

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 CPYSL Sub-Assignors using the CPYSL electronic assigning system.

The Referee is responsible for keeping their 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. Unassigned matches shall be covered by home coach, referees not formally assigned to these games will not have preference over coach's volunteer referee.

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. In addition, the referee should call or text any other members 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 their 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/text to all referees. If fields are closed by a club, township, school district, etc. a CPYSL Website Message will be sent via email/text to all referees.

ARRIVAL AT THE FIELD ON GAME DAY: All Referees and ARs shall 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 pulled 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

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pregame activities. Referees must wear their current USSF Badge and have available upon request their current USSF Registration Card (*digital proof acceptable*).

PRE-GAME CONFERENCE: All referee crews must conduct a Pre-game Conference according to USSF guidelines. If Club Assistants are being used, the referee must conduct a Pre-game Conference with the Club Assistant to include their duties and the fact that USSF only permits Club Assistants 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 assistant*
- One registered referee and two unregistered club assistants*

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

Notes:

- CPYSL & US Soccer strongly recommends referees assigned to the younger age groups to utilize club assistants and utilize the diagonal system of control. Failure to do so will affect receipt of future assignments.
- Each coach should be asked to nominate a club assistant.
- The appropriate positioning of the club assistant is up to the referee. A suggested position for a club assistant is close to the corner flag as this allows the individual a clear line of sight along the goal line and the touch line.
- The Club assistant must be of an adequate age & fitness to fulfill the required duties. It is recommended that they be at least 12 years old.
- Club assistants are not permitted to coach or instruct the players. Assistant coaches should not be used for this reason.

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 shall not be started, NO EXCEPTIONS.** It is the responsibility of the home team to correct any safety issues prior to the start of the match.

Small sided games: U10 matches and below are played on a smaller size field with smaller goals and an additional line equidistant between the halfway line and the penalty area. The significance of this line (*Build out line*) is to allow teams a chance to move the ball uncontested out of the penalty area.

- A. On goal kicks, the attacking teams must move behind this line prior to the defending team putting the ball into play.
 - The attacking team may not move across the build-out line until the ball has been kicked and moves.
 - The defending team putting the ball into play prior to the attacking team moving behind the build out line do so at their own risk, no penalty to the attacking team.

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B. Ball is in play when it has been kicked and moves.

In matches U11 and below, players are discouraged from heading the ball, when any player in these age groups performs heading the ball, the match will be stopped immediately, and the player will be checked for signs of concussion. The coach may remove the player for further evaluation. IN CPYSL, play is restarted with a drop ball where the incident occurred. If occurring inside the goal area by either attacking or defending player, ball will be moved to the goal area line nearest to spot of contact for the taking of the drop ball to the defending goalkeeper. If restart is inside the penalty area, the drop ball will be performed where the incident occurred, still dropping the ball to the defending goalkeeper. If the heading player is outside the penalty area, the drop ball will be awarded to the heading player's team where the header took place.

UNPLAYABLE FIELD CONDITIONS

If the Referee determines that a field is not playable because of safety concerns that cannot be corrected the match shall 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 now feels the safety of the players is not at risk, the referee may continue the game. (*e.g. standing water in penalty area, remedy with sand or water swept away with broom*)
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 all details in the match report.
5. This rule applies to fields, which exhibit any of the following conditions:
 - Not properly lined or lines not visible*
 - Grass not cut.
 - Large areas of standing water.
 - Missing nets and corner flags.
 - Goals not secure.
 - Any other unsafe conditions .

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

If the field becomes unsafe or unplayable after the match has started the referee shall suspend play and allow a reasonable time to correct the issue. If the issue cannot be corrected, the referee shall abandon the match and include complete 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 may 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. Ball runners should always be encouraged.

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

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NUMBER OF PLAYERS: The start of the match shall 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 shall not be started, and the referee shall file a match report.

- Players U9/U10 will play 7v7. The minimum number to start is five 5
- Players U11/U12 will play 9v9. The minimum number to start or continue the match is six (6).
- Players U13 and up shall 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.
- After a header when the heading player shows signs of concussion or coach wishes to sub the heading player to check for injury, both teams may freely substitute at this time.
- At injuries – either team may substitute any number of players at this stoppage.

Notes:

- 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. However, CPYSL recommends that players leave the field in an area as close to their technical area as possible to alleviate any concerns or chance opposing teams or spectators could interact with these players.
- Players may re-enter the match through the substitution process an unlimited number of times during the match.
- If the players entering the match are not ready to enter, the referee shall delay their substitution until the next appropriate stoppage.
- 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 shall 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
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.

