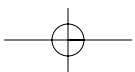
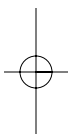
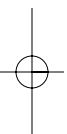


**Guidebook**  
**for**  
**New Referees**

A 3D illustration of a whistle on a lanyard, centered within a large circular frame. The whistle is a standard cylindrical whistle with a rectangular mouthpiece. The lanyard is attached to the bottom of the whistle and has a textured, braided appearance. The entire graphic is enclosed in a thick, dark grey circular border.



## REFEREE MENTORING INFORMATION

The following Referee Mentoring Information is being distributed to all referees attending classes from November 1999 and to new referees that are working South Jersey Soccer League games.

### INTRODUCTION

Soccer is organized for players - for players to enjoy the game of soccer. It is not organized for referees. The referee is there to give service to the players and to resolve disputes. Although the players will generally decide how the game is going to be played, it is up to the referee to decide how the game is going to be controlled. If she/he cannot control a game, she/he is not a good referee. There are aspects of being a good referee that go beyond knowing the Laws of the Game and game mechanics. Player management, control of coaches and the sidelines, administrative responsibilities before and after the match are just as important. The following sections will address some of the things newly certified referees should know to make you the best referee possible.

Every referee has potential to become a great referee but not every one is achieving that potential because s/he is not thinking enough (reading the game) about the game. Given the fact that referees have the power to control a match, it is the exercise of that power during the game that separates the good from the excellent referees - use that power with compassion, understanding, courage and good humor. As in anything, its important to remember that being prepared will increase your likelihood of success and that it takes time to develop (apply all the things you have learned in a consistent manner) before you are a top-flight referee. Here's how you start.

**KNOW THE RULES** - Success begins by being prepared. You must know the Laws of the Game and be prepared to interpret them as necessary under match conditions. As an inexperienced referee, you will not make all the right decisions early on - that will come with experience. But you will not make mistakes about what the Law says and that will reduce the chances of confrontation with coaches and parents.

**DRESS LIKE A PROFESSIONAL** - If you expect to command respect (one element of game control) on the field, then look and act like you deserve it. Never arrive late to the field looking like you really want to be somewhere else. Dress for success - wear the proper USSF uniform.

**TAKE COMMAND** - This does not mean to start yelling and acting like a dictator (abuse of power). It means greeting each coach with a firm handshake, a smile and looking the coach in the eyes. It means issuing firm and simple instructions to the players and making them believe you are in control. It means getting the game to start on time.

Once those things have been taken care of, a referee will have to do three things during a match - concentrate, show confidence and show courage. The following sections are designed to provide assistance to all referees but especially newly certified referees.

## WHY SMALL-SIDED MATCHES AND MENTORING

The small-sided program (8v8) has been structured to realize a number of objectives - provide for a greater amount of ball 'touches' for players to enhance their decision making skills by repeating game situations on a more frequent basis and to provide an opportunity for newly certified referees to gain officiating experience.

In the South Jersey area, a REFEREE MENTOR program has been started as a companion to the small-sided team concept. It is designed to develop, improve and to strengthen the performance of newly certified referees through the use of experienced referees to instruct, counsel and for encouragement. Building confidence and technical growth in newly certified referees is the primary emphasis of this mentoring program.

There are four basic areas of competence that game officials must acquire:

1. Knowledge and application of the Laws of the Game;
2. Patrol patterns, positioning and mechanics;
3. Player and off field personnel management; and,
4. Administrative responsibilities.

It is not the intent of the mentor program to be a formal assessment but to provide recommendations, insights to officiating and counseling to the newly certified referee. Should a mentor be at the field to assist the newly certified referee, they will not intercede in the officiating of the match and they are not required to respond to questions/statements from coaches, players or parents which appear to be overly critical of the decision making process of the newly certified referee. Seasoned referees who have been asked to be mentors were selected because they are supportive and compassionate when providing guidance as well as being good listeners. Newly certified referees are free to consult with their mentors over the next few years.

## HOW DO I GET GAMES TO OFFICIATE

The Leagues in the South Jersey area usually contract for an assignor to place referees onto fields for which they are qualified/prepared to officiate with assignments made for one or two weekend days at a time.

When the Assignor contacts you, you should provide him/her with any information that will assist in making your field assignments - Do you have a brother or sister playing on a team that participates in the Small-Sided program? Does your father or mother coach a team in the Small-Sided program? If the answer is yes, you will not be assigned to officiate those matches. This is to assure the integrity of the game and to prevent opposing coaches from using that information against you.

