



## MANCHESTER FA U18 REFEREE HANDBOOK

Under-18 referees – have fun and keep safe



Dear Referee,

Manchester FA wants to ensure you are aware of the support you can access should you have any concerns over your safety and welfare while carrying out your refereeing duties. Please read the information below in full and keep it and the contact details safe in case you need them.

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

Under 18 Referees.

All Under 18 referees will be provided with a Yellow Armband which should be worn when officiating. This armband highlights to everyone at your games that you are under the age of 18 and you are still compliant to the same safeguarding procedures and policies to that of anyone under the age of 18 involved within the game.

### **Concerned about something you've seen or heard?**

Tell an adult you trust if you are concerned about something 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 important that, if you are concerned about you own safety, or the safety of another child or young person, that you let the Manchester FA know as soon as possible to ensure we can support you.** You can do this by emailing [Safeguarding@ManchesterFA.com](mailto:Safeguarding@ManchesterFA.com) or emailing any member of the team. Team members can be found by [clicking here](#).

If you or someone else is in immediate risk of harm, then this should be reported to the police via 101 or 999 phone numbers. You can also contact Childline for advice and support on tel. 0800 11 11 or go online to [www.childline.org.uk/get-support/](http://www.childline.org.uk/get-support/)

Disciplinary Matters

**It's important** that all matchday disciplinary matters are reported to Manchester FA as soon as possible. In most cases this is a simple and speedy process that can be completed on Whole Game. However, should you need assistance in compiling a report contact someone at Manchester FA. In the unlikely event of a very serious disciplinary matter, you may wish





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to speak to somebody about it. Our Referee Development Officer or Designated Safeguarding Officer can be contacted for advice and support.

### Feel threatened?

In the unlikely event 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 Designated Safeguarding Officer department. Our Referee Development Officer will contact you when he/she has been informed about the incident.

### 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 as supportive as possible. Referees under 18 can be accompanied by a parent/carer or colleague. If they prefer, our Referee Development Officer or a member of the Safeguarding Team can be on hand to offer support.

### Inclusion

If you have a disability or impairment or believe there are restrictions in place preventing you from fully accessing and enjoying refereeing, then please inform us. Football is inclusive and that applies to refereeing too. If you would like to chat about this, please contact the County FA Referee Development Officer or Designated Safeguarding Officer and we can help to remove the barriers to your full participation.

### Key Contacts:

Contact Name	Title	Email/Telephone
Conor Brown	Referee Development Officer	<a href="mailto:conor.brown@manchesterfa.com">conor.brown@manchesterfa.com</a> 07549260808
TBC	Football Services Officer (Appointments & Membership)	<a href="mailto:Support@ManchesterFA.com">Support@ManchesterFA.com</a>
Lauren McCorry	Designated Safeguarding Officer	<a href="mailto:Lauren.McCorry@manchesterfa.com">Lauren.McCorry@manchesterfa.com</a> 0161 225 1966
Andrew McNulty	Football Services Officer (Discipline & Membership)	<a href="mailto:Andrew.McAnulty@manchesterfa.com">Andrew.McAnulty@manchesterfa.com</a> 0161 225 1966
Colin Bridgford	Chief Executive Officer & Senior Safeguarding Lead	<a href="mailto:Colin.Bridgford@manchesterfa.com">Colin.Bridgford@manchesterfa.com</a> 0161 225 1966





## MFA Activity/Event Consent Form

Activity/Event	
Venue	
Date	
Start/Finish Time*	
Course/Event Leader	
<b>Child's Name</b>	
Date of Birth	
Emergency contact Details	
Parent Email Address	
Medical Information	
Other Information	

\*It is the responsibility of the parent/carer to make arrangements for their child to be collected on time. Manchester FA cannot be responsible to transport children or young people home on behalf of parents who have been delayed.

### Parent/Legal Carer Consent

I give consent to Manchester FA for my child \_\_\_\_\_ to take part in the above activity and understand it is my responsibility to make suitable travel arrangements to and from the event.

Signed:

Date:

## Media Consent Information

This guidance explains why we need to ask you for your consent for any photographs of your child being used by Manchester FA. After reading this you should fill in and return the form to let us know your wishes.

We live in an age which digital technology has vastly increased the use of photography, and there has been publicity surrounding concern about the risk of a child or young person being identified by a photograph in the local press or social media.





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Manchester FA takes the view that the risk of a child being identified by a stranger is small and that, providing reasonable steps are in place in term of appropriateness of the photography and to protect the full name and contact details of children, photography will be permitted. Manchester FA is **mindful of the fact for some families there may be reasons why a child's** identification is a matter of particular anxiety. If you have special circumstances, either now or at any time in the future, that would affect or change your consent on this issue please contact:

Lauren McCorry, Manchester FA Designated Safeguarding Officer,  
[Lauren.McCorry@manchesterfa.com](mailto:Lauren.McCorry@manchesterfa.com)

You should discuss the matter of photographs with your child, and agree with them about the categories of consent. We invite you to use this form to explore their feelings about being photographed/filmed.

Manchester FA will not use the personal details or full names (which means first name and surname) of any child or young person in a photographic image, on film, website, or in printed publications. If Manchester FA uses photographs of individuals, the name of that child or young person will not appear in the accompanying text or photo caption, unless we have your agreement.

Only images of children or young people who are suitably dressed will be used, to reduce the risk of such images of being used inappropriately.

By signing this consent form you will be giving Manchester FA to use photographs and film of your child involved in football activities. These images may be used in any of the following ways:

- Printed Manchester FA publications
- Manchester FA website, Facebook page or Twitter feed
- Manchester FA video or DVD for training or promotional purposes
- Within local or national media

If you wish to find out more about The FA's guidance on photography or other best practice issues please go to [www.TheFA.com/football-rules-governance/safeguarding](http://www.TheFA.com/football-rules-governance/safeguarding)





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## Media and Data Consent Form

Child/Young Person (enter name and sign and date below)

I, _____ agree to my involvement, when refereeing, being photographed or filmed and that my data can be used by Manchester FA and be shared with the relevant third parties (please visit <a href="http://www.manchesterfa.com">www.manchesterfa.com</a> for our full data privacy policy or alternatively contact the office on 0161 225 1966).	
Signed	
Date	

Parent/Carer (complete below)

I, _____ consent to Manchester FA photographing or filming the involvement of _____ when carrying out their refereeing duties.	
I consent that Manchester FA can use my/my child's data for appointment purposes through the relevant third parties (please mark those that you agree to):	
MFA and the relevant third parties can contact my child directly <input type="checkbox"/>	
MFA and the relevant third parties contact both me and my child <input type="checkbox"/>	
MFA and the relevant third parties can only contact me <input type="checkbox"/>	
I have read and understood the conditions of use by Manchester FA and will notify the County Designated <b>Safeguarding Officer if this child's circumstances change.</b>	
I can confirm that this child is not subject to family, care or legal proceedings.	
Signature	
Print Name	
Relationship to Young Person	
Date	

