



REFEREES CODE



Barbados Football Association Disciplinary Code

2016 Edition

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Introduction

This publication is meant to be used as a guide to the administrative processes of the Barbados Football Association (BFA) Referee Program. It contains information about policies, by-laws and requirements that affect all referees. Of importance are the various recertifying and upgrade requirements should any referee wish to consider moving to a different grade.

Although you can contact our office at any time should you have a question, many questions can or should be addressed by the BFA's Referee Manager who may be more familiar with certain procedures and protocols. If you do not know how to contact the Referee Manager, you will find contact information, on our web site, www.barbadosfa.com.

Notice Regarding Updates to This Handbook

Note: The information contained in this book may be updated from time to time. Any policy or procedure changes approved by Barbados Football Association here in after refereed to as the BFA. To find the most up-to-date information and any changes to the contents of this book, please check the refereeing section on our web site, www.barbadosfa.com.

Referee Administration

General Policies

The Executive Board shall prescribe policies concerning the administration of the National Referee Development Program consistent with these bylaws, including policies related to referee registration, assignment of game officials, uniforms, Federation FIFA referee and assistant referee qualifications, assignors, use of unregistered referees, misconduct toward game officials, and misconduct by game officials and ethics and restrictions on game officials and assignors.

Referee Manager

The Referee Manager shall be appointed by the BFA Executive Board. The Referee Manager shall work in cooperation with the Referee Committee and the Executive Board in administering the Association's referees .

All Association registered referees who reside, work or do their primary refereeing in Barbados, shall be administered by the Referee Manager of the BFA.

Referee Registration Fee

The registration fee for referees shall be set yearly the Referee Committee and approved by the Executive Board.

Referee Registration Cards

All referee registration cards shall be issued by and remain the property of the BFA.

Referee Uniform

The official uniform for referees shall be set forth by the Executive Board.

Restriction on Referee as a Player

A referee, when registered as such, shall not be eligible as a player in any competition in which he is a game official.

FIFA Referee and Assistant Referee Qualifications

Referees and Assistant Referees appointed to the International Referee and Assistant Referee Panels of FIFA must be, Barbados citizens or permanent resident and must meet the requirements established by FIFA.

Assignment of Game Officials

Registration Required Prior to Assignment

No one shall officiate as a referee or assistant referee in any match under the sanction or jurisdiction (direct or indirect) of the BFA who is not registered with the Association for the current year unless that person is a visiting foreign referee who has been properly accredited by his or her national association.

Unregistered Referee in Emergency

If, because of unforeseen circumstances, a currently registered referee is unable to officiate or does not appear for an assigned match, a person may then be designated at match time to act as referee in the emergency for that one match.

Use of Club Linesmen

When neutral assistant referees are not assigned or fail to appear for a match as assigned, the match referee may seek the assistance of club linesmen whose duties shall be as delegated to them by the referee.

Minimum Game Requirements

The Referee Committee, recommends to the Executive Board a reasonable minimum number of games required by referees to maintain yearly referee grades of 1, 2 or 3.

The Referees Manager shall ensure that all referees receive equal consideration for match assignments consistent with the association minimum game requirements and the referee's ability and desire for advancement.

Assignments

BFA officials are expected to demonstrate excellence in conduct and ability at each match in which they participate or observe. This covers the time from arrival until departure from the field. In preparation for officiating, Referees must devote time, thought, and study to the Laws of the Game and mechanics of refereeing.

Accept or reject assignments upon receipt. If the you are unable to officiate a match that you have accepted, contact the BFA Assignor personally no later than 3days (72 hours) before the match time, except in cases of critical illness or acute emergency.

Referees must officiate the game as assigned to them and not switch assignments unless authorized by the Assignor or Referees Manager. Referees must report any

Assignment of Game Officials

switch or no show by other officials to your Referees Manager.

Failure to show for an assigned game will result in a fine equal to the game fee or further disciplinary action. The Referee Manager will give written notice of the fine. The official may submit a written excuse to the Referee Manager, within two (2) days of notification. If the excuse is accepted, the fine will be rescinded.

Officials who cancel one assignment in order to work another will be fined the higher game fee, except in the cases outlined on page 39.

Match Preparation

Referees must be on time. Lateness is subject to review/action by the Disciplinary Committee. Referees must report to the field ready to officiate at least 20 minutes prior to the start of the match, early enough to conduct pre-game activities (field check, ID check, pre-game conference, etc). Failure to arrive on time may result in Disciplinary action.

Referees must wear the proper uniform at all times: an approved refereeing shirt which maybe short- or long sleeved, black shorts; black socks, and black shoes (may have white manufacturer's logo); and the proper badge for the match.

All officials working a match are expected to wear the same style uniform. As a center referee, you must have available the alternate approved uniforms to avoid color conflicts with the teams.

Referee must also be certain to have with back-up tools of the trade: whistles, cards, watches, pump and pressure gauge. The BFA reserves the right to suspend any referee who does not wear the appropriate gear while officiating games without a valid reason.

Conduct at the Field Before, During and After the Game

While being a player, spectator, or coach at a game, referees must refrain from using loud, abusive, or destructive language in critiquing other officials, especially if in uniform. Such criticism is even serious and damaging. Any such incident is subject to review/action by the Disciplinary Committee, which may levy a suspension and/or fine.

As such Referees must not use tobacco products or alcohol at any time during an assignment. Failure to comply will result in immediate suspension and review/action by the Disciplinary Board, which may levy a fine or recommend additional disciplinary action.

Assignment of Game Officials

Referees must not drink alcohol while in uniform anywhere and must refrain from using foul or abusive language during a match no matter what the provocation. Referees are subject to drug testing at any time.

