

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

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This booklet has been produced as a guideline of the administrative procedures when officiating Utah Soccer Association soccer games. It includes things that are expected of you prior to, during and after each game. It is at this time that we thank you for being part of our soccer family. This booklet serves as a helpful guide, any suggestions or comments to improve this booklet will be greatly appreciated. Please forward all your comments and suggestions to our office. The address is listed on the front cover.

## **SECTION I - How do I start officiating Utah Soccer Association games?**

1. Most officials that officiate games within the Utah Soccer Association have had prior experience officiating at the youth levels and should be a minimum grade 7 or 8 referee or are an entry level referee with playing experience within the Association.
2. Before you decide to take assignments for adult games in the Utah Soccer Association it is highly recommended that you contact the State Referee Administrator (SRA) and/or State Director of Assessment (SDA) and receive their opinion whether or not you are ready to officiate adult games. If they feel you are ready, ask which level of games will be most beneficial to you in your personal development as a referee.
3. Upon receiving this information you should contact the Association's assignor, explain to that person the recommendation of the SRA or SDA and start working the appropriate games.
4. **As an Association, we believe that it is very important that you do not accept games for which you are not ready.** We appreciate each individual who wants to officiate our games. We also believe that each person needs to be treated individually in their development as an official and should not be "thrown to the dogs" for whatever reason. We want officials to develop a comfort level for each step they take towards becoming a better referee. Learn the in's and out's of adult play. Pay attention to the officials that have been around for a while. Learn the rules of play for the Utah Soccer Association. Follow the guidelines as recommended within this booklet. All these things will help you become a better referee. Your knowledge of our rules, etc. will make life a lot easier on the field. Incredible as it may sound, most teams and players do not know the rules. If you do and show that you are efficient and confident, you have already established yourself as being credible. We can also guarantee that if you do not know the rules, these teams and players will eat you alive every chance they get. It is our desire to keep you officiating in our Association for a long time and we want your experience to be pleasurable (most of the time anyway).

## **SECTION II - How do I get game assignments and what are my responsibilities once I accept my game assignment?**

1. The Utah Soccer Association hires a person who assigns all games scheduled by the Association.
2. Sherrie Griffiths is the official assignor for the Association. Her phone number is (801) 254-3727 or 801-916-8418.
3. All games are assigned through Sherrie Griffiths, except for the U.S. National Cup qualifying games which are assigned through the SRA.
4. It is your responsibility to seek assignments in a timely manner. To receive your next game assignments it is suggested that you call the assignor at least two weeks ahead of time or as far out as you can possibly manage to schedule games.
5. When you accept an assignment it is your responsibility to find out the following information regarding the game:
  - a. Name of the home team (listed first on the schedule)
  - b. Name of the visiting team
  - c. In what Division or Cup Competition is the game scheduled
  - d. The game number
  - e. The assigned field and what city the game will be played in (get address if needed)
  - f. Check-in and game time
  - g. Names of the other assigned referees
6. For some referees it is easier to schedule games a month or several months in advance. Sherrie will work with you if assigning games this way helps your schedule.
7. The important part to remember is that once you accept any assignment you must follow through with it and complete it. Do not turn the assignment back, especially within a week of the scheduled game. Only real emergencies should be a reason for any turn back.
8. Do not turn back a game because someone else called and asked you to officiate another game which might pay more or is more attractive to you. This is unethical conduct.

*If it is discovered that you turned back a game (assigned to you by Sherrie Griffiths) to officiate another game that was not assigned by Sherrie Griffiths, you should expect forthcoming disciplinary actions from the State Referee Committee.*

9. If you turn back a game within three (3) days of the date of the game, you will be charged \$10.00. Only injury, illness or a real emergency are considered valid reasons to turn back a game. Any turn back will be reported to the Association by the assignor and the fee will be deducted from your next paycheck.
10. No-showing at a game that you have accepted will absolutely cause fines and sanctions against you from not only the Utah Soccer Association, but also the State Referee Committee.

### **SECTION III - Now that I have my game assignment what do I do next?**

1. Whenever possible you should try to find out who else is assigned to your game and in what capacity. *We are currently working toward the spring of 2011, wherein all scheduled games will also show how many referees have been assigned to a game.*
2. Try to contact the other two officials and agree to a meeting time at the field or if you need to travel to a game to possibly arrange a meeting place for car pooling to the game.
3. Make sure that you have all your equipment and your alternate colored shirts with you.
4. When you arrive at the game it is important for you to understand that the players on these teams are adults and they paid fees to play, including your referee fees. Although at times it may seem that the pay should be more, you need to understand that each team put out a substantial amount of money to have game officials for the year. They do not look at how much you are being paid, just that they have put out a good chunk of change to have this service for the season and you are now an employee for both teams during the next couple of hours. Even though this may be viewed as a recreational activity, it is important for you to remind yourself that you are being paid to provide a service and that the players are your customers. You and the other officials are the only professionals on that field and it is up to all of you to set the standards for game. Sometimes that becomes a difficult task, but it is your job to approach each and

every game professionally and provide the proper service that you decided to accept.

