



# The FA Referee Course

LEARNING JOURNAL

N A M E :



# CONTENTS

INTRODUCTION	5	PENALTY KICK MANAGEMENT	21
THE FA NATIONAL REFEREE STRATEGY	6	DEALING WITH SUBSTITUTIONS	22
LAWS OF THE GAME	6	MANAGING THE WALL	23
PRACTICAL ADVICE FOR NEW REFEREES	7	DIRECT AND INDIRECT FREE KICKS	24
PRE-MATCH PREPARATION	10	PLAYING ADVANTAGE	25
ARRIVAL AT THE GROUND	11	MANAGING PLAYERS	26
INSPECTING THE FIELD OF PLAY	12	BEING AN ASSISTANT REFEREE	28
INSPECTING PLAYERS' EQUIPMENT	13	CAUTION AND SENDING OFF PROCEDURES	30
THE COIN TOSS	14	THE DROP BALL	31
THE KICK-OFF	16	MANAGING MASS CONFRONTATION	32
WHISTLE AND SIGNAL	18	OFFSIDE	33
SET-PLAY POSITIONING	20		

© FA Education, 2017

This document is copyright under the Berne Convention. All rights are reserved. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the Copyright, Designs and Patents Act 1998, no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, electrical, chemical, mechanical, optical, photocopying, recording or otherwise, without the prior written permission of the copyright owner.

THE FA Referee Course is delivered and assessed/awarded by FA Education

It is one of a number of qualifications awarded by FA Education as part of The Football Association's education strategy. We hope you will find your course productive and enjoyable. Please consider other FA Education qualifications to support your progression within your work in football.

Enquiries should be addressed to:

FA Education  
St George's Park  
Newborough Road  
Burton-upon-Trent  
DE13 9PD

T: 0800 085 2012  
E: Education@TheFA.com  
TheFA.com





Welcome to The FA Referee Course and thank you for showing an interest in becoming a referee. You will be joining a unique group of people who love the game of football and who want to get involved. You will be joining “Our Team.”

The course is designed to provide you with information on the Laws of the Game and your tutors will offer you advice and guidance on how to implement and apply these Laws. Learning will take place both inside, where your tutors will cover the theoretical aspects of the game and outside on a field of play, where you will have the opportunity to turn your knowledge into skills through practising refereeing.

This learning journal provides information designed to help you in the early stages of your refereeing journey. You should also use it throughout the course to note down your own reflections and learning points.

We hope that you find the course both enjoyable and productive.

**Neale Barry**  
*Head of Refereeing*

# THE FA NATIONAL REFEREE STRATEGY

Implemented in 2016, the FA National Referee Strategy (NRS) provides the framework within which The FA will work to recruit, retain and develop referees.

There are eight 'strands' to the NRS, each of which has key aims attached to them.

1. DNA of English refereeing
2. Structure of English refereeing
3. National Referee Curriculum
4. Recruitment and retention
5. Participation and coverage
6. Development pathways and opportunities
7. Governance and administration
8. Raising the profile of English refereeing

The NRS, including details of the DNA of English refereeing, can be found in the Referees section of the FA website - [www.thefa.com/get-involved/referee](http://www.thefa.com/get-involved/referee)

## LAWS OF THE GAME

To be an effective referee, you need to have a sound knowledge of the Laws of the Game. Only with that knowledge will you be able to interpret and apply the Laws appropriately.

All the Laws can be found at the International Football Association Board (IFAB website) - [www.thefab.com/laws](http://www.thefab.com/laws). Here you will also find details of Law changes as they happen, as well as some practical guidelines for match officials.

# PRACTICAL ADVICE FOR NEW REFEREES

## REGISTERING AS A REFEREE

Once qualified, you will be required each season to register as a referee with your County Football Association (CFA). If you are a member of HM Forces, you will need to register with the appropriate Services Association. Your County FA Referee Development Officer (RDO) is your point of contact. Referee registration costs £20 per season and, if you are over the age of 16 and wish to officiate in youth football, you will be required to complete a Criminal Records Check (CRC) and safeguarding training through your County FA.

## APPOINTMENTS

As part of your FA Referee Course, you are required to referee five 9 v 9 or 11 v 11 games. Before you leave the course, you will receive the contact details of leagues and competitions which will be appropriate for you to referee on. You will then need to make contact with the Referee Appointments Officer, letting them know when you are available to referee. When you are not available, it is commonly known as a 'closed date'. Appointments will not be allocated unless you have a valid CRC and have completed the safeguarding training.

