

# Hertfordshire FA



## Get Into Refereeing

### The new FA Referee Course: Changes and everything you need to know

The FA Referee Course has now changed and involves 4 steps to qualifying.

**Step 1** – Complete the Guide to the Laws of the Game Online Course

**Step 2** – Complete the relevant Safeguarding Qualification

**Under 16s** Complete the online Safeguarding For All Course for U16s (FREE)

**Over 16s** Complete the online Safeguarding Children's Course for over 16s (additional £30 and lasts for 4 years)

*(All links to online courses below)*

**Step 3** – Only when steps 1 and 2 have been completed can you then book onto a face to face training which is 11 hours split over two days (normally 1 evening and 1 day)

Bookings are now taken through an expression of interest form which will be held on our website against any available courses. Please do not complete the form until you have completed all the course prerequisites above, otherwise your details will be removed.

**Step 4** – When you have passed your face to face training you will be given information about completing your 5 qualifying games which are not at formats 5, 7, 9 and 11 aside and can be non-competitive and competitive.

### **FA Number (FAN) and Linked Parent/Carer Accounts:**

To start your journey to becoming a qualified FA Referee, you will need to know your FA Number (FAN) or create a FAN. **If you have been involved in football as a player/coach/volunteer it is highly likely you will already have a FAN.**

**To complete the online courses, you will need to complete them on the correct FAN for the Referee candidate as we cannot transfer courses between FANs.**

If you're a player/coach/volunteer with a club you can contact them to ask what FAN they have for you.

You can use this search tool to locate your FAN details.

<https://secure.thefa.com/fan/retrievefandetails.aspx>

Before creating a new FAN please email [contactus@hertfordshirefa.com](mailto:contactus@hertfordshirefa.com) with your name, email and DOB who can check your details.

**If you're under the age of 18 you will need a parent/carer linked to your FAN:**

I'm a parent/carer and I **DO** know my own FAN Details:

Login to your account here: <http://myaccount.thefa.com/>

Once logged in you should see '**Add Child**' below your own details.

Click on '**Add Child**' and follow the prompts.

*\*If you get an error at this stage, advising it requires approval, please email [contactus@hertfordshirefa.com](mailto:contactus@hertfordshirefa.com)*

Add in their email address (must be unique, can't be the same as your account)

Once above completed, log out and visit: <http://myaccount.thefa.com/>

Click '**Forgotten Password**'

Enter the email address of your child

This will send a verification for password creation

Use the links above to access the modules and login with the child's credentials.

I'm a parent/carer and I **DO NOT** know my own FAN Details (Parent Account)

Visit <http://myaccount.thefa.com/>

Click '**Sign in using FAN**'

Click on '**I do not know my FAN**'

Enter your personal details. It will prompt you to send a verification email if you have an account or create a new one if you don't.

If your email address is incorrect, please email [contactus@hertfordshirefa.com](mailto:contactus@hertfordshirefa.com), with your name, DOB and Postcode as well as the correct email address

Once you have completed those steps you can complete the steps under, *I'm a parent/carer and I DO know my own FA Account Details.*

**When you have your FAN details you can complete the online courses and book on**

Step 1            [The Guide to the Laws of the Game](#)

Step 2            [Over 16s Safeguarding Children's Course](#)  
[Under 16s Safeguarding For All](#)

Please ensure you complete the questionnaire at the end of each online course. If you do not complete the questionnaire the course will not show on your FAN.

Upon completion, please visit the [Hertfordshire FA website](#) for available courses.

**Hertfordshire FA Referee Education – July 2021**