Referee reporting (Full-Time)

After each match for which you have been appointed, you should complete the League match report within 48 hours.

Note: this is in addition to your usual discipline match report that you do via Whole Game System (WGS).

New functionality has been added ahead of the 2021/22 season allowing referees to submit reports into FA Full-Time.

Access

All referees (see **note** below) can now sign into Full-Time using their FA Account and do not require a FA Full-Time Login invite (sign in using the same details they would use to submit discipline via. Whole Game System). From within FA Full-Time, they will only see fixtures they have been assigned to by the league.
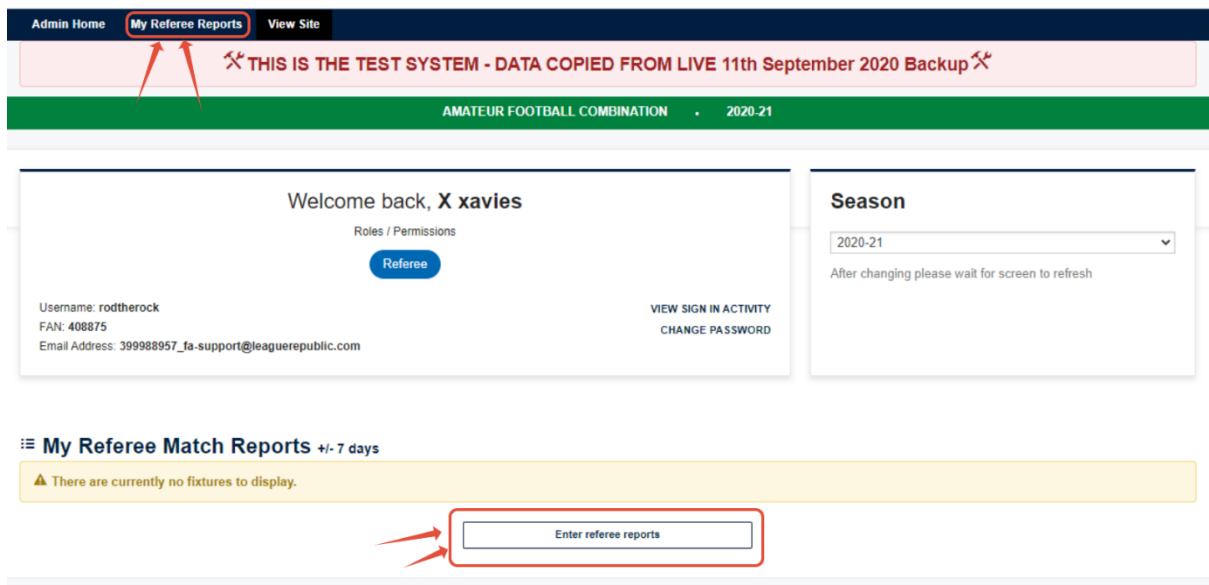
Note: to use this functionality:

- Leagues must have linked the Full-Time record for a referee to their WGS record
- Leagues must have changed their security settings to allow referees access to complete reports
- Referees must be registered with their relevant County FA
- Referees must have a single FAN (duplicates will need to be merged)

Signing into Full-Time

Sign into Full-Time using the following link:

[Sign in FA Full-Time](#)

After signing in, the referee will be taken to the "Admin Home" page whereby any fixtures in the last 7 days (or upcoming 7 days) will appear. Please click "Enter Referee Reports" or "My Referee Reports" in order to access all of your reports

Please note: "My Referee Reports" tab will only show fixtures whereby the referee has been assigned to the fixture as a referee. If the referee was expecting to see a fixture which does not appear within the tab then they should contact the relevant league who can assign them to the fixture.

Editing a report

In order to edit a report, after accessing "my referee report" tab the referee should click "Edit Report"

Once the referee has clicked "Edit report" they will be taken into the report whereby they will complete:
a) confirm the score and to confirm is club assistants were used
b) complete 6x FA Questions (standard on all referee reports on Full-time) – see below
c) any extra league questions – see below

Confirming the score and whether club assistant referees were used

FA Questions

You will need to complete six "FA questions" which all ranked on the below scale:

- Please rate the home team's behaviour (Managers/Coaches)?

- Please rate the home team's behaviour (Players)?

- Please rate the home team's behaviour (Spectators)?

- Please rate the away team's behaviour (Managers/Coaches)?

- Please rate the away team's behaviour (Players)?

- Please rate the away team's behaviour (Spectators)?

Was the appointment confirmed 72 hours before KO?   Yes or No

Were match fees paid no later than 15 mins after the match ended?   Yes or No

If the match started late, which team was responsible for the late KO?

Were respect barriers used?   Yes or No

Match assistant for home team   Name

Home assistant mark   Please give mark out of 10 (range = 0-10)

Match assistant for away team   Name

Away assistant mark   Please give mark out of 10 (range = 0-10)

Home Team Officials conduct mark   Please give mark out of 10 (range = 0-10)

Away Team Officials conduct mark   Please give mark out of 10 (range = 0-10)

Home Players conduct mark   Please give mark out of 10 (range = 0-10)

Away Players conduct mark   Please give mark out of 10 (range = 0-10)

Home Spectators conduct mark   Please give mark out of 10 (range = 0-10)

Away Spectators conduct mark   Please give mark out of 10 (range = 0-10)

Conduct issues *Please give brief notes on any discipline/conduct issues (team officials/players/spectators)*

Sin Bins Home

Sin Bins Away

Cautions Home

Cautions Away

Dismissals Home

Dismissals Away

Please add any additional Information you may feel will be relevant.

Flagging the report (important items)

At the bottom of the form, the referee will also get the option to "Flag the report as important" - this will then display clearly to the league from within their dashboard if any reports have been flagged.

Mark this report as needing attention from your League Administrators. They will see this flag when reviewing the reports.

☐ Flag report

* answer is required

Update **Clear All Answers** Back

Completing Report and Saving

After completing the report, the referee should click "**Update**" in order to save the form and submit it to the League.

Version history

1.0	Original document	12 Sep 2021