



THE OBSERVER DEVELOPMENT PATHWAY

GUIDANCE FOR RDOs AND OBSERVERS

JULY 2018

1. There are four levels of accreditation, progression to each of which is subject to a number of conditions. **Appendix 1** shows the accreditation levels and the conditions.
2. For referee registration 2019-20, RDOs will be able to classify observers according to the highest level at which they observe.

BECOMING A COUNTY FA OBSERVER

3. Candidate observers (candidates) do not need to demonstrate any particular competencies before being invited by the County FA (CFA) RDO to become a county FA observer. They must, though, have completed the CFA's induction and development programme, which is the CFA's responsibility to design and deliver. RDOs may wish to reference the competency descriptors for a CFA observer shown in **Appendix 2** when designing the programme.

BECOMING A SENIOR COUNTY FA OBSERVER

4. It is at the discretion of RDOs to determine who becomes a senior County FA observer.

BECOMING AN FA SUPPLY LEAGUE OBSERVER

5. Any CFA observer who believes they have the potential to be an effective FA Supply League observer may apply by submitting the FA Supply League Observer Application Form in **Appendix 4**, along with two L5-4 reports written within the previous three months, to both their RDO and the appropriate Supply League Support Officer (see **Table 1** below). The RDO and Support Officer will then decide whether to accept the observer into the induction and development programme. If the RDO and Support Officer are unable to reach agreement, then the application will be referred to the FA's Observer Integration Group, whose members will decide whether the application should be progressed.

Table 1 – Supply League Support Officers

SUPPLY LEAGUE SUPPORT OFFICER	SUPPLY LEAGUE
Tony Weight weighttony@gmail.com 07867 538206	Central Midlands, East Midlands, Leicester Senior – EAST MIDLANDS POOL
	Eastern Counties Leagues North and South – FORMERLY EAST ANGLIAN POOL
	Humber Premier League – YORKSHIRE POOL
	United Counties Premier Division – MID COUNTIES EAST POOL
	West Yorkshire League – YORKSHIRE POOL
	York Football League – YORKSHIRE POOL

Alan Wilkie Alan.wilkie@live.co.uk 07745 003838	Cheshire & West Cheshire – NORTH WEST COMBINED COUNTIES POOL
	Liverpool County Premier League – NORTH WEST COMBINED COUNTIES POOL
	Manchester League – NORTH WEST COMBINED COUNTIES POOL
	North West Counties League Div 1/West Lancs – NORTH WEST POOL
	Northern Counties East League
	EBAC Northern League Div 2 – NORTH EAST POOL
	Wearside League – NORTH EAST POOL
	West Cheshire – NORTH WEST COMBINED COUNTIES POOL
	West Lancashire League – NORTH WEST POOL
Vic Skilton vic.skilton@btinternet.com 07967 483451	Combined Counties Football League
	Essex Senior League
	Hellenic League
	Southern Counties East League
	Spartan South Midlands League
	Southern Combination Football League
George McCaffery George.mac@which.net 07803 415655	Gloucester Senior League – WESTERN POOL
	Midlands Football League Prem & Div 1, West Mids League – MIDLAND POOL
	South West Peninsular League
	Wessex Football League
	Western League Div 1 – WESTERN POOL

6. Before being confirmed as an FA Supply League observer, candidates will be expected to successfully complete the Supply League observer induction and development programme. This includes having to successfully demonstrate the 16 competencies shown in **Appendix 2**.
7. Selected Supply League observer co-ordinators and other observers will be deployed by the FA's Observer Integration Group, comprising the Supply and Contributory League Support Officers, to determine whether a candidate has successfully demonstrated the competencies. The FA Observer Accreditation Form shown in **Appendix 3** will be used for this purpose. Guidance for the form's use is also shown in **Appendix 3**.
8. The FA Observer Accreditation Form is intended to be a 'live' document i.e. it can be completed by more than one person at more than one game.
9. The final decision on whether a candidate is accredited as an FA Supply League observer will be made by the FA's Observer Integration Group.

