



**DISTRICT VII**

**YOUTH REFEREE  
COORDINATOR'S MANUAL**

## REFEREE COORDINATOR' S MANUAL

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## YOUTH LEAGUE REFEREE COORDINATOR'S MANUAL

### I. District 7 Referee Administrators

#### **District Referee Administrator (DRA)**

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Fresno, CA 93710  
(559) 299-5411  
[clayton.walker@comcast.net](mailto:clayton.walker@comcast.net)

#### **District Director of Assessment (DDA)**

Hunter Arakawa  
705 E. Magill  
Fresno, CA 93710  
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#### **District Director of Instruction (DDI)**

Albert Abrahamian  
3051 E. Gilbert  
Fresno, CA 93721  
(559) 233-1061

#### **District Youth Referee Administrator (DYRA)**

Currently Vacant

The top 3 listed persons above are appointed by their respective state administrators (Dave Jones, State Referee Administrator; Fernando Alvarez, State Director of Assessment; and Abraham Ramirez, State Director of Instruction) and are District Administrators of the California North Referee Association (CNRA).

The DYRA is appointed by the District 7 Youth Commissioner and works closely with the other District Referee Administrators as well as Tom Starr, State Youth Referee Administrator (SYRA).

## II. Reasons Why There Should Be Licensed Referees

Why should there be licensed referees?

- USSF by-laws clearly state that only licensed USSF referees **shall** be used by USSF affiliated leagues. In northern California, affiliated leagues belong to either CYSA-N or CSAN, the youth and amateur state organizations respectively.
- Officials of games need to be protected with the liability insurance offered by the USSF. (USSF licensed referees that referee CYSA-N games are also covered with secondary medical insurance.) Should an incident happen and unlicensed referees are used, the particular league and its administrators will be responsible.
- A referee, as an official, owes it to the game and to the players to be current with the Laws of the Game.
- The uniform of a referee should be professional with a current badge for the year in which they officiate.
- If not licensed, it is questionable if there will be disciplinary action taken against a person who assaults a referee.

### III. United States Soccer Federation (USSF) Referee Courses (Clinics)

There are 2 types of referee courses offered. They are:

- Entry Level Course-Successfully completion of this 16-19 hour course certifies the individual to be a referee (Grade 8). This is the most common course offered.
- In-service or Refresher Course-This course is designed to increase the knowledge of currently registered referees. It meets the requirement for maintaining or upgrading of referee grades.

#### Referee Grades

- Referee (Grade 8) - The most common grade. Should officiate games based on age and experience.
- Referee (Grade 7) - Requires experience, passing of 1 assessment as a referee in a U19 or higher level game, yearly in-service training, passing of yearly written and physical fitness exams.
- Referee (State Grades 6/5) - Requires experience, yearly in-service training, annual assessments, and yearly written and fitness exams.
- National Referee (Grades 4/3).
- International Assistant Referee/Referee (Grades 2/1).
- There are 2 other referee grades (Referee - Grade 9 and Assistant Referee - Grade 12), but neither are offered in Cal-N.

#### IV. Referee Course Application Procedure

Complete a Referee Course Application (can be picked up D7 Office). Application is to be returned to D7 Office and logged in. DRA is notified; picks up the application and hand delivers it to the DDI. The DDI schedules clinics based on requested dates **AND** availability of instructors. When date is approved, the DRA is notified, who in turn notifies the District Office. Information regarding course(s) will be entered on the referee link on [www.cysadistrict7.org](http://www.cysadistrict7.org) as well as D7 link of [www.cnra.net](http://www.cnra.net).

- Applications are available at the D7 Office.
- \$275 fee per class. **CHECK MADE OUT TO CCSOA** (Central California Soccer Official's Association).
- Although there is no longer a minimum number of candidates to schedule a class, Leagues are encouraged to have a minimum of 15 referee candidates.
- Maximum of 35-40 candidates.
- \$50 per referee that participates in the class.
- League must provide location, TV, VCR, overhead projector. A league official **MUST** attend all classes.
- Clinics should be scheduled at a minimum of 1 month in advance.
- All clinics should be scheduled and held before **SEPTEMBER 1**.

League coordinators that cancel or request postponement of clinics prior to their scheduled date will not forfeit the \$275 fee. If the clinic is cancelled after the arrival of the instructor, the fee will be forfeited.

## V. Proper Referee Uniforms

- Yellow referee shirt with black pin stripes. Alternate referee shirts are black with white pin stripes, red with black pin stripes, blue with black pin stripes or green with black pin stripes. (Alternate shirts are to be worn ONLY when the yellow shirt conflicts with a team's or goalkeeper's color. (There is no order in which to wear an alternate shirt.)
- Black **referee shorts**. Player's shorts or other black shorts are unacceptable.
- Black referee socks (3 white stripes at the top); or black referee socks with the USSF logo. The referee team must be wearing the same style of socks.
- Primarily black shoes.

Uniforms should be worn properly (e.g. shirts tucked into shorts, shorts must be worn at the waist and socks pulled up to proper position.) Shoes should be shined prior to the weekend games, and if time allows before any game. Hats are not part of the uniform, therefore should not be worn. Referees are to wear no jewelry other than the required watch or time piece. Sun glasses are not to be worn (prescription photo-lenses are acceptable.) When not officiating, they should remove the uniform or cover by wearing sweats.

Sweats are not to be worn during the officiating of matches. It is imperative that referee teams' match (i.e. the entire team wears short sleeve shirts or long sleeve shirts of the same color). Again, sweats should not be worn under short sleeve shirts.

All Youth League Coordinators must enforce the above rules. Not doing so only makes for additional problems if and when they move up to referee in the District Playing Leagues.

**Referee Administration has been instructed by the SYRA to remove from a match any referee(s) not in proper uniform. The expectation is that league referee coordinators will do the same.**

Remember the motto: **DRESS FOR SUCCESS...** it does work!

## VI. Referee Publications

Each referee should have the following publications (the 1<sup>st</sup> three are given to each referee upon successfully passing the Entry Level Clinic):

- USSF Laws of the Game (2009 Edition).
- USSF Guide to Procedures for Referees, Assistant Referees and Fourth Officials.
- USSF Referee Administrative Handbook.
- Advice to Referees on the Laws of the Game (This book can be purchased at the USSF office or downloaded from the internet.)

Other required weekly readings should include the "US Soccer Referee Week in Review". "The Week in Review" is published weekly during the MLS season and is posted under the Referee Program link on [www.ussoccer.com](http://www.ussoccer.com). The "weekly" advises a referee on errors made on weekly games and how to correct the errors.

Advise your referees to review all of the above listed items. Good referees review them prior to each game day.

