

Norfolk County Football Association Ltd



Information for Match Officials

Season 2019-2020

4th Edition

Norfolk County FA

Information for Match Officials



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Introduction

Welcome to the 2019-2020 football season. This booklet is intended to provide you with all the important information that you need to assist you with your officiating this season.

However, if at any time you are uncertain or have any questions, please do not hesitate to contact the Referee Department by email to Appointments@NorfolkFA.com or to David Robinson, Referee Development Officer, David.Robinson@NorfolkFA.com, or call 01603 704050, options 1, 1 & then 3.

A Guide to the Key 2019-2020 Law Revisions

Law 3 – Substitutes

A player who is being substituted must leave the field by the nearest point on the touchline/goal line (unless the referee indicates the player can leave quickly/ immediately at the halfway line or a different point because of safety, injury etc.)

Law 4 – Players' Equipment

Multi-coloured/patterned undershirts are allowed if they are the same as the sleeve of the main shirt

Laws 5 & 12 – Team Officials

A team official guilty of misconduct will be shown a YC (caution) or RC (sending off); if the offender cannot be identified, the senior coach who is in the technical area at the time will receive the YC/RC

Law 8 – Kick-Off

The team that wins the toss can now choose to take the kick-off or which goal to attack (previously they only had the choice of which goal to attack)

Laws 8 & 9 – Dropped Ball

If play is stopped inside the penalty area, the ball will be dropped for the goalkeeper

If play is stopped outside the penalty area, the ball will be dropped for one player of the team that last touched the ball at the point of the last touch

In all cases, all the other players (of both teams) must be at least 4m (4.5yds) away

If the ball touches the referee (or another match official) and goes into the goal, team possession changes or a promising attack starts, a dropped ball is awarded

Law 12 – Handball

Deliberate handball remains an offence

The following 'handball' situations, even if accidental, will be a free kick:

- the ball goes into the goal after touching an attacking player's hand/arm
- a player gains control/possession of the ball after it has touched their hand/arm and then scores, or creates a goal-scoring opportunity
- the ball touches a player's hand/arm which has made their body unnaturally bigger
- the ball touches a player's hand/arm when it is above their shoulder (unless the player has deliberately played the ball which then touches their hand/arm)

The following will not usually be a free kick, unless they are one of the above situations:

- the ball touches a player's hand/arm directly from their own head/body/foot or the head/body/foot of another player who is close/near
- the ball touches a player's hand/arm which is close to their body and has not made their body unnaturally bigger
- if a player is falling and the ball touches their hand/arm when it is between their body and the ground to support the body (but not extended to make the body bigger)

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- If the goalkeeper attempts to 'clear' (release into play) a throw-in or deliberate kick from a team-mate but the 'clearance' fails, the goalkeeper can then handle the ball

Law 12 – Quick Free Kicks and YC / RC

If the referee is about to issue a YC/RC but the non-offending team takes the free kick quickly and creates a goal-scoring opportunity, the referee can delay the YC/RC until the next stoppage if the offending team was not distracted by the referee

Law 12 – Goal Celebrations

A yellow card for an 'illegal' celebration (e.g. removing the shirt) remains even if the goal is disallowed

Law 13 – Free Kicks

When there is a 'wall' of three or more defenders, the attackers are not allowed within 1m (1 yd) of the wall; an attacker less than 1m (1yd) from the 'wall' when the kick is taken will be penalised with an indirect free kick

When the defending team takes a free kick in their own penalty area, the ball is in play once the kick is taken; it does not have to leave the penalty area before it can be played

Law 14 – Penalty Kick

The team's penalty taker can have (quick) treatment/assessment and then take the kick

The goalkeeper must not be touching the goalposts/crossbar/nets; they must not be moving

The goalkeeper must have at least part of one foot on/in line with the goal line when the kick is taken; cannot stand behind the line

Law 16 – Goal Kick

The ball is in play once the kick is taken; it can be played before leaving the penalty area

If you wish to purchase a copy of the Laws of the Game 2019-2020 for a cost of £6.00, please contact David.Robinson@NorfolkFA.com or call on 01603 704050. Alternatively you can view them online at: <http://www.theifab.com/#!/laws>

Temporary Dismissals ('Sin Bins')

Temporary Dismissals for dissent cautions only, will apply in ALL Adult League and Cup football in the 2019-2020 season. All Referees will be required to 'temporarily dismiss' a player from the field of play for a period of 10 minutes for showing dissent by word or action. Full details of how to manage Temporary Dismissals are detailed on the Norfolk FA website [HERE](#).

There has been a small change in the procedure compared with last season:

If a team is reduced to less than seven players on a permanent basis or as a result of a temporary sin-bin, the game should be abandoned.

FA Regulations – Coloured Kits

In all competitions sanctioned by this Association, Match Officials are permitted to wear uniforms comprising a plain shirt, which must be almost entirely black with a white or black collar and black shorts. Alternatively, Match Officials may wear non-black shirts, in which case the shirt must be almost entirely of a single colour, with black shorts. In all cases socks must be black and the sock top will be black, white or the colour of the shirt or its collar.

