

UNITED STATES SOCCER FEDERATION

ENTRY LEVEL TRAINING MANUAL

REFEREE ASSIGNOR



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ASSIGNOR WORKSHOP SCHEDULE

8:30 - 9:00 AM Registration, Welcome, Announcements and Staff Introduction

SESSION 1

9:00 - 10:30 AM Student Self Introductions
Course Introduction – USSF Vision Statement
USSF Referee Program Objectives
State Referee Program
Course Objectives
The Assignor and the Referee Program (Chart)
Why Standardize the Assignor System?
Assignor Impact on the Referee Program and on the Game
Assignor Qualifications
Job Descriptions
Code of Ethics for Assignors

10:30 - 10:45 AM Break

SESSION 2

10:45 - 11:45 AM Philosophy of Assigning
Rating Referees
Match the Referee to the Match
USSF Guidelines

SESSION 3

11:45 - 12:00 AM Handout and Study Group Problem Solving
12:00 - 1:00 PM Lunch
1:00 - 1:50 PM Discuss Group Problems

SESSION 4

1:50 - 2:50 PM Hands on Training. Actual Assigning Exercise
2:50 - 3:00 PM Break

SESSION 5

3:00 - 3:50 PM The Assignor's Office
Turn-Backs, No-Shows, Complaints from Referees and Others
Effective Use of the Phone

SESSION 6

3:50 - 4:50 PM Conflicts – Role Playing

SESSION 7

4:50 - 5:00 PM Course Evaluation – Feedback

ASSIGNOR HANDBOOK

TABLE OF CONTENTS

INTRODUCTION. 3

REFEREE ASSIGNOR PROGRAM OF USSF 5

JOB DESCRIPTIONS 9

CODE OF ETHICS FOR ASSIGNORS 15

CODE OF ETHICS FOR REFEREES 16

REFEREE ASSIGNOR LIST OF DUTIES 17

THE ASSIGNOR'S OFFICE 19

EXAMPLE OF A MEMO TO REFEREES 21

POLICIES 22

REFEREE GRADES 27

REFEREE ASSIGNMENT LESSON 29

USSF BOD POLICY 531-8 31

INDEPENDENT CONTRACTOR PAPER 32

REFEREE GAME REPORT 36

Introduction

The objective of the National Referee Committee is to have all properly sanctioned matches officiated by three qualified referees using the diagonal system of control, and to see that all referees are provided with proper assignments to ensure their development, retention, and opportunities for advancement, for them and for the good of the game.

This course has been created with that in mind. In the past, the referee assigning process of the United States Soccer Federation had no specific guidelines or format. This course provides them. The Referee Committee wishes to do its part to standardize the operation and activities of referee assignors at all levels. Assigning referees correctly is not an easy task and it is one of the most important facets of our game. We hope that with this type of education we can make this significant and meaningful job more comfortable. At the same time, we want assignors to feel they belong to the refereeing community. We have done this by establishing a specific place for them in our organization – as illustrated by our new organizational charts.

This entry-level referee assignor training course is the product of several years of work by assignors and administrators at all levels of the United States Soccer Federation. It is intended for use by all affiliates so that assignors can be trained in the skills necessary for properly assigning referees and assistant referees to soccer matches at every level of play.

Here is some information that may prove useful to participants:

The course is eight hours long.

It is an entry level course.

Graduates will receive a diploma and a letter of completion from Chicago.

They will be registered with the USSF.

Registered assignors are entitled to the same USSF insurance coverage as referees.

Registered Assignors will be entitled to receive up-to-date rosters when approved.

We hope that in the near future all assignors will have to go through this course of training before they are approved as assignors. That does not mean that there will be any attempt by the USSF to take jobs away from present assignors.

Charles R. Kenney
Director of Referee Administration
Orange Park, Florida
August, 1994

Introduction (Third Revised Edition)

Since the inception of the Assignor Program by its architects Rod Kenney and Mac Alarcon, the number of Assignors registered with the United States Soccer Federation has risen to over 2,000 (July, 2001). The number of Assignors exceeds the number of registered Assessors and Instructors for the same period. Many of the National State Associations have passed regulations requiring all league and tournament games, within their jurisdiction, to employ a Referee Assignor who is registered with the United States Soccer Federation. More recently the USSF National Board of Directors passed Policy 531-8, which is effective September 1, 2001. This policy requires that officials for all affiliated games be assigned by a referee assignor who is registered with USSF. The weight of this policy speaks for itself.

This revision of the course material reflects recent changes adopted by the National Program for Referee Development. Some these changes include the addition of referee grades 9, 10, 11 and 12. These are developments that respond to the needs of both the Amateur and Youth Divisions.

The contents of this handbook has been reviewed by the National Referee Committee, the National Referee Office, and by other departments within United States Soccer Federation. However, any errors, omissions, or misrepresentations are the fault of this editor and should be brought to his attention.

This revision would not be possible without the contributions of Jeff Kollmeyer, SDI, Missouri, to this revision. Gratitude is also extended to all the Assignors, Instructors, and Referees who have supported the Referee Assignor program and have offered suggestions about the attached material.

The Referee Assignor impacts on the development, recruitment, retention and moral of referees more than any other person in the State or National Referee Program. The efforts to produce this material is dedicated to them with acknowledgement towards the important function they serve to soccer in the United States.

Holly Hollingsworth
SRA, Missouri
July, 2000

USSF REFEREE ASSIGNOR PROGRAM

1. 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. (State Associations refer to the Youth and Amateur Associations of each state.)

2. OBJECTIVE

It is the objective of the National Referee Committee that all league and tournament matches sanctioned by State Associations and other affiliated members of the Federation are officiated by three qualified referees using the diagonal system of control, and that all referees are provided with proper assignments that ensure their development, retention, and opportunities for advancement.

3. STRUCTURE

The Referee Assignor Program should consist of four levels within a State Association:

- Level 1: State Assignor Coordinator (SAC)
- Level 2: State Games Assignor (SGA)
- Level 3: League Assignor
- Level 4: Tournament Assignor

4. TRAINING

The State Director of Referee Instruction, making use of certified Assignor Instructors and/or Certified Assignor Instructor Trainers, may conduct Referee Assignor Training courses within a State Association to improve the quality and consistency of the assigning process.

