



# **Manual of Guidance for Match Officials of the East Anglian Referees' Pool**

**July 2019**

# FOREWORD

From the beginning of season 2014/2015 the appointment of match officials and observers for the Thurlow Nunn Eastern Counties League Division One and the Hadley & Ottaway Anglian Combination League Premier Division has been managed by the East Anglian Referees' Pool. From 2018/2019 this was changed to the Thurlow Nunn Eastern Senior Division North and South, and from 2019/20 to the Thurlow Nunn Eastern Counties League Division One North and South.

In the coming season you will serve as a Referee or Assistant Referee on the East Anglian Referees' Pool's List of Match Officials. By accepting the invitation to serve, there are certain commitments that have to be made on your part and in return you will receive the full support of the Pool and the League, who will provide you with development assistance and full support.

As many of you are already aware, officiating on a Supply League signals a big step in your refereeing career and represents many changes as a Referee or Assistant Referee. Many 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.

These factors bring with them certain responsibilities on your part. The East Anglian Referees' Pool expects that your standard of administration and communication will 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 booklet is designed to be a point of reference for you in your role as an East Anglian Referees' Pool Match Official. 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.

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 at any time to contact any of us if you need.

**John Tythcott**  
**Referees' Appointment Secretary**

Email: [johntythcott@hotmail.com](mailto:johntythcott@hotmail.com)

**Ralph Hedley**  
**Observers' Co-ordinator**

Email: [rbhedley@supanet.com](mailto:rbhedley@supanet.com)

**Heather Trevers**  
**Administration & Finance Officer**

Email: [heather.trevers@btinternet.com](mailto:heather.trevers@btinternet.com)

**Tony Trevers**  
**Chairman**

Email: [t.trevers@btinternet.com](mailto:t.trevers@btinternet.com)

# TABLE OF CONTENTS

Section		Page
1	Introduction	4
2	Order of Precedence	4
3	The 'Four Day' Rule	5
4	Personal Details	5
5	Communications	6
	5.1 Electronic	6
	5.2 Communication by Telephone	6
	5.3 Communicating with Clubs	7
6	Closed Dates	7
7	The Appointment Process	8
8	Monthly Appointments	9
9	Acknowledging Appointments	9
10	Relinquishing an Appointment	9
11	Team Sheets	11
12	Match Reports	11
13	Misconduct Reports	12
14	Reports to Pool	12
15	Travel Arrangements	12
16	Postponement of Matches	13
17	Preparation on Match Days	14
18	Dress Code	14
19	Travelling to the Ground	14
20	Arriving at the Ground	15
21	Reporting of Late Arrival	15
22	Non-appearance of a Match Official	15
23	Team Colours	16
24	Guests at East Anglian Referees' Pool Matches	17
25	The Dressing Room	17
26	Injury or Illness during a Match	17
27	Warming Up and Warming Down	18
28	Post-Match Hospitality	18
29	Performance Measurement	18
	29.1 Referees	18
	29.2 Assistant Referees	20
30	Bandings	21
31	Performance Warning Letters	22
32	Annual Review of Performance	22
33	Observers	22
34	Match fees	23
35	League Documents	23
	East Anglian Referees' Pool Management Committee	24

## 1. Introduction

This Manual of Guidance is designed to assist Match Officials who officiate on the East Anglian Referees' Pool.

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 officers of the Pool.

## 2. Order of Precedence

The Football Association **Regulations for the Registration and Control of Referees** sets an "Order of Precedence" of appointments for Referees and Assistant Referees, which is as follows:

- (1) The FA Challenge Cup Competition
- (2) The FA Premier League
- (3) The Football League
- (4) The FA Challenge Trophy Competition
- (5) The FA Challenge Vase Competition
- (6) Affiliated Association County Cup Competitions  
*Affiliated Association appointments only take precedence over Panel Leagues, the FA Youth and FA County Youth Challenge Cup Competitions, Contributory League and Supply League 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.*
- (7) The Panel Leagues
- (8) The FA Youth and FA County Youth Challenge Cup Competitions and FA Women's Cup 4<sup>th</sup> Round and above
- (9) Contributory Leagues (recognised divisions only) [Thurlow Nunn Premier Division], National League Systems Cup and FA Sunday Cup
- (10) FA Women's Super League and Cup
- (11) Supply Leagues (recognised divisions only) [Thurlow Nunn Division One North & South]
- (12) FA Women's Premier League and Cup

