



Referees

Guide for Success

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Table of Contents

1. How to Get Paid
2. Guidelines for Referees
3. BAYS Zero Tolerance Policy
4. BAYS 6 v 6 Match Rules
5. Intramural Rules and Game Procedures
6. Lightning Policy
7. Ref Center Instructions

RESPONSIBILITY is the key to being a successful referee in our program.

How to Get Paid

Fall Season:

All referee payments are paid by WAYS. For payment you must complete a game report on refcenter.com for every game unless you are the Mentor or AR. You are required to submit a score and if you referee an 8v8 or 11v11 match, affirm whether your ARs showed up. Payments are made twice during the season; once at the halfway point and once after the season has been completed.

Spring Season:

Most referee payments are paid by BAYS, but some are also made by WAYS. For payment, you must complete a game report on refcenter.com for every game unless you are the Mentor or AR. You are required to submit a score and if you referee an 8v8 or 11v11 match, affirm whether your ARs showed up. After you have completed the refcenter.com report you must also complete a BAYS report on bays.org. You must fill out all of the pertinent information and submit it in a timely fashion. If you do not, you may not get paid.

Bonus Incentive Plan:

Referees who do 7 games receive a \$70 bonus.

Referees who do 8 games receive a \$80 bonus.

Referees who do 9 games receive a \$90 bonus.

Referees who do 10 games receive a \$100 bonus.

If you do more than 10 games you will still receive a \$100 bonus.

If you miss the pre-season meeting you will have to do one more game in order to receive a bonus. For example, if you miss the meeting for a \$70 bonus you will need to do 8 games.

Dick Heller Referee Scholarship Award:

The \$300 Dick Heller Scholarship Prize is awarded to a male and/or female referee in their senior year of high school. To qualify you must continue to referee through your senior year of high school and display the same dedication and commitment to Wayland Youth Soccer as Dick Heller gave to the WAYS program.

Guidelines for Referees

Requirements:

1. Referees must wear the correct uniform and have the proper equipment.



Referee Jersey, Black Shorts, Black Socks with White Stripes, and preferably Black Cleats.



Whistle, Watch, Booklet with Yellow and Red Cards, and Blue or Black Badge.

You can purchase all referee gear at officialsports.com.

2. Referees are to arrive at least 30 minutes before kickoff.

It is important to have enough time to fulfill your pre-game responsibilities. We understand that it is not always possible to be exactly 30 minutes early, especially if you are travelling from one field to another, but we expect you to do your best to arrive early.

3. Referees are to respond to game offers within 24 hours.

Be courteous to your assignor. Responding quickly to game offers will get you more games. Be sure to check your e-mail at least twice a day.

4. Referees will submit game reports within 24 hours of their match.

The sooner you submit your game report, the sooner you get paid. It also helps your assignor out and the league out.

Pre-Game Procedures:

We need you to arrive at least 30 minutes prior to your match, so you can fulfill your pre-game responsibilities. You must do the following prior to kickoff:

- Check the goals to see if they are anchored.
 - If they cannot be anchored **DO NOT** start the match.
- Check the nets to see if they have holes in them.
- Check the field for dangerous debris or standing water.
 - **DO NOT** start the match if the field is unsafe.
- Introduce yourself to the coaches of both teams.
- Collect two copies of each team's roster; one for you and one for the other team.
- Inspect the players for proper equipment.
 - **NO EARRINGS** allowed, period.
 - **NO CASTS EVER**; even with padding and a doctor's note.
 - Have all players remove jewelry, including rubber wristbands.
 - Braces must have soft covering.
- If you have ARs, have a pre-game conference.
 - Relay how you want them to support you and any other specific instructions.
- **(Spring Only)** If the teams are MTOC eligible, each player must have a pass card.
 - Match the card to the name on the roster.
 - If a player does not have a card **they cannot play**, no exceptions.
 - If a player uses a card that does not match up immediately warn the coach.
 - The following age groups and divisions are MTOC eligible:
 - All U12, U14, and U16 Division 1 and 2 teams.
 - All U18 and U18 Division 1 teams.
- Start the match on time.

