



2007

# Referee Manual



USL Office

**14497 North Dale Mabry  
Suite 201**

**Tampa, Florida 33618**

**Phone: 813-963-3909**

**FAX: 813-963-3807**

**Website: [www.USLsoccer.com](http://www.USLsoccer.com)**

## United Soccer Leagues Referee Manual 2007 Season

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## United Soccer Leagues (USL) Referee Program

### Mission Statement

The mission of the USL Referee Program is to ensure the provision of the most qualified officials who will provide professional officiating services to all of its member leagues.

### Vision

The USL Referee Program will utilize all of its resources in concert with FIFA, CONCACAF, USSF, CSA, FPF, BFA, and their respective Referee Programs in the discovery, preparation, education and training of soccer officials whose performance warrants consideration for promotion to FIFA level officiating.

### Values

The USL Referee Program values its game officials who are able to recognize and accept the role of the referee in the game of soccer at all levels.

The USL Referee Program values its game officials who possess:

- The highest standards of ethics and integrity;
- The highest standards of mental and physical fitness;
- The unique skill of identifying and incorporating into their game assignment the various cultures, beliefs and awareness of the diversities of players and coaches.

The USL Referee Program values its officials who are open minded to critical self-evaluation as well as the reception of constructive criticism from National Federation assessors, as well as USL observers in the analysis of their performance.

### Strategic Direction

The USL Referee Program will:

- Establish a working and developmental relationship with the National Federations to ensure an appropriate environment for education, training, development and assessment of game officials to be appropriately promoted;
- Develop a system by which referees officiating in USL are assigned to leagues and matches that correspond with their abilities, fitness and experience;
- Provide USL referees with the appropriate administrative support and information to ensure the highest level of success;
- Provide all member leagues and affiliated teams weekly disciplinary action, and individual player penalty point summaries;
- To enforce the well-defined policy and process with regard to appeals;
- Continue to develop a team-driven referees performance evaluation program;
- Provide for the award of USL Referee of the Year in each league;
- Explore opportunities of establishing an exchange program with international associations.

## Operational Procedures

### Rules of Competition

The following information provides basic information on competition rules for regular and post-season play in USL. Periodically, additional specific information will be made available via “Topics” on the USSF Referee website.

### Tiebreaker Procedures

#### Regular Season

During the regular season, there is no overtime played in USL senior league games.

Following USL Regulations (see Game Cancellations), once the first half is completed and the game needs to be terminated for any reason, the result is final.

#### Post-season / Championship – All Leagues

During the playoffs, games ending in a tie after regulation will play two complete 15-minute overtime periods, with the exception of the “Two-Game Playoff Series” below. If the match still remains tied, FIFA Kicks from the Mark (penalty kicks) will determine the winner. Any additional “Playoff Specific” information will be made available in Topics on the Federation website.

#### Two-Game Playoff Series

Two-game playoff series will take place during the USL First Division and USL Second Division playoffs and utilize the following format for tiebreakers:

- Game 1:* If the match is tied after 90 minutes of regulation play, it remains a tie. Overtime will NOT be played to determine a winner.
- Game 2:* If the aggregate score is tied after completion of the second 90-minute match, the winner will be determined by the following criteria (in order):
- *2x15 minute overtime periods(played to completion)*
  - *FIFA Kicks from the Mark (penalty kicks)*

### Game Cancellations

#### Officials Present at Venue

#### Authority to Delay or Postpone a Game

Once in progress, a USL match may be delayed or postponed due to 1) a lack of preparedness of one or both teams to begin or continue playing a game or 2) unfavorable weather and / or other adverse conditions beyond the control of the participating teams which would make the playing of the game impractical or dangerous. Only the referee and USL Office have the authority to delay or postpone a scheduled USL match. The referee, upon arrival at the stadium, has the final word on delays due to weather.

If a match needs to be terminated and the first half has been completed, the game will count as a complete and official game (win, lose or draw).

If a match is terminated prior to completion of the first half, the home team must immediately contact the League Director to begin discussion on a reschedule date, preferably the next morning. Referees need to notify the home team if they will be available the next day should both teams agree to play and provide contact information.

## Grace Period Before Abandoning a Game

Unless both teams, the referee, and the league office agree to an alternate plan, teams must wait at least one (1) hour before abandoning a game that has been delayed. *The home team, in the presence of the referee, must immediately notify the League Director of any postponement issues.* The one (1) hour grace period may be extended, up to a maximum of three (3) hours from the time the match is delayed, if there is a likelihood of resuming the match that day. Given the difficulty and cost of rescheduling, every attempt should be made to continue the game. No match will be continued after the 3-hour waiting period without the approval of the League Director. If the first game of a doubleheader has been delayed, the feasibility of completing the second game will be taken into account when determining an extended grace period.

## Before Officials Arrive at Venue

In the event a match is to be terminated less than 12 hours prior to kick off due to unforeseen problems, the home team shall immediately contact its League Director to expedite the communication process to assigned referees. The USL Referee Department will then notify the designated official at the National Federation, who will in turn make every effort to notify the referees of the change. It is imperative that all contact numbers for referees be available to the National Federation for such situations. Please contact the National Federation designee before departing for the match if uncertain of the game's status and if there is reason to believe there may be a postponement due to inclement weather.

## Termination Procedures for Two-Game Playoff Series \*

Both teams and referees must wait at least one hour before canceling a game that has been delayed. Contact must be made immediately with the USL Office (League Director) at the time of the initial suspension of play and in conjunction with any decision to terminate the match. Keep in mind the ramifications of travel for officials, teams, scheduling of field, etc., when making final decision to terminate. Every effort should be made to play the game when originally scheduled.

*Game 1:* If the match is terminated after the first half is completed, the result is FINAL. If terminated prior to completion of the first half, match will be resumed at the next possible opportunity and played to completion beginning at the minute play was stopped.

*Game 2:* If match is terminated after completion of first half, the match is final. If Game 1 was a draw and Game 2 is tied when terminated (after first half is completed), the match will resume at the minute play was stopped and played to the full 90 minutes, plus tiebreakers, if necessary.

If terminated prior to completion of the first half, match will be resumed at the next possible opportunity and played to completion (90 minutes) plus tiebreakers, if necessary.

*Overtime:* If match is terminated during overtime, it will resume from the point of termination to completion.

***\*USL, at its sole discretion, reserves the right to continue any playoff game starting immediately with overtime and penalty kicks, taking into account travel and field situations as well as any other pertinent logistical information. Every attempt will be made to decide the result on the field of play in the most reasonable fashion.***

## Single-Game Playoff Series Termination

If the match is tied, the first half completed, the one hour waiting period fulfilled and there must be a winner to advance, then the following will occur:

*Regulation:* If terminated during regulation, the match will be resumed at the next possible opportunity and played to completion beginning when the play was stopped and will conclude at either 90 minutes or within overtime, followed by kicks from the mark.

*Overtime:* If terminated during OT, the game will resume at the minute that the match was terminated, followed by kicks from the mark, if necessary.

*Back-to-back:* If the teams are scheduled to play the following day, then the match will resume the next morning, starting with the overtime period, followed by kicks, if necessary.

## Disciplinary Procedures

### Player Misconduct Classifications

For the purposes of referee evaluation and in a continuing effort to educate USL members on the categories of cautions and send-offs, below is a list of the caution-able offenses (mandatory and subjective) utilized by all USL game officials. The following system has been established by USSF for the purposes of classifying the specific nature of each cautionable offense. Players reaching the following caution/yellow card plateaus (5, 8, 11 & 14) shall be suspended and fined per the penalties set forth within their specific league. (**Mandatory cautions are shown in bold print.**)

1. Is guilty of Unsporting Behavior (**UB**)
  - a. Commits a direct free kick foul in a reckless manner
  - b. Commits a direct free kick foul while tackling for the ball from behind without endangering safety of an opponent
  - c. Commits a tactical foul designed to interfere with or impede an opposing team's attacking play
  - d. Handles the ball deliberately to score a goal
  - e. An act deemed by the referee as bringing the game into disrepute (aggressive attitude, inflammatory behavior or taunting)
  - f. **Fakes an injury or exaggerates the seriousness of an injury**
  - g. **Fakes a foul (dives) or exaggerates the severity of a foul**
  - h. Interferes with or prevents the goalkeeper from releasing the ball from his hands into play
  - i. Verbally distracts an opponent during play or at a restart
  - j. **Unfairly distracts or impedes an opponent performing a throw-in**
  - k. **Changes jerseys with the goalkeeper during play or without the referee's permission (both players must be cautioned)**
  - l. **Engages in trickery to circumvent the goalkeeper's limitation on handling the ball played from a teammates foot (the defender who initiates the "trickery" is cautioned, the decision does not require that the goalkeeper actually handles the ball, and the misconduct can occur during dynamic play or at a restart)**
  - m. Makes unauthorized marks on the field
  - n. **Removes the jersey after scoring a goal**
2. Shows dissent by word or action (**DT**)