Should you find out after getting an assignment that you cannot fulfill your obligation, you must call or email the assignor as soon as possible! That means days before and not minutes before the match is to be played. This notification will allow the assignor to call the club to give them time to find an alternative referee. If you constantly miss assignments or turn them back in to the assignor, you probably won't be called again.

At the time you receive an assignment(s), you will also be given the name and telephone number of the Club (not usually the team contact) contact point. You are required to call that number one or two days before the match and give your name and telephone number. Why? Games may be cancelled for any number of reasons and those cancellations are the responsibility of the Leagues. The assignor may never know the games have been cancelled until after the fact. Your notification of any changes to start times, the number of matches or field relocations will usually come from the club contact. If you don't call and the games have been moved or cancelled, you are not entitled to any travel expenses or game fees.

The most important reason to contact the Club is in case of **area wide inclement weather**. Soccer leagues will usually cancel the day's matches if there is:

- Widespread inclement weather that would make travel dangerous (snow);
- or,
- Localized weather that will impact on a majority of the scheduled matches and if played, the fields will be destroyed or damaged severely (heavy rain).

League cancelled matches will be decided early in the morning on game day. If you don't receive a call by 10:00am on game day from the club contact, you must assume that your games will be played! It may be raining in your area but not at the field. Report to the field on-half hour before game start - RAIN OR SHINE.

### THINGS TO DO BEFORE THE GAME STARTS

- Before leaving for the field, make sure you have the following:  
Dressed in the approved USSF referee uniform - solid black shorts, black socks that are not bunched around your ankles so that the three white rings are showing at the top of the sock, referee shirt that is tucked into the shorts and you've attached your current USSF year patch on the left shirt pocket;  
Watch, pens/pencils, red and yellow cards, coins, whistles, assistant referee (lines person) flags, and water, etc.;
- You've made arrangements to be picked up at a certain time after the matches. Have your ride wait until you check that you are at the correct field and the matches are to be played. Bring change for emergency telephone calls as well as the telephone number of your assignor and club contact;
- Rubber bands or Baggies to hold/separate player/coach cards;
- Arrive at the field at least 30 minutes prior to the game
- **INSPECT THE ENTIRE FIELD** to check for:  
Holes or depressions that could cause twisted or broken ankles;  
Rocks, twigs, debris on the field;  
Nets securely fastened to the goal posts and netting pulled back so as not to interfere with the goalkeeper;  
Goal posts securely anchored to the ground. Sandbags on the frame towards the rear are acceptable. Posts don't have to be in the ground;  
Corner flags that are not dangerous to players; and,  
Entire field properly lined.

- Home team is responsible for addressing any field problems noted above.
- Home team players/coaches should be checked first but it's not a requirement - you should start with the team that appears to be ready for inspection.
  - Make announcement that all jewelry, earrings, watches, etc. must be removed. Jewelry of a religious or medical nature may be worn if it is not dangerous. Medical necklaces should be taped to the player's chest to prevent the chain from being caught by an errant hand. All players must wear shin guards and socks must be pulled over shin guards. Shirts are to be tucked in.
- Have Coach give the proper pass to each player.
- Have the players line up and remain as quiet as possible.
- Collect each Coaches pass and receive the League supplied Game Card
- Ask the Coach to provide a lines person and give him/her one of the flags
- Remind the home team coach to provide game ball.
- Check-in the players
  - Start at one end of the line and match player pass picture to the player and check to see if the uniform number is the same as on the game card - put a check mark next to player's name to indicate that he/she is present. If the coach forgot to put the uniform numbers on the game cards, kindly ask the coach to do so before you continue with player check-in.
  - Referee is to hold all the player passes as well as all carded coach's passes until the end of the match regardless of your being paid prior to the game. A red-carded player's pass is to be forwarded to the League with the game card.

### **SAFETY Recommendations**

- The Referee must be assured that players are not wearing anything you consider dangerous to the player or to their teammates or opponents.
  - Check to see if any player is wearing normal eyeglasses. For general safety purposes, it is recommended that only the special sports glasses be worn.
  - However, a player may not be prevented from playing just because s/he is wearing glasses. The material of the lens, its thickness, frame material and whether the glasses are held in place by an elastic band ("Croaky") between the ear pieces and across the back of the head must be considered before you permit eyeglasses to be worn. Your main concern is the safety of the OTHER players from flying eyeglass lenses/frame fragments or even the entire eyeglass.
  - At a minimum, the eyeglasses should be secured to the player's head so that they don't fly off and hit another player. Glasses that are broken and held together with tape or elastic band are just as dangerous as unsecured eyeglasses.
  - Only one out of 100 players/coaches will argue with you if you determine that a player's eyeglasses are "dangerous" and may not be worn due to safety considerations. Some coaches even threaten to pull their team off the field if a player(s) can't wear

their glasses. You may even get the opposing coach who has a team/parents ready to play after driving 50 miles pressuring you to allow an opposing player to wear glasses for reasons having nothing to do with SAFETY. You will never be faulted if you base your equipment decisions on the safety issue and, therefore, not allow the non-sport eyeglasses to be worn, when warranted.

