

NORTHAMPTONSHIRE FA

YOUNG 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!



Luke Scott

Workforce Development Officer
Northamptonshire FA
Luke.Scott@Northantsfa.com
07943 809195



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 ALL learners to undertake a DBS check in order to complete their training. Details of how to complete this will be given to you prior to the start of the course.

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 Children Workshop.

This is an online course, and details of how to complete the course will be circulated prior to the start of the course.

Your Safeguarding qualification expires after 3 years. After 3 years you must renew your safeguarding qualification and this can also be done online. 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 Workforce Development Officer (WDO) 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) - Raffi Coverdale.
- By emailing The FA Safeguarding Team at 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 or Children's Social Care in your area.

Key Contact

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

Raffi Coverdale

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 Workforce 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 WDO 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 Developer/Mentor to contact you regarding observations or 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 Developer, Mentor, Observer, Coach, 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/observer/coach) to become friends on social media.

Be mindful of "liking" comments - these can be viewed as serious as writing them yourself.

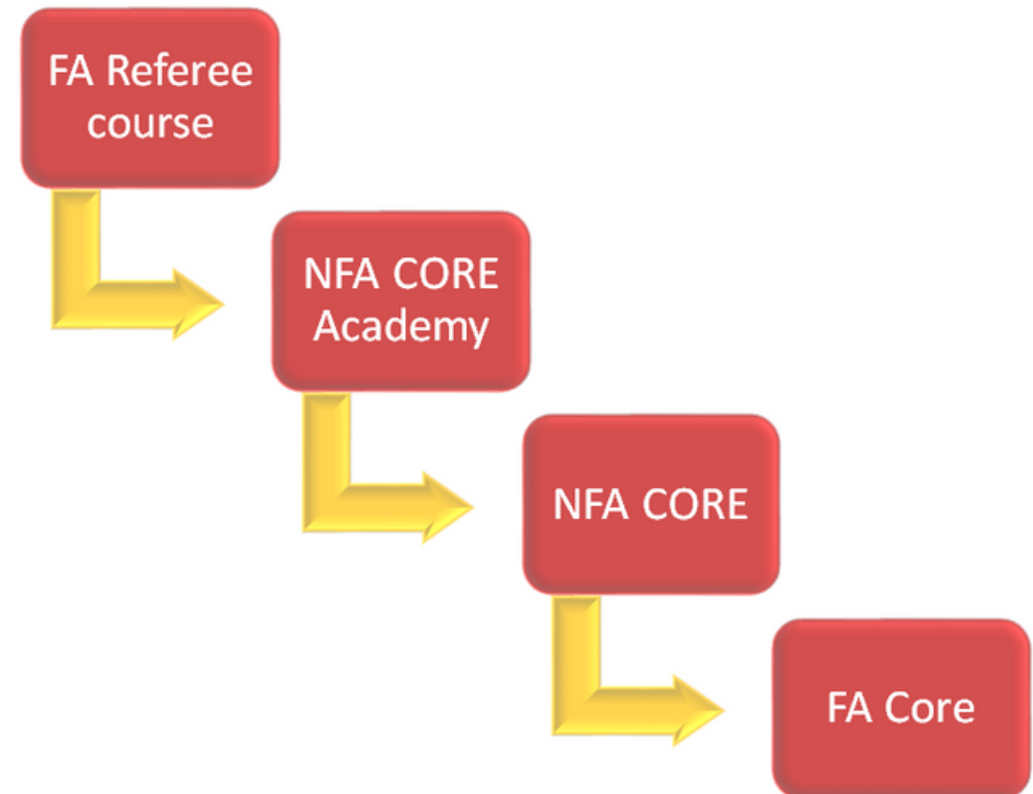
Do not post, text or email inappropriate language, pictures, jokes or items of a personal nature that are derogatory, sexist, racist, threatening, abusive or sexualised. If you receive any of these, report this to the Northants FA DSO.



CORE ACADEMY

Centre of Referee Excellence

The NFA CORE Academy is for those referees who have just completed the FA Referee Course



You may have just finished the Referee Course but your education has only just begun. As part of your continued development & to build upon the content delivered on the course, it is vital that you engage in the development work that Northamptonshire FA offer.

