



NWYFL New Referee

Information Pack

Please find below important information which will help new referees become acquainted with officiating in the NWYFL. If you have any questions after reading this document, please contact Darren Howell (darren.howell@nwyfl.co.uk)

Monthly Availability

- Referees are contacted via email approx. 2 weeks before the start of the new month, asking them to confirm their availability. The tool used to capture this information is called **Doodle Poll**. A deadline to submit availability is set and once expired, allocations will start. Submissions can still be submitted after the deadline, although the choice of available matches will reduce.
- To submit your availability, simply click of various dates and times, which creates a green tick. There is also a 'Comments' section if you need anything to be taken into consideration before allocating games.
- If your availability changes after submitting, contact Darren Howell who will update the database accordingly.

Appointment Process

- The general rule for allocating fixtures is as follows:
 - Allocate referees to the most remote areas first
 - Prioritise youngest age groups to newly qualified referees
 - When there is a shortage, prioritise those referees who can take 2 fixtures a day
- Considerations for allocating are as follows
 - Location - I try to ensure fixtures are no longer than 15 miles away
 - Response Time - Those who reply fastest, will typically be assigned to matches first
 - Age Appropriate - Ensure there is a minimum 12 months between the age of the referee and the age of the match being officiated
- Sometimes you may not get appointed to a fixture despite being available. Again, this will probably be based on other Referee's responding quicker, taking the games around your area.
- Also note, that PM fixtures are in the minority. Approx 95% of our games are morning fixtures. So if you are limited to PM's, it may be difficult to provide games. It also worth noting that not many U12 or U13 games take place in an afternoon

Weekly SOS

- If there are any matches for the forthcoming weekend, that still require a referee, an email will be sent out during the week. If you are available to take one of the uncovered games, reply to me and I will assign you.

Double up

- It is possible to referee 2 matches in a day if you are available

Referee Fee

- There is a standard match fee and mileage costs which account for the referee charges. They are:
 - Under 16 Matches and younger: £15.00 Match Fee plus £0.30 per mile
 - Under 17/18 Matches: £18.00 Match Fee plus £0.30 per mile
- Mileage is calculated as a round trip from the registered home address, to the ground and back again. No other location can be claimed for (example: Arriving to a game from a work address)
- The total costs should be advised when the home team confirm the fixture details
- The Home side pays for Ref fees for League Matches, the Away side pay for Ref fee's for League Cup Matches
- Payment should be made BEFORE the start of the match
- Any non-payment issues should be reported to me immediately

Match Confirmation

- Once you are allocated to a match, it is the responsibility of the home side to make contact with the referee to confirm the following:
 - The Referee can still make the match
 - The Location and Kick off time
 - Whether Grass or 3G pitch
- At this point, you should confirm your match fees
- The clubs should make contact with the referee approx 5 days before the game is due to be played. Should you not hear by Weds (for Sunday fixture) contact Darren Howell.

Late Notice Postponements

- Matches are frequently postponed. Where possible, the League will look to reassign a referee to another fixture. However, if your match is postponed late notice, the League Officer may not be able to react to the notice, typically if received Friday evening or Saturday. In this situation, if you would like to pick up another match, then follow the below process:
 - Visit the League website to view which matches don't have an assigned referee. The link is: <http://www.nwyfl.co.uk/available-matches/>
 - If you find a fixture, make a call to the coach of the home team to check whether they still need a referee. You can obtain a list of contact phone numbers from the League website. The link can be found via www.nwyfl.co.uk – Useful Links – Club Contacts List 2017-18
 - If you agree to cover the match, email Darren Howell to confirm. You will then be allocated to the fixture and be scored by both teams.

Withdrawing From a Fixture

- If you need to withdraw from a fixture late notice (example: ill health) then it is the responsibility of the referee to notify:
 - The coach of the home team
 - The Referee Appointments Secretary (me) so that I can try and arrange cover
- **Please do not just fail to turn up**
- A full list of Team email, phone numbers and contact names is available here: www.nwyfl.co.uk – Useful Links – Club Contacts List 2017-18

NWYFL Rules

- There are 2 sets of rules which I would encourage you to review. Most of the content is not relevant, but there is plenty of information regarding playing time and other aspects of our League, which are important. Please take time to read them:
 - Standard Code of Rules Youth: This is the standard set of rules created by the FA, which all leagues abide by - http://www.nwyfl.co.uk/037_standard-code-of-rules-youth/
 - NWYFL League & Cup Rules: These are the slight deviations specific to the North Wilts League - <http://www.nwyfl.co.uk/wp-content/uploads/NWYFL-Competition-Rules-2017-18-website.docx>

Scoring

- The League require the home and away side to submit scores after the game, relating to referee performance. Scores are from 1 to 100. Teams are also able to record specific comments too, which can be positive or improvement suggestions. Where possible, these will be passed on.

Encountering Issues

- If you face any issues, such as a problematic coach or set of supporters, then the League want to know about it. Anything game related (such as yellow cards, etc) should form an extraordinary report which you will send the Wilts FA. There are plenty of examples where newly qualified officials receive criticism from coaches or supporters but are not sure what to do about it. Please ensure you report any instances, citing as much detail as possible. This is hugely important as the League and the County FA look to eliminate problems from Youth soccer.