

December 2006

Christmas and New Year Greetings from The Normidian Team!

The meeting of the North Middlesex Referees' Society, due to be held on Thursday, 14 December, has unfortunately been cancelled. The next meeting is therefore being held on Thursday 18 January 2007 at our usual venue, Holtwhites Sports and Social Club, Kirkland Drive, Enfield. Guest Speaker will be Ian Blanchard, the FA's new Head of Refereeing.

As stated above we are not holding a meeting in December this year – Chairman Tom White explains more fully elsewhere in this issue. Secretary Robin Jagot also comments on the situation in the Society minutes, which are also included.

We hope to have a bumper turnout for the January Society meeting, which promises to be an informative and entertaining evening with special guest, Ian Blanchard.

Our special guest at November's Society meeting was Barry Firmin. Lockie Bramzell writes about Barry's presentation and Peter Dace also pens a short appreciation on what was a very enjoyable evening

As usual, Gary Cobden has compiled a list of Middlesex and AFA County Cup appointments, which are included in this issue. And with his Treasurer's hat on, Gary reminds us of the benefit to the Society and ourselves if we shop on line using the information given on the "shop for less" page.

A North Middlesex Referees' Society Quiz Evening is always a treat and never to be missed if at all possible. Thursday 24 February 2007 is one such occasion, which will be held at our excellent Society venue. Full details are included elsewhere in the magazine.

The London Football Association is holding a "FAMOA Evening" on Thursday February 1st, 2007 at the Emirates Stadium - members from our Society are welcome. See Robin's minutes of last month elsewhere in this edition.

Regular readers will know that not too long ago Society member and Assessor, Maxie Lea, had hip replacement surgery, which was so successful he couldn't wait to have more on the other leg! Maxie, now at home from Stanmore Hospital, is recovering well from his second operation. The little man says a big bonus from the two operations is that he is a centimetre taller! No doubt a new pair of trousers for Christmas, Maxie?

Life Vice-President, Peter Dace, soon to be in Oz with wife Janet watching the one-day cricket internationals, has agreed to write an article in a future edition of the magazine about the match day procedures of a National List Referee. Watch this space!

Also included in this edition: from the RAE, the News Digest and the results of the election to the Board of Management.

Contributions for the January 2007 magazine to the Editor by Wednesday 2 January 2007, please.

November's Guest Speaker – Barry Firmin

Our guest speaker at last month's meeting was Barry Firmin, who was introduced by John Metselaar. As readers will know from the October magazine, Barry was a National List Referee for eight years and currently Assesses at that level. The topic for his talk for the evening was "Perception" – how we see things not for what they are, but what we believe they are from previous experience.

Barry introduced his topic by giving us the dictionary meaning and relating it to football and watching it. He then split us into two teams, home team in yellow and away team in white, he then asked us to watch several incidents of a match between two teams who happened to be wearing those colours. Joe Ross, incidentally, refereed the match. We were asked to view these incidents not as referees but as fans and supporters of each club.

The first incident shown was a foul by a player in white who came in from behind. This caused a bit of a melee but the culprit quietly walked away unpunished, despite Joe's best efforts and having spoken to his assistant. There followed some discussion on this incident.

The second incident was one where the team in white appeared to get away with a deliberate handball - further discussion ensued. Then Barry showed where Joe stopped play and cautioned a yellow player for an incident, which must have occurred off the ball; unfortunately the camera did not pick up the exact cause. This invited further comment from the players and members of our audience.

The fourth clip was of a free kick given against the yellow team just outside their penalty area and Joe getting the wall back the 9.15 metres. There followed some discussion, some critical, but in fact this was done efficiently and effectively. Barry pointed out that we were all looking for a problem and being overly critical of Joe's handling of the situation because the previous incidents we had seen had clouded our judgement. Differences of opinion were expressed by the yellow and white teams watching the game. A comment was made by one spectator that the yellows were playing twelve men.

The final two incidents were of Joe having to send off two yellow players, both involving the same player from the opposing side. Discussions took place about this player getting away with causing these problems.

Following a recap of his talk, Barry took some questions from the floor and Lockie Bramzell gave the vote of thanks for a very interesting and thought-provoking evening.

