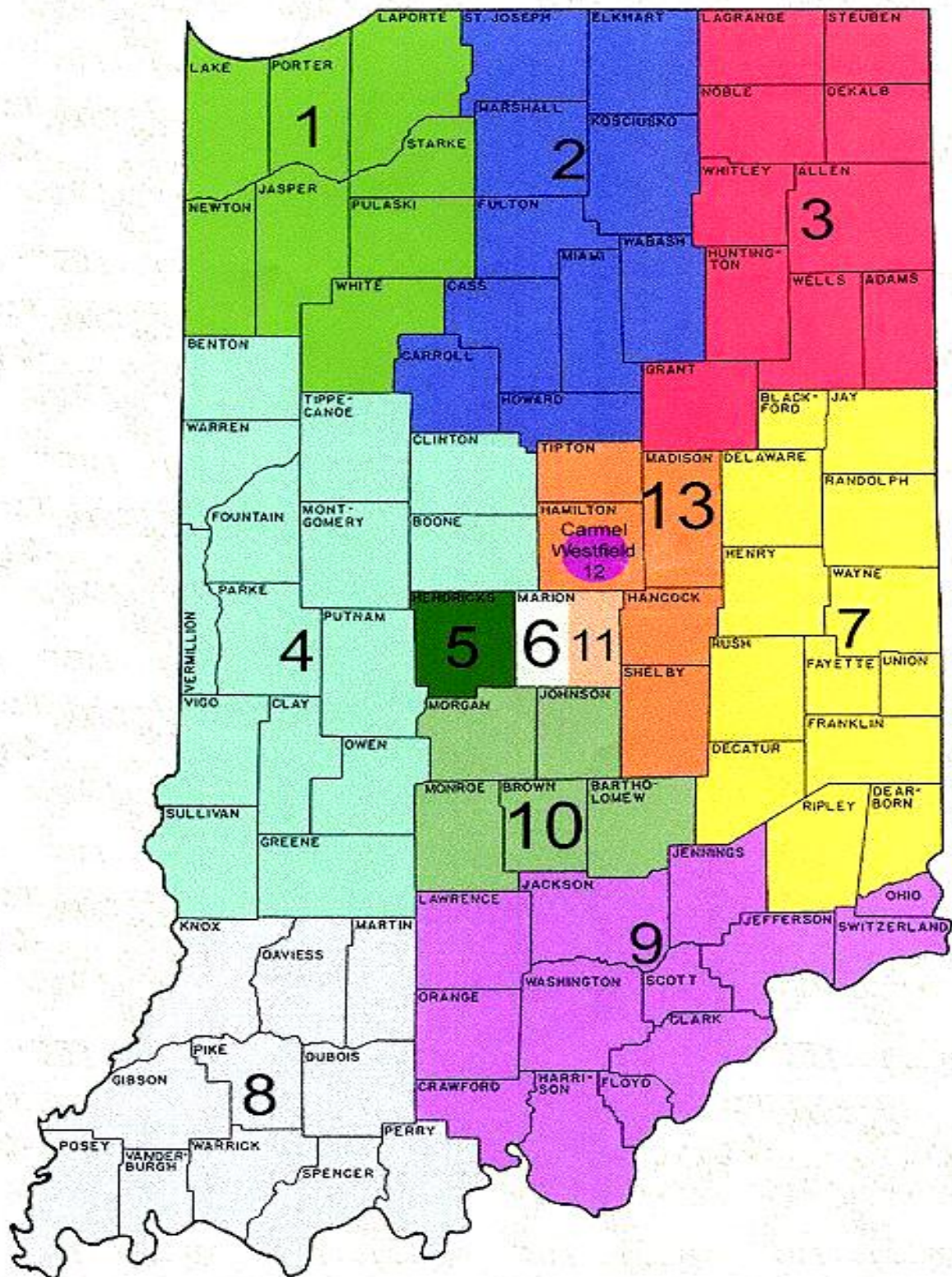




# Referee Handbook

2008



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## Disclaimer:

The requirements stated here for maintenance and upgrade referee grade were current with those of the USSF and/or the Indiana State Referee Committee, Inc. as of 1/2008. Any revisions made by the USSF after that date are not reflected in this handbook.

# **Indiana State Referee Committee, Inc.**

## **Referee Handbook**

Indiana State Referee Committee, Inc  
10 West Market  
Suite 1750  
317-833-9154  
<http://www.soccerindiana.org/referees/contacts.aspx>

1st Edition January 2005

## **II The Indiana State Referee Committee, Inc.**

The Indiana State Referee Committee, Inc. (ISRC, Inc.) will promote the game of soccer by striving to maintain the highest standard of soccer officiating. To accomplish this, the ISRC, INC. will ensure that Indiana Referees consistently follow a standard set of mechanics, consistently interpret and administer the Laws of the Game as defined by the USSF and FIFA, and generally maintain the highest standard of integrity and “fair play.”

The ISRC, INC. will make every effort to help each and every registered referee reach his or her highest potential. The ISRC, INC. will maintain USSF certified training and assessment programs that will be readily available for all referees.

### **2010 Indiana State Referee Committee, Inc. Members**

Samir Yasa, State Referee Administrator/State Youth Referee Administrator

Rick Balak, State Director of Instruction

Tim Geis, State Director of Assessment

Eric Cox, State Director of Mentors

Ann Cline, Secretary/Treasurer

Bruce Carlstadt, State Coordinator of Assignors

Bob Gibson, Registrar

David Howard, Amateur Representative

Dave Guthrie, Executive Director, Indiana Soccer

Dou Pels, Adult Division Liaison, Indiana Soccer

Contact the committee at <http://www.soccerindiana.org/referees/contacts.aspx>

## **III Indiana State Referee Committee, Inc. Programs**

### **A. Instruction**

The Indiana Referee Instruction Program provides quality training for all aspects of refereeing. The program offers classes to all levels of referees, from entry-level to professional, along with training for assessors, instructors and assignors. It works with local and regional referee association to provide entry and in-service classes, addressing timely topics and issues. The director monitors and updates all levels of the curriculum to keep it current with the level of the game, locally, regionally and nationally. The program is based on the idea that a referee improves with training and that higher quality training creates higher quality referees.

### **B. Assessment**

The Indiana Referee Assessment Program has the goal of helping each referee who is assessed become the best referee that he/she can be and maximizing each referee's potential. The program is structured to help all referees, from those aspiring to the National and/or FIFA badge down to those who are satisfied working U-14 recreational matches. Indiana has a dedicated group of assessors who strive to provide consistent, sensitive, and positive feedback on the observed referee's game while pointing out possible areas for improvements.

### **C. Youth Referee Development**

The goal of the Indiana Youth referee Development Program is to identify, encourage, develop and mentor promising young referees. The state Youth Referee Administration, with the assistance of other Indiana referees, provides guidance to these young referees to direct them toward the ultimate goal of becoming national or

FIFA Referees. The guidance includes advice and feedback on game performance, recommendations for tournament assignments and further training and development opportunities. Exceptional candidates may be recommended for the referee 'fast track'

## **IV Policies**

### **A. Systems of Officiating Soccer Games**

The Laws of the Game recognize only one system of officiating soccer games, namely the Diagonal System of Control (DSC), consisting of three officials—one referee and two assistant referees. All competitions sponsored by the USSF **require** the use of this officiating system.

The level of the competition may allow the use of only a referee, but the referee should still appoint two club linesmen to assist with the game.

