

**MAPLE – Spring 2009**

You need to keep your availability and contact information current throughout the season starting now. If you have registered on the MAPLE website previously, just login with your username and password, and update your availability. If you have not registered previously, you need to do so and enter your availability. Please save this information as you will need it to revise your availability or personal information afterwards. All dates allow you to choose your specific availability: AM (up to 12:00pm), PM (12:00pm and later), or all day. **This is not an option – the MAPLE assignors will not be able to assign games to referees who have not logged in and entered their availability!**

Directions to fields are listed in the MAPLE book or can be downloaded from the MAPLE website ([www.MAPLEsoccer.org](http://www.MAPLEsoccer.org) – click on maps). Although referees will be paid from the online game report information, the Referee Game Log – Spring 2009 should be used to keep a record of your games – this should be used by referees to verify their payment check (coach's signature is required). Please note that this log **requires you to list the game number for each game**. There's also a Post-Season Payment Form – Spring 2009 that will be used only for MAPLE post-season assignments if necessary. You should keep a copy of the Assignors and Key Contact List in your referee bag.

Please check your assignments on a regular basis carefully and notify the appropriate assignor immediately if there are any errors. It is expected that you will fulfill your obligations unless you are released from your assignment by the appropriate assignor. 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, and besides, most assignors will not be home). If there are any changes/cancellations on Sunday mornings, it will be posted by 10:00am (for afternoon games) and 8:00am (for morning games). Please keep your availability up-to-date. Generally, if you are available on a regular season date (**as of one week prior to the start of the season**), you will receive games on that date. It's your responsibility to read and adhere to the league's rules/procedures below.

**Assignment/Website Information:**

- **You need to check the website on a regular basis for game assignments, game changes and/or important updates.**
- **You will be notified of assignments via an email. This email will be from the MAPLE assignor who assigned the game – this will normally be your local MAPLE assignor but in some instances (such as, assignor unavailable), the email will reflect either Kathy Irwin's or Rich Filippetti's name.**
- **Referees must confirm their assignments promptly – failure to do so may result in the assignments being re-assigned. When you receive an email saying that you have been assigned to a game(s), you need to login to the website and go to the EDIT section to “accept/decline” each assignment (the email will contain a hyperlink that will immediately connect you to the MAPLE referee login page). Once you accept the assignment, your name will be in “green”. If you decline an assignment, the system will ask you to confirm that you really want to delete the assignment. If you answer yes that you do want to delete the assignment, an email pop-up screen will appear asking why you are declining the assignment – please list your reason and send the email (your assignor's email address will automatically come up). Once you delete a game assignment, it will disappear from your assignments. If your name is in black, it means that you have neither accepted nor declined the assignment. Please note that if you decline one or two games of a multiple game set, it may result in the re-assignment of all your games of that game set.**
- **On-line Game Report**  
**The referee must submit a game report for every regular season game.** Please read the directions on how to complete the MAPLE online game report (see Referee Resources section). The following items are automatically considered a “Significant Incident” and need an explanation in the comment box:  
 a player or coach ejection  
 a team not having passcards or roster (does not mean a forfeit – game is played)  
 a change of assigned positions (Ref to AR or AR to Ref), or an assigned REF or AR does not show up  
 If the referee needs to report on any other significant incident, the referee has to check-off the “Significant Incident” box and then explain the situation in the comment box. The game report must be submitted within 24 hours or by Monday night for any weekend game by the center referee. If the referee is unable to complete the game report in this time frame, or if the assigned referee did not show up, then either the assigned AR1 or AR2 can submit the game report. The game report has been revised and will allow you to enter the score, and any changes to the game assignments (Ref, AR1, and AR2). Please note – yellow cards are **NOT** a significant incident! The information you submit must be **ACCURATE as it will be used for referee payment purposes also**. **No report = only ARs will be paid.** Please – only facts and NO opinions in the report.