5. REGISTRATION

All referee assignors who successfully complete the introductory Referee Assignor Training Course may register as assignors with USSF through the State Referee Administration. Registration fees for referee assignors shall be established by the National Referee Committee and approved by the BOD.

6. ASSIGNOR APPOINTMENT

a) Selection

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.

b) Program Integrity

Only in an emergency should a certified assignor officiate in leagues or conferences for which he or she serves as an assignor. It is permissible for assignors to officiate in leagues other than those in which they assign, but the assignor probably should not assign more than two leagues at a time to be effective.

c) Agreements

Agreements executed between the assignor and the league should specify dates and time of games and should clearly state what each party expects from the other. Agreements should be voided only by mutual written consent of the assignor and the league. Failure by assignors to fulfill game agreements should be reported in writing by the league being serviced to the State Referee Administrator or State Youth Referee Administrator. Because of the monetary aspects and impact on a league/tournament, written agreements are strongly encouraged.

d) Compensation

Referee Assignors should be compensated for assigning regular league games based on a standard schedule established by the State or local association. The schedule may be multi-tiered to account for such factors as the geographical areas being serviced. Payments should be made at the level and number of game assignments completed. Provisions should be made for additional payment(s) for any game cancellations by a team or club.

Assignors may be reimbursed for other reasonable expenses incurred in executing their responsibilities (i.e., postage for mailing assignments, phone, computer, and office supplies). Payment for assignment of tournament play should be made by the respective tournament at a rate and schedule to be established by the tournament officials.

CLASSIFICATION OF REFEREES

The National Referee Committee has established various grades and classes of officials to provide uniform standards for soccer referees in the United States. The National Referee Committee has recommended that certain grades and classes of referees be assigned to certain levels of competition.

THE REFEREE ASSIGNING PROCESS

a) Directory or List of Registered Referees

A list of currently registered referees must be furnished to certified registered referee assignors by the State Referee Administrator. Assignors should review the directory prior to making any assignment and prior to the start of each season.

Note: The Referee Assignor may not sell or otherwise transmit any directory of currently registered referees received from the State Referee Administrator to any outside third party without the express written approval of the National Referee Committee and the BOD.

b) Penalties for Use of Non-Registered Referees

Unregistered referees may not be assigned under any circumstances. Penalties for use of non-registered officials may be assessed with the approval of the State Association(s).

c) Payment of Officials

Referees expect to be paid at the time of the game or, by agreement soon after the game. It is never acceptable for one official to receive one check for all officials and to somehow pay the other officials. All game fees should be paid directly to each official.

d) Referee Rating System

A standardized rating system should be documented by the Assignor with updated input from developmental and formal assessments, coaches' reports, mentors, evaluations, the referee, and other input available to the assignor.

Referee rating should be based on the following criteria:

- 1) The referee's grade, ability, and experience
- 2) The referee's availability
- 3) The referee's physical fitness
- 4) The nature of the assignment:
 - Center vs assistant referee or fourth official
 - Age/skill of players
 - Competitive spirit/history of teams
 - Level of competition (league, tournament, etc.)
 - Importance and difficulty of game
- 5) The referee's comfort level

The top referees, based on assessments and grade, should be used on the assignor's most difficult games.

e) 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.

f) Systems of Officiating

Outdoor Games (11 vs 11)

Three neutral officials should be assigned to every game using the diagonal system of control. When three neutral officials using the diagonal system of control are not available, the assignor must follow the system of officiating policy as outlined by the National Referee Committee.

Outdoor Small Sided (3 vs 3, 4 vs 4, 6 vs 6) Games

The National Referee Committee has made specific allowances for small sided games. See Policy.

g) Assignment Rotation System

Referees and assistant referees within a given experience/rating group should be rotated on a regular basis among all the assigned leagues and all the teams within a league. No referee should be assigned to any one league or club exclusively. When the assignor is an active referee, the assignor should be designated within a given experience/rating group and be part of the same rotation system of assignment.

h) 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.

i) Other factors

The State Referee Administrators are encouraged to develop and adopt, at their discretion, written policies and procedures regarding the assigning process for:

- 1) The trading of assigned games with other officials without approval of assignor.
- 2) Penalties for no-shows to assigned matches.
- 3) Minimum advance notice assignors should provide to referees for a regular assignment or for game cancellations (by the club or team/league or weather related). At least one week minimum advance notice for regular assignment to youth matches is recommended. An optimum standard is 3-4 weeks in advance.
- 4) Referee Exchange Program for the sharing of a referee pool between assignors.
- 5) Maximum number of assignments a day a referee is assigned.
(It is recommended that there be no more than 3 per day.)
- 6) Referees who request upgrades.
- 7) Assignment conflicts when a referee is assigned to more than one game simultaneously by different assignors.

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.

JOB DESCRIPTION

STATE ASSIGNOR COORDINATOR*

Requirements: Must be a registered USSF referee assignor. Must possess administrative ability, be able to coordinate assigning activities throughout the state, including training and guidance to assignors within the state.

Function: Coordinate training with SDI and oversee the activities of the state games assignor, league assignors, and tournament assignor in the state.

Appointment: Jointly appointed by the SRA and SYRA, or SRC, with the concurrence of the amateur and youth state associations.

Duties:

- (1) Coordinate training of assignors within the state with the SDI.
- (2) Provide guidance to assignors within the state.
- (3) Monitor assignments to ensure compliance with National and State Referee Committee policies.
- (4) Explain the assigning process at state association meetings.
- (5) Resolve problems between two assignors.
- (6) Shall not assign games, nor have the authority to reassign referees who have accepted previous assignments.

* Established by BOD.

JOB DESCRIPTION

STATE GAMES ASSIGNOR (SGA)

Requirements: Must be a registered USSF referee assignor. Must have the ability to work within the state association (youth and amateur) and the SRA/SYRA to properly assign games under the state associations' jurisdiction.

Function: To assign all games within the state which are sponsored at the state level by the amateur or youth state association. Assists in the assigning of referees to professional and national competitions held within the state.

Appointment: Selected by the SRA and SYRA, or SRC, with the concurrence of the amateur and youth state associations.

