

Leicestershire and Rutland County FA

Promotion Scheme Guidance Booklet

Season 2019/20

**Index**

Page 3 – Foreword

Page 4 – Introduction

Page 5 – Refereeing Levels

Page 6 – Prerequisites of Applying for Promotion

Page 7 – Level 7 to 6 Promotion Criteria

Page 8 – Level 6 to 5 Promotion Criteria

Page 9 – Level 5 to 4 Promotion Criteria

Page 10 – Further Information for all Candidates

Page 11 – Responsibilities of the Referee

Page 12 – County Cup Competitions

Page 13 – Pitchside Referees

Page 14 – Match Official Administration System (MOAS)

Page 15 – Notification of Promotion Status

Page 16 – Observers

Page 17 – Observer Mark Appeal Process

Page 18 – How to Apply for Promotion

Page 19 – Finally

Page 20 – Contact Details

**Foreword**

The Leicestershire and Rutland County FA Referees’ Department is pleased to launch the promotion scheme for the 2019/20 season. This document will provide you with the required information regarding the promotion scheme and an invitation to apply for this opportunity. The pathway for referees wishing to progress is well supported with fantastic opportunities to aid you with your refereeing development.

By applying for the 2019/20 promotion scheme, you are demonstrating your ambition as a referee along with your intention to develop and progress through the refereeing pyramid. Should you be successful in achieving your promotion then this will allow you to referee a higher standard of football in addition to being appointed to more prestigious county cup fixtures.

The Leicestershire and Rutland County FA Referees’ Department will aim to provide you with the highest quality of support and training whilst in the promotion scheme, which aspires to offer you the best possible football experience. We aim to identify the individuals who have the ability and determination to progress as a referee and will support them in fulfilling their potential. Leicestershire and Rutland County FA is committed to providing you with in-service training events to develop your refereeing skills along with match observations.

The criteria required to fulfil each promotion stage is outlined within the remainder of this booklet, however should you have any further questions then please do not hesitate to contact Leicestershire and Rutland County FA’s Referee Department on Referees@LeicestershireFA.com, or Referee Development Officer on Natasha.Wilson@LeicestershireFA.com. Alternatively, you can call the office on 0116 286 7828

Leicestershire and Rutland County FA would also like to thank our coaches, mentors, observers and volunteers for their continuous support and efforts alongside the promotion and observation scheme.

We wish you all the best of luck in the next stages of your refereeing journey.

Natasha Wilson

Referee Development Officer

Leicestershire and Rutland County Football Association

**Introduction**

Applying for promotion is the first step to officiating at a higher level and this booklet will provide you with information and guidance on the process. Every referee starts from the bottom of the ladder looking to learn and develop their skills throughout their refereeing career. Some referees may have a certain target of reaching the Premier League, whereas others may just want to develop and see where promotion takes them.

Traditionally, unlike the regular football season, the referee promotion season has run from 1st March each year to the following 28th/29th February however due to a change in FA regulations, the referee promotion period for 2019/20 season will commence on 1st March 2019 and end on 30th April 2020. As of the 2020/21 season, the referee period season will become ‘seasonal’ (August to May) to fall in line with the regular playing season.

Referees are reminded that prior to applying for promotion for the 2019/20 season, they should read through this document which will outline the specific criteria which are required in order to be successful in achieving promotion to the next refereeing level.

**Refereeing Levels**

Levels are a mark of match officials’ achievements within refereeing. All newly qualified referees will begin their journey as a Level T once they begin the refereeing course. Upon successful completion of the course, they will then be classified as either a Level Y or Level 7 dependent upon their age. Applying for promotion is the only way in which a referee can move through the levels. The full levels for the 2019/20 season are:-

* Level T – Trainee Referee (learners completing the FA Referee course)
* Level Y – Youth Referee (qualified referees aged 14 or 15)
* Level 7 – Junior County Referee (qualified referees aged 16 or over)
* Level 6 – County Referee
* Level 5 – Senior County Referee
* Level 4 – Supply League Referee/Contributory League Assistant Referee
* Level 3 – Contributory League Referee/Panel League Assistant Referee
* Level 2b – Panel League Referee
* Level 2a – Panel Select League Referee
* Level 1 – National List Referee
* Select Group 2 – Football League Championship Referee
* Select Group 1 – Premier League Referee
* FIFA List – International Referee

**Prerequisites of Applying for Promotion**

Promotions up to and including Level 5 are managed and awarded solely by Leicestershire and Rutland County FA based on guidance from the FA. Promotions from Level 5 to Level 4 are again administered by Leicestershire and Rutland County FA, with a recommendation then sent to the FA who in turn makes the final decision as to whether or not a referee is promoted. All promotions above Level 4 are at the discretion of the FA.