## MENTORS

Your RDO may appoint a mentor to support you during your early games. A mentor is generally a more experienced referee who will watch you referee at least once and offer advice to help you improve. Your mentor will also be available on the end of a phone should you need any help.

## THE REFEREES' ASSOCIATION

The FA recommends that new referees join their local branch of the Referees' Association (RA). The RA has over 250 branches which hold regular meetings at which you will often receive FA verified training and have the opportunity to meet more experienced referees. Additional benefits of membership include assistance and representation should a disciplinary case be brought against you.

More information on the RA, including details of how to join, can be found at [www.the-ra.org](http://www.the-ra.org). The RA can also be found on Facebook - @refereeassociation and on Twitter - @refsassociation

## PROGRESSION

If you want to progress as a referee, you should take every advantage of the training that both your County FA and the RA will offer. This training, along with advice from your mentor, will help you to improve.

If you are part of the County FA promotion scheme, observers will be appointed to watch you referee. Their role is to help you improve and also to provide written feedback to help your county FA decide if you are ready for promotion to the next level.

Your County FA RDO will be able to give you advice on applying for promotion.

## FITNESS

Perhaps the key refereeing skill is the ability to make accurate decisions. To do so, a referee must be fit enough to be in the correct position to make those decisions. A referee may well cover a distance of between four and six miles during a match and will be required to walk, jog, sprint and move sideways and backwards. It is your responsibility to maintain an appropriate level of fitness and your RDO will be able to offer you guidance on how to do so.

## REPORTING MISCONDUCT

There will inevitably be times when you will need to report misconduct, whether on or off the field of play. Information and guidance can be found on the FA website at [www.thefa.com/get-involved/referee/misconduct](http://www.thefa.com/get-involved/referee/misconduct)

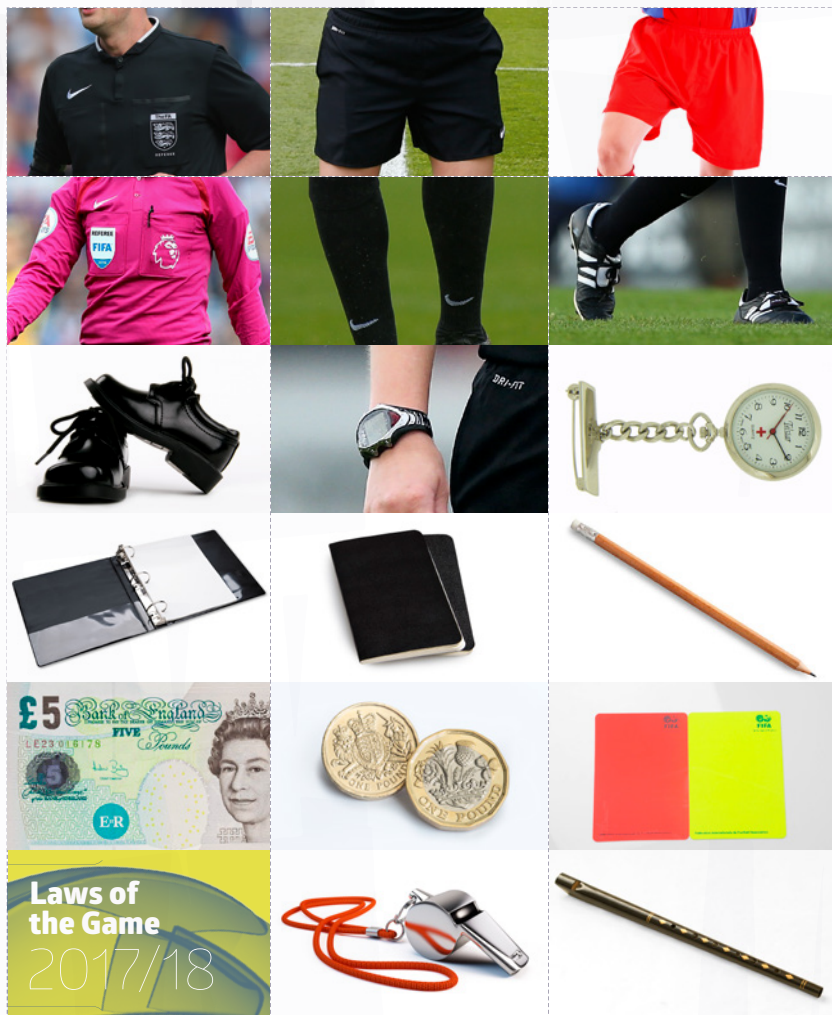
## NOTES



## PRE-MATCH PREPARATION

Your preparation should begin in the week leading up to a match. You will need to acknowledge receipt of your appointment, be familiar with where the ground is and plan your journey to arrive at least 30 minutes before kick-off.