Reporting on Games

Referee must deliver the official match report or submit it electronically, no later than one business day after the game. All officials should sign the official match report, if provided. Failure to sign or send the match report to the proper person may result in the loss of the game fee.

If an official is involved in a verbal or physical altercation with another official or a coach, or have been arrested or convicted for a crime involving fraud, theft, drugs, a felony or sexual misconduct, the official must submit a written report of the incident within seven (7) days to the General Secretary of the BFA. Pending action in accordance with the procedures of the Disciplinary Committee, the Referee Manager may restrict your assignments. Any such incidents or criminal behavior may result in termination from membership in the BFA and eligibility for assignments.

General

You should consider the spirit of the law in cases where doubts or questions about interpretation of these guidelines exist. You should always strive to do your best on the field and to improve your skills. You should act and think like professionals. Behavior and conduct influence public opinion about officials and the officiating profession.

Misconduct Toward Game Officials

Misconduct against referees may occur before, during and after the match, including travel to or from the match. Misconduct may occur also at later times when directly related to duties of a game official as a referee.

Rule Application

Nothing in this policy rule shall be construed to restrict or limit any league, event/tournament or Organization Member from applying equal or greater restrictions to anyone not listed on page 8 section 1 (1) of this policy (i.e., a spectator associated with a club or team).

Terms and References as used in this policy

(A) "Referee" includes the following:

- (1) all currently registered BFA referees, assistant referees, 4th officials or others duly appointed to assist in officiating in a match.
- (2) any non-licensed, non-registered person serving in an emergency capacity as a referee (page 6).

(B) "Hearing" means a meeting of at least three neutral members, one of whom is designated or elected to serve as chairman. The hearing shall be conducted pursuant to guidelines established by the BFA.

(C) (1) Referee assault is an intentional act of physical violence at or upon a referee.
(2) For purposes of this policy, "intentional act" shall mean an act intended to bring about a result which will invade the interest of another in a way that is socially unacceptable. Unintended consequences of the act are irrelevant.
(3) Assault includes, but is not limited to the following acts committed upon a referee: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a referee; head butting; the act of kicking or throwing any object at a referee that could inflict injury; damaging the referee's uniform or personal property, i.e. car, equipment, etc.

(D) (1) Referee abuse is a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to a referee or the referee's property or equipment.
(2) Abuse includes, but is not limited to the following acts committed upon a referee: using foul or abusive language toward a referee; spewing any beverage on a referee's personal property; or spitting at (but not on) the referee.

Misconduct Toward Game Officials

Adjudication and Hearings

- (1) When any amateur or professional player, coach, manager, club official or game official assaults or abuses a referee, the adjudication of the matter shall vest immediately in the responsible BFA.
- (2) When an allegation of assault is verified by the BFA the person maybe automatically suspended until the hearing on the assault.
- (3) The BFA must hold a hearing within thirty (30) days of the verification of the abuse or assault.
- (4) Failure to hold the initial hearing shall not rescind the automatic suspension.

Events and Tournaments

- (1) In the event an assault or abuse of a referee occurs in an event the referee shall:
 - (A) immediately notify the BFA
 - (B) forward a copy of the game report and his/her comments on the incident to the BFA General Secretary.
- (2) The BFA shall have the right to immediately convene a hearing at which the alleged offender, the coach of the alleged offender when the offender is a player, and the game official should be present. Information presented at this hearing shall promptly be relayed to the alleged offender's Organization by the BFA, both orally and in writing; however, failure to provide written information shall not restrict the offender's Club from taking action with regard to any referee abuse or assault.

Assault

The person committing the referee assault is must be suspended as follows:

- (a) for a minor or slight touching of the referee or the referee's uniform or personal property, at least 3 months from the time of the assault;
- (b) except as provided in clause (c), for any other assault, at least six months from the time of the assault;
- (c) for an assault when serious injuries are inflicted, at least 2 years.

Abuse

The minimum suspension period for referee abuse shall be at least three (3)

Misconduct Toward Game Officials

scheduled matches within the rules of that competition. The Committee adjudicating the matter may provide a longer period of suspension when circumstances warrant (e.g., habitual offenders).

Appeals

A person who is found to have committed the abuse and/or assault may appeal to the Appeals Committee by following the procedures of Association Bylaws within two(2) days from receipt of the decision of the BFA.

Procedure for Reporting Assault and Abuse

Referees shall transmit a written report of the alleged assault or abuse, or both, within 48 hours of the incident (unless there is a valid reason for later reporting) to the BFA's General Secretary.

Misconduct of Game Officials

Terms and References

“Game Officials” includes the following:

- (1) all currently registered BFA referees, assistant referees, 4th officials or others appointed to assist in officiating in a match.
- (2) any non-licensed, non-registered person serving in an emergency capacity as a referee (page 6).

Misconduct at a Match

When any game official is accused of having committed misconduct toward another game official, participant, or spectator at a match, or of having a conflict of interest, adjudication of the matter shall vest immediately in the Disciplinary Committee.

Misconduct Away From a Match

Any allegation of misconduct or of conflict of interest by a game official misuse or abuse of authority or conflict of interest, shall be made in writing to BFA General Secretary.

Upon receipt a verified written complaint, a hearing shall be conducted within 30 days from verification pursuant to guidelines established by the Barbados Football Association.

The Chairman of the Disciplinary Committee shall transmit the findings to the General Secretary who will inform in writing to all parties concerned including the accused and the accusers and Association(s) within seven days of the hearing.

