

CAMBS FA PROMOTION GUIDANCE



2021 - 2022

**Female Pathway Promotion
Guidance**



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FOREWORD

We are delighted to launch the promotion scheme for the 2021/22 season. This document will provide you with the required information regarding the promotion scheme specifically for the female football pathway and an invitation to apply for this opportunity. The pathway for referees wishing to progress is well supported with fantastic opportunities to aid you with your refereeing development.

By applying for the 2021/22 promotion scheme, you are demonstrating your ambition as a referee along with your intention to develop and progress through the refereeing pyramid. Should you be successful in achieving your promotion then this will allow you to referee a higher standard of football in addition to being appointed to more prestigious county cup fixtures.

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

The criteria required to fulfil each promotion stage is outlined within the remainder of this booklet, however, should you have any further questions then please do not hesitate to contact Cambridgeshire FA's Referee Department.

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

Sam Anderson
Referee Development Officer
Cambridgeshire Football Association

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INTRODUCTION

For the start of the 2019/20 season, the FA introduced the first ever referee promotion structure specifically for the female pathway. This was done in order to accommodate the changes to the Women's pyramid of football and to provide a clear route of progression into the elite Women's game.

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

As of the 2021/22 season, following a change in the FA regulations, the referee promotion season will now run from 1st July 2021 until 30th April 2022.

Referees are reminded that prior to applying for promotion for the 2021/22 season, they should read through this document which will outline the specific criteria which are required in order to be successful in achieving promotion to the next refereeing level.

Please note that this guidance booklet is specifically for match officials who operate in women's football and wish to progress through the women's footballing pyramid. It does not apply to those referees who wish to progress through the refereeing levels within the men's game. Any referee who wishes to apply for promotion via the men's game should refer to the men's pathway promotion guidance booklet.

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REFEREEING LEVELS

Levels are a mark of match officials' achievements within refereeing. All newly qualified referees will begin their journey as a Level T once they begin the refereeing course. Upon successful completion of the course, they will then be classified as either a Level YW or Level 4W dependent upon their age. Applying for promotion is the only way in which a referee can move through the levels through the female game. The full levels for the 2021/22 season are: -

- Level T – Trainee Referee (learners completing the FA Referee course)
- Level YW – Women's Youth Referee (qualified referees aged 14 or 15)
- Level 4W – Women's Regional Referee (qualified referees aged 16 or over)
- Level 3W – Women's National Referee
- Level 2W – Women's Championship Referee
- Level 1W – Women's Super League Referee

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PREREQUISITES OF APPLYING FOR PROMOTION

Promotions up to and including Level 3W are managed and awarded solely by Cambridgeshire FA based on guidance from the FA.

Promotions from Level 3W to Level 2W are jointly administered through Cambridgeshire FA and the National FA. Upon completion of the referee marking season, the National FA will solely decide on whether a referee has been successful or not in achieving promotion to the next level.

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

- Apply for promotion by completing the online application form no later than 30, June 2021. The online application can be found here: <http://bit.ly/CFA-Promo>
- Register as a Cambridgeshire FA match official for the 2021/22 season no later than 31, July 2021.
- Must have spent one season as a qualified referee.
- Regularly submit your closed dates for Cambridgeshire FA county cup competitions via the Pitchside Referees Online Portal.
- Pay the non-refundable promotion fee of £20.00. The fee will be Invoiced via WGS following submission of an application.

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LEVEL 4W TO 3W PROMOTION CRITERIA

In addition to the prerequisite criteria mentioned on page 6 of this document, any referee who wishes to be promoted from Level 4W (Women's Regional Referee) to a Level 3W (Women's National Referee) following the 2021/22 promotion season is required to meet all the following criteria: -

- Referee a minimum of 20 open-age fixtures throughout the promotion season of which at least 14 of these fixtures must be Women's adult football at Tier 5/6/7 of the Women's pyramid.
- Receive 3 observation reports during the promotion season (If the referee only achieves 1 or 2 observation reports then they must be placed in the top 50% of the club mark merit table for all competitions in which they officiate).
- Achieve an average observer mark of "Standard Expected".
- Attend a mandatory Promotion Development Workshop with Cambridgeshire FA.
- Successfully pass a Laws of the Game written examination at a Promotion Evening (One re-sit opportunity is provided if required).
- Complete a minimum of 3 appointments as an assistant referee, ideally on the FA Women's National League.
- Accept Cambridgeshire FA county cup appointments.
- Ensure a high level of efficiency in administration.
- Regularly submit fixtures for observation to the observer coordinator.
- Maintain acceptable club marks.
- Submit a record of games officiated to the county FA as and when requested.

