



GUIDANCE NOTES FOR REFEREES
UNDER THE AGE OF 18

Promoting Safety and Respect Within the Game



Liverpool County FA wants to ensure that you are aware of the support you can access should you have any concerns over the safety and welfare of yourself and other participants while carrying out your refereeing duties.

Please read the information provided in full and keep both the information and the contact details provided safe in case you ever need them.

Please find below some important contact numbers and email addresses should you have any questions or concerns regarding your welfare or the welfare of others. Remember that in an emergency you can always call your local Police service on 101 or 999 or children's services to report a safeguarding concern.

Respect

You can also contact FA Safeguarding on **0845 169 1863**. Alternatively you can also contact Childline on **0800 1111** or www.childline.org.uk/get-support

David Horlick	Referee Development Manager	David.horlick@liverpoolfa.com 0151 523 4488 ext 102
Gordon Johnson	Designated Safeguarding Officer	Gordon.johnson@liverpoolfa.com 0151 523 4488 ext 114 Mobile 07595 070809
Mark Lloyd	Discipline Department	Mark.lloyd@liverpoolfa.com 0151 523 4488 ext 100

Safeguarding Communication to Under 18 Registered Referees

Introduction

It is important to remember that the vast majority of football is played in safe and friendly environments where everyone can enjoy and take part. However, we appreciate that there may be occasions when you would like additional help and support.

This document can be used as a reference in relation to reporting any safeguarding or welfare concerns that you may have. It will also provide some guidance around reporting disciplinary matters that you may experience whilst refereeing a match and provide some guidance around attending a disciplinary tribunal hearing if you are called to attend.

Safeguarding you and others

It is really important that you report any situation where you may have observed the welfare or safety of a child or vulnerable adult being placed at risk. It is also important that you are aware of your own safety when attending and refereeing a fixture.

If you are concerned about something that you have seen or heard, if something doesn't feel right, or if you are worried about comments someone has made to, or about, you via text or social media. It's really important that, if you are concerned about your own safety, or the safety of another child or young person, that you let the Liverpool County FA Designated Safeguarding Officer know as soon as possible to ensure we can support you.

If you felt that someone was in immediate danger you may wish to ask to speak to the club welfare officer or someone that you trust at the venue that may be able to help support you in raising a concern. Remember that if you felt there is an immediate threat to you or someone else's safety you can call the police.

If you feel threatened

In the unlikely event that you feel threatened whilst refereeing; your own safety must be your priority. Find a supportive adult and ensure you can leave the venue safely. Avoid doing or saying anything that might make things worse. At the first opportunity please report these events to our Disciplinary and Safeguarding departments. Our Referee Development manager, David Horlick, will make contact with you, via a parent or guardian, as soon as he has been made aware of the incident. Some of you will only referee in youth football; however if you choose to officiate in open age football leagues, we want to support and encourage your transition from youth to adult football, whilst ensuring this is completed in a safe manner. We understand that there may be occasions where you will require transport to and from a match venue. This is some cases may be provided by other match officials allocated to the fixture. We recommend that all travel arrangements are agreed with your parents/guardians and that in line with best practice speak to the person you will be travelling with to make sure they are happy with the travelling arrangements.



Changing Facilities

When at the match venue you may wish to change separately from the other match officials. It may not be possible to have a separate changing room; however, we would suggest that you arrange with the other officials to use the room separately taking it in turns. You should not be discouraged to ask for this if this makes you feel more comfortable and leagues will be made aware to inform clubs and officials that some young people may choose to make these arrangements.

Disciplinary Matters

It is really important that all match day disciplinary matters are reported to Liverpool County FA as soon as possible. In most cases this is a simple and speedy process that can be completed online. However, if you need any help you can contact, David Horlick, the Liverpool FA Referee Development Manager. In the unlikely event of a very serious disciplinary matter, you may wish to contact somebody. Our Referee Development manager, David Horlick, and Designated Safeguarding officer, Gordon Johnson, can be contacted for support and advice. Their contact details are provided earlier in this booklet.

Attending a Disciplinary Hearing

During the course of your refereeing career you may need to attend a disciplinary hearing to give evidence. Don't worry about this as you will be offered guidance and support by a member of the discipline team. If you are Under 18 we take your age into account and ensure the environment is relaxed and not threatening in any way. Referees under 18 can be accompanied by a parent/carer or colleague. If they prefer, our Referee Development manager or Designated Safeguarding officer can be on hand to offer assistance.