As part of your journey, it is expected that you attend our CORE Academy programme which links in with our NFA CORE programme (Centre of Referee Excellence) enabling you to build upon the knowledge that you have gained, meet like minded individuals, and progress through the refereeing pyramid.

Sessions are run monthly, giving you the further support that you need to continue to progress without putting too much pressure on your work/school - life balance.

Part of the Academy programme ensures that you have a coach come to some of your games to provide you with some support and development advice.

If you want to be a part of the Northamptonshire FA Centre of Referee Excellence education and development pathway, please email Luke Scott on luke.scott@northantsfa.com

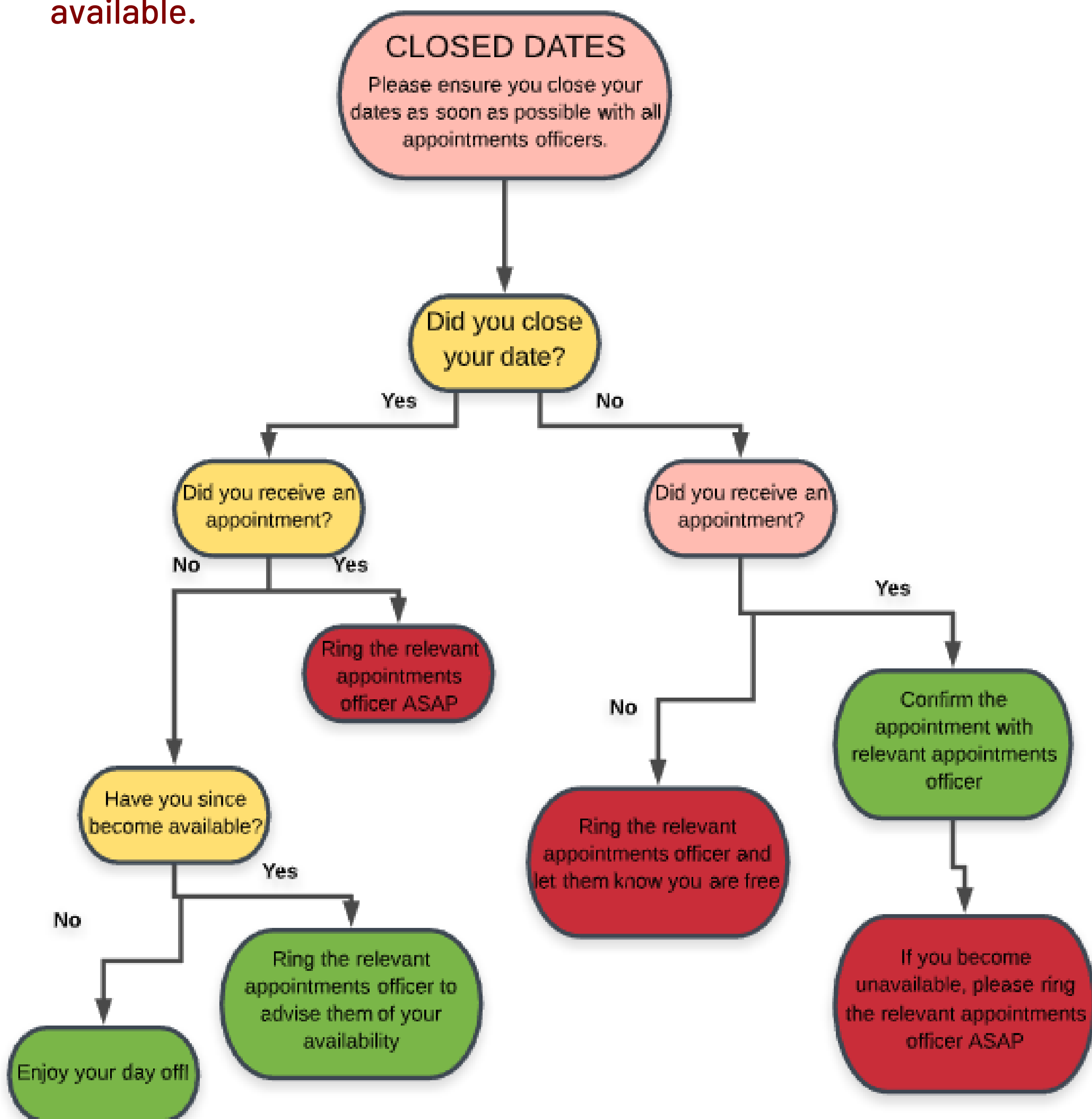


APPOINTMENTS

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 fulfill the County Cup fixture.