- (13) Senior County Leagues
- (14) Intermediate County Leagues
- (15) FA Women's Cup prior to 4<sup>th</sup> Round
- (16) Women's Combination League and Cup
- (17) Women's Regional League and Cup
- (18) County Junior Leagues
- (19) County Women's Leagues and Cups
- (20) All other Competitions, including Youth Competitions

"Fourth Officials" are appointed to certain rounds of FA competitions and all FA Premier, Football League and Nationwide Conference matches. Such appointments form part of the Order of Precedence within the competitions listed above.

"Standby/Reserve Officials" may be appointed to other competitions but do not form part of the Order of Precedence and are not to be accepted by Referees in preference to an active appointment.

### **3. The "Four Day Rule"**

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 County Football 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.

### **4. Personal Details**

Your personal details will be held by the Pool on a computer system. The Administration & Finance Officer is responsible for holding and maintaining this information. If any of your personal details change, even if it is a temporary change, you are required to inform the Administration & Finance Officer immediately that change is known. This must be carried out in writing (by post or e-mail). This is particularly important in respect of address or contact telephone number changes, as well as new e-mail addresses.

## **5. Communication**

### **5.1 Electronic**

As the world of communication develops, more people have access to an e-mail address. The Pool has the ability to 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. [redcardrichards@aol.com](mailto:redcardrichards@aol.com) is not acceptable). Remember, Club Secretaries see these e-mail addresses.
- The Pool will not accept the sending of inappropriate e-mails to any of its addresses.

### **5.2 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 (please see Section 10).

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 Pool.

### 5.3 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, usually in the form of a map. 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, to be received at least five days prior to the match and the Match Officials must acknowledge receipt to be received 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 who notified you and the Referees' Appointment Secretary. This is critical to ensure that the fixture does not remain 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.

### 6. Closed Dates

**At this level of football the Pool 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.**

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 as the Referees' Appointment Secretary will not accept them. In addition, do not attempt to disguise such appointments as other personal closed dates. This is unacceptable.

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

#### **On Registration**

Firstly there is a facility within your Registration Form to close known holiday dates and other personal dates. This should always be fully

utilised to enable the Referees' Appointment Secretary to make best use of resources in the early part of the season.

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

You should close dates for the following month at the time you acknowledge your monthly appointments. This information should go to the Referees' Appointment Secretary via e-mail and be copied to your County FA.

### **Ad-hoc Dates**

Ad-hoc dates, including additional personal dates and football appointments outside those allocated in the monthly fixture list, should be closed by e-mail. When closing dates by e-mail ensure that you head the e-mail with the title "Closed Dates." These ad-hoc closed dates should be closed by direct communication with the Referees' Appointment Secretary, must include the reason for closing the date, i.e. business, personal, injury or football, and be copied to your County FA.

### **Use of the National Postal Service**

Only use the postal service if there is a five-day gap between the date of posting and the date you are wishing to close. If these dates are less than five days apart it is recommended that you use e-mail or telephone.

It is not acceptable to use second-class postage stamps to send mail to the Pool. When communicating by post you are instructed to only use first-class stamps.

If a closed date falls within five days of the date concerned, whether it be personal or football, DO NOT rely on the national postal service to close the date. Under these circumstances the date must be closed by e-mail or by telephoning the Referees' Appointment Secretary.

## **7. The Appointment Process**

The Thurlow Nunn Eastern Counties League starts with a complete season's fixture list prior to the commencement of the season. There will naturally be a number of amendments to these programmes which will be made as the season progresses.

Referee appointments will be completed on a monthly basis after those made by the FA Premier League, the Football League, the Panel Leagues' and the Contributory Leagues' competitions. Although our

appointments will be sent to these competitions this does not negate responsibility for individual referees to notify these competitions of their East Anglian Referees' Pool appointments.

