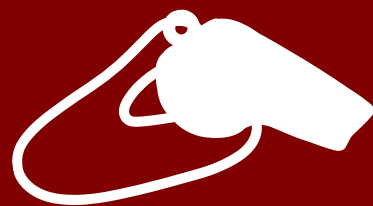
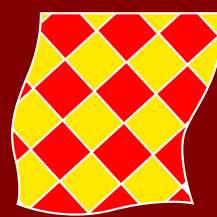




ENGLAND  
FOOTBALL



# NORTHANTS FOOTBALL REFEREE GUIDE



# CONTENTS

<u>Referee Administration &amp; Appointments</u>	3
<u>The FA Referee Course</u>	4
<u>RefSuite</u>	6
<u>New Referee Advice</u>	7
<u>LOTG &amp; Sin-Bins</u>	8
<u>Reporting Misconduct</u>	9
<u>Report Writing</u>	10
<u>Discipline Support</u>	11
<u>Referee Progression Pathway</u>	12
<u>Referee Development / Support</u>	14
<u>U18 Referee Support</u>	16
<u>Social Media</u>	18
<u>Topical Advice</u>	19
<u>Our Contact Details</u>	20



**OLLY MACKEY**  
Referee Development  
Officer

Olly.Mackey@NorthamptonshireFA.com  
01604 670741  
07761 342763

*The following handy Referee Guide covers important information for both new and experienced referees.*

*My role as Referee Development Officer is to support your referee journey and for it be a positive experience.*

*I wish you all the very best on your games and refereeing career. If you have any questions please do not hesitate to contact me.*





# REFEREE ADMINISTRATION & APPOINTMENTS

## LEAGUE REFEREE APPOINTMENT OFFICER CONTACTS

Every league has a Referee Appointment Officer, whose job it is to appoint you to games. Please select the league you would like to referee on and contact the Referee Appointment Officer for the league to introduce yourself. You are welcome to referee on as many leagues as you would like, but please keep on top of your administration / closed dates!

Day & Time	Format	League Name	Appointment Officer	Email Address
Saturday PM	Adult Male	Northants Combination League	Simon Cheney	<a href="mailto:simoncheney@hotmail.co.uk">simoncheney@hotmail.co.uk</a>
Saturday PM	Adult Male	United Counties League	Georgie Elsom	<a href="mailto:Darrell.Parkes@theucl.co.uk">Darrell.Parkes@theucl.co.uk</a>
Saturday PM	Adult Male	Spartan South Midlands League	Steve Hoare	<a href="mailto:steve.hoare2@btinternet.com">steve.hoare2@btinternet.com</a>
Saturday / Sunday	Adult / Youth Male	Peterborough & District Football League	Georgie Elsom	<a href="mailto:georgie.elsom@peterboroughfootball.co.uk">georgie.elsom@peterboroughfootball.co.uk</a>
Sunday AM	Adult Male	Nene Sunday League	Matt Hurst	<a href="mailto:matthewh@neneleague.co.uk">matthewh@neneleague.co.uk</a>
Sunday AM	Adult Male	Sunday Combination	Brendan Doherty	<a href="mailto:brendoc@ntlworld.com">brendoc@ntlworld.com</a>
Sunday PM	Adult Female	East Midlands Women's Regional League	Leanne Woodhead-Groves	<a href="mailto:referees@emwrfll.com">referees@emwrfll.com</a>
Saturday / Sunday	Adult / Youth Female	Northants Women's & Girls League	Gary Halliday	<a href="mailto:referees@nwqfl.co.uk">referees@nwqfl.co.uk</a>
Monday / Thursday	Youth Male	Senior Youth League	Luke Scott	<a href="mailto:nsylreferees@gmail.com">nsylreferees@gmail.com</a>
Saturday / Sunday	Youth Male	Northampton & District Youth Alliance League	Chris Rowland	<a href="mailto:referees@ndyal.co.uk">referees@ndyal.co.uk</a>
Saturday / Sunday	Youth Male	Weetabix Youth League	Jason McLauchlan	<a href="mailto:jasonmacca@sky.com">jasonmacca@sky.com</a>
Saturday / Sunday	Youth Male	Peterborough & District Junior Alliance League	Andy McGowan	<a href="mailto:andym.refereesatpdjal@hotmail.com">andym.refereesatpdjal@hotmail.com</a>
Saturday AM	Youth Male	Midland Junior Premier League	Steve Edwards	<a href="mailto:stephenedwards3@hotmail.com">stephenedwards3@hotmail.com</a>
Sunday AM	Youth Male	Northampton Town Academy Fixtures	Julie Delauney	<a href="mailto:julie.delauney@ntfc.co.uk">julie.delauney@ntfc.co.uk</a>

