



# Course Operating Standards

Sheffield and Hallamshire County FA

## 1. Safeguarding Concerns

Information about safeguarding is displayed at the venue. If Learners have any concerns about safeguarding, they should inform the tutor immediately. Concerns should also be reported to the Sheffield & Hallamshire County FA Designated Safeguarding Officer.

## 2. Emergency Contacts

U18s must provide emergency contact details prior to the start of the course. Contact information should be included within the Consent Form.

## 3. Behavioural Standards

Learners should treat each other, the tutor and other centre users with respect at all times. Learners should be aware that they will be asked to leave a course if their words or actions are likely to cause offence. This includes inappropriate comments made via social media.

## 4. Consent & Age Range Monitoring

Under 16s	Must provide Parental/ Legal Carer consent.
Aged 16 & 17 (non-residential courses)	Can self-consent via a Consent Form
Under 18s (residential courses)	Must provide Parental/ Legal Carer consent.
Under 18s (S&H arranged travel)	Must provide Parental/ Legal Carer consent.

## 5. Consent – Photography

The Consent Form will ask learners to identify their wishes in relation to inclusion with Photographic or video content.

## 6. Medical Conditions

Learners are asked to highlight any medical conditions or concerns on the Consent Form.

## 7. Concerns

Physical, emotional or sexual abuse	Learners are advised to inform the Tutor if they have any concerns relating to any form of abuse.
Neglect	Learners are advised to inform the Tutor if they have any concerns relating to feeling isolated or neglected.

Illness	Learners are advised to inform the Tutor if they are unwell or taking any medication which may affect safe participation.
Ability	Learners are advised to inform the Tutor if they have any concerns which may affect safe participation in the course.
Bullying or Harassment (Including social media)	Learners are advised to inform the Tutor if they are concerned about any words or actions.
Physical Environment	Learners are advised to inform the Tutor if they have any concerns about the venue.

## 8. Confidentiality

Learners are advised that course content and discussion is confidential and that they should respect their fellow learners. Learners must not discuss other learners outside of the course environment; this includes making comments via social media.

## 9. Changing Accommodation

Best practice advice in relation to safeguarding is that U18 should change separately from over 18s. Sheffield & Hallamshire County FA (S&HCFA) cannot always guarantee that a course venue has sufficient changing and therefore we request that all U18s arrive at the course venue changed and do not utilise public changing rooms during the duration of the course.

## 10. Personal Items – Footwear & Clothing

The course will include both theory and practical activity. Learners are advised to bring appropriate footwear, playing kit and clothing to each session. All Learners are advised to check with the venue regarding their current guidance around suitable/approved footwear.

## 11. Personal items - Other

Learners will be provided with course resources. However, learners should bring a pen and paper for all days of the course.

Please do not bring valuables to the course as S&HCFA cannot take responsibility for lost/stolen or damaged items.

Learners should bring lunch and drinks as we cannot guarantee that refreshments will be available at the course venue. Scheduled breaks will take place throughout the course programme.

## 12. Lateness



Please ensure you allow plenty of time to get to the venue as the course will begin promptly. Late admittance to the workshops will not be permitted out of fairness to other Learners.

### 13. Injuries & Medical Conditions

Learners must make S&HCFA aware of any injuries or medical conditions that may affect their safe participation in a course. Learners should inform the Tutor or S&HCFA if anything changes in relation to injuries or medical conditions at any point.

### 14. Online Learning Modules

The online learning has five sections (modules) and will take approximately 90 minutes to complete. There are lots of videos to demonstrate how the Laws should be applied, activities to help reinforce the important points and, at the end of each module, there are some questions to test what you've learned.

The online learning can be accessed at <https://falearning.thefa.com/course/view.php?id=1804>

If you are under the age of 16, you might find the information at the [refereeing help centre](#) useful when logging in.

### 15. Course Ratios

In line with FA best practice S&HCFA operate courses to the maximum tutor to learner ratios 2:24.

