

USSF Referee Assignor - Coordinator Handbook 2018



SRC Referee Assignor / Coordinator Handbook Table of Contents

Section 1 - Handbook Overview.....	4
Scope.....	4
Objective.....	4
Assignor Appointment.....	4
Conflicts of Interest.....	4
Complaints about Officiating.....	4
Equal Opportunity for Assignment.....	4
Section 2 - Timeline.....	5
July.....	5
August.....	5
September.....	5
October.....	6
November.....	6
December.....	6
January/ February.....	6
April.....	6
May.....	7
June.....	7
Section 3 - Contact Information.....	8
Resources.....	8
RISRC (Rhode Island State Referee Committee).....	8
Section 4 - Responsibilities.....	9
General.....	9
USSF Assignor.....	9
Associations' Expectations for their Referee Coordinators.....	10
Training Referees.....	10
Training Materials.....	11
Recreational Game Assigning.....	11
Competitive Game Assigning.....	11
Referee Development.....	11
How to get to know your Referees – Evaluation Tools.....	12

Referee Rating System	12
Conflict of Interest	13
Section 5 - Referee Requirements	14
New Referees Certification Process	14
Existing Referees Re-Certification Process.....	14
Section 6 - Best Practices	15
Things that Have Worked.....	15
Tools other Associations Have Used	15
Field Observations	15
Section 7 – Class to Competitive.....	16
Recruitment	16
Training	16
Development / Evaluation	16
Establishing Level of Assigning.....	16
Referee Requirements	16
Dress Code	16
Equipment.....	17
Referee Communication	17
How to Deal With Difficult Parents, Coaches, and Players	17
Section 8 – Code of Ethics.....	18
For Assignors	18
For Referees	18
Section 9 - Frequently Asked Questions (FAQs)	19
About your Role	19
About the Referee.....	19
About the Assigning	20
Appendixes.....	21
Appendix A – RI SuperLiga Referee Development & Guidance Form.....	21

Section 1 - Handbook Overview

Scope

To define the policies and procedures to implement the USSF Referee Assignor Program and to outline the process for assigning officials to leagues and tournament matches sanctioned by State Associations, the playing divisions, and the U.S. Soccer Federation.

Objective

All referees are provided with proper assignments that ensure their development, retention, and opportunities for advancement.

Assignor Appointment

Referee Assignors should be selected by the playing associations/league being served, with the advisement of the State Referee Committee. The appointment should be made for a period of at least one year and be based on experience as a referee and/or as an assignor, organizational skills, and character. The assignor should be familiar with the process of becoming a registered referee.

Conflicts of Interest

Assignors and referees must recognize that officiating where familiarity or family relationships with coaches or players exist should be avoided, and should limit the number of times a referee officiates for any one team or club.

Complaints about Officiating

Referee assignors are encouraged to listen to complaints about officials. When the complaint concerns an official who has demonstrated bias, unfair officiating or incompetence, the assignor should direct that the complaint be filed in writing to the local or state administrator. All such reports should be investigated.

Equal Opportunity for Assignment

Referee assignors should offer equal opportunity to all qualified referees and avoid discrimination against any individual or group regardless of age, race, color, religion, sex, national origin, or disability.

Section 2 - Timeline

Calendar of Duties (All Events & Weekly / Monthly Events) Recreational Program /Competitive Program /Referee Training Program

July

1. Recruit Referee candidates for Grade 9 and 8 (website announcement, schools, bulletin boards)
2. Register on-line with USSF as an assignor and pay \$25.00 (yearly)
3. Attend an assignor class, hosted by RISRC (only once)
4. Complete a BCI check on-line (yearly)
5. To complete in-service training (4 hours / yearly)

August

1. Either schedule new referee clinic with SDI or inform candidates of closest clinic for grade 9 or 8
2. Follow up with SDI as for who passed
3. Follow up with all referees to make sure they have complete uniform. (referee shirt, all black shorts, referee socks, black shoes, all referees should have a wrist watch, a pen and paper)
4. Check with your local organization as what they supply for uniform, (some Organizations pay for the first uniform).