### **B Unaffiliated or Outlaw Teams/Leagues**

An outlaw team and/or league is a suspended team and/or league in bad standing with the USSF, including its divisions and/or other affiliated organizations.

An unaffiliated team and/or league is a team and/or league that has never been affiliated with the USSF or has left the USSF voluntarily (on its own terms) and was in good standing with the USSF and its state association at the time of its departure.

### **C. Unaffiliated Games**

The Indiana Referee Committee is concerned about the number of referees officiating unaffiliated games. It is the wish of Indiana Soccer and the ISRC that USSF licensed referees not referee unaffiliated games. Disciplinary action and a fine may be imposed on referees who are reported or seen refereeing unaffiliated games. Licensed USSF assignor must not assign unaffiliated games. Disciplinary action and a fine may be imposed on assignors who are reported assigning unaffiliated games.

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

1. No assessments may be accepted from games in an unaffiliated league
2. There is no liability insurance in unaffiliated leagues for referee protection.
3. If the referee is assaulted or there should be any other serious misconduct, there is no assurance any disciplinary body will review and act upon it.
4. The referee's USSF registration may be denied should the referee refuse to work affiliated games over unaffiliated games.
5. Referees who have worked more unaffiliated games than affiliated games may be refused registration.

Note: Interscholastic/intercollegiate and High School competitions are not included in this policy.



#### **D. Game Priority in Referee Appointment**

Each registered USSF referee is expected to abide by and respect the code of Ethics and honor all assignments once accepted. There are certain occasions when a referee has a duty to the referee program to release a lower level appointment to accept a higher level one in the interest of the state association or the USSF.

Every game is important and you have an obligation to fulfill this contract. There are times when a referee is unable to live up to the commitment injuries, emergencies, etc.—and these problems are unavoidable.

When a potential conflict arises, there is a hierarchy of assignments to indicate precedence. Unfortunately, there seems to be a growing trend among referees to turn back assignments based upon personal convenience. To turn back an assignment in order to work an equal or lower level game because it is more convenient is unacceptable. A commitment needs to be honored: a “better” offer is not an acceptable reason to turn back a game that is not a higher priority.

Remember, once you make a commitment, do the right thing and honor your commitment.

The USSF National Referee Committee declares the following priority of assignments:

1. All FIFA Appointments
2. All TFC (The Football Confederation) appointments
3. International A matches
4. Any US National Team matches
5. All National Cup competitions
6. Regional Cup competitions
7. Professional League matches
8. National tournaments (amateur and youth)
9. Developmental Academy games
10. State Cup
11. Challenge Cup
12. MRL
13. ISL
14. Local Travel games
15. Local Rec games

No other match (with the exception of above) has appointment priority or precedence over any other match within the state of Indiana. Note that assignments in Indiana take precedence over any match not listed above outside Indiana.

The priority policy does not apply:

1. Within 72 hours of the scheduled match time unless an emergency sustain exists.

2. When a substantial financial commitment has been made for the referee appointment (i.e. non-refundable airline tickets)

Referees are responsible to communicate the receipt of a higher priority appointment to the assignor of the 'Conflicted' game as soon as possible. If an assignor refuses to release a referee for the higher priority assignment, the referee must report this action to the SRA and the National Referee Office immediately. Assignors who do not release a referee from a game after they were notified of the conflict or any emergency, risk sanctions actions and lose of their license.

### **E. Traveling Out of State to Referee**

Indiana referees are encouraged to travel out of state to referee when the requirements for referees within Indiana are light enough to permit it. Working in other regions is beneficial to one's growth as a referee and exposes one to other referees, other styles and other levels of competition. Generally, the experience is positive and an excellent opportunity for Indiana referees to grow and develop.

As a USSF referee, you may referee anywhere within the United States as long as you have notified the Indiana SRA.

To referee out of state you must, prior to your departure:

1. Formally request permission from the SRA (by letter or e-mail) to referee games out of state, thus release yourself from any state obligations; some tournaments and leagues require a copy of the approval from the SRA, stating that you are currently a certified referee in good standing in Indiana and have permission to referee out of state.
2. If you wish to have any assessments performed while you are refereeing out of state, and you wish them to count toward maintenance or upgrade, you must contact the SDA and CC the SRA (by letter or e-mail), informing the SDA that you have gained approval from the SRA to referee outside the state of Indiana and would like to be assessed while you are there. Some tournament and leagues require a copy of the communication from the SDA indicating that you have permission to have the assessments done. There is no guarantee that an out-of-state assessment will count for maintenance due to factors such as; appropriate grade of assessor, length of game, age of players, etc.

Information to include in your communication with the SRA and SDA:

1. Name of the tournament or league
2. Location of the tournament or league
3. Dates of the tournament or games
4. Assignor's name for the tournament or games
5. Contact information for the assignor or the tournament



Remember, when you travel out of state to referee, you are a representative of Indiana and all the referees in the state. What you say, how you look, and how you act reflects upon the state and the referees. Please make Indiana proud of you.

## *Sample letter/e-mail to the SRA*

Your Name  
Your Address  
City, IN Zip Code  
Phone numbers (home, work, fax, cellular and pager)  
Your e-mail address

Date

Name of SRA  
Address  
City, IN Zip Code

RE: Refereeing out of state

Dear SRA,

This letter is to inform you that I wish to referee out of state. I would like to referee games in the (tournament/league) on (include date or dates) in (city and state of tournament/league).

Please let me know if this is acceptable.

Thank you.

Sincerely yours,

Your Name

CC: SDA

# *Sample letter/e-mail to the SDA*

Your Name  
Your Address  
City, IN Zip Code  
Phone numbers (home, work, fax, cellular and pager)  
Your e-mail address

Date

Name of SDA  
Address  
City, IN Zip Code

RE: Refereeing out of state

Dear SDA,

This letter is to inform you that I requested and received permission from the SRA to referee games out of state. I will be refereeing games at the (tournament/league) on (date of games). The (tournament/league administrator) is (administrator name).

These games may be assessed and I would like these assessments to count toward my maintenance/upgrade. Please let me know if this is acceptable.

Thank you,

Sincerely yours,

Your Name

CC: SRA

## **F. Registration**

For a referee to be registered in Indiana, they must reside, work or do their primary refereeing in Indiana.

In order to be registered at their current grade, all state level referees and below must:

Take and pass their respective current Referee Refresher written examination.  
Pass the physical fitness test (grades 8 excluded);  
Pass one field maintenance assessments for their respective current grade;  
If a state level referee, attend the mandatory state referee clinic offered by the IRC.

State level referees and below are considered registered when the SRA, SYRA or their representatives have received and accepted their completed registration form.

## **V Upgrades**

### **A Advancing to higher levels of refereeing**

In order to be able to work higher level games, you:

- Should have the desire to advance.
- Must prove you can control the next level of game,
- Have the experience to move to the next level,

Once you are comfortable with a level of play, work with your assignor to identify games that will give you more experience and the chance to improve your skills.

You may start with in-house or recreational level games, moving up to the county and travel leagues. As your confidence builds, consider working any of the tournaments in the area. The State Cup and the Challenge Cup offer excellent opportunities and give you the opportunity to work with referees from throughout the state. Even if you are not ready to work these tournaments, attend them, watch the refereeing styles and talk to the referees. You never stop learning, and every opportunity to watch a referee work is an opportunity to learn. Indiana is blessed with several National Referees, Assessors and instructors who are happy to share their knowledge.

