



Process Map for Youth Appointments 2017-18

KEY:

CRC: Criminal Records Check

RDO: Referee Development Officer

YRAO: Youth Referee Appointments Officer

PRE-MATCH APPOINTMENTS PROCESS

YRAO requests referee's 'CLOSED DATES' 4 weeks in advance of fixture. Referees advise as changes occur.

'CLOSED DATES' received? **YES / NO**

YES: YRAO appoints onto Full-Time 2-4 weeks in advance of fixture date.

NO: Referee will NOT be appointed onto Youth fixtures.

Full-Time notifications: **'Named referee'** OR **'None'** OR **'Club appointed referee'**.

'Named referee':

- Qualified referee appointed on Full-Time.
- YRAO checks Safeguarding, CRC and correct age range (2 years below actual age for referees under 16) of all appointments.

'None':

- No appropriate referee to appoint on Full-Time.
- YRAO continues to source appropriate referee to appoint to fixture. Updates Full-Time once covered.
- Club appoint own referee as per guidance(see right).
- If YRAO or Club cannot find referee fixture may need to be postponed. Contact League committee

'Club appointed referee':

- Club appoints own referee after Tues (17.00) of game week if YRAO is unable to source one (indicated by 'None' notification on Full-Time).
- YRAO records on F/T when club confirms in-house appointment via email.

Appointment agreed:

- Club approach Referee to confirm fixture details (Venue, KO time, Colours etc) by Weds of match week. If no response Club contact YRAO on Thursday AM.
- If no contact made by Club official by Thursday AM of match week appointed referee to speak to Club and YRAO.
- Referee to familiarise self with competition rules (see Information for Match Officials guide and/or league website).

Appointment conflict:

- YRAO to be notified of conflicts 7 days prior to week of fixture. This includes: Club/league request change of official with rationale, referee unavailable.
- Decision to uphold appointment or change official after review and liaison with Suffolk FA Football Services Dept. clubs, league and referee.
- YRAO to update F/T with appropriate referee status notifications: **'Named referee'**, **'None'** or **'Club appointed Referee'**.



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