



Assistant Match Officials/Reserve Division Frequently Asked Questions

Darrell Parkes UCL Assistant Match Official/Reserve Division Appointment Officer (UCL-AO)

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Allocation of Fixtures

How do I get appointed to UCL Games	You must be nominated by either your County FA Referee Development Officer (RDO) or open age referee's appointments officer if there is no RDO.
How are fixtures issued	MOAS will be the main point of contact for fixture allocation.
What is MOAS	Match Officials Appointment System is facilitated by The FA.
How Do I register for MOAS	Your appointing officer must request for you to be added, they will need your full name and Fan Number. Please ensure you are registered for the current season.
I am unfamiliar with MOAS	Please refer to the guidelines issued as a separate document. Also, on the UCL Website.
MOAS has different match officials' names to FA Full time	This will normally be because the individual has not been set up with a current MOAS account but is loaded into FA Full time. MOAS is the main point of contact for match official's appointments.
I've been allocated a fixture but it's a closed date	The UCL-AO will have to remove you from the game first. The UCL-AO can only select available match officials so be prepared to be asked why it was not closed in advance.
When are fixtures issued	MOAS begins to get allocated around the 22 nd of each month and then FA full time will get populated later in the month. This is to reduce workload as when officials cancel MOAS Appointments the UCL-AO don't have to do it twice. FA Full time will be updated 6 days before the fixture (Wherever possible)
My Name is still showing on a fixture even though I am unable to officiate	Please keep sending reminders until your name is removed from MOAS and FA full time.



Pre-Match F & Q

The Club or match day referee has not contacted me to confirm the game	Please double check emails including junk/spam folder, be proactive and contact them to ensure match day arrangements. Drop UCL-AO a courtesy email so that he can monitor repeat offenders and address behaviours. Please once notified you must acknowledge at least 3 days before the game.
I'm running late	Please make verbal contact with the match official to keep them updated of your ETA. This allows us to make alternative arrangements which may mean starting the game without you and sourcing a local match official (even from the crowd). <u>Darrell Parkes 07794036388/ Trev Mitchell 07912178260/ Jim Sharpe 07786 116284</u>
How do clubs contact me en route	Please keep your phone where you can hear it ringing in case of any last minute changes to plan. Do not answer your phone whilst driving please ensure you are safe and legal to make/receive a call.
When do I get paid	The home Club will be responsible for paying the Match Officials the all-inclusive match fees set by the Appointing Authority on the day of the match in their dressing room, within a reasonable time after the conclusion of the match (including matches abandoned for any reason), or by electronic transfer on the day of the game, or within 48 hours at the latest.
The club have asked if they can pay by BACS transfer	It's your prerogative to accept payment via BACS, Clubs need to make alternative plans to pay you if you do not accept their BACS offer
I have an emergency who do I call	Call the referee, club and then the UCL-AO who will try and resolve the issue. Do not text or email as we may not be able to receive this type of media. Do not leave a message please keep trying until you have physically spoken to somebody, remember to get their name and repeat the message back to you. <i>DO NOT SEND EMAILS UNTIL AFTER YOU HAVE MADE VERBAL CONTACT WITH THE APPOINTING OFFICERS!</i>
I would like to take a guest with me but I'm unsure of the protocol	To avoid any conflict on the day please check with the club beforehand and find out what their policy is.



Day of the Match

The Referee has asked me to get to the game well before kick-off I cannot get there	Please communicate your difficulties to the match day referee it is expected that you arrive between 60/75 minutes before the game.
My Morning game has over run, and I will be late.	This is not a valid excuse and your priorities at this standard of football are to be prioritised. Repeat issues may be subject to a report going to your local FA.
The warmup exercises are too much for me,	We all have different fitness levels but there nothing stopping you warming up initially as a team and then breaking off to do your own stretches and warm up. It's not physically right to go straight into a game without at least stretching.
What's the dress code.	FA approved tracksuit or a neutral named tracksuit, please do not turn up with another club's name visible on your pre match apparel. Suited and booted is fine as is shirt, tie and smart trousers. Shorts, flip flops, sliders are not acceptable

Postponement of Matches

I have been asked to inspect a pitch, is there a form I need to fill in	Yes, this on the front page of the UCL FA full time website www.theucl.co.uk How to find postponement form  Recording 2024-09-09 Referee
Postponement Advice	Appendix 1 or on the APP (APP User Guide Appendix 2) On occasions when the weather is likely to make a match doubtful, Match Officials should ensure that the Home Club know how to contact them on match days and/or ensure that they contact the Home Club before travelling.
The game is postponed before play or abandoned during play	Please refer to league rules available via the Robin Road App How to find League rules  Recording 2024-09-09 UCL web



Appendix 1

In accordance with Rule 23, each club must take every precaution to ensure that its ground is in a fit playing condition. When the regional weather conditions are known to be extreme (e.g., prolonged severe frost, clear water logging or heavy snow) then the following requirements **MUST** be followed unless exceptionally agreed by the League **in advance**.