Attend all the clinics you can attend. This is another opportunity to learn and interact with other referees. As you develop, start working some of the premier level leagues in the state. Again, you must work with your assignor to identify games that will help you develop.

If you feel you have the potential to advance to the next level and are not sure of the next step, contact the SRA, SDA, SDI, SYRA or any other member of the State Referee Committee. The committee is there to help you become a better referee.

## **B. Certification and advancement criteria by grade**

### **Grade 8 (Referee Class 2)**

**Minimum Age**                      None (12-years old recommended)

#### **Recommended Game Level**

Referee

Youth games	1st year
Select/Travel	possibly 2nd year

Assistant Referee

Select/Travel	1st year
State Cup (early rounds)	possibly 2nd year

#### **Training Requirements**

Successfully complete the USSF entry level training course

#### **Re-certification Requirements**

In-service training of 5 hours in the calendar year

Written Refresher Exam

Score 75% or higher

Registration fee

As published by the SRC

### **Grade 7 (Referee Class 1)**

**Minimum Age**                      17 years old

#### **Recommended Game Level**

Referee

Select/Travel	Any
Premier Leagues	Any
State Cup and Tournaments	Any

Assistant Referee

Amateur Leagues below top-division	Any
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#### **Re-certification Requirements**

In-Service training of 5 hours in the calendar year

Written refresher exam,

Score 85% or higher

Pass the fitness test

Pass one referee field maintenance assessment

(U-17 or higher level game)

Registration fee

As published by the SRC

**Upgrades to grade 7 requirements**

Written refresher exam	85% or higher
Game experience	
Referee	75 games
Assistant Referee	25 games
Pass 1 Referee field assessment	(U-17 or higher level game)
Attend the Intermediate Referee Clinic	
Must have spent at least 12 months at grade 8	

**Grade 6 (State Referee Class 2)****Minimum Age**

18 years old

**Recommended Game Level**

Referee	
Select/Travel	Any
Premier Leagues	Any
State Cup and Tournaments	Any
Amateur Leagues through second division	Any
Assistant Referee	
Amateur Leagues below top-division	Any
Professional Leagues	possibly (after attending the pro clinic)
Fourth Official	
Professional Leagues	Any. (after attending the pro clinic)

**Re-certification Requirements**

Attend annual State Referee Clinic	
In-Service training of 5 hours in the calendar year	
Written refresher exam	Score 75% or higher
Pass the state level fitness test	
Pass one referee field maintenance assessment	Div 2 adult match or higher
Registration fee	As published by the SRC

**Upgrades to grade 6 requirements**

Game experience (U-19 or higher levels)	
Referee	100 games
Assistant Referee	25 games
Pass the state level fitness test	(Requirements are in the Laws of the game book)
Pass field assessment	
Two assessments as Referee	one must be Div 2 adult game
One assessment as Assistant Referee	U-19 game or higher
Must attend the Advanced Referee Clinic	

Must have spent at least 12 months at grade 7

### **Grade 5 (State Referee Class 1)**

#### **Minimum Age**

19 years old

#### **Recommended Game Level**

##### **Referee**

Select/Travel	Any
Premier Leagues	Any
State Cup and Tournaments	Any
Amateur Leagues	Any

##### **Assistant Referee**

Amateur Leagues	Any
Professional Leagues	Lower Levels (after attending the pro clinic)

##### **Fourth Official**

Professional Leagues	Any (after attending the pro clinic)
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#### **Re-certification Requirements**

In-service training of 5 hours in the calendar year

Written state refresher exam

Pass the fitness test

Pass one referee field maintenance assessment

Registration fee

Score 85% or higher

Amateur 1st Division game  
As published by the SRC

### **Upgrades to grade 5 requirements**

#### **Game experience**

Referee

Assistant Referee

(U-19 or higher, 50 must be Amateur Div 1)

150 games

50 games

Pass fitness test

Pass three field assessment

Two assessments as Referee

One assessment as Assistant Referee

Amateur 1st Division or higher

Amateur 1st Division or higher

Must attend the Advanced Referee Clinic

Must have spent at least 12 months at grade 6

### **Grade 4 (National Referee)**

#### **Minimum Age**

23 years old

#### **Recommended Game Level**

## Referee

Select/Travel	Any
Premier Leagues	Any
State Cup and Tournaments	Any
Amateur Leagues	Any
Professional Leagues	Any

## Assistant Referee

Amateur Leagues	Any
Professional Leagues	Any Fourth Official (after attending the pro clinic)
Professional Leagues	Any(after attending the pro clinic)

## Re-certification Requirements

Must attend Referee Recertification Session

Pass the FIFA Physical Fitness Test

Refer to the Laws of the Game book

Pass five field assessments

(level approved by National Referee Committee)

Three Assessments as Referee

Two assessment as Assistant Referee

Registration Fee

As published by the SRC

## Upgrades to grade 4 requirements

Attend and complete national Referee Certification Session

Must be a US Citizen or Permanent Resident

Must have spent at least two years at grade 5

Must be recommended by the Indiana State Referee Committee

Must attend the National Certification Recertification Camp

Pass written National Referee Examination

Game experience

Referee 150 games

Assistant Referee 50 games

Pass the FIFA Physical Fitness Test

Pass five Field Assessments

Referee—3 field assessments (two must be pro-league game)

Assistant Referee—2 field assessments (one pro league)



## **Referee Emeritus**

The purpose of the emeritus grade is to retire from the highest level the referee has attained. It may not be used to circumvent the testing and registration procedures of U.S. Soccer.

The emeritus grade allows a National or State Referee the option of retiring from those levels of officiating while retaining that grade and continuing to referee at a lower level.

Only State 6, State 5, National 4, National 3, FIFA 2, and FIFA 1 may request to become Emeritus Referee.

To become an Emeritus Referee, the official must submit a personal letter of intent to the State Referee Administrator who will initiate the appropriate paperwork. The referee must have held the grade for a minimum of three years prior to the request. (The three years do not have to be consecutive or immediately preceding the request for emeritus status – but at anytime in the referee's career.)

Active Emeritus Referees must qualify each year for the level that they will be officiating and pay the published fees for that level. Emeritus Referees will receive an Emeritus Referee Badge, a card, law book and all general mailings.


An Emeritus Referee may reinstate as an active referee at the level the official retired from once all the criteria for the grade has been met.

To be active and recertify as an emeritus National or State Referee, the referee must attend the Advance Clinic and must qualify each year for the level that they will be officiating and pay the published fees for that level.

Referees who are not able to attend the Advance Clinic due to medical reasons must submit a medical waiver request from the SRA 30 days prior to the Advance Clinic date.

The medical waiver request may be granted once every three years. The waiver request must include a physician's note. The referee must attend another clinic (in Indiana or out of state after receiving permission to do so from the SRA).

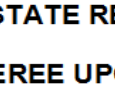
Documentation from the SRA where the referee attended the clinic must be provided by directly to the Indiana SRA from where the referee attended the alternative clinic) to stay up-to-date on the changes, take and pass the written exam.