- Another potential danger to players is the wearing of earrings. Clip-on earrings must be removed, as they could become a flying projectile. Pierced earrings must also be removed because the posts may puncture the carotid artery that is the main blood-carrying artery to the brain. Accept no excuses such as the posthole will cover over if the earrings are not left in. Covering the posts with tape will not prevent the post from puncturing the skin in a collision. All earrings must be removed before a player may participate.
- Players in USSF sanctioned matches may play while wearing knee braces and casts. However, all casts, either of plaster or plastic, must be well padded and not used in a menacing manner. Padding may consist of nothing more than an ACE bandage but the padding must be soft and pliable. It is not necessary to have it wrapped with foam. Any clips holding the ACE bandage should be covered with tape.
- Orthopedic designed knee braces come in all sorts and sizes and are constructed using many types of materials. In each case, the rigid supports must have no sharp edges. Soft knee braces are also acceptable.
- Check cleats for safety- no rough edges on screw-in cleats that could cut someone.

***Subject: Players Wearing Non-Compulsory Equipment***

***Date: September 3, 2003 On August 25, 2003, FIFA issued Circular #863, regarding the legality of players wearing non-compulsory equipment. FIFA notes that, under the "Powers and Duties" of the referee in Law 5 -- The Referee, he or she has the authority to ensure that the players' equipment meets the requirements of Law 4, which states that a player must not wear anything that is dangerous.***

***Modern protective equipment such as headgear, facemasks, knee and arm protectors made of soft, lightweight, padded material are not considered dangerous and are therefore permitted. FIFA also wishes to strongly endorse the statement on the use of sports spectacles made by the International F.A. Board on March 10, 2001, and subsequently in FIFA Circular #750, dated April 10, 2001. New technology has made sports spectacles much safer, both for the player himself or herself and for other players. This applies particularly to younger players. Referees are expected to take full account of this fact and it would be considered extremely unusual for a referee to prevent a player taking part in a match because he or she was wearing modern sports spectacles.***

Referees are reminded of the following points, which can assist in guiding their decisions on this matter:

- Look to the applicable rules of the competition authority.
- Inspect the equipment.
- Focus on the equipment itself – not how it might be improperly used, or whether it actually protects the player.

***REMEMBER THAT THE REFEREE IS THE FINAL WORD ON WHETHER EQUIPMENT IS DANGEROUS.***

- You MAY NOT officiate a match if one or both teams cannot present their player/coaches passes for inspection prior to the kickoff. You are to abandon the game no earlier than 15 minutes after the schedule game start and you shall be paid in full as if you had officiated. You must not start the game even if a coach/parent says the passes will be here before game end, etc. Should you abandon a game and other games are scheduled to follow, you are required to remain on site to complete your full field assignment; No more than four carded coaches per team/and all the carded coaches/players shall be on one sideline and everyone else on the opposite sideline. Coaches/team members must remain in their half of the mid field and within 10-15 yards from the mid field markings.

**WHAT INFORMATION SHOULD YOU PRESENT TO THE PLAYERS AND COACHES AFTER PASS CHECK-IN?**

Give a short briefing of how you want the players to act on the field.

- Play the ball - not the player.
- Play on unless the whistle blows.
- Give free kick takers ten yards.
- Do not stand in front of or run at the keeper when he/she has control of the ball and is trying to put ball into play - field players are to get out of the way.
- Tackles from behind are usually a dangerous play at this level of competition although some players may have the skill level to make it a “legal play”. Many people believe that getting all ball and then deliberately tripping the player is not a foul - it is a foul. Getting all ball does not allow the tackler to be excused from the Laws of the Game either prior to getting all ball or after getting all ball.
- Ask if there are any questions from either the coaches or players.
- Take only one or two and then go to the next team or to center of field for coin toss.

Go to next team and repeat the process.