Any party subject to penalties shall receive, at the time of notification of the decision, a notice of the rights of appeal and a copy of the procedures and deadline dates required for such an appeal to be properly considered. Time for filing an appeal shall start with the date official receipt of the decision by the party making the appeal.

Penalties

The severity of the penalty imposed upon an individual shall be determined by the decision-making body.

Penalties may be among the following:

- (1) letter of reprimand;
- (2) a fine;
- (3) suspension from all active participation in the Association for a fixed period of time;
- (4) any combination of clauses (1), (2) or (3) of this subsection; and
- (5) dismissal from the Association

Misconduct of Game Officials

Any individual while under suspension may not take part in any activity of the Association or its members.

Appeals

Any game official who is found guilty of misconduct as defined in this rule may appeal the decision of the hearing committee as follows:

- (1) to the Executive Board
- (2) and then afterwards to the Appeal Board appointed by the BFA

The party appealing the decision of a committee shall have two (2) days to file the notice of appeal of a decision. Time for filing an appeal shall start with the date of official receipt of the decision by the party making the appeal.

Referee Development Programme

Referee Program Vision

The vision of the BFA Referee Program is to lead and guide the development of referees at all levels.

Referee Program Mission

The mission of the BFA Referee Program is to:

- aid the development of the sport
- aid the development of referees
- have a service mentality
- be efficient , accountable and responsible

Standards of Conduct

(A) - Purpose

To define general guidelines to determine whether members of the National Referee Development Program act within acceptable limits so far as ethical conduct or conflict of interest are reflected in their conduct as football officials and members of the BFA.

(B) - Policy

Membership as a privilege offered and granted to individuals who perform capably as Referee Administrators, referees, referee assignors, referee instructors and referee assessors during BFA sanctioned activities. It carries with it an obligation for each individual member to uphold and promote the stated goals and objectives of the Association and do nothing to bring the Association into disrepute or work against its goals and objectives. Any conduct which is considered unethical or as a conflict of interest shall be subject to possible disciplinary actions.

(C) - Code of Ethics for Referees

- (1) always maintain the utmost respect for the game of football.
- (2) conduct themselves honorably at all times and maintain the dignity of my position.
- (3) always honor an assignment or any other contractual obligation.
- (4) attend training meetings and clinics so as to know the Laws of the Game, their proper interpretation and their application.
- (5) always strive to achieve maximum team work with my fellow officials.
- (6) be loyal to my fellow officials and never knowingly promote criticism of them.

Referee Development Programme

- (7) be in good physical condition.
- (8) control the players effectively by being courteous and considerate without sacrificing fairness.
- (9) do my utmost to assist my fellow officials to better themselves and their work.
- (10) not make statements about any games except to clarify an interpretation of the Laws of the Game.
- (11) not discriminate against nor take undue advantage of any individual group on the basis of race, color, religion, sex or national origin.
- (12) consider it a privilege to be a part of the BFA and my actions will reflect credit upon that organization and its affiliates.

Referee Registration Required

All referees will be registered on Association's Referee Registration forms. Certain registration responsibilities may be delegated with the approval of the Referee Committee and the Executive Board.

Referee Grades

To provide uniform standards for football referees in Barbados, the BFA has adopted the following referee grades.

BFA Referee Recruit

- A. Minimum Age: 12
- B. Badge: BFA
- C. Recommended Assignment Level: All youth games, assistant referee in comparable games

National Referee - 3

- A. Minimum Age: 18
- B. Badge: BFA Referee
- C. Recommended Assignment Level: All youth games and adult amateur games through second division, third division and assistant referee in the division two and Amateur Cup games

National Referee - 2

- A. Minimum Age: 18
- B. Badge: BFA Referee
- C. Recommended Assignment Level: All youth games and adult games including First Division and assistant referee in Premier League

National Referee - 1

- A. Minimum Age: 18
- B. Badge: BFA National Referee
- C. Recommended Assignment Level: All games except formal FIFA international matches; assistant referee for international matches
- D. Barbados Citizen or Permanent Resident

International Assistant Referee

- A. Minimum Age: 23
- B. Badge: FIFA Assistant Referee, with current year, on international matches
- C. Recommended Assignment Level: All games
- D. Barbados Citizen or Permanent Resident
- E. By nomination of BFA Executive Board, and approved by FIFA

International Referee

- A. Minimum Age: 25
- B. Badge: FIFA, with current year
- C. Recommended Assignment Level: All games
- D. Barbados Citizen or Permanent Resident
- E. By nomination of BFA Executive Board, and approved by FIFA

Referee Grades

The BFA grade and title of an official will be determined solely by the standards and examinations issued by the BFA Referee Committee and the BFA Executive Board. Annual re-examination is required.

A referee must officiate at the next - higher level to accumulate experience to be certified competent at that level. Assignors must exercise care to increase the difficulty level of the game assignments in a gradual and orderly manner for the good of the official and of the players.

