

**NORTHAMPTONSHIRE FA**

# **NEW REFEREE GUIDANCE BOOKLET**



**REFEREE**





# WELCOME

*Welcome to Refereeing*

## Welcome to this Young Referee Guidance Booklet!

We have put this book together to collate all of the information you need to fulfill your role as a referee effectively and safely.

Within this booklet, there is also information on what support the County FA offer to all referees, regardless of age, experience or level!

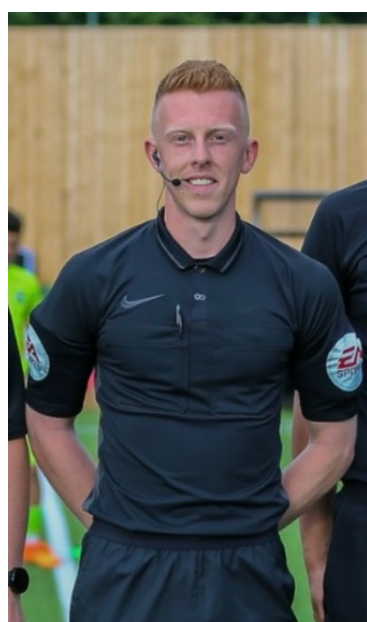
There are lots of key contacts for you, and a full list of all of our affiliated leagues, when they play their games, and lots of other information!

Whether your dream is to referee professional football, referee a World Cup final, or just to go out, enjoy refereeing and supporting the development of our young players around the County, we are here for you.

Northamptonshire 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. This document outlines some key guidance. 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 the vast majority of football is played in a safe and friendly environment where everyone can enjoy taking part. However, we appreciate that there may be some occasions when you would like additional help and support.

Good luck and enjoy your refereeing!



### **Olly Mackey**

Referee Development Officer  
Northamptonshire FA

[Olly.Mackey@NorthamptonshireFA.com](mailto:Olly.Mackey@NorthamptonshireFA.com)  
01604 670741





# SAFEGUARDING

## *Safeguarding Requirements*

Northamptonshire FA offers a range of safeguarding services and training to help create a safe and enjoyable football experience for everyone.

### DBS CHECKS

All Referees aged 16 & over, must have a valid DBS in order to officiate in youth football.

As part of The FA Referee Course, we require 16+ learners to undertake a DBS check in order to complete their training. Details of how to complete this can be found [here](#).

Any learner that is not yet 16 will be required to complete this once they turn 16. You will not be able to start this process until you have turned 16.

Your DBS check will last for 3 years, and at the end of this period, you will need to renew it. We provide regular updates in 3 month blocks, so you will be contacted in advance of this as a reminder.

### Safeguarding

ALL learners must complete The FA Safeguarding For All module in order to be registered as a Referee with Northants FA.

The FA Safeguarding For All module can be found [here](#)

Your Safeguarding qualification expires after 2 years.

All referees must have in-date safeguarding qualification at all times.



# SAFEGUARDING

## *Reporting Concerns*

### **What should I do if I am concerned about something I've 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 social media or text.

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 County FA Designated Safeguarding Officer (DSO) or the County FA Referee Development Officer (RDO) know as soon as possible to ensure we can support you.

### **If I have a concern, how do I report it?**

It is vitally important that you report any concerns you have. Use the following steps to report your concern:

- By contacting the Northamptonshire FA Designated Safeguarding Officer (DSO) - Rosie Brown.
- By emailing The FA Safeguarding Team at [safeguarding@thefa.com](mailto:safeguarding@thefa.com) or by calling and asking for the team on 0800 169 1863.
- If urgent and you cannot contact the County DSO, you should call the NSPCC 24 hour helpline on 0808 800 5000.
- If it is an emergency because you or another young person are at immediate risk, then call the Police on 999.

## **Key Contact**

Make note of the name and contact details of the Northamptonshire FA Designated Safeguarding Officer and pass onto your parent/guardian:

**Rosie Brown**

**[Safeguarding@NorthamptonshireFA.com](mailto:Safeguarding@NorthamptonshireFA.com) / 07535640452**



# MATCH DAY GUIDANCE

*Best Practices on Match Day*

## Transportation

### **What if I need/am offered transportation to a game?**

Your parent/guardian must give written consent that they agree to you travelling with an adult.

