

REFEREEING

Joint publication of FA Learning and The RA



Volume 10 August 2009

IN THIS ISSUE

THE ABC OF REPORT WRITING



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Get **into** Refereeing



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Acknowledgements

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Published by:

FA Learning, The Football Association, Wembley Stadium, Wembley, Middlesex, HA9 0WS.

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CLEAR AND ACCURATE

MISCONDUCT REPORTS ARE VITAL

Barry Bright Vice Chairman, The Football Association and Chairman of the Football Regulatory Authority



Disciplinary Commissions – termed Regulatory Commissions for cases dealt with by The Football Association – are generally formed of ‘lay’ members from a football background who are seeking to uphold the governance of the game in a fair and just manner.

At The Football Association, virtually all Commissions are held during the day but in County Football Associations, by necessity, hearings are almost always held in the evening.

Our aim is always to ensure that the appellant receives a fair hearing and that the Commission has the best opportunity in making a fair and correct finding.

The disciplinary process commences when a report is received about an incident, normally submitted by a referee and/or assistant referee, relating to alleged misconduct which occurred before, during or after a game. An FA or CFA official studies the report in detail before deciding on an appropriate course of action. Cautions are recorded and further action only taken when appropriate, usually when a threshold has been reached. A sending off offence will result, in the vast majority of cases in the professional game, in an automatic

suspension whilst at grass-roots the first stage is a charge under FA Rules.

The report, being the trigger to the initial action, is vitally important in terms of its accuracy and clarity. As match officials it is important that you convey exactly what happened in simple, factual terms. You will see in various articles within this publication from my colleagues, both at The FA and within the County FAs, advice that may assist you during this process.

We are very keen to support referees and we can do so much more easily if your reports are clear and accurate.

You will also have an opportunity to read in future articles how the introduction of match-based discipline serves to support referees in their role. This system will cover all of the National League System for this season and as a trial in six Leagues outside of the National League System. More of that in a later issue.

Referees are key to ensuring the smooth running of any disciplinary process and on behalf of The Football Association may I take this opportunity to thank you all for the extremely difficult, but I hope enjoyable, task that you undertake every time you wear the referee’s uniform.

REF FACTS

Barry Bright

Barry Bright became Secretary of his school Old Boys Association at 16 years of age before being elected to his local League Committee three years later where he rose to the position of Chairman.

He was elected to the Council of the Kent County Football Association at the age of 25 in 1972 and he became Chairman in 1983 and still holds that post.

Barry became the Kent representative on The Football Association Council in 1984 and in 2005 became a Vice-President. Currently is Vice Chairman of The Association having served on many Committees and for many years was Chairman of the FA Disciplinary Committee and now heads The Football Regulatory Authority. Has been a member or Chairman of many high-profile FA Disciplinary cases over the years.

Barry was a Director of EURO 96 and currently is a member of The FA Board and National Game Board as well as being a Director of the National Football Centre subsidiary.

Has served for many years on both the UEFA Disciplinary and Control Board and Appeals Body and is a regular match delegate on behalf of both FIFA and UEFA.

THE REPORT, BEING THE TRIGGER TO THE INITIAL ACTION, IS VITALLY IMPORTANT IN TERMS OF ITS ACCURACY AND CLARITY





CRYSTAL CLEAR



In the last two issues we have focused on red and yellow cards and the correct ways to recognise and deal with reportable on-field misconduct.

Having issued a caution or sent a player off the field of play the referee's work is not done and the post-match report is not only required by The FA and all County Football Associations but it is a vital tool in supporting referees.

It is ironic that some of the referees who complain most about poor player behaviour are also the ones who either fail to report cautions and dismissals or produce reports which are of limited use to the disciplinary process.

All Associations want to improve player behaviour and support referees but they need clear, accurate and appropriately detailed reports to take action against offenders. Whenever I speak to County FAs their most frequent complaint is the quality of referees' misconduct reports.

When completing your misconduct reports please be **CLEAR**:

- **Concise** – sufficient detail to paint the 'picture' but no over-elaboration or exaggeration
- **Legible** – ideally type your reports but if you hand-write them make sure they can be easily read
- **Efficient** – get the report completed and submitted within 48 hours of the match
- **Accurate** – exact details of the teams, competition, date and full name of player are vital as is the description of the offence, including when and where on the field it occurred
- **Relevant** – stick to the facts relating directly to the incident – no personal opinion or irrelevance

In this issue we are going to look at the process of writing the different parts of the report.

We very much hope that this issue will act as a 'manual of guidance' for you in the coming seasons, so the central section can be pulled out for easy use.

Please remember:

- if you show a card you **MUST** report it.
- if your report is **CLEAR** then **ACTION** can be taken against the offender.

The report-writing and submission process are key parts of increasing Respect for referees at all levels. Please help yourself and your colleagues by undertaking this important part of your responsibilities professionally.

David Elleray
Vice Chairman,
Football Regulatory Authority

AN ABC

GUIDE TO MISCONDUCT REPORT-WRITING

Ray Olivier FA National Referee Manager – Workforce Development

Whilst I thoroughly enjoy the practical elements of refereeing, one of the responsibilities I have always found a challenge is writing the Misconduct Reports after the match! I thought it was a great step forward when The Football Association introduced the new Multi Caution Match Report Form that permits all cautions from a fixture to be reported on one form.

We were now only required to complete one form and send just one copy to the appropriate Association, giving details of the fixture, the player, substitute player or substituted player cautioned and code for the offence that has been committed (i.e. C1 to C7). Simple!

However, the area of concern was always compiling the Standard Misconduct Report Form used to report players, substitute players and substituted players after receiving two cautions in a match or other reports of misconduct by players, officials and spectators that needed to be reported individually.

This **ABC** Guide to Misconduct Report-Writing is to offer guidance on ways in which the facts of the report can be **ACCURATELY, BRIEFLY AND CLEARLY** put to those who have to read the reports and so enable them to build up a precise picture of the incident, always, of course, showing total accuracy in Law.

Before leaving the ground, make sure you have all the following facts for each incident:

- The **full** name of the player or individual concerned, along with the name of their club. If the player or club fails to give you the name, then accept this and report that they failed to do so when you come to write your report
- The **time** of the incident
- How did you **restart** play (if applicable)
- Jot down some key points of the incident on the back of your Match Record Card as this will help you to recall the incident when you come to write the report later.

For example:

- How far away were you from the incident and your position?
- Where did the incident take place?
- What was actually said/done?
- Was contact made and to what part of the body?
- Was there any sign of visible injury and did the opposing player require treatment?
- Was the opposing player able to continue to play in the game?
- Did the player you sent off make any comment to you?

Accurate, Brief and Clear Writing the Report

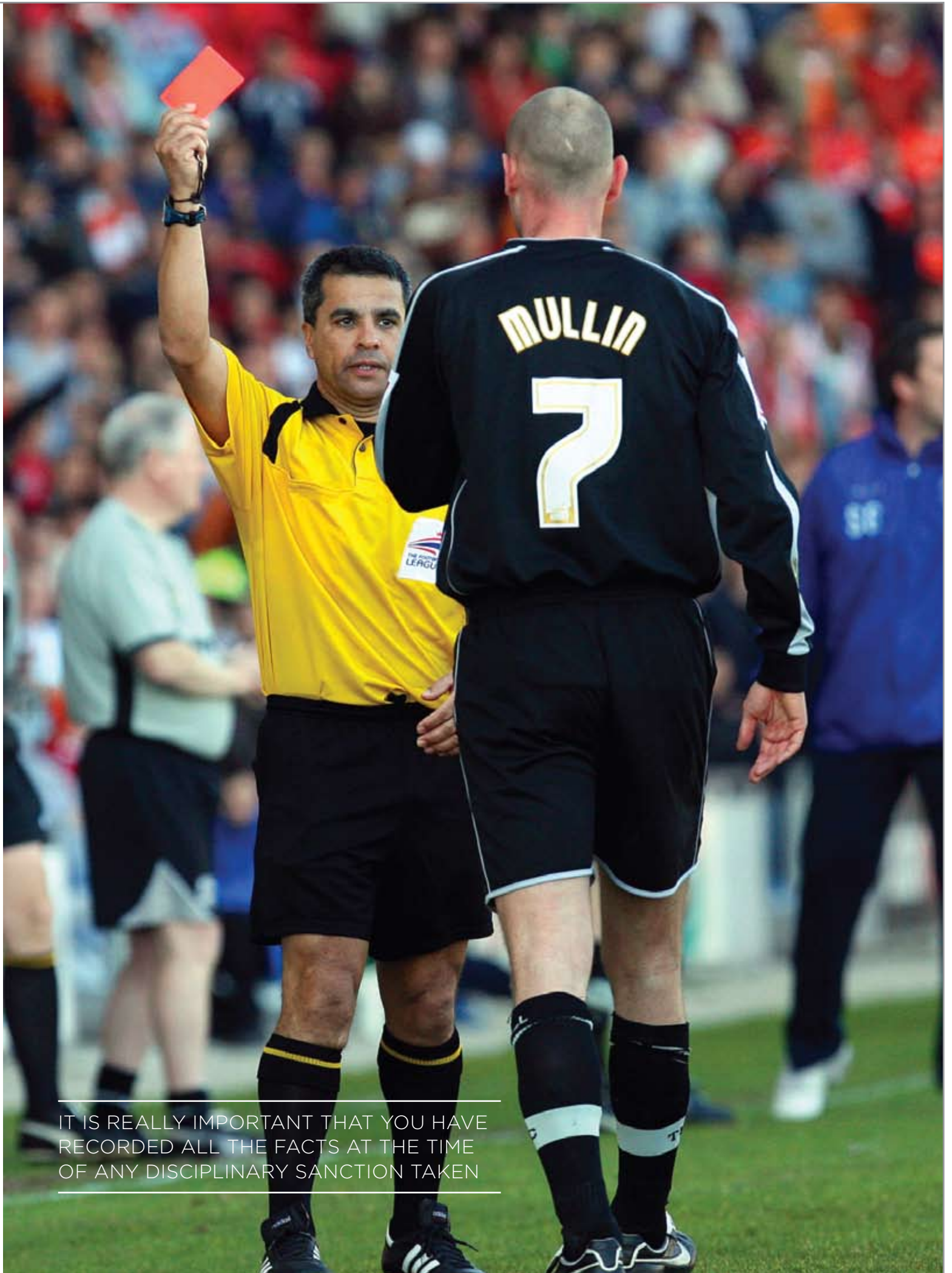
First, you must ensure that the Introductory Section of the Report Form is completed in full. Be careful here as this is where a lot of mistakes are made and a really good report is often let down by some inaccuracies in this section.

Use the information you recorded after the game to help you draft the incident. The following descriptions of sending off offences will help you when compiling your report. When writing your report it is always best to give the disciplinary commission the following information in all your reports:

- 1 Time of the incident
- 2 Where did the offence occur?
- 3 Your position and distance from the incident.

SENDING-OFF OFFENCES – A player is sent off and shown the red card if they commit any of the following seven (7) offences:

- 1 **Serious Foul Play (S1)** – A player who makes a challenge which may be malicious or violent and may be designed to hurt or maim an opponent. Points to consider in your report:
 - a Speed of the challenge



IT IS REALLY IMPORTANT THAT YOU HAVE RECORDED ALL THE FACTS AT THE TIME OF ANY DISCIPLINARY SANCTION TAKEN

- b** The part of the body where contact was made
- c** Whether the player received medical treatment and was able to continue play.

For example, "In the 89th minute of this game, the above-named player was guilty of a high and very late tackle in the vicinity of the opponent's thigh and in my opinion the speed and nature of the challenge clearly endangered the safety of an opponent. I was only 15 metres away from the incident and I had a clear and uninterrupted view of the offence committed. I dismissed him from the field of play and showed him the red card. The injured player was able to resume play after receiving treatment. I restarted play with a direct free-kick."

BEFORE LEAVING THE GROUND MAKE SURE YOU HAVE THE FACTS

2 Violent Conduct (S2) – It is violent conduct when a player (or substitute) is guilty of aggression towards an opponent (whether they are contesting for the ball or not) or towards any other person (one of his team-mates, the referee, an assistant referee, a spectator, etc.). The ball can be in or out of play. The aggression can occur either on or off the field of play. Points to consider in your report:

- a** What type of aggression and a description of the force used; punch, head butt, kick
- b** The part of the body where contact was made or not made
- c** Whether the injured player received medical treatment and was able to continue play.

For example, "In the 40th minute of this game, the ball had gone out of play for a goal kick when I saw the above-named player deliberately and violently kick a team-mate on the right leg with her left foot following an exchange of words. At the time of the incident I was about ten metres away and I had a clear and unobstructed view. I sent off the player and showed her the red card. The injured player was unable to resume play after receiving treatment and had to be substituted. I restarted the game with a goal kick."