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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:
 - Today's match must be listed, date and teams on the front side.
 - 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. Minimum of two (2) copies (*referee & opposing coach*) of the pre-printed EPYSA stamped roster with players' names and numbers. The Referee will print their name on the coaches' copies and return them at the end of the game with the League match card. (*Keep one copy of each for referee records turned in with game report*)
 - Failure to provide roster &/or match card shall be noted in the game report for League action.
 - Note: If hand-written line-up sheets are provided by a team the referee must note this in the match report.
3. Coach/Administrator ***MUST*** be listed on EPYSA Stamped Roster for any adult or team official who will be in the technical area at any time during the entire match including halftime.
 - Note: Any person not listed on the EPYSA Stamped Roster shall not be permitted to be in the bench area during a match including during the half-time intermission.
4. Each team shall provide their share of the Referee Fees (1/2 game fee) in ***EXACT CASH***. Any extra money provided by a team shall be considered a tip, no change shall be given.

PLAYER INSPECTION: The referees shall inspect all players on the EPYSA Stamped Roster and will check the following:

1. That the Player is legally uniformed and equipped according to the LOTG, Law 4.
2. That the player is listed & checked off on the line-up sheet and League Match Card.
3. That the Player's Jersey Number matches the number listed on the line-up sheet.
4. Coaches shall notify the referee if there are club pass players and identify them on the roster.
5. Coaches have the opportunity prior to check-in to review opponents' rosters.
6. That the Player matches the EPYSA Stamped Roster

Notes:

- Any player without their name & image on the EPYSA stamped roster will have to sign-in on the referee's copy of the line-up. Suspected players shall be noted in the game report filed with the League for further action. The referee shall allow any suspected player to participate regardless.
- The referee will note on their copy of the line-up sheet players who are not present or are expected to arrive late.
- Late arriving players must be inspected by the referee prior to entering the match.
- The Referee may delegate player inspection including the inspection of late arriving players to the ARs; however, the referee shall still inspect all players entering the game.
- If a team does not have the minimum required number of players, five (5) for 7v7, six (6) for 9v9, and seven (7) for 11v11 by 15 minutes after the scheduled start time, the game will not be played.

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- Referees will hold the game card until the match has ended. Any sent off player or dismissed coach/team official shall be noted in the game report with a hard copy & EPYSA Stamped Roster sent to the league office.

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

COACHES – TEAM MANAGERS – TEAM OFFICIALS - SPECTATORS

EPYSA Stamped Roster Coaches not noted on the teams' EPYSA roster are forbidden from being in the teams technical area during matches. For youth matches, there must be at least one adult with a valid Coach/Administrator identification on the roster present in the bench area for the match to start or continue. If the adult is not registered with the team, but registered for another team in the club they may act as coach when the team's coach is not available.

TECHNICAL AREAS: Only adults with valid team image on the EPYSA Stamped Roster are permitted in the bench/technical area during a match including halftime. 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 shall utilize the USSF policy of "Ask, Tell, Dismiss". Spectators, parents, and fans are not under the direct authority of the referee, and therefore must be dealt with by their coach.

Warn: A warning to the team official that their behavior (or that of their fans, spectators) is not responsible and must stop/change.

Tell: Coaches are to be told they are being cautioned and shown a yellow card for their behavior. This includes a caution for the behavior of the team's fans, spectators, and substitutes. Coaches who fail to control their sidelines may be cautioned for this behavior. Use *"Failed to act in a responsible manner"* when issuing cautions to coaches.

Dismiss: Coaches are to be shown a red card and 'sent-off' for their continued behavior. This includes the behavior of their fans, spectators, and substitutes. Coaches who continue to fail in controlling their sidelines may be sent off. Coaches are not to return to the field under any circumstance, coaches who return to the field after being sent off should be noted in the match report for the League to sanction. Use *"Failed to act in a responsible manner"* when sending off coaches.

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 rostered 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 opposing side of the field. This is the responsibility of the Home Club and Coaches. If this is not logistically possible,

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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. Referees are not to interact with fans or spectators, if behavior issues exist, notify the responsible coach, use the ask, tell, dismiss procedure to ensure corrections are made.

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 them 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 the tell (*caution*) and dismiss (*send-off*) stages with the coach for failure to act responsibly in dealing with the spectator. Enter details in the remarks section of the game report. In cases of spectator abuse, note any identifier for the League's attention (e.g.: *Spectator in grey hoodie left with player #12*) to assist the League in sanctioning and curb further future abuses.

The referee suspends play until the disruptive spectator is dealt with by the coach. Coaches must be cautioned if the behavior continues, and the coach sent off if this action escalates. LOTG stipulate that coaches be shown the appropriate card during this process. The spectator in question must also leave with the coach and may not return. If the spectator does not leave, the match shall be abandoned, full details provided in the game report. If the spectator's name is not made available to the referee, identify the player associated with these individuals and enter this information into supplemental match report.

