

# PCJSL Referee Handbook

Welcome as a referee to the Pima County Junior Soccer League! The 2016/2017 season will offer you a variety of experiences and challenges and it is our hope that this handbook will provide enough information about PCJSL's rules and procedures to guide you along the way. In addition, you will find general information about referee conduct and procedures that will go far in helping you to establish the level of professionalism that is expected by the league when you are assigned to PCJSL games.

Larry Lockett  
Referee Commissioner

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## RESPECT THE GAME

Starting back with the 2014 season, PCJSL implemented a four-part program designed to accomplish the following:

1. Stop referee abuse by coaches and spectators
2. Improve officiating at PCJSL games by establishing a system by which coaches will evaluate the performance of referees after every game
3. Establish a field marshal presence at PCJSL venues to deal with on and off-the-field issues
4. Implement a strict code of conduct with severe penalties for abusive behavior

The program governs all matches played under PCJSL and includes the Pima Cup tournament played in the spring. The initiatives associated with this "Respect the Game" program require the support of all stakeholders – referees, coaches, club officials, parents, spectators, and players. The guiding principal of the program is something every reasonable person can agree on: A less hostile, more respectful, more positive playing environment that youth soccer players at all levels deserve and expect.

## Program Cornerstones

### #1 – Code of Conduct Form

**All players and parents are required to read and sign a joint AYSA/PCJSL Code of Conduct form.** The Code of Conduct form specifically identifies behaviors that detract from or enhance the youth soccer experience. It delineates standards that PCJSL players and their parents must adhere to while attending, games, training, or participating in any event sanctioned by PCJSL.

### #2 – "Rate-A-Ref" Program

**All PCJSL head coaches in U-9 games and higher are required to complete an online referee evaluation following each game.** There is a link on the PCJSL website home page labeled "Rate-A-Ref" that allows the coach to enter their game

number and access the referee evaluation page for each of their games. Once a game is completed, the head coach will rate the center referee and have the option of providing additional feedback concerning the referee's performance in that game and the performance of the remainder of the referee team. This feedback is critical to the improvement of referees and the referee administration relies heavily on this feedback to help mentor new referees and amend inconsistencies or problems within the referee ranks. Coaches who fail to complete their referee evaluation within two weeks of a game may have their coach's pass pulled by the club registrar. Coaches with pulled passes are not eligible to participate again until they have completed all outstanding referee evaluations,

### **#3 – Fines and Suspensions for Coaches and Spectators**

**Coaches, parents, and other spectators who are issued a red card or are dismissed from a game are subject to a “three strikes” policy that culminates in fines and suspensions for repeated misconduct or abusive behavior.** This initiative dealing with referee abuse is designed to severely punish coaches, team officials and spectators who act in an abusive manner toward the any member of the referee team, or conducts themselves outside the lines of acceptable behavior.

***Penalty for the FIRST red card/dismissal:*** After receiving the first red card/dismissal, the offending parent, spectator, or coach must watch an interactive training video regarding anger management and good behavior at games to be completed before being allowed to attend any future game.

***Penalty for a SECOND red card/dismissal:*** After receiving a second red card/dismissal during any 12-month period beginning with the first offense, the offending parent, spectator or coach will be fined \$250 to be paid to the league before being allowed to attend a future game.

***Penalty for a THIRD red card/dismissal:*** After receiving a third red card/dismissal during any 12-month period beginning with the first offense, the offending parent, spectator or coach will be fined \$500 to be paid to the league before being allowed to attend a future game. In addition, the third red card/dismissal incident will result in the offending party being barred from PCJSL games for at least 1 year from the date of the third red card/dismissal.

Referees will utilize the “**ASK, TELL, DISMISS**” protocol when dealing with disruptive sideline behavior. The referee may caution (yellow card) or dismiss (red card) a coach or team official for irresponsible behavior on the sideline. The referee will not red card a spectator but will have them removed from the game if their conduct warrants it. The coach of the team associated with the offending spectator will supply the name of the spectator to the referee when requested. If the offending team's coach fails to produce the name(s) in a reasonable time period he/she should be subject to a retroactive sending off unless it is determined the offending individual has no connection to his/her team.

**If any offense by a coach, team official, or spectator is sufficiently egregious, the referee is under no obligation to issue a caution before red carding or dismissing the offender.**

Any match abandoned due to sideline behavior will be a forfeit in favor of the non-offending team. The head coach of any team that is responsible for the abandonment of a match will be referred to D&R for an appropriate sanction based on the circumstances of the incident. The review by D&R is not based on the issuance of an ejection to the coach, but instead provides an opportunity for D&R to evaluate the efforts of the coach to resolve the problem prior to abandonment of the match in determining if a sanction is warranted.