Criteria for Certifying and Upgrading

Entry as Recruit

Criteria	Requirement
Minimum age	12
Experience (minimum cumulative career affiliated outdoor games at designated level)	Not applicable
Game level to be counted for advancement	Not applicable
Time in present grade	Not applicable
Training course requirements	Successfully complete BFA Referee Training Course
Written Examination	75% minimum score on BFA Referee Exam
Field Evaluation by currently registered BFA Assessor	Not required. It is recommended that new referees be observed in one of their first 10 games.
Physical Fitness Test	Not required
Annual Renewal Requirements	
In-Service Training	Twenty hours during the preceding 12 months
Refresher Exam	Passing Score of 75% Required
Field Evaluation	Required
Physical Fitness Test	Not required

Criteria for Certifying and Upgrading

Upgrade to National Referee 3

Criteria	Requirement
Minimum age	18
Experience (minimum cumulative career affiliated outdoor games at designated level)	Referee 15 games Assistant Referee 5 games
Game level to be counted for advancement	Higher Youth Level
Time in present grade	12 months
Training course requirements	5 hours Training recertification clinics.
Written Examination	80% minimum score on BFA Referee Exam
Field Evaluation by currently registered BFA Assessor	Pass one evaluation as a referee in an Under 17 or higher level game.
Physical Fitness Test	Required (with passing score)
Annual Renewal Requirements	
In-Service Training	Twenty hours during the preceding 12 months
Refresher Exam	Passing Score of 80% Required
Field Evaluation	One developmental assessment at youth level U-17 or higher.
Physical Fitness Test	Required (with passing score)

Criteria for Certifying and Upgrading

Upgrade to National Referee 2

Criteria	Requirement
Minimum age	19
Experience (minimum cumulative career affiliated outdoor games at designated level)	Referee 15 games Assistant Referee 5 games
Game level to be counted for advancement	U-19, Division Three
Time in present grade	12 months
Training course requirements	7 hours Training recertification clinics.
Written Examination	80% minimum score on BFA Referee Exam
Field Evaluation by currently registered BFA Assessor	Pass two evaluation as a referee in an Under 19 or Division Three.
Physical Fitness Test	Required (with passing score)
Annual Renewal Requirements	
In-Service Training	Twenty hours during the preceding 12 months
Refresher Exam	Passing Score of 80% Required
Field Evaluation	One developmental assessment at U-19 or higher.
Physical Fitness Test	Required (with passing score)

Criteria for Certifying and Upgrading

Upgrade to National Referee 1

Criteria	Requirement
Minimum age	23
Experience (minimum cumulative career affiliated outdoor games at designated level)	Referee 20 games Assistant Referee 10 games
Game level to be counted for advancement	Division Two
Time in present grade	12 months
Training course requirements	7 hours Training recertification clinics.
Written Examination	80% minimum score on BFA Referee Exam
Field Evaluation by currently registered BFA Assessor	Pass three evaluation as a referee in Division Two.
Physical Fitness Test	Required (with passing score)
Annual Renewal Requirements	
In-Service Training	Thirty hours during the preceding 12 months
Refresher Exam	Passing Score of 80% Required
Field Evaluation	One developmental assessment at Division Three.
Physical Fitness Test	Required (with passing score)

Criteria for Certifying and Upgrading

International Referee Candidate

Criteria	Requirement
Minimum age	25
Experience (minimum cumulative career affiliated outdoor games at designated level)	Referee 40 games Assistant Referee 20 games
Game level to be counted for advancement	Division One & Premier League
Time in present grade	12 months
Training course requirements	15 hours Training recertification clinics.
Written Examination	90% minimum score on BFA Referee Exam
Field Evaluation by currently registered BFA Assessor	Pass five evaluations as a referee in Premier League.
Physical Fitness Test	Required (with passing score)
Annual Renewal Requirements	
In-Service Training	40 hours during the preceding 12 months
Refresher Exam	Passing Score of 80% Required
Field Evaluation	Three developmental assessment at Division One or Higher.
Physical Fitness Test	Required (with passing score)

Criteria for Certifying and Upgrading

International Referee Assistant Candidate

Criteria	Requirement
Minimum age	23
Experience (minimum cumulative career affiliated outdoor games at designated level)	Referee 10 games Assistant Referee 30 games
Game level to be counted for advancement	Division One & Premier League
Time in present grade	12 months
Training course requirements	15 hours Training recertification clinics.
Written Examination	90% minimum score on BFA Referee Exam
Field Evaluation by currently registered BFA Assessor	Pass five evaluations as a referee assistant in Premier League.
Physical Fitness Test	Required (with passing score)
Annual Renewal Requirements	
In-Service Training	40 hours during the preceding 12 months
Refresher Exam	Passing Score of 80% Required
Field Evaluation	Three developmental assessment at Division One or Higher.
Physical Fitness Test	Required (with passing score)

Referee Game Category Matrix

Annual Assessment Requirements

	Type	Requirement
Nat. Referee One	<ul style="list-style-type: none"> i. Premier League and Division One Matches ii. Open Cup Matches involving Premier League or Division One teams iii. Foreign Club Matches at Senior Level iv. Senior National Team Matches - Men and Women against each other or against Premier League Teams. 	5
Nat. Referee Two	<ul style="list-style-type: none"> i. Division Two and Three Matches ii. Open Cup Matches involving Division One, Division two and three teams iii. Foreign Club Matches at Senior Level iv. Junior National Team Matches - Men and Women Against each other or against Division Two League Teams. v. Matches in official tournaments sanctioned by the BFA. 	3
Nat. Referee Three	<ul style="list-style-type: none"> i. Division Three Matches & U-19 ii. Open Cup Matches involving Division three teams and U-19 teams iii. Foreign Club Matches at Junior Level U-17 & U-19 iv. Matches in official tournaments sanctioned by the BFA. 	2
Recruit	<ul style="list-style-type: none"> i. Youth Division Matches U-19 & U-17 ii. Open Cup Matches involving Youth teams iii. Foreign Club Matches at U-17 Level iv. Matches in official tournaments at Youth Level sanctioned by the BFA. 	1

Failed Assessments

Current National and FIFA Referees (Grades 1,2,3)

- i A first failed assessment (as a referee or assistant referee) must be made up by a single passing assessment in the same Category level or higher.
- ii A second failed assessment (as a referee or assistant referee) must be made up by 2 passing assessments in the same Category level or higher.
- iii A third failed assessment in a certification period (in any combination of referee or assistant referee) requires restarting the National Candidate application procedure in the next registration cycle.

