

CINCINNATI
UNITED
SOCCER LEAGUE

HANDBOOK
FOR
OFFICIALS

2003

In Addition: Please refer to your current FIFA Laws of the Game Manual

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INTRODUCTION

This referee manual has been published to assist Referees, Assistant Referees and Linesmen that officiate matches under the jurisdiction of the Cincinnati United Soccer League, Inc. Since CUSL is a member of the Ohio South Youth Soccer Association, CUSL must abide by the Rules and Regulations of the US Youth Soccer. F.I.F.A. *Laws of the Game* govern any situation not specifically listed in this handbook.

This is your manual. If you have any suggestions, please forward them to the Cincinnati United Soccer League, Inc.

SPECIAL NOTE:

All red card (send-off) reports, which must include the player's or (coach's) pass, must be mailed within 48 hours to the CUSL Operations Committee Referee Coordinator – address listed above. An example of a completed report form and a copy of a blank report form are included elsewhere in this manual.

All complaints by coaches or spectators may be submitted in writing to the CUSL Operations Committee Referee Coordinator. The written report must include specific information regarding team name, location and time of match and formally signed. No anonymous complaints will be reviewed.

The CUSL Operations Committee Referee Coordinator has the final approval of all assignments of referees for scheduled league matches.

“In The Spirit of The Game”

In any organized type of athletic contest, it is the accredited official who regulates the conduct of the game and the temperament of the crowd. In addition to enforcing the *Laws of the Game*, the Referee is responsible for maintaining order. The ideal referee is one “who notices everything, but is seldom noticed”.

As a Referee you must:

- have a good understanding of the rules that apply to the specific league in which you are working.

- be on time for the match – usually 20 minutes before scheduled kick-off is recommended. Allow enough time for a pre-game conference with your Assistant Referees and/or Linesmen, and cover all pre-game duties properly. Come fully prepared – come to the field dressed properly.

Respect the players and their coaches. Be impartial – know the rules of the game and apply equally to both teams. Be consistent.

Control the physical aspect of the game – your primary responsibility is to the safety of all players on the field and off. Take charge of the game immediately. Do not encourage sloppy play by sloppy officiating.

At an appropriate time and if asked courteously, not hesitate to explain to the coaches rules or an interpretation of a rule applied. Avoid confrontations with spectators. Direct your communication to the coaches.

Realize there is a distinct difference between warn, caution, send-off, instruct to leave, and termination. The proper use of each is extremely important.

Don't be afraid to make a mistake. The real error occurs when the mistake is repeated. Maintain your common sense.

Maintain your “cool” with players, spectators, and coaches.

As an Assistant Referee or Linesman in any match, you must adhere to the same requirements as listed above for the Referee.

MISSION

We, the participants of competitive soccer, value the philosophy of “*In the Spirit of the Game*” in which all players, parents, referees and coaches uphold the ideal that the game is for and about the players. Each player, coach, trainer, parent and referee should remain professional at all times, while enhancing the experience of each event in a positive manner. We recognize that while each game should remain competitive, there is more to the game experience than the wins or the losses. We value that soccer is a learning experience and acknowledge that participation in the game contributes to the development of our future leaders and role models.

REFEREE DUTIES

Check field conditions, goals and line markers.

Do not start the match, or continue the match, if field conditions would result in dangerous play to the players. The Referee may also stop the match if continued play would result in damage to the playing field.

Discuss and instruct Assistant Referees (and/or Linesmen) as to their duties and responsibilities in the game.

Check each player's pass **and each coach's pass. Only three coaches with passes are permitted on the team's side of the field. (Another person may assume the coach's**

pass if the coach is unavailable at the time of the scheduled match.) Keep all passes in your possession until the game is completed. For any player (or coach) who is red carded, the Referee must withhold that pass so it can be submitted with the game report to the CUSL Operations Committee Referee Coordinator.

If a player's pass is not available and the player is deemed eligible to participate in the match by the coach, the official team roster shall be checked by the Referee to ensure that the player is on the listed roster. The player (or coach) without the card and the player's coach each must print their name, address, birth date and phone number on a piece of paper, followed by their signature, prior to being allowed to participate in the game.