### Access to Relevant Policies and Guidance

- [Safeguarding Policies and Procedures](#)
- [Social Media Guidance](#)
- [Inclusion and Anti-Discrimination](#)

## Course Overview

The FA Referee Course is designed to equip new referees with the key skills and knowledge they will need to be able to referee grassroots football matches safely and effectively. It is for people aged 14 and over who want to referee mini soccer, 9 v 9 and/or 11 v 11 football.

The course comprises online learning on the Laws of the Game and face to face training. You must complete the online learning before attending the face-to-face training. You will also need to complete online safeguarding training before attending the face-to-face training.

## Course Content Online Learning

The online learning has five sections (modules) and will take approximately 90 minutes to complete. There are lots of videos to demonstrate how the Laws should be applied, activities to help reinforce the important points and, at the end of each module, there are some questions to test what you've learned.

The online learning can be accessed at <https://falearning.thefa.com/course/view.php?id=1804>

If you are under the age of 16, you might find the information at the [refereeing help centre](#) useful when logging in.

### Module 1- Before the Match

This module covers the referee's pre-match responsibilities and includes ensuring players' kit is safe, how to carry out the coin toss and what a referee needs to take to a match with them.

### Module 2 - Signals and Communication

This module contains short video clips (GIFs) which show every signal the referee and assistant referee might give during a match.

### Module 3 - 'Getting it Right'

This module deals with foul challenges, violent conduct, handball, unsporting behaviour, DOG SO offences and advantage. It uses video clips from football at different levels to show how the referee should manage common scenarios.

### Module 4- Offside

This module also uses video clips, this time to demonstrate what is and isn't offside and how the referee should manage offside offences. The clips, like those used in the 'Getting it Right' module, are voiced over to explain the decisions the referees make.

### Module 5 - Managing Restarts and Set-Pieces

This module covers restarts and set-pieces, including goal kicks, corner kicks, throw-ins, free kicks and penalty kicks. It uses both video and illustrations to clarify what players must do at each restart and set-piece and explains what the referee should do if players don't comply with the Law.

## Face to Face Training

There is 11 hours of face-to-face training (normally one evening, followed by a full day), which mixes training room work with practical activity on a pitch. Key messages from the online learning are reinforced throughout. The training room work includes:

- Fun, interactive quizzes
- How to establish rapport and build relationships with players and coaches
- Recognising and dealing with foul challenges and handball
- Managing offside
- Dealing with inappropriate behaviour
- Managing players

On the pitch, you will have the opportunity to turn your knowledge into skills through refereeing game-based scenarios. You will practise:

- Communicating decisions
- Cautioning and sending off techniques
- Managing the kickoff, free kicks, penalty kicks, corner kicks and throw-ins
- Positioning in open play and at restarts
- Being an assistant referee

The course is delivered both inside and outside, please bring suitable clothing and footwear for practical involvement. You will need your own writing equipment and notepad. Food and drinks are not provided; please bring your own meals, snacks and drinks.

## Qualifying as a Referee

To qualify as a referee, you must also referee five games after you have attended the face-to-face training.

You will be supported through those five games by your County Football Association (CFA). As you continue your refereeing career, you will then be able to access further training opportunities, both online and face to face.

## Learner Pre-Requisites

Before completing the online learning, learners must be a minimum of 14 years of age.

Learners cannot attend the face-to-face training unless they have completed the online learning on the Laws of the Game.

The online learning can be accessed at [this link](#) and is free of charge.

## FA DBS



All Referees from the age of 16 years need an in-date FA DBS if you plan on officiating youth football (formerly known as Criminal Records Check).

If you are under the age of 16 years you do not currently require an FA DBS.

However please contact Sheffield & Hallamshire County FA (SHCFA) once you turn 16 years old.

If you are aged 16+ you will need to apply for a FA DBS. Without this you will be unable to complete the course and register as a qualified referee for Youth Football.

The cost is currently £10 for volunteers when you complete your application online.

If you currently have an FA DBS through another football role, this needs to be in date. An FA DBS has a three-year lifespan. SHCFA can check your records to find out your FA DBS expiry date.

Please contact [safeguarding@SheffieldFA.com](mailto:safeguarding@SheffieldFA.com) if you need to apply for an FA DBS.

