General Information Guidelines, Procedures and Fees for Referees

Referee Information

You see them at all games. They are the three individuals carrying either a whistle or a flag. Their uniforms up until recently were black but now referee fashions include red, gold, silver, or teal. They are the referees or more correctly the referee and the assistant referees. Referees are an integral part of the game of soccer. Their primary functions are to ensure that the laws of the game are followed and that the safety of the player is ensured. The duties of the referee are specific and carefully outlined. The referee has the authority to:

- Enforce the laws of the game
- Apply the advantage clause
- Keep a careful record of the game
- Terminate a game if deemed necessary
- Caution players guilty of misconduct or ungentlemanly behavior
- Stop the game for serious injury
- Allow no other person other than players and assistant referees to enter the field of play
- Send a player off the field
- Signal for the game to start after a stoppage of play
- Decide whether all other conditions are appropriate for play including the ball, field of play and player’s equipment.

Referees are proud of their contribution to soccer and take their appointments seriously. Their basic requirements are: an understanding of the spirit and the letter of the laws; superior physical condition; cooperation with fellow officials; personal flexibility that allows for a totally unemotional approach to all decisions despite experiencing the myriad of participant emotions during a typical game; and to make the game of soccer enjoyable to play and watch.

So what does it take to become a referee? The first step is to sign up for an entry level clinic in your area. Several are held during the year and at various locations. An entry level or Grade 8 requires attendance of a 16-hr clinic where you learn about the Laws of the Game and their interpretation and enforcement as well as proper referee decorum and demeanor. From there, you can move up the grade level to state, national and FIFA levels. For more information, visit the Florida State Referees website. The information provided in the table below summarizes the basic requirements for referee certification.
### Pre-Game Instructions

<table>
<thead>
<tr>
<th>Time (AR backup)</th>
<th>Substitutions</th>
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<tr>
<td>Writing (one AR watching field)</td>
<td>- Rules of Comp</td>
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<td>- Record game information</td>
<td>- From mid-field (off, then on)</td>
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<tr>
<td>Fouls</td>
<td>- Verify game report information</td>
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<td>- In your area</td>
<td>Procedures</td>
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<tr>
<td>- (closer, more involvement)</td>
<td>- Enter field together</td>
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<tr>
<td>- Behind referees back</td>
<td>- Furled flag check nets,</td>
</tr>
<tr>
<td>Infractions</td>
<td>- count players</td>
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<tr>
<td>- Off-side (involvement)</td>
<td>- Unfurled flag (ready)</td>
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<td>- Throw-ins (legal)</td>
<td>- Eye contact</td>
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<td>- Bench area control</td>
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<tr>
<td>Altercations</td>
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<td>- Information needed:</td>
<td>- Silent signals</td>
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<tr>
<td>- color of uniform,</td>
<td>- mirror flags,</td>
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<tr>
<td>- jersey number,</td>
<td>- time left,</td>
</tr>
<tr>
<td>- involvement</td>
<td>- hand on badge</td>
</tr>
<tr>
<td>AR Positions</td>
<td>- Flag to field side</td>
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<tr>
<td>- Goal, corner, penalty, off-side</td>
<td>Post Game</td>
</tr>
<tr>
<td>- 2nd to last defender or the ball</td>
<td>- Retrieve game ball</td>
</tr>
<tr>
<td>- Fouls near the AR goal line</td>
<td>- Leave field together</td>
</tr>
<tr>
<td></td>
<td>- Verify game report information</td>
</tr>
</tbody>
</table>
General Guidelines and Procedures for Referees
(Oct 2009)

This document is a compilation of general guidelines for officiating youth soccer games at the Hobart Fields in Vero Beach. All referees assigned to games are expected to adhere to these guidelines. These items are compiled from various USSF publications including the Code of Ethics, Advice to Referees and Guide to Procedures. This collection is not a substitution for the publications mentioned above as it concentrates on the aspects surrounding the actual match and is designed to improve professionalism thus helping the officials with the critical element of game management.

Please be courteous to your fellow referees and discuss with them in a private setting if - in your opinion - parts of these guidelines are not followed correctly. If conflicting standpoints within one referee crew can not be resolved in this private setting, the referee makes the final decision and the assistant referees will accept that decision.

Section 1
Arriving at the Field

1. Arrive at the field at least 30 minutes prior to the first assignment.
2. If you are already dressed getting out of the car: Walk towards and on the complex according to the proper dress code (Section 2).
3. Check for the latest games schedule in the referee shed as your assignments might have changed.
4. Get ready in the referee shed and upon leaving the shed, adhere to the dress code (Section 2).
5. The referee confers with both assistant referees (AR) and they will work together as a crew until they leave the field.
6. Familiarize yourself with the Rules of Competition (both, referee and AR)
7. In case of a missing AR or referee, inform the assignor immediately.
8. Do not switch assigned positions for the game and/or do not switch assignments with other referees without the permission of the assignor.