September

1. Assign referees to house league games (also known as Recreational games)
2. Assign referees to Fall SuperLiga games (U8 – U12)
3. Work with SDI/ Workgroup program to Train referees weekly during games
4. Work with SDI/ Workgroup program to Evaluate referees weekly during games
5. Either schedule a recertification class or inquire about the closest class for your community
6. Promote monthly in-service meetings

October

1. Assign referees to Rec league games
2. Assign referees to Fall SuperLiga games (U8 – U12)
3. Work with SDI/ Workgroup program to Train referees weekly during games
4. Work with SDI/ Workgroup program to Evaluate referees weekly during games
5. Start contacting referees regarding recertification (3-step process)
6. Take test on line; pay on line if you pass; attend a recertification class

November

1. Assign referees to house league games
2. Assign referees to Fall SuperLiga games (U12 - U8)
3. Train referees weekly during games
4. Evaluate referees weekly during games
5. Follow up with referees regarding recertification (3-step process)
6. Take test on line; pay on line if you pass; attend a recertification class

December

1. Follow up with referees regarding recertification (3-step process)
2. Take test on line; pay on line if you pass; attend a recertification class
Submit referee evaluation to SuperLiga director
3. Remind referee to take their test and pay dues by Dec-31 or will be charged a late fee

January/ February

1. Follow up with referees regarding recertification (3-step process)
2. Take test on line; pay on line if you pass; attend a recertification class March
3. Attend SuperLiga Referee Coordinator meeting
4. Advise referees who are doing SuperLiga games of any pending meetings
5. Request availability from all referees whom you plan on officiating for SuperLiga games
6. Assign U8 – U12 home town referees for SuperLiga games via Assign by Web

April

1. Assign U8 – U12 home town referees for SuperLiga games via Assign by Web (weekly)
2. Address any issues involving your referees (weekly)
3. Follow up with referees regarding their individual games (strengths & weaknesses)
4. Follow up with your referee that were assigned to a U14 - U19, and follow up with their Strengths and weakness
5. Attend mid-season SuperLiga referee coordinator meeting

May

1. Assign U8 – U12 home town referees for SuperLiga games via Assign by Web (weekly)
2. Address any issues involving your referees (weekly)
3. Follow up with referees regarding their individual games (strengths & weaknesses)
4. Follow up with state assigned referee, if your referee was assigned to a U14 - U19 game

June

1. Assign U8 – U12 home town referees for SuperLiga games via Assign by Web weekly
2. Address any issues involving your referees (weekly)
3. Follow up with referees regarding their individual games (strengths & weaknesses)
4. Follow up with state assigned referee, if your referee was assigned to a U14 - U19 game
5. Follow up referees about doing tournaments (Barrington, Portsmouth, Seaside Classic, Goals-4 Ram)

Section 3 - Contact Information

Resources

1. Facebook / Twitter
2. Rhode Island State Referee
3. Acknowledgements
4. State Coin
5. New Rules / Changes
6. Videos clips

RISRC (Rhode Island State Referee Committee)

1. SuperLiga Rules & Policies
2. FIFA Sprint and Interval Test
3. Game Log (Excel)
4. Interpretation of the Laws
5. Advice to Referees
6. Standing Agenda
7. Guide to Procedures
8. Laws of the Game
9. New Referee Info

Section 4 - Responsibilities

General

- Recruit and compile a listing of all of your referees in your town/association.
- Evaluate and rate the experience level of all of your referees. The RISRC, SuperLiga and other referee coordinators can be of help here if you are unsure on how to do this.
- Assign all of the games that need to be assigned by you. Pay special attention to the skill level and age level of the referee being assigned to a game. (i.e. probably not a good idea to put a new grade 8, twelve year old in the middle of a U12 boys game).
- A 12 year old referee can be the center of a referee of a U-10 game, and AR on a U-12 game
- Establish a training, evaluation and development program for your referees. RISRC, other referee coordinators, The SuperLiga and other associations can be of help here. F. Delegate duties as often as possible.
- The referee coordinator does not have to be a certified referee.
- Be aware of game conflicts assigning games, ex: family members refereeing and coaching on same game
- Register, take the test, pay your fees, complete 4 in-service hours training, and recertify every year