In order to apply for promotion, all referees are required to meeting the following criteria irrespective of whichever promotion level they are applying for:-

* Apply for promotion by completing the online application form no later than 31st May 2019. The online application can be found here – [INSERT](http://eventspace.thefa.com/lancashirefa/RefereePromotion201920) BOOKING LINK
* Return the promotion Service Level Agreement (SLA) to Leicestershire and Rutland County FA’s Referees Department no later than 31st May 2019. A copy of the SLA can be found here – [Website](http://www.lancashirefa.com/referees/refereeing-support/promotions) Link
* Register as a Leicestershire and Rutland County FA match official for the 2019/20 season no later than 1st August 2019
* Must have spent 1 season as a Level 7 referee
* Regularly submit your closed dates for Leicestershrie and Rutland Count FA Cup competitions by emailing them to ClosedDates@LeicestershireFA.com
* Pay the non-refundable promotion fee of £30 as part of the online application
	+ If you are removed/drop out of the promotion scheme you will lose the deposit.
	+ If you are successful in your promotion your deposit will pay for your Referee Registration and Laws of the Game for the 2020/21 Season.

**Level 7 to 6 – Promotion Criteria**

In addition to the prerequisite criteria mentioned on page 6 of this document, any referee who wishes to be promoted from Level 7 (Junior County Referee) to a Level 6 (County Referee) following the 2019/20 promotion season is required to meet all of the following criteria:-

* Referee a **minimum** of 20 open-age fixtures throughout the promotion season.
* Receive 3 observation reports during the promotion season **(If the referee only achieves 1 or 2 observation reports then they must be placed in the top 50% of the club mark merit table for all competitions in which they officiate)**
* Achieve an average observer mark of “Standard Expected”
* Attend a promotion in-service training event (Dates TBC)
* Successfully pass a Laws of the Game written examination (One re-sit opportunity is provided if required)
* Accept Leicestershire and Rutland County FA county cup appointments
* Ensure a high level of efficiency in administration
* Regularly submit fixtures for observation to the County Referee Observer Co-ordinator
* Regularly Attend County Core Meetings
* Maintain acceptable club marks
* Submit a record of games officiated to the County FA as and when requested

**Level 6 to 5 – Promotion Criteria**

In addition to the prerequisite criteria mentioned on page 6 of this document, any referee who wishes to be promoted from Level 6 (County Referee) to a Level 5 (Senior County Referee) following the 2019/20 promotion season is required to meet all of the following criteria:-

* Referee a **minimum** of 20 open-age fixtures throughout the promotion season.
* Receive 3 observation reports during the promotion season **(If the referee only achieves 1 or 2 observation reports then they must be placed in the top 50% of the club mark merit table for all competitions in which they officiate)**
* Achieve an average observer mark of “Standard Expected”
* Attend a promotion in-service training event (Dates TBC)
* Successfully pass a Laws of the Game written examination (One re-sit opportunity is provided if required)
* Accept Leicestershire and Rutland County FA county cup appointments
* Ensure a high level of efficiency in administration
* Regularly submit fixtures for observation to the County Referee Observer Co-ordinator
* Regularly Attend County Core Meetings
* Maintain acceptable club marks
* Submit a record of games officiated to the county FA as and when requested

**Level 5 to 4 – Promotion Criteria**

In addition to the prerequisite criteria mentioned on page 6 of this document, any referee who wishes to be promoted from Level 5 (Senior County Referee) to a Level 4 (Supply League Referee/Contributory League Assistant Referee) following the 2019/20 promotion season is required to meet all of the following criteria:-