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LEVEL 3W TO 2W – PROMOTION CRITERIA

In addition to the prerequisite criteria mentioned on page 6 of this document, any referee who wishes to be promoted from Level 3W (Women's National Referee) to a Level 2W (Women's Championship Referee) following the 2021/22 promotion season is required to meet all of the following criteria: -

- Referee a minimum of 20 open-age fixtures throughout the promotion season of which at least 14 of these fixtures must be Women's adult football.
- Referee a minimum of 5 fixture on the FA Women's National League.
- Receive 5 observation reports during the promotion season (If the referee only achieves 3 or 4 observation reports then they must be placed in the top 50% of the club mark merit table for all competitions in which they officiate).
- Achieve an average observer mark of 70.
- Attend a mandatory Promotion Development Workshop with Cambridgeshire FA.
- Successfully pass a Laws of the Game written examination at the Promotion Development Day (One re-sit opportunity is provided if required).
- Successfully pass the FA Women's fitness test - to be administered by the National FA.
- Complete a minimum of 8 appointments as an assistant referee.
- Accept Cambridgeshire FA county cup appointments.
- Attend National FA Referee Development events - to be administered by the National FA.
- Attend a selection assessment day - to be administered by the National FA.
- Ensure a high level of efficiency in administration.
- Regularly submit fixtures for observation to the observer coordinator.
- Maintain acceptable club marks.
- Submit a record of games officiated to the county FA as and when requested.

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LEVEL 3W TO 2W – PROMOTION CRITERIA

In addition to the prerequisite criteria mentioned on page 6 of this document, any referee who wishes to be promoted from Level 3W (Women's National Referee) to a Level 2W (Women's Championship Referee) following the 2021/22 promotion season is required to meet all of the following criteria: -

- Referee a minimum of 20 open-age fixtures throughout the promotion season of which at least 14 of these fixtures must be Women's adult football.
- Referee a minimum of 5 fixture on the FA Women's National League.
- Receive 5 observation reports during the promotion season (If the referee only achieves 3 or 4 observation reports then they must be placed in the top 50% of the club mark merit table for all competitions in which they officiate).
- Achieve an average observer mark of 70.
- Attend a mandatory Promotion Development Workshop with Cambridgeshire FA.
- Successfully pass a Laws of the Game written examination at the Promotion Session (One re-sit opportunity is provided if required).
- Successfully pass the FA Women's fitness test - to be administered by the National FA.
- Complete a minimum of 8 appointments as an assistant referee.
- Accept Cambridgeshire FA county cup appointments.
- Attend National FA Referee Development events - to be administered by the National FA.
- Attend a selection assessment day - to be administered by the National FA.
- Ensure a high level of efficiency in administration.
- Regularly submit fixtures for observation to the observer coordinator.
- Maintain acceptable club marks.
- Submit a record of games officiated to the county FA as and when requested.

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FURTHER INFORMATION FOR ALL CANDIDATES

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

- The responsibility for submitting fixtures for observation lies entirely with the referee. If a fixture is not submitted to the observer coordinator then it will not count towards the minimum number of games that are needed to achieve promotion.
- Upon completing all stages of the promotion application, you will be provided with your own individual access to our online Pitchside Referees portal which is to be used for closed your dates with the county FA.
- Failure to complete any part of the criteria outlined within each individual promotion level will result in your removal from the promotion scheme for the remainder of the 2021/22 season.
- Referees who fail to meet the criteria to be promoted during the 2021/22 season are eligible to reapply for promotion for the 2022/23 season.