NOTE: The sheet of paper with the players' and coach's signature is to be sent to CUSL Operations Committee Referee Coordinator with a short note explaining that a player (coach) participated in a match without having their pass at the game.

Allow only 18 players (maximum) to dress for 11 v 11 matches. For 8 V 8 matches, 14 players may dress, for 6 v 6 12 players may dress.

Check all players' equipment. Dangerous articles, including jewelry, earrings, etc. must be removed by the player prior to the player being allowed to participate in the match. The final decision regarding dangerous articles is the sole responsibility of the Referee.

Identify the team captains, include instructions regarding safety and play to team members and complete the coin toss to determine kickoff and field position

Collect game fees prior to beginning the match and distribute appropriate fees to the Assistant Referee and/or Linesmen. If the game does not begin due to weather conditions, the fees must be returned to the coaches. If the game begins, but is not completed due to weather conditions, the referees are paid and the match will be rescheduled.

Note: Club linesmen for CUSL matches must be paid for their services.

Coaches and players should be located on one side of the field and spectators should be located on the opposite side.

Coaches may not enter the field of play without the permission of the referee. Violation of this policy shall result in either a caution or ejection.

Keep track of goals and time of goals.

Unsportsmanlike conduct by players or coaches shall cause a caution (yellow card) to be issued. Repetition, or a more serious offense will result in an ejection (red card).

If any coach is ejected, the game shall not resume until the coach has completely left the area (out of sight and out of hearing).

If a player is ejected, that player shall remain on the team bench under the jurisdiction of the head coach.

The pass of an ejected player or coach shall be retained by the Referee. All ejections require a written report by the referee.

Unsporting behavior or conduct by spectators shall not be tolerated. The Referee shall follow the guidelines stated under “Crowd Control” in this manual.

Any player dismissed from a game due to faulty or dangerous equipment will not be considered to have been ejected, and thus the team shall subsequently not be required to play short handed.

Verify final score with winning coach.

Return player passes to each team coach – not the assistant coach or a parent. Retain pass or any player or coach ejected and submit a written report to the CUSL Operations Committee Referee Coordinator.

A coach may request the Referee to give an interpretation of a rule applied – provided the coach makes the request in a polite and dignified manner at halftime or at the end of a match. If criticism of an official is believed to be warranted, the coach must submit his information in writing and forward his report to the CUSL Operations Committee Referee Coordinator via “E” mail (or regular mail). Phone calls not permitted. No criticism shall be directed verbally (or in writing) to any official before, during or after a match.

GAME DETAILS

Game Length – Ball Size

<u>Age</u>	<u>Length of Half</u>	<u>Ball Size</u>	<u>Age</u>	<u>Length of Half</u>	<u>Ball Size</u>
U19	40 Minutes	5	U18	40 Minutes	5
U17	40 Minutes	5	U16	40 Minutes	5
U15	40 Minutes	5	U14	35 Minutes	5
U13	35 Minutes	5	U12	30 Minutes	4
U11	30 Minutes	4	U10	25 Minutes	4
U09	25 Minutes	4			

The current Referee for CUSL as shown in Part 5 Playing Rules

GAME RULES

OFFICIAL GAME

A game shall be considered official after one full half of play (the second half does not have to start). If less than one-half is completed and the game is called, the whole game

must be replayed. The Referee must inform the Assignor of games terminated for whatever reason.

If a game is called because of misconduct, the disposition of the game will be decided by the CUSL Conduct Committee. A referee report will be required.

Teams will wait 10 minutes for their opponent to arrive. After which, the match will be forfeited by the team failing to appear. Report no-shows to your referee assignor.

Home teams must change jersey colors if there is conflict with uniforms.

USSF and CUSL require that all players must have proper uniforms and equipment. Jerseys must be tucked in, shin guards, uniform shorts, socks pulled up over the shin guards and proper shoes. NO JEWELRY is permitted on any player at any time. Games will be conducted by a three-person (one whistle) system. A two-person (two whistle) system shall not be used. If a qualified referee does not appear within 10 minutes, a substitute referee is to be appointed by the signed written approval of both coaches.

Club linesman (linesmen) must be used in the event a certified three-man referee crew is unavailable. A club linesman is defined as any individual that is not a certified referee or a certified linesman.

