



Worcestershire Football Association

Referee Promotion Scheme Guidance

INTRODUCTION

This document will provide you with information regarding the promotion scheme and information on how to apply for this opportunity. The pathway for referees wishing to progress is well supported with fantastic opportunities to aid you with your development as a referee.

Applying to join the promotion scheme for the next marking season demonstrates your intention to progress and develop as a referee. If successful in your promotion you will be able to referee a higher standard of football and progress further along the refereeing pathway in Worcestershire and beyond.

Worcestershire FA will aim to provide you with high quality support and training whilst in the promotion scheme which aspires to offer you with the best possible football experience. We wish to identify individuals who have the ability to progress and we will support them to fulfil their potential. Worcestershire FA is committed to providing you with in-service training events and match observations. However, without significant effort and input from the referee, promotion will not be achieved. The criteria to fulfil each promotion stage are detailed in this booklet and if you have any questions please do not hesitate to contact the team.

Worcestershire FA would also like to thank our coaches, mentors, observers and volunteers for their continuous support and efforts alongside the promotion and observation scheme, with particular recognition to the role of League Referee Appointment Secretaries who ultimately give referees the opportunity to succeed via fixtures.

As always, if you have any questions please get in touch.

Ollie Williams
Referee Development Manager
Worcestershire Football Association



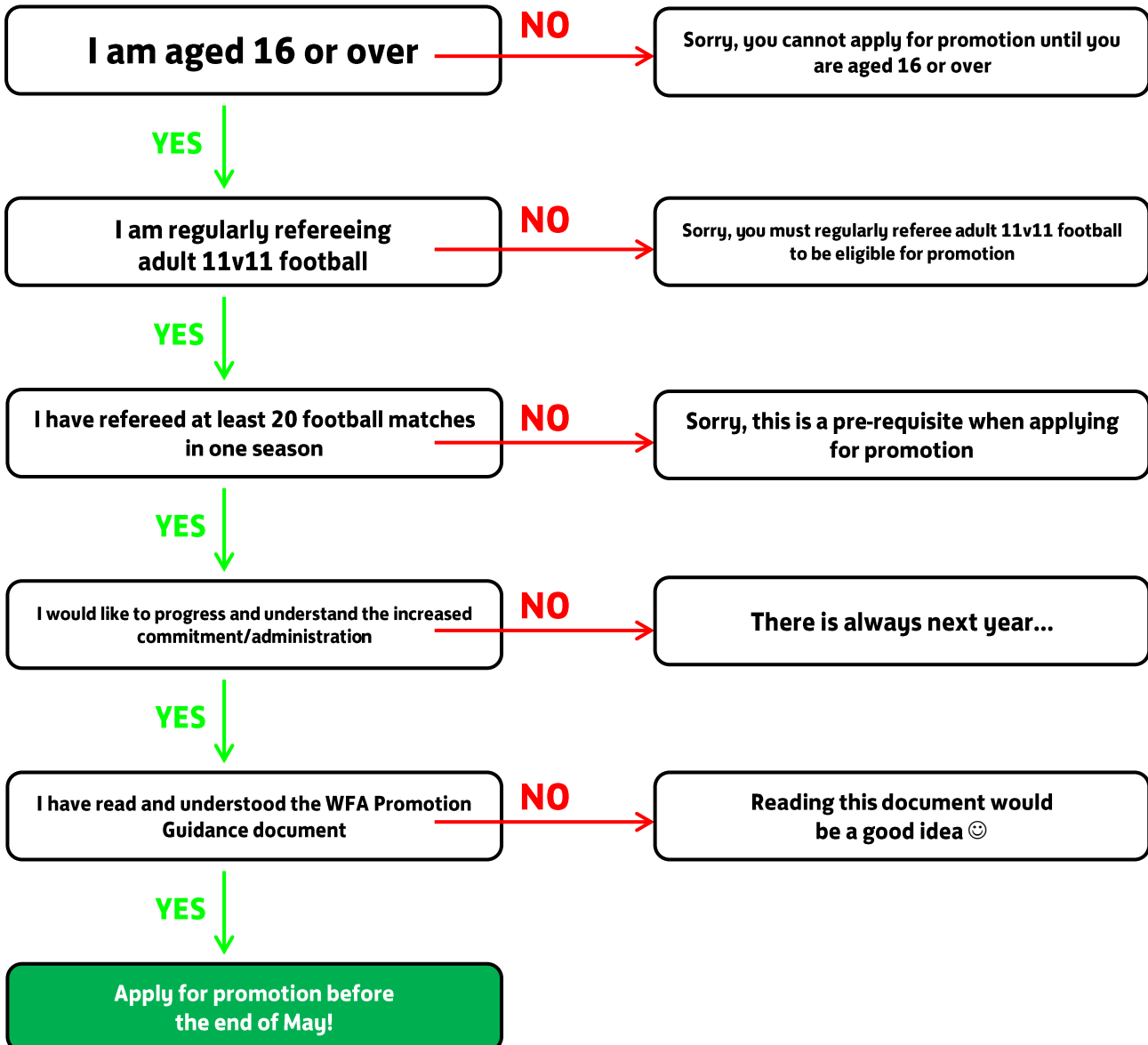
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SHOULD I APPLY FOR PROMOTION?





