



## Football Referee Skills Checklist

Below are **some** of the workplace English and maths skills involved in the role of Football Referee. Would your referees benefit from training which helped to develop the following skills? Blanks are left for you to add to the list...

Read complex information to extract key points		Record appointments in a diary	
Read, understand and complete match records and work-related documents		Write a formal letter in the correct format	
Find and retrieve information from a computer		Read and interpret legislation, such as the Disability Discrimination Act	
Proofread own writing and correct grammar, punctuation and spelling errors		Listen carefully to instructions and take any action that is necessary	
Use appropriate body language when talking to players, match officials and the public		Compose an e-mail and check it for errors	
Develop listening skills and respond using appropriate language and vocabulary for context		Use skimming and scanning skills when reading competition rules to find relevant/new information	
Understand the role of non-verbal communication in preventing or diffusing delicate situations		Ask appropriate questions to gain clarification	
Use the internet effectively as a source of information		Understand that language shifts according to formality of context, in both written and spoken forms	
Calculate using time, including using the 24 hour clock, and make accurate records.		Make financial calculations when checking pay slips and submit accurate invoices	
Contribute to a meeting effectively, developing listening, turn taking and negotiation skills		Interpret figures and statistics from tables and charts and draw accurate conclusions	
Estimate distances, using metric and imperial measurements and convert between them		Communicate effectively by telephone and record key details.	
Differentiate fact from opinion, in both written and verbal communications		Manage own time and diary.	