#### **Initiative #4 – Field Marshals at PCJSL Games**

**Designated trained field marshals will be deployed at PCJSL games to mitigate problems caused by unruly parents and to deal with distraught coaches and referees.** Field Marshals will be at selected venues and will wear a distinctive green shirt identifying them as PCJSL field marshals.

As representatives of PCJSL, field marshals have the following responsibilities:

1. They are charged with mitigating problems with unruly parents, supporters, coaches, and referees.
2. They may dismiss spectators whose behavior is wholly unacceptable and shall otherwise act in the best interest of the PCJSL.
3. They are encouraged to educate and inform participants of PCJSL standards of behavior.

In addition, signs are posted in both English and Spanish at all PCJSL venues that accentuate the positives of being a fan of the sport and more importantly, emphasize game-friendly sideline behavior.

## **LAWS OF THE GAME**

The rules of play will be the “Laws of the Game” (LOTG) as published by FIFA and supplemented by AYSA and PCJSL. All contests sanctioned by PCJSL shall abide by the LOTG and modifications as published by AYSA and PCJSL.

AGE	GAME LENGTH	BALL SIZE
U 6	Four 8 minute quarters	3
U 7/8	Four 10 minute quarters	3
U 9/10	Two 25 minute halves	4
U 11-12	Two 30 minute halves	4
U 13-14	Two 35 minute halves	5
U 15-16	Two 40 minute halves	5
U 17-19	Two 45 minute halves	5

## **GENERAL GUIDELINES FOR YOUNGER AGE GAMES**

U6/U7/8 games are not assigned by PCJSL, but by the individual clubs, who are allowed to vary the rules. You may referee in one of these in-house programs assigned and administered by the clubs. **Verify with the club assignor as to the rules that apply.** One major difference you may run into is U-6 and U-7/8 teams may not have player cards, which applies to a special registration procedure authorized by AYSA. This applies to in-house, club assigned games. **This should not be confused with city wide assignments, where the “no pass, no play” rule applies.**

### **Under-6 (U6) and Under-8 (U7/8) Games**

The U6 game is usually 3v3 with no goalkeeper. The U7/8 game will usually be 4v4 with no goalkeeper. Field sizes may vary; no offside; no penalty kicks; all free kicks are indirect. All other rules usually conform to the LOTG.

### **Under-10 (U9/10) 7v7 Games**

PCJSL U9/10 games are 7v7, including a goalkeeper, playing on age appropriate fields. In U9/U10 games there is a “build out” line equidistant from the top of the penalty area and half way line. Some fields **MAY NOT** have this “build out” line marked so referees will need to improvise. The purpose of the build out line is to allow the team taking a goal kick (or any goalkeeper delivery) to play the ball out before the opposing team can influence play and advance forward of the build out line. All opponents must retreat to the build out line during goalkeeper deliveries, including goal kicks, regardless of who takes the goal kick. Teammates of the goalkeeper need not retreat to the line. If the team wants to put the ball into play before the opposition retreats to the build out line, they may do so at their own risk.

Additionally, goalkeepers in the U9/U10 game **CAN'T** punt the ball. They must throw the ball out when they control the ball with their hands. They are not allowed to “drop-kick” the ball and they can't place the ball on the ground and kick it.

Furthermore, no heading is allowed by players in U9/U10 games. If they deliberately head the ball, the referee stops play and awards an indirect free kick (IDFK) to the opposing team.

One other exception to the U9/10 game is where “offside” should be enforced. The offside is NOT enforced on the halfway line but rather on the build out line. Thus, the build out line is treated like the halfway line on a regular field. All other rules conform to the LOTG.

### **Under-12 (U11/12) 9v9 Games**

PCJSL U11/12 games are 9v9 including a goalkeeper, playing on age appropriate fields. There is NO build out line and the goal keeper may punt the ball; however, for the U11 game, players are not allowed to head the ball. If, during the U11 game, a

player deliberately heads the ball the referee stops play and awards an IDFK to the opposing teams. All other rules conform to the LOTG.

## PLAYER ELIGIBILITY

For any youth to be eligible to compete in a PCJSL league game, they must be registered through AYSA and have a valid, laminated player pass with a picture. The coach must be in possession of a signed emergency release form for the player. A pass that appears tampered with is not a valid pass.

