



REFEREE PROMOTION

Guidance Booklet 2021/22

Male Pathway



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Foreword

Lancashire FA is delighted to launch the Referee Promotion Scheme for the 2021/22 Season.

This document will provide you with all the required information regarding the promotion scheme for the Male Football Pathway, and is our 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 both on and off the field of play.

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.

Lancashire FA aims to identify the individuals who have the ability and determination to progress as referees, and will support them in fulfilling their potential whilst offering them the best possible football experience.

We aim to provide the highest quality of support and training for referees in the promotion scheme, providing in-service training events to develop refereeing skills along with match observations.

The criteria required to fulfil each promotion stage is outlined within the remainder of this booklet and, should you have any further questions, please do not hesitate to contact Lancashire FA's Referee Development Officer, Shaun Taylor (Shaun.Taylor@lancashirefa.com).

Lancashire FA would like to thank our coaches, mentors, observers and volunteers for their continued support and efforts alongside the promotion and observation scheme.

We wish you the best of luck in the next exciting stage of your refereeing journey.

S. Taylor

Shaun Taylor | Referee Development Officer



Introduction

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 in mind, to reach the Premier League, whereas others may just want to develop and see where promotion takes them.

Prior to applying for promotion for the 2021/22 season, read through this document carefully as it will outline the specific criteria required to be successful in achieving promotion to the next refereeing level.

Note: This guidance booklet is specifically for match officials who operate in Men's Football and wish to progress through the Men's Footballing Pyramid. It does not apply to those referees who wish to progress through refereeing levels within the Women's game, and any referee who wishes to apply for promotion via the Women's game should refer to the Women's Pathway Promotion Guidance Booklet.





Refereeing Levels

Levels are a mark of match officials' achievements within refereeing.

All newly qualified referees begin their journey as a Level T when they commence their refereeing course. Upon successful completion of the course, they are then classified as either a Level Y or Level 7, dependent upon their age.

Applying for promotion is the only way in which a referee can move through the levels through the male game.

The full levels for the 2021/22 season are:

- Level T – Trainee Referee (learners completing the FA Referee course)
- Level Y – Youth Referee (qualified referees aged 14 or 15)
- Level 7 – Junior County Referee (qualified referees aged 16 or over)
- Level 6 – County Referee
- Level 5 – Senior County Referee
- Level 4 – Supply League Referee/Contributory League Assistant Referee
- Level 3 – Contributory League Referee/Panel League Assistant Referee
- Level 2b – Panel League Referee
- Level 2a – Panel Select League Referee
- Level 1 – National List Referee
- Select Group 2 – Football League Championship Referee
- Select Group 1 – Premier League Referee
- FIFA List – International Referee

Note: There are alternative routes for promotion through other specific formats of the game – please ask if you would like more information.



Pre-requisites of Applying for Promotion

Promotions up to and including Level 5 are managed and awarded solely by Lancashire FA, based on guidance from the FA.

Promotions from Level 5 to Level 5 are administered by Lancashire FA, with a recommendation sent to the FA who make the final decision as to whether or not the referee is promoted.

All promotions above Level 4 are at the discretion of the FA.

In order to apply for promotion, all referees are required to have completed the following by **27th August 2021**, irrespective of the promotion level they are applying for:

- Pre-requisite to have spent 1 season as a Level 7 Referee.
- Complete promotion online application form (no later than **27th August 2021**). Click to access the [online application form](#).
- Sign the Referee Promotion Service Level Agreement (SLA) (no later than **27th August 2021**). You will receive this document to the email address provided in your online application form within 1 working day of you submitting this, for you to then provide your electronic signature.
- Register as a Lancashire FA match official for the 2021/22 season (no later than **27th August 2021**).
- Pay the non-refundable promotion fee (£35 for Level 7 to 6 / £40 for Level 6 to 5 / £45 for Level 5 to 4) as part of the online application process.