#### **SECTION IV - What are my pre-game duties?**

1. You should arrive at the field at least thirty (30) minutes prior to the game starting time.
2. Inspect the field and note all irregularities. When there are irregularities, you must always report them on your game report. Any irregularities should be addressed with both teams prior to each game and either a solution or resolution is agreed upon in order for the game to proceed (It eliminates liability issues for both you and the Association).
3. It is very important that you start checking in both teams at least fifteen (15) minutes prior to the game starting time. It is also important that the teams are putting up their cornerflags and nets on the goals at this time. If this is not being done, you need to advise them that they need to get going in order for the game to start on time.
4. You will receive a game roster from each team listing all players that are available for that game. The Association gives each team a booklet of game rosters prior to each season. These rosters should be used at all times. However, some teams have made their own rosters. Make sure that these rosters include all of the required information that would be on the Association's form. Once their rosters have the required information, including the signature of the responsible person, then those rosters are acceptable. Additionally, it is recommended that you keep a booklet of rosters with you. Some teams may show up without a proper roster. Rosters should not be written on the back of an envelope or a torn piece of paper or cardboard, etc. Have the team get a blank form from the other team or from one of the officials. Roster forms may be obtained at the "in service" referee meetings, as a download from the Association's website or at the Association's office.
5. When you start checking the passes, carefully check the following:
  - a. Each Season all passes are of either white, yellow or blue color card stock. All Divisions or Leagues have white passes, except for the Men's Over-30 Division which will have the yellow cards, while the Men's Over-35 Division will have the blue cards.
  - b. There are two (2) stickers on the back of each pass.

- i) The top sticker will be the “Registration Record”. Each season these stickers will all be the same color, regardless of which Division or League the team is in. These stickers will change colors every year.
  - ii) The bottom sticker will be the “Team Information” sticker. These stickers are in multiple colors. Each Division will have their own color sticker.
- c. Check that the bottom “Team Information” sticker is completed and has the following information on it:
- i) Registration Date (example: April 01, 2010)
  - ii) Season (2010)
  - iii) Club Name
  - iv) League
  - v) Division
  - vi) Registration Commissioner (Registrar): S. Halladay

There are some rules regarding players being able to play up or down divisions within the same club. This will be explained later in this booklet. As an example, a player from Berlin may not play for the Vikings, even if the cards are the same colors. The club/team name must always be the same for all players on the game roster.

If, when you are checking these passes, you come across a pass wherein the top colored registration record sticker has been filled in on all lines, do not let the player play, keep the player pass, and turn this pass in with your game report along with an explanation of why you kept the pass.

- d. Here is the difficult part. When checking in the player, make sure that you get a very good look at his/her face and compare it with the picture on the player pass. **DO NOT TAKE THIS PART FOR GRANTED.** Every week a number of people will try to play illegally on somebody else’s pass. It is your responsibility to be certain this does not happen. You must make sure that the player matches up with the pass. If you are unsure, have them provide additional picture identification, such as a driver’s license. Have the person give their birth date. The date is on the pass. If you have determined that the team is trying to check-in an illegal player, keep the pass and have the team representative give you the name and full address of the player they were trying to check-in. All this information has to be part of your game report. Please remember that you and your officiating

partners run a liability risk if it is determined that you did not properly check each player in. THIS IS NOT A JOKE AND SHOULD NOT BE TAKEN LIGHTLY. If you believe that the picture does not properly identify the player, but you determined that it was the correct player, then you need to turn the pass in with the game report along with an explanation. Also tell the player what you are doing with his/her pass and that the player needs to contact the Association's office to make a new pass with a current picture prior to their next game. We cannot stress enough the importance of properly checking each individual player pass. Do not believe that because you know many players on the team that they will not try to sneak an illegal player by you. Be especially aware of those players that are checked in after the start of the game. Because they are in hurry to continue the game, assistant referees can become very casual in checking for all pass details. You, as a center official, must make sure that the assistant referee is given ample time to do his/her job properly. The possible consequences for allowing illegal players to play are very severe to not spend the proper time to ensure the legality of each player. As a guideline, when you are in doubt, spend the time to make sure that the player is legal or not. DO NOT CREATE A LIABILITY RISK FOR YOURSELF, DUE TO NEGLIGENCE.

- e. Check each player's uniform and make sure that it conforms with the rules of the Association. These rules are addressed within the booklet.
- d. The home team is responsible for supplying a properly inflated game ball. However, if that is not possible, please note this on the game report. A game ball from the visiting team may be used.

## **SECTION V - What are my post-game duties?**

1. Upon completion of the game your first duty will be to retrieve the game ball. As a referee it is your responsibility to return the game ball to its rightful owner. Make sure that you give the ball to a responsible person, such as the team representative, coach, captain and that you have received some sort of acknowledgment that he/she has received their ball. Do not give the ball to one of the players. Many balls get lost because they are not given to the responsible person. Most game balls cost between \$80 - \$130. Most teams cannot afford to buy a new ball and we do not want to create this situation just because you did not follow through on your duties. If it is determined that you failed to return the game ball to the team and hopefully to the proper person, it will be your responsibility to replace their game ball. Suggestion, give the game ball to the same person that also handles the player passes.

