

Liverpool County FA Referee Course Handbook



2023/24

TABLE OF CONTENTS

Welcome Message

Stages to achieve a Referee Qualification

STAGE 1 – Pre-Requisites

STAGE 2 – Select a Course

STAGE 3 – Complete 5 games

STAGE 4 – Attend 3 CPD Events

STAGE 5 – Celebration Event

'Book Here'

Get in Touch

Liverpool County Football Association



Benjamin Speedie -Referee Development Officer (RDO)

WELCOME TO REFEREEING

Welcome to the world of refereeing. I am delighted you have chosen to take the first step in achieving a FA Qualification in Refereeing.

I'm Benjamin Speedie, the Referee Development Officer (RDO) for Liverpool County FA.

This is the pre-course booklet to help you understand the requirements of the course and hopefully answer questions you may have.

Once you have completed the 'Face-to-Face' element of the course, I will then send you the 'Post-Course' part of the booklet to help you get started on your journey of becoming a Liverpool County FA Referee.

I look forward to helping you and get ready to learn some amazing skills of becoming a referee.





STAGES TO ACHIEVE REFEREE QUALIFICATION

1

Complete the Pre-Requisites



2

Select a course and attend the two-day face-to-face course



3

Complete 5 games



4

Attend 3 mandatory CPD sessions throughout the season



5

Attend our celebration evening in March 2024.



VENUE TBC



STAGE 1 - PRE-REQUISITES



COMPLETE PRE-REQUISITES

Every Individual that completes any course ran by The FA or has a role within football (such as a Player, Coach, Secretary, Welfare Officer or League Officer) will have a FA Number (FAN).

Once Issued, this number never changes and should stay with you throughout your Involvement within football.

FANs are your personal record and all your personal contact details, achievements, qualifications, and roles within football are stored on there.

It Is Important that;

- 1) You only have **one FAN Number**
- 2) Everything you do from now on with regards to **completion of The FA Referee Course Is on your own FAN**, and not anyone else's.
- 3) Every candidate, even those aged 14 or 15, **requires access to their own email address** (It would be advisable for candidates to create a dedicated refereeing email address for ease and professionalism, but that Is not compulsory).

The next steps you will take vary depending on the age of the Candidate completing the course. Once you have followed the Instructions In the relevant section below, please find details regarding the final preparations at the end of the document.



CANDIDATES AGED 14 or 15

The following information is only for candidates who are completing the course at age 14 or 15.

You will need the support of a Parent/Guardian, who must also have a FAN, to complete The FA Referee Course.

Their FAN will be linked to yours and you'll need them to help you access and completed the pre-requisites learning tasks.

We do not, under any circumstances, contact individuals at age 14 or 15 without involving a Parent/Guardian.

If you complete the training on the FAN of a Parent/Guardian by mistake then you will not be able to complete the course! To make sure you get it right first time, follow the instructions below carefully.

Before the course, please complete the following tasks In order they are listed:

- 1) Parents must link their own FAN to their child's FAN - [CLICK HERE](#) →
- 2) The candidate must complete The FA Introduction to Laws of the Game Course - [CLICK HERE](#) →
- 3) The candidate must complete The FA 'Safeguarding for All' Course - [CLICK HERE](#) →

Prior to the course starting, Liverpool County FA will check that you have completed all the different elements required.

IMPORTANT

If you have not completed the pre-requisites as mentioned above, you will not be able to attend the course.

There Is no need to Inform Liverpool FA when you have completed the different pre-course elements.

Liverpool FA will be in touch with you If anything Is not completed correctly before the course.



CANDIDATES AGED 16+

For those of you completing the course once you have reached age 16 have slightly different instructions to follow to those age 14 or 15.

Please note that if you are U18 we will still need to keep a record of your Parent/Guardian's contact details and they may be required to create a FAN of their own

Prior to the course starting, Liverpool County FA will check that you have completed all the different elements required.

