PCJSL Referee Handbook

Welcome as a referee to the Pima County Junior Soccer League! The 2022/23 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 Luckett

Referee Commissioner

**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 principle 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.

**LAWS OF THE GAME**

All contests sanctioned by PCJSL shall abide by “Laws of the Game” (LOTG) as published by IFAB and supplemented by US Club and PCJSL.

AGE GAME LENGTH BALL SIZE

|  |  |  |
| --- | --- | --- |
| 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/U8 games are not assigned by PCJSL, but by 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 US Club.  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 on both sides of the field so that the field appears in thirds. 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 or roll 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 (IFK) 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.

Finally, substitution rules for PCJSL small sided U9/10 games will be in accordance with the US Soccer Player Development Initiatives (PDIs). **They are allowed unlimited substitutions at any dead ball, with the referee’s permission**.

All other rules for PCJSL U9/10 soccer 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 goalkeeper 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 IFK to the opposing team.

Substitution rules for PCJSL small sided U11/12 games will be in accordance with the US Soccer PDIs. **They are allowed unlimited substitutions at any dead ball, with the referee’s permission.**

All other rules for PCJSL U12 and under soccer conform to the LOTG.

**PLAYER ELIGIBILITY**

For any youth to be eligible to compete in a PCJSL league game, they must be registered through US Club 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**

The referee team will check all players for passes before the match. **No Pass – No Play – No Exceptions!** Referees will check all player passes against the team’s roster and make a notation of which players are checked in on the GotSport game card. US Club player passes are required. A block on the game card next to the player’s number is where the referee should check off players that check in.

Teams must have 7 players checked-in for U13 and older games, 6 players for U11/U12 games and 5 players checked-in for U10 and younger games no later than 15 minutes after scheduled start time. Failure to do so will result in the forfeiture of the game by the team that is short players.

It is mandatory that a responsible adult with a valid administrator pass be present at check-in or the game is terminated. The adult may be from another team, if he or she has a valid administrator pass and is **from the same club** as the team being checked in.

If a player is not present, it is recommended that the coach/team administrator 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, the referee will 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 players ejected for violent conduct or referee abuse 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 SHEETS**

The GotSport game sheet is the official document for all PCJSL games. Referees **should not start a game** unless it is filled out with the players’ names, numbers, etc. **Each team is required to hand you two (2) game sheets for their team**. On one sheet, 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, coaches should **check and confirm the score** before signing both sheets. Game scores are confirmed from these sheets. 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 sheets 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**

1. A team’s player passes are also club passes allowing players unlimited motion within their club in the spirit of player development.

**Explanation**: Players may play for other teams within their club without any paperwork or limitations other than following existing rules of play; e.g., players may not play in a younger age group and can only participate in two games on any one day.

2. Advanced League players:

For the 2022-2023 season, ASA Advanced League teams and/or players may dual register in both leagues and play accordingly by scheduling with the league or using a club pass. Club pass players from any US Youth or US Club advanced leagues would be limited to no more than 3 for a team playing a PCJSL game as long as the roster size does not exceed 15 including the loan players. Should a team choose to play in both leagues, they will be held responsible for working with league scheduler, Maggie Barton, to schedule or reschedule games so that all PCJSL games are played. Additionally, they will evidence good sportsmanship which includes not running up a score and using the club pass to give players' opportunities, not just to win. If the PCJSL board and/or a member club feels that a dual registered team is not living up to these standards, a D&R hearing will be held and could result in removing the team from PCJSL play.

3. 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 or club on the game roster.

Loan players are allowed as follows:

* U9/U10 teams - 1 loan player
* U11/U12 teams – 2 loan players
* U13 and above teams – 3 loan players

**Explanation**: The Policies #1 and #2 above must be used within the guidelines of Policy #3, i.e., you could not play a game with only 4 or fewer team/club pass players (U9/U10), 5 or fewer team/club pass players (U11-12), or 6 or fewer team/club pass players (U13 and older) with the remainder of the roster coming from loan players.

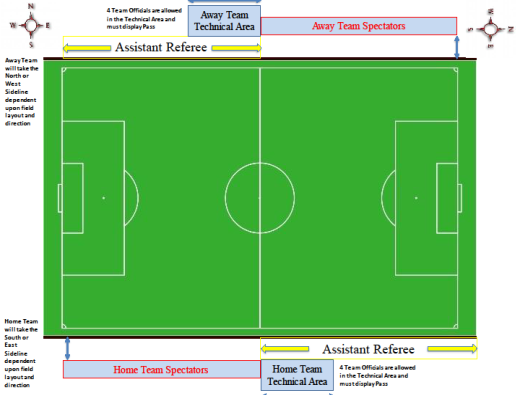
**SUBSTITUTIONS**

Substitutions on all PCJSL U13 and older games may be made at any stoppage of play **with the referee’s permission**. Teams may make unlimited substitutions.

Entering substitutes must remain on the touch line until the substituting player has left the field, **unless permitted to enter earlier by the referee**. Players leaving the field will do so by the closest boundary (Touch line or goal line) unless the referee directs something else.