In the event of a Match Official being appointed to a match involving neutral assistants, all the Match Officials must wear shirts of the same colour. If the Match Official(s) are wearing a coloured shirt, in the event of such shirt clashing with either team, the Match Official(s) must wear an alternative colour that does not clash or alternatively wear a black shirt.

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Supply League Pooling – East Anglian Referees' Pool

The appointment of match officials and observers for the Thurlow Nunn Eastern Counties League Division One (North & South) will be managed by the East Anglian Referees' Pool. A separate Manual of Guidance for Match Officials will be provided to all those referees who have registered with the Supply League Pool and it is important you familiarise yourself with the content of this document.

Please note that all appointment confirmations or queries should be directed to John Tythcott whose details will be available in the EA Pool Manual.

Appointments Processes

Match official appointments for Norfolk affiliated adult leagues, County Cups, Eastern Region Women's League, FA Womens' Premier League and Norwich City FC Academy fixtures will be undertaken centrally by Norfolk FA's Referee Appointment Officers.

Referee Availability

- Referees are to ensure they update their relevant Pitchside Refs availability calendar as and when known. Where exceptional circumstances prevail, availability must be submitted by other recordable means. Please note this must include Supply League Pool appointments and any National FA appointments
- Level 4 Referees are to close their dates as soon as they have received their National List appointments and any other subsequent appointments
- Availability includes midweek and is not just restricted to Saturdays and Sundays
- No assumptions are made on availability by Norfolk FA even though most Appointment Officers work on the basis of a date is open unless closed. With all other factors equal, failure to communicate an accurate diary regularly will lead to a restriction on appointments offered. For example, during periods where matches are at a premium a referee whose 'Closed Dates' availability is more trusted will be appointed ahead of another whose isn't

Notification of Appointments

- Wherever possible appointments will be made 2 weeks in advance of a fixture
- Short notice appointments (48 hours) will only be posted on Full Time once confirmation has been received directly from the Referee that they are still available
- Saturday League Appointments will normally follow once the EA Pool selection of Assistant Referees have been made and in line with level hierarchy and posted Pitchside Refs availability
- Referees with a valid and verified email address will receive an automated email from Full-Time once assigned to a fixture containing details of their appointment
- Your Calendar on Pitchside Refs will also be updated by the Referee Appointments Officer
- Those Referees without access to email will receive their appointments by telephone

Confirming Appointments

- Referees who are notified of their appointments by email will receive an email from donotreplyfulltime@thefa.com, similar to the one below:

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From: donotreplyfulltime@thefa.com [mailto:donotreplyfulltime@thefa.com]

Sent: 04 April 2017 12:28

To: Matt Carpenter

Subject: Full-Time: Norwich & District Sunday League

TheFA.com

FULL-TIME

Matt,

Please note there has been a Referee Appointment(s) for a Fixture that could affect you:

Division 1A

SUN 16 APR 2017 10:30, Newsman Celtic -v- Vale Longo Status: Normal Venue: EATON PARK #3

Referee: Matt Carpenter, matt.carpenter@norfolkfa.com, Assistant 1: None, Assistant 2: None, Fourth Official: None

[Click here for full details of this fixture on Full-Time](#)

Please Note: Travel expenses can be claimed at 30p a mile up to a maximum of £20!

This email has been sent from the Norwich & District Sunday League on Full-Time.

- Even though the email address says “do not reply”, **Referees must forward the email to Appointments@NorfolkFA.com as soon as possible (Normal expectation would be within 72 hours of receipt of an appointment)** with either “confirmed” or “declined” as appropriate, as per the example below:
- If in the unlikely event that a Referee declines a fixture, the relevant date should be amended on Pitchside Refs to show ‘Closed’

Subject: FW: Full-Time: Norwich & District Sunday League

From: Matt Carpenter
Sent: 04 April 2017 12:32
To: Norfolk FA Appointments
Subject: FW: Full-Time: Norwich & District Sunday League

Confirmed

Matt Carpenter

From: donotreplyfulltime@thefa.com [mailto:donotreplyfulltime@thefa.com]
Sent: 04 April 2017 12:28
To: Matt Carpenter
Subject: Full-Time: Norwich & District Sunday League

TheFA.com

FULL-TIME

Matt,

Please note there has been a Referee Appointment(s) for a Fixture that could affect you:

Division 1A
SUN 16 APR 2017 10:30, Newsman Celtic -v- Vale Longo Status: Normal Venue: EATON PARK #3
Referee: Matt Carpenter, matt.carpenter@norfolkfa.com, Assistant 1: None, Assistant 2: None, Fourth Official: None

- Those Referees without access to email must maintain weekly contact with their Referee Appointments Officer (RAO), directly, to confirm availability and any appointments made

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- Failure to communicate as required may result in a referee being removed from single or all future appointments
- Referees should also ensure communication with the home team is established ahead of a RAO confirmed appointment. All instances of clubs not complying with league rule 10D should be reported to the relevant league secretary. Please ensure you reply to all communication from clubs.

