



2019/2020 SEASON PROMOTION BOOKLET

NAME

Referee Development Officer

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Dear Promotion Candidate

This Promotion Booklet is a reminder of the requirements of the scheme. For those who are applying for the first time or wish to be an 'Enhanced Candidate' (e.g. Level 7 to 5 or 6 to 4 in one season) you will be required to attend a Pre-Promotion Meeting on Monday 25th February 2019 starting at 7pm in our office at Meadowbank Football Ground, Dorking.

Please read all the information carefully and ensure that you fulfil all aspects of the scheme. You may wish to complete the relevant sections in this booklet, such as, the Referee Match Log for games over the age of 16 (i.e. Under 17 matches) and eleven a side matches, Assistant Referee appointments, the dates of when you have attended your In Service Training and your Laws of the Game test details etc. This will help you when you are asked for these details at the end of the marking season by your Co-ordinator.

I am aware that the Coordinators will also require you to undertake other administrative tasks, so please ensure you do what they ask of you as they play a major part in your future.

I wish to remind you all that it is your responsibility alone to ensure that you fulfil all of the criteria, e.g., completing the required number of games, attend In Service Training sessions, correspondence etc. If you are unsure of any of the requirements please contact your Coordinator who will be only too willing to help.

You are strongly encouraged to attend the annual Surrey FA Referee Event and also attend other relevant training events that are organized by the FA/Surrey FA/Local RA's. You will find by attending these events it helps you develop your skills and aids your refereeing.

Listed below are Saturday and Sunday Leagues whose matches count as qualifying matches for promotion observations. It is therefore extremely important that you choose at least two of these recognised Leagues when you register for season 2019/20.

Some key dates are:

Mon 25th February (Pre-Promotion Meeting)

Sun 16th June and Sun 14th July (IST Dates)

Mon 29th July and Wed 4th Sept (fitness test for prospective Level 4 candidates)

Good luck on your path to promotion.

Tim Lawrence

SFA Referee Development Officer

List of Saturday and Sunday Leagues whose matches count as qualifying matches for promotion:

Level 6 to 5

Saturdays

Aldershot Senior League	Premier
Amateur Football Combination	Senior & Premier
Combined Counties League	Division 1
Guildford & Woking Alliance	Premier
Kingston & District League	Premier
Surrey Elite Intermediate League	1 st Team Division
Surrey Intermediate League Western	Premier and Division 1
Surrey South Eastern Combination	All Intermediate Divisions

Level 6 to 5

Sundays

Aldershot & Camberley Sunday League	Premier
Croydon Municipal Sunday League	Premier
Leatherhead & District Sunday League	Premier & First
Morden & District Sunday League	First
Orpington & Bromley District Sunday	Senior & Premier
Redhill & District Sunday League	First
Surrey & Hants Border League	First
Middlesex County Football League	Premier

All League Cup games in which clubs from the above are involved plus all games in Surrey FA Sunday Premier, Intermediate (Saturday or Sunday) Cup competitions and all semi-finals and finals.

In addition, adult Surrey FA Cup appointments are acceptable. Over 16 aged matches in recognised Leagues and Competitions will be accepted for promotion (Level 7 to 6) at the discretion of the Observing Coordinator.

Suitability of Leagues and Competitions not affiliated to the Surrey FA are at the discretion of Surrey FA.

Level 7 to 6

Saturdays

All divisions of:

Aldershot Senior League
Amateur Football Combination
Guildford & Woking Alliance
Kingston & District League
Surrey Intermediate League Western
Surrey South Eastern Combination
Wimbledon & District League

Sundays

All divisions of

Aldershot & Camberley Sunday
Chessington & District Sunday
Croydon Municipal Sunday
Farnham & District Sunday
Leatherhead & District Sunday
Morden & District Sunday
Orpington & Bromley District
Redhill & District Sunday
Southern Sunday League
Surrey & Hants Border
Middlesex County FL

Plus

Surrey County Women & Girls League
(U18 Divisions only)
Surrey Elite Intermediate League
(Reserve Division)

In addition, adult Surrey County Cup appointments are acceptable. Over 16 aged matches in recognised Leagues and Competitions will be accepted for promotion (Level 7 to 6) at the discretion of the Observing Coordinator. Six such matches are allowed but only one can be observable. You would be allowed one Ladies and Women's game but this would not be observable.

