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Erin Soccer Club Referee Policies and Procedures

Making Erin Soccer a great place to play by having GREAT REFEREEING – stay in control of the game by knowing the rules, making the calls, and maintaining the respect of the coaches and players!

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1 Introduction

The purpose of this guide is to document the refereeing policies and procedures that the Erin Soccer Club, Erin, Wisconsin, has been employing. (aka "everything that you wanted to know about refereeing at Erin Soccer".)

The intended audience of this document is the Erin Soccer Club referees, prospective referees, and parents of referees.

Any referee policies or procedures adopted by the KMSL league **supersede** (take precedence over) this Erin Soccer Club document.

2 Philosophy

It is the responsibility to the referee(s) to control the game and not let it get out of hand. The best way to control a game is to make calls quickly, accurately and authoritatively. The best way to achieve that is **to know the rules inside and out** so that you are very self-confident. Self-confidence, in turn, will not allow you to be influenced or intimidated and will maintain the respect of the coaches and players!

Furthermore, it is critical to:

- Be assertive and self-confident! Make the calls!
- Move up and down the field (run!) to stay in the correct position to see the play
- Blow your whistle LOUDLY
- Make the call verbally LOUDLY/use your SIGNALS
- Explain to players and coaches to help them learn, especially at the younger ages

And, if you make a mistake? If play has continued, then KEEP GOING, unless it was a really bad error. EVERY referee, even the most seasoned, makes mistakes. Don't attempt a "make up call", just keep going. Remember- the referee is CORRECT, even if they were temporarily wrong. I have gone to coaches after the game and admitted that I made a bad call and apologized, but do not get into the habit of doing that.

Why become a referee? First, there is the obvious reason that it is a great way to make money, especially for teens. More importantly, perhaps, refereeing builds self-confidence, provides an almost-unmatched opportunity to develop and exhibit leadership skills, and, quite bluntly, it looks great on a college application. (And, Teri is willing to write great college reference letters for great referees.)

3 Leagues and Hierarchies

Erin Soccer Club is a member of the Kettle Moraine Soccer League (www.kmsl.org). For a variety of reasons, the KMSL has withdrawn from the Wisconsin Soccer Youth Soccer Association (www.wysa.org) while attempting to maintain refereeing policies similar to WYSA. WYSA, in

turn, adopts many of the policies and procedures of the International Football Association (FIFA) (www.ussoccer.com).

4 Rules of the Game

In recent years, WYSA and KMSL have attempted to unify and adopt the same set of rules and move closer to the FIFA rules of the game. (This is a good thing.)

The basic rules of the game are defined by FIFA and available at ussoccer.com. The book, "The Laws of the Game" (the blue book), is also handed out at classes. This book is actually quite readable and uses many diagrams. The book, "Referees" (the green book), is more of the mechanics for the referees, but also very applicable (where to stand, wave flags, etc.)

Although they are substantially the same, KMSL-specific Rules supersede the FIFA/WYSA rules are available at www.kmsl.org -> documents -> Rules. If a KMSL referee attends WYSA certification, they must still learn the KMSL specific rules.

Also note that WIAA (high school) has rules which are yet different from KMSL and do not apply to KMSL. Specific examples include that KMSL/WYSA does not allow substitutions on corner kicks and that injuries are dealt with differently. KMSL DOES NOT follow WIAA rules, although those are the rules that many of our high school referees are the most familiar with. This causes issues, so please be aware of KMSL differences, especially the two above.

KMSL Tournament Rules supersede normal KMSL League play rules. For example, there are several rule changes which apply to either the Leah Fenney Tournament or KMSL Tournament. (Specifically, tournament games are typically shorter in length and referees should not call games due to weather as that is the domain of the Tournament Director). Scores, after each game, should immediately be reported to the desk to keep the rankings of the teams in place for tournament play. Field Marshalls may be available in case of issues. Please see www.kmsl.org for Tournament Rule specifics.

5 Certification

KMSL recognizes two types of referee certification: WYSA Level 8 or Level 9 certification or KMSL certification (there is no differentiation in Levels in KMSL). WYSA classes are held throughout the year and a list can be found at www.wysa.org -> Schedules -> Referees.

