



## **REFEREE PROCEDURES**

### **Before Match:**

- Arrive at field location no later than 30 Minutes prior to Kick Off time
- Identify the Field Marshall or person in charge of the field
- Identify the Assistant Referees assigned to your crew for the match
- Insure that you and your crew are properly dressed when you step onto the field
- Inspect the field; make sure goals are anchored; if not, you cannot start the match
- Introduce yourself to the coaches in a professional manner
- Obtain pre-filled 3 part Game Report, Got Soccer Game Card, (or FYSA roster) Guest Forms; add names of Field Marshall, Players serving suspension; Field Conditions; Referee Crew Information.
- Collect Game Fees
- Check teams in; Home First; Roster: check with passes and official FYSA Game Cards/Guest Player Form
- Confirm maximum player roster size: U9-10 / 12; U11-12 / 14; U13-16 / 18; U17-19 / 22

### **During Match:**

- Conduct your game in a professional manner
- Referee crew must control players, coaches, bench, spectators
- Maintain eye-to-eye contact with your assistant referees
- Consult assistant referees as needed
- Provide 1 Minute Mandatory Water Hydration; Add stoppage time for this break
- Referee crew must maintain hydration and keep up with the game during match
- Have fun and be the best that you can be in officiating the match

### **After Match:**

- Complete game report, i.e. scores, send offs, serious injuries, any other unusual incidents.
- Obtain coaches signatures and provide them with a copy of the game report; the yellow copy to the winning team and the pink to the losing team; if a tie, the pink goes to the home team
- Retain white copy of game report, and Got Soccer game card (or FYSA roster)/Guest Player Forms.
- Leave field together as a crew; Ask for Field Marshall escort, if necessary

- Log into referee Got Soccer account, select game and submit report In the “Incident’s Section “ list players serving suspensions, and details on injuries or other serious incidents. Referees who were not assigned through Got Soccer can forward their copy of the 3 part report to [usagamereports@gmail.com](mailto:usagamereports@gmail.com) or they can be faxed to 1-866-279-4329. Please put game number in subject line.
- All coaches who are ejected must be listed under players red carded. You will have to write in the name, and since the coaches’ name is not in the drop down box, it must be typed in, preceded by the word coach, such as “Coach Smith”.
- Complete online report. Make sure that the information on the online report matches what you wrote on the hard copy (Paper) report; Retain a complete copy for your records
- Game cards/rosters must be submitted to USA. They can be scanned and sent to [usagamereports@gmail.com](mailto:usagamereports@gmail.com) or faxed to 1-866-279-4329. Please put game number in subject line. Referee must indicate players who were checked in to participate, and also those checked in as serving suspensions.
- Retain all other hard copy (Paper) reports on file for 12 Months in a safe and secure place.

**USA Soccer - Frank Villizan**