



# FOOTBALL ASSOCIATION OF WALES REFEREE GUIDE





*Contributors:*

Andrew Howard, Ray Ellingham, David Griffiths, Brian Lawlor,  
Mark Whitby, Cheryl Foster, Bryn Markham-Jones, Gareth Wyn Jones

*Photography:*

Dave Rawcliffe (Propaganda), Sacha Grossenbache, NCM Media

*Design & Print:* [amedia.co.uk](http://amedia.co.uk)



## Contents

Introduction .....	4
Registration .....	7
FAW Referee Categories .....	8
Focus on FIFA Referee Bryn Markham Jones .....	10
Focus on FIFA Referee Cheryl Foster .....	12
The Role of the Referees Coach (Observer) .....	14
How to gain Promotion .....	16
In Service Training and Education Opportunities .....	18
What to do in match crisis situations? .....	20
• Serious Injury Stops Play .....	20
• It's getting too dark to carry on .....	20
• Acts of discriminatory behaviour .....	21
• Concussion .....	21
Pitch Inspections .....	22
Focus on FIFA Assistant Referee Gareth Wyn Jones .....	24
FAW Referee Development Groups .....	26
Fitness Development for Match Officials .....	28
Referee clothing and badges .....	30
<b>Appendix 1</b> – Practical Guidelines for Match Officials .....	32
<b>Appendix 2</b> – Disciplinary Procedures concerning field offences .....	40
<b>Appendix 3</b> – Concussion Protocol .....	52

## Introduction

**I am delighted to provide the introduction to this FAW Referees Guide.**

The importance of the referee's role in football cannot be underestimated. Simply, without referees there would be no football. For that reason, we are extremely grateful to you for donning your referees kit week in, week out to ensure that matches throughout the Country can be played at all levels.

In 2015, there were a total of 1,077 registered referees in Wales. A large proportion of these are based in the South Wales FA and West Wales FA areas (35% and 23% respectively). There is a fairly consistent number in all four other Area Associations ranging from 109 referees to 120 referees in each area. Of the 1,077 registered referees, only 2% are female and that is a statistic that we must improve on annually.

Records show that we have 57,976 adult and youth players, meaning that there are approximately 54 players to every referee in Wales. Our target of 2,000 referees to cover all sanctioned matches is ambitious but these statistics show that we must aim high.



The FAW Council has agreed to modernise the referees course with new online e-learning modules and practical training. This will make the course more appealing, accessible and consistent throughout Wales and should increase referee numbers. Furthermore, FAW Council has also agreed to the appointment of a Referee Recruitment and Retention Officer. This is a vital role not only for keeping referees involved and active, but also for recruiting new officials.

The pathway for referees to climb the ladder is clear and the opportunities are there for every referee who has the ambition. The opportunities currently afforded to the elite referees is better than ever. Every referee on the Welsh Premier League list has had the experience of refereeing abroad and with live matches every week and highlights of every Welsh Premier League game televised, the profile of the Welsh Premier League referee is higher than ever.

Not all referees however have the desire to climb the ladder, but prefer making an impact on football as a referee at grassroots level locally. These referees are equally as important to Welsh football as the elite referees.

I sincerely hope that you find this Guide to be a helpful resource and I conclude by saying very many thanks to you all for the positive impact that you have on football in Wales.



**David Griffiths**  
*FAW President*



## Introduction

The FAW Referee Guide is an information booklet that has been compiled to assist new and existing referees in their duties and responsibilities when dealing with the Football Association of Wales (FAW) and the Area Associations.

For those who have been referees for some time, the information contained herein may be very familiar, but for those who are new and as a refresher for those experienced referees, we hope it will prove useful in what is required by ourselves and why.

No publication can cover all eventualities and it is therefore important to state at the outset that the FAW and Area FA's are available to assist you wherever possible if situations arise which are not covered in this booklet.

For easy access, we suggest that you download the Guide on to your phone as you never know when you will need it. We certainly encourage you to carry the hard-copy in your kitbag.

I do hope that you find the Guide useful and that you enjoy the experience of being a match official. Not every person will reach the elite level but every single referee is important to the FAW.

The game is growing rapidly and more Referees are needed to cope with the games which are played every weekend the length and breadth of the country. You can help us achieve our goal as we strive to work towards having every sanctioned game in the Country being covered by a qualified Referee.

**Ray Ellingham** – *FAW Referees Manager*



## Registration

All match officials in Wales must annually register with their Area Association before the start of every season.

Information which must be provided to your Area Association upon registering are address, telephone number and email address. Upon registering, the Area Association must confirm your classification.

Registration allows the National Database to be kept up to date and helps with the appointment of match officials to both the FAW's National and Area FA competitions.

On the registration form, there is a section which allows referees to indicate if they would like to be considered for promotion at the end of the season. Whilst performances in matches form a large part of the criteria, administrative duties are also taken into account and of course the required level of fitness. You must also attend an ISTE session during the season. *See ISTE section for more information.*

### Remember...

If you wish to climb up the refereeing ladder, you must request consideration for promotion at the time of registration.

### Area Association Referees Officer contacts

Registration forms are readily available from your Area Association Referees Officer. Please visit the FAW website's refereeing section for a current list of the six Area Referees Officers. [www.faw.cymru](http://www.faw.cymru)



## Referee and Assistant Referee Categories

### Category One: Referee

International (FIFA List)

1A Welsh Premier Referees

1B Welsh Premier Talent Referees

### Category One: Specialist Assistant Referee

International (FIFA List)

1A National List

*(Both levels can Referee at Tier Two of the Pyramid in emergency, viz., Cymru Alliance and Welsh League Division One)*

### Category Two:

Cymru Alliance and Welsh League Referees Division 1 *(who are also Welsh Premier Assistant Referees)*

### Category Three:

3A Referees' Panel of the Directly Affiliated Leagues at Tier Three of the Pyramid *(Welsh League Division 2, SPAR Mid Wales Division 1, Welsh National League Premier Division, Welsh Alliance League Division 1)* and act as Assistant Referees at Tier 2.

3B Referees Panel of the Directly Affiliated Leagues at Tier 4 of the Pyramid *(Welsh League Division 3, SPAR Mid Wales Division 2, Welsh National League Division 1, Welsh Alliance League Division 1)* and at area level and act as Assistant Referees at Tier 2 & 3.







## Female Referee Categories

### Category Four:

- 4A Third season Referees (and longer) who referee at Grass Roots Level and are permitted to act as Assistant Referees in their respective Directly Affiliated Leagues at Tier 2.
- 4B\* Second season referees over the age of 16 who operate at grass roots level and are permitted to act as Assistant Referees in their respective Directly Affiliated Leagues Tier 2 & 3 subject to have attended a Lining Course as organised by the Area FA
- 4C\*\* First year referees over the age of 16 who referee at Grass Roots level but are not eligible to act as Assistant Referees on the Directly Affiliated Leagues
- 4D Qualified and registered referees under the age of 16 (not eligible for Adult football)
- 4E Qualified and registered referees who are non-active

\* Minimum length of time in 4B normally to be two seasons unless exceptional circumstances apply

\*\* Minimum length of time in 4C to be one season

### Category One: Referee

- F- International
- F-1A National List Referee
- F-1B National List Talent Referee

### Category One: Specialist Assistant Referee

- F-International
- F-1A National List Assistant Referee

### Category Two: Referee

- F-2A 2nd year Referee who operates in the Feeder Leagues to WPWL and acts as Assistant Referee in the WPWL
- F-2B 1st Year Referee who operates in the Feeder Leagues to WPWL and acts as Assistant Referee in the WPWL (and has attended a lining course as organised by the Area FA)

### Note

*Referees for the Welsh Premier Women's League will be taken from the Male categories 3A and above and Female Category F-1B and above, whilst the WP Development League will also be from 3B and above. Assistant Referees can be taken from Categories 4C to 4A.*



## Focus on FIFA Referee

### *Bryn Markham Jones*

**When I began my refereeing career some 12 years ago, in no way did I expect to reach the heights I have reached. As many do, I only had the intentions of refereeing junior football in an attempt to earn a little pocket money on a Saturday morning. Thankfully, a senior referee was able to convince me to 'run the line' for him one Saturday afternoon and I never looked back. From there, I became more involved in senior football and eventually began refereeing senior football matches.**

My senior refereeing career progressed at a quick rate. It began in the Welsh National League (Wrexham area) reserve division at the age of 17 and by the age of 22, I found myself refereeing in the Welsh Premier League. With the right levels of commitment, performances and attitude it is possible to reach the heights of the Welsh Premier League and beyond in good time.

Refereeing on the Welsh Premier League proved to be a good test for me at the age of 22. The league has a lot of experienced footballers and managers present in it and I had to mature as a referee very quickly. It took me a good two years to find my feet in the league and from there I was looking forward to the next challenge – becoming a FIFA referee. Any referee's dream.

