North Riding County FA

Promotion Scheme Guidance Booklet

Season 2020/21



Index

Page 3 – Foreword

Page 4 – Introduction

Page 5 – Refereeing Levels

Page 6 – Prerequisites of Apply for Promotion

Page 7 – Level 7 to 6 Promotion Criteria

Page 8 – Level 6 to 5 Promotion Criteria

Page 9 – Level 5 to 4 Promotion Criteria

Page 10 – Further Information for all Candidates

Page 11 – Responsibilities of the Referee

Page 12 – County Cup Competitions

Page 13 – Pitchside Referees

Page 14 – Match Official Administration System (MOAS)

Page 15 – Notification of Promotion Status

Page 16 – Observers

Page 17 – Observer Mark Appeal Process

Page 18 – How to Apply for Promotion

Page 19 – Finally

Page 20 – Contact Details

Foreword

North Riding County FA Referees' Department is pleased to launch the promotion scheme for the 2020/21 season. This document will provide you with the required information regarding the promotion scheme and an invitation to apply for this opportunity. The pathway for referees wishing to progress is well supported with fantastic opportunities to aid you with your refereeing development.

By applying for the 2020/21 promotion scheme, you are demonstrating your ambition as a referee along with your intention to develop and progress through the refereeing pyramid. Should you be successful in achieving your promotion then this will allow you to referee a higher standard of football in addition to being appointed to more prestigious county cup fixtures.

The North Riding County FA Referees' Department will aim to provide you with the highest quality of support and training whilst in the promotion scheme, which aspires to offer you the best possible football experience. We aim to identify the individuals who have the ability and determination to progress as a referee and will support them in fulfilling their potential. North Riding County FA is committed to providing you with in-service training events to develop your refereeing skills along with match observations.

The criteria required to fulfil each promotion stage is outlined within the remainder of this booklet, however should you have any further questions then please do not hesitate to contact Ross Joyce, Referee Development Manager - ross.joyce@northridingfa.com Alternatively, you can contact the department on 01642 717779.

North Riding County FA would also like to thank our Referee coaches, mentors, observers and volunteers for their continuous support and efforts alongside the promotion and observation scheme.

We wish you all the best of luck in the next stages of your refereeing journey.

Ross Joyce
Referee Development Manager
North Riding County Football Association

Introduction

Applying for promotion is the first step to officiating at a higher level and this booklet will provide you with information and guidance on the process. Every referee starts from the bottom of the ladder looking to learn and develop their skills throughout their refereeing career. Some referees may have a certain target of reaching the Premier League, whereas others may just want to develop and see where promotion takes them.

As of the 2020/21 season, following a change in FA regulations, the referee promotion season will now run from 01, July 2020 until 30, April 2021.

Referees are reminded that prior to applying for promotion for the 2020/21 season, they should read through this document which will outline the specific criteria which are required in order to be successful in achieving promotion to the next refereeing level.

Refereeing Levels

Levels are a mark of match officials' achievements within refereeing. All newly qualified referees will begin their journey as a Level T once they begin the refereeing course. Upon successful completion of the course, they will then be classified as either a Level Y or Level 7 dependent upon their age. Applying for promotion is the only way in which a referee can move through the levels. The full levels for the 2020/21 season are: -

- Level T – Trainee Referee (learners completing the FA Referee course)
- Level Y – Youth Referee (qualified referees aged 14 or 15)
- Level 7 – Junior County Referee (qualified referees aged 16 or over)
- Level 6 – County Referee
- Level 5 – Senior County Referee
- Level 4 – Supply League Referee/Contributory League Assistant Referee
- Level 3 – Contributory League Referee/Panel League Assistant Referee
- Level 2b – Panel League Referee
- Level 2a – Panel Select League Referee
- Level 1 – National List Referee
- Select Group 2 – Football League Championship Referee
- Select Group 1 – Premier League Referee
- FIFA List – International Referee

Prerequisites of Applying for Promotion

Promotions up to and including Level 5 are managed and awarded solely by North Riding County FA based on guidance from the Football Association. Promotions from Level 5 to Level 4 are again administered by North Riding County FA, with a recommendation then sent to the FA who in turn makes the final decision as to whether or not a referee is promoted. All promotions above Level 4 are at the discretion of the FA.