BECOMING AN FA CONTRIBUTORY LEAGUE OBSERVER

10. Supply League Support Officers may nominate an active Supply League observer if they believe the candidates potentially possess the required skills, knowledge and attributes. Supply League Support Officers should reference the FA Contributory League observer competency descriptors to help them identify observers with that potential.
11. Nominations must be made by the Supply League Support Officers, by email, to the Contributory League Support Officer.
12. Before being confirmed as an FA Contributory League observer, candidates will be expected to successfully complete the Contributory League observer induction and development programme. This includes having to successfully demonstrate the 16 competencies shown in **Appendix 2**.

13. Selected Contributory League observer co-ordinators and other observers will be deployed by the FA's Observer Integration Group to determine whether a candidate has successfully demonstrated the competencies. The FA Observer Accreditation Form shown in **Appendix 3** will be used for this purpose.
14. The FA Observer Accreditation Form is intended to be a 'live' document i.e. it can be completed by more than one person at more than one game.
15. The final decision on whether a candidate is accredited as an FA Contributory League observer will be made by the FA's Observer Integration Group.

ENTERING THE PATHWAY AS A CANDIDATE SUPPLY OR CONTRIBUTORY LEAGUE OBSERVER

16. Whilst it is expected that people will normally enter the pathway as a County FA observer, there may be instances when they may enter the pathway as either a candidate FA Supply or Contributory League observer. This will be at the sole discretion of the FA's Observer Integration Group. Such candidates will still need to complete the relevant induction and development programme and successfully demonstrate the required competencies before being accredited as either an FA Supply or Contributory League observer.

PREVIOUS REFEREEING EXPERIENCE

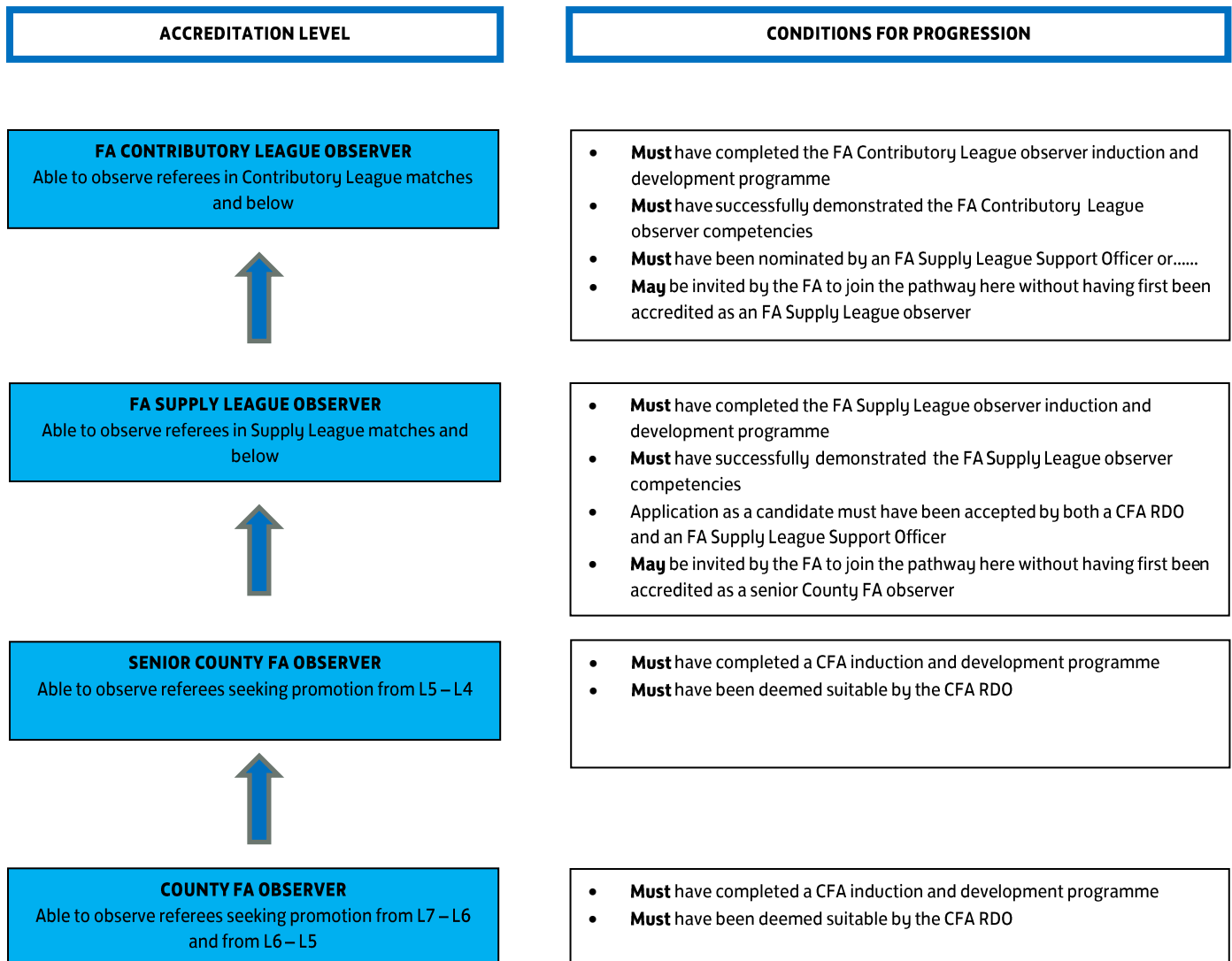
17. An individual need not have refereed at any particular level to be considered as a candidate County, Supply or Contributory League observer.