Before the course you are required to complete the following tasks in the order they are listed:

- 1) Complete The FA Introduction to Laws of the Game Course - [CLICK HERE](#) →
- 2) Access and complete the 'Safeguarding For All' course - [CLICK HERE](#) →
- 3) Apply online for an FA DBS - [CLICK HERE](#) →

Scroll to the bottom of the page where it says 'LCFA DBS County Applicant Guidance'

(On the first day of your course, you will need to bring with you the 3 documents you have selected in your DBS application).

All candidates age 16+ must also complete an enhanced FA DBS check.

Please note that you cannot use a DBS check that you have for a different purpose outside of football such as for working in schools or roles in other sports.

If you already have an FA DBS Check then you don't have to apply for another one, unless you would like to renew it with us now for another three years.

Once you have applied for a DBS check (instructions below) please bring the three items of I.D. to the Referee Course so they can be verified by a Tutor. All the information you require to complete a DBS application including the 'Secret Word' and 'Organisation Pin' can be found within the instructions.

IMPORTANT

If you have not completed the pre-requisites as mentioned above, you will not be able to attend the course. There is no need to inform Liverpool FA when you have completed the different pre-course elements.

Liverpool FA will be in touch with you if anything is not completed correctly before the course.



STAGE 2 - CHOOSE A COURSE

COURSE A

DAY 1

Friday 28th July
6pm until 9pm

DAY 2

Sunday 30th July
9am until 5pm



LCFA Sefton, Drummond Road, L23 9YP

COURSE C

DAY 1

Wednesday 2nd August
6pm until 9pm

DAY 2

Sunday 6th August
9am until 5pm



Simpsons Hub, Hunts Cross, L25 7UJ

COURSE C

DAY 1

Thursday 10th August
6pm until 9pm

DAY 2

Friday 11th August
9am until 5pm



LCFA Sefton, Drummond Road, L23 9YP

COURSE D

DAY 1

Wednesday 16th August
6pm until 9pm

DAY 2

Sunday 20th August
9am until 5pm



LCFA Sefton, Drummond Road, L23 9YP

COURSE E

DAY 1

Friday 25th August
6pm until 9pm

DAY 2

Sunday 27th August
9am until 5pm



LCFA Sefton, Drummond Road, L23 9YP

COURSE F

DAY 1

Friday 1st September
6pm until 9pm

DAY 2

Sunday 3rd September
9am until 5pm



St Bedes, Ormskirk, L39 4TA

COURSE G

DAY 1

Wednesday 20th September
6pm until 9pm

DAY 2

Sunday 24th September
9am until 5pm



Vulcan FC, NEWton Le Willows, WA12 8NN

COURSE H

DAY 1

TBC

DAY 2

TBC



TBC

ATTENDING THE COURSE



FINAL PREPARATIONS:

Once all the pre-course requirements are completed, you can now start to prepare for the tutor delivery days.

The first session will be exclusively classroom based, whilst the full day session will involve both indoor and outdoor learning.

REFEREES UNDER 18 - Parents will need to attend a 45 meeting prior to the first day of the course. Therefore for any learner Under 18, parents/guardians need to attend at 5pm.

During the course you will need to bring:

- Plenty of Water
- Lunch for full day session
- Clothing suitable for outdoor, practical training (including waterproofs in case of inclement weather)
- Footwear suitable for indoor and outdoor (GRASS) learning

A list of the Item you'll need to referee a game of football after the course has finished is below, along with which Items are provided for you as part of the course fee that you'll receive during the course'

Item	Included & Provided	Not Included
Referee Whistle & Lanyard	✓	
Referee Notebook & Cards	✓	
Assistant Referee Flags		✓
Referee Registration Number	✓	
Wristwatch for timekeeping		✓
Referee Kit		✓



STAGE 3 - COMPLETE 5 GAMES



COMPLETE 5 GAMES

Once you have attended the face-to-face course, you can then start to referee.

You will be asked to sign up to two apps/webpages:

1) REFSEC - lcfa.refsec.org

You will log your first 5 games on this webpage, so that I can track where you are refereeing and have evidence you have refereed 5 games

2) YESREF - www.yesref.com

This app will be used for Liverpool and Everton Academy Appointments, plus County Cup Appointments.