# THE REFEREE COURSE

## PRE COURSE

**1. Complete the mandatory online courses**



**a. [Click here for Safeguarding For All](#)**

**b. [Click here for Laws of the Game](#)**

**2. If you are over and including the age of 16 and refereeing youth football you must have an in date DBS.**



**a. [Click here for DBS information](#)**

**b. Once the first part of the application is complete, please bring your documentation with you to The FA Referee Course for verification.**

## DURING COURSE

**3. Attend The FA Referee Course**



**4. Join a local league and start your refereeing journey!**



**a. Please contact the league for you and introduce yourself**

**b. [Click here to see the list of Northants leagues](#)**

**5. Referees first 5 games with one preferably at Northampton Town Academy**



To receive Northampton Town Academy fixtures please contact  
[julie.delaney@ntfc.co.uk](mailto:julie.delaney@ntfc.co.uk)



## POST COURSE

**6. Submit your 5 games to the County FA**



[Click here to submit your 5 games](#)



**7. Attend The New Referee Call Back Evening**



You will meet other new referees, engage in CPD and even receive an NFA badge to mark completion of your FA Referee Course.



**8. Congratulations! You have now completed The FA Referees Course and are a fully qualified FA Referee!**



**9. The development does not stop here - there are plenty of exciting opportunities including regular CPD, the Referee Progression Pathway, County CORE and many more!**

# REFSUITE

**refsuite**

Administration is an important part of being a match official and whilst we do not expect you to be available 24/7, we do expect you to tell us when you're not. Our 'calendar' system, which is also used by many other league within the County, is called RefSuite.

Please ensure you download the mobile app, available via the app store.

You can find instructions on how to operate RefSuite [here](#).

If you are unable to download the mobile app, you can also access RefSuite via desktop - [app.refsuite.com](http://app.refsuite.com)

Please continue to update your calendar with your availability. If you encounter any issues, email [support@refsuite.co.uk](mailto:support@refsuite.co.uk)

[support@refsuite.co.uk](mailto:support@refsuite.co.uk)

# REFEREE REGISTRATION

At the start of every season (June 1st onwards) you must re-register as a referee. This currently costs £20 and covers your CPD offer. You can also purchase optional extras, including an NFA referee badge.

[\*Referee Registration\*](#)

A guide on how to complete the referee registration process can be found [here](#).

To register for each season you must be compliant to referee; please see below the information required to be compliant.

# DBS & SAFEGUARDING

You must have an in-date safeguarding qualification, regardless of the age group that you referee. This must be renewed at regular intervals and can be done by completing the free, online safeguarding for all course detailed on [page 4](#).

If you are aged 16+ and you referee youth football, you also need a DBS. The DBS process is explained [here](#).



# NEW REFEREES

## MAKE CONTACT WITH LEAGUES FOR MATCH APPOINTMENTS

Once you have decided which league is most suitable for you, it is up to you to contact the league appointment officer. If you are unsure which is best, please do not hesitate to contact us for advice.

There are a few key points to consider when making contact with an appointment officer:

1. You need to register with whichever league(s) you intend to referee on. You can do this by contacting the relevant appointment officer.
2. Consider your plans on a weekly basis and how these will impact refereeing. Specifically, consider whether you wish to referee open age/youth football and the day(s) that you are available.
3. Consider the format of football that you wish to referee i.e. mini-soccer, 9v9 or 11v11.
4. You can register with more than one league, but please be clear with your administration/closed dates. This will prevent a 'double booking' or clash of appointments.
5. Appointment officers deal with lots of referees on a weekly basis, so please be clear with your open/closed dates and make sure you're on the ball!
6. Reliability is crucial. Don't let yourself down.