**Indiana**  
State Referee Committee

**INDIANA STATE SOCCER ASSOCIATION  
STATE REFEREE COMMITTEE**

**REFEREE UPGRADE REQUEST FORM**



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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: IN Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Present Grade Level \_\_\_\_\_ Request Upgrade To \_\_\_\_\_

Cumulative Game Count: Referee \_\_\_\_\_ Asst. Referee \_\_\_\_\_

(Provide Documentation)

Do you have required assessments for upgrade? ☐ Yes ☐ No

Have you taken required upgrade test? ☐ Yes ☐ No

Have you done your upgrade physical? ☐ Yes ☐ No

---

(This section for DRA Use)

Documentation has been checked? ☐ Yes ☐ No

Do you recommend the referee for upgrade? ☐ Yes ☐ No

(Attach Explanation)

DRA Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Forward to SDA)

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# Sample letter to the SRA/DRA

Your Name  
Your Address  
City, IN Zip Code  
Telephone Number  
E-mail Address

Date

SRA Name  
Address  
City, IN Zip Code

RE: Upgrading

Dear SRA,

This letter is to inform you that I wish to begin the process of upgrading from my current referee grade of (grade) to the referee grade of (grade wished).

Please let me know what information you need and what steps I need to take in order to achieve this upgrade.

My game experience and their levels are:

	U-16	U-19	AM Div	1 &2	Pro Level
Referee	# of games	# of games	# of games	# of games	# of games
Asst. Referee	# of games	# of games	# of games	# of games	# of games

Thank you.

Sincerely yours

Your name

## D. Fitness Requirements

### Physical Fitness Test

A physical fitness test is required for registration, annual renewal and upgrading for the referee classes shown. The test can be administered by designated United States Soccer Federation Instructors. A document signed by the individual conducting the test is required. Fitness tests must be taken within a six-month period preceding the start of a new season or the date of registration.

The referee must pass all of the events that are part of the test at the same testing session. A reasonable rest period should be allowed between events. The procedure is to run the Endurance

Test Type	Age	Referee Grade 7	State Referee Grades 5 & 6
Endurance (12 minute run meters)	Under 38 38 – 45 Over 45	2200 meters 2000 meters 1800 meters	2400 meters 2200 meters 2000 meters
Speed Test 50 meter dash (run - once)	Under 46 Over 45	9 seconds 9.5 seconds	9 seconds 9 seconds
200 meter dash (run – once)	All Ages	40.0 seconds	40.0 seconds

Referee Class	Interval Testing Time to run 150 m. 10 – 14 laps	Interval Testing Time to walk 50 m 10 - 14 laps	Sprint Test 40 m. – 6 times
FIFA Referee	30 seconds	35 seconds	6.2 seconds
FIFA AR	30 seconds	40 seconds	6 seconds
National Referee	30 seconds	40 seconds	6.4 seconds
FIFA Referee – Women	35 seconds	40 seconds	6.6 seconds
FIFA AR - Woman	35 seconds	45 seconds	6.4 seconds
National Referee - Women	35 seconds	45 seconds	6.8 seconds

Note: Referees wishing to be considered for MLS, MLS Reserve and USL Div. 1 Centers must pass the FIFA Referee Fitness Test at the men's standards. The FIFA Fitness test is a pass or fail test. A referee may fail one of the 6 sprints and still pass, failing two or more over the standard time results in failure. The interval testing requires that a referee be at the next segment before time is up or the referee fails the fitness test.

Adopted by Referee Comm.4/12/07

## **VI Assessments**

### **A General Procedures**

In order to be fair and equitable, we will follow these standards and procedures:

Grade 7 referees who are requesting to upgrade should send the form and the game count to the DRA who will sign the form and forward directly to the SRA for processing.

1. All referees must be in their current grade for one year before they can be upgraded to the next level. Upgrading from grade 5 to a National Referee Candidate, the referee must be in their current grade for two years before the application deadline for upgrading.
2. All referees should review the USSF Referee Administrative Handbook to review the qualifications for upgrade concerning game count, game experience and requirements for the next grade.
3. A referee that feels they meet the requirements for upgrade, all referees, regardless of grade, must FIRST contact and notify their District Referee Administrator of their wishes. The DRA will supply the referee with the proper upgrade request form and assist the referee, if needed. See examples on page 16.
4. Once the upgrade request is completed by the referee, the request and the game counts must be sent to the DRA, via email or mail.
5. The DRA will forward the upgrade request information to the SRA for their verification and approval.
6. Upon the SRA's approval, the SRA will forward the referees name and request for upgrade to the State Director of Assessment.
7. The SDA will keep a list of the names of the referee candidates and will assist in assigning assessors for the field assessments.
8. All upgrade and maintenance assessment assignments must come through the SDA or their designee. This is both for the referee and the assessor. The referee shall not solicit any assessor to assist in an assignment. An assessor shall not solicit any referee to assist in an assessment.
9. The referee should contact their assignor(s) and let them know of their intentions to upgrade. The assignor(s) will assist you in getting the properly qualified games for the assessments.
10. Once the process is approved and started, the referee will contact the SDA, via email or mail, with a list games that meet the qualifications. The referee should give the SDA a minimum of two weeks notice prior to the games, if possible. We recommend that you advise the assignor that you have requested to upgrade so that

he/she may give you a game that will qualify for assessments. (Sometimes, the game meets the qualifications for upgrade prior to the start of the game, however, for the assessment to count for upgrade, the assessor must judge the game itself and determine if the game meet the standards of play and if it was a proper test for the referee.)

11. The SDA will assign the appropriate assessor to one of the games. The SDA will contact both the referee and the assessor via email, with the game information and requirements for such game.
12. The assessor will send to the SDA, upon completion of the game, a game report and all official's feedback report for the assigned game. The SDA will keep records of the referee's scores.
13. Once all of the proper assessments are completed and the referee has met or exceeded the expectations of the next level, the SDA will inform the SRA, the State Registrar, DRA and referee that the field assessment(s) portion of the upgrade procedure is completed.
14. The SDA will complete the "REFEREE UPGRADE REQUEST FORM" and forward to the SRA for signature.
15. The SRA will finalize the process.

Other notes concerning assessments:

16. For all referees seeking an upgrade to the next level, the assessments, if required for upgrade, should be completed within a twelve-month (12) period. No more than two failing assessments can occur within the time period. If a candidate for upgrade fails two assessments in the 12 month period, the referee must start the upgrade procedure over in the next registration cycle, starting with zero assessments. For all referees wishing to upgrade, a failing assessment must be made up with two passing assessments.
17. There will be no "tag-on assessments." This is where an assessor is assigned to a game and a referee asks the assessor to assess them on the game or another game.
18. ISRC, Inc. will pay the assessment fee for referees upgrading from grade 8 to grade 7. All higher grade assessments fees must be paid by the referee.
19. All referees upgrades to grade 6 and above will be paid by the referee. The referee will pay the assessor a fee of \$50 (or the most recent approved amount) for the game plus mileage after the first 40 miles traveled by the assessor. For referees going from grade 5 to the national level, the referee is to pay the assessor the

referee game fee or fees stipulated by USSF, plus any expenses for the assessment, including mileage after the first 40 miles.

20. If the assigned and approved assessment is not performed, (due to game cancelation, weather, teams not showing up for the game, fellow officials not showing up) and the assessor is in attendance, the assessor will be reimbursed by the ISRC, Inc. \$20 for travel expenses, unless the mileage is greater than 40 miles.

For all maintenance assessments, the referee pays for the assessment. Effective in spring 2011, the referee requesting a maintenance assessment (a requirement by USSF to maintain the grade) must send a check, casher's check, or money order for the assessment. The check, casher's check, or money order must be made payable to the "ISRC" and mailed to the SDA's address. Upon completion of the paperwork, the ISRC will mail a check to the assessor. This will eliminate conflict at the game site.

In regards to upgrade assessment for referees grade 6 going to grade 5, the same methodology will apply as listed above regarding maintenance assessments.