3 Spits at an opponent or any other person (S3) Points to consider in your report:

- a** Was contact made to any part of the body?
- b** Distance the players were apart
- c** Reaction of the player being spat on (did the player react and what did he do?).

For example, "In the 23rd minute of this game, the above-named player reacted to being tripped by an opponent inside the centre circle by spitting in his opponent's face. Both players were approximately two yards away from each other. I was about eight metres from both players and I had a clear and uninterrupted view of the incident. The opponent responded by adopting an aggressive attitude towards the opposition player".

4 Denies the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (this does not apply to the goalkeeper within his own penalty area) (S4)

- a** The key words here are obvious and deliberate and these must be included in your report
- b** The position where the ball was handled
- c** Remember, if a goalkeeper handles the ball outside his own penalty area it is not an automatic dismissal. You have to judge whether his actions were deliberate and denied his opponents an obvious goal-scoring opportunity.

For example, "In the 89th minute of this game, the above-named player deliberately handled the ball on her own goal-line and prevented a goal-bound shot from entering the goal, thereby denying an obvious goal to her opponents. I dismissed her from the field of play, showed her the red card and restarted play with a penalty-kick to the opposing team. I was approximately ten metres from the incident and I had a clear and uninterrupted view of the offence committed."

5 Denies an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free-kick or a penalty-kick (S5)

Points to consider in your report:

- a** The direction of play (the player must be moving toward the opponents' goal, not towards the goal-line or corner)



- b** The proximity of the ball (could the player have reached it to play it?)
- c** The location and number of opponents able to participate immediately (one or none between the player and the goal, in addition to the opponent infringing Law 12)
- d** The location of the foul (farther from goal, the less likely an obvious goal scoring opportunity existed)
- e** The opportunity for a clear attempt on goal.

For example, "In the 43rd minute of this game, the above-named player deliberately held back an opponent by his shirt just outside the penalty area as he was heading towards goal. There were no other defending players near the incident and a clear goal-scoring opportunity was denied. I stopped play and dismissed him from the field of play, showing him the red card and restarted play with a direct free-kick to the opposing team. I was approximately 15 metres from the incident and I had a clear and uninterrupted view of the offence committed."

6 Uses offensive, insulting or abusive language and/or gestures (S6) –

The referee should judge offensive, insulting, or abusive language according to its content (the specific words or



actions used), the extent to which the language can be heard by others beyond the immediate vicinity of the player and whether the language is directed at officials, opponents, or team-mates. Points that must be included in your report:

- a The actual words that were used or a description of the player's actions
- b The manner in which they were said or carried out

MAKE SURE THE OFFENCE MATCHES THE INCIDENT DESCRIBED

For example, "In the 33rd minute of this game, the above-named player ran aggressively towards me and in a very loud voice, shouted directly at me, "You f***** cheat" after I had awarded a penalty-kick against him. I dismissed him from the field of play and showed him the red card."

7 Receives a Second Caution in the same match (S7) - A player who receives a second caution must be shown the yellow card for the second caution and must then be shown the red card for the sending off offence. There is no requirement to submit the

first caution on a Multi Caution Match Report Form as the offence is recorded on the Misconduct Report Form. Please note a player at County FA level has the right to challenge one or both cautions at a Personal Hearing. Therefore, full details of both cautions must be submitted. Points that must be included in your report:

- a Time of the first and second cautions and the description of both offences committed.

For example, "In the 28th minute of this game, the above player tripped an opponent with a late and reckless tackle. I was approximately five metres from the incident and I had a clear and uninterrupted view of the offence committed. I cautioned him for Unsporting Behaviour and showed him the yellow card.

"Having previously cautioned the above named player in the 28th minute as described above, I dismissed the above-named player from the field of play after he committed his second cautionable offence when, in the 73rd minute, he was guilty of a late and reckless tackle on an opponent making no attempt to play the ball himself. I was approximately 15 metres from the incident and I had a clear and uninterrupted view of the offence committed."

Remember the ABCs - ACCURATE, BRIEF, CLEAR

Be **ACCURATE** - in reporting the incident avoid confusing or conflicting statements. Make sure the offence matches the incident described. Double-check the player information.

Be **BRIEF** - you are required to report only the incident leading to the caution or sending off. Information about the state of the playing surface or climatic conditions should be included **ONLY** if you feel they play a part in the incident described.

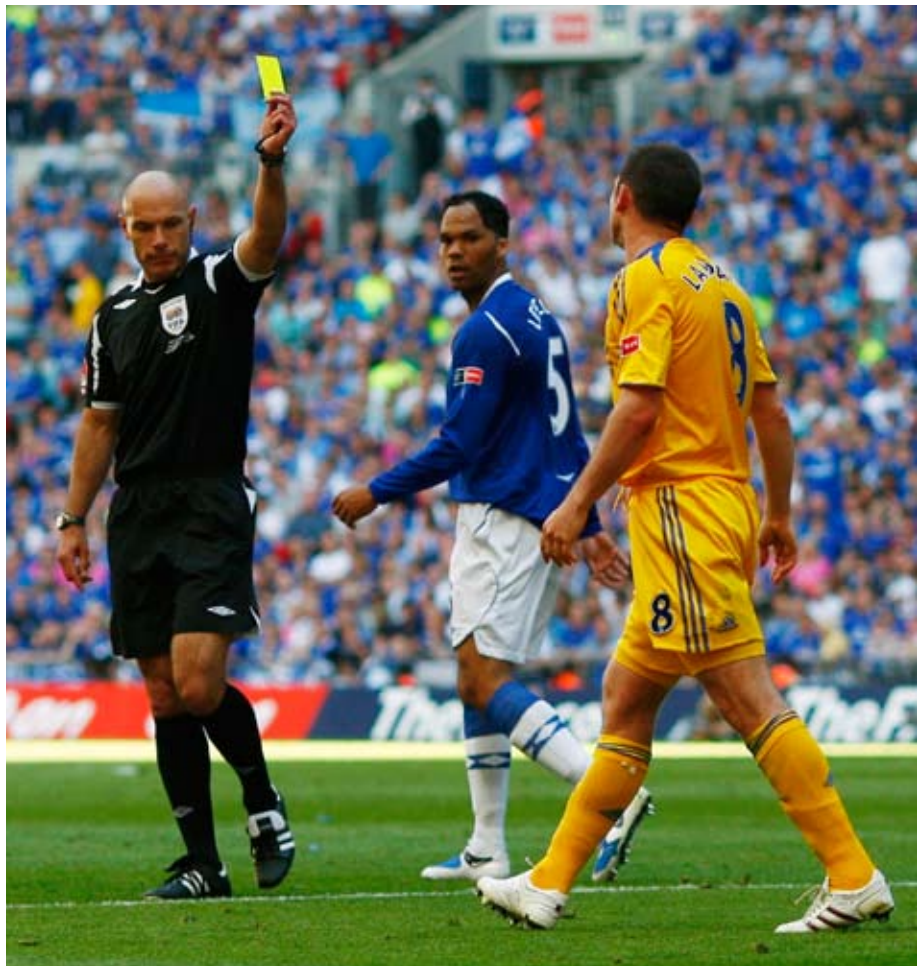
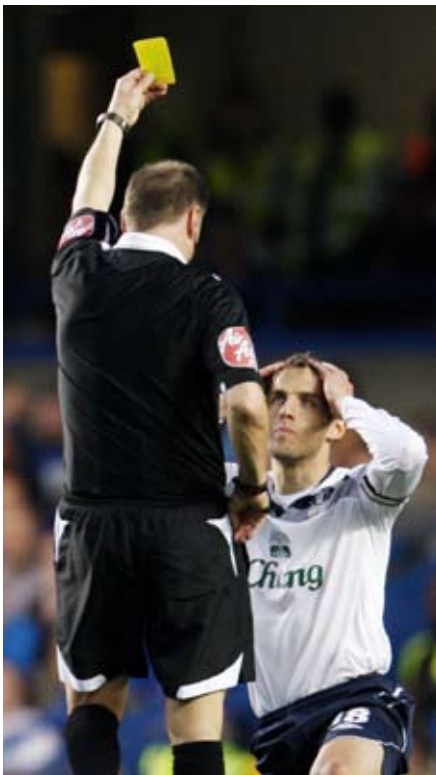
Be **CLEAR** - stick rigidly to a description of the incident, e.g. a kick in the groin, a punch in the face, etc.; it is not for you to pass judgment. The Disciplinary Committee will make a judgment from the information you provide.

In the presentation of your report, try to make sure that what you write is legible, correctly spelt and punctuated. It is often wise to seek approval of what you have written from a more experienced colleague.

Good luck.



NEVER SHOW THE
CARD IN AN
AGGRESSIVE MANNER



CAUTIONING PLAYERS

Ian Blanchard FA Senior National Game Referee Manager

Issuing a caution is a key moment in any game and the manner in which it is conducted can significantly affect a referee's control and authority.

The Cautioning Procedure

Other than those referees operating at the PGMOL level in this country, I would advise you to adopt the following actions when cautioning a player:

- 1 Tell the player he/she is being cautioned and the reason why – “It’s a caution for the trip which is unsporting behaviour”.
- 2 Enquire the player’s full name and confirm the spelling.
- 3 Inform the player that if a second cautionable offence is committed, then you will have no option but to send them off (this places the onus on them not to commit another offence!).
- 4 Show the yellow card, clearly raised aloft and in a non-threatening manner.
- 5 Do not stand too close to the player you are cautioning as that can be provocative.

Remember that the use of a card, whilst mandatory, is merely a simple aid to better communication – it is as much for the players, coaches and spectators as for the cautioned player. You should never show the card in an aggressive or provocative manner which might inflame an already emotive situation.

Cautionable Offences

As outlined by a number of our top officials in the January 2009 issue, there are seven offences for which a player can be cautioned:

1 Unsporting behaviour (Law 12, C1)

This includes a multitude of offences, contrary to the spirit of the Law. It includes examples of deliberately tripping, pushing, charging or impeding; indeed, the committing of any of the penal offences, time wasting (not time consuming), kicking the ball away or into the goal after play has been stopped, etc.

2 Shows dissent by word or action (Law 12, C2)

You should consider two possibilities:
a the spontaneous reaction of disappointment by a player for which a word of advice may be sufficient;
b open, hostile disagreement by word (“that was rubbish referee”) or by action (sarcastic clapping) against your decision for which a caution MUST be issued.

Note: If offensive, insulting or abusive language is used in dissent, then the player MUST be sent from the field of play.

3 Persistently infringing the Laws of the Game (Law 12, C3)

A player who persistently infringes the Laws of the Game is one who continues to offend and who will previously have had this matter drawn to his/her attention.*

*It is often advised, as a useful guide, that persistent infringement could imply a number of offences (three or four) committed in a short space of time.

However, a higher number of offences committed over 90 minutes could result in the same sanction being applied. You should also consider the timing between the offences when invoking this element of Law 12.

4 Delaying the restart of play (Law 12, C4)

A player who deliberately delays the restart of play, e.g. preventing an opponent from taking a free-kick by standing in front of the ball, MUST be cautioned.

5 Fails to respect the required distance when play is restarted with a corner kick, free-kick or throw-in (Law 12, C5)

A player who approaches too close to the ball or fails to retire the correct distance from the ball at the taking of such kicks must be cautioned.