Please circle the items of kit you will need to take with you to the match.



## ARRIVAL AT THE GROUND

Your first encounter with players, club officials and captains is important.

First impressions set the tone and can be nearly impossible to reverse or undo. It takes between three and five seconds for someone to form a first impression of you and creating a positive first impression will generate a level of trust and confidence in other people's perceptions of your ability to do a good job.

In the table below, tick the ways in which you can create a positive first impression.

By wearing clean and tidy clothing	
By wearing ripped jeans and a vest	
By speaking clearly, with knowledge and confidence	
By establishing and maintaining good eye contact	
By shaking hands firmly	
By ignoring people who talk to you	
By smiling when you first meet someone	
By looking over the shoulder of a person you're talking to	
By being grumpy and rude	



## INSPECTING THE FIELD OF PLAY

You have a responsibility as a referee to ensure the field of play is safe for both you and the players.

If there was any doubt about the safety of the pitch, who decides whether the match should go ahead?		
A. The referee	YES	NO
B. The captains	YES	NO
C. The managers or coaches	YES	NO

Can you play a game without nets?	YES	NO
Can you play a game without corner posts?	YES	NO

## INSPECTING PLAYERS' EQUIPMENT

It is also important that you check the players' equipment before the match starts.

On the picture below, please circle those items a player cannot wear.



# THE COIN TOSS

This may be the first time you have the two captains together and it is a great opportunity for you to continue to generate trust and confidence through the way in which you communicate, both verbally and non-verbally.

What do you need to cover during the coin toss procedure?





# THE KICK-OFF

Place the actions below in the order you would carry them out during the kick-off procedure

- Start your watch
- Get yourself in the correct position
- Count the players
- Signal to goalkeepers and assistant referees
- Make sure all the players are in their own halves
- Signal to start the match

1.

2.

3.

4.

5.






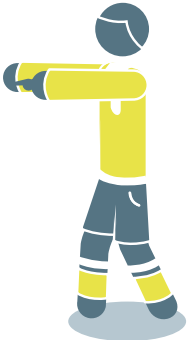


6.



# WHISTLE AND SIGNAL

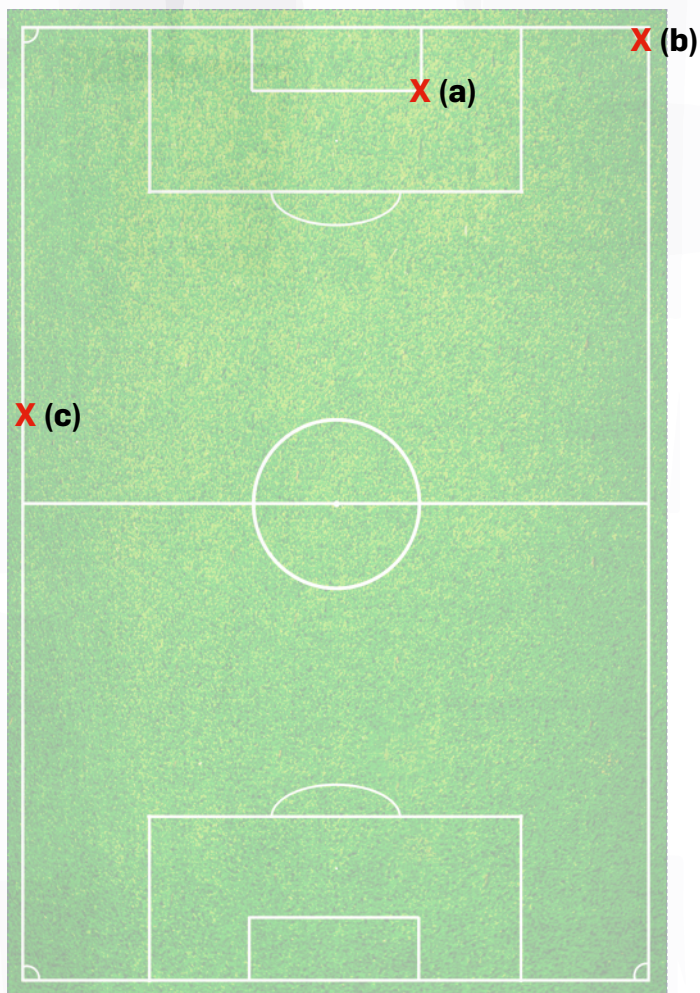
Using your whistle and arm signals are ways in which you can communicate 'non-verbally'. The way you blow your whistle is an important indicator to players, coaches and spectators of the type and severity of an offence; it can also indicate your level of confidence in a decision you have made. Your signals should also give players confidence in the decisions you're giving.