- a. Verbally or through action disputes or shows contempt for an official's decision
  - b. If playing as a goalkeeper, leaves the penalty area (not beckoned by the referee) to engage an official in debate regarding a decision
3. Persistently infringes on the Laws of the Game (**PI**)
    - a. Repeatedly commits fouls or participates in patterns of fouls directed at an opponent
    - b. Violates Law 14 again, having previously been warned
    - c. If playing as a goalkeeper, wastes time, having previously been warned or penalized for this behavior
  4. Delays the restart of play (**DR**)
    - a. Kicks or throws the ball away or holds the ball to prevent a free kick restart by an opponent
    - b. Kicks or throws the ball away or holds the ball to prevent a throw-in or corner by an opponent
    - c. Fails to restart play after being instructed to do so by the referee or hinders the restart of play
    - d. Excessively celebrates a goal
    - e. Fails to return to the field upon conclusion of the mid-game break, fails to perform a kick-off when signaled to do so by the referee, or fails to be in a correct position for a kick-off
  5. Fails to respect the required distance when play is restarted with a corner kick or free kick (**FRD**)
    - a. Does not retire at least ten yards away from an opponent's free kick
    - b. Does not retire at least ten yards away from an opponent's corner kick
  6. Enters or re-enters the field of play without the referee's permission (**E**)
    - a. **After having previously been substituted**
    - b. **After having previously been instructed to leave the field to correct equipment**
    - c. After having previously been given permission by the referee to leave the field due to an injury
    - d. After having previously been instructed to leave the field due to bleeding or blood on the uniform
    - e. **As a substitute, without having received a signal to do so by the referee**
  7. Deliberately leaves the field of play without the referee's permission (**L**)
    - a. To place an opponent in an apparent offside position
    - b. Other than through the normal course of play

*The actions listed above assist in defining the scope of the basis for a caution and can provide a useful guide in identifying the specific behavior that the Laws of the Game consider unacceptable. It is critical, however, for Referees to distinguish between those relatively few actions for which a caution is mandated by the Laws of the Game and the remaining actions for which a caution is discretionary.*

## Offenses Justifying a Player Send Off

A player shall be shown a red card and sent off if he or she commits any of the following seven (7) offenses:

- Commits a serious foul play (**SFP**)
- Guilty of violent conduct (**VC**)
- Spits at any person (**S**)
- Denies an opponent of a goal or goal-scoring opportunity by deliberately handling the ball (excluding the Goalkeeper) within his or her own penalty area (**DGF**)
- Denies an obvious goal-scoring opportunity to an opponent moving towards the player's goal, punishable by a free kick or a penalty kick (**DGF**)
- Uses offensive, insulting or abusive language (**AL**)
- Receives a second caution in the same match (**2CT**) – Please identify the actual foul that causes the player to receive the second caution.

## Serving Suspensions (Players)

Any player receiving a red card in a regular season game will be suspended for the next league regular season game and pay a fine (see below). Any player receiving a second yellow card in a single game, and thus a red card, will have the first yellow card only applied to their totals and be suspended the next league regular season game. Once the player eclipses the defined number of cautions, the player will begin serving their suspension commencing of the seventh (7<sup>th</sup>) day after the relevant caution accumulations were received.

## Guidelines for Send off (current match)

Players and coaches sent off from the field of play shall be met at the sideline at midfield by home team security and escorted to the locker room, and are not permitted to watch the game. They must remain in the locker room for the remainder of the match. *Additionally, coaches are not permitted to communicate with their team staff or players during the remainder of the game, and are not allowed to remain in the locker room during half time.* The type of communication prohibited would include: cellular, 2-way radios, electronic / digital, written or verbal. Players or coaches returning to the field of play during or directly following the match are subject to additional sanctions.

## Other Game Misconduct

### Game Official Assault or Abuse

In addition to enforcing the National Federation sanctions, the League may impose additional fines and / or suspension.

### Coach / Staff Caution & Ejections

Referees at their discretion may warn or dismiss coaches and team staff for unprofessional behavior. Dismissed coaches and staff members are to be escorted directly to the locker rooms and may not return to the field of play. Any coach or other Team Staff member not acting in a professional manner in the opinion of the League, whether or not the incident is reported in the Referee Game Report, shall be subject to a fine and / or suspension. Referees are explicitly instructed not to physically show a red card to non-players.

### Suspended Coaching Staff

Managers, coaches, assistant coaches or trainers serving a suspension shall be prohibited from assuming any official function on or near the field of play. The following restrictions apply:

#### Pre-Game

Coaches / Staff **are** allowed to communicate pre-game information in the locker room (only) prior to the match; however they **are not** allowed on the field of play or its surrounding area during pre-game warm-ups.

#### Game time (including halftime)

- Field Access -- At no time during the game are coaches / staff allowed on or around the field of play and its surroundings.
- Communication -- There is to be no communication via written, verbal, cellular or electronic with the team bench.
- Stadium Seating -- The coach / staff member must sit in the press box. The coach / staff is **not** permitted to sit in the stands as a "spectator". If it is not possible to sit in the press box, then they are prohibited from attending the match.
- Locker Room Access -- The coach / staff member is not allowed to be in the locker room at any time during halftime.

- Post-game -- The coach / staff member may join their team in the locker room, but not on the field of play or its surrounding areas.

***Please note on the Game Report and / or supplemental report any suspended coach not adhering to the above restrictions.***

## Entering the Field

A Player, Coach or other Team Staff member entering the playing field during a USL game when not authorized to do so shall be fined and / or suspended by the League. No player, coach or team staff member shall threaten a referee either verbally or physically nor make contact in any manner either before, during or after the match.

## Approaching Game Officials

Coaches and Team Staff shall not approach Game Officials prior to the game, at the end of the half, on the way to or from the locker room to lobby for a certain call or approach to the Game, or to criticize a Game Official's performance. The Coach's Evaluation of Referees is the proper vehicle to express such opinions. The Referee shall report all such incidents in the Referee Game Report, and offending individuals shall be subject to a League fine and / or suspension.

## Procedure for Escorting Officials Off the Field at Half Time and After the Match

Security officers must be present, when necessary, to escort officials to and from the field. They are to meet officials on the field and escort them to the door of their locker room. Security officers shall be prepared, when indicated, to provide an escort to the officials' respective vehicles.

## Major Game Misconduct

In addition to those offenses set forth above, major fines or suspensions, *at the sole and absolute discretion of the League*, shall be levied against Players (whether or not they were awarded a card by the Referee), Coaches or other Team Staff for such game conduct as fighting, provoking a fight, criticizing Game Officials with words or gestures, entering the Game Officials' locker room, physical contact with Game Officials separate from Referee Assault, using excessive force, deliberate attempts to injure, spitting, provoking crowd disorders, profane language that can be heard by the crowd or broadcast audience, obscene gestures, improper conduct during the national anthem, taunting, abuse of spectators and others, failure to leave the field when instructed by the Referee to do so, improper conduct following the award of a card, excessive delay tactics or excessive and obvious feigning of injuries, or other unsportsmanlike conduct detrimental to USL. The League may levy fines and / or suspensions for such behavior whether or not it is reported in the Referee Game Report.

## Match Reporting

USL realizes not every team or official has the ability to e-mail a game report to USL after the game. However, there are too many game reports received that are illegible (handwriting, fax, etc.), as well as reports that are not properly or fully completed. Proper player discipline is dependent upon accurate game reports. USL utilizes the USSF 7+7 Professional Division Point System for all league matches (USL First Division, USL Second Division, USL PDL & USL W-League).

## Game Reports

Referees must complete and submit to the home team a signed copy of the **USL Referee Game Report / Expense Report**. This report documents cautions and send-offs; reason(s) for the offense and details the incident(s) with a code. Each USL team has an allotment of Game Reports/Expense Reports in addition to the electronic form in the USL Operations Manual & Forms CD, which is automatically formatted so all that needs to be done is to pull down the appropriate misconduct(s). USL encourages officials to utilize the new e-game report since all 7+7

# USL Referee Services

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misconduct codes are formatted and easier to read. After stating the reason for the misconduct, please provide a code following the guidelines on the report that warranted the caution or dismissal. It is very important to use the codes described in the USSF 7+7 Professional Division Point System to accurately document misconducts.

The home team is responsible for submitting the **USL Referee Game Report** and *signed* Game Scoresheet to the League Office within two hours after conclusion of the match. Failure to meet this minimum standard by the team results in a fine levied by the league. **A Supplemental Game Report for each separate and unusual incident or send-off must also be submitted via fax and / or e-mail ([referee@uslsoccer.com](mailto:referee@uslsoccer.com)) to the USL Office.** The supplemental may be e-mailed / faxed to USL up to a maximum of two days following the match, although for League Management purposes it of great assistance to receive it as soon as possible.