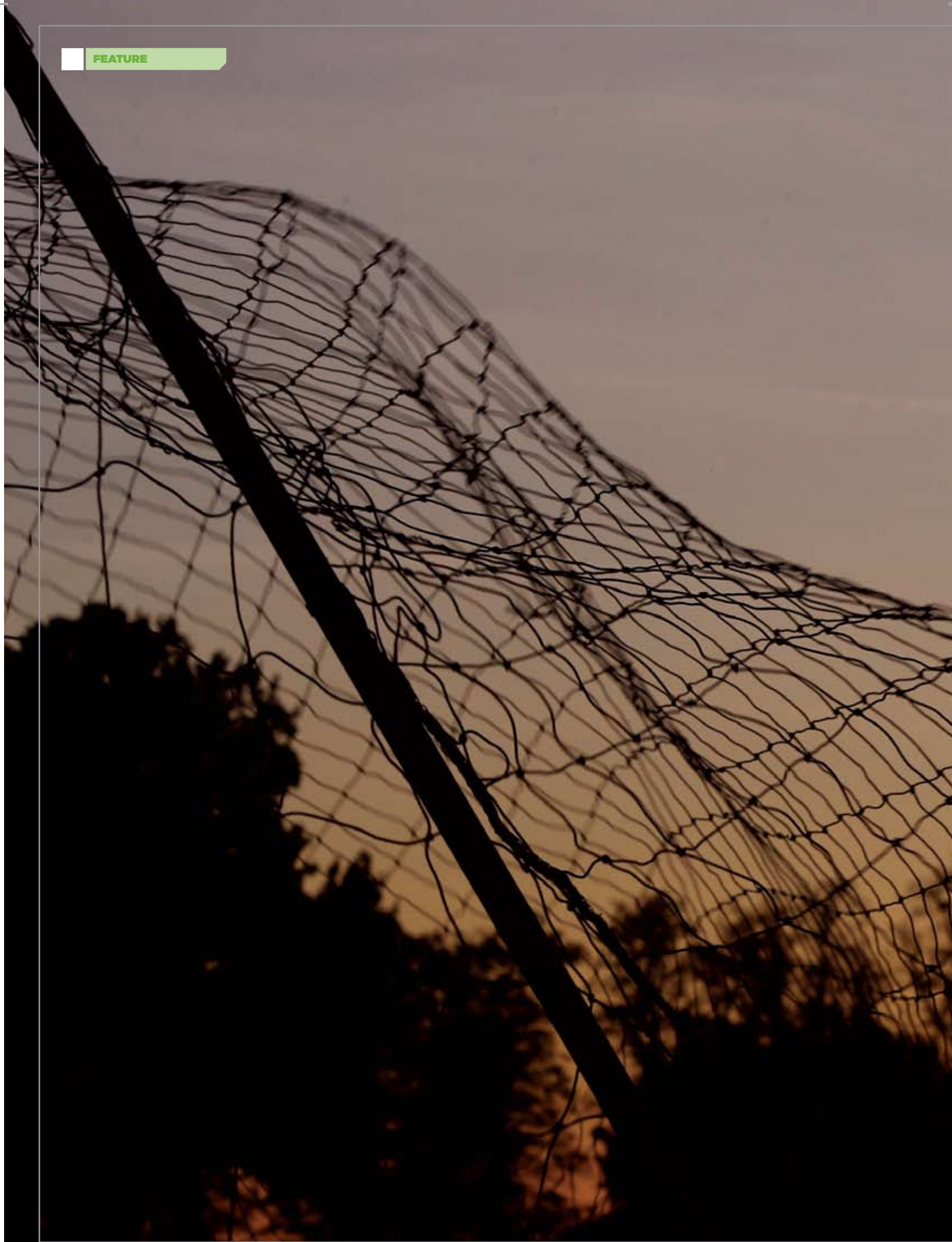
6 Entering or re-entering the field of play without the referee's permission (Law 12, C6)

7 Leaves the field of play without the referee's permission (Law 12, C7)

These offences are, comparatively speaking, rare and it is emphasised that the referee should only punish deliberate breaches of this clause. A player who wishes to leave the field of play, in order to receive treatment, should first request permission from the referee.

Please remember that a substitute or substituted player should be cautioned if he commits any of the following three offences:

- 1 Unsporting Behaviour (Law 12, C1)
- 2 Dissent by word or action (Law 12, C2)
- 3 Delaying the restart of play (Law 12, C4)



A VIEW FROM THE COUNTIES

Mike Fellows Discipline Manager, Birmingham County Football Association

The Standard Misconduct Report Form must be used to report all players, substitutes and substituted players who have either been sent off from the field of play or are being reported for an act of misconduct. Later on in this magazine we will look in detail at some examples.

In this article I will highlight the problems caused when receiving reports from referees that are of poor standard and suggestions about what you can do to assist with a more severe punishment.

The referee is an independent witness who makes a decision against a player, Club Official or Club to report cases of misconduct.

When the referee sits down to compose their report it is at this stage that he/she is acting as my eyes and

ears, relaying an incident to me. By doing this I can then be in a position to visualise what occurred and decide on the correct level of charge to be made. This may be in the form of a standard charge where fixed levels of punishments are set.

In cases of serious offences, either by a player, or allegations made against a Club or official, they will receive a misconduct charge. If the charge is accepted, or later proven, the punishment will be decided by a Disciplinary Commission. This will be based on the content of the report by the referee and those of the assistant referees when used.

I will attempt to provide examples of actual reports received and, in some cases, it was later found that the charge should have been one with a more severe punishment.

Other examples are reports that caused me extra work as I have had to write to the referee for further information, thus delaying the charging process.

All examples given in this article are from actual reports that I have received.

Submission of a report

In some cases I receive reports where the match official has failed to take pride in their report and has forgotten, or been unaware, that a copy of the report goes to the person being charged.

One such report enabled me to guess what the referee had had for breakfast when he was writing the report. Besides the grease marks I managed to recognise egg, tomato pip and bacon grease. I couldn't make out the brown mark, but maybe it was sauce!



What should you check?

- **Have I used the correct form?**

Yes, believe it or not I get misconduct being reported on a caution form.

- **Are the details correct?**

Full title of the Club, the League or competition, correct date of match and the full name of the player (not just an initial or Mr and the surname). All details are now recorded on a National Database, so by providing the information a full search can be made.

- **Correct N.P.D. number and name**

- **Date of submission**

If you email a report and you cut and paste from previous reports, do be

POOR REPORTS CAUSE PROBLEMS

careful to make sure that the correct details are sent and not those from previous reports. I have received reports where dates have not been checked and I think to myself this referee must have a crystal ball as he is reporting someone for an offence that is to take place in six months' time, or worse, two years ago.

I also get reports where the referee has reported Team A v Team B with the player playing for Team C. It is very important to provide a clear and accurate description of what happened:

S1 Serious Foul Play – “The player slid in with studs showing. I sent him off.”

The standard charge is a 21 day suspension and a £15 fine. However, if the report had contained a full description of the tackle, including whether or not contact was made and if the injury was caused and the extent of it, the player could receive a misconduct charge. Where a player receives a charge of serious foul play considered to be of a serious nature, the suspension can be 35 days up to 84 days and a fine of £75.

S2 Violent Conduct including Head Butting, General Behaviour, Kicking/ Striking, Spitting

One-line reports I have received include:

“I sent the player off for head butting”

“The player threw a punch”

“The player kicked out”

Another favourite is, “He kicked the player off the ball.” I have this vision of a player pirouetting gracefully on a ball.

One report I would have loved to have witnessed is this, “The player threw his head at the other player”. I hope it didn't hurt him when he pulled his head off!

It is embarrassing and unjust when receiving a report from a referee stating he saw the player throw a punch with no other information to issue a 21-day suspension and then be contacted by the police who are investigating a complaint of assault where a player or other person at the game had been knocked unconscious and received a broken jaw. This season I have seen an increase in the number of police and

solicitor enquiries where players or other persons at a game are reporting cases of violent conduct as a criminal offence or making compensation claims.

Punishment can range from 21 days and £15 for attempt at violent conduct, through to an assault charge with punishment of a minimum of 140 days' suspension and £150 fine or a maximum sine-die suspension with no review for five years.

I get numerous similar one-line reports for these type of offences which then means I have to write to the referee in order to help determine as to whether or not the player should be made an offer of the recommended punishment of up to 112 days' suspension and £75 fine or if serious injury has been caused and the player charged. A Commission would then decide on the amount of suspension and fine to be imposed.

In the event that there was no injury and the player receiving the head butt, punch, kick or any other act of violence continued to play, there are other charges that can be made.

For instance, in the case of head butting there is an alternative offence of head to head contact. This was introduced to deal with player(s) who make minimal contact with their heads or pushing / tapping forehead(s) without violent force. Previously a referee had no alternative but to report this type of behaviour as a head butt, resulting in appeals against the charge. The alternative offence carries a 42-day suspension and a £30 fine.



In your report, if you state that the player used violent conduct on an opponent, you must state whether you actually witnessed the incident and, if so, how far away you were, the view you had, and also include the following information if injury was caused;

- In what manner did the player head butt/strike/kick or use another form of violent conduct on the other person and was it, in your opinion, a deliberate act?
- Was contact made and to what part of the opponent's body? A player can use his head to butt other parts. One painful experience reported concerned a player who, whilst lying on ground, was butted in a very private part where you wouldn't want the trainer putting a cold sponge!

- Was there any sign of visible injury and did the other person require treatment?
- If the person was a player, did he continue to participate in the game?
- Did the player you sent off make any comment to you about the allegation?

It may well be that if a player makes the motion of a head butt/strike/kick but does not connect, it could be deemed an attempt where the player would receive 21 days' suspension and a £15 fine.

S3 Spitting

"I saw the player spit at the opposing player. I sent him off."
The standard punishment is 112 days and £75 fine. This case is usually denied or mitigated that the player was spitting

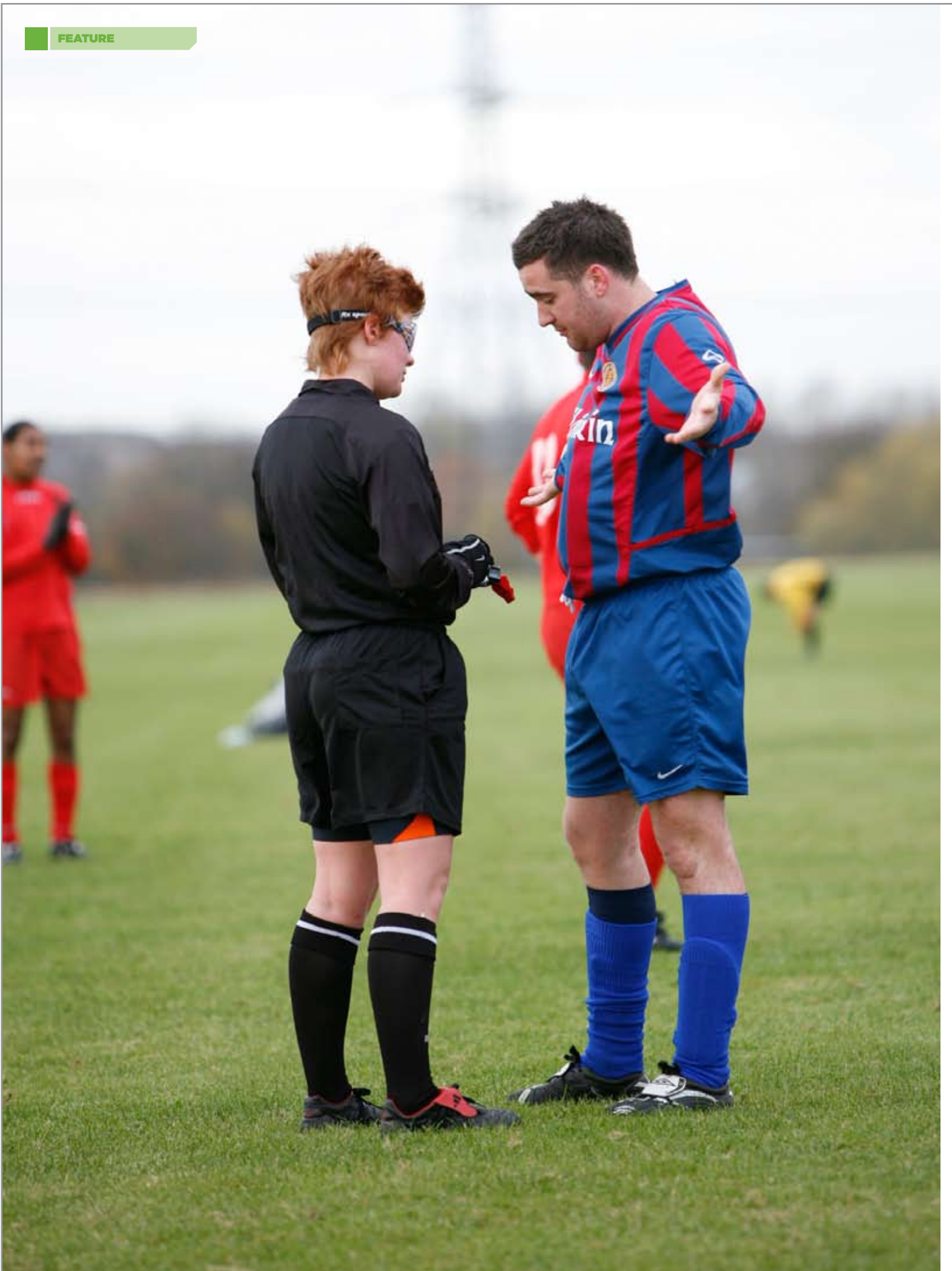
onto the ground. The times I have heard players say, "I cleared my throat and spat. I couldn't help if it was windy and it blew onto the other person."

It would help if the referee stated how far away the player was from the opposing player, if the spittle landed on that player and on what part of his body. Was there any reaction by the player being spat at or his team-mates?

A confrontation then a blatant spitting at someone will normally draw a reaction from the person being spat at or his team-mates.

