



**ENGLAND
FOOTBALL**

Leicestershire & Rutland FA Referee Promotion Guidance Booklet

2021-22



Foreword

The Leicestershire and Rutland County FA Referees' Department is pleased to launch the promotion scheme for the 2021/22 season.

This document will provide you with the required information regarding the promotion scheme 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 development as a Referee.

By applying for the 2020/21 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 Leicestershire and Rutland County 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.

Leicestershire and Rutland County 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 Leicestershire and Rutland County FA's Referee Department on Referees@LeicestershireFA.com

Leicestershire and Rutland County FA would also like to thank our coaches, mentors, observers and volunteers for their continuous support and efforts alongside the promotion and observation scheme of which they play an integral part. We wish you all the best of luck in the next stages of your refereeing journey.



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 of reaching the Premier League, whereas others may just want to challenge themselves to become a better referee.

The Referee Promotion Season will run from 1st August 2021 - 31st May 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.

This booklet provide details on how a referee can progress within the referee pathway in both the mens and womens game.



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 Y or Level 7 within the mens football pathway and Level YW or Level 4W within the female football pathway dependent upon their age.

Applying for promotion is the only way in which a referee can move through the levels. The full levels for the 2021/22 season are:

Mens Football – Referee Pathway

- 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



Womens Football – Referee Pathway

- 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

Transition of Refereeing Levels from the Men’s Pathway to the Women’s Pathway

Match officials who have previously operated within the men’s pathway will automatically be classified at the corresponding level within the women’s pathway in accordance with the above table.

For example, a Level 4 referee within the men’s pathway will automatically be classed as a Level 3W referee on the female pathway even if they do not officiate in women’s football. Should that match official then wish to apply for promotion through the female pyramid then they can do so on the Level 3W to 2W scheme and will not be required to start from the bottom of the promotion structure.

Men’s Game Classification	Women’s Game Classification
Level 4	3W
Level 7, 6 and 5	4W
Level Y	YW



Prerequisites of Applying for Promotion

Promotions up to and including Level 5 (Men Pathway) and 3W (Womens Pathway) are managed and awarded solely by Leicestershire & Rutland FA based on guidance from the FA.

Promotions from Level 5 to Level 4 are again administered by Leicestershire & Rutland County FA, with a recommendation then sent to the FA who in turn makes the final decision as to whether or not a 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 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 **31st July 2021**
The online application can be found [here](#)
- Register as a Leicestershire & Rutland County FA match official for the 2021/22 season by no later than 31st August 2021
- Must have spent at least 1 season as a qualified Level 7 or 4W referee
- Pay the non-refundable promotion fee of £30 as part of the online application



Level 7-6 - Promotion Criteria

In addition to the prerequisite criteria mentioned in this document, any referee who wishes to be promoted from Level 7 (Junior County Referee) to a Level 6 (County Referee) following the 2021/22 promotion season is required to meet all of the following criteria:-

- Referee 20 games, a minimum of 80% of which must be on open-age football. Games below u18 will not be considered
- Successfully pass a Laws of the Game written examination
- Attend the County FA promotion in-service training event
- Receive 3 observation reports during the promotion season, achieve an average observer mark of "Standard Expected".
- Accept Leicestershire & Rutland County Fam County Cup appointments
- Ensure a high level of efficiency in administration.
- Submit all fixtures for observation to the County Referee Observer Co-ordinator
- Maintain acceptable club marks.
- Submit a record of games officiated to the county FA as and when requested.



Level 6-5 - Promotion Criteria

In addition to the prerequisite criteria mentioned in this document, any referee who wishes to be promoted from Level 6 (County Referee) to a Level 5 (Senior County Referee) following the 2021/22 promotion season is required to meet all of the following criteria:-

- Referee 20 games, a minimum of 80% of which must be on open-age football. Games below u18 will not be considered
- Complete at least 5 games as an Assistant Referee
- Successfully pass a Laws of the Game written examination
- Attend the County FA promotion in-service training event
- Receive 3 observation reports during the promotion season, achieve an average observer mark of "Standard Expected".
- Accept Leicestershire & Rutland County FA, County Cup appointments
- Ensure a high level of efficiency in administration.
- Submit all fixtures for observation to the County Referee Observer Co-ordinator
- Maintain acceptable club marks.
- Submit a record of games officiated to the county FA as and when requested.