Post-Game Procedures:

- If you are the CR Submit your game report (within 24 hours) on refcenter.com.
 - Enter the score.
 - If there were ARs check off that they were present.
- If it is the Spring, also submit a game report on bays.org.
 - Sign in under the unified login (http://www.bays.org/unified_login).
 - Fill out your game report and enter the score.
- If there were zero tolerance issues or any other incidents report them directly to the Director of Referees.
- If there was a red card contact the Director of Referees and submit a report recounting the incident to the BAYS Ejection Secretary.

BAYS Zero Tolerance Policy

BAYS has a “zero tolerance” policy to protect you if you ever feel uncomfortable, threatened or intimidated by any coach, spectator or player. If you start each game by making sure each coach understands “Zero Tolerance,” everyone will have an enjoyable experience.

The Zero Tolerance Policy reads as follows:

No one, except the players, is to speak to the referee during or after the game. Exceptions: Coaches may ask questions before the game, call for substitutions and point out emergencies during the game, and respond if addressed.

- Absolutely no disputing calls, during or after the game.
- No remarks to the referee to watch certain players
- NO YELLING at referee EVER, and no criticism, sarcasm, harassment, intimidation, or feedback of any kind during or after the game.

The referee has the authority to eject violators of the zero tolerance policy from the game and/or to report them to the BAYS Sportsmanship Review Committee through the WAYS Referee Director for disciplinary action.

In short, you are totally in charge and it is not allowed for anyone to say anything to you regardless of the calls that you make in your game.

How to proceed if there is a zero tolerance violation:

Our advice to you is the minute you hear any negative comments from a spectator or a coach directed towards you blow your whistle immediately and take the following actions:

ZERO TOLERANCE VIOLATION BY SPECTATOR(S)

**FIRST OFFENSE. Spectator
Warning**

1. Walk over to both coaches at the mid field line, leaving a distance of about 10 yards between you and them
2. Tell the coaches that a spectator is in violation of the zero tolerance policy. Ask the coach to intervene to quiet the spectator.

**SECOND OFFENSE, Spectator
Second Warning**

1. Stop the game and approach both coaches at the mid filed line, leaving a distance of about 10 yards
2. Ask the coach to warn the spectator and that the next time he will be asked to leave. Tell them that if it continues they (the coach or the spectator) will be asked to leave. If the offender is a spectator, you should allow the coaches to go warn the spectators of the violation.

**THIRD OFFENSE, Spectator
Expel from field**

1. Ask the coach to tell the offender they must leave the field. Advise the coach that if the offender does not leave the field the game will end immediately.

ZERO TOLERANCE VIOLATION BY A COACH

FIRST OFFENSE, Coach
Two options

Option 1 - Immediate ejection.

If there is obscene language, stepping on the field to confront you, or threat of harm, the referee should inform the coach that he must leave the field immediately. If he refuses to, end the game.

1. *Blow your whistle to stop the play.*
2. *Walk over to both coaches at the mid field line, leaving a distance of about 10 yards between you and them*
3. *Tell the offending coach that he is in violation of the zero tolerance policy and he is being asked to leave the game. If he refuses to leave, end the game and leave the field.*

Option 2 - Verbal warning/caution.

Any other clear zero tolerance including an inappropriate outburst or dissent directed at the referee is deserving of a caution. Warn the coach using the following procedure:

1. *Blow your whistle to stop the play.*
2. *Walk over to both coaches at the mid field line, leaving a distance of about 10 yards between you and them*
3. *Tell the offending coach that he is in violation of the zero tolerance policy and he is being given a warning*

SECOND OFFENSE, Coach
2nd and last verbal warning.

1. Follow steps to option 2 above PLUS tell the offending coach that his next violation will result in ejection from the game.

THIRD OFFENSE, Coach

Game ejection Use the following procedure:

1. Blow your whistle to stop the play.
2. Approach the coaches sideline at the midfield line, leaving a distance of about 10 yards;
3. Tell the offending coach that he must leave the game;
4. If the violating coach refuses to leave, you should then end the game and leave immediately.
5. Wayland coaches are being informed that in the unlikely event this is necessary, they are to provide support to you as necessary.
6. **IMPORTANT →**

Inform the Referee Director of zero tolerance violations:

If you have any kind of continuing problem with a coach or a spectator or must ask someone to leave the game, call the Referee Director when you get home to report what happened and fill out a game report on our Web Site, which will go directly to the Referee Director. If you have to give only one warning you do not have to inform the Referee Director.