In order to apply for promotion, all referees are required to meet the following criteria irrespective of whichever promotion level they are applying for:-

- Apply for promotion by completing the online application form no later than 15, June 2020 The online application can be found here - https://eventspace.thefa.com/northridingfa/participant/arrangement.aspx?id=310844

- Return the promotion Service Level Agreement (SLA) to North Riding County FA's Referees Department no later than 01, August 2020. A copy of the SLA can be found here - http://www.northridingfa.com/referees/refereeing-support/promotions

- Register as a North Riding County FA match official for the 2020/21 season no later than 01, August 2020

- Must have spent 1 season as a Level 7 referee

- Regularly submit your closed dates for North Riding County FA county cup competitions via the Pitchside Referees Online Portal

- Pay the non-refundable promotion fee of £30 as part of the online application

Level 7 to 6 – Promotion Criteria

In addition to the prerequisite criteria mentioned on page 6 of this document, any referee who wishes to be promoted from Level 7 (Junior County Referee) to a Level 6 (County Referee) following the 2020/21 promotion season is required to meet all the following criteria: -

- Referee a **minimum** of 20 open-age fixtures throughout the promotion season
- Receive 3 observation reports during the promotion season
- Achieve an average observer mark of "Standard Expected"
- Attend a mandatory Promotion Development Workshop at North Riding County FA
- Successfully pass a Laws of the Game written examination at the Promotion Development Workshop (One re-sit opportunity is provided if required)
- Complete a minimum of 5 appointments as an assistant referee on open-age fixtures **(Saturday competitions only)**
- Accept North Riding County FA county cup appointments
- Ensure a high level of efficiency in administration
- Regularly submit fixtures for observation to Observer Coordinator
- Maintain an acceptable level of club feedback
- Submit a record of games officiated to North Riding County FA as and when requested

Level 6 to 5 – Promotion Criteria

In addition to the prerequisite criteria mentioned on page 6 of this document, any referee who wishes to be promoted from Level 6 (County Referee) to a Level 5 (Senior County Referee) following the 2020/21 promotion season is required to meet all of the following criteria: -

- Referee a **minimum** of 20 open-age fixtures throughout the promotion season
- Receive 4 observation reports during the promotion season
- Achieve an average observer mark of "Standard Expected"
- Attend a mandatory Promotion Development Workshop at North Riding County FA
- Successfully pass a Laws of the Game written examination at the Promotion Development Workshop (One re-sit opportunity is provided if required)
- Complete a minimum of 5 appointments as an assistant referee on open-age fixtures **(Saturday competitions only)**
- Accept North Riding County FA county cup appointments
- Ensure a high level of efficiency in administration
- Regularly submit fixtures for observation to Observer Coordinators
- Maintain an acceptable level of club feedback
- Submit a record of games officiated to the county FA as and when requested

Level 5 to 4 – Promotion Criteria

In addition to the prerequisite criteria mentioned on page 6 of this document, any referee who wishes to be promoted from Level 5 (Senior County Referee) to a Level 4 (Supply League Referee/Contributory League Assistant Referee) following the 2020/21 promotion season is required to meet all of the following criteria:-

- Referee a **minimum** of 20 open-age fixtures throughout the promotion season
- Receive 5 observer reports during the promotion season
- Achieve an average observer mark of 70 or above
- Have completed a minimum of 10 appointments as Assistant Referee on adult male/female matches during promotion season (It is recommended that as many as possible are at Supply League level)
- Be prepared and regularly available to referee Saturday and Midweek matches.
- Attend a regional in-service Nomination Training Sessions, delivered by The Football Association
- Attend a mandatory Promotion Development Workshop at North Riding County FA
- Successfully complete an examination on the Laws of the Game at the FA Promotion Workshop (One re-sit opportunity is provided if required)
- Successfully complete a Contributory League Assistant Referee Fitness Test between 01, July 2020 – 01, September 2020 prior to nomination. ***These dates maybe revised due to the current COVID-19 epidemic***. The minimum standard to be attained is:
    - 12 minute Continuous Run - minimum distance completed 2,600 metres
    - 2 x 50 metre sprint – max 7.5 seconds for each sprint
- Accept North Riding County FA Cup Appointments
- Ensure a high level of efficiency in administration
- Regularly submit fixtures for observation to Observer Coordinators
- Submit a record of games officiated to North Riding County FA as and when requested

Note: Upon successful completion of all of the above criteria, North Riding County FA will invite you to the county FA for a 1-to-1 professional development meeting prior to your nomination to the FA for promotion to Level 4.