Section 2
Dress Code

1. Whenever a referee shirt is worn anywhere on the Hobart complex, the referee has to be dressed properly including - but not limited to – “Shirts In and Socks Up”.

2. Whenever the referee works in a function other than officiating (coaching or playing a game for example) the referee shirt is not to be worn (or covered up) and other items that would easily identify a person as a referee have to be put aside.
3. Dress code:
   a. Predominantly black shoes
b. Black long stockings with the three white stripes (or the new USSF logo)
c. Black shorts
d. Referee shirt with the current badge.
e. Gold shirt is to be worn unless there is a team with gold/yellow jerseys on the field.
f. Watch
g. Whistle, Pen, Yellow/Red Card, Booklet, Coin

4. Optional items:
   a. A black hat (baseball cap) without any visible logo.
   b. Long all black sweatshirt (underarmor) to protect from cold weather
   c. Prescription glasses

5. Items that are not allowed (not limited to just these items):
   a. Jewelry
   b. Sun glasses

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Section 3
Prior to the Match

1. The referee conducts a pre-game conference with both assistant referees.
   a. There is a special section on the www.irsoccer.com website with a sample of pre-game topics to cover.

2. Check the players in according to the Rules of Competition.
   a. Address the coach with “Coach” - not with their name.
   b. Address the players using their numbers - not with their name.
   c. Only check-in a youth team with a coach present.
   d. Line all players up, and check for proper equipment.
   e. Do not touch any player. If something looks unsafe: have the player or the coach demonstrate the object.
   f. Do not lecture the players on anything (like what will be considered a foul or what behavior you expect).
   g. If the check-in procedure is conducted by the assistant referee - as it was discussed in the pre-game procedure - , any questionable item must be brought to the attention of the referee who will make the final decision.
   h. Write (or confirm) the player number on the roster.
   i. Rosters have to include all coaches that are in the technical area.
   j. All coaches must have passes to be allowed in the technical area and all players must have passes to participate in the match.
   k. Keep all passes (players and coaches) in your possession until the end of the match.

3. Check the field
   a. Goals MUST be anchored (if they are not properly anchored ask the home coach to take care of the problem. Do not start a match without safe goals.)
   b. Corner flags
c. nets

d. field condition (sprinklers or other obstacles on the field)
e. any problem (or potential problem) has to be resolved by the home coach before the start of the match. (Such as ice left from the previous game.)

4. Game ball(s) have to be provided by the home coach (or away coach in case no other playable ball can be secured).

5. Coin Toss

a. Use a coin – No “pick a number, which hand is my whistle in, etc.”
b. The referee should have the coin readily handy before calling for captains.
c. The referee stands at the halfway line just outside the touchline facing the field.
d. The two AR stand on the field of play facing the referee – each on opposite sides of the halfway line.
e. The referee invites the captains from both teams.
f. The referee asks the captains to introduce themselves.
g. The referee shows both sides of the coin to all captains, identifies heads and tails to all of them.
h. In case there is more than one captain from the visiting team: The referee asks who will call the coin-toss when the coin is in the air.
i. Conduct the toss and if there is any interference, redo the coin-toss procedure starting with e.
j. The winning captain is asked by the referee “Which goal does your team want to attack first?”.
k. The other team gets the kick-off in the first half.

6. Lecturing the captains is to be avoided. The captains have only one special right/duty (other than calling the coin-toss): The captain decides who leaves the field at the taking of kicks from the penalty mark when the team with more players at the end of the match has to reduce the number of players (reduce to equate).

7. Right after the announcement of the outcome of the coin toss, the referee states when the players are expected to be on the field of play and that concluded the procedure (No extra conversation such as “I left my yellow card at home”).

8. The captains do not have special rights to question the decision of the referee and they should not be granted any special privileges.

9. When the referee crew is ready to start the match:

a. The center referee carries the game ball in the open palm of one hand and walks to the center spot flanked by AR1 (in front of the coaches) to the right and AR2 (on the spectator side) to the left.
b. The AR carries the flag (rolled up) in the hand to the outside of the crew.
c. Handshake of the crew.
d. The AR will take position in line with the second to last defender outside the touch-line. According to the pre-game conference the AR might be required to check the safety of the goal one more time before the game starts. The AR will silently (without pointing and/or counting out loud) check the players on his/her side of the field. And when everyone is ready on that side: the AR unrolls the flag.
e. The referee does not ask the goal keeper if they are ready. The AR has the responsibility to make sure that the team on his/her side of the field is ready to play. (If the goal keeper is unaware that the game is about to start, it is advisable for the AR to ask the nearest teammate if his/her goal keeper is ready to play before unrolling the flag)

Upon visual confirmation from both AR the referee starts the match with a loud and long whistle to familiarize everyone with the sound of the whistle for that match.

