

Durham County FA Referee Course handbook



Season 2023/24



TABLE OF CONTENTS

Welcome message

Stages to becoming a referee

Stage 1 — Pre-requisites

Stage 2 — Select a course

Stage 3 — Complete 5 games

Stage 4 — Attending CPD events

Get in touch



Sebastian Stockbridge
Referee Development Officer (RDO)

Welcome to refereeing



Welcome to the world of refereeing. I am delighted you have chosen to take the first step in achieving a FA Qualification in Refereeing.

I'm Sebastian Stockbridge, the Referee Development Officer (RDO) for Durham County FA.

This is the pre-course booklet to help you understand the requirements of the course and hopefully answer questions you may have.

Once you have completed the 'Face-to-Face' element of the course, I will then send you the 'Post-Course' part of the booklet to help you get started on your journey of becoming a Durham County FA Referee.

I look forward to helping you on your journey to become a Durham County FA Referee.



STAGES TO BECOMING A REFEREE

1

Complete the pre-requisites



2

Select a course to attend



3

Complete 5 games



4

Attend CPD events





Stage 1 – Pre-requisites



COMPLETE PRE-REQUISITES

Every individual that completes any FA course or has a role within football (player, coach, secretary, welfare officer or league officer) will have a FA number (FAN).

Once issued this number never changes and should stay with you throughout your involvement within football.

FANs are your personal record and all your personal contact details, achievements, qualifications and roles within football are stored there.

IT IS IMPORTANT THAT:

- 1) You only have **one FAN number**
- 2) Everything you do from now on with regards **to completion of The FA referees course is on your own FAN**, and not anyone else's.
- 3) Every candidate, even those aged 14 or 15, **requires access to their own email address** (It would be advisable for candidates to create a dedicated refereeing email address for ease and professionalism, but that is not compulsory).

The next steps you will take vary depending on the age of the candidate completing the course. Once you have followed the instructions in the relevant section below, please find details regarding the final preparations at the end of the document.



CANDIDATES AGED 14 & 15

The following information is only for candidates who are completing the course at age 14 or 15.

You will need the support of a Parent/Guardian, who must also have a FAN, to complete The FA Referee Course.

Their FAN will be linked to yours and you'll need them to help you access and completed the prerequisites learning tasks.

We do not, under any circumstances, contact individuals at age 14 or 15 without involving a Parent/Guardian.

If you complete the training on the FAN of a Parent/Guardian by mistake then you will not be able to complete the course! To make sure you get it right first time, follow the instructions below carefully.

Before the course, please complete the following tasks in order they are listed:

- Parents must link their own FAN to their child's FAN – [Click here](#)
- The candidate must complete The FA 'Introduction to Laws of the Game Course' – [Click here](#)
- The candidate must complete The FA 'Safeguarding for All' Course – [Click here](#)

Prior to the course starting, Durham County FA will check that you have completed all the different elements required.

IMPORTANT

If you have not completed the pre-requisites as mentioned above, you will not be able to attend the course.

There is no need to inform Durham County FA when you have completed the different pre-course elements.

Durham County FA will be in touch if anything is not completed correctly before the course.



CANDIDATES AGED 16+

For those of you completing the course once you have reached age 16 have slightly different instructions to follow to those age 14 or 15.

Please note that if you are U18 we will still need to keep a record of your Parent/Guardian's contact details and they may be required to create a FAN of their own

Prior to the course starting, Durham County FA will check that you have completed all the different elements required.

Before the course you are required to complete the following tasks in the order they are listed:

- Complete The FA Introduction to Laws of the Game Course – [Click here](#)
- Access and complete the 'Safeguarding For All' course – [Click here](#)
- Apply online for an FA DBS – [Click here](#)

Scroll to the FA DBS application section of the page where it says 'FA DBS Application' (On the first day of your course, you will need to bring with you the 3 documents you have selected in your DBS application).

All candidates age 16+ must also complete an enhanced FA DBS check.

Please note that you cannot use a DBS check that you have for a different purpose outside of football such as for working in schools or roles in other sports.

If you already have an FA DBS Check then you don't have to apply for another one, unless you would like to renew it with us now for another three years.

Once you have applied for a DBS check please bring the three items of I.D. to the Referee Course so they can be verified by a Tutor. All the information you require to complete a DBS application including the 'Secret Word' and 'Organisation Pin' can be found within the instructions.

IMPORTANT

If you have not completed the pre-requisites as mentioned above, you will not be able to attend the course.

There is no need to Inform Durham County FA when you have completed the different pre-course elements.

Durham County FA will be in touch with you if anything is not completed correctly before the course.



Stage 2 – Select a course

Course dates & venues



Durham FA

Gateshead Redheugh

Longfield School, Darlington

High Tunstall College, Hartlepool

Ford Hub, Sunderland

Consett AFC



All year round



**Book course at
Durham FA website**

[Click Here](#)



**No suitable course
Complete the expression
of interest form**

[Click here](#)

ATTENDING THE COURSE



FINAL PREPARATIONS:

Once all the pre-course requirements are completed, you can now start to prepare for the tutor delivery days.

The first session will be exclusively classroom based, whilst the full day session will involve both indoor and outdoor learning. Those on a 3 evening course the first day is indoor only with the next two evenings being both indoor and outdoor.

During the course you will need to bring:

- Plenty of Water
- Lunch for full day session
- Clothing suitable for outdoor, practical training (including waterproofs in case of inclement weather)
- Footwear suitable for indoor and outdoor (GRASS) learning

A list of the items you'll need to referee a game of football after the course has finished is below, along with items that are provided as part of the course fee that you'll receive during the course

Item	Included	Not Included
Whistle and Lanyard	✓	
Notebook and Yellow/Red Cards	✓	
Assistant referee flags	✓	
Watch – time keeping		✓
Referee kit		✓
Coin		✓
New referee/U18 referee armband	✓	



Stage 3 – Complete 5 games



COMPLETE 5 GAMES

Once you have completed the face to face course you will then be able to start refereeing.

Keep a record of your games and once you have completed 5 games submit them on the below form:

New referee 5 games submission form

You will then be emailed your referee certificate within 2 weeks of submission.

More information will be provided in our post course booklet.



Stage 4 – Attending CPD events



ATTENDING CPD EVENTS

You will be required to attend a post course event — new referee call back session at Durham FA which will be held after you have completed 5 games.

It will be an opportunity for learners to discuss their experiences at the start of their refereeing journey.

You will receive your FA badge at this event as well as your physical referee certificate.

During the season you will also be invited to attend our CORE (Centre Of Refereeing Excellence) development events held at Durham FA and other development training.

Sessions will be from 6.30pm — 9pm and a booking link will be provided via email.



MEET OUR REFEREE DEVELOPMENT TEAM



Eve Walker

**Course
Administrator**



Geoff Eltringham

**DFA CORE
Leader**



David Webb

**DFA CORE
Leader/Tutor**

Tutor Team



Adam Herczeg



Charlie Dixon



Martin Coy



James Westgate



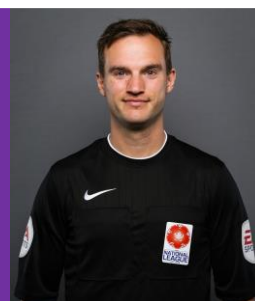
Stephen Birkett



Karl Barron



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Matt Sowerby

GET IN TOUCH



Sebastian.Stockbridge@DurhamFA.com



www.durhamfa.com/referees



0191 387 2929 (Option 2, Option 6)