Suitability of Leagues and Competitions not affiliated to the Surrey FA are at the discretion of Surrey FA.

If you are operating on a League that is not listed above please contact Tim Lawrence RDO Surrey FA for more advice at

tim.lawrence@surreyfa.com

SURREY FA REFEREE PROMOTION SCHEME

This booklet has been designed to remind you of how the scheme is run and what you are required to do in your attempt to gain promotion to the next level.

Included in this booklet are pages where you can keep your own records e.g. matches that you officiate, dates and venues of the In Service Training (IST) courses, when you took your Laws of the Game test etc.

The Promotion Scheme is administered by the SFA Referees Department along with its Coordinators. They will ensure that you receive the minimum three observations required by the Promotion Scheme. As a promotion candidate you need to get to know them as any questions or problems that you may encounter through the season to do with the observations, attendance at meetings etc. will be dealt with by them.

*As part of the scheme you **must** keep your Coordinator informed of all your matches and any changes on a weekly/monthly basis to enable them to allocate Observers as efficiently and early as possible. This is extremely important when matches are called off or changed at short notice.*

Their details are as follows:

County 5 to 4 Coordinator: Tim Lawrence at Surrey FA
Meadowbank Football Ground, Mill Lane, Dorking RH4 1DX
Tel: 01372 387094
Email: tim.lawrence@surreyfa.com

County 6 to 5 Coordinator: Rod Wood
33 Balmoral Crescent, West Molesey, Surrey KT8 1QA
Tel: (M) 07860 400995
Email: Rodwood@sky.com

County 7 to 6 Coordinator: Peter Watson
45 Gayfere Road, Stoneleigh, Epsom, Surrey KT17 2JZ
Tel: (M) 07814 360504
Email: peter.watson623@ntlworld.com

Having been accepted onto the scheme it confirms that you have fulfilled the basic criteria and the following information is to act as a reminder of what you now must do ...

- 1) ... **officiate on two different eleven-a-side recognised competitions as listed above.** *It is advantageous to register with more than one competition as this not only gives you wider experience but also provides more opportunities for observation. Consider refereeing on Saturdays and Sundays, if able to, and organise your diary so as not to double book yourself. Inform your League Referees Secretaries that you are seeking promotion so that they may be best able to make your appointments as early as possible. What you should NOT do is to referee two games on the same day (excluding double-headers which are not observed), as you would be pacing yourself for two games instead of the one (when you might be observed) and consequently under-perform.*
- 2) ...**referee a MINIMUM of twenty (20) games in recognized competitions, during the *Promotion Period*, which is from 1st March 2019 to 30th April 2020.** *Therefore all Promotion Candidates **must** keep their Coordinator informed of their completed matches. If recovering from illness or injury, do not feel the need to referee just because you're going for promotion. Allow your body to heal properly – you'll perform better. Please note that by refereeing your 20 games by the above date you will be able to apply for promotion to the next level in the following season. If, however, you are unable e.g. through injury, cancelled games etc, then you may still referee your 20 games by a date set by the Surrey FA (and still be considered for the promotion level for which you had applied). However, by so doing, you would NOT be able to apply for promotion to the next level until season 2021/22.*
- 3) ...re-register as a Referee; with the **Surrey FA** by the **30th June 2019** failure to do so could result in your removal from the scheme.
- 4) ...have **both** an indate **FA Safeguarding Children in Football Certificate** AND an **FA CRC Certificate** by 30th June 2019. (FA CRC is required to referee Youth Football)

- 5) ...attend the appropriate **PROMOTION IN SERVICE TRAINING** Event (both must be attended if an Enhanced Candidate)
- Either Sunday 16th June 2019, or Sunday 14th July 2019 both at Surrey FA Meadowbank Football Ground from 10am to 4pm
- 6) ...pass the required **FA Laws of the Game** test, **which will be held at both** In Service Training Courses.
- 7) ... **receive a minimum of three (3) Surrey FA observations, which will be organised by your Coordinator.** *All Promotion Candidates MUST keep their Coordinator informed of all their Match Appointments on a weekly basis and any changes, throughout the season. Please note, that the vast majority of observer appointments are made by 5pm on the Tuesday and no later than 12pm Wednesday prior to the match weekend. Thus it is important that you notify your Coordinator as soon as you receive the match appointment. If you find that you receive your match appointments later in the week, then it is unlikely that you will be observed and your promotion will stall. Seek advice from Tim Lawrence tim.lawrence@surreyfa.com*
- 8) ... **demonstrate a good level of personal Administration and that you are able to comply with all Surrey FA Procedures:** Including dealing promptly and correctly with all correspondence, match return cards, misconduct reports, attending commissions (if required) etc. Ensure that you wear the Surrey FA Referee Badge on your referee shirt
- 9) County appointments must be accepted promptly. You must email info@surreyfa.com with any dates you are not available to referee.
- 10) Ensure that you are fully aware of Surrey FA and League competition rules.
- 11) ... we strongly recommend that you attend the annual Surrey FA Referee Event as well as attending other FA/County FA Referee Events/Workshops.