*Referees are also responsible to validate scoresheet and sign each document.*

## Expense Guidelines

The expense procedures outlined below are for your general information. Any unusual situation (either known before the match or happening afterwards) including failure of the team to make payment of game fees and/or expenses should be directed to emailed to [referee@uslsoccer.com](mailto:referee@uslsoccer.com) or contact appropriate League Director at the USL Office.

### USL First Division Center Referee Specific – Air or Auto Travel

All air and ground transportation for **Center Referees only in the USL First Division** is paid directly through the League office. The following items will explain how to submit your expenses for reimbursement. All other assignments will retain the same expense guidelines as years past.

#### Air Travel

##### *USSF - New Haven Travel*

All air travel will be coordinated and billed directly through **New Haven Travel**, 1-800-255-1994, [referees@newhaventravel.com](mailto:referees@newhaventravel.com), unless prior arrangements are made with in the USL office. All itineraries, regardless of price, are subject to approval. **Do not accept an assignment on the Federation website until travel has been confirmed.** Please allow approximately 24 hours from initial contact with New Haven to receive notification of itinerary approval.

Please be as flexible as possible when making your travel arrangements. Travel at peak times increases costs. Availability to travel during non-peak times and to possible alternate airports can dramatically reduce airfare. You will be contacted by either New Haven Travel or USL should this become necessary.

Once approved and ticketed, any changes made to the ticket *may* result in money out of your own pocket. USL cannot take on the change fee for personal changes. If you are pulled off an assignment by the Federation and a ticket has already been issued, the ticket will be banked by New Haven and used on your next USL assignment. In this instance, you will not be held responsible for the change fee. USL works closely with New Haven to track such situations.

Coordinate with the team Referee Liaison regarding your itinerary and need for transportation. The home team is responsible for your transportation to and from the airport, hotel and field. Neither the home team nor USL is responsible for any airport parking or other related fees in the referee's departure city.

##### *CSA – Algonquin Travel*

All air travel will be coordinated and billed directly through Algonquin Travel. Please contact Mike Isherwood at 613-237-7678 (x240) or 1-800-267-8866 or [mike.isherwood@mki.algonquintravel.com](mailto:mike.isherwood@mki.algonquintravel.com), unless prior arrangements are made with in the USL office. All itineraries, regardless of price, are subject

to approval. **Assignments are not official until travel has been confirmed;** please allow approximately 24 hours from initial contact with CSA to receive notification of itinerary approval.

Please be as flexible as possible when making your travel arrangements. Travel at peak times increases costs. Availability to travel during non-peak times and to possible alternate airports can dramatically reduce airfare. You will be contacted by CSA or USL should this become necessary.

Once approved and ticketed, any changes made to the ticket *may* result in money out of your own pocket. USL cannot take on the changed fee for personal changes. If you are pulled off an assignment by the CSA and a ticket has already been issued, the ticket will be banked by the CSA and used on your next USL assignment. In this instance, you will not be held responsible for the change fee. USL works closely with the CSA to track such situations.

Coordinate with the team Referee Liaison regarding your itinerary and need for transportation. In rare instances, you may be required to obtain a rental car to reach the team hotel. If this does happen, please send this expense to USL. Neither the home team nor USL is responsible for any airport parking or other related fees in the referee's departure city.

## *Arrangements on Your Own*

If you find a significantly less expensive airfare than through New Haven or Algonquin, please coordinate with USL for approval to book the lower fare. In all circumstances, the fare should be below \$325 roundtrip. The lower airfare will be approved. The contact is strictly to eliminate possible double bookings. Send (fax or mail) the receipt (or copy) and expense report immediately upon return from the assignment. USL will reimburse you directly within 10 working days of paperwork's arrival at the League office.

## *Other*

It is the responsibility of the home team to provide local transportation from the airport to the host hotel, the host hotel to the match, the match to the host hotel (if necessary), and then back to the airport for any USL First Division Center Referees arriving via air. If the home team chooses not to provide its own transport for the referee, they will be responsible for the taxi / cab fare necessary for the referee to travel to those locations only. The team should communicate its intentions to the referee at least ten (10) days prior to the match. Neither the home team nor USL is responsible for any airport parking or other related fees in the referee's departure city.

## Car / Auto Travel

### *Car Rental*

You may also opt to rent a car. If so, please advise USL of this decision and the proposed price of the rental for approval. If it is approved you will be asked after the game to submit all receipts for the rental, gas and tolls, along with your expense report. If necessary, fill out a separate expense form for the team for just your game fees and per diem. USL will reimburse you directly within 10 working days of receipt of information. Do not expense the team for your travel.

### *Own Vehicle (NOTE: 1 mile = 1.61 km)*

Driving your own vehicle will result in a reimbursement at the current IRS Standard Mileage Rate for any travel over 145 miles round trip. Travel from 100 - 145 miles will result in the standard \$50 mileage fee. Submit your expense report to USL and you will be reimbursed directly through the league office. Do not expense the team for your travel. This is strictly when doing a center assignment for the USL First Division or any Championships for the other leagues. *Do not include hotel expenses on this report (unless previously agreed upon) as the team is responsible for hotel expenses.*

All Leagues, All Officials (except USL First Division Center Referees)

Note.: Officials *must* travel together when possible if from the same geographic region.

## Hotel Accommodations

If overnight accommodations are required, it is imperative that you contact the home team Referee Liaison at least seven days in advance of the game to allow the team adequate time to secure a room. If you do not get a response from the team, please notify USL. Teams may (through sponsors) be able to receive a better rate than you could do on your own. Failure to follow this procedure may exempt the team from financial responsibility if the hotel is expensed. **It is vital to determine proper procedures for expensing the hotel.** Each team has their own way of doing this, and in some instances you may be responsible for paying for the room on your own and expensing the team for reimbursement.

## Travel after midnight

Officials on the road after midnight following a game are entitled to a hotel room. This room is to be provided by the host team and must be arranged in advance per above specifications (by contacting team seven days in advance). There are no guarantees for referees who try to arrange hotels at the last minute.

## Multi-game road trip

If you are on the road as part of a two game road trip, please invoice the *second team* for the hotel, not the first team. Reflect the appropriate expense (with receipt) on referee expense report for the second team's game. It is acceptable to ask the first team to arrange for a room, but officials must pay for it and bill the second team. Please be reasonable!

## Local Travel (less than 100 miles roundtrip)

This is considered to be your home travel area. Within this area, **only the game fee is paid.** No other expenses may be claimed, this includes per diem. Mileage is calculated round trip (from home, to venue and back). There is no limit to the number of vehicles used by local officials.

## Non-Local Travel (greater than 100 miles roundtrip to venue)

Unless designated as "Geographically difficult to assign" prior to the season.

***No team is required to pay more than \$80 (USL First Division or USL Second Division) / \$70 (USL PDL or USL W-League for non-local travel to any center referee. Furthermore no team is required to pay more than a combined amount of \$70 (USL First Division or USL Second Division) / \$50 (USL PDL or USL W-League) for assistant referees, regardless of distance traveled, unless prior arrangements have been made through both the team General Manager and USL office. This includes travel for assessment purposes.***

## USL First Division & USL Second Division Specific

A maximum of \$80 (USL First Division or USL Second Division) will be reimbursed for mileage. If round trip falls in the range of 100 – 250 miles then the center referee may only claim \$50. The center referee may only claim the \$80 if their round trip is more the 250 miles. Assistant referees can only claim a max of \$35 per official for a total of \$70 between the two assistant referees. **No mileage fee shall be paid to the 4<sup>th</sup> Official.** The mileage breakdown is listed on the page 13.

### Mileage Breakdown:

Center Referee –  
0-100 miles = \$0  
101-250 miles = \$50  
251+ miles = \$80

Assistant Referee 1 –  
0-100 miles = \$0  
\*101-200 miles = \$25  
\*201+ miles = \$35

Assistant Referee 2 –  
0-100 miles = \$0  
\*101-200 miles = \$25  
\*201+ miles = \$35

Travel Expenses equal \$50/\$70 for a single traveling AR (based upon miles traveled) with a maximum of \$25/\$35 if both ARs travel.

Per Diem shall be paid at \$30 under the following incremental hours (must be greater than 100 miles round trip to venue in order to claim):

1-8 hrs = \$7.50 / 9-16 hrs = \$15.00 / 17-24 hrs = \$22.50 / 25+ hrs = \$30

Mileage for a multiple game road trip may be claimed as follows: Home to first venue (roundtrip) - first team pays; first venue to second venue (roundtrip) - second team pays. **If any venues are within a local area, no mileage may be claimed.** (i.e., venue #2 is less than 100 miles roundtrip from the first venue, so no mileage is paid.) Doubleheaders are considered two games, not one, for purposes of game fees only.

