



# **Manual of Guidance for Match Officials of the SCEFL**

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# FOREWORD

The appointment of match officials for the Southern Counties East (SCEFL) will be managed by the SCEFL Match Officials Team (SCEFL MOT)

In the coming season you will serve as a Referee/Assistant Referee or both. By way of accepting the invitation to serve, there are certain commitments that have to be made on your part.

Officiating at this level is a big step in your refereeing career and represents many changes as a Referee or Assistant Referee. All clubs at this level have enclosed grounds, the skill factor is often better and there is a paying attendance, with certain clubs regularly attracting a large following, it can be very challenging for you.

These factors bring with them certain responsibilities on your part, the standard of administration and communication will need to be of the highest level. You will also be expected to conduct yourself, on and off the field of play, in an exemplary and professional manner.

This manual is designed to be a point of reference for you in your role. You are strongly advised to take note of its content and regularly revisit it. By doing so you will be in a position to approach each appointment with confidence, ensuring that you achieve the maximum performance level possible. You will note that there is more in the guidance that applies to L4's as this is the first formal stage on their career path to full time officiating or something similar.

Finally, it only remains for us to wish you well for the coming season. We trust that you will enjoy your time officiating at this level of the game. Never hesitate to contact any of us at any time if you need to.

**Ian Bentley - SCEFL Referees Officer**  
**Don McLeod - SCEFL Assistant Referees Officer**  
**Steve Down - SCEFL Assistant Referees Officer**  
e-mail [referees@scefl.com](mailto:referees@scefl.com)

**Alan Escudier - SCEFL Observer Coordinator (Level 4 only)**  
[assessors@scefl.com](mailto:assessors@scefl.com)

## 1. Introduction

This Manual of Guidance is designed to assist match officials who officiate on the SCEFL.

It is not a definitive document but aims to provide advice and guidance on issues that match officials may encounter at this level of football. If, after consulting this document, you have still not been able to find the solution to your problem you are strongly urged to contact the one of the officers.

## 2. Order of Precedence

The "Order of Precedence" of appointments, whether as a Referee or Assistant Referee shall be as follows:

- (1) The FA Challenge Cup Competition and The FA Women's Challenge Cup Competition (Fourth Round Proper onwards);
- (2) The Premier League;
- (3) EFL;
- (4) The FA Women's Super League and The FA Women's League Cup;
- (5) The FA Challenge Trophy Competition;
- (6) The FA Challenge Vase Competition;
- (7) Affiliated Association Cup Competitions\*
- (8) Step 1 List and Step 2 List and The FA Women's Championship;
- (9) The FA Youth, FA County Youth Challenge Cup Competitions and The FA Women's Challenge Cup (prior to Fourth Round Proper).
- (10) Step 3/4 Leagues, National League Systems Cup and FA Sunday Cup
- (11) Step 5/6 Leagues (including selected Step 7 divisions)
- (12) Senior County Leagues
- (13) Intermediate County League
- (14) Women's National League and Cup
- (15) Women's Regional League and Cup
- (16) County Junior Leagues
- (17) County Women's Leagues and Cup
- (18) All other competitions, including Youth Competitions

\* Affiliated Association appointments only take precedence over National League System, The FA Youth and FA County Youth Challenge Cup Competitions appointments, **if the appointment is in the Affiliated Association's nominated Senior Cup Competition or in the Semi-final and/or Final of any other Affiliated Association Competition whether the appointment is as a Referee or an Assistant Referee.**

\*\* Fourth Officials where appointed do not form part of the Order of Precedence and usually do not take precedence over an active appointment.

**Thus the SCEFL Premier & First Division fall at number 11 above.**

Where release from an appointment is required to enable a referee to take a more senior appointment at least four days' notice must be given to the relevant Affiliated Association or Competition by the association or Competition requesting the release.

Once the Football Association or County Football Association has appointed a match official, if subsequently the match is postponed, abandoned or results in a draw and the re-arranged fixture is then scheduled to take place less than four complete days from the date of the original match, the Football Association or County Football Association appointment will take priority.

### 3. **Personal Details**

Your personal details will be held on the FA's MOAS (Match Officials Administration System) & Whole Game System (WGS). If any of your personal details change, even if it is a temporary change, you are required to update those systems immediately that change is known. This is particularly important in respect of address or contact telephone number changes, as well as new e-mail addresses. You must also notify the SCEFL MOT by email.

