

The Scottish Football
Association Referees
(Fife)



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Secretary – Kevin Martin

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Date as Postmark

Dear Sir or Madam

TRAINEE REFEREE COURSE

Thank you for your request for information on the forthcoming course.

Classes will commence on Monday 18 September 2006 at 7pm in Committee Room 6 at Fife House, Glenrothes. Classes will run each Monday evening for 10 weeks.

The Association Tutor Colin Brown and his team will guide you through the Laws of the Game and prepare you for your exams.

If you wish to become a referee then you will be required to sit a written exam paper. Upon successful completion of this you will then have to pass an oral examination which is computer based and comprises a series of questions and video clips of actual match situations. After this you will have to undertake two practical matches where you will be observed by an experienced referee.

I enclose the application form which should be completed and returned to me with payment of your fee as soon as possible. Cheques or postal orders should be made payable to "SFA Referees (Fife)"

The fee for becoming a trainee member is £20.00 which includes a copy of the Laws of the Game. However the fee is £12.00 if you are either:-

- i) under 18 years of age, or
- ii) undergoing a course of full time education, or
- iii) unemployed; or
- iv) retired and no longer in full or part time employment

You should note that Fife Council have in the past offered grants to individuals participating in this course to cover part of your course fees and travelling costs.

The Scottish Football Association has recently introduced a Child and Vulnerable Adults Protection Policy and accompanying Procedures. By specifying expected standards of conduct and behaviour, it is hoped that the Policy and Procedures will help create a safe environment in football, and minimise risk for everyone working with children and vulnerable adults.

Referees are an integral part of football and the SFA's policy requires embracing all referees as a matter of course. The Association introduced its own Child Protection Policy in June 2004 and a copy of this will be provided to you in due course.

Part V of the Police Act 1997 introduced a new system of disclosing criminal history information to individuals and organisations for employment and other purposes. To this end, Disclosure

Scotland was established within the Scottish Criminal Record Office (SCRO) for the purpose of issuing certificates under Part V of the 1997 Act. This new service is responsible for issuing certificates known as 'Disclosures', which will give details of convictions and/or other information, or indicate that there is none.

In this context, it is now SFA policy for all persons wishing to enter the refereeing movement to be the subject of an Enhanced Disclosure Check.

Further details of what is required from you in relation to the Enhanced Disclosure Check will be explained to you by the Association's Child Protection Co-ordinator.

Your cheque / payment will be returned in the event that you are not accepted in to trainee membership or if you decide prior to attendance on the course or receipt of your Laws of the Game that you do not wish to attend.

Please note that if you are currently suspended from football in any capacity or feel that there is likely to be something in an Enhanced Disclosure check that may impact on your suitability to be a referee then you must advise me of this prior to attending the course.

You will not receive a refund in the event that you have attended the course and your membership is terminated as a result of an endorsed Disclosure Certificate.

In terms of the application form you agree to abide by the Association's Constitution and Rules. Copies of these are available from me if you want them prior to being accepted in to membership. You will receive a copy as part of your membership Handbook in due course.

If I can be of any assistance, please do not hesitate to contact me.

Yours faithfully

Secretary