



MHL Referee Help Guide

League Contacts

Your main contacts are the Referee Coordinators

Saturdays – Kate Melia saturdayrefs@midherts.com 07769209699

Sundays – Glenn Llyod sundayrefs@midherts.com 07956177463

You can also contact our Referee Development Secretary

Malcolm Snook refereedevelopment@midherts.com 07956661056

If you are at a match and you have an urgent query and are unable to contact any of us, please contact:

Emma Kern – League Administrator/U16 & U18 Fixtures Secretary: 07795220787

Emma Sparks – League Welfare Officer/U15 Fixtures Secretary: 07432610806

Lauren Morgan – Discipline Officer/U14 Fixtures Secretary: 07701328795

Abigail Rawling – U8 Fixtures Secretary: 07747484635



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Mitoo

<https://mitoofootball.com/News.cfm?LeagueCode=MHRML2026&NB=0>

Logging in

- Use the above link to open mitoo.
- Check you are in the correct season (top left of page).
- Click on log in (top right of page).
- “Your name” is your name.
- Password is **DD3**.
- A yellow box will then appear.
- In the box is a drop-down menu with referee’s names

League Reports

Referees' Availability [by Date](#) or [by Name](#)

[List of Referees](#)

[Referee Coverage](#)

[Fixtures and Referee Appointments](#) [Microsoft Excel Report](#)

[Fixtures and Referee Appointments: Report 1](#) [Report 2](#)

[List of Goalscorers](#)

Referees please login here ...

choose --> Adcock, Albie

password

OK

- Find your name and then enter the unique password that you will find at the bottom of your Successful Application email.
- Once you are logged in it will look like this.

League Reports

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Referee, A

To update these details and availability [click here](#)

Address missing	FAN 45367892
Home Tel ?	Parent County Herts
Work Tel ?	Date of Birth 06/01/2008
Mobile Tel ?	Age 18
Email 1 ?	Level 7
Email 2 ?	Promotion Candidate No
	Notes ?

Hidden Address

To see your games and Match Cards [click here](#)

choose --> Referee, A

OK



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- This season we will be using Robin Road for contact details so they will not be on mitoo. You do NOT need to add them. If you need to change any details you must contact me to do so. I will update on Robin Road and on our email group.

Availability

- To update your availability, click on the link at the top of they grey box.
- This will bring up a page with your details and at the top is a calendar

A Referee Availability August 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Click on the date.

Availability Saturday, 02 August 2025	
	Delete
Notes (255 characters maximum)	
Yes	No

- You can then select Yes if you are available and No if you are not (If you leave a date blank we will assume not available).
- Notes such as “AM KO only” or “No KO before 11am” can be added in the notes box, but you must then click on yes to save the note.
- **Please ensure that availability is updated as early as possible, but is also correct (so if you are not sure when you will be available, please wait until you know).**
- If you have not marked yourself as available by **Sunday at midday** you may not be allocated a match.



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Checking Allocations

- You can check your allocations by clicking on the link at the bottom of the grey box "To see your games and match cards".
- You can check the time of these matches by selecting the date from the drop-down menus at top of page and scrolling down to find the match.

Contact from Home Team

- Our rules state that the Home Team must contact the referee with match details by **Tuesday at 9pm**.
- If you have not been contacted by Wednesday evening, please contact them (contact details on Robin Road App), ideally copy me in too so that I am aware.

Additional Fixtures

- Please do NOT arrange to referee matches directly with teams before the allocations process is finished at **9pm on Tuesday**. This can lead to more than one referee being allocated to a match and the referee allocated by the league will take priority.
- Additional fixtures can be picked up by selecting from the list sent out. To select a fixture, you need to email me at saturdayrefs@midherts.com (for Saturday and Sunday fixtures) telling me the club and team name, and age group.
- Matches are allocated on a first come first served basis.
- The deadline to do this is **Tuesday 9pm**.

Unable to attend allocated fixture

- Contact the home team manager. All contact details will be available on the Robin Road App.
- If it is the day of the match please ensure that this is a phone call, not a text or email.
- Contact the appropriate Referee Coordinator.

County Cup

- If you are given a County Cup fixture this takes priority over league fixtures.
- If it is allocated after we have allocated fixtures you need to cancel our allocation. Contact the home team manager and the referee coordinator and explain.
- You can say no to County Cup fixtures, but if you do you CANNOT referee a league match instead.



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Accepting Additional fixtures after the deadline (Tuesday 9pm)

- If you are asked directly by a club/team to referee a match after 9pm on Tuesday you **MUST** check with Kate Melia or Glenn Lloyd before accepting the match.
- This includes if you asked on the day of the match.

Ref Sec

We use an online system called Ref Sec to check player identity, please ensure that managers check these prior to the match. Any player not on their list is **NOT** allowed to play. There are no exceptions to this.

If the manager is unable to produce this for the whole team the match must be postponed. Take your payment from the team without the team sheet, inform the referee co-ordinator and leave the match.

This is a League Rule

In the unusual event that Ref Sec is down (and the manager is able to demonstrate this, ideally check with someone from the league) a download from the FA portal can be used.

Reporting

Match Cards

We use a google form for our match cards

<https://forms.gle/SoJBHqkzuDeqtDMD6>

It is a requirement of being a Mid Herts Referee that this is completed within 48 hours of the match.

It should not be the role of the Referee Coordinators to chase this. Therefore, repeated failure to do this will result in the referee not being allocated fixtures.

Cautions

All cautions must be reported to the FA on the Referee Portal. This should be done as soon as possible after the match.

NEVER allow a manager to try to talk you out of reporting a caution. If you gave it. You **MUST** report it.

Misconduct can also be reported on the portal



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Robin Road App

The Robin Road not only has all team contact details, it also has committee member contact details, referee contact details and all of our rules and appendices.

Please download it from apple or play store.

Then open it and search for Mid Herts League.