### 4. **Communication**

#### **Electronic**

- All match officials now have access to an e-mail address and the MOT will conduct much of its business by this form of electronic transmission. However, there are some words of caution in respect of the use of e-mails.
- Only use an e-mail address that you have constant access to.
- Do not provide an address which emanates from an occasional visit to an Internet Café.
- Ensure that you type the address correctly before sending the message.
- If your e-mail account has an auto-acknowledge facility ensure this is activated to receive an acknowledgement from the recipient. If you have not received an acknowledgement within 48 hours either re-send the transmission or, if urgent, seek some other means of communication.
- Similarly, if your e-mail requires a response, follow it up if a response is not received within 48 hours.
- If you ever suspect that a virus has corrupted your computer, cease sending e-mails until you can guarantee the integrity of your equipment.
- Do not use e-mail addresses that give the impression that you have a cavalier or flippant attitude to your role of referee (e.g. redcardfred@btinternet.com is not acceptable). Remember, club secretaries see these e-mail addresses.
- The MOT will not accept the sending of inappropriate e-mails to any of its addresses.

#### **Communicating by Telephone**

Communication by telephone should be kept to an absolute minimum. The telephone should only be used in an emergency and as a last resort i.e. with less than 48 hours before an appointment.

If you leave an answer phone message, ensure that you apply the basic ABC principles of communication:

A Accurate      B Brief      C Clear

Under no circumstances will mobile telephone message texting services be an acceptable form of communication with the SCEFL MOT.

#### **Communicating with Clubs**

Clubs will communicate with you to provide you with confirmation of appointments. This will normally be conducted via e-mail as the club will be required to provide you with details of the location of their ground. Once a

club has notified you of a fixture you must immediately acknowledge with the club that you have received this information.

The home club shall advise the match officials of the date and time of kick-off of each match, at least five days prior to the match and the match officials must acknowledge receipt at least three days before the match.

If you receive notification from a club about a fixture that you were initially appointed to but have been subsequently removed from or relinquished, you must immediately inform the club and the SCEFL MOT. This is critical to ensure that the fixture does not go uncovered.

You are strongly advised to keep a record of your communications with individual clubs, including dates, times and names of persons you conversed with.

### **Social Networking Sites**

Social networking websites have now become a part of everyday life and are accessed by many people from all walks of life. It is an individual's right to use such sites as they wish, within the bounds of legal acceptability. However, as a match official representing the SCEFL there is a responsibility to conduct yourself in a professional manner, both on and off the field of play.

Inappropriate use of these sites may leave a match official open to criticism, comment or ridicule, even if the matter is of a personal nature. Inappropriate comments regarding refereeing issues or other issues on such sites which could bring football, referees, The FA, SCEFL or County FA into disrepute may make it necessary for The FA or County FA to take action against the match official in question.

Please could all match officials think carefully before posting on such sites. The SCEFL MOT would not wish you to jeopardise your position as a match official by making inappropriate or ill-founded social comment or use of such sites. As a general rule of guidance, if you would not say the comment in a press conference, then is it fitting to post such a comment on a social networking site.

## **5. Closed Dates**

At this level of football the SCEFL MOT operates a "closed dates" system. Fundamentally this means that you are available to officiate on a football appointment unless you make yourself unavailable by "closing" the date.

### **Level 4 officials**

Dates may be closed for personal reasons or for the acceptance of other football appointments – **but only those defined within the Order of Precedence**. Do not attempt to close dates for other football appointments outside the Order of Precedence until the monthly appointments have been published. In addition, do not attempt to disguise such appointments as other personal closed dates, this is unacceptable.

### **Level 5 – 7 officials**

Dates may be closed for personal reasons or for the acceptance of other football appointments. All officials are expected to be available on at least one Saturday per month save for those appointed to a game higher in the Order of Precedence as detailed earlier in this document.

There are various times during the year that you will be required to close dates:

### **On Receipt of the Monthly Fixtures**

All Level 4's should close dates for the following month within the timescales outlined by the FA. All Level 5 – 7's should close their dates within the timeline communicated to you each month by the SCEFL MOT.

### **Ad-hoc Dates**

Ad-hoc dates, including additional personal dates and football appointments outside those allocated in the monthly fixture list, should be closed on-line.

## **6. The Appointment Process**

The SCEFL MOT usually starts with a complete season's fixture list prior to the commencement of the season. The SCEFL MOT produce their fixtures on a monthly basis from August to April/May. There will naturally be a number of amendments to these which we do as the season progresses.

Once the SCEFL MOT has completed all the agreed appointments for the coming month they will sent via MOAS & FA full-time.

All match officials have a responsibility to notify dates to their County FA for all SCEFL appointments where they are on promotion.

### **Appointing Protocol**

The SCEFL MOT are responsible for the appointment of Referees and Assistant Referees to all league and league cup matches.

The SCEFL comprises of two divisions, both part of the National League System (NLS): The Premier Division is Step 5 and Division 1 is Step 6.