There are some general guides to follow if getting a lift:

- Avoid 1-2-1 situations, best practice is 2 x U18's per adult
- Ensure the driver has a valid driving licence
- Ensure the driver is in a suitable condition to drive
- Ensure contact details of your parent/guardian are shared with the adult in case of emergencies

## Changing rooms

### **Where can I get ready for the game?**

You should be offered a place to change at the facility, but there maybe other officials you may have to share a changing room. If the other officials are over 18, do not share the changing room whilst you are getting changed. Ask them to leave the room whilst you change, and vice versa.

If there are no changing facilities, the club should make you aware beforehand so that you are prepared for this.





# MATCH DAY GUIDANCE

*Best Practices on Match Day*

## Incidents

### **What should I do if I 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, report these events to our Disciplinary, Referee and Designated Safeguarding Officers. We recommend doing this as soon as possible so the information is clear in your head. Include as much detail as you can, including any specific language that may have been used. This way it makes it easier and quicker for our Disciplinary Officer to raise the relevant charges.

Sometimes, the Disciplinary, Referee or Safeguarding Officer might get in contact with you asking for more detail regarding your report. Should you be asked for more details, please respond to this as soon as possible.

The Referee Development Officer will be in touch with you once he has been informed about the incident. If you need any support ask the Referee Development Officer about what opportunities there are for you.

## Inclusion

### **What should I do if I feel excluded from officiating matches?**

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 RDO or DSO and we can help to remove the barriers to your full participation.



# COMMUNICATION GUIDANCE

*Best practices*

## Personal details

### What should I do if someone asks for my number?

Do not give out your personal details, mobile number or email address to people you do not know.

Your details may be needed for a Referee Mentor, Matchday Coach or Matchday Observer to contact you regarding observations of your matches. Written consent from your parent/guardian must be given and the purpose of why the communication is needed must be outlined. You should only be contacted for the purposes your parent/guardian has signed for.

If you receive any messages or images from a Referee Mentor, Coach, Observer, Manager, Club etc. that you find upsetting, threatening or offensive, advise the Northamptonshire FA DSO immediately.

## Social Media

### What should I do if I am contacted on Social Media?

Do not invite adults in a "Relationship of Trust" (referee / mentor / coach / observer / manager) to become friends on social media.

Be mindful of "liking" comments - these can be viewed as seriously as if you had written them yourself.

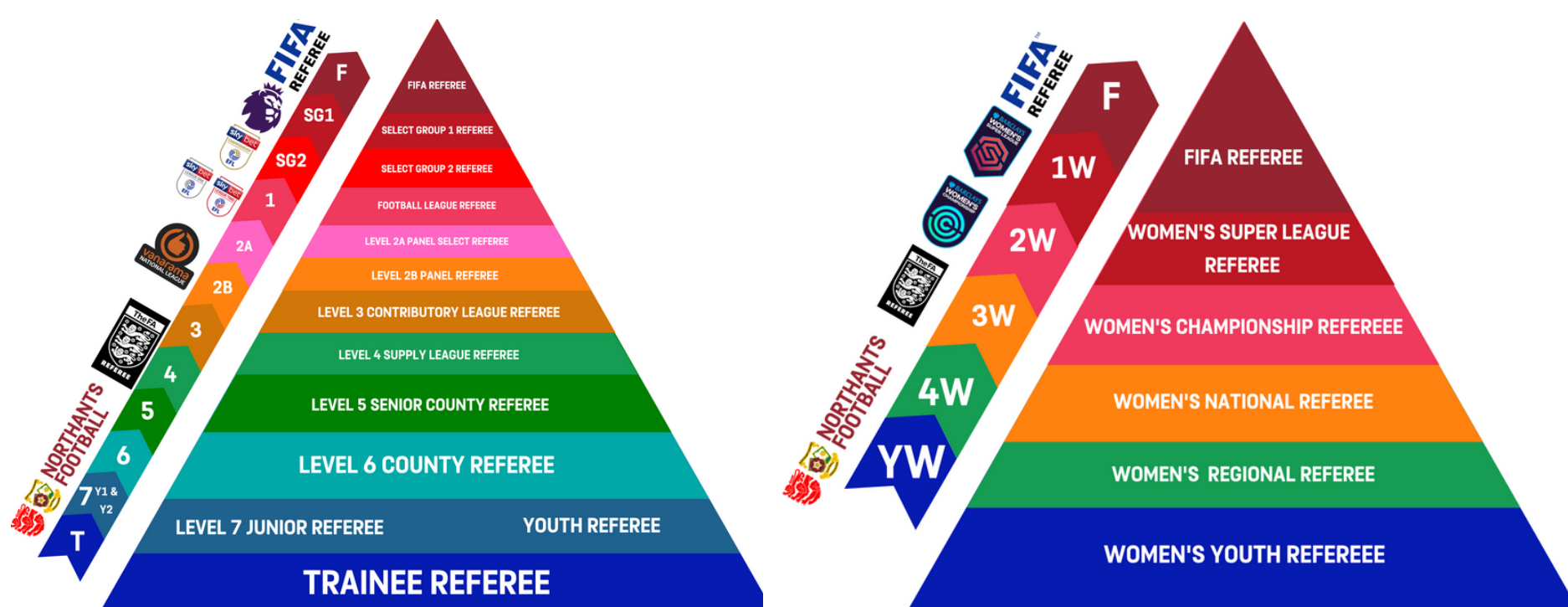
Do not post, text or email inappropriate language, pictures, jokes or items of a personal nature that are derogatory, sexist, racist, threatening, abusive or sexualised. If you receive any of these, report this to the Northants FA DSO.



