

ARMY  
FOOTBALL

# 2020/21 ARMY FOOTBALL ASSOCIATION FOOTBALL OFFICERS GUIDE



Respect



# ARMY FOOTBALL ASSOCIATION

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## INTRODUCTION



Football remains the 'Soldiers Game' and is enjoyed by all ranks at various levels of competition throughout the season. The resources required to run football throughout the Army, at all levels, remain available and Army Football is in a healthy state but we always strive to develop and improve upon this standing. Over 110 major and minor unit teams play in the Army Challenge Cup competitions each season; around 30 units compete in the Army Reserve Challenge Cup; we run a vibrant Inter-Corps league (men and women) in which every major cap-badge competes, and we regularly field 9 representative sides (Men, Women, Development, Reserve, Officers and Masters). Nevertheless, it is your enthusiasm as football officers that enable your players, coaches and officials to continue in this most favoured sport.

This guide is created to support and develop you as football officers in understanding the necessary requirements of administering

your team effectively. For many of you the administration of a unit football team may seem daunting but this guide will hopefully assist you in the essential tasks required. It is by no means an exhaustive list of activities and definitions but should be seen as a resource to work alongside The FA, Army FA and your various Corps handbooks where more detailed and specific information in relation to participation in the competitions available.

It is only to be a signpost and if you are ever in doubt, advice should always be sought from the Army Football Association Office. For those with experience your feedback would be greatly appreciated, however the game is constantly developing the enjoyment and success for your teams will not come unless you carry out the necessary administration effectively and with enthusiasm; half-hearted administration leads to half-hearted football and your players deserve better than this.



## ARMY FA ORGANISATION



**Col Neil Blenkinsop**

### WHAT WE DO

The Army Football Association is a Charitable Trust, (Army FA) and was formed in 1888. It is responsible for Army Football worldwide, is affiliated to the Football Association (FA) and is a County Football Association in its own right.

A Board of Trustees consisting of a Chairman, Vice Chairman and Trustees heads the Army FA with the Management Board meeting four times a year.

Each Trustee has a responsibility for specific areas.

The Trustee responsible for Unit football is Colonel Neil Blenkinsop, appointed in July 2020.

There are also full time Army FA office staff consisting of the Secretary, Assistant Secretary, Football Development Officer and admin staff.

Each formation (e.g. division or district) has a Football Committee with a Chairman and a Secretary.

- a.** Regional Command. HQ Regional Command will co-ordinate the structure for unit sport in the UK through respective PD Branches in each of the

RPoC Bde HQs. The following regional structure is used to organise regional fixtures, leagues and competitions:

(1) Northern Ireland. In Northern Ireland, HQ 38 Irish Bde is responsible for promoting inter unit sport.

(2) Scotland. In Scotland, HQ 51 Inf Bde is responsible for promoting inter unit sport.

(3) UK North. In the north of England, HQ NW & HQ 4 Inf Bde are responsible for promoting sport in the region, with HQ NW being the primary coordinator.

(4) UK Midlands. In Wales and the Midlands, HQ 160 Inf Bde, HQ 11 Sig Bde and HQ 7 Inf Bde are responsible for promoting sport in the region, with HQ 11 Sig Bde being the primary coordinator.

(5) UK South. In the south of England, HQ SW and HQ 11 Inf Bde are responsible for promoting sport in the region, with HQ 11 Inf Bde being the primary coordinator.

(6) London District. HQ LONDIST[1] is responsible for promoting inter unit-sport.

Cyprus. In Cyprus, HQ BFC is responsible for promoting on island inter-unit sport

The referees have an Army Referees Committee with a Chairman and permanent secretary who is the Army FA Assistant Secretary.

There is also a Referees Committee in each formation each of which has a Chairman and Secretary, plus an Appointment Secretary who appoints the officials for your games.