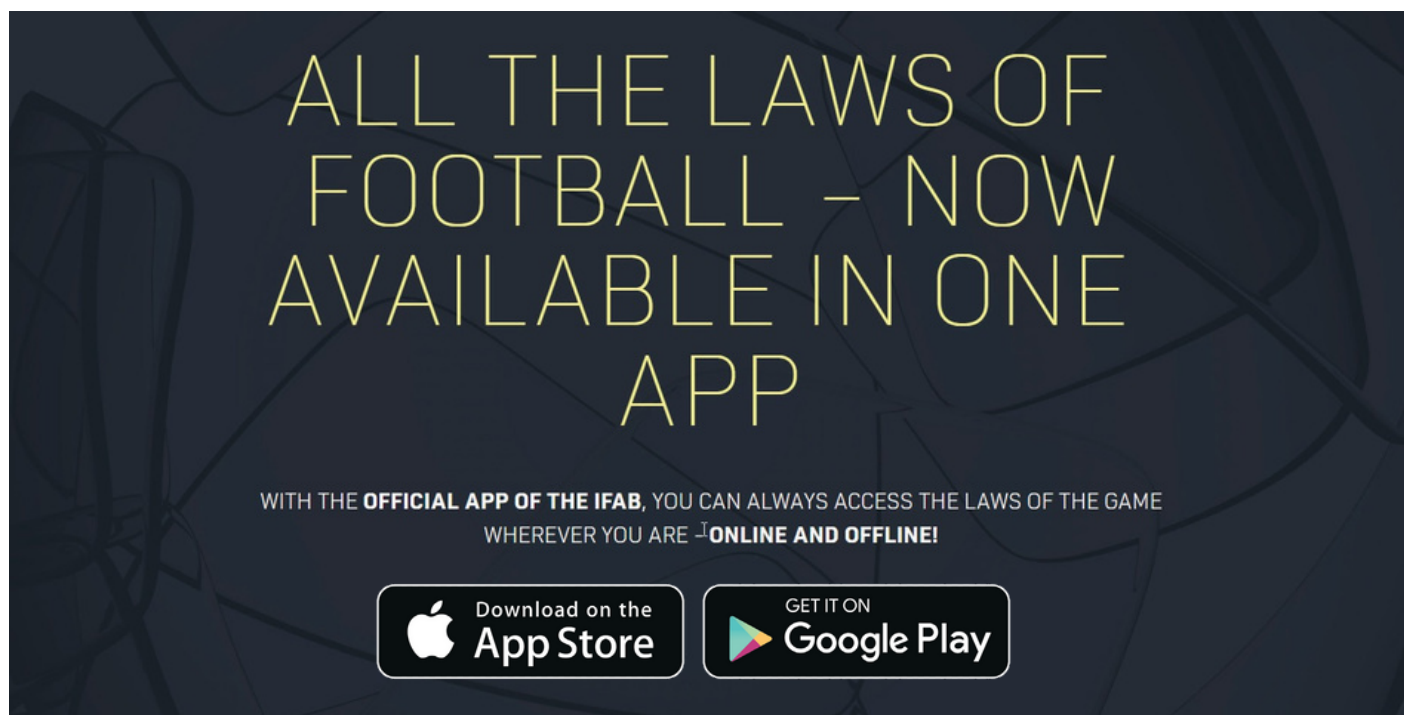


# LAWS, REGULATIONS AND REPORT WRITING/ DISCIPLINE PROCESS

## LAWS OF THE GAME


Every referee should have a good knowledge of the Laws of the Game. The International Football Association Board (IFAB) have created a handy phone application.


Please download this, if you haven't already.