Level 7 to 6 – Promotion Criteria

In addition to the pre-requisites identified above, any referee who wishes to be promoted from Level 7 (Junior County Referee) to Level 6 (County Referee) is required to meet all of the following criteria following the 2021/22 promotion season:

- Refereed a **minimum** of 20 open-age fixtures throughout the promotion season of which at least 80% of these fixtures must be on open-aged football. Fixtures below U18 **will not** be considered.
- Received 3 observation reports during the promotion season **(If the referee only achieves 2 observation reports, then they must finish in the top 50% of the club mark merit table for all competitions in which they officiate).**
- Achieved an average observer mark of “Standard Expected”.
- Attended a mandatory online Promotion Seminar on either:
 - 30th August 2021
 - 1st September 2021
- Successfully passed a Laws of the Game written examination (one re-sit opportunity is provided if required).
- Accepted Lancashire FA County Cup appointments.
- Ensured a high level of efficiency in administration (Closed Dates / Correspondence).
- Submitted all fixtures for observation to Lancashire FA.
- Maintained acceptable club marks.
- Kept their own record of fixtures, in order to submit them to Lancashire FA as and when requested at the end of the promotion season.





Level 6 to 5 – Promotion Criteria

In addition to the pre-requisites identified above, any referee who wishes to be promoted from Level 6 (County Referee) to Level 5 (Senior County Referee) is required to meet all of the following criteria following the 2021/22 promotion season:

- Refereed a **minimum** of 20 open-age fixtures throughout the promotion season of which at least 80% of these fixtures must be on open-aged football. Fixtures below U18 **will not** be considered.
- Received 3 observation reports during the promotion season (**If the referee only achieves 2 observation reports, then they must finish in the top 50% of the club mark merit table for all competitions in which they officiate**).
- Achieved an average observer mark of “Standard Expected”.
- Attended a mandatory online Promotion Seminar on either:
 - 30th August 2021
 - 1st September 2021
- Successfully passed a Laws of the Game written examination (one re-sit opportunity is provided if required).
- Completed a minimum of 5 appointments as an Assistant Referee on open-age fixtures (**Saturday competitions only**).
- Accepted Lancashire FA County Cup appointments.
- Ensured a high level of efficiency in administration (Closed Dates / Correspondence).
- Submitted all fixtures for observation to Lancashire FA.
- Maintained acceptable club marks.
- Kept their own record of fixtures, in order to submit them to Lancashire FA as and when requested at the end of the promotion season.





Level 5 to 4 – Promotion Criteria

In addition to the pre-requisites identified above, any referee who wishes to be promoted from Level 5 (Senior County Referee) to Level 4 (Supply League Referee/Contributory League Assistant Referee) is required to meet all of the following criteria following the 2021/22 promotion season:

- Refereed a **minimum** of 20 open-age fixtures throughout the promotion season of which at least 80% of these fixtures must be on open-aged football. Fixtures U21s or below **will not** be considered.
- Received 5 observation reports during the promotion season **(If the referee only achieves 3 or 4 observation reports, then they must finish in the top 50% of the club mark merit table for all competitions in which they officiate).**
- Achieved an average observer mark of 70 or above.
- Acted as an Assistant Referee on a minimum of 10 games on a Supply League.
- Been prepared and regularly available to referee Saturday and Midweek matches.
- Attended a regional in-service Nomination Training Session, delivered by The Football Association and successfully passed a written Laws of the Game examination.
- Attended a mandatory online Promotion Seminar on either:
 - 30th August 2021
 - 1st September 2021
- Successfully completed a Contributory League Assistant Referee Fitness Test prior to nomination. The minimum standard to be attained is:
 - 12-minute Continuous Run - minimum distance completed 2,600 metres.
 - 2 x 50 metre sprint – max 7.5 seconds for each sprint.
- Accepted Lancashire FA County Cup appointments.
- Ensured a high level of efficiency in administration (Closed Dates / Correspondence).
- Submitted all fixtures for observation to Lancashire FA.
- Maintained acceptable club marks.
- Kept their own record of fixtures, in order to submit them to Lancashire FA as and when requested at the end of the promotion season.

Note: Upon successful completion of all the above criteria, Lancashire FA will invite you to the County FA for a 1-to-1 Professional Development Meeting prior to your nomination to the FA for promotion to Level 4.



Further Information for all Candidates

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

- Upon completing all stages of the promotion application, you will be provided with access to an online form where you can submit your fixtures for observation to Lancashire FA. Should you need to update any fixtures, please email Shaun Taylor.
- The responsibility for submitting fixtures for observation lies entirely with the referee. *If fixtures are not submitted you will not be observed.*
- 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 re-apply for promotion for the 2022/23 Season.