Lockie Bramzell



Congratulations to the AFA Referees' Society who will hold their 40th Anniversary Society meeting at Chadwick Street Recreation Centre, Westminster, on 14 December. Gary Willard, former Premiership Referee, now Premiership Match Observer is guest speaker. Life Vice-President, Bill Evans, MSA, receives the RAE Long and Meritorious Service Award. Following the recent merger of Lonsar and AFA Societies the name of the new Society is The AFA & London Society of Association Referees.

FROM THE CHAIR

You may have read in the editorial that our December meeting has been cancelled. The reason is, that night Tottenham are playing at home. Now, with such a large membership should we cancel for this reason? At the November meeting we had the excellent Barry Firmin as our speaker (which you can read about in this issue). The attendance was about sixteen members and it was pointed out that quite a few of these would be watching the game. So the Committee members present decided it was not worth a few of us turning up just for a light social evening and being even more disappointed than we are now at the lack of members.

The facts are that we have changed the venue, changed the night and have tried to get interesting guest speakers, and still people do not bother to come. I ask the question again, "How can a Referee improve his game without further education and be in a position to glean experience from other referees?" The Society is probably the only arena that gives us the opportunity to do this, so please make an effort to attend and make all the Officers' hard work and our guest speaker's trip worthwhile.

Enough moaning!

From myself and on behalf of the Officers of the Society I would like to wish you all,

A Merry Christmas And a Happy New Year

Tom White



POSITION IS SO VERY IMPORTANT

Every referee knows that being in the best positions on the field helps him to get the important decisions right. Being close enough to be credible but not so close that he gets in the way of the main action or the ball is one of the main aims regarding gaining the better viewing positions.

Take with you to your next game a trusted friend who knows quite a lot about positioning and good viewing positions. While you are refereeing, your friend might make *brief* written notes about how far from the incident you are each time you blow for a foul. Talk through his findings after the game and cultivate your skills. Another day, you might provide the same service for your friend. Comparing notes and experiences is a wonderful way to hone your skills as a referee.

The above was taken from "Whistler", the magazine of the Loughborough Branch of the Leicestershire & Rutland Society of Association Referees.



Extracted from the RA website

In a Football Focus special report to be aired on BBC One, Uefa's William Gaillard admits the current situation is becoming "dangerous". He believes captains should take more liability for the game's direction. "It's common in rugby to call both captains and say 'cut it out, the game is not taking the right course and it's up to you'," said Gaillard.

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North Middlesex Referees Society

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NMRS has teamed up with the web site www.buy.at to offer its members the same offers you will find on your usual retailers web-site, together with other special offers only available via this route. At the same time, you will also benefit the Society, as each of the retailers will provide a small contribution to our funds.

The number of retailers is far too great to list all of them here, but they include the following **Amazon; CD-Wow; dvd.co.uk; hmv.co.uk** – some of the largest on-line retailers for a great choice of books; CD's; and DVD's.

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Cartridge People; Novatech; and printerinks.com – for all your PC and Printer accessories.

Game - first place for games. Buy games from the UK's largest game retailer.

John Lewis; Littlewoods; and Marks and Spencer– some of the big names from the high street.

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Ryman – for all your office stationery.

Sixt and Hertz – for your car rental needs.

Thorntons – for those that like a little chocolate.

As mentioned above, these are just a few of the retailers offering to support us at no extra cost to yourself – in fact you could benefit by further discounts and free delivery.

Check out the full range of retailers at www.buy.at/nmrs when you are doing your Christmas Shopping; no all your shopping, and help NMRS along the way.

Gary Cobden
Honorary Treasurer



Your Game Your Say

The FA is currently developing a new National Game Plan, to govern every area of football below the Football League. It's about improving YOUR game and they want you to have Your say.

If you want your say, visit www.TheFA.com/YourGameYourSay from 9th October to help shape the future of your game. If you have not got Internet access please call 020 7745 4545 and request a postal questionnaire.

Futsal

The FA are to use the AFA (Amateur Football Alliance) as a pilot for two Futsal Referees Training Courses, in Cheshunt and Newham; for further details, contact the (AFA) office on 020 7359 3493

Both the above articles were extracted from the AFA Development News October 2006 – we have a number of AFA referees in the Society. Ed.



Taken from 'Frequently Asked Questions Concerning Child Protection and CRB' by Ian Blanchard – the Summer 2006 edition of 'Refereeing'.

Q. I never come into contact with children – I only referee in adult football?

I still referee on a Sunday morning and as an active referee I know that there are masses of U18s who play in open-age football. In fact one team in the league in which I officiate has a majority of players under 18.