## USL PDL & USL W-League Specific

A maximum of \$70 (USL PDL & USL W-League) will be reimbursed for mileage. If a round trip falls in the range of 101 – 250 miles then the center referee may only claim \$50. The center referee may only claim the \$70 if their round trip is more the 250 miles. Assistant referees can only claim a max of \$25 per official for a total of \$50 between the two assistant referees. **No mileage fee shall be paid to the 4<sup>th</sup> Official.** The mileage breakdown is listed below.

### Mileage Breakdown:

Center Referee –  
0-100 miles = \$0  
101-250 miles = \$50  
251+ miles = \$70

Assistant Referee 1 –  
0-100 miles = \$0  
101-200 miles = \$15  
201+ miles = \$25

# USL Referee Services

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Assistant Referee 2 –  
0-100 miles = \$0  
101-200 miles = \$15  
200+ miles = \$25

Per Diem shall be paid at a maximum amount of \$30 under the following incremental hours (must be greater than 100 miles round trip to venue in order to claim):  
1-8 hrs = \$7.50 / 9-16 hrs = \$15.00 / 17-24 hrs = \$22.50 / 25+ hrs = \$30

## Fourth Officials

Regular season and exhibition matches involving USL First Division and USL Second Division teams will have a 4<sup>th</sup> Official assigned at the expense of the home team.

USL PDL and USL W-League shall not have 4<sup>th</sup> Officials assigned, unless requested by the home team, who is responsible for their payment. In the event, the visiting team desires the assignment of a 4<sup>th</sup> Official and the home team does not, one will be assigned only if the visiting team assumes responsibility for the payment of his/her game fee and notifies USL in writing of its commitment to do so. The 4<sup>th</sup> Official shall not receive reimbursement for any travel expense.

## Payment of Referees – completed and / or cancelled games

The fees for officiating games, along with reimbursement of travel expenses, are set by USL, and subject to regular review. Referees, Assistant Referees and Fourth Officials (see Fourth Officials above) are eligible to be compensated for services and receive full travel expenses if they:

- Arrive at the proper time and perform assigned services.
- Provide signed game reports (Scoresheet, Referee Report, and Expense Report) to the referee liaison or other team official. *You are advised to make a photocopy of your expense report.*
- Arrive at the proper time, but for some reason the game has been already postponed without the referees being properly notified in advance due to an error by the league or teams.
- Arrive at the proper time and either of the competing clubs fails to appear for the game.
- Perform assigned services, but for some reason, the game is not completed.
- Travel to the field, but the game is not played.
- Depart for assigned duties but the game is postponed en route *due to inclement weather*. In such a case, 100% percent of the travel costs are reimbursed (no game fees will be paid).
- Please refer to “Before Official Arrives at Venue” under the “Game Cancellations” section on Page 6 of this Manual for a list of the steps taken in the cancellation/postponement process

## Completion of Expense Report

In order to receive payments in a timely manner, please complete your expense reports and give them to a team representative prior to the start of the match. That will allow the team enough time to write the check by the completion of the match. Referees should contact the team representative to inform them of anticipated expense and have expense reports completed prior to arriving to game. Officials shall then be paid for those expenses at the conclusion of the match following the above guidelines relating to travel.

Any matters pertaining to the payment (or lack thereof) of fees should be addressed to the appropriate League Director. In the event of a disputed expense item, all remaining game and expense fees are to be paid at the completion of the game and the League is to be notified in writing for a ruling and subsequent payment if applicable.

## Nonpayment of Referee Fees & Expenses

All teams, professional and amateur, are under a strict requirement to pay officials within seven days following a game. Officials must notify the Designated Referee Contact at the League Office in the event of non-payment. Teams that do not pay referee fees and expenses within the time allotted are subject to a number of disciplinary actions, including the doubling of fees / expenses and the cashing of a team's letter of credit. An administrative fee of \$200 will be charged for each delinquency that prompts a draw on a team's letter of credit.

- Officials who receive any payment(s) that are returned from a bank, must notify the League, in writing ASAP. (in writing with completed expense reports/receipts) within 30 days of the match, and in any case no later than September 15 of the current year's season, or payments will be forfeited. We will then communicate with the team and expedite payment to officials from the team.

## Referee Fees

### 2007 Preseason Match Fees

*(No travel expenses shall be paid for preseason matches without a paid gate)*

<b>USL First Division</b>	Referee	\$100
	Assistant Referee	\$ 60
	4th. Official	\$ 40
<b>USL Second Division</b>	Referee	\$100
	Assistant Referee	\$ 60
	4th. Official	\$ 40
<b>USL PDL</b>	Referee	\$ 50
	Assistant Referee	\$ 30
<b>USL W-League</b>	Referee	\$ 50
	Assistant Referee	\$ 30

### 2007 Regular Season / Paid Gate Exhibition Match Fees

<b>USL First Division</b>	Referee	\$150
	Assistant Referee	\$ 85
	4th. Official	\$ 50
<b>USL Second Division</b>	Referee	\$125
	Assistant Referee	\$ 70
	4th. Official	\$ 45
<b>USL PDL</b>	Referee	\$ 70
	Assistant Referee	\$ 40
	4th. Official (if requested)	\$ 25
<b>USL W-League</b>	Referee	\$ 70
	Assistant Referee	\$ 40
	4th. Official (if requested)	\$ 25

## 2007 Playoff Match Fees

Fees for all leagues playoff matches will remain the same as regular season match fees for 2007.

## Match Times

*All matches relative to kick-off times are identified on the Federation website by Eastern Time (ET).*

Atlantic Time (AT) = ET + 1 hour

Central Time (CT) = ET - 1 hour

Mountain Time (MT) = ET - 2 hours

Pacific Time (PT) = ET - 3 hours

## Fees for Other Matches of Note

### Exhibition Matches Paid Attendance

Matches with paid attendance shall be paid regular season fees and no travel expenses. These games will be posted by USL on the United States Soccer Federation Referee Assignment & Assessment Schedule Assignment Database Website and / or distributed by the CSA / FPF / BFA Referee Department. For matches versus teams from other leagues / divisions, fees will be paid in accordance with the regular season fees for the league of the home team.

### Cross-Over Matches

Fees shall be determined and paid specific to the home team's league affiliation. These games will be posted by USL on the United States Soccer Federation Referee Assignment & Assessment Schedule Assignment Database Website and / or distributed by the CSA / FPF / BFA Referee Department.

### College Exhibition Matches

College teams may not retain officials for games involving USL and College teams. For all such games, US Soccer officials shall be assigned through US Soccer protocol.

### MLS Matches

Game fees for officials shall be paid at the completion of the game per the USSF Open Cup Manual. These games will be posted by U.S. Soccer on the United States Soccer Federation Referee Assignment & Assessment Schedule Assignment Database Website and/or distributed by the CSA Referee Department. Referees will also submit any expenses related to the home team for payment.

Exhibition Games between an MLS and a USL team

Exhibition games are defined as games where admission is charged.

#### Game Fees

Referee: \$185, Senior AR: \$135, Junior AR: \$110, Fourth Official: \$75

#### Airfare and Hotel

The promoter's responsibility for airfare shall be capped at \$300. The promoter shall contact New Haven Travel (1-800-243-1806) to provide payment information for airfare and hotel (if necessary).

The promoter shall be responsible for the payment of hotel expenses, either up front or by reimbursing the official(s). Best efforts will be made to minimize the number of hotel nights.

## Per Diem and Auto Expenses

Per Diem shall be paid at \$45 under the following incremental hours:  
0-6 hrs + \$10.00, 7-12 hrs = \$22.00, 13-18 hrs = \$32.00, 19-24 hrs = \$45.00

Game Officials may only claim per diem if they are domiciled more than 100 miles from the stadium. The promoter shall be responsible for all auto expenses including mileage at the current IRS Standard Mileage Rate, tolls, parking expenses and, in some cases, car rentals.

## MLS Preseason

Some games may be identified by Major League Soccer and US Soccer as opportunities to provide preseason work for officials in the MLS pool. In such instances, MLS shall pay the airfare (if necessary) for any referee or assistant referee assigned to the game by US Soccer with the specific intention of affording that official a preseason game. The promoter of that game shall still be responsible for all other payments (e.g., game fees, hotel, per diem, auto expenses) as outlined above.

## Scrimmages between an MLS and a USL team

Scrimmages are defined as games where no admission is charged.

## Game Fees

Referee: \$125, Senior AR: \$75, Junior AR: \$75, Fourth Official (if necessary): \$50

Officials may not claim expenses (e.g., auto, per diem) for scrimmages. The MLS team is responsible for securing the officials and paying them per MLS scrimmage rates unless the MLS and USL team agree to a different arrangement.

## Games Between USL and College (University) Teams

College teams may not retain officials for games involving USL and College teams. For all such games, US Soccer officials shall be assigned through US Soccer protocol.