Club Linesman may only call out of bounds and direction.

All club linesman must be approved by the Referee, and shall be provided by the home team, when no acceptable volunteers are available. If two Assistant Referees/ Linesman are not available, the substitute club linesman shall each be approved by the Referee with preferably one being provided from each team.

Any spectator, who is also a certified official, may be used as a substitute linesman upon acceptance and approval by the Referee. As such, this individual shall NOT be considered a "Club Linesman", but shall be allowed to perform duties in accordance with their level of certification.

A Referee may terminate a game for lack of crowd control, poor team behavior or other unsporting circumstances. The circumstances shall be reported to the CUSL Operations Committee Referee Coordinator within 24 hours of the termination.

Note: Each coach is responsible for the behavior of his sideline players, parents and fans and can be yellow or red carded for their misbehavior.

If a team has a complaint regarding a referee or game situation, the coach shall not confront the referee. Reports of complaint from coaches must be made in writing and forwarded to the referee assignor for the field with a copy forwarded to the CUSL Operations Committee Referee Coordinator.

Substitutions

Unlimited substitutions during CUSL are permitted at the following times with the consent of the referee:

Prior to a throw-in by the team in possession
Prior to a goal kick, by either team
After a goal, by either team
After an injury, by either team, when the referee stops play
At half-time

A team shall be permitted to substitute for a cautioned player with consent of the Referee.

Note: The Referee, at his or her discretion, may permit unlimited substitution by either team during a stoppage for a caution or send-off.

Inclement Weather

A period of 20 minutes should be allowed for the start of a game involving lightning and threatening weather resulting in a delay of the game. If the game is called in the first half of the match, the match is to be replayed. If the game is called after the first half is concluded – the match is considered by CUSL to be complete and the game score at the time the game is suspended is the score to be reported.

Ejections of Players and Coaches

Ejections of player and coaches will result in at least a one game suspension. Ejection for fighting will result in an automatic two game suspension. Any other serious cause for ejection may result in a report being filed with the CUSL Conduct Committee to determine further penalties to the coach or player.

Reasons for Ejection of Players or Coaches (Check Official Game Report and be consistent)

Serious Foul Play
Spitting At
Violent Conduct (Includes Fighting)
Offensive, Insulting or Abusive Language or Gestures
Any Second Cautionable Offense
Obvious Denial of Goal (Handling)
Obvious Denial of Goal (IFK or DFK Foul)

NOTE TO REFEREES: Dissent (by itself) can NOT be a reason for sending-off a player or coach.... It has either escalated to Violent Conduct... or...it has become Offensive, Insulting, or Abusive... or....it really is just “Dissent”, but at the same time it also becomes a Second Cautionable Offense. In the latter case, the send-off is NOT for Dissent, but rather for having been given a Second Cautionable Offense. Know the differences when you are filing your game report.

Assault or abuse of a referee either physical or verbal will result in a report being filed with the CUSL Conduct Committee for further consideration. The official may also

submit their written report to Ohio South Youth Soccer Association for their further evaluation.

PROTEST HANDLING

A Coach wishing to file an official protest must notify the Referee of his/her intention. This notification shall be made in a courteous manner at the field of play either at the time of the incident, during the match, or immediately after the conclusion of the game. The Referee then needs to inform the opposing coach that an official protest is going to be filed.

The Referee, when requested by the CUSL League Referee Coordinator, shall submit a written report outlining all the appropriate details concerning the protest incident. This information needs to also include the time in the match that the incident occurred, the score at that time, and the score at the conclusion of the match.

CROWD CONTROL

Most referees at some point in time will experience the intensity of a very competitive game and become involved in a situation requiring crowd control.

The proper procedure for addressing unruly spectators is as follows and must be strictly adhered to:

If a spectator(s) becomes unruly, the Referee first must instruct the coach(es) to control their spectator(s).

If the coach refuses, he/she should be issued a yellow card.

If a spectator(s) is so unruly, that he or she must be sent-off from the sidelines, the Referee should instruct the coach to have the spectator(s) leave (out of sight and out of sound). It is the coach's responsibility to remove spectator(s), not the referee.