Duties:

- (1) Maintain a list of eligible referees within the state.
- (2) Select and assign referees and assistant referees to matches under his or her jurisdiction.
- (3) Ensure assigned referees are informed of all rules of the competition.
- (4) Ensure that all misconduct and referee assaults are reported to proper authority.

JOB DESCRIPTION

LEAGUE ASSIGNOR

Requirements: Must be a registered USSF referee assignor. Must have the ability to effectively communicate with the league and referees. Must be able to organize and assign referees in a timely manner.

Function: To assign matches under the league/club jurisdiction. Assist the state games assignor and tournament assignor when games under their jurisdiction are played in his/her area.

Appointment: Selected by the local playing association or league being served, with the concurrence of the local referee administrator.

Duties:

- (1) Maintain a list of eligible referees within assignor's area.
- (2) Select and assign referees and assistant referees to matches under his/her jurisdiction.
- (3) Promptly notify all parties of any change or cancellation of game assignments.
- (4) Compile referee assignment list for payment purposes.
- (5) Provide feedback to the local referee administrator regarding referee reliability on assignments.
- (6) Request education assessments and evaluations of referees.
- (7) Work with SDA in assigning referees for upgrade assessments.
- (8) Assist state game assignor and tournament assignors with information on local referee ratings/qualifications.

JOB DESCRIPTION

TOURNAMENT ASSIGNOR

Requirements: Must be a registered USSF referee assignor. Must be able to work with state games assignor and league assignor to coordinate tournament assignments.

Function: To assign matches involving tournament play not covered by the state game assignor.

Appointment: Selected by the tournament authorities, director, committee, or other empowered authority, with the concurrence of the local referee administrator.

Duties:

- (1) Compile a list of eligible referees to be used in tournament play.
- (2) Coordinate referee accommodation with tournament authorities and participating tournament referees who live outside of the geographic area of the tournament.
- (3) Research referee qualifications of those referees not known by the assignor.
- (4) Inform all referees of the rules of competition.
- (5) Coordinate instructional training for referees if required by the tournament.
- (6) Ensure all reports of misconduct or referee assault are filed with the SRA or home state SRA when the referee is visiting from out of state. Reports on visiting foreign teams shall be filed with the National Referee Program office.

JOB DESCRIPTION

ASSIGNOR INSTRUCTOR

Title: Assignor Instructor

Function: This is a training function.

Serves as a member of a State Association's referee training staff, under the supervision of the State Director of Instruction. Training functions include: (1) basic and in-service instruction of Referee Assignors; (2) implementing and furnishing assignor instructional programs and materials; (3) communicating current interpretations for the Laws of the Game; and (4) support to affiliated programs.

Requirements: Successfully complete an Assignor Instructor course conduct by a certified Assignor Instructor Trainer.

Certification: Certified and registered as a Referee Instructor (Grade 8 or higher). Current Assignor Instructors who are not Referee Instructors must meet this requirement by September 1, 2000.

Duties: Conducts training for Referee Assignors.
Helps develop curriculum and materials for use in the States' referee assignor development program.
Helps implement the States' in-service referee assignor development program.

JOB DESCRIPTION

ASSIGNOR INSTRUCTOR TRAINER

Title: Assignor Instructor Trainer

Function: This is a training function.

Serves as a member of a State Association's referee training staff, under the supervision of the State Director of Instruction. Training functions include: (2) basic and in-service instruction of Referee Assignors; (2) implementing and furnishing assignor instructional programs and materials; (3) communicating current interpretations for the Laws of the Game; and (4) training of Assignor Instructors; and (5) support to affiliated programs.

Requirements: Successfully complete an Assignor Instructor course conduct by a certified Assignor Instructor Trainer.

Certification: Certified and registered as a State Referee Instructor (Grade 6 or higher). Current Assignor Instructors who are not State Referee Instructors must meet this requirement by September 1, 2000.

Duties: Conducts training of Assignor Instructors.
Conducts training for Referee Assignors.
Helps develop curriculum and materials for use in the States' referee assignor development program.
Helps implement the States' in-service referee assignor development program.

STANDARDS OF CONDUCT

CODE OF ETHICS FOR ASSIGNORS

1. I will maintain the utmost respect for referees and other officials of the game and I will conduct myself honorably at all times.
2. I will make assignments based on what is good for the game and what is good for the referee.
3. As a member of the United States Soccer Federation, my actions will reflect credit upon that organization
4. I will contribute to the continuous development of referees in the National Program for Referee Development.
5. I will conduct myself ethically and professionally in the assignment process.
6. 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.
7. 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.
8. I will cooperate fully in the timely resolution of any grievance, hearing, or complaint.
9. 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.

STANDARDS OF CONDUCT

CODE OF ETHICS FOR REFEREES

1. I shall always maintain the utmost respect for the game of soccer.
2. I will conduct myself honorably at all times and maintain the dignity of my position.
3. I shall always honor an assignment or any contractual obligation.
4. I will attend training meetings and clinics so as to know the Laws of the Game, their proper interpretation and their application.
5. I will always strive to achieve maximum team work with my fellow officials.
6. I will be loyal to my fellow officials, and never knowingly promote criticism of them.
7. I will be in good physical condition.
8. I will control the players effectively by being courteous and considerate without sacrificing firmness.
9. I will do my utmost to assist my fellow officials to better themselves and their work.
10. I will not make statements about any game expect to clarify an *interpretation* of the Laws of the Game.
11. 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.
12. 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.