Chairman and Secretaries in formations change frequently but their telephone numbers are available via the Army FA office or website. <http://www.armyfa.com>





## RULES FOR MAJOR, MINOR UNITS & AMALGAMATIONS

Before you can start to play in the various cups and leagues, you must first find out if you are a Major Unit or a Minor Unit. The rules are defined as follows:

**Major Unit** is defined as having peacetime establishments above 299 all ranks.

**Minor Unit** is defined if the peacetime establishment is below 300.

For mixed Units the following applies:

A unit whose Peace Establishment exceeds 299 all Ranks but has in post a mixture of male and female soldiers is to assess its male strength on 1<sup>st</sup> March and 1<sup>st</sup> August annually and where applicable apply to

Army Sport Control Board through formation HQs for the authority to be considered for the forthcoming season. Note that the FA rules forbid men and women playing in mixed teams.

**Amalgamations.** There may either be individuals, small units attached to large units or small units amalgamated together to form a single unit for sport. Units or individuals wishing to compete in this way must apply for amalgamations status through their formation HQ. A list of such units is published annually by ASCB.



## COMPETITION ENTRIES AND AFFILIATIONS

All units need to affiliate to the Army FA in order to play in sanctioned competitions and this ensures the unit is within the Army FA structures of football. Also new to 2020/21 season, it will become mandatory that all players, regardless of how many times they play, are to be registered on the Whole Game System.

Affiliation usually takes place pre season and applications must reach the Army FA by 1<sup>st</sup> August. All units must renew their affiliation annually via the Whole Game System (WGS), this is an online football administration system that is run by The FA.

Help on the Whole Game System can be found at <https://grassrootstechnology.freshdesk.com/support/home>

All online WGS notifications are sent to the Unit Football Secretary's personal FAN so it is paramount that notification of changes to unit football officers are passed to the AFA as soon as possible.

Entries for the Army Challenge Cup, Army Minor Units Cup or the Army Reserve Challenge Cup are done automatically so you only need to contact the Army FA if you do not want to enter the competition. If you have not received an Affiliation notification by the middle of July, contact the Army FA Office.







## ARMY FA COMPETITIONS

Now your affiliation is complete its time to enter into the various competitions available to you as a football unit. The more football you can get your unit playing the better and this is usually achieved through the various organised competitions as follows:

### Army Competitions

Army Challenge Cup - Major Units  
Army Minor Unit Cup - Minor Units

The Army FA runs both competitions, with a draw being completed for the rounds up to the Quarter final, then subsequent draws for the Quarter's and Semi's after that. Games in both these competitions are played to a finish on the day via extra time and penalties if needed. It is important that units inform the Army FA of the result and email in their team sheet.

It has been a target to initiate a Womens Unit Challenge Cup competition. This has been a work in progress.

### Army Six-a-Side Finals – Men's and Women's Six-A-Side

The finals are organised by the Army FA. Units progress through Formation Competitions to qualify.

### Regional Competitions

Division/District Cup - Major & Minor Units  
Division/District leagues - Major & Minor  
Units Division/District Six-a-Side - Open entry  
Army Reserve National Challenge Cup  
Army Reserve National Six-a-Side Competition

As mentioned, the more football your unit can play the better and League competitions are a great way to guarantee regular football. Competitions vary from League to League and in most cases are governed by the location and the number of unit teams in that area. League competitions generally take the form of a Major, Minor Unit Cup and regional leagues. The regional leagues have the biggest variation. There are Major Unit leagues, Minor Unit leagues and in some cases a combined league. Some units due to their location take part in service leagues, which also include Navy, RAF and civilian teams.

Your contact for information is your Football League Secretary. You can find out who this is by contacting:

[jenny.payne@Armyfa.com](mailto:jenny.payne@Armyfa.com)

## Corps Competitions

Inter Corps Competitions (Massey Trophy)  
 Inter Corps Cup (Woolwich Cup)  
 Womens Corps League  
 Womens Corps Cup (Edwards Challenge Cup)  
 Six-a-Side Competition

All the Corps Inter Unit competitions and Corps Six-a-Sides are organised by the Corps Secretary you must bear in mind when planning your fixtures that your players may be called up to represent your Corps side.

## Civilian Competitions

Local League and cups.