ALL THE LAWS OF  
FOOTBALL – NOW  
AVAILABLE IN ONE  
APP

WITH THE **OFFICIAL APP OF THE IFAB**, YOU CAN ALWAYS ACCESS THE LAWS OF THE GAME  
WHEREVER YOU ARE **ONLINE AND OFFLINE!**

 Download on the  
**App Store**

 GET IT ON  
**Google Play**

## SIN-BINS

As you may know, sin-bins have been implemented at all levels of grassroots football. As a referee you must have knowledge of sin-bins and how/when to use this valuable tool.

Click on the link below to find out everything you need to know about sin-bins.

[\*\*Click Here for more information\*\*](#)



# REPORTING DISCIPLINE AND MISCONDUCT

## WHOLE GAME SYSTEM

Whilst you do not need to submit a report for every game you referee, you **MUST** submit a report within two working days of a fixture being played if you issue any yellow/red card(s) and/or need to submit an extraordinary report.

Reports should be submitted via the [WholeGame System](#)

If you are unsure how to submit a report, please watch the helpful video below.



# REPORT WRITING

## REPORT

It is important as an official that when you have been involved in an incident, observed something or been informed of an incident within the game you need to report this to Northants FA through the Whole game system.

## EXACT

Be very specific on the events of the incident. It is valuable to include the exact actions you witnessed and what was reported to you along with the words used – use exact quotes in "speech marks" of the words you have heard or the words reported to you. If this includes offensive/expletive language, please be clear by reporting the exact wording; do not block letters out with special characters. Identify exact individuals: name(s), their role at the fixture (i.e. manager, spectator etc), a physical description (i.e. age, height, build, hair/skin colour), Shirt number (if applicable). The more information, the better.

## POSITION

Where were standing in relation to the incident? Where on the field of play? Within the clubhouse? Or any surrounding areas? Did you have a clear and unobstructed view?

## OBSERVATION

What time did the incident happen within the game, including the minute and how long the incident lasted? You should include if this happens, pre, post or at half-time as well. What was the cause of the incident and how did it conclude?

## RELEVANCE

Only include information that is relevant to the incident – be clear and concise.

## TIME

A Match Official must submit their report within 48 (working) hours of the match, to ensure that appropriate action can be taken in a timely manner by Northants FA.



# REFEREE DISCIPLINE SUPPORT

When a serious incident is reported the County FA follows the following process:

1. Assault on a match official (including spitting or attempting to spit)
2. Physical contact on a match official (water throw)
3. Aggravated (ethnic origin, colour, race, nationality, faith, gender, sexual orientation, disability) – [between players or directly at referee]
4. Threatening behaviour towards the match official (personal space, use of language or intimidation)

## STAGE 1 – REFEREE REPORTS INCIDENT

Referees should be reporting incidents within 24 hours of full-time via the Whole Game System. If there is an error or you cannot submit the report, please email [discipline@northantsfa.com](mailto:discipline@northantsfa.com)

## STAGE 2 – COUNTY FA CONTACTS REFEREE

Within 48 hours of the Whole Game System Report, the Referee Development Officer (RDO) or County FA representative will contact the referee for further support if the incident is one of those outlined above.

## STAGE 3 – COUNTY FA STAFF MEETING

Once a week, the Referee, Discipline and Safeguarding departments meet to triage all incidents outlined above and any involving U18 referees to discuss if follow-up action is required.

## STAGE 4 – COUNTY FA DISCIPLINE TEAM INVESTIGATE

The County FA Discipline team will conduct the investigation. If a charge is raised and the defendant requests a personal hearing, the referee may be required to attend as a County witness. If this is the case, the County FA will provide support to the referee, usually through the RDO & DSL.

## STAGE 5 – DURING AND POST CHARGE DECISION

Support is available for the referee during a personal hearing upon request; if the referee is under 18, they will receive Personal Hearing Guide for U18s. All outcomes to be communicated by the discipline team to the referee.