Erin Soccer Club will, once per year, reimburse referees for **either** the WYSA certification fee (typically \$100) or the KMSL referee class fee (~\$50) UPON SUCCESSFUL COMPLETION OF THE COURSE. Receipts for the payment of referee certification should go directly to the Erin Soccer Club Treasurer for payment. (see www.erinsoccer.org)

Erin Soccer Club strongly prefers that Erin referees are KMSL rather than WYSA certified.

Note that WYSA certification allows referees to also ref other games such as Hartford Select or Lake Country United Select games. Please refer to those clubs for referee scheduling.

If Erin Soccer Club reimburses a referee for WYSA certification and provides equipment, Erin Soccer Club has the right to expect that we will be the first priority for refereeing games. If this is not the case, certification fees will not be reimbursed in the future.

6 Hand Signals – Use Them!

It is often very windy at the Erin Soccer fields and difficult to hear. In many instances, hand signals work better than just trying to yell.

Independent of the certification program, Erin referees must know and use (at an absolute minimum) the following hand signals: (first indicate the type of foul: direct or indirect; then indicate the reason for the foul) Memorize these now!!!

- Fouls:
 - 1. direct kick,
 - 2. indirect kick,
- 1. offside near/far,
 - 2. pushing,
 - 3. tripping, and
 - 4. handball,
- Restarts:
 - 1. throw-in,
 - 2. goal-kick,
 - 3. corner kick,

and, only for U12/U14 assistant referees (ARs):

- 1. substitution
- 2. foul not seen by the center ref.

For a better explanation and diagrams of these signals, see www.ussoccer.com, or referee to the "Guide to Procedures" (the green book) handed out in certification class.

7 Badges

Referees are required to wear KMSL Referee badges to all KMSL league and tournament games. WYSA badges are not allowed to be worn to games which are not sanctioned by WYSA (and KMSL is no longer part of WYSA). KMSL badges are handed out after completing the KMSL class/test. Referees who complete WYSA training need to contact the Erin Referee Director (www.erinsoccer.org) to obtain their KMSL badge.

8 What Erin Soccer Club Provides

Erin Soccer Club provides new referees (one time only) with the following equipment:

- 1. Yellow Referee jersey
- 2. Black Ref socks

3. Cards (yellow and red cards and case)
4. Game Record scoresheets
5. KMSL patch (received at class)
6. A really nice string bag to keep it all your ref equipment together

If you lose any of the provided equipment you must provide the second set yourself.

9 What individual Referees Must Provide

Individual Referees must supply:

1. A countdown timer (usually ~\$25, good ones available at www.soccer.com; suggest Robic)
2. A good/loud whistle (hint: the \$2 whistles do not cut it; but the cheaper \$4.99 whistles from Walmart with the rubber mouthpieces for cold days are actually quite good)
3. A pencil
4. A coin for the coin toss
5. Black shorts or sweats and cleats or good running shoes

10 The “cost” of referees

Referees are the largest expense of most soccer clubs. The cost is significant to start a new ref, so it is also in our best interest to try to retain our referees especially because their on-going experience makes them even more valuable. The basic cost to certify and equip a new referee is approximately:

Item	Amount
Certification	\$50-100 (annually/reoccurring)
Jersey	20
Socks	10
Cards/Sheets	6
String bag	30
First game “coach”	30 (one or two games with a “referee coach”)
Total to get started	~\$150

Just so that you realize, it costs the club \$150 to get you started as a new referee.

11 Referee Formations and Positioning for CRs and ARs

Please read the green book – “Referee Guide to Procedures”!

There is typically one referee for a U7/U8 game and that referee should stay positioned near the middle of the field, but move up and down the field with the play to best be able to see the ball.