## VII. Internet Sites

The following internet sites can assist you and your referees with referee information:

- [www.cysadistrict7.org](http://www.cysadistrict7.org) (Go to the referee link).
- [www.cnra.net](http://www.cnra.net) (The official website for the California North Referee Association.)
- [www.cysanorth.org](http://www.cysanorth.org) (Go to the referee link.) (This link is not always kept current.)
- [www.usasoccer.com](http://www.usasoccer.com) (Go the referee links.) (It has a good Q&A section as well as current educational information.)
- [www.fifa.com](http://www.fifa.com) (Go to the referee link.) (The Q&A section is an addendum of the FIFA Laws of the Game.)
- [www.asktheref.com](http://www.asktheref.com) (An unofficial referee site.)

#### VIII. Current Referee Lists

CNRA periodically emails the DRA with an attached listing of all currently registered referees residing in D7. This listing is shared with the District Office. CNRA sends the lists in EXCEL. With EXCEL (data/filter), the list can be sorted by zip code or cities.

Any Youth League Coordinator may request a copy of the listing from the D7 Office, DYRA or the DRA.

Proper utilization of the listing allows the League Referee Coordinator to compare the current year's referee listing with a previous year's listing.

## IX. Current Registration

After submitting their USSF registrations, if a referee has not received their badge etc. within 4 weeks, they should contact the USSF:

Status of Registration:

E-Mail:

Use only when your check for registration fees has been cashed by CNRA if submitted by USPS or when credit card is billed after the referee has renewed online.

Manager of Registration:  
Steven Murry  
[smurry@ussoccer.org](mailto:smurry@ussoccer.org)

If the referee has reregistered online, they will need to have their confirmation number when they contact USSF.

If the referee registers through USPS, they should contact USSF at least 4 weeks after their check/money order has cleared. The referee will need to provide their name, SSN, Referee Registration number if known, and inform USSF that they are registered in Region IV, and state affiliation is California-North.

Although the referee license is for a good for the issued calendar year, registration periods run from July 1 through June 30 beginning with 2003.

Registration notifications should be mailed by USSF in late summer/early autumn. Should a referee desire to register by USPS, the registration form can be downloaded from [www.cnra.net](http://www.cnra.net).

**REMINDER:** the preferred way to re-register is to do it online. Again see [www.cnra.net](http://www.cnra.net) and follow the instructions. **If currently registered, do not attempt to renew for a coming year until you are notified to do so by USSF.**

X. Referees Not Registered In The Previous Year(s)

Any referee who was not registered with the U.S. Soccer Federation the previous year may be certified at the grade they previously held after taking and passing the written qualifying examination as well as fitness test and assessments (if required). This applies only to referees who were previously certified and registered with the Federation.

Grade 8 referees who miss 2 consecutive years of registration can be re-registered as a grade 8 after completing a Referee-Recertification clinic or an Entry Level clinic.

XI. Diagonal System of Control (DSC)

Recommended:

- 1 Referee and 2 Assistant Referees.
- 1 Referee and 1 AR and 1 club linesman.
- 1 Referee and 2 club linesman.

For training purposes, it is recommended that all U8 games be officiated by 1 referee (the field is small enough and the game short enough that it shouldn't bother any official). It is further recommended that all U10 games be officiated with a referee and 2 club linesmen (The purpose for doing this is to get the young referee used to making decisions, using the whistle, and running the length of the field.)

My personal opinion is that all games of U14 and under would be officiated with 1 referee and 2 club linesmen for the same reason as above.

**Please do not use the Dual System (2-man system). It is not recognized by USSF, develops lazy referees and per USSF, referees who use the Dual System are not covered by the liability insurance.**

XII. Development and Guidance (D&Gs)/Assessments

The referee program offers programs to develop and guide and/or assess referees. The only requirement is that the referees use the Diagonal Center System (DCS) (e.g. 3 person system with referee and 2 assistant referees.)

D&Gs provide instant feedback to referees for the purpose of improving their officiating. There is no charge for D&Gs.

Assessments are a more formal exercise and are for experienced referees. These are used for improvement as well as for upgrading purposes. There is a charge for assessments.

All D&Gs and assessments assignments are coordinated through the DDA.

League coordinators are entrusted with the development of their referees. This program will assist in meeting their goals.

### XIII. DYRA Monthly Reports and "The Game Card"

At every monthly District Board of Directors meeting, the DYRA submits a written "DYRA Report". The purpose of this "report" is to keep the league coordinators and their referees informed. Although the report is given to the league representative, the referee coordinator must make sure that the report is given to them.

The purpose of the newsletter "The Game Card" is to keep the referees who are assigned games in the Harold S. Young/Don Hawkins Playing Leagues informed. Referees are encouraged to read the "newsletter" and apply the information, as it will make the job of administrators, assignors and referees, hopefully easier. "The Game Card" is published during the D7 Playing League season on a monthly basis and is included with the referees' compensation for games.

Both of these items are filed on the referee link of the D7 website.

It is suggested that each league make copies, and distribute "The Game Card" to their referees. If the information is applicable to the PP, it certainly is applicable in the house leagues.

#### XIV. Disciplining of Referees

##### **LEAGUE OFFICIALS ARE NOT TO DISCIPLINE A REFEREE.**

There are occasional times when a referee may need to be disciplined for actions that violate one of the tenets of the Referee Code of Conduct (see below).

Referees are not the exclusive property or employee of any particular youth league.

As all registered referees are USSF referees, only the District Referee Committee may administer discipline.

##### Code of Ethics for Referees

- (1) I will always maintain the utmost respect for the game of soccer.
- (2) I will conduct myself honorably at all times and maintain the dignity of my position.
- (3) I will always honor an assignment or any other contractual obligation.
- (4) I will attend training meetings and clinics so as to know the Laws of the Game, their proper interpretation and their application.
- (5) I will always strive to achieve maximum team work with my fellow officials.
- (6) I will be loyal to my fellow officials and never knowingly promote criticism of them.
- (7) I will be in good physical condition.
- (8) I will control the players effectively by being courteous and considerate without sacrificing fairness.
- (9) I will do my utmost to assist my fellow officials to better themselves and their work.
- (10) I will not make statements about any games except to clarify an interpretation of the Laws of the Game.
- (11) I will not discriminate against nor take undue advantage of any individual group on the basis of race, color, religion, sex or national origin.
- (12) I consider it a privilege to be a part of the United States Soccer Federation and my actions will reflect credit upon that organization and its affiliates.

XV. Referee Coordinator's Duties

For new coordinators, included are the duties of a Youth League Referee Coordinator. There are probably more duties that you are aware of or were told.

# Referee Coordinator's Duties

- 1. Work with District Referee Administrator (DRA)**
  - a. Distribute relevant information concerning officiating to league referees.
  - b. Periodically meet with the DRA.
  - c. The DRA will be accessible to the referee coordinators.
  
- 2. Recruiting Referees**
  - a. Recruit referees for individual leagues. Make sure **all** are USSF registered.
  - b. Work with league leadership to help the league and district address significant referee shortages.
  