**General Information:**

- Matches will be played unless canceled on the website or you're contacted by an assignor or the MAPLE office. For Sunday matches, cancellations/changes should be on the MAPLE website by 10:00 am for afternoon games and 8:00 am for morning games. 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 show up for a game and no teams show up due to a postponement and this status change occurred after the stated times above, all three referees need to forward the email they received postponing the game to Rich Filippetti.

- 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 do declare the field unplayable, you may leave after notifying the teams, **and the referee (or designated AR) must call the league office immediately.** 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 or Rich Filippetti.  
If the field is not playable due to non-weather related problems, referees are paid for all games assigned.
- Home team is listed first in your assignments and MAPLE book. If a color conflict exists, the home team changes. Check the goalies' shirt color before the match - it will save you some embarrassment and not delay the game.
- Keep coaches in their appropriate area: i.e., a 25 yard area starting 10 yards from the halfway line during play - let the coaches know this before the match, and then, enforce it.
- Substitutions should be done at the halfway line: i.e., substitutes should be on the halfway line prior to the opportunity to substitute occurs.
- Abusive or obscene language, violent conduct or play, or other detrimental behavior **can not be tolerated!**
- Any fighting or "bad" incident, please submit the online game report immediately and call your assignor. All three referees must send Rich Filippetti an email detailing the circumstances within 48 hours.
- Make sure you review the proper assistant referee signals and DSC mechanics.
- Look professional and maintain your composure throughout. This starts by all referees wearing the correct uniform. During cold or inclement weather, use common sense in regards to what you and the players 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 – please remember that some referees' experience may not be the same as yours.
2. There is a 15 minute grace. 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 **Game Roster** (2 copies) and passcards from each team. If a player does not have a passcard, that player does not play. 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 or any other coach(s) from that club with a passcard. 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. There can be up to four bench personnel per team on the sideline.
4. 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 - **the referee needs to ask for the passcards/roster at the end of the game.** If the passcards (or roster) do not appear by the end of the game, you need to include this on the **MAPLE online game report.**
5. For all U16 and above matches, teams must hand the referee a copy of their **Game Roster** prior to all matches (referee check-in). A **Team Roster** may have up to a maximum of 22 players but the **Game Roster** is limited to a maximum of 18 players (taken from the 22 player **Team Roster**). The **Game Roster** is created simply by checking the "Game Active" box on your **Team Roster** for each of the 18 players participating (or crossing out players' names that will not participate). Once the **Game Roster** has been given to the referee, the players not participating in the game **can be on the team bench** but must have their uniform covered or be in street clothes (they must also have a valid passcard).
6. After each team has been checked in, **return the passcards immediately (do not keep)**; sign the game rosters (all referees) 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 complete and submit the **MAPLE online game report** within 24 hours with the names of the individual(s) involved. If necessary, ask the coaches for the names. You will not be paid if you fail to submit report in the required time or provide incorrect/incomplete information.
7. If only one referee shows up, try to get a club linesman for each touchline. If only two referees show up, try to get one club linesman – you never officiate a two-man system under USSF rules. If club linesmen are not available, officiate the game with the referees on hand. A club linesman only does one thing - signals the ball being over a touchline or goal-line.

### Match Procedures:

1. All three referees should walk to the center circle before the game and then break to check the nets (U10 has one referee only).
2. ARs should check the nets in “unison” and then go to touchline even with the second last defender. Assistant referees verify that goalkeeper on their end is ready by unfurling their flag. Referee should not yell to keepers “are you ready?”
3. Referee should start his watch before the whistle is blown to start the match. Also, it’s advisable not to let your watch “run down” and beep.
4. Substitution procedures should be addressed with both coaches prior to match. Remember 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.
5. Players should not be substituted on a yellow card unless there’s an injury at the same time.
6. Anytime the referee blows his whistle, the ball becomes dead **immediately!**
7. 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.”
8. 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, do not handle the ball and get away from the ball quickly!
9. **MAPLE requires cards to be shown to coaches if you issue a caution or send-off to them. This is due to referees not clearly informing coaches. Again, referees will show the appropriate card when cautioning or sending off a coach. There is no exception to this!!**