WHAT IS PROMOTION?

Promotion is required in order to officiate at a higher level. Every referee starts out at the bottom of a ladder, looking to learn and develop their skills throughout their refereeing career. Some of our match officials may have a certain target such as refereeing the FA Cup Final; others may just want to see where promotion takes them.

Please note: A Level 7 referee must complete a minimum of 20 matches in a season prior to applying for promotion. You must also be regularly refereeing Adult Football and we recommend that you complete a season in Adult Football before applying for promotion.

Refereeing Levels

Levels are a mark of your achievement within refereeing. All new referees begin their journey as a Level T once they begin the course, before being classified as a Level 7 (or Level Y if aged under 16) once they have completed and passed the course. Applying for promotion is the only way to progress from Level 7 towards Level 1. The full levels are:

- Level T – Trainee Referee (learners completing The FA Referee Course and Mini Soccer Referees)
- 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 – National League North/South Referee
- Level 2a – Panel Referee (National League)
- Level 1 – Football League Referee
- Select Group – Premier League/Championship Referee
- FIFA List – International Referee

This handbook covers promotion from Level 7 to Level 4 as these levels are predominantly governed by Worcestershire FA for match officials who live in the county.

Progressing Upwards

Promotions up to and including Level 5 are managed and awarded solely by Worcestershire FA based on guidance from The FA. Promotion to Level 4 is again administered by Worcestershire FA with a recommendation then sent to The FA where the final decision as to whether or not a referee is promoted to Level 4 is made. All promotions above Level 4 are at the discretion of The FA.

The referee promotion year generally runs from 1st August to the end of April the following year. The criteria you have to meet to gain promotion depends on the level you are aiming for.

Promotion Deposit

All applicants for 7-6, 6-5 and 5-4 promotions are required to pay a deposit of £25 in order to join the promotion scheme. This deposit will be refunded once you leave the scheme, provided you have fulfilled the following criteria:

- 1) Attend a compulsory In-Service Training event**
- 2) Referee at least 20 matches**
- 3) Submit your match appointments regularly in the correct format**
- 4) Inform WFA and/or a match observer of any changes to match details**
- 5) Accept County Cup appointments**



PROMOTION REQUIREMENTS – Level 7-6

If you are seeking promotion from Level 7 to 6 the criteria is as follows:

A) Your practical performance on the field of play

A minimum of three observations plus club marks from Competitions for players over the age of 16 years - a minimum of 70% of matches must be in open age (adult) Competitions