- 3. Training**
  - a. Maintain a procedure for requesting and providing entry-level referee training clinics.
  - b. Inform leagues of their responsibility in hosting entry-level clinics, including provisions for the leagues to give notice of the clinics, furnish appropriate facilities and equipment and provide on-site administrative support to the instructors.
  - c. Schedule a league sponsored in-service training (5-hour) clinic.
  - d. Make sure that **all referees are dressed in PROPER UNIFORM.**
  
- 4. Assessments/Development and Guidance**
  - a. Develop a program where all league referees get feedback on their performances or officiating abilities.
  - b. Objective is to monitor and improve the quality of officiating.
  - c. Provide an opportunity for growth and advancement of referees.
  
- 5. Assignments**
  - a. Advise assignors of each referee's ability to officiate at appropriate age levels.
  - b. Identify referees in your youth league for advancement to higher levels of officiating (i.e. Don Hawkins and Harold S Young Playing Programs).
  
- 6. Youth Referees**
  - a. Develop a program for the recruitment, training, retention and promotion of young referees.
  - b. Develop a program to identify and recognize a youth(s) referee of the year.

XVI. Referee Assault vs. Abuse

Referee Assault is an intentional act of physical violence at or upon a referee.

For purposes of this policy, "intentional act" shall mean an act the person did for the purpose of causing a result, not just that the person did an act. Unintended consequences of an act are irrelevant.

**Referee Assault** includes, but is not limited to the following acts committed upon a referee: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a referee; head butting; the act of kicking or throwing any object at a referee that could inflict injury; damaging the referee's uniform or personal property, i.e. motor vehicle, equipment, etc.

**Referee Abuse** is a verbal statement or physical act not resulting in bodily contact, which implies or threatens physical harm to a referee or the referee's property equipment.

Abuse includes, but is not limited to the following acts committed upon a referee: using foul or abusive language toward a referee; spewing any beverage on a referee's personal property; spitting at (but not on) the referee; or verbally threatening a referee.

Verbal threats are remarks that carry the implied or direct threat of physical harm. Such remarks as "I'll get you after the game" or "You won't get out of here in one piece," shall be deemed referee abuse.

If a referee is assaulted or abused they must file (no later than 48 hours unless there is a valid reason for later reporting). The report will be sent to the Chairman of CYSA-N, the SYRA, the District 7 Commissioner and the DRA. **(Assaults on and Abuse of referees are not local matters).**

If it is an assault, the referee is also encouraged to file a criminal report with the local law enforcement.

Referees, when either assaulted or abused, need to follow through on filing complaints.

## XVII. Coaches---Sent Off (Red Cards)

Players, team officials and parents need to be reminded that referees are not always correct in each and every decision, but overall they are inherently fair and do not deserve to be publicly humiliated by those who cannot control their temper. If a coach or parent is upset with the caliber of officiating, there **ARE** ways to deal with it without being abusive.

Emotional outbursts are part of human nature, but if we, as adults, cannot control our actions, what example do we set for our youth.

With the above in mind, the following is the proper procedure for coaches Sent-Off (red carded) because of their actions during or after a game.

Coaching from the sidelines (giving direction to one's team on points of strategy and position) is permitted provided:

- No mechanical devices are used.
- Tone of voice must be informative and not harangue.
- No coach shall make derogatory remarks, gestures to referees, players or spectators.
- No coach shall use profanity.
- Coaches shall not incite or show any disruptive behavior of any kind.

PENALTIES FOR THE PRECEDING ARE REJECTION FROM THE GAME AND DISCIPLINARY ACTION WILL BE TAKEN BY THE DISCIPLINARY COMMITTEE OF THE YOUTH LEAGUE OR PLAYING LEAGUE.

FIFA/USSF/CYSA-N laws do not allow for a yellow or red card to be physically shown to team officials, (Parents or fans cannot be "yellow carded" or "red carded". BUT, coaches are responsible for their sidelines and can be "carded" for their parents/fans behavior).

Send-offs of team officials/players/substitutes may occur prior, during, after games, or until the referee(s) have left the area.

The referee should only take action against coaches or other team officials for *irresponsible behavior* or for *actions that bring the game into disrepute*. (These are the only acceptable reasons to send-off a coach or team official.)

When sent-off, the team official that has been ejected must leave the field and immediate area per FIFA, USSF and CYSA-N. (This means out of sight and hearing.) If the team official refuses to leave, the referee **MUST** abandon the game. A player (in youth games) that has been ejected should remain in the coaching area after being ejected. If the team official has been ejected, and there is no other

team official on the sideline with a USYSA Coaches Pass for **THAT TEAM**, the referee **MUST** abandon the game.

When a team official is sent-off, the referee must retain that official's USYSA Coaches Pass, complete a **Referee's Send-Off Report** (24-Hour Report), and submit both along with the game card within 24 hours to the proper league or playing league official for disciplinary action.

CYSA-N has minimum penalties that must be applied to team personnel and players. Penalties may be increased according to the gravity of the infringements and the reasons for such increases shall be documented on the Send-Off Reports or on an accompanying document by the Disciplinary Committee.

Team Officials sent-off the field of play for infringement of the "Laws of the Game" **SHALL** have 2 games added to the suspension that would normally be levied against a player for a similar infringement.

At the time the discipline is imposed, unless it specifies that the coach cannot be in the area of the game at all, the suspended team official can attend regularly scheduled competitions, but cannot engage in coaching of any kind no matter where from. It will be assumed that a person standing in the coaching area or near the coaches is coaching, as there is no other reason for them to be there. Referees shall have no interest in listening to someone arguing what they did or did not say.

It is encouraged that Youth Leagues assign a league representative to attend any game in which a suspended team official may appear. In most instances, the referee assigned to that game would not know if the person on the sideline were a "vocal parent" or a "suspended" coach. Any comments from a suspended team official during a game can be construed as coaching and as such, a violation of the suspension. By having a league official at the site, league discipline will be protected.

Send-offs of team officials that occur during tournaments work the same way, except the tournament will have a disciplinary committee to determine the penalties for the send-off.

All team officials should be reminded that "Referee Abuse" is a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to a referee or the referee's equipment or property.

Abuse includes, but is not limited to the following acts committed upon a referee:

- Using foul or abusive language.
- Spewing any beverage on a referee's property.
- Verbally threatening a referee.

If a referee considers the "abuse" serious, they can file a written report with CYSA-N within 48-hours of the act. Copies of the report should also be sent to the District Commissioner and DRA.

"Referee Assault" is an intentional act of physical violence at or upon a referee or referee's property.

An "assault" requires a written report to be filed within 48-hours of the act. Copies of the report should also be sent to both the District Commissioner and the DRA. A referee who has been assaulted is encouraged to file a complaint with local law enforcement as well.

### XVIII. Sample Question & Answers from the Different Web Sites

From [www.usasoccer.com](http://www.usasoccer.com)

- Q. What do I do if I have already restarted the game when I realize I sent off the wrong player?
- A. Apologize to the player and explain to the coach that you cannot change it now, but will put everything in your game report. And then do it. We do not want to hurt players or their teams.
- Q. I made a mistake on a red card; may I change my mind?
- A. No. If you have not yet restarted play after you have made a decision, you can change it, but once play starts again, you cannot go back and change a decision.