All assessments must be done by a current BFA Assessor

Additional assessments completed at a higher Category may be used to fulfill requirements at lower Categories.

Former FIFA Referees/Assistant Referees and Professional Referees/Assistant Referees working a minimum of 5 matches in Category 1 as either Referee or Assistant Referee must pass all assessments in Category 1 at the position in which they have done their 5 Category 1 games.

Physical Fitness Test

A physical fitness test is required for registration, annual renewal and upgrading for the referee classes shown. The test can be administered by the BFA Referees Instructors. A document signed by the individual conducting the test is required. Fitness tests must be taken within a six-month period preceding the start of a new season or the date of registration.

The referee must pass all of the events that are part of the test at the same testing session. A reasonable rest period should be allowed between events. The procedure is to run the Endurance Test first.

Physical Test Requirements

Segment	Age	Grade 3	Grade 2
Endurance (12 minunte run-meters)	Under 38 38 - 45 Over - 45	2200 meters 2000 meters 1800 meters	2400 meters 2400 meters 2000 meters
Speed Test 50 meter dash run - once	Under 46 Over 45	9.0 seconds 9.5 seconds	9.0 seconds 9.0 seconds
200 meter dash (run - once)	All Ages	40.00 seconds	40.00 seconds

Grade 1 Physical Test Requirements

Interval Testing Time to Run 150m 10-14 laps	Interval Testing Time to Walk 50m 10-14 laps	Sprint Test 40m - 6 times
35 sec.	40 sec.	6.6 sec.

* The minimum number of laps will be prescribed annually by the BFA.

The Referee Physical Fitness Test is a pass or fail test. A referee may fail one (1) of the six (6) sprints and still pass. Two (2) or more over the standard time results in failure. The interval testing requires that a referee be at the next segment before time is expired or the referee fails the fitness test. The above requirements are subject to revision.

Physical Fitness Test

FIFA Referees and Assistant Referees Physical Physical Fitness

Segment	Interval Testing Time to Run 150m 10 - 15 laps	Interval Testing Time to Walk 50m 10 - 14 laps	Sprint Test 40m 6 times
FIFA Referee	30 sec	35 sec.	6.2 sec.
FIFA AR	30 sec	40 sec.	6.0 sec
FIFA Referee Women	35 sec.	40 sec.	6.6 sec.
FIFA AR Women	35 sec.	45 sec.	6.4 sec.

Note: Referees wishing to be considered for the FIFA list must pass the FIFA Referee Fitness Test at the men's standards. The FIFA Fitness test is a pass or fail test.

Certification of National Referees

Certification of BFA Referees is done in accordance with the qualification criteria determined by the Executive Board. The program is intended to give each experienced referee a fair opportunity to qualify as a National Referee and/or a FIFA Referee.

Only registered BFA referees meeting the requirements specified in the “Criteria for Certifying and Upgrading National Referees”, or identified “Fast Track Referee” Candidates, are eligible to attend a Referees Certification Session. Referee Certification Sessions (national camps) are conducted annually and attendance is by invitation only.

The Referee Manager must certify, by signature, the information on the Referee Application and Composite Record Sheet is correct. The BFA office verifies credentials of foreign trained referees, however, all referees must meet BFA requirements for National Certification, including residency requirements.

In case of a dispute, appeals of game count and grade level must be made to the BFA Office. The candidate will submit the application to the designated authority by the date specified in the original announcement. No referee will be tested unless the proper paperwork has been completed and submitted, in advance.

It is the Assessor’s responsibility to give the BFA Office any additional administrative information they feel is pertinent to the referee’s qualifications to being upgraded when submitting the Referee Application form. This should be done by a cover letter sent in with the referee’s application, with a copy sent to the referee.

Assessments (see “Criteria for Certifying and Upgrading Referees” for requirements) must be listed on the application.

Candidates for certification/recertification as a Referee must take and pass the complete fitness test at a Recertification Seminar. Referees who are not able to take the test because of injury or illness, those who do not complete the test, and those who fail the test will be given an opportunity to be retested once, within 45 days, at a location set by the Referee Department.

All referees seeking to upgrade to the must do the following:

- 1) Declaration form that has been signed by the BFA Office by the specified deadline.
- 2) Must provide proof of Barbados Citizenship or Permanent Resident status with Candidate Declaration form.

Certification of National Referees

- 3) Attend any required clinics specified by the BFA Office and take the physical fitness test
- 4) Fulfill the assessment requirements within the designated time frame.
- 5) Complete all requirements and paperwork by the specified date.

At the discretion of the BFA Office, other referees may be invited to a Recertification Seminar. These officials will participate in all activities; however, they will not advance to a higher Grade during that year.

Declaration

Referees who wish to be assigned to Premier League games to receive assessments for upgrade to a Grade One Referee must complete the appropriate form and submit it to the BFA. Forms are accepted between October 1 and December 15 of the year prior to the year the referee will be a candidate.

Recertification

National Referees must be re-certified each year. At this time, a refresher examination as designated by BFA must be taken and passed. If a National Referee is not re-certified during a given year, the official will no longer be entitled to wear the BFA Referee badge and must be re-certified by the Association at the next appropriate grade.

Requirements for Assessments for International Referees and Assistant Referees are at the discretion of the BFA Referee Committee.

Professional Games

The Referee Committee may approve other games to count toward the requirement for professional games. These games are listed on the Referee Game Category Matrix on page 24.