Appointment Call Off Procedure (within 48 hours of the scheduled kick off)

In the unlikely event you have to withdraw from a previously confirmed appointment, within 48 hours of the kick off time, please ensure you follow the below procedure:

- Call or text the covering RAO or Norfolk FA direct until your 'Call Off' is confirmed as actioned, emails are not always sufficient communication notice for short notice periods
- If you are aware that a Match Observer is planning to attend, also state this
- Where the Home Team have been in contact, you should also inform them of your call off immediately
- If calling and you receive no answer from the RAO please leave a clear voice message
- Update Pitchside Refs accordingly

Appointment Call Off Procedure (more than 48 hours prior to kick off)

Whenever you have to withdraw from a previously confirmed appointment more than 48 hours prior to the scheduled kick off time, please ensure you follow the below procedure:

- Email the RAO at 'Appointments@NorfolkFA.com'
- If you are unable to email, please call or text the Referee Appointments Officer (RAO) on 07554 422301 or 01603 704050 (options 1, 1 & then 3) as soon as possible stating the exact details of the appointment and the reason for being unable to fulfil the commitment
- If you are aware that a Match Observer is planning to attend, also state this
- Where the Home Team have been in contact, you should also inform them of your call off immediately
- If calling and you receive no answer from the RAO please leave a clear voice message
- Update Pitchside Refs accordingly

It is very important to note that the RAO mobile phone 07554 422301 is unmanned outside of the Core hours shown below:

RAOs Working Hours and Contact Details

Office Hours during the season (mid August – mid May)

- Monday 09:00 – 16:30
- Tuesday 09:00 – 17:00
- Wednesday 09:00 – 17:00
- Thursday 09:00 – 17:00
- Friday 09:00 – 17:00
- Saturday 08:30 – 16:30

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Home Based

- Sunday 08:30 – 16:00

Office Hours – Post season (mid May – mid August)

- Monday 09:00 – 17:00
- Tuesday 09:00 – 17:00
- Wednesday 09:00 – 17:00
- Thursday 09:00 – 17:00
- Friday 09:00 – 17:00

Office number: 01603 704050 (options 1, 1 & then 3)

Mobile : 07554 422301

Email : Appointments@NorfolkFA.com

Key Points To Remember

- All appointments must be confirmed. Failure to do so may result in you being removed from the fixture
- Please ensure that you update your closed (unavailable) dates on Pitchside Refs as and when known
- If you are available for a date, but have not been given a fixture, please do not hesitate to contact us as this could be for a number of different reasons. If we can get you a game, we will!
- Please carry your Information for Match Officials booklet with you at all times.

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Misconduct Reporting

Referees must submit full details on all matters of misconduct, sendings off and cautions within 48 hours of the match. All misconduct reports must be submitted through Whole Game via the following link:

<https://wholegame.thefa.com>.

Hand written reports will only be accepted from those referees who do not have internet access.

As a reminder, for the 2019-2020 season, Referees are only required to report the code of the offence for send offs, e.g. S2 for violent conduct. There is no longer a need to submit a written report.

Cautions & Send offs

- Full name of the player and the team they play for
- FA codes must be included for all cases where it is required e.g. C1 & S2 cases

It is very important that where applicable, you make us aware of the following via a Misconduct (Extraordinary) report; **do not attempt to add notes to a 'send off' report:**

- Any offence committed by a player after being sent off. For example, after showing the player a red card, they decide to use offensive language towards you
- Any red card offences that you seem to be particularly serious that would then warrant more than the standard punishment. For example, one player punches another and so you send them off for violent conduct but the force of the punch was sufficient to cause a serious injury to the opponent
- Anytime, including sending offs, where the language or action of the player includes reference to a protected characteristic, i.e. Ethnic Origin, Colour, Race, Nationality, Religion or Belief, Gender, Gender Reassignment, Sexual Orientation, or Disability
- Any offences committed by managers, coaches, club officials and/or spectators, and also any incidents of mass confrontation.

Misconduct reports

- Time of incident
- Full details of what happened, including providing as much information about what you saw/heard
- Who was involved i.e. player, club official, spectator, ideally with their name but if not then a suitable physical description

Always report all discipline that has occurred in a game. It is a requirement under FA regulations, and failure to report is likely to result in a charge being raised against the referee.

Any questions on Misconduct Reporting, please contact: Matt.Lemmon@NorfolkFA.com

League Rules

Whilst most of our adult affiliated leagues have adopted Norfolk FA's standard code of rules there are still some variations. It is important that you familiarise yourself with the rules relevant to the leagues that you are officiating on.....

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Anglian Combination

Match Balls

Premier & Division 1: The home club must provide at least 3 official League match balls.

All other Divisions: The home club must provide a minimum of 2 official League match balls.

Substitutes

Premier & Division 1: 3 substitutes may be used from 3 players named. Return substitutions are permitted. All substitutes MUST wear League Respect bibs as provided. Substitution boards MUST be used in Premier division matches.

Others: 3 substitutes may be used from 3 players named. Return substitutions are permitted.

All substitutes MUST wear League Respect bibs as provided.

Team Sheets

Premier & Division 1: Clubs must provide the Referee with a copy of the full team sheet not later than 30 minutes prior to the scheduled kick off time.

All other Divisions: No later than 20 minutes prior to the scheduled kick off time.

Please note that the **RESPECT** handshake should take place before each game.