REFEREE ASSIGNOR LIST OF DUTIES

1. Ensures 100 percent qualified coverage
2. Maintains up-to-date rosters
3. Assists in upgrading
4. Assists instructors
5. Assists assessors
6. Obtains assessments as necessary
7. Maintains assignment records (for game counts, upgrade, etc.)
8. Maintains close contact with SRC/S(Y)RA
9. Has active list of "top" referees
10. Keeps financial records
11. Advises on income tax matters (basic items)
12. Maintains availability lists
13. Keeps track of conflicts
(referee vs referee or team-club-league)
14. Respects and cooperates with other assignors
15. Represents referees before leagues, etc.
16. Prepares activity report as necessary
17. Has back-up system for:
 - a: Canceled games
 - b: Rescheduled games
 - c: Referee unavailability
18. Maintains addresses and instructions for locating all fields in the area and issues them to all referees
19. Does not allow game swap/trade/switch without proper authority
20. Assists with mentor programs
21. Develops referee exchange program
22. Recommends referees for cups, etc.
23. Rotates referees fairly
24. If a referee, ensures that there is no self-preference
25. Enforces policies of USSF, or whatever appropriate authority they are assigning for.
26. Observes equal opportunity

27. Encourages referees
28. Develops and assists in recruiting programs
29. Cares about and understands absences
30. Familiar with strengths and weaknesses of referees
31. Attends meeting of
 - a. Referees
 - b. Administrators
32. Disseminates the following as requested by the SRC or S(Y)RA:
 - a. Policies
 - b. Rules
 - c. Laws
 - d. Interpretation of Laws
 - e. Field/venue changes

THE ASSIGNOR'S OFFICE

The assignor's office, its supplies, equipment, blank forms, and other documents is limited only by the assignor's imagination and, of course, his or her budget. Here is a partial list:

1. Work area
2. File Cabinets
3. Telephone with answering machine, fax machine
4. Copier or access to one
5. Computer with necessary peripherals
6. Postage scale, postage, and other mailing aids
7. Blank forms, such as:
 - * Availability information containing comfort level
 - * Check book (for assignor expenses, not for payment of referees)
 - * Finance ledgers
 - * Assignment notices
 - * Record of assignments
 - * Change of address forms
 - * Phone conversation record
 - * Assessment forms and referee developmental forms
 - * Non-performance notices
8. Administrative manuals/guides
 - * Local
 - * State
 - * Regional
 - * National
 - * Referee (assessors, instructors, assignors)
 - * Assignment guidelines
9. The Laws of the Game
10. Rules of competition(s)
11. Directories
 - * Referees
 - * Team, clubs, leagues, state
 - * Other assignors
 - * Parks and field locations
12. Schedules
 - * Games
 - * Tournament(s)
 - * Other events

- * USSF Administrative Rule Book--National Program for Referee Development (NPRD)
- * USSF Referee Administrative Manual (3-ring)--(NPRD)
- * USSF Referee Administrative Handbook--(NPRD)
- * FIFA Laws of the Game and Guide for Referees (Spanish and English versions)--NPRD
- * USSF periodic memoranda published by the Referee Committee:
 - a. Law changes
 - b. Instruction
 - c. Assessment
 - d. Guide for National Assessors and Inspectors

(many of the above are available for download at the USSF Web Page) www.us-soccer.com

- * USSF Amateur Division Administrative Policies and National Competition Rules and Regulations--Amateur Division
- * Amateur Division Directory--Amateur Division office, New Jersey
- * USYSA Official Administrative Rule Book--USYSA office, Richardson, TX
- * USYSA Directory--USYSA office, Richardson, TX
- * State Amateur Association constitution and by-laws--your State office
- * Youth and Amateur Directories--Respective State office
- * State Referee Committee Administrative Manual--SRA

ADDRESSES

USSF (Administration and Referees)

U.S. Soccer House
 1801-1811 S. Prairie Avenue
 Chicago, IL 60616
 Tel: (312) 808-1300
 Fax: (312) 808-1301
 e-mail: cmcguire@ussoccer.org

Amateur Division

7800 River Road
 N. Bergen, NJ 07047
 Tel: (201) 861-6277
 e-mail: usaussf@aol.com

USYSA

899 Presidential Dr., Suite 117
 Richardson, TX 75081
 1-800-4-SOCCER
 Fax: (214) 235-4480
 e-mail: usysoccer@aol.com

Assignor Program Questions

Holly Hollingsworth
 11 Arbor Road
 St. Louis, MO 63132
 Tel (314) 993-8806
 e-mail: hollinh@excite.com

EXAMPLE OF A MEMO TO REFEREES

To: All Referees Working in NEFYSC
From: Assignor
Re: Assignment Procedures and Rules of Competition

1. All referees must be currently registered with the USSF.
2. All referees are required to make the monthly training and administrative meeting on the third Thursday of each month at Orange Park H.S., Room 31, at 7:00 p.m.
3. All referees will submit an availability sheet for the next month's assignments at the monthly meeting.
4. The last week of each month the referees will receive their next month's assignments in writing, based on their availability sheets.
5. In case of emergency, call the assignor as soon as possible. For all other cancellations, you must give 48 hours notice.
6. Unless there is an emergency, do not change assignments without notifying the assignor.
7. Rules of competition:
 - (a) K's play four 10-minute quarters.
 - (b) K's may have two coaches on the field.
 - (c) K's have no penalty kicks.
 - (d) K's and U8's have no offside.
 - (e) U10's play with 9 players max., 6 min.
 - (f) Unlimited substitutions at all levels.
 - (g) No cautions or send-offs in K and U8 games.
 - (h) Upon receiving a yellow card (caution), a player must leave the field until the next regular substitution.

POLICY:

Systems of Officiating Soccer Games (Outdoor)

The Laws of the Game recognize only one system for officiating outdoor soccer games, namely the diagonal system of control (DSC), consisting of three officials--one referee and two assistant referees. All national competitions sponsored by the U.S. Soccer Federation require the use of this officiating system. The requirement for three registered officials is a minimum. Some competitions require the assignment of a Fourth Official who must also be registered.

Bylaw 531. GENERAL POLICIES

Policy 531-8 Assignment of Game Officials (Former Rule 3040)

Section 1. Registration Required Prior to Assignment

No one shall officiate as a referee or assistant referee in any match under the sanction or jurisdiction (direct or indirect) of the United States Soccer Association who is not registered with the Federation for the current year unless that person is a visiting foreign referee who has been properly accredited by his or her national associations.

Section 2. Unregistered Referee in Emergency

If, because of unforeseen circumstances, a currently registered referee is unable to officiate or does not appear for the assigned match, a person may then be designated at match time to act as referee in the emergency for that one match.

Section 3. Use of Club Assistant Referees

When neutral assistant referees are not assigned or fail to appear for a match as assigned, the referee may seek the assistance of club assistant referees whose duties shall be as delegated to them by the referee.