Recertification of National Referees with Extended Disabilities

A National Referee who suffers from an extended disability preventing participation in the physical fitness test at either a Recertification Seminar must have this certified in writing by a physician.

The referee will then be given a one-year waiver for disability and will be allowed to register as a national referee for that year. A referee who receives a waiver will not be given any assignments by BFA until recertification is completed the following year.

Referee Emeritus

The purpose of the emeritus grade is to retire from the highest level the referee has attained. It may not be used to circumvent the testing and registration procedures of the BFA.

The emeritus grade allows a National Referee the option of retiring from those levels of officiating while retaining that grade and continuing to referee at a lower level.

To become an Emeritus Referee, the official must submit a personal letter of intent to the Referee Manager who will initiate the appropriate paperwork. The referee must have held the grade for a minimum of three years prior to the request. (The three years do not have to be consecutive or immediately preceding the request for emeritus status – but at any time in the referee’s career.)

Active Emeritus Referees must qualify each year for the level that they will be officiating and pay the published fees for that level. Emeritus Referees will receive an Emeritus Referee Badge, a card, law book and all general mailings.

An Emeritus Referee may reinstate as an active referee at the level the official retired from once all the criteria for the grade has been met.

Referee Registration Instructions

How and where to register

The registration period runs offset from the calendar year. The BFA begins accepting registrations October 1 of the previous registration year until December 15 of the same year.

A registration is valid from January 1 thru December of each year. Receipt of registrations after the due date is at the discretion of the Referees Manager.

A. Registration through the Secretariat

For a referee to be registered, referees must reside, work, or do their primary refereeing in Barbados. The controlling factor is the area where referees do their primary refereeing.

B. Registration for referees temporarily out of the country

Referees qualifying for this registration must be Barbadian Citizens or permanent residents temporarily living outside of the Barbados.

Annual registration requirements

In order to be registered at their current grade level, all Referees must:

- (a) Complete the required number of hours of in-service training, take their respective current Referee Refresher written examination;
- (b) Pass the physical fitness test and
- (c) Referee the number of affiliated games required by the association each year at their highest level of competency as provided for on page 6.

In order to be registered, in such grade, all National and International Referees must successfully complete an annual National Referee Certification/Recertification session as scheduled by the BFA(see Certification of National Referees).

When referees are considered registered

Referee Candidates must register online by December 15 for the following year using the BFA registration form. Referees are considered registered when the Referee Manager has received and accepted their completed registration form. If this process is handled online, it is when the record has been approved by the Referee Manager.

If the BFA Office does not receive a registration form (either paper or online) for a referee in that registration year, the registration becomes null and void. Referees being assigned must have a current year registration on file with the BFA before being assigned to any games.

Registration deadline

All Referees must be registered by December 15 in the year proceeding the year for which the referee is registering. All re-certifying referees must be registered before they begin officiating games in a calendar year.

Qualification for Referee Grades

Proper Qualification

Before being registered at a particular grade, the referee must be properly qualified at that grade according to the certification criteria published by the BFA Referee Committee and found in this handbook under Certification Criteria.

Date Attained Present Grade

The “date attained present grade” is the date accepted by the Referee Manager as the date that a referee has successfully met all the requirements for a specific grade. For example, the date of grade for a Referee Recruit Level is the date that the referee successfully passes the written test. This date must be noted on the registration form. Where a date is not noted, the date the form was received in our office will be the default date.

The attained present level date for all National and International referees is the date that the referee successfully completes a BFA Referee Certification session.

Upgrading

In order for a referee to be upgraded, the referee must have met the time in grade requirement stated in the “Criteria for Certifying and Upgrading” (12 months).

Those who have met all the requirements for upgrading to the next level can be upgraded at the next registration cycle by the BFA by marking the pre-printed registration form “UPGRADE” in the box on the bottom right or in the appropriate place for on-line registration.

The new level should be marked in two areas, the grade box in Section A, in the upper portion of the form, and the bottom right corner, where Administrators sign the form. The paper form and fee will be submitted in the usual manner, with any other forms. On-line registrations, will approved by the BFA.

If the referee meets the criteria to be upgraded before the next registration cycle, but after the registration for the current year has been submitted, the BFA may submit an “Administrative Upgrade.”

Downgrading of a Referee

A referee may be downgraded if the referee fails to meet any of the criteria for the grade they hold. A referee can only be registered at the level where the criteria of a particular grade are met. If referees are downgraded, they do not have to spend a year in the lower grade. Referees may be upgraded when they have met the standard for that grade.

Change of Address Policy

It is the responsibility of the referee to notify the BFA of an address change immediately.

Referees Not Registered in the Previous Year

Any referee who was not registered with the BFA the previous year may be certified at the grade previously held after taking and passing the written qualifying examination, fitness test, and assessments.

The following policy applies to referees who were previously certified and registered with the Association:

1. A recruit referees who miss 1-2 consecutive years of registration can be re-registered as recruit after completing a Referee Re-certification test.
2. Recruit referees who miss 3 or more consecutive years of registration can be re-registered after taking the entire Entry Level Referee Training Course.
4. **Grade 3 Referees and Higher** - Referees can only be registered at the grade they qualify for. Referees who were Grade 3 or higher should be downgraded a minimum of one (1) grade, as per current policy (as long as they have met the criteria for that grade). Once they retake the appropriate course as listed above for recruits referees and have completed all the requirements for the previously held grade, they may be upgraded.
5. BFA Referee Instructors who wish to re-certify as a referee after a lapse in referee registration may be registered as a Grade 2 referee upon meeting current re-certification requirements, no matter how long it has been since they last registered as a referee, if they are currently registered as a BFA instructor and have taught, at a minimum, one entry-level referee training course in the last two years.

