



NORTH RIDING COUNTY FA REFEREEING HANDBOOK 2020-21



RESPECT

#Weonlydopositive

WELCOME & PERSONAL MESSAGE

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On behalf of the North Riding County Football Association, can I firstly congratulate you on successfully completing the Football Association Practical Referees Course and becoming a registered referee with our Association. We as an Association are proud to offer the support, help and guidance to all our referees in order for them to reach their full potential. This will be achieved, not only with your help and enthusiasm, but also with the assistance of the Coaches, Mentors and Observers we have within our Excellent Development Team. Always remember help is only a phone call away.

Good luck for the future, and we all look forward to seeing you taking those steps up the refereeing ladder.

John Campbell

Chairman, NRCFA Referee's committee



REFEREE DEVELOPMENT MANAGER

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I am delighted that you have enrolled onto an FA Referee Course here at North Riding County FA and this booklet has been devised as a guide to all new referees and parents. I ask you to read through the booklet and if you do not understand anything, please feel free to contact me, Ross Joyce, Referee Development Manager, or a member of the Referee Development Team, and we will deal with all your queries.

You are embarking on a worthwhile career that may take you to the top of the game. If you are extremely lucky, this may one day see you officiating on the Football League and beyond!

Alternatively, it may just be a hobby, giving you the means to enjoy sport and earning some money. Ultimately, whatever your aims and ambitions may be, there is support available to help you on your way.

This booklet has been devised for you, so if you think we have missed anything out or could improve it then please let us know.

Happy Whistling,

Ross Joyce

Referee Development Manager, NRCFA



OUR REFEREEING STRATEGY

Over the past few years the North Riding County FA, and its volunteer workforce in the Referee Development Team, have significantly improved the image and quality of refereeing standards within the county, our Centre of Referee Excellence and Development Groups have helped many match officials to prosper. This has greatly benefited local, semi and professional football.

Our new strategy provides a clear focus on supporting the development of match officials at all levels. The North Riding County FA is fully committed to being an inclusive body which provides a clear structure and utilises modern techniques so that match officials at all levels can flourish and enjoy their refereeing. Remember, we are never too good to learn a little bit more!

WHAT DOES REFEREEING LOOK LIKE IN NRCFA?

- Match Officials
- Referee Observers, Mentors & Coaches
- Referee Tutors
- Referee Development Manager & dedicated team
- Referee Development Committee
- Referee Associations

WHAT DOES REFEREE DEVELOPMENT LOOK LIKE IN NRCFA?

- Expert training & support
- Further education
- Dedicated Referee Mentoring programme
- Centre of Referee Excellence (CORE) group
- Referee Development group
- National & International exchange programmes

WHAT DOES REFEREE GOVERNANCE LOOK LIKE IN NRCFA?

- Referee appointments through the various leagues
- Registration
- Discipline
- Promotion scheme
- Daily support
- Referee hotline
- Referee Development Support Policy



REFEREE MENTORING PROGRAMME

North Riding County FA offers a dedicated mentoring programme that works in close conjunction with its development team and the local Referee Associations.

With a dedicated mentor workforce across the county we offer fantastic dedicated support to our new referees with our mentors consisting of senior active referee's, referee developers and referee's that generally want to give something back to those requiring it.

North Riding County FA has two mentor co-ordinators that will oversee the support that each of our new referee's will be given during their first 12-18 months in the game.

What support our mentors provide:

- Referee's first point of contact
- Support referee's in contacting local referee's appointment secretaries to get games in your local area
- Watch you in your first 5 games
- Email / phone correspondence to deal with any issues or concerns you may have.
- Contact for parents who may have questions



HEADS OF REFEREE MENTORING

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North Riding County FA's mentoring programme is headed up by Geoff Mann & James Unwin, as Heads of Referee Mentoring.

Geoff & James works closely with the local Referee Association's to ensure that each referee that undertakes the referee's course with North Riding is full supported and has a dedicated mentor.

'The mentoring programme within this county is growing and improving with every referee that joins. The mentors that we have in this county are ideal for this programme and can offer the very best support to new referees. However I must stress that you, as our new referee's, also have a big part to play in this. Our mentors operate on a voluntary basis and your co-operation in this programme by regularly communicating with your mentor will ensure that you get the very best support and is the key to its success'.