Some units opt to enter civilian leagues and cup competitions. There is no problem with this but beware! You must be fully aware of all the rules of the competition before entering. You can be fined for being late for a game, not having the pitch marked out clearly, not having corner flags, or not having goal nets and many other technical infringements. Indeed, the Army FA spends their time chasing fines through County FAs. On entering into a civilian league, you must guarantee that you can field a team on a regular basis and that you are going to be able to complete the league. Your Commanding Officer should be made aware of the commitment should you decide to join.

## Representative Football

You should do your utmost to encourage and give every opportunity to players who have the ability to play at a higher level. Above unit level are the following opportunities:

Inter Corps Competitions - (Men/Womens Leagues)

Inter Corps Cups - (Men: Woolwich Women: Edwards)

Army - Friendlies, Southern Counties Cup (Men/Women), Inter Services.

Army Reserve - Competitive and Development matches Combined Services – UK Armed Forces

If you have particularly talented players, you must bring them to the attention of your Corps Secretaries and the Army FA office, so this talent can be given every opportunity for development. If either the Army or UK Armed Forces select one of your players, this will be great credit to your unit. In such cases, your Commanding Officer will be notified direct and it will then be for him/her and you to ensure that the player is made available, fresh and fit for the match in question.







## COACHING ,DEVELOPMENT AND REFEREEING

Raising standards of performance, delivery of coaching sessions and behaviour of players and staff is a shared responsibility led by the Army FA. As a Football Officer you will play a significant part in this endeavour.

To facilitate these aims we ask that:

- At least **ONE** of your coaching staff should hold an in date **FA Level 1- Coaching Certificate**

To Support this the Army FA employ a full time Football Development Manager (FDM) to plan and deliver the Army FA Football Development Programme which is integral to raising standards within Army Football. There has been a huge change within the FA structure with regards to how further courses will be facilitated and we await further instructions on this.

### REFEREEING

How many Referees do you have in your unit?  
Do you know who they are?

It is surprising how many units have no referees but complain when there are no officials available for one of their games.

Units are mandated to have a minimum of one qualified official and, as Football Officers, we urge you to encourage individuals to get qualified.

Similar to Coaching the Football Association are reviewing the Referee course criteria and we await further advices on future course structures. It is the intention to hold four courses each year and, once confirmed, these will be advertised via our website and social media channels.

Please book your officials at least seven days prior to the game and NOT the day before.

**For more information:**

**Football Development:**

[steve.stone@armyfa.com](mailto:steve.stone@armyfa.com) or [gill.jones@armyfa.com](mailto:gill.jones@armyfa.com)

**Refereeing:** [graham.brookland@armyfa.com](mailto:graham.brookland@armyfa.com)





## FINANCE

You should as the Football Officer project your income/ expenditure for the forthcoming season. It is essential that you set a policy as even in the Army running a sport can be costly. On predicting your expenditure your first outlay should be your unit affiliation to the Army FA and any formation competition, in which you are aspiring to compete.

Kit and equipment will also need to be purchased prior to the start of the season with enough to last the length of the season. This may include strips, balls, bibs, first aid kits and cones.

As with the entry fees the money for this can usually be obtained from Regimental PRI or from the SEPF Sports Equipment Public Funding.

This usually comes to your Unit from Formation Headquarters and is administered by your Second in Command. Army Reserve units can also bid for funds from the Army reserve Sport Equipment Public Fund.

Football is a synopsis sport, therefore the goal posts, nets and corner flags are provided, but you may have to put your own nets up and flags out.