## PLAYER CHECK-IN PROCEDURE

It is mandatory to check all players for passes before the match. **No Pass – No Play – No Exceptions!** Check all player passes against the team's roster and make a notation of which players are checked in on the game card. A block is on the card where the referee should check off players checked in.

Teams must have 7 players for U13 and older games, 6 players for the U11/12 games and 5 players for U9/U10 games **no later than 15 minutes** after the scheduled start time. Failure to do so will result in the forfeiture of the game.

It is mandatory an adult with a valid administrator pass be present at check-in or the game is terminated. The adult may be from another team in the same club, as long as he or she has a valid administrator pass.

If a player is not present, it is recommended the coach remove that player's pass from the other passes before checking in the team. If a player arrives late, he or she must check in with the nearest assistant referee by giving his or her pass to the assistant referee. As soon as practical, after arrival of the late player, check to be sure the player's name is on the team's roster. This can be done effectively at halftime.

Before returning player passes after the game, make a note on the game card of any misconduct. **Make sure all passes (except any for ejected players and players having a head injury/concussion) are returned to the coach following the game.**

Any referee allowing an illegal player to participate in a PCJSL match will be reported to the State Referee Administrator for appropriate disciplinary action. An illegal player is defined as any player for whom the coach does not have a current player pass in his or her possession.

## GAME CARDS

The GotSoccer game card is the official document for all PCJSL games. Referees **should not start a game** unless it is completely filled out with the players' names, numbers, etc. **Each team is required to hand you two (2) game cards for their team.** On one you will check the team in and the other will be given to the opposing

coach so they can address potential issues with the opposing roster. Be sure to indicate the number of loan players on the card. If you have questions concerning loan players to be used, read the Loan Player Policy below.

At the conclusion of the game, **check the score** before signing the card. The scores are confirmed from these cards. Make sure the correct score is attributed to the correct team. Also, if a red card has been given during the game, confirm the right player is indicated on the card. The game cards are consulted on any question about a game – the score, red cards, etc. Coaches and referees need to work together to make sure it is correct.

## **LOAN PLAYER POLICY**

The League will allow loan players and these players must be listed on the card.

1. A team's player passes are also club passes allowing players unlimited motion within their club in the spirit of player development. Players may play for other teams within their club without any paperwork or limitations other than the following existing rules of play, i.e. players may not play in a younger age group and can only participate in two games on any one day.
2. To play a PCJSL game, a team must have a minimum of 5 players (U9/10), 6 players (U11/12) or 7 players (U13 and older) who are registered to their team on the game roster.

**NOTE:** The two policies above must be used within the guidelines of this policy, i.e. you could not play a game with 4 or fewer registered players (U9/10) or 6 or fewer registered players (U11 and up) with the remainder of the roster coming from loan/club players.

3. Any loan player not from the same club must have documented paperwork at the field allowing the club to club loan of the player.
4. No player registered to a team participating in the Arizona State League, may play in a PCJSL match.
5. For the second half of PCJSL, while we will accept State League teams as an entity, individual State League players may only roster on loan to a U-18 or older team.

## **SUBSTITUTIONS**

Substitutions may be made with the referee's permission during PCJSL games at the following times.