Match Fees

League / Cup	Referee	Assistants	Travel Expenses	Paid By
Premier	£35	£23	34p a mile, no limit	Home Team
Division 1	£33	£22	30p a mile, no limit	Home Team
Division 2 & below	£25	£15	30p a mile, maximum of £20	Home Team
Mummary	£35	£23	34p a mile, no limit	Split fees
Cyril Ballyn	£25	£15	30p a mile, no limit	Split fees
CS Morley	£25	£15	30p a mile, no limit	Split fees

Call off over which neither Club has control: Expenses only

Call off due to one Club being in default: Full fee plus expenses to be paid by defaulting Club

Cup Competitions

Cup Name	Duration (mins each way)	Extra Time (mins each way)	Penalties (Yes/No)	Remarks
Mummary Cup	45	10	Yes	
Cyril Ballyn Cup	45	10	Yes	
CS Morley Cup	45	10	Yes	
Don Frost Cup	45	No	Yes	

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Central & South Norfolk League

Match Balls

The home club must provide 2 match balls.

Substitutes

3 substitutes may be used from 3 players named. Return substitutions are permitted.

Team Sheets

Clubs must provide the Referee with a copy of the full team sheet not later than 20 minutes prior to the scheduled kick off time.

Match Fees

League / Cup	Referee	Assistants	Travel Expenses	Paid By
All Divisions	£25	£20	30p a mile, maximum of £20	Home Team
Cup competitions	£25	£20	30p a mile, maximum of £20	Home Team

Call off over which neither Club has control: Expenses only

Call off due to one Club being in default: Full fee plus expenses to be paid by defaulting Club

Cup Competitions

Cup Name	Duration (mins each way)	Extra Time* (mins each way)	Pens (Yes/No)	Remarks
Primary League Cup	45	10	Yes	
Junior League Cup	45	10	Yes	
Ben Smith Memorial	45	10	Yes	
Pease League Cup	45	10	Yes	
Ambulance Cup	45	10	Yes	
Shoe Trades' Cup	45	10	Yes	

**If extra time cannot be played because of weather or light conditions then the match shall proceed immediately to penalties*

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Eastern Regions Women's Football League

Match Balls

The home club must provide 2 match balls.

Substitutes

5 substitutes may be used from 5 players named. Return substitutions are permitted.

Team Sheets

Clubs must provide the Referee with a copy of the full team sheet not later than 20 minutes prior to the scheduled kick off time.

Match Fees

League / Cup	Referee	Assistants	Travel Expenses	Paid By
Premier Division	£30	£18	30p a mile, maximum of £15	Home team
Division One	£25	£18	30p a mile, maximum of £15	Home team

Call off over which neither Club has control: Half fee plus expenses

Call off due to one Club being in default: Full fee plus expenses to be paid by defaulting Club

Cup Competitions

Cup Name	Duration (mins each way)	Extra Time (mins each way)	Penalties (Yes/No)	Remarks
League Cup / Plate	45	15	Yes	

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FA Women's National League

Match Balls

The home club must provide 2 match balls.

Substitutes

South East Division 1: 3 substitutes may be used from 3 players named.

Reserve Section: 5 substitutes may be used from 5 players named.

Team Sheets

Clubs must provide the Referee with a copy of the full team sheet not later than 15 minutes prior to the scheduled kick off time.

Match Fees

League / Cup	Referee	Assistants	Travel Expenses	Paid By
South East Division 1	£30	£22	28p a mile, maximum of £20	Home team
Reserve Section	£25	Club	28p a mile, maximum of £20	Home team

Call off over which neither Club has control: Half fee plus expenses

Call off due to one Club being in default: Full fee plus expenses to be paid by defaulting Club

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Great Yarmouth & District Saturday League

Match Balls

The home club must provide 2 match balls.

Substitutes

3 substitutes may be used from 3 players named. Return substitutions are permitted.

Team Sheets

Clubs must provide the Referee with a copy of the full team sheet not later than 20 minutes prior to the scheduled kick off time.

Match Fees

League / Cup	Referee	Assistants	Travel Expenses	Paid By
All Divisions	£25	£20	30p a mile, maximum of £20	Split fees
Cup competitions	£25	£20	30p a mile, maximum of £20	Split fees

Call off over which neither Club has control: Expenses only

Call off due to one Club being in default: Full fee plus expenses to be paid by defaulting Club

Cup Competitions

Cup Name	Duration (mins each way)	Extra Time (mins each way)	Pens (Yes/No)	Remarks
Wiltshire Cup	45	10	Yes	
Burgess Cup	45	10	Yes	
League Cup	45	10	Yes	Early rounds - league basis

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Mid Norfolk Youth League

Match Balls

The home club must provide 2 match balls.

Substitutes

Mini-Soccer: Any number of return substitutes are permitted from a match day squad not exceeding double the size of its team in an age group.

U11s to U17s: 5 substitutes may be used from 5 players named. Return substitutions are permitted. Clubs must advise the Referee of the names of substitutes not later than 15 minutes prior to kick off.

Please note that the **RESPECT** handshake should take place before each game.

