

LHSA INSTRUCTIONS TO REFEREES

1. Arrive at game 15 minutes early
2. Pre-Game Protocol among Officials Crew:
 - 2.1 Uniform properly worn (socks up; shirts tucked in)
 - 2.2 Equipment needed:
 - Referee:
 - Flags to each AR
 - Stop watch (plus spare)
 - Referee game notes (with pen & spare and R & Y Cards)
 - Whistle (plus spare)
 - ARs:
 - Flag from Referee
 - Watch (back-up for Referee)
 - Referee game notes (back-up for Referee) (with pen)
 - 2.3 Coordinate actions (responsibilities with respect to):
 - Pre-game check of players
 - Game situations:
 - Substitutions
 - Foul calls
 - Throw-ins
 - Free kick
 - Offside call
 - Penalty kick
3. Pre-Game Field Protocol:
 - 3.1 Check field for dangerous conditions
 - 3.2 Have ARs check goals (properly located), nets (properly fitted and secure with no holes) and corner flags
 - 3.3 Take corrective actions as appropriate
 - 3.4 Remind Coaches: 1st home team puts up nets and flags and last home team (ie, no teams waiting to play when **game is over**) **takes net and flags down and returns them to garage**
 - 3.5 Home teams and parents sit on Greenville Ave. side
4. Start pre-game actions 5 minutes before game time
5. Pre-Game Protocol with Coaches:
 - 5.1 Obtain Game Report from each Coach, which MUST:
 - Be fully completed for Roster (names and jersey numbers)
 - Be fully completed for game information (date, time and field)
 - If NOT—REQUIRE the Coach to fully complete before starting the game
 - **Retain Game Report (let each AR hold for their side)**
 - 5.2 Verify current Volunteer Card for each Coach, Asst. Coach & Mgr listed on Roster
 - Note it on the Game Report in Roster section (ie, circle Y or N opposite name)
 - You may let persons without a Vol. Card coach—it is LHSA's responsibility to enforce
 - 5.3 Ask if there are any mandatory "sit-outs" for this game
 - If Yes—then write name in upper right hand box and verify that player is not in uniform on the bench
 - If No—then draw a line thru that box
 - 5.4 Remind Coach he is responsible for conduct of all team officials, **players and spectators**
 - 5.5 Remind Coaches that they coach only in technical area
6. Pre-Game Protocol with Captains:
 - 6.1 Ask Home team (sits on Greenville Ave side) for game ball and approve ball condition
 - 6.2 Complete your Referee Score Card info (Team names, color, etc.)
 - 6.3 Show coin to both captains and advise of sides
 - 6.4 Advise Visiting captain to call side while coin is tossed in air
 - 6.5 Advise about substitutions:
 - No substitution without specific Referee permission
 - All players enter and exit (with exceptions acceptable to Ref) **at midfield location**
 - **ARs are responsible to count subs on and off and signal Referee when substitution is completed**
 - 6.6 Advise of any special matters you feel appropriate (free-kick encroachments, etc.)

7. Pre-Game Protocol with Players:

7.1 Ask Coach to have ALL players line up along the touchline by bench

7.2 AR should check each player for:

- no jewelry
- proper cleats
- skin guards
- permanent, unique number on jersey
- for significant or controversial games, verify player identity with Roster (line-up players; call out players by number or in order; and have the player give his name [and date of birth, if necessary]; require called and verified players to move away from group)

7.3 Any casts or other dangerous items must get Referee approval

7.4 Remind players about substitution protocol

8. During game:

8.1 Substitutions can only occur with your express consent and sub **cannot enter until the removed player is off the field**

8.2 Do not allow anyone to enter field of play without permission

8.3 Do not allow any spectator to give instructions from outside the technical area—if they do, do not address the spectator, call the **coach over and ask him to move the spectator—do NOT restart game until spectator is in compliance**

8.4 If you determine that a coach or spectator is disruptive to the game or your ability to referee, then use the "Ask, Demand, Remove" protocol, unless **circumstances demand more drastic actions:**

1st time—"ask" them to desist

2d time—"demand" them to desist

3d time---"remove" them (do NOT restart game until they leave the field---if there is resistance, advise the coach that the game will be abandoned if they do not leave)

9. Post-Game Protocol:

9.1 Write in names of all 3 officials (this is best done at halftime)

9.2 Note any cards or spectator/coach removals on the Game Report:

- Write in reason for card/removal (use of Card Code * shown below is handy) opposite player name in appropriate column
- For any disciplinary action (cards/removals) you should also complete the NTSSA Ref. Misconduct Report (extras are in **Ref room or on NTSSA or LHSa website---turn in form to LHSa office**)

9.3 If no cards/removals occur, then draw a line thru those areas

9.4 Fill-in scores for teams

9.5 Sign the Game Report in the appropriate location

9.6 Return game ball to Home team and Game Report to each Coach

9.7 Remind "last" Home team (i.e., if no team is waiting to play) to return flags and nets to garage storage bins

9.8 Officials leave field as a group

9.9 Report any warranted facts to LHSa Referee Representative

*CARD CODES:

Cautions:

UB unsporting behavior
DS dissent-words or actions
PI persistent infringement
DR delay restart
FD failure to respect distance
EF entering field w/o permission
LF leaving field w/o permission

Send-offs:

SFP serious foul play
VC violent conduct
SP spitting
DGH deny goal by handling ball
DGO deny goal by other offense