

Maple – Spring 2005

You will receive your match assignments with location/time and partners from your regional Maple assignor. The Maple books, Maple shirt and “2004” Maple coin will be distributed at the preseason Maple referee meetings. All referees who attend one of the Maple meetings will receive a Maple shirt and coin. Referee fees will be discussed – it is based on a perceived competency level and a formula – this means that some referees will be paid more than others (the base fees remain the same)! Please review the referee fees and explanation on last page. The dates for the Maple referee meetings are:

March	28	6:00 pm – Sign-in and pick up	6:30 pm-Meeting starts	Portuguese Club, 352 Broad St, Bridgewater
March	29	6:00 pm – Sign-in and pick up	6:30 pm-Meeting starts	Radisson Hotel, Rt. 20/495, Marlboro
March	31	6:00 pm – Sign-in and pick up	6:30 am-Meeting starts	Veterans Park School, 486 Chapin St, Ludlow
April	3	8:30 am – Sign-in and pick up	9:00 am-Meeting starts	Topsfield Fairgrounds, Topsfield

You need to print the following from the Maple website:

1. Payment Form – this is new due to the new referee fees
2. Assignors & Key Contact information
3. Assignors’ field responsibilities
4. Game report (as needed) – (ok to send with electronic signature)

Directions to fields can also be accessed from the Maple website (www.maplesoccer.org). If you do not attend one of these meetings or have access to a computer, you can request a booklet from your assignor (until supply runs out).

After you receive your assignments, please check them carefully and notify the appropriate assignor immediately if there are any errors - you may have games assigned by more than one of the assignors. It is expected that you will fulfill your obligations unless you are released from your assignment by the appropriate assignor, personally. The assignors realize that problems do arise during the course of the season - we only ask that you contact the appropriate assignor in a timely manner if you are not able to fulfill an assignment (unless there’s an emergency, a call Sunday morning saying you can’t work that day is not acceptable! - besides, most assignors will not be home). Please keep your availability up-to-date. In 99% of the cases, if you are available on a regular season date, you will receive games on that date. **Please note two major changes listed below under Match Procedures (in red).**

General information:

- Matches will be played unless an assignor or the Maple office notifies you: for Sunday matches, you should know by 10:00 am. - check the Maple website for cancellations (you can also try the Maple phone (978-448-2402). After this time, only the referee, upon his arrival at the field, can postpone a match for unplayable conditions. If time permits, you will also get an email. If you fail to check and the matches have been canceled, you will not be paid if you show up at the field.
- If you arrive at a field and the field is declared unplayable by the referee, the referees will be paid for that first game only. You do not receive payment for any succeeding game.
If assigned multiple games and the first game is played but the field becomes unplayable prior to or during the next game, then the referees will be paid for that second game in addition to the first game that you officiated. You do not receive payment for any succeeding game. If you declare the field unplayable, you may leave after notifying the teams. The home club is responsible to have a representative stay at the field to notify the teams who are scheduled later.
- If teams do not show up for games, referees are always paid for all games assigned. Unfortunately, if you have multiple assignments, you must stay or try to contact the teams involved or call Kathy Irwin.
If the field is not available due to lack of field permit, referees will be paid for all games assigned.
If the field is not playable due to non-weather related problems, referees will be paid for all games assigned.
- Home team is listed first in the Maple book. If a color conflict exists, the home team changes. Remember to check the goalies’ shirt color before the match - it will save some embarrassment and game delay.
- Keep coaches in their appropriate area during play: i.e., a 20 yard area starting 10 yards from the halfway line - let the coaches know this before the match.
- Substitutions should be done at the halfway line and substitutes should be at the halfway line prior to the opportunity for substitution.
- Abusive or obscene language, violent conduct or play, or other detrimental behavior **can not be ignored!**
- Any fighting or “bad” incident, please send a game report to Kathy Irwin and Rich Filippetti immediately (email report is preferred) and call the assignor.
- Make sure you review the proper assistant referee signals and DSC mechanics.
- Look professional! The correct uniform is a gold shirt (alternate is black/white pinstripes, red/black pinstripes, or royal blue pinstripes), black shorts and shoes, and black socks/white stripes pulled up (the socks can be all black if all referees are the same). During cold or inclement weather, use common sense in regards to what you wear.