S4 and S5 Denying a Goal Scoring Opportunity

"The goalkeeper came out of his box and handled the ball. I sent him off."
I have had cases where referees



IF YOU ARE NOT SURE HOW TO WORD A REPORT, SEEK ADVICE

attending personal hearings have been under the illusion that if the goalkeeper handles the ball outside his area, it is an automatic sending off. The question asked of them is, "If the goalkeeper goes to the opposing goal area for a corner and handles the ball would you send him off?"

Therefore more information of him stopping a goal-scoring opportunity is required.

S6 Insulting Offensive or Abusive Language

"The player swore so I sent him off."

This type of report does not indicate if the swearing was at the referee or not. Actual words should be used as the punishment can range from 14-35 days for a standard charge, then there are a number of misconduct charges ranging through to 112 days and £75.

S7 Receiving a Second Caution in the Game

"I sent the player off for two cautions." Give details of both cautions. Do not then submit the first caution as a separate matter on a Multi Caution Report.

Misconduct Charges

Player, Club or Official misconduct requires a full comprehensive report containing all the relevant information. We can then sort out the charges to be made.

Summary

I hope this has given a brief insight into problems that a Discipline Manager can experience from a referee report lacking information.

To round off, here are some of the 'highlights' of poor referees' reports. Make sure that your report is not one that will be kept for the wrong reasons and used as an example. Apologies if you recognise yours.

Excuses from referees on late submission of report(s)

"Please find enclosed a copy of my report. I don't know if the original got to you.

My wife was supposed to post the original but somehow she managed to lose it on the way to work."

"I apologise for the report being late but the original has been returned and the stamp must have fallen off the envelope."

"After writing the reports I failed to post them because I filed them as copies."

"Apologies for the lateness of the reports but I found them this morning in our 'catalogue request' file.

The envelope had got clipped onto a paper clip."

Do not include personal thoughts on reports

Referee reports player for IOA language and adds the following:

"I would like to add that in all my years of football, I have never come across a more abhorrent, obnoxious, ignorant, arrogant, insignificant reprobate as (player's name). He must have more money than sense which wouldn't take much as he is not the full shilling. I do not go to football matches to be talked to in this manner by ignorant people like him and would not stoop to his level of intelligence because I couldn't get low enough."

A referee reports a player previously sent off, after game for IOA comments towards him which were of a personal nature:

"I thought I would like to go to him for making that remark and punch his lights out. I continued to the dressing room not wishing for any further confrontation because that is what referees are supposed to do."

Humour

I hope he could lip-read:

"I told the deaf player about his clumsy challenges. After the third time of telling him, I cautioned him."

Goalkeeper on fire:

"In the 43rd minute I noticed that the goalkeeper of (name of team) was smoking. I cautioned him."

Player left armless:

"After being tackled he threw his arms at his opponent."

One player left?

"I sent off (name) for serious foul play. He was the last man so he deserved to get sent off."

Nice one referee:

"I was cautioning a player for dissent. He refused to give me his name as he had forgot. Fortunately I had not forgotten my red card and I dismissed the player."

Referee not sure:

"I heard someone shout (IOA Language). Not being 100% sure it was him I asked him to repeat it. He then repeated it so I sent him off."

Finally, if you are not sure how to word a report, especially serious incidents, contact your County Discipline Manager and seek advice. Remember a well-presented informative report corroborated with assistants (when appointed) will in most cases deter the person charged asking for a Personal Hearing to deny the allegation being made.

REF FACTS

Mike Fellows

1962

Joined the Police Force and served for 33 years

1982

Qualified as a referee

1986 - 1995

Referees' Secretary for the Midland Police League

1989 - 2001

Midland Police League BCFA Council Representative

1990 - 2001

Member of BCFA Referees' Committee and Disciplinary Committee

2000

Refereed the last friendly match at the old Wembley Stadium

2001

Appointed Discipline Manager at BCFA



The Standard Misconduct Report Form must be used to report all players, substitutes and substituted players who have either been sent off from the field of play or are being reported for an act of misconduct.

It is extremely important that all the information required is provided on the form in clear and precise detail.

An electronic version of the Standard Misconduct Report Form has been created in Microsoft Excel and is available on The FA website. This will enable referees to complete the form electronically and submit it to the appropriate Association by email (see details on form).

The Laws of Association Football require you to submit misconduct reports. Your County Football Association may require reports in duplicate if submitted by post and within two working days (Sundays and Bank Holidays excluded). When in doubt, seek help from more experienced colleagues.

Remember that a copy of your report will be forwarded to the player concerned via his club. Therefore, any inaccurate reporting may cause an adverse reaction when you are appointed to any further matches of the club concerned.

REPORTING SENDING OFF OFFENCES AND MISCONDUCT

Ian Blanchard FA Senior National Game Referee Manager



The Report

So let's have a look at some important messages concerning the report which will be reinforced in the example report.

- 1 First of all you must ensure that the introductory section of the Report Form is completed in full: the teams, the location of the game, the date, the competition etc are all vitally important.
- 2 Make sure the full name of the player is detailed.
- 3 Remember to distinguish between reporting which section of Law 12 the offence comes under and details of the incident itself (i.e. a description of what actually happened) which is included in the section 'The incident which came under my notice was as follows'.
- 4 A separate report must be submitted for EACH player involved, even for the same incident.
- 5 If a player is cautioned and then later sent off for a second cautionable offence, Law 12 (S7), make sure you do not submit these on the Multi Caution Match Report Form. You must remember to give details of BOTH cautionable offences.
- 6 If a player is cautioned and then sent off for a 'red card' offence under Law 12 (S1) to (S6), then both the Multi Caution Match Report Form and the Standard Misconduct Report Form must be submitted.
- 7 All reports MUST be submitted within two days (Sundays and Bank Holidays excluded) to the appropriate County or Services Football Association.
- 8 You are the "eyes and ears" of the Disciplinary Committee and your report must reflect only information directly related to the incident.
- 9 Be accurate in your reporting of the incident – avoid confusing or conflicting statements.
- 10 Make sure your report gives an accurate picture so that those who were not there can 'visualise' what happened.
- 11 Be concise but not too brief – you are required to report only the incident leading to the sending-off. Information about the state of the playing surface or climatic conditions should be included ONLY if you feel they play a part in the incident described.
- 12 Be clear—stick rigidly to a description of the incident; it is not for you to pass judgement. The Disciplinary Commission will make a judgement from the information you provide.
- 13 In the presentation of your report, try to make sure that what you write is clear, legible, correctly spelt and punctuated. If in doubt seek advice from a more experienced colleague.
- 14 Referees are reminded that **failure to submit reports renders the referee liable to disciplinary action.**

REPORTING CAUTIONS

Ian Blanchard FA Senior National Game Referee Manager

If, during a game, you caution a player, e.g. for a tripping offence which you deemed to be unsporting behaviour, it is vital and mandatory that you complete a caution report that must then be sent to the appropriate County Association or competition.

The FA has developed a Multi Caution Match Report Form that enables all cautions from a match to be reported on one form. As the match referee you thus are only required to complete one form and send just one copy to the appropriate Association giving details of the fixture, the player's full name and the code for the offence that has been committed (i.e. C1 to C7). This form is also to be used if you caution a substitute player or substituted player.

A Microsoft Excel version of the form is available that enables the referee to complete the form electronically and submit it to the appropriate Association by email.

Referees are reminded of the following guidance when using this form:

- 1 This form is to be used for cautions only.
- 2 If a player is sent off for receiving two cautions in a game, this must be reported on the standard Misconduct Report Form (the first caution must NOT appear on the Multi Caution Form).
- 3 If a player is cautioned and, later in the match, sent off for a 'red card' offence unrelated to the caution, then the caution must still appear on the Multi Caution Form.
- 4 If a player is sent off for a 'red card' offence or is guilty of any other reportable non-caution misconduct, this must be reported individually on the standard misconduct report form.
- 5 If you are involved in refereeing two teams from different County Associations and issue cautions to players from both it is your responsibility to send a copy of the report form to both Associations. (You still only need to complete one form.)
- 6 It is important that you record accurately the details at the top of the form including team details (i.e. 1st, reserves, U18, U17, etc.), date of match, where played, full name of players cautioned and reasons why (i.e. dissent, Unsporting Behaviour).

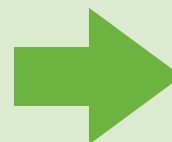
This form is available from two main sources:

- Any County Football Association
- TheFA.com

All registered referees have the ability, through either The FA website or an approved County FA website, to enter the Multi Caution Match Report Form online.


These reports are submitted to the appropriate County Association on completion.

So let's have a look at a completed Multi Caution Report Form.



EXAMPLE MISCONDUCT REPORT

THE FOOTBALL ASSOCIATION
CAUTION MISCONDUCT REPORT FORM FOR 11v11 FOOTBALL



The Disciplinary Secretary,
The **Anyshire County FA**

Match **Valley Rangers** 1st Team Versus **Mountain Peaks** 1st Team
Home Club Away Team

Competition **Anyshire County District Sunday Football League Division Three** Date **1st May 2009**

I have to report that I cautioned the following players:

No	Surname	First Name	Club	Caution Code	FA Code (if Code Only)
1	Smith	Ian	Valley Rangers	C1	
2	Reagan	Roger	Mountain Peaks	C6	
3	Reardon	Ray	Mountain Peaks	C2	
4					
5					
6					
7					
8					
9					
10					

Caution Code	FA Codes (for unsporting behaviour)
C1 Unsporting Behaviour	AA Adopting an aggressive attitude
C2 Shows Dissent by Word or Action	EI Simulation
C3 Persistently Infringing the Laws of the Game	DP Dangerous Play
C4 Delays the restart of play	FT Foul Tackle
C5 Fails to respect the required distance at a restart	GC Goal Celebration
C6 Enters or Re-enters the Field of Play without the referees permission	HB Handball
C7 Deliberately leaves the Field of Play without the referees permission	RP Reckless Play
	SP Pushing or Pulling an opponent
	TR Tripping
	UB Unspecified Behaviour

Please ensure that cases of unsporting behaviour being sent to The Football Association are also categorised using the above codes.

Referee Details
 Name **Emma Chisett**
 Address _____
 Date **2nd May 2009** FAN Number **267657** FAMOA Number **666**

This form has been sent to the following Associated County Associations: **Othershire Football Association**

NOTES:

- This form is to be used for Cautions only and must be submitted within 2 days of the match (Sundays not included).
- Referees must use this form to report cautions.
- Players receiving 2 Cautions in the same game must not be reported on this form.
- Players Sent Off or other reports of misconduct need to be reported individually on the standard misconduct report.
- Please include Team details above. (i.e. 1st, Reserves, U18, U17 etc).
- If submitting by Email, unless otherwise specified by the County, the email address is discipline@countyfa.com eg. discipline@essexfa.com or discipline@thefa.com
- A copy of this form needs to be sent to each county affected except competitive matches, (not friendlies), for clubs who participate in the FA Premier League, Football League, Football Conference, Isthmian, Southern and Northern Premier Leagues, in which case they should be sent to The Football Association, 25 Soho Square, London, W1D 4FA.

Make sure you accurately record the full details of the teams involved including whether it was the "1st" team or "B" team. The full details of the competition **with no abbreviations** are needed including which division or the round of a cup game.

Record the full name of the person (s) cautioned, their club and the caution code relevant to the offence. So for Unsporting Behaviour it would be C1 and for persistently infringing the laws of the game C3.

In certain senior competitions the FA codes are required to be inserted to identify further the reason for Unsporting Behaviour.

NB. If you caution the same player on the second occasion **please do not record his name on this form**. You will need to submit a full misconduct report form recording both cautions, the reasons why you cautioned the player and the fact the player was dismissed.

As the referee you need to record accurately your full name, FAN and FAMOA number and date your report accordingly.

Remember it is all about attention to detail.

NB. Read your report through and make sure the contents are accurate. Take particular care to ensure the players names are recorded against the team they played for.

COMPILING A SENDING OFF REPORT

So if we look at the picture on this page you see a late, high challenge which in this case is deemed to be serious foul play. As the challenge occurs you, as the referee, need to be asking yourself the following:

1 What happened?

A foul was committed on an opponent.

2 What type of foul was it?

A high, late, double-footed challenge with both feet off the ground.

3 What aspect of Law has been broken?

Law 12, Serious Foul Play, as this was a serious offence which had the potential to endanger the safety of opponent.

4 Where was the ball?

The opponent had possession of the ball at his feet.

5 Where on the field of play did the challenge take place?

Near the half-way line.

6 What position was I in?

I was about eight metres from play with a good angle and my view was uninterrupted.

7 At what minute in the game did this incident occur?

28th minute.

8 What action is required?

This is serious foul play and therefore the player must be sent off.

By asking yourself these simple questions you can decide upon the correct course of action but, just as important, you will have enough information to compile an accurate, factual report. So, using the information above, let's break down the report into different parts and start to paint a picture of what happened.