During this period of development I was very fortunate to referee many matches outside of the Welsh Premier League. On two occasions I travelled to Northern Ireland to referee on their Premier League; I travelled to Scotland and refereed at Hampden Park as part of an exchange program with the Scottish FA; I also travelled to Malta where I took charge of one of their Premier League matches and in addition to these I refereed numerous Wales u16s, u17s and u19s matches, some of which were aired live on Sky Sports. Additionally, I travelled away on UEFA matches as 4th official. This just goes to show if you are not lucky enough to reach FIFA standards, you can still enjoy fantastic experiences as a referee in Wales.

February 2012 was a significant date as part of my push to become a FIFA referee. This is when I attended the Centre of Refereeing Excellence (CORE), which is run by UEFA at their headquarters in Nyon, Switzerland. The CORE program has been designed to introduce prospective future FIFA referees to the standards and expectations placed upon them by UEFA. The program ran for 6 months and challenged me in a variety of ways, such as fitness assessments, decision-making assessments, self-analysis of my refereeing performances and many more. Thankfully, I was successful in achieving a diploma in refereeing from UEFA in August 2012.



One afternoon in December 2012 I received the phone call I was hoping for. A phone call from the then referees' manager, Rodger Gifford, informing me that I had been selected to become a FIFA referee for 2013 at the age of 26. Words cannot describe how proud I felt but I knew the hard work had only just started.

In January 2013 I travelled to Rome for the FIFA referees introductory course. None other than Pierluigi Collina headed the course. It was here I realised how big of an achievement it was to become a FIFA referee.

Being a FIFA referee has provided me with life experiences that I'd never have experienced had it not been for refereeing. The people I have met, the places I have visited and the events I have witnessed. I travelled to some of the most obscure but amazing places imaginable. Up to now, I have visited a total of 21 different countries thanks to refereeing. Some examples include Faroe Islands, Iceland, Azerbaijan, Belarus and Estonia. Had it not been for refereeing I am confident I would never have visited these countries. Hopefully, in the near future I will be able to visit more countries around the world.

My proudest achievement thus far as a FIFA referee was in November 2013. It was at this time that I travelled to the Czech Republic to officiate my 1st ever A international friendly. The Czech Republic are very well respected in international football so to have the opportunity to referee them was quite amazing. What made the event extra special was the fact that none other than Petr Cech captained the Czech Republic. At the time he was considered one of the best footballers in the world. When I was stood in the tunnel just about to lead the two teams out, I had to pinch myself to check it was real, a referee from Wrexham leading out one of the most famous footballers at the time. Unbelievable.

At no point in my refereeing career did I ever expect to reach the heights of an international referee. Never did I expect that refereeing would be the reason I reduced my working hours to 50%. Never did I expect that I'd travel the whole of Europe. But, it has happened and it all thanks to refereeing. I will not be a FIFA referee forever. Wales will need FIFA referees in the future and there is no reason why it cannot be you. Somebody has got to do it. It may seem a long way away but with the correct attributes then it is certainly possible. I am proof of that.

## Focus on FIFA Referee

### *Cheryl Foster*



**Cheryl 'Fozzy' Foster, a former International footballer for Wales and FIFA Women's Referee for 2016.**

### **International playing career**

I represented Wales at youth level, gaining caps at U'16, U'18 and U'21 level. However I made my senior international debut in 1997 at 17 years old, coming on as a substitute against Ireland. I represented Wales 63 times, competing in World Cup and Euro qualifiers over a 15 year period. I had the privilege of captaining my country on my 50th Cap against Slovenia in Llanelli and in 2009 I became the all-time record appearance holder for 2 years. The highlight of my international career was playing for Wales against Germany in front of 20,000 spectators.

### **Club playing career**

At club level I started my career playing football for a local boys team called Conwy Devils before signing for Bangor City Ladies at the age of 15 winning the Welsh cup twice which allowed me to taste European football at club level of the first time and the league twice. In the summer of 2003, I signed for Liverpool Ladies winning the league and getting promotion to the National Division in my first season. I continued to play for Liverpool for a further 9 years which included playing in the Women's Super League scoring the very first goal in the opening game of the season against Everton Ladies. I then moved onto Doncaster Bells in my last season (2013) as a player before taking the Laws of the Game course in the North East Wales referees association.



## **Moving to refereeing and becoming a FIFA referee**

I always thought I would be a coach or manager when I retired from playing; it was always a passion of mine to stay in the game. When I stopped playing in 2013 a conversation I had with Cliff Evans back when I was playing for Wales in Switzerland returned to me. He asked over lunch one day would any of us be interested in refereeing when we finished playing. I hadn't then but the more I thought about what I wanted to do, the more I felt I could make a contribution and it would give me that chance to be get back on the pitch! But I didn't think things would move so fast that I'd be a UEFA referee by my third season and it has been a steep learning curve and an amazing challenge.

Once I took part in the Laws of the Game course and completed it in November 2013. I started refereeing in the Flintshire junior leagues and my first men's game was assisting at Saltney Town fc in January 2014. Since the course I have been part of the NEWRA mentoring programme as well at the development team which I have benefited from immensely.

The opportunities for future female referees is huge and the possibilities of what I could achieve as a referee were explained to me very quickly at the start and within three seasons I have achieved what I set out to do, become a FIFA referee. To do this, I have attended every possible meeting and seminar that I could. I ask a lot of questions and find the answers to the very strange but possible scenarios that could occur during a football match. I have lent heavily on my experience as a player but when I referee or assist I take at least one thing from every game into the next one to try and improve.

Another aspect I think is really important especially refereeing in the men's league and FIFA games is a referee's fitness level. As a former forward my fitness requirements changed and I work hard in the gym to meet these new demands. I now have the fitness levels of a box to box midfielder ensuring that I am there when a player looks round for a decision or non-decision.

# Role of Referee Coach (Observer)

## Background

The Referees role in modern day soccer can lead to a lot of pressure. In the top flight every decision is analysed and can potentially decide the livelihood of many people. On a more localised scale, it is the Referee who can determine the fate of many teams.

All Referees can receive support and advice from the time they commence Refereeing and as they look to progress through the different levels from a Referees coach/observer.

## The Person

A Referees coach/observer would have a credible Refereeing background. They would fully understand the Referees role, and have a first class knowledge of the laws of the game.

They would have the ability to view the game through the eyes of the Referee and understand the issues surrounding a Referees performance.

They would have key characteristics of being Trusting, Friendly, approachable and patient.

It is important that they have the personality to impart the correct advice in the right manner.

## Key Responsibilities

### *Coach*

The Referees coach can be a point of contact to offer support and advice throughout the transition periods for the Referee.

He /she should be able to see the Referee in action and provide feedback to him / her on the performance. They should meet and discuss the matches.

Encouragement should be offered from the coach and positive strengths identified and listed.

Identifying weaknesses should be accompanied by discussing solutions and listing learning points for the Referee to consider towards improvement in forthcoming matches.

The coach should be able to set and review written goals with the Referee which could be based around the following;

- Development plans / Strategies
- Administration
- Targets
- Fitness / Health
- Availability
- Safety / welfare (Example - Social media)
- Additional expectations (Meetings / RA Societies)
- Preparation / Timekeeping
- Presentation



## **Observer**

The Referees observer should analyse the Referees performance and should highlight areas to develop and highlight established strengths.

The following are key areas the observer may be looking at;

- Knowledge of the Laws of the game (application and interpretation)
- Match management
- Player management
- Personality
- Disciplinary Sanctioning
- Fitness
- Positioning
- Tactical awareness
- Teamwork

The observer may introduce himself before the match and will visit the dressing room after the match to give a verbal debrief with his opinion on the match and to seek clarification / Referees opinion on any situations in the game which may be unclear.

This post match contact allows the Referee to raise any concerns they may have so that they can enter their next game with confidence.

The debrief period can be a time for reflection and honesty.

The observer will then follow this up with a written report on the match which will be forwarded to the Referees officer/Manager and the Referee should receive a copy of the report before his next match.

## **Conclusion**

The role of the Referees coach/Observer is to help and support the Referee in all aspects of Refereeing. A good Referees coach/observer will be honest and will want the best for the Referee.

Whilst areas of strength should be highlighted and the Referee pleased to hear them, areas to develop should not be seen as criticism but should be seen as positive areas of advice for the Referee to consider improvement for their continuing development and progression.

## How to Gain Promotion

If you wish to climb the referee ladder gain promotion from your current classification, this is how you go about it...



1. When registering at the start of the season, ensure that you notify your Area Association that you are seeking promotion and require assessment.
2. Attend at least one In-Service and Training Education session during the season.
3. You will be assessed several times during the season, so ensure that when this happens, you are aware of the Assessors' report and you take on board the feedback provided.
4. If you know somebody within the refereeing family who can act as your local mentor, discuss your assessments and performance with them and ask for advice and guidance.
5. The promotion will be decided either by the Area Association Referees Committee or for promotion to Level 2 by the FAW Referees Committee.
6. You should be informed by May / June as to whether you have been promoted.