**HANDLING SUBSTITUTIONS**

- After you brief the players, you may want to talk to each coach about player substitutions. At the youth level, you could have multiple subs coming onto the field from both teams at the same time. Part of your administrative function is to assure the proper number of players on the field. Before you allow the restart of the game, quickly scan the field and count the number of players. If, during

any portion of the match, the substitution patterns of the one or more coaches creates confusion as to the number of players on the field, you should inform the coaches that all subbed for players are to return **directly** to the coach and that the “new” player may only enter the field until after the player to be substituted for arrives at the coaches area. The game is then restarted. Substitutions are allowed only from mid-field.

## INSTRUCTIONS TO CLUB LINE PERSONS

- Instruct each of the line person to “snap” the flag when the entire ball goes out of bounds. This will allow you to “hear” the flag rather than trying to pick out the person from a large number of people. Ask them not to indicate the direction (either by flag or orally) the restart will take. However, you can ask them for assistance if you get screened from the play. Also, request that they not to give playing instructions to the players.

## KICK OFF PROCEDURES

- Blow the whistle and call team captains to the center of the field. You should have game ball provided by the Home team.
  - Check ball for proper size and pressure.
- Ask Captains to introduce themselves to each other and to exchange roster cards. (If one or both don’t have roster cards, have the coaches exchange them with each other - it’s not your responsibility).
- Visiting Team gets to call the coin toss.
  - Coin toss winner only has the option to pick which goal to defend/which direction they will attack. The other team takes the kick off.
- Once that has been determined, place a mark on the game card to indicate which team kicked off and which goal the other team will defend. Any mark/notation will do. This will help you remember who gets the kick in the second half and what end of the field they should defend.
- After the center formalities have ended and the “captains” return to the sideline for final instructions (allow up to 15-30 seconds), blow the whistle to signify that the teams should take the field.
- After both teams are on the field
  - Note the actual time of day (12:31 pm, etc) and write down that time somewhere on the game card in case your stopwatch doesn’t start or you inadvertently stopped the timer. Now you have a starting time to add the number of minutes one half would take.
  - Have each keeper acknowledge that they are ready.
  - Look to see if both sidelines have a line person.
  - Take a position in the defensive portion of the field.
  - Start your timer - wait to see if it starts.
  - Blow your whistle to start the match.

## THE GAME STARTS - NOW WHAT?

- Call each and every foul and throw-in.
- Do not allow opponents to stand in front of the thrower.
- Call 'Dangerous Play' on players who raise their feet higher than their waist when attempting to play the ball and in the proximity of an opponent player. If both players raise their foot in a dangerous manner, either pick one as the prime offender and award an in-direct kick to the other team or declare both at fault and use the drop ball as the re-start. It's better to identify a prime offender.
- Blow your whistle so the sidelines can hear it.
- Do NOT Blow Your Whistle Every Time the Ball Goes Out of Play.
- It is recommended that:
  - Call out the jersey color that has the throw as well as pointing in the direction of the throw;
  - Give a clear hand signal for an Indirect Kick;
  - Do not allow players to push, grab or hold or obstruct players from the ball;
  - Keep up with the play (positioning) - you should be no less than 20 feet from the ball 95 % of the time.

## WHAT TO DO IF?

- **Player is bleeding:** The player must leave the field immediately to have the bleeding stopped and his/her skin and/or uniform cleaned as thoroughly as possible. You should not blow the whistle to stop play just for a minor scratch or nosebleed. At the next stoppage of play, the bleeding player should be directed to the sideline. Allow for a substitution for the bleeding player only. Match to be restarted according to the position of the ball when the whistle sounded. That player may not re-enter the field as a substitute until the REFEREE has inspected the player at a stoppage of play. This is the same procedure for someone sent off the field to repair/replace an equipment problem.
- **Field is unplayable or other safety issues:** A referee may terminate a match for reasons of safety (bad weather or darkness), for any serious infringement of the Laws (bench clearing brawl of gigantic proportions); a team doesn't show up or leaves before the completion of the match, or because of interference by spectators. The League will determine the result of the match and your written report on the Game Card/Comments Field will be the basis for any further action by the League. If there are other matches to follow an abandoned game, you are responsible to remain to officiate those matches if the field is playable. If you are uncomfortable remaining after a confrontation or altercation, inform the next series of coaches of your decision and leave the field. You must complete the COMMENTS section of the Game Card as to your reasons for not completing your assignment.
- **Unplayable Field or broken goal posts -** If the field is unplayable (large puddles of standing water, ice covered, gopher holes/ridges, field chewed up by vehicles, etc.), the referee abandons the match and the league will re-schedule the game. Every effort should be made to find a suitable field within a reasonable amount of time.