FOR LEVEL 6 REFEREES APPLYING FOR PROMOTION TO LEVEL 5...

- 12) ... whilst staying with the league you received your Level 6 promotion with, to improve your refereeing skills we recommend that you make yourself available once a month to one of the following leagues: Surrey Elite Intermediate League, Surrey Intermediate League Western, Surrey South Eastern Combination. We will arrange for you to be assessed on at least one of your games on the above mentioned leagues.
- 13) ... As above, with one additional requirement. All Level 6 Referees who would like the opportunity to **progress beyond Level 5** (to Level 4) and Level 5 referees who have applied for promotion to Level 4 are required to act as an officially appointed Assistant Referee in at least ten (10) matches; these may include local District League Cup Semi-Final, Final Appointments and Surrey FA Appointments. We recommend that all Level 6 - 5 promotion candidates offer at least one game to our preferred Leagues.
- 14) ... Those who have applied for promotion to Level 4 will be required to attend the FA Promotion Candidates IST which is held regionally in the autumn, usually October and November. You will be observed on a minimum of five suitable games as a referee. You will also be required to pass the FA Level 4 Referee Fitness Test. This is being held on Monday 29th July and Wednesday 4th September at Kingsmeadow Athletics Stadium commencing at 7pm

PITCH INSPECTIONS and COMMUNICATION

We want to emphasise a few points to all of you in the Promotion System.

FIRSTLY AND MOST IMPORTANTLY

Surrey FA Referees must not officiate at matches where equipment is considered not to be safe.

...Goals must be anchored securely to the ground. Portable goals may be used if they satisfy this requirement i.e. they are pinned or

weighted down. The new style portable goal with the heavy back bar that sits on the ground is also acceptable.

Where this is not the case, the SFA and the Promotion System will support all referees who walk away from the game if the goals cannot or will not be secured to the ground.

Should this happen you should report this to your League Referee's Secretary, RDO and notify your Coordinator.

The observers will be asked to check this and "fail" any candidates officiating at matches with unsafe equipment as it is a breach of the Application of Law. This happens to at least one candidate every season.

Secondly. To ensure that you have time to check the equipment and the field of play etc then it is advisable to arrive at matches no later than **45 minutes before kick off**, some league rules will require earlier than this, so please check the league rules. Observers may be asked to comment on the Report Form about your arrival time and checking of the field of play etc.

If you fail to communicate with your Coordinator and/or the observer and the observer turns up to a match that you are no longer officiating at **YOU WILL** be removed from the promotion system. This has happened in the past, so one of your colleagues has already wasted the resources of one observer/observation, and this will not be tolerated again.

In the past Promotion Candidates have been removed from the scheme or not been promoted due to their lack of administration e.g. not submitting caution/misconduct reports and informing their Coordinator of their matches.

Please ensure that you keep your coordinator, RDO and League Referee Secretary aware of any changes to your email address or telephone numbers.

We do not communicate by text, Facebook or twitter. If you use these types of communication be very careful in what you say.

Please take note of all of the above and ensure that you apply the guidance accordingly.

RECORD OF MATCHES REFEREED

	DATE	LEAGUE/CUP	TEAMS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

RECORD OF MATCHES REFEREED

	DATE	LEAGUE/CUP	TEAMS
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			

RECORD OF MATCHES AS AN ASSISTANT REFEREE

	DATE	LEAGUE/CUP	TEAMS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

IN-SERVICE TRAINING LOG

Date	DETAILS (i.e. Promotion Candidates/Workshops etc)

FITNESS TEST

Date	Distance Covered

LAWS OF THE GAME TEST

Date test passed: _____

REGISTRATION NUMBERS

Surrey FA Registration Number: _____

FAN Number: _____