Further Information for all Candidates

Irrespective of the promotion level for which you apply, as a referee on the North Riding County FA promotion scheme, each of the following will apply:-

- The responsibility for submitting fixtures for observation lies entirely with the referee. If a fixture is not submitted then it will not count towards the minimum of 20 that are needed to achieve promotion

- Upon completing all stages of the promotion application, you will be provided with your own individual access to our online Pitchside Referees portal which is to be used for closing your dates with North Riding Count FA

- Failure to complete any part of the criteria outlined within each individual promotion level will result in your removal from the promotion scheme for the remainder of the 2020/21 season

- Referees who fail to meet the criteria to be promoted during the 2020/21 season are eligible to reapply for promotion for the 2021/22 season

Responsibilities of the Referee

It is the responsibility of the referee in ensuring that they meet all of the requirements in order to be successful in achieving promotion. North Riding County FA will help you wherever possible however the ultimate responsibility lies with the referee themselves.

Referees should submit their fixtures for observation to the appropriate Observer Coordinator. Should there be any changes following their original appointment, the referee should then re-submit the fixture with the updated details. **Referees are reminded that they will not be prompted to submit their fixtures for observation and that it is entirely their own responsibility to ensure that they submit each game to which they are appointed as the match referee**.

It is expected that all promotion candidates display excellent levels of administration throughout the whole of the season. If you require any help or training in improving your administration skills then you should contact a member of the North Riding County FA Referees Development Team as soon as possible.

Furthermore, it is recommended that all referees on the promotion pathway keep an individual record of their own appointments during the course of the marking season and in what capacity they were involved. In order to ensure that you officiate in the required number of games then you should liaise closely with the Referees Department and your league referee appointment officers.

County Cup Competitions

All promotion candidates will be considered for appointments to all North Riding County FA county cup competitions so it is imperative that candidates ensure that their Pitchside Referees online calendar is regularly updated and accurately reflects their availability.

This includes availability on weekends, bank holidays, midweek afternoons and evenings.

County cup appointments take precedence over any county FA league fixture so referees should not close their dates on Pitchside referees when they receive an appointment in their local league. Dates should only be closed with the county FA via Pitchside Referees for the following reasons:-

- Unavailable to referee any fixture (i.e. Work/Holiday/Injury/Personal etc.)
- Already received an appointment to an FA Competition
- Already received an appointment on a competition higher on the FA's Order of Precedence than a county cup fixture

Please be aware that referees who repeatedly decline county cup appointments due to poor administration could be removed from the promotion scheme and may also be faced with disciplinary action. If you become injured or ill then you must contact the relevant appointment officer immediately so that they can source a reappointment.

Pitchside Referees

As previously mentioned, upon your application to the 2020/21 promotion scheme, you will be provided access to your own individual account on Pitchside Referees which is an online portal in which you must submit your closed dates to North Riding County FA for county cup appointments. Access to this portal will be provided if access is not already in place shortly after the promotion application window has closed.

It is the responsibility of the referee to ensure that their calendar is kept up to date at all times so that county cup appointments can be made using accurate information.

Dates that are closed via the Pitchside Referees portal are only applicable to North Riding County FA County Cup competitions & the North Riding Saturday Adult Appointment Officers currently. Local leagues do not have access to your online calendar and you must therefore still close your dates to the relevant league appointment officers via the appropriate method.

Match Official Administration System (MOAS)

As a North Riding County FA promotion candidate, you may be considered by the FA for appointments to the early rounds of the FA Cup, Trophy, Vase and Youth Cup.

Should you be considered for these appointments, then you will receive access to the Match Official Administration System (MOAS). **This access will come directly from the FA and not North Riding County FA and will likely be in either June or July 2020.**

MOAS is an online FA application which allows referees to submit closed dates using their own individual online calendar in order to reduce the overall administrative burden on referees.

There are a number of guidelines that you should abide by to ensure that it is used in the correct manner therefore please take careful note of the following:-

- MOAS is an FA application only. North Riding County FA do not have any involvement regarding MOAS nor do we have the ability to view referees closed dates through the portal
- Referees should use MOAS to close dates for FA appointments only
- Closing dates via MOAS does not ensure that you have also closed your date with North Riding County FA. As mentioned above, MOAS is an FA application only and therefore closed dates for county cup appointments should be submitted via the Pitchside Referees Portal
- Referees who are experiencing difficulty using MOAS should contact the FA directly on moas@thefa.com

Notification of Promotion Status

North Riding County FA will send out regular information emails to provide an update to referees on their promotion status. The emails will include the following information:

- Number of games submitted
- Number of observations
- Observer average

This will enable you to position yourself in accordance with the promotion criteria.