## **B. Maintenance and Upgrade Assessment Procedures by Grade**

### **Grade 8**

Maintenance: None

**Upgrade to 7:** Pass one assessment as the referee in a **U-17** or higher level game employing the DSC **IN AN AFFILIATED GAME**.

### **Grade 7**

Maintenance: Pass one assessment as the referee in a **U-17** or higher level game employing the DSC **IN AN AFFILIATED GAME**.

### **Upgrade to 6:**

**PASS TWO FIELD ASSESSMENTS AS A REFEREE AND ON FIELD ASSESSMENT AS AN ASSISTANT REFEREE IN AFFILIATED GAMES.. ONE OF THE REFEREE ASSESSMENTS MUST BE ON A DIVISION 2 ADULT GAME OR HIGHER AND THE AR ASSESSMENT MUST BE ON A U-17 COMPETITIVE LEAGUE GAME OR HIGHER. DELETE THE ASSESSOR INFORMATION**

### **Grade 6**

Maintenance: Pass one assessment as the referee in a senior amateur level game employing the DSC **IN AN AFFILIATED GAME**.



### **Upgrade to 5:**

**PASS TWO FIELD ASSESSMENTS AS A REFEREE AND ONE FIELD ASSESSMENT AS AN ASSISTANT REFEREE IN AFFILIATED TOP ADULT DIVISION 1 LEAGUE OR HIGHER.  
DELETE THE ASSESSOR INFORMATION**

### **Grade 5**

Maintenance : Pass one assessment as the referee in a top amateur Division I level game employing the DSC.

### **Upgrade to 4:**

**SEE USSF REFEREE ADMINISTRATIVE HANDBOOK FOR EXACT DETAILS AND REQUIREMENTS.**

Certification and renewal of referee grades 1—4 are handled by the USSF or FIFA and include attending and successfully complete referee certification camps.

## **VII Game procedures**

### **Arrival at the field**

Arrive properly dressed, with socks pulled up. Sunglasses are not permitted. Use of club or non USSF affiliation logos or patches is not permitted. If possible, all officials should wear all short – or all long-sleeved shirts. Select a location to place your equipment and where you can retire at halftime.

### **At 30 minutes prior to the Scheduled start**

Inspect the field, goals, nets, flags and markings. Introduce yourself to the coaches and manager, making sure to spend approximately the same duration with each team. Politely ask each coach to be ready shortly for you to inspect the player passes and equipment. Ask also that the coach have the official team roster and line-up sheets when you do the inspection. It is important at this point to make sure you know the league – or game-specific procedures; i.e. what is the length of each half, do you retain the player passes during the game, do you send the pass of any sent-off players to the league office, is there an overtime procedure.

### **Equipment Check**

All players' socks must cover their shin guards completely. Shin guards are mandatory. Knee or elbow pads should be soft, without a hard outer plastic shell. Cloth headbands and soft 'scrunches' may be worn for hair control, but not metal hair clips. Shirts must be tucked in at all times during the game. Knee and/or ankle braces may be worn if they are not dangerous to other players; i.e. sharp exposed metal corners. No jewelry may be worn except for taped down 'Medical Alert' bracelets or necklaces. Pierced earrings are not permitted. Aluminum screw-in cleats are permissible but should be inspected closely for sharp burrs and edges.

If, after the start of the game, you find a player on the field with improper equipment, the player should leave the field to correct the problem. After correcting the problem, the player may return to the field of play only when waved on by the referee. The player must wait for permission from the referee to return to the field. The referee must be satisfied the improper equipment has been corrected before allowing the player to return to the field of play.

### **Approximately 20 minutes prior to the scheduled start**

Begin checking each team's players, substitutes and occupants of each technical area. Ask for the line-up sheet/card (filled out by each coach or manager) and the official team rosters. Check the players' jersey numbers, passes and equipment. If this is a league that requires retention of the passes, keep the passes. (Remember; No pass – No Play – No Exceptions!). Fill in your name and the names of your assistants and fourth official on the line-up sheet. Keep all copies until the conclusion of the game.

### **At 15 minutes prior to the scheduled start**

Have a pre-game conference with your assistants. If you are using club linesmen, be sure they know how to determine when the ball is out of play (in touch). It is important to specify that club linesmen only indicate when the ball is out of play. They do not call offside and they do not give direction! As the referee, working with club linesmen, you will indicate the direction on throw-ins, goal kicks and corner kicks. Only refer to the club linesmen when it is necessary for assistance.

### **Pre-game Conference**

One of the most important items for a referee occurs before the start of the game. The pre-game conference is often neglected or hurried, often to the embarrassment of all involved during the game. During the conference, the referee 'team' works out and clarifies procedures, mechanics and responsibilities for the game. Effective communication between the team members is an important part of controlling the game, and the groundwork for this effectiveness starts in this conference.

The referee should take the lead in discussing and explaining clearly to his assistants exactly how he wants things done during the game. The assistants should be certain to ask the referee about anything they are unsure of, especially when the referee fails to cover it. The scope of the discussion should cover everything from how the officials inspect the teams and enter the field, through the mechanics of the game and its end. The conversation should be casual but thorough. This can occur in a formal setting, sitting down before the game, or informally as the officials stretch, warm-up and inspect the field together.

The referee should address at minimum the following areas:

1. The assistant referees' responsibilities for signaling the ball out of play, including the signals to be given in the assistant referee's half of the field (his area of responsibility) and the referee's half of the field (his area of responsibility);
2. The assistant referees' responsibility for calling offside and how they should signal infractions
3. How assistant referees are expected to assist the referee in calling fouls (use common sense and discretion)
4. Under what circumstances the referee wants the assistant referees to call fouls in the penalty area, and if so, how to indicate if the free kick is a penalty kick, an indirect free kick or a free kick for the defense.
5. How the assistant referees should indicate a legal goal, a goal where the ball has crossed over the goal line and has been pulled back into play or an illegal goal (improperly scored; i.e. by hand)
6. Where the assistant referees should be positioned for goal kicks and corner kicks.
7. What part of the throw-in the assistant referees will watch
8. If the referee wants the assistants to help call out of play in the referees' half of the field, how far up the line the assistant is responsible to watch
9. Who covers the goal line when a free kick is close to the defending team's goal
10. The duties and positioning of assistant referees during a penalty kick
11. What to do about off-the-ball fouls that may occur behind the referee's back
12. How to control substitutions
13. How much, if any, dissent the referee expects the assistant referees to take before the referee is notified
14. Who watches the field during cautions, send offs and after goals?
15. Who backs up the referee's time and who keeps a back up of game records.
16. When and how the assistant should 'mirror' flags
17. If in a tournament game, what are the overtime procedures

These are the minimum items needed to be addressed by the referee. During the conference, the referee should periodically stop and ask the assistant referees if they have any questions. Every referee does things slightly differently, so this is the time to make sure everyone understands how this game will be handled.

#### **At five minutes prior to the scheduled start**

Call the captains to the center circle. Hold the coin toss. The away team calls the toss, with the winner choosing which goal to attack. Obtain and inspect the game balls). In some cases, it may be necessary to have a spare game ball ready; i.e. field adjacent to a lake, stream or other physical feature that may cause a ball to become lost. Place the spare where it may be retrieved quickly if the original becomes lost.

#### **At two minutes prior to the scheduled start**

Call the players onto the field for the start of the game. Have the assistant referees break to their goals and give a final inspection of the nets and the teams. The assistants should count the players at the start and check with the goalkeepers. Position yourself for the start of play. Check your watch, make eye contact with your assistant referees and start the game on time!