The majority of observations received must achieve an outcome of 'Performance above current level'

B) You must complete a minimum of 20 games as a referee during the marking season

Between 1st August and 30th April

C) A minimum of 3 out of the 20 games must be Category A matches:

Category A Saturday matches:

- Midland Football League – All Divisions and Cup matches of a similar status
- West Midlands (Regional) League – All Divisions and Cup matches of a similar status
- WFA Saturday Junior Cup and Saturday Minor Cup

Category A Sunday matches:

- Bromsgrove League – Division 2 or above
- Evesham League – Division 1 or above
- Kidderminster League – Division 2 or above
- Redditch League – Division 1
- Worcester League – Division 2 or above
- West Midlands Regional Women's League – Premier Division/Division 1

In addition:

- WFA Sunday Premier, Junior and Minor Cups and External/Internal Cup matches of a similar status
- Midland Floodlit Youth League

All other Divisions of the above Leagues, the Midwest Counties Female Football League and WFA Women's Cup are classed as Category B matches.

Note: Category A matches are subject to change and referees will be informed if this is the case.

Please note that if you choose not to referee in a Competition with Category A status games you will not be considered for promotion.

Further information:

- Alongside the 3 Category A matches, the remaining number can be completed in other Divisions of the above Leagues or in any other approved adult competition
- You are required to attend an In-Service Training Seminar. **Please note that if you DO NOT attend the Promotion Seminar you will not be considered for promotion – there will be one seminar and one 'mop up seminar' only**
- You must successfully complete a Level 7-6 test set by The Football Association
Please note that if you fail to reach the minimum level of achievement as determined by The FA on two occasions you will not be considered for promotion
- You must provide WFA with your match appointments on a regular basis. **This must be completed online – instructions will be sent to promotion seeking referees**

The submission of fixtures is entirely your responsibility. Not providing this information means that we will not be able to appoint an FA Observer to the minimum of three games, hence you will be ineligible for consideration for promotion.

Finally, if you choose not to notify your appointments for two consecutive months Worcestershire FA will automatically withdraw you from the promotion scheme and you will lose your deposit.



PROMOTION REQUIREMENTS – Level 6-5

If you are seeking promotion from Level 6 to 5 the criteria is as follows:

A) Your practical performance on the field of play

A minimum of three observations plus club marks from Competitions for players over the age of 16 years - a minimum of 70% of matches must be in open age (adult) Competitions

The majority of observations received must achieve an outcome of 'Performance above current level'

B) You must complete a minimum of 20 games as a referee during the marking season

Between 1st August and 30th April

C) A minimum of 10 out of the 20 games must be Category A matches:

Category A Saturday matches:

- Midland Football League – All Divisions and Cup matches of a similar status
- West Midlands (Regional) League – All Divisions and Cup matches of a similar status
- WFA Saturday Junior Cup and Saturday Minor Cup

Category A Sunday matches:

Affiliated matches where both teams are from the top Division of the following Leagues:

- Bromsgrove League
- Evesham League
- Kidderminster League
- Redditch League
- West Midlands Regional Women's League
- Worcester League

In addition:

- WFA Sunday Premier Cup and External/Internal Cup matches of a similar status
- Midland Floodlit Youth League

All other Divisions of the above Leagues as well as the WFA Sunday Junior/Minor Cups and WFA Women's Cup are classed as Category B matches.

Note: Category A matches are subject to change and referees will be informed if this is the case.

Please note that if you choose not to referee in a League with Category A status games you will not be considered for promotion.