## US Open Cup Tournament Matches

Game fees for officials shall be paid at the completion of the game per the USSF Open Cup Manual. These games will be posted by U.S. Soccer on the United States Soccer Federation Referee Assignment & Assessment Schedule Assignment Database Website and/or distributed by the CSA Referee Department. Referees will also submit any expenses related to the home team for payment.

## International Matches

Fees shall be established by the National Federation and paid at completion of the match. These games will be posted by US Soccer on the United States Soccer Federation Referee Assignment & Assessment Schedule Assignment Database Website and / or distributed by the CSA Referee Department. ALL travel expenses for these matches will be paid by the team, **not** through the League office.

# Game Procedures

To plan, prepare and implement the game day operations in a consistent manner, an overall game procedures system has been developed. Each home team shall comply with these game procedures.

## Game Day Presentation

Each team's game day presentation objective shall be to ensure a professional and consistent "look" for all USL games. This shall be accomplished by adhering to uniform standards developed by USL. While variations resulting from local

# USL Referee Services

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traditions are expected, the team shall ensure the game day presentation is highly professional. Each team shall develop its own signature presentation, which shall remain consistent throughout the season.

The following procedures shall apply to all USL games, including, but not limited to, all regular season, exhibition, playoff, championship, Open Cup, All-Star, and international games in which any team or Select Team participates, other than unadvertised scrimmages or practice games at which no admission is charged or moneys collected.

## Game Day Home Team Itinerary Sheet, Instructions & Diagrams

All home teams shall use a *Game Day Home Team Itinerary Sheet* and adhere to field layouts using the *Stadium Field Plan*.

### Game Day Home Team Itinerary Sheet

The *Game Day Home Team Itinerary Sheet* is a time line for the hours immediately preceding and following League games. All pre- game, game, and post-game activities shall be governed by the *Game Day Home Team Itinerary Sheet*. All home team personnel shall synchronize watches SIXTY (60) minutes before the gates open.

When applicable, televised and radio broadcast games demand a strict adherence to the timing stated on the *Game Day Home Team Itinerary Sheet*. The *Field Manager* shall synchronize his watch with the TV truck NINETY (90) minutes before the kickoff.

### Coaches / Referees Competition Timeline

The *Coaches / Referees Competition Timeline* provides a detailed minute-by-minute breakdown of the two hours preceding kick-off. This timeline shall be strictly adhered to unless previous arrangements have been made with the home team *Director of Operations*. This sheet will be delivered to home and visiting team coaches, along with referee, by the appropriate liaisons provided by the home team. Copies shall also be prominently displayed in all locker rooms.

### Stadium Field Plan

All field management and set-up crews shall have a pre-set stadium diagram which lists positions of field signs, field markings, goals, sponsor-provided product, and team benches.

## Pre-Game Procedures

Prior to kick-off, USL pre-game procedures, as described below, shall be implemented. Additional activities may be included based on the home team's game day entertainment, presentations, and dignitary or VIP recognition.

### Exchange of Team Lineups

Visiting team must fill out game roster and deliver to the home team FIFTY-FIVE (55) minutes prior to kickoff. The home team must deliver **both** game rosters to the referee at least FORTY-FIVE (45) minutes prior to kickoff.

### Team Warm-ups Period

Each team shall be entitled to a concurrent warm-up period of TWENTY (20) minutes which shall end pursuant to the *Coaches / Referees Competition Timeline*. Following the pre-game warm-up period, the *Field Manager* shall order the players and coaching staff to the locker rooms. Referees check Game day line-up sheets, player equipment and ID's.

### Officials and Starting Team Entry

The game officials and starting teams shall enter the field at the time specified by the *Coaches / Referees Competition Timeline* for introductions and the National Anthem. Each team's player introductions shall meet the following criteria.

- The Teams shall be at the field center line in presentation formation for the National anthem(s);

## Coaches and Reserve Players Entry

Prior to the start of the pre-game introduction ceremonies, the coaches and reserve players shall enter the field and walk along the sidelines to their team benches.

## National Anthem

The National Anthem of the home team shall be played immediately following the entry of the players as dictated by the *Coaches / Referees Competition Timeline*. Both teams shall remain in public view and pre-game presentation formation during the National Anthem and all players shall face the flag. If the visiting team is from another country, the visiting team's National Anthem shall be played first and their country's flag displayed. The home team's anthem shall follow. In this case the *Coaches / Referees Competition Timeline* shall be adjusted.

## Demeanor

During the National Anthem(s), the head coach, trainer, physician, and other authorized bench personnel shall remain standing on the touchline facing the flag. The game officials shall stand at center field facing the flag. Players and game officials shall refrain from jogging in place, chewing gum, and talking. A respectful appearance shall be maintained.

## Introduction of Game Officials, Coaches, and Players

The game officials, coaching staff, and players shall comply with the introduction procedures designated in the game day information sheet.

- At a time designated on the *Game Day Home Team Itinerary Sheet* and in the manner set forth in the game day information, the referees shall be introduced first, starting with the referee, senior assistant referee, junior assistant referee and the fourth official (if applicable).
- The visiting team's starting lineup shall be introduced after the game officials and in the order listed on the starting lineup. The head coach and assistant coach(es) shall remain on the sideline but shall be introduced after the visiting team.
- The home team's starting lineup shall be introduced according to team preference. The head coach, assistant coach(es), trainer, and team physician shall remain on the sideline but shall be introduced after the home team.
- The home team shall script the introductions for the PA Announcer.

## Flag

The home team shall ensure the flag of the United States, Canada, Bermuda, and/or Puerto Rico are displayed at all home games. In the event the opponent is from a foreign country, that country's flag shall also be displayed. Color guards are acceptable.

## Supervision

The *Field Manager* appointed by the home team shall oversee the pre-game procedures and ceremonies of each home game.

## Game Procedures

The game shall commence on the referee's signal. During the game, the referee is in control and in charge of the game. In conjunction with the *Field Manager* and *TV Red Hat*, the referee shall ensure the game begins at kickoff and second half at the time so designated on the *Coaches / Referees Competition Timeline*.

## Timing for the Game and Game Clock

# USL Referee Services

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- The official time shall be displayed on the stadium clock, but the time remains under the control of the referee at all times. Before the game the clock shall be set at 0:00 and shall run up to 45:00. After halftime the clock shall be reset to 45:00 and run up to 90:00. *Note: The clock is NEVER to be stopped for the last two minutes of the game.*
- Halftime shall consist of 15 minutes. At the end of the first half, the clock shall immediately be reset to 15:00 and run down to 00:00. At 00:00, the timekeeper shall reset the clock to 45:00.
- The Referee shall signal the start of each half, ensuring the second-half clock is at 45:00 prior to his signal. The referee shall signal for play to begin or to recommence by raising and dropping his arm and blowing his whistle.
- The home team must provide a coordinator, equipped with a device to communicate with the clock operator. The coordinator must be near the 4<sup>th</sup> Official at all times during the game.
- During the course of the game, the referee may adjust the official time on the scoreboard clock by so indicating to the 4<sup>th</sup> Official.

## Player Passes

Every player must have a current USL player registration card. Passes must be presented in conjunction with the official team lineups. If no card is presented, the player must show some proof of picture identification (driver's license, passport, green card, etc.). This should be noted on the Referee Report.

## Team Rosters

A total of EIGHTEEN (18) players may be placed on the team's *Active Roster*.

## Player Substitutions

FIVE (5) substitutions may be used in all USL pro league (USL 1 & USL 2) games, each amateur league (W-League & PDL) team is allowed a maximum of SIX (6) substitutions.

## Substitution Passes

All substitution passes shall be verified with the game day line-up sheet by the Referee crew prior to the match.

## Putting a New Ball into Play

When the ball goes out of play beyond the sideline or over the goal line, the nearest ball boy or ball girl shall make sure that the player putting the ball back into play has a ball for the restart as quickly as possible.

## Halftime Activities

Halftime shall officially begin as soon as the referee blows his whistle signifying the end of the first half. The duration of halftime for all games shall be FIFTEEN (15) minutes unless otherwise authorized by the League.

## Second Half Preparation

FIVE (5) minutes before the start of the second half, each team shall be notified by the team liaison. No later than THREE (3) minutes before the start of the second half, each team shall exit the locker rooms for the field. The *Team Liaisons* shall ensure teams are notified of the three-minute warning.

## End of the Game

TWO (2) minutes before the end of the game, security personnel shall position themselves between the field perimeter and the locker rooms. All spectators shall remain outside of the locker rooms at all times. Media may enter the locker room TEN (10) minutes after the conclusion of the game.

## Post-Game Procedures

At the conclusion of the game, whether following regulation, overtime, the following Post-Game procedures shall be followed:

### Official Score Sheet

The *Press Box Supervisor* shall fax to the League office (and other parties required by the league) a copy of the final score sheet signed by the referee and initialed by both the home and visiting coaches. A copy of the Official Score Sheet is included in the Public Relations Section of this manual.

