

# WESTMORLAND COUNTY FOOTBALL ASSOCIATION LIMITED



## REFEREE MANUAL

Westmorland County Football Association Limited  
35/37 Appleby Road  
Kendal  
Cumbria  
LA9 6ET  
Telephone: 01539 730946  
Email@ [info@WestmorlandFA.com](mailto:info@WestmorlandFA.com)  
Website: [www.WestmorlandFA.com](http://www.WestmorlandFA.com)

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## Contacts

Peter Ducksbury	Chief Executive / Company Secretary <a href="mailto:Peter.Ducksbury@WestmorlandFA.com">Peter.Ducksbury@WestmorlandFA.com</a> Mobile: 07932 030 819
Adam Panter	Football Development Officer <a href="mailto:Adam.Panter@WestmorlandFA.com">Adam.Panter@WestmorlandFA.com</a> Mobile: 07944 033 337
Helen Aitchison	Girls & Women's Football Development Officer <a href="mailto:Helen.Aitchison@WestmorlandFA.com">Helen.Aitchison@WestmorlandFA.com</a> Mobile: 07918 083 637
Richard Holmes	Referees' Development Officer <a href="mailto:Richard.Holmes@WestmorlandFA.com">Richard.Holmes@WestmorlandFA.com</a> Mobile: 07538 200 479
Annette Monks	Clerical Assistant <a href="mailto:Annette.Monks@WestmorlandFA.com">Annette.Monks@WestmorlandFA.com</a>
Bridget Ducksbury	Clerical Assistant <a href="mailto:Bridget@Ducksbury@WestmorlandFA.com">Bridget@Ducksbury@WestmorlandFA.com</a>

## Office Opening Hours

Normal office opening hours are:

Monday – Friday  
9am – 3.45pm

If you wish to see somebody in particular, it is advisable to ring the office beforehand to check they will be available to see you.

## Introduction

This information booklet has been compiled to assist new and existing referees in their duties and responsibilities when dealing with the Westmorland County Football Association. For those who have been referees for some time, the information contained herein may be very familiar but, for those who are new and as a refresher for those experienced referees, we hope it will prove useful in what is required by ourselves and why. No publication can cover all eventualities and it is therefore important to state at the outset that the County FA is available to assist you wherever possible if situations arise which are not covered in this booklet. The time taken to check things out “before the horse has bolted” can save you a lot of unnecessary time and trouble. This booklet is not exhaustive and should not replace the County FA handbook and/or website. Not all scenarios or questions are addressed and the rules and regulations in the County FA handbook must be read. It is essential that you make the time to familiarise yourself with them, thus ensuring a trouble free season.

Please **remember** that the County FA are here to help you – if you have any further queries or need clarification regarding items in this manual, handbook or on our website, please do not hesitate to contact our office.

## Westmorland County FA

Westmorland County FA are the overall governing body for football within the county of Westmorland. Leagues govern football only within their own league.

This may mean there is some duplication of paperwork, but it is essential that rules and regulations are complied with within each organisation to ensure the smooth running of football within the county.

## Communication

All correspondence will be sent either by post or e-mail. It is therefore important that you notify us of any changes to your details. Please also to remember to notify the league secretaries of any changes.

## Referee Registration

As a referee you must register with your Parent County FA each season. A Registration Form will be sent to you in April each year. This form needs to be completed in full, detailing any dates you are available to referee, and returned with the appropriate fee by the date specified.

The registration fee also includes Public Liability Insurance/Personal Accident Insurance, whilst refereeing in affiliated football. Please note that if you officiate in unaffiliated football and something happens you will not be covered by this insurance. It is recommended you do not participate in unaffiliated football.

## Handbook

You will be sent a County FA handbook in August, which contains details of all club rules, Referees Regulations, club directory and other information and advice. It is recommended you become familiar with the contents of the publication.

## **Kit and Equipment**

As a referee in our county you must wear black uniform (black shirt with white collar, black shorts, black socks with white tops) only. We also recommend that you have the following items of equipment:

- Two watches
- Two whistles
- Two pencils
- Small notepad and/or scorecard
- A coin
- Red and yellow cards

Kit and equipment may be purchased from:

- The Referees' Association (1 Westhill Road, Coundon, Covert, CV6 2AD)
- A & H International, FREEPOST SEA8568, Seven House, Caterham, Surrey, CR3 5BZ

or any good sports retailer.