County Cup appointments are done by Referee Development Officer Luke Scott. 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 Luke Scott who will be able to assist.

Important info

Fees

Maunsell and Senior Cup -	Ref- £50.00	Asst - £34.00
Junior Cup/Lower Junior/Area Cup	Ref - £30.00	Asst - £20.00
Sunday Cup/Sunday Trophy/ Sunday Vase/Veterans	Ref - £30.00	Asst - £20.00
Women's Cup	Ref - £30.00	Asst - £20.00
Under 18 Cups	Ref - £30.00	Asst - £20.00
Youth Invitation Boys and Girls Cup Cups	Ref - £23.00	Asst - £17.00
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 for more information.



YOUTH LEAGUES

Getting your Fixtures

All referees in youth football must be registered, have an in-date DBS check & safeguarding children qualification

Weetabix Youth Football League

Kettering, Rushden & surrounding areas

Jason McLauchlan

jasonmacca@sky.com / 07738680327

U7- U13

Saturdays & Sundays 09:30 - 12:00pm

U14 - U16

Sunday afternoons

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 - £23 U12 - Sun 10:30 - £23

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

U15 / U18 - Sun 14:00 - £28

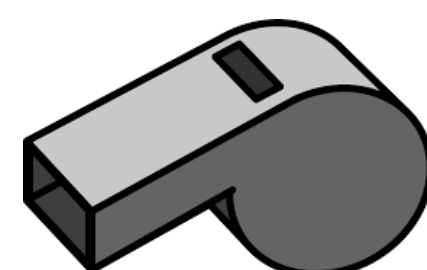
Northamptonshire Women's & Girls League

Northamptonshire & surrounding areas

All age groups : Craig Turnbull

refereesecretary_nwgmfl@outlook.com / 07910592221

U9 - U16 - Sat 10:30





YOUTH LEAGUES

Getting your Fixtures

All referees in youth football must be registered, have an in-date DBS check & safeguarding children qualification