BENEFITS OF THE PATHWAY

18. The intended key benefits of the establishment of the pathway are as follows:
 - a. **Improved standards** – through having to first demonstrate the competencies, new Supply and Contributory League observers are more likely to be of the standard required by the FA.
 - b. **Opportunity For All** – an observer's opportunity to progress will only be restricted by his/her inability to demonstrate the required competencies e.g. a Level 6 referee could observe in the Contributory Leagues.
 - c. **Clarity** – existing observers will be absolutely clear as to the skills, knowledge and attributes required to progress from one level to the next.
 - d. **Encouragement to get involved** – potential new County FA observers will be encouraged to get involved in the knowledge that a structured and fair development pathway is in place

APPENDIX 1 – THE OBSERVER DEVELOPMENT PATHWAY

APPENDIX 1 - ACCREDITATION LEVELS AND CONDITIONS FOR PROGRESSION



APPENDIX 2 – COMPETENCY DESCRIPTORS

COMPETENCY	DESCRIPTOR (CFA OBSERVER)	DESCRIPTORS (FA SUPPLY LEAGUE OBSERVER)	DESCRIPTORS (FA CONTRIBUTORY LEAGUE OBSERVER)
Pre-match Responsibilities			
Established a positive rapport with the referee	<ul style="list-style-type: none"> Used appropriate techniques to put the referee at ease 	<ul style="list-style-type: none"> Used appropriate techniques to put the referee at ease 	<ul style="list-style-type: none"> Used appropriate techniques to put the referee at ease
Employed an acceptable pre-match routine	<ul style="list-style-type: none"> Met the referee at the ground before the match Agreed a time and place with the referee for the post-match feedback 	<ul style="list-style-type: none"> Met the referee and assistant referees at the ground before the match Agreed a time and a place with the referee and assistant referees for the post-match feedback Informed the home club that he/she would be attending as an observer Contacted the referee beforehand to agree a time to meet before the match Listened to pre-match instructions without comment, unless asked for advice by the referee 	<ul style="list-style-type: none"> Met the referee and assistant referees at the ground before the match Agreed a time and a place with the referee and assistant referees for the post-match feedback Informed the home club that he/she would be attending as an observer Contacted the referee at least 3 days beforehand to agree a time to meet before the match Listened to pre-match instructions without comment, unless asked for advice by the referee. identified any difference to standard instructions
Observation & Evidence Collection			
Was positioned appropriately to be able to gather evidence on the referee's performance	<ul style="list-style-type: none"> Moved around to observe and check Avoided distraction from others (e.g. coaches and spectators) Did not engage in distracting conversations with others Focussed attention on the referee and the match for the whole game 	<ul style="list-style-type: none"> Moved around the ground to observe the match from different viewpoints or....if available, adopted an elevated seating position to observe the match Avoided distraction from others (e.g. coaches and spectators) Did not engage in distracting 	<ul style="list-style-type: none"> Where possible, adopted an elevated seating position to observe the match Avoided distraction from others (e.g. coaches, club officials and spectators) Did not engage in distracting conversations with others Focussed attention on the match officials for the whole of the game