General Pre-Game Info:

1. Arrive 30 minutes before scheduled start. Meet your partners and enter the field together if possible. The referee for that match should discuss assistant referees' duties and any other necessary matter. The "senior" referee should help in this discussion if necessary.
2. If a team arrives more than 15 minutes after the scheduled starting time, you do not have to play that game, and a forfeit may result. Remember that a team only needs 7 players, 2 game rosters (could be multiple sheets), and passcards to start a match. You do not give extra time to wait for more players to arrive.
3. Get the official roster (2 copies) and passcards from each team. If a player does not have a passcard, the player does not play unless your assignor or the Maple office contacts you and okays it. If a coach listed on the roster does not have a passcard, he cannot coach even with a driver's license. If the coach(s) on the roster are not present, an adult with a driver's license may coach the team. If a team is left without a coach during the match, an adult with a driver's license may coach the team for the rest of the match.
Note: If a team has forgotten their passcards and/or roster, and the coach says he will have the **passcards and roster** before the end of the match, you **should** play the match and verify the players at the half or end of match. If the passcards and roster do not appear by the end of the game, you need to report the incident to Kathy Irwin within 24 hours.
4. After each team has been checked in, **return the passcards immediately (do not keep)**, sign the game rosters and give each team a copy of the opposing team's roster. For regular season games, have the home team sign your Referee payment form. If a player or coach is sent off, you do not need the passcards – you must contact Kathy Irwin and your assignor that night and send a report to Kathy Irwin within 24 hours. You may use the MAPLE Referee Report form or the USSF Referee Report form. You will not be paid if you fail to submit report in the required time. Only a "send off" or "significant incident" require a game report.
5. If only one referee shows up, get a club linesman for each touchline. If only two referees show up, get one club linesman – you never officiate a two-man system under USSF rules.

Match Procedures:

1. All three referees should walk to the center circle before the game and then break to check the nets.
2. Assistant referees should check the nets in "unison" and then go to touchline even with the second last defender. Assistant referees then verify that goalkeeper is ready, and then, unfurl your flag.
3. Referee does not yell to keepers "are you ready?" Look at your assistant referees' unfurled flags.
4. Referee should start his watch before he blows his whistle to start the match.
5. Substitution procedures should be addressed with both coaches prior to match as **substitution procedures have been modified slightly. Both teams can now substitute on a throw-in if the offense subs.** Be consistent with what you say and have the subs enter from the halfway line. At a stoppage in play for an injury, there is unlimited substitution even if the player does not come out of the game.
6. Players should not be substituted on a yellow card unless there's an injury at the same time.
7. Anytime the referee blows his whistle, the ball becomes dead immediately!
8. Be professional in your conduct prior to, during and after the match. Keep socializing to a minimum. Don't say anything more than you have to – "You can't get in trouble for what you don't say."
9. Try not to delay restarts because the ball is not exactly where the foul occurred. The farther away from the goal the ball is, the less strict you should be – use common sense! Also, get away from the ball quickly!
10. **A change is being implemented for Maple regarding a caution and send-off awarded to coaches. Due to referees not informing coaches clearly, referees will now show the red card when sending off a coach.**

IMPORTANT

1. Referees do not handle league administration problems regarding a player or coach's passcard. If you think there is a problem, report it to the league after the match.
2. Uniforms must have a number that is different from any other teammate.
3. Don't let coaches get out of hand – stop it early and be consistent.
4. It should not make any difference where the location of a foul occurs. If there's a foul in the penalty area, treat it as any foul occurring anywhere on the pitch – call it unless you signaled advantage. If the foul results in a PK and the team scores, that's not your fault – it's the fault of the defensive team. It's your job to enforce the rules – not to worry if your call gives a team an opportunity to score. Please have the "guts" to make the call regardless where or when the foul occurs. I'm not saying to call every minor foul but please make the appropriate call at the correct point of the foul when you do decide to blow your whistle.
5. Be aware of tackles from the rear and side – see the play and make the call.
6. Keep this information packet with you at all times and keep it in a plastic bag (in case of inclement weather). Remember to fill out the game info on the payment form before the match and **have the coach sign it**.
7. The regular Maple season ends on May 22nd. Payment forms should be sent to Kathy Irwin. The referee coordinator will verify all tier 1 and tier 2 referee assignments. Payment should be made around June 20th. There will be separate payment forms available at the non-regular season match sites in June.