EXAMPLE REPORT FORM

THE FOOTBALL ASSOCIATION
OFFICIAL REPORT FORM FOR REFEREES

Reports must be submitted by First Class Mail or via email attachment to the Association within two days of the match. (Sundays not included. Email reports need only be submitted as single reports, however if sent by post reports must be submitted in duplicate and only sent via First Class Mail.)

Home: **The Pig 'n' Whistle** 1st Team Away: **The Rose & Crown** 1st Team

Competition: **Anyshire County FA Eaton Senior Cup Third Round**

Played at: **Beacon Park** On: **1st April 2009**

I have to report that: **L, as the Referee,** Sent Off

(Full Name): **Jane Smith** Of: **The Pig 'n' Whistle**

Names of Assistant Referees (before neutral and involved in the Report) (or Name of Referee if Assistant Referee report):

Under Law 12 section: **S1** Incident which came under my notice was as follows:

In the 89th minute of this game, the above-named player deliberately handled the ball on her own goal line and prevented a goal-bound shot from entering the goal, thereby denying an obvious goal to her opponents. I dismissed her from the field of play, showed her the red card and restarted play with a penalty kick to opposing team. I was approximately 10 metres from the incident and I had a clear and uninterrupted view of the offence committed.

Referee's Name: **Ivan Horder** Date: **2nd April 2009**

FAN Number: **12345** County: **Anyshire County FA**

FAMOA Number: **54321**

If submitting by Email, unless otherwise specified by the County, the email address is: disgones@countyfa.com
eg. disgones@anyshire.com or disgones@anyshire.com

Please complete your address below, you will receive a receipt in acknowledgement of your report, either by e-mail or by post. (Please include your postcode)

Email Address: _____ Fax Ref: _____

It really is important that you give the full name of both teams including whether they are the "1st", "A" or reserve team. Remember to make sure you insert the date of the match, where it was played and give the full name of the competition **with no abbreviations**. If it's a cup game which round is it and if a replay state replay.

Again it's about attention to detail.

Give the full name of the player/person you are reporting, recording his/her name accurately, and his/her club. Including the fact that this is sending off and record the 's' code e.g. S1 for serious foul play. Remember to complete your full details

"In the 89th minute of this game, the above named player deliberately handled the ball on her own goal line and prevented a goal-bound shot from entering the goal thereby denying an obvious goal to her opponents".

Here the referee states the time this incident occurs and clearly states the reason why the player was sent off and what aspect of law 12 was breached.

"I dismissed her from the field of play, showing her the red card and re-started play with a penalty kick to opposing team".

It is clear that we are dealing with a sending off offence and the referee offers information on how play was re-started.

"I was approximately 10 metres from the incident and I had a clear and uninterrupted view of the offence committed".

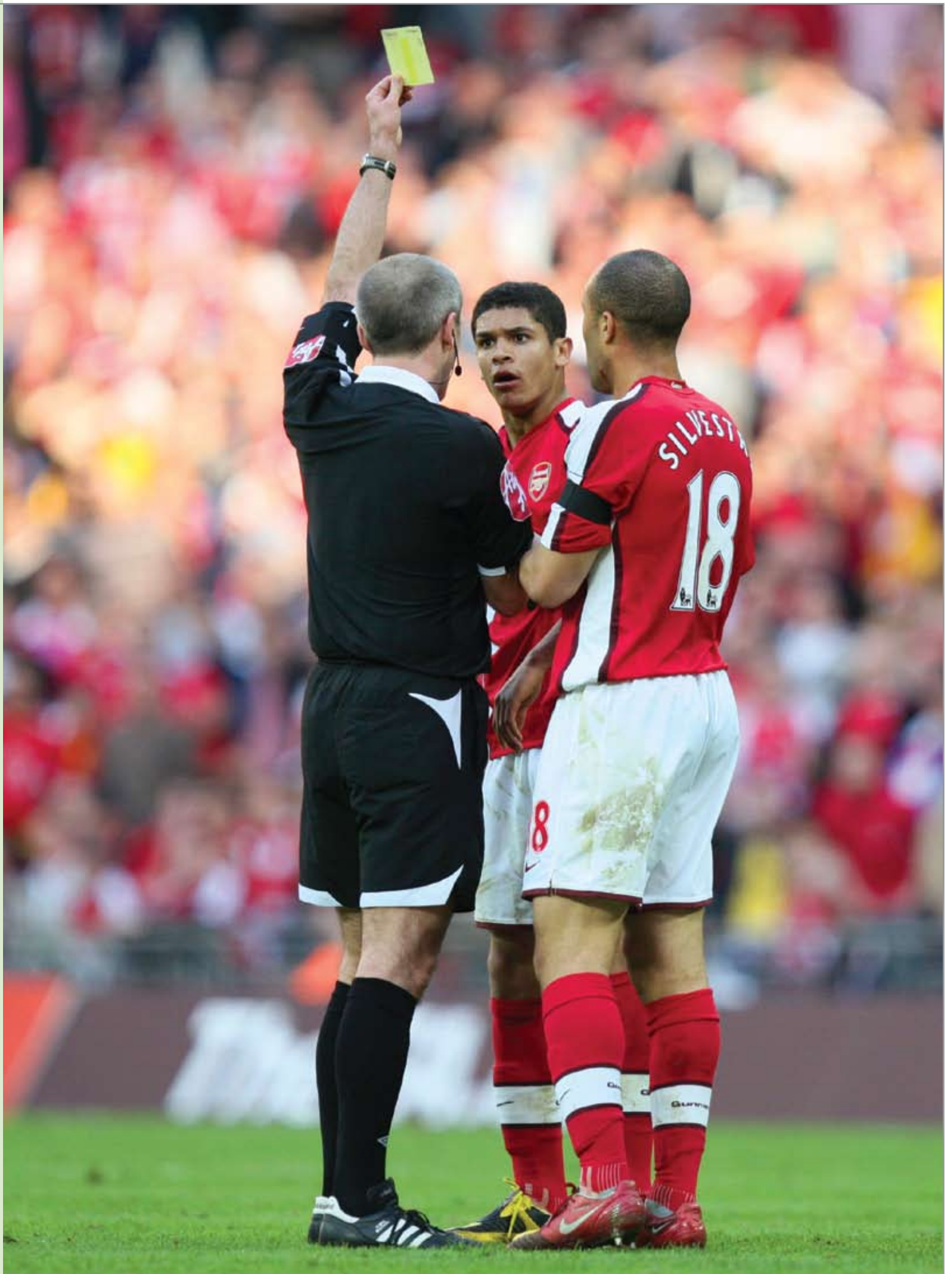
Here the referee offers information on how close to the incident they were and whether their view was good or not.

FAN and FAMOA number.

Once again it's about attention to detail making sure that your details are recorded accurately.

NB. Remember to check your report to ensure that what you have written is accurate and it gives a factual account of the incident(s) you have witnessed. Please make sure that you complete all the lines/boxes on the report.

AND DON'T FORGET, REMEMBER THE ABCs ACCURATE, BRIEF, CLEAR



Generally, after cautioning or dismissing a player a referee submits a misconduct report and that is the last they hear of it. So why is your report so important and what happens to it?

All referees take enormous pride on match days to ensure they create a positive impression with the Clubs right from the very start. We, as referees, take pride in our correspondence with the Club, our appearance, our behaviour and our fitness so as to create that good impression. However, we all know that we may face difficulties, normally when the whistle blows. A referee has a number of decisions to make on the day - which category did the caution/sending off offence fall into? Who committed the offence? All this information and more will be needed for

Each charge carries a very different level of punishment so accuracy in our report leads to accuracy of sanction and this is why, elsewhere in the magazine, the importance of being concise, brief but factual has been stressed. In addition, the standard of the report will give the recipient an impression of the referee. Do you want to be considered as opinionated, a waffler, or worse, a liar or would you prefer being recognised as professional and efficient?

Having raised the necessary charge from your report, the charge is sent to the Club and they have 14 days to respond to the charge.

For sending offs in competitions/associations operating a match-based disciplinary system, the player will receive an automatic suspension based on the offence with no right of appeal

c Plead Not Guilty to the charge and request a Personal Hearing at which you as a referee would be required and expected to attend.

Should the player accept option a) or b) - then your job is done. However, should the player accept option c) and request a Personal Hearing then your duty, and yes it is a duty, is not yet complete. You will be required to attend a Personal Hearing in order to act as a witness on behalf of The Football Association. It is this part of the process that I know causes the maximum frustration to many of our colleagues. However, it is as important as any of your other refereeing responsibilities. Indeed, it is also a requirement under your duties as a referee to attend Disciplinary Hearings and one that The Football Association expects all referees to honour.

A person charged has the right to appear before a commission to challenge The FA charge, not challenge the referee. He pays for that right and the Commission would consider if the charge is proven "on the balance of probability".

Interesting thought - if the report is brief and factual the opportunity to challenge is reduced. Many players decide to challenge and appeal because of the content of the report - not actually what happened on the day. Some, of course, take a chance to try and get a reduction on their punishment with no foundation of truth behind their appeal. A risk they have a right to take - balanced against the possible increase in sanction and a charge of costs for the hearing. There is so much that could be discussed around Disciplinary Commissions and, as I said earlier, this area is a subject that frustrates referees so much. I will cover this topic in a later issue.

We all know refereeing can be a lonely place at times, but in terms of receiving support or advice in relation to a difficult report you have to write or attending a disciplinary hearing, the County Football Associations have appointed Referee Development Officers to help you. They are all experienced in refereeing circles and are there to assist - do not be afraid in contacting them for help and support; the Referees' Association is also there for you as well.

WHY REPORT?

Mark Ives FA Discipline Manager and Referee

the short, concise misconduct report. What we must remember is that people's impressions of us as referees do not stop when we leave the ground after the match. The content of any misconduct report which we submit to the County FA (or The FA) directs the proceedings from thereon. The FA/CFA official who receives the report has to decide which one of over 30 possible charges is applicable. The importance of the correct charge being raised cannot be overstated and thus the accuracy of the report is vital. Was it violent conduct or serious foul play? Was it violent conduct or an assault? Was it head to head butting or head butting to another part of the body? Was there contact? Was the language abusive, insulting or offensive or was it inappropriate behaviour to the match official?

(except mistaken identity and wrongful dismissal where a DVD of the incident must be submitted). For your information match-based discipline is coming to a park near you! From next season all the National League System (NLS) will operate on match-based discipline together with a trial for six Leagues outside the NLS, including two Sunday Leagues. More of this in a later issue.

For the rest, the person charged has three options:

- a Plead Guilty to the charge.
- b Plead Guilty to the charge and submit a letter for a plea in mitigation (mitigation could be a variety of reasons, for example previous good record over five years but in no way can the player dispute the referee report).