If the spectator(s) or the coach continues to be unruly, a second yellow card is to be issued to the coach and he/she is then ejected from the match. Two yellow cards equal one red card.

If the crowd or coach continues to interfere with the match, the Referee should then can suspend or terminate the match.

Under no circumstances, should the Referee initiate a confrontation with the spectator(s).

CODES OF CONDUCT

REFEREE'S CODE OF CONDUCT

The referee is responsible for the safety of the players and the enjoyment of the game by all involved including the coaches and spectators. Soccer belongs to the players and the Laws of Soccer are written to insure a continuous flow of action, while protecting the players and the integrity of the game.

- 1) Have a thorough knowledge of the Laws and a complete understanding of the "spirit" of the Laws.
- 2) Enforce the Laws of the Game - a referee can only punish after a foul act has been committed.
- 3) Be a fair and impartial neutral observer - apply decisions equally to both teams.
- 4) Promote safe play - overall safety of players is of utmost concern.
- 5) Develop consistency, have a sense of "fair" play (Law 18 – Common Sense) and apply accordingly throughout the game, anyplace on the field, and from game-to-game.
- 6) Soccer belongs to the players. Referees need to understand this and put the welfare of the game and the players ahead of their personal ambitions, prejudices, and ego.
- 7) Be as inconspicuous as possible during the game.
- 8) Punish only when and where necessary - do not be an intrusion into the game.
- 9) Discipline players - punish continuous foul play quickly and appropriately.
- 10) Discipline players fairly and with respect - anticipate individual problems.
- 11) Address dissent sensibly and firmly - be the short-term enforcer of the Laws and the rules of decorum.
- 12) Pay attention - each game requires the full-time concentration of all the officials.
- 13) Adjust to game situations - avoid nit-picking or trifling calls.
- 14) Apply "advantage" judiciously - be aware of various players' capabilities and the tone of the game.
- 15) Spectator dissent or interference is to be handled by the Referee by notifying the coach of the nature of the problem, and instructing the coach to deal directly with the spectator(s). Referees should not interact directly with a spectator or spectators.
- 16) Refrain from creating confrontational situations with players, coaches and/or spectators - keep inflammatory comments to oneself, do not "throw fuel on the fire". Avoid "baiting" of players and coaches.
- 17) Maintain a calm and professional demeanor at all times. Understand and manage players, coaches, or situations with skill and intelligence rather than retaliating irresponsibly with arrogance or anger.
- 18) After a match "walk-away" and distance oneself from anyone initiating dissent or inflammatory dialogue. Do not engage or confront dissenters in any way, shape or form, i.e. do not get in their face, do not throw back a verbal retort, do not explain or defend a decision simply be quiet and leave. Provide a written report of situation, if necessary, and send to the CUSL Operations Committee Referee Coordinator or the Cincinnati DDA.
- 19) Adhere to the USSF Code of Ethics for Referees.
- 20) Honor all referee assignments accepted.
 - a) Do not turn back assignments because you have a "better" game or a group of games that you could otherwise officiate. No other match (except State Cup matches) has appointment priority or precedence over any other match (including tournaments).

- b) An official may try to work out an agreement with his/her assignor to reschedule, but unless the assignor approves as such, the official shall fulfill the original commitment.
- c) Any violation of this policy will be considered as unethical conduct, which may result in the official being fined and/or suspended.

COACHES CODE OF CONDUCT

The coach is responsible for the action of the players and spectators associated with the team and is required to take all precautions to prevent spectators from threatening, assaulting or harassing the officials or opposing players before, during or at the conclusion of the game.

1. Soccer belongs to the players. Coaches need to understand this and put the welfare of the game and the players ahead of their personal ambition and ego.
2. Coaches, parents and supporters must never place the value of winning above the safety and welfare of the players. Winning should be the result of thorough preparation and discipline.
3. The Laws of Soccer are written to insure a continuous flow of action, while protecting the safety of the players, though injuries may occur. Coaches must be thoroughly knowledgeable of the Laws and rules of play, and must educate their players so they, too, know and understand the Laws and rules of play and adhere to both their letter and spirit.
4. Advantage shall never be sought by deliberately violating the laws or by engaging in unsportsmanlike behavior. Coaches shall not tolerate unsportsmanlike behavior by members of their team toward opponents, officials or spectators, regardless of the situation.
5. **Neither a coach, his/her players or spectators will direct abusive or intimidating language or behavior toward the officials or players and coaches of opposing teams and its supporters.** Personal remarks and improper language will not be tolerated.
6. Coaches and parents have an obligation to teach good sportsmanlike conduct by both word and example. Players must learn to win without boasting and lose without bitterness. A coach must work to instill in his players proper respect for opponents and officials.
7. Each coach is responsible for the behavior of his team and their spectators.
8. A coach should be as inconspicuous as possible during the game.
9. It is unethical to recruit a player rostered on another team.