## **FAMOA (Football Association Match Officials' Association)**

Once you are a qualified referee and completed 6 games you automatically become a member of FAMOA and given a FAMOA number.

FAMOA is an association for all currently registered referees, as well as Assessors, Mentors and Instructors.

It provides you with:

- Magazines published on a regular basis
- Education and training
- Information on the criteria to achieve promotion
- Advice and instruction on current refereeing issues
- Information and access to fitness training
- Accessibility to those people who can assist in your development as a referee
- Information on all issues connected with refereeing and football
- A focus for all referees at all levels within the game

For more information please visit our website

(<http://www.westmorlandfa.com/GetIntoFootball/Refereeing/FAMOA/>)

## **Membership Services**

Have you become a member on our website yet? Becoming a member allows you to view your contact details, update your contact information, view your FA accreditations and maintain your availability.

If you require any help or assistance in registering as a member, please contact the office.

## Referees' Association

Westmorland County FA recommend that all registered referees become members of the Referees' Association. They provide a monthly training session at each meeting, but other added benefits such as:

- Advice, encourage, guidance and support
- Monthly meetings
- Social Events
- Personal Accident Insurance
- Representation
- News Digest (electronic magazine)
- RA/FA Magazine
- Annual Conference
- Eve of Final Rally
- Supplies
- Website ([www.footballreferee.org](http://www.footballreferee.org))
- Benevolent Fund

### Westmorland Referees' Association

Meet on the 2<sup>nd</sup> Monday of the month at the Ivy Leaf club, Kent Street, Kendal at 7.30pm

For further details contact the Association Secretary:

John Cotter, The White House, Bolton, Appleby, CA16 6AL

Tel: 017683 61209

## County Cup Competitions

### Appointment of Match Officials

Following draws for our cup competitions, the Referees' Development/Competitions Officer will appoint match officials to the games, taking into account any closed dates. It is, therefore, important that you close your dates with us as we don't want to appoint you to games when you are not available. Please e-mail your closed dates to [Closeddates@WestmorlandFA.com](mailto:Closeddates@WestmorlandFA.com).

You will receive written notification of games you have been appointed to either via e-mail or post. When you receive the fixture notification you MUST acknowledge receipt confirming whether you can referee the game or otherwise by either e-mailing [info@WestmorlandFA.com](mailto:info@WestmorlandFA.com) or by returning the completed acknowledgement card as soon as possible. Alternatively, you can also ring the office.

If after accepting the fixture, you become unavailable for any reason (ie injury) please let the Referees' Development/Competitions Officer know immediately. Do not leave it until the day before the game, as this makes it extremely difficult to replace you at short notice.

We recommend you familiarise yourself with the relevant cup competition rules, as detailed in the County FA handbook or website ([www.WestmorlandFA.com](http://www.WestmorlandFA.com)) a few days before the game. If you have any queries you will have opportunity to raise them with ourselves prior to the game. Please note that our rules will defer to league rules and vice versa.

## Payments to Match Officials

The Home Club must pay you before the game in the dressing room.

Details of fees and expenses are available in our handbook (Cup Competition Rules section – Rule 19) or alternatively on our website ([www.westmorlandfa.com/FixturesAndResults/CountyCups](http://www.westmorlandfa.com/FixturesAndResults/CountyCups)) by clicking on the relevant cup competition page and the competition rule link).

## Postponing of County Cup Competitions

We have a recommended procedure for determining the suitability of grounds in adverse weather conditions. This procedure can be found in our handbook under the General Information section or on our website - [www.westmorlandfa.com/FixturesAndResults/CountyCups](http://www.westmorlandfa.com/FixturesAndResults/CountyCups) by clicking on the related document link.

It is important that this procedure is followed as disciplinary action may be taken against clubs if not.

## Discipline

An essential and important duty of the referee is to report misconduct by players, officials or spectators to the appropriate authority.

**All** completed misconduct reports must be sent within 48 hours of the conclusion of the game either by emailing [Discipline@WestmorlandFA.com](mailto:Discipline@WestmorlandFA.com) or posting to our office.

Multi-caution match reports and Standard Misconduct forms are available from our website. (<http://www.westmorlandfa.com/GetIntoFootball/Refereeing/ReportingMisconduct/>)

For anyone who has not got access to the internet, paper copies are available on request from our office.

The Association will acknowledge receipt of your report, either by e-mail or post.

When completing the forms please ensure you complete all information and check you have the correct player's name – you should have already checked this against the team sheet before leaving the ground. Mistakes on reports can result in the charge being dropped against the club/player.