From [www.fifa.com](http://www.fifa.com)

- Q. If a referee is struck in the face by the ball, which then enters the goal while he is temporarily incapacitated, should a goal be allowed although he has not seen it scored?
- A. Yes, but only if, in the opinion of the assistant referees, the goal was properly scored.
- Q. During a match, an object thrown by a spectator hits the referee or one of the assistant referees or a player. Play is stopped for this person to receive medical attention. May the referee continue the match?
- A. Depending on the severity of the incident, the referee may allow the match to continue, suspend play or abandon the match. He must report the incident(s) to the appropriate authorities.

From [www.asktheref.com](http://www.asktheref.com)

- Q. A player takes a shot and is denied by a defender's hand-ball inside the box. Ball rebounds immediately to shooter and he scores before the official can get mouth to whistle. Play advantage and award a goal? Or award a PK?
- A. Jim, let's hope we have not whistled and taken away a goal. We really would rather play advantage and allow the goal to stand. If we stop play we have just said that there has been a goal denied by

deliberately handing the ball.

This is an offense for which we must order off a player because the ball was obviously going in and he did stop it from doing so. We acknowledge this fact by stopping play and awarding a penalty kick.

I think the better of the two is the goal. Not only that I might want to do something else to the player who handled the ball. A very stern talking to or a caution come to mind as options.

Another thing that must be remembered is the age of the players and how most that age practice. They always use their hands in practice and they see the coach doing the same thing so it's not too surprising the ball may be intentionally handled as a reflex action because of their muscle memory.

**XIX. POLICY: Non-Harassment**

**JUNE 6, 2005**

**COVERAGE**

This Policy applies to all U.S. Soccer Federation employees and extends to all of our operations. This policy also applies to conduct by any subcontractor, supplier, customer or third party and their employees in their dealings with U.S. Soccer Federation employees.

**NON-HARASSMENT POLICY**

U.S. Soccer Federation is committed to maintaining a work environment that is free from all forms of discrimination, including harassment, on the basis of any legally protected status. Accordingly, U.S. Soccer Federation does not permit any form of harassment, unlawful discrimination or intimidation against its employees by anyone, including managers, supervisors, co-workers, executives, directors, officers, other employees, vendors, clients, customers or third parties based upon protected status. Protected status includes race, color, age, religion, marital status, sex, ancestry, national origin, citizenship, veteran's status, pregnancy, disability, sexual orientation, protected activity, or any other characteristic protected by federal, state or local law. The Policy also prohibits harassment on the basis of the protected status of an individual's relatives, friends or associates.

Any violation of this Policy by an employee may subject the employee to disciplinary action. Appropriate action also will be taken against any subcontractor, supplier, or customer found in violation of this Policy. This Policy is consistent with U.S. Soccer Federation's commitment to equal employment opportunity.

**PROHIBITED CONDUCT: HARASSMENT AND SEXUAL HARASSMENT**

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as race, color, age, religion, marital status, sex, ancestry, national origin, citizenship, veteran's status, pregnancy, disability, sexual orientation, protected activity, or any other characteristic protected by federal, state or local law. U.S. Soccer Federation will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual's work performance, or safety, or that creates an intimidating, hostile, or offensive working environment.

Among the types of conduct prohibited by this Policy are epithets, slurs, negative stereotyping or intimidating acts based on an individual's protected status and the circulation or posting of written or graphic materials that show hostility toward an individual because of his or her protected status. Prohibited conduct can also include jokes, kidding, or teasing about another person's protected status. While

harassing conduct is unlawful only if it affects tangible job benefits and or interferes unreasonably with work performance, or creates an abusive or hostile work environment, this Policy forbids harassing conduct even when it does not rise to the level of a violation of law.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment, or
- 2) submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that individual, or
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may involve individuals of the same or different gender. Sexual harassment often is associated with those situations in which a power differential exists between the persons involved. But it by no means is limited to those situations. It may also occur between individuals of any employment status.

Examples of conduct which may constitute sexual harassment and are prohibited by this Policy include, but are not limited to:

- unnecessary touching, patting, hugging, pinching, or brushing against a person's body;
- staring, ogling, leering, or whistling at a person;
- continued or repeated verbal abuse of a sexual nature;
- sexually explicit statements, sexual flirtations, advances, propositions, subtle pressure for sexual activity, comments, questions, jokes, or anecdotes;
- graphic or degrading comments about a person's clothing, body or sexual activity;
- sexually suggestive objects, cartoons, posters, calendars, or pictures in the workplace;
- suggestive or obscene letters, notes or invitations;
- harassing use of electronic mail, electronic or instant messaging, or telephone communication systems; or
- other physical or verbal conduct of a sexual nature.

U.S. Soccer Federation prohibits managers and supervisors from threatening or insinuating, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's wages, assigned duties, advancement, evaluation, shifts, career development, or any other condition of employment.

## RACIAL, RELIGIOUS OR NATIONAL ORIGIN HARASSMENT

Racial, religious, or national origin harassment deserves special mention as well, and is expressly prohibited by U.S. Soccer Federation. Racial, religious, or national origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner which would make a reasonable employee uncomfortable in the work environment or which would interfere with the employee's ability to perform the job. Examples of race, religious or national origin harassment may include, but are not limited to:

- jokes, which include reference to race, religion, or national origin;
- the display or use of objects or pictures which adversely reflect on a person's race, religion, or national origin; or
- use of language which is offensive due to a person's race, religion, or national origin.

## PROCEDURES FOR COMPLAINTS, INVESTIGATIONS AND CORRECTIVE ACTION

All employees are responsible to help assure that we avoid harassment. No one, not even the highest-ranking individual at U.S. Soccer Federation, is exempt from this Policy. U.S. Soccer Federation cannot act to eliminate harassment unless it has notice of the conduct. Furthermore, U.S. Soccer Federation employees are responsible to help assure that the work environment, on or off-premises, is free from harassment. All employees have an obligation to promptly report any and all allegedly harassing conduct they are the subject of, learn of, or witness. Our Policy provides for immediate notice of problems to the persons designated in this Policy so that we may address and resolve any problems before it can become a legal issue.

An employee must report the harassing conduct to either:

1. The person you report to (supervisor or manager);
2. Department Head;
3. The Human Resources Department; or
4. The Secretary General/CEO.

If the employee feels uncomfortable going to the Manager/Supervisor with the complaint, he/she must report the matter to any other member of management as designated above.

Every employee who reports harassment under this policy should make every effort to make that report directly to the Human Resources Department. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination.

All complaints and reports will be promptly investigated. All employees have an obligation to cooperate in any investigation of a complaint of harassment, including providing any and all information concerning such complaint of which any employee may have knowledge. Failure to do so may be a violation of this Policy. In determining whether an individual's alleged conduct constitutes a violation of the Policy, the investigator will impartially look at the totality of the circumstances, which includes the nature of the harassment and the context in which it is alleged.