*A Sporting  
Chance*

**ARMY**  
SPORT CONTROL BOARD  
FOUNDED 1918

## THE ARMY SPORTS LOTTERY: SUPPORTING SPORT IN THE ARMY

In addition to a variety of sports grant available every week members will have the opportunity to win the following prizes:

1st Prize	£10,000
2nd Prize	£5000
3rd Prize	£4000
4th Prize	£3000
5th Prize	£2000
6th Prize	£1000
2 x	£500
15 x	£200
10 x	£100



Since its creation in 1993 the  
**Army Sports Lottery** has:

- Raised **£50 million** in proceeds
- Given **£20 million** in cash prizes
- Awarded over **£25 million** in grants to Army personnel

The Army Sports Lottery is a non-profit making organisation that exists to support sport in the Army

For further details visit our web at:

[www.armysportslottery.com](http://www.armysportslottery.com)



**ARMY**

[gambleaware.co.uk](http://gambleaware.co.uk)  
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Web: [www.armysportslottery.com](http://www.armysportslottery.com)

## DISCIPLINE & SANCTIONS

As a Football Officer, you should ensure that your player fines are paid promptly, it is the responsibility of the **unit** to ensure all fines and suspensions are adhered to. The FA has introduced Match Based Discipline to all Clubs who participate in open aged 11-a-side football in England.

The move will mean that players participating in football in the ARMY will now receive the same sanctions as players in the Premier League and Football Leagues, based on numbers of matches rather than a period of time.

*“In short, this will mean that any player sent from the field of play in adult football will receive sporting sanctions the same as those received at the top flight, based on numbers of matches rather than a fixed period of time. The effect on this is a fairer and consistent sanction for all.”*

How will this new procedure affect army football? There are two types of football played in the Army:

### Representative and Regimental.

Representative Football is football played at UKAF, Army and Corps.

Whilst Regimental football, covers all other fixtures including The Army Challenge Cup and Minor Unit Competitions. The procedure therefore to be adopted by the Army is as follows.

### Inter Service Competition

A Player who has been sent from the field of play whilst playing in the Inter Service Competition will serve his suspension from UKAF or Army representative fixtures only.

### Representative Fixtures

A player who has been sent from the field of play whilst playing at representative level will serve his/her suspension from all representative fixtures. This means if the suspension is for three games, the commencement of his/her suspension will begin 7 days after the original offence was committed, and may include a mixture of UKAF, Army and Corps representative games. Friendly fixtures may only be considered as part of the suspension, if they are being played at UKAF and Army level. Corps fixtures will only include Massey and Woolwich Cup.

Friendly fixtures are only included from the commencement of the season in order for authority for travel to be granted. No friendly fixtures added during the season will be included as part of the disciplinary process.

As an example, a player sent from the field of play representing his Corps, if they are also playing for UKAF and the Army, if either of those teams have a fixture which coincides with the games to be offered as part of the suspension they are to be included.

### Regimental Football

A player sent from the field of play representing his Regiment/Squadron/Company, will commence his suspension, 7 days from the date of the original offence, from all Regimental football, which includes the Army Challenge Cup and Minor units competition.

### Exceptions

There are of course exceptions to the above and these are as follows. As a result of a misconduct charge, during the whole period



of suspension, the player is suspended from playing all football. The categories of football affected by this regulation include Representative, Regimental, Saturday and Sunday (Civilian Clubs).

### Appeals

A Player has no right of an appeal on a standard charge, unless it is concerning mistaken identity. However, on a misconduct charge a player will have four options in reply to the charge. It is therefore of extreme importance, that Football Officers and players fully understand the accompanying paperwork with a misconduct charge.

### Coaching Staff and Spectators

Participants offending in a capacity other than as a player in a match shall also be subject to disciplinary procedures.

The following is the generic procedure, which takes place for a player for either a caution or sending off.

### Caution

1. The referee sends his/her report detailing the caution to the Army FA.
2. The Army FA sends a letter to the individual, his/her Football Officer and Commanding Officer informing them of the offence stating that the caution will be recorded and that the accumulation of cautions could result in a suspension.
3. There is no appeal against a caution unless it is for mistaken identity.
4. If the fine is not paid within the time stated in the letter, the individual will incur further disciplinary penalties and the team may be suspended from all football.



## Sending Off

- 1.** The Referee sends his/her report to the Army FA detailing the circumstances around the sending off offence.
- 2.** The Army FA sends letter to the Commanding Officer, Football Officer and individual informing them that he/she is fined and suspended. The fines and suspension are as laid down by the Football Association and relate to specific offences.
- 3.** The player may appeal and request a personal hearing. This has to be made to the Army FA within the time-line specified in the original correspondence accompanied by a payment of £25.

