

2016 WOMEN'S PREMIER SOCCER LEAGUE REFEREE PROCEDURES MANUAL

On behalf of the Governing Board of the Women's Premier Soccer League, I wish to extend our congratulations to you for having been selected to officiate in the WPSL. You have been selected because of your proven abilities, professionalism and commitment to the game.

The WPSL is a national adult soccer league designed to provide an opportunity for elite woman soccer players to play, develop and promote women's soccer at the highest amateur level in North America. The WPSL is now the premier women's adult amateur soccer league in the United States.

The WPSL is sanctioned by the United States Adult Soccer Association (USASA) as an affiliate of the United States Soccer Federation (USSF), and FIFA.

Whistle it up and enjoy!

David P. Simmons
WPSL, League Referee Assignor

Referee, Assistant Referee, and Fourth Official are expected to be at the field of play one hour and thirty minutes prior to game time. The required dress for arrival and departure is dress slacks and polo type shirt. Warm ups are not permissible.

One hour prior to kickoff, the game officials shall inspect the playing field and equipment, including the playing surface, goals, netting, match balls, corner flags and markings. In the event any problems are identified, the referee shall notify the home team field manager, who shall be responsible for correcting any problems. The referee has the authority to postpone a game if, in the referee's opinion, the field is unsafe for the players.

After the field inspection the Fourth Official obtains and inspects the game balls. The home team must provide at least **six** game balls. The Referee shall return all game balls to the home team upon completion of the game.

Referee, Assistant Referees, and Fourth Official discuss any special expectations, unusual field or match conditions, special rules of competition, and any special procedures. **Home team will provide a list of any special rules for the match**

Fourth Official collects all game day paper work.

After both coaches have completed the Game Day Score Sheet, one Assistant Referee collects the Game Day Score Sheet from the team. Referee inspects the Game Day Score Sheet. If a problem is identified he shall bring it to the attention of the coach.

Thirty minutes prior to kick off or as soon thereafter as practical, the Referee, Assistant Referees and Fourth Official shall check the player's credentials against the Lineup Sheet and identify the starters and captain, inspect player equipment. Any special instructions by the referee relating to mechanics of the game should be given at this time. Do not lecture the players as your expectations of their conduct.

PRIOR TO KICK OFF

Referee, Assistant Referees and Fourth Official and starting teams enter the field together and move to the center spot at the time specified for introductions and the National Anthem. Referee carries the match ball and Assistant referees have flags furled.

Coaches and reserve players shall enter the field and walk along the sidelines to their team benches.

Introduce officiating team to captains and conduct coin toss. (This can also be done prior to introductions if more convenient).

Assistant Referees perform final check of nets and move to touch line to take offside position and unfurl flags and hold them straight done to signal readiness to start.

Fourth Official goes to sideline and checks benches for only authorized persons on the bench. (Number and who is allowed on bench covered below).

Referee signals play to start.

DURING PLAY

All games shall be conducted in accordance with the most recent USSF/FIFA rulebook except for the exceptions noted below under the heading WPSL RULE EXCEPTIONS.

During play it shall be the responsibility of the Fourth Official to record for the game report the following:

- Player who scored a goal and the time of the goal
- Player credited with the assist
- Player who received a caution and time
- Player who is sent off and time
- Player who committed a foul
- Team awarded a corner kick

The Fourth Official has the responsibility of maintaining proper decorum of the players on the bench, bench personnel and particularly the coaches. However, recognize that during any match emotions can run high. This responsibility is often more difficult than refereeing the match since you must demand conformity with the league rules but must do so in a professional and non-abusive manner. The manner in which bench or coach misconduct will be dealt with should be covered very carefully in your pre game discussion with the referee. Do not become involved in a shouting match with the coach, or individuals on the bench. It does not enhance the image of the league. If you feel it is necessary, file a report with the League and allow the League to impose the appropriate discipline.

If during play the Referee becomes incapacitated and cannot continue to officiate the match, the Senior Assistant Referee shall become the Referee and the Fourth Official shall become the Second Assistant Referee.

If a substitution occurs, the Fourth Official shall:

- Inspects substitute's equipment
- Inform near Assistant Referee of substitution
- Display number of players to be substituted
- Prevents substitute from entering field until player being substituted has left the field

The amount of extra time left in each half shall will be conveyed by the Referee to the Fourth Official. The Fourth Official will then display the appropriate time left in the match. **Actual time will be added for injury, giving of cards and excessive substitutions.**

CONCLUSION OF HALF AND GAME

Secure game balls and all paper work and proceed to locker room.

WPSL RULE EXCEPTIONS

SUBSTITUTIONS

Each team will be allowed to have a maximum of 20 players on the Game Day Roster from the unlimited Team Roster. A substitute can be used at anytime throughout the duration of the game, at any dead ball situation. Each team is allowed UNLIMITED substitutions, including the goalkeeper. A player replaced by a substitute may return to the field in the same game.