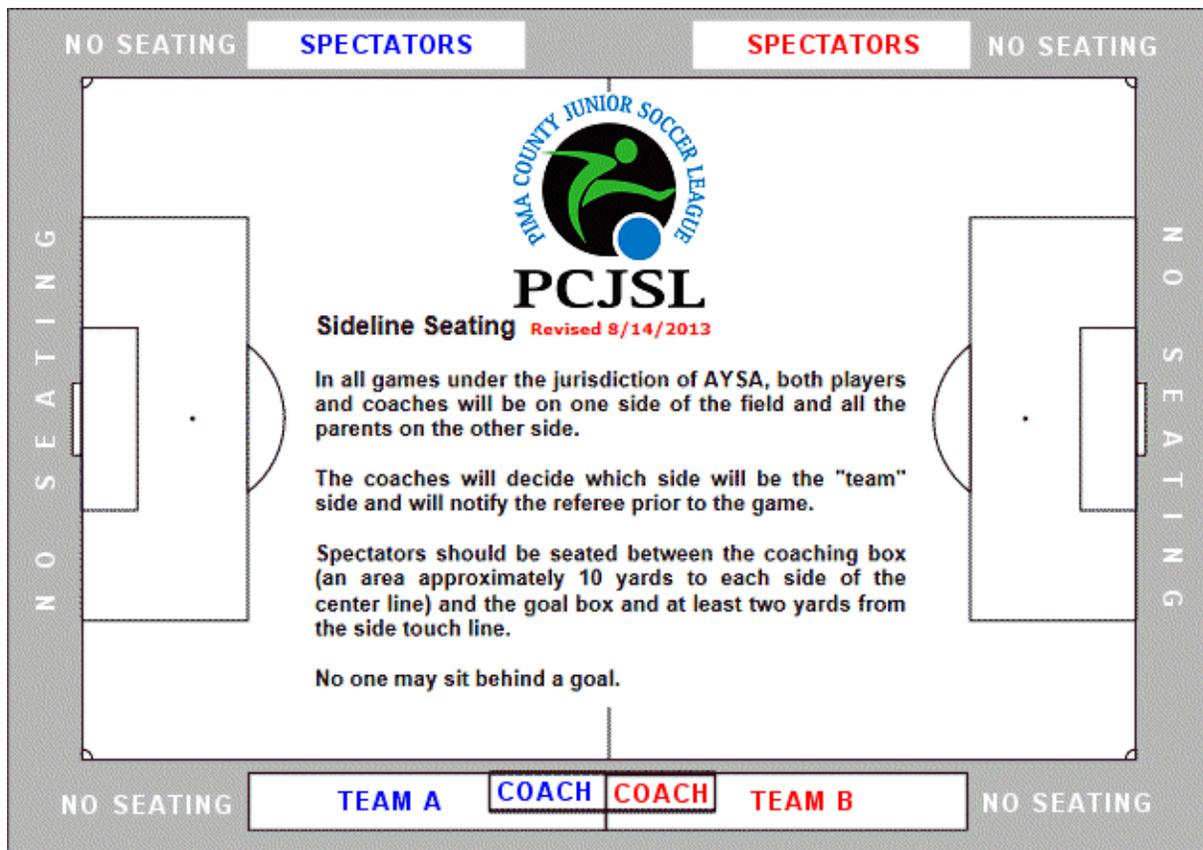
1. On a throw-in, by the team in possession
2. On a goal kick, by either team
3. After a goal has been scored, by either team

4. After an injury, and the opposing team may substitute the number of players that are coming off injured, e.g. if two (2) players from the home team are being substituted due to injury the away team may substitute for two players
5. For a cautioned (yellow card) player
6. At the beginning of the second half

Entering substitutes must remain on the touch line until the substituting player has left the field, unless permitted to enter earlier by the referee.

## SIDELINE SEATING

In all games under the jurisdiction of AYSA, both players and coaches will be on one side of the field and all the parents/spectators on the other side. The coaches will decide which side will be the “team” side and notify the referee prior to the game. Spectators should be seated between the coaching box (e.g. technical area – an area approximately 10 yards to each side of the center line) and the goal area and at least two yards from the touch line. No one may sit behind a goal. The figure below shows appropriate sideline seating protocol for PCJSL games.



## COACHING

Coaching of players may only occur by designated coaches from the team/technical area as shown above.

## EJECTIONS

PCJSL has jurisdiction over coaches, assistant coaches, team administrators, parents, team spectators, and players when they are attending a PCJSL sanctioned match. Coaches are responsible for and accountable to the league when any person reasonably construed to be associated with a team behaves in a manner that negatively affects the flow of the game. The Laws of the Game allow for the ejection of players when specific laws are violated. Referees are also allowed to stop play and eject coaches, assistant coaches, team administrators, parents and spectators from the grounds. If this occurs, **report it on the game card.**

If a parent is ejected, the coach needs to provide the parent's name. If the coach or any team administrator refuses to provide the name, report this refusal on the game card and the league D&R will follow up.

Ejected players must remove their jerseys, but may remain with the team on the sidelines. Ejected adults associated with the team (coaches, parents or spectators) may remain at the park, but must leave the immediate vicinity of the game.

## SUSPENSION FULFILLMENT

When a coach, assistant coach, administrator, spectator or player is given a suspension for red card or ejection from the field, a Suspension Fulfillment Form (available at [www.pcjssl.com](http://www.pcjssl.com) under forms) must be completed and signed by the referee officiating at the game(s) where they are "sitting out." Coaches, assistant coaches and administrators may not participate in any manner, including cell phones. Any person serving a red card should not sit in the immediate vicinity of the team and/or its spectators although they may be at the park. A team administrator is responsible for having the Suspension Fulfillment Form signed by the referee. A player will serve his/her game suspension(s) with the team to which they are officially rostered with AYSA. If a player is multiple rostered, the suspension will be served on his/her primary team. Red card sanctions received in PCJSL games must be served in PCJSL games except when the conduct is referred to AYSA, and then AYSA will determine the sanction.