8. When you call an assignor or the league office and leave a message, you need to speak slowly and clearly.

Referee Fees:

The new Maple referee fees (for regular season games) will be based on a referee's competency as defined by the Maple Referee Committee. There will be a three-tier payment system as follows:

	<u>Tier 1</u>		<u>Tier 2</u>		<u>Tier 3</u>	
	<u>Ref</u>	<u>AR</u>	<u>Ref</u>	<u>AR</u>	<u>Ref</u>	<u>AR</u>
U11-U14	\$45	\$35	\$40	\$30	\$35	\$25
U15-U19	\$60	\$35	\$55	\$30	\$50	\$25

Tier 1: All referees – grade 1 thru grade 7

Tier 2: Grade 8 and emeritus referees who accumulate 10 points based on attaining certain milestones*

Tier 3: All other referees - grade 8 thru grade 16

Notes:

A grade 6 or higher that goes emeritus will be considered a Tier 1 if the referee passes an annual USSF fitness test. The referee must meet the fitness requirements (age appropriate) for a grade 7. Upon passing the fitness pass, the referee is responsible to notify Rich Filippetti prior to the end of the applicable regular season. The applicable state SYRA or SRA will be contacted for verification. This will be an annual requirement for an emeritus referee who wants to be paid as a tier 1.

***Accumulation of points to attain Tier 2 status:**

(This accumulation proposal needs to be approved by the Maple Commission on March 29th)

Years of service-officiating Maple games	3 pts if officiated Maple games for last 5 years (Fall-1999 thru Spring-2004) 1 pt for every season (Spring and Fall = 2 pts) starting Fall-2004
Attending Maple referee Spring Meeting	2 pts every year of attendance starting Spring-2004
Officiating Maple Post-Season/State Cup Round Round-Final	1 pt every season starting with the Fall-2004 season

The Maple referee coordinator – Rich Filippetti, will maintain this system. If a referee meets the criteria for a Tier 1 or 2 prior to the end that soccer season (Spring and Fall are separate), that referee will be paid for all matches during that period at the higher fee. The referee is responsible to communicate this information to the Maple referee coordinator in a timely manner.

Referee fees for Maple tournament matches will be a fixed amount. This is due to the complexity of paying referees a different amount at Maple only or a combined Maple/State Cup tournament site.

Directions on how to complete the Maple payment form:

Complete the personal information on the top left side. On the top right side, mark your tier status in the box next to the word "tier". Then, insert the referee fee associated with each referee position in the appropriate box.

If tier 1, you would find the appropriate fee in the table – Ref (U11-14) is \$45, Ref (U15-19) is \$60, and AR (U11-19) is \$35.

If tier 2, you would find the appropriate fee in the table – Ref (U11-14) is \$40, Ref (U15-19) is \$55, and AR (U11-19) is \$30.

If tier 3, you would find the appropriate fee in the table – Ref (U11-14) is \$35, Ref (U15-19) is \$50, and AR (U11-19) is \$25.

At the end of the regular season, list the total number of games that you officiated (at each position) in the appropriate boxes.

Then, multiply the games x the fee and enter the total (for each position). Add these three together and enter in the Grand Total box.

The referee payment form submittance has changed again. Referees must submit the form to Kathy Irwin – instructions are on the new payment form. Any referee who lists themselves as a tier 1 or tier 2 referee will have their status verified by me before payment. I will eventually publish a spreadsheet listing each referee's point accumulation.

Length of matches:

U11/12: two 30-minute halves	Size 4 ball
U13/14: two 35-minute halves	Size 5 ball
U15/16: two 40-minute halves	Size 5 ball
U17/19: two 45-minute halves	Size 5 ball