All match officials' appointments are at the discretion of the SCEFL Match Officials Team. Every effort will be made to be fair and open in our appointing and will, where possible, follow this protocol. It goes without saying that an individual match official's availability, ability, administration, and any travel restrictions will be an integral part of the appointing process.

The appointing protocol is as follows:-

### **Referees - Premier Division**

All referee appointments on the Premier Division are made from the panel of Level 4 match officials allocated to the SCEFL on an annual basis by the FA. The match officials position on the MOAS merit table will assist with the matches they are appointed too.

There may be occasions when the league does not have any Level 4 officials available, and an alternative referee needs to be identified. With the support of the

Assistant Referees Officers, an appointment from the Supplementary Referees Panel (see below) will be made. Only Referees on the L5 – 4 promotion scheme will be considered which will be based on the latest information available for that match official. These appointments are totally at the discretion of the SCEFL Match Officials Team.

### **Referees – Division 1**

Each season the SCEFL Match Officials Team will compile a list of officials authorised to referee Division 1 matches. It shall be known as the Supplementary Referees Panel (SRP). The SRP is by invite and will be solely comprised of Level 5 match officials.

As the league is keen to support all officials who are seeking to achieve promotion to Level 4, and as Step 6 matches are the preferred level for observation purposes of the County FA's, all Level 5 – 4 promotion candidates will be given the option to form part of the SRP subject to meeting the league criteria. Additionally, it will comprise of those Level 5's not on promotion who have demonstrated loyalty and support to the league. This will however be subject to numbers.

Being a member of the SRP requires additional commitment on the part of those officials invited to join which is advised to those selected in advance.

All SRP officials are subject to removal/demotion, including those on the Level 5 – 4 promotion scheme. The criteria used for demotion is outlined in the manual of guidance.

All referee appointments to Division 1 will be taken from those on the SRP and will be made by the SCEFL Match Officials Team. When making those appointments, while taking the general appointing principals into account, an element of priority will be given to those on the Level 5 – 4 promotion scheme to enhance their observation opportunities.

### **Assistant Referees – Both Divisions**

Assistant referees will be appointed to all SCEFL matches from the panel of Level 5 – 7 match officials, including those on the SRP. These appointments are made based on experience, ability, location, administration, and availability etc. As such, all new officials will be expected to serve a period acting as an Assistant Referee on Division 1 to allow the SCEFL Match Officials Team to make a fair and accurate judgement of an official's ability.

Following each match (Premier & Division 1) the match referee is required to submit a mark for each Assistant Referee from which a merit table is compiled. Additionally, Premier Division matches are attended by a match observer and the observer marks are used to compile a separate merit table on MOAS. It is these tables, together with any other relevant information that are used to make judgements on ability. All officials are expected to accept appointments on both divisions.

### **Monthly Appointments**

Appointments can be viewed on MOAS for Premier Division appointments and [FAFT](#) for both Premier & Division One search under leagues for Southern Counties East Football League.

## **7. Acknowledging Appointments**

**All level 4's will administrator their appointments and closed dates via MOAS.**

For all Level 4's all appointments must be accepted within 48 hours of receipt. Failure to do so may result in you losing the appointment, i.e. the fixture may be reappointed.

**All level 5 – 7 officials will administrator their closed dates via Pitchside Referee Centre.**

Level 5, 6 and 7 officials DO NOT need to acknowledge their appointments but MUST contact the MOT if they are unable to fulfil an appointment notified to them as soon as possible.

## **8. Relinquishing an Appointment**

There will only be three occasions when you relinquish an SCEFL appointment:

- To accept another football appointment with higher priority within the Order of Precedence
- For personal or business reasons
- Due to injury or illness

If you receive a football appointment that takes precedence over a SCEFL appointment you must immediately communicate this fact to the SCEFL Match Officials Team by email and request permission for your release. You must ensure that you receive acknowledgement of that request and confirmation of your agreed release.

It is your responsibility to honour any SCEFL appointment. However, it is accepted that there may be occasions, due to personal or business reasons, when you will be unable to fulfil an appointment. The release from an appointment under these circumstances will only be accepted for genuine and valid reasons. In such a case you must immediately contact the SCEFL Match Officials Team.

If unfortunately you become ill or are injured, you must contact the SCEFL Match Officials Team immediately if it is likely that the illness or injury will prevent you from fulfilling a SCEFL appointment. When contacting the SCEFL Match Officials Team be prepared to provide them with an estimated date of resumption of duties.

Once you have been released from an appointment it is your responsibility to personally contact all the other match officials on that fixture and inform them that you are no longer assigned to that game. In addition it is your responsibility to contact the home club secretary and inform them that you have been released from that appointment and will not be fulfilling it. You should advise the secretary that they should contact the SCEFL Match Officials Team to confirm the details of the replacement match official.