Indicate below each picture the decision the referee is giving:

## SET-PLAY POSITIONING

In order to give you the best opportunity to be able to make accurate decisions, you need to be in a good position. Indicate on the field of play picture below the recommended position for the referee to be a **at goal kick taking place at (a)**, a **corner kick being taken at (b)** and an **attacking throw in being taken at (c)**.



## PENALTY KICK MANAGEMENT

A cool and calm approach is required when awarding a penalty kick and managing the players and procedure afterwards. Positive body language is crucial when giving any decision but, when awarding a penalty, it is even more important that you give the decision in a decisive and confident manner.

Place the actions below in the order you think you should follow having awarded a penalty kick. Remember, you don't necessarily need to include them all.....

- Take up the correct position
- Signal for the kick to be taken
- Remind players to stay out of the penalty area
- Ask the goalkeeper to stand in the middle of the goal
- Ask the club assistant referees to get involved
- Identify the penalty taker
- Make sure the goalkeeper is on the line
- Ensure the ball is on the penalty mark
- If a goal is scored, signal and move away

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.



## DEALING WITH SUBSTITUTIONS

You don't want to find yourself with 12 players from one team on the pitch! What do you need to do to ensure a smooth substitution procedure?

## MANAGING THE WALL

You've given a free-kick just outside the penalty area. What steps do you need to go through to effectively manage a free-kick in this position?



# DIRECT AND INDIRECT FREE KICKS

A direct free-kick is generally given for a foul involving contact and a player can score a goal from a direct free-kick without it having to touch another player. An indirect free-kick is generally given for a foul that does not involve contact.

Next to each of the offences below, indicate which would lead to a direct free kick and which would lead to an indirect free-kick.	DIRECT FREE KICK	INDIRECT FREE KICK
Goalkeeper holds onto the ball for longer than 6 seconds		
Player kicks an opponent		
Offside		
Player deliberately passes back to his/her own goalkeeper, who then picks the ball up		
Players spits at an opponent		
Player jumps at an opponent		
Player deliberately handles the ball		
Player trips up an opponent		

# PLAYING ADVANTAGE

When played well, advantage can add hugely to the game. There is nothing better for referees (and attacking players) than seeing a well-played advantage leading to a goal.

When should a referee play, and not play, advantage?

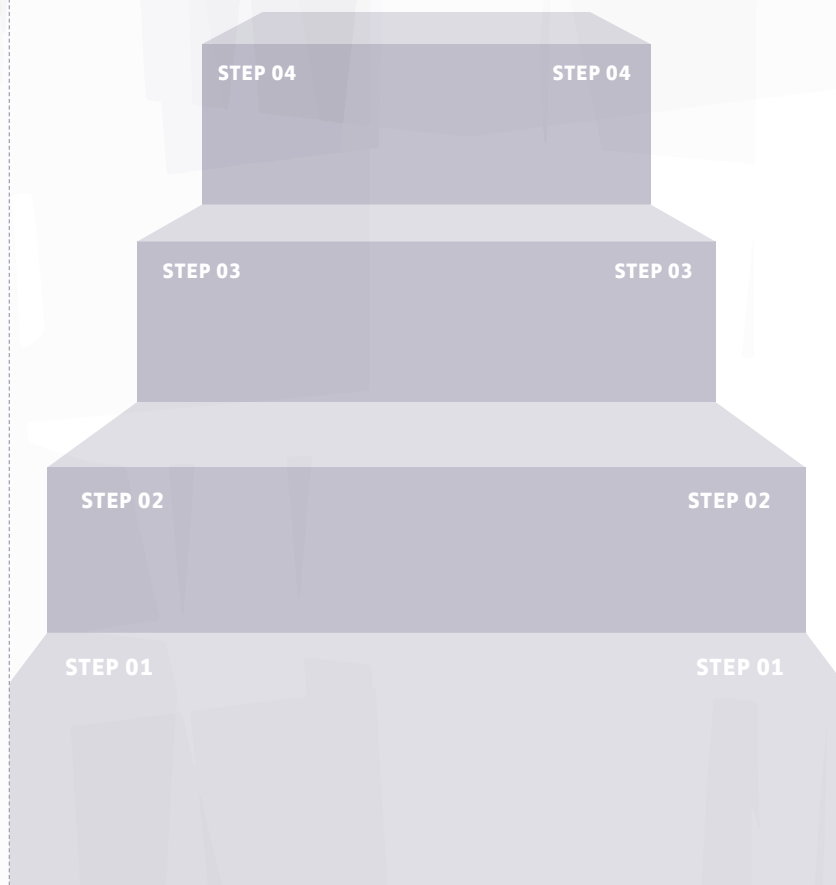
Where should a referee play, and not play, advantage?