# WHO?



Olly Mackey  
Referee Development Officer



Joe England  
Football Discipline Officer



Rosie Brown  
Head of Safeguarding and Compliance  
Designated Safeguarding Officer



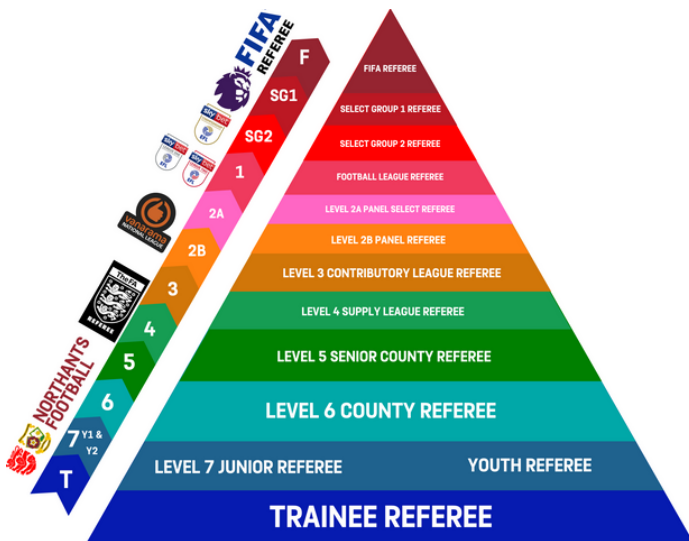
# REFEREE PROGRESSION PATHWAY

Thinking about making the next step in your refereeing career? Northamptonshire FA are committed to develop all referees whether this be to a county level referee or a World Cup final referee. The County FA are responsible for promotion from Level Y1-Y2, Level 7-6, Level 6-5 and Level 5-4 in the Male Pathway and Level 4W-3W in the Female Pathway.

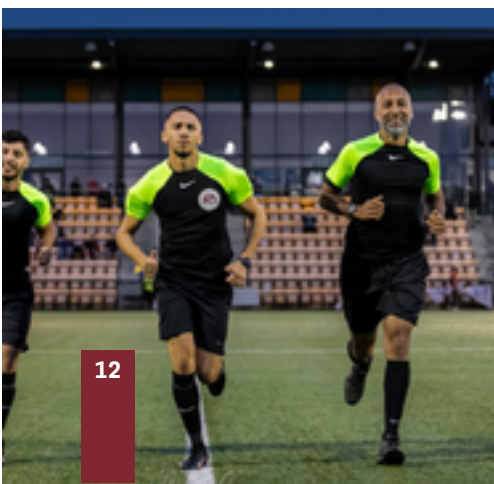
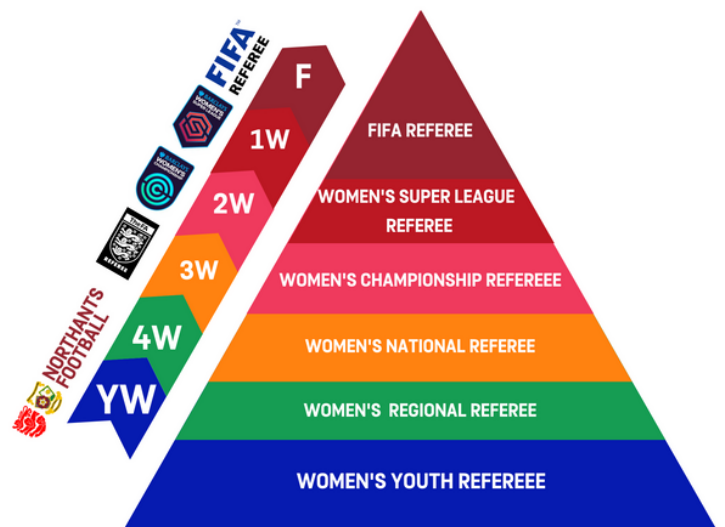
The Referee Progression Pathway (RPP) offers opportunities for referees to progress to the next level throughout the season. If you wish to be considered for promotion, please ensure you have reviewed the RPP criteria for each level and contact us.

The graphics below demonstrate the football that you will referee at each level of the English pyramid.

## MALE PATHWAY



## FEMALE PATHWAY



# REFEREE PROGRESSION PATHWAY

The graphics below show the requirements to progress through the various levels of the pyramid. If you are interested in progression and want to be part of the RPP, please contact the RDO!