Note. Member organizations and their affiliates should make every effort to assist in recruiting officials so that enough Federation referees will be available to permit use of the diagonal officiating system for ALL their competitions.

POLICY:

Game Priority in Referee Appointments

Each registered U.S. Soccer Federation referee is expected to abide by and respect the Code of Ethics and keep all assignments that he/she accepts. There are certain occasions, though, when a referee has a duty to the referee program to release a lower-level appointment and accept a higher-level one in the interest of the U.S. Soccer Federation.

Therefore, the National Referee Committee declares that the following National and International appointments have precedence or priority over all other matches:

1. All FIFA Appointments
2. All CONCACAF Appointments
3. International A Matches
4. Any U.S. National Team Matches
5. Professional Division 1 League Matches
6. All National Cup Competitions
7. All Regional Cup Competitions
8. Other Professional League Matches
9. National Tournaments (Adult and Youth)
10. Interstate National Cup Competitions (Adult)
11. Intrastate National Cup Competitions (Adult)
12. State Cup Competitions (Adult and Youth)

No other match (with the exception of the above) has appointment priority or precedence over any other match within the state.

The priority policy does not apply:

1. Within 72 hours of the scheduled match time unless an emergency situation exists or
2. When a substantial financial commitment has been made for the referee appointment (i.e., non-refundable airline tickets).

Referees traveling out of town for a National or International appointment may:

1. Travel a day before and after the day(s) of the match(s), if necessary, and are excused from all other appointments on those days.
2. Not accept any other appointment on the day of the match appointment without permission of the Federation.

ADVICE TO REFEREES

1. Referees are responsible to communicate the receipt of a higher priority appointment to their existing assignor ASAP.
2. When an assignor refuses to release a referee to the higher-priority assignment, then the referee must report this action immediately to the SRA and the National Referee Office.

ADVICE TO ASSIGNORS

1. Continue to schedule the most experienced referees to your most difficult weekly matches, as always.
2. Identify the highly-experienced referees on your assignment roster who are likely to be appointed to a higher priority assignment. Always be prepared to fill these slots on an emergency basis.
3. Insist that the highly-experienced referees on your assignment roster keep the lines of communication open about upcoming National and International appointments as far in advance as possible.
4. Cooperate with other assignors on those rare occasions when the priority policy is invoked.
5. Report any abuses of the priority policy to the State Referee Administrator.

Approved Referee Committee 2/1/92 - Approved BOD 4/11/92
Revised NRC 5/2/98

POLICY:

Referees' Responsibilities to Affiliated Teams

A person registered with the U.S. Soccer Federation as a referee has the right to participate in referee courses and clinics conducted by the Federation and its affiliates and to be examined and graded from time to time--all for the purpose of assisting the referee in improving his or her officiating skills as well as qualifying him or her for higher level competition. A Federation registered referee also has the responsibility to officiating games among youth and amateur teams which are affiliated with the U.S. Soccer Federation so that affiliated teams do not have a shortage of qualified officials for their competitions. Recognizing these rights and responsibilities, the National Referee Committee adopts the following policy:

1. The primary duty of a Federation registered referee is to officiate games among teams (youth and amateur) which are affiliated with the Federation.
2. In order to prevent any referee from taking benefits from the National Referee Development Program without also assisting affiliated teams in conducting their competitions, the State Referee Administrator has the authority to refuse participation in Federation sponsored referee development programs to a referee who has previously registered with the Federation if the State Referee Administrator determines that the following conditions exist:
 - A. The referee during the past calendar year has officiated more games for unaffiliated soccer teams than for affiliated soccer teams. (School sponsored games are not to be considered as either affiliated or unaffiliated games for this purpose);
 - B. The referee has not officiated during the past calendar year the minimum number of games required by his or her state at his or her highest grade level, unless written clearance has been received by the referee from the SRA.

POLICY:

Unaffiliated Games

The National Referee Committee is concerned about the number of referees officiating unaffiliated matches. While referees cannot be prohibited from working these games, the Referee Committee requests that all state and local referee administrators strongly discourage referees within their jurisdiction from working these games. Only in doing so will these unaffiliated leagues be encouraged to become affiliated.

Here are some ample reasons why referees should not work these games:

1. No assessments may be accepted from games in unaffiliated leagues.
2. There is no liability insurance in unaffiliated leagues for the referees' protection.
3. If the referee is assaulted or should there be any other serious misconduct, there's no assurance any disciplinary body will review and act on it.
4. The referee may not be able to fulfill state association requirements to work a certain level of affiliated games.
5. The referee's U.S. Soccer Federation registration may be denied should the referee refuse to work affiliated games over unaffiliated games.
6. Referees who have worked more unaffiliated games than affiliated games may be refused registration.

NOTE: Interscholastic and intercollegiate competitions are not included in this policy

UNITED STATE SOCCER FEDERATION

REFEREE GRADES

To provide uniform standards for soccer referees in the United States, the National Referee Committee has adopted twelve referee grades. These grades supersede all grades which have previously been adopted by state associations and leagues. Now uniform and comparative grading exists throughout the United States.

12 United States Soccer Federation **ASSISTANT REFEREE**

A. Minimum Age: 18

Experience: Must have played at least three years of Adult, College or competitive youth soccer, or officiated at least 3 years as a Rec. Referee, Grade 9, or Linesman, Grade 10.

B. Badge: USSF Assistant Referee

C. Recommended Assignment Level: A.R. only at Amateur or Youth Level

11 United States Soccer Federation **ASSOCIATE REFEREE**

A. Minimum Age: None

B. Badge: USSF Associate Referee, with current year

C. Recommended Assignment Level: Small sided games Youth U14 and below

10. United States Soccer Federation **LINESMAN**

A. Minimum Age: None

B. Badge: USSF Linesman (blue), with current year

C. Recommended Assignment Level: A.R. on Youth U14 and younger games

9. United States Soccer Federation **RECREATIONAL REFEREE**

A. Minimum Age: None

B. Badge: USSF Recreational Referee, with current year

C. Recommended Assignment Level: Beginning referee for youth games through age 11.

8. United States Soccer Federation **REFEREE Class 2**

A. Minimum Age: None

B. Badge: USSF Referee, with current year

C. Recommended Assignment Level: All youth games, assistant referee in comparable games.

7. United States Soccer Federation **REFEREE Class 1**

A. Minimum Age: 17

B. Badge: USSF Referee, with current year

C. Recommended Assignment Level: All youth games and mixed leagues, assistant referee in all amateur games below the top division.