Upon completion of the appointments the Administration & Finance Officer will provide the Suffolk & Ipswich League, Norfolk County FA and Essex & Suffolk Border League with the dates of the matches and the names of the First Division Match Officials appointed by the Referees' Appointment Secretary. This enables the individual leagues the earliest opportunity to commence their referee appointments. It should be noted that this does not negate the responsibility for individual referees to notify their Leagues of their East Anglian Referees' Pool appointments.

Once the Referees' Appointment Secretary has completed all the agreed appointments for the coming month they will be emailed to the Clubs and Match Officials.

The Match Officials have a responsibility to notify dates to their County Football Association for all East Anglian Referees' Pool appointments.

## **8. Monthly Appointments**

Appointments are added to the League web pages monthly and these can be viewed at <http://thurlownunnleague.com>.

## **9. Acknowledging Appointments**

You are required to acknowledge monthly appointments. All monthly appointments must be acknowledged to the Referees' Appointment Secretary via email within four days. The email must be headed "Acknowledgement of Appointments" and should contain no other information other than the acknowledgement and closed dates for the forthcoming month.

## **10. Relinquishing an Appointment**

There will only be three occasions when you relinquish an East Anglian Referees' Pool 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 Pool appointment you must immediately communicate this fact to the Referees' Appointment Secretary 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 Pool 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 Referees' Appointment Secretary.

If unfortunately you become ill or are injured you must contact the Referees' Appointment Secretary immediately if it is likely that the illness or injury will prevent you from fulfilling a Pool appointment. When contacting the Referees' Appointment Secretary be prepared to provide him with an estimated date of resumption of duties. The East Anglian Referees' Pool, in certain situations, may require you to provide authenticated documentary medical evidence of your injury or illness.

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 him that you have been released from that appointment and will not be fulfilling it. You should advise the Secretary that he should contact the Referees' Appointment Secretary to confirm the details of the replacement Match Official.

The Pool 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 Referees' Appointment Secretary immediately that they are now available for appointments.

**If for any reason you have to call off within 24 hours of the kick off you must telephone the Referee Appointments' Secretary and not rely on emails.**

## 11. Team Sheets

The Referee of East Anglian Referees' Pool matches will be required to take part in the exchange of team sheets, with representatives of both Clubs, prior to the commencement of the game in accordance with the League's Rules.

The team sheet is a multi-part, self-carbonating document which acts as team sheets for both Clubs and also has facilities for the marking of the Referee (by the Clubs), Assistant Referees (by the Referee) and will also accommodate details of Match Official expenses and disciplinary actions taken.

All Match Officials should make themselves conversant with the completion of the forms. The Referee is responsible for ensuring that the form for the Thurlow Nunn League is forwarded to the Referees' Administration Officer, fully completed, with the match details and marks awarded to the two Assistant Referees, **within three days**. The forms can be sent by post or scanned and then emailed.

## 12. Match Reports

At the conclusion of every Thurlow Nunn Eastern Counties League game the Referee will be required to complete a Match Report, which has the facility to document cautions, players sent to the Sin Bin, and sending offs for both teams. It also has a facility for the Referee to record any breaches of Pool rules or directives for that particular game. The purpose of the Match Report is to ensure that the Clubs have the correct information regarding disciplinary action taken against players. In addition it facilitates the reporting of Pool Rule breaches to the Pool. This Report must be submitted after **every** game, regardless of whether there is any misconduct to report. All breaches of rules and directives must be recorded on all three copies in order that charges can be raised.

The Match Report is a three-part self-carbonating document. The completed copies are distributed by the Referee at the completion of the game as follows:

- The Pool                                - By post or scanned and emailed
- The Home Club                        } - Handed to a responsible representative of the
- The Away Club                        } - team prior to departure from the ground

If, for whatever reason, either Club does not receive their part of the report after the game the Referee is responsible for ensuring it is posted to the Club Secretary immediately after the game.

If preferred you may use an electronic copy and email this to the Club Secretary and Referees' Administration Officer within 24 hours of the game. Electronic forms and guidance notes will be sent to referees separately.

### **13. Misconduct Reports**

Match Officials should be aware that misconduct reports for matches played in the Pool need to be entered on the Whole Game System.

This can be done at:

<https://wholegame.thefa.com/Account/Login?ReturnUrl=%2f>

Assistant Referees are reminded that in the case of a sending off offence they must submit a misconduct report to the appropriate authority in the same manner.