Geoff Mann & James Unwin

Head of Referee Mentoring, NRCFA



THE REFEREES ASSOCIATION

North Riding County FA works in partnership with the four referee's associations within the county. These are Northallerton, Middlesbrough, Scarborough & York.

WHY JOIN THE RA?

The RA offers a number of benefits to members, including:

- local, free to attend monthly meetings with high-profile guest speakers
 - comradeship and advice about refereeing from experienced colleagues
 - in-service training opportunities and guidance
- representation of your interests at county and national levels
 - personal accident insurance cover and equipment insurance while on refereeing duties
- Motor legal aid insurance (even when not refereeing – you might already be paying £30 to £50 for this benefit!)
 - access to great value kit and accessories
 - free entry to the RA Annual Conference

THE REFEREES ASSOCIATION

Below is the listed Referee's association's with details of monthly meetings with times and locations. Please don't hesitate to contact the local RA representative for more information.

Also as a new referee you are entitled to a free year's membership so try them out as you have nothing to lose! **Parents / Guardians also welcome**

NORTHALLERTON RA

Contact: Dave Holmes – 07590 310112

MIDDLESBOROUGH RA

Contact: Geoff Mann – 07949 009912

SCARBOROUGH RA

Contact: George Roberts – 07985 266335

YORK RA

Contact: James Unwin – 07894 019145

BRING AND DEVELOPING OUR

REFEREE DEVELOPMENT & SUPPORT POLICY

This policy is designed to clarify the process and procedures that North Riding County FA will adhere to and can be expected to deliver to our Referee Workforce.

The policy has been developed in conjunction with our Referee Development Manager (RDM) and with members of our Referee Development Committee.

North Riding County FA fully appreciates how difficult the role of a Match Official can be, and wants to ensure that all our Officials have the best possible support available to them at all times.

To ensure we can offer the best possible provision, we have implemented the following initiatives to better support our Referee Workforce:

- All new Trainee Referees to be assigned a Referee Mentor in partnership with our local Referee Association Branches
- The Introduction of a 24hr Referee Hotline – **0330 122 2932**
- Unannounced Visits to games by North Riding FA personnel
- Monday Referee 'clinics' to help support Match Officials from weekend games



REFEREE HOTLINE

The Referee Hotline is in place for all Match Officials who may experience an issue during or after a game with regards to the possible conduct of a team, is subject of an assault or improper conduct, and requires support with submitting any disciplinary reports or any other issue, no matter how minor.

We ask that Match Officials save the following number within their phones – **0330 112 2932** and should they have any issues please don't hesitate to contact us and a member of our Referee Development Team will contact you within 24 hours, but typically the same day.

MONDAY 'REFEREE CLINICS'

We have also launched a Monday 'Referee Clinic' which makes available to all of our Referee Workforce the opportunity to call into our County FA office or arrange an appointment for a member of our Referee Development Team to help support with disciplinary report writing or offer any advice that may be required.

To arrange an appointment please call **0330 112 2932** and we will be happy to arrange this.

U18 REFEREE ARMBAND SCHEME

Referees under the age of 18 will wear yellow armbands to signify their age, making managers, coaches, players and spectators aware that they are still subject to the children's safeguarding legislation.

Yellow armbands are provided free of charge to match officials and should be worn at all times whilst officiating.





SAFEGUARDING

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

We ensure safeguarding requirements are met as a requirement of referee affiliation and we support referees to maintain these standards. This includes making unannounced safeguarding visits to matches.

If you are concerned by something a person has said or done you have a duty to report these concerns:

NO ACTION IS NOT AN OPTION

DESIGNATED SAFEGUARDING OFFICER

JENNIE BENNETT

Monday – Friday 9am – 5pm

01642 717778 & 07702 736701

safeguarding@northridingfa.com

You can also contact the NSPCC 24 hour helpline:

0808 800 5000

**If you believe a child is in immediate danger
please call 999**



MATCH OFFICIAL ASSAULT POLICY

If any Match Official is subject to an assault whilst officiating, we will follow the below procedure upon receipt of an allegation on a registered North Riding County FA Match Official, whether sent by the Match Official or other stakeholder within the game.