2. After the game be certain that all appropriate passes are returned to the responsible person on that team. Many times an assistant referee may have taken a player pass from a team that he/she did not check-in or that he/she put that pass in a different pocket or place. The referee should always ask each of the assistant referees if they have checked all of their pockets and bags for all passes. Double check that all passes are returned to the proper team. **It is very important that you make the team representative count and look at all the passes to make sure that he/she is not missing any passes.**
3. The Registration Record sticker (top colored) will have three lines on it. This sticker is for you to record a yellow card offense. If you are the official who fills in the third line on the card, it is recommended that you advise the team representative that prior to the next game a replacement sticker will have to be obtained by that player. You DO NOT send this pass with the three filled lines to the Association along with your game report.
4. Record all your single yellow card offenses on the back of the pass. Do not sign them at halftime. If a player commits a 2nd cautionable offense he/she is punished by a red card and ejection. If the player receives a red card during the game do not sign the sticker on the player pass for the yellow card. Turn the pass in along with the game report.
5. If a player received a red card, do not record anything on the pass and return the pass to the Association along with the game report.
6. You must report the game result via e-mail, telephone or fax to the Association that same day. Failure to do so will result in a fine. The Association's e-mail address is [guenther@utahsoccer.org](mailto:guenther@utahsoccer.org) or [utahsoccer@aol.com](mailto:utahsoccer@aol.com), telephone number: (801) 263-8166, Fax number: (801) 263-8966. Your report should include the following in this order:
  - a. Your Name
  - b. Game number
  - c. Date of Game
  - d. Home team - their score
  - e. Visiting team - their score

- f. If the game resulted in a tie (e.g. 1:1), then report the game as Home Team "1", Visiting Team "1" and then report the winner of the kicks from the mark.
- g. Referee assault shall also be reported at this time.
- h. Do not go into any details about how many yellow and red cards you gave. Leave that for your actual written game report.

It is very important that we receive these scores in a timely manner. This is part of your duties. *This is not extra work.* It is part of your acceptance of your assignment. Many people ask us why all the games scores are not reflected in the standings or why we never have anything in the newspaper about the Association's leagues. We desperately want to publish weekly standings and results. It has been impossible to do this, as many referees have not called in their game result in a timely manner. The newspapers want current news, and need to show current results and standings on our website. If we want our results in the newspapers then we must report this each Monday in order to get it in the Tuesday or Wednesday issue and it has to be done consistently, which it has not been for years. It does not do us any good if we can only give the results and standings for part of the games each week. You are the key person for this information. This task must be completed the same day of the game.

- 7. All player passes retained, not returned to the teams, must be mailed along with a copy of the game report within twenty-four (24) hours of the game or delivered within two(2) days of the game to the Association's office. **No exceptions.** Late reports will be fined. It is important that game reports are received as quickly as possible. During the spring season when teams play more than one game a week, it is important that game reports, with player passes included, are received as quickly as possible. Many players are eligible to play in a very short time frame and many referees have been slow to send their game reports. This delays the return of a player being able to play. This person has been charged a fee for the right to play in our Association. If that person received a suspension or a fine and that obligation has been met, then that person should not have to wait for the referee to complete his/her game duties in a timely manner. Remember, the player is our customer, no matter what happened out on the field. It is not your decision to delay their right to play. **So, get those game reports filed immediately.** Complete your game assignment.
- 8. Game reports that do not include player passes must be mailed within two (2) days of the game or received within three (3) days of the game. **No exceptions.** Late reports will be fined. You may fax a copy of the game report and then follow up with the written report according to the deadline mentioned above. The original of the game report must always be mailed to the Association office.

## SECTION VI - How do I fill out my game report?

1. At the time of this printing the Association was working on completing the on-line filing of game reports. Assuming this will be implemented, please follow these procedures:
2. Completed games where the officials did not take in any player passes, those games may be filed on-line. Instructions for on-line game reporting will be below.
3. Completed games where the officials kept player passes, for any reason, these reports must be done in writing and must be received at the office within the required time frame.
4. Please type or print your report in black ink. Many handwritten reports are difficult to read. It is important that the entire report is readable.
5. Staple or clip the rosters to the back of the referee report.
6. DO NOT staple player passes to the referee report.
7. You must use an official Utah Soccer Association Referee Report. Referee reports may be obtained at the Association's office or at the referee's in-service meetings. You can also download a form from the Utah State Soccer Referee Association website or the Utah Soccer Association website by going to "resources" and clicking "downloads." You will find a game report listed. If an incorrect form is used the report will be returned, so that it can be submitted on the correct form.
8. Game Number - Fill in the game number that was given to you by the assignor.
9. Division, Cup & Other - Specify what division, cup or other competition.
10. Home Team - List the home team and their score after regulation play.
11. Visiting Team - List the visiting team and their score after regulation play.  
Note: it is important for you to know which team is which. Many reports have the scores reversed or just plainly have the wrong result. Pay attention to who the teams are. There are officials who have no idea who they are officiating. Take the time to find out. It is OK to be a little personal with the teams. If they get the impression that you just may be human after all, they just might be a little more appreciative of your service.