### 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 spot 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 Referee Game Log before the match and **have the coach sign it.**
7. The MAPLE regular season ends on May 17<sup>th</sup>. The referee coordinator will verify all tier 1 and tier 2 referee classifications. Referees should receive payment approximately 1-2 weeks after all makeup games have been played.
8. If you receive any post-season assignments, you will need to use the Post-Season Payment Form – Spring 2009 if not paid cash.
9. When you call an assignor or the league office and leave a message, you need to speak slowly and clearly.

### Information on U10 (8 v 8)

There will be U10 games played on Sundays at 10:15am and 11:30am at selected fields. Only one referee will be used and all rules are the same except that it will be 8 v 8, and no standings will be kept. Again, all rules are the same for U10 thru U18 including off-sides, substitutions, passcards for players and coaches, etc. The goals may vary in size for the U10’s (could be the full size goals or smaller). I don’t expect any U10 player or coach being ejected but please insure that coaches are not out of control. Game length is two 25-minute halves using a size 4 ball. Referees will be paid according to referee payment summary on page 4 (example: a tier 3 referee will be paid \$35 for a U10 game – a tier 1 referee will be paid \$45 for a U10 game).

### NEW RULE FOR EJECTED PLAYERS

An ejected player must be accompanied off the field by an adult. However, when that is not possible, an ejected player may stay within the confines of the technical area. The player and team officials are responsible for their actions while remaining there. Any additional infringement of the laws of the game or rules of the league, including any harassing of game officials, opposition players or spectators by the ejected player may result in cautioning or ejection of a team official. The head coach is clearly the team official responsible for the actions of this ejected player and will be first team official to be sanctioned if any infringement by the ejected player occurs. The head coach is the one who determines if an appropriate adult is available.

**Referee Fees:**

The MAPLE referee fees (for regular season games) will continue to 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>
U10	\$45	----	\$40	----	\$35	----
U11-U12	\$50	\$40	\$45	\$35	\$40	\$30
U13-U14	\$55	\$40	\$50	\$35	\$45	\$30
U15-U16	\$65	\$40	\$60	\$35	\$55	\$30
U17-U19	\$70	\$40	\$65	\$35	\$60	\$30

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:**

Years of service-officiating MAPLE games	3 pts if officiated MAPLE games for 5 year period (Fall-1999 thru Spring-2004) 1 pt for every season thereafter (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 Robin	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 of 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 any change in their tier classification (from the previous season) to the MAPLE referee coordinator in a timely manner. If you are a new referee in MAPLE and are a USSF grade 7 or better, you need to send me a separate email telling me that you have just registered on the MAPLE website and that you are a grade 7 or better, and as such, your tier status should be tier 1 after I verify your USSF grade. All referees should check their tier status on the website and if it is incorrect, you need to contact me directly prior to end of the season.**

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 regular season Referee Game Log (this is for your records only):**

This is now for a referee's record and is proof for the games you officiated. To determine what's owed to you, follow below: If tier 3, you would find the appropriate fee in the table – Ref (U10) is \$35, Ref (U11-12) is \$40, Ref (U13-14) is \$45, Ref (U15-16) is \$55, Ref (U17-19) is \$60, and AR (U11-19) is \$30.

If tier 1 or 2, you would find the appropriate fee in the payment summary (see above).

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).

**Do not do anything with the Referee Game Log – it's for your records and is used only for verification of payment.**

**Length of matches:**

U10:	two 25-minute halves	Size 4 ball	8 v 8 format
U11/12:	two 30-minute halves	Size 4 ball	11v11 format
U13/14:	two 35-minute halves	Size 5 ball	11v11 format
U15/16:	two 40-minute halves	Size 5 ball	11v11 format
U17/19:	two 45-minute halves	Size 5 ball	11v11 format