### Referee Game Report

The Referee shall submit the *Referee Game Report*, to the Field Manager. The Field Manager shall have it faxed to the League office immediately. A copy of the Referee Game Report form is included in the Referee Section of this manual. In the event there are any send-offs, the Referee is REQUIRED to submit a separate SUPPLEMENTAL GAME REPORT to USL (fax: 813.963.3807)

### Coach's Evaluation of Referees

Within two days following each USL game, the home and visiting teams shall fax a *Coach's Evaluation of Referees Form* to the League office. A copy of the form is included in the Referee Section of this manual.

### Home and Visiting Team Minimum Standards Game Report

Each team shall complete and file a *Minimum Standards Compliance Form* for any observed violation of USL minimum standards and to report comments of a positive or negative nature regarding a game or the conduct of either team. These *Minimum Standards Compliance Form* shall be completed by the team Director of Operations or General Manager and faxed to the League within 48 hours of the game. Copies of each are found in the Forms Section of this manual.

### Game Video

It is "strongly encouraged" for all USL First Division teams to provide a video copy of their home games to the center Referee. If you are not provided one, please do not hesitate to ask your assigned liaison if a copy will be made available to you.

One copy shall be delivered within two business days to the League Director at the League Office for all send-offs/ejections and other unusual incidents.

## Field Regulations

### Field Regulations

The Field Manager shall meet with the Referee at least *SIXTY (60)* minutes prior to the kickoff to assure the field is properly marked, the goals are in place and secure, the nets are properly fastened, the corner and midfield flags are proper and in place, and the balls are properly inflated.

### Playing Field Dimensions and Markings

The game shall be played on a field that remains a constant size throughout the league season, unless the League approves a change at least *SEVENTY-TWO (72)* hours in advance of the game. The dimensions and markings of the field shall conform to the FIFA Laws of the Game.

# USL Referee Services

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## Condition of the Field of Play

Each team shall work with its stadium management to ensure the field is in the best possible condition for each game.

## Grass Specification

The grass length on game day shall not exceed *ONE and ONE-HALF (1 1/2) inches*.

## Corner Flags, Halfway Mark, and Center Circle

Corner flags shall be on posts not less than *FIVE (5) feet high* with non-pointed tops. A halfway line shall be marked across the center of the field. The center of the field shall be so marked and have a circle, which has a *TEN (10) yard radius*, drawn around it. Corner flags may not have logos.

## Goal Area

At each end of the field, a line perpendicular to the goal line shall be drawn parallel on each side of the goal and *SIX (6) yards from each goalpost*. This line shall extend *SIX (6) yards into the field of play from the goal line*. A line running parallel to the goal line shall be drawn connected to two perpendicular lines, forming the “goal area.”

## Penalty Area

At each end of the field, a line perpendicular to the goal line shall be drawn parallel to each side of the goal and *EIGHTEEN (18) yards from each goalpost*. This line shall extend for the *EIGHTEEN (18) yards into the field of play from the goal line*. A line running parallel to the goal line shall be drawn to connect the two perpendicular lines, which shall form the “penalty area.”

## Corner Area

At each of the four corners of the field, measuring from the corner flags post, a circle having a *radius of ONE (1) yard* shall be drawn inside the field of play.

## Goals

Each goal shall be centered on the goal line and equal distance on each side from the corner flags. Game day goals shall be the size approved by FIFA.

## Bench Area

Both the home and visiting team’s benches shall be placed on the same side of the field, on the side designated by the stadium field plan. The home team shall designate the bench locations at the start of the season, and shall not change these locations during the season. The bench area shall be marked according to FIFA’s technical area markings.

## Game Conduct

### Player Appearance and Travel Dress Code

Players and all team staff shall maintain a neat, clean, and professional appearance at all times while in public. All members of the travel party shall wear a coat and tie, team polo shirt and slacks or dress shorts, team warm-ups, or other distinctive and suitable team apparel. No uniform shorts, T-shirts, or sandals shall be permitted.

A dress code shall also be in effect as outlined above for home team players and staff to and from the stadium and at post-game events. The head coach shall also designate appropriate team apparel to be worn at all non-game player activities and appearance.

## Player Uniforms, Equipment, and Identification

Each player shall be uniformly dressed in jerseys, shorts, and socks for pre-game introductions and the Game. Players shall ensure that their shirts are tucked in and their socks up while on the field and bench, for both pre- and post-game activities. Only game roster players may be in uniform; other players shall be in warm-ups. No player shall sit on the bench in street clothes.

### Uniform and Equipment Specifications

All players shall wear uniforms supplied by their home team's Official Uniform and Footwear Supplier, unless so released from this obligation due to a pre-existing shoe contract.

### Goalkeeper Uniform and Equipment

The goalkeeper's uniform shall be different colors than both teams and the referee's uniform. The goalkeeper uniform and equipment shall conform to FIFA and USL guidelines.

### Compression Pants

Slide pants (or thermal compression shorts) may be worn under uniform shorts if they match the predominate color of the uniform shorts. All players wearing slide pants shall wear the same style, *which may not extend more than TWO (2) inches below the uniform shorts* and beyond the top of the knee.

### Other Equipment

All players in uniform on game days shall wear shin guards. Equipment deemed dangerous by the referee shall be removed and all FIFA equipment rules shall be complied with and enforced by the referee.

## Coaches, Trainers, and Non-Playing Bench Personnel Attire

Coaches and assistant coaches are strongly encouraged to wear a coat and tie or polo shirt and slacks during the game. Jeans and soccer shorts are prohibited. During championship games, coats and ties are required.

## Approaching Game Officials

Coaches, assistant coaches and other team personnel shall not be permitted to enter the playing field to approach the game officials before, during, at halftime or at the conclusion of any USL game. Game officials shall report such behavior, which is subject to League disciplinary action. Similarly, team staff shall not confront game officials in the locker room, corridor, parking lots or any area surrounding the *Game Officials Locker Room*.

## USL Injured Player Removal Policy

### Referee Guidelines

Given the changes relative to game officials being in complete charge of game timing as is common in international competitions, referees will not stop the clock for time lost through situations described in Law 7 of the FIFA Laws of the Game (substitution, assessment and removal from the field of injured players, wasting time, or other causes). Instead, the time lost will be managed on the field by the referee, who has complete discretion regarding the exact amount of time to be

# *USL Referee Services*

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recovered. The intent of Law 7 is to recover the time lost due to excessive delays for injuries, substitutions, goal celebrations and so forth.

Serious injuries, however, are likely to be the most common sort of situation for which the referee is called upon to “add time” at the end of a period of play. The time to be recovered includes the original assessment of the injury and, where necessary, the removal of the injured player from the field by medical personnel.

With television restrictions as a paramount concern, it is absolutely imperative that trainers cooperate with referees in the application of the following FIFA and USSF guidelines.

- a. If a player is seriously injured, the referee shall stop play.
- b. After assessing the condition of the injured player, the referee shall authorize one, or at the most, two medical staff to enter the field to ascertain the type of injury and to arrange to players swift transport off the field (but not to treat the injury on the field).
- c. Any player suffering from an open wound is compelled to leave the field to have the wound treated.
- d. To remove the player as quickly as possible, stretcher-bearers shall enter the field with a stretcher immediately upon being beckoned by the referee.
- e. If the referee has determined that the player must leave the field due to injury, whether or not medical personnel has been beckoned to assist the player, the injured player is required to leave the field, either on foot or on the stretcher. If the player refuses to comply, the referee shall caution him for hindering the restart of play.
- f. If a player has received permission from the referee to leave the field during play for an injury that is serious, that player must have the referee’s permission to re-enter the field. If the ball is in play, such a player may only re-enter the field across either of the touchlines. When the ball is out of play, the player may re-enter across any of the boundary lines. Only the referee is authorized to allow an injured player to re-enter the field whether the ball is in play or not.
- g. If a player is bleeding, he must leave the field immediately to have the bleeding stopped and his skin and uniform cleaned as thoroughly as possible (or replace the uniform with a clean one). When the player is ready to return to the game, the referee will inspect the injured area and the uniform for blood at a stoppage in play before giving his permission to re-enter the game. The referee may delegate this task to the fourth (4<sup>th</sup>) official. The referee inspection can occur only at a stoppage in play and the player may then enter the field from any point on the boundary line. The referee will not stop play for his player’s re-entry, but will wait for a stoppage called for some other reason.
- h. If play has been stopped solely for a serious injury with no other breach of the laws of the game, the referee shall restart play with a dropped ball.
- i. The referee shall add on time lost on account of injury (with or without medical attention on the field) in full at the end of the half (or overtime period) in question.

Nevertheless, nothing shall be done that would potentially cause further permanent injury to a player. In the case of on-field injuries, it is incumbent on the referee and medical personnel to communicate with each other, and to use their best professional judgment.