USSF Assignor

- Each local association **MUST** have a certified USSF assignor assigning games for them. This person does not necessarily have to be the referee coordinator or a referee.
- USSF assignors can become certified by attending a USSF referee assignor clinic. These clinics are offered as needed by the RISRC. Assignors only have to go to one clinic in their lifetime, must re-certify every year.
- USSF assignors must be at least 18 years of age.
- USSF assignors should pay particular attention to the fact that they not assign referees on games that there may be conflicts, i.e. family members, playing in the same age group, etc. Assignors should also be as fair as possible in assigning games and not give games primarily to just a few referees- particularly in the assignor's family.

Associations' Expectations for their Referee Coordinators

- The association(s) that the referee coordinator works with should expect that referees assigned to games are,
 - a. Certified
 - b. Trained
 - c. The referee's skill level is appropriate to the age group assigned.
 - d. The referee is professional in appearance and demeanor. Any problems encountered by the referee will be handled in a timely manner.
- Associations can also expect that the referee coordinator will communicate with other board members in relation to referees, coaches, parents, schedules and field conditions.
- Referee coordinators should also keep an active list of referees, payments and pay schedules for the association.

Training Referees

- One of the most important duties of the referee coordinator is to ensure that referees are trained properly.
- All referees should attend or have attended grade 9 or grade 8 referee clinics held by the RISRC.
- After attending the clinics, it is the referee coordinator's responsibility to have ongoing training for all referees. This training can be done with an in-house program conducted by the association or training classes/sessions can be held by using state referee instructors. Please contact the State Director of Instruction for availability and costs. At RISRC.net
- The referee coordinator should maintain a list of all referees and training that may be needed for them.
- Evaluation is also a key to training. Referees should be evaluated in house by the referee coordinator or his/her designate. If there is no one in the association able to evaluate the referees, then you can have a State referee assessor do that. Please contact the State Mentor at RISRC.net.
- On the field training is the best with game situations.

Training Materials

- Training materials may be obtained from a number of sources. US Soccer ussoccer.com, The Rhode Island State Referee Committee, RISRC.net, other associations who have training programs.
- You should always have copies handy of **Laws of the Games**, **Referee Administrative Handbook**, and **Guide to Procedures for Referees and Assistant Referees**, and up-to-date copies of The **Superliga rules book**, and other rules of competitions handbooks.

Recreational Game Assigning

- Assigning for the recreational program usually gives the referee coordinator the most flexibility. Since many games at the recreational level are not competitive and instruction based, the coordinator can assign referees who may need instruction along with more seasoned veterans.
It is still important to assign referees who will not take away from the value of the game.
- It is important to note that referees still need to look and act professionally when working recreational games as well as competitive games.
- The association's referee assignor or coordinator will assign all of the recreational games.

Competitive Game Assigning

- In competitive assigning, the referee assignor (who may be the referee coordinator as well) will assign all games from U6 to U12, he/she may also be asked to assign other games by the particular league, i.e. SuperLiga.
- The Assignor will use the specific program that has been arranged, (i.e. **Assign By Web** for the Superliga).
- Please refer to the above section on assigning for more information.

Referee Development

- Referee development is by far one of the most important duties a referee coordinator can have. In referee development we are not just looking at the

training of a referee but rather the specific career development of each referee.

- The specific training of the referee is mentioned earlier in this section, but the development is a bit different.
- As a referee earns a particular grade, 8 or 9 he/she is able to referee specific age groups and work either as an assistant referee or a center referee. As the referee works more it is important to develop that referee so he/she can do higher level games.
- To plan out a developmental program for a specific referee the coordinator should seek out individuals who want to do the job and move up. Once a referee or referees are selected then the association can contact the RISRC. The SRC will then try and assign the referee to higher level games working with veteran referees and/or assessors. Training programs will also be offered.
- The Superliga also is holding a referee academy; this is also a great opportunity for development.
- See the Referee Administrative Handbook for specific grades and matches that each grade can do.
- Check the Superliga Referee Program Handbook, for qualification to move up a grade.