# MANAGING PLAYERS

Managing players well will more than likely result in an enjoyable experience for both you and the players. There will, of course, be times when you need to deal with players who 'cross the line'.

On occasion, you may find yourself having to manage the same player who commits offence after offence. You can do so using the STEP approach.

Insert the stages of the **STEP** approach in the correct order below:




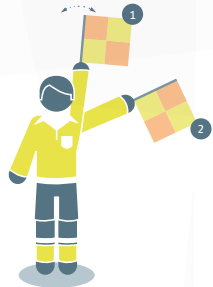

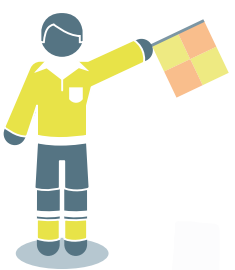



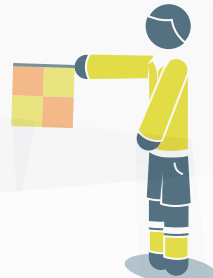


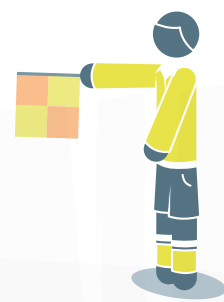

# BEING AN ASSISTANT REFEREE

Assistant referees have an important role to play in managing the game and you should be prepared to carry out this role early in your officiating ‘career’.

Assistant referees need to be able to communicate effectively using signals with both the referee and the players.

Indicate below each picture what the assistant referee is signalling for.

## CAUTION AND SENDING OFF PROCEDURES

There will inevitably be times when you will need to either caution players or send them from the field of play. In both cases, if it's the right thing to do, and done well, it can greatly assist you in managing the game.

From the pair of possible actions below, indicate which of the actions you should take when awarding a red card.	
Go to the offending player	
Call the offending player to you	
Look at the offending player's feet when talking to him/her	
Establish and maintain good eye contact with the offending player	
Make a note of the offending player's name and number	
Make a note of the colour of the player's shirt	
Explain clearly the reason for the red card	
Say you're not 100% sure why you've awarded the card	
Hold the card high so that players, coaches, managers and spectators can see it's been awarded	
Hold the card at chest level so that only you and the offending player are aware	

## THE DROP BALL

A drop ball is used to re-start play when no offence has occurred e.g. when a player has sustained a head injury and the referee stops play.

Fill in the blanks below:

Referees should not b\_\_\_\_\_ the ball or th\_\_\_\_\_ it in the air. The ball should simply be released from no higher than w\_\_\_\_\_ level and allowed to f\_\_\_\_\_ to the ground



# MANAGING MASS CONFRONTATION

A mass confrontation occurs when several players from both teams push and/or shove and/or hit each other.

What should you do, and not do, if this happens in a game you're refereeing?	
Try and physically separate the players	
Blow your whistle weakly	
Move away from the players to give you a better chance of seeing what's happening	
Blow your whistle hard, several times	
Verbally influence players not to join in	

# OFFSIDE

Take a look at the images below and indicate whether offside has occurred or not

1st offside scenario



OFFSIDE ☐  
ONSIDE ☐

2nd offside scenario



OFFSIDE ☐  
ONSIDE ☐

3rd offside scenario



OFFSIDE ☐  
ONSIDE ☐





## NOTES

A large, empty rectangular box with a dashed border, intended for taking notes.