The SCEFL Match Officials Team will maintain a list of withdrawals from appointments and may review the position of any official on the list should a pattern of unsubstantiated withdrawal develop.

If a match official has closed a date but then it becomes available they should advise the SCEFL Match Officials Team immediately that they are now available for appointments and update their respective 'closed date' system (MOAS / Pitchside).

## 9. Team Sheets

8.20 Each Club must hand the Team Sheet containing name(s) of Players taking part in a match (including the name(s) and number(s) of the nominated substitute(s) to the Referee and a representative of their opponents **in the presence of the Referee at least forty-five minutes before the scheduled time of kick-off.** The Players' numbers (in accordance with Rule 7) and the colours of the playing strip must be clearly stated. Any Clubs in breach may be fined.

**Team sheets should be retained by the match referee for at least 2 months.**

## 10. Misconduct Reports

Match officials should be aware that misconduct reports for all matches played in the SCEFL must be submitted via the FA Whole Game System. As the league's referee records are now linked the WGS then at some stage administration may become easier.

Assistant referees are reminded that in the case of some sending-off offences they must submit a misconduct report to the appropriate authority in the same manner where appropriate.

**Failure to report misconduct may result in an County FA misconduct charge.**

## 11. Reports to SCEFL Match Official's Panel

At the conclusion of every SCEFL game the referee will be required to complete an online Match Report within 48 hours of the match being played. The Match Report can be found via on the SCEFL [website](#).

The match referee has a duty to report breaches of league rules or directives to the SCEFL Match Officials Team. They must be documented on the Match Report form.

If a referee reports a club for a breach of league rules or directives **they must inform a responsible member of the Club that the breach will be reported** and include it on the Match Report form.

**Leagues rules & directives that match officials are expected to carry out and report on are:-**

### Directives

[Dismissals from Technical area Policy Guide](#)

[Cooling Off Period Directive](#)

[Allowance for Lost Time Directive](#)

## League Rules

### Club Colours

7.3 No Club shall be permitted to register or play in shirts the colour of which is likely to cause confusion with the outfits worn by the Match Officials (i.e. black or dark blue).

7.4 The Players' shirts must be clearly numbered in accordance with the Team Sheet handed to the match referee before a match and there must be no change of numbers during the match except for a change of goalkeeper or if permitted by the match referee because of a blood injury.

7.5 The Captain shall wear a distinguishing armband to indicate his status.

### Pre-match Arrangements & Responsibilities

8.13 The home Club shall advise the visiting Club and the Match Officials of the date and time of kick-off of each match and the team colours, including the colour of the goalkeeper's jersey, it will be wearing, to be received **at least five days prior** to the match and the visiting Club and the Match Officials must acknowledge receipt to be received at least three days before the match. The visiting Club must include in its acknowledgement the team colours, including the colour of the goalkeeper's jersey, it will be wearing.

### Match Management

8.19 All matches shall be of ninety minutes duration. The half time interval in all matches shall not exceed fifteen minutes. Any match which is not of ninety minutes duration may be ordered to stand as a completed match or replayed for the full period of ninety minutes or be awarded to the Club not at fault, as the Board may decide, on such terms as the Board shall decide.

8.21 Any Club altering its team selection or numbering after Team Sheets have been exchanged may be fined. A Player who is named on the Team Sheet may be replaced without fine if he is injured warming up after exchange of the Team Sheet. Any subsequent changes must be notified to the referee and to a representative of the opponents before the actual kick-off.

8.22 Clubs taking the field of play – For all matches under the jurisdiction of the Competition, Clubs shall be required to enter the field of play together, preceded by the Match Officials, not less than 5 (five) minutes before the advertised time of kick-off.

8.23 Each Club shall be prepared to kick-off at the scheduled time unless a satisfactory explanation is offered. Any Club commencing a Competition match with less than 11 Players may be subject to a fine. Each team participating in a match shall represent the full available strength of each competing Club.

8.24 In all Competition Matches, the number of Clubs players and officials seated on the team benches, in the designated technical area, must not exceed 11 unless the team bench facility provides more than 11 individual seats.

8.25 Only one person at a time has the authority to convey tactical instructions to the Players during the match from within the technical area.

8.26 All team officials and substitutes seated on the bench shall be listed on the official Team Sheet when it is submitted to the Match Officials. Only those persons listed on the official Team Sheet shall be permitted in the technical area.

8.27 The occupants of the technical area must behave in a responsible manner at all times. Misconduct by occupants of this area will be reported by the Referee to The FA, who shall have the power to impose sanctions as deemed fit. Any occupant dismissed

from the technical area shall immediately go to a location within the ground from which they cannot view the remainder of the game.

8.28 With the exception of the team manager, the team coach and any substitutes who are warming up or warming down, all other personnel are to remain seated on the trainer's bench. The team manager or team coach is allowed to move to the edge of the technical area to issue instructions to his team.