Further information:

- Alongside the 10 Category A matches, the remaining number can be completed in other Divisions of the above Leagues or in any other approved adult competition
- You are required to attend an In-Service Training Seminar. **Please note that if you DO NOT attend the Promotion Seminar you will not be considered for promotion – there will be one seminar and one 'mop up seminar' only**
- You must successfully complete a Level 6-5 test set by The Football Association
Please note that if you fail to reach the minimum level of achievement as determined by The FA on two occasions you will not be considered for promotion
- You must provide WFA with your match appointments on a regular basis. **This must be completed online – instructions will be sent to promotion seeking referees**

The submission of fixtures is entirely your responsibility. Not providing this information means that we will not be able to appoint an FA Observer to the minimum of three games, hence you will be ineligible for consideration for promotion.

Finally, if you choose not to notify your appointments for two consecutive months Worcestershire FA will automatically withdraw you from the promotion scheme and you will lose your deposit.



PROMOTION REQUIREMENTS – Level 5-4

No referee will be considered for promotion from Level 5-4 who falls outside of any of the following criteria as set by The Football Association.

To be eligible for nomination, referees must meet the following criteria:

- Be a Senior County Referee (Level 5) on the 1st August
- Referee on any of the following **Category A** Competitions:
 - **Any League at Step 7 or above of the [National League System](#)**
 - **WFA Saturday Junior and Minor Cups**
 - **Any Women's League at Step 6 or above of the Women's Tier System**
 - **Any External/Internal Cup matches of a similar status**
 - **The FA Sunday Cup**
- Receive at least 3 observations via the County Football Association in **Category A** matches
- Where possible, receive at least 2 further observations in any Category of Football
- If 5 observations have not been received (minimum of 3) they must finish in the top 50% of the leagues on which they operate
- Achieve an average observation mark of 70 or above across all observations received
- Referee a minimum of 20 open-age matches in total during the period 1st August to 30th April
- Must undertake a minimum of 10 appointments as Assistant Referee on adult male/female matches during the period 1st August to 30th April
- Must be prepared to regularly referee Saturday and Midweek matches
- Must attend a Level 5-4 Promotion Seminar (organised by The FA) and pass a Level 5-4 Laws of the Game test
- Must successfully complete a Fitness Test within the promotion season by 1st December. The test consists of:
12 minute continuous run – minimum distance to be completed = 2600 metres
and
2 x 50 metre sprint – max 7.5 seconds for each sprint

NOTE: A referee will not be eligible for observation until they have passed the fitness test.

- You must provide WFA with your match appointments on a regular basis. **This must be completed online – instructions will be sent to promotion seeking referees.**

The submission of fixtures is entirely your responsibility. Not providing this information means that we will not be able to appoint an FA Registered Observer to the minimum of three games, hence you will be ineligible for consideration for promotion.

Finally, if you choose not to notify your appointments for two consecutive months Worcestershire FA will automatically withdraw you from the promotion scheme and you will lose your deposit.



REFEREE RESPONSIBILITIES

The responsibility for ensuring all the requirements for promotion are met lies entirely with individual referees. County FA staff and league officials will help you wherever possible however the ultimate responsibility lies with you as a promotion seeking referee. **You will not be prompted to send in your fixtures.**

All promotion candidates are expected to display excellent administration skills throughout the season, **not** just until you have completed the minimum number of observations. If you need help or training with administration you should contact WFA as early as possible in the promotion season to help avoid any disappointment at the end of the marking season.

Additionally, promotion seeking referees must keep a record of matches that they have completed and liaise with their respective League Referee Appointments Officer(s) throughout the season to remain on course to adhering to the criteria relating to required number of matches.

Should a referee be unsuccessful with their promotion attempt they will be able to apply for promotion again in the following season by submitting an application form.

The Referees' Association also provides development opportunities and an alternative support mechanism to all match officials. Each society has members ranging in age and experience that could help you on your journey towards the next level. We strongly suggest that all promotion candidates are members of their local Referees' Association and attend meetings where possible. Local societies can be found across Worcestershire with further information available on the Worcestershire FA [website](#).



MATCH OBSERVERS

Observers play an integral role in developing referees. They are the guardian of standards and provide a quality assurance service towards referee promotion, development and retention. First and foremost, the role of the Observer is to help referees to improve and become better as all-round match officials.