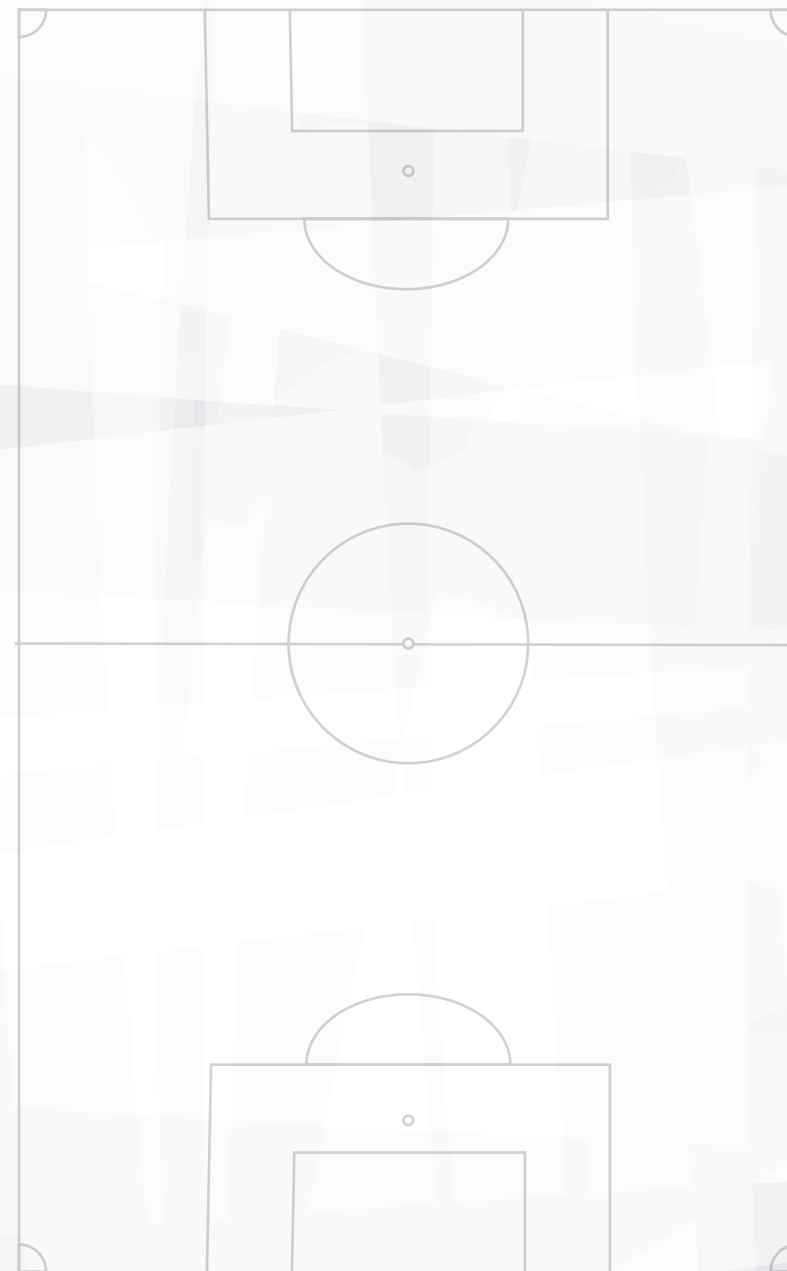
## NOTES