## In Service Training & Education Opportunities (ISTE)

As part of a referees' on-going training, the FAW and the Area Association's arrange ISTE's. These form a vital part of the continuous education of a match official.

The Football Association of Wales (FAW) through the funding it receives from the UEFA Referees Convention, host a number of ISTE days for their elite officials throughout the season, these are often combined with the mandatory fitness assessments that these officials also undertake.



**Figure 1.** *The endurance fitness test for elite officials*

The main event for the elite officials is the annual three-day residential Conference, which sees a mixture of FIFA & UEFA guest speakers discussing current trends in the game, along with practical work and on field training and education.



**Figure 2.** Elite officials at the National Referees Conference

At any stage of a Referee's career, ISTE forms a pivotal part of their development at all levels.

The six Area Associations in Wales will also hold a minimum of one ISTE per season.

These often see senior match officials in Wales lending their knowledge and experience to the grassroots referees, who are so important for the future of the game in this Country.

In recent years the game has changed beyond all recognition. This was particularly evident in the summer of 2016, with a considerable

**Did you know?**  
If a referee would like to be considered for promotion, attendance at an ISTE session during that season is mandatory.

number of changes in Law. The ISTE days provided an ideal opportunity to discuss and debate those changes and also the current trends in football.

To find out about the next ISTE session in your Area, please contact your Area Association Referees Officer.

## What to do in Match Crisis Situations

### Serious Injury Stops Play...

- The referee is the sole judge regarding the continuation of the match.
- If the stoppage has been for 30 minutes or longer, the referee should only continue with the match, if both teams agree to play and the match can be completed to a finish with adequate light.
- If before 30 minutes has elapsed, one or both clubs refuses to continue playing, against the request of the referee, the situation is referred to the competition management body, who shall decide on the outcome of the match and any sanctions.

*FAW Referees Panel, October 2014*

### It's getting too dark to carry on...

- The Competition administration should have allowed enough time for any match to be played in daylight hours, when floodlights are not available. However, if it's getting too dark to carry on for an alternative reasons (long stoppage in play, bad weather, late kick-off), the referee is the sole judge regarding the continuation of the match.
- If the match is abandoned because it's too dark, the referee should report this to the Competition administration as soon as possible.
- The Competition administration will decide the next steps and the outcome of the match.





## **Accusations of discriminatory behaviour... Concussion Protocol**

The FAW follow FIFA and UEFA regulations to resolve any acts of discriminatory behaviour in order to eliminate it from the game.

Discriminatory behaviour can include a player or official who offends any person or group with words or actions. Examples of discriminatory behaviour can include:

- Race
- Colour
- Language
- Religion
- Origin

The sanction, if found proven of discriminatory behaviour, will be a suspension for at least 10 matches.

If a player breaches these regulations, they will also be fined at least £500. If an official breaches these regulations, a fine of at least £750 will be imposed.

In cases where several players from a club or supporters breach the regulations sanctions can include; ground suspensions, point deductions, ground closures, demotion/ disqualification and expulsion from a competition.

FIFA and other sporting organisations have approved a Concussion Protocol document, which has also been authorised by the FAW Medical Panel. This document can be found in Appendix 3.

It provides Concussion Advice to clubs and is written in order to help identify concussion in children, youth and adults. The referee should also be aware of this information in order to work closely with the clubs whenever concussion is suspected.

# Pitch Inspections

## Factors to consider

- Check local council web sites on a Friday or the Met Office weather report.
- Speak to the secretary of the club on the morning of the game (or even the night before) and ask if they intend calling in a local referee or do they require you to attend?
- At Amateur/Senior League level and above this is normal practice as it prevents wasted journeys by officials and opponents.
- Wear your tracksuit and boots during the inspection.

## Waterlogged Pitches

- What is the weather forecast at the time of kick-off and during the game?
- Ask yourself... If it is still raining or very likely to rain, is it likely that you will finish the game should the weather deteriorate? It is better to not start a game than to abandon it.
- If a groundsman is available with local knowledge, seek his advice and then inspect the field of play.
- In your tracksuit and boots, take a ball, see if it rolls across the surface or bounces naturally? A word of caution that this sometimes can be misinterpreted by the players that a pitch is playable.
- Can you see the markings? Especially the critical ones, i.e. the goal line and penalty mark.
- Walk the pitch thoroughly in your boots;
  - How does it feel?
  - Is there water coming up when you apply pressure with the foot?
  - Is the pitch holding water?
  - Are there any pools that need attention before a possible kick off?
  - Bear in mind the critical areas, i.e. the goal mouth and middle third channel where the majority of the game is played, and big decisions made, what condition are they in?



## Frozen/Snowbound Pitches

We often find pitches just as hard in August/September but there are factors to consider....

- Ambient air temperatures are lower and players and officials are more susceptible to injury in colder conditions to that of a late summers day.
- Are there frozen pools of water/ice, shards of ice can cause serious cuts and frozen ruts can cause serious injury too?
- Snow in most cases will lead to a postponement at recreational level...How many teams possess an orange ball and are willing to clear the lines?
- But more seriously who knows with any certainty the condition of the surface beneath!

## In Summary

- ✓ Always inspect the field of play on you own or neutral assistants if appointed
- ✓ Make a decision and do not be influenced by managers and players to change your mind.
- ✓ Player safety is the first priority, it is better to be safe than sorry and err on the side of caution.
- ✓ A team's league position or player availability or even the league secretary is not our concern.





## Focus on FIFA Assistant Referee

*Gareth Wyn Jones*



I am Gareth Wyn Jones and I live in the village of Bontnewydd on the outskirts of Caernarfon. I passed the referees course and started refereeing in 2001 at the age of 16 having played and acted as club linesman for my local football club Bontnewydd. I have served on the Welsh Premier League Assistants Panel and Cymru Alliance Referee's panel since 2009 and have been a FIFA International Assistant Referee since 2013.

In my opinion being an assistant referee acquires a different set of skills than refereeing and is more so now a specialised field. For those coming through the ranks, you may find that you prefer or that you are more comfortable on the line than refereeing. As in my case, progressing through the leagues it became apparent to me that my enjoyment was mostly in running the line, rather than in the middle and I welcomed the opportunity of choosing a career path as an assistant, even if this meant turning down promotion of refereeing in the WP.

I count myself very fortunate to have come through the ranks in an area which has produced experienced and established referees over the years, and continues to produce promising talents, who have supported me over the years and helped my development along the way and have become good friends. I strive to improve and continue to learn from my colleagues and peers.





The Local Referees Association has also been very important to me and I would urge any official who is not a member to join your local RA, as it is an opportunity for referees of all levels to get together on a regular basis, to socialise and learn and share their experiences and give support and advice to those who are experiencing problems or difficulties.

The continuing training and development by the FAW and the introduction of specialised assistants referee coaches in the Welsh Premier League, has improved consistency and uniformity in the league and is helping to develop and raise the standards of assistant refereeing throughout the pyramid. I have seen promising talent coming through the area development programme and I urge those who are on or have the opportunity to participate in these programmes to make the most of them. To listen, learn and enjoy.

Fitness is a major aspect of refereeing in recent years and the FAW are striving to improve and develop the fitness of officials. I regularly train with my fellow Welsh Premier colleagues Iwan Griffiths and JB Roberts, several times a week at the local athletics club and playing fields. Training is not only physical work as I regularly practice online tests on offside during the week to train the mind.

## Career Highlights

It's always difficult to decide what is my most important match or highlights as I always treat my next match as my most important whether locally or further afield. However there are one or two which I feel especially privileged to have had the opportunity to be a part of. In 2010 I was selected by the FAW to attend the UEFA CORE programme held in Geneva Switzerland and follow up course in 2011. This was followed by my first UEFA appointment in the Europa league in San Marino in 2011 and in 2012 I was as part of a team lead by referee Lee Evans where we were appointed to a UEFA Europa League Group stage match in Athletic Bilbao. I was honoured to officiate in the 2012 Welsh Cup Final as assistant. In 2013 I became a FIFA International Assistant Referee and in May 2015 I was appointed to represent Wales in the UEFA U17's European Championship Finals Tournament in Bulgaria. In 2016 I was appointed to the Welsh Premier Play Off Final between Connah's Quay and Airbus UK, where the Nomads were the eventual winners, thus securing qualification to represent Wales in the UEFA Europa League for season 2016-2017 for the first time in their history.