# REFEREE PROGRESSION PATHWAY

*Climbing The Ladder*

***This is the process designed to support those referees that are keen to progress***



If you are interested in progressing or want to become the next Premier League referee, you will need to apply to be part of the Referee Progression Pathway (RPP). You can apply simply by contacting the RDO, but make sure you have submitted your first 5 games via [this link](#).

If you are aged under 16, you will be able to apply from Level Y1 - Level Y2. If you are aged 16 or over, you will be able to apply from Level 7 - Level 6. If you also referee in the Women's game and aged 16 or over, you will be able to apply to progress from Level 4W - Level 3W.

Northamptonshire FA will ensure that you are visited by a Matchday Coach or Matchday Observer (depending on your level), who will offer you advice in order to enhance your refereeing. As part of your journey, it is expected that you attend our development sessions, enabling you to build upon the knowledge that you have gained, meet like minded individuals, and progress through the refereeing pyramid.

If you want to be a part of the Northamptonshire FA Referee Progression Pathway, please email Olly Mackey on [Olly.Mackey@NorthamptonshireFA.com](mailto:Olly.Mackey@NorthamptonshireFA.com)



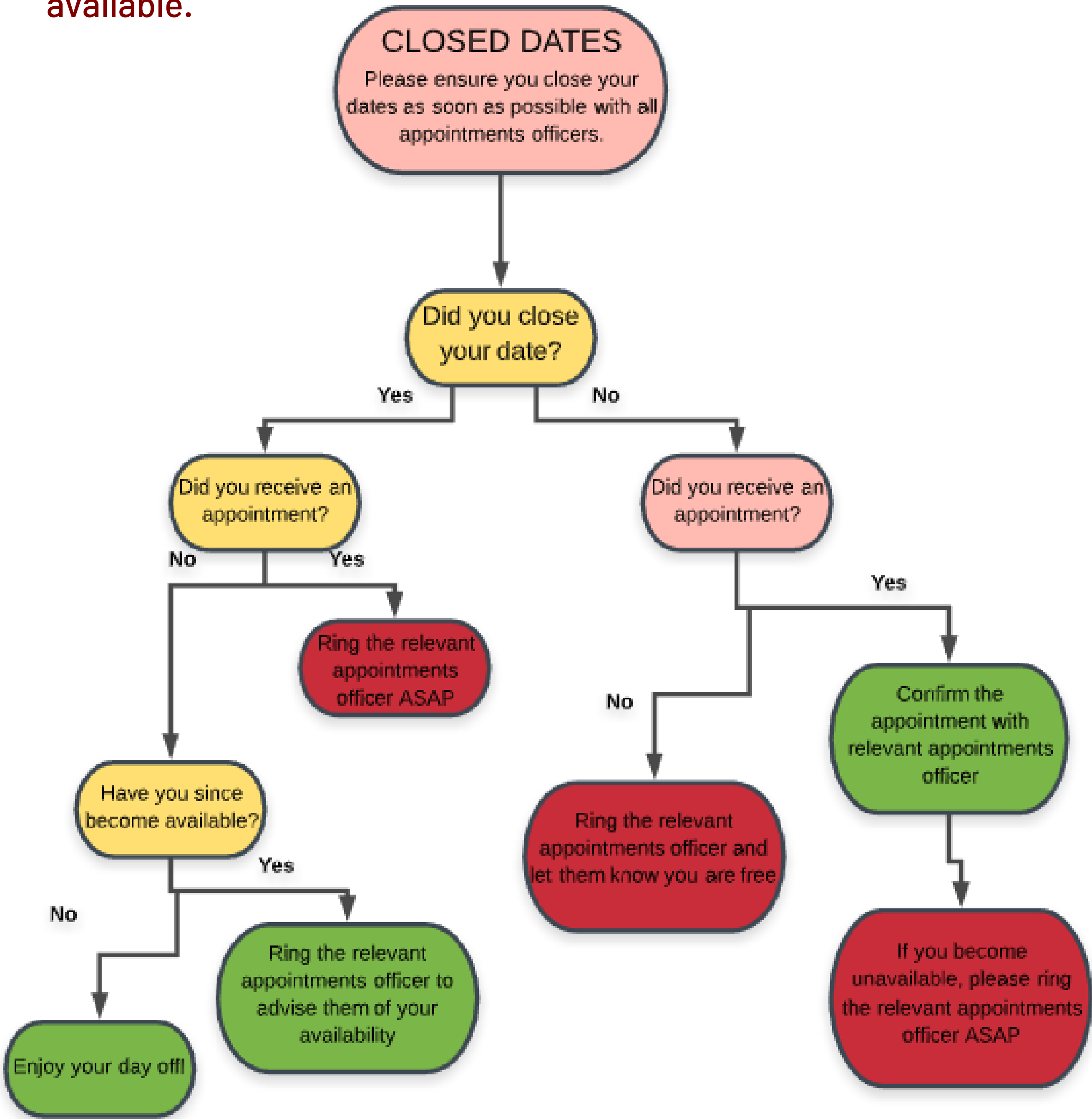


# APPOINTMENTS

*Getting your Fixtures*

Northamptonshire FA have a number of Youth leagues and adult leagues, who play on different times and days and in different parts of the County.

It is imperative that you follow the below appointments flowchart in order to best ensure that you are appointed when you are available.