Lifetime Membership

The Referee Committee of the BFA recognizes those referees who have distinguished themselves through long-time, unselfish contribution to soccer officiating, instruction, assessment and administration in Barbados by offering Lifetime Membership to those individuals.

Criteria

Referees who have reached the age of 60 or older and meet any of the following criteria are eligible for lifetime membership, provided they displayed a thorough dedication to the referee program.

- A. Their registration activity as referee, instructor, assessor or referee administrator must span at least ten consecutive years.
- B. All former FIFA Referees and FIFA Assistant Referees who retired from the FIFA list solely due to age eligibility.

Nominations

Any member of the BFA Referee Committee may recommend any candidate based on any combination of the above criteria.

Screening

The BFA Executive Board will be responsible for verifying that the candidate meets the requirements stated in the recommendation.

Award

The award is a certificate that signifies their dedication to the program over the years.

Future Registration

A copy of the letter or certificate designating Lifetime Membership should be attached to each registration form each year.

Ethics and Grievance Procedures

Grievances against a referee, administrator, assignor, instructor or assessor for unethical conduct, misuse or abuse of authority or conflict of interest is not covered by a separate policy. It is covered under the policies of the Association, the Policy page 14.

If a referee has an illness or injury 7 days prior to an assignment, the referee should turn back the assignment, rather than risk not being able to perform at the standard expected and which the game demands.

A referee is guilty of unethical behavior if he/she claims an injury or illness at the half time of a match in which he/she is not performing to expectations, in an attempt to avoid a not acceptable performance.

If a true injury or illness can be verified by qualified medical personnel during the half time interval, then one of the remaining officials will assume the duties of the referee and the game will continue. In this case, no assessment will be given since the full 90 minute requirement has not been met.

A referee who is guilty of unethical behavior may be removed from the list of candidates or national list for that year for such behavior.

Referee's Responsibility to Affiliated Teams

A person registered with the BFA as a referee has the right to participate in referee courses and clinics conducted by the Association and its affiliates and to be examined and graded from time to time - all for the purpose of assisting referees in improving their officiating skills as well as qualifying them for assignment at a higher level competition.

An Association registered referee also has the responsibility to officiate games among youth and adult teams which are affiliated with BFA so that affiliated teams do not have a shortage of qualified officials for their competitions. Recognizing these rights and responsibilities, the BFA Referee Committee has adopted the following policies:

1. The primary duty of a BFA registered referee is to officiate games among teams (youth and adult) which are affiliated with the BFA.
2. The BFA has the authority to refuse or revoke registration and to refuse participation in BFA sanctioned events if the Referees Manager determines that the following exists:
 - a. The referee during the past calendar year has officiated more games for unaffiliated teams or tournaments than for those affiliated.
 - b. The referee has not officiated during the past calendar year the minimum number of games required by the BFA referee committee to maintain their current grade level, unless written clearance has been received by the referee from the BFA.

Definition of Unaffiliated or Outlaw Football Team and/or League

An outlaw team and/or league is a suspended team and/or league in bad standing with the BFA, including its divisions and/or other affiliated organizations.

An unaffiliated team and/or league is a team and/or league that has never been affiliated with the BFA or has left the Association voluntarily (on its own terms) and was in good standing with the Association time of its departure.

Unaffiliated Games

The BFA requests that all referees be strongly opposed to officiating unaffiliated matches or unsanctioned tournaments. BFA referees are a benefit of membership in the BFA and should be treated as such.

Some reasons why referees should not work these games:

1. No assessments may be accepted from games in unaffiliated leagues.
2. BFA public liability insurance coverage will not apply when a referee is working in unaffiliated leagues.
3. If the referee is assaulted or should there be any other serious misconduct, there is no assurance that a Disciplinary Committee will review and act on it.
4. The referee may not be able to fulfill BFA Referee Committee requirements to work a certain level of affiliated games to maintain grade.
5. The referee's BFA registration may be denied should the referee choose unaffiliated games over affiliated games.
6. Referees who have worked more unaffiliated games than affiliated games may be refused registration.

Guidelines for Contact with the Media

Game Officials should use good judgment based on the referee Code of Ethics when speaking to the media.

Game Officials should:

1. Not, under any conditions, discuss the politics of the game or the sport.
2. Stick to what you know as it relates directly to your personal experience in the game of soccer.
3. Relate only factual information about a game. Do not discuss judgment calls that were made.
4. Avoid making declarations, which amount to speaking for other people.
5. Represent yourself, association and the game in a positive and enthusiastic way.

Game Priority in Referee Appointments

Each registered BFA referee is expected to abide by and respect the Code of Ethics and keep all assignments that are accepted. However, there are certain occasions when a referee has duty to the referee program to release a lower level appointment and accept a higher level one in the interest of the Association.

Therefore, the BFA Referee Committee declares that the following National and International appointments have precedence or priority over all other matches:

1. All FIFA Appointments
2. All CONCACAF Appointments
3. Olympic Tournaments
4. All CFU Appointments
5. International A Matches
6. Any Barbados National Team Matches
7. Premier League Matches
8. National Cup Finals (all matches)
9. BFA Development Teams or Program Matches
10. National Tournaments

No other match (with the exception of the above) has appointment priority or precedence over any other match within the island.

The priority policy does not apply:

1. Within 72 hours of the scheduled match time unless an emergency situation exists, or
2. When a substantial financial commitment has been made for the referee appointment (e.g., non-refundable airline tickets).