## FAW Referee Development Group

**The FAW Referee development programme was launched following successful funding through the UEFA referee convention and has proven to be exceptionally successful to date with a high number of Referees and Assistant referees currently operating at Welsh Premier level who came through the development group system. There are also a number of FIFA officials in the principality who have benefited through the development group system.**

There are 5 development groups within the principality (North East Wales, North West Wales, Gwent, South Wales and West Wales). The groups are made up of approximately 4 to 8 members with ages ranging from around 18 to around 30 years of age. The members of the groups are nominated by their area associations and they must be refereeing senior football and show perceived potential through coaching/assessments at association level. Each development group has a Referee development officer (RDO) who acts as a coach/mentor for the group members through the entirety of their tenure on their respective groups and is available at all times to offer help and support for anything both on and off the field the young official would like to discuss. There are some groups now who also invite younger officials within the area along to meetings to give them the hunger to strive to be on a development group once eligible, hence hopefully giving us the natural rotation of young officials every 2 to 3 years.



The RDO organises meetings and training sessions during the season for group members, these sessions tend to have varied subjects to provide diversity and to broaden the young referees horizons to enhance better all round performances and understanding of the game from different aspects. The meetings also provides an opportunity for the RDO's to emphasise the levels of commitment from a fitness point of view and from a behaviour point of view (touching on responsible use of social media etc) which is required to succeed as a national list official.

The RDO attends group members matches to offer advice to enhance future performances. The RDO is also provided with all his/her groups assessments so they can offer advice on any possible points of improvements.

Being part of a development group most definitely does not guarantee success nor does it provide a fast track to the top of the pyramid but what it does offer is the best coaching and best advice from the best coaches within Wales and beyond. It is then down to the commitment, enthusiasm and dedication of the individual to want to succeed.

Anyone fortunate enough to be involved in a development group will tell you that the support offered and the level of coaching and advice offered really does give them a massive advantage in progressing through the system if they show the right attitude both on and off the field.



## Fitness Development for Match Officials

The question is often asked “How fit do you need to be to referee a football match”? The fitness level of a referee really depends on two important factors. The first relates to a personal attitude which really is down to individuals and whether they use refereeing to keep up their fitness level. The second really depends on your commitment to reach higher levels of refereeing. As you progress in refereeing, moving from local leagues into higher levels of football, the demands on referees are greater and with that a higher level of fitness is required. With the advent of sports scientists at the highest level and the requirement to keep and submit fitness data, there is even a greater need to be ‘fit for purpose’. The Football Association of Wales considers and advises on a range of subjects including information on fitness tests, regular fitness exercises, stretching and dietary requirements. During 2015 the FAW developed a match official’s fitness portal it has been designed as an ‘open’ portal, to support referees in the planning and implementation of a training programme – whether you are new to refereeing and training, or whether you are an experienced referee within the Welsh Premier League.

It is vitally important, that when planning your fitness programmes that you take time to consider the activity for which you are training. We have all been guilty at some point of going out a couple of times a week, at a constant pace, for an extended period of time. Of course, this type of training can be beneficial in moderation, as part of an overall

fitness programme for health. It covers all of the components that were highlighted earlier. However, on it’s own, the physiological benefits for football are minimal. Therefore, within this section, there are a number of training sessions that will develop every component of your own physical fitness. The sessions are categorised under the following headings:

- Speed/Agility
- Speed Endurance
- High Intensity
- Strength/Core Stability

These sessions are also level specific, so that you can train specifically to the level at which you are officiating. For this, we have developed a ‘traffic lights’ system. This is explained in the table; There is nothing to stop ANY referee completing the ‘Intermediate’ or ‘Advanced’ sessions for personal gain and wellbeing. However, it is strongly recommended that if you are new to training or inexperienced, that you start from a lower level and build up to this over a period of weeks/months.

Fitness can be described as the capacity or ability to perform a task or activity. An individual’s level of fitness can be measured in different ways, but it will generally take in to consideration a number of factors as described above. As football referees, it is essential that our fitness training is tailored specifically towards our movements on the field of play.



## Your Weekly Training Programme

It is important to plan your weekly training programme around your matches. If you have a match, you should not train on the same day. Below, there is an example of weekly training programmes, which are adapted for the number of games that the referee has.

**Beginner (medium effort)** - Ideally suited to those who are new to training, refereeing or physical activity. This level of fitness training is ideal for match official operating in junior or youth competitions.

**Intermediate (medium to high effort)** - A match official who is used to fitness training and officiating who want to progress onto a higher level

**Advanced (high effort and commitment)** - A match official who has been taking part in fitness training for some time and has a good base level of fitness. A match official who officiates within, or aspires to officiate within the contributory league system should aim to be training at this level.

*Typical Training week should consist of:*

Day	Type of Training
Monday	Strength OR Injury Prevention Training
Tuesday	Rest Day
Wednesday	High Intensity Training OR Speed Endurance Training
Thursday	Rest Day
Friday	Speed OR Speed Agility Training
Saturday	Match
Sunday	Active Recovery

Further information advice and guidance can be found at the following link regarding specific session to suit the above types of training:

<https://www.dropbox.com/home/FAW%20Fitness%20Files>

Fitness, next to ability, is the most important attribute for a successful referee. Whether you are just starting out, thinking about promotion, or just want to improve your health, training to get fit is better than refereeing to keep or get fit. Fitness is not like an exam, it cannot be crammed in all at the end and should be maintained throughout the season and your career as a match official.

*Mark Whitby - FAW Referees Fitness Coach, September 2016*



## Referee Clothing & Badges

### Referee Clothing

Referees should go on to the field in referee kit, consisting of referee shirt, black shorts and black socks. In all Leagues outside of the Welsh Premier League, which benefits from a referee kit sponsorship deal, referees should wear black shirts. Referees must also remember Law 4 which states;

- The two teams must wear colours that distinguish them from each other and the match officials
- Each goalkeeper must wear colours that are distinguishable from the other players and the match officials

Similar to players, undershirts must be the same colour as the main colour of the shirt sleeve; undershorts/tights must be the same colour as the main colour of the shorts or the lowest part of the shorts – players of the same team must wear the same colour.

Referee kits can be purchased at various sports outlets, but if you require further information on where to purchase, please contact your Area Association Referees Officer.



### Referee Badges and Ties

Referees in Grade 3B and above should wear the Official Badge of The Football Association of Wales. Referees in all other classes should wear the Official Badge of the Affiliated Association to which they are registered.

Referee Badges for those eligible cost £5.00 and can be ordered through the FAW – telephone 029 2043 5830.

Referee Ties for those eligible (3B and above) are £7.00.

# I AM YOUR REFEREE TODAY...



- On most occasions, I will be a school child/student, not an adult.
- I am learning.
- There will be decisions I get wrong.
- Some decisions might even be against you – it's not a conspiracy.
- Don't judge me like an experienced premier league referee.
- I LOVE THIS GAME and I want your son/daughter to love this game.

**DON'T  THE LINE**

Please show **reFspect**



# #NoRefNoGame



## Appendix 1

# Practical Guidelines for Match Officials

### Introduction

Reference is made in Law 5 to referees operating within the framework of the Laws of the Game and the 'spirit of the game'. Referees are expected to use common sense and to apply the 'spirit of the game' when applying the Laws of the Game, especially when making decisions relating to whether a match takes place and/or continues.

This is especially true for the lower levels of football where it may not always be possible for the Law to be strictly applied. For example, unless there are safety issues, the referee should allow a game to start/continue if:

- One or more corner flags is missing
- There is a minor inaccuracy with the markings on the field of play such as the corner area, centre circle etc...
- The goal posts/crossbar are not white

In such cases, the referee should, with the agreement of the teams, play/continue the match and must submit a report to the appropriate authorities.

#### **Key:**

- AR = assistant referee
- AAR = additional assistant referee

### Positioning, Movement and Teamwork

#### **General positioning and movement**

The best position is one from which the referee can make the correct decision. All recommendations about positioning must be adjusted using specific information about the teams, the players and events in the match.

The positions recommended in the graphics are basic guidelines. The reference to a "zone" emphasises that a recommended position is an area within which the referee is likely to be most effective. The zone may be larger, smaller or differently shaped depending on the exact match circumstances.

#### **Recommendations:**

- The play should be between the referee and the lead AR
- The lead AR should be in the referee's field of vision so the referee should usually use a wide diagonal system
- Staying towards the outside of the play makes it easier to keep play and the lead AR in the referee's field of vision
- The referee should be close enough to see play without interfering with play
- "What needs to be seen" is not always in the vicinity of the ball. The referee should also pay attention to:
  - aggressive player confrontations off the ball
  - possible offences in the area towards which play is moving
  - offences occurring after the ball is played away





## Positioning of assistant referees and additional assistant referees

The AR must be in line with the second-last defender or the ball if it is nearer the goal line than the second-last defender. The AR must always face the field of play, even whilst running. Side-to-side movement should be used for short distances. This is especially important when judging offside and as it gives the AR a better line of vision

The AAR position is behind the goal line except where it is necessary to move onto the goal line to judge a goal/no goal situation. The AAR is not allowed to enter the field of play unless there are exceptional circumstances.