Managing Player Conduct

Players are also expected to show respect to the referee. If a player is contesting or challenging your calls proceed as follows:

1. Blow the whistle to stop play, if necessary.
2. Tell the player you are giving him a warning, and that the next time he will be given a yellow card and will have to leave the field.
3. If the player continues to challenge your calls, give him a yellow card and inform him and the coach that according to BAYS rules when given a yellow card, the offending player must leave the field for a substitute but can return at the next stoppage in play.

Tell the player that the next time it will be a red card and he will have to leave the game permanently.

4. If the player still challenges your calls, you should stop play, give him a red card and tell him and the coach he cannot play again.

If this is an 11v11 game, then the team that has received the red card must play down one player.

If this is a 6v6 game the team that received the red card will continue to play at full strength but without the player who has been ejected from the game.

6v6 Coaches of the opposing team may challenge your permission for the red carded team to continue playing at full strength. First remember about the zero tolerance rule! And second, worry not; you are making the right call!

BAYS Rules for 6v6 Games

The following are rules modifications for BAYS 6v6 Games:

1. There will be NO OFFSIDE in 6v6 play.
2. Goal kicks shall be taken from within six yards of the goal line.
3. Indirect kicks awarded to the attacking team within the penalty area will be placed at the spot of the infraction, but no closer than six yards from the goal / goal line.
4. On goal kicks, or on goalkeeper saves followed by a throw-out, punt, or drop kick, the ball must touch the ground or be touched by any player in the defensive half of the field. Infringement of this rule will result in a turnover of the ball to the other team. Play shall restart with an indirect kick at the midfield line nearest the point of contact.
5. Penalty kicks will be taken from a point eight yards directly in front of the midpoint of the goal. All other players must stand beyond the midfield line.

All other FIFA Laws apply.

Intramurals (3rd Grade Fall only)

Rules Modifications for Intramural 6v6 Games:

1. Injuries; blow your whistle loudly to stop play when there is an injured player. Ask the coach to help his/her player.
2. Substitutions may be made, after the coach asks you, when:
 - a. A goal is scored
 - b. Before a goal kick
 - c. Before a team's throw in
 - d. On opponent's throw in, IF the opponent substitutes
 - e. For an injured player
3. Illegal throw ins; explain the infraction and/or demonstrate the correct way. Give the other team the throw-in.
4. Goal kicks shall be taken from within six yards of the goal line.

5. **ADDITIONAL INFORMATION ABOUT GOAL KICKS:** On goal kicks, or on goalkeeper saves followed by a throw-out, punt, or drop kick, the ball must touch the ground or be touched by any player in the defensive half of the field. Infringement of this rule will result in a turnover of the ball to the other team. Play shall restart with an indirect kick at the midfield line nearest the point of contact.
6. Ball must touch the defensive end of the field before passing midfield on goal kicks and goalkeeper saves followed by a throw, punt, or drop kick.
7. **PENALTY KICKS** will be taken from a point eight yards directly in front of the mid-point of the goal. All other players must stand beyond the midfield line.
8. No extra time; do not stop the clock for anything. Halves are 30 minutes each with a 5 minute halftime. If the game starts late you must inform both coaches that the halves must be shortened.
9. **NO CASTS;** Players with cast or splints, even if padded, cannot play, even with coach's, parent's or doctor's permission. **NO EXCEPTIONS.**
10. **NO JEWELRY** allowed. **NO EARRINGS.** Medical identification bracelet is acceptable but must be taped down.
11. **NO OFFSIDE.**

All other BAYS rules apply.

Specific Intramural Procedures:

Follow the pre-game procedures listed above, but also take note of the following procedures for Intramural games.

1. Separate the teams and parents. This is something that must be done for BAYS games as well, however in intramurals you will need to remind coaches to do this. Explain to the coaches that you want parents on one side of the field and teams and coaches on the other. Following this rule will allow you to manage the game and substitutions in an organized manner.
2. No coach/spectator can stand near the goalkeeper during the game. Similar to separating the teams and parents, this is something you will rarely encounter in BAYS games, but it is important at the intramural level to tell coaches and spectators this is not allowed.
3. **Explain your calls to the players.** Remember these players are trying to learn the game of soccer and you are there to help them. This is incredibly essential.