8.29 All occupants of the technical area must wear the corporate bench kit if supplied to each Member Club. The only exception would be the Team manager who will be allowed to wear suits and overcoats not displaying any sponsorship logos. Corporate bench kit, if supplied to each Member Club, must also be worn by the players and staff in warm-ups and warm-downs, and where possible in media interviews on match days. Failure to wear the bench kit will result in a fine.

### **Match Officials**

14.2 No Club shall postpone a Competition match on account of the apparent state of the ground. In the event that such circumstances prevail, Clubs should comply with procedures provided for in the document published by The FA "Recommended procedure for the guidance of Clubs and Referees in determining the suitability of grounds in adverse weather conditions". Should the ground be declared unfit it is the responsibility of the home Club to immediately advise the Competition, the Appointing Authority (SCEFL Match Officials Team), the visiting Club and the Match Officials.

14.5 In cases where it is found necessary to stop play owing to the weather or other cause, the Referee must wait a reasonable length of time before deciding on abandonment.

14.6 Referees must report on the relevant form all cases where teams commence a match late or without eleven Players on the field of play. Referees must also report their own or any assistant referees' late arrival in any matches and notify those concerned at the time of their intention. Assistant referees must also send an explanation of their late arrival to the Appointing Authority (SCEFL Match Officials Team) in writing by the method instructed by the Appointing Authority (SCEFL Match Officials Team) within 3 days of the match.

14.7 The home Club will be responsible for paying the Match Officials the fees and match expenses set by the Appointing Authority on the day of the match in their dressing room, within a reasonable time after the conclusion of the match (including matches abandoned for any reason). In the case of a postponed match, whether or not gate money is taken, any Match Official who has travelled to the match will be entitled to half their match fee from the home Club. Where provided by the home Club, each Match Official must complete and submit a claim form for expenses.

14.9 Three match balls proposed to be used in the match and, if applicable, supplied by the Company under a ball sponsorship agreement must be submitted to and approved by the Referee before the commencement of the match in his/her dressing room.

It is the responsibility of the Club playing at home in each match played under the jurisdiction of the Competition to provide match balls in accordance with any match ball agreement signed by the Company. The official Competition match ball must be used in all Competition matches.

## 12. Protocols for dealing with Abuse

Documents relating to this can be found on the [SCEFL website](#).

Please note clubs should not take unilateral decisions to abandon a game and that should only be done by the referee in consultation with both clubs.

## 13. Safeguarding Children

The Southern Counties East Football League acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. We subscribe to The FA's Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

It is therefore important to remember:

- A match official who is seventeen years or younger should never be in a changing room alone with an adult (male or female) official.
- A match official who is seventeen years or younger should never be the lone passenger in an adult official's (male or female) vehicle. Likewise if they are the driver they should never be alone with one passenger.
- Any criticism of a match official who is seventeen years old or younger should be constructive, age appropriate, and should not be delivered in a way that could be construed as emotionally abusive.

## 14. Travel Arrangements

There may be some occasions when joint may be necessary, match officials will be advised accordingly.

## 15. Postponement of Matches

Please refer to the [Adverse weather Conditions Procedure](#)

Where a match official is requested to inspect a field of play to determine its suitability for play the home club must produce a "Certificate of Match Postponement" to be completed and signed by the match official. The home club must then submit the Certificate to the SCEFL Match Officials Team.

**For Level 4's referees under no circumstances are you to confirm the fixture on MOAS.**

## 16. Dress Code

In order to present a professional image to clubs a certain standard of dress is expected of match officials at this level.

Match Officials are advised to arrive at the ground in tracksuit, polo shirt and trainers. This is intended to allow for quick use of the changing rooms to change into warm up and match kit. All match officials should ensure they are presentable, achieve a professional appearance and, where possible, wear the same tracksuit and polo shirt.

Match officials must wear uniforms comprising plain black shirts with optional white collars and black shorts. Socks must be black with an optional white top, no coloured tops should be worn, and clubs must change to accommodate a shirt clash.

## 17. Travelling to the Ground

All match officials should ensure that they have allowed sufficient time to travel to the ground.

As the amount of traffic on the roads increases the possibility of delay also increases. Prior to travelling match officials should make every effort to identify delays caused by roadworks or incidents. In winter months it would also be advisable to check the weather forecast in case of inclement weather that would affect driving conditions.

It is inevitable that on occasions match officials will be delayed travelling to grounds. All match officials are expected to have available a mobile telephone in case of emergencies. You should always have to hand the contact telephone numbers of the other match officials (if travelling alone), the home club secretary, the match observer (where appointed), the ground you are travelling to and the officers contact details of the SCEFL Match Officials Team. If you are delayed in any way and anticipate arriving late, ensure that your match colleagues and the home club secretary are apprised of your progress.