		conversations with others	
Gathered appropriate information during the game on the referee's performance	<ul style="list-style-type: none"> Compiled information (either in written or electronic form) to aid post-match feedback Information gathered provided support to the points discussed post-match Information gathered reflected Laws of the Game issues when they arose 	<ul style="list-style-type: none"> Compiled information (either in written or electronic form) to aid post-match feedback and report writing Information gathered provided timed match evidence for report writing and supported the post-match debrief Information gathered reflected Laws of the Game issues when they arose 	<ul style="list-style-type: none"> Compiled information (either in written or electronic form) to aid post-match feedback and report writing Information gathered provided timed match evidence for report writing and supported the post-match debrief Information gathered reflected Laws of the Game issues when they arose
Refereeing & Game Knowledge			
Demonstrated knowledge & understanding of the game	<ul style="list-style-type: none"> Was able to discuss the game and the way in which it was played Was able to recognise the impact (positive and negative) of the referee on the game 	<ul style="list-style-type: none"> Was able to discuss the game and the way in which it was played and refereed Was able to recognise the impact (positive and negative) of the referee on the management of the game Demonstrated thorough knowledge, and recognised the correct use of, the referee performance criteria 	<ul style="list-style-type: none"> Was able to discuss the players tactics and how these impacted on the management of the game Was able to recognise the impact (positive and negative) of the referee on the management of the game Demonstrated thorough knowledge, and recognised the correct use of, the referee performance criteria
Demonstrated knowledge & understanding of current refereeing practice	<ul style="list-style-type: none"> Used current practices and protocols to provide advice to the referee Was able to speak confidently about current refereeing practices 	<ul style="list-style-type: none"> Used current practices and protocols to provide advice to the referee Was able to speak confidently about current refereeing practice 	<ul style="list-style-type: none"> Used current practices and protocols to provide advice to the referee Was able to speak confidently about current refereeing practice
Demonstrated in-depth knowledge of the Laws of the Game	<ul style="list-style-type: none"> Was able to accurately answer any Laws of the Game questions asked Provided information that was 	<ul style="list-style-type: none"> Was able to accurately answer any Laws of the Game questions asked Provided information that was 	<ul style="list-style-type: none"> Was able to accurately answer any Laws of the Game questions asked Provided information that was correct