Children in the eyes of the law are U18. There are often children present at football matches who might run the line for you, watch their mum or dad playing or in fact are young officials. Remember some 60 per cent of our new referees are aged under 18. There are significant numbers of young people linked to the adult game.

Q. I am a pillar of society – why can I not be exempt from CRB checks?

It is best practice to complete a CRB check. It is obvious from information in the media that child abuse has no boundaries. Operation Ore, the police investigation into child abuse on the Internet, identified offenders from all walks of life including social work, education and football.

A large number of the offenders I dealt with as a police officer were professionals in positions of power.

Currently, 14 per cent of cases handled by the FA are concerned with referees – these include people who seemingly, to all around them, were pillars of society. Some of them have committed the most serious offences against children, which draw a custodial sentence. In my mind this more than justifies The FA's decision that people under the jurisdiction of football, including referees, should complete a check.

Ian Blanchard is Head of National Referee Development at The Football Association.

Middlesex County Football Association County Cup Appointments

Premier Cup - Second Round

North Greenford United Res. v Ashford Town (Middlesex) Res.	Peter Smith [R]
Enfield Town Reserves v Bedfont Green Reserves	Peter Smith [R]
Enfield Town Reserves v Bedfont Green Reserves	Martin de la Fuente [AR]
Ruislip Manor Reserves v Harefield United Reserves	Steve Conway [AR]
Ruislip Manor Reserves v Harefield United Reserves	Ricky Deller [AR]

Sunday Intermediate Cup – Third Round

FC Kingsbury v Currans Irish Sporting Club	Richard Meikle [R]
Highgate Albion Reserves v Sunbury Athletic	Steven Reuter [R]

Sunday Junior Cup – Third Round

Enfield Rosaneri v N L O	John Noblemunn [R]
St Marys (Edmonton) v Indian Gymkhana (Sunday) Reserves	J George Grant [R]

Senior Challenge Cup – Second Round

Northwood v Enfield	Steve Conway [AR]
Edgware Town v Staines Town	Michael Mackey Jnr [R]
Edgware Town v Staines Town	Peter Smith [AR]
Potters Bar Town v Brook House	Nick Rider [AR]
Potters Bar Town v Brook House	Martin de la Fuente [AR]

Senior Charity Cup – Second Round

Northwood v Enfield	Steve Conway [AR]
Harrow Borough v Winners of Match 005 Sen Char Cup	Michael Mackey Jnr [R]
Wembley v Winners of Match 001 Sen Char Cup	Peter Smith [R]

Under 16 Harold Whiddon Cup - Fourth Round

Whetstone Wanderers Youth U16 'A' v Winners of Match 044 U16	Steve Wildgoose [R]
Gladstone Rngrs Yth U16 v Hampton & Richmond Boro Yth U16	Ricky Deller [R]

Under 15 Jimmy Dyson Cup - Fourth Round

Whetstone Wanderers Youth U15 'A' v Pinnacle Youth U15	Peter Jago [R]
Gladstone Rngrs Yth U16 v Hampton & Richmond Boro Yth U16	Ricky Deller [R]

Under 14 J N Smith Cup - Fourth Round

Ridgeway Rovers U14 v Yeading HEW U14 'A'	Joseph Gunter [R]
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Under 13 S R Dunn Cup - Fourth Round

Enfield Rangers U13 'A' v Winners of Match 065 U13	Barry Kyriacou [R]
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Amateur Football Association County Cup Appointments

Senior Cup – Second Round

Wood Green Old Boys F.C. (<i>First</i>) v Broomfield F.C. (<i>First</i>)	John Faithfull [R]
Mill Hill Village F.C. (<i>First</i>) v UCL Academicals F.C. (<i>First</i>)	Andrew Oughton [R]

Senior Cup – Third Round

Old Edmontonians F.C. (<i>First</i>) v Old Vaughanians F.C. (<i>First</i>)	David Williams [AR]
Weirside Rangers F.C. (<i>First</i>) v Bealonians F.C. (<i>First</i>)	John Faithfull [R]
Merton F.C. (<i>First</i>) v Old Salopians F.C. (<i>First</i>)	David Chapman [AR]

Intermediate Cup – Second Round

Mill Hill County Old Boys F.C. (<i>Res</i>) v Southgate Olympic F.C. (<i>Res</i>)	David Chapman [R]
Old Salvatorians F.C. (<i>Reserves</i>) v West Wickham F.C. (<i>Reserves</i>)	Les Kyprianou [R]