6. United States Soccer Federation **STATE REFEREE Class 2**

A. Minimum Age: 18

B. Badge: USSF State Referee, with current year

C. Recommended Assignment Level: All youth games and amateur games through second division and assistant referee in the top amateur division and amateur cup games.

5. United States Soccer Federation **STATE REFEREE Class 1**
 - A. Minimum Age: 19
 - B. Badge: USSF State Referee, with current year
 - C. Recommended Assignment Level: All youth games and amateur games through first division and assistant referee in the professional league and international cup games.

4. United States Soccer Federation **NATIONAL REFEREE**
 - A. Minimum Age: 23
 - B. Badge: USSF National Referee, with current year
 - C. Recommended Assignment Level: All games except formal FIFA international matches; assistant referee for international matches

3. United States Soccer Federation **NATIONAL REFEREE** (International Panel Candidate)
 - A. Minimum Age: 24
 - B. Badge: USSF National Referee, with current year
 - C. Recommended Assignment Level: All games except formal FIFA international matches.

2. United States Soccer Federation **INTERNATIONAL ASSISTANT REFEREE**
 - A. Minimum Age: 25
 - B. Badge: FIFA Assistant Referee, with current year, on international matches*
 - C. Recommended Assignment Level: All games
 - D. U.S. Citizenship required

1. United States Soccer Federation **INTERNATIONAL REFEREE**
 - A. Minimum Age: 25
 - B. Badge: FIFA, with current year
 - C. Recommended Assignment Level: All games
 - D. U.S. Citizenship required

The United States Soccer Federation grade and title of an official will be determined solely by the standards and examinations issued by the National Referee Committee. Annual re-examination is required.

A referee must officiate at the next-higher level to accumulate experience to be certified competent at that level. Assignors must exercise care to increase the difficulty level of the game assignments in a gradual and orderly manner for the good of the official and of the players.

*International assistant referees must wear USSF National Referee badge when assigned as referee in all matches.

Revised April 1999

Game Schedules for 4/18/92

	Location = Monclair Fields		
Field #1			
	U12 G	OPS #205 vs ACS #202	9:30 a.m.
	U16 B	OPS #601 vs JYS #601	2:30 p.m.
Field #2			
	U14 B	OPS #461 vs OPS #361	9:30 a.m.
	U19 B	OPS #901 vs KBS #901	11:00 a.m.
	U16 G	OPS #661 vs JYS #661	4:00 p.m.
Field #3			
	U8 B	OPS #812 vs SJC #802	11:00 a.m.
	U8 B	OPS #801 vs OPS #811	2:30 p.m.
	U8 G	OPS #800 vs WAA #810	4:30 p.m.

Note: Team listed first is the home team.

Location _____

Date _____

Time	Field #1	Field #2	Field #3
9:30 a.m.	Ref _____ A.R.1 _____ A.R.2 _____ 4 th _____	Ref _____ A.R.1 _____ A.R.2 _____ 4 th _____	Ref _____ A.R.1 _____ A.R.2 _____ 4 th _____
11:00 a.m.	Ref _____ A.R.1 _____ A.R.2 _____ 4 th _____	Ref _____ A.R.1 _____ A.R.2 _____ 4 th _____	Ref _____ A.R.1 _____ A.R.2 _____ 4 th _____
1:00 p.m.	Ref _____ A.R.1 _____ A.R.2 _____ 4 th _____	Ref _____ A.R.1 _____ A.R.2 _____ 4 th _____	Ref _____ A.R.1 _____ A.R.2 _____ 4 th _____
2:30 p.m.	Ref _____ A.R.1 _____ A.R.2 _____ 4 th _____	Ref _____ A.R.1 _____ A.R.2 _____ 4 th _____	Ref _____ A.R.1 _____ A.R.2 _____ 4 th _____
4:00 p.m.	Ref _____ A.R.1 _____ A.R.2 _____ 4 th _____	Ref _____ A.R.1 _____ A.R.2 _____ 4 th _____	Ref _____ A.R.1 _____ A.R.2 _____ 4 th _____

Note: by league adoption 2-18-92 all games u16 and higher require 4th official assigned.

File: REF 90 B3
Page 1
Report: ASSIGNOR LIST
1/11/92

Level
1 - All Youth Games A
2 - U16 and below L
3 - U14 and below L
4 - U10 and below D
5 - U8 and below A
Y