	correct in relation to the Laws of the Game	correct in relation to the Laws of the Game	in relation to the Laws of the Game
Assessment process			
Accurately identified referee's most significant strengths & development points	<ul style="list-style-type: none"> Was clear and unambiguous about what a referee did well and what he/she did not do so well 	<ul style="list-style-type: none"> Was clear and unambiguous about what a referee did well and what he/she did not do so well 	<ul style="list-style-type: none"> Demonstrated the skill of selecting the priority strengths and development areas to lift the match officials' performance based upon the performance criteria
Provided accurate information to the referee about his/her performance	<ul style="list-style-type: none"> Where appropriate, provided examples/statistics to back up the information given Was able to recollect and describe precise incidents 	<ul style="list-style-type: none"> Where appropriate, provided timed match examples to verify the strengths and development areas covered in the post-match debrief Was able to recollect, describe accurately and discuss match incidents 	<ul style="list-style-type: none"> Where appropriate, provided timed match examples to verify the strengths and development areas covered in the post-match debrief Was able to recollect, describe accurately and discuss match incidents
Helped the referee to identify his/her own solutions	<ul style="list-style-type: none"> Through appropriate questioning, was able to help the referee identify workable solutions 	<ul style="list-style-type: none"> Through appropriate questioning, was able to help the referee identify workable solutions 	<ul style="list-style-type: none"> Through appropriate questioning, was able to help the referee identify workable solutions
Managed effectively the post-match debrief	<ul style="list-style-type: none"> Ensured the discussion took place in an appropriate location Ensured the discussion was well structured Ensured the referee felt at ease 	<ul style="list-style-type: none"> Ensured the discussion took place in an appropriate location Ensured the discussion was structured in accordance with prescribed advice Ensured the referee and assistant referees felt at ease 	<ul style="list-style-type: none"> Ensured the discussion took place in an appropriate location Ensured the discussion was structured in accordance with prescribed advice Ensured the referee and assistant referees felt at ease Created the potential for an open and equitable discussion
Managed potential and actual conflict with the referee	<ul style="list-style-type: none"> Managed effectively the referee's expectations Handled effectively situations when the referee disagreed with the advice offered 	<ul style="list-style-type: none"> Managed effectively the referee's expectations of the post-match debrief in accordance with prescribed guidance Handled effectively situations when the referee disagreed with the 	<ul style="list-style-type: none"> Managed effectively the referee's expectations of the post-match debrief in accordance with prescribed guidance Handled effectively situations when the referee disagreed with the advice

		advice offered	offered <ul style="list-style-type: none"> Was sympathetic to the views of officials, but was not swayed by inappropriate or incorrect views Was able to reach an accepted debrief outcome
Communication			
Communicated clearly and succinctly when providing verbal feedback	<ul style="list-style-type: none"> Avoided jargon and waffle Was concise, to the point and could be clearly understood 	<ul style="list-style-type: none"> Avoided jargon and waffle Was concise, to the point and could be clearly understood 	<ul style="list-style-type: none"> Avoided jargon and waffle Was concise, to the point and could be clearly understood
Ensured the referee had a clear understanding of the points raised	<ul style="list-style-type: none"> Confirmed understanding regularly, concluding with a summary of the key points raised 	<ul style="list-style-type: none"> Confirmed understanding regularly, concluding with a summary of the key points raised 	<ul style="list-style-type: none"> Confirmed understanding regularly, concluding with a summary of the key points raised
Used language and tone that conveyed honesty, confidence and trustworthiness	<ul style="list-style-type: none"> Expressed him/herself in a constructive, friendly and supportive manner 	<ul style="list-style-type: none"> Expressed him/herself in a constructive, friendly and supportive manner 	<ul style="list-style-type: none"> Expressed him/herself in a constructive, friendly and supportive manner
Compiled a written report that accurately reflected the post-match debrief	<ul style="list-style-type: none"> Written report was clear and easy to understand Written report reflected accurately a summary of the post-match debrief 	<ul style="list-style-type: none"> Written report was clear, easy to understand and in accordance with prescribed guidelines Written report reflected accurately a summary of the post-match debrief Demonstrated an in-depth understanding of the report writing guidance of the Integrated Observation arrangements Translated the info gathered during and after the match into a report which met the standards of the Integrated Observation system 	<ul style="list-style-type: none"> Written report was clear, easy to understand and in accordance with prescribed guidelines Written report reflected accurately a summary of the post-match debrief Demonstrated an in-depth understanding of the report writing guidance of the Integrated Observation arrangements Translated the info gathered during and after the match into a report which met the standards of the Integrated Observation system