### **14. Reports to Pool**

The Match Referee in every Thurlow Nunn League game has a duty to report breaches of League rules or directives to the Pool, who in turn will pass them on to the appropriate League. They must be documented on the Match Report form and the form must be forwarded to the Referees' Administration & Finance Officer.

If a Referee reports a Club for a breach of League rules or directives he or she must inform a responsible member of the Club that the breach will be reported and include it on the Match Report form.

### **15. Travel Arrangements**

Every effort must be made to keep travelling expenses to a minimum and Match Officials have a part to play in that quest. The Pool operates a maximum distance that may be claimed by match officials, without the prior approval of the Pool to exceed this distance. The total mileage that may be claimed by all three officials is 150 miles.

When travelling by private car you must claim for the journey, **calculating the mileage by the shortest route from home to ground**. It is appreciated that, despite this instruction, you may still use another route which, although providing a quicker journey, is not necessarily the shortest. With the modern development of orbital

motorway routes, especially around large conurbations, it is often easier to circumvent these areas rather than travel through them. That is your choice but even in these cases it is imperative that the shortest journey is claimed.

**It is expected that “joint travelling” will take place unless otherwise agreed with the Referees’ Appointment Secretary prior to travelling to the game.**

You should be aware that joint travelling arrangements are not always designed on a “pick up on the way” basis. There may be occasions where all three Officials are **expected** to meet at a mutually agreed point and then all travel together. In these cases each individual Official is entitled to claim for the short journey to the meeting point.

When making arrangements for joint travel every Match Official has an individual responsibility to ensure that the arrangements are made in good time ahead of the match day. It is not acceptable to leave the making of arrangements until the day before the game. If, when making arrangements, it transpires that there has been a replacement to any of the Officials the remaining Match Official(s) must contact the Referees’ Appointment Secretary to establish the replacement.

If a Match Official travels to a game by public transport that Official may claim the appropriate second-class rail fare or any costs incurred by using bus or taxi. However, if a taxi trip is to be undertaken prior agreement must be sought from the Referees’ Appointment Secretary. In all cases of public transport being used a receipt must be requested and, where provided, must be submitted with the Official’s expenses claim card.

Prior to the commencement of the season each Official will be issued with expenses cards to be used for claiming expenses for each game. A completed expenses card must be submitted to the Home Club Secretary prior to the match and should be supported with the necessary receipts, where appropriate. These cards will be retained by individual Clubs and the Pool reserves the right to inspect them from time-to-time to check the claims submitted by Match Officials.

## **16. Postponement of Matches**

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 if the game is postponed. The Home Club must then submit the Certificate to the appropriate League Secretary. You will find a document with further details on the League Website – see Section 35.

## **17. Preparation on Match Day**

It is appreciated that at this level of football many Match Officials will have full-time occupations and that, on occasions, it may not be possible not to be working on the day of a match, especially midweek games. However, to ensure the most professional preparation possible Match Officials should attempt to minimise the disruption to their pre-match planning.

## **18. Dress Code**

In order to present a professional image to Clubs a certain standard of dress is expected of Match Officials at this level.

All Match Officials will wear shirt and tie. Female Match Officials must wear either trousers or skirt.

Match Officials must wear uniforms comprising plain black shirts with white collars and black shorts. Socks must be black with a white top. Alternatively a uniform comprising a black shirt with black collar and black shorts may be worn, but in this case socks must be all black with no coloured tops.

A Match Official's tie for the Thurlow Nunn Eastern Counties League is available for purchase from the Referees' Administration & Finance Officer.

## **19. Travelling to the Ground**

All Match Officials should ensure that they have allowed sufficient time to travel to the ground. They should be in possession of a map showing the location of the ground, if available, and have a planned route to the ground if they have not previously visited it. Route planner software programmes can be purchased or can be found on several motoring websites, via the Internet or via one of the motoring organisations. Alternatively "Sat Nav" should be utilised if available.

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. Again these

can be found on the Internet, Teletext or Sat Nav where long term roadworks or other reasons for delay are often documented. 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. It would be wise to be in possession of 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 ground you are travelling to and the Officers of the Pool. 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.