Level 5-4 - Promotion Criteria

In addition to the prerequisite criteria mentioned in this document, any referee who wishes to be promoted from Level 5 (Senior County Referee) to a Level 4 (Supply League Referee/Contributory League Assistant Referee) following the 2021/22 promotion season is required to meet all of the following criteria:-

- Be a Level 5 (Senior County Referee) as at the 30th April 2022
- Referee a **minimum** of 20 adult male/ female matches in total during the period 1st July 2020 – 30th April 2022. **Under 18 football may be included but must not constitute more than 20% of candidate's total matches as a referee (any youth football below Under 18 will not be considered)**
- Have completed a minimum of 10 appointments as Assistant Referee on adult male/female matches during the period 1st July 2020 – 30th April 2022. (It is recommended that as many as possible are at Step 5/6 of the National League System. **Under 18 football may be included but must not constitute more than 20% of candidate's total matches as a referee (any youth football below Under 18 will not be considered)**)
- Receive 5 observer reports during the period 1st July 2020 – 30th April 2022.
- Achieve an average observer mark of 70 or above.
- Be prepared and regularly available to referee Saturday and Midweek matches.
- Attend one of the regional in-service nomination training sessions, delivered by The FA in season 2020/21 or 2021/22.
- Successfully complete an examination on the Laws of the Game set by The FA
- Successfully complete a Contributory League Assistant Referee Fitness Test between 1st July 2019 – 30th April 2020 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
- Accept Leicestershire & Rutland County FA, County Cup appointments
- Ensure a high level of efficiency in administration.
- Submit all fixtures for observation to the County Referee Observer Co-ordinator
- Maintain acceptable club marks.
- Submit a record of games officiated to the county FA as and when requested.



Level 4W-3W - Promotion Criteria

In addition to the prerequisite criteria mentioned in 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 of the following criteria:-

- Referee 20 games, a minimum of 10 of which must be in women's competitions
- Complete at least 3 games as an Assistant Referee
- Successfully pass a Laws of the Game written examination
- Attend the County FA promotion in-service training event
- Receive 3 observation reports during the promotion season, achieve an average observer mark of "Standard Expected".
- Accept Leicestershire & Rutland County FA, County Cup appointments
- Ensure a high level of efficiency in administration.
- Submit all fixtures for observation to the County Referee Observer Co-ordinator
- Maintain acceptable club marks.
- Submit a record of games officiated to the county FA as and when requested.

**Note. Referees who are on a dual promotion Level 7-6 or 6-5 and 4W-3W can use the same observations and laws of the game to meet both criteria.*



Key Information and Responsibilities for Referees

Irrespective of the promotion level for which you apply, as a referee on the Leicestershire & Rutland FA promotion scheme, each of the following will apply;

- It is the responsibility of the referee in ensuring that they meet all of the requirements in order to be successful in achieving promotion. Leicestershire & Rutland FA will help you wherever possible however the ultimate responsibility lies with the referee themselves.
- Upon completing all stages of the promotion application, you will be required to send all fixtures and update any changes in these fixtures to the County Observer Coordinator – Richard Mee. If you do not submit games you will not be observed.
- The responsibility for submitting fixtures for observation lies entirely with the referee.
- The responsibility for closing dates lies entirely with the referee
- It is recommended that all referees on the promotion pathway keep an individual record of their own appointments during the course of 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.
- Failure to complete any part of the criteria outlined within each individual promotion level may 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 2020/21 season are eligible to reapply for promotion for the 2021/22 season.



Observers and Observations

Observers will be appointed to fixtures by Leicestershire & Rutland County FA Referee Observer Co-Ordinator and you will only be observed on fixtures that fall in line with the promotion criteria. Only fixtures that are submitted to Richard Mee 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.

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.

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:-

- The observer is incorrect in Law.
- The written narrative does not **significantly** reflect the overall mark awarded
- At Level 5-4, no appeal will be considered for marks of 76 or above unless the observer is incorrect in law.

How to appeal:-

-) The match official emails Leicestershire & Rutland Referees Department directly (referees@LeicestershireFA.com) with a copy of the observer report and a detailed reason for the appeal.
- a) The Leicestershire & Rutland County FA Referee Department will decide if an appeal is valid.
- b) If an appeal is not valid then the match official will receive a detailed explanation as to why an appeal is not valid.
- c) 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.
- d) 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.



County Cup Competitions

All promotion candidates will be considered for appointments to all Leicestershire & Rutland 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.

Dates should be closed with the County 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 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.



Match Official Administration System (MOAS)

As a Leicestershire & Rutland County 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 Leicestershire & Rutland FA and will likely be 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 therefore please take careful note of the following:-

- MOAS is an FA application only. Leicestershire & Rutland County FA do not have any involvement regarding MOAS nor do we 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 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 ClosedDates@LeicestershireFA.com
- Referees who are experiencing difficulty using MOAS should contact the FA directly on moas@thefa.com



How to Apply for Promotion

Prior to applying for promotion, it is imperative that you fully read and understand all of the information outlined within this document.

Having read and understood all of the information, then you will need to complete the online application and pay the applicable promotion fee by no later than **31st July 2021**

To apply, please [CLICK HERE](#) to complete an online application.
(Payment is made at the end of the application)



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 Leicestershire & Rutland County FA Referees Department. 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 of our match officials during the coming season. Ensure that you keep an eye out for regular events and opportunities that are open to all of our referees. If you have any feedback or would like to discuss any ideas then please get in contact with us.

To all the Leicestershire & Rutland County 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!



Contact Details

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