## Appeal Process

Players and/or clubs can appeal against a Sending Off/Misconduct charge.

There are two types of appeal:

1. Correspondence Hearing  
Written statements from the player are considered together with the referees' report by a disciplinary commission.
2. Personal Hearing  
The player and witnesses attend a disciplinary commission to give verbal evidence. If a personal hearing is requested, the referee will be invited to attend.

It is important that referees make every effort to attend a hearing to support their written report and answer any questions that arise from the player's evidence.

## Promotion

When you first qualify as a referee, you become a Level 9 trainee referee. Once you have officiated six 11-a-side games you become a Level 8 referee if you are aged 15 or under or a Level 7 if you are 16 or over.

If you wish to become a Level 6 referee you must serve at least one season at Level 7 before being eligible for promotion. Promotion is decided through assessment, attendance at further training events, successful completion of a test on the Laws of the Game and completion of at least 20 matches of open age competitive football during the marking period.

The same criteria applies for promotion to Level 5 with an expected higher level of competency demonstrated within the assessment process. Your personal administration with acceptance of appointments and closing dates when you are not available also assumes a much higher importance. You also need to complete 5 appointments as a neutral assistant referee in order to gain promotion.

If you would like to be considered for promotion, you should make a written application to the Referees' Development Officer by the 1 June.

## Codes of Conduct

You should familiarise yourself with the Codes of Conduct detailed in our handbook and on our website. (<http://www.westmorlandfa.com/Governance/GuidanceandPolicies/>) by clicking on the link.

Referees have a responsibility to promote high standards of behaviour in the game.

The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the sidelines.

## Closed Dates

Please remember to close any dates you are unavailable to referee to avoid being appointed to games.

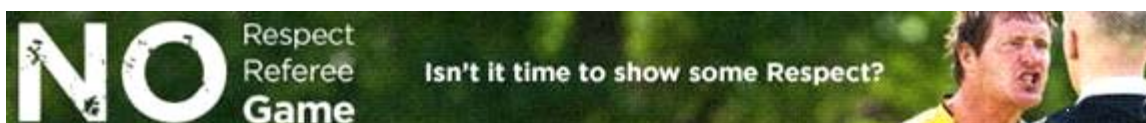
You can close your dates in any of the following ways:-

- E-mail ([closeddates@westmorlandfa.com](mailto:closeddates@westmorlandfa.com))
- On a fixture acknowledgement card (there is a section for closed dates)
- By telephoning the office

## Suggestions, Praise and Complaints

If you have a comment or complaint about our services, we would like to know. We aim to provide the best possible care for our customers and your views will help us to get things right. If you are unhappy with the quality of any element of service you received from Westmorland County FA, please advise the association as soon as possible. If we have done something well or could improve our service to you, please let the association know. Correspondence should be forwarded to the Chief Executive.

## Respect



**Respect is The FA's programme of activities to combat unacceptable behaviour in our game at every level - on the pitch and from the sidelines**

Respect will ensure a safe, positive environment for everyone to enjoy football. From the start it will have an impact on the following areas:

**Referee recruitment and retention:** By tackling abuse towards match officials, we hope to reduce the stream of referees understandably leaving the game.

**Participation within youth football:** Abuse and pressure from the sidelines needs to stop if we are to ensure young children enjoy, stay and progress in the game.

**Coaching and player development:** An encouraging and player-centred approach is vital if we are to improve coaching standards - particularly for the key 5-11 age-group. It's simple: better coaches produce better players.

**Safeguarding children:** Everyone in football has a duty of care towards children - ensuring they are able to play football in a safe, enjoyable environment free of abuse, bullying and discrimination.

If you would like more information on this programme please contact the RESPECT Lead Officer.

## Referees' Marks and Assessments

As part of your ongoing development and performance and to aide us in appointing cup final match officials, during the period 1 March to 28 February each year, clubs are required to provide leagues and ourselves a mark out of 100 to reflect your performance during the game.

Leagues are asked to submit their marks. These marks are collated and used by the Referees' Committee in deciding whether a referee warrants promotion and/or a cup final appointment.

If you have requested promotion, you will be assessed by an Assessor at least three times during the season. The Assessor will submit a written assessment report to ourselves; a copy will be forwarded to you. The Assessor will also mark your performance; these marks are also included in your overall marks for the season.

We hope that you find this booklet helpful.

Remember, we are here to assist you as much as possible; please do not hesitate to contact us if you need any advice or guidance.