## Positioning and teamwork

### Consultation

When dealing with disciplinary issues, eye contact and a basic discreet hand signal from the AR to the referee may be sufficient. When direct consultation is required, the AR may advance 2-3 metres onto the field of play if necessary. When talking, the referee and AR should both face the field of play to avoid being heard by others and to observe the players and field of play.

### Corner kick

The AR's position for a corner kick is behind the corner flag in line with the goal line but the AR must not interfere with the player taking the corner kick and must check that the ball is properly placed in the corner area.





### **Free kick**

The AR's position for a free kick must be in line with the second-last defender to check the offside line. However, the AR must be ready to follow the ball by moving down the touch line towards the corner flag if there is a direct shot on goal.

### **Goal/no goal**

When a goal has been scored and there is no doubt about the decision, the referee and assistant referee must make eye contact and the assistant referee must then move quickly 25-30 metres along the touch line towards the halfway line without raising his flag.

When a goal has been scored but the ball appears still to be in play, the assistant referee must first raise his flag to attract the referee's attention then continue with the normal goal procedure of running quickly 25-30 metres along the touch line towards the halfway line.

On occasions when the whole of the ball does not cross the goal line and play continues as normal because a goal has not been scored, the referee must make eye contact with the assistant referee and if necessary give a discreet hand signal.



## Goal kick

The AR must first check if the ball is inside the goal area. If the ball is not placed correctly, the AR must not move from the position, make eye contact with the referee and raise the flag. Once the ball is placed correctly inside the goal area, the AR must move to the edge of the penalty area to check that the ball leaves the penalty area (ball in play) and that the attackers are outside. Finally, the AR must take a position to check the offside line,

However, if there is an AAR, the AR should take up a position in line with the edge of the penalty area and then the offside line and the AAR must be positioned at the intersection of the goal line and the goal area, and check if the ball is placed inside the goal area. If the ball is not placed correctly, the AAR must communicate this to the referee.

## Goalkeeper releasing the ball

The AR must take a position in line with the edge of the penalty area and check that the goalkeeper does not handle the ball outside the penalty area. Once the goalkeeper has released the ball, the AR must take a position to check the offside line.

## Kick-off

The ARs must be in line with the second-last defender.

## Kicks from the penalty mark

One AR must be positioned at the intersection of the goal line and the goal area. The other AR must be situated in the centre circle to control the players. If there are AARs, they must be positioned at each intersection of the goal line and the goal area, to the right and left of the goal respectively; both ARs are situated in the centre circle.

## Mass confrontation

In situations of mass confrontation, the nearest AR may enter the field of play to assist the referee. The other AR must observe and record details of the incident. The fourth official should remain in the vicinity of the technical areas.

## Penalty kick

The AR must be positioned at the intersection of the goal line and the penalty area except where there are AARs when the AAR takes this position and the AR is positioned in line with the penalty mark (which is the offside line).

## Required distance

When a free kick is awarded very close to the AR, the AR may enter the field of play (usually at the request of the referee) to help ensure that the players are positioned 9.15 m (10 yds) from the ball. In this case, the referee must wait until the AR is back in position before restarting play.

## Substitution

If there is no fourth official, the AR moves to the halfway line to assist with substitution procedure; the referee must wait until the AR is back in position before restarting play.

If there is a fourth official, the AR does not need to move to the halfway line as the fourth official carries out the substitution procedure unless there are several substitutions at the same time in which case the AR moves to the halfway line to assist the fourth official.

## Body language, signals and whistle

### Referees

#### Body language

Body language is a tool that the referee uses to:

- help control the match
- show authority and self-control

Body language is not an explanation of a decision

#### Signals

Refer to graphics for approved referee signals  
Please note that, in addition to the current 'two armed' signal for an advantage, a similar 'one arm' signal is now permitted as it is not always easy for referees to run with both arms extended

#### Whistle

The whistle is needed to:

- start play (1st and 2nd half of normal play and extra time), after a goal
- stop play:
  - for a free kick or penalty kick
  - if the match is suspended or abandoned
  - at the end of each half
- restart play for:
  - free kicks when the appropriate distance is required
  - penalty kicks
- restart play after it has been stopped due to:
  - issue a yellow or red card
  - injury
  - substitution

The whistle is NOT needed to:

- stop play for a clear:
  - a goal kick, corner kick, throw in or goal
- restart play from:
  - most free kicks, goal kick, corner kick, throw in or dropped ball

A whistle which is used too frequently/unnecessarily will have less impact when it is needed.

If the referee wants the player(s) to wait for the whistle before restarting play (e.g. when ensuring that defending players are 9.15m at a free kick) the referee must clearly inform the attacking player(s) to wait for the signal.

If the referee blows the whistle in error and play stops, play is restarted with a dropped ball.

### Assistant referees

#### Bleep signal

The beep signal system is an additional signal which is only used to gain the referee's attention. Situations when the signal beep may be useful include:

- offside
- offences (outside the view of the referee)
- throw in, corner kick, goal kick or goal (tight decisions)

#### Electronic communication system

Where an electronic communication system is used, the referee will advise the ARs before the match as to when it may be appropriate to use the communication system with, or instead of, a physical signal.



## Flag technique

The AR's flag must always be unfurled and visible to the referee. This usually means the flag is carried in the hand closest to the referee. When making a signal, the AR stops running, faces the field of play, makes eye contact with the referee and raises the flag with a deliberate (not hasty or exaggerated) motion. The flag should be like an extension of the arm. The ARs must raise the flag using the hand that will be used for the next signal. If circumstances change and the other hand must be used, the AR should move the flag to the opposite hand below the waist. If the AR signals that the ball is out of play, the signal must be maintained until the referee acknowledges it.

If the AR signals for a sending off offence and the signal is not seen immediately:

- if play has been stopped, the restart may be changed in accordance with the Laws (free kick, penalty kick, etc.)
- if play has restarted, the referee may still take disciplinary action but not penalise the offence with a free kick or penalty kick

## Gestures

As a general rule, the AR should not use obvious hand signals. However, in some instances, a discreet hand signal may assist the referee. The hand signal should have a clear meaning which should have been agreed in the pre-match discussion.

## Signals

See graphics on page 39.

## Corner kick / goal kick

When the ball wholly passes over the goal line near to the AR, a signal should be made with the right hand (better line of vision) to indicate whether it is a goal kick or a corner kick.

When the ball wholly passes over the goal line the AR must raise the flag to inform the referee that the ball is out of play and then if it is:

- near to the AR - indicate whether it is a goal kick or a corner kick.
- far from the AR - make eye contact and follow the referee's decision. The AR may also make a direct signal if the decision is an obvious one.

## Fouls

The AR must raise the flag when a foul or misconduct is committed in the immediate vicinity or out of the referee's vision. In all other situations, the AR must wait and offer an opinion if it is required and then inform the referee what was seen and heard, and which players were involved.

Before signalling for an offence, the AR must determine that:

- the offence was out of the referee's view or the referee's view was obstructed
- the referee would not have applied the advantage

When an offence/infringement occurs which requires a signal from the AR, the AR must:

- raise the flag with the same hand that will also be used for the remainder of the signal- this gives the referee a clear indication as to who will be awarded the free kick
- make eye contact with the referee
- give the flag a slight wave back and forth (avoiding any excessive or aggressive movement)

The AR must use the “wait and see technique” to allow play to continue and not raise the flag when the team against which an offence has been committed will benefit from the advantage; it is therefore very important for the AR to make eye contact with the referee.

### **Fouls inside the penalty area**

When a foul is committed by a defender inside the penalty area out of the vision of the referee, especially if near to the AR's position, the AR must first make eye contact with the referee to see where the referee is positioned and what action has been taken. If the referee has not taken any action, the AR must signal with the flag and use the electronic beep signal and then visibly move down the touch line towards the corner flag.

### **Fouls outside the penalty area**

When a foul is committed by a defender outside the penalty area (near the boundary of the penalty area), the AR should make eye contact with the referee, to see the referee's position and what action has been taken, and signal with the flag if necessary. In counter-attack situations, the AR should be able to give information such as whether or not a foul has been committed and whether a foul was committed inside or outside the penalty area, and what disciplinary action should be taken. The AR should make a clear movement along the touchline towards the halfway line to indicate when the offence took place outside the penalty area.

### **Offside**

The first action of the AR for an offside decision is to raise the flag (using the right hand, giving the AR a better line of vision) and then use the flag to indicate the area of the field of play in which the offence occurred. If the flag is not immediately seen by the referee, the AR must maintain the signal until it has been acknowledged or the ball is clearly in the control of the defending team.