There is no divine right to achieve promotion and referees are reminded to consider the development advice offered in any formal observation in a positive manner.

Observers will only carry out formal observations on adult 11v11 games. An observer will generally make contact with you prior to a game to confirm all the arrangements and it is therefore imperative that if there are any changes to your game e.g. kick off time, venue, etc. after the observer has contacted you, you **must** contact the observer and advise them accordingly.

Once the observer has completed their observation they will forward their report to WFA and you will usually receive it by email within seven days of the match. Referees should confirm receipt of their observation by return email within three days.

Match observers have a duty to report facts constructed on their observations and ultimately this must be in the form of match-based evidence to portray the performance of the referee on any given fixture. An appeal against an observation can only be made based on one or both of the following criteria:

- **The report contains an error in Law**
- **The text does not significantly reflect the mark/performance indicator awarded**

A match official wishing to appeal against an observation must do so in writing to WFA within 7 days of receiving the report. Guidance may be sought by WFA before deciding on the outcome. The outcome of any appeal will be final.

Similarly, any observation report may be subject to moderation. Moderation will only be considered if:

- The report contains an error in Law
- The text does not significantly reflect the mark/performance indicator awarded

Moderations can be forwarded to a panel in order to decide the final mark or competency. The outcome of moderation is final.



OBSERVATION COMPETENCIES

The competency framework enables referees to understand what is required to progress as well as providing the observer with a method of determining the referee's potential against an agreed criteria.

The specific competencies observed vary at the different levels of promotion but they are designed to allow a referee to demonstrate their ability to officiate at a higher level.

Level 7 to level 6 Competencies observed are:

Application of Law

Match Control

Positioning and Movement

Level 6 to Level 5 Competencies observed are:

Application of Law

Match Control

Position and Movement

Fitness (and work rate)

Management (and communication)

Alertness and Awareness (including management of stoppages and advantage)

Level 5 to Level 4 Competencies observed are:

Application of Law

Match Control

Position, Fitness and Work Rate

Stoppages and Technical Offences

Communication

Teamwork

Game Understanding

Further details of the competencies will be explained at the Worcestershire FA Promotion Seminar or can be found online via The FA Observer Handbook.

WHICH PROMOTION DO I APPLY FOR?

If you did not apply for promotion in the previous marking season:

I am a current Level 7 – you should apply for promotion from Level 7 to Level 6

I am a current Level 6 – you should apply for promotion from Level 6 to Level 5

I am a current Level 5 – you should apply for promotion from Level 5 to Level 4

If you did apply for promotion in the previous season:

You should apply for promotion for both applicable levels. For example, if you applied for promotion from Level 7 to Level 6 in the previous marking season and you wish to apply for promotion from Level 6 to Level 5 in the following season, you should leave **both** Level 7 to 6 and Level 6 to 5 on the application form. Once the outcome of the previous season is known, WFA will alter your application form accordingly.



HOW TO APPLY FOR PROMOTION

- 1) Read the Worcestershire FA (WFA) Promotion Guidance Document
- 2) Check you meet the criteria to apply
- 3) Fill in this form and send back to the email address detailed below by 31st May

Please note: Late applications will not be accepted under any circumstances

APPLICATION FORM

Please remember that you must be a Level 7 Referee and have refereed a minimum of 20 games in one registration period before applying for promotion (a registration period is 1 June to 31 May).

Your Name	
Date of Birth	
Address	
Email Address	
Mobile Number	

Which Promotion are you applying for? <i>(Delete those not applicable)</i>	Level 7-6	Level 6-5	Level 5-4
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State a maximum of 4 Adult Competitions in which you will be officiating:	
Name of Competition/League	Day on which matches are played

I agree to abide by the criteria for promotion, including undertaking any Training Courses/Seminars that may be arranged by the FA/WFA. I will transfer £25 to WFA (account details below) that I understand is refundable provided that I adhere to the criteria set out on **page 4** of the WFA Promotion Guidance document.

