

**Match Day Procedures for Football West Assessors – Season 2009/2010**  
**State League, State League Cup, Amateur Social & Masters**  
**ASM Cup**

**Pre-Match**

The assessor is required to make contact with the referee on the day before a game to clarify any minor variations to the standard pre match instructions. It is stressed that assessors should take clear account of any possible travel difficulties and arrives in good time to take up their duties.

While the assessor's presence in the dressing-room before the game has been helpful on occasions in the past with issues like team and goalkeeper colours, a more proactive approach by referees will be encouraged to ensure that any potential difficulties can be overcome before team sheet exchange, it is therefore not necessary for the assessor to be present at this point. Assessors will be required to hear pre-match instructions on such occasions and when requested to do so by the referee.

While it can be helpful, the prime consideration should always be the preparation of the match officials and referees will be able to exercise their authority in deciding when and where the instructions are delivered. While the attitude, authority and presence of the referee before the game can be revealing, the assessor is primarily there to record on-field performance delivery and questions about match instructions to assistants can be explored if necessary post-match.

The arrival of the assessor at the ground will bring him into contact with the match officials and this is perfectly acceptable. However, a very brief courtesy visit 20 minutes prior to kick off should be made to check any last minute changes to personnel etc. Otherwise, match officials should be allowed to complete their preparations as freely as possible. There might, however, be emergency circumstances where the **referee** feels that the assessor's assistance might be useful.

There will be **no** requirement to observe warm-up procedures in all competitions.

**Half-Time**

There should be no contact from the assessor unless exceptional circumstances (i.e. match official injury or major game disruption) prevail. Under no circumstances should match incidents be discussed at half-time with match officials as this potentially could influence second-half performance and the assessor's task is to measure and **not influence** performance.

**Post-Match**

The following procedures should be followed:

- The debrief is a very sensitive process so soon after a match and it is recommended that only key match incidents and main strengths / areas for development / improvement are discussed , the assessor will **ONLY** be required to seek clarification regarding any incidents that are not obvious to him.
- The level of challenge or otherwise of the match might be discussed but the assessor should **never reveal (or be influenced on) the possible mark to be awarded**
- It is recommended that the de-brief take no longer than ten minutes but it is accepted that some incidents may require more in depth discussion and possible clarification from the assessor
- It is expected that what is said in the debrief will be reflected in the main body of an assessor's reports to ensure that there are no surprises for the match officials when they receive their written feedback

Assessors will still report on any incidents not witnessed by the match officials and worthy of further investigation by the Football West. The assessor should include mention of such at the post match discussion.

Edward M Lennie  
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