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RESPONSIBILITIES OF THE REFEREE

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

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

It is expected that all promotion candidates display excellent levels of administration throughout the whole of the season. If you require any help or training in improving your administration skills, then you should contact a member of the Referees Department as soon as possible.

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

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RESPONSIBILITIES OF THE REFEREE

All promotion candidates will be considered for appointments to all Cambridgeshire FA county cup competitions, so it is imperative that candidates ensure that their Pitchside Referees online calendar is regularly updated and accurately reflects their availability.

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

County cup appointments take precedence over any county FA league fixture so referees should not close their dates on Pitchside referees when they receive an appointment in their local league. Dates should only be closed with the county FA via Pitchside Referees for the following reasons: -

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

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

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PITCHSIDE REFEREES

As previously mentioned, upon your application to the 2021/22 promotion scheme, you will be provided access to your own individual account on Pitchside Referees which is an online portal in which you must submit your closed dates to the county FA for county cup appointments. Access to this portal will be provided in July 2021 after the promotion application window has closed.

It is the responsibility of the referee to ensure that their calendar is always kept up to date so that county cup appointments can be made using accurate information.

Dates that are closed via the Pitchside Referees portal are only applicable to Cambridgeshire FA County Cup competitions. Local leagues do not have access to your online calendar, and you must therefore still close your dates to the relevant league appointment officers via the appropriate method.

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MATCH OFFICIAL ADMINISTRATION SYSTEM (MOAS)

As a Cambridgeshire FA FA promotion candidate, you may be considered by the FA for appointments to the early rounds of FA Competitions.

Should you be considered for these appointments, then you will receive access to the Match Official Administration System (MOAS). This access will come directly from the FA and not Cambridgeshire FA and will likely be in either June or July 2021.

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

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

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

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OBSERVERS

Observers will be appointed to fixtures by Cambridgeshire FA's Referees Department and will only observe on fixtures that fall in line with the promotion criteria. Only fixtures that are submitted will be considered when appointing observers.

It is strongly recommended to referees that they submit their fixture for observation as soon as they receive the appointment in order to have the best possibility of an observer being appointed. As a rule, observer appointments are completed 48-72 hours before the fixture kick off time.

Any fixture submitted less than 24 hours before the actual kick off time will not have an observer appointed.

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

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OBSERVER MARK APPEAL PROCESS

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

- What constitutes an appeal: -
 - a) The observer is incorrect in Law.
 - b) The written narrative does not significantly reflect the overall mark awarded.
 - c) At Level 3W-2W, no appeal will be considered for marks of 76 or above unless the observer is incorrect in law.
- How to appeal: -
 - a) The match official emails Sam Anderson Referee Development Officer(referees@cambridgeshirefa.com) with a copy of the observer report and a detailed reason for the appeal.
 - b) Sam Anderson, along with Jim Hill & Matt Leach will decide if an appeal is valid.
 - c) If an appeal is not valid then the match official will receive a detailed explanation as to why an appeal is not valid.
 - d) If an appeal is valid then the report will be forwarded to an independent review panel who will review the written narrative and mark awarded before deciding on the final mark.
 - e) The match official will be notified of the final mark awarded.
- All appeals must be submitted within 14 days of the referee receiving the report from the observer.
- The match observer is not involved in any part of the appeal process.
- If the mark is either increased or decreased, then the observer will be informed, and any advice offered.

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HOW TO APPLY FOR PROMOTION

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

- Prior to applying for promotion, it is imperative that you fully read and understand all the information outlined within this document
- Having read and understood all the information, then you will need to complete the online application and pay the applicable promotion fee. You will also need to complete and return the Promotion Service Level Agreement
- The online application can be completed here: <http://bit.ly/CFA-Promo> Payment will be retrospectively invoiced post application.
- Further information and copies of all of the relevant documents can be found here: <http://www.cambridgeshirefa.com/referees/refereeing-support/promotion>

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FINALLY

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

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

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

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

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CONTACT

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REFEREEING DEPARTMENT KEY CONTACTS

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Chris Abbott (Referee Appointments)

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