IMMEDIATELY AFTER RECEIVING THE REPORT WE WILL:

- Acknowledge receipt of Report in writing within 2 working days
- Arrange a meeting / visit or suitable alternative with the Match Official
- Automatically refer the incident to the County Welfare Officer if the Match Official is below the age of 18 years or considered to be a vulnerable adult

WITHIN 5 WORKING DAYS OF RECEIVING THE REPORT WE WILL:

- Discuss and agree the appropriate disciplinary action to be taken against the offender(s)
- Provide contact details of the relevant Police authority and/ or Police Victim Services
- Discuss and agree with the Match Official an action plan moving forward that should include the opportunity for match day support moving forward
- Ensure the Local Referees Association branch is informed of the incident to allow further support to be offered

ONGOING COMMITMENT TO THE MATCH OFFICIAL

- Arrange for a member of the Referee Development Team to attend and support at a personal hearing if one is requested
- Ensure regular contact is made with the Match Official before and after a possible hearing
- Provide details on the outcome of the personal hearing if relevant and requested for by the Match Official

Any Match Official who is subject to physical contact or is assaulted must ring the Referee Support Hotline (**0330 112 2932**) to make the Association aware and we strongly advise reporting the matter to the Police.



U18 MATCH OFFICIALS COUNTY CUP FIXTURES REFEREE GUIDANCE

OVERVIEW

As we all know, safeguarding is everybody's responsibility and this section has been included to inform everybody about the role they should all play in keeping under 18s safe. North Riding County FA's believes that every one has a responsibility to ensure that all participants involved within the game, create a safe and enjoyable football environment for all participants.

This document contains the relevant information on what requirements registered North Riding County FA Match Officials must adhere to in respect of Safeguarding and best practice before, during and post North Riding County FA County Cup fixtures.

ROLE AS A MATCH OFFICIAL

As a referee, you are an impartial figure, and able to see how teams/clubs conduct themselves and keep under 18s safe. You have the opportunity to demonstrate best practice on and off the field and to recognise and refer concerns.

North Riding County FA Match Officials who are in a role that involves direct contact with children or vulnerable people will be required to have the necessary Safeguarding Qualifications as well as possessing an in-date DBS. Failure to comply with these requirements will result in a suspension.



PRE MATCH CONTACT WITH A U18 MATCH OFFICIAL

As a Club Official, it is vitally important that when you make contact with a Referee who is under the age of 18 to confirm a County Cup fixture; that you speak with a parent / guardian of the Referee to confirm the subsequent match day arrangements.

We strongly advise that the responsible club official provides a contact number for the match official's parent / guardian of who will be the point of contact on match day and ensure an introduction is given upon arrival. It is also advisable that the club welfare officer's details are provided in case of any issues during match day.

Club officials are strongly advised that no direct communication should take place with match officials 14 or 15 years of age respectively.

CLUB FACILITIES FOR U18 MATCH OFFICIALS

If club facilities in the way of a changing room are to be provided to match officials; a separate provision must be made for match officials who are under the age of 18 to all other teams and other match officials who are over the age of 18.

Ideally, this should be covered in the pre-match confirmation, and if no provision is to be made available, the match official must be informed in advance to ensure he / she comes changed.

U18 MATCH OFFICIAL TRAVEL & DEPARTURE FROM GAMES

It is the responsibility of the parents / guardian of the match official to ensure that he / she is transported to and from a fixture. We strongly recommend that a suitable person of the match official is in attendance on a match day.

We also advise that a contact number is shared with the club official of the suitable person as a backup and should there be any issues or emergencies both parties have a point of contact at all times. Our Referee Development Manager, Ross Joyce should be contacted in an emergency: **07872 469952**.



U18 NORTH RIDING COUNTY FA 24 HOUR REFEREE SUPPORT HOTLINE

North Riding County FA have a 24 hour support hotline that is available to all match officials and parents / guardians of match officials should they require any immediate advice / guidance. We strongly advise that this number is saved and used if required. The number is: **0330 122 2932**.

