

SECTION ONE

Administration



Administration for Referees

Introduction

As a referee there is a need to have a tidy mind, be organised and demonstrate that you are on top of all administration. Ultimately if you are prepared off the field of play, then you can focus your mind on your on field performance. The following guidance offers some best practice on referee administration.

Competition Rules

Whatever league you operate on or when you referee games in cup competitions, each competition will have their own competition rules. It is imperative that you read through and understand the requirements of the competition. Details such as the number of substitutions required or in cup games whether extra time is played are just some of the different elements to competition rules.

Confirming Fixtures

Whether receiving your fixtures via email, letter or telephone, it is good practice to confirm with the appointments officer that you have received the appointment and of your availability. You should aim to respond to an appointment as soon as possible. Be mindful that in some cases there might be a requirement to also confirm your fixture with the home and away teams.

Travel Arrangements

Plan your journey allowing additional time for any unforeseen delays. Aim to be at the ground 1 hour before Kick Off. This will enable you to do a thorough pitch inspection and prepare yourself for the game. If you are travelling with colleagues and there is a requirement to travel together, it is the referee's role to organise pick up points, travel arrangements etc.

Misconduct

Any misconduct administered before, during and after the game should be submitted immediately. Please bear in mind competition rules which will determine where misconduct reports need to be sent to. In general terms, for competitions not affiliated by The FA, reports must be sent to the parent county of the person concerned.

Closed Dates

Make sure that all dates when you are on holiday, not available because of work etc are sent to your County FA but also to all the leagues you operate on. If for some reason the date you originally closed becomes available again, inform the relevant County FA and competitions.

The importance of simple, effective and efficient administration skills cannot be underestimated. The old saying "Fail to plan, plan to fail", is very relevant when considering the importance of referee administration.

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