# CUP COMPETITIONS

*County Cup appointments*

Northamptonshire FA County Cup fixtures take priority over all other grassroots league games. If you are appointed to a Northants FA County Cup game, and a league game on the same date, you will need to fulfil the County Cup fixture.

County Cup appointments are done by Northamptonshire FA, overseen by Referee Development Officer Olly Mackey. Northamptonshire FA uses the "Pitchside" Referee Centre for referees to manage their closed dates. The system can be found here: <https://www.pitchsiderefs.co.uk/>

If you need assistance accessing the Pitchside referee system, please contact Olly Mackey who will be able to assist.

## Important info

### Fees

Maunsell and Senior Cup -	Ref- £50.00	Asst - £34.00
Junior Cup	Ref - £40.00	Asst - £30.00
Lower Junior/Area/Women's Cup	Ref - £35.00	Asst - £25.00
Sunday Cup/Sunday Trophy/ Sunday Vase	Ref - £35.00	Asst - £25.00
Under 18 Cups	Ref - £35.00	Asst - £25.00
Under 16 Boys/Girls	Ref - £30.00	Asst - £25.00
Under 14 & Under 12 Boys/Girls	Ref - £25.00	Asst - £20.00
Walking Football	Ref - £30.00	
Futsal Cup	£10.00 per hour	

### Extra time

All Northants FA County Cup Competitions go straight to penalties if the scores are level at full time.

### Substitutes

Roll on, roll off substitutes are in operation in all County Cups apart from the Maunsell, Hillier Senior Cup & Les Underwood Junior Cup.

### Sin Bins

Sin Bins are in operation in ALL Northants FA County Cups.

### NTFA

Please note, NTFA Cup games are not County Cups, if you receive one of these, please contact [tony.major6@googlemail.com](mailto:tony.major6@googlemail.com) for more information.