Observers

Observers will be appointed to fixtures by North Riding County FA Referees Department and will only observe on fixtures that fall in line with the promotion criteria. Only fixtures that are submitted will be considered when appointing observers.

It is strongly recommend to referees that they submit their fixture for observation as soon as they receive the appointment in order to have the best possibility of an observer being appointed. As a general rule, observer appointments are completed 48-72 hours before the fixture kick off time.

Any fixture submitted less than 24 hours before the actual kick off time will not have an observer appointed.

In order to preserve the integrity of the county observer process, under no circumstances should a referee contact an observer in order to arrange their own appointment. An observation that is carried out but has not been appointed by North Riding County FA will be considered void and not included within the merit table.

Observer Mark Appeal Process - Level 5 – 4 Scheme

If a match official wishes to appeal against a mark awarded in their observer report then there are very clear guidelines on a) what constitutes an appeal and b) how the process works.

- **What constitutes an appeal:-**
  - **a)** The observer is incorrect in Law
  - **b)** The written narrative does not **significantly** reflect the overall mark awarded
  - **c)** At Level 5-4, no appeal will be considered for marks of 76 or above unless the observer is incorrect in law

- **How to appeal:-**
  - **a)** The match official emails Ross Joyce directly (ross.joyce@northridingfa.com) with a copy of the observer report and a detailed reason for the appeal
  - **b)** Ross Joyce will decide if an appeal is valid
  - **c)** If an appeal is not valid then the match official will receive a detailed explanation as to why an appeal is not valid
  - **d)** If an appeal is valid then the report will be forwarded to an independent review panel who will review the written narrative and mark awarded before deciding on the **final** mark
  - **e)** The match official will be notified of the final mark awarded

- All appeals must be submitted within 14 days of the referee receiving the report from the observer

- The match observer is not involved in any part of the appeal process

- If the mark is either **increased** or **decreased** then the observer will be informed and any advice offered

How to Apply for Promotion

There are several requirements to applying for promotion, all of which have been outlined within this guidance booklet. If you are still unsure as to how to apply for promotion then please follow the below steps:-

- Prior to applying for promotion it is imperative that you fully read and understand all of the information outlined within this document

- Having read and understood all of the information, then you will need to complete the online application and pay the applicable promotion fee. You will also need to complete and return the Promotion Service Level Agreement

- The online application can be completed here - https://eventspace.thefa.com/northridingfa/participant/arrangement.aspx?id=310844 Payment is made at the end of the application

- The Service Level Agreement should be completed and returned to North Riding County FA Referees Department either by email or post

- Further information and copies of all of the relevant documents can be found here - http://www.northridingfa.com/referees/refereeing-support/promotions

Finally

After taking into consideration all of the information contained within this guidance booklet, if you are still unsure as to whether promotion is for you then please do not hesitate to contact a member of the North Riding County FA Referees Development Team. We will be able to provide you with an unbiased and realistic action plan detailing how you can move forward. The final decision will be your own.

Should you not be looking to apply for promotion, then we will endeavour to continue to support all of our match officials during the coming season. Ensure that you keep an eye out for regular events and opportunities that are open to all of our referees. If you have any feedback or would like to discuss any ideas then please get in contact with us.

To all of the North Riding County FA referees who do submit an application for promotion, we wish you the very best of luck. Please remember that the outcome of your promotion season is entirely within your own hands. Failure to submit and update your fixtures, poor levels of administration and a lack of participation at development events will hinder your progress.

We look forward to supporting you on the next stage of your refereeing journey – good luck!

Contact Details

North Riding County FA
Broughton Road
Stokesley
Middlesbrough
TS9 5NY

Tel: 01642 717770
Email: support@northridingfa.com

Refereeing Department Key Contacts

Ross Joyce (Referee Development Manager)
Tel: 07872 469952
Email: ross.joyce@northridingfa.com

Geoff Hartley (Referee Observer Coordinator - South)
Tel: 07716 895206
Email: geoff.hartley@northridingfa.com

Paul Stalker (Referee Observer Coordinator - North)
Tel: 07725 307822
Email: geoff.hartley@northridingfa.com