

Central Pennsylvania Youth Soccer League

CPYSL Referee Handbook

ASSIGNMENT: Only Referees who are registered with USSF for the current calendar year will be assigned to CPYSL Matches.

All assignments will be made by the CPYSL assignor or Registered Sub-Assignors using the CPYSL electronic assigning system.

The Referee is responsible for keeping his/her availability and contact information current and up-to-date in the CPYSL Assigning System.

Instructions for using the Assigning System are available at www.cpyssl.net

- Click the Referee Tab
- Click List of Referees
- Click Instructions

Assignments will be communicated to the referees via email. The referee must accept or turn-back the assignment electronically within 48 hours.

When appropriate, unassigned matches will be opened for request on the website master schedule by the assignor. If a referee requests an assignment to one of these matches, the assignment is not final until confirmed by the assignor.

Once accepted, if you cannot fulfill the assignment, you must withdraw through the assigning system. On your game schedule, click the "RequestToWithdraw" link and complete the information.

If you are unable to fulfill an assignment due to a last minute illness or emergency, you must notify the assignor and the referee crew. Withdraw as above to notify the assignor. If you are unable to access the system, send an email to the assignor at tmullref@frontier.com or call the CPYSL Referee Hotline – (717) 938-4958. In addition, the referee should call or text another member of the assigned crew.

PRIOR TO GAME DAY: Referees should verify field location and directions. There are links on the CPYSL website to all fields used by member clubs with directions and links to maps.

The Referee should contact the assigned ARs. Any member of the referee crew who will be coming from a match on another field, including another field at the same complex, should email/text/call the other crew members with information about his/her anticipated arrival.

SEVERE WEATHER ON GAME DAY: If the entire day's schedule is cancelled by the league, a CPYSL Website Message will be sent via email to all referees. If particular fields are closed by a club, township, school district, etc. a CPYSL Website Message will be sent via email to all referees. Field closing will also be included in the recorded message on the CPYSL Referee Hotline – (717) 938-4958

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ARRIVAL AT THE FIELD ON GAME DAY: All Referees and ARs must be at the field a minimum of 30 minutes prior to the match. Upon arrival at the field, referees should be in uniform with socks up, shirts tucked-in, etc. If there is a question about what color shirts the crew will be wearing, a referee may arrive in an appropriate alternative shirt; however, the entire crew must change into their referee jerseys prior to conducting the required pregame activities. Referees must wear their current USSF Badge and have available upon request their current USSF Registration Card.

PRE-GAME CONFERENCE: All referee crews must conduct a Pre-game Conference according to USSF guidelines. You can review the instructional video on the USSF website:

<https://ussoccer.app.box.com/s/ruqcsf0671k1bcf6dzwf/1/420566422>

If Club Linesmen are being used, the referee must conduct a Pre-game Conference with the Club Linesmen to include their duties and the fact that USSF only permits Club Linesmen to raise the flag straight up to indicate when the entire ball has crossed a boundary line.

DIAGONAL SYSTEM OF CONTROL: In order to comply with the Laws of the Game all games sanctioned directly or indirectly by member organizations of the U.S. Soccer Federation must employ the diagonal system of control and be assigned according to the following order or preference:

- One registered referee and two registered assistant referees
- One registered referee, one registered assistant referee and one unregistered club linesperson*
- One registered referee and two unregistered club linespersons*
- One registered referee only if no unregistered club linespersons are available or if one registered referee is appropriate for the level of competition

*Club linespersons are only allowed to signal for the ball in and out of play. The preference should always be given to unregistered club linespersons who have no affiliation to the participating teams.

Notes:

- A. CPYSL & US Soccer strongly urge referees assigned to the younger age groups to utilize club linesmen and utilize the diagonal system of control.
- B. Each coach should be asked to nominate a club linesman.
- C. The appropriate positioning of the club linesman is up to the referee. A suggested position for a club linesman is at the corner flag as this allows the individual a clear line of sight along the goal line and the touch line.
- D. Club linesmen must be of sufficient age to fulfill the required duties. It is suggested that they be at least 12 years old.
- E. Club linesmen are not permitted to coach or instruct the players.