REFEREES ARE THE VITAL KEY TO MAKING ANY DISCIPLINE SYSTEM EFFICIENT

REF FACTS

Mark Ives

1986
Started refereeing

1999
National List Assistant Referee

2000
Promoted to Level 2

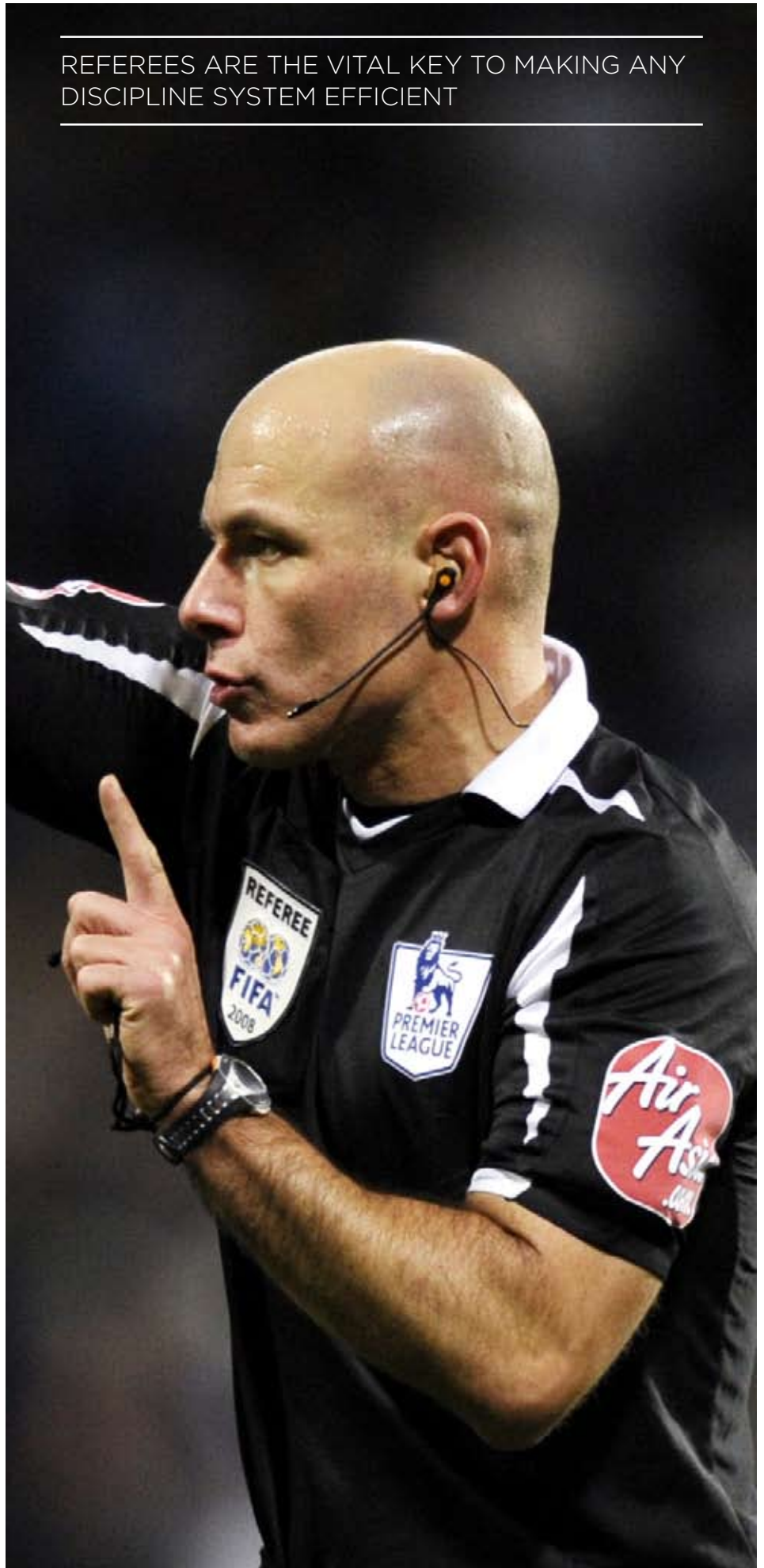
2001
FA County Business Development Manager

2008
FA Disciplinary Manager

To summarise what has been said about discipline in this and other articles:

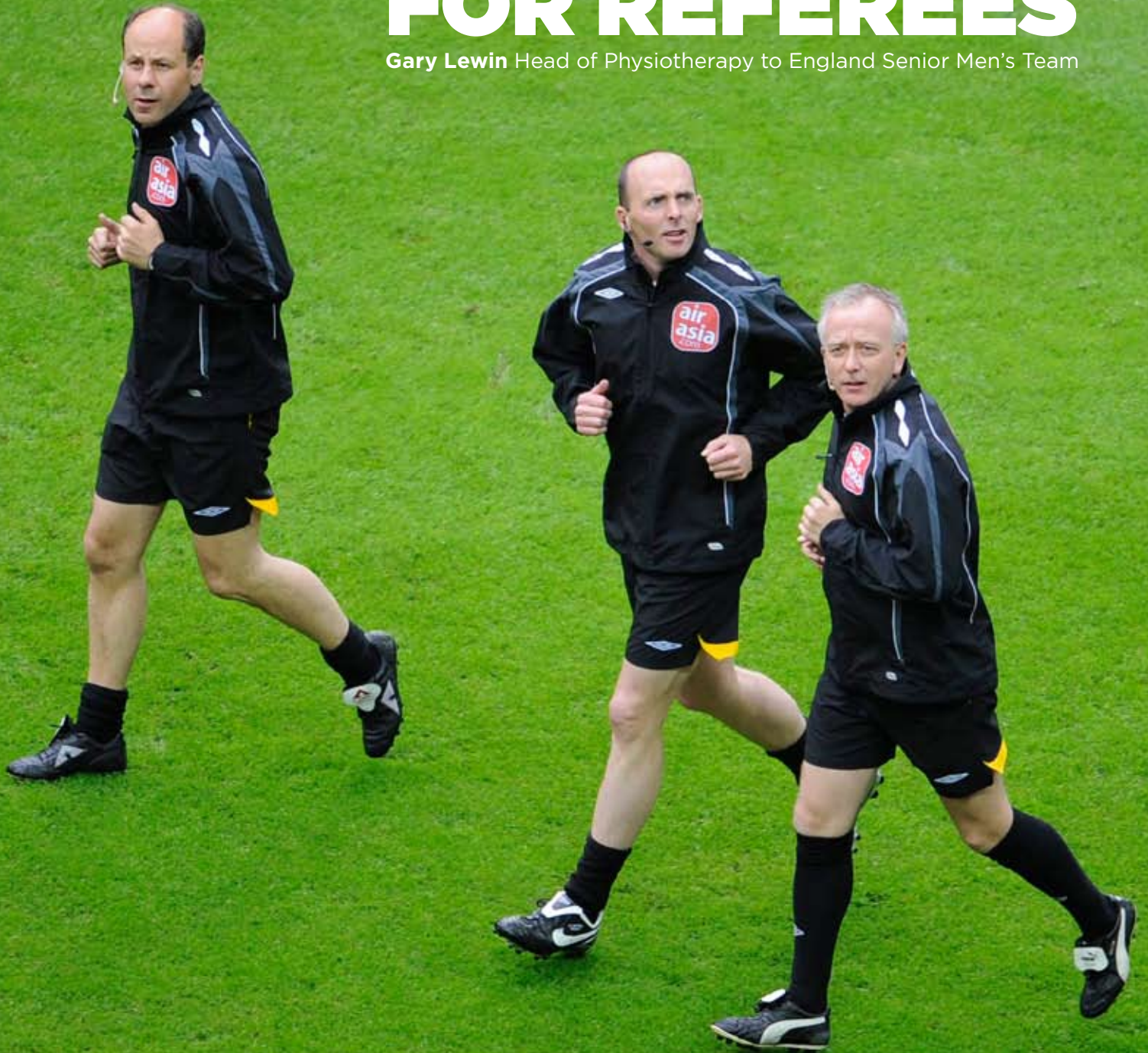
- Always report Discipline that has occurred in a game. It is a requirement under referee regulations and failure to report could result in a misconduct charge against the referee.
- Ensure the report is short and concise but factual and covering all (and only) the salient points.
- Avoid your opinions and stick to the facts.
- Submit the report within two working days.
- Only send the report to the County FA and only to the official email address discipline@countyfaname.com (e.g. Discipline@bedfordshirefa.com).
- Do not send the reports to Leagues.
- Be prepared to attend disciplinary hearings if requested to do so.

In closing, it should be noted that the vast majority of match officials deliver the above very accurately but, like our refereeing, we never stop learning. Thank you for all of your support in helping deliver a sound disciplinary system.



INJURY PREVENTION FOR REFEREES

Gary Lewin Head of Physiotherapy to England Senior Men's Team



There are many aspects of injury prevention which could not all be covered in this article. It is best to break them down into three topics - Preparation, Warm-up and Recovery.

Preparation

This covers several areas such as Fitness Training, Injury Prevention Specific Exercises, Hydration, Nutrition, Equipment and Mental Preparation.

This article will not delve into detail on Fitness Training but it needs to be stated how important it is to maintain a high level of fitness and to make young referees aware of an excellent booklet from FA Learning called Fitness for Refereeing. It covers all aspects of strength training, high intensity training, injury prevention exercises, speed training, endurance training and speed agility training and emphasises the importance of planning a weekly training programme around matches.

Injury prevention specific exercises can be for isolated injuries or for an overall injury prevention programme. Individual exercises need to be given by medical staff for specific injuries but there are many general types of exercises that can be used to prevent injury. Two such types are Core Stability exercises and strength training involving eccentric exercises and these can be very helpful to prevent injury.

There are many muscles that lie deep within the trunk of the body and attach directly and indirectly to the spine. These 'core' muscles stabilise the spine to create a firm base for co-ordinated movement of the limbs, which maintains good posture and movement patterns. There are four main core stability exercises that could be incorporated into a training programme which will help prevent injury. They are The Superman, The Plank, The Side Plank and Bridging exercises. The aim of these exercises is to develop the ability of the core muscles to work in an efficient and co-ordinated fashion to allow the body to move in correct alignment. These exercises can be added to any training programme.

Strength training exercises usually involve the lifting or 'pumping' of weights against gravity called concentric exercise. When body weight or external weights are moved with gravity they are called eccentric exercises and there is much evidence to suggest this type of strengthening prevents muscle and tendon injury. For example, instead of doing 'heel raises' or 'step ups' it is suggested you do slow heel lowering

or slow step downs which will work the calves, quadriceps and the associated tendons eccentrically. There is much research which shows that these exercises undertaken regularly will prevent muscle injuries and injuries to the Achilles tendon and patellar tendon which are areas commonly injured by referees.

Hydration is an important part of injury prevention as a dehydrated body is at a far greater risk of injury. The advice is to drink regularly, continually sipping and checking by the colour of your urine that the body is hydrated. The darker the urine the more dehydrated you are. Nutrition is also very important, not only to maintain a healthy body mass index but what you eat is the fuel that you are putting into your engine. The better quality the food you put in, the better the engine will run!

Lastly, look after your footwear as blisters cause big problems especially early in the season. Good fitting boots are essential and areas of possible friction should be protected before blisters occur.

Warm-up

Warming up is an essential part of injury prevention before training and matches. The advice is to do three to six minutes of cardio-vascular work such as jogging to get the blood flow around to all the peripheral muscles. Then dynamic stretching for approximately five minutes, such as whilst running doing side stepping, high knee lifts, 'bum kicking', backward jogging, skipping, hurdle walking and hamstring walking. It should finish with specific functional exercises which should prepare you for match speed activity and sprinting which should increase your cardiac heart rate to about 85-90% of its maximum.

Recovery

Finally, once you finish a training session or match your recovery should start for your next event. This is the time to do static stretches whilst you are still warm. Massage is very helpful if it is available! Rehydration and reloading carbohydrates are essential in the first two hours post exercise. Planning your schedule to recovery is a vital part of your progression as a referee and the more efficiently you recover the better you will perform.

The take-away message from this is to prepare properly by training sufficiently, eating and drinking correctly and planning ahead. If you fail to prepare, prepare to fail!

YOUNG REFEREES' CONFERENCE 2009

Craig Wood Kent FA, Level 4 Referee

When an email from The FA comes into your Inbox, usually it's good news. This was no exception. On 16 April an email from The FA came into mine and I was delighted when I opened it. It was an email inviting me to the Young Referees' Conference on Sunday 24 and Monday 25 May at Staverton Park, Daventry.

In 2008, I was fortunate enough to be nominated to attend the conference by the Referee Development Officer for Kent County Football Association, John Newson. I was so glad that I was chosen. This year, I was invited back and was now in the Continuation Group.

The conference began on Sunday morning. It was opened by Ray Lewis, Chairman of The FA Referees' Committee, and he gave us an insight in to the delightful and eventful conference that was to come. Sitting in the County Suite and looking around at the 100 other Young Referees who were sitting and listening carefully, I knew I was in for a good weekend. I was ready to listen and pick up on the key messages to make myself a better referee.

As I looked around the room, I saw some faces I recognised, those being Ian Blanchard, Neale Barry and David Elleray. The topic for the first session was Injury Prevention for Referees. Gary Lewin, Head of Physiotherapy for the England Men's Senior Team, took the stage. Gary made us realise that refereeing is not all

about putting your kit on and doing your part on the 'green bit'. A brilliant presentation opened up my eyes about how to look after myself both physically and mentally. He discussed the key to eating and drinking correctly before and after games, and training and preparing fully within the week or so before a game.

Next, it was a presentation on everybody's favourite subject, offside! Ian Blanchard presented the interactive session and delivered key points and messages to us about the importance of offside and, remember, the benefit of the doubt to the attacker!

A quick stop for a healthy lunch in the hotel, then it was off for a session on Managing Restarts with Messrs Barry and Blanchard. A group discussion gave me the chance to meet other referees and see how they are getting on and the levels they are officiating at. We watched some interesting video clips and fortunately all of our group managed to agree on the restarts. The key messages here were 'Expect the Unexpected' and 'Concentration is Key'.

At 4.30pm it was time to hit the sunshine and take part in the planned fitness regimes. A medium-high intensity warm-up with Steve Swallow, Regional Referee Manager, set the bar for the session. Who knew that a game of 'stuck in the mud' could be so much fun?! Next it was onto the high intensity session with Ray Olivier and this consisted of



STUART ATTWELL GAVE A FANTASTIC INSIGHT

running at approximately 90% of my maximum heart rate. It was a session that was physically demanding, but after two sets of it, it clearly showed how physically fit you need to be to referee, and not just at the top level. Then the next session was more technique-based, a chance to brush up on the lining skills and get the feet moving!