## PLAYER SAFETY

No player will be allowed to play in a game with an injury which, in the opinion of the referee, can be aggravated by playing or which constitutes a danger to others.

No player wearing an orthopedic cast (hard cast) will be permitted to play.

No player will be permitted to wear anything in a game that could cause or aggravate injury to either that player or any other player.

**No jewelry will be allowed** except for medical or religious jewelry, which must be taped down to help prevent injury. **Earrings may not be worn, even if taped.**

Players must wear shin guards, completely covered by stockings and providing a reasonable degree of protection.

No youth player will be allowed to participate in more than two games per day.

**Lightning** – Get the latest weather app on your phone associated with the occurrence of lightning or check to see who has one at your match(s). Spark is a lightning detector used through the WeatherBug app. If lightning is within 10 miles, suspend the match and remove players from the field to an appropriate shelter for 30 minutes. If lightning is still within 10 miles after 30 minutes, terminate the match. Note on the game card the time the game was terminated.

**Blood or Bleeding** – Players bleeding from a wound or with blood on their uniform must be removed from play. Bleeding must be stopped and the open wound must be covered. If there is an excessive amount of blood on the uniform it must be changed before the player is allowed to participate. If there is no replacement uniform and there is only a small amount of blood on the uniform, it must be cleaned to the satisfaction of the referee with an appropriate disinfectant.

**Head Injury or Concussion** – Head injuries and concussions have received increased emphasis the last few years. A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They range from mild to severe and disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. Even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If a player reports any symptoms of concussion, or if you notice the symptoms or signs of a concussion in a player, STOP the game and have the player removed from the contest. Pull the player pass after the game.

## **SYSTEM OF OFFICIATING SOCCER GAMES**

The LOTG recognize only one system for officiating outdoor soccer games, namely the diagonal system of control (DSC), consisting of three officials – one referee and two assistant referees. The National Referee Committee prefers the following alternatives in order of preference.

1 – One USSF referee and two USSF assistant referees.

2 – One USSF referee, one USSF assistant referee, and one club lineman.

3 – One USSF referee and two club linesmen.

Each coach is responsible for providing a club linesman, if needed. If you cannot get coaches to provide club linesmen, ask the coaches if they are okay with you refereeing as a single referee during the contest and if they are not then do not officiate the match and make a note on the game card.

**If you are using a club linesmen, they are only allowed to call the ball in and out of play.**

## **GAME TERMINATIONS**

Any club or team delaying the start of a scheduled game more than **15 minutes** without authorization of PCJSL or AYSA will cause termination of the game. The reason for failure to comply with league procedures will be noted on the game card.

No team may play without a responsible adult in possession of a valid administrator pass from the same club as the team. If a team cannot provide a responsible adult the game will be terminated and a report of the reason sent to the league on the game card. This rule applies if the one and only coach is ejected.

When games are terminated for one of the reasons above, the referee crew will be paid provided the game card is sent to the league and the crew **does not referee the forfeited game**. Teams may scrimmage if they wish, but referees **will not be paid if they choose to referee the scrimmage**.

## **MERCY RULE**

For U9 games and above, after the completion of the first half of play, if there becomes a goal differential of eight (8) goals, the game will be halted, unless **both coaches** agree to continue playing the game. The leading team at that time will be declared the winner of the game. If there is not an 8 goal differential at half, then the intent is to stop the game when it reaches 8 during the second half. Again, if **both coaches** agree then the game can continue.

## **REFEREE RESPONSIBILITIES**

Arrive at the game site 30 minutes before the scheduled game time. Meet with the referee team and check field and nets.

Conduct yourself in a professional manner. Alcohol consumption and cigarette smoking are not allowed at PCJSL events. If it is necessary for you to smoke, PCJSL requests you do so only in the parking lot.

Check-in both teams using the game cards provided by each team's coaching staff. Make sure each player and each adult sitting with the team, has a valid pass. Check that all players' uniforms and equipment are appropriate.

Five (5) minutes prior to kick-off conduct the coin toss with captains. Obtain a game ball from each team and, if possible, a third from either team so a ball can be kept near the goal at each end of the field.