## **20. 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.

## **21. Reporting of Late Arrival**

On all Pool matches you must arrive at least one hour prior to the scheduled kick off time. In practice, it would be better if you arrive well before this time. If an Assistant Referee arrives later than the stipulated time he must submit, in writing, a report to the Referees' Appointment Secretary explaining the reason for his late arrival and the time of arrival. In addition the match Referee must also report this fact to the Pool. Where a Referee arrives late for a match he must provide a written report to the Pool explaining the circumstances. This report must be made immediately after the match.

## **22. Non-Appearance of a Match Official**

The Leagues covered by the East Anglian Referees' Pool 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, firstly by mobile telephone and then by telephone, to the home address. If

no contact is made by making these enquiries the Officials at the ground should then contact the Home Club Secretary and confirm that the missing Official has (a) been contacted by the Home Club and (b) whether he has acknowledged that contact.

If both (a) and (b) are affirmative the Officials present should then ring the Referees' Appointment Secretary and inform him of the situation. The Referees' Appointment Secretary will attempt to arrange a replacement Referee or Assistant Referee, dependent on the status of the missing Official. Contact with the Referees' Appointment Secretary 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 senior Assistant Referee on the published Appointment Bulletin for that match 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 Appointments' Officer can provide no 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 he should be afforded the role and responsibility of an Assistant Referee throughout the time he is carrying out that function. The Home Club may choose to offer financial recompense to such a replacement at their discretion.

After the game the match Referee should submit a report to the Referees' Appointment Secretary, outlining the details. If a person other than an East Anglian Referees' Pool Match Official acted as an Assistant Referee the report should contain the name and address of the individual.

## **23. 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 and the Referee and Assistant Referees.

## **24. Guests at East Anglian Referees' Pool Matches**

The East Anglian Referees' Pool does not discourage the taking of guests to Pool 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.
- Once at the ground the Match Official's 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.
- Guests should never be taken to a Pool game wearing anything that indicates allegiance to one of the participating Clubs.
- No unaccompanied children should be taken to Pool matches.

## **25. 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 Pool. 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.

## **26. Injury or Illness during the Match**

If the match Referee is injured or taken ill during the game then the senior Assistant Referee on the published Appointment Bulletin for that match 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 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 Referees' Appointment Secretary, outlining the details. If a person other than an East Anglian Referees' Pool Match Official acted as an Assistant Referee, the report should contain his name and address.

## **27. Warming Up and Warming Down**

The Football Association 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.

## **28. 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 must 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. Match Officials are not expected to accept or join club officials in hospitality on an individual basis.

## **29. Performance Measurement**

### **29.1 Referees**

The Referee's performance will be measured in every East Anglian Referees' Pool match. Each Club will be required to mark the Referee out of one hundred marks. These marks will be submitted to The FA

and to the Pool's Management Committee and will form the basis of performance measurement for the Annual Review of Performance.

Each Club will receive a written guide 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, and appearance and personality.

<b>Mark</b>	<b>Comment</b>
<b>91-100</b>	This standard of performance will reflect complete confidence in the accuracy of decision-making with the application of management and communication skills that create an environment of fair play and add real value to the game.
<b>81-90</b>	This standard of performance will reflect confidence in the level of accuracy in decision-making with management and communication skills that enable fair play.
<b>80</b>	THIS IS THE STANDARD OF PERFORMANCE WE EXPECT FROM REFEREES AT THIS LEVEL. It reflects a confident approach to the decision-making process with accuracy in the vast majority of those decisions. There will be empathy with the players and a positive contribution towards fair play.
<b>71-79</b>	This standard of performance reflects a reasonable level of accuracy achieved in the decision-making process, and some empathy with players that enabled a degree of fair play.
<b>61-70</b>	This standard of performance reflects some shortcomings in the level of accuracy achieved in the decision-making process, and little empathy with players to enable fair play.
<b>60 and below</b>	This standard of performance reflects shortcomings in the level of accuracy achieved in the decision-making process, and further shortcomings in the empathy with players to enable fair play.

A mark of 80 represents the standard expected of a Supply League Referee. Where a Club marks a Referee below 60 the Club is required to submit a Low Marking Report to the appropriate League, substantiating their judgement. All marks awarded to Referees by Clubs will constitute the compilation of a Merit Table.