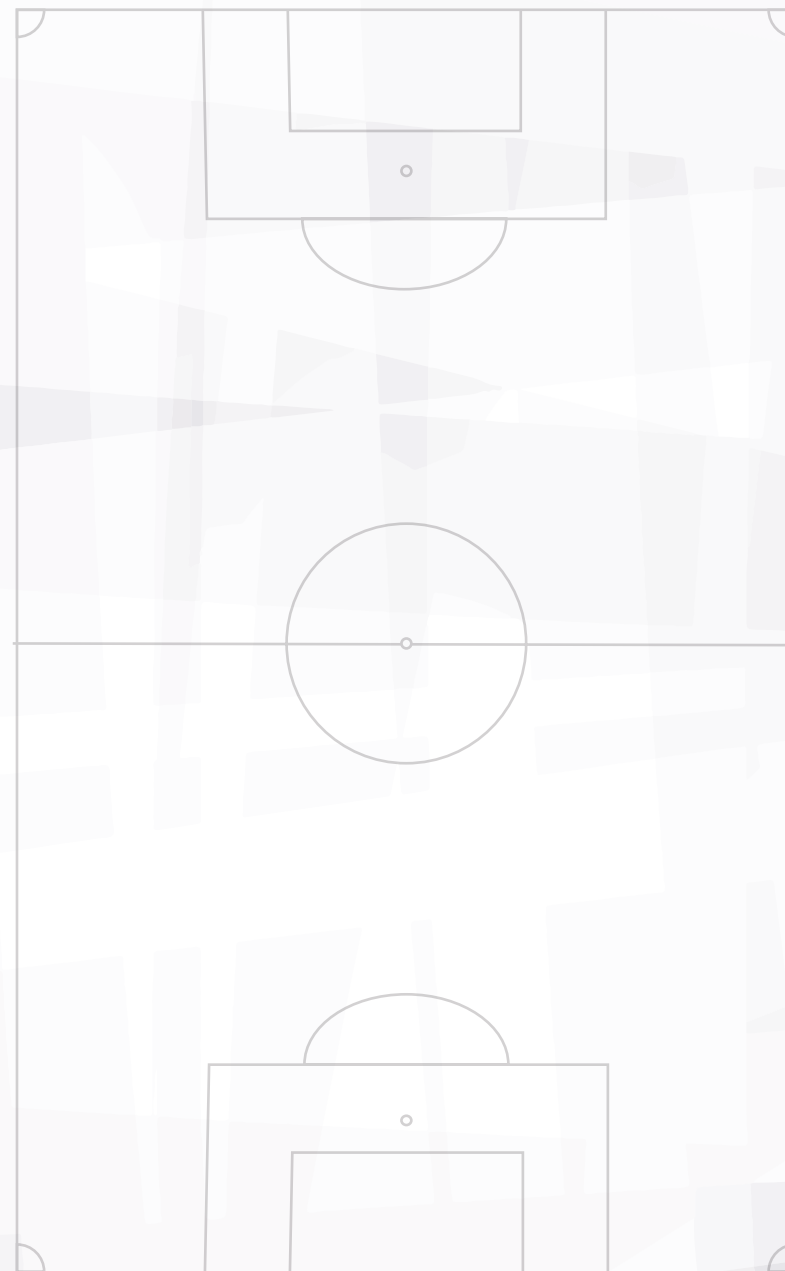
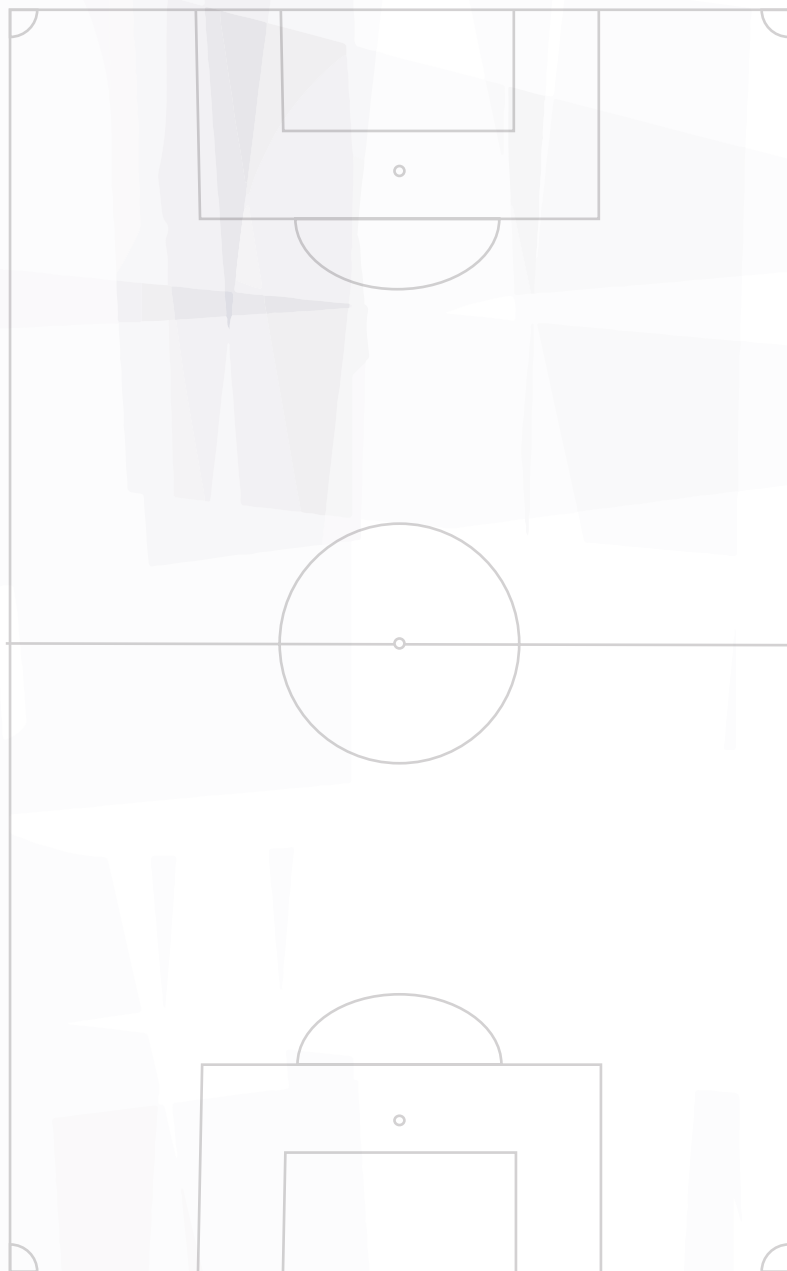
## NOTES