Under no circumstances shall a player be removed if there is an injury to the head, neck, or back until it can be accomplished without risk of further injury or permanent injury to the player. Similar restraint shall be shown for injuries that are deemed to be potentially limb threatening; however, for the majority of less serious injuries, the trainer will oversee the removal of the player from the field. The trainer and referee shall work together to ensure the safety and well being of the player while trying to return him to play as soon as possible.

## Trainer Guidelines

Adhering to these guidelines, the Trainer shall utilize the following Universal Trainer Hand Signals to facilitate the care of an injured player.

1. **Ambulance:** Trainer raises hand overhead, extends index finger and rotates finger mimicking the lights of an ambulance siren.
2. **Physician:** With index finger of either hand, trainer points to the corner of his / her ipsilateral eye.
3. **Splints:** With hands in clenched fists, trainer strikes thumb sides of hands together.
4. **Spine Board:** With hands together, palms open and pronated, trainer moves hands apart as if describing a flat surface.
5. **Stretcher:** Universal signal employed by all FIFA officials when signaling for a stretcher.

## Emergency Medical & Evacuation Plans

Every team shall establish game day emergency medical and evacuation procedures. Above all, necessary precautions shall be taken to ensure spectator, team, and staff safety at all times. As most teams do not own their stadiums, it is imperative that security, stadium, management, and a team official discuss and coordinate these procedures prior to Opening Game.

### Medical Emergency Plan

Medical emergencies create a need for immediate medical attention on the field, in the stands, and in press / VIP areas. In addition to field injuries wherein a player is injured during the game, non-participant emergencies may include heart attacks, eye injuries, head or neck trauma, heat exhaustion, obstetrical (labor) emergencies, insect or bee stings, respiratory (choking) problems, fractures, allergic reactions, etc. Utilize the following basic parameters in developing team policies.

- Assign staff to report initial problems to the Field Manager; notify security and any on-site EMS agency immediately of the problem and location; and deploy a Staff member to the scene.
- Once the Medical Response Team arrives and relieves the Staff member, the Staff member shall record initial information, including time, location, and who placed the injury call, before they leave the accident/injury area. This information shall be recorded on the Stadium Incident Report form provided at the end of this section.
- If the patient is transported to the hospital, the designated Staff member shall record the time of departure, which hospital the patient was transported to, and who transported the patient.
- Emergency equipment on site shall be listed in the plan and its location shall be detailed.

### Team Physician

In addition to the medical emergency plan, the home team shall have a qualified physician and / or certified athletic trainer available at each home game. At no time shall a player be subjected to risk or aggravation of an injury by removing him from the field. Additionally, an ambulance and crew shall be available on site (*USL First Division specific*) and on-call (*USL Second Division specific*).

## Evacuation Plan

In the event that a stadium or parts thereof, need to be evacuated due to an Act of God (earthquakes, hurricanes, and floods), bomb or terrorist threats, fire and smoke, etc., each team shall develop, in conjunction with their stadium, a **Disaster Action Plan for Game / Event Day Staff and Volunteers** utilizing the following format and including the following specifications:

- directions on how to safely and quickly remove all spectators, teams and staff from the effected area
- a detailed list of on-site employees responsible for overseeing an evacuation

- a detailed notification system for law enforcement agencies, fire, or other emergency response departments.

## Game Management

### Referee Requirements – Pre-Game

- USL First Division / USL Second Division-- Officials should be at the venue at least two hours prior to kick-off for all regular season, exhibition and playoff matches. \*
- USL PDL / USL W-League – Officials should arrive at least one hour and thirty minutes before scheduled kick-off. \*
- Field – Determine the condition of the field for play. Player safety must be the most important factor. At least one hour prior to kickoff, the game officials shall inspect the playing field and equipment, including the playing surface, goals, netting, match balls, corner flags and markings. In the event that any discrepancies are identified, including nets that are loose or torn, goals that are out of place, exposed drainage areas, missing or incorrect markings, etc., the referee shall notify the field manager, who shall be responsible for correcting any problems. The referee has the authority to postpone a game if, in the referee's opinion, the field is unsafe for the players. In such a case, the referee shall inform both teams of the decision.
- Rules of Competition – Officials must be aware of the USL Rules of Competition including any amendments to the Laws of the Game.
- Referee Uniform – All officials are required to supply their own uniform. USL competitions require the use of the USSF, CSA, BFA or FPF approved uniforms.
- Emergency game-day changes / issues – Any issues must to be coordinated through Casey Frankewicz, Associate Manager of Assignment for Professional Leagues (USSF), USL Designated Referee Contact, your Local / Regional Area Coordinator (USSF), CSA, BFA, and/or FPF Representative.

***\*If all Match Officials are not at the venue at least ONE HOUR prior to kick-off, the referee and team must contact:***

***USL - appropriate League Director (page # 30)***

***And***

***USSF - Casey Frankewicz (home: 314-544-0270 or cell: 312-371-6398)***

***Or***

***CSA – Joe Guest***

***Or***

***FPF - TBD***

***or***

***BFA - TBD***

### Home Team Responsibilities

The following are **mandatory** requirements:

- Field properly marked
- Goals with nets attached
- Flag posts for corners and midfield
- Substitution Sign / Board for substitutes and displaying of extra time
- Fourth Officials table (when applicable) at midfield with at least two chairs
- At least three and no more than eight match balls

- Six (6) ball person positioned equidistant around the field (minimum 11 years old)
- Substitution passes
- Game Timeline Sheet
- Referee Game Reports
- Coach's Evaluation of Referees
- Two complimentary tickets per crew member
- Own locker room, towels and hot shower facility
- Refreshments, including but not limited to cold water

## USL Premium Gift Policy

USL does not allow teams to offer any game-day premium items to officials.

## Referee Liaison

The Referee's Liaison shall assist the officials with pre-match, halftime and post-match requests and needs. During the match, the referee liaison should be readily available and this location will vary depending upon league, venue, etc., and should be arranged prior to kick-off.

### Duties of the Referee Liaison shall include

- If possible, liaison may meet with referee 3 hours prior to match at hotel to assist with transportation, etc., to ensure referees arrival at the stadium at the appropriate time.
- Contact officials prior to the match with regard to transportation requirements, hotel venue, and airport issues when appropriate.
- Provide appropriate access to stadium parking
- Arrange for distribution of appropriate game day credentials and tickets for traveling officials and US Soccer assessors
- Confirm in advance of referee field inspection that field markings, nets, corner flags, bench areas meet appropriate standards and advise referee of areas in question
- Confirm the proper placement of 4<sup>th</sup> Officials table when appropriate
- Coordinate the procedure by which ejected players shall be escorted from the field
- Arrange for match balls to be inspected by the officials
- Arrange for a review of procedures with ball persons at an appropriate time
- Coordinate that each team has the following
  - Five (5) substitution passes, properly marked
  - Game Timing Sheet
  - Game Day Line-up Sheet
  - Blank Referee Game Report
  - Incident Report
  - 4<sup>th</sup> Official record keeping form
- Distribute to game day officials two (2) complimentary tickets
- Facilitate communication with game and team personnel

# *USL Referee Services*

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## Referee Report Forms

At the conclusion of the game, the referee shall submit the Referee Game Report to an official team representative. The referee has a duty to report any rule violations or game day procedure discrepancies or problems on the Referee Game Report or Supplemental Report.

## Clock Management

Official time will be kept on the field by the referee.

### Stadium clock operation

Must count up from **0–45:00** and from **45:00–90:00**

*Note – Not all teams will have the capability for their stadium clocks to run time up to 45/ 90 minutes. In these cases, stadium clocks need to be set to run from **45:00–0:00 for each half.***

### Displaying of Extra Time

The amount of extra time in each half will be conveyed by the Referee to the 4th Official. The 4th Official will then display the appropriate time left in the match. As the 4th Official displays the time, the announcer needs to state how much time left is left in the match according to the 4th official.

### Clock Coordinator

This person must be seated near the 4<sup>th</sup> Official to assist them with communicating the amount of extra time, substitutes, cautions, etc. and/or there must be a direct, open line of communication (radio, headset) to the press box/scoreboard control booth.

### Communication

The 4<sup>th</sup> Official is NOT responsible for making direct communication to the clock operator. The Fourth Official must notify a team staff member (clock coordinator) who then communicates the appropriate amount of time left in each half / overtime period.

## Substitution Rules

### Regular Season (USL First Division and USL Second Division)

Each team is allowed a maximum of FIVE (5) substitutions, including the goalkeeper.

### Regular Season (USL PDL and USL W-League))

Each team is allowed a maximum of SIX (6) substitutions, including the goalkeeper.

### Exhibitions (MLS, USL, International; Pre-season or Regular Season)

There is no limit to the number of substitutions in friendly matches as long as both teams agree on the number and the officials are informed of the special arrangements upon their arrival at the venue. (As of July 1, 2005, senior national team “friendly” matches will be limited to 6 substitutions.)