## UNRULY FAN/SPECTATOR(S)

### Fans

- If you can identify the coach who represents the harassing fans, approach the coach and motion him/her to meet with you away from the sidelines;
- Slowly walk to the meeting area in order to get your composure and to decide what to say;
- Meet him/her near their sideline - don't expect them to come to the middle of the field;
- Speak quietly and inform the coach that if s/he cannot control the comments of their fans, the offending spectators will have to leave the area;
- If the comments involve foul or abusive language, you must have the offender leave the area; and,
- Tell the coach that if s/he refuses to act in accordance with your decision, you will terminate the match and prepare a report to the league as to your actions;
  - This is not a time to allow discussion or protests from the coach - you've made a decision and it should not be reversed. Think "game control".
  - Both SJ Girls and SJ Boys Leagues now allow referees to yellow or red card coaches for their actions as well as the actions of their fans.

### Unknown Fans or Unknown Allegiance of Fans

- Approach the HOME team coach and request his/her assistance in controlling the sidelines;
- Identify the problem section of the sidelines;
- If it is not his/her fans, the home team coach should consult with you and the away coach to identify who the fans belong to;
- If neither coach owns up to the fans, it is the home team coach's responsibility to handle the situation (League rules); and,
- Inform the coaches that if the problem continues to persist after the coach or a representative of the coach informs the fans to control him or herself, the game will be abandoned. Referee receives full payment regardless of the time actually officiating.
  - You may have the people physically remove themselves to a position far enough away to see the match but not to hear them or give them the opportunity to agitate the crowd. Don't restart the match until they have moved the appropriate distance that you have decided upon. Once you have stated your decision to the coaches - you MUST to carry it out to maintain credibility. Make sure the decision is enforceable and sufficient to remedy the situation.

### **When two or more referees show up for the same game**

- It's rare - but it happens occasionally. Common sense should apply. The individual who has traveled the furthest to the match site should stay and officiate all the matches. However, if your ride has already left and the new referee has a ride, then the referee with the ride at hand should go home. This is for safety reasons. Both referees should call the assignor to report the "double" assignment. One referee may have gone to the wrong field and assumed that this was his/her game(s). The Leagues may wish to pay you for any error by the assignor but it is not mandatory that they do so.

### **Both Coaches want to change the field site and your ride has gone home**

- This situation has already happened and the young referee trusted the coaches to inform the coaches of next game(s) of the change. They didn't. Thus, the next teams arrived at the original field with no referee. The parent of the referee then returns to the field and finds no referee. Unless you have access to a cell phone AND talk directly to one of your parents (no voice mail messages), you should not place yourself in jeopardy. It is recommended that if you agree with the coaches (you make the decision that the field is unplayable - not them) and move the match, both coaches must send a representative to the old field one-half hour prior to each scheduled match to direct the teams/parents to the new site. These representatives must remain at the game site up to 30 minutes after kick-off of the last match scheduled for the field. Referees should make a note in the Comment section of these instructions to the coaches.

## **THE GAME CARD - YOUR ADMINISTRATIVE DUTIES**

The game card presently in use by both Leagues has been reproduced in condensed form following this section with each side having a letter/number for discussion purposes. While there may be slight differences between the SJ Girls and Boys Leagues, the differences are self-explanatory. The game cards are distributed by the Leagues to coaches prior to the season and each team must present a completely filled out game card (parts A/B/C) to the referee prior to the start of the match. The card is printed on postcard type paper and is perforated so the two sections of the card can be detached from each other.

### Part A: Players Roster Form

This is identical to section B2. This section is exchanged by team Captains in the center of the field prior to kickoff. If one team doesn't have this section to exchange, tell the other team to have their coach see the other coach for this section. Each Coach is required to complete the section. Paper glued to the card (computer printout) with all the information is acceptable. **MAKE SURE YOUR NAME IS PRINTED ON THIS SECTION.**

### Part B/C: Official Game Card

Part B and C comprise the official game card and is the administrative record of the match. Section B2 (Player roster/uniform #, etc.) is completed by each coach and must be filed out prior to kickoff. The match must not start until one or both coaches fulfill his/her responsibility (if you card someone - you need his/her name, pass number and jersey number for notation in the Comments area of section C1).

Sections B1 and C1 are YOUR responsibility for completion (both cards - one from each team) and mailing both cards within 24 hours of game completion. There is a pre-printed address on section C2 and it is different for both leagues. One letter stamp is sufficient for both cards (one inside the other and stapled/taped closed at the open ends).