## Levels Y1-5

	Level Y1-Y2	Level Y2 to L7	Level 7-6	Level 6-5	Notes
Games as referee	20 (U14 and below)	All games contribute towards youth requirement for Level 7	25 (Youth/Adult) *minimum 10 games in adult football	25 (Youth/Adult) *minimum 15 games in adult football	All games at Level 7-5 must be 9v9 or 11v11 football with offside in operation
Games as assistant	N/A	N/A	N/A	5	
Observations	0	0	0	0	
Referee Developer Reports	2	2	2	2	
Online Development modules	2	0	2	4 (specifically for L6 officials)	
Face to Face IST	0	0	0	1	
Fitness Test	0	0	0	0	
Laws of the Game Test	1	1	1	1	

## Level 5-4

1	Be a Level 5 Referee as at the 30th April 2023.
2	Have received 4 observations via the County FA during the period 1/4/23 to 30/4/2024. The referee must receive a copy of the report and mark. Where possible, 3 observations should be from (non-child) assistant referees, but if this is not possible the referee should not be disadvantaged.
3	Achieved an average observation mark of 7.5.
4	Referee a minimum of 12 open age matches. Priority will be given to competitions below when considering nominations: • Federated Leagues in highest level of County football available • Town & Village Football Pyramid • County FA Cup Competitions • U15/U16/U17 Competitions that operate with Assistant Referees. To strengthen your nomination, it is recommended you regularly officiate as a referee on a Federated League. Highest level of County football available will be determined by your County FA taking into consideration the National League System and Women's Football Pyramid structure.
5	Complete a minimum of 12 Assistant Referee appointments. Priority will be given to competitions below when considering nominations: • FA Competitions • Step 5/6 Leagues of the National League System • Town & Village Football Pyramid • County FA Cup Competitions (open age) • U15, Town & Village Leagues. To strengthen your nomination, it is recommended you join the panel of Assistant Referees on a Step 5/6 League and regularly officiate matches.
6	Successfully complete a fitness test during the period 1/4/23 to 30/4/23. The fitness test will consist of the following: • 12/22 interval run • 300m sprint under 7.5 seconds.
7	Attend a Level 5 Referee Promotion Seminar hosted by the FA and pass a test of the Game Examination.

## Level 4W-3W

	Level 4W-3W
Games as referee	20 (U.16s and above, 10 of which must be Women's games)
Games as assistant	3
Observations	3
Match Day Coaching Reports	0
Online Development modules	0
Face to Face IST	0
Fitness Test	0
Laws of the Game Test	1-Written



# REFEREE SUPPORT / DEVELOPMENT

## REGULAR CPD EVENTS

We hold regular CPD events across the County to cater for our refereeing population. Topics range from fitness sessions to VAR and we are proud to host high-quality guest speakers, including Football League and Premier League match officials! If you would like to attend these fantastic events, please look out for more information sent by the RDO!

## NFA COUNTY CENTRE OF REFEREEING EXCELLENCE (CORE)

NFA County CORE is a development group, run specifically to provide supercharged development opportunities and coaching support to selected officials throughout the season. The County CORE group feeds into the National CORE group, on which officials are supported into the professional levels of the game. Places for our County CORE group are highly competitive and we run an assessment day at the start of every season, whereby referees are put through a number of tasks to ascertain their suitability for the group.

## FOR REF'S SAKE PODCAST



You can listen to our refereeing podcast, hosted by Luke Scott & Wayne Chalmers every Tuesday night. To listen to the podcast, you can scan the below QR code or type in 'For Ref's Sake' on any streaming service.



## COUNTY CUP

If you are fortunate enough to receive a County Cup appointment as Referee, Assistant Referee or Fourth Official, it is imperative that you know the competition rules.

[County Cup rules](#)



# REFEREE SUPPORT / DEVELOPMENT

## REFEREEING WORKFORCE

One of the most important and rewarding roles within football is to support referees. In Northamptonshire, we have 3 'tiers' of support. If you are interested in supporting the next generation of referee, please contact us!