Match Fees

Age Group	Referee	Assistants	Travel Expenses	Paid By
Mini-Soccer	£10	N/A	30p a mile, maximum of £20	Home team
U11 to U14	£15	£10	30p a mile, maximum of £20	Home team
U15	£20	£15	30p a mile, maximum of £20	Home team
U16	£20	£15	30p a mile, maximum of £20	Split fees

Call off over which neither Club has control: Expenses only

Call off due to one Club being in default: Full fee plus expenses to be paid by defaulting Club

Duration of Matches

League / Cup	Duration (mins each way)	Extra Time (mins each way)	Pens (Yes/No)	Remarks
U7 & U8	20			Mini-Soccer
U9 & U10	25			Mini-Soccer
U11 & U12	30			
U13 & U14	35			
U15 & U16	40			
U12 to U16 Cup	As above	10	Yes	

This league operates the “mercy rule” at all development age groups in the youth league.

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Norfolk & Suffolk Youth League

Match Balls

The home club must provide 2 match balls.

Substitutes

Mini-Soccer: Any number of return substitutes are permitted from a match day squad not exceeding double the size of its team in an age group.

U11s to U17s: 5 substitutes may be used. Return substitutions are permitted.

Clubs must advise the Referee of the names of substitutes not later than 15 minutes prior to kick off.

Please note that the **RESPECT** handshake should take place before each game.

Match Fees

Age Group	Referee	Assistants	Travel Expenses	Paid By
Mini-Soccer	£10	N/A	30p a mile, maximum of £20	Home team
U11 to U14	£15	£10	30p a mile, maximum of £20	Home team
U15 & U16	£20	£15	30p a mile, maximum of £20	Home team
U19	£25	£18	30p a mile, maximum of £20	Home team

Call off over which neither Club has control: Expenses only

Call off due to one Club being in default: Full fee plus expenses to be paid by defaulting Club

Duration of Matches

League / Development	Duration (mins each way)	Extra Time (mins each way)	Pens (Yes/No)	Remarks
U7 & U8	20			Mini-Soccer
U9 & U10	25			Mini-Soccer
U11 & U12	30			
U13 & U14	35			
U15 & U16	40			
U19	45			
Cup / Trophy				
U7 to U11 Cup	As above	None	Yes	
U12 Cup	As above	5	Yes	
U13 to U19 Cup	As above	10	Yes	

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Norfolk Christian League – Adult Section

Match Balls

The home club must provide 2 match balls.

Substitutes

3 substitutes may be used from 3 players named. Return substitutions are permitted.

Team Sheets

Clubs must provide the Referee with a copy of the full team sheet not later than 20 minutes prior to the scheduled kick off time.

Match Fees

League / Cup	Referee	Assistants	Travel Expenses	Paid By
All Divisions	£25	£20	30p a mile, maximum of £20	Home team
Cup competitions	£25	£20	30p a mile, maximum of £20	Home team

Call off over which neither Club has control: Expenses only

Call off due to one Club being in default: Full fee plus expenses to be paid by defaulting Club

Cup Competitions

Cup Name	Duration (mins each way)	Extra Time (mins each way)	Pens (Yes/No)	Remarks
Bishop Maurice Cup	45	10	Yes	
Wroxham Shield	45	10	Yes	

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Norfolk Christian League – Youth Section

Match Balls

The home club must provide 2 match balls.

Substitutes

Mini-Soccer: Any number of return substitutes are permitted from a match day squad not exceeding double the size of its team in an age group.

U11s to U16s: 5 substitutes may be used from 5 players named. Return substitutions are permitted. Clubs must advise the Referee of the names of substitutes not later than 15 minutes prior to kick off.

Please note that the **RESPECT** handshake should take place before each game.

Match Fees

Age Group	Referee	Assistants	Travel Expenses	Paid By
Mini-Soccer	£10	N/A	30p a mile, maximum of £20	Home team
U11 to U14	£15	£10	30p a mile, maximum of £20	Home team
U15 & U16	£20	£15	30p a mile, maximum of £20	Home team

Call off over which neither Club has control: Expenses only

Call off due to one Club being in default: Full fee plus expenses to be paid by defaulting Club

Duration of Matches

League / Development	Duration (mins each way)	Extra Time (mins each way)	Pens (Yes/No)	Remarks
U9 & U10	25			Mini-Soccer
U11 & U12	25			
U13 & U14	25			
U15 & U16	25			
Cup / Trophy				
U1 to U12 Cup	As above	1 period of 5	Yes	
U14 to U16	As above	6	Yes	

This league operates the “mercy rule” at all development age groups in the youth league.

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Norfolk Combined Youth Football League

Match Balls

The home club must provide 2 match balls.

Substitutes

Mini-Soccer: Any number of return substitutes are permitted from a match day squad not exceeding double the size of its team in an age group.

U11s to U18s: 5 substitutes may be used from 5 players named. Return substitutions are permitted. Clubs must advise the Referee of the names of substitutes not later than 15 minutes prior to kick off.

Team Sheets

Clubs must provide the Referee with a copy of the full team sheet not later than 15 minutes prior to the scheduled kick off time.

Please note that the **RESPECT** handshake should take place before each game.