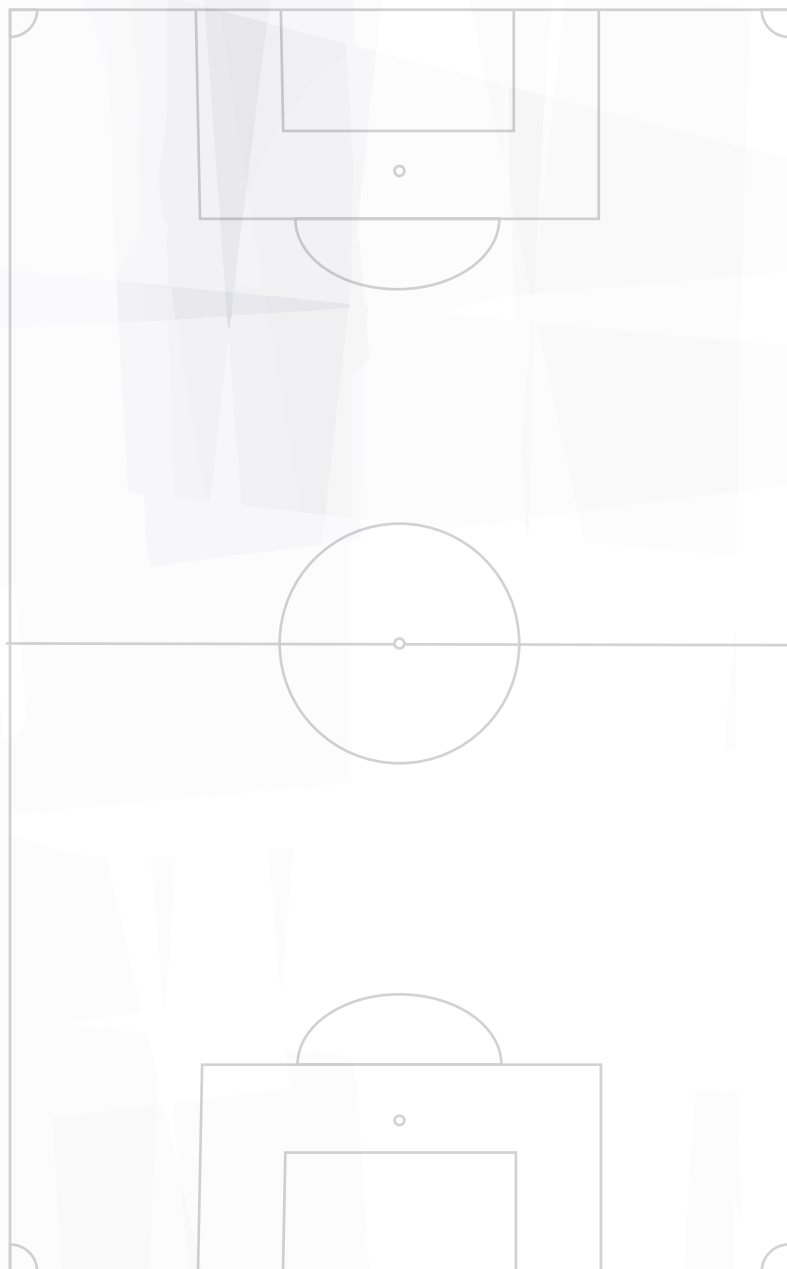


## NOTES









# FA COURSES

Developing your game  
through education and training



FA Education offer professional, accredited training courses to enhance the skills of the football workforce. 57 different courses are available covering a range of disciplines including coaching, refereeing, medical, psychology, performance education safeguarding and administration.



➤ For more information please call **0800 085 2012** or to download  
The FA Education Courses brochure visit **Education@TheFA.com**

**Coaching  
Education  
Refereeing  
Medical  
Psychology  
Safeguarding Children and Equality  
Talent Identification**



FA Education  
St George's Park  
Newborough Road, Needwood  
Burton-Upon-Trent  
DE13 9PD

Visit: [thefa.com](http://thefa.com)