### MENTORING

Mentors support our generally newer and less experienced referees. As a mentor, you would be appointed by the league to go to watch and support a referee, providing them with feedback at half-time and full-time. This should be as positive as possible and is designed so that the referee grows in confidence after hearing your feedback. Mentors are currently paid £20 per visit.

### MATCHDAY COACHING

Matchday Coaches support the development/progression of Level Y1, Level 7 and Level 6 referees who have applied to join the Referee Progression Pathway (RPP) and who are attempting to progress to the next level. Referees receive at least two coaching reports during the course of the season and a coaching visit is generally expected to be supportive, designed to help the referee in the early stages of their development. Matchday Coaches are currently paid £30 per visit.

### OBSERVING

Observers support the development of Level 5 and Level 4W referees who have applied via the RPP to progress to the next level. Referees receive at least four observation reports during the season and an observation is generally expected to be a much more formalised process, focused around preparing the referee for Supply League or Women's National League football. Observers are currently paid £40 per visit.



# U18 REFEREE SUPPORT

U18 Referee Support is a vital part of the support we provide as a County FA and is shaped by the U18 Referees across Northamptonshire. Each year we would like to know how best to support you, so please don't hesitate to contact us to provide your feedback!

## U18 YELLOW ARMBAND

Last year we received feedback that over 66% of U18 Referees would like a yellow U18 armband. We acted on this recommendation and have implemented this across the County. If you are an U18 Referee and do not have a yellow armband, please get in touch.

## CALLBACK EVENINGS

As seen above, we also hold Callback Evenings to provide support to those referees that have recently completed the FA Referee Course.

## MENTORING

Our mentoring scheme is now in place across the two youth leagues in the County. Primarily, mentors are sent to support newer and less experienced referees, however they may be used to go and support any referee, of any age, level or experience. If you have not yet been visited by a mentor and feel you would benefit from some advice & guidance, please let us know!





## CHANGING ROOMS

### WHERE CAN I GET READY FOR THE GAME?

If you require changing facilities at your game, 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. Please ask the over 18 referee to leave the changing room whilst you change and vice versa.

## INCLUSION

### WHAT 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 referee then please inform us. Football is inclusive and that applies to refereeing too.

## SOCIAL MEDIA

### WHAT IF I AM CONTACTED ON SOCIAL MEDIA?

Do not invite adults in a 'position of trust' (referee/ mentor/ observer/ coach) 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 Northamptonshire County FA Safeguarding Team.





# PLAYERS TOUCHING A PATKA OR TURBAN

Match officials need to be aware that to a Sikh, touching their head covering (Patka or Turban) without their permission is an offensive act (as it is a religious article of faith) and should this occur and seen by the match official it should be considered a red card offence. Patkas are often tied at the back and, if this is pulled or touched in an improper manner, regardless of any potential reaction, it is an offence classified as S6 using offensive, insulting or abusive language and/or action(s), and the offender must be dismissed.

Please be sensitive to the specific nature of this type of incident and deal with it appropriately. In addition to any disciplinary action taken, an Extraordinary Incident Report should be submitted.

Should a referee require clarification as to whether a headscarf worn by a player is a religious article of faith, we would advise the match official to speak to the individual prior to the match.



# ADDITIONAL NORTHAMPTONSHIRE COUNTY FA CONTACT DETAILS

REFEREEING – [Referees@NorthamptonshireFA.com](mailto:Referees@NorthamptonshireFA.com)

SAFEGUARDING – [Safeguarding@NorthamptonshireFA.com](mailto:Safeguarding@NorthamptonshireFA.com)

DISCIPLINE – [Discipline@NorthamptonshireFA.com](mailto:Discipline@NorthamptonshireFA.com)

COUNTY CUPS – [Info@NorthamptonshireFA.com](mailto:Info@NorthamptonshireFA.com)







# NORTHANTS FOOTBALL

9 Duncan Close, Moulton Park Industrial Estate, Moulton Park, Northampton NN3 6WL

01604 670741

[info@northamptonshirefa.com](mailto:info@northamptonshirefa.com)