## 18. Match Fees

### Premier Division

Referee - £56.00

Assistant Referee - £40.00

### Division One

Referee - £46.00

Assistant Referee - £37.00

All inclusive of travelling expenses.

## 19. Arriving at the Ground

Upon arrival at the ground it is your responsibility to seek out and confirm your arrival with the home club secretary or person responsible for liaising with the match officials.

## 20. Reporting of Late Arrival

On all SCEFL matches you must arrive at the ground at least one hour prior to the scheduled kick off time. In practice, it would be better if you arrive well before this time. Referees should note that they cannot compel an assistant referee to arrive more than one hour before kick-off. The appointed Referee may be required to visit the ground earlier if requested to do so by the home Club.

**Where a referee arrives late for a match they must provide a written report to the SCEFL Match Officials Team explaining the circumstances. This report must be made immediately after the match.**

**If an assistant referee arrives later than the stipulated time they must submit, in writing, a report to the SCEFL Match Officials Team explaining the reason for their late arrival and the time of arrival. In addition the match referee must also report this fact to the SCEFL Match Officials Team on the Match Report form.**

## 21. Non-Appearance of a Match Official

The SCEFL have agreed with all their Clubs that in the event of a non-appearance of a match official both clubs **MUST** agree to a replacement official. This ensures that a match will go ahead as scheduled despite the non-appearance of a match official.

If a match official fails to arrive at a ground at the stipulated time (at least one hour prior to the scheduled kick off) the other officials at the ground should attempt to make contact with the missing official. If no contact is made by making these enquiries the officials at the ground should then advise the home club secretary and confirm that the missing official has (a) been contacted by the home club and (b) whether they have acknowledged that contact.

If both (a) and (b) are affirmative the officials present should ring the SCEFL Match Officials Team and inform them of the situation. The SCEFL Match Officials Team will attempt to arrange a replacement. Contact with the SCEFL Match Officials Team should be carried out at the earliest opportunity to give the maximum opportunity to identify a replacement.

If the missing official is a referee, and the only replacement that can be arranged is an assistant referee, then the most senior assistant referee will take the place of the Referee. "Seniority" for these purposes will be determined by the length of service as a Level 5 Referee, then length of service as a Level 6 or 7 Referee and finally by total length of service as a referee.

If the SCEFL Match Officials Team cannot provide a replacement the home club should be asked to make enquiries, possibly by a crowd announcement, to establish a suitable replacement. When a suitable replacement is found they should be afforded the role and responsibility of an assistant referee throughout the time they are carrying out that function.

After the game the match referee should submit a report to the SCEFL Match Officials Team outlining the details. If a person other than an appointed SCEFL match official acted as an assistant referee the report should contain the name, address and mobile number of the individual.

In the event that a Club causes a match to be abandoned in relation to the operation of this Rule then that Club shall be charged with failing to fulfil a fixture (Rule 8.38 refers).

## 22. Team Colours

You should make yourself aware of any potential clash of team colours at the earliest opportunity. Match officials are reminded that they **do not** have the authority to deviate from the black uniform. Law requires the goalkeeper to wear colours that distinguish him from the other players, the referee and assistant referees.

## 23. Guests at SCEFL Matches (Including Referee coaches)

The SCEFL Match Officials Team does not discourage the taking of guests to SCEFL matches. However, there are certain stipulations that match officials must take into consideration if they decide to take guests to a game:

- There should be no assumption that guests of match officials will receive unpaid entry into a ground, or any preferential treatment in respect of hospitality.
- Any such concession must be at the instigation of the club and **should not exceed 1 guest.**
- Once at the ground the match officials primary responsibility is to prepare for the match and they should at that point part company with their guests.
- Under no circumstances should guests accompany match officials onto the field of play or be present in the changing rooms.
- Guests should never be taken to a SCEFL match wearing anything that indicates allegiance to one of the participating clubs.
- No unaccompanied children should be taken to SCEFL matches.

## 24. The Dressing Room

The overall control and management of the dressing room is the remit of the match referee, and the other officials should take their lead from the referee.

Security of the dressing room whilst it is unoccupied is the responsibility of the home club and they must ensure it is locked and secure when the officials are not present in it. In the event of anything being stolen from the dressing room or items being damaged within it the police need to be informed immediately and the matter reported to the home club secretary and the SCEFL MOT. It is advised that you should not take anything of value to a match. If, for whatever reason, you have taken items of value with you to a match you are strongly advised not to take them into the dressing room.