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Under no circumstances may the Dual System of Control, two referees on the field each with a whistle, be used. Referees who participate in a match using the Dual System of Control will be reported to the State Referee Administrator and are subject to discipline including suspension of their certification.

INSPECTION OF THE FIELD: The Referee Crew must conduct a pre-game inspection of the field to identify any safety issues and the playability of the field. **Goals must be securely anchored or the match will not be started.** It is the responsibility of the home team to correct any safety issues prior to the start of the match.

UNPLAYABLE FIELD CONDITIONS

If the Referee determines that a field is not playable because of safety concerns that cannot be corrected the match will not be played. If a coach feels the field is not safe or playable, their concern should be discussed with the referee.

If a referee arrives at a field for a game and finds the field unplayable, the following procedure shall be followed:

1. The home team coach will be notified and asked to correct the problem.
2. The problem will be noted in the game report even if it is subsequently corrected.
3. If the problem is corrected or the referee feels the safety of the players is not at risk, the referee may continue the game.
4. If the problem cannot be corrected and the referee feels the safety of the players could be at risk, the referee and coaches may attempt to move the game to another field, if available. If this is not possible, the referee will cancel the game and include completed details in the match report.
5. This rule applies to fields, which exhibit any of the following conditions:
 - A. Not properly lined or lines not visible*
 - B. Grass not cut
 - C. Large areas of standing water
 - D. Missing nets and corner flags
 - E. Goals not secure
 - F. Any other unsafe condition

* If the lines are not clearly visible because of rain or many previous games that day, the referee will make note in the game report.

If the field becomes unsafe or unplayable after the match has started the referee will suspend play and allow a reasonable time to correct the issue. If the issue cannot be corrected the referee will abandon the match and include completed details in the match report.

GAME BALLS: The home team shall provide a suitable game ball to the referee. If a suitable ball is not available from the home team, the visiting team will be asked to provide a game ball. The referee can

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suggest to the coaches that additional balls be inspected and positioned outside the field of play to prevent undue restart delays when the ball leaves the area of the field. The referee ensures that all balls used in the match meet the requirements of the LOTG, Law 2.

- Players U9 through U12 must use a size 4 ball.
- Players U13 and up must use a size 5 ball.

NUMBER OF PLAYERS: The start of the match will not be delayed if both teams have at least the required minimum number of players. The start can be delayed up to 15 minutes to allow a team to meet the minimum. After 15 minutes if a team does not have the minimum number of players the match will not be started and the referee will file a match report.

- Players U9 through U12 will play 8v8. The minimum number to start or continue the match is five (5).
- Players U13 and up will play 11v11. The minimum number to start or continue the match is seven (7).

SUBSTITUTIONS: Teams may substitute an unlimited number of players with the referee's permission during the following stoppages of play:

- After a Goal – either team;
- Prior to a Goal Kick – either team;
- During the half-time interval – either team;
- Prior to a throw-in – the team in possession. If the team in possession at the throw-in is substituting then the other team may also substitute.

Notes:

- A. Players leaving the field may leave across any boundary line. Players entering the field must enter at the halfway line after being beckoned on by the referee.
- B. Players may re-enter the match through the substitution process an unlimited number of times during the match.
- C. If the players entering the match are not ready to enter the referee will delay the substitution until the next appropriate stoppage.
- D. If, in the opinion of the referee, a coach is abusing the unlimited substitution process to waste time at the end of the match, the referee will add stoppage time as appropriate and include full details in the game report.

DURATION OF PLAY: Based on the age group of the oldest team. No overtime is played in League matches.

| Age Group | Length of Half |
|-----------|----------------|
|-----------|----------------|

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| | |
|--------|------------|
| U9/10 | 25 minutes |
| U11/12 | 30 minutes |
| U13/14 | 35 minutes |
| U15/16 | 40 minutes |
| U17/18 | 45 minutes |

The half-time interval must be a minimum of 5 minutes and a maximum of 10 minutes.