#### **At halftime**

Whoever is closest to the game ball (referee or assistant), should retrieve it. Walk briskly to the center of the field to meet your assistants or linesmen. As a group, walk to your predetermined

halftime location. Ask if your assistants have any questions from the first half of play. Discuss any situation that were out of the ordinary or that might have been handled differently. Discuss any issues that need to be addressed in the second half. Drink fluids. Be very aware of your hydration, especially in hot weather, to avoid problems. Return to the field with adequate time to allow you to perform the same duties as you performed two minutes prior to the start of the game.

### **At the end of the game**

Again, whoever is closest to the game ball should retrieve it. Walk briskly to the center of the field to meet the assistants/linesmen. Return the player's passes to the coaches, retaining the pass of any sent off player for forwarding to the league office (if this is a league procedure). Do not engage in any discussion concerning your, or your assistants' calls (If the coach approaches you in a proper respectful manner and asks for an interpretation of a rule, you may, at your discretion, give an explanation. However, do not provide a lengthy discussion or get into a debate.) Return and /or retain copies of line-ups and game cards as defined in league rules. After leaving the field, again discuss any unusual situations that occurred during the game. Feedback between referees and assistant referees is an important part of the learning process for all involved.

### **Substitution**

Having both teams on the same side of the field allows for easier handling of substitutions. Some leagues and field circumstances do not allow this, but in most cases, both teams are on the same side that were out of the ordinary or that might have been handled differently. Discuss any issues that need to be addressed in the second half. Drink fluids. Be very aware of your hydration, especially in hot weather, to avoid problems. Return to the field with adequate time to allow you to perform the same duties as you performed two minutes prior to the start of the game.

### **Referee Safety**

Referees, just like players, need to take certain precautions before and during games. The USSF suggest some common sense rules to avoid referee injury or illness.

Many games, especially summer tournaments, are played extreme heat. You can easily suffer dehydration or heat stroke in such conditions.

Before a game, increase your intake of fluids – water, sport drinks, iced tea or diet soda. Tea and soda should be decaffeinated and sugar free because caffeine removes water from the body and sugar slows the absorption of water.

At halftime, you should again avoid sweetened and caffeinated drinks. You should plan to consume three to six ounces of fluids for every 10 to 15 minutes of heavy exercise.

After the game, you can add fruit juices and sugared drinks and sodas to the list of fluids, especially since the sugar will help you restore energy.

Luckily, dehydration is one of the easiest 'problems' for you to avoid. Consume fluids to prevent this condition, your body is about 65% water and water is what it needs. But you should never count on someone else to bring water to a game. You need it – BRING IT!

Just as a player should never take the field without warming up and stretching, neither should a referee. Many injuries (and lost refereeing opportunities) can be prevented by just a five-minute

warm-up. Stretch muscles, especially leg muscles, and hold. Trainers today say it is necessary to “hold” the stretch for 15 – 30 seconds before releasing. Pay particular attention to the hamstrings and quadriceps. Even your neck could use some stretching! After the game, do a two-minute cool down and you’ll find your muscles won’t ache as much in the morning!

## **VIII Game Report Writing and Examples**

Law V states the referee ‘provides the appropriate authorities with a match report which includes information on any disciplinary action taken against players, and/or team officials and any other incidents which occurred before, during or after the match.’”

The preparation of referee reports can, and does, present problems for many referees, both experienced and inexperienced. Hopefully, this section will help you present a clear and concise account of the events of a game. You must bear in mind that your report will be part of any investigation made by a disciplinary committee and that any action(s) of the committee will depend, in part, on the clarity of the report. Reports should be brief, but **MUST** contain enough detail and information to enable the disciplinary committee to determine exactly what happened during the incident in question.

The leagues in Indiana have various requirements for game reports. These guidelines can apply to any of those reports. The example forms are those authorized by the USSF and are to be used for any amateur or professional games played in Indiana. For serious incidents in other leagues, it is recommended that these forms be used to report such incidents. The incidents fall into three categories:

1. Dismissal from the field of play (send off/red card booking)
2. General misconduct; by players, coaches, teams, officials, spectators, etc.
3. Severe injury (any player, coach, official or other participant unable to continue or requiring medical attention)

It is important that referees differentiate between the offense and the incident. The offense is a classification of a player’s infraction according to the Laws of the Game; the incident is a description of what the player did at the time he committed the offense.

A player is cautioned and shown a yellow card if he commits any of the following seven offenses:

1. Is guilty of unsporting behavior,
2. Shows dissent by word or action,
3. Persistently infringes the Laws of the Game,
4. Delays the restart of play,
5. Fails to respect the required distance when play is restarted with a corner kick or free kick,
6. Enters or re-enters the field of play without the referee’s permission,
7. Deliberately leave the field of play without the referee’s permission.

It should be noted that the misconducts list above are discretionary and require the referee to decide whether a caution is appropriate. There are, however, eight mandatory cautions that the referee must enforce. These eight (slightly paraphrased for brevity) are:

1. A player enters the field of play without the referee’s permission

2. A player changes places with the goalkeeper without the referee's permission.
3. For any other infringements of Law 3 (e.g.; more than allowed number of players, replaced player illegally returning to play, too many subs allowed).
4. A player who has been required to leave the field because of an infringement of Law 4 (The Players' Equipment) and who enters (or re-enters) the field without the referee's permission.
5. If, in the opinion of the referee, a player uses a deliberate trick while the ball is in play in order to circumvent the Laws (unsporting behavior)
6. A player using a deliberate trick to circumvent the Laws while he is taking a free kick (unsporting behavior).
7. Any simulated action anywhere on the field, which is intended to deceive the referee, (unsporting behavior). NOTE: In applying this decision, referees must consider each situation carefully and critically, deciding if the "simulation" influenced their decision or if the player was actually fouled.
8. If an opponent unfairly distracts or impedes the thrower during the taking a throw-in (unsporting behavior)

A player is sent off and shown the red card if he commits any of the following seven offences:

1. Is guilty of serious foul play,
2. Is guilty of violent conduct,
3. Spits at an opponent or any other person,
4. Denies the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (this does not apply to a goalkeeper within his own penalty area)
5. Denies an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or a penalty kick,
6. Uses offensive, insulting or abusive language and/or gestures,
7. Receives a second caution in the same match.

The Official Game Report is the main document for detailing the events of a game. It includes space for league, teams, location, times, names of officials, etc. These are relevant items, especially if a serious incident occurred. In that case, this report is the primary source of information for any investigating committee. The form also includes space for names of players cautioned and sent off. Use the names on the passes when listing the individuals in the report. On this report, you only list the offense – dissent or serious foul play.

If an incident is serious enough, then fill out the Supplemental Game Report. Cases of assault, serious injury and gross misconduct warrant a Supplemental Report. For questions about referee assault, see the next section. Give a concise description of the incident. Check with your assistant referees to fill in any details you might not remember or not have seen. The report should include the time of the incident, players involved, a description of the incident and any further facts you feel affected the incident.

A well-written report means there is less likelihood of an appeal by the player. You will help the investigative committee by providing your description of an incident, because there will be at least one and possibly several sides of the story.

Official Game Reports should be mailed within 48 hours of the end of the game. In the case of referee assault or abuse, telephone the SRA immediately. It is best if you write your report as soon as you get home from the field. Many items are much easier to remember while they are still fresh in your mind. Reports should be mailed to SRA.