REFEREE COMPENSATION FOR DIVISION GAMES

Referee Fees are as agreed upon jointly by EPYSA & EPSARC and published on the EPYSA Website, CPYSL League Game Card also has the fees printed for handy reference.

1. Each team is responsible for one half (½) 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 match fees and they shall 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 shall be played. The referee will submit a game report to the league stating the facts. The league shall 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/text to all referees. 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 shall submit a game report to the league stating the facts. The league shall collect payment and send full match fee 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

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to referees by the team present. The referee shall submit a game report to the league stating the facts. The league shall collect payment and send full fees 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 shall not be played, and no payment should be made to the referees. The referee shall submit a game report to the league stating the facts. The league will send one half (½) game fee payment 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 shall not be played, and no payment should be made to the referee. The referee shall submit a game report to the league stating the facts. The league shall collect payment and send full fee 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 shall submit a game report to the league stating the facts. The league shall send payment to the referees equal to one half (½) 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 shall retain their full match 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 shall file a game report with complete details. The full fee shall be retained by the referee crew.

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

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 lineup sheet (if supplied) and sign the sheet.
- b. Players/coaches sanctioned with a red card/send off, mail a hard copy match report along with the EPYSA Stamped Rosters, along with supplemental report outlining all events, 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 shall also write a supplemental report and this document should be filed with the match report.


Return a copy of each team's lineup 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.

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

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, send-offs, and injuries. Use the Drop-Down menu 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.
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 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 rosters shall be sent to the CPYSL office. Please mail by the end of each month.

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

For ease of identification, please write the game number on the lineup 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 to the coaches. The league will arrange for that to occur later. Once you are in a safe location, contact the league president & 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. If there is a police report, add the police report number to the match report.

US Soccer's Policy on Misconduct toward Game Officials: The USSF Policy Manual Section 531-9 deals with Misconduct toward Game Officials.

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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.

Sample CPYSL League Game Report Card Side A

CPYSL
4075 Libburn Road
Mechanicsburg, PA 17055
717.697.1002
www.CPYSL.net

CLUB TEAM _____ MIF _____

AGE GROUP _____

Jersey # PLAYER _____

Last _____ First _____

Game (which ends, includes player participation in match)

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Red Card Code Date Code Date


CAUTION (Yellow Card)

UB Unsportsmanlike Behavior
DT Disrespectful and/or uncooperative
DR Dangerous Behavior
E Excessive Emotions
EP Excessive Profanity
E Excessive Profanity
I Inappropriate Behavior (Team Officials only)

SEND OFF (Red Card)

SPP Serious Foul Play
VC Violent Conduct
DGI Dirty Goal by Handing
AL Abusive Language
AI Abusive Intimidation
IR Irresponsible Behavior (Team Officials only)

Sample CPYSL League Game Report Card Side B



COACH INSTRUCTIONS

Prior to Start of Season
Complete Roster filling in Player name and jersey number
Prior to Each Game
Place an 'X' next to each player participating in the match
Fill in Game Date, Home & away team information above
Allow opposing coach to review if requested
Give report card to referee with passes and match fees

Upon completion of Season
Submit card to CPYSL
4075 Libburn Road
Mechanicsburg, PA 17055

REFEREE FEES

AGE	R	AR
U-09/10	\$34	N/A
U-11/12	\$43	*\$30
U-13/14	\$49	\$34
U-15/16	\$56	\$39
U-17/19	\$62	\$45

*Team Supplies

Length of Game (Halves)

U-09/10	25	U-15/16	40
U-11/12	30	U-17/19	45
U-13/14	35		

COACH INSTRUCTIONS

Prior to Start of Season
Complete Roster filling in Player name and jersey number
Prior to Each Game
Place an 'X' next to each player participating in the match
Fill in Game Date, Home & away team information above
Allow opposing coach to review if requested
Give report card to referee with passes and match fees

Upon completion of Season
Submit card to CPYSL
4075 Libburn Road
Mechanicsburg, PA 17055

REFEREE INSTRUCTIONS

Prior to Game
Check Roster for Suspended Player (red card previous match)
Record on Game Report if that player participates
Retain card in your possession during match
Alter Game
Fill in Score, Injuries, Cautions & Send Offs (use correct codes)
For Send Offs note code/date after player name
Sign Card, return to coach with all player passes

GAME DATE/TIME	HOME TEAM	AWAY TEAM	SCORE	YELLOW CARD	RED CARD	INJURIES	REFEREE SIGNATURE