More information will be provided on completion of the course and in our post-course handbook.



MEET OUR REFEREE DEVELOPMENT TEAM



Mark Shaw

Mentor Lead



Dave Nugent

Appointments



Roy Naylor

Observer Co-ordinator



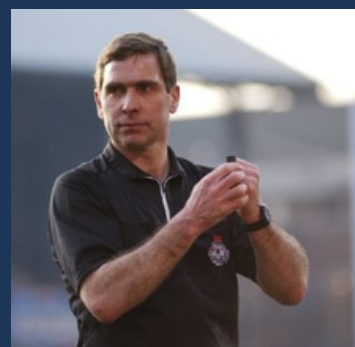
Magdo Golba

Mentor Lead



Maxwell Min

EDI Lead



George Cain

Centre of Referee
Excellence (CORE)



STAGE 4 - ATTEND 3 CPD EVENTS



ATTEND 3 MANDATORY CPD MODULES

New to the Refereeing Course 2023/24, Liverpool County FA Refereeing Learners must complete three mandatory 'Continued Professional Development' modules:

- 1) The Art of Assistant Refereeing (Theory and Practical)
- 2) Learning to better your 'Refereeing Skills' (Theory and Practical)
- 3) Understanding the importance of Referee Administration (Theory)

These modules can be completed whilst you are refereeing, but must be complete before the 'Celebration Event' at the end of March.

Sessions will last for three hours and contain some theory and practical sessions elements.

It will also be an opportunity for learners and parents to ask questions about your refereeing.

You will be required to book these sessions when clicking the 'Book Now' link at the end of the document.



DATES

1) The Art of Assistant Refereeing (Theory and Practical) @Chesterfield High School (L23 9YB)

OPTION 1) Monday 23rd October 2023 (Provisional)

OPTION 2) Monday 20th November 2023 (Provisional)

OPTION 3) Monday 8th January 2023 (Provisional)

2) Learning to better your 'Refereeing Skills' (Theory and Practical) @Cheshterfield High School (l23 9YB)

OPTION 1) Monday 6th November 2023 (Provisional)

OPTION 2) Monday 4th December 2023 (Provisional)

OPTION 3) Monday 22nd January 2023 (Provisional)

3) Understanding the importance of Referee Administration (Theory) @LCFA Sefton (L23 9YP)

OPTION 1) Monday 2nd October 2023

OPTION 2) Wednesday 15th November 2023

OPTION 3) Wednesday 17th January 2023



STAGE 5 - CELEBRATION EVENING



SUCCESS

CELEBRATION EVENING

New to the Refereeing course structure will be a celebration evening.

This will be held at an external venue (TBC) and be held in March.

All trainees who have ;

- 1) Attended the face-to-face course
- 2) Refereed 5 games
- 3) Attended the 3 'CPD' Modules

Will be invited to attend our 'Celebration Evening'.

All learners (along with family members) can attend this evening where we will celebrate you officially becoming a Liverpool County FA Referee. Additionally, we will invite a guest speaker who will do a Question and answer session along with other things planned for the night.

Further details will be announced in due course.



BOOK HERE

So, you should have completed the following:

- 1) Pre-requisites (Laws of the game & Safeguarding for all module)
- 2) Chosen a course date (make a note of this)
- 3) Chosen three dates for your CPD Modules (make a note of this)

Now you must complete the following form:

[**CLICK HERE**](#)

IMPORTANT:

Once you have completed the form, there is no need to email Ben Speedie (RDO)

After each form is complete, the RDO will send a booking link to the learner to book onto the course.

Once you have paid £130, and received an email confirming you place, you're all set to go.

GET IN TOUCH



benjamin.speedie@liverpoolfa.com



www.liverpoolfa.com/referees



07740794396

0151 5234488 (ext 203)

**REFEREE PRE-COURSE
BOOKLET 23/24**