- 1) Enter the date you officiate the game.
- 2) Enter the start time and completion time of the match.
- 3) Circle the Division of the game (Div. 5 is small-sided - the Girls League has the age of the team instead of Division).
- 4) Enter the name of the Club (Away and Home team). There is a section for Team Number below the team name. The Leagues assign that number. The number may be found on side A2 or B2 if entered by the respective coach. It is not required that the team number is entered but the club/team name is very important.
- 5) The blank boxes under the team # area is your place to note how many goals were scored in each half with the final score noted in the appropriate box. You are not required to note the jersey # of the player who scores. Use a check mark to count each score for each half. Put the final score in the Final box.
- 6) If you card a player, circle Y for Yellow and R for Red - Enter player name, jersey #, Pass # and the type of offense (tripping/dissent, etc.) on only the official game card that has the carded player's name on the opposite side. Each League keeps records of yellow/red cards and determines additional punishment to a player based on these reports.
- 7) For each player and/or coach receiving a red card, the USYSA/NJSYA pass must be mailed with the game card to the appropriate League.
- 8) Use the Comments/Injury Section (C1) in case of any player has been seriously injured. Note the player's name, jersey # and the **type/location of the injury** - This is for insurance purposes. Check with the coach of the injured player after the game to make sure the injury is serious. Use the section for any other comments that you wish to make including why a coach, players or spectators of that team received a "P" rating.

The lower portion of C1 is very important to the Leagues. It is MANDATORY that you complete this section on both cards. This is your opportunity to evaluate the actions of coaches, players and spectators as it relates to your ability to officiate the match. Finally, clearly print your name and telephone number at the bottom in case any member of the League needs to contact you on matters related to the match.

The entire game card from each team must be mailed to the appropriate League Administrator within 24 hours of game completion. You must complete the informational requirements on both cards - not just one! Both game cards must contain your name and telephone number. The names/uniform numbers of the players/coaches you have disciplined (yellow/red cards and the reason for the card) or notations of injured players are only to be placed only on the game card of the team that they are carded. However, the Field Info/Conduct areas for both teams are to be fully completed on both game cards.

### Part C-1: Evaluations of Coaches, Players and Fans

Since the mid 1990's, coaches have been required to evaluate referees and referees were required to evaluate players/coaches and fans of each game they participate. The Leagues need the information to evaluate the "state of the game" after accumulating these reports over a lengthy period of time. One or two less than excellent reports will not prevent coaches from coaching or referees from officiating during that or the next playing season. The player/coach/fans evaluation is not a commentary on the capability, skill levels or their knowledge of the game but only on their actions/comments as they have affected your ability to administer/control the match. Your evaluations are only subjective determinations and "F" ratings do not have to be explained in a written report. A League representative may call for further details.

- Each separate player/coach/spectators shall start at the "G" (Good) level.
- Each category is rated separately. The actions of one should not influence your evaluation of the other two. You may not give a coach an "F" or even a "P" for the actions/comments of their players/spectators when the coaches are in control of themselves. Thus, coach/players can be "G" while the fans rated "F", etc.
- A "F" (Fair) rating shall be given when a large number of one category has had to be given a verbal warning to tone down their verbal statement(s) and/or action(s) AND they persisted in continuing with such words and/or actions during the remaining course of the match. You don't have to issue cards to justify the "F" rating. It's just your feeling of how a category treated you.
- One or two individuals (players/coaches/spectators) do not constitute a large number. "F's" are automatic when even one individual who has questioned your honesty or impartiality has made comments.

- A “P” (Poor) rating shall be given to a category when:
  - The comments and/or actions of a large number of that group continually exceed the “F” rating criteria;
  - The issuance of yellow/red cards has been significantly greater than you normally issue in games of this age and playing level;
  - The spectators of the team have been ordered to vacate the sidelines as a result of their comments/actions against you or against any member of the opponent’s contingent
  - Any member of the coaching staff has been red-carded (including a double yellow); and,
  - There is any other reason provided that a written report is submitted on the game card or as an attachment and sent to the respective League.
- “F” and “P” ratings should be very infrequent.

Detach here and forward top end panel to SJSL

**EXCHANGE THIS PANEL WITH YOUR OPPONENT**

**REFEREE FEES**

	Multiple Games		Sing	
Div 1	Ref \$42	Asst Ref \$23	Ref \$47	Asst Ref \$20
Div 2	Ref \$36	Asst Ref \$21	Ref \$41	Asst Ref \$24
Div 3	Ref \$30	Asst Ref \$17	Ref \$35	Asst Ref \$20
Div 4	Ref \$28	Asst Ref \$15	Ref \$33	Asst Ref \$18
Div 5	Ref \$24	Asst Ref \$12	Ref \$29	Asst Ref \$15