LAST NAME	FIRST NAME	HOME PHONE	GR	LEVEL	AVAILABLE	AD	AM	PM
BOULOS	E.	396-0249	04	1	4/4, 4/15		X	
COUGHLIN	DANIEL	223-9401	05	1	4/4, 4/11, 4/18	X		
KENNEY	CHARLES	278-0161	05	1	4/4, 4/11			X
LEMAY	GARY	642-2927	06	1	4/4, 4/11, 4/18	X		
FISHER	ROY	264-3601	05	1	4/11, 4/18		X	
GUERTIN	EDWARD	269-7449	06	1	4/11, 1/18	X		
HESS	ROBERT	744-3658	06	1	4/4, 4/11, 4/18	X		
VARELAS	CONSTANTINE	272-1540	05	1	4/11, 4/18	X		
BELK	CHARLES	272-0724	07	1	4/11, 4/18		X	
BELK	SANDRA	272-0724	07	1	4/11, 4/18		X	
KING, JR.	JAMES	272-3845	07	1	4/18	X		
KLEIN	WILLIAM	737-2253	06	1	4/18			X
RICE	VERNON	268-0900	06	1	4/4, 4/18			X
RUFF	MICHAEL	282-0184	07	1	4/11, 4/18	X		
SINCLAIR	JERRY	737-1484	06	1	4/4, 4/18			X
STEVENS	MARK	268-1307	08	1	4/11	X		
WALKER	GERRY	269-1830	06	1	4/4, 4/11, 4/18			X
ADKISON	JAMES	269-4185	08	2	4/11, 4/18		X	
ADKISON	LANNY	269-4185	08	2	4/4, 4/11	X		
ALTMAN	ROBERT	724-1781	08	3	4/4, 4/18			X
ARCE	HUGO	730-2277	08	5	4/18	X		
BALD	BRIAN	725-7075	07	2	4/4, 4/11			X
BARRETT, JR.	THOMAS	249-0436	05	1	4/4, 4/11, 4/18		X	
BARTLY	JEVON	743-0636	08	3	4/11	X		
BASS III	CLAUDE	264-5576	05	1	4/4, 4/18			X
BELANGER	ROLAND	264-9291	06	1	4/11, 4/18	X		
BELK	CASIA	272-0724	05	1	4/4, 4/11, 4/17		X	
BENNET	CLINE	268-1232	05	1	4/4, 4/18			X
BENOIT	JOSH	246-9975	07	2	4/11	X		
BENSON	MARCUS	221-5216	08	5	4/4, 4/11, 4/18		X	
BILLINGS	RIDCHARD	261-8321	06	1	4/18	X		
BLUME	INA	737-6209	08	4	4/4			X
BLUME	JASON	737-6209	07	2	4/11, 4/18		X	
BOGGS	ELMER	262-7897	07	2	4/4, 4/18		X	
BOHN	JASON	269-9125	08	3	4/11	X		
BOONE	LARRY	752-1126	08	4	4/4, 4/11			X
BOONE	ERIC	752-1126	08	4	4/4, 4/11			X
BOTHWELL	GEORGE	241-0932	08	1	4/18	X		
BOZIN	CHERYL	272-1315	08	2	4/4, 4/11, 4/18		X	
BOZIN	BRIAN	272-1315	08	3	4/11, 4/18			X
BRODERICK	TIMOTHY	272-4920	08	4	4/18	X		
BROOKS	MICHAEL	241-1840	08	5	4/4, 4/18		X	
BRYANT	JOSEPH	221-5216	08	1	4/11, 4/18			X
BRYANT	MICHAEL	221-5216	08	3	4/4, 4/11	X		
BUCKNER	BRYAN	269-3736	08	4	4/11, 4/18		X	
BULLARD	DAVID	269-1703	08	2	4/18			X
BUSH	JARED	731-7287	08	5	4/4	X		
BUTLER	BYRON	264-8043	08	1	4/4, 4/11, 4/18		X	
BUTLER	DIANE	276-3313	08	3	4/11, 4/18			X

The following was distributed by the National Referee Office on May 31, 2001

Are referees independent contractors or employees?

A determination of whether referees are independent contractors or employees may have significant ramifications including tax liability, workers' compensation responsibility, unemployment compensation responsibility, and tort liability. The determination of employment status centers on which party has the right to direct and control the method in which services are performed. If the party requesting the services controls, then the individual performing the services will be considered an employee. If the party delivering the services controls, then the individual will be considered an independent contractor.

Determination of employment status is made on a case by case basis. The Internal Revenue Service has issued regulations establishing multiple factors to consider in making the determination. However, no single factor is determinative. Further, states determine employment status under their own laws to resolve workers' compensation, unemployment compensation, or tort liability issues. Although states typically follow the IRS factors in making this determination, each state's analysis can be different. It may be necessary to consult legal counsel regarding your specific state's laws on these topics.

The following table illustrates the factors used by the IRS to determine employment status. The "Interpretation" column explains how the factor influences the overall analysis of employment status. No single factor is determinative of an individual's employment status, nor is a majority of the factors one way or the other necessarily controlling. The analysis is fact-specific; a determination is made by examining all factors together.

FACTOR	INTERPRETATION
Is there a contract (job-based, term-based)?	A contract that is job-based indicates that the worker is an independent contractor, while a contract for a term is most likely an employment contract.
Training given by the hiring entity?	The more training given to a worker, the more control the hiring entity has over the worker. Intense training indicates that the worker is an employee.
Does hiring entity give instructions?	Detailed instructions as to how the worker is to perform indicates that the person is an employee.
Does the hiring entity have the right to change the methods used by the worker?	Control of the hiring entity over the methods used by the worker indicates that the worker is an employee.
Does the hiring entity have the right to direct the worker on how to do the work?	The right of the hiring entity to direct the worker indicates that the worker is an employee.
Does the operation of the hiring entity's business require that the worker be supervised?	The more supervision over the worker that occurs, the more control the hiring entity has over the worker. Broad authority to supervise a worker indicates that the worker is an employee.
Is the worker engaged to complete a particular job or to work at a job for an indefinite period of time?	Independent contractors are typically hired to perform a specific task. Engagement of a worker for an indefinite period of time indicates that the worker is an employee.

FACTOR	INTERPRETATION
Does the worker report to a hiring entity representative, and how often?	Frequent reporting requirements exhibit the hiring entity's control over the worker and indicate that the worker is an employee.
Does the worker furnish a time record to the hiring entity?	A hiring entity's requirement that a worker furnish a time record exhibits control over when the individual works and indicates that the individual is an employee.
Is the worker required to follow a work routine or schedule established by the hiring entity?	A hiring entity's authority to establish a work routine or schedule indicates control over the worker and indicates that the worker is an employee.
Does the hiring entity furnish tools, equipment, supplies or materials to the worker?	Typically independent contractors invest in their own equipment, tools, etc. Provision of these materials by the hiring entity indicates that the worker is an employee.
Does the hiring entity reimburse worker for expenses incurred by the worker in doing the job?	Typically independent contractors remain responsible for their own business expenses. The more expenses are reimbursed to the worker, the more likely the worker will be considered an employee.
Does the worker perform the services required personally?	A worker's authority to delegate the work to others of his/her choice indicates that he/she is an independent contractor.
Are services performed at the hiring entity's location?	A worker's ability to perform services at a location independent from the hiring entity indicates that he/she is an independent contractor.
How is the worker paid (lump sum, hourly, salary, etc.)?	Lump sum payment for performance of a job indicates that the worker is an independent contractor.
Is the worker eligible for hiring entity benefits such as pension and health insurance?	Eligibility for benefits indicates that the worker is an employee of the hiring entity.
Does the hiring entity set specific hours for the work to be done?	The hiring entity's control over the specific hours of work indicates that the worker is an employee.
Does the worker perform similar services for others?	The worker's ability to do work for other hiring entities indicates that the worker is an independent contractor.
Does the hiring entity have priority on the worker's time?	Independent contractors typically have the authority to balance their jobs as they see fit. The hiring entity's authority to claim priority over worker's time indicates that the hiring entity is an employee.
Is the worker prohibited from competing with the hiring entity currently or during any later period?	Independent contractors typically may engage in business that may compete with the business of hiring entity. A hiring entity's control over a worker's ability to compete indicates that the worker is an employee.
Can the hiring entity discharge the worker at any time without incurring a liability?	Independent contractors can generally be discharged without the hiring entity incurring a liability. A hiring entity's ability to discharge workers without liability indicates that the worker is an independent contractor.
Can the worker terminate the services at any time without incurring liability?	A worker's ability to terminate the services without liability indicates that the individual is an independent contractor.
Does the hiring entity represent the worker as an employee to others?	The hiring entity's representation of the worker as an independent contractor indicates that he/she is an independent contractor.
Does the worker make his services available to the general public?	That the worker's services are available to the public indicates that he/she is an independent contractor.
Is a license necessary for the work? If so, who pays the fee for the license?	Typically, independent contractors pay their own licensing fees. That a worker pays for his/her own license indicates that he/she is an independent contractor.