* Referee a **minimum** of 20 open-age fixtures throughout the promotion season
* Receive 5 observer reports during the promotion season **(If the referee only achieves 3 or 4 observation reports then they must be placed in the top 50% of the club mark merit table for all competitions in which they officiate)**
* Achieve an average observer mark of 73 or above
* Have completed a minimum of 10 appointments as Assistant Referee on adult male/female matches during promotion season (It is recommended that as many as possible are at Supply League level)
* Be prepared and regularly available to referee Saturday and Midweek matches.
* Attend a regional in-service Nomination Training Sessions, delivered by The Football Association
* Attend a promotion in-service training event (Dates TBC)
* Successfully complete an examination on the Laws of the Game at the FA Promotion Seminar (One re-sit opportunity is provided if required)
* Successfully complete a Contributory League Assistant Referee Fitness Test between 1st July 2019 – 30th April 2020 prior to nomination. The minimum standard to be attained is:
	+ 12 minute Continuous Run - minimum distance completed 2,600 metres
	+ 2 x 50 metre sprint – max 7.5 seconds for each sprint
* Accept Leicestershire and Rutland County FA Cup Appointments
* Ensure a high level of efficiency in administration
* Regularly Attend County Core Meetings
* Regularly submit fixtures for observation to the County Referee Observer Co-ordinator
* Submit a record of games officiated to the county FA as and when requested

**Note: Upon successful completion of all of the above criteria, Leicestershire and Rutland County FA will invite you to the county FA for a 1-to-1 professional development meeting prior to your nomination to the FA for promotion to Level 4.**

**Further Information for all Candidates**

Irrespective of the promotion level for which you apply, as a referee on the Leicestershire and Rutland County FA promotion scheme, each of the following will apply:-

* Upon completing all stages of the promotion application, you will be required to send fixtures and update any changes in these fixtures to the County Observer Coordinator – Richard Mee
* The responsibility for submitting fixtures for observation lies entirely with the referee.
* The responsibility for closing dates lies entirely with the referee.
* Failure to complete any part of the criteria outlined within each individual promotion level may result in your removal from the promotion scheme for the remainder of the 2019/20 season
* Referees who fail to meet the criteria to be promoted during the 2019/20 season are eligible to reapply for promotion for the 2020/21 season

**Responsibilities of the Referee**

It is the responsibility of the referee in ensuring that they meet all of the requirements in order to be successful in achieving promotion. Leicestershire and Rutland County FA will help you wherever possible however the ultimate responsibility lies with the referee themselves.

Referees should submit their fixtures for observation by sending these to Richard Mee as soon as they are appointed. Should there be any changes following their original appointment, the referee should then update the fixture with the updated details. **Referees are reminded that they will not be prompted to submit their fixtures for observation and that it is entirely their own responsibility to ensure that they submit each game to which they are appointed as the match referee**.

It is expected that all promotion candidates display excellent levels of administration throughout the whole of the season. If you require any help or training in improving your administration skills this is something we can support you in.

Furthermore, it is recommended that all referees on the promotion pathway keep an individual record of their own appointments during the course of the marking season and in what capacity they were involved. In order to ensure that you officiate in the required number of games then you should liaise closely with the Referees Department and your league referee appointment officers.

**County Cup Competitions**

All promotion candidates will be considered for appointments to all Leicestershire and Rutland County FA county cup competitions so it is imperative that candidates ensure that their closed dates are regularly updated and accurately reflects their availability.

**This includes availability on weekends, bank holidays, midweek afternoons and evenings.**

County cup appointments take precedence over any County FA Sanctioned League fixture .

Dates should be closed with the County FA for the following reasons:-

* Unavailable to referee any fixture (i.e. Work/Holiday/Injury/Personal etc.)
* Already received an appointment to an FA Competition
* Already received an appointment on a competition higher on the FA’s Order of Precedence than a county cup fixture

Please be aware that referees who repeatedly decline county cup appointments due to poor administration could be removed from the promotion scheme and may also be faced with disciplinary action. If you become injured or ill then you must contact the relevant appointment officer immediately by appropriate means so that they can source a reappointment.

**Match Official Administration System (MOAS)**

As a Leicestershire and Rutland County FA promotion candidate, you may be considered by the FA for appointments to the early rounds of the FA Cup, Trophy, Vase and Youth Cup.

Should you be considered for these appointments, then you will receive access to the Match Official Administration System (MOAS). **This access will come directly from the FA and not Leicestershire and Rutland County FA and will likely be in either June or July 2019.**

MOAS is an online FA application which allows referees to submit closed dates using their own individual online calendar in order to reduce the overall administrative burden on referees.