If an investigation confirms that a violation of the Policy has occurred, U.S. Soccer Federation will take prompt corrective measures. These measures include, but are not limited to, an oral or written warning or reprimand, counseling, suspension, or discharge of the employee engaging in such misconduct. Such disciplinary actions will be noted in the employee's personnel file.

U.S. Soccer Federation's Non-Harassment Policy offers its employees greater protection from harassment than does the law. Consequently, employees who are found to have violated U.S. Soccer Federation's Non-Harassment Policy shall be subject to corrective action, discipline or termination, even in cases where applicable laws may not have been violated and without regard to whether the conduct constitutes a violation of law or this Policy.

An employee wishing to file a complaint outside the Federation may contact either the Equal Employment Opportunity Commission or the state fair employment agency in his or her state.

#### CONFIDENTIALITY

Complaints of harassment, investigation of complaints of harassment, and any corrective action taken in response will be kept confidential, except as disclosure is necessary to perform the Federation's investigation.

#### NO RETALIATION

U.S. Soccer Federation prohibits reprisal or retaliation against an employee for filing a good faith complaint of harassment or for supporting or assisting, in good faith, another employee in pursuing a complaint. Employees must report incidents of retaliation on the same basis as they are to report incidents of harassment. U.S. Soccer

Federation will not retaliate or discriminate against any employee for exercising any rights under this Policy. Retaliation is a violation of this Policy.

#### FALSE CLAIMS

Investigations of good faith claim may properly result in findings that include violations of the Policy, no violation of the Policy occurred or inconclusive findings.

However, any employee who intentionally falsely claims sexual harassment in order to retaliate against any other employee or third party will be subject to disciplinary action, up to and including discharge, consistent with this Policy.

#### CONTACT INFORMATION

U.S. Soccer Federation's main number to the Corporate Office is (312) 808-1300. Regular business hours are Monday-Friday 8 a.m. to 5 p.m. Central Standard Time.



XX. Referee Information and Medical Release Form

Referees ages 17 and under must have a Referee Information and Medical Release Form with them when ever they officiate without a parent or guardian present at the game site.

My recommendation is that the form be completed in duplicate (**hard signatures on both forms**). One form would be filed in a binder which would be with the coordinator assuming they are at the field when games are being played. The other form would be carried by the "youth" referee in his referee bag. This should ensure there is always a valid form with the referee at the game site.

The form need not be notarized unless the "youth referee" is officiating games outside the state jurisdiction (CAL/N).

Insert a copy of the Medical Release

## XXI. CYSA-N Referee's Send-Off Reports

Nobody likes paperwork. But when a team official is dismissed or a player is shown a red card and sent off, it is not only important that the paperwork is promptly and properly completed, it is **required**. It's part of the job of the referee.

The following information will be helpful to both beginning and experienced referees. One of the frustrating things for those involved in the administration of this sport are send-off reports that are poorly written, don't provide the information needed and are not on the appropriate form. Both experienced and inexperienced referees create these frustrations.

A referee is to complete and forward to the appropriate authority a report of any send-off issued in a match within 24 hours of the incident. If involved with a tournament, a completed report is required as soon as the match is completed, if possible. Not only is timeliness important for administrative purposes, but the sooner the report is completed after the incident, the better your memory is of the specifics.

Who are the "appropriate authorities"? Typically, it is a PAD Committee, with PAD meaning Protests, Appeals and Discipline. If you have a send-off and don't know to whom to forward your report, check with the assignor of the match. They should know, and they might also be a good resource for checking your information.

Make sure you have blank copies of the CYSA "Referee's Send-Off Report". There's a link to the approved form on the Referee Page of the [www.cysadistrict7.org](http://www.cysadistrict7.org) as well as [www.cysanorth.org](http://www.cysanorth.org) website. This report is the only one to be used for send-offs involving youth play in Northern California.

Essentially, for the referee's purposes, the form is divided into 3 sections: Game and Player Information, Reason for Send-off, and the Explanation. Additionally, there is space on the first page of the form for information concerning the name and phone numbers of the referee and assistant referees. The referee needs to provide that information to the committee in case they want further clarification. Also, on the bottom of the page is space set aside for notes concerning the disciplinary committee action. The referee leaves this space blank.

Under Game and Player Information, the referee is required to list a number of pieces of information, none of which should be difficult to

provide. The "Registration #" is on the player pass, and the player pass **MUST** be submitted with the report. This is why the referee collects the player passes *prior* to a match - so that if you do need to keep a player pass you have it. After a game during which you have a send-off, consult with your Assistant Referees to assure that the crew of officials agree that the pass you are maintaining and not returning to the manager of the team is indeed the player in question. The information you forward to the Disciplinary Committee includes the report, the player pass and the game card (properly completed, of course).

Please note that the "Time of Foul" means the point during the match that the send-off occurred. During what minute of the match was the player sent-off?

At the bottom of Game and Player Information is a box you can check as to whether the send-off is a player or a coach. Technically, a coach is not "sent-off", they are "dismissed". As you know, yellow and red cards are for players and named substitutes only, so if you do dismiss a coach, it is not correct to show them a red card. **CYSA allows you to use this report form for the dismissal of a coach, even though it should be labeled as an "incident report" and not a "send-off"**. The important issue, however, is that if this does involve a coach that you provide the scope and type of information needed by a disciplinary committee to appropriately deal with irresponsible behavior by team officials.

The next section lists the seven Reasons for Send-off listed under Law 12 of the Laws of the Game. If you send-off a player, it must be for one these reasons. Do you know the difference between Serious Foul Play and Violent Conduct? If not, you need to find out. Consult the "Advice to Referees on the Laws of the Game" for additional guidance. If you don't have a copy, you can obtain one through the United States Soccer Federation, the D7 office, or view and/or print it online at: [www.ussoccer.com](http://www.ussoccer.com), [www.cysanorth.org](http://www.cysanorth.org) or [www.cysadistrict7.org](http://www.cysadistrict7.org).

The final and most important section, of the report is the "Explanation" of the situation that created the need for a send-off. What you need to do is paint a picture with your words of why the player was sent-off. You need to include *when* the event occurred, *who* was involved, *how* the violation took place, and *what* was the aftermath of the occurrence. The Disciplinary Committee relies on the information you provide to determine how many games the player will be suspended. If you give the Committee little or no information to go on, then they will be forced to minimize the suspension.

It is not your job to recommend how many games you think the player should be suspended. Never indicate your opinion on this matter when you complete a report. If you feel as though the send-off was for a particularly egregious foul, for example, make sure the Committee knows what happened in detail and let the process take its course.

