

## AYSO REGION 14 REFEREE PROGRAM PRE-GAME DUTIES

- I. Start the game on time
  - A. Be on time. Arrive at least 15 minutes early (earlier if you can).
  - B. Arrive in a complete uniform (remember that the first impression counts).
  - C. Inspect the field and equipment for the safety of all players. You should inspect the field at the start of each game.
  - D. Referees should enter the field as a team.
- II. Identify the referee team. If less than three referees are available, try to recruit a third referee. If none are available, decide whether you will be doing a dual, or obtain a club linesman from the sidelines.
- III. Field Inspections
  - A. Check the nets for holes.
  - B. Ensure that the corner flags and half line flags are properly positioned.
  - C. Check the field for unsafe conditions (glass, sprinklers, holes, rocks, water)
  - D. Check to see if the field is marked properly. (penalty mark, technical area)
  - E. Games are played regardless of weather. The only exception is lightening.
  - F. The Regional Commissioner may cancel some or all games due to poor field conditions. Once the game starts, the Center Referee has the discretion to terminate the game due to field conditions.
- IV. Team Inspections
  - A. Obtain line up card from coach. Card heading should be completely filled out. Players should be listed in numerical order.
  - B. Obtain first quarter substitutions (mark only the players sitting out).
  - C. Check players for required equipment.
    1. Safe shoes. No toe cleats. Do not have to be cleats. Metal cleats are not allowed. Metal tipped cleats are acceptable.
    2. Shin guards completely under the sock. If you can see the shin guard at the ankle, it is not completely covered up.
    3. Distinguishable goalie shirt. Check for color conflict with other team.
    4. Matching team uniforms.
    5. Bicycle shorts should match team shorts.
  - D. Check for jewelry and hair clips.
    1. **Absolutely no jewelry is allowed.** This means no taped down earrings, no string earrings, no watches, no rings, no bracelets, no necklaces. Player may refuse to remove jewelry, but can not play. Earrings must be removed from newly pierced ears and they will bleed.
    2. Only medical ID bracelets or necklaces can be worn, but should be taped down.
    3. Metal hair clips, bobby pins or barrettes should be removed.
    4. Knee braces should not contain metal.
    5. No hard casts (fiberglass or plaster) or wraps with metal stays or clips.
- V. Obtain game ball from home team.
  - A. Check for the correct size of ball.
  - B. Ball should be properly inflated. There should be a slight "give" to the ball when applying pressure to ball with both thumbs.
  - C. Ensure that the ball is round. Tossing into air and observing the spin is a good way to do this.

- VI. Give instructions to Assistant Referees (there should be no misunderstandings about what a Center Referee wants from the Assistant Referees..
  - A. Develop a list of items to cover.
  - B. Assistants should ask questions if anything is unclear.
- VII. Coin toss should be done a couple of minutes before kickoff. Call the captains to midfield and conduct the coin toss.
  - A. Introduce the referee team. Ask the captains to introduce themselves.
  - B. Give brief pre-game instructions to captains ask them to relay instructions to teammates and coach.
  - C. Home team tosses the coin (for younger players, referee may want to toss the coin). Visiting team calls in the air. The home team is listed first on the schedule. If neither coach knows who is home, referee should pick a home team.
  - D. Let the coin hit the ground.
  - E. Winning team captain selects goal to defend. Losing team kicks off at the start of the game.
- VIII. Record pertinent information in your data wallet (the more information you record, the better you will be able to recall the game should there be a problem).
  - A. Date, time and field of match, division, length of match.
  - B. Team names and uniform color.
  - C. Names of captains and their numbers.
  - D. Names of Assistant Referees.
- IX. Start the game
  - A. Assistant Referees should do one final check of the nets and move to position.
  - B. Count the number of players on the field.
  - C. Check to see if players are ready to play.
  - D. Check to see if Assistant Referees are ready.
  - E. Blow the whistle to start the game.