# YOUTH LEAGUES

*Getting your Fixtures*

## **Weetabix Youth Football League**

*Kettering, Rushden & surrounding areas*

**All age groups: Jason McLauchlan**

jasonmacca@sky.com / 07738680327

Saturdays & Sundays

U7-U8 - Sat 09:00-12:00 - £12

U9-U10 - Sat 09:00-12:00 - £16

U11-U12 - Sun 10:30 - £24

U13-U14 - Sun 12:00-14:00 - £28

U15-U18 - Sun 14:00 - £32 (U18 is £38)

## **Northampton & District Youth Alliance League**

*Northampton, South Northants & surrounding areas*

**All age groups : Chris Rowland**

Referees@NDYAL.co.uk / 07766997849

Saturdays & Sundays

U11 - Sat 10:30 - £25      U12 - Sun 10:30 - £25

U13 - Sun 10:30 - £25      U14 - Sun 14:00 - £25

U15 - U18 - Sun 14:00 - £30 (U18 is £35)

## **Northamptonshire Women's & Girls League**

*Northamptonshire & surrounding areas*

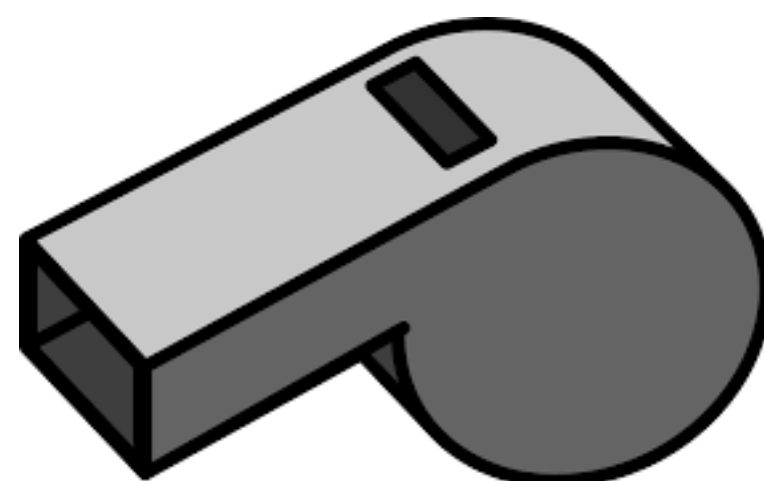
**All age groups : Steve Hoare**

Steve.hoare2@btinternet.com

Saturdays at 10:30

U8-U9 - £20      U10-U11 - £22

U12-U13 - £25      U14 - £30







# YOUTH LEAGUES

*Getting your Fixtures*

## **Northants Senior Youth League**

*Northamptonshire and surrounding areas*

**U18 - Luke Scott**

nsylreferees@gmail.com / 07500042480

U18's - Monday's & Thursday's - 19:45

Referees - £35 Assistants - £30

## **Peterborough & District Junior Alliance League**

*Peterborough & surrounding areas*

**All age groups: Andy McGowan**

andym.refereesatpdjal@hotmail.com / 07482 741178

U7-U10 - Sat 09:30/10:30/11:30 - £15

U11-U14 - Sun 10:30/12:00/14:00 - £25