APPENDIX 3 – FA OBSERVER ACCREDITATION FORM



Name of Candidate Observer				FAN	
Match 1				Date	
Match 2				Date	
Match 3				Date	
Pre-Match Responsibilities		Y/N/ND	Comments & Action Points		
Established a positive rapport with the referee					
Employed an acceptable pre-match routine					
Observation and Evidence Collection		Y/N/ND	Comments & Action Points		
Was well positioned to be able to gather evidence on the referee's performance					
Gathered appropriate information during the game on the referee's performance					
Refereeing and Game Knowledge		Y/N/ND	Comments & Action Points		
Demonstrated knowledge and understanding of the Game					
Demonstrated knowledge and understanding of current refereeing practice					
Demonstrated in-depth knowledge of the Laws of the Game					
Observation Process		Y/N/ND	Comments & Action Points		
Accurately identified the referee's most significant strengths and weaknesses					
Provided accurate information to the referee about his/her performance					
Helped the referee to identify his/her own solutions					
Managed effectively the post-match feedback session					
Managed potential and actual conflict with the referee					
Communication		Y/N/ND	Comments & Action Points		
Communicated clearly and succinctly when providing verbal feedback					
Ensured the referee had a clear understanding of the points raised					
Used language and tone that conveyed honesty, confidence and trustworthiness					
Compiled a written report that accurately reflected the post-match feedback					

Observer Co-ordinator/ Senior Observer's Overall Comments (Match 1)				
Observer Co-ordinator/ Senior Observer's Overall Comments (Match 2 – if applicable)				
Observer Co-ordinator/ Senior Observer's Overall Comments (Match 3 – if applicable)				
Submission to FA Observer Integration Group	Date		By Whom	

APPENDIX 3 (CONT) – FA OBSERVER ACCREDITATION FORM GUIDANCE

1. PURPOSE OF THE FORM

This form is intended to be used for two purposes:

- a. To determine whether a candidate observer (candidate) has, on that day and at that game, demonstrated the competencies required of a Supply/Contributory League observer.
- b. To provide the candidate and the Observer Integration Group with an indication of any development needs.

2. COMPLETING THE FORM

System of Assessment

The form contains sixteen competencies grouped into five areas (pre-match responsibilities, observation & evidence collection, refereeing & game knowledge, assessment process and communication).

The observer co-ordinators/senior observers must indicate whether the candidate has demonstrated each competency (Yes/No). In doing so, they must reference the competency descriptors. If the candidate has not had the opportunity to demonstrate a particular competency, this should be indicated (ND).

Comments & Action Points

Comments **need** only be made if the observer co-ordinators/senior observers have identified a development need. However, it is accepted that they may also feel it appropriate to comment on a candidate's strengths.

All comments should have relevance to the descriptors.

The 'Overall Comment' section should be used to expand on any comments made elsewhere and/or to record any additional, relevant comments.

Overall Assessment

To be considered for accreditation as an FA Supply/Contributory League observer, a candidate must have been judged to have demonstrated every competency, except in those cases when he/she has not had the opportunity to do so.

A 'Live' Document

If a candidate is deemed by the observer-co-ordinators/senior observers to have not adequately demonstrated a competency or competencies, then an action plan should be put in to help the candidate do so on the next occasion their performance is 'evaluated'. The form is designed so as to allow candidates three opportunities to demonstrate the competencies.

APPENDIX 4 – FA SUPPLY LEAGUE OBSERVER APPLICATION FORM



To be completed and submitted by the candidate observer (by email) to both the relevant Supply League Support Officer and RDO.

Name of Candidate Observer			
County FA			
Email			
Phone Number			
Observer Training Attended			
What		When	
Observing Experience			
Please use this space to provide a brief overview of your observing experience			
Candidate Observer Comments			
Please use this space to outline why you wish to be considered as an FA Supply League Observer and why you think you would be effective in the role			