**A-1**

Detach here and give Referee bottom end panels

**REFEREE GAME REPORT**

(Referees are to submit this portion to the SJSL within 24 hours)

On Date: \_\_\_/\_\_\_/\_\_\_ Start: \_\_\_:\_\_\_ End: \_\_\_:\_\_\_ Div: 1 2 3 4 5

<b>AWAY TEAM:</b>		<b>HOME TEAM:</b>	
SJSL Team #:	Final	SJSL Team #:	Final
↓		↓	

Card	Offender's Name	Disciplinary Actions Taken	Jersey # / Pass #
Y R	_____		
Y R	_____		
Y R	_____		
Y R	_____		
Y R	_____		
Y R	_____		

**B-1**

COMMENTS/INJURIES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Referees are required to complete this section on each Game Card**

FIELD LOCATION	Location:	Markings: G F P	Condition: G F P	Grass Height: High OK	Field Size: Large Adequate Small	Nets: G F P	Corner Flags: G F P																				
	<b>AWAY TEAM</b>		<b>HOME TEAM</b>																								
	CONDUCT: <table border="1"><tr><td>G</td><td>F</td><td>P</td></tr><tr><td>G</td><td>F</td><td>P</td></tr></table>		G	F	P	G	F	P	Players	CONDUCT: <table border="1"><tr><td>G</td><td>F</td><td>P</td></tr><tr><td>G</td><td>F</td><td>P</td></tr></table>		G	F	P	G	F	P	Coaching Staff		CONDUCT: <table border="1"><tr><td>G</td><td>F</td><td>P</td></tr><tr><td>G</td><td>F</td><td>P</td></tr></table>		G	F	P	G	F	P
	G	F	P																								
G	F	P																									
G	F	P																									
G	F	P																									
G	F	P																									
G	F	P																									
Spectators																											

Referee Name: \_\_\_\_\_ and \_\_\_\_\_ Phone # \_\_\_\_\_

G - GOOD, F - FAIR, P - POOR

Poor rating requires explanation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C-1**

**SOUTH JERSEY**

Club Name: \_\_\_\_\_ / Jersey # \_\_\_\_\_ / SJSL Team # \_\_\_\_\_

Player Name: \_\_\_\_\_

First	_____
Last	_____

Signature REQUIRED

**SOUTH JERSEY**

Club Name: \_\_\_\_\_ / Jersey # \_\_\_\_\_ / SJSL Team # \_\_\_\_\_

Player Name: \_\_\_\_\_

First	_____
Last	_____

Signature REQUIRED

**SOUTH JERSEY**

Club Name: \_\_\_\_\_ / Jersey # \_\_\_\_\_ / SJSL Team # \_\_\_\_\_

Player Name: \_\_\_\_\_

First	_____
Last	_____

Signature REQUIRED

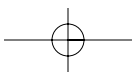
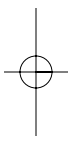
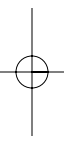
**C-2**

**PRE-PRINTED ADDRESS**

FROM:



**SOME GENERAL THOUGHTS ON THE ART OF REFEREEING**



## Why Referees have to “think” on the field

Referees should not go into every game on “automatic pilot”. Each game is different in terms of skill levels and competitiveness of the players. While this might not be the pro game, each player is viewing this game, this minute, this second as his/her World Cup and referees should act accordingly. It’s a matter of CONCENTRATION on the events on the field of play/sidelines and not about things away from the field. Being sharp in the last 10 minutes of your third game of the afternoon is both physically and mentally demanding and marks the true professional.

It is a true art to be able to concentrate on the action at hand, make constant and consistent value judgments in split seconds. Given that referees are human, they will also make human mistakes and sometimes those errors in judgment can alter the outcome of a match. However, a good referee will make fewer mistakes than most players will on the field.

### What do you have to think about?

Your position on the field - It’s tough enough to properly call a soccer match when on top of the play. It’s impossible when you stay within ten yards of mid-field. Even when officiating at the small-sided level, learn the habit of being in the proper position. Always think about your position - you should know why you are where you are - think about the standard of the game, the weather, the atmosphere of the game and make your calls accordingly.

Use of referee “aids” - You must think about when and how to use such aids as the whistle, signals and your voice

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.

**Hand signals** are also important. It’s better to make a firm decision that may be wrong than it is to point one way, then the other, and then look obviously confused and intimidated. Yes, sometimes you point the wrong direction for the throw-in or point to the corner when you should have obviously pointed for a goal kick. These lapses of thought sometimes occur to even the best of referees. Don’t say “MY BAD” but “MY ERROR (to the players in earshot - not for the sidelines to hear) and point decisively to the correct re-start. Show confidence in your decision.