## **Peterborough Youth League**

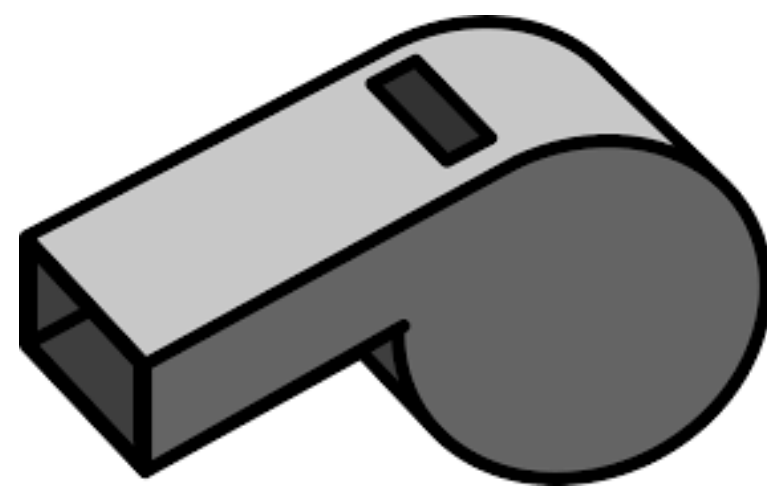
*Peterborough and surrounding areas*

**All age groups: Georgie Elsom**

Georgie.Elsom@PeterboroughFootball.co.uk / 01733  
342391

U15/U16/U18 - Sunday's - 10:30/12:00/14:00

£25





# ADULT LEAGUES

*Getting your Fixtures*

## **United Counties League**

*Northamptonshire and surrounding areas*

**Georgie Elsom**

Georgie.Elsom@PeterboroughFootball.co.uk / 01733  
342391

Saturdays - 15:00

Tuesdays/Wednesdays - 19:45

Referee and assistant referees required

## **Northants Combination League**

*Northamptonshire and surrounding areas*

**Simon Cheney**

simoncheney@hotmail.co.uk / 07793 241099

Saturdays - 14:00 / 14:30

Premier Division & Division 1 - £40

All other Divisions - £36

## **Peterborough & District Football League**

### **Peterborough Sunday Morning League**

*Peterborough and surrounding areas*

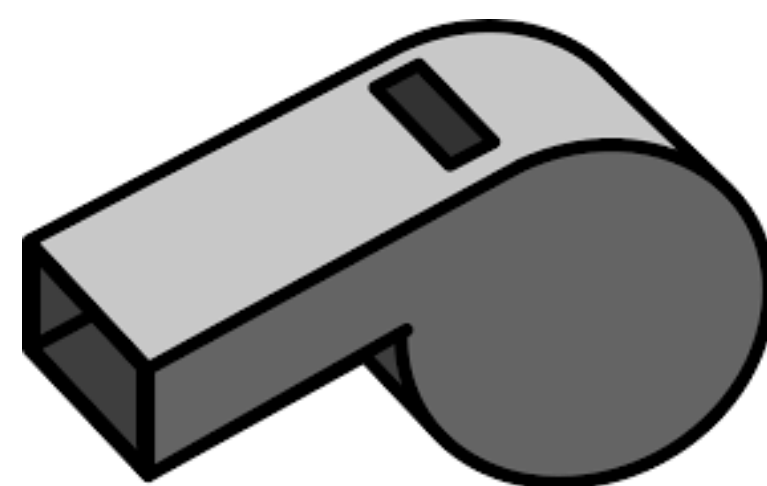
**Georgie Elsom**

Georgie.Elsom@PeterboroughFootball.co.uk / 01733  
342391

Saturdays - 14:00 / 14:30

Premier Division - £40

All other Divisions - £35





# ADULT LEAGUES

*Getting your Fixtures*

## **Nene Sunday League**

*Northampton & surrounding areas*

**Paul Speakman**

paul@neneleague.co.uk / 07888 654439

Sundays - 10:30am

£40

## **Northampton Sunday Combination (Vets)**

*Northampton & surrounding areas*

**Brendan Doherty**

brendoc@ntlworld.com / 07793 215137

Sundays - 10:30am

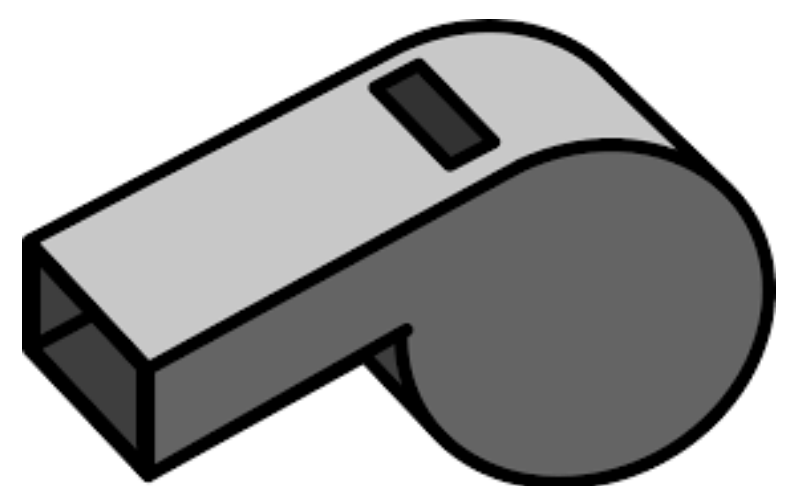
## **Northamptonshire Women's & Girls League**