Match Fees

Age Group	Referee	Assistants	Travel Expenses	Paid By
Mini-Soccer	£10	N/A	30p a mile, maximum of £20	Home team
U11 to U14*	£15	£10	30p a mile, maximum of £20	Home team
*U14 Prem	£15	£10	30p a mile, maximum of £20	Split fees
U15 & U16**	£20	£15	30p a mile, maximum of £20	Home team
**U15 Prem & U16 Prem	£20	£15	30p a mile, maximum of £20	Split fees
U17 & U18	£25	£18	30p a mile, maximum of £20	Split fees

Call off over which neither Club has control: Expenses only

Call off due to one Club being in default: Full fee plus expenses to be paid by defaulting Club

Duration of Matches

League / Cup	Duration (mins each way)	Extra Time (mins each way)	Pens (Yes/No)	Remarks
U7 & U8	20			Mini-Soccer
U9 & U10	25			Mini-Soccer
U11 & U12	30			
U13 & U14	35			
U15 & U16	40			
U17 & U18	45			
U7 to U11 Cup	As above	5	Yes	
U12 to U16 Cup	As above	10	Yes	
U17 to U18 Cup	45	15	Yes	

This operates the “Power Play” at all development age groups (U7-U11).

Norfolk County FA

Information for Match Officials



Norfolk County FA Veterans League

Match Balls

The home club must provide 2 match balls.

Substitutes

5 substitutes may be used from 5 players named. Return substitutions are permitted.

Team Sheets

Clubs must provide the Referee with a copy of the full team sheet not later than 20 minutes prior to the scheduled kick off time.

Match Fees

League / Cup	Referee	Assistants	Travel Expenses	Paid By
All Divisions	£25	£20	30p a mile, maximum of £20	Home Team
League Cup	£25	£20	30p a mile, maximum of £20	Split

Call off over which neither Club has control: Expenses only

Call off due to one Club being in default: Full fee plus expenses to be paid by defaulting Club

Norfolk County FA

Information for Match Officials



Norfolk Women's & Girls League – Adult Section

Match Balls

The home club must provide 2 match balls.

Substitutes

3 substitutes may be used from 3 players named. Return substitutions are permitted.

Team Sheets

Clubs must provide the Referee and the opposing team with a copy of the full team sheet not later than 20 minutes prior to the scheduled kick off time.

Match Fees

League / Cup	Referee	Assistants	Travel Expenses	Paid By
All Divisions	£25	£20	30p a mile, maximum of £20	Home Team
Cup competitions	£25	£20	30p a mile, maximum of £20	Home Team

Call off over which neither Club has control: Expenses only

Call off due to one Club being in default: Full fee plus expenses to be paid by defaulting Club

Cup Competitions

Cup	Duration (mins each way)	Extra Time (mins each way)	Pens (Yes/No)	Remarks
Ladies Cup	45	15	Yes	
Ladies Plate	45	15	Yes	
Ladies 7s	35	10	Yes	

Norfolk County FA

Information for Match Officials



Norfolk Women's & Girls League – Youth Section

Match Balls

The home club must provide 2 match balls.

Substitutes

Mini-Soccer: Any number of return substitutes are permitted from a match day squad not exceeding double the size of its team in an age group.

U10s to U16s: 5 substitutes may be used from 5 players named. Return substitutions are permitted. Clubs must advise the Referee of the names of substitutes not later than 15 minutes prior to kick off.

Team Sheets

Clubs must provide the Referee with a copy of the full team sheet not later than 15 minutes prior to the scheduled kick off time.

Please note that the **RESPECT** handshake should take place before each game.

Match Fees

Age Group	Referee	Assistants	Travel Expenses	Paid By
Mini-Soccer	£10	N/A	30p a mile, maximum of £20	Home team
U11 to U14	£15	£10	30p a mile, maximum of £20	Home team
U15 & U16	£20	£15	30p a mile, maximum of £20	Home team

Call off over which neither Club has control: Expenses only

Call off due to one Club being in default: Full fee plus expenses to be paid by defaulting Club

Duration of Matches

League / Cup	Duration (mins each way)	Extra Time (mins each way)	Pens (Yes/No)	Remarks
U9 & U10	25			Mini-Soccer
U11 & U12	30			
U13 & U14	35			
U15 & U16	40			
U12 to U16 Cup	As above	U9-U11 – 5mins U12-U16 – 10mins	Yes	

Norfolk County FA

Information for Match Officials



North East Norfolk League

Match Balls

The home club must provide 2 match balls.

Substitutes

3 substitutes may be used from 3 players named. Return substitutions are permitted.

Team Sheets

Clubs must provide the Referee with a copy of the full team sheet not later than 20 minutes prior to the scheduled kick off time.

Match Fees

League / Cup	Referee	Assistants	Travel Expenses	Paid By
All Divisions	£25	£20	30p a mile, maximum of £20	Home Team
Cup competitions	£25	£20	30p a mile, maximum of £20	Home Team

Call off over which neither Club has control: Expenses only

Call off due to one Club being in default: Full fee plus expenses to be paid by defaulting Club

Cup Competitions

Cup Name	Duration (mins each way)	Extra Time (mins each way)	Pens (Yes/No)	Remarks
League Cup	45	10	Yes	

Norfolk County FA

Information for Match Officials



North West Norfolk League

Match Balls

The home club must provide 2 match balls.

Substitutes

3 substitutes may be used from 3 players named. Return substitutions are permitted.