## 25. Injury or Illness during the Match

If the match referee is injured or taken ill during the game then the most senior assistant referee take the place of the referee. "Seniority" for these purposes will be determined by the length of service as a Level 5 referee, then length of service as a Level 6 or 7 referee, and finally by total length of service as a referee. If an assistant referee is injured or is taken ill during the game, both clubs **must** agree on a replacement and the match officials should assist in every way in finding a replacement.

After the game the match referee should submit a report to the SCEFL MOT, outlining the details. If a person other than an SCEFL match official acted as an assistant referee, the report should contain their name, address and contact number.

## 26. Warming Up and Warming Down

The FA encourages match officials to warm up before and warm down after a match.

Match officials should be cognisant of their other responsibilities when arranging warm up and warm down times, such as the exchange of team sheets.

When arranging a warm down at the end of a match the referee must take note of any issue during the match which might adversely affect the warm down and should make every effort to minimise the possibility of confrontation. This may include taking the decision not to participate in a structured warm down.

## 27. Post-Match Hospitality

At this level of football the clubs have provision in their rules to cater for some form of post-match hospitality. This may vary from the provision of refreshments after the game to a formal invitation to attend the home club's boardroom/guest room.

If match officials are invited to join club officials for post-match hospitality they should be aware of the potential for confrontation if they become involved in discussion regarding contentious incidents from the match. Acceptance of any invitation must be by agreement. It is not a requirement that you accept a club's offer of post-match hospitality however, **if you do not intend taking up the offer of post-match hospitality, then you must inform the club in the pre-match correspondence or on arrival at the ground for the match.**

## 28. Performance Management & Bandings

### Referees

The referee's performance will be measured in every SCEFL match. Each club will be required to mark the referee out of one hundred marks.

### Level 4 Referees

These marks will be submitted to The FA via MOAS and will form the basis of performance measurement for the Annual Review of Performance. Each club will receive written guidance on the marking of referees and will be asked to follow specific guidelines that include overall match control, co-operation with assistants, communication with players and club officials, appearance and personality.

In accordance with FA requirements the SCEFL MOT issues bandings for all Level 4 referees based on marks given by observers and clubs. Based on these marks referees are placed in bandings for club and observers' marks. There are five bandings (A-E) for both groups of marks which are designed to give the referee an indication as to their position on the Merit Table.

Referees are informed of their banding a number of times a year.

### *Supplementary Referees Panel*

All Supplementary Referees Panel club marks will be reviewed twice a year by the Match Officials Team and placed into five bandings – A to E. Bandings are calculated by taking the average mark of all referees (excluding Level 3's & 4's) into account, no matter how many matches they have refereed, placing them into descending order and then dividing the merit table, in accordance with FA Guidelines, into five bands. Band A is the highest, whilst Band E is the lowest. The marks include those given by Premier Division clubs where the official is appointed to referee one.

Every referee, who has refereed at least three games, will be provided with their average mark, the average mark of all referees on the panel, and the banding in which they have been placed up to the 31 December and at the end of each season.

In order to maintain the highest standard for those who referee SCEFL Division 1 matches, we reserve the right to remove any official who has been in Band D/E in two consecutive seasons, including those on the L5 – 4 promotion scheme.

## Assistant Referee Marking Guidance

The referee will mark assistant referees on every SCEFL match. The mark will be out of 100 and will be recorded on the Match Report form. The range of marks will be as follows:-

Mark	Comment
80 – 85	A mark in this range should only be used when there were no failings whatsoever on the part of the Assistant Referee and they supported you both on, and off, field with very difficult and / or 'Match Changing Situations' / 'Key Match Decisions'. A full explanation of this mark must be provided, including details of the support offered, on the Match Report form. This type of performance should be the exception and certainly not seen very often.
75 – 79	When considering a mark in this range we would anticipate that there are no major failings and the Assistant Referee has demonstrated a very good level of support with at least one, if not more, 'Match Changing Situations' / 'Key Match Decisions'.
70 – 74	This is in the range that we would expect the vast majority of Assistant Referee marks to fall, with a standard mark of 72 / 73. It represents a competent game with no major failings – what you would expect at this level.
65 – 69	When considering a mark below the standard expected referees are asked to consider whether the Assistant Referee performance led to confusion for the referee, players, team management or spectators.
60 – 64	A mark in this range should be restricted to those occasions where the Assistant Referees performance was such that it led to major control issues for the referee. A full explanation of this mark must be provided, including details of the support offered, on the Match Report form. This type of performance should be the exception and certainly not seen very often.

If a referee awards a mark of 64 and below, or 80 and above, in respect of an assistant referee's performance they must submit a written report to the SCEFL Match Officials Team. All marks awarded to assistant referees by referees will constitute the compilation of a merit table.

