness training, diet, fitness tests and other details that are very important to newly qualified referees as well as advice that is appropriate as you develop your career as a match official.



# Conclusion

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

Ian Blanchard

Head of National Referee Development  
The Football Association

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# Notes

# Notes

# Notes



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**LEARNING**

# Advice for Newly Qualified Referees