### **Penalty kick**

If the goalkeeper blatantly moves off the goal line before the ball is kicked and a goal is not scored, the AR must raise the flag.

### **Substitution**

Once the AR has been informed (by the fourth official or team official) that a substitution is requested, the AR must signal this to the referee at the next stoppage.

### **Throw in**

When the ball wholly passes over the touch line:

- near to the AR - a direct signal should be made to indicate the direction of the throw in.
- far from the AR and the throw in decision is an obvious one - the AR must make a direct signal to indicate the direction of the throw in.
- far from the AR and the AR is in doubt about the direction of the throw in - the AR must raise the flag to inform the referee that the ball is out of play, make eye contact with the referee and follow the referee's signal.

## Signals



Indirect free kick



Direct free kick



Advantage (1)



Advantage (2)



Penalty kick



Red & yellow card



Corner kick



Goal kick



Substitution



Attacking free kicks



Defending free kicks



Throw-in for attacker



Throw-in for defender



Corner kick



Goal kick



Offside



Offside on the near side of the field



Offside in the middle of the field



Offside on the far side of the field

## **Additional assistant referees**

The AARs use a radio communication system (not flags) to communicate with the referee. If the radio communication system fails to work, the AARs will use an electronic signal beep flagstick. AARs do not usually use obvious hand signals but, in some instances, a discreet hand signal may give valuable support to the referee. The hand signal should have a clear meaning and such signals should be agreed in the pre-match discussion.

### **'Goal – no goal' situations**

When it is clear that the ball has wholly passed over the goal line in the goal, the AR must make eye contact with the referee without giving any additional signal

When a goal has been scored but it is not clear whether the ball has crossed the line, the AR must first raise the flag to attract the referee's attention and then confirm the goal.

The AAR, having assessed that the ball has wholly crossed the goal line within the goal, must:

- immediately inform the referee via the communication system that a goal should be awarded
- make a clear signal with the left arm perpendicular to the goal line pointing towards the centre of the field (flagstick in the left hand is also required). This signal is not required when the ball has very clearly crossed the goal line.

The referee will make the final decision

## **Other advice**

### **Advantage**

The referee may play advantage whenever an infringement or offence occurs but should consider the following in deciding whether to apply the advantage or stop play:

- the severity of the offence - if the infringement warrants a sending off, the referee must stop play and send off the player unless there is a clear opportunity to score a goal
- the position where the offence was committed - the closer to the opponent's goal, the more effective the advantage can be
- the chances of an immediate, promising attack
- the atmosphere of the match

### **Allowance for time lost**

Many stoppages in play are entirely natural (e.g. throw ins, goal kicks). An allowance is made only when delays are excessive.

### **Holding an opponent**

Referees are reminded to make an early intervention and to deal firmly with holding offences especially inside the penalty area at corner kicks and free kicks. To deal with these situations:

- the referee must warn any player holding an opponent before the ball is in play
- caution the player if the holding continues before the ball is in play
- award a direct free kick or penalty kick and caution the player if it happens once the ball is in play





## Appendix 2

# Disciplinary Procedures Concerning Field Offences

As set out in the schedule hereto for Players associated with Clubs playing teams in the Directly Affiliated Leagues

### SEASON 2015/2016

#### 1. REPORTING OF OFFENCES BY MATCH OFFICIALS

**(a) Caution Offences**

Referees must submit to the Football Association of Wales within 2 Business Days of the match a report stating the offence and giving a description of the incident.

**(b) Sending-off Offences**

Referees must submit a report to the Football Association of Wales by 2.00pm on the next Business Day following a match stating the offence(s) and giving a description of the incident(s).

**(c)** If a Referee omits to show the appropriate card when taking action against a player, this will not nullify the caution or sending-off offence. However, the attention of the Referee will be drawn to the correct procedure.

#### 2. CAUTION OFFENCES

A player who has been cautioned in any match will be notified through the player's club by this Association of:-

- (a)** the offence reported by the Referee;
- (b)** the total number of cautions recorded against the player under these procedures during the current Season; and
- (c)** any punishment resulting from the accumulation of these cautions. Any such punishment will take effect regardless of whether or not the notification of it from this Association is received before it is due to take effect in accordance with these Disciplinary Procedures and clubs must therefore maintain their own records.

An administration fee of **£10.00** will be charged to the player through the club for the cost of processing each report.

### 3. SENDING-OFF OFFENCES

A player who has been sent-off in a match under the provisions of Law 12 will be notified through the player's club by this Association of:-

- (a) the offence reported by the Referee;
- (b) That the player will be subject to the agreed standard punishment (see Section 6). Any such punishment will take effect regardless of whether or not the notification of it from this Association is received before it is due to take effect in accordance with these Disciplinary Procedures and clubs must therefore maintain their own records.

An administration fee of **£10.00** will be charged to the player through the club for the cost of processing each report.

### 4. CLAIMS OF MISTAKEN IDENTITY

- (a) In the case of a claim of alleged mistaken identity concerning a player cautioned or sent-off in a match, the club, on behalf of the player, must:-
  - (i) By 2.00pm of the next Business Day following the day of the match submit in writing via fax (**029 2043 5877**) or e-mail (**discipline@faw.co.uk**) to the Football Association of Wales their intention to submit a claim and the particulars upon which the claim is founded.
  - (ii) By 2.00pm on the second Business Day following the day of the match, submit to the Football Association of Wales written statements and evidence (including video/DVD where available) in support of the claim together with the relevant fee as set out in Appendix 1. A signed statement by the player reported by the referee that they were not responsible for the offence reported and identifying specifically the name of the person responsible must be included. Where possible a written statement from the player responsible for the offence should also be supplied.
- (b) Should a club have two matches with no, or insufficient Business Days in between, a Claim of Mistaken Identity shall be notified and lodged with the Football Association of Wales in accordance with the following procedure:-
  - (i) Where there are no Business Days between two matches, written notification of the club's intent to make a claim must be faxed (**029 2043 5877**) or e-mailed (**discipline@faw.co.uk**) to the Football Association of Wales prior to the commencement of the second match.



- (ii) Where there is just one Business Day between two matches, the timetable for notification as set out in 4(a)(i) hereabove, will still apply.
- (iii) The submission of statements, evidence and the applicable fee must be lodged with the Football Association of Wales by 2.00pm on the second Business Day as set out in 4(a)(ii) hereabove.

In respect of these specific circumstances, a player will be eligible to play in the second match, if, and only if, notification as set out in 4(b)(i) or 4(b)(ii) hereabove is appropriately submitted. A club will not be permitted to withdraw a claim once written notice to do so has been sent via fax or e-mail to the Football Association of Wales and therefore attention should be paid to 4(d)(ii) herebelow, in respect of claims which are believed to be frivolous or an abuse of process.

- (c) Should a player play in a match without the appropriate notification having being lodged as set out hereabove, the Football Association of Wales will prefer an appropriate charge of misconduct against the club and player concerned for playing whilst under suspension.
- (d) The decisions available to the Disciplinary Panel considering a Claim of Mistaken Identity are as follows:-
  - (i) The claim is rejected - the player reported by the referee serves the standard punishment as set out in this Memorandum.
  - (ii) The claim is rejected and considered frivolous and/or an abuse of process - the Disciplinary Panel will have the discretion to increase the match suspension to up to twice that of the standard punishment.
  - (iii) The claim is successful - the standard punishment as set out in this Memorandum is transferred from the record of the player reported by the referee to the appropriate identified offender.
- (e) Irrespective of the decision reached, the Disciplinary Panel shall have the discretion to either retain or return the fee submitted and if considered appropriate, make an order of costs against the claimant(s).
- (f) A club failing to lodge a claim for mistaken identity may be charged with misconduct by the Football Association of Wales if there is evidence that the club sought to gain an advantage by remaining silent on the matter.
- (g) It is important to note that the time limits set out above are strict. Only complete claims submitted before the relevant deadlines will be considered by the Football Association of Wales.
- (h) The decision of the Disciplinary Panel in relation to a Claim of Mistaken Identity is final and binding on all parties and not subject to appeal.