12. Half Time Score - Fill in the half time score. It may help you in ensuring that you have the right score for the right team as the final result.
13. Overtime Winner - If there is a tie and you have determined the winner through the taking kicks from penalty mark, write in the name of the team that won the tie breaker.
14. Field Condition/Marking - In the Field Condition/Marking it is important for you to make a notation in regard to the condition of the field. Whether it is in great condition or needs to be lined, mowed, sprinkler heads repaired, holes repaired, etc. If needed make a diagram on the report to show where approximately the problems are.
15. Date of Game - self explanatory.
16. Name of Field - make sure that you have the correct field. This helps, especially when we want to have repairs done.
17. Scheduled Time - Scheduled time is obviously the time the game has been scheduled.
18. Actual Kick off - Actual kick off would be the time when the game was started.
19. Team Rosters - it is very important that you collect both team rosters and that they are complete (including any late arriving players) and that you keep them in a dry/safe place (recommend putting them in a zip-lock bag). These reports must accompany the game report. They are important for our records, as we will have a number of occasions throughout the year where the rosters may need to be reviewed and several times a year we will need these rosters for legal reasons.
20. Fair Play Evaluation Questionnaire - It is extremely important that the entire box is filled out with accurate information. This part of the report and other information will decide which teams receive the Association's Fair Play Awards. We need your help on this and ultimately we hope that you are one of the beneficiaries of this program through good sportsmanship.
21. Referee/Assistant Referee – Please make sure that you have the correct name and spelling of your other officials and on the report you print their names in such fashion that anyone is capable of reading it clearly.

22. Players allowed to play without a proper uniform - If you allow a player to play without a proper uniform (according to the bylaws of the Association) and you report this person on the game report, then you must also send in their player pass.
23. Injuries during Game - Whenever you have an injury, or what looks like what may become an injury, make absolutely sure that you receive the correct information that is available at that time. If a player asks you to record an injury or possible injury, you are required to do so. Record all the pertinent information and any reported injury should always have an explanation in the "incident" section of the report. Do not take this for granted. There are liability issues involved in this and your lack of information could cause some very difficult situations. The insurance company always reviews the game reports and the merits of the injury. Therefore, your initial injury report becomes very important and can have a tremendous financial effect on the injured player. Do not take any liability risks.
24. Players cautioned during game - Make sure that you have identified the right person when you are reviewing the passes at the end of the game and use the proper terminology in your report. In the "Type of Misconduct" area, many times referees will use improper terminology such as "kicked the ball away" or "kicked from behind". Those terms are not acceptable and will be thrown out as they are not considered valid. Make sure that you use the terminology for the cautionable offenses as listed in the FIFA law book. In addition, any time you report a caution, you must include an explanation of the infraction in the "incident" portion of the report.
25. Players ordered off the Field - the same directions apply here as was mentioned in paragraph #21 above.
26. The incident which came under my notice was - As has been mentioned in the previous paragraphs, this area is designed for you to give an explanation for any and all incidents surrounding a game. If you need more space to write your report, please use the supplemental game report or a sheet of paper and attach it to the report.
27. You are required to track all goals scored by player's name, shirt number, time of goal and team. Failure to do so will be considered an incomplete report and incomplete reports do not paid.
28. Referee Signature & Date - Make sure that you sign and date your report to make it valid.

29. Mailing Address - The address to mail the report to is listed on the bottom left hand corner of the report in addition to the phone and fax numbers of the Association.
30. On-line Game Reporting:
- a) You must register yourself on the website, etc.
  - b) Passwords, etc.
  - c) Make copy of your report for your personal record

## **SECTION VII - Utah Soccer Association pertinent Bylaws for Referees and State Referee Committee**

- 901 The Utah Soccer Association recognizes the State Referee Committee (SRC) as the committee that within the State of Utah shall be responsible for setting policies and procedures for all referees registered with the United States Soccer Federation (USSF).
- 902 All referees assigned by the Referee Assignor of the Utah Soccer Association, for any games sanctioned by this Association, must be registered with the USSF and must meet the qualification requirements established by this Association, the State Referee Committee, and the USSF.
- 904 Assignment of assessments shall be coordinated by the State Director of Assessment and he/she shall work with the Association's Referee Assignor to ensure proper assignment of games for referees requiring an assessment.
- 905 A referee shall prepare game reports immediately following each game and forward all copies except the referee's copy to the Association's office, along with the player rosters of each Team and any player passes retained by the referee. The report shall include all required information and explanations of any incidents. All cautions and ejections shall be recorded and explained in a technically correct manner and in sufficient detail that a fair decision may be reached by the Disciplinary Committee. Cautions and ejections that are not given for technically correct reasons may be overturned by the Disciplinary Committee.
- 906 The referee shall report the score of each game to the Association office (801-263-8166); fax (801) 263-8966 or via e-mail at utahsoccer@aol.com immediately following the last game of the day. Failure to do so will result in a \$5.00 fine and possible other disciplinary action.
- 907 Game reports that include returned player passes must be hand delivered or mailed to the Association's office within 24 hours of the day the game was played. Failure to the report in a timely manner shall result in a \$10.00 fine.
908. Game reports which are not delivered or postmarked within two (2) days of the game shall result in a fine of \$5.00. Game reports that are not delivered or postmarked within seven (7) days of the game shall result in a fine of \$10.00. Non-submission of a report or a report submitted fourteen (14) days after a game shall result in a fine which equals the appropriate game fee but not less than \$30.00.

