



RISRC

**Referee Assignor Coordinator
Handbook 2020**

Table of Contents

Recreational Program-- Competitive Program - Referee Training Program	4
July	4
August	4
September	4
October	4
November	5
December	5
January/ February	5
April	5
May	5
June	6
Contact Information	6
Resources	6
Rhode Island State Referee Committee	6
Responsibilities	6
USSF Assignor	7
Association’s Expectations for Referees’ Coordinators	7
Training Referees	8
Training Materials	8
Recreational Assigning	9
Competitive Assigning	9
Referee Development	9
Evaluation Tools to assist in knowing your Referees	10
Referee Requirements	10
Recertification	10
New Certification (New Referees)	11
BEST PRACTICES	11
Class to Competitive	11
Recruitment	11
Training	11
Development	12

Evaluation	12
Establishing Assigning Level	12
Referee Commitment	12
Dress Code	12
Equipment	12
Referee Communication	13
How to Deal with Difficult Coaches, Parents, Players	13
Frequently Asked Questions	13
About your Role	13
About the Assignor	13
Assigning	14
Questions by Parents	14
Questions by Children	14

Recreational Program-- Competitive Program - Referee Training Program

July

1. Recruit candidates for Grassroots referees (website announcement, schools, bulletin boards)
2. Register on-line with USSF as an assignor and pay \$25.00 (yearly)
3. Attend an assignor class, hosted by RISRC. (only once)
4. Complete a BCI check on-line (yearly)
5. To complete in-service training (4 hours)

August

1. Either schedule new referee clinic with SDI or inform candidates of closest clinic for grade 9 or 8
2. Follow up with SDI as for who passed
3. Follow up with all referees to make sure they have complete uniform. (referee shirt, all black shorts, referee socks, black shoes, all referees should have a wrist watch, a pen and paper)
4. Check with your local organization as what they supply for uniform, some Organizations pay for the first uniform.

September

1. Assign referees to house league games
2. Assign referees to Fall SuperLiga games (U8 – U12)
3. Work with SDI/ Workgroup program to Train referees weekly during games
4. Work with SDI/ Workgroup program to Evaluate referees weekly during games
5. Either schedule a recertification class or inquire about the closest class to your community
6. Promote monthly in-service meetings

October

1. Assign referees to house league games
2. Assign referees to Fall SuperLiga games (U8 – U12)
3. Work with SDI/ Workgroup program to Train referees weekly during games
4. Work with SDI/ Workgroup program to Evaluate referees weekly during games
5. Start contacting referees regarding recertification (3 step process)
6. Take test on line; pay on line if you pass; attend a recertification class

November

1. Assign referees to house league games
2. Assign referees to Fall SuperLiga games (U8 – U12)
3. Train referees weekly during games
4. Evaluate referees weekly during games
5. Follow up with referees regarding recertification (3 step process)
6. Take test on line; pay on line if you pass; attend a recertification class

December

1. Follow up with referees regarding recertification (3 step process)
2. Take test on line; pay on line if you pass; attend a recertification class Submit referee evaluation to SuperLiga director
3. Remind referee to take their test and pay dues by Dec-31 or will be charged a late fee

January/ February

1. Follow up with referees regarding recertification (3-step process)
2. Take the test online; pay online if you pass; attend the recertification class in March
3. Attend the Superliga Referee Coordinator meeting
4. Advise referees who are doing Superliga games of any pending meetings
5. Request availability from all referees whom you plan on officiating for Superliga games
6. Assign U8-U12 home town referees for Superliga games via Assign by Web (ABW)

April

1. Assign U8 – U12 home town referees for SuperLiga games via Assign by Web weekly
2. Address any issues involving your referees (weekly)
3. Follow up with referees regarding their individual games (strengths & weaknesses)
4. Follow up with your referee that were assigned to a U14 - U19, and follow up with their Strengths and weakness
5. Attend mid-season SuperLiga referee coordinator meeting

May

1. Assign U8 – U12 home town referees for SuperLiga games via Assign by Web (weekly)
2. Address any issues involving your referees (weekly)
3. Follow up with referees regarding their individual games (strengths & weaknesses)
4. Follow up with state assigned referee, if your referee was assigned to a U14 - U19 game

June

1. Assign U8 – U12 home town referees for SuperLiga games via Assign by Web (weekly)
2. Address any issues involving your referees (weekly)
3. Follow up with referees regarding their individual games (strengths & weaknesses)
4. Follow up with state assigned referee, if your referee was assigned to a U14 - U19 game
5. Follow up referees about doing tournaments (Barrington, Portsmouth, Seaside Classic, Goals 4 Rams)

Contact Information

Resources

1. Facebook / Twitter
2. Rhode Island State Referee Committee (RISRC) web site
3. Acknowledgements
4. State Coin
5. New Rules / Changes
6. Videos clips

Rhode Island State Referee Committee

1. The SuperLiga Rules & Policies
2. FIFA Sprint and Interval Test
3. Game Log (Excel)
4. Interpretation of the Laws
5. Advice to Referees
6. Standing Agenda
7. Guide to Procedures
8. Laws of the Game
9. New Referee Info