Team and Player Check-In Prior to the Match

At least 15 minutes prior to the scheduled start time, each team must provide the referee with the following items:

1. The CPYSL League Game Report Card:
 - A. Today's match must be listed, Date and Teams on the front side;
 - B. All Players must be listed on the back side with a check mark next to those players who will participate in the match. Review card for any ineligible players (red card).
2. Three (3) copies (Home Coach, Visiting Coach and Referee) of the pre-printed team line sheet with players' names and numbers. The Referee will Print his/her name on the coaches' copies and return them at the end of the match.
Note: If hand written line-up sheets are provided by a team the referee must note this in the match report.
3. Coach/Administrator Pass for any adult or team official who will be in the technical area during the match. Note: Un-carded adults are not permitted to be in the bench area during a match including during the half-time intermission.
4. The team's share of the Referee Fees in EXACT CASH.

PLAYER INSPECTION: The referees will ask the coaches to line up the players with their passes in hand and will check the following:

- That the Player is legally uniformed and equipped according to the LOTG, Law 4;
- That the Player matches the pass and that the pass is for the team (Primary or Secondary player)
- That the player is listed on the line-up sheet.
- That the Player's Jersey Number matches the number listed on the line-up sheet.

Notes:

1. Any player without a valid pass will have to sign-in on the referee's copy of the line-up and will be checked for their registration status by the CPYSL registrar.

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2. The referee will note on his/her copy of the line-up sheet players who are not present or are expected to arrive late.
3. Late arriving players must be inspected by the referee prior to entering the match.
4. The Referee may delegate player inspection including the inspection of late arriving players to the ARs.
5. If a team does not have the required number of players, seven (7) for 11v11 and five (5) for 8v8, by 15 minutes after the scheduled start time, the game will not be played.
6. Referees will hold the passes of all match participants (players, coaches and team officials) until the match is over. The pass of any sent off player or dismissed coach/team official is mailed to the league office and all other passes are returned to the coach at the conclusion of the match.

If the game is delayed by coaches being non-compliant with the above policy, full details must be reported in the match report.

Coaches – Team Managers – Team Officials - Spectators

LEAGUE ISSUED PASSES: Coaches and other team officials are issued photo IDs that include the name of the club and/or team. For youth matches, there must be at least one adult with a valid Coach/Administrator pass present in the bench area for the match to start or continue. The adult does not have to have a pass for the particular team but must have a pass associated with the team's club.

TECHNICAL AREAS: Only adults with valid passes are permitted in the bench/technical area during a match. At fields without designated technical areas, the referee will work with the coach to designate a bench/technical area and distinguish it from the spectator area. Coaches and other team officials must remain a minimum of 1 yard from the touch line unless beckoned onto the pitch by the referee. Coaches and other team officials must remain in the bench/technical area during the match and must behave in a responsible manner.

BEHAVIOR OF COACHES AND TEAM OFFICIALS: Coaches and Team Officials in the Technical area are subject to the authority of the referee. If they fail to behave in a responsible manner, the referee will utilize the USSF policy of "Ask, Tell, Dismiss". See Video:

<https://ussoccer.app.box.com/s/ruqcsf0671k1bcf6dzwf/1/344297901/13749571133/1>

Ask = A warning to the team official that their behavior is not responsible and must stop/change.