Team Sheets

Clubs must provide the Referee with a copy of the full team sheet not later than 20 minutes prior to the scheduled kick off time.

Match Fees

League / Cup	Referee	Assistants	Travel Expenses	Paid By
All Divisions	£25	£20	30p a mile, maximum of £20	Home Team
Cup competitions	£25	£20	30p a mile, maximum of £20	Home Team

Call off over which neither Club has control: Expenses only

Call off due to one Club being in default: Full fee plus expenses to be paid by defaulting Club

Cup Competitions

Cup Name	Duration (mins each way)	Extra Time (mins each way)	Pens (Yes/No)	Remarks
League Cups	45	15	Yes	
George Graver Cup	45	15	Yes	
Charlie Day Cup	45	15	Yes	

*Please note league cups may run group stages prior to the knock out stages begin. Group stage games will be 90 minutes only.

Norfolk County FA

Information for Match Officials



Norwich & District Sunday League

Match Balls

The home club must provide 2 match balls.

Substitutes

5 substitutes may be used from 5 players named. Return substitutions are permitted.

Clubs must advise the Referee of the names of substitutes not later than 5 minutes prior to kick off.

Match Fees

League / Cup	Referee	Assistants	Travel Expenses	Paid By
Premier & Division 1	£30	£20	30p a mile, maximum of £20	Home team
Division 2 & below	£25	£20	30p a mile, maximum of £20	Home team
Cup competitions	£25	£20	30p a mile, maximum of £20	Home team

Call off over which neither Club has control: Half fee plus expenses

Call off due to one Club being in default: Full fee plus expenses to be paid by defaulting Club

Cup Competitions

Cup	Duration (mins each way)	Extra Time (mins each way)	Pens (Yes/No)	Remarks
League Cup	45	10	Yes	

Norfolk County FA

Information for Match Officials



Norwich City Academy

Match Balls

NCFA must provide a minimum of 2 match balls.

Substitutes

Unlimited return substitutions are permitted.

Match Fees

League / Cup	Referee	Assistants	Travel Expenses	Paid By
U9 to U14	£25	£20		NCFA
U15	£30	£25		NCFA
U16	£35	£25	35p a mile, maximum of £10	NCFA
U14 Cup	£30	£25		NCFA
U15 Cup	£35	£25		NCFA

Duration of Matches

League / Cup	Duration* (mins each way)	Extra Time (mins each way)	Pens (Yes/No)	Remarks
U9 to U13	4 x 20*			Mini-Soccer
U14 to U16	40			
U14 & U15 Cup	As above	10	Yes	

**Due to the varied nature of Academy football, we would recommend checking with Academy staff on the day of the fixture with regards to the duration and split of the playing time. i.e. An U11s game may be four quarters of 20 minutes duration.*

Norfolk County FA

Information for Match Officials



County Cup Rules

Confirmation of Fixture

The home team is required to confirm the fixture with the Referee at least 3 days ahead of the game.

Match Balls

The home club must provide a minimum of 2 match balls (3 for Senior Cup games).

Substitutes

Norfolk Senior Cup: 3 substitutes may be used from 5 players named. Return substitutions are not permitted. Should a game go to extra time, a 4th substitute may be used in that period.

John Savage, Stuart Dracup, Under 12s & Veterans Cup: 5 substitutes may be used from 5 players named. Return substitutions are permitted.

All other Cups: 3 substitutes may be used from 3 players named. Return substitutions are permitted.

Team Sheets

Norfolk Senior Cup: Clubs must provide the Referee with a copy of the full team sheet not later than 30 minutes prior to the scheduled kick off time.

All other Cups: No later than 20 minutes prior to the scheduled kick off time.

Match Fees

League / Cup	Referee	Assistant Referee	Travel Expenses	Paid By
Norfolk Invitation	£35	£20	30p a mile	Norfolk FA
Norfolk Senior (utai 2 nd Round)	£35	£25	34p a mile	Home Team
Norfolk Senior (3 rd onwards)	£45	£35	34p a mile	Home Team
Norfolk Senior (SF)	£45	£35	34p a mile	Norfolk FA
Norfolk Junior	£25	£18	30p a mile	Split fees
Norfolk Primary	£25	£18	30p a mile	Split fees
Sunday Senior	£30	£20	30p a mile	Split fees
Sunday Junior	£25	£18	30p a mile	Split fees
Norfolk Veterans	£25	£18	30p a mile	Split fees
Norfolk Women's	£25	£18	30p a mile	Split fees
John Savage (U16s)	£25	£18	30p a mile	Split fees
Stuart Dracup (U14s)	£18	£12	30p a mile	Split fees
Under 12s	£18	£12	30p a mile	Split fees

Call off over which neither Club has control: Expenses only

Call off due to one Club being in default: Decided by Norfolk FA Cup Committee

Norfolk County FA

Information for Match Officials



Match Details

League / Cup	Duration (mins each way)	Extra Time (mins each way)	Penalties (Yes/No)	Remarks
Norfolk Invitation	45	No	Yes	
Norfolk Senior	45	15	Yes	
Norfolk Junior	45	15	Yes	
Norfolk Primary	45	15	Yes	
Sunday Senior	45	15	Yes	
Sunday Junior	45	15	Yes	
Norfolk Veterans	45	No	Yes	
Norfolk Women's	45	15	Yes	
John Savage (U16s)	40	10	Yes	
Stuart Dracup (U14s)	35	10	Yes	
Under 12s	30	10	Yes	