- 4.** A personal hearing will then be set up and there is a possibility the player will lose the £25 if his/her case is lost.
- 5.** The player must send his/her fine before his/her suspension is up or he/she will remain suspended until it is paid.

In the unlikely event the relevant paper work concerning a sending off offence is not received by the Corps/Unit from The Army FA, it is the responsibility of the Corps/Unit, to ensure a player, who they knowingly has been sent off in a previous fixture and therefore is due to serve a match based ban, does not play.

The above-mentioned procedures are also to apply to all Army football played in BA (G) Scotland and N/Ireland and Cyprus.







## PLAYER INSURANCE

Due to the very nature of football being a contact sport, it is inevitable that players will suffer injuries.

Any accident or injury to Service personnel whilst playing in any representative match, whose name has been published on Part One Orders, must report the incident.

He/she must report all the details of the accident and injury to the medical officer and complete the MOD Form 510.

By completing this form, and the fact that the injury was sustained on duty will assist

any future claim that the player may have for a service attributable pension.

All players are strongly advised to take out additional personal accident cover.

Players representing a civilian club **MUST** have their own Personal accident cover, as the MOD does not provide any level of cover for civilian football and service personnel should contact their Regimental Administrative Officer for further advice.



## RISK ASSESSMENT & EMERGENCY PROCEDURES

It is your responsibility as the Unit Football Officer to complete a full risk assessment for both the changing and playing facilities identifying and completing any necessary changes required or highlighting any precautions that need to be made during the season.

You must ensure you have an emergency plan in place for the facilities including how to contact the Emergency Services and how they can gain access to the pitches. You should also do this for away matches to include the nearest hospital should one of your players be injured and unable to return on your unit transport.



### RISK ASSESMENT

All football activity is to be risk assessed and recorded by the nominated/appointed person managing the activity and the appropriate control measures implemented before any activity takes place utilising JSP 375.Vol 1, Ch 40. A risk assessment looks at

what could cause harm to people, in order to assess whether enough precautions have been taken in order to prevent harm. Risk assessments do not need to be complicated, and provided a few simple steps are followed, are easy to complete.

**Please click button below to download**

Match Risk Assessment

Line Manager Assessment  
Review

Safeguarding  
Risk Assessment Tool -  
Template



## SAFEGUARDING

The FA continues to be committed to ensuring all necessary steps are taken to protect from harm children, young people and adults at risk who participate in grassroots football.

The Army FA's Safeguarding policies together with The FA's safeguarding regulations, best practice guidelines and educational programme sets out The Army FA's position, role and responsibilities, and clarifies what is expected of their affiliated clubs and leagues.

Everyone involved in football needs to understand the individual and collective responsibility they undertake when working with children, young people and adults at risk.

It is clear that working together and giving young people a voice makes a difference when it comes to having effective safeguards in football.

It is essential that everyone is clear about how to report a concern about the welfare of a child, young person or an adult at risk. In short this means following the guidelines set out in this policy.

Further support and guidance can be obtained through our Designated Safeguarding Officer.

This essential network of Safeguarding Officers is further supported by The FA's Safeguarding team at Wembley.

Remember it is not your responsibility to decide if abuse is taking place, but it is your responsibility to report any concerns you may have.

Further Safeguarding information and The FA's safeguarding policies can be found on our website.



## DUTIES IN AND AROUND MATCH DAY

### PRIOR TO MATCH DAY

Confirm the fixture  
Team Colours  
Cancellation of fixture

### MATCH DAY

Away Travel  
Preparing the pitch  
Preparing the changing rooms  
First Aid Kit  
Match Officials  
Competition Rules  
Team Sheets  
Football Hospitality

### AFTER THE MATCH

Notification of Result  
Collection of subs  
Washing Kit and equipment  
PR and photos

### PRIOR TO MATCH DAY

To help you prepare for match days, the following is a generic match day guide, which fits most of the competitions to which your unit may enter. Of note, it is a guide and your competition handbooks where more detailed and

specific information in relation to participation in the competitions must be referenced.