Here's a sample of what should be included in an explanation on a referee's report. There is not space enough to give you samples of every type of send-off. But make sure that every report you write contains the key elements that are within the following:

"In the 79<sup>th</sup> minute of play, the Red team was building an attack near midfield. Red player #19 was in possession of the ball at his feet and was looking downfield to distribute the ball. As he was doing so, blue player #7 (Bob Martinez) tackled Red #19 from behind, with cleats up, making forceful contact with the player's calf and clearly endangering the safety of the opponent. Play was stopped, and the trainer for the Red team was called onto the field to treat #19. Mr. Martinez was shown the red card and sent-off for Serious Foul Play under the provisions of Law 12. Mr. Martinez did not leave the field of play immediately. Rather, he remained on the field for thirty to forty seconds, haranguing the referee concerning the red card. After being restrained by his teammates, he did finally leave the field without further incident. Red player #19 was assisted from the field with an apparent injury to his left calf. After a substitute entered the field to replace the injured player, play was restarted with a direct free kick for the Red team at the spot of the foul."

Are you able to visualize the event after reading this explanation? That is the purpose of the report, and should be your goal every time you have to issue a send-off. Also, if there is offensive, insulting or abusive language involved in your send-off, you need to specifically spell out what language was used and to whom it was directed. This, again, is important to the disciplinary committee.

None of us enjoy sending off players. But when you do, it is very important that they be dealt with appropriately and that his or her punishment is commensurate with the type and nature of the offense. That's why we have reports. And it is your job as a referee to do the best job possible in completing those reports. **MAKE SURE THAT WHAT YOU WRITE IS LEGIBLE!!!** None of this will matter if the committee can't read your writing.

It is also important that the game card has the player number, time of incident, and reason for any caution or send off issued in the game.

Insert a copy of the *CYSA-N* Send Off Report

XXII. District 7 Youth Referee(s) of the Year/League Youth Referee of the Year

The District Referee Administrator/District Youth Referee Administrator selects the District 7 Youth Referee(s) of the Year (Male and Female).

The selection is based on several factors. Among them are age (must be U19 years of age), appearance, attitude, behavior, dedication, knowledge of the Laws of the Game, and the demonstration by the referee to apply the Laws correctly in games. Good citizenship and scholarship are primary factors as well.

The referee(s) must be able to referee using the DSC on a U14 Boys or Girls or older competitive level of game.

Referee Coordinators who assign referees to the HYS District Playing League games should recommend youth referees for consideration no later than October 1<sup>st</sup> of every year.

This allows the DRA/DYRA or designated persons to observe the referee in action.

The DRA/DYRA must make a recommendation to the SYRA no later than December 1<sup>st</sup> of every year.

The District Youth Referee(s) of the year currently receive a plaque from District 7, a sweat outfit, are introduced to the D7 BOD as well as invited to the CYSA AGM where they are introduced at a special referee clinic.

As District Youth Referee's of the Year, they represent the District at the various cup competitions (Director's, Association, and State) as well as compete against other CYSA-N District nominees for the CYSA-N Youth Referee of the Year.

The State Referee(s) of the Year earn an automatic invitation to represent the State as a referee at the FAR WEST Youth Regional Championships, compete for National Youth Referee of the Year, receive a USSF blue blazer as well as a \$1500 education grant from CNRA.

Youth League Referee Coordinators are highly encouraged to create a Youth League Referee of the Year within their own leagues.

## XXIII. Advice for New Referees

### **Welcome to the U.S. Soccer Referee Community**

Here are some helpful tips and advice for you as a new referee. They have been gathered from experienced referees - who all started their careers as referees just like you and learned many of these lessons the "hard way." The advice found here will get you off to the best possible start.

Remember to have fun!

### **How does a new referee get game assignments?**

- Initial assignments will likely come from a youth league assignor and will be in the lower level games.
- Make sure you received the name of your local assignor during the entry level course. If you didn't, contact your instructor for the course and ask how you find out who the assignor is in your area. (There is a place to note your assignor's contact information at the end of this document.)
- When accepting more than one assignment in a day, make sure you allow enough time to travel to the next game.
- Make sure you let your assignor know what your game schedule looks like if you are playing and if you have any conflicts of interest with other teams, such as family members playing on or coaching teams in the same league.
- If you are interested in working as a referee at tournaments in your state, watch for a listing on your state association website, or the referee committee website. The referee assignors for tournaments are usually listed, as well as a way to get in touch with them.
- *Game fees:* The game fees paid to referees vary from state to state, and sometimes even from league to league. You will be able to find out what the game fees are and how you get paid from your assignor and/or your area (district) referee administrator.

### **Making a Good First Impression**

**Know the Laws:** Success begins by being prepared

- Read and know the Laws of the Game and work to learn the correct interpretations.

- Know the generally accepted mechanics approved by the USSF and found in the *Guide to Procedures for Referees, Assistant Referees and 4<sup>th</sup> Officials*. You should have received this booklet in your entry level course.
- Know the local Rules of Competition.
  - Length of halves
  - Size of ball
  - Number of players
  - Substitutions
  - Penalty kicks or no penalty kicks
  - Direct free kicks allowed or only indirect free kicks
  - Offside, no offside
  - What you do with the game report
  - Uniform requirements
- As an inexperienced referee, you will not make all the right decisions. You will learn from experience and from working with more experienced referees.



#### **Dress and Act Professional:**

- If you expect to command respect (one element of game control) on the field, then you must look and act like a professional?
- Approach the game in a way that shows you are looking forward to being there and being a part of the game.
- Dress for success - wear the proper USSF uniform with your referee jersey tucked in and your socks pulled up.

#### **Take Charge:**

- Taking charge does not mean yelling and acting like a dictator (which is abuse of power).
- Greet each coach with a firm handshake, a smile and look each coach in the eyes.
- Issue firm, but simple instructions to the players so they know you are capable of managing the game..
- Start the game on time.

#### **What You Need to Have:**

- An approved USSF referee uniform. The gold shirt is the primary jersey color for referees so it should be the one jersey you purchase right away. If you are only getting one jersey, then buy the short sleeved one. You can add the long sleeve jersey later after. Once you have more game experience, you should add one of the alternate color jerseys. You do not need to buy all the different colored jerseys

right away. However, if you advance as a referee, then you will need to add the alternate colors over the next few years.



- Solid black referee shorts or black shorts with the USSF Referee logo on the leg.
- Black socks with three white stripes at the top or the USSF referee logo on the top. Socks should always be pulled up to your knees and not bunched down around your ankles.
- Your current year USSF badge on the left shirt pocket of your jersey.
- You may need your 16 digit USSF identification number for tournaments. You will find this number on the ID card you receive in the mail after you have taken the course and registered. You will get a new card each year, but the number will always be the same. If you need your ID number before you receive your card, please contact your area referee administrator or your SRA. If they don't have it, then you may contact U.S. Soccer.
- A referee bag that should contain the following:
  - A watch with stopwatch functions - two watches is preferred, one for starting and stopping and one for keeping a running time in case you forget to start the first one.
  - Pens/pencils,
  - Notebook
  - Red and yellow cards
  - Tossing coins
  - Whistles - always have an extra in your bag
  - Flags for the Assistant Referees or Club Linesmen (if you are working alone)
  - Cold weather gear when the time of year makes it necessary
  - Street shoes and dry socks
  - A large plastic trash bag (to put your ref bag inside in case of rain)
  - Sunscreen
  - Snacks (energy bars are great!) if you are going to be doing more than one game.
  - Rubber bands or baggies to hold and separate player/coach cards for each team.
  - Water - don't forget to bring water.