## **AYSO REGION 14 REFEREE PROGRAM DUTIES DURING THE GAME**

- I. Keep game statistics
  - A. Center Referees should keep track of goals, cautions and send offs in data wallet.
  - B. Assistant Referees should keep track of substitutions, goal keeper assignments and goals scored on game cards.
  - C. Assistant Referee needs to watch for three quarters of play, where appropriate. Reminds coach if a player does not play a player appropriately. If coach is uncooperative, informs the Center Referee. Make notation of back of game card if any problems with coach.
  - D. Note injuries on the game card, especially if the player does not return.
- II. Control the game and ensure player safety
  - A. Enforce the Laws.
  - B. Never touch a player (even an injured player)
  - C. Talk to players to calm them down and to give them encouragement.
  - D. Issue cautions and send offs to players and coaches when needed.
- III. Injuries
  - A. If goal keeper is injured, stop the game immediately.
  - B. Give the injured player a few seconds to recover. If the player is definitely injured, call the coach onto the field. Do not try to treat the player on the field; let the coach do that.
  - C. Extend time if injuries take more than a few seconds.
- III. Quarter breaks
  - A. Breaks should be made about half way through the half when the ball goes out of play. Don't stop the game to have a quarter break.
  - B. Time stops for quarter breaks.
  - C. Breaks should last about 1 minute, but can be extended if water is needed on a hot day at your discretion.
  - D. Coaches should be reminded that the purpose of the break is to substitute players, not have a team meeting. Coach (and parents) may need to be reminded to stay off of field.
  - E. Players may need to be reminded to stay on field. Water can be obtained from sideline as long as it is done quickly.
  - F. Lengthy breaks should be noted on back of game card so that we can identify problem coaches and help them.
  - G. Ask players to enter and leave the field from midfield. Replacement players should not be allowed on the field until departing player is off.
  - H. Ask coach if there is a goal keeper change. Inform Center Referee if necessary.
  - I. Count players on the field prior to restarting the game.
  - J. Restart game and your watch.

## **AYSO REGION 14 REFEREE PROGRAM POST-GAME DUTIES**

- I. Return ball to team providing the ball.
- II. Observe the team handshake. This is especially important in a rough or difficult game. Watch for potentially explosive actions; listen for comments from players and coaches.
- III. Complete all records. The Center Referee is responsible for completeness of game card.
  - A. Complete front and back of game cards (this is the official record).
    1. Note the half time score, winning and losing teams, and final score.
    2. Make sure goalkeeper assignments are recorded.
    3. Make sure substitutions are properly marked.
    4. Note any cautions or send offs on back of card.
    5. Make comments about problems with coaches, players, or spectators. Positive comments are also welcomed.
    6. Legibly write your name on bottom of card. If we can't read it, we can't give you credit for the game.
  - B. Award Sportsmanship Points
    1. No points are awarded to a team that receives a red card or two yellow cards.
    2. Use a three-point scale.
    3. Follow guidelines in reporting scores.
    4. If 0 or 1 point in a category is awarded, please write comments on the back of the game card in the appropriate section.
  - C. Complete information in data wallet for future reference.
    1. Final score
    2. Time that game ended.
    3. Any noteworthy events not already documented.
  - D. Complete Misconduct Report if any cautions or send offs are issued.
    1. Complete as soon as possible after game while events are fresh in your mind.
    2. Allow your self to calm down before writing the report.
    3. Write about the facts, not your opinion.
    4. Turn in the report to the Referee Administrator within 24 hours, preferably less.
  - E. Complete Injury Form for any serious injury, especially when child does not return to field or paramedics are called.
    1. Complete as soon as possible after game while events are fresh in your mind.
    2. Write about facts, including the game situation, field and weather conditions.
    3. Turn in the report to the Referee Administrator within 24 hours.
    4. This form is for your protection as well as the region's.
  - F. Pass game cards on to next referee team.
- IV. After last game of the day, cards need to be delivered to Region statistician, Jack Folger.
  - A. The Folger residence is located at 20545 Madrona Ave. (between Spencer and Emerald. You can download a map from [www.region14-ayso.com](http://www.region14-ayso.com) )
  - B. Telephone number (in case you get lost) is (310) 371-8261.