# Sample Official Game Report



## UNITED STATES SOCCER FEDERATION REFEREE REPORT

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

GAME: Santa Cruz 2 Cebras 0  
Home Team Score Visiting Team Score

State Association/  
Professional League Indiana – Elkhart, IN Division/  
Age Group Men 1st

Date of Game: July 7, 2002 Scheduled time: 4:00 PM  
Field and Address: Ox Bow Park Actual kick off: 4:00 PM  
End of game: 6:00 PM  
Score at half time: 1/0

REFEREE: Samir Yasa Grade: 5 SSN:             
Sr. Assistant: Tony Asoera Grade: 5 SSN:             
Jr. Assistant: Damon Boria Grade: 7 SSN:             
4<sup>th</sup> Official:            Grade:            SSN:           

Field Condition: Dry and poor Weather: 90+  
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? No If not, how late? 9 minutes Marking of field: Good  
Players Passes of the home team were received and checked. Conduct of Officials: Poor  
Players Passes of the visiting team were received and checked. of Players: Poor  
Line-up of home team is enclosed. of Spectators: Poor  
Line-up of visiting team is enclosed. Dressing room for Referee: N/A  
4<sup>th</sup> Official Game Log is not available. 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
Manel Sebastia	307172759	Santa Cruz	Failed to respect distance on corner or free kick
Cesar Alejandro	815151314	Cebras	Unsporting Behavior
Salvador Martinez	635758444	Cebras	Dissent
The Coach		Cebras	Dissent

### 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
Manel Sebastia	307172759	Santa Cruz	Second caution in the match
Cesar Alejandro	815151314	Cebras	Second caution in the match
The Coach		Cebras	Used offensive, insulting, or abusive language
Mario Cervantez	356906875	Cebras	Used offensive, insulting, or abusive language

I did not receive  
the referee fee of \$ 40.00

Referee Signature: Samir Yasa

Phone #: (317) 656-8802

Date: 7/7/2002

For additional remarks use supplementary sheet.  
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

Jan/99



# Sample Supplementary Referee Report



## UNITED STATES SOCCER FEDERATION REFEREE SUPPLEMENTARY REPORT

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

*A supplementary form explaining circumstances*

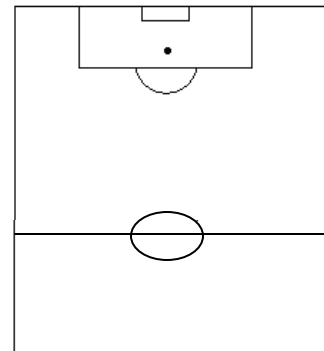
GAME: Santa Cruz 2 Cebras 0  
Home Team Score Visiting Team Score

State Association/  
Professional League Indiana - Elkhart, IN Division/  
Age Group Men 1st

Date of Game: 7/7/2002 Referee: Samir Yasa

### Describe Any Unusual Incident:

1. In the 28<sup>th</sup> minute of the game, Mr. Sebastian, with Santa Cruz's team, was cautioned and shown the yellow card for failing to respect the distance and delaying the taking of a free kick outside his team's penalty area.
2. In the 80<sup>th</sup> minute of the game, Mr. Sebastian, with the Santa Cruz's team, was cautioned and shown the yellow card for the second time during the game for Unsporting Behavior by preventing an opponent from getting to the ball preventing a tactical counter attack from building up.
4. In the 61<sup>st</sup> minute of the game, Mr. C. Alejandro, with the Cebras's team was cautioned and shown the yellow card for the second time in the game for Unsporting Behavior by preventing his opponent's goal keeper from releasing the ball in to play by jumping with his cleats up in a manner to threaten and intimidate the keeper.
5. In the 61<sup>st</sup> minute of the game, Mr. Cervantez, with the Cebras's team was shown the red card and sent off the field for using Offensive, Insulting, and Abusive language when he yelled across the field, while I was cautioning his coach, "F\_\_ \_ you referee".
6. In the 61<sup>st</sup> minute of the game, the coach with the Cebras's team was cautioned for dissent and then was asked to leave the field of play for using Offensive, Insulting, and Abusive Language after he was informed that he was cautioned. His remarks were "mother f\_\_ \_ er referee".



### Remarks:

The coach of the Cebras acted in a threatening manor while being cautioned and after he was sent off. The game was delayed due to his refusal to leave the field. He made the remarks that he needed my number so he can take care of me.

Referee Signature: Samir Yasa Report Date: 7/7/2002

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

Jan/99

## IX Referee Abuse and Assault



### Indiana State Referee Committee Referee Report

☐ Abuse

☐ Assault

GAME:					
	Home Team	Score		Visiting Team	Score

State Association/ Professional League	Indiana Youth Soccer	Division/ Age Group	
---	----------------------	------------------------	--

Date of Game:		Scheduled time:	
Field and Address:		Actual kick off:	

REFEREE:		Grade:		Phone	
Assistant:		Grade:		Phone	
Assistant:		Grade:		Phone	

The United States Soccer Federation Rule 531-9 ¶(3) §(a)(i) states; "Referee assault is an intentional act of physical violence at or upon a referee. (ii) For purposes of this policy, "intentional act" shall mean an act intended to bring about a result, which will invade the interest of another in a way that is socially unacceptable. Unintended consequences of the act are irrelevant. (b) Assault includes, but is not limited to the following acts committed upon a referee: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a referee; head butting; the act of kicking or throwing any object at a referee that could inflict injury; damaging the referee's uniform or personal property, i.e. car, equipment, etc. Rule 531-9 ¶(4) §(a) also states; "Referee abuse is a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to a referee or the referee's property or equipment."

The abuse/assault was committed by: ☐ Coach ☐ Player ☐ Parent  
The coach/player/parent is with the ☐ Home Team ☐ Away Team

Witnesses:

Name:		Phone #	WK		HM	
Name:		Phone #	WK		HM	
Name:		Phone #	WK		HM	

Describe the details of the abuse/assault below. Please be very specific:

Referee Signature:		Phone	( ) - -
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## **A Definition of Assault and Abuse**

The USSF terms referee assault as “an intentional act of physical violence at or upon a referee.” Assault includes, but is not limited to, the following acts committed upon a referee: hitting, kicking, punching, choking, spitting at or on, grabbing or bodily running into a referee; the act of kicking or throwing any object at a referee to inflict injury; damaging a referee’s uniform or personal property; i.e. car, equipment, (Note: the term ‘referee’ includes all currently registered USSF referees, assistant referees, fourth officials or others duly appointed to the match; any non-licensed, non-registered person serving in an emergency capacity as a referee and any club linesman.)

Referee abuse is a verbal statement or physical act, which implies or threatens physical harm to a referee or the referee’s property or equipment.

Abuse includes, but is not limited to, the following acts committed upon a referee: using foul or abusive language toward a referee, spewing any beverage on a referee’s personal property, or verbally threatening a referee.

Verbal threats are remarks that carry the implied or direct threat of physical harm. Remarks such as “You won’t get out of here in one piece” are considered referee abuse. The line between abuse and assault is a fine one, but the best rule of thumb is that if the person threatens you and has the ability to carry out the threat is an assault. A coach waiting in the parking lot with an aluminum baseball bat moves the incident into the category of assault.

## **B. What to do if you have been assaulted and reports to file**

Assaults do happen, even to experienced referees. A referee should react to an assault in a manner that permits administration and enforcement agencies to do their job.