#### Confirming the fixture

The process of confirming a fixture varies with each competition to ensure you are aware of the league's process but generally, the Home Club details should be sent to the opposition and the match officials 3 to 7 days before the fixture giving:

- Details of the ground location
- Date and time of kick off
- Colours you intend to play in

Competitions will normally require a confirmation of the details from the opposition. Do not just send an email and assume it has been received and actioned. The opposition, match officials and competition should be notified immediately of last minute changes to the match giving notice of any revised details.

#### Team colours

Ensure there is no clash of kit colours including the goalkeeper's jersey. Each competition will have their own minimum period of notice that the teams have to notify each other of the kit colours and which team has to make any alternative arrangements.

#### Cancellation of Fixture

A qualified match official may be responsible for deciding that a pitch is unplayable. Some competitions allow a local referee to inspect the pitch well before the start of the match to avoid the opposition and match officials travelling to the fixture. Ensure you inform the opposition, the officials and the competition secretary as soon as the match is cancelled.



# MATCHDAY ADMINISTRATION

## Away travel

When travelling to away fixtures ensure all drivers have directions or the postcode for satellite navigation systems and give sufficient time to allow for any unexpected incidents. The driver must be a non-playing participant.

## Preparing the Pitch

With more use of civilian pitches it is your responsibility to ensure the pitch is safe, playable, the posts are erected correctly and the nets are securely fastened. If using portable goals you must ensure they are secured. It is always wise to make a full inspection of the pitch and remove anything that may be unsafe.

## Preparing the Changing Rooms

Open and clean the changing rooms prior to both teams arriving.

## First Aid Medical Requirements

Always ensure you have the appropriate first aid equipment and trained, competent personnel prior to the start of the game.

Competitions may set their own standards of provision to which clubs have to conform. Always ensure the first aid kit is replenished after each match or incident where it is used. The Army FA run the appropriate recognised FA first aid courses for unit personnel.

## Match Officials

Confirm the appointment of the match official(s) with the referee's appointment secretary. If the match official cannot make the match for some reason inform the secretary and try to make alternative arrangements.

Where assistant referees are not provided units are to provide their own assistant

referees to run the line so ensure you have someone available.

Meet the match official(s) when they arrive at the ground, show them to the changing rooms, and pay them either prior to or after the fixture whichever they prefer. Some competitions may state when to pay the officials and in the case of the Army Cup Match, officials are to be paid in their dressing room within 15 minutes of completion of the game.

## Competition Rules

Always ensure you are aware of the rules of the competition for example if you are playing a knock out competition and the game is level after full time whether the game is replayed or goes to extra time and penalty kicks. As teams may play in numerous competitions clarify the rules prior to the match with the opposition club officials and the match officials. The Unit Football Officer is to be present for the duration of the game and is to make him/her known to the visiting team and match officials.

## Team Sheets

Submit a completed team sheet to the match official(s) and the opposition if the competition rules require this and by the stated time of the competition. Check your specific competition rules and whether any players are cup tied or suspended for the fixture. For Army Cup Competitions Certificates of eligibility are to be presented to the referee 30 minutes before kick-off. Ensure that all players are eligible to play within that match as errors may result in the match being forfeit and the club receiving a penalty, as will not correctly completing the team sheet and submitting it within time.

## Footballs

Match balls that meet Law 2 of the Laws of The Game need to be provided. Some competitions may provide these otherwise competition rules may state what match balls and how many need to be provided prior to the start of the game. Ensure the match officials have checked the match balls prior to kick off.

## Hospitality

Provide appropriate hospitality for the match officials and the opposition according to your unit custom or laid out competition requirements. Refreshments are to be provided for visiting teams and match officials at half time and on completion of the game. Some competitions also require hospitality for opposing club officials.