**Talking** to players while the match is underway is another way to assert control. If you believe that talking to players could be an aid to your control of the match - then talk to the players - don’t worry about a coach who says s/he doesn’t want you to speak to them while the ball is in play. You don’t need to talk constantly to players. Talk for a reason. Talk to admonish. Talk to assure. Talk to diffuse a potential situation. Make players believe you know what’s going on and what they are doing.

Game Control - Think about your relationship with the players. When you need to react - think about the action, decide the outcome and announce the result. Signals should be clear, concise and authoritative. Think about your field presence. Whatever field position you need to take to effectively control the situation - then take it. Don't be restricted to any 'officiating' system that has been taught to you. Use what is comfortable to you as well as being effective for the players, coaches and spectators. Think about the difference between calculated dissent and emotional dissent - the first should never be allowed. Think about applying the use of "advantage" - the field position of the foul, the intensity of the match, the benefits of controlling a situation or letting the game flow.

## MAINTAINING YOUR AUTHORITY

It doesn't matter if you're a young, old, experience, or inexperienced referee, sooner or later you will encounter challenges to your authority on the soccer field. Every time you sound your whistle to stop play, not only do you have to know the correct re-start; you must accept the fact that half the people on or near the field will not agree with your decision.

Entry-level referees are usually cautious, tentative and somewhat insecure when they first take the field. Even though the Laws of the Game says that "...each match is controlled by a referee who has full authority...", it's of little help when you are confronted with a challenge to your authority - especially by someone who is older, bigger, and usually yelling at the top of his/her lungs and has probably never read the Laws of the Game.

You can take disciplinary action against players who disagree with your authority, but dealing with coaches and spectators is another matter. Your success will be determined by the smart exercise of your "power to penalize" and the air of confidence you project on the field.

Confidence is a very visible attribute. It includes physical appearance (proper attire), body language, demeanor, speech and even how one runs and walks. Confidence is visible from the moment s/he walks onto the field and it continues during the contact with players/coaches/spectators throughout the match. You can pretend to be confident when you may not feel that way but true confidence only comes after officiating hundred's of matches at all levels of competition - been there - saw that - handled it before.

Part of maintaining your authority also deals with the courage of your convictions. Referees should send off a player or players who truly deserve to be dismissed. Flagrant, blatant and obviously deliberate fouls occurring any where on the field should be dealt with regardless of the amount of time on the clock or the potential for impacting on who may eventually win or lose a match.

## HOW TO DEAL WITH CONTROVERSIES

All referees should respond to controversies with credibility, self-confidence and composure. Remember that the Laws of the Game are in black and white but soccer is a game of gray shades. Common sense must be applied to the decision-making process. When the time comes to address the matter, here are a few good points to remember (another thing the referee has to think about).

Maintain composure both verbally and non-verbally - It is real easy for you to have a negative or defensive reaction when someone disagrees with your decision;

- Maintain good eye contact with talker.
- Keep an interested facial expression. Show respect.
- Keep a confident body stance - not hostile - not defensive - no one is going to physically harm you.
- Listen when they are disagreeing. Otherwise they may think you are belittling them, which will only increase their hostility.

Don't respond immediately - Count to ten before responding to give you time to form a good response and to maintain your composure. Use a quiet voice and avoid being defensive. Reaction time in such situations should be slightly delayed to slow the conversation down.

Separate yourself from the crowd - Effective communication is best when it is on a one-to-one basis. If it's the coach you need to speak to, have him/her enter the field a short way. Keep your voice low - the conversation is between both of you - not the world. When an issue is discussed in public, a crowd usually forms and they all want to put their two cents in. Furthermore, when there is disagreement and a lot of people are party to the discussion, their comments are often directed at others rather than assisting in the resolution of the matter. Keep the matter between you and the coach(s).

Maintain Credibility - Your credibility is crucial to a positive resolution of situations. This attribute is just as important as your ability to communicate and to develop rapport with both players and spectators. You don't have to give a detailed explanation of every decision you make and you should not acknowledge such requests. You have to "read the game" to decide whether or not to explain your decision. If the requests are persistent, tell the coach you'll discuss the situation AFTER THE GAME. This will allow a cooling off period and diffuse the situation. Given the fact that you were closer to the play or a series of occurrences the coaching staff had concern about, you're response could be "I was closer to the play and didn't see it that way". Such conversations should take less than 30 seconds - remember - the game is for the players and not for discussion purposes.

**Being composed in times of controversy is an art and a survival skill  
for all referees.**