How to get to know your Referees – Evaluation Tools

- Utilizing **“Mentor Program”**
- **“Top 100 Referee List”**
- Using **“Observation Feedback”** from mentors

Referee Rating System

Referee rating should be based on the following criteria:

- The referee's grade, ability, and experience
- The referee's availability
- The referee's physical fitness
- The nature of the assignment:

Center vs Assistant Referee or 4th Official

Age/Skill of players

Competitive spirit/history of teams

Level of Competition (leagues, tournament, etc.)

Importance and Difficulty of the game

- The referee's comfort level
- Top referees, based on assignments and grade should be used on the assignor's most difficult games

Conflict of Interest

Assignors and referees must recognize that officiating where familiarity or family relationships with coaches or players exist should be avoided, and should limit the number of times a referee officiates for any one team or club.

Section 5 - Referee Requirements

New Referees Certification Process

New Grade 9 Referees will need to do the following:

- Create a “New User” account in GameOfficials
- Register for the “New Grade 9 Referee Part 1” course
- Pay the fee
- Complete “Part 1” – consist of 13 modules and quizzes
- Once you complete “Part 1” you will get a code to register for “New Grade 9 Referee Part 2”
- “Part 2” is the practical part – once completed, you will be given your referee badge
- Then, you will need to take your **final exam** online

Grade 9 Referees are authorized to officiate **youth recreational** (aka “house league”) matches in any age division. In addition, grade 9 referees are permitted to officiate in small-sided competitive matches up to the U-12 division. Assignment is not strictly limited to those matches; if the need arises, assignors may assign a Grade 9 Referee to a higher level match to fill an assignment or to provide a slightly higher level of difficulty to an official looking to upgrade.

Existing Referees Re-Certification Process

- Grade 9 Referee Re-certification consists of:
 - 4 in-service hours (courses announce on the RISRC website)
 - Take the exam
 - Pay the fee
 - Deadline to re-certify is **December 31st** before you incur into late fees

Section 6 - Best Practices

Things that Have Worked

1. Top 100 List
2. Mentor Program
3. Junior Mentor Program

Tools other Associations Have Used

1. Top 100
2. Mentor Program
3. Junior Mentor Program
4. Source other associations close by

Field Observations

1. Mentor observation forms
2. Mentor / Junior Mentor Program
3. Field observation can be viewed at a later date

Section 7 – Class to Competitive

Recruitment

1. Players,
2. Family members,
3. Friends of the family
4. Co-workers

Training

1. Work with SDI (State Director of Instruction)
2. Work with assigned Mentor
3. Promote mostly SRC in-service training

Development / Evaluation

Schedule a mentor to observe a game of a referee you want to develop/promote

Establishing Level of Assigning

1. Comfort level
2. Experience level
3. A 12-year old referee can do a U-10 Middle or Line in a U-12 game

Referee Requirements

1. Game Preparation
2. Accept your games on a timely manner
3. Arrive 30 minutes before the start of your assigned game
4. Game reporting online on-time preferred within 24 hours of the conclusion of the game

Dress Code

1. Black shoes
2. Black shorts
3. Black shirts (undershirt)
4. Black socks

Equipment

1. Whistle
2. Stopwatch
3. Pen/pencil
4. Paper to keep score
5. Flags
6. Extra shirt colors

Referee Communication

1. Check for open games
2. Positive/ negative feedback

How to Deal With Difficult Parents, Coaches, and Players

1. Instruct your referee to approach the home coach and explain the situation
2. Know the difference between difficult players, difficult coaches and abusive parents
3. Know the Laws of the Game (LOTG) and follow league/competitions procedures

Section 8 – Code of Ethics

For Assignors

- I will maintain the utmost respect for referees and other officials of the game and I will conduct myself honorably at all times.
- I will make assignments based on what is good for the game and what is good for the referee.
- As a member of the United States Soccer Federation, my actions will reflect credit upon that organization
- I will contribute to the continuous development of referees in the National Program for Referee Development.
- I will conduct myself ethically and professionally in the assignment process.
- I will respect the rights and dignity of all the referees, and I will not criticize them unless it is in private, constructive, and for their benefit.
- I will offer equal opportunity to all qualified referees, and I will avoid discrimination against or take undue advantage of any individual or group on the basis of age, race, color, religion, sex, national origin, or disability.
- I will cooperate fully in the timely resolution of any grievance, hearing, or complaint.
- I consider it a privilege to be a part of the United States Soccer Federation and my actions will reflect credit upon that organization and its affiliates.