# AFTER THE MATCH

## Notification of Result / Match Report

Ensure that the result of the competition is forwarded to the competition or league as soon as possible and within the specified time limits for each competition. Each league and competition may have different timescales but make sure the match report form is completed in full and received on time or the club may receive penalties. Ensure the Unit Football Officer from both teams and the match official if required signs it. For Army Competitions the match result is to be telephoned to the Army FA on the first working day after the game. Referee assessment sheets are to be completed and despatched to the appropriate Referees Secretary within 48 hours of the game.

## Collection of Match Fees

If your unit collects match fees from players each game make sure these are collected straight after the game to reduce the chance of players building up debts owed to the club.

## Washing of kit and equipment

Collect all the dirty kit and equipment at the end of the game and make sure it is washed and cleaned prior to the next fixture.

## PR and Photos

It is advantageous to promote football in your unit. The publishing of results on Part One Orders or an article for your unit journals goes that bit further to promoting football in the unit.





## FAIR PLAY HANDSHAKE PROTOCOL

The following protocol should be applied where possible.

The Starting Eleven from both teams together with the three match officials (including any appointed fourth official) should take part in the handshake.

1. Each team should line up on the same side of the halfway line that they enter the field of play with match officials in the middle.
2. The **Home** team, led by their captain, then walks to shake hands with the match officials, and then the away team's players. Once each Home team player has finished shaking hands with the last away team player they disperse to their favoured end to kick-in.
3. Once the last home team player has completed the handshake, the **Away** team then follows their Captain passing in front of the match officials to shake hands before dispersing to the opposite end of the pitch from the home team.
4. Once the handshakes have been completed, the match officials then proceed to the centre circle for the coin toss.

Whilst we understand that it may be difficult to implement this protocol in every case, we would ask that referees do what they reasonably can to ensure it is implemented.

## HANDSHAKE FORMATION

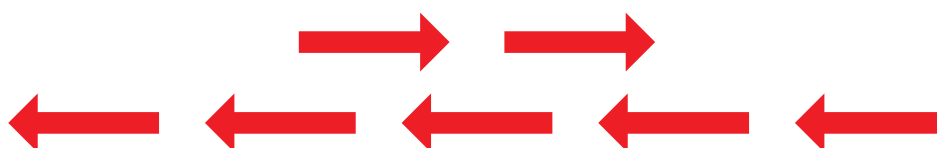
**Away Team**

\*\*\*\*\***(C)**

**Home Team**

\*\*\*\*\***(C)**

\*\*\*



**C = Captains**

Referees will need to play a leading role in the implementation of the Programme at all levels of the game to ensure that it is a success and the authority and respect for match officials is reinforced.

## REFEREE ASSESSMENT MARKING GUIDE

### Guide to Marking

The mark awarded by a club must be based on the referee's overall performance. It is most important that the mark is awarded fairly and not based upon isolated incidents or previous games.

The referee's performance should be determined by the table below, which should act as a guide for the overall mark and should fall within the mark range for each standard of performance.

Mark	Comments
<b>100</b>	A faultless performance displaying an excellent level of control, player management and Law application throughout.
<b>90</b>	First class match control and player management with an accurate interpretation and application of Law.
<b>80</b>	A very good performance with a high level of player control and management and Law application.
<b>70</b>	A good performance with satisfactory Law application, player management and overall Law application.
<b>60</b>	An average performance with satisfactory Law application, player management and overall control.
<b>50</b>	A below average performance where areas of player management and control as well as Law application require improvement.
<b>40</b>	<i>An unsatisfactory performance showing deficiencies in player management and control as well as areas of Law application which needs to be addressed.</i>
<b>30</b>	<i>A poor performance with severe lack of control and player management and a weak application of Law.</i>
<b>20</b>	<i>A very poor performance with an inadequate display of player control and management and an inaccurate application of Law.</i>
<b>10</b>	<i>A totally unacceptable performance.</i>

### Notes for awarding a refereeing mark:

- A.** The mark is based on performance over the whole of the match, so isolated controversial decisions are to be ignored.
- B.** A mark of 59 or below must be accompanied by a letter to the Army FA RDO and Referees' Secretary detailing the reason for a low mark.