- 909 Failure to show or perform for an assigned game shall subject the referee to a fine, which equals the appropriate game fee, but not less than \$30.00, and to possible disciplinary actions.
- 910 The SRC Chairman shall submit an annual progress report and also submit a report outlining their plans and schedule for the upcoming year. This report is due one month prior to the Utah Soccer Association's Annual General Meeting.
- 912 The SRC Chairman shall on a semi-annual basis submit a recommended list of referees that in the Committee's opinion are Premiership qualified and have met the standards and guidelines set by the Committee, subject to the approval of the Association's Board of Directors. The approved list shall be forwarded, within five days of receipt of the list of nominees to the Referee Assignor. Exceptions to this requirement are allowed upon authorization of the Association's President. Assistant Referees need not be on the list. Games where the above requirements are not met must be reported by the teams and be dealt with accordingly by the Board of Directors. The Board of Directors shall have the authority to add or delete individual referees or amend at any time during the Season.

**SECTION VIII - Utah Soccer Association pertinent Rules of Competition**  
*(Suggestions, recommendations and comments are written in cursive)*

1202.1 Teams Rights to Officials.

Teams have a right to USSF certified referees for each game scheduled by this Association. A Team may refuse to play any game for which there is only one (1) certified referee. Subject to Bylaw 912, Teams may agree to play a game with only one (1) or no certified referees and may appoint, by mutual consent, one (1) or more bystanders to serve as game officials. If they so agree, the result of the game shall be official when reported in writing to the Secretary by the winning team. This report must include the final score and the names and addresses of the game officials and must be signed by both teams and the center referee. Other pertinent information may be included as the teams and/or officials see fit.

1306 No player may play without their own pass, exceptions may be made by either the President or Registrar on a case by case basis.

*The exceptions 99% of the time will come in a form of a letter on Association stationary, signed by the President.*

1603.2 Divisions and Leagues within the Association

- |                              |   |
|------------------------------|---|
| Men, Premiership             | - Greater Salt Lake Soccer League (GSLSL) |
| Men, First Division          | - Greater Salt Lake Soccer League (GSLSL) |
| Men, Second Division         | - Greater Salt Lake Soccer League (GSLSL) |
| Men, Third Division          | - Greater Salt Lake Soccer League (GSLSL) |
| Men, Fourth Division         | - Greater Salt Lake Soccer League (GSLSL) |
| Men, Over-30 First Division  | - Forrest Soccer League (FSL)             |
| Men, Over-30 Second Division | - Forrest Soccer League (FSL)             |

Men, Over-35 First Division	- Over the Hill Soccer League (OHSL)
Women, First Division	- Wasatch Women's Soccer League (WWSL)
Women, Second Division	- Wasatch Women's Soccer League (WWSL)
Women, Third Division	- Wasatch Women's Soccer League (WWSL)

1702.1 Point System & Tie Breakers

All games, organized under the auspices of the Utah Soccer Association, that end in a tie within League or preliminary cup play shall have an overtime period which shall consist of kicks from the penalty mark. For Cup final games that are tied at the end of regulation, there shall be two (2) fifteen (15) minute "golden goal" overtime periods. If still tied, the winner shall be determined by kicks from the penalty mark (FIFA laws of the game).

*Do not walk off the field without having declared a winner of a game, whether it is through kicks from the penalty mark or by coin toss. If it is done by coin toss, please state this in your game report.*

1703.2 Clubs with more than one (1) Team may use players from lower Division Teams in upper Division games within that same Club without notification to the Registrar.

*Double check the back of the pass and make sure that the player belongs to the same club (Club name be must the same on all passes). This will be designated by showing that the Club has an "1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, or Over-30 team. Any of those players on a lower team are eligible to play for an higher team as long as the players have the same color pass. In other words, a First Division team with white passes can add players from the same club which has teams in other Divisions that also have white passes. YOU CANNOT MIX DIFFERENT COLORED PASSES even though it might be the same club! There is no limit on the amount of players a team can move up in a game. They can actually field an entire lower division team for their regular game, and then use every player for the higher division team game.*

1703.3 A player may play more than one (1) game in a day in these competitions within the same club.

*A player could possibly play in one to four games in one day, schedule permitting of course.*

1703.4 Clubs with more than one Team may use up to three (3) players who are registered on a higher division Team in another game played by their lower Division Team, provided that that Team competes in the next lower Division. For example, a Premiership player may only play on a club's second team if the that Team competes in the First Division. No player can play two or more Divisions down (i.e. From First Division to Third Division).

*This can get tricky for you. Please pay attention to the back of the passes, identify these passes and they can not exceed the three player limit. They are easily identified through the different colored stickers. Check their validity and that the player belongs to*

*the same club. Remember, a player cannot play two or more Divisions down, and once again, you cannot mix different colored passes.*

1703.5 All players listed on the game roster (up to and including 18) may be used in all games.

*A team may add players or delete players from the original list that they give to you. Remember, they are eligible to use up to a maximum of 18 players per game. This does not mean, that if a team has used all 18 players and one player takes off during the game that they can replace them with another player.*

1703.6 Shortened Games. Due to darkness, weather or other extenuating circumstances, the referee may reduce the amount of time in a game in order to complete the game that day. The referee must allow for ample time for an overtime period (kicks from the penalty mark). If time has not been allowed for the overtime period, then a coin toss will prevail. All games must be completed accordingly.