In exceptional circumstances if a ground continues to be unfit, the League has the right to instruct a Club to play its' home matches at an alternative venue in accordance with Rule 20(A).

The Home Club

- a) must inspect their pitch prior to matchday to assess if it is fit to host the scheduled fixture.
- b) If there is any doubt as to whether the pitch will be fit, then the home Club must:
 - i) Contact the appointed match official(s) to inform them of the situation and check the best way to inform them if any later pitch inspection on the day of the game results in a postponement. **Contact on match day should be by telephone unless agreed to the contrary.**
 - ii) Find out if the match referee is available to either:
 - inspect the ground personally if travel distance allows.
 - is available to be contacted by face time / WhatsApp by the inspecting official.
 - iii) Contact your opponents to inform them of the need for there to be a pitch inspection and check their departure time and the best way to inform them if any later pitch inspection on the day of the game results in a postponement. **Contact on match day should be by telephone unless agreed to the contrary.**
- c) If the match referee is not available to inspect the pitch, then ensure you have another suitable match official available to inspect **IN PERSON** (this must be a match official at Level 5 or above) and who you have ensured is aware of these requirements and agree a suitable time for the inspection to take place. The time of any inspection should consider:
 - The intended departure time of the opposition / match officials
 - The forecasted weather conditions on the day of the game and how these may affect the fitness of the pitch.
 - local knowledge of the groundman of pitch conditions and drainage
 - the time at which the match referee is available to be contacted by face time / WhatsApp.



Please **NOTE** that any Inspecting Referee must **NOT** be personally connected to the home Club nor be a close relative of any Officer or registered Player of the home Club.

Please ensure the Inspecting Referee completes the on-line postponement form as soon as practicable, which can be found on the following link:

<https://forms.gle/VpDxzn3sf5TsUsF27>

- d) If after any inspection the game is postponed, ensure the away club and the match officials are notified as soon as practicable using the agreed contact procedures.
- e) If after any inspection the game is postponed, ensure the Fixture Director is informed **by telephone** on 07743 952081. as soon as possible and **no more than 30 minutes after the pitch inspection has taken place.** In **ALL UCL** League and Cup matches, you must also confirm the name of the Inspecting Referee.

Please note that for Cup matches, the procedure to follow to inspect grounds and/or postpone matches may be dictated differently by that Competition. **However, it is still the responsibility of the Club to ensure the Fixture Director is notified as per point (e) above of any postponement.**

The Away Club

Must ensure that they inform the home club, when requested, the time they are leaving to travel to the ground, the person to contact on match day regarding the outcome of any pitch inspection, and how contact should be made.

In the case of Cup matches against non UCL teams, you must ensure the Fixture Director is informed **by telephone** on 07743 952081 of any postponements, as soon as possible and **no more than 30 minutes after the club is informed of the postponement.**

The Inspecting Referee

Prior to reaching a decision the Inspecting Referee must consult with the Match Referee (unless the Match Referee undertakes the inspection) prior to / during the inspection if available to mutually agree on a decision prior to notifying the home club's representative.

Prior to reaching a decision the Referee who is making the inspection should consider the following:

- Whether or not the ground (playing area) is dangerous (e.g., ice / frost).
- The views of the home club groundsman in terms of local knowledge and draining capabilities in the event of standing water.
- The existing condition of the playing surface in conjunction with the weather forecast
- The workforce available to the home club to complete any necessary work to make the ground playable.

In the event of fog check with the local weather authority regarding the likelihood of clearer conditions, also bearing in mind the visitors travel arrangements if the fog is known to be widespread.



Inspecting Referees are required to complete the on-line postponement form which can be found on the following link: <https://forms.gle/VpDxzn3sf5TsUsF27>

If, after consultation with the match referee, the ground has been declared fit and the visiting Club instructed to travel, **then only in exceptional circumstances should the Match Referee reverse this decision.**

Timing of the Inspection

Unless explicitly notified by the League in advance, inspections for Saturday matches MUST take place on the day of the game, at a time that takes in to account the intended departure time of the opposition and match officials and the other factors outlined in section (c) above. Midweek inspections can take place, if appropriate, up to 24 hours before the scheduled kick off time.

Failure to follow the above League Requirements may result in the Club being charged under League Rule 14.2.1, and in extreme cases Rule 8.39.

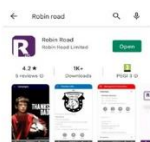
Appendix 2

The Robin Road App is available on both iPhone and Android via their respective App Stores. The below guide will give you a brief overview on how to find/download and access your League details on the app.

If you notice any discrepancies, errors, or need to make changes to details please send them to: fixtures@peterboroughfootball.co.uk

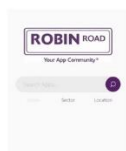
Step One:

Search for Robin Road and select the image as shown.



Step Two:

Once you have downloaded the app, open the app and you will be presented with the following screen.



Step Three:

Search for UCL and PDFL, then select the below option.



Step Four:

You will now be able to access our new app.