Responsibilities of the Referee

It is the responsibility of the referee to ensure they meet all of the requirements in order to be successful in achieving promotion. Lancashire FA will help wherever possible, however, the ultimate responsibility lies with the Referee themselves.

Referees should submit their fixtures for observation to Lancashire FA as soon as they are appointed. Should there be any changes following their original appointment, the referee should inform the Referee Development Officer, 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 for this support.

It is required that all referees on the promotion pathway keep an individual record of their own appointments during the course of the marking season, including the capacity that they were involved.

In order to ensure that you officiate in the required number of games you should liaise closely with the Referee Development Officer and your League Referee Appointment Officers.

Responsibilities of Lancashire FA

During the process of going for promotion, Lancashire FA will provide you with access to:

- 3 or 5 Referee Observations (dependent on level).
- Ongoing Education Opportunities.
- A County Centre of Refereeing Excellence Group (CORE).
- The opportunity to be nominated to the FA CORE.
- The opportunity to referee at higher levels and more challenging games.



County Cup Competitions

All promotion candidates will be considered for appointments to all Lancashire FA County Cup competitions, so it is imperative that candidates ensure that their closed dates are 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 when they receive an appointment in their local league.

Dates should only be closed with Lancashire FA 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 may be removed from the promotion scheme.

If you become injured or ill, then you must contact the relevant Appointment Officer immediately so that they can source a reappointment.

Match Official Administration System (MOAS)

As a Lancashire 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, you will receive access to the Match Official Administration System (MOAS). **This access will come directly from the FA and not Lancashire FA and will likely be early in the season.**

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 a number of guidelines that you should abide by to ensure that it is used in the correct manner, as follows:

- MOAS is an FA application only. Lancashire FA does not have any involvement in MOAS and does not have the ability to view referees closed dates through the portal.
- Referees should use MOAS to close dates for FA appointments only.
- Closing dates via MOAS **does not** close your date with Lancashire FA. As mentioned above, MOAS is an FA application only and therefore closed dates for County Cup appointments should be submitted in the usual way.
- Referees who are experiencing difficulty using MOAS should contact the FA directly on moas@thefa.com.

Notification of Promotion Status

Lancashire FA will send out information emails to provide an update to referees on their promotion status. The emails will include the following information:

- Number of games submitted.
- Number of observations.
- Observer average.

The emails will be distributed soon after:

- 31st October 2021.
- 31st December 2021.
- 28th February 2022.

This will enable you to stay on track and position yourself in accordance with the promotion criteria.





Observers

Observers will be appointed to fixtures by Lancashire FA and will only observe on fixtures that fall in line with the promotion criteria. Only fixtures that are submitted using the online form 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 general 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 Lancashire FA, will be considered void and not included within the merit table.

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:

- What constitutes an appeal
- 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 the Observer Coordinator directly (assessments@lancashirefa.com) with a copy of the observer report and a detailed reason for the appeal.
- b) The Observer Coordinator 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.

Additional Conditions:

- 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.



Applying for Promotion Checklist

There are several actions required to apply for promotion, all of which have been outlined within this guidance booklet. Use the following check list to make sure you have completed everything you need:

What?	Link	When by?	Complete?
Read and understood all of the information outlined within this document <i>before</i> applying for promotion	N/A	As soon as possible	
Completed the online application form	Application Form Link	27 th August	
Paid the Promotion Fee	Payment is made at the end of the Application Form	27 th August	
Electronically signed the Promotion Service Level Agreement	Received by email following completion of the online application form	27 th August	

Further information and copies of all of the relevant documents can be found on the [Lancashire FA website](#).





Still Not Sure?

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 Shaun Taylor, Lancashire FA Referee Development Officer, who 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 this season, Lancashire FA will endeavour to continue to support you and all of our Match Officials during the coming season. Do keep an eye out for regular events and opportunities that are open to all of our referees.

Final Words

If you have any feedback or would like to discuss any ideas around refereeing, then please get in contact with us.

We wish all the Lancashire FA referees who do apply for promotion the very best of luck.

Remember, 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, but getting the right support at the beginning and staying on top of your refereeing administration will set you up for success.

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

Support / Advice - Contact Details

Shaun Taylor | Referee Development Officer

Shaun.Taylor@lancashirefa.com

Lancashire FA
The County Ground
Thurston Road
Leyland
PR25 2LF