For Referees

- I shall always maintain the utmost respect for the game of soccer.
- I will conduct myself honorably at all times and maintain the dignity of my position.
- I shall always honor an assignment or any contractual obligation.
- I will attend training meetings and clinics so as to know the Laws of the Game, their proper interpretation and their application.
- I will always strive to achieve maximum team work with my fellow officials.
- I will be loyal to my fellow officials, and never knowingly promote criticism of them.
- I will be in good physical condition.
- I will control the players effectively by being courteous and considerate without sacrificing firmness.
- I will do my utmost to assist my fellow officials to better themselves and their work.
- I will not make statements about any game expect to clarify an *interpretation* of the Laws of the Game.
- I will not discriminate against nor take undue advantage of any individual or group on the basis of age, race, color, religion, sex, national origin, or disability.
- I will consider it a privilege to be a part of the United States Soccer Federation and my actions will reflect credit upon that organization and its affiliates.

Section 9 - Frequently Asked Questions (FAQs)

About your Role

1. Provide a safe environment (Do not place a referee in a situation that will be overwhelming to him/her).
2. Work with club assignor
3. Assess each referee to determine their abilities
4. Make sure your referees are informed on the latest changes of the laws of the game (LOGT)
5. Work with referees, either one to one basis or in a group to go over mechanics of the game and off-sides
6. Have the new referee program in place (help is available through the SRC if needed) www.thesuperliga.com & www.risrc.net

About the Referee

1. How referees are assigned to games?

By availability and experience

2. Why does the center referee sometimes dismiss the signals of the assistant referees?

It could be due to center referee be a more experienced referee and/or the play demands a certain call given the nature of the game.

3. Why do referees have different color of jerseys?

To differentiate with the teams' colors for that particular game you were assigned. The official crew should wear the same color of jersey at all times.

4. How much training is involved for a new referee?

- New referee class
- Grade 9 Referees (allows you to referee local games with a whistle, up to and including U-12 games)
- Also, this referee can officiate competitive games as an assistant referee, with a flag for age groups up to and including U14) — this involves 6 hours of classroom training. 4 hours in-service training is required yearly
- Grade 8 Referees (can officiate any youth games as either a referee or an assistant referee - this involves 10 hours of classroom training. 4 hours in-service training is required yearly)

5. How old do you need to be to become a referee?

This is determined by each individual organization for in house league.

To be a Grade 8 Referee, you need to be 16 years of age

6. How much do you get paid?

Fees for the recreation league are determined by the individual town/club organization. Fees for competitive games are determined by the state organization.

About the Assigning

- 1.** Each club must have an assignor. This person does not have to be a coordinator. Once he or she passes the assigning course, they are an assignor for as long as they wish, provided they pay the yearly fees and complete their in-service hours
- 2.** The assignor should work with the referee coordinator to know each referee level of ability to do lines or game middles.
- 3.** Assigning should be based on the ability of the referee, (be careful of assigning referees to do games in their own age group to avoid any conflicts).
- 4.** Coordinate games in advance, to be able to fill voids in games where there is a need.
- 5.** If a problem arises where you cannot cover a game, contact your local soccer association for help in locating qualified referees, also other local resources
- 6.** Assign two weeks ahead to avoid open games

Appendixes

Appendix A - RI SuperLiga Referee Development & Guidance Form

	<h3>Rhode Island Youth Super Liga Referee Development Program</h3> <p>Development and Guidance Form</p>																																																																																																																																																																																																																				
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