Responsibilities

1. Recruit and compile a listing of all of your referees in your town/association
2. Evaluate and rate the experience level of all of your referees. The RISRC, The SuperLiga and other referee coordinators can be of help here if you are unsure of how to do this
3. Assign all of the games that need to be assigned by you. Pay special attention to the skill level and age level of the referee being assigned to a game. i.e. probably not a

good idea to put a new grade 8 .twelve year old in the middle of a UI2 boys game

4. A 12 year old referee can be the center of a referee of a U-10 game, and AR on a U-12 game
5. Establish a training, evaluation and development program for your referees. RISRC, other referee coordinators, The SuperLiga and other associations can be of help here
6. Delegate duties as often as possible
7. The referee coordinator does not have to be a certified referee
8. Be aware of game conflicts assigning games, ex: family members refereeing and coaching on same game
9. Register, take the test, pay your fee, complete 4 hours training, and recertify every year

USSF Assignor

1. Each local association must have a certified USSF assignor assigning games for them. This person does not necessarily have to be the referee coordinator or a referee
2. USSF assignors can become certified by attending a USSF referee assignor clinic. These clinics are offered as needed by the RISRC. Assignors only have to go to one clinic in their lifetime, must re-certify every year
3. USSF assignors must be at least 18 years of age
4. USSF assignors should pay particular attention to the fact that they not assign referees on games that there may be conflicts, i.e. family members, playing in the same age group, etc. Assignors should also be as fair as possible in assigning games and not give games primarily to just a few referees- particularly in the assignor's family

Association's Expectations for Referees' Coordinators

1. The association(s) that the referee coordinator works with should expect that referees assigned to games are,
 - a. Certified
 - b. Trained
 - c. The referee's skill level is appropriate to the age group assigned

2. The referee is professional in appearance and demeanor. Any problems encountered by the referee will be handled in a timely manner
3. Associations can also expect that the referee coordinator will communicate with other board members in relation to referees, coaches, parents, schedules and field conditions
4. Referee coordinators should also keep an active list of referees, payments and pay schedules for the association.

Training Referees

1. One of the most important duties of the referee coordinator is to ensure that referees are trained properly
2. All referees should attend or have attended grade 9 or grade 8 referee clinics held by the RISRC, after 2019 these classes are classified as Grassroots referee classes.
3. After attending the clinics, it is the referee coordinator's responsibility to have ongoing training for all referees. This training can be done with an in-house program conducted by the association or training classes/sessions can be held by using state referee instructors. Please contact the State Director of Instruction for availability and costs. At RISRC.net
4. The referee coordinator should maintain a list of all referees and training that may be needed for them
5. Evaluation is also a key to training. Referees should be evaluated in house by the referee coordinator or his/her designate. If there is no one in the association able to evaluate the referees, then you can have a State referee assessor do that. Please contact the State Mentor at RISRC.net.
6. On the field training is the best with game situations.

Training Materials

1. Training materials may be obtained from a number of sources. US Soccer **ussoccer.com**, The Rhode Island State Referee Committee, **RISRC.net**, other associations who have training programs.
2. You should always have a number of copies of, Laws of the games Easy, Laws of the Game, Referee Administrative Handbook, and Guide to Procedures for Referees and Assistant Referees. And up-to-date copies of The Superliga rules and policies, Premier Rules and policies as well as any intra association rulebooks.

Recreational Assigning

1. Assigning for the recreational program usually gives the referee coordinator the most flexibility. Since many games at the recreational level are not competitive and instruction based, the coordinator can assign referees who may need instruction along with more seasoned veterans.
2. It is still important to assign referees who will not take away from the value of the game.
3. It is important to note that referees still need to look and act professionally when working recreational games as well as competitive games.
4. The association's referee assignor or coordinator will assign all of the recreational games.

Competitive Assigning

1. In competitive assigning, the referee assignor (who may be the referee coordinator as well) will assign all games from U6 to U12, he/she may also be asked to assign other games by the particular league, i.e. *SuperLiga*.
2. The Assignor will use the specific program that has been arranged, i.e. **Assign By Web**.
3. Please refer to the above section on assigning for more information.
4. Other assigning sites could also be used
 - a. SuperLiga
 - b. GotSoccer
 - c. US Officials
 - d. Arbiter Sports

Referee Development

1. Referee development is by far one of the most important duties a referee coordinator can have. In referee development we are not just looking at the training of a referee but rather the specific career development of each referee.
2. The specific training of the referee is mentioned earlier in this section,

but the development is a bit different.

3. As a referee earns a particular grade, 8 or 9- Grassroots (after 2019) he/she is able to referee specific age groups and work either as an assistant referee or a center referee. As the referee works more it is important to develop that referee so he/she can do higher level games.
4. To plan out a developmental program for a specific referee the coordinator should seek out individuals who want to do the job and move up. Once a referee or referees are selected then the association can contact the RISRC. The SRC will then try and assign the referee to higher level games working with veteran referees and/or assessors. Training programs will also be offered.
5. The Superliga also is holding a referee academy; this is also a great opportunity for development.
6. See the Referee Administrative Handbook for specific grades and matches that each grade can do.
7. Check the Superliga Referee Program Handbook, for qualification to move up a grade.