## 29.2 Assistant Referees

The Referee will mark Assistant Referees on every Pool match. The mark will be out of 100 and will be recorded on the Referee's copy of the team sheet. The range of marks will be as follows:

Mark	Comment
<b>81-100</b>	<p>This standard of performance will reflect a positive pre and post-match attitude. Attention to the referee's team briefing and appropriate involvement in any post-match discussion relating to the performance conducted by the referee or, where appointed, the observer. Fully alert, appropriate for all incidents and eventualities. Full and confident performance of the duties expected, providing a high level of support, judging the referee's involvement accurately and providing assistance accordingly. Clear, accurate and well timed signals with a positive response to the referee's signals and gestures. A high level in the accuracy of offside judgements, both active and passive, with clear evaluation of all factors taken. Appropriate and confident interaction with players, control of substitutes and, where appropriate, effective sensible management of the occupants of the technical area. Involvement in creating an environment of fair play and adding real value to the overall control of the game.</p>
<b>80</b>	<p>A performance which reflects a positive pre and post-match attitude. Attention to the referee's team briefing and appropriate involvement in any post-match discussion relating to the performance conducted by the referee or, where appointed, the observer. Alert for incidents and eventualities. Confident performance of the duties expected, providing support, judging the referee's involvement and providing assistance accordingly. Clear, accurate and well-timed signalling, responding to the referee's signals and gestures. Evaluation of all factors in respect of offside judgements, both active and passive, before offering accurate advice. Interaction with players when appropriate. Effective management of the occupants of the technical area and control of substitutes.</p> <p>This is the minimum standard expected of assistant referees operating on the East Anglian Referees' Pool.</p>
<b>61-80</b>	<p>A performance which reflects a shortcoming in one or more of the minimum expected standards outlined above. This may be reflected by the mark range depending upon the</p>

	number of areas for consideration. Referees should bring to the attention of assistants any shortcomings in their performance that drop below the minimum standard at the post match debrief.
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

If a Referee awards a mark of below 60 in respect of an Assistant Referee's performance he must submit a written report to the appropriate League. All marks awarded to Assistant Referees by Referees and Clubs will constitute the compilation of a Merit Table. At the start of the playing season an award will be made to the Assistant Referee who comes top of the previous season's Merit Tables.

### **30. Bandings**

In accordance with FA requirements the Pool 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 and they are designed to give the Referee an indication as to their position on a Merit Table.

Referees are informed of their banding three times a year, i.e. 31<sup>st</sup> October, 31<sup>st</sup> December and after 28<sup>th</sup> February.

Removal from the Supply League Referees' List (Level 4) will be based on the final Merit Table positions of active Level 4 Referees on each respective Pool or Supply League for the period 1<sup>st</sup> March 2019 – 31<sup>st</sup> May 2020 for season 2019-2020, according to the following criteria.

You will be removed from the Supply League Referees' list if, for the Pool/Supply League(s) on which you have refereed, you are:

- In the bottom 40% of the Observer Merit Table AND the bottom 20% of the Club Merit Table or
- In the bottom 20% of the Observer Merit Table AND the bottom 40% of the Club Merit Table or
- In Band E (bottom 20%) on the Observer Merit Table in any two successive seasons or in any two out of three seasons.

Regardless of Merit Table positions, the number of games officiated during the marking season, availability, fitness and administration will be amongst the other factors that may be taken into consideration when determining if a referee is removed.

First year Supply League Referees are exempt from the Merit Table retention criteria (except in exceptional circumstances) but not from other criteria such as availability, administration and fitness. Removal from the Supply League Referees' List will also result in removal from the Contributory League Assistant Referees' List.

### **31. Performance Warning Letters**

The East Anglian Referees' Pool will regularly review the Merit Table for both Referees and Assistant Referees. If it is identified that a Referee or Assistant Referee is under-performing the Official may receive a performance warning letter from the Pool. Once an Official receives such a letter he or she will be expected to show a substantial improvement during the remainder of the season.

### **32. Annual Review of Performance**

At the end of every marking season a Merit Table will be prepared for all Referees and Assistant Referees on the Pool's list. These Merit Tables will be presented to the Football Association and appropriate County Football Association.