**SIDELINE SEATING**

In all games under the jurisdiction of US Club, players, coaches, and their fans will be on one side of the field and the opposing team will sit on the other sideline. The **HOME** team will sit on the **NORTH OR EAST** side of the field and the **VISITING** team will sit on **SOUTH OR WEST** side of the field. Players and coaches will be on the left side of the halfway line and the team’s spectators will be on the right side of the field and NOT behind the AR and **at least two yards from the touch line**. No one may sit behind a goal without the referee’s permission. See the figure below.



**COACHING**

Coaching of players may only occur by designated coaches from the team/technical area as shown in the figure 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 and coaches when specific laws are violated. Referees are also allowed to stop play and dismiss parents and spectators from the grounds. If this occurs, **report it on the game sheet.**

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 sheet 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.pcjsl.com](http://www.pcjsl.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 US Club. 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 US Club, and then US Club will determine the sanction.

**UNIFORMS**

Players in PCJSL are prohibited from wearing uniforms with their name imprinted on them. Sponsor names can appear on a uniform unless the sponsor/product could be deemed detrimental to youth, i.e., a liquor or beer, tobacco company, gambling, etc.

Uniforms should be identifiable as a “team” uniform. Referees will have final authority for accepting players in uniforms that are slightly different from the standard uniform of that team. All uniforms shall have a number and numbers will not be repeated on the field by players playing on the same team.

In cases of conflict as determined by the referee, the home team is responsible for providing a jersey of an alternate color. It is not the intent of the League to create a forfeit because of jersey conflicts. Pinnies, bibs, etc. may be used.

However, in cases where the home team does not have an alternate jersey, but the opposing team does, it is expected that in the spirit of sportsmanship the opposing team will wear their alternate jersey.

**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 will be permitted to wear anything in a game that could cause or aggravate injury to either that player or any other player; however, **orthopedic casts (hard casts) are permitted. The cast must be padded with a closed-cell, slow recovery foam padding no less than ½ inch thick**.

**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 linesman, 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 US Club 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 all PCJSL games, U9 and above, after the completion of the first half of play, if there is a differential of eight (8) goals, the game will be terminated, unless **both coaches** agree to continue playing the game. **The referee is responsible to go to both coaches and obtain their acceptance to continue the match**. The team ahead at that time will be declared the winner of the game. If there isn’t an 8-goal differential at half, then the intent is to terminate the game when it reaches an 8-goal differential 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 tobacco products 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 sheets provided by each team’s coaching staff. Make sure each player and each adult sitting with the team, has a valid pass. Again, any coach in the technical area MUST be in possession of their coach’s/manager’s pass and preferably attached to a lanyard around their neck. 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 sheets (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 on both sheets. When the coach’s signature is obtained, return the player’s passes to the coach, keeping passes for players or coaches ejected for violent conduct or referee abuse during the match or players with a head injury.

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

Referees are responsible for sending game cards to PCJSL. The referee should send the game cards as soon as possible after the conclusion of the match. The preferred method is to scan, take a photo, or otherwise electronically capture the game card and email it to [gamesheets@pcjsl.com](mailto:gamesheets@pcjsl.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 sheets which player suffered a head injury and was taken out of the game. Pull the player pass and send it to:

**PCJSL Registrar c/o Pat Dunham**

**6938 E. Hawthorne**

**Tucson, AZ 85710**

Complete the online concussion submittal form on the PCJSL website.

**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 2022/2023 season:

|  |  |  |
| --- | --- | --- |
| Age | Referee | Assistant Referee |
| U9/10 (7v7) | $35 | -- |
| U11/12 (9v9) | $35 ($40, if solo) | $25 |
| U13-14 | $40 | $28 |
| U15-16 | $45 | $30 |
| U17-19 | $50 | $30 |

There is a pay bonus for Regional and Regional Emeritus referees:

|  |  |
| --- | --- |
| Referee Grade | Bonus |
| USSF Regional Referee | + $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 needs to be sent**. Payroll information is forwarded to the PCJSL Bookkeeper several times a month and PCJSL can pay by:

1. Checks issued by Wells Fargo, and you receive the payment 5-7 banking days after the bookkeeper initiates the payment: or
2. Direct Deposit which takes 3-5 banking to set up your account and confirm it. After that, you will receive funds 2 banking days AFTER the bookkeeper initiates the payment. The Direct Deposit form is available on assignr.com.

The goal is to send referee payment every two weeks.

**REFEREE ADMINISTRATION**

State Referee Administrator (SRA) – Todd Sergi

State Director of Instruction (SDI) –Tony Bersano – tony.bersano@azref.com

State Director of Assessment (SDA) – Brandon Marshall –brandon.marshall@azref.com

**PCJSL Referee Assignors**

Maggie Barton – 520 869-0554 – [cactusmouse@comcast.net](mailto:cactusmouse@comcast.net)

Emilee Mead – 520 909-3662 – [emilee@desert.com](mailto:emilee@desert.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 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.

Larry Luckett

PCJSL Referee Commissioner

refcoordffc@yahoo.com

520 250-7921