



Club Academy Scotland (CAS) – Guidance Notes for Referees

Documents

The following documents are posted in the Club Academy Scotland folder in the Referee Extranet Library:

CAS Regulations
CAS League System Rules
CAS Cup Rules
CAS Disciplinary Procedures
CAS Technical Review Form
CAS Referee Co-ordinators
Guidance Notes for Referees

Referee Co-ordinators – Match Appointments

The Referee Co-ordinator within each Referees' Association is responsible, on behalf of the Scottish FA, for making the appointments to CAS matches. The Referee Co-ordinators will notify the Scottish FA Referee Operations Department of appointments. The appointments will generally be published by the Department on a Friday to the referee and to the clubs once all relevant information for that weekend's fixture programme has been confirmed and entered.

Referees are not required to reply to the automated email confirming their match appointments following publication by the Referee Operations Department.

It is very important that referees keep in regular contact with their Referee Co-ordinator throughout the season, advising him of availability and acceptance or non-acceptance of appointments which are issued.

CAS Regulations

Referees are requested to be familiar with the contents of the following Sections:

Section 6 – Format of Club Academy Scotland Matches

Section 7 – Format, Organisation & Governance of Club Academy League System (Age Level 17s/18s)

The following information is drawn from Section 6:

Duration of Matches

U11s

8-a-side: 3 periods of 30 minutes with a 5 minute interval between each period. The final period is divided into two periods of 15 minutes.

5-a-side: 6 periods of 12 ½ minutes with a 5 minute interval between each period.

11-a-side: 90 minutes.

U12s

9-a-side: 3 periods of 30 minutes with a 5 minute interval between each period. The final period is divided into two periods of 15 minutes.

5-a-side: 6 periods of 12 ½ minutes with a 5 minute interval between each period.

11-a-side: 90 minutes.

U13s

9-a-side: 3 periods of 30 minutes with a 5 minute interval between each period. The final period is divided into two periods of 15 minutes.

5-a-side: 6 periods of 12 ½ minutes with a 5 minute interval between each period.

11-a-side: 3 periods of 30 minutes with a 5 minute interval between each period. The final period is divided into two periods of 15 minutes.

U14s

11-a-side: 3 periods of 30 minutes with a 5 minute interval between each period. The final period is divided into two periods of 15 minutes.

U15s to U18s

11-a-side: 90 minutes split into two periods of 45 minutes.

Reporting on Matches

Match officials require to use the Referee Extranet for match reporting requirements for the Scottish FA. The report requires to be completed within 24 hours of the match.

Matches from U11s to U16s/U16 Cup System are found in "My Matches" by selecting the year from the "Please select a season" drop down list on the "Matches – Season" ribbon.

Matches in the U18s League System are displayed on a season basis.

Referees are referred to the User Guides in the Referee Extranet Library. The User Guides (which are designed for senior football) set out the principles of match reporting.

Please note the following points on the reporting of misconduct:

- Cautions and sending offs are recorded by means of selecting the player's offence from a drop down list. There is no need to submit a text report on cautions or sending offs in other sections of the report.
- Where a player commits a cautionable or sending off offence after the end of the match, the offence requires to be reported in the standard Player Misconduct Section. A text report is not required.
- Additional Misconduct is misconduct committed by a player after, for example, being sent off. A text report is required.
- Excessive Misconduct is misconduct which the referee deems to be over and beyond the expected norm. A sending off offence could be categorised as such if the referee considers it to be the case. A text report is required.
- Match Incidents: this section should be completed for reporting all other matters arising from a match that require to be brought to the attention of the Scottish FA. Any matter relating to the behaviour of coaches which is included in the final section of the Technical Review Form – Referee Comments - should also be reported within this section.

Specific matters relating to CAS matches are:

U16s, U18s League System and Cup – the standard reporting process is followed.

All other Age Groups

Match results are not recorded for U11s, U12s and U13s Age Groups. The score fields for such matches are not available. In respect of the U13s Age Group, not recording the match results applies to matches played in the period January to June 2019.

Match results (half time and full time) are recorded for U13s to U15s Age Groups. In respect of the U13s Age Groups, this applies to matches played in the period August to June 2019.

Lists of Participating Players replaces "Team Lines". The system allows for the recording of all players selected for the match. Substitutions and goalscorers are not recorded.

Adding Unlisted/Unregistered Players

When a player listed in a team line does not appear in the player drop down list, he requires to be added in to the team line through the "Add an Unlisted/Unregistered Player" button.

When the box opens, there are two steps to follow:

- "Add an Unlisted Unregistered/Physical Exemption Player"

Check for the player through the drop down list. This displays registered players of the club at the Playing Age level and the years below. If the player's name is listed, it should be selected and it will be added to the team line. If the name is not displayed, proceed to the second step.

- "Add an Unregistered Player"

Search for the player by adding his name, date of birth and/or ID number where provided. If the player is displayed, select him. If a player record is not found, select "add a new player record" and the player will be added to the team line.