Referees traveling out of the island for an International appointment may:

1. Travel a day before and after the day(s) of the match(es), if necessary, and are excused from all other appointments on those days.
2. Not accept any other appointment on the day of the match appointment without permission of the Association.

Handling Assault Situations

Assaults sometimes happen, even to experienced referees. To help keep the number of assaults from rising, referees working all competitions must follow a sensible and consistent course of action that will enable the Association to punish offenders, and discourage potential offenders from acts of violence.

A referee should respond to an assault in a manner that will permit administration and enforcement agencies to do their job. "Misconduct Toward Game Officials" is covered under page 9.

If an assault occurs:

1. Never strike back. If such action can possibly be avoided. Defend yourself as passively as possible. When referees are struck, the majority of players and bystanders are automatically sympathetic toward the referee, even if they were previously hostile. If the referees choose to "slug it out," they stand to lose the support and calming influence of the players and bystanders. The referees' legal position may also be prejudiced.
2. Try to remain calm and avoid undue signs of stress. Maintain a standard of behavior befitting a professional referee. Remember that police officers are assaulted frequently, yet they react in as controlled a manner as the situation permits, drawing on their resources of self-control to get to the top of the threatening situation.
3. Send the player off. Advise the captain of your decision, and be prepared to abandon the game if the player is not removed completely from the scene.
4. Get the details down on paper (when things are under control). Note the player's number and obtain the name from the team captain or coach if necessary.
5. Obtain witnesses. Consult your assistant referees, if any, or any unattached bystanders. Record names and telephone numbers for future reference. Use other players as witnesses only as a last resort. Do not be concerned about holding up the game; common assault is a criminal offense and must be treated seriously. Make notes to be sure that your subsequent report is accurate. After the game, discuss the incident with your witnesses; this is quite legal as no charges have been laid at this stage.
6. Seek medical attention if you are injured. Go to the nearest medical emergency room or trauma clinic. The medical personnel will treat any injuries, and document them for the record. Retain any medical records.

Handling Assault Situations

7. Official notification of the incident. Contact the Referee Manager or General Secretary of the association as soon as possible, but at least by the next business day, to make them aware of the incident. Follow up with a complete written report.
8. Write a report. The report of assault or abuse toward any member of the referee crew must be professional, precise, informative and above all, accurate. The report should be accompanied by written reports from the assistant referees (if used) and by copies of any other game misconduct reports sent to the league under whose jurisdiction the match was played. If you were, or are going to be, medically treated for injury, that should also be noted.
9. Procedure for report transmittal. The written reports are sent within 48 hours to the General Secretary of the association. For tournaments or special events, the tournament director/event coordinator must be notified, in writing, on the day of the incident.
10. In the event that the assault is serious enough for you to consider filing civil action with the local authorities, you do have that right. Please inform the General Secretary of your intent to do so.

Misconduct Reports

Referees' Misconduct Reports must be professional and concise, yet complete. Supplemental reports should be filed when necessary to provide a complete description of an incident.

1. The misconduct report should include:
 - A. the teams (the full and correct names of the competing teams)
 - B. the venue and date of the match
 - C. the competition (league, tournament, etc.)
 - D. the player's name, jersey number, registration card, team
 - E. reason for report (i.e., specific Law 12 reason)
 - F. action taken
 - G. the incident (i.e., description of what actually happened stating only the facts, with no opinions, and no recommendations)

2. The incident (G) must be:
 - A. as you saw it (there is no substitute for the facts)
 - B. brief, but containing enough evidence and information to enable a disciplinary committee to understand what happened. This description would include the reaction, if any, of the player(s) and others.

3. Make certain that your assistant referees have all the above details before leaving the field.

4. Remember that each incident meriting a report must have a separate report; e.g., two players who are sent off means two separate reports.

5. Present your report in the most legible manner. If your handwriting is difficult for others to read, then print it or type it if at all possible.

6. Check your spelling. Almost every important word is in the current FIFA Laws of the Game or can be located on the FIFA web page (www.FIFA.com).

7. The report is to be filed within forty-eight (48) hours. Make certain you have your name on it. (Your address and phone numbers should be on a separate cover page.) Remember to retain a copy of the report for future reference.

8. The report is sent to:
The General Secretary
Barbados Football Association

Guidelines for Appearing before the Disciplinary Committee

Misconduct reports must be sent to the appropriate authorities within the stipulated time. It is your duty to acknowledge all correspondence relating to the misconduct report and to advise the hearing panel of your availability to attend a disciplinary hearing or committee meeting when requested.

Such requests are not made lightly and if you are invited to appear before the disciplinary committee, you should make every effort to attend.

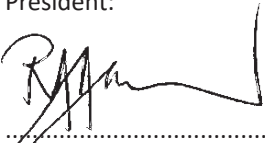
1. Take a copy of the misconduct report and the match record card to the meeting. This will help to recall the incident clearly.
2. Take pride in your personal appearance, since this will be an indication of your professionalism and will enhance your credibility as a witness.
3. Arrive in plenty of time and introduce yourself.
4. Answer all questions clearly and briefly.
5. Remain cooperative throughout the proceedings.
6. Do not become involved in discussion, debate or argument with any other party who may be in attendance.
7. Remember that the final decision taken by the Committee will be its judgment based on all the evidence presented. It is not for you to pass opinion or judgment on the decision reached.

Adoption and enforcement

1. The BFA Executive Board adopted this code on December 20th, 2015.
2. This code comes into force on December 21st, 2015.


Bridgetown,
December, 2015

For the BFA Executive Board:
President:



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Randy Harris

Secretary General:



.....
Edwyn Wood



www.barbadosfa.com