Section 4.1
During the Match
Referee

1. The Referee will (always):
   a. Perform all duties as discussed in the pre-game conference.
   b. Make eye contact with the AR as often as possible.
   c. Announce a goal only after recognizing the “sprint” from the AR.

2. The referee will (NEVER):
   a. Never explain your decision to coaches.
   b. Never explain your decision to spectators.
   c. Never explain your decision to players (with the exception of U12 and younger)
   d. Never state what alternative sanction could have been given.

Section 4.2
During the Match
Assistant Referee

1. The AR will (always):
   a. Perform all duties as discussed in the pre-game conference.
   b. Assist the referee. And when the referee decides to:
      i. Ignore the flag: lower the flag and return to the position
      ii. Signal in the opposite direction: Show the signal that the referee indicates
   c. Be perpendicular to the field of play (facing the field) and use sidestepping to be in line with the second to last defender. Flag is generally in the left hand.
   d. In case of fast movement, sprint in line with the second to last defender (or the ball) with the flag now in the hand facing the field.
   e. All signals by the AR should be done without urgency in a calm manner when standing still and facing the field.

2. The AR will (never):
   a. Never argue with the referee (with the exception of non-judgment situations where the referee is about to break the Laws of the Game in a way that could influence the outcome (not showing the red for the 2nd yellow card as an example) in that case:
Simply get the attention of the referee and wait until the referee is near to pass along
the necessary information – Do not shout across the field.)
b. Never talk to coaches or spectators.
c. Never comment on any decision made by the referee.

Section 4.3
During the Match
Referee - Assistant Referee Teamwork

1. The referee and the AR will always treat each other with respect.
2. In case of an injury the referee will:
   a. Stop play if necessary.
   b. Quickly assess the injury WITHOUT touching the player.
   c. Ask the coach to enter the field
   d. Move away from the injured player out of the way that the coach will take to assist the
      player.
3. In case of irresponsible behavior by a coach:
   a. The referee will deal with the irresponsible coach by either a verbal warning or by the
      statement that the coach is now expelled from the game and that the restart will be
      conducted as soon as the coach in question leaves the immediate surroundings of
      the field.
      i. If the coach refuses to leave, terminate the game.
      ii. If there are no other coaches left for one team, terminate the game.
4. In case of irresponsible behavior by a spectator:
   a. The referee will ask the coaches (they are responsible for their spectators) who will
      warn or expel the spectator in question. If no coach “claims responsibility” for the
      unruly spectator, the home coach has the responsibility. If the situation can not be
      resolved, terminate the match.
5. In case the AR observes something that the referee needs to know:
   a. At the next stoppage, raise the flag and get the attention of the referee.
   b. Cover your badge with the other hand.
   c. While the referee is coming over, the AR moves to a spot where nobody but the
      referee will be able to hear the conversation while still having the entire field in view.
   d. While both, referee and AR, standing side by side facing all players, the AR quickly
      states all facts that the referee needs to know to make the decision. Do not point to
      anyone; just state the number of the players involved.
   e. The referee will make the decision based on the information that the AR has given.
   f. The AR will accept and support the decision of the referee.

Section 5
After the Match
1. The passes and rosters will be returned or kept according to the rules of competition.
2. Do not talk to the coaches, players or spectators after the match.
3. Referee and AR meet and leave the area as a crew.
4. If a game report has to be filed: The referee keeps the rosters.
**Referee Fees 2009/10**

<table>
<thead>
<tr>
<th>Game</th>
<th>Center Referee</th>
<th>Each AR</th>
</tr>
</thead>
<tbody>
<tr>
<td>U- 9 Co-ed Comp</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>U- 9 Girls Comp</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>U-10 Co-ed Comp</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>U-10 Girls Comp</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>U-11 Co-ed Comp</td>
<td>24</td>
<td>14</td>
</tr>
<tr>
<td>U-11 Girls Comp</td>
<td>24</td>
<td>14</td>
</tr>
<tr>
<td>U-12 Co-ed Comp</td>
<td>24</td>
<td>14</td>
</tr>
<tr>
<td>U-12 Girls Comp</td>
<td>24</td>
<td>14</td>
</tr>
<tr>
<td>U-13 Co-ed Comp</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>U-13 Girls Comp</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>U-14 Co-ed Comp</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>U-14 Girls Comp</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>U-15 Co-ed State</td>
<td>40</td>
<td>20</td>
</tr>
<tr>
<td>U-15 Girls State</td>
<td>40</td>
<td>20</td>
</tr>
<tr>
<td>U-16 Co-ed Comp</td>
<td>40</td>
<td>20</td>
</tr>
<tr>
<td>U-17 Co-ed State</td>
<td>50</td>
<td>25</td>
</tr>
<tr>
<td>U-18 Girls State</td>
<td>50</td>
<td>25</td>
</tr>
<tr>
<td>U-19 Girls State</td>
<td>50</td>
<td>25</td>
</tr>
</tbody>
</table>