### Scrimmages, Pre-Season, Non-paid Attendance

Unlimited substitutions.

## Goalkeeper Substitution

This explains the mechanics of how the goalkeeper substitution is made and does not have an effect on the actual number of substitutes. The goalkeeper may change places with a field player as long as the following conditions apply:

- The referee is informed of the change
- The change is made during a stoppage in the match
  - Note: Delay or time wasting is not acceptable during the exchange process. The game will not be held up to allow for a complete change of equipment by either player. The former goalkeeper must leave the field to correct his equipment; the equipment change may not be done on the field. The change of positions is complete at the moment the new goalkeeper is given a goalkeeper jersey – which should be ready for him when the exchange is requested. If the former goalkeeper (who is now a field player), is not ready to play in the same uniform of his teammates, he may not re-enter the field of play until his equipment conforms to Law 4. During this time, the team must play short, just as when a player leaves the field for treatment of bleeding. When the player is ready, the referee must beckon the player on at the next stoppage of play and check the player's equipment. (US Soccer Memo, 10August98)

## Technical Area

Please follow these basic and minimum requirements that are mandatory for the Technical Area:

- Benches – Both benches must be large enough to accommodate at least twelve (12) persons per team.
- Markings – A clearly marked Technical Area should extend no more than one meter on either side of each bench, and at least one meter away from the touchline. The two benches must be equidistant from midfield (approximately ten (10) yards from midfield line).
- Number of players – No more than twelve (12) persons shall occupy the technical area. It shall be restricted to dressed, named substitute players, coach, asst. coach, trainers and medical staff.
- Coach – They must remain in the confines of the technical area at all times during the match.
- Tactical instructions – Only one (1) person has the authority to convey tactical instructions and he must return to his position on the bench immediately after giving these instructions.
- Conduct – All occupants of the technical area must conduct themselves in a responsible manner at all times. All occupants are subject to the disciplinary control of the referee.
- Refreshments – At the bare minimum water, cups, and ice must be provided at both benches and for officials.

## Ballperson instructions

The home team shall provide SIX (6) ballpersons (at least 11 years old) dressed alike in uniforms that do not conflict with either team or officials and be prepared to keep the game flowing. A designated team official must be responsible for the placing and control of the ballpersons. They must also ensure that the ballpersons are equally spaced behind each goal and touchline as well as behind any signboards.

## Match Officials Security

### Protection of Officials

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A separate dressing room with controlled access must be available for the exclusive use of officials at all games. Home teams are required to take the necessary precautions to ensure that no person gains access to this dressing room, without prior permission of the officials. Home teams also must at all times provide adequate security for the game officials. Teams failing to comply with these provisions or any person affiliated with any team or team operator contravening these provisions shall be subject to a fine. Game officials shall report any breach of these provisions to the league.

## Locker room

Integrity of the Official's locker room should be kept from official's time of arrival to departure.

## Escorts

Security personnel must be assigned to each group of working game officials pre-game, halftime and post-game. Staff must escort match officials to / from locker room and field boards and provide a safety zone clear of coaches and players. Exceptions to this escort are during pre-game team and official presentations where security should focus more on the crowds nearest field entry. Halftime and post-game, security must wait for the game officials at the field board line nearest to the locker room or the field access ramp. Only under exceptional circumstances should security ever extend their presence beyond the field.

## Lightning Safety / Severe Weather Information

The safety of players, coaches, management and spectators is the primary concern in any weather event that occurs during all USL matches.

By understanding and following the below information, the safety of everyone shall be greatly increased. Ultimately, **as the referee, YOU HAVE FINAL SAY over delaying or restarting a game due to weather.** Waiting to stop play or not waiting to start play may result in a serious injury or loss of life. Act responsibly when dealing with such events during your games.

Coordinate with the 4<sup>th</sup> Official who shall be in communication with the Game Day Operations Director regarding impending threatening conditions. The team operations director (or appointed person) shall monitor weather conditions via phone calls to the local National Weather Service office, local television weather centers or online with real time radar. They can better watch the situation as it develops, allowing you to focus on the game in hand.

*When a lightning detector is unavailable, you can determine the distance of lightning in your area by counting the number of seconds between the flash and the first sound of the thunder and dividing by five (5). This will give you the distance in miles from your location. Remember, if you are in a higher elevation, the lightning can come upon you much quicker and your reaction time is greatly hindered.*

*30-30 Rule: When you see lightning, count the time until you hear thunder. If this time is 30 seconds or less, seek proper shelter. If you can't see the lightning, just hearing the thunder is a good back up rule. Wait 30 minutes or more after hearing the last thunder before leaving the shelter.*

The following guidelines have been recommended by the National Severe Storms Laboratory (Norman, OK)

- The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike. **Many lightning casualties occur in the beginning, as the storm approaches,** because many people ignore initial precursors of high winds, some rainfall and cloud cover. Generally, the lightning threat diminishes with time after the last sound of thunder, but may persist for more than 30 minutes.

- **Be aware of how close lightning is occurring.** The flash-to-bang method is the easiest and most convenient way to estimate how far away lightning is occurring when no lightning detector is available. Thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment, and its distance from the observer. **To use the flash-to-bang method, count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how far away (in miles) the lightning is occurring. For example, if an individual counts 15 seconds between seeing the flash and hearing the bang, 15 divided by five equals three; therefore, the lightning flash is approximately three miles away.**
- Lightning awareness should be increased with the first flash of lightning or the first clap of thunder, no matter how far away. This activity must be treated as a wake-up call to all personnel. The most important aspect to monitor is how far away the lightning is occurring, and how fast the storm is approaching, relative to the distance of a safe shelter.
- **Recognize that personal observation of lightning may not be sufficient;** additional information such as a lightning detection system or additional weather information may be required to ensure consistency, accuracy and adequate advance warning.
- **When larger groups are involved, the time needed to properly evacuate an area increases.** As time requirements change, the distance at which lightning is noted and considered a threat to move into the area must be increased. Extending the range used to determine threat potential also increases the chance that a localized cell or thunderstorm may not reach the area giving the impression of a “false alarm”.
- Know where the closest "safe structure or location" is to the field or playing area, and know how long it takes to get to that safe structure or location.
- Safe structure or location is defined as:
  - Any building normally occupied or frequently used by people, i.e., a building with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using shower facilities for safe shelter and **do not use** the showers or plumbing facilities during a thunderstorm.
  - In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled-up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof which dissipates the lightning strike around the vehicle. **DO NOT TOUCH THE SIDES OF THE VEHICLE!**
- If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground because lightning current often enters a victim through the ground rather than by a direct overhead strike. **MINIMIZE YOUR BODY'S SURFACE AREA, AND MINIMIZE CONTACT WITH THE GROUND! DO NOT LIE FLAT!** If unable to reach safe shelter, stay away from the tallest trees or objects such as light poles or flag poles),

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metal objects (such as fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.

- Avoid using the telephone, except in emergency situations. People have been struck by lightning while using a land-line telephone. A cellular phone or a portable remote phone is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.
- **When considering resumption of any athletics activity, NSSL staff recommends that everyone should ideally wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field.**
- People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. **If possible, an injured person should be moved to a safer location before starting CPR.** Lightning-strike victims who show signs of cardiac or respiratory arrest need emergency help quickly. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.

## USL STAFF CONTACTS

### GENERAL OFFICE

Phone: 813-963-3909

Fax: 813-963-3807

E-mail: [referee@uslsoccer.com](mailto:referee@uslsoccer.com)

Web: [www.USLsoccer.com](http://www.USLsoccer.com)

### LEAGUE DIRECTORS

#### **Referee Coordinator**

Vinny Bastidas

Office: 813-963-3909 (x227)

Cell: 484-951-5842

E-mail: [vinny.bastidas@uslsoccer.com](mailto:vinny.bastidas@uslsoccer.com)

#### **USL First & Second Division**

Steven Thompson

Office: 813-963-3909 (x240)

Cell: 813-787-4966

E-mail: [steven.thompson@uslsoccer.com](mailto:steven.thompson@uslsoccer.com)

#### **USL PDL**

Lee Cohen

Office: 813-963-3909 (X239)

Cell: 321-698-1250

E-mail: [lee.cohen@uslsoccer.com](mailto:lee.cohen@uslsoccer.com)

#### **USL W-League**

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Kristin Lettiere  
Office: 813-963-3909 (x233)  
Cell: 262-510-1683  
E-mail: [kristin.lettieri@uslsoccer.com](mailto:kristin.lettieri@uslsoccer.com)

**OTHER**

**League Operations Coordinator**

Nicole Raymond  
Office: 813-963-3909 (x231)  
Cell: 904-315-2762  
E-mail: [nicole.raymond@uslsoccer.com](mailto:nicole.raymond@uslsoccer.com)