The USSF offers these guidelines if an assault occurs:

1. Never strike back if such action can be avoided. Defend yourself as passively as possible. When a referee is tuck the majority of players and by standers are automatically sympathetic, even if they were previously hostile. If the referee chooses to retaliate, he stands to lose the support and claming influence of these people. You may also prejudice your legal position.
2. Remain calm and avoid undue signs of stress. Maintain a standard of behavior befitting a professional referee. Police officers get assaulted frequently, yet they react in as controlled a manner as the situation allows, drawing resources of self-control to avoid creating a worse situation.
3. Get the details down on paper. Get the player’s number or obtain his name form the team captain or coach if necessary. Send off the player, if possible. If not possible, advise the team captain of your decision and be prepared to abandon the match if the player is not completely removed from the scene.
4. Obtain witnesses. Consult assistant referees or unattached bystanders. Use other players only as a last resort. Obtain names and phone numbers. Do not be concerned about delaying the match; assault is a criminal offense and must be treated seriously. Make notes to ensure your match report is accurate. After the game, discuss the incident with your witnesses. Get the facts right!
5. See medical attention if you are injured. Go to the nearest medical facility. The medical personnel will treat any injuries and document them for you.

6. Upon returning home from the game, contact the State Referee Administrator (or designee), the assignor who assigned you this game and the president or disciplinary committee chairperson of this game's league. These individuals should be aware of the incident and will be in a position to provide support and advice. You will most likely still be quite upset, so take all the help you can get!
7. Write your report. You should fill out the Official Game Report and the Supplementary Game Report. The latter will include your description of the incident. (If you do not have copies of these reports, the SRA can provide them to you). It is important to write the report while the incident is still fresh in your mind. Consult with your witnesses to confirm or fill in any facts. The report should be precise, professional, informative and accurate. Your assistants should also fill out Supplemental Game Reports. The reports should be concise and free of vernacular; i.e. "blue #20 ran toward me with his fists clenched, stopped and struck me above the left eye with his right hand" not "the kid came at me and popped me one hard". Remember this is your official report of the incident that will go to the league, the state association, the State Referee committee and, if necessary, to the USSF.
8. On the next business day following the incident, officially report the incident to the SRA and the state president or state soccer office. Within 48 hours, you must send your official Game Report and Supplemental Game Report to the SRA and the State President or State Soccer Office. If you had assistants, their reports should also be submitted within 48 hours. For tournaments, the tournament director must be notified on the day of the incident and the referee's home state SRA should be notified by the referee within 10 days.

## **C. How to avoid being assaulted**

Here are some guidelines for avoiding assaults.

1. Always be professional in dress, appearance and demeanor.
2. Be approachable and reasonable. Be willing to listen to valid complaints, but not rantings and ravings.
3. Do not respond to threats made by coaches and/or fans by making your own threats in return.
4. Any threats, verbal or physical should be taken seriously. Assess the situation as it develops, reporting the actions as previously noted.
5. Should there be a confrontation, stay at least an arms length away.

## **X The Referee Commitment**

The U.S. Soccer Federation national Referee Program, through the involvement of each referee, is recognized by players, coaches, and administrators as a program which consistently provides excellence in officiate, and displays the highest level of professionalism through service and dedication.

To accomplish this, I, as a referee am committed to:

1. Officiating matches in a fair and safe manner that ensures players and spectator enjoyment
2. Maintaining my physical fitness for peak performance.
3. Faithfully keeping all appointments assigned to and accepted by me.
4. Supporting my fellow officials with loyalty, pride and dignity.
5. Conducting myself in a way to be ethically and morally beyond reproach.

6. Granting players and coaches dignity and self-respect.
7. Contributing the overall development of the National Referee Program.
8. Remaining committed to a continuous learning and improvement process that enables me to perform to my full potential.

## **X I The Referee Code of Ethics**

1. That I shall always maintain the utmost respect for the game of soccer.
2. That I will conduct myself honorably at all times and maintains the dignity of my position.
3. That I shall always honor a contractual obligation.
4. That I will endeavor to attend local meetings and clinics so as best to know the Laws of the Game and their proper interpretation.
5. That I will always strive to achieve maximum teamwork with any fellow referees and assistant referees.
6. That I shall be loyal to my fellow referees and assistant referees, never knowingly promote criticism of them.
7. That I shall be in good physical condition so as to be in the right place at the right time.
8. That I will control the players effectively by being courteous and considerate without sacrificing firmness.
9. That I shall do my utmost to assist fellow officials to better themselves and their work.
10. That I shall not make statements about any game except to clarify an interpretation of the Laws of the Game.
11. That I consider it a privilege to be part of the United States Soccer Federation and I will strive to make my actions reflect credit upon that organization and its affiliates.

## **X I I Indiana Referee Committee Awards**

### **A Referee of the Year**

The Indiana Referee of the Year is that referee who has demonstrated exceptional ability combined with an overriding respect for the game. The referee of the Year will have show excellent physical conditioning as well as pride and dignity. This individual should be loyal to the Referee Commitment, the Referee Code of Ethics, the Indiana Referee Committee and the United States Soccer Federation.

Recipients:

1995  
1996  
1997  
1998  
1999  
2000  
2001  
2002  
2003  
2004  
2005  
2006  
2007  
2008

2009  
2010

## **B Youth Referee of the Year**

The Indiana Referee Committee recognizes that young referees are the future of the program. Most of these young people start out on the field as players and, for a variety of reasons, have chosen to give back to their local program by serving as referees.

U.S. Youth Soccer created the Young Referee of the Year award as an effort to recognize the extraordinary effort and talent exhibited by these individuals. Selections of both a male and female Youth Referee of the Year are made at the state level and forwarded to Region I as representatives of Indiana.

The ISRC, INC seeks nominations from coaches, local assignors, and associations for young referees. Candidates nominated must be 18 years of age or younger on July 31 of the current calendar year, currently registered as a referee with the USSF, must have been currently registered within Indiana for at least one year, reside in the state of Indiana and possess personal qualities reflecting accomplishments as a referee, a student, and a member of the community.

### **Recipients:**

1995  
1996  
1997  
1998  
1999  
2000  
2001  
2002  
2003  
2004  
2005  
2006  
2007  
2008  
2009  
2010

### **X I I I Indiana Honor Roll of National Referees, Assessors and Instructors**

The history of soccer in the United States and the history of soccer in Indiana.....

FIFA Referee  
None

FIFA Assistant Referee  
None

USSF National Referee

**Active**

1. Doug Ferguson
2. Ben Trevino
3. Andrew Bigelow

**Emeritus**

4. David Jarze
5. Tony Delois
6. Andrew Scott
7. Juan Lava
8. Cien Asoera
9. Greg Bows
10. Abdu Bensalah
11. Adam Guersting
12. Jeff Short
13. Ali Elmasusie
14. Joe Leaur
15. Samir Yasa
16. Tim Geis

USSF National Assessor  
1. John Katsarapolous  
2. Tim Geis

USSF Inspector  
1. Cien Asoera

USSF National Referee Instructor  
None



## **XIV Acknowledgements and References**

FIFA Laws of the Game

United States Soccer Federation Referee Administration handbook

United States Soccer Federation Guide to Procedure for Referees, Assistant Referees and Fourth officials.

Indiana State Referee Committee Handbook

Helpful Web Sites:

Indiana State Referee Committee, Inc.

<http://www.soccerindiana.org/referees/contacts.aspx>

Indiana Soccer Association

<http://www.soccerindiana.org>

USSF

<http://www.ussoccer.com>

FIFA

<http://www.fifa.com>