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Tell = A caution. Although we do not display cards to non-players the coach must be listed in the caution section of the CPYSL match report with full details in the comment section. Use the drop down “Failed to act in a responsible manner”

Dismiss = A send-off. Again, no card is displayed but the coach must be listed in the send-off section of the CPYSL match report with full details in the comment section. Use the drop down “Failed to act in a responsible manner”

A coach who is dismissed must leave the field and its surrounding area and have no further contact (including electronic communications) with the team, players or other team officials during the match. **If a coach is dismissed and there is no other carded adult to take responsibility for the team, the match must be abandoned and full details provided in the match report.**

POSITION OF SPECTATORS AT THE FIELDS: Whenever possible, a team, including their coaches and spectators must be on the same side of the field. The other team including their coaches and spectators will be on the other side of the field. This is the responsibility of the Home Team Club and Coaches. If this is not logistically possible, the referee will assign areas for each team and their spectators and include details in the match report. For the safety of the players, spectators must remain a minimum of 2 yards from the touchlines and 4 yards from the goal lines. No spectators are permitted behind the goals.

BEHAVIOR OF SPECTATORS: The Coaching staff is responsible for the conduct of their team, parents, fans and other spectators. If neither team claims responsibility for a disruptive spectator, the home team is held responsible.

If a spectator is disrupting the match, including harassing or questioning the decisions of the referee and ARs, the referee will approach the coach at the next stoppage, remind him/her that they are responsible for the spectator’s behavior and ask them to deal with the inappropriate behavior. If the behavior continues then progress through tell and dismiss with the coach for failure to act responsibly and deal with the spectator.

The referee suspends play until the disruptive spectator is dealt with by the coach.

If, in the opinion of the referee, order cannot be maintained, the coaches will be instructed to have the spectator leave the field area. Play is not resumed until the spectator leaves.

Full details must be included in the match report.

REFEREE COMPENSATION FOR DIVISION GAMES

Referee Fees are as agreed upon by EPSA, EPYSA and EPSARC and published on the EPYSA Website.

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1. Each team is responsible for one half of the referee fees. The referee is to be paid in EXACT CASH prior to the start of the game. When a three-person referee system is utilized the center referee is paid the full fee and they will pay the assistant referees.
2. If one or more of the assigned Assistant Referees does not show up for the match, the referee is responsible for returning that portion of the match fees to the coaches at the conclusion of the match.
3. If either coach does not pay the referee, the game will not be played. The referee will submit a game report to the league stating the facts. The league will collect payment and send it to the referees.

If matches are cancelled by the league or club with proper notice, a CPYSL Website Message will be sent via email to all referees. Field closing will also be included in the recorded message on the CPYSL Referee Hotline – (717) 938-4958. Referees will not be compensated for these matches.

Payment for matches that are not played or are not completed in the following situations will be compensated as follows:

1. If both teams do not show up, including situations where both teams do not have the required minimum number of players by 15 minutes after the scheduled start time, the referee will submit a game report to the league stating the facts. The league will collect payment and send it to the referees.
2. If a single team does not show up, including situations where the team does not have the required minimum number of players by 15 minutes after the scheduled start time, no payment should be made to referees by the team present. The referee will submit a game report to the league stating the facts. The league will collect payment and send it to the referees.
3. If, in the opinion of the referee, current weather, including the presence of thunder and lightning in the area, is making the field or match unplayable, the game will not be played and no payment should be made to the referees. The referee will submit a game report to the league stating the facts. The league will send partial payment it to the referees.
4. If the referee feels the field is unplayable for any other reason including size, markings and safety concerns, etc.; the game will not be played and no payment should be made to the referee. The referee will submit a game report to the league stating the facts. The league will collect payment and send it to the referees.
5. For matches where play is suspended due to severe weather and subsequently abandoned prior to the conclusion of the first half, the referee shall return the fees to the coaches. The referee will submit a game report to the league stating the facts. The league will send payment to the referees equal to 1/2 match fee.
6. Matches where play is suspended due to severe weather and subsequently abandoned after the start of the second half are considered played and the referees retain their fees.
7. For matches where play is suspended and subsequently abandoned due to any other reason including a team dropping below the minimum number of players, the referee should file a game

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report with complete details. The league will contact the referees if any adjustment must be made to the match fees.

Note: When a referee has been assigned to multiple matches on a field that has become unplayable, the referee will not be compensated for the additional cancelled matches.