NB: Fife Elite Football Academy – There are no players registered for Fife Elite Football Academy. Unless they are denoted on the team lines as a Trialist, the players representing these teams are registered with Dunfermline Athletic FC, Raith Rovers FC and Cowdenbeath FC. Referees require to use the Search facility in the "Add an Unregistered Player" section to identify the players.

U11s-U12s-U13s Age Groups: played as a combination of 5-a-side, 8-a-side and 9-a-side matches

For such matches, two referees are appointed for the matches to be played between clubs. They will be designated as 1st Referee and 2nd Referee and published as such. The 1st Referee is required to do the Extranet report. No process button will appear for the 2nd Referee. The match fee for the 2nd Referee is taken care of by default by the 1st Referee completing his/her report.

Sending off of a Player/Removal of a Team Staff Member

In the event of a player being sent off, the player should be permitted to stand 2 to 3 metres from the Technical Area, rather than having to return to the dressing room without supervision or being accompanied by a coach.

In the unlikely event of there being only one coach being present with a team at a match and the coach is removed from the Technical Area, the coach should be permitted to stand 2 to 3 metres from the Technical Area to enable the team to continue to be supervised. Any further misconduct committed by the coach in such a circumstance is to be reported by the referee. It would be open to the referee to abandon the match in this event.

For the avoidance of doubt, where there is more than one coach with a team, a coach who commits misconduct is removed entirely from the vicinity of the Technical Area.

Technical Review and Assessment Form

This is the last section of the Extranet report. Referees are requested to answer the questions listed by selecting the appropriate "radio button" and provide comments in the relevant sections where required. Any matter relating to the behaviour of coaches which is included in the Referee Comments section of the Technical Review Form should also be reported within the Match Incidents section of the Extranet report.

Fees/Expenses

Matches at U11s, U12s, U13s, U14s, U15s and U16s - £35 (inclusive of expenses)

Elite and Performance and League System Matches at U18s

Referee: £40

Assistant Referees: £20

Expenses: 45p per mile

Advanced Youth League System Matches at U18s- £40 (inclusive of expenses)

CAS Cup

1st Round – Referee £35 (inclusive of expenses)

Quarter Finals and Semi-Finals - Referee: £40

Assistant Referees: £20

Final – Referee: £50

Assistant Referees: £25

Fourth Official: £25

Expenses (from Quarter Finals onwards): 45p per mile

The fee is displayed by default in the Expenses section of a match report.

In regard to expenses, it should be noted that if referees travel to a match together by car, expenses can only be paid to the driver of the car. No expenses will be paid in respect of any fellow official travelling as a passenger.

Claims should be based on the point of departure for the match appointment i.e. home or work place as applicable – to the end point of the journey.

For match officials who travel by either train or bus, the standard fare as incurred will be reimbursed (for whole or part of journey, as applicable) on the submission of a receipt.

Match officials who travel independently to an agreed meeting point and then travel with another official by car to the match are entitled to submit a claim for such separate parts of their journey (to and from the match) as applicable.

Team Lines etc.

Team lines and Technical Review and Assessment Forms should be sent within two days of the match to:

Campbell Money, Performance Academy Officer, Scottish FA, Hampden Park, Glasgow, G42 9AY.

Referees have the facility of submitting the team lines and the Technical Review and Assessment Form by scanning these into PDF format and e-mailing these items to Campbell Money at the following address: Campbell.Money@scottishfa.co.uk. Where this option is used by a referee, please note that the originals do not require to be posted.

Technical Review and Assessment Form

This form should be supplied by the coach of home team. Referees are requested to take a copy of the form to each match in case the home club fails to provide one. This will help to meet the requirement that a form be completed at every match. The form is to be completed at the end of each match by the coach of both teams and then finally by the referee. The referee and each club will retain a copy of the completed form.

The white copy is to be returned by the referee to the Scottish FA with the team lines. In relation to the completion of this form, please note that the part entitled "To be completed by the match referee only" does not require to be completed in the presence of the club coaches and can be completed later when the referee is in the process of completing his post-match administration.

As part of reporting on a match on the Referee Extranet, the referee is required to complete a section relating to the Technical Review and Assessment Form.

Payment

The Scottish FA makes payment by bank transfer to referees' bank accounts.

Referees require to submit a Bank Account Details Form to payables@scottishfa.co.uk (a Finance Department e-mail address). The form is posted in the Scottish FA Payment System – Bank Account folder in the Referee Extranet Library.

Administrative Requirements

It is essential that all referees comply with the administrative requirements placed on them in regard to completing reports through the Referee Extranet and the submission of team lines and the Technical Review and Assessment Form etc.

These matters will be monitored by the Scottish FA.

In the event that an administrative error is made by a referee, contact will be made with the referee by e-mail and the referee's Association Manager/Assistant Manager will be copied into the e-mail. A note of the error will be recorded. Errors of a significant nature will be brought to the notice of the Referee Committee.

Assistance

Enquiries can be raised with the Referee Operations Department staff in regard to any matter which a referee may require assistance with.

E-mail: appointments@scottishfa.co.uk

Tel No. 0141 616 6020

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