*Northamptonshire & surrounding areas*

**Steve Hoare**

Steve.hoare2@btinternet.com

Sundays - 14:00







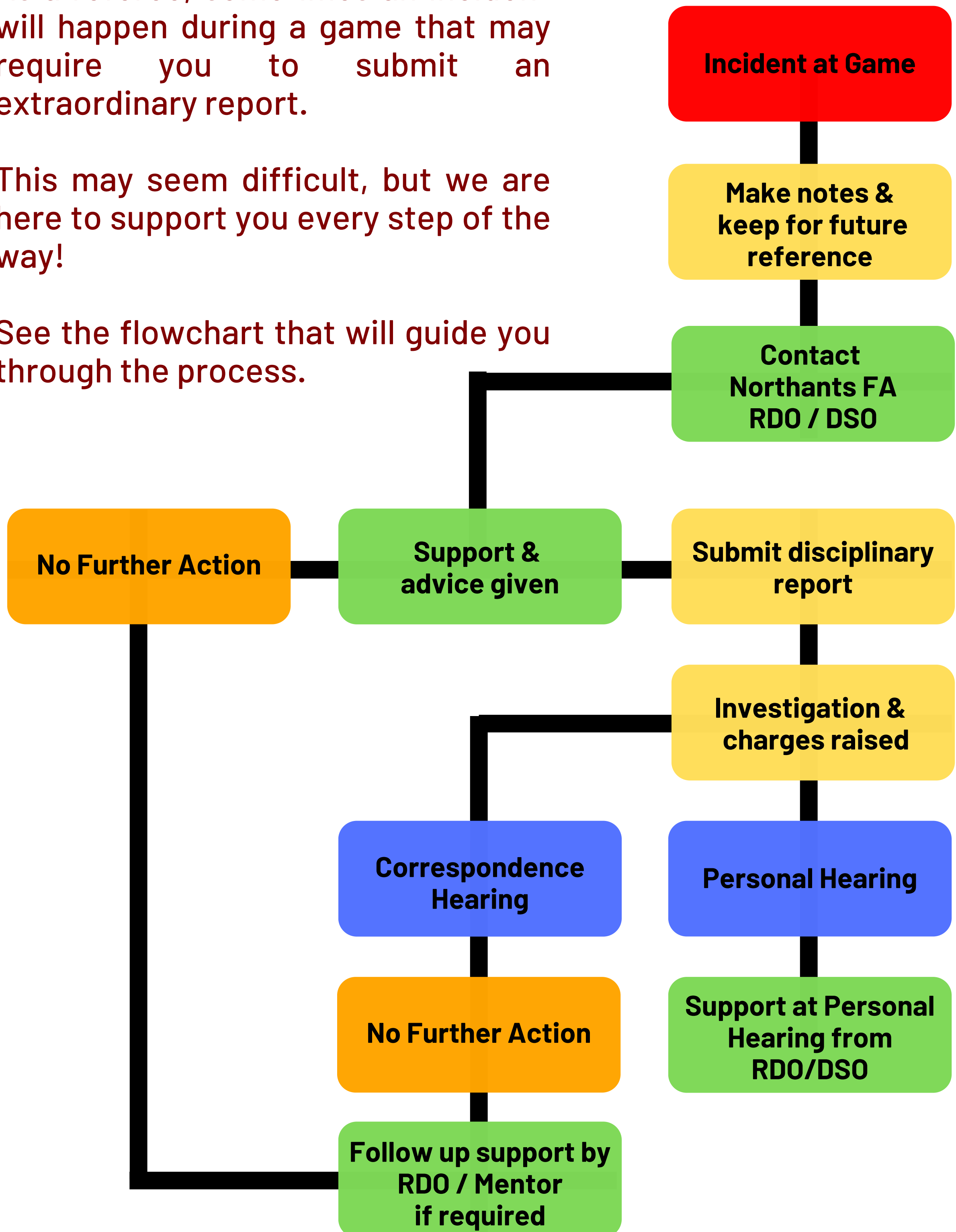
# DISCIPLINE

## *Reporting Extraordinary Incidents*

As a referee, sometimes an incident will happen during a game that may require you to submit an extraordinary report.