# UNIT FOOTBALL REFEREE MARKING CARD

## DIVISION:

**UNIT FOOTBALL REFEREE MARKING CARD**  
Division:

Result Sheet Team:

Secretary Name:

	Home	Away		
Fixture		v		Date
Result				Venue
Referee Name			Score (out of 100)	

**Notes for Awarding a Refereeing mark**

The mark is based on performance over the whole of the match, so isolated controversial decisions are to be ignored. Please follow the Referee Assessment Marking Guide as included on page 22 of your Unit Officers Guide.

**Score: 91 - 100**  
Written Report Required so that we can provide feedback to the Referee.

**Score: 71 - 90**  
No Written Report Required

**Score: 61 - 70**  
Written Report Required to Divisional Secretary

**Score of 60 and below**  
Written Report to RDO copy to Divs

1. To be completed by both team secretaries.  
2. Result cards must be completed and emailed within 72 hrs of the match.

**Email contacts:**  
Divisional Secretary  
UK South:  
UK North(Eng):  
UK North (Scot/Nl):  
UK Midlands:  
RDO: [Andrew.moore@armyfa.com](mailto:Andrew.moore@armyfa.com)

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UK NORTH

UK SOUTH

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## ARMY FOOTBALL USEFUL POCS

### ARMY FOOTBALL LEAGUE MASSEY

**Secretary:** Capt Matthew Barton - [Matthew.Barton558@mod.gov.uk](mailto:Matthew.Barton558@mod.gov.uk)

**Referee Appointment Secretary (Mens Corps and Rep Football)**

W02 Chris Hastings - [christopherhastings86@hotmail.co.uk](mailto:christopherhastings86@hotmail.co.uk)

### ARMY FOOTBALL LEAGUE WOMEN'S CORPS

**Secretary:** Major Mark Normanton - [John.Normanton649@mod.gov.uk](mailto:John.Normanton649@mod.gov.uk)

**Referee Appointment Secretary -**

Sgt Simon Thorburn - [simonthorburn@icloud.com](mailto:simonthorburn@icloud.com)

### ARMY FOOTBALL LEAGUE SCOTLAND AND UK NORTH SCOTLAND

**Secretary:** Capt Stephen Chart - [Steven.Chart382@mod.gov.uk](mailto:Steven.Chart382@mod.gov.uk)

**Referee Appointment Secretary -**

CSgt Chris Bonnar - [cjb6048@hotmail.com](mailto:cjb6048@hotmail.com)

### ARMY FOOTBALL LEAGUE NORTH (ENGLAND AND NI)

**Secretary:** Sgt Simon Thorburn - [simonthorburn@icloud.com](mailto:simonthorburn@icloud.com)

**Referee Appointment Secretary-**

Cpl Kierran Corrigan - [kierran.corrigan15@gmail.com](mailto:kierran.corrigan15@gmail.com)

### ARMY FOOTBALL LEAGUE MIDLANDS

**Secretary:** SSgt Christopher Sharpe - [Christopher.Sharpe754@mod.gov.uk](mailto:Christopher.Sharpe754@mod.gov.uk)

**Referee Appointment Secretary -**

Sgt Mark Beverley - [markbev.10@gmail.com](mailto:markbev.10@gmail.com)

### ARMY FOOTBALL LEAGUE SOUTH

**Secretary:** SSgt Pete Noble - [Peter.Noble479@mod.gov.uk](mailto:Peter.Noble479@mod.gov.uk)

**Referee Appointment Secretary -**

W02 Dan Bishop - [danielbishop1979@hotmail.co.uk](mailto:danielbishop1979@hotmail.co.uk)

SSgt Gaz Dunn - [garethkevindunn@hotmail.com](mailto:garethkevindunn@hotmail.com)

### ARMY FOOTBALL LEAGUE RESERVES

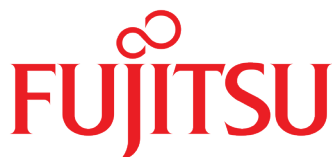
**Secretary:** Steve Clout - [resfootball@ascb.uk.com](mailto:resfootball@ascb.uk.com)





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