*We receive many, many complaints from teams where referees have shortened games. There are also many, many reason why is happens. We will try to address the main reasons and how they should be handled.*

- 1. The teams are not timely in their preparation and instead of forfeiting, you allow the game to start late. You also have another assignment after this particular game. Games are scheduled in such manner wherein they are allowed 1 hour 45 minutes to be completed. If circumstances dictate that you cannot complete the game within this time frame from the appointed game start time, we recommend that you shorten the game accordingly in equal halves. Inform the proper persons on each team prior to the start of the game.*
- 2. The teams have at least seven players ready to play but you decide to wait for additional players. Your fault. Start the game on time. If you decide to wait, make sure that you play the full 90 minutes, except for reasons stated in Rule 1703.7. You are not obligated to wait for additional players. Your kindness is appreciated but then follow through and give them the full game. The only time when we believe you could delay the start of a game, is in games that are scheduled on a weekday with a 6:30 p.m. or earlier starting time. As we all know, people are getting off work and are trying to make it to the game as quickly as possible. We ask you to be lenient but do not let them take advantage of the situation. For instance, it is now 6:45 p.m. or 6:50 p.m. and they have 9 players ready to play and they are stalling waiting for the other two. If you see these other two players driving up or getting dressed, and the players are hurrying as fast as possible, please wait, otherwise get going. If the game is during the fall season, you will run out of daylight fast. Make your adjustments. Make sure that you inform both teams. If the game is during the spring season then you should have enough time to play a full game.*
- 3. The teams are there and ready to check in, but you are missing at least one official. Start the check in procedure either alone or with the other person that is present. If the start of the game is delayed due to referee circumstances (e.g. missing official, taking too much time for check-in, spending extra time to do a*

*pre-game, etc.) then the teams are entitled to a full game, regardless if you have another game scheduled after. If this creates a conflict, then we suggest that you ask the two team representatives (not the team captains), if they will allow you to shorten the game and also explain the reason why. Do not ever go to them and say "I have another game after this one, so I am going to cut the game to an "x" amount of minutes." If one of you showed up late and the game got delayed even more because one of you decided to spend the next five minutes on a pregame, then you should not expect much sympathy from the teams. Most of the time teams will understand the circumstances and will most likely cooperate.*

4. *If for any reason, whether it is the team's or official's fault, the starting time is delayed and it is the last game of the day and you have plenty of daylight, the game shall be played in full. There is no reason why these games should be shortened!*

*Remember, when it is a team's decision, both teams must agree for any shortening of a game. The players are our customers and have paid to play games consisting of 2 x 45 minute halves. If it is their fault, it will be difficult to argue with you concerning this issue. However, if the fault lies with the officials then be ready to compromise and fulfill your commitment and officiate the game in full as scheduled. Be reasonable, use logic and common sense. If you use it, you will win their respect and most likely come to an agreeable decision.*

*This issue creates more bad feelings on a consistent basis. Your correct judgment matters. In many cases it is easy to walk off and declare a no-show, but before you, as an official do so, please remember that everyone, including you, is out on the field because of the game. You should try your hardest to get the game in, within reason. The players who are present and you all spend the time to get to the field. Everyone has spent their money for the privilege of playing. You, hopefully, also came to the field for a game. It is impossible to list every reason why a game is delayed, but try your best to get the game in without the teams taking advantage of you.*

- 1704.3.b When no coaching boxes are present, the Teams are entitled to the space on the sideline between the top of the two (2) penalty areas, providing the Teams are on opposing sides of the field.

*Very seldom will you encounter coaching boxes on the fields.*

- 1704.3.c When both Teams occupy the same sideline of the field, and no coaching boxes are present, then each Team is entitled to the space on the sideline from one side of the center line to the top of the penalty area.

- 1706.3.a Shinguards are mandatory in all games.

*There are no exceptions on this rule!!*

- 1706.3.b In the Men's Premiership and First Division all teams shall wear complete and same colored uniforms: shorts and socks of same color and same colored shirts of the same

manufacturer, etc. and have a minimum 8 inch high number centered and visible on the back.

*It is our policy to allow players to play who are not in compliance. It is your judgment. For instance, we recommend that if player does not have the exact same short, a taped number, or has a different color pair of socks than the rest of team, then tell that person about the problem, write that person into the report and send in their card after the game. We have measures that eventually will correct their problem. Remember, it is still a game and we should try our best to allow players to play. Let us, as an Association, deal with these kind of problems off the field. They are important but minor. They will appreciate your cooperation and understand that you are also doing your job.*

1706.3.b In all divisions except the Men's Premiership and First Divisions, players must wear matching uniforms (of the same color) registered with the Association. The uniforms shall include identical jerseys, same color shorts, and same color socks. Jerseys shall be individually numbered with a minimum 8 inch high number centered and visible on the back. The referee shall be the sole judge of these requirements.

*In these Divisions more problems show up. Be flexible. Most of these teams are just there because they enjoy playing. They are not there to win a world championship. They just want to play. Many of these teams are not that organized. Please understand this. This does not mean that they can be blatant, just be flexible. You will encounter the lack of jersey numbers more often. It is amazing what tape can do for creating numbers. This probably will work for a game, however in this case we expect you to write the team or player up in your report. If you don't, they definitely will show up the next game with another roll of tape. Another example of what is not allowable: If one team is in red and the other team is mostly in royal blue uniforms, it is not acceptable for some of those players to play in a navy blue jersey. Slightly different shades of blue may probably be within reason, but then it would most likely be that the odd jerseys do not have numbers on them. In that case we would not allow them to start taping. We would suggest that they get a magic marker and number those shirts without duplication of numbers. Make sure that you still write them up and retain their player pass(es). The referee shall be the sole judge whether a team is within the uniform requirements.*

1706.5 In the event both Teams in a game have the same or similar colors, the home Team is required to change to a regulation set of contrasting uniforms, unless the home Team has that color registered for its use with the Secretary.