Intermediate Cup – Third Round

Old Salvatorians F.C. (<i>Reserves</i>) v Old Owens F.C. (<i>Reserves</i>)	David Chapman [R]
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Amateur Football Association County Cup Appointments (cont)

Junior Cup – First Round

Old Stationers F.C. (*Third*) v Mayfield Athletic F.C. (*Reserves*) David Chapman [R]

Junior Cup – Second Round

Parkfield F.C. (*Third*) v Old Buckwellians F.C. (*Third*) Mick Osborn [R]
Alexandra Park F.C. (*Third*) v Old Ignatians F.C. (*Third*) Les Kyprianou [R]

Junior Cup – Third Round

Parkfield F.C. (*Third*) v UCL Academicals F.C. (*Third*) David Chapman [R]

Minor Cup – Second Round

Old Minchendenians F.C. (*Fourth*) v Enfield Old Grams F.C. (*Fourth*) Les Kyprianou [R]

Intermediate Novets Cup – Second Round

Crouch End Vampires F.C. (*Sixth*) v Old Meadonians F.C. (*Sixth*) Les Kyprianou [R]

Closed Vets Cup – Second Round

Winchmore Hill F.C. (*Veterans A*) v Old Lyonian F.C. (*Veterans*) John Faithfull [R]

Open Vets Cup – Second Round

Port of London Authority F.C. (*Vets*) v Fairway Vets FC (*Vets*) John Faithfull [R]

North Middlesex Referees Society

present a

Quiz Night

on

Saturday 24 February 2007

at

Holtwhites Sports and Social Club

Kirkland Drive, Off Holtwhites Hill, Enfield, Middlesex

Commencing at 7:30pm Ticket £7.00 (including Buffet)

Peter Dace writes

National List Assessor and former Football League Linesman, Barry Firmin's talk entitled 'Perceptions' ie how we, and our actions as Referees, are perceived by others (most particularly Players, Coaches and Club Secretaries) is described more fully elsewhere by Lockie Bramzell. Barry's talk was illustrated by a video made during an Oxford United game refereed by Joe Ross (and shown with his permission). There were many good talking points of poor challenges and how they were dealt with by the Referee, twice with reference to his Linesman. Barry always invited group participation and lively debate was a feature of the presentation. Excellent!



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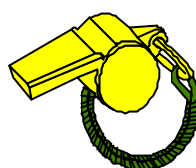
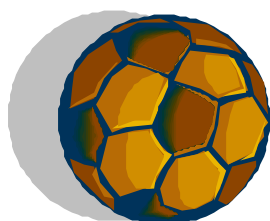
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Quiz Night

The Society will be holding a Quiz Night in the New Year – see elsewhere in the Normidian for details. Teams consist of six players; do not worry if you cannot make up a full team, as we anticipate there will be others in the same predicament, and we will put people together in order to make up the numbers. Tickets are priced at £7.00 per person, and are available now. To book your tickets, please contact either

Gary Cobden - telephone 01992 469153; e-mail treasurer@northmiddlesexreferees.org.uk

or

Robin Jagot - telephone 01707 651461; e-mail secretary@northmiddlesexreferees.org.uk



NORTH MIDDLESEX REFEREES SOCIETY

Apologies: As per Society Handbook

Chairman's Welcome: The Chairman welcomed members and our Guest Speaker, Barry Firmin to the meeting.

Minutes of the last Society Meeting: The minutes of the last Society meeting held on September 21st, 2006 were read as a true record.

Matters Arising: There were no matters arising:

Secretary's Report: The Secretary reported the latest position of the Society with The Referees Association, and Middlesex R.A. and that no further progress has been made.

A decision was taken to try and hold a Quiz Evening in the New Year, and a date has been arranged for Saturday February 24th, 2007 to be held at the Holtwhites Sports Centre starting at 7.30pm. It was suggested tables of six and a buffet (e.g. ploughman's) would be included in the cost. Tickets can be obtained from the Treasurer and Secretary to those interested.

The latest membership figures stood at: **Full – 140 Associate: 3** which is well down on last year's figure.