Norfolk County FA

Information for Match Officials



Personal Accident Insurance for Referees

Basic Cover	
Weekly Benefit	£100.00 (14 day excess)
Life Insurance	£10,000 (death from natural causes) up to age 60
Accidental Death	£10,000 (death from accidents)
Permanent Disability	£15,000
Loss of Sight in one or both Eyes	£15,000
Loss of use of one or more Limbs	£15,000
Loss of Hearing (both ears)	£15,000
Loss of Hearing (one ear)	£6,000
Loss of Speech	£15,000
Age Limit 75 Years excluding Life Insurance, which is up to 55 years only	
Premium £5.00 (including 12% Insurance Premium Tax)	

Enhanced Cover	
Weekly Benefit	£100.00 (14 day excess) payable for 104 weeks
Life Insurance	£7,000 (death from natural causes) up to age 55
Accidental Death	£30,000 (death from accidents)
Permanent Disability	up to £20,000 including partial disablement
Loss of Sight in one or both Eyes	£20,000
Loss of use of one or more Limbs	£20,000
Loss of Speech	£20,000
Loss of Hearing (both ears)	£20,000
Loss of Hearing (one ear)	£5,000
Loss of Internal Organ	£5,000
Emergency Medical Expenses	£500.00
Rehabilitation and Retraining	£2,500
Home/Car Adaptation Expenses	up to £10,000
Extra Travel Expenses for 4 weeks only	up to £25.00 per week
Hospital Benefit	£20.00 per day for 13 weeks
Emergency Dental Treatment	up to £100.00 (for the relief of pain)
Dental Expenses following an accident	£250.00 Max (including assault)
Legal Advice and Counselling helpline	24/7
Broken Bone Benefit	£100.00 (arms, legs & or cheeks)
Personal Effects	up to £100.00 (£25.00 excess)
Physiotherapy up to 50% of costs up to	£25.00 per week/6 sessions
Home Help weekly benefit extension	Includes being a full time housewife or Househusband as an occupation
Age Limit 75 Years excluding Life Insurance, which is up to 55 years only	
Premium £10.00 (including 12% Insurance Premium Tax)	
<i>This is a brief summary of the cover provided. The full terms, conditions and exclusions of this insurance are available on request.</i>	

Norfolk County FA

Information for Match Officials



Match Official Support

Appointment Call Off Procedure (within 48 hours of the scheduled kick off)

Call the RAO on 07554 422301 or Norfolk FA direct on 01603 704050 (options 1, 3 and then 3) until your 'Call Off' is confirmed as received. Where the Home Team have been in contact, you should also inform them of your call off immediately.

Appointment Call Off Procedure (more than 48 hours prior to kick off)

Email the RAO at Appointments@NorfolkFA.com as soon as possible stating the exact details of the appointment you are calling off and the reason for doing so. Where the Home Team have been in contact, you should also inform them

The RAO will acknowledge your call off with either an email, text or call ASAP.

Facebook

Our online forum has yielded some lively debate (some amusing banter) and some refereeing opportunities offered and filled very quickly. If you haven't done so already, please join the page, by typing "Norfolk FA Referees Group" into the search bar at the top of your own Facebook page, and once loaded, select "Join Group". This will send a request through to the Referees Department here at County FA and we will authorise your access to the Group. (Much as we treat you all as 'friends', there is no need to send us a friend request, so don't be insulted if we ignore this!)

For those of you aged between 14 and 21 involved in Youth football, please also join the "Norfolk FA Young Referees Group" in the same way as above and if you are looking for appointments on the Norfolk Combined Youth Football League, link up with the "NCYFL Referees" page.

Referees' Association (RA)

The RA aims to enhance your experiences and inspire you to achieve your refereeing goals. Offering online training materials, insurance cover, and national meetings, the RA is represented in Norfolk by five regional branches. These groups hold monthly meetings combining in-service training opportunities with social interaction. The details of the Norfolk branches are listed on the [Norfolk FA website](#).

Referee Promotion: Explained

Further details appear on the [Norfolk FA website](#) and are published at the appropriate times in the Norfolk FA Referees' monthly bulletin.

- A 'registration' period is a football season: 1st July to 31st May
- The current 'promotion' season runs from 1st March 2019 to 30th April 2020
- Details of how to apply for promotion will be published in the Referee's Bulletin in April 2020
- Applications for promotion must be received by 31st May 2020

Any questions: Please contact the Referees' Department at Norfolk County FA on 01603 704050 (Options 1, 1 then 3) or email: David.Robinson@NorfolkFA.com

Norfolk County FA

Information for Match Officials



Notes

New course dates for the 2019/20 season

REFEREE
#NORFOLKFOOTBALL

2/9/19
Caister Academy
4/10/19
theFDC, Bowthorpe
10/1/20
Alive Leisure
17/1/20
theFDC, Bowthorpe

Free taster sessions will also be taking
place at these dates and venues

For the love of the beautiful game

Take up the whistle -
Visit NorfolkFA.com/referee