*Currently there are only two clubs that has their colors registered with the Association and this would be the Vikings Soccer Club (red shirts, white shorts, red socks) and Pan World FC (gold shirts, royal blue shorts, white socks). Most teams are not aware of their status and the Vikings or Pan World FC usually have a second set. If this becomes an issue, please do the best you can. Once again, teams in the lower Division just want to play. Make them understand that if there is any question about a decision it will be given in favor of the team that is in compliance with the rule.*

1707.1 Teams may play up to eighteen (18) players per game. Open substitution is allowed.

- 1707.2 Substitutions are allowed when the ball is in possession of the Team substituting and play is stopped and the referee gives permission.
- 1707.3 Substitutions are also permitted by either team when it is half time or after a goal has been scored and the referee gives permission.
- 1707.4 Substitutions are also permitted when play is stopped for an injured player or for a player who has been cautioned by the referee and the referee gives permission.

*Note: please pay attention to the substitution rules. We know that every organization has their own set of substitution rules within this state and it can be confusing. Nonetheless, the Association's substitutions rules are not less important than other organizations. As a matter fact, as a certified USSF referee, you should be totally aware what the substitution rules are for not only our Association but also the Utah Youth Soccer Association. These two organizations should be your priority.*

- 1710.1 Use of another player's pass is illegal. Teams will forfeit any games in which such a violation occurs and the illegal player will be suspended.
- 1710.3 A team that has a player who presents an illegal pass to the game officials, that team shall be fined and sanctioned.

*Note: This issue was addressed earlier in the "pre-game" section when you are checking passes. Remember, presenting an illegal pass is considered the same as playing illegally. Do not get confused with a player presenting the wrong card and an illegal card. The difference is that when the pass and player do not match up, the player with a wrong pass will be able to find the correct pass. Otherwise, we believe that someone might have an identity problem. Protect yourself against any liability issues. When that freak incident occurs that ends up in a lawsuit, you may need to have legal representation on your side, which you may forfeit by not following the rules. Stay on the side of precaution and instead of being a nice person and having it bite you in the rear end.*

- 1712.1 Any Team that commits any of the following offenses shall have that game forfeited:
- 1712.1.a Failure to have seven (7) properly registered and uniformed players on the field and ready to play no later than five (5) minutes after the scheduled start of the game.
- 1712.1.b refusal to play after the legal starting time, when directed to do so by the referee.

*Note: Most of these rules were addressed in the rule regarding "shortened games, etc.*

## **SECTION IX - State Referee Committee Game Requirements**

Within the policies of the Utah Soccer State Referee Committee there are minimum requirements in reference to annual game counts to maintain or to be eligible to upgrade your current grade. These are not to be confused by the USSF requirements, but these are strictly requirements set forth by the

Utah Soccer State Referee Committee, the Utah Soccer Association and the Utah Youth Soccer Association in respect to the amount of games are required by you, as a game official, to keep your current grade intact or to become eligible for upgrading. Please check on the USSRA website for those requirements or contact a member of the SRC for further information. Please do not ignore this, as the Utah Soccer Association does track the total amount of games of each individual official and those numbers are reported at the end of each season. If the minimum requirements are not met, you could face downgrading of your current status which is a decision of the USSRC. What it means to you in regard to officiating Utah Soccer Association games, if this occurs, is that your pay will go down accordingly and our approach is that we would prefer that you meet your in-state game counts as we are strong supporters of the advancement of referees and pay them accordingly.

## **SECTION X - Other**

1. Teams cannot forfeit games for not having a regulation net installed, for not having regulation length corner flags, failure by the home Team to furnish a regulation game ball, failure by a Team to have all players in uniforms according to the Rules set forth within each League by the Association.

*You are required report any of these infractions on your game report. Since a team did not comply with these items, as you officiate the game it recommended that you give the team in compliance with the rules the benefit of a doubt.*

*For instance, the ball went out of bounds in the corner of field off a defender, but the defending team did not bring their corner flags, you cannot decide, your assistant could not determine the exact exit either, award a corner kick. If the ball went out of bounds from an offensive player then you probably would have little argument about whether you gave the defending team a throw-in or a goal-kick.*

*If a team did not bring a net and they are defending their goal without a net, a shot is taken and you are in believe that the ball went over the goalline, between the goalpost and under the crossbar, you should award the goal. You should check with your assistant referee, especially if the defending team denies that the ball entered the goal. However, if you are in doubt, then rule in favor of the team that is compliance of the rules.*

*It is recommended that the officials inform the team that is not in compliance of what may happen in situations similar to what was mentioned above. It most likely will help you in prevention of a sticky situation.*

2. Upon request of the team official you are required to present your current USSF Registration Card. You will receive your registration card and badge together from the USSF. Sometimes in the beginning of the Spring Season, if you registered late, you may not have received your card and badge prior to the start

of our Season. If you have not received your registration card, then you must have a current badge. A current badge can be obtained by contacting the SRA. If you do not have a card or badge, expect to be paid game fees of a non-registered official. The teams have been instructed to do so. In as much as the players are expected to have player passes in order to play, you are also required to have a current registration card and badge.