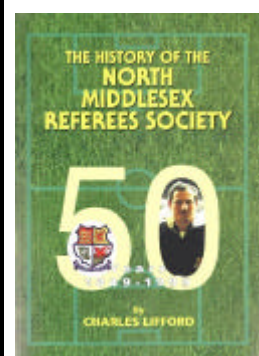
Any Other Business: Lockie Bramzell informed members that the London Football Association would be holding a "**FAMOA Evening**" on Thursday February 1st, 2007 at 7.30pm to be held at the **Emirates Stadium**, home of Arsenal FC and that members from our Society would be most welcome. Tickets would be on a first come first served basis.

A ten-minute break was taken and our guest Speaker, Barry Firmin was introduced by John Metselaar, and given a warm welcome.

The Society's next meeting will be held on January 18th, 2007 and our Guest Speaker will be the new Head of Refereeing from the Football Association Ian Blanchard. We do urge members and friends to attend this meeting as Ian's main task is dealing with the "Grass Roots" and the development of Referees from qualification to Level 4.

I regret to say that the November attendance was quite low as not only did we have a first class speaker, but also the Society has an excellent venue central to the membership. It's down to you! Please make the effort!

Chairman:



50th Anniversary Book

In 1999, the Society celebrated its 50th Anniversary. To celebrate this, the Society published a book charting its history over the years including profiles; facts; and photographs. The book was written and compiled for the Society by Charles Lifford.

If you would like to purchase a copy of this book - **NORTH MIDDLESEX REFEREES SOCIETY - A CELEBRATION OF 50 YEARS FOOTBALL** - contact **Society Treasurer, Gary Cobden**, on 01992 469153 or by e-mail – treasurer@northmiddlesexreferees.org.uk



The Referees' Association of England

News Digest

November 2006

From the desk

This edition has been timed to coincide with the 2006 election for RAE Board members. ABSs receiving this newsletter will have the result announcement.

RA Conference 2007

The Conference will be held at the Hilton Hotel, Warwick again. It was hailed as great success by those who attended the 2006 event there.

The feedback will be worked on and those things that can be improved upon will be.

The programme for June 8 and 9 2007 will be sent out to all Societies early in the New Year.

Subscriptions 2006/7

I will repeat a paragraph from the last newsletter:

Why is it so many Societies have registered few or even no members yet? Without names and monies being remitted to Coventry, former members ARE NOT INSURED. They will not be covered until such time as we have their details.

The membership year commences on 1 April and surely it is not unreasonable to expect a faster rate of re-registration than we have been experiencing.

I know we are all volunteers with busy work and family lives as well as other interests outside football but please can ABS officers spare a little more time to chase up subscriptions and forward them on to Coventry sooner?

Grand Draw 2007

Well done and many thanks to those who supported us this year. The net proceeds reached £6000 for the RA and have been invested in the new website - see below.

Some £17,000 was also returned to ABSs as their 50% cashback for selling tickets in 2006. Shouldn't yours join in the 2007 Bonanza???

Tickets for the 2007 Draw are printed ready for distribution and will be sent out via the County RA reps at the meetings in early December.

The 2006 Board election

In the first annual election to be held by the RAE under its Constitution, **John Harden** and **John Starkey**, who this year retire in rotation, were re-elected with very significant votes for them, expressing confidence in their work over the past three years.

Ian Davies from Chester joins the Board for the first time. Ian at 45, will be the youngest member of the Board. He comes from Chester and already serves as both his Branch Secretary and County RA Secretary. Obviously a busy man, he will now be even busier! He replaces Sid Harrison.

Commenting on the result, **Alan Poulain**, the RAE chairman paid a warm tribute to the hard work of Sid, who stands down voluntarily from the Board at the end of the year. *"He has worked tirelessly over the past three years for us and before that as the Divisional Secretary for the South in the 'old' RA. His particular strengths have been as a master of the detail and in pursuing honesty and fairness, which always guided our meetings."*

Alan welcomed Ian to the Board and confirmed the re-election of the two Johns in personal phone calls to them on Friday 17th. He also called to commiserate with the unlucky candidates and thanked them for putting themselves forward, expressing the hope that they will reconsider a nomination in future years.

RA Website

It went live on 1 November and has been welcomed by all surfers as a significant improvement.

We now have the facility for members to read and download standard documentation such as rules, nomination and application forms, which was barely possible before. These pages are gradually being populated and a full range of documentation will be available soon.

The Discussion Board has been relaunched. It was plagued with idiots from time-to-time who post malicious or obscene items that have necessitated constant surveillance. The new Discussion Board has improved security.

Members and non-members can apply for registration and through that filter we shall be able to manage the postings, eliminating disruptive idiots.