## 29. FA Observers

The SCEFL Match Officials Team will work in tandem with the SCEFL Observer Coordinator to administer the panel of referee observers. This panel will consist of those observers experienced and suitably qualified who have been approved by the FA to observe at Supply League level and above. The observers receive annual development training and are subject to yearly accreditation and acceptance by the FA.

Observers will be appointed to matches at the discretion of the Observers Coordinator and are seen as an aid to the development, training and education of all match officials. They also have responsibility as the guardians of the Laws of the Game and standards.

All match officials are advised that they are not permitted to make any form of electronic recording of an observers post-match debrief.

## Post-Match Protocol Level 4

Post-match if you complete the match or at least 45 minutes then you must confirm the match on MOAS to enable the Observer to post their report.

**This must be done for Saturday matches by 9am Sunday morning or for midweek matches by 12 noon the following day (this unlocks the Observers access).**

**If your match is postponed please do nothing!**

The observer will submit their reports on MOAS for both referees and assistant referees.

### **Change of circumstances where an observer has been appointed**

If for any reason the match you have been appointed to is postponed and an observer is appointed, you must notify the observer, the Observers Coordinator and also the Match Officials Team. This will ensure that we have the opportunity to use the observer on another fixture. This also applies if you have to come off a match for illness or injury.

### **Contact with observer – Pre Match**

Observers are expected to make contact with any referee they are due to observe at least 48 hours before the match.

**If a referee has not had confirmation of an observers attendance less than 48 hours before a match the onus is on them to make contact with the observer, and if unsuccessful, they should let both the Referees Officer and Observers Coordinator know.**

### **FA Competitions**

If a referee is appointed to any FA Cup competition involving 2 supply league teams they should let the Observer Coordinator know as these matches do count for observation purposes and it may be possible to arrange for you to be observed. To assist, all teams in the Spartans South Midlands Premier, Combined Counties Premier, Essex Senior League Premier, and Southern Combination Premier (formally Sussex County League) would be eligible.

### **County Cup Appointments**

Where a referee is appointed to a match involving 2 supply league teams the match can only be used for observation purposes if a referee is short of observations. These games will only be considered from January onwards so please let the Observer Coordinator know if you receive an appointment that meets this criteria.

### **Appeals/Moderation Process**

The appeals process is as follows:

For the appeal to be valid:

1. The report must be incorrect in Law and / or
2. There must be a significant difference between the written section of the report and the corresponding mark given by the observer.

As a referee at supply league level it is appreciated that the process is not always easy to understand but to appeal against an observation report you must be able to provide evidence to support either of the above.

If any referee requires advice around the process they should e-mail or call either the Observer Coordinator or Referees Officer who will attempt to clarify the position.

If you are informed you that one of your observation reports is to be considered for moderation, or if you appeal an observation report, you are reminded that the appeal/moderation must remain strictly confidential. **It is important it does not get into the public domain as you would not want to jeopardise the outcome.**

### **Issues with Observation Reports/Observers**

If you have any problems with your observation, or an issue with an observer, please ensure you contact the Referees Officer and the Observer Coordinator to discuss it. They are here to assist your development as referees so represent both referees and observers.

## **30. Coaching of Level 4 referees**

The FA's National Referee Development Programme (NRDP) is an initiative which is committed to retaining and developing enthusiastic, committed match officials with support. One of the main methods of supporting a referee is by providing a Referee Coach (RC).

Many Level 4 referees who are part of the NRDP will be supported by a RC which will involve coaching the referee on match days. Coaching is a structured planned relationship where, through a cooperative and collaborative relationship, the coach and referee are mutually engaged in developing and improving the performance of the referee. The coach guides and facilitates the referee to analyse, explore and experiment in learning new skills in order to improve performance and it is a long term relationship.

### **Referee Coach / Observer Protocol**

Both the observer and RC have distinct roles in the development of referees, but they normally have a consistent and common approach to problem solving.

As there is a possibility of observers attending Supply League games alongside a Referee Coach it is imperative that they both respect the role of each other and therefore a protocol has been introduced. This equally applies to County FA Observers and they should be treated in the same manner.

The match day protocol to be followed is that observers are advised:

- Not to sit with the RC during the game.
- If requested by the referee, it is at the observers discretion whether or not to allow the RC to listen to their debrief.
- Not to discuss any identified strengths and development areas or any other aspect of the report at any time.

It is important that observers are not influenced by the RC who has a different role from that of the observer.

If the coach is not present and during the post-match discussion, the referee states, that his explanation to one of the 'development areas' highlighted is that 'my coach told me to do that', the observer will explain that he may speak to the coach regarding

that particular aspect of the performance and then decide if it will be included in the report. Often the referee may be mistaken or misunderstood the advice they have been given.

### **31. SCEFL Challenge Cup Rules for Match Officials**

Please refer to the [competition rules](#) found on the league website