Dinner was next on the agenda and it was well deserved! It was another chance to meet other referees from the Conference and share a joke or two. After dinner, and rounding up the evening, was a session about Identification and Management of Injuries. This was another good presentation which highlighted how to look after yourself if and when you are injured.

Monday brought another packed day. The day opened with a presentation from Stuart Attwell on Achieving and Coping with Promotion. This was a fantastic insight in to the possibilities that are there for the taking if you work hard. There was one key message that came out from this presentation - there is only one person that can control your career... yep, you got it.....YOU!

The day closed with a presentation from Premier League Referee Howard Webb on Simulation, another key presentation dealing with simulation and how to identify it.



This year was my fourth year attending The FA's annual Young Referees' Conference held at Staverton Park. The thing that really struck me this year was the honesty that some of our top officials presented with. They analysed their own games saying where they felt they could have improved their performance, enabling us to see how small alterations, that we might have never thought about, can make a huge difference.

A great example being when you send a player off, make sure you do it in a place where he doesn't have to walk past opposition players to get to the tunnel. He's far less likely to cause you any more problems whilst leaving the field of play that way. Another key message of the day was that when making big decisions, use the signs that are going to be there. Stuart Attwell talking about the 'phantom goal' earlier in the season said that the signs were there - all the players were ready for a goal-kick and none of the Reading players had appealed for a goal. If it had been a goal, the Reading players wouldn't have been doing that. On the topic of big decisions it was commented that so often your gut feeling is correct and having the bottle to make that decision is what separates the top referees from the rest. Also it's not just about getting decisions right, although that is clearly very important, but also about communicating your decisions to players, staff and the crowd as well. From my time on the Young Referees' Conference one comment stands out the most and that was made by Howard Webb saying, "I bet that at least one of you in this room will referee an FA Cup Final. What are you going to do to make sure it's you?". What more motivation could a referee want?

William Pearce
Devon FA, Level 4 Referee

THE 5TH UEFA EUROPEAN COURSE FOR WOMEN REFEREES AND ASSISTANTS

Helen Fulcher FIFA Referee and Level 4 Referee

I was delighted to be invited to the 5th UEFA European Course for Women Referees and Assistants. The course consisted of Elite Category referees, new international referees and twenty assistant referee candidates for the Women's EURO 2009 Tournament. Also in attendance were officials being considered for an appointment at a UEFA Women's Youth Final Tournament later this year.

I knew this would be an extended weekend of motivating seminars but for me and my colleagues there was also the trepidation of the dreaded fitness test.

We arrived on the Saturday and stayed at a beautiful five star hotel where the referees stayed for the World Cup Finals in Germany.

The course was opened by Angel-Marie Villar Llona (The UEFA and FIFA Referee Committee Chairman) and seminars were led by the Bo Karlsson, Marc Batta and Hugh Dallas - all members of the UEFA Referee Committee.

Seminars included one on mentally managing successes and disappointments which was led by UEFA Sport's Scientist Mattia Piffaretti. We were shown how to manage our appointments online using the new FAME (Football Administration and Management Environment) calendar on the UEFA website. It was interesting swapping the results from the heart rate monitors with colleagues on the fitness test. We were delighted that two of the four English officials had the

fastest time for the six sprints out of all of the referees and assistants on the course! Finally, the referees were given match situation questions to answer and the assistants had a practical offside training session.

Even in the packed schedule there was plenty of opportunity to network with our European colleagues and it was a great opportunity to make new friends as well as catching up with old ones. The long weekend was topped off with a trip to a beautiful restaurant which was a treat for all of us and it was great to be joined by Sonia Denoncourt, FIFA Head of Women's Referees. After all the hard work the celebratory champagne went down very well!



REF FACTS

Helen Fulcher

1994
Qualified as a Level 7 referee

2001-2004
Refereeing on the Peterborough and District Football League including promotion from Level 7-6

2005-06
Promotion to Level 4 Supply League referee and Contributory assistant

Aug 2007
Started refereeing on The FA Women's Premier League

2008
Assistant on The FA Women's Cup Final - Arsenal v Leeds United

2009
Gained FIFA Referee badge

Assistant on The FA Women's League Cup Final

Fourth Official for England v Iceland, Women's International Match



HELEN (LEFT) LINES UP BEFORE KICK-OFF AT THE FA WOMEN'S CUP FINAL 2008

THE FA REFEREES' DEPARTMENT

Neale Barry FA Head of Senior Referee Development
Ian Blanchard FA Senior National Game Referee Manager

Recently there have been some changes to the structure and position of the Referees' Department at The FA.

Previously, refereeing sat in the governance section but a new Football Services division has been formed consisting of a National Game and a Professional Game side.

Now refereeing sits in both of these, Neale Barry reporting into the Professional Game manager, Graham Noakes, and Ian Blanchard to the National Game Manager, Kelly Simmons. Neale's side of the business has changed very little, however to re-iterate his role

he is responsible for all refereeing matters from Supply League to the PGMCO.

In the case of the National Game, which is responsible for grass roots football, covering football development, leagues, clubs, facilities and refereeing, Ian Blanchard remains the Senior Manager responsible for all refereeing matters from new recruits through to Supply League. The seven regional referee managers have been replaced with three National Referee Managers with specific roles and responsibilities and a regional responsibility, offering strategic direction, support and guidance to Counties.

They are:

Roger Vaughan

Recruitment, retention and development, South West and West Midlands

Janie Frampton

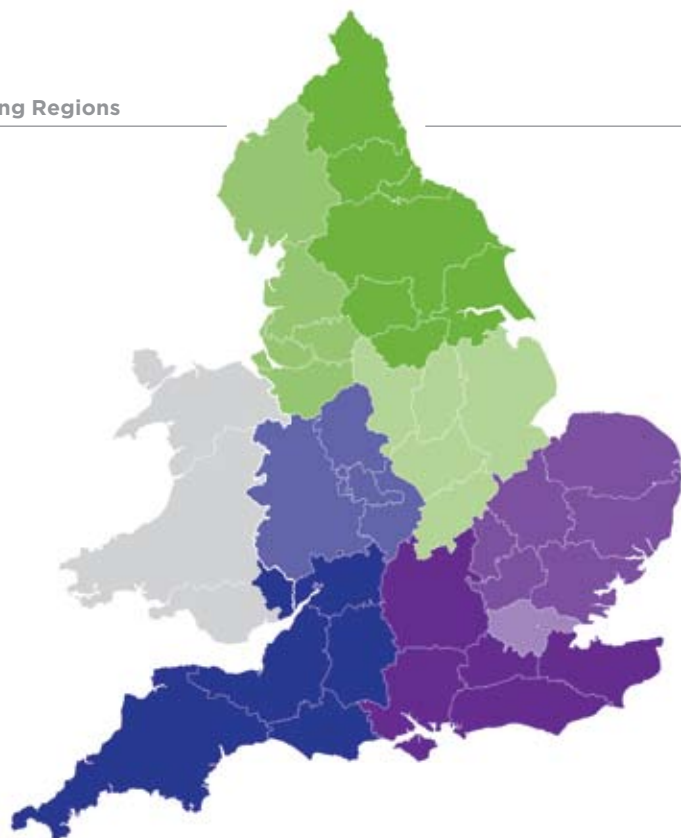
Education and training, South East, London and East

Ray Olivier

Workforce Development, East Midlands, North West, North and Yorkshire

Ian Blanchard is now Senior National Game Referee Manager but his new role is very similar, overseeing the recruitment, retention and development of referees within the National Game.

Refereeing Regions



National Referee Managers

Ray Olivier

- North and Yorkshire
- North West
- East Midlands

Janie Frampton

- East
- South East
- London

Roger Vaughan

- South West
- West Midlands

Jordana North remains as a Referee Administrator supporting Ian and Neale and the three new National Referee Managers.

Neale Barry

- Head of Senior Referee Development

Neale's team consists of Peter Elsworth (Senior Referee Administration Manager), Chris Wildey (Contributory League Administration Officer), Seni Majekodunmi, Toby Murrill, Alex O'Brien and Andrew King (Administration Assistants), Dave Cook and John Jones (Contributory League Appointment Officers) and twelve Level 3 Referee Coaches.

His department appoints match officials to all rounds of FA Competitions,

all Contributory Leagues, Conference, National and FA Premier Reserve League matches. He is also responsible for the development and training of around 2,000 referees from Supply Leagues (Level 4) to the Professional Game (Level 1) through a network of Regional Referee Coaches, Assessors and Support Officers. They co-ordinate the fitness testing and pre/mid season meetings for 1,500 Contributory League match officials and are responsible for the appointment and development of assessors who operate at that level of the game.

They liaise with FIFA, UEFA, PGMOL and The FA Referees' Committee regarding all international and domestic match official appointments.

CHANGES AT THE TOP

Mike Riley, has retired as a FIFA and Select Group referee, having been appointed General Manager (Designate) of the PGMOL with effect from 1 September. He will become General Manager after a period of shadowing Keith Hackett.

David Elleray has succeeded Ray Lewis as Chairman of The FA Referees' Committee; Maurice Armstrong is the new Vice Chairman.

THE FA REFEREES' COMMITTEE

The FA Referees' Committee, like all FA Committees, is re-constituted annually and meets immediately after The FA's Summer Council meeting to elect the Chairman and Vice Chairman.

For season 2009-2010 the composition of the Referees' Committee is as follows:

Chairman	David Elleray (Independent Schools FA)**
Vice Chairman	Maurice Armstrong (Huntingdonshire FA)
Members:	
Gary Aplin	(Westmorland County FA)*
Mark Arthur	(Nottingham Forest FC)
Peter Barnes	(West Ham United FC)
Ron Barston	(Leicestershire and Rutland FA)

Keith Brown	(Northern Premier League)
Mark Collins	(Fulham FC)
Frank Hannah	(Manchester FA)
David Horlick	(Liverpool FA)
Eddie King	(Hertfordshire FA)
Ray Lewis	(Surrey FA)**
Maurice Lindsay	(Wigan Athletic FC)
Roger Pawley	(Cambridgeshire FA)*
Arthur Smith	(The Referees' Association)*
John Waterall	(Nottinghamshire FA)
Roger Wood	(Birmingham FA)
Peter Heard	(Chairman, PGMOL) attends meetings in a non-voting capacity.

* Former Football League referee

** Former FIFA referee

THE DALLAS CUP

2009

The Dallas Cup is held over Easter Weekend every year and considered one of the most prestigious youth tournaments in the world. Teams are invited from all over the world, and this is the same for referees.

Russ Endacott Level 4 Referee

This year twelve referees went from England:

Phil Jepson (Cheshire)
 Sarah Hollins (Cheshire)
 Liam Jones (Navy)
 Payam Kordbacheh (Manchester)
 Ted Fraser (Manchester)
 Richard Morris (Gloucester)
 Danny McGinley (RAF)
 Will Davis (Surrey)
 Dan Robathan (Surrey)
 Jamie Macleod (Charlton Acc/Kent)
 Jon Gregory (Dorset)
 Russ Endacott (The FA/Bedfordshire)
 Craig Pawson (PGMOL)
 David Webb (PGMOL)
 Dean Mohareb (PGMOL)

The FA agreed to send one person, and I was fortunate enough to be that person. This was the biggest achievement in my refereeing career so far and possibly the best two weeks of my life!

The experience was phenomenal and from the moment I arrived I could see how professional and organised it was.

Preparations for the tournament started months before. We had to stick to a fitness schedule to ensure peak performance and attend group meetings to get to know each other.

Once in Dallas the first three days kicked off with strict and intense training plans, run by the PGMOL referees. I was delighted to receive the best trainer award. Then on the fourth day we all got involved in some pre-tournament acclimatising games refereeing US Classic League games. We worked in groups of two with a US official with each of us acting as referee once and assistant referee once.

Throughout the tournament, I refereed clubs from Mexico, Texas, California, Hawaii, Costa Rica, England, Barbados, Canada, Alabama, Germany and Bosnia-Herzegovina. I also worked with referees from Canada, Qatar, Scotland, The Netherlands, Australia, various US states and, of course, England. As I am sure you can imagine, the experience gained from this was priceless.

Specifically watching all the English Academy referees were George McCaffery, Barry Gee and Kevin Pike – whose coaching was critical but fantastic. I came back a different referee. One of them watched the majority of matches and then we got a detailed brief after. At the end of the day the whole group got together and discussed and shared our learning points. The involvement of the PGMOL was first class.

The Dallas Cup also had assessors at the games. Five of my games were watched, including my first game as referee and as assistant referee. All the assessors were of national status.