This may seem difficult, but we are here to support you every step of the way!

See the flowchart that will guide you through the process.





# DISCIPLINE

## *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 the RDO.

Your age will be taken into consideration and ensure the environment is as supportive as possible. Referees under 18 need be accompanied by a parent/guardian to the hearing, along with our Referee Development Officer or Designated Safeguarding Officer. These will be there to support and offer assistance to you throughout the process.

Where referees are involved in disciplinary cases, they will receive more information about the process from the disciplinary department when the need for a hearing arises.

The FA Judicial Services team has produced guidance for young people attending disciplinary commissions. The following practices must be followed to best protect the interest of young people where they are providing evidence:

- Evidence should only be received from young people (accompanied by a responsible adult) in front of the Commission Members, Commission Secretary, participant charged and his/her representative
- All other occupants of a Commission will be asked to leave whilst a young person is giving evidence
- The asking of questions would be restricted to only the Chairman.
- At the end of the questioning the representative or participant charged would be asked whether there are any other questions that they believe should be asked of the witness
- If required, additional questions could be put to the witness but again, by the Chairman only
- Once all the questioning has been completed, the young person would then leave the Commission room and will not be required to remain for the remainder of the hearing



# CONTACTS

*Who's there to support you?*

Here at Northamptonshire FA it is our job to support you in anything you need, whether it be advice on an incident, information about progressing, or just a chat following a difficult game.

As a referee you are now a member of Northants FA, and because of that, anything you require we can try and support you with.



**Olly Mackey**

Referee Development Officer

[Olly.Mackey@NorthamptonshireFA.com](mailto:Olly.Mackey@NorthamptonshireFA.com)

01604 670741



**Rosie McCarthy**

Designated Safeguarding Officer

[Safeguarding@NorthantsFA.com](mailto:Safeguarding@NorthantsFA.com)

07535 640452



**Luke Scott**

Head of Operations

[Luke.Scott@NorthantsFA.com](mailto:Luke.Scott@NorthantsFA.com)

01604 670741





# SIN BINS

*When & How to use Sin Bins*

After a successful trial period, Sin Bins are now mandatory at Step 5 and below for all incidents of dissent. This means that during all games you officiate this season, Sin Bins will be in operation.

## Who?

- Active players
- Not substitutes / coaching staff

## How?

- Take the name of the offenders
- A yellow card shown
- Referee to point to the touchline where the player must go

## Time?

- 10 minutes for a 90 minute match
- 8 minutes for all other matches
- Referee will include any lost time (injury delay)
- Referee is the sole time keeper

## Offending Player

- Cannot be substituted
- Can take part in a penalty shoot out
- Must be in the Sin Bin for active playing time

Cautious 1	Cautious 2	Cautious 3	Can re-enter	Can be substituted
D	-	-	Y	Y*
D	C	-	Y	Y*
D	D	-	N	Y*
C	D	-	Y	Y*
D	C	D	N	N
D	C	C	N	N
C	D	D	N	N
C	D	C	N	N

\*Substitution only allowed after Sin Bin period and has been served



# MORE INFORMATION

*Need to know more?*

This is a brief guide to Safeguarding for U18's and may not have answered all your questions. More detailed information on the following topics can be accessed via the links below:

## **Safeguarding area of TheFA.com**

*[TheFA.com/football-rules-governance/safeguarding](https://www.thefa.com/football-rules-governance/safeguarding)*

## **Best Practice Downloads**

*[TheFA.com/football-rules-governance/safeguarding/raising-awareness---downloads-section](https://www.thefa.com/football-rules-governance/safeguarding/raising-awareness---downloads-section)*

## **Information for Under 18's**

*[TheFA.com/football-rules-governance/safeguarding/be-on-the-ball](https://www.thefa.com/football-rules-governance/safeguarding/be-on-the-ball)*

## **Online Safeguarding Service**

*[TheFA.com/football-rules-governance/safeguarding/online-safeguarding-service](https://www.thefa.com/football-rules-governance/safeguarding/online-safeguarding-service)*

## **Reporting Concerns**

*[TheFA.com/football-rules-governance/safeguarding/dealing-with-concerns](https://www.thefa.com/football-rules-governance/safeguarding/dealing-with-concerns)*