For U9/U10 games (no offsides), there are three referees one center ref (CR) and two assistant referees (ARs). The **CR must move up and down the field** with the play such that they are in position to see the plays and make accurate calls. Although there is no offsides at this level,

it is fully expected that the **ARs will stay in the accurate position to make an offsides call (ie., they are practicing) by staying line with the last defender or ball on their side of the field!** The primary purpose of going with 3 refs at the U10 level is for TEACHING the CR and AR and to gain experience before moving to U12/U14. There will be times when there are not enough referees to provide two ARs at the U9/U10 levels. If so, the CR will need to ask for parent linesman. Make sure the linesman know the "out of bounds" rule – ball must be completely over the line. The CR should primarily call direction of throw-ins.

For U11 to U14 games (offsides enforced), there are three referees: one center ref and two assistant referees. These positions are well-described in the FIFA "Guide to Procedures" book (green book). The key to positioning is that **the CR must move up and down the field** with the play. The ARs stay on the sidelines, but **must move up and down the field IN LINE with the second to last defender or the ball** in order to be able to call offsides most effectively.

The key to positioning is, **"Expect to move and RUN!" Be in position to see the play!**

The job of the **Center Referee:**

- -check fields, put out flags
- -verify all parents on north side of the field and deal with it if necessary; players on south side
- -Remind the ARs of their roles before the start of the game (see below)
- -start the game out (rules discussion, coin flip)
- -keep time
- -call fouls; blow whistle LOUDLY
- -listen to/watch for the ARs (literally listen for flag waving noises)
- -overrule the AR only if necessary
- -give out yellow or red cards as necessary, and record with Dir of Referees

The job of the **Assistant Referee:**

- -stay in line with the last defender on your side so that you may accurately call offsides
- -call offsides by raising and waving flag vigorously
- -signal players waiting to be substituted in (wave flag vigorously)
- -call out of bounds (ball all the way over the line) and signal for throw-in direction or corner/goal kick direction
- -watch for FOOT FOULS during throw-ins
- -indicate fouls (wave flag) that may be out of the CRs line of sight

12 That coach is a real jerk!

YOU need to control the game. Just remember that "The Referee is always right, even when they are temporarily wrong." If you made a bad call, learn from it and move on. Get over it, we all do it occasionally. Do not become distraught and lose focus! Take a deep breath and refocus!

To stay in control and maintain respect, KNOW THE RULES and act in a position and manner of authority. If you kowtow to someone's yelling, they will keep yelling!

What if you have a player that is incessantly talking back or even taunting you? That one is easy. At any point blow the whistle. Talk to them and warn both the player and the coaches. If they do it again, yellow or red card them as the moment warrants. (see rules)

What if a coach or parent is screaming at you incessantly? This is not allowed, period, and do not put up with it. "Sir/maam, I will need you to quit yelling. I have had enough," is often my first response. Talk to your ARs and make sure that they are aware of the situation. If it is a parent, then talk to both coaches also and request their assistance. My second (favorite) response, borrowed from Liz is, "Would you like to spend the rest of the game in your car?" Then politely explain that you have full authority to ask them to leave the field if they do not change their behaviour. If they still do not stop, blow your whistle and stop the game. Tell them that the game will not continue until they leave the field of play, period. If they refuse to leave, declare the game over and walk over to the other coach and explain that the game is over. Then call the Director of Referees. Do not talk to them again, but if at all possible, provide a name or visual description of the individual(s).

If problems have already arisen at halftime, do not hesitate to take a walk at halftime and look for Erin Club staff – Teri Sippel, or any other Erin coaches or staff. They will help you deal with the situation. You can also whistle to stop the game at any point and take a walk to bring them over.

13 Referee Payment Schedule

For league games (not tournament games) the following pay schedule is applicable for Erin Soccer (not necessarily for other KMSL Clubs). This is subject to change, but valid for the Spring, 2010, Season. Note that tournament games have different payment schedules due to different game lengths and formats.

- U7/U8 game: \$12/game
- U9/U10 Assistant Referee: \$12/game
- U9/U10 Center Referee: \$20/game
- U12/U14 Assistant Referee: \$15/game
- U12 Center Referee: \$25/game
- U14 Center Referee: \$35/game

If a game is cancelled at least 45 minutes in advance of game time, the referee(s) is not paid for that game. (Check your email before leaving for the fields, especially if there is inclement weather!)

