

ARLINGTON HEIGHT PARK DISTRICT SOCCER PROGRAM

Referee Duties and Responsibilities

Referees are an important part of the Arlington Heights Park District House and Travel Soccer Leagues. The following is a partial listing of the requirements for properly performing your duties. You are responsible for fulfilling these requirements.

Who to contact

Athletic Supervisor	Matt Healy	mhealy@ahpd.org	847.506.7133
Referee Coordinator	Bill McGovern	bmcgovern70@hotmail.com	847.259.2973

- For questions about games, fields, employment, or pay, contact Matt Healy.
- For questions about referee assignments and Laws of the Game, contact Bill McGovern.
- For problems with coaches or parents, contact both Matt and Bill and, if necessary, fill out a Referee Game Report (can be downloaded from AHPD.org).
- If a field needs to be closed immediately or if there is an emergency on a Saturday or Sunday, call Bill McGovern.

Once you're hired

- You will receive an employment package. **Complete all paperwork and submit to Matt Healy.**
- Once your paperwork is complete, you will receive a 'Welcome' email from AbiterSports, the on-line referee self-scheduling website. Follow the link to www.arbitersports.com and create a password. You will not be able to sign-up for games without a profile and password.
- If you are not already certified, complete your USSF referee certification. This is optional, but certification allows you to referee higher level games and increases your pay rate. Go to www.illinoisoccerrefereecommittee.org and sign up for an entry-level or Grade 8 two-day clinic. Most clinics are offered January – April.
- Once you are certified, send Matt Healy copy of your USSF registration or paperwork with your test score. **Doing this will increase your pay rate.**
- If you turn 17 during the season, email Matt Healy. **Doing this will increase your pay rate.**

Self-Assigning games

- **Once you have begun assigning yourself games, check your email and Arbiter daily. This is a job requirement!**
- **Sign in to Arbiter and block all dates and times that you are not available.** The assignors use this information when they need a referee on short notice.
- Sign in to Arbiter and assign yourself games. Only 25 games may be visible at a time. You can search for games by age.
- You are expected to referee an average of 3 games per week.
- If you feel you can referee or A/R older age games, contact Bill McGovern so that he can change your ranking.
- We frequently update the house and travel game schedule. Check your email and Arbiter daily for newly available games.
- **If you cannot fulfill an assignment, immediately contact Matt or Bill so that they may unassign you and find another referee. Once you sign up for a game, you may not unassign yourself.** Changing your status to unavailable will not unassign you.

➔ **If you must withdraw from an assignment within 48 hours of game time, CALL Matt or Bill. You will be given other referee's contact information so that you can find a replacement.**

- If one of your games is rescheduled, you will receive an email asking you to accept or decline the new game time. **Respond promptly to this email!** If you cannot referee at the new time, we will un-assign you and post the game for others to self-assign.
- You may be required to change assignments if one of your games is cancelled.
- **Not complying with the above requirements may affect your employment status.**

Before the game

- Review the AHPD Soccer Law Modifications and Small Sided Games sheet to clarify how AHPD rules differ from USSF Laws of the Game.
- Check the AHPD website or the weather hotline, 847.577.3003, ext. 5700 to see if your fields are closed or games cancelled. **If your games aren't cancelled, report to your field.** Check the website and hotline throughout the day. Fields closed for morning games may be open for afternoon games.
- Arrive at least 20 minutes before your scheduled game.
- Dress in proper referee uniform: black shorts, black socks pulled up, and a jersey in a color that contrasts the players' jerseys. If you are an A/R for a travel game, wear referee socks, pulled up, and predominantly black shoes.
- Dress appropriately for weather conditions.
- In grades K-2, teams sit on opposite sidelines with their families. In grades 3-8, coaches and teams sit on one sideline and families sit on the opposite sideline. Each team's bench will be on opposite sides of the mid-line of the field. Families sit across the field from their team's bench.
- Inspect the field. Look for dangerous conditions such as standing water, holes in the grass or goal netting, etc. Report any concerning field issues to Matt Healy. If conditions are too dangerous for play, call Bill McGovern immediately at 847.732.1648 (cel) or 847.259.2973 (home).

Checking in teams

- All players must wear shin guards. Shoes may not have metal spikes or toe cleats. Prescription glasses must be secured by a strap. Jewelry must be removed except for: ear-piercing posts, Medical Alert bracelets, and/or religious symbols. The latter two items must be taped to the body with medical information on Medical Alert bracelet visible. In 7th/8th grade, players wear socks matching their jerseys. The referee has final say regarding equipment and accessories.
- Players may play with an arm, wrist, or hand cast if it is completely wrapped in a soft material such as bubble wrap or packing foam.
- Advise players to **not** play a ball if the goalkeeper has possession or, in grades 1-4, if the goalkeeper is touching the ball with his or her hand. If the goalkeeper is lying on top of the ball, this is considered possession.
- Give the coach your first name and have a coach initial your timesheet. You may also get initials after the game.
- At the start of the game, the away team takes the kick-off and the home team chooses side of field. At the start of the second half, the home team takes the kick-off and the teams switch sides.
- Teams should be on the field, ready to play, at game time.

- If you must referee alone, you may ask each coach to provide a linesperson to advise you on the direction of throw-ins and whether a corner or goal kick should be taken. Linespersons do not advise regarding Offside, and you have final authority on all calls.