## 5. CLAIMS OF WRONGFUL DISMISSAL

- (a) A player and his club may seek to limit the disciplinary consequences of the dismissal of a player from the Field-of-Play by demonstrating to this Association that the dismissal was wrongful.
- (b) A Claim of Wrongful Dismissal may be lodged only for on-field offences which result in a sending-off, except for two cautions leading to a dismissal.
- (c) The club, on behalf of the player, must:-
  - (i) By 2.00pm of the next Business Day following the day of the match submit in writing via fax (**029 2043 5877**) or e-mail (**discipline@faw.co.uk**) to the Football Association of Wales their intention to submit a claim and the particulars upon which the claim is founded.
  - (ii) By 2.00pm of the second Business Day following the day of the match submit written statements and evidence (including a video/DVD of the incident where available) in support of the claim together with the relevant fee as set out in Appendix 1.
- (d) A Disciplinary Panel will be convened as soon as is practically possible to decide the matter on any relevant documentary and video/DVD evidence submitted. The Disciplinary Panel considering a Claim of Wrongful Dismissal is concerned with only the question of whether any sanction of a suspension from play is one which should be imposed in view of the facts of the case. It must be noted that in accordance with the Laws of the Game, the match referee's decision is final and the player's dismissal from the field of play will remain on the record of the player and the club. The offence will remain the subject of the administration fee and the club will accrue the appropriate number of penalty points for the sending-off. Consequently, the club, player and match official(s) will not attend the meeting of the Disciplinary Panel when the matter is considered.
- (e) Should a club have two matches with no, or insufficient Business Days in between, a Claim of Wrongful Dismissal shall be notified and lodged with the Football Association of Wales in accordance with the following procedure:-
  - (i) here there are no Business Days between two matches, written notification of the club's intent to make a claim must be faxed (**029 2043 5877**) or e-mailed (**discipline@faw.co.uk**) to the Football Association of Wales prior to the commencement of the second match.
  - (ii) Where there is just one Business Day between two matches, the timetable for notification as set out in 5(c)(i) hereabove, will still apply.
  - (iii) The submission of statements, evidence and the applicable fee must be lodged with the Football Association of Wales by 2.00pm on the second Business Day as set out in 5(c)(ii) hereabove.

In respect of these specific circumstances, a player will be eligible to play in the



second match, if, and only if, notification as set out in 5(e)(i) or 5(e)(ii) hereabove is appropriately submitted. A club will not be permitted to withdraw a claim once written notice to do so has been sent via fax or e-mail to the Football Association of Wales and therefore attention should be paid to 5(g)(ii) herebelow, in respect of claims which are believed to be frivolous or an abuse of process.

- (f)** Should a player play in a match without the appropriate notification having being lodged as set out hereabove, the Football Association of Wales will prefer an appropriate charge of misconduct against the club and player concerned for playing whilst under suspension.
- (g)** The decisions available to a Disciplinary Panel when considering a Claim of Wrongful Dismissal are as follows:-
  - (i)** The claim is rejected - the player serves the standard punishment as set out in this Memorandum.
  - (ii)** The claim is rejected and considered frivolous and/or an abuse of process – the Panel will have the discretion to increase the match suspension beyond the standard punishment as set out in this Memorandum.
  - (iii)** The claim is successful - the standard punishment as set out in this Memorandum is withdrawn and Section 6(f) will not be invoked in relation to this dismissal if the player is sent-off again following the offence.
- (h)** Irrespective of the decision reached, the Disciplinary Panel shall have the discretion to either retain or return the fee submitted and if considered appropriate, make an order for costs against the claimant(s).
- (i)** It is important to note that the time limits set out above are strict. Only complete claims submitted before the relevant deadlines will be considered by the Football Association of Wales.
- (j)** The decision of the Disciplinary Panel in relation to a Claim of Wrongful Dismissal is final and binding on all parties and not subject to appeal.

## 6. PUNISHMENTS

### (a) Caution Offences

- (i) If a player accumulates five (5) recorded cautions in any competition under the direct disciplinary jurisdiction of this Association between the opening day of the playing season and the **31st December** (inclusive) in the same season, the player will be suspended automatically on the 14th day following the date of the player's last offence from all domestic league and cup matches and friendly matches until such time as the player has missed his/her club's next ONE (1) recognised **Senior Team match in Approved Competitions** (see Appendix 2) during the period covered by its opening match and final match of the 2015/2016 Season.
- (ii) If a player accumulates five (5) recorded cautions in any competition under the direct disciplinary jurisdiction of this Association between the opening day of the playing season and **the last day of the same season**, the player will be "warned as to his/her future conduct".
- (iii) A player who has already been subject to disciplinary action as a result of accumulating five (5) cautions and then goes on to accumulate a further five (5) cautions during the same season, will be subject to the following punishments:-
  - (a) If a player accumulates ten (10) cautions in any competition under the direct disciplinary jurisdiction of this Association between the opening day of the playing season and the **second Sunday of April** in the same season, the player will be suspended automatically on the 14th day following the date of the player's last offence from all domestic league and cup matches and friendly matches until such time as the player has missed his/her club's next TWO (2) recognised **Senior Team matches in Approved Competitions** (see Appendix 2) during the period covered by its opening match and final match of the 2015/2016 Season.
  - (b) If a player accumulates ten (10) cautions in any competition under the direct disciplinary jurisdiction of this association between the opening day of the playing season and the **last day of the same season**, the player will be "severely censured and warned as to his/her future conduct".
- (iv) If a player accumulates fifteen (15) recorded cautions in any competition under the direct disciplinary jurisdiction of this association between the opening day of the playing season and the **last day of the same season**, the player will be suspended automatically on the 14th day following the date of the player's last offence from all domestic league and cup matches and friendly matches until such time as the player has missed his/her club's next THREE (3) recognised **Senior Team matches in Approved Competitions** (see Appendix 2) during the period covered by its opening match and final match of the 2015/2016 Season.
- (v) A player who has already been subject to disciplinary action as a result of accumulating five (5) cautions, ten (10) cautions and fifteen (15) cautions, and



who goes on to record twenty (20) cautions in any competition under the direct disciplinary jurisdiction of this Association in the same season, shall be required to attend a meeting of a Disciplinary Panel when requested to do so. The members of the Panel shall have the power to deal with the player in such manner as they deem fit. The same procedure will apply for every further five (5) cautions recorded against a player.

- (vi) The terms of a suspension resulting from the accumulation of cautions will be as set out under the category of a MATCH SUSPENSION (see Section 8).
- (vii) The player must serve the suspension with the club at which the player committed the suspension offence.
- (viii) Any period of suspension or part thereof which remains outstanding at the end of a season must be served at the commencement of the next following season.

**(b) Players Sent-off Under Law 12 (7)**

A player who is dismissed from the Field of Play for a second cautionable offence after having received a caution will be suspended automatically **with immediate effect** from all domestic league and cup matches and friendly matches until such time as the player has missed his/her club's next ONE (1) recognised **Senior Team match in Approved Competitions** (see Appendix 2) during the period covered by its opening match and final match of the 2015/2016 Season. The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 8).

The player must serve the suspension with the club at which the player committed the suspension offence.

**(c) Players Sent-off Under Law 12 (4) and (5)**

A player who is dismissed from the Field of Play for denying a goal or an obvious goal scoring opportunity by physical means or by handling the ball, will be suspended automatically **with immediate effect** from all domestic league and cup matches and friendly matches until such time as the player has missed his/her club's next ONE (1) recognised **Senior Team match in Approved Competitions** (see Appendix 2) during the period covered by its opening match and final match of the 2015/2016 Season. The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 8).

The player must serve the suspension with the club at which the player committed the suspension offence.

**(d) Players Sent-off Under Law 12 (6)**

A player who is dismissed from the Field of Play for using offensive, insulting or abusive language/gestures, whether they have previously been cautioned in the match or not, will be suspended automatically **with immediate effect** from all domestic league and cup matches and friendly matches until such time the player has missed his/her club's next TWO (2) recognised **Senior Team matches in Approved Competitions** (see Appendix 2) during the period covered by its opening match and final match of the

2015/2016 Season. The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 8).

The player must serve the suspension with the club at which the player committed the suspension offence.

**(e) Players Sent-off Under Law 12 (1) (2) and (3)**

A player who is dismissed from the Field of play for Violent Conduct, Serious Foul Play or Spitting at an opponent or any other person whether they have previously been cautioned in the match or not, will be suspended automatically **with immediate effect** from all domestic league and cup matches and friendly matches until such time as the player has missed his/her club's next THREE (3) recognised **Senior Team matches in Approved Competitions** (see Appendix 2) during the period covered by its opening match and final match of the 2015/2016 Season. The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 8).

The player must serve the suspension with the club at which the player committed the suspension offence.

**(f) Additional Sendings-off**

Players dismissed from the field of play for a second time in the same Season, in addition to the automatic suspension applicable to the offence, will be suspended for one extra match.

A player dismissed for a third time in the same Season will be suspended for an extra two matches, and so on.

**(g) Outstanding Suspensions**

Any period of suspension or part thereof which remains outstanding at the end of a season must be served at the commencement of the next following season with the club at which the player committed the suspension offence, except that:-

- (i)** A player may request the consent of the Football Association of Wales to transfer an outstanding suspension to either the reserve team (second team) or youth team of the club with which the player committed the offence on the condition that the Senior Team of the club has completed all of its domestic fixtures (league and cup competitions) at the end of a season before that of the player's reserve team (second team) or youth team.
- (ii)** When requesting a transfer of a suspension, a player must be able to demonstrate that they have played for the reserve team (second team) or youth team of the club during the current season by providing the appropriate team sheets from a minimum of 3 (three) competitive matches.
- (iii)** Upon receipt of the information requested in (ii) hereabove, the Football Association of Wales will determine whether or not it is appropriate to transfer the suspension and will communicate (written or electronic) to the player and club detailing the decision. This decision will be final and not subject to appeal.