#### **What You Need to Do:**

- You should arrive at the field at least 30 minutes prior to the game.
- If you don't drive, make sure you have made arrangements for someone to pick you up to take you home.
- Bring change for emergency telephone calls or a cell phone, as well as the telephone number of your assignor and club contact.

## Pre-Game Responsibilities



### Inspect the Field

- Look for holes or depressions that could cause twisted or broken ankles and see if holes can be filled. All rocks, twigs, debris on the field should be removed.
- Nets should be securely fastened to the goal posts and netting pulled back so as not to interfere with the goalkeeper.
- Goal posts must be securely anchored to the ground. Sandbags on the frame towards the rear are acceptable. Posts don't have to be in the ground, but they must be anchored.
- Corner flags are in place and are not dangerous to players (at least 5 ft high).
- Entire field is properly lined.
- If anything is needed, the home team is responsible for fixing field problems.
- Any issues with the field should be noted on the game report.

### Check in the Players:



- Home team players/coaches should be checked first but it's not a requirement. You should start with the team that appears to be most ready for inspection.
- Make sure that all jewelry, earrings, watches, etc. are removed. Medical ID must be taped to the player's chest or taped to the wrist with the info showing. (Earrings must be removed. Covering them with tape does not make them legal.)
- All players must wear shin guards and socks must be pulled over shin guards.
- Player's shirts are to be tucked in.
- Check in players and coaches as per the requirements and the Rules of Competition for that league.



## The Game

### Assistant Referee



- Pay close attention to the referee during the pre-game conference. If you don't understand something the referee is saying, ask for clarification.
- Make sure you understand what the referee wants you to do in managing substitutions, how long to hold the offside signal, etc.
- Hold the flag in the proper hand. The flag should be held in the hand closest to the referee. Referees usually run a left diagonal, which means the flag will be in your left hand most of the time.
- If you turn sideways to walk up or down the field, switch hands with the flag as necessary so the flag is field side and the referee can see the flag clearly. The flag should always be switched hand to hand in front of you, below your waist, and not above your head.
- Make eye contact with the referee as often as possible throughout the game when you are not watching for offside or attending to other AR duties.
- Stay even with the second-to-last defender (remember - the goalkeeper is usually the last defender, but not always); this positions you to make accurate offside decisions.
- Follow the ball all the way to the goal line so you'll be in position to see if the ball completely (even just barely) crosses the goal line. Following the ball to the goal line each time is an excellent habit to get into.
- When you're running a line, side-step so you stay square to the field as much as possible. This position allows you to continue to see the field and players. When you need to sprint to the goal line to follow play or the ball, then you will run in a normal sprint, while watching the field.
- Run to the corner flag, or close to it, when signaling for a goal kick or corner kick. Raising your flag yards away from the corner flag or goal line not only calls attention to the fact that you are not in the correct position to make that decision, but also carries with it the idea that you are either lazy, or you don't care enough about the game to be in the proper position to make the call.
- When signaling for a ball that is clearly off the field across the touchline, point your flag in the direction the throw-in will be taken (not straight up); this is very helpful for the referee in making a decision on which team last touched the ball and which team should be awarded the throw-in.
- Assist the referee in making sure the throw-in is being taken from the correct spot by pointing with your free hand to where the player should be standing when taking the throw-in. Be proactive, don't wait for the player to make a mistake, help them get it right.



## Referees

- You will probably do more games as an AR at first, but when you are assigned as a referee, remember to conduct a pre-game with your ARs. Tell them what you would like them to do in various situations, such as throw-ins, free kicks, goal kicks, etc. and make sure they understand what you are asking from them.
- Review offside and make sure the ARs have a clear understanding of the Rules of Competition for the league in which you are working.
- Be aware of your position on the field. It's tough enough to properly call a soccer match when you are on top of the play. It's impossible to make correct decisions when you stay close to or within the center circle. Even when officiating at the small-sided game level, get in the habit of being in the proper position and working hard.
- At first, you may have to remind yourself to lift the focus of your vision from the ball and the legs of the players so you learn to take in the whole area of active play. It is normal for new referees to have to make this conscious effort to lift their eyes. Once you are more experienced, it will be instinctive for you to see a large area of play if you condition yourself to do this from the beginning.
- Always think about your positioning - you should know why you are where you are. What do you gain by being in this position?
- Maintain good eye contact with your ARs throughout the game. A good habit to get into is to make eye contact with your ARs on every dead ball situation.
- If you are working a game alone, remember to appoint club linesmen to help you out with balls in and out of bounds. Club linesmen cannot call offside or fouls, so this means you have to work extra hard in the middle and concentrate to make sure you are covering offside on both sides of the field. You will have to adjust your diagonal accordingly when working alone so you are where you need to be. You should ask for a club linesman from each of the teams, rather than two from the same team.
- Make your hand signals clear; point the direction with a straight arm.



- Blow clear and sharp whistles. Learn how to make your whistle "talk" for you.
  - Use the whistle to communicate control. Too many newly certified referees make a call with barely an audible "tweet" which tells everyone on the field that you are unsure of yourself. On your first call, give the whistle a firm blast and confidently point in the direction of the play. A firm whistle will eliminate 50 percent of the arguments. Vary the strength of your whistle depending on the infraction - for a serious foul, blow the whistle very loudly.



- Be decisive in your calls; players and coaches may try to take advantage of the situation if you seem unsure.
- Run the diagonal system of control when you have ARs assigned with you. The most accepted diagonal system is from the right corner to the left corner - referees refer to this as a "left diagonal".
- If you do not have ARs assigned and you need to use spectators as linesmen, ask them to only indicate when the ball has completely crossed over the touchline or goal line, and not the direction the throw or whether it is a goal kick or corner kick. That is your decision. Remember that ball in and out of play is the only thing they can call as club linesmen.
- At half time and after the game, review all the results (number of cards, scores for each team and any incident that occurred, as well as the information required to be reported by that particular league) so your game report is accurate.

### Dealing with Problem Coaches

- Set the ground rules - be proactive
  - Show them where the team and the coaches will be seated. Make sure they understand that they must stay in that area.
  - If there is more than one coach, ask which coach will be giving instruction to the players and who will be asking for subs.
- Don't let the coaches intimidate you.
- Be confident in your knowledge of the Laws of the Game and Rules of Competition.
- Remain calm. If someone is hollering at you, don't yell back at them. Speak respectfully and quietly, so the coach must quiet down to hear you.
- Do not take someone yelling at you personally. It happens to all referees, even the most experienced. However, once the coach steps over the boundaries of the game and begins to make his comments personal or abusive, you must deal with it. Slowly and calmly walk over to the coach. In a polite and respectful way, inform the coach that this type of conduct is unsporting and continuing with this type conduct will

result in his or her removal from the game. If the behavior continues - respectfully and professionally ask the coach to leave. If the coach refuses to leave, give the coach a warning that if he or she does not leave, you will end the game. If the coach does not leave in a reasonable amount of time (approximately 30 - 60 seconds), end the game. Be sure to file a very detailed report with the league so there is a good understanding of why the game was ended early.