Writing the Report

When reporting any discipline to Liverpool County FA, use these few tips to help:

WHO – Who are you reporting? Who did what?

WHERE – Where did this take place? On or off the field of play? Where were you?

WHEN – What stage of the game? Before, during or after the match?

WHAT – What happened, you need to detail as much information as possible without adding irrelevant information.

Remember the writing ABC's:

A – Accurate, state facts and don't predict what may have happened.

B – Brief, detail what happened and don't offer opinions of what would have happened or how others may have felt.

C – Concise, keep it short but sweet. A short statement with all the needed detail.

Temporary Dismissals (Using the Sin-Bin)

With the FA implementation of Temporary Dismissals and the use of the Sin Bin, please take a look at the table below which outlines what happens if you should need to Sin-Bin a player for Dissent. The duration of time for which a player is Sin-Binned for is as follow:

Sin-Bin timings:

- Adult Football – 10 minutes
- Youth Football – 8 minutes

Caution Offence 1	Caution Offence 2	Caution Offence 3	On Field Sanction
Dissent			Sin Bin
Dissent	Non Dissent		Sin Bin, Caution Recorded (No Send Off)
Dissent	Non Dissent Caution	Non Dissent Caution	Sin Bin, Send Off for S7
Dissent	Dissent		Sin Bin x2, unable to re-join, but can be substituted after 2nd Sin Bin if not all substitutes used.
Dissent	Non Dissent Caution	Dissent	Sin Bin, Caution Recorded, Sin Bin, unable to re-join and cannot be substituted.
Non Dissent Caution	Dissent		Caution Recorded, Sin Bin
Non Dissent Caution	Dissent	Non Dissent Caution	Caution Recorded, Sin Bin, Send Off for S7
Non Dissent Caution	Dissent	Dissent	Caution Recorded, Sin Bin, Sin Bin unable to re-join and CANNOT be substituted after second Sin Bin.

RESPECT Setting the tone

Referees decisions are the most frequent triggers for poor behaviour from parents/ spectators. This does not mean that the referees get decisions wrong frequently but people often wish to challenge as they have a different perception or understanding of a situation. It is important that referees set the tone around how they will run the game and levels of acceptable behaviours from players, parents and coaches.

Failure to set the tone can lead to disrespectful behaviour increasing. This ultimately disturbs the flow of the game and in some cases can lead to the referees' reputation being harmed and challenged at future games.

As a young referee you may feel that you need support and additional training in managing difficult situations. Our Referee Development manager, David Horlick, is here to support you with these issues and/or any concerns that you may have.

Respect 



Don't X The Line

A Guide to How The Campaign Works #REFspect

1. All leagues/can nominate a support group, who will help to monitor the campaign. Within the Don't X The Line (DXTL), support group there will be a spokesperson and at least one assistant i.e welfare officer committee member.
2. It will be the duty of the Don't X The Line (DXTL) Volunteers, to mark the match card of each team with a score to reflect their attitude towards the referee, children and parents throughout the game (maximum 10 points Green Card Fairplay). Points will be awarded at the end of the game (end of penalties in cup games). Bonus points can be awarded for good conduct and sportsmanship (maximum 5 points Green Card Fair Play). Points will be taken off for any encroachment onto the pitch, swearing and arguments towards the referee and fellow supporters. Any racist remark, Verbal Abuse, Bullying or Aggressive behaviour whatsoever will not be tolerated. High points accumulated by your parents for good behaviour on the touchlines could reward your team at the end of the season for a team kit sponsored by Ref Support UK, or an invitation to the Don't X the Line Awards presentation.
3. The Don't X The Line support group will be monitoring teams on how the REFspect fair play campaign is progressing in

their league, and discuss this with the league committee.

4. At the end of the season, the support group will tally all team points awarded by the DXTL volunteers, and nominated supporters. If there is a tie at the end of the season then the League Committee is to appoint the winner from that league. Their decision will be final. One team per league will be awarded the Don't X The Line REFspect Award.
5. No parent or supporter shall at any time before, during or after the game approach the referee. If a parent or supporter feels that they would like to comment in any decision the referee has made they should approach their team manager

who will issue them with a Don't X The Line, Parent Opinion Card. The parent or supporter (18 years and over) should then fill this card in and hand it to a support group member who will process it accordingly.

6. At no time during the game shall supporters stand behind the goals and where it is possible each team's supporters should occupy one side of the pitch only.





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