Evaluation Tools to assist in knowing your Referees

1. Utilizing mentor program / referee coaches
2. Using observation feedback from mentors / referee coaches

Referee Requirements-

Recertification

1. Complete 4 hours of [in-service training](#) for Grassroots and emeritus. Regional referees must complete 8 hours annually.
2. Pass the annual exam:
 - a. Grassroots referees, 2 attempts to pass at 80%
 - b. Regional referee exam , 2 attempts to pass at 80%
3. Pay the annual fee — collected when you take the exam or paid by check to the SRC office in Cranston. A late fee of \$10 per month will be assessed after December 31.

New Certification (New Referees)

1. **Grassroots referees** are authorized to officiate youth recreational (aka “house league”) matches in any age division.
2. In addition, Grassroots referees are permitted to referee from U8 to U18
3. Minimum age for Grassroots Referees, are 13 years old
4. Reference the RISRC website for all requirements on how to become a NEW REFEREE

BEST PRACTICES

1. Mentor Program
2. Junior Mentor Program
3. Source other associations close by
4. Field observations
5. Mentor / junior Mentor Program

Class to Competitive

Recruitment

1. Players
2. Family members
3. Friends of the family
4. Co-workers

Training

1. Work with SDI
2. Work with mentors / referee coaches
3. Promote mostly RISRC in service training
4. Work with State Assigning Coordinator

Development

1. Work with your local assignor/coordinator
2. Work with mentors / referee coaches

Evaluation

1. Schedule a mentor / referee coach to observe a game of a referee you want to promote

Establishing Assigning Level

1. A 12 year old can do a U-10 middle or line on a U-12 game
2. Comfort level

Referee Commitment

1. Game Preparation
2. Except your games
3. Arrive 30 min before game
4. Game reporting on time within 24 hours

Dress Code

1. Black shoes
2. Black shorts
3. Black shirts (undershirt)
4. Black socks
5. Extra shirts (colors)

Equipment

1. Whistle
2. Watch

3. Pen/pencil
4. Game pad
5. Flags
6. Cards (yellow/red)
7. Coin
8. Duffle bag

Referee Communication

1. Check for open games
2. Positive/ negative feedback

How to Deal with Difficult Coaches, Parents, Players

1. Instruct your referee to approach the home coach and present the situation
2. Know difference between difficult players and coaches and players, vs abusive parents
3. Know and follow league procedures

Frequently Asked Questions

About your Role

1. Provide a safe environment (Do not place a referee in a situation that will be overwhelming to him/her).
2. Work with club assigner
3. Assess each referee to determine their abilities
4. Make sure your referees are informed on the latest changes to the laws of the game
5. Work with referees, either on a one to one basis or in a group to go over mechanics of the game and offside's
6. Have new referee program in place (help is available through state if needed) www.thesuperliga.com & www.risrc.net

About the Assignor

1. Each club must have an assignor. This person does not have to be a referee or a coordinator. Once he or she passes the assigning course, they are an assignor for as long as they wish, provided they pay the yearly fees and complete their in-service hours.

2. The assigner should work with the referee coordinator to know each referees level of ability to do lines or game middles

Assigning

1. The assigner should work with the referee coordinator to know each referees level of ability to do lines or game middles.
2. Assigning should be based on the ability of the referee, (be careful of assigning referees to do games in their own age group to avoid any conflicts.
3. Coordinate games in advance, to be able to fill voids in games where there is need
4. If a problem arises where you cannot cover a game, contact your local soccer association for help in locating qualified referees, also other local resources
5. Assign two weeks ahead to avoid open games

Questions by Parents

1. How referees are assigned games?
 - a. By ability and experience
 - b. Open games via email
 - c. Becoming available
 - d. Referrals
2. Why is the middle referee not using the signals brought to his/her attention by the assistant referees? — Ex: off sides, goal kicks, throw-ins, corner kicks?
 - e. The decision of the referee is final
 - f. Middle referee might have a better angle
 - g. More experienced
3. Why do referees have different color jerseys? Is one color a higher grade than the other?
 - h. No, there are different color jerseys approved by the USSF, each crew of referees should be in matching colors.

Questions by Children

1. How much training is involved for a new referee?
 - a. New referee class, see page 12

- b. U14- this person can also officiate competitive games as an assistant referee, with a flag for age groups up to and including U14) — this involves 6 hours of classroom training. 4 hours in service training each year required
- d. Grassroots referees (can officiate any youth games as either a referee or an assistant referee- this involves 10 hours of classroom training. 4 hours in service training each year

2. How old must you be to become a referee?

- a. House league: this is determined by each individual organization for in house league, no restriction.
- b. Grassroots referees: you must be 13 years old,
- c.

3. How much do you get paid?

- d. Fees for the recreation league are determined by the individual organization.
- e. Fees for competitive are determined by the state organization.