Surf to www.footballreferee.org

RA Supplies

The 2006-7 brochure is now available from the office. Email or freephone 0800 328 9474 for your copy or look us up on the web at

www.RAshop.co.uk

that runs independently of the main RA website for security reasons.

Most important - all members can still buy direct post-free, this can show significant savings.

5% and 10% discounts are offered on ABS bulk orders for retailing to members at list prices. Another opportunity to raise funding for your Society. For large 'special' orders, we can negotiate even better deals.

Some ABSs do buy considerable quantities from us and many ABSs run a 'kit' business but too few order supplies from the RA. They get things from people who are our competitors. **Please support your own Association.**

Giftware Catalogue

Another reminder that we have our supplementary catalogue of gift and presentation items - trophies, certificates etc. The range is comprehensive but we can also source 'specials'.

The customised presentation certificates that come complete with recipients' names in script have already proved popular. Certificates can be produced to order for Societies and County RAs to commemorate achievements and as service awards. If you can provide high quality electronic artwork for crests and badges, we can design a certificate around it.

The RAE tie

AT LAST!!!! The new tie will be Sid Harrison's everlasting legacy. He has worked tirelessly to get this off the ground, battling inefficient suppliers and finally getting a consensus on the colouring and design.



You will recall that we showed some possible designs to the round of County RA delegates' meetings last year. While no clear favourite emerged then, we were given a strong steer towards a broad striped tie with the Association motif boldly featured.

The official tie will be in the dark blue and saxe blue taken from our logo, picked out with fine red and white stripes. Available in the new year from *RAshop*, it will be priced at £8.00 inc P&P.

FA votes for change

At the last Council meeting the members voted to adopt the principles of Lord Burns' proposals to modernise.

The FA Board had endorsed the recommendations for change some months ago but it was the Council that, under the current constitution, has the final word on virtually everything, needed to embrace the revolution if it was ever to happen.

In principle, Burns says:

- Move to a sleeker management system to improve and speed up decision-making
- Give the 'professionals' in the FA more executive power
- Reform an Executive Board made up of a dozen people equally representing the professional and non-professional games with the Chief Executive, currently Brian Barwick, having both a place and a vote.
- Appoint an FA Board chairman as a part-time independent (paid) from outside the game.
- Replace the current FA Council (that mainly comprises representatives from the County FAs and other organisers of football) as the ultimate decision-making with a new 'Council' made up of a wider ranging set of interests.
- The new 'Council' will be advisory and have a number of 'special interest' sub-committees.
- As well as representatives from County FAs, the new advisory body will have delegates appointed by football supporters, women's football etc., **AND REFEREES.**

So, subject only to the FA shareholders endorsing in a few weeks' time the decisions the FA Board and the FA council have already made, referees will have the stronger voice they have been seeking for many years.

While nothing can be taken for granted, all the signs are that this will come to pass next year.

The trickiest hurdle in this process was getting the FA Council to agree to hand over the power they have held since the FA was formed.

We understand the debate was lengthy and complex but we must salute their courage in giving up much of the personal power and status they have enjoyed.

The new magazine

We do hope you enjoyed the first edition of *Refereeing*. This was put together, mainly at the expense of the FA, by a joint RAE/FA editorial team on behalf of the RA and FA.

As a reminder, the FA agreed that we should still make it available free to our members in the Associations in Wales and Northern Ireland, hence it carries the RA, not RAE logo. It is a commercial venture and rightly sits under the RA banner that represents our commercial interests.

The FA have professional production resources far in excess of anything we could muster or afford and we must be grateful to them for devoting so much expense to this.

While there are some restrictions we have to live with - no blatant advertising, for instance - the FA are quite relaxed about us using 'advertorial' as a means of recruitment into the RAE.

The FA clearly see us and them both benefiting from increased RAE membership and there will be new initiatives on recruitment being pursued jointly in coming months.

For members, the big advance is a quality magazine that is not only FREE & DELIVERED TO THEIR DOOR but that costs the RAE next to nothing to produce. This financial year, running down the 'old' *Refereeing Today* magazine will have cost the RA another considerable amount in subsidies, purely because so few members subscribed.

We think the new venture is a massive step forward.

This newsletter is edited by Len Randall for the RAE. Electronic versions may be requested by email to:

len@lenrandall.co.uk formatted in Word or as a pdf for faster downloading.

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