A Referee removed from the Pool's List of Referees as a result of an annual review may be offered a place as an Assistant Referee on the List for the following season. This offer would be subject to the Official fulfilling the criteria laid down by his County Football Association. If an Assistant Referee is removed from the Pool's List of Assistant Referees as a result of an annual review he may only return to that List in future seasons providing the nomination criteria is satisfied, upon recommendation by his County Football Association and acceptance by the Pool.

### **33. Observers**

The Pool will administer a List of Referee Observers. This list will consist of those Observers invited to observe at this level of football. The Observers will receive formal training.

Observers will be appointed to matches at the discretion of the Observers' Co-ordinator and are seen as an aid to the development, training and education of Match Officials. They also have responsibility as the guardians of standards.

At the end of the game the Observer will visit the Match Officials' dressing room and make contact with the Referee and carry out a

verbal debrief. Reports for referees are uploaded onto MOAS and reports for assistant referees will be emailed to them by the Observer.

The Observer will submit to the Observers' Co-ordinator written reports and marks on the Referee and Assistant Referees. The Pool will make a record of the Observer's marks for the Match Officials. Copies of the written observation and the marks awarded by Observers will be made available to those responsible for the promotion and removal of match officials from the National List of Supply Leagues' Match Officials.

The referees should ensure that any appointed Observer who has made contact with them is advised of any changes to the game, e.g. venue, kick off time, postponement, etc.

If an Assistant Referee does not wish to receive written reports during the season then they must advise the Administration & Finance Officer immediately. They will, however, still receive a verbal debrief at the end of a game.

#### **34. Match Fees**

For season 2019/20 the following match fees will apply:

Thurlow Nunn Eastern Counties League First Division North & South and First Division Cup:

Referee £45.00, Assistant Referee £35, travel 34p per mile.

#### **35. League Documents**

All match officials should make themselves aware of the various league documents which include:

- Postponement of matches
- Breach of Rules & Directives
- Standardised Rules
- Cup Competition Rules
- Law Changes
- Mental Health Awareness in Sport

These can be found at <https://thurlownunnleague.com>

## Management Committee

The management of the East Anglian Referees' Pool will be undertaken by the Management Committee, whose membership is made up as follows:

### Chairman

Tony Trevers ([t.trevers@btinternet.com](mailto:t.trevers@btinternet.com))

### Referee Appointments' Secretary

John Tythcott ([johntythcott@hotmail.com](mailto:johntythcott@hotmail.com))

### Observers' Co-ordinator

Ralph Hedley ([rbhedley@supanet.com](mailto:rbhedley@supanet.com))

### Administration & Finance Officer

Heather Trevers ([heather.trevers@btinternet.com](mailto:heather.trevers@btinternet.com))

### Two representatives from Thurlow Nunn Eastern Counties League

Lionel Scutcher ([lionelscutcher@googlemail.com](mailto:lionelscutcher@googlemail.com))

Tony Trevers ([t.trevers@btinternet.com](mailto:t.trevers@btinternet.com))

### Representative from Cambridgeshire FA

Sam Anderson ([sam.anderson@cambridgeshireFA.com](mailto:sam.anderson@cambridgeshireFA.com))

### Representative from Essex County FA

Lukas Wood ([lukas.wood@essexfa.com](mailto:lukas.wood@essexfa.com))

### Representative from Huntingdonshire FA

Stefan Renwick ([stefan.renwick@hotmail.co.uk](mailto:stefan.renwick@hotmail.co.uk))

### Representative from London FA

Hugh Gilroy ([hugh.gilroy@londonfa.com](mailto:hugh.gilroy@londonfa.com))

### Representative from Norfolk County FA

David Robinson ([david.robinson@norfolkfa.com](mailto:david.robinson@norfolkfa.com))

### Representative from Suffolk County FA

Alan Dale ([alan.dale@suffolkfa.com](mailto:alan.dale@suffolkfa.com))

## Co-opted from County RAs

Andy French (Essex) ([andyfrench@btinternet.com](mailto:andyfrench@btinternet.com))

Vince Roper (Norfolk) ([roper420@icloud.com](mailto:roper420@icloud.com))

Chris Perkins (Suffolk) ([chrperks@gmail.com](mailto:chrperks@gmail.com))