If a game is not properly canceled and the referees show up to the field unknowingly, they will be paid for that game even though it never actually starts. Referees must stay until at least 15 minutes after start time to verify that neither team shows up late.

If a game is started, even if the game is called for lightning or any reason, the referee(s) are paid for that game, even if that game is later rescheduled.

If you are already at the Erin fields for other games and a future game(s) is cancelled at least 45 min in advance, the referees will not be paid because it will be considered advanced warning. For example, if you are refereeing a game and all future games for that day are cancelled due to weather, referees will not be paid for future games starting more than 45 minutes later.

If there is inclement weather on a day that you are scheduled to referee, it is in your best interest to check your email immediately prior to check for cancellations.

14 Calling games for weather conditions

The following policy is in effect for KMSL as of April 15, 2010. The policy below will be superseded by any future changes to KMSL weather policies. **Remember that at Tournaments, only the Tournament Director can call off tournament games.**

"A reminder to inclement weather protocol: There is some interpretation here that needs to be on the forefront of any decision to call the game. Soccer is and will be played when it rains as makeup dates can be difficult to reschedule, but safety is the top priority.

**** IF the weather goes to the bad side just before or during the game it is up to the Referee to call the game. We want to keep players, referees and spectators safe. Of course the coaches can and should discuss with the referee, but safety needs to be considered.**

**** IF Lighting is seen in the area we should take appropriate measures. (i.e., Cancel the game.)**

**** IF we have had a large amount of rain prior to the game and the fields are unable to shed that extra water we will cancel the game. This may be at game time or a timeframe before it. Interpretation of the fields conditions needs to be done. (This is typically done by the Club President or staff.)**

**** The HOME field coach is responsible to call the VISITING coach to let them know the game has been cancelled. If a VISITING team coach does not hear from the HOME coach they should assume the game is on and proceed to the field on time.**

Again, interpretation of the weather's condition can vary. Our players or parents should not make the judgment at their home and not show up to the field. But we need to keep in mind the safety of the players, referees or spectators due to inclement weather.

**** IF your HOME game is cancelled please work with the opposing coach to set the makeup date.**

Remember to discuss with both the Referee Director so referees can be assigned and the Concessions Director so that staffing is adjusted accordingly."

15 Special Notes on how to handle INJURIES

This is the official text in the Parent Handbook 4/22/2011 on kmsl.org -> Documents:

"The referee has the authority to stop the match due to serious injury of a player. The referee has the initial responsibility to determine, in their opinion, whether a player is seriously injured, but is not allowed to attend to the injuries. Coaches and parents are to wait for permission to enter the field to attend to the injured player. If the referee stopped play for an injury or permitted someone on the field to attend to an injured player, the injured player must leave the field until play is restarted. If the player was not substituted, the injured player may reenter the field at the halfway line *with the permission of the referee*. The restart after the referee stops play is a dropped ball."

This is a "read between the lines" interpretation of the rule above:

- **-You are not an EMT. Do not try to render aid to an injured player.** Call in the coach.
- -The "sit down" rule is gone officially, but in the case of younger kids and a serious injury, it is still sometimes a good idea to use it just for kid control.
- -This is not WIAA/high school soccer! **The "courtesy rule" does NOT apply** (it doesn't officially exist anyway). (if you do not know what that rule is, do not worry about it.) Parents' expectations for little kids are different, especially U7/U8/U10! If there is ANY CHANCE that Little Johnny/Susie is hurt, **err on the side of caution and blow the whistle**, especially if a player sits down/does not get up/is crying.
- **If you blow the whistle, the injured player needs to come off! Not sure what to do?! Blow the whistle and tell the coach the injured player needs to go off.**
- The injured player will usually need to come off the field, the only time the injured player does not need to come off the field is: **(you need to know this part!!!)**
 - -If a player might be injured, the play stops for SOME OTHER reason than you blew the whistle, and then you ask the player and he/she says they will walk it off (whatever, they are ok) - this is the ONLY way the player does not need to come off the field. (this will usually only happen at the U12/U14 levels, if ever.)
 - -If a player might be injured and you BLOW THE WHISTLE to check (which you should err on the side of caution), whether you wave the coach onto the field or not, **the player must leave the field**. The restart is a drop ball, but there are still two options:
 - -The injured player may be substituted by the coach immediately prior to the dropped ball. (both teams at even strength)
 - -The injured player does not need to be substituted immediately (now they are playing short one person), but the injured player can immediately go to the center sub line and be substituted back in after the dropped ball and **WHENEVER** the Center Ref waves them back in (not necessarily at an official substitution time such as a throw in or goal kick) so that they are not playing short.