NOTES ON REFEREE PROCEDURES

The assigned (Center) Referee for a CUSL match should be two years older than the players.

All games must be officiated using the Diagonal System of Control as mandated by the US Soccer, i.e. the three-person (one-whistle) system.

Referees must follow all recommended procedures previously listed on start of game, checking players in, game management, safety of players, inclement weather recommendations, lightening and must keep the safety of the players in mind during the entire scheduled match.

A maximum of three (3) coaches, all of whom must have a valid coach's pass, are permitted on the sidelines at any time during the scheduled match.

REFEREE ASSAULT AND ABUSE

Referee assault on a registered USSF referee, linesman or person serving in the emergency capacity of the lineman (club linesman) is the intentional act of physical violence upon a referee.

Assault includes, but is not limited to the following acts committed upon a referee: hitting, punching, choking, spitting at or on, grabbing or bodily running into a referee, 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., car, equipment, etc.

Referee abuse is a verbal statement or physical act which implies or threatens physical harm to a referee or the referee or the referee's property or equipment.

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

Note: Verbal threats or remarks indicating personal harm to a referee shall be deemed referee abuse.

NOTE: The Referee shall verbally notify the SRA, Ken Baldeosingh, (or the SYRA, Jim Reuther, or the Cincinnati DRA, Charlie Keaney) within 48 hours of the incident and follow up with a complete written report. This report is in addition to the game misconduct report sent to the league. It must be a report describing the particular misconduct directed toward the game official and is to be professional, precise, informative and accurate. The misconduct report sent to the league should also be included.

Summary of Items to be Included in a Referee Report

1. The game report should include:
2. The team names and jersey colors
3. The date and time of the match
4. The age and gender of teams
5. The location of the field and the field number

6. The names of the Assistant Referees (and/or Linesmen). The involved players (or coaches) names, team, jersey numbers, and pass number.
7. The reason for send-off (i.e. Violent Conduct, Second Cautionable Offense, etc.) and the time in the match that send-off occurred
8. The incident – in complete detail – stating only the facts
9. The incident must be as you saw it, brief but containing all pertinent facts, and any further descriptions, with no opinions and no recommendations.
10. Send-Offs may require additional reports by the Assistant Referees (and/or Linesmen), as requested by the CUSL Referee Coordinator.
11. The name and signature of the Referee submitting the report.
12. Ejection notices may require additional reports by the linemen scheduled as well.

OFFICIAL GAME REPORT



Your Name
Your Address,
City, ST ZIP

OHIO SOUTH REFEREE REPORT

Age/ Division: _____

Match: _____

Day & Date of Game _____
Field _____

Scheduled K/O time _____ AM or PM

Home Team Name	Home Team Color	<div style="border: 1px solid black; width: 80px; height: 20px; margin: 0 auto;"></div> Score
Visiting Team Name	Visiting Team Color	<div style="border: 1px solid black; width: 80px; height: 20px; margin: 0 auto;"></div> Score

REFEREE _____

Assistant Referee #1 _____

Assistant Referee #2 _____

SEND OFFS / EJECTIONS:

Type of Misconduct

VC -- Violent Conduct
(Commits Foul)

SFP -- Serious Foul Play
(Handling Ball)

SCO -- Second Cautionable Offense

S -- Spits at anyone

L -- Abusive Language

DGF -- Denies Goal

DGH -- Denies Goal

No.	Player	Id. No.	Team	Reason

Notes / Comments:

Signature: _____

SOUTH STATE REFEREE COMMITTEE
OSSRC – 2002

State Referee Administrator (SRA)

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