Northants Senior Youth League

Northamptonshire and surrounding areas

U18 - Luke Scott

nsylreferees@gmail.com / 07500042480

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

Referees - £30 Assistants - £24

Referees and assistants required

Peterborough & District Junior Alliance League

Peterborough & surrounding areas

All age groups: Simon Lilley

referee@simonlilley.co.uk / 01775 712886 / 07971289891

U7-U10 - Sat 09:00/10:00/11:30 - £12

U11-U14 - Sun 10:30/12:00/14:00 - £18 plus 25p per mile

Peterborough Youth League

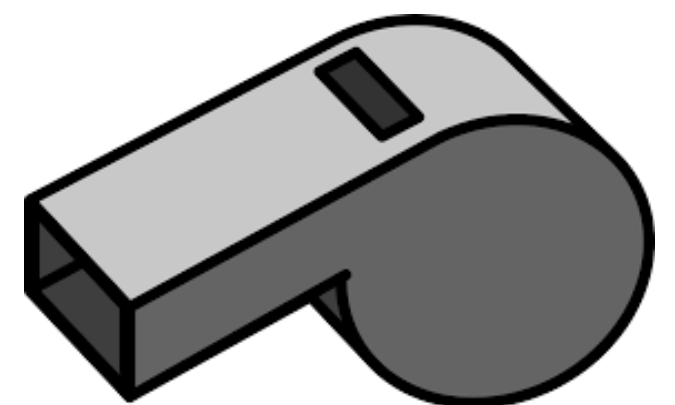
Peterborough and surrounding areas

All age groups: Brandon Gibson

pdfreferee@btconnect.com / 01733 330056

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

£18 plus 35p per mile





ADULT LEAGUES

Getting your Fixtures

**All referees in adult football must be registered and aged
16 or over**

United Counties League

Northamptonshire and surrounding areas

Simon Cheney

simon.cheney@theucl.com / 07793 241099

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

Peterborough & District Football League

Peterborough Sunday Morning League

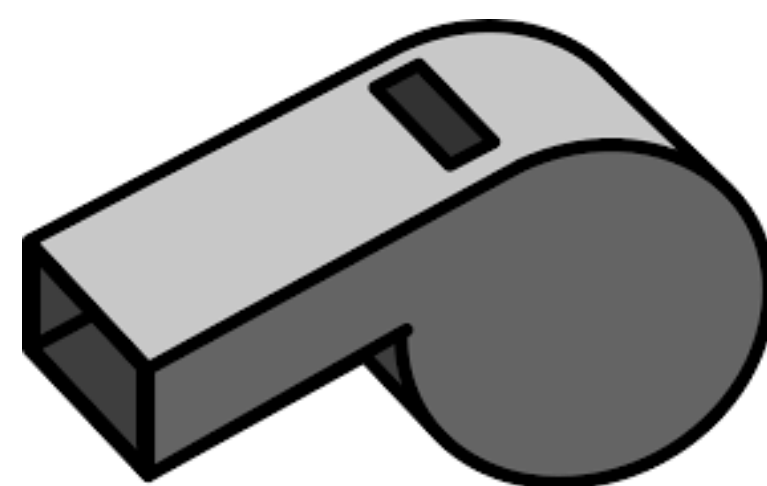
Peterborough and surrounding areas

Brandon Gibson

pdfreferee@btconnect.com / 01733 330056

Saturdays - 14:00 / 14:30

Sundays - 10:30am





ADULT LEAGUES

Getting your Fixtures

All referees in youth football must be registered, have an in-date DBS check & safeguarding children qualification