During the game

- **New in Spring 2016: Purposeful heading is not permitted in grade K-6th.** Restart is IFK for the opposing team.
- **New in Fall 2016: Build Out Line, grades 1-4** – When the goalkeeper has possession of the ball, during play or for a goal kick, the opposing team must drop behind the build out line (midway between the penalty area and the halfway line) until the goalkeeper puts the ball into play. The opposing team has 6 seconds to set up behind the line, and the referee will indicate when the goalkeeper may put the ball into play. The goalkeeper will then have 6 seconds to do so. If the opposing team crosses the build out line before the ball is put into play, an IFK will be awarded at the point of the offense. If the opposing team fails to drop in 6 seconds, the referee calls delay of game, and the opposing coach receives a yellow card. Restart is an IFK at the build out line.
- **New in Fall 2016: Goalies may not punt to restart, grades 1-4.** Restart is IFK for the opposing team on the penalty area line nearest the point of the offense.
- **If you see lightning or hear thunder**, stop play and advise the coaches to move their players to a safe place: inside a building or in a vehicle with the windows rolled up. Once 20 minutes have passed without audible thunder or visible lightning, restart or end the game, depending how much time is left. If lightning and thunder continue until there is less than 20 minutes of game time remaining, cancel the game.
- There is a referee “team” that should work together. Use frequent eye contact to communicate and see if your partner is seeking help.
- **Enforce the Laws of the Game**
 - ✓ Keep games safe, fun, and fair.
 - ✓ Be especially aware of tripping, holding, pushing, and charges with reckless or excessive force.
 - ✓ Mild, non-violent contact is permitted. Contact from behind must be very gentle, barely a touch. Contact in the House games should be considerably less than in Travel games or high school play.
 - ✓ **Blow the whistle loudly and long enough to stop play.**
- Games must start on time and stay on time. Use a timing device to keep time for the first and second halves, and do not stop the clock for any other stoppages.
- Know all information on the AHPD Soccer Law Modifications sheet.
- **Use hand signals and say jersey color** to indicate throw-in or free kick direction.
- Keep score to apply the Slaughter Rule. Scores are not otherwise needed.
- Know your proper positioning in the Dual System of Control.
- Help players if they do not understand a call or how to re-start after a stop in play. Do not coach. You do not have to explain your reason for a call or non-call to coaches and parents. You may explain a Law, if you wish, after a game.
- Ask the coaches to enforce AHPD rules as necessary: where teams and parents should sit, keeping players and spectators behind dashed line, etc. Coaches are responsible for the conduct of players and spectators on their teams.
- Use yellow and red cards as necessary. Do not let parents or coaches pressure you into issuing a card. Briefly explain a card issuance only when requested by a carded coach or player. Cards are

generally not needed in younger ages; admonishing a coach or player for repeated violations is usually sufficient.

- If you issue a red card or there is a serious injury or incident during a game, you **must** complete a game report, available at www.ahpd.org/soccerrefs. This form is hidden on the AHPD website, so type this address into the search bar. Examples of reportable incidents are poor behavior, bad language, overly aggressive play, or anything else that AHPD staff should be aware of. If someone tells you that they will report you, file your own game report. A game report should be brief and include all necessary facts such as day, time, field, team names, jersey color, what occurred, and what action was taken.
- In event of a serious injury or an injury to a goalkeeper, stop play immediately and ask the coach to attend to the player. For minor injuries, allow players to get up on their own and use your best judgment to determine if play should continue. If you are unsure of the seriousness of an injury, be cautious and stop play, especially with younger players. Do not try to move an injured player. Call 911 if necessary.
- Younger players will sometimes stop playing on their own, particularly if parents or coaches come onto the field. If this happens, stop play. Coaches should get the referee's attention to stop play and shouldn't come onto the field unless summoned by the referee, but it does happen. Encourage coaches to **not** instruct players to sit down when someone is injured, especially in Grades 5-8.
- If a player is bleeding, he or she **must** leave the field and have wounds treated and covered and excess blood removed from his or her skin and uniform before returning to the game. The player may return during any stoppage in play after being checked by the referee.

Getting paid

- **Download** a timesheet from www.ahpd.org/soccerrefs/ and bring it to your games.
 - ✓ Write the game fields used at the top of the page and the date/time of the game in the column of the corresponding division.
 - ✓ If this is a travel game, use the age appropriate A/R column.
 - ✓ Have a coach initial in the initials column.
- **Submit your timesheet every 2 weeks** according to the payday schedule on the referee web page. Turning in your timesheet late will delay your paycheck.
 - ✓ Drop off at the front desk or in the secure drop box at the north door of the Administration Building, 410 N. Arlington Heights Road.
 - ✓ Fax to Matt Healy's attention at 847.506.2735. Call to confirm Matt received it.
 - ✓ Email a picture of your timecard to Matt at mhealy@ahpd.org. **Do not text your timecard!**
- If my game is canceled, do I get paid?
 - ✓ If a game is canceled and you are notified in advance, you will not get paid, unless the cancelled game is in the middle of your assigned block of games, in which case you will be paid half the game fee (House league only).
 - ✓ If one or both teams do not show up for a scheduled game, you will be paid. Email Matt Healy as soon as possible about the missing team(s). Indicate on your timesheet that one or both teams did not show up.