One of the key moments in the tournament was when my homestay buddy, Phil Jepson from Cheshire, was doing some pre-match preparation, researching vital refereeing words in Spanish. My third game was Mexican v Costa Rican teams so this was indispensable as neither team spoke English. Therefore a mixture of Spanish and international body language was key, especially as the game required strong man management skills, preventing all the time wasting (including supporters), little kicks off the ball and incredibly fast-paced



COACHING WAS CRITICAL BUT FANTASTIC.
I CAME BACK A DIFFERENT REFEREE



football! Having an English and a US/ Spanish assistant referee was a saviour. Another key moment was acting as an assistant referee to a Qatar FIFA referee, who, in fact, was a FIFA assistant referee and had not refereed a game in several years. As you can imagine he was given a pretty feisty game!

After the group games I was honoured with refereeing both a quarter final and a semi-final. Both games passed without controversy, so I was very happy. However, I could not avoid my slight disappointment at not being awarded a Final. I was soon over this though when I discovered that Phil was awarded a Final.

Even though expectations were very high and you had to remain 100% professional at all times, there were many funny and memorable moments.

A huge thank you must go to Phil Jepson for being my Dallas Cup homestay buddy/guardian and driver and to George and Debby Kondrach for being the best homestay hosts possible. Thanks must also go to George McCaffery for all the work that goes in to organising the event, plus Barry Gee and Kevin Pike for their excellent coaching. Thanks as well to the PGMOL guys for getting so involved with us. Also a final thank you to my minibus colleagues Phil Jepson, Kevin Pike, Sarah Hollins, Dan Robathan and Dean Mohareb for creating some unforgettable moments, and most importantly thank you to Ian Blanchard, Chris Checketts and The FA for allowing me the opportunity to attend the event.

REF FACTS

Russ Endacott

2005
Qualified as a referee

2007
Promoted to Level 6 status

2008
Promoted to Level 5 status
Qualified as a Registered Referee Instructor
Awarded Bedfordshire FA Ralph Cooper Trophy
Young Referee of the Year

2009
Promoted to Level 4 status
Awarded SSMFL Assistant Referee of the Year (Supply League)
Senior Referee of the Year for Bedford & District Sunday Football League

LAW AMENDMENTS

2009/2010 Neale Barry FA Head of Senior Referee Development

Law 1 – The Field of Play

Present text

Matches may be played on natural or artificial surfaces, according to the rules of the competition.

The colour of artificial surfaces must be green.

Where artificial surfaces are used in either competition matches between representative teams of member associations affiliated to FIFA or international club competition matches, the surface must meet the requirements of the FIFA Quality Concept for Artificial Turf or the International Artificial Turf Standard, unless special dispensation is given by FIFA.

Approved text

Matches may be played on natural or artificial surfaces, according to the rules of the competition.

The colour of artificial surfaces must be green.

Where artificial surfaces are used in either competition matches between representative teams of member associations affiliated to FIFA or international club competition matches, the surface must meet the requirements of the **FIFA Quality Concept for Football Turf** or the International Artificial Turf Standard, unless special dispensation is given by FIFA.

Law 11 – Offside Interpretation of the Laws of the Game

Present text

When an offside offence occurs, the referee awards an indirect free-kick to be taken from the position of the offending player when the ball was last played to him by one of his team mates.

If a defending player steps behind his own goal line in order to place an opponent in an offside position, the referee must allow play to continue and caution the defender for deliberately leaving the field of play without the referee's permission when the ball is next out of play.

Approved text

When an offside offence occurs, the referee awards an indirect free-kick to be taken from the position of the offending player when the ball was last played to him by one of his team mates.

Any defending player leaving the field of play for any reason without the referee's permission shall be considered to be on his own goal line or touchline for the purposes of offside until the next stoppage in play. If the player leaves the field of play deliberately, he must be cautioned when the ball is next out of play.

Procedures to Determine the Winner of a Match or Home-And-Away

Present text

If at the end of the match and before the kicks start to be taken from the penalty mark, one team has a greater number of players than their opponents, they must reduce their numbers to equate with that of their opponents and the team captain must inform the referee of the name and number of each player excluded.

Approved text

If at the end of the match and before the kicks start to be taken from the penalty mark, one team has a greater number of players than their opponents, they must reduce their numbers to equate with that of their opponents and the team captain must inform the referee of the name and number of each player excluded. **Any player so excluded may not participate in kicks from the penalty mark.**

The Technical Area

Present text

Only one person at a time is authorised to convey tactical instructions and he must return to his position after giving these instructions.

The coach and other officials must remain within the confines of the technical area except in special circumstances, for example, a physiotherapist or doctor entering the field of play, with the referee's permission, to assess an injured player.

The coach and other occupants of the technical area must behave in a responsible manner.

Approved text

Only one person at a time is authorised to convey tactical instructions **from the technical area.**

The coach and other officials must remain within the confines of the technical area except in special circumstances, for example, a physiotherapist or doctor entering the field of play, with the referee's permission, to assess an injured player.

The coach and other occupants of the technical area must behave in a responsible manner.

LAW QUESTIONS

Neale Barry FA Head of Senior Referee Development

QUESTION 1

Is a different player allowed to take a re-taken penalty kick?

Yes/No



QUESTION 2

A player takes a corner kick which rebounds to him from the goal post. Do you

1. Allow the play to continue as there has been no offence.
2. Stop the game and award a direct free-kick to the opposing team.
3. Stop the game and award an indirect free-kick to the opposing team.



QUESTION 3

The ball is cleared upfield by the goalkeeper following a corner kick but the strong wind blows the ball back to an opposing player who is in an offside position and who then kicks the ball into goal.

What action do you take?



QUESTION 4

Close to the penalty kick mark, an attacking player makes a genuine effort to kick the ball using an overhead kick and in doing so causes an opponent to take evasive action which prevents him from making an attempt to play the ball.

What action do you take?



Find the answers to these questions on page 42

RA CONFERENCE 2009

Paul Field Bromsgrove Referees' Association

This year's highly successful Conference was again held in Solihull on the 10 and 11 July. The AGM was historic as the delegates voted overwhelmingly to approve the new constitution of England's Referees' Association (RA) as of 1 April 2010.

RA President, David Elleray, also announced very strong moves towards greater co-operation between The RA and The FA, utilising the strengths of both organisations to improve the training and education of all referees. David asserted that society meetings should be dramatic and interesting and not dominated by administration.

The AGM's highlight was The FA's Neale Barry and Ian Blanchard being questioned by delegates on topics varying from CRB checks, Respect Programme, Referee Development and Supply Leagues. This excellent and highly productive session was successful due to the clarity of the questions and the open and honest answers. The FA and The RA are undoubtedly focused on achieving excellence in refereeing in England.

Saturday's conference saw over 400 delegates from all over the UK enjoy a highly interactive and educational day with England's top match officials sharing their experiences of 'Getting It Right'. Many County FAs used the day for County FA development and the high number of young male and female referees, resplendent in their CFA polo shirts, emphasised how the age profile has dynamically changed over the last few years.

Before formally opening the Conference, David Elleray led a period of reflection for the Armed Forces and especially for colleagues and families from The Referees' Association serving in various conflicts around the world.

The excellent Steve Bennett set the tone for the day with his 'interactive' keynote talk - 'Judging Foul Challenges'. Everyone was given red and yellow cards and then shown a video clip. Initially,

there were approx 60% yellow and 40% red but after debate and additional angles 99% chose yellow. The second video clip showed an 'off the ball' incident with almost all the audience missing the clash. Steve then proceeded to explore how to sense the unexpected.

The interaction of the first session continued for the rest of the day, with the young and the experienced mixing to quiz the presenters and to absorb best practice with topics including 'Dealing with Confrontation', 'Offside' and 'Critical Decisions in the Penalty Area'.

Howard Webb and Stuart Attwell asked the group for five priorities when 'Dealing with Confrontation' :

- Stop play
- "Your Safety" Safety of the officials
- Viewing angle - management policy
- Sanctions
- Re-start play correctly

Using Drogba's dismissal in the Chelsea v Manchester United UEFA Champions League Final, the group was asked for positives, development points and 'pre-match instructions'. Howard and Stuart were inspirational to the younger members, taking time to be photographed, signing autographs and showing a sense of empowerment to their refereeing.

Steve Bennett worked with Mike Dean on 'Critical Decisions in the Penalty Area', using incidents from Liverpool v Arsenal and Manchester United v Barcelona to convey a salient message - sometimes you need to 'sacrifice distance to get the best angle.'

Our top assistant referees, Peter Kirkup and Mike Mullarkey, covered offside. The manner of viewing angles was expertly and very simply explained using two metres of timber and footage from around the world produced examples of good and poor decisions.

Premier League Assistants, Adam Watts and Simon Long, wearing their RDO hats, focused on the Assessor and assessing Level 4 referees, as well as the clarity of feedback to the assessed referee.

One of the key aspects of refereeing is fitness (critical for effective positioning and injury prevention) and PGMOL fitness coach Simon Breivik led a highly informative session.

Mike Riley gave the closing talk - a positive and thought-provoking session with much humour and video clips. His final thought of the day was "Make haste slowly."

Conference 2009 set a new benchmark and the challenge is to maintain its excellence and the continued development of everyone, but especially the young referees in attendance.



STEVE BENNETT WITH MEMBERS OF THE SUFFOLK FA DEVELOPMENT GROUP

Back row, left to right:
Ollie Davies,
Callum Walchester,
Elliott Hirst,
Chris Pollard
and Jon Block.

Front row, left to right:
James Ager,
Steve Bennett,
George Laflin
and Jed McManus.

A FRIEND TO TURN TO

Colin Harris The Referees' Association of England

With the start of a new season, many referees will be operating at a higher level than they have been accustomed to. Whether this is following promotion to Level 6 or Level 5 or at any stage through to the National List as referee or assistant referee, it will bring new experiences and new challenges, perhaps having neutral assistants on a regular basis, or officiating in front of large crowds at better appointed stadia.

Whilst it is normal to take one step at a time, County FAs are able to reward those referees who show great promise with more than one promotion in a season, providing all the qualifying criteria are met. If this includes a recommendation to The FA for promotion to Level 4 or higher, then passing the fitness test is also a requirement.

Achieving Level 4 and above requires considerable commitment with additional travelling and evening matches. The need to keep on top of the administration is vital, particularly ensuring everyone is kept informed of



'open' dates and reports for The FA and competitions and reports are clear and on time.

It is probably at this stage, more than ever, that an aspiring referee needs the help and support of his or her colleagues and where better to obtain this than through the local branch of The RA? Many Societies have mentoring schemes to support referees at all levels. It is so important to know someone who can be contacted for advice and be able to talk at meetings to those who have the experience at the next level.

One referee who has been looking forward to these new experiences is 25-year-old Jon Burridge from Cambridge. Jon took part in many sports while at University but ruptured his anterior cruciate ligament playing football. He took a basic referees' course in November 2007 and officiated his first match in January 2008. Eighteen months later, Jon finds himself promoted to Level 4 and ready to referee on a Supply League, as well as being an assistant referee on the Contributory Leagues. During season 2008/9 (Jon's first full season) he was appointed to referee the Huntingdonshire FA Lower Junior Cup Final and the East Anglian U16 Representative Final. He was also invited to Germany to referee in a tournament involving American Air Force high schools based around Europe.

Jon achieved all this despite transferring from Huntingdonshire FA to Cambridgeshire FA due to his work as a lecturer in sport studies at Cambridge Regional College. He expresses gratitude to many people at both County FAs and in The RA who have provided support and advice. This particularly applies to Huntingdon RA Committee Member and Level 4 referee Nic Evans who had a big influence on Jon's rapid development. Football League referee Kevin Wright and Assistant Referee Paul Barnes were always available for a chat at RA meetings and provided support with fitness training, an opportunity he would not have if they were not RA members. Jon's ambition is to join Kevin

and Paul on the National List. Jon is also grateful to his girlfriend Celia, who has always supported his refereeing and the time he needs to dedicate to it.

Let us hope that other referees around the country share Jon's ambitions and dedication, and are able to look to their more senior colleagues like Kevin and Paul as role models through their membership of The RA.



Have you joined your local RA Society yet for the new season?

You can find your nearest Society at www.footballreferee.org or by contacting the RA Head Office: 1 Westhill Road, Coundon, Coventry, CV6 2AD. Tel. 02476 601701. E-mail ra@footballreferee.org.

Answers to Law Questions on page 39

Answer 1

The correct answer is Yes.
Another player is allowed to take this penalty kick.

Answer 2

The correct answer is 3 – this is a technical offence and therefore the restart is with an indirect free-kick from where the offence occurred.

Answer 3

As the ball was last played by a defending player, no offence has been committed so you would award a goal.

Answer 4

As there is no contact and no malice behind the actions of the attacking player, you must award an indirect free-kick for dangerous play from where the offence occurred to the team of the player who took evasive action.

NO

Respect
Referee
Game

One match in three is played without a referee because of abuse from players.

**Isn't it time to show
some Respect?**



TheFA.com/Respect



Respect

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**BIDDING NATION
ENGLAND**