## Safeguarding

Before attending the face-to-face training, learners should also have completed the appropriate online safeguarding training. The **'Safeguarding for All'** course is for 14- and 15-year-olds, the **'Safeguarding Children'** course is for those aged 16 and over. Both courses are available at [this link](#).

## Course Terms and Conditions

SHCFA and their employed tutors reserve the right to refuse acceptance on to a course.

All course bookings through the SHCFA are subject to the following Terms and Conditions:

### 1. Bookings

Places on courses will only be confirmed on receipt of Learner's details and full course payment. S&HCFA cannot take payments in part, only full payment will be accepted.

All learners must be booked onto courses using their own details and FA numbers (FAN). Qualifications and certificates will be printed using details from the FAN supplied. If these are incorrect and changes need to be made following registration/booking on to a course an administration charge may be applied to any changes required.

### 2. Payment

Payment must be made via the S&HCFA bookings website using a card. All course bookings will be confirmed by email at the point of booking. Please keep this information for future reference.

### 3. Course Pre-requisites

Some courses have pre-requisites that need to be met in order to attend. It is the responsibility of the Learner to ensure that they meet course pre-requisites.

If a learner does not meet course pre-requisites the S&HCFA reserves the right to cancel their place on a course, or to not qualify the Learner if the course has already taken place. If a learner has attended a course and it is later determined that he/she does not meet the required pre-requisite S&HCFA reserves the right to not offer a refund.

Learners should be aware that courses are taught in English and therefore to gain maximum benefit it is recommended that learners are able to communicate effectively in English, this includes listening, speaking, reading and writing.



## Cancellation & Transfers

Should a Learner wish to cancel their place on a course they need to notify the S&HCFA as soon as possible.

All courses are in high demand and by not informing SHCFA of a cancellation you may be preventing another Learner from attending the course.

### 1. Cancellation Charges

The following charges will apply to all cancellations:

- a) If a cancellation is made **more than 10 working days\*** prior to the course start date a full refund will be given less a 10% (of the total course fee) admin charge.
- b) If **between 5-10 working days\*** notice is provided a 50% refund will be given.
- c) If **less than 5 working days\*** notice is provided no refund will be given.

### 2. Transfers

If Learners wishes to transfer to a different course the following charges apply:

- a) If notification is provided **more than 15 working days\*** prior to the start date of the course no fee will be charged.
- b) If notification is provided **more than 10 working days\*** prior to the start of the course there will be a 10% (of the total course fee) admin charge.
- c) If notification is provided **between 5-10 working days\*** prior to the start of the course there will be a 50% (of the total course fee) admin charge.
- d) If notification is provided **less than 5 working days\*** prior to the start of the course the Learner will not be able to transfer. They will lose their course place on the course and will need to re-book on to another course at full cost.

*\*SHCFA defines working days as the days in which the Education department of SHCFA are open, which is currently Monday to Friday.*

### 3. Missed Sessions

When a Learner books onto a course that is made up of multiple sessions it is expected that they can and will attend all sessions of that course at the point of booking.



If due to unexpected changes a Learner cannot attend a date on the course a decision will be made on whether they are allowed to complete the course on a case-by-case basis.

#### **4. Course Changes**

SHCFA reserves the right to make adjustments to the scheduled programme, the tutor or the locations. Learners will be advised any changes as soon as possible.

Prior to a course commencing if any changes are made to a course the learner may choose to withdraw from the course with a full refund. Alternatively, learners can transfer to another course of equal value with no charge (subject to availability). If a multi-day course is changed learners will be offered suitable alternatives.

#### **5. Course Cancellation**

If there are insufficient numbers on a course SHCFA reserve the right to cancel/postpone a course.

#### **6. Liability**

The SHCFA and their servants, agents and employees are not under any liability whatsoever in respect to personal injury, loss or damage however caused, while undertaking part in any activities of the association.

*In the event of extenuating circumstances, before or during the course please contact the SHCFA for further assistance. All extenuating circumstances will be considered at the discretion of SHCFA.*