There are a number of guidelines that you should abide by to ensure that it is used in the correct manner therefore please take careful note of the following:-

* MOAS is an FA application only. Leicestershire and Rutland County FA do not have any involvement regarding MOAS **nor do we have the ability to view referees closed dates through the portal**
* Referees should use MOAS to close dates for FA appointments only
* Closing dates via MOAS does not ensure that you have also closed your date with the county FA. As mentioned above, MOAS is an FA application only and therefore closed dates for county cup appointments should be submitted via the Pitchside Referees Portal
* Referees who are experiencing difficulty using MOAS should contact the FA directly on moas@thefa.com

**Observers**

Observers will be appointed to fixtures by Leicestershire and Rutland County FA’s Referees Observer Co-Coordinator and you will only observed on fixtures that fall in line with the promotion criteria. Only fixtures that are submitted to Richard Mee will be considered when appointing observers.

It is strongly recommend to referees that they submit their fixture for observation as soon as they receive the appointment in order to have the best possibility of an observer being appointed.

**In order to preserve the integrity of the county observer process, under no circumstances should a referee contact an observer in order to arrange their own appointment. An observation that is carried out but has not been appointed by the county FA will be considered void and not included within the merit table.**

**Observer Mark Appeal Process**

If a match official wishes to appeal against a mark awarded in their observer report then there are very clear guidelines on a) what constitutes an appeal and b) how the process works.

* **What constitutes an appeal:-**
	1. The observer is incorrect in Law
	2. The written narrative does not **significantly** reflect the overall mark awarded
	3. At Level 5-4, no appeal will be considered for marks of 76 or above unless the observer is incorrect in law
* **How to appeal:-**
	1. The match official emails Leicestershire and Rutland County FA Referees Department directly (Referees@LeicestershireFA.com ) with a copy of the observer report and a detailed reason for the appeal.
	2. The Leicestershire and Rutland County FA Referees Department will decide if an appeal is valid.
	3. If an appeal is not valid then the match official will receive an explanation as to why an appeal is not valid
	4. If an appeal is valid then the report will be forwarded to an independent review panel who will review the written narrative and mark awarded before deciding on the **final** mark
	5. The match official will be notified of the final mark awarded
* All appeals must be submitted within 14 days of the referee receiving the report from the observer
* The match observer is not involved in any part of the appeal process
* If the mark is either **increased** or **decreased** then the observer will be informed and any advice offered

**How to Apply for Promotion**

There are several requirements to applying for promotion, all of which have been outlined within this guidance booklet. If you are still unsure as to how to apply for promotion then please follow the below steps:-

* Prior to applying for promotion it is imperative that you fully read and understand all of the information outlined within this document
* Having read and understood all of the information, then you will need to complete the online application and pay the applicable promotion fee. You will also need to complete and return the Promotion Service Level Agreement
* The online application can be completed here – INSERT LINK HERE. Payment is made at the end of the application
* The Service Level Agreement should be completed and returned to the Leicestershire and Rutland County FA Referees Department either by email or post
* Further information and copies of all of the relevant documents can be found here - INSERT LINK HERE.

**Finally**

After taking into consideration all of the information contained within this guidance booklet, if you are still unsure as to whether promotion is for you then please do not hesitate to contact the office. We will be able to provide you with an unbiased and realistic action plan detailing how you can move forward. The final decision will be your own.

Should you not be looking to apply for promotion, then we will endeavour to continue to support all of our match officials during the coming season. Ensure that you keep an eye out for regular events and opportunities that are open to all of our referees. If you have any feedback or would like to discuss any ideas then please get in contact with us.

To all of the Leicestershire and Rutland County FA Referees who do submit an application for promotion, we wish you the very best of luck. Please remember that the outcome of your promotion season is entirely within your own hands. Failure to submit and update your fixtures, poor levels of administration and a lack of participation at development events will hinder your progress.

We look forward to supporting you on the next stage of your refereeing journey – good luck!

**Contact Details**

Leicestershire and Rutland County FA

Holmes Park

Dog & Gun Lane

Whetstone

Leicestershire

LE8 6FA

Tel: 0116 286 7828

Email: Referees@LeicestershireFA.com

**Refereeing Department**

Natasha Wilson (Referee Development Officer)

Tel: 0116 284 4953

Email: Natasha.Wilson@LeicestershireFA.com

Charlie Tissington (Referee Appointments Secretary)

Tel: 07966293355

Email: Charlie.Tissington@LeicestershireFA.com

Richard Mee (Referee Observer Coordinator)

Email: RichardMee45@gmail.com

Kevin Friend (County CORE Co-Ordinator)

Email: MOKFriend@pgmol.com