Signed:

Date:

Worcestershire FA Bank Details

Bank: Lloyds

Sort Code: 30-94-70

Account Number: 00118126

Return this form to Worcestershire FA by email: referees@worcestershirefa.com



Worcestershire FA Referee Observation Document Level 7-6

Name of Referee	
Fixture	
Date of Fixture	
Competition	

Match Type (X)	<input type="checkbox"/> Normal	<input type="checkbox"/> Challenging	<input type="checkbox"/> Very Challenging
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MISCONDUCT	Cautions	Red Cards	Dismissals from Technical Area
Home Team	0	0	0
Away Team	0	0	0

Summary of Referee Performance
<p>Application of Law</p> <p>Match Control</p> <p>Positioning & Movement</p>

PERFORMANCE COMPETENCIES (X)	Well Below Standard	Below Standard	Standard Expected	Above Standard	Well Above Standard
Application of Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Match Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positioning & Movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths and Development Areas demonstrated during the Fixture:



STRENGTHS		DEVELOPMENT AREAS	
1		1	
2		2	
3		3	

Additional Comments (if required)

Performance Indicator – Overall Match Performance	
Performance at current level	Performance above current level
<input type="checkbox"/>	<input type="checkbox"/>
<i>Performance at Current Level = Based on this performance, the referee could not be considered for promotion</i> <i>Performance above Current Level = Based on this performance, the referee could be considered for promotion</i>	

Name of Observer	
Date	



Worcestershire FA Referee Observation Document Level 6-5

Name of Referee	
Fixture	
Date of Fixture	
Competition	

Match Type (X)	<input type="checkbox"/> Normal	<input type="checkbox"/> Challenging	<input type="checkbox"/> Very Challenging
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MISCONDUCT	Cautions	Red Cards	Dismissals from Technical Area
Home Team	0	0	0
Away Team	0	0	0

Summary of Referee Performance
<p>Application of Law</p> <p>Match Control</p> <p>Positioning & Movement</p> <p>Fitness (& Work Rate)</p> <p>Management (& Communication)</p> <p>Alertness & Awareness (including Management of Stoppages & Advantage)</p>

PERFORMANCE COMPETENCIES (X)	Well Below Standard	Below Standard	Standard Expected	Above Standard	Well Above Standard
Application of Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Match Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positioning & Movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alertness & Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Strengths and Development Areas demonstrated during the Fixture:			
STRENGTHS		DEVELOPMENT AREAS	
1		1	
2		2	
3		3	

Additional Comments (if required)

Performance Indicator – Overall Match Performance	
Performance at current level	Performance above current level
<input type="checkbox"/>	<input type="checkbox"/>
<i>Performance at Current Level = Based on this performance, the referee could not be considered for promotion</i> <i>Performance above Current Level = Based on this performance, the referee could be considered for promotion</i>	

Name of Observer	
Date	



Referee Observation & Development Form – Level 5-4

Form to be confirmed by The Football Association in due course



AND FINALLY...

If, having read this document, you are unsure as to whether or not promotion is the next step for you, please don't hesitate to contact the team at Worcestershire FA. We will be able to provide you with an unbiased, realistic action plan detailing how you can move forward. Ultimately, the decision will be yours.

If you are not looking to seek promotion, we will endeavour to continue to support all of our match officials throughout the upcoming season. Keep an eye out for events and opportunities that are open to all of our referees. If you have any feedback or would like to discuss any ideas please get in contact with the team.

To those Worcestershire FA match officials who do submit an application for promotion, we wish you the very best of luck. Remember that the outcome of your application is in your own hands – failure to submit fixtures, communicate appropriately and a lack of participation at development initiatives will hinder your progress.

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

The Refereeing Department
Worcestershire FA