

ADDITIONAL KENT FA REGULATIONS

(To be read in conjunction with the Regulations for the Registration and Control of Referees (see Contents page of this Handbook)

1. Candidates must first attend a prescribed Referees' course before qualifying to be examined by the Association in accordance with the process agreed from time to time by the Referees Committee. A candidate shall have the option of attending an examination in a Division other than the one in which he normally resides.
2. A candidate who has applied to another Association for Referee examination shall not be examined by the Kent FA in the same season.
3. A candidate may apply to the Association for participation on a prescribed Referees' course in writing or by use of the relevant section of the Association's website. Upon application and on payment of the requisite fee a candidate will be registered with the Association as Level 9 Trainee Referee. The Association reserves the right to refuse to examine or register a candidate considered unsuitable. If the candidate resides within the area of an adjacent County Association, particulars of such refusal shall be notified to the other Association concerned.
4. Level 9 Trainee Referees who have passed the written examination will be permitted a further period of six months in order to complete their required six games (three of which have to be mentored). Failure to do so within this time period (closed season excluded) will result in the Trainee Referee's registration being cancelled.
5. Referees wishing to be considered for promotion to Level 6 or Level 5 are required to complete the relevant application form, which can be obtained from the Association direct or from the relevant section of the Association's website, and to submit it to the Association by no later than 1 March. Promotion candidates failing to obtain the required pass mark in the stipulated written test will be removed from the promotion scheme, but will be permitted to re-apply for promotion the following season. Referees seeking promotion to Level 6 will normally be assessed in the Division in which they reside within the annual scheme conducted by the relevant Divisional Referee Officer. Those seeking promotion to Level 5 will be assessed within the scheme conducted centrally by the Referees Panel acting under the auspices of the Referees Committee. Referees for promotion to Level 6 are required to be assessed on 3 games with those seeking promotion to Level 5 on 4 games. The Divisional Referee Officers and the Referees Panel are empowered to determine any candidate's participation in the promotion scheme should it become evident that, through assessment markings attained, it is impossible for the pass mark to be reached. Level 6 candidates must notify their respective Divisional Referee Officer of all their refereeing appointments. Level 5 candidates must notify their referee appointments as directed by the County Referees' Development Officer. Failure to do so as directed may result in the candidate being removed from the promotion scheme. Referees will be required to pay a £30 fee for third and subsequent attempts at either Level 6 or Level 5 promotion.
6. Referees must register annually with the Association on or before 1 May on the Kent FA form provided to them and shall pay the annual registration fee as determined by The Football Association. Registrations can be effected on-line via the Kent FA website. Referees failing to do so

will be removed from the register but will be permitted to re-register up until the end of the ensuing season upon payment of an additional £10.00 fee. Referees who register with the Association as Level 10 Non-Active for more than two successive seasons, and Referees who register at any other Level who for more than two successive seasons show themselves to be non-active, may also be required to satisfy the Referees Committee as to their continued competence before being permitted to re-register for the following season.

7. When officiating in matches under Kent FA jurisdiction, Referees shall be suitably attired. Officials shall wear predominately black uniforms and shall display, on the chest, the official badge either approved, or issued by the Association on qualification as a Referee. Replacement badges will be available on request at a charge to be decided by the Association. No Referee shall be appointed to a match in any competition under the sole jurisdiction of this Association unless he or she is registered with the Association for the current season. For the purpose of scrutiny, each League and Competition sanctioned by the Association shall submit, on annual affiliation, a list of match officials from which appointments will be made and no appointment shall be made until the List has been approved. Leagues and Competitions will only be able to include subsequently on their Lists Referees who are registered with the Association for the current season.

8. Leagues and Competitions are responsible for ensuring that only properly registered Referees are appointed to their games. Where a League or Competition is unable to appoint a registered Referee, or in the event of the non-appearance of the appointed Referee, the competing Clubs shall agree upon an unregistered and/or unqualified person to act as Referee. In such circumstances that person will carry the same powers and duties of an appointed registered Referee for the purpose of that match. If an unregistered Referee should act in circumstances other than as set out hereto, then the League or Competition will be held guilty of an offence and be dealt with accordingly.

9. Match officials, when called, must attend before all Disciplinary and/or other Commissions in connection with allegations of misconduct contained in their reports. Failure to do so without good and sufficient reason may result in disciplinary action being taken against the offending match official. In the event of a registered Referee being held guilty of misconduct or breach of rules, regulations or bye-laws, the Referees Committee shall have the executive power to remove his or her name from the register, suspend or otherwise deal with him or her at their sole discretion. The Referees Committee has the executive power to charge a Referee with being incapable or incompetent and to order that his or her registration be suspended until he or she successfully re-completes the referee examination.

10. When registering, Referees will be required to state their availability and contact details on the form provided and this information will be reproduced for each Referee in Kent FA publications including the online 'Find a Referee' search tool. Should a Referee's situation change during the course of the season, he must advise the Chief Executive and the relevant Divisional Secretary accordingly. Whatever a Referee states as his available days he or she will be considered to be available at all times to receive appointments for County Cup Competitions unless he or she has previously closed the date with the Association. Referees, not having closed the date, who decline to accept a County appointment, may, except in exceptional circumstances, be considered guilty of misconduct and dealt with at the discretion of the Referees Committee.

11. Referees must report within two days of the occurrence (Sundays excepted) all occurrences of misconduct including cautions. Reports may be sent through the normal postal system, by email (to discipline@kentfa.com) or hand delivered to the County Office. Assistant Referees, where neutral, shall submit a report in all cases where the Referee has dealt with misconduct (other than Cautions) before, during and after the game. Any Referee or neutral Assistant Referee failing to comply with this instruction will be deemed guilty of misconduct and dealt with at the discretion of the Referees Committee.

12. Each affiliated League must provide the County Referees' Development Officer twice a year with average Club markings for all Referees on their respective Referee Lists (see paragraph 7 above). League returns are required covering the periods 1 March to 31 October and 1 March to 28 February with returns to be submitted no later than 2 weeks after the respective end period date. Any League failing to comply with this instruction will be deemed guilty of misconduct and dealt with accordingly.

13. No Referee registered with the Kent FA will be allowed to play in the same competition.