Nene Sunday League

Northampton & surrounding areas

Paul Speakman

paul@neneleague.co.uk / 07888 654439

Sundays - 10:30am

Northampton Sunday Combination

Northampton & surrounding areas

Alan Archer

alan.archer98@yahoo.com / 07530343515

Sundays - 10:30am

Rushden & District Sunday League

Kettering & Rushden

Matt Lake

matthewlake28@btinternet.com / 07462610006

Sundays - 10:30am

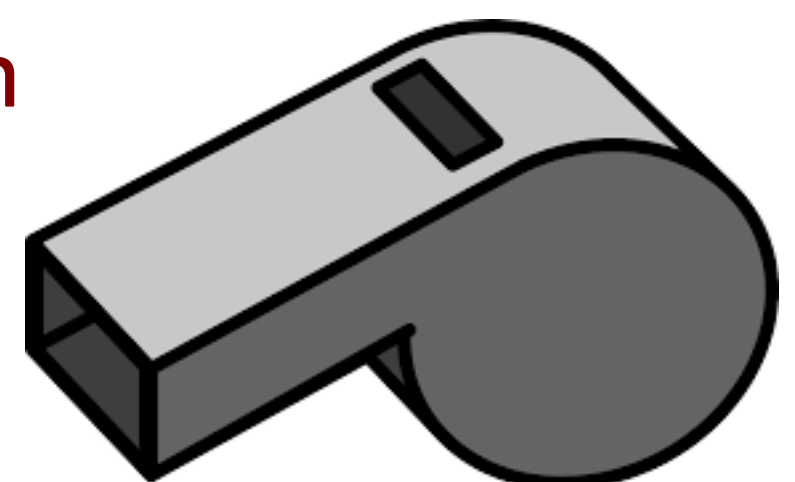
Northamptonshire Women's & Girls League

Northamptonshire & surrounding areas

Craig Turnbull

refereesecretary_nwgmfl@outlook.com

Sundays - 14:00





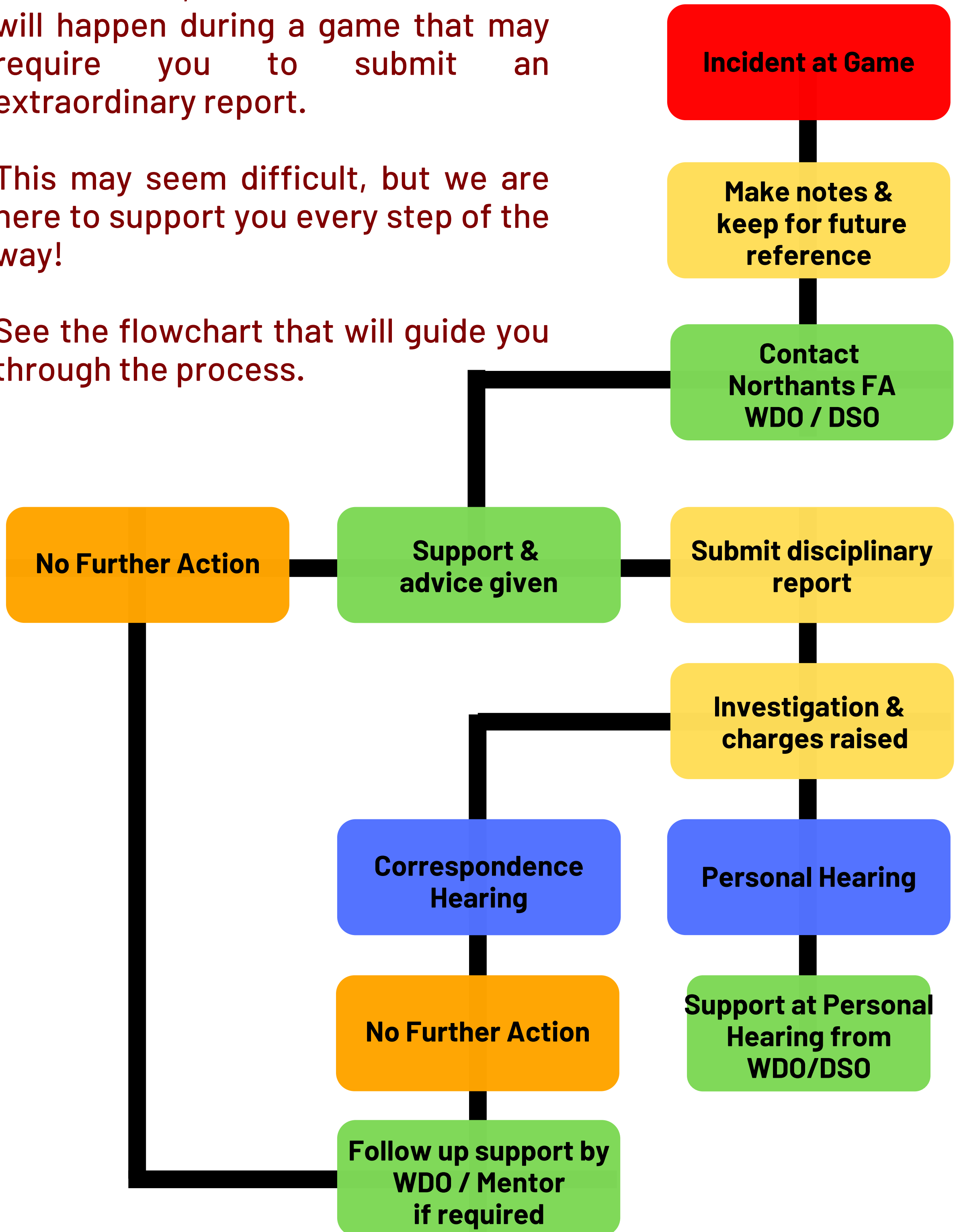
DISCIPLINE

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 WDO.

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 Workforce 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