*Some referees do not like to carry their registration cards with them because they do not want them to get wet. We will laminate your card free of charge at the Association's office. Always carry your card!*

3. You eventually will have an occasion when a team or team representative is either very upset or very impressed with your officiating. If the team representative/coach/manager or captain ask you for your name, you are required to give it to them. You should not give your name to just any player on the team, only the team representative/coach/manager or captain. It strongly suggested that you introduce yourself and your two assistants to the team representative prior to the game, possibly when you are checking passes.

## **SECTION XI - What is the fee structure for officiating games in the Utah Soccer Association?**

1. Referee fees are determined by grade and division of play. The highest amount paid will be for a grade 5 & up referee, officiating a center on a Men's Premiership game. The lowest amount paid will be for a grade 8 referee, officiating a center on a Women's Division game. All other Divisions pay scales fall in between those two Divisions. Assistant referees are paid in a similar scale. If you are the only game official at a game, you will receive additional pay for that game. When there are two officials, game fees remain the same as one official will be the center referee and the other an Assistant Referee. The balance is refunded to the two teams. Pay scale for all Divisions and competitions is reviewed on an annual basis.
2. Cup Games:  
Game fees for all cup games are set at the level of the highest division of the two teams. For example, a game between Second and Fourth Division teams will have game fees of the Second Division.
3. Forfeited Games:  
In a game where one or both team(s) do not show or do not have enough players to start a game, and at which time the officials declare the game not to be played,

the referee will receive their normal fees in accordance to their grade and Division of play by filing a referee report in a timely manner.

4. Incomplete Game Reports:

Incomplete game reports will not be paid until the report has been completed in full. Please make sure that you are thorough in your completion of the report. Specially, if a player was carded, besides the misconduct code, the infraction requires an explanation. If a player was injured or asked you to report a possible injury, add as much detail as possible with reference to when and how it happened. You are also required to track all goals scored in a game, which needs to be done by player's name, shirt number, time of goal and team. Leaving this information off the report makes it incomplete.

5. A referee must have an IRS Form W-9 on file with the Utah Soccer Association. No payments will be made to an official until the completed form has been received.

6. Paychecks are processed once a month and are available at the "In-Service" Meetings, which are usually held on the second Thursday of every month. At that time you will be paid for all submitted game reports from the prior month.

7. Paychecks not picked-up at the "In-Service" meeting will be delivered back to the Utah Soccer Association where they will be kept for pick up until the end of each month. At the end of each month all remaining checks will then be mailed to the officials.

8. It is important to maintain your personal information current with the Assignor. Any address, phone, e-mail changes need to be forwarded immediately.

**SECTION XII - Who do I need to contact for what?**

- |  |                     |
|--|---------------------|
| 1. State Referee Administrator           | - Scott Harward     |
| 2. State Referee Committee Chairman      | - Dick Friedman     |
| 3. State Director of Instruction         | - Kevin Griffiths   |
| 4. State Director of Assessment          | - Randy Ploeger     |
| 5. Utah Soccer Association Game Assignor | - Sherrie Griffiths |

**SECTION XIII - Field Addresses**

Field addresses are found on our website at [www.utahsoccer.org](http://www.utahsoccer.org). Most will give you a map or otherwise an address of the field. Below are a number of fields that are used by the Association.

1.	Layton Complex	2200 West Hill Field Road (1000N)	Layton
2.	Lone Peak Recreation Center	10200 South 700 East	Sandy
3.	Orem High School	331 North 400 West	Orem
4.	Riverside Park	1500 West 600 North	Salt Lake City
5.	Sertoma Park	2400 North 450 East	Provo
6.	Sportex Complex	I-40, exit 4	Park City
7.	Storm Mountain Park	11100 South 1000 East	Sandy
8.	Weber County Fairgrounds		Ogden
9.	West Jordan Soccer Complex	8070 South 4000 West	West Jordan
10.	Westminster College	1700 South 1200 East	Salt Lake City
11.	Westpointe Park	1100 North 1900 West	Salt Lake City

#### **SECTION XIV - Hall of Fame Banquet & Lifetime Achievement Award**

In conjunction with the Utah Soccer Association's Utah Soccer Hall of Fame induction ceremonies, the Association hosts a bi-annual banquet to honor the new Utah Soccer Hall of Fame inductees. As part of those festivities, the State Referee Committee recommends a person to be the recipient of the "Leen Hennekes Lifetime Achievement Award." This award is given to an outstanding individual who has distinguished her/himself by an outstanding contribution to soccer refereeing in the State of Utah. Nominations are accepted throughout the year and need to be sent to the Utah Soccer Association, Attn: State Referee Committee, 4476 South Century Drive, Suite B, Salt Lake City, Utah, 84123. Additionally, we expect that all referees would want to attend the banquet to pay tribute to all of the honorees. You should contact the Association's office in the beginning of the year regarding the banquet.

#### **Past Winners:**

1997 Nick Hille  
1998 Gresh Ivey  
1999 John Hille  
2000 Hubert Hendriks  
2001 Bill Simpson  
2004 Robert Bereskin  
2007 Orley Bills