If the Referee feels that the substitution is being made for tactical reasons, he shall not allow the substitution until there is no longer any tactical advantage

TIME

Official time will be kept on the field by the referee.

OVERTIME

During regular league play there is no overtime. Game ends after two regulation half's

ROSTER

A maximum of 20 players may dress for games.

BENCH REQUIREMENTS

Absolutely no one but players on the **Official Team Roster** ,Coaches ,Managers, **Injured Players** and medical staff will be permitted in the bench area.

PLAYER PASS

Every player must have a current WPSL, USSF/USASA player pass. Player passes must be presented to the referee prior to the game. If no pass is presented, the player must show some proof of identification with picture. The game will be played under protest, subject to verification.

UNIFORMS

Each team must have two full sets of uniforms, each set being identical. They must contain numbers on the back of jersey at least 8" high. Numbers may start at 00 and go through 99. Home team chooses colors and informs visiting team of choice.

REFEREE PROVISIONS

Home team must provide table and water for referees at midfield.

TEAM REFEREE LIAISON

The Team Referee Liaison shall assist the officials with pre-match, halftime and post match requests and needs. During the match the referee liaison should be readily available and this location shall be arranged prior to kick off. His duties shall include:

Confirm in advance of referee field inspection that field markings, nets, corner flags, bench areas meet appropriate standards and advise referees of areas in question,

Confirm proper placement of 4th official's table,

Arrange for match balls to be inspected by the officials

Coordinate that each team has:

Game timing Sheet

Official Line Up

Blank Referee Game Report

4th Official forms

REFEREE UNIFORM

All Officials are required to supply their own uniform. WPSL requires the use of the USSF striped uniforms (gold, red, black, blue)

GAME DAY EMERGENCY

If an emergency arises relating to the referee crew, the referee and/or team must contact the local referee assignor and David Simmons, WPSL Assignor. See addendum for name and contact information.

MATCH CANCELLATIONS

AUTHORITY TO DELAY OR POSTPONE A MATCH

Once in progress, a match may be delayed or postponed due to unfavorable weather and/or other adverse conditions beyond the control of the participating teams which would make the playing of the match impractical or dangerous. Only the referee and either the League Commissioner or Regional Commissioner have the authority to delay or postpone a scheduled match. The referee has final word on delays due to weather.

If the match needs to be terminated and the first half has been completed, the match will count as a complete and official match.

If a match is terminated prior to completion of the first half, the teams must contact the League Commissioner to discuss a reschedule date.

GRACE PERIOD BEFORE ABANDONING A MATCH

Unless both teams and the referee agree to an alternate plan, teams must wait at least one hour before abandoning a match that has been delayed. The one hour grace period may be extended, up to a maximum of three hours from the time the match is delayed, if there is a likelihood of resuming the match that day. Because of the cost and difficulty of rescheduling, every attempt should be made to continue the match.

No match will be continued after the three hour waiting period without the approval of the League Commissioner or Regional Commissioner.

MATCH REPORTING

The WPSL considers the completion and submission of the required games reports a significant part of the Referee's responsibilities and duties. Failure to follow the match reporting requirements may result in a one-third reduction of the referee's compensation. The following procedures must be followed:

1. The WPSL Score Sheet must be completed, verified and signed by the referee and given to the coach of each team. **Home Team – top sheet, Visiting Team--2nd sheet, Referee retains bottom sheet.**
2. The WPSL Referee Report must be completed and faxed to 800-854-0913, within 24 hours of the scheduled game time.
3. Complete the standard USSF 24 Hour Report and send it to 800-854-0913, in the event of a send off.
4. Send any supplemental report that you feel is necessary to 800-854-0913
5. **Referees must make sure the score sheet is complete and legible.**

REFEREE ADMINISTRATION

The referee fees are as follows:

Each Region shall determine its own referee fees. Once determined by the Region all teams shall pay the fees adopted by the Region. Additionally, the region may elect to pay added fees/expenses to the referees for mileage and tolls.

TRAVEL

The WPSL is not responsible for travel cost incurred by the referees unless expressly approved by the WPSL in writing. Travel must be over 50 miles one way to be considered for reimbursement.

PAYMENT

Referees will be paid by the home team at the end of the game provided the referees fill out and sign the referee information on the back of the game report. Referees are to notify the Director of Operations immediately if they do not receive payment at the end of the game.

ADDENDUM "A"

WPSL FORMS

All forms will be provided to you by the home team.

Please use the standard USSF forms for 24 hr. and supplemental reports.

If you wish forms faxed to you, please call 800-854-0913 ext. 704

ADDENDUM “B”

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