16 Tournaments

Tournament are special situations and usually fairly (incredibly) hectic for referees. It is the responsibility of the referee to:

1. Keep the games starting on time so that games do not begin to fall behind schedule!!! Push to make teams line up exactly at the start of the game. Teams do not necessarily get 10 minutes to practice on the game field before the game.
2. Carefully record each goal in each game, including which quarter/half goals were scored in. (Tournament bracket tie breaker rules use goals scored by half, goals scored against by half, etc.). After each game, bring the score sheet to the Tournament table to be recorded by the Tournament Director. Coaches will check the scoreboard often for standings and these need to be kept up to date.
3. Do not "call off" games due to weather yourself during a tournament, but rather contact the Tournament Director if you are concerned.
4. There should be/may be Field Marshalls available if you run into any "situations". Do not try to deal with mean coaches or parents yourself, call the Field Marshalls over.

Also, for tournaments:

1. Review the tournament rule changes immediately prior to tournament play (www.kmsl.org). The amount of time per half will most likely change.
2. Referees are NOT allowed to call games due to weather at a tournament. If you see lightning or are concerned, immediately pause the current game and find the Tournament Director or ask one of the coaches to locate the Tournament Director.
3. Pay scales for tournament games are not the same and they may differ between the Leah Fenney Tournament and the KMSL Tournament.

17 Referee Development

New referees are usually assigned as ARs at the U9/U10 levels and should be watching what the CR does and be thinking about what they would call themselves. New referees will eventually be moved to U7/U8 games as CRs, then eventually U10 CR positions, but the latter will take at least a year, typically longer.

At Erin Soccer, even if a referee is WYSA Level 8 certified and is old enough, they will rarely be given the Center Ref position for a U12/U14 game until they have at least a year (or more) of refereeing experience.

Watching other, more experienced, refs is also a great way to learn and become more self-confident.

The best way to become a better referee is to ref more games. Due to scheduling conflicts, this is just not always possible. The Referee Director also tries to watch/monitor/coach referees, but scheduling this is sometimes difficult.

18 Complaints against referees

Coaches have the right to complain about referees. The KMSL process is to wait 24 hours and then file a formal complaint (form at www.kmsl.org). The Referee Director will attempt to validate or invalidate the complaint. If the complaint appears valid the Ref Director will discuss it with the referee and, hopefully, it is just a matter of clarification of rules. Continued or multiple complaints will need to be dealt with on a case by case basis, but it is our intent to grow and help our referees, not admonish them.

19 Red or Yellow Cards

The rules for when to card a player, with either a red or yellow card, are well-defined in the KMSL rule book. Please be sure that you know them. If a situation presents itself where you think that a red or yellow card is warranted, **THEN PRESENT THE CARD!** Do NOT let the game get out of hand; stay in control! If you do present a red or yellow card during a game, please either call or email the Director of Referees with the circumstances, but know that we will back you up if you feel a card is warranted. **Keep the game under control!**

20 Game Day

Checklist: Be sure to bring in your Ref bag:

1. Ref jersey
2. Socks
3. Whistle
4. Timer
5. Cards
6. Pencil
7. Coin
8. Score Sheets (or get more from the Snack Shack Ref Cabinet)
9. By LEVEL rule sheet (one pager)
10. Complete copy of KMSL rules book

Logistics:

1. There should (usually) be an envelope for you in the Ref Cabinet in the Snack Shack. Read the outside of the envelope and make sure, right away, that the paid amount is correct. If there is no envelope with pay for you, it will either be mailed to you later or available the following weekend.
2. The Ref Schedule is usually taped to the outside of the Ref Cabinet in the Snack Shack.
3. In the Ref Cabinet inside of the Snack Shack, there is usually: an extra ref jersey, an extra coin, an extra set of cards, and extra score sheets. If you use these, **RETURN THEM** to the Ref Cabinet.
4. In the Ref Cabinet, there is also a copy of the KMSL rule book, the FIFA rule book, and the FIFA Guide to Procedures book. There is also a very basic medical kit and blue ice bags.
5. There is a key to the equipment shed in the Ref Cabinet. **PUT IT BACK WHEN YOU ARE DONE!**

6. When you are done with your game, make sure to turn in your score sheets to the green box in the Ref Cabinet.
7. If it is really cold, you may wear black sweat pants and a coat/sweatshirt UNDER your yellow jersey.
8. Be sure that your KMSL badge is properly affixed to your jersey.

At the field:

1. Be at your field 15 minutes before start time.
2. Be sure that you have reviewed the exceptions for the level that you are about to referee. (e.g., there is no offsides at U10, but they do not get a second chance at a throw-in)
3. Put the flags up if they are not already up.
4. Check the field carefully. (is the net up? Are the flags up?) There is a key to shed (where flags and nets are kept) in the Ref Cabinet at the Snack Shack. (if you use it, please RETURN it promptly!) Erin Coaches should also have a key to the shed.
5. Especially for U12/U14 games, be absolutely certain to **enforce the rule that both teams use one side of the field (the south side of the fields at Erin). All parents and spectators should be on the north side of the field. If this is not the case, you need to walk over and, very politely, explain the rule, the reason for the rule, and ask them to please move.**
6. Introduce yourself and shake hands with the coaches before the games. Ask if they have any questions well before the game starts. This often breaks the ice, shows initiative, and makes for a better game. Be polite, be respectful, and most coaches will treat you the same way!
7. If you have the last game of the day, please put the corner flags away.
8. If you have the last game of the day, LOCK THE EQUIPMENT SHED!!!!

21 Scheduling of Referees

The scheduling of referees is non-trivial. We attempt to be as fair as possible by providing as consistent a number of games for each referee. Be aware that this never (ever) works out perfectly because there are just too many variables.

The goals of creating the Erin Ref Schedule are:

1. Try to provide a similar number of games to each ref
2. Try to get the season schedule out in advance so that parents can work around that schedule
3. Try to develop new referees
4. Referees should be at least two years older (KMSL rule) than the game that they are refereeing
5. Try to provide each experienced/Level 8 ref with at least one CR position per season (evenly distributed)

This is the process that has been used for the last many years, although it is always open to suggestions:

1. Send out a preliminary email as a "google form" to referees verifying their interest for the upcoming season and giving the date range of the season

2. Wait until the "final" is available from KMSL
3. Ask for all referees availability for each of the days/times that there are games on the Erin fields, noting any holiday weekends (esp Labor Day and Memorial Day)
4. Count the total number of "referee openings" for the season (e.g., if there are 12 U10 games in a season, that is 22 "referee openings" for U10 games).
5. Divide the number of "referee openings" by the number of referees to get the base number/goal for the number of times that each referee should be assigned a game
6. Starting with the referees with the least availability and starting with the weekends with the most games, begin assigning referees until all openings are filled. Keep a running count of how many games has been assigned to each referee and try to keep that number as uniform as possible.

Reschedules:

If a game is rescheduled, the originally scheduled referees have "the right of first refusal" for the rescheduled game. If the originally scheduled referees cannot attend the rescheduled date, the referees who were assigned the fewest games that season typically get the opportunity to ref the rescheduled game. If rescheduled games come up very quickly, typically whichever ref answers the email or phone first will get the reschedule opportunity, just to make sure that there is referee coverage.

22 Contact Information:

The Erin Soccer Club Director Referees and contact info is:

Teri Sippel Schmidt
Teri_sippel@yahoo.com
Home: 262 966 7210
Cell: 262 385 6362

Please put my phone contact information directly into your cell phones right now!

Do not hesitate to call or email!