### Dealing with Problem Players:



- Make your presence known from the moment you walk on the field - that way players know you are in charge. Stand tall, look people in the eye and smile confidently. Have your pre-game questions down - introduce yourself even if you have worked games with the same coaches before, solicit copies of the rosters, get the game ball from the home team and check it out, check in players. (Do not tell players how you are going to call the game and what you are going to call and not call. This can cause you major problems in the game.) Doing these game management things confidently will carry over into the game.
- Remember to blow the whistle with confidence, even if you are not feeling so confident and use decisive signals with straight arms.
- If you have a difficult player dissenting or doing something else to disrupt the game, at a stoppage of play, issue a caution to them and let the player know that kind of behavior is unacceptable. If the player still insists on being difficult, use a well delivered warning to let them know that you have just about reached the limit of what you are going to take. It is often helpful to let the coach know this particular player is wearing out their welcome and the team may soon be playing short. Give the coach a short period of time (approximately 30 - 60 seconds) to correct the situation. If the bad behavior continues, issue a second caution and then a send off (red card). Remember that the proper procedure for this is to display the second yellow card and then the red.
- Remain calm when talking to players, but be firm in your voice and your decisions. Do not yell at players and never use foul or abusive language no matter what they are saying to you. Speak softly so the players must quiet down to hear you.
- Listen to what players are saying. Allow them to vent for a few seconds before calling it dissent. You might find out about fouls you are missing, or there may be something else going on that can be easily corrected. This tactic also lets the players know you are willing to listen up to a certain point. This type of exchange should not go on often in a game and should not last for more than a few seconds. If it goes on longer, you must deal with it. The more experience you have as a referee, the easier it is to set boundaries and to know when and where to set them.

## Dealing with Problem Parents



- Remain calm.
- Do not get into discussions or arguments with the sidelines.
- Report any misbehavior on the part of the spectators in a misconduct report to the league so that this type of behavior can be disciplined and stopped. Most leagues and state associations have methods for dealing with bad behavior, but doing so often requires a written report from the referee.
- Enlist the support of the coach. Ask him to speak with the offending spectators, and let him know that if the behavior continues, the game will not. This will usually be enough to quiet most parents, but not all.
- If you have asked the coach to deal with problem parents and the situation continues, ask the coach to have the spectator leave the area. If the spectator refuses, tell the coach that if the spectator is not removed, the game will end. Give the coach a reasonable amount of time (approximately 30 - 60 seconds) to deal with the situation.
- If the parent does not leave, you should feel free to end the game. Be sure you file a complete written report with the league so that there is a clear understanding of why the game was terminated. The league must have a written report in order to take any follow-up disciplinary action.



## How Do Referees Improve?

- To be a good referee, you must continue to learn and improve with every game.
- Experience is the best teacher and confidence builder.
- The more games you do the more comfortable and confident you'll be.
- If something occurs in a game and you aren't sure if you made the correct decision, go back to the Laws of the Game, Q & A and Advice to Referees after the game and double check.

- Talk to more experienced referees about the decision you made and whether or not you should have done something differently, or email an experienced referee with the question.
- Watch experienced referees and notice how they deal with specific situations that cause you trouble in a game.
- Have experienced referees watch and critique you and then remember to try the suggestions they give you.
- Seek out experienced referees to work with. By running lines for experienced referees, you gain a better appreciation as to what the protocols of the game are as well as learning about ways in which you can improve your game. This is an excellent tool. Once you have done this for several games, ask to have experienced referees as your assistant referees when you work the center.
- Go slow in advancing to more difficult matches - don't rush it, but also challenge yourself to keep growing as a referee by taking more challenging assignments once you have reached a comfort level where you are currently being assigned.
- Attend seminars, workshops and clinics.
- Watch games of every level whenever possible. This helps you to not only watch skilled referees work; it also helps you to learn more about the game.

#### **Next Year is Just Around the Corner - Recertification**

- Referees must register each year with U.S. Soccer through their State Referee Administrator. The governing documents of U.S. Soccer state that a referee must be registered for the current year to referee games affiliated with U.S. Soccer directly or indirectly. The Referee Administrative Handbook tells you what you need to do to recertify.
- The email addresses for all state referee administrators can be found at [ussoccer.com/Referee Programs](http://ussoccer.com/Referee Programs).
- If you don't know when or where to recertify for the upcoming year, contact your State Referee Administrator (SRA), State Youth Referee Administrator (SYRA) or State Director of Instruction (SDI) in the fall or winter, before the beginning of the next year.
- Referee registration for the calendar year with U.S. Soccer ends on June 30<sup>th</sup> of each year. If you want to referee in the fall, you must recertify before June of that year. You must be registered for a calendar year, before you take the field in that calendar year.
- If you wish to be considered for an upgrade, let your SRA/SYRA or SDI know that in advance of registration. They can then give you instructions on what you need to do to qualify for the next grade. You can find the criteria for upgrading from grade to grade in the Referee Administrative Handbook, which you should receive at your entry level clinic. If you lose this book, you can also find it at [ussoccer.com/Referee Programs](http://ussoccer.com/Referee Programs), under Referee Development.
- If you miss a year of registration, you can register once again by taking a recertification course and passing the test, however you cannot register until after January 1 of the year for which you are registered.

## Resources

- *Laws of the Game* (and *Laws of the Game Made Easy*)
- *Guide to Procedures for Referees, Assistant Referees and 4<sup>th</sup> Officials*
- *Referee Administrative Handbook* - you will find the criteria for upgrading here, along with how to write misconduct reports and other valuable information about the Referee Program
- *Advice to Referees* - can be purchased, but is also available for reference at [ussoccer.com/Laws of the Game](http://ussoccer.com/Laws of the Game).
- *Offside Made Easy*
- *Position papers* - all are available at [ussoccer.com/Laws of the Game](http://ussoccer.com/Laws of the Game)
- *You Make the Call*
- *Ask a Referee*
- Many other training presentations are available at [ussoccer.com/Referee Programs/Referee Development](http://ussoccer.com/Referee Programs/Referee Development)



### Do You Need Questions Answered or Additional Advice?

Talk to your Local Referee Administrator, State Referee Administrator, State Youth Referee Administrator, State Director of Instruction and State Director of Assessment for their guidance, as they are there to help you. Remember that you can find their email addresses at [ussoccer.com/Referee Programs](http://ussoccer.com/Referee Programs) or on your state's website.

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