WAYS Lightning Policy

*NOTICE: Wayland Youth Soccer has adopted the **National Federation of State School Association (NFHS) lightning policy.***

This policy is to be implemented by the Referee with the full support and assistance of our coaches.

Lightning is a serious hazard and storms can move quickly. Officials must take a conservative approach and suspend contests.

Essentially, the policy is that if you can hear thunder or can see bolts of lightning, clear the field. "If you hear it, clear it. If you see it, flee it."

Keep the field clear until you have at least 30 minutes with no thunder or visible lightning. Understanding of "SAFE" shelters is essential. SAFE evacuation sites include:

- a. Fully enclosed metal vehicles with windows up.
- b. Substantial buildings.
- c. The low ground. Seek cover in clumps of bushes.

UNSAFE SHELTER AREAS include all outdoor metal objects like flag poles, fences and gates, high mast light poles, metal bleachers, golf cars, machinery, etc. AVOID trees. AVOID water. AVOID open fields. AVOID the high ground.

NFHS POLICY

- a. When thunder is heard, or a lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
- b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
- c. Any subsequent thunder or lightning after the beginning of the 30 minute count, reset the clock and another 30 minute count should begin.
- d. Games delayed due to weather must not run into then next scheduled game. If there is a weather delay and another team is scheduled to play in the next time slot the remaining playing time must be adjusted so the game ends as scheduled.

Cooperation between Referees, coaches and parents in monitoring weather conditions is an

important step in ensuring lightning safety. Stay alert to changing conditions.

If you have to cancel a contest, note the time of game and score at suspension. BAYS will determine whether the game is replayed, resumed or stands as is.

Do not be persuaded to continue a game if your gut tells you otherwise. Competitive people may not have the big picture in mind. They can argue for continued play, but you have the final word. As stated above, be conservative.

WAYS will fully support any decision you make that errs on the side of caution.

Ref Center Instructions

Registering with Ref Center:

When you become a new referee you must register for our game assigning website refcenter.com. If you are a new referee please e-mail the Director of Referees, Brud Wright at aquaticlss@aol.com for specific instructions. If you do not register for Ref Center you will not be able to receive assignments.

Setting Your Availability:

Please follow the instructions below to set your availability on refcenter.com. If you have trouble following the instructions feel free to follow along with this video:

<http://www.youtube.com/watch?v=W8kQsHHtUyU>

1. Log into refcenter.
2. Hover over the "Games" tab in the upper-left hand corner of the page.
3. Click on "Availability."
4. You will be brought to a page with a calendar for the current month.
5. Click on the days/times you are available to referee.
 - a. *****NOTE***** Weekends have three choices:
 - i. Morning (all kickoffs before noon)
 - ii. Afternoon (all kickoffs from noon to 5pm)
 - iii. Evening (all kickoffs after 5pm)
6. After you have clicked on the days/times you are available, click on the "Update" button, which is located in the bottom left-hand corner of the page.
7. To move on to the next month, go up to just above the calendar in the upper-left hand side and to the right of "Month" click on the month and select the next month.
8. It will automatically take you to the next month where you should re-follow steps 5 + 6.

Please try and set your availability for the entire season. Also please note that if you play for a team to make sure you list yourself as unavailable during that time block.

Receiving Game Assignments:

Please follow the instructions below on receiving game assignments and accepting/declining those assignments.

1. If you have set your availability you will be able to receive game offers.
2. Game offers will come via e-mail. Once you've received an e-mail offering you a game assignment please log into refcenter.com.
3. Once logged in, hover over the "Games" tab in the upper-left hand corner of the page.
4. Click on "Offers."
5. Click the green check mark to accept the assignment.
6. Click the red x mark to decline the assignment.

Later, if you have to cancel this assignment (**for which you are required to provide at least 7 days notice**), go to **Games/Schedule** and click the **cancel** button for that game. **The cancel button will not be shown when the game is less than 48 hours away**. In this case, you need to contact the referee assigner directly. Remember, you must provide 7 days notices to cancel a game assignment. Exceptions are illness or family emergencies.

BAYS Instructions (SPRING)

During the Spring season you are required to complete game reports on the BAYS website in order to receive payment. Go to BAYS.org and log-in to accept and report games. For further instructions on how to register, accept games requests, and complete game reports, please go to: <http://bays.org/files/NewRefereeGuide2.pdf>.