FACTOR	INTERPRETATION
Does the worker have a financial investment in some business related to the services performed?	Independent contractors typically invest in their own businesses rather than relying upon the hiring entity's resources. Thus, a worker who has a financial investment in a business will be considered an independent contractor.
Can the worker profit or suffer loss in the performance of services for the hiring entity?	The ability to suffer losses and gain profits indicates that the worker is an independent contractor.
Are the worker's services integrated into the business operations of the hiring entity?	The more a worker's services are integrated into the business operations of the hiring entity, the more likely the worker will be considered an employee.

Referee-Helpful Suggestions

The following are some suggestions for maintaining independent contractor status of referees. While these guidelines may minimize the likelihood that referees will be considered employees, there is no guarantee of independent contractor status because this determination is made on a case by case basis.

- ❖ State Referee Committees should be responsible for assigning referees instead of state and local associations and leagues (i.e., the entity running the competition should be different from the entity assigning the referees)
- ❖ Organization bylaws and policies should reflect that referees are independent contractors
- ❖ State Referee Committees should remain the entity that trains, certifies and evaluates referees
- ❖ Contracts should not be used; any assignment acceptance form should reflect that the referee is an independent contractor
- ❖ Referees should be hired to work on a game by game basis rather than for a season or other longer period of time, and should be permitted to work for multiple soccer groups
- ❖ State and local associations and leagues should refrain from giving referees instructions regarding how to call a game; referees should retain the right to control games without interference using the Laws of the Game.
- ❖ State and local associations and leagues should not supply equipment or uniforms to referees
- ❖ Referees should be able to turn down assignments freely
- ❖ Referees should be covered by their own liability insurance through registration with USSF and should not be covered by state and local associations and leagues



UNITED STATES SOCCER FEDERATION

REFEREE REPORT

This report must be mailed within 48 hours after completion of game to proper authorities.

GAME: _____ Score _____ Score

Home Team

Visiting Team

State Association/ Professional League _____ Division/ Age Group _____

Date of Game: _____ **Scheduled time:** _____

Field and Address: _____ **Actual kick off:** _____

_____ **End of game:** _____

_____ **Score at half time:** _____

REFEREE: _____ **Grade:** _____ **SSN:** - -

Sr. Assistant: _____ **Grade:** _____ **SSN:** - -

Jr. Assistant: _____ **Grade:** _____ **SSN:** - -

4th Official: _____ **Grade:** _____ **SSN:** - -

Field Condition: _____ Weather: _____

Was the home team on the field on time? **Yes** If not, how late? _____ No. of Spectators: _____ approx.

Was the visiting team on the field on time? **Yes** If not, how late? _____ Marking of field: Good

Players Passes of the home team **were** received and checked. Conduct of Officials: Excellent

Players Passes of the visiting team **were** received and checked. of Players: Excellent

Line-up of home team **is enclosed.** of Spectators: Excellent

Line-up of visiting team **is enclosed.** Dressing room for Referee: N/A

4th Official Game Log **is enclosed.** for Players: N/A

A supplementary form explaining circumstances must accompany any unusual situations.

Serious injuries during the game.

Name	Pass No.	Team	Nature of Injury

Players cautioned during the game.

Name	Pass No.	Team	Type of Misconduct

Players sent off the field—Player passes must be retained after the game and returned to proper authority with this report.

Name	Pass No.	Team	Type of Misconduct

I did not receive the referee fee of \$ _____ **Referee Signature:** _____ Phone #: () - _____

Date: _____

For additional remarks use supplementary sheet.



UNITED STATES SOCCER FEDERATION

This report must be mailed within 48 hours after completion of game to proper authorities.

REFEREE SUPPLEMENTARY REPORT

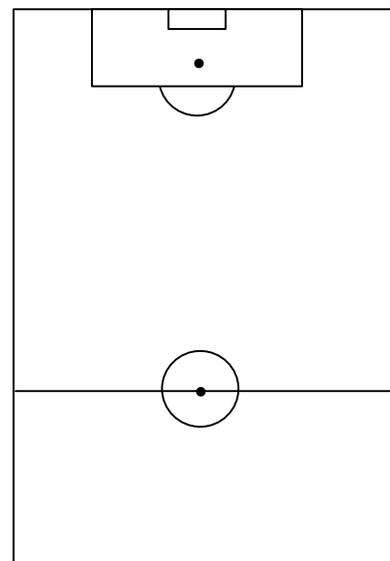
A supplementary form explaining circumstances

GAME: _____ **Score** _____ **Score**
Home Team Visiting Team

State Association/ Professional League _____ **Division/ Age Group** _____

Date of Game: _____ **Referee:** _____

Describe Any Unusual Incident:



Remarks:

Referee Signature: _____ **Report Date:** _____

Phone #: () - _____ **SSN:** - - _____

For serious assault, severe injury, or other substantial occurrences, a photo copy must be sent to Federation Headquarters: Fax: (312) 808-9572

Distribution: State Association / League / Referee