SUMMARY

If you have either heard or witnessed something that you are concerned about, then this can be reported to a member of the North Riding County FA Staff. Alternatively, any concerns can be reported directly to the Police, NSPCC, ChildLine, Child Exploitation & Online Protection or FA Safeguarding Team. Contact details for each of the above can be found at the bottom of this document.

The above 24 hour support hotline is available at all times should any immediate support be required and the use of it is encouraged.

SAFEGUARDING CONTACTS

North Riding FA Safeguarding
Safeguarding@northridingfa.com

NSPCC
www.nspcc.org.uk
0808 800 5000

ChildLine
www.childline.org.uk/get-support
0800 1111

Police
Immediate Threat: 999
Non-Immediate: 101

The FA Safeguarding Team
safeguarding@thefa.com
0800 169 1863

Child Exploitation & Online Protection
www.ceop.police.uk



REFLIVE

OVERVIEW

RefLIVE's Referee Management System is an online platform and smartphone app for referees, observers, referee coaches, mentors and referee development team members, which enables a focus on developing referees and ultimately reducing referee abuse. The RefLIVE Referee Management System is now used by a variety of state and national sports associations around the world to assist with referee development and the severe problems plaguing officiating, including abuse and the subsequent effect on the turnover of referees.

WHY DO WE USE THIS?

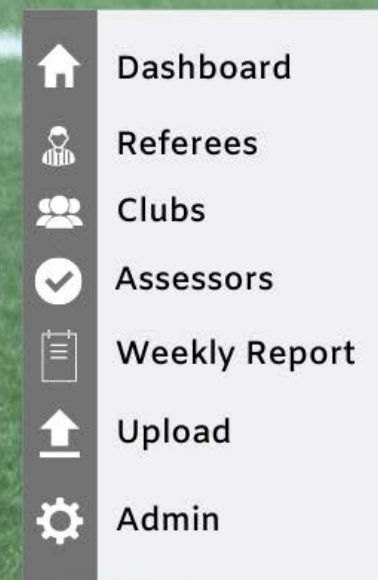
North Riding FA are implementing this system to reduce referee abuse by keeping teams accountable for poor behaviour along with assisting referee managers know where and where referees require assistance.

Overall this is to be used to improve the overall match day environment for all officials.

ACCESS REFLIVE

For further information about RefLIVE's Referee Management System, visit www.reflive.com

To read more about North Riding FA's work within refereeing, head to www.northridingfa.com/referees



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Referee
Well-Being





IN CASE OF EMERGENCY (ICE)

Being a referee sometimes means being on your own. As such the North Riding FA have instructed all match officials carry their ICE in their matchday referees book during the match.

This should be a small credit card style piece of card or paper listing your name, emergency contact name and emergency contact phone number or numbers.

Hopefully this is never needed but should anything happen to you whilst on the field of play there is always a contact number for emergency situations and team officials will know where to look in case it is needed.

It is vitally important that those under 18 carry this for safeguarding purposes as well.

Referee Name
Emergency Contact Name(s)
Emergency Contact Numbers(s)



KEY CONTACTS

ROSS JOYCE - REFEREE DEVELOPMENT MANAGER

M: 07872 469952

E: Ross.Joyce@northridingfa.com

JENNIFER BENNETT - DESIGNATED SAFEGUARDING OFFICER

M: 07702 736701

E: Jennifer.bennett@northridingfa.com

GEOFF MANN - NRCFA HEAD OF MENTORING (NORTH)

M: 07949 009912

E: Geoff.Mann@northridingfa.com

JAMES UNWIN - NRCFA HEAD OF MENTORING (SOUTH)

M: 07894 019145

E: James.Unwin@northridingfa.com

STEVEN WADE - CHIEF EXECUTIVE OFFICER

M: 07872 469945

E: Steven.Wade@northridingfa.com

INSPIRING & DEVELOPING OUR BEAUTIFUL GAME

MAKING A DIFFERENCE, EXCELLENCE, COMMUNITY, PASSION, ACCOUNTABILITY



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RESPECT

#Weonlydo positive