Referee Duties after the Match

Complete the CPYSL League Game Report Card:

1. Enter the final scores;
2. Indicate any Yellow or Red Cards issued by player number and sanction code;
3. Indicate any injuries by player number;
4. Sign the card;
5. Return it to the coach or team manager.

Notes:

- a. If a coach did not have their CPYSL League Game Report Card, include the above information on their copy of their team's line up sheet and sign the sheet.
- b. Retain passes of players/coaches sanctioned with a red card/send off, mail the retained pass(es) with a hard copy match report, along with supplemental page outlining all events, and team rosters to CPYSL office within 48 hours. If needed to clarify or reinforce events not seen directly by the referee but by the assistant referee, the assistant referee should also write a supplemental report and this document should be filed with the match report.

Return a copy of each team's line up sheet with your printed name and initials to each coach. Be sure to retain your copies for submission with your match report.

If one or more Assistant Referee was a no-show, return that portion of the game fees to the coaches.

USSF GAME REPORT: The referee must complete an official game report electronically through the CPYSL Website within 24 hours of the match.

If you were assigned as the main referee, the game will be displayed on your "My Schedule" page.

Click the  icon to display the prefilled game report. Enter the required information such as scores, illegal players, cautions, sent-offs, and injuries. Use the Drop Down listings to identify the specified reason for any yellow or red card being reported.

Comments and a Supplemental Report are required to fully describe:

1. Severe Injuries including any player taken from the field for medical treatment;

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2. Send-offs for Serious Foul Play (SFP), Violent Conduct (VC), Spitting (S), Insulting or Abusive Language (AL);
3. Inappropriate Behavior by coaches ,team officials or spectators;
4. Referee Assault or Abuse (contact assignor, CPYSL President or EPSARC for guidance), contact police immediately for any assault or threatening behavior.
5. Any other unusual incidents.

You are required to certify the form accuracy before you can submit the report by checking the certify checkbox. Upon completion of the data entry form, the data you entered will be displayed for your review. Submit the form to continue. A PDF form is generated and the game report is then submitted to the League and State. You can also access the PDF game report from your "My Schedule" page.

Note: Copies of the Team Line-Up sheets must be sent to the CPYSL office.

Mail to: Wendy Campbell, CPYSL Administrator, 4075 Lisburn Road Mechanicsburg, PA 17055.

For ease of identification, please write the game number on the line-up sheets.

MATCHES INVOLVING MISCONDUCT TOWARD THE GAME OFFICIALS: Misconduct toward Game Officials can involve assault or abuse. Assault includes contact with the official, objects thrown at the official or damage to the official's property. Abuse includes a verbal statement or physical act which implies or threatens physical harm or damage to the referee's property.

For any incident of Referee Assault or serious threats directed toward the referee, the match is abandoned immediately and the referee crew leaves the field together and goes to a safe location.

If the Referee has been injured or feels unsafe, 911 should be called immediately. Explain that you are a sports official, your location, the nature of the problem, if you need medical attention, etc. If necessary, the referee should arrange with the dispatcher to meet the responding officer at a safe location.

If you have been assaulted or feel threatened, do not take the time to complete your paperwork or return game documents it to the coaches. The league will arrange for that to occur at a later time. Once you are in a safe location, contact the assignor, the league president or EPSARC for further guidance. Do not complete your match report until you have contacted one of the above and discussed the proper wording for the report.

US Soccer's Policy on Misconduct toward Game Officials: The USSF Policy Manual Section 531-9 deals with Misconduct toward Game Officials. <http://www.ussoccer.com/~media/files/governance/201415-policy-manual.pdf?la=en>

PA Criminal Code: The Pennsylvania Criminal Code Title 18, Chapter 27, Section 2712 defines Assault on Sports Officials as a misdemeanor of the First Degree.

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<http://www.legis.state.pa.us/cfdocs/legis/LI/consCheck.cfm?txtType=HTM&ttl=18&div=0&chpt=27&ctn=12&subctn=0>

Sample Player's Pass



Sample Line-Up Sheet

Sample Coach's Pass