Start the game on time. **If the referee crew is late, do not cut time because of your tardiness.**

Complete both game cards (one supplied by home team and one supplied by visiting team) by filling in the score for each team and obtaining each coach's signature. When the coach's signature is obtained, return the player's passes to the coach, keeping passes for players or coaches ejected during the match or players with a head injury.

**It is the referee's responsibility to make sure both game cards (home and away) for the game are submitted within 48 hours of the game completion.**

Send the GotSoccer game cards to: **PCJSL VP of Competition  
7320 N La Cholla, Suite 154 #197  
Tucson, AZ 85741**

Or scan and send via email to [PCJSL.VPcomp@gmail.com](mailto:PCJSL.VPcomp@gmail.com)

If you eject/red card someone from a PCJSL match, you must complete the on-line Ejection report information labeled "PCJSL Referee Send off Report" listed on the "Referees" page of the PCJSL web site within 24 hours of the match. This link is used for PCJSL games only.

The link is - <https://www.gotsport.com/forms/open/Default.asp?FormID=839>

Send the player/coach pass to: **PCJSL D&R c/o Detlef Lange  
4471 N. Cerritos Dr.  
Tucson, AZ 85745-9557**

For head injuries/concussions, referees will note on the game card which player suffered a head injury and was taken out of the game. Pull the player pass and mail it to the AYSA office. Complete the online concussion submittal form on the AYSA website. There is a link on the PCJSL Referees page.

The link is - <https://www.gotsport.com/forms/open/?FormID=784>

## MISCONDUCT REPORT WRITING PROCEDURES

The form is submitted on-line through your Got Soccer account. The report should be professional, concise, and complete.

Please fill out the report COMPLETELY (teams, scores, age group, date and time, venue, ejected player's information, type of offense, description of incident). The description of the incident should state only the facts of what happened and should not include your opinions or your recommendations for any sanction. Keep the description brief, write legibly and be sure you include your personal contact information on the form.

**Each incident requires a separate report – if you send off two players, you must submit two reports.**

## REFEREE PAY PROCEDURES

Referees are paid the following fees for the 2016/2017 season:

Age	Referee	Assistant Referee
U9/10 (7v7)	\$22	\$12
U11/12 (9v9)	\$26	\$14
U13-14	\$28	\$16
U15-16	\$32	\$19
U17-19	\$38	\$21

There is a pay bonus for referees who have upgraded and have a current assessment (within 1 year) as follows:

Referee Grade	Bonus
USSF 7	+ \$2
USSF 6, 5, 4, 3, and State and Nat'l Emeritus	+ \$4

In order to be paid for your games, you (or a member of your crew) must confirm the names of all referees **only if they are DIFFERENT from the assigned crew for that game** by e-mailing Maggie Barton at [cactusmouse@comcast.net](mailto:cactusmouse@comcast.net) or using the message system on the assignr.com website. **If the assigned referee crew was the one that worked the game, no email need be sent.** Payroll information is forwarded to the PCJSL Bookkeeper several times a month and checks will be processed by the bookkeeper after receiving the payroll. The goal is to send referee checks every two weeks.

## **REFEREE ADMINISTRATION**

State Referee Administrator (SRA) – Tim Beeler – [stateref1@gmail.com](mailto:stateref1@gmail.com)  
State Youth Referee Administrator (SYRA) – Todd Sergi – [toddsergi@me.com](mailto:toddsergi@me.com)  
State Director of Instruction (SDI) – Wendell Babb – [wbabb4@gmail.com](mailto:wbabb4@gmail.com)  
Area Director of Assessment – Bob Barton – [r.barton1@comcast.net](mailto:r.barton1@comcast.net)  
PCJSL Referee Commissioner – Larry Luckett – 250-7921 – [refcoordffc@yahoo.com](mailto:refcoordffc@yahoo.com)

### **PCJSL Referee Assignors**

Maggie Barton – 869-0554 – [cactusmouse@comcast.net](mailto:cactusmouse@comcast.net)  
Karen Phillips – 797-4179 – [bkphil2@msn.com](mailto:bkphil2@msn.com)

### **Important websites**

Pima County Junior Soccer League – [www.pcjsl.com](http://www.pcjsl.com)  
Arizona State Referee Administration – [www.azref.com](http://www.azref.com)  
US Youth Soccer – [www.usyouthsoccer.org](http://www.usyouthsoccer.org)  
US Soccer – [www.ussoccer.com](http://www.ussoccer.com)

If you have questions concerning any part of this handbook, do not hesitate to contact the Referee Commissioner by email or phone.