- (iv) A player may also obtain consent from the Football Association of Wales to transfer a suspension outstanding from the previous season to their new club at the commencement of the next following season. To obtain consent, a player must put a request in writing to the Football Association of Wales which should include the following:
    - (a) Registration details of the club the player has signed for at the commencement of the new season.
    - (b) A letter of support from the club the suspension is being transferred to.
  - (v) Upon receipt of the information requested in (g)(iv) hereabove, the Football Association of Wales will determine whether or not it is appropriate to transfer the suspension and will communicate (written or electronic) to the player and clubs the decision. This decision will be final and not subject to appeal.
  - (vi) A suspension may only be transferred to a player's reserve team (second team) or youth team once during a season.
- (h) FAW Rule 38**  
In special cases where:-
- (i) a match official's report indicates a serious breach of the Laws of the Game, or
  - (ii) a player commits an act of misconduct and/or a sending-off offence under Law 12 (1), (2), (3), (4), (5) or (6) of the Laws of the Game whilst on the field of play which is not seen by the match officials but caught on video;
- the Football Association of Wales reserves the right to prefer an appropriate charge of misconduct against the player in accordance with one or more of the provisions under FAW Rule 38.
- When dealing with a case under (h)(i) hereabove, the Disciplinary Panel may take into account any automatic punishment imposed under the Procedures.
- When dealing with a case under (h)(ii) hereabove, confirmation by the match officials that they did not see the incident in question shall be conclusive evidence of that fact.
- (i) **Payment To Players Under Suspension**  
Clubs must not pay a player more than their basic wage during the period of a suspension.
  - (j) **Clubs Imposing Fines**  
Clubs may fine players for on-field offences but must notify the Football Association of Wales, without delay, the details of the fine in each case.
  - (k) **Re-Arranged Matches**  
A FAW Disciplinary Panel shall have discretionary power to rule that a match shall not count towards the completion of a suspension if it is satisfied that the game has been arranged by the club with a view to enabling the player to complete their suspension and thus qualify them to play in a specific match. The decision of the Disciplinary Panel in relation to re-arranged matches is final and binding on all parties and not subject to appeal.

**(l) Collection of Administration Fees**

It will be the responsibility of the club to collect the **£10.00** administration fee from the players concerned. The Football Association of Wales will invoice clubs periodically throughout the season for their accrued administration fees. Failure by a club to pay an invoice within **21 calendar days** will result in the FAW imposing a suspension on part or all of the club's football activities until such time as the outstanding amount has been paid in full. Any club experiencing difficulty meeting the 21 day limit should contact the Finance Department of the Football Association of Wales on (029) 2043 5833.

Any club experiencing difficulties in obtaining monies owed by players of the club may refer such matters to the Registrations Department of the Football Association of Wales.

**7. DISCIPLINARY ACTION ON CLUBS FOR MISCONDUCT BY THEIR PLAYERS**

- (a)** Any club whose players accumulate a total number of Penalty Points during a season, and that total is considered to be appreciably above the average number of points in the same league, may be required to appear before a FAW Disciplinary Panel and shall be liable to be warned and/or fined for having permitted its players to violate the Laws of the Game in contravention of FAW Rule 38.1.1. In addition, the Panel shall be entitled to make an order as to costs against the club. Any action taken by the club to discipline its players under Section 6(j) will be taken into consideration by the Panel in its findings.

In so far as this Regulation shall apply, the following Penalty Points will be recorded against a club:-

For all recorded cautions - 4 Points

For Sending-off under Law 12 (4) (5) & (7) - 10 Points

For Sending-off under Law 12 (1) (2) (3) & (6) - 12 Points

- (b)** A club required to appear before an FAW Disciplinary Panel shall be represented by at least one of its Directors/Officials and the Manager.
- (c)** The Football Association of Wales reserves the right to prefer a charge against a club at any time during the season arising from field offences committed by players of the club.



## 8. SUSPENSIONS IMPOSED UNDER THESE REGULATIONS

- (a) Unless otherwise ordered by a FAW Disciplinary Panel, Appeals Panel or Independent Arbitration Panel, the terms of the suspensions imposed under these entire regulations will be as set out under the category of 'MATCH SUSPENSION', which is defined as follows:-

"A Match Suspension is a ban on taking part in a match and on attending it in the area immediately surrounding the field-of-play. A Match Suspension may be imposed on a player or an official. The area immediately surrounding the field-of-play includes:-

1. The field-of-play.
2. The dressing rooms and their immediate area.
3. The tunnel and/or private way leading from the dressing rooms to the field-of-play.
4. The dugouts, benches and technical areas.
5. The prohibited area in the vicinity of the touchline and goal lines.

The player or official under a Match Suspension is prohibited from contact with match officials, players and club officials, as well as giving any media interviews, before, during and after the match.

A Match Suspension does not prohibit a player or official from attending or taking part in a club organised training session or a match between teams made up of players registered with his/her club. However, a player or official is prohibited from attending or taking part in a friendly or training match against a team from another club.

A club who permits a player or an official to attend a ground whilst serving a Match Suspension will be responsible for ensuring the terms of the suspension are adhered to".

- (b) Any suspension imposed may only be served whilst the player holds a registration with a football club sanctioned by the appropriate league. Should a player transfer or register for a new club prior to the commencement of the suspension or during the period of the suspension, the player will not be eligible to play for their new club until such time as the club with which the player committed the suspension offence has completed the required number of matches in Approved Competitions.

## 9. DEFINITIONS

### (a) BUSINESS DAY

Any day of the week except a Saturday or Sunday or public bank holiday in Wales

## APPENDIX 1

Fees applicable when making a Claim of Mistaken Identity or a Claim of Wrongful Dismissal

The following fees are defined by FAW Rule 43.2.3

<b>For teams playing in:-</b>	<b>£ Fee payable (inclusive of VAT)</b>
The Welsh Premier Football League	314.40
The Welsh Football League	219.60
The Cymru Alliance Football League	219.60
The Mid Wales Football League	219.60
The Welsh Alliance Football League	219.60
The Welsh National Football League	219.60
The Welsh Premier Women's League	219.60



## Appendix 3

# Pocket Concussion Recognition Tool™

To help identify concussion in children, youth and adults



FIFA



FEI

## RECOGNIZE & REMOVE

Concussion should be suspected if **one or more** of the following visible clues, signs, symptoms or errors in memory questions are present.

### 1. Visible clues of suspected concussion

Any one or more of the following visual clues can indicate a possible concussion:

- Loss of consciousness or responsiveness
- Lying motionless on ground / Slow to get up
- Unsteady on feet / Balance problems or falling over / Incoordination
- Grabbing / Clutching of head
- Dazed, blank or vacant look
- Confused / Not aware of plays or events

### 2. Signs and symptoms of suspected concussion

Presence of any one or more of the following signs & symptoms may suggest a concussion:

- Loss of consciousness
- Seizure or convulsion
- Balance problems
- Nausea or vomiting
- Drowsiness
- More emotional
- Irritability
- Sadness
- Fatigue or low energy
- Nervous or anxious
- "Don't feel right"
- Difficulty remembering
- Headache
- Dizziness
- Confusion
- Feeling slowed down
- "Pressure in head"
- Blurred vision
- Sensitivity to light
- Amnesia
- Feeling like "in a fog"
- Neck Pain
- Sensitivity to noise
- Difficulty concentrating

### 3. Memory function

Failure to answer any of these questions correctly may suggest a concussion.

- "What venue are we at today?"
- "Which half is it now?"
- "Who scored last in this game?"
- "What team did you play last week / game?"
- "Did your team win the last game?"

**Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY, and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.**

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

#### RED FLAGS

If ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:

- Athlete complains of neck pain
- Increasing confusion or irritability
- Repeated vomiting
- Seizure or convulsion
- Weakness or tingling / burning in arms or legs
- Deteriorating conscious state
- Severe or increasing headache
- Unusual behaviour change
- Double vision

#### Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to do so
- Do not remove helmet (if present) unless trained to do so.

*from McCrory et. al, Consensus Statement on Concussion, in Sport. Br J Sports Med 47 (5), 2013*

*© 2013 Concussion in Sport Group*





**The Football Association of Wales**

11/12 Neptune Court, Vanguard Way, Cardiff CF24 5PJ

t: 029 2043 5830 f: 029 2049 6953

e: [info@faw.co.uk](mailto:info@faw.co.uk) w: [www.faw.org](http://www.faw.org)