NORTHAMPTONSHIRE FOOTBALL ASSOCIATION

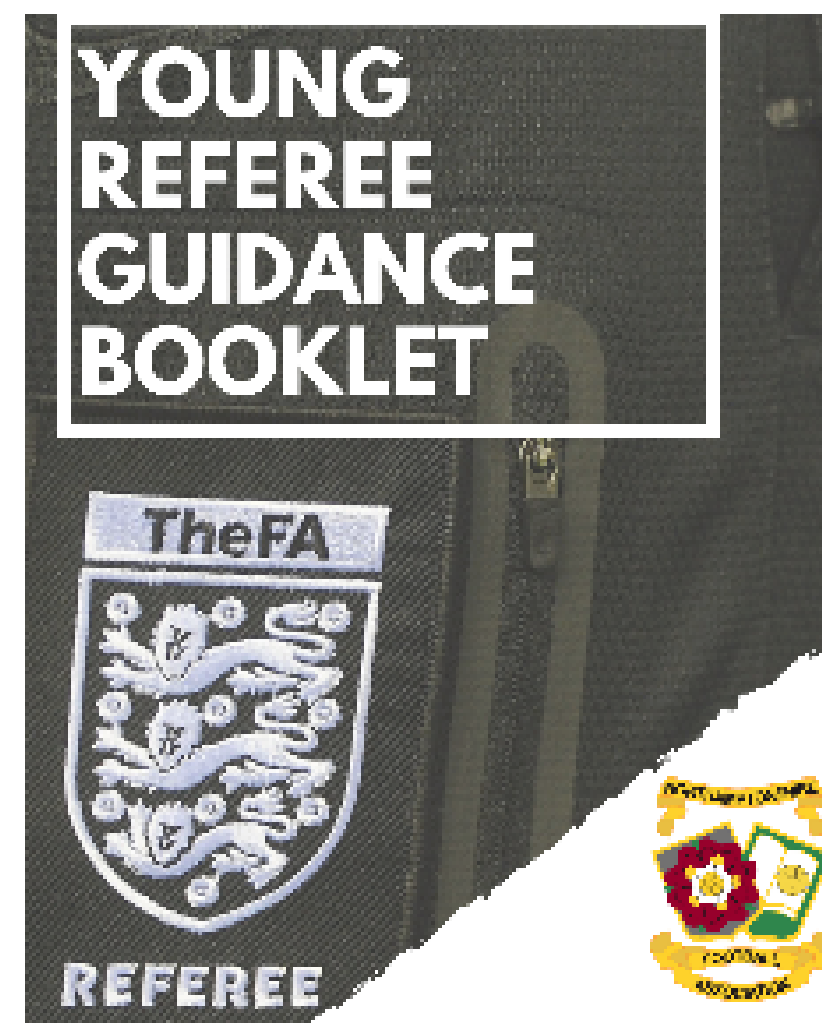
YOUNG REFEREE SUPPORT OPTIONS



Northants FA wants to ensure that 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.

Football is played in a safe and friendly manner most of the time, but there may be occasions when you would like additional help & support, and here are your options:

- 1 Under 18 Referee Armbands**
These are designed to highlight the age of the referee to players, managers and spectators to hopefully improve behaviour towards them. You can request an armband by filling in the form on our website!
- 2 Young Referee Guidance Booklet**
Our Young Referee Guidance Booklet can be downloaded from our website and includes all the information and support you may need as a young official
- 3 Referee support & development slots**
Using the booking link on our website, you can book an appointment to discuss any Referee support or development needs you may have at a time that suits you!
- 4 Review the weekend survey**
In an attempt to improve the matchday experience for referees we have developed a Review the Weekend Survey. We ask referees to rate the behaviour of clubs and spectators, and raise any issues. Discipline should still be reported through the Whole Game System as normal.



CONTACT US

LUKE SCOTT
WORKFORCE DEVELOPMENT OFFICER
DEPUTY DESIGNATED SAFEGUARDING OFFICER

07943809195
LUKE.SCOTT@NORTHANTSFA.COM



FOR ASSISTANCE ON URGENT CHILD PROTECTION MATTERS WITHIN FOOTBALL PLEASE EMAIL SAFEGUARDING@THEFA.COM OR CONTACT THE NSPCC HELPLINE ON 0808 800 5000, OR DIAL 999 FOR POLICE ASSISTANCE.





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.



Luke Scott

Deputy Designated Safeguarding Officer
Workforce Development Officer
Luke.Scott@NorthantsFA.com
07943 809195



Raffi Coverdale

Designated Safeguarding Officer
Safeguarding@NorthantsFA.com
07535 640452



Sarah Bentley

CEO & Senior Safeguarding Lead
Sarah.Bentley@NorthantsFA.com
07933 412311



Maria Murphy

Football Services Manager
Deputy Senior Safeguarding Lead
Maria.Murphy@NorthantsFA.com



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

Caution 1	Caution 2	Caution 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

<https://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory>

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)