



Elite Referee Program

Match Administration Policy

Expense Report Submission

For any matches requiring expense reports to be submitted to the host team, the fourth official will contact the referee crew five (5) days before the match and request necessary expense report details from each official. The fourth official will then complete all expense reports for the entire crew and submit to the host team no later than 72 hours prior to the match.

Referee Crew Match Confirmation Email

The referee will send a match confirmation email to the entire referee crew, including referee coach or mentor, no later than 72 hours prior to the match. The email must contain match date, time and location; arrival time; arrival, departure and warm up attire; any potential carpool availability; any notes or helpful advance information on the teams or significance of the match; and request for response to confirm receipt of email and the arrival time.

Match Conclusion Email

Each match official will send the Director of Referee Development an email within 48 hours of the conclusion of the match with a brief summary of the match, focusing primarily on points of emphasis for the individual official. Emails must be honest and forthright, as they will be used for the continued development of the referee.

Match Report Completion

On matches with a fourth official, the fourth official is responsible for all report writing, including the match report and any supplemental or send off reports. The referee is responsible for the formal submission of the match report.

On matches without a fourth official, the referee is responsible for the completion of all reports.

Match Report Submission

Unless otherwise noted by the specific competition handbook, all required reports must be submitted online by the referee within 24 hours of the conclusion of the match. Exempting matches starting after 5:00 pm where the referee travels over one (1) hour each way to a match site, reports for Academy matches on Sundays must be submitted that evening. For exempted matches, match reports must be submitted as soon as possible on Monday, but no later than the end of the day Monday.

Inability to meet these minimum expectations could result in removal from the Elite Referee Program