



**North American Soccer League
2012 Referee Handbook**

This updated 2012 North American Soccer League Referee Handbook was produced by the NASL Operations Department in association with the newly created Professional Referee Organization(PRO); US Soccer’s current Professional Referee Division; the U.S. Professional Soccer Referees Association(PSRA); the Canadian Soccer Association(CSA) and the Federacion Puertorriquena de Futbol (FPF).

It is intended for use by the game officials assigned under the aegis of each of these bodies but primarily on behalf of the six U.S. based teams in the NASL. It can also be used on as needed basis for game officials from Canada working FC Edmonton games and those from Puerto Rico working 2012 Puerto Rico Islanders games.

Referees working NASL games from either Canada or Puerto Rico should consult with their respective national association referee department administrators for direction on specific responsibilities not covered in this referee handbook relating to 2012 North American Soccer League assignments:

Canadian Soccer Association
Attn: Mr. Jules Alie/Referee Program Admin
Tel: 613/237 7678 ext 236
Fax: 613/237 1516
Cell: 613/818 2582
jalie@soccercan.ca

Federacion Puertorriquena de Futbol
Attn: Sr. Juan Tossas
Puerto Rico Islanders Referee Liaison
Cell: 787/384-8488
JBT384@yahoo.com

Information contained herein is valid as of April 1, 2012. Please note that the use of ‘he’ or ‘his’ throughout this handbook refers to both the male and female gender, as applicable.

Important: Permission to stage any friendly games involving an NASL Team playing an international opponent (except when the Islanders and FC Edmonton play other NASL teams) must be applied for through the US Soccer Federation or thru the CSA by FC Edmonton or the FPF by the Islanders. These games involve an entirely different set of competition rules and referee assignment and payment procedures than the games highlighted in this League Handbook that primarily cover 2012 NASL regular season and post season League matches.

2012 NASL Referee Fees

Pre-Season Scrimmage Game Fees (Non-gated game; i.e. admission tickets not sold)

(NASL Team vs NASL Team; NASL Team vs US based Pro/Semi Pro/Amateur or other teams)

Referee	\$125
AR1	\$ 60
AR2	\$ 60
4 th Official	\$ 40 (Optional)

(Match Fee checks should be available from the host team or promoter at the stadium post game).

Per Diem: Per Diems generally will not be paid to any crew members working these games.

Mileage: Mileage reimbursement is not paid to any crew member working these games. A flat fee mileage reimbursement will be paid by the team (but only with the written permission of the League in received in advance of the game) in cases where the referee (only) drives further than 500 miles RT.

Pre-Season Game Fees (Paid Gate; Games were admission tickets sold)

NASL Team vs NASL Team or NASL Team vs Pro/Semi-Pro/Amateur/Adult Team

Referee	\$225
AR1	\$125
AR2	\$125
4 th Official	\$75

Per Diem: Up to a one day Per Diem will be paid only to the Referee or other crew member who have travelled by air but only when such air travel is authorized in advance by the League. It is also only paid to those crew members driving more than 250 miles RT to this level match and only when authorized in advance by the League in which case up to a \$60 per diem per day is paid by the Host Team or organizer and calculated from the time the official leaves his home until his normal, expected return is documented. It is to be paid in 6 hour increments (0-6 hours \$15.00; 7-12 hours \$30; 13-18 hours \$45; 19-24 hours= \$60).

Mileage: Mileage reimbursement is not paid to any crew member working these games. A flat fee mileage reimbursement will be paid (but only with the written permission of the League received in advance of the game) in cases where the referee (only) drives further than 500 miles RT. Any such Official should be prepared to provide mileage proof of distances driven from their domicile to/from match venue via MapQuest /Google maps/Microsoft Street & Trips if info is requested by the League or hosting authority.

Note: US Soccer will NOT assign game officials to any games scheduled between an NASL team (no distinction made between non paid and/or paid gated games) and U.S. based collegiate teams. All financials and other arrangements for pre-season or other games involving any NASL team and a collegiate team is solely the responsibility of the NASL team(s), any outside organizers or the college host(s).

2012 NASL Regular Season Game Fees (For games in the US; Canada or Puerto Rico)

Referee	\$300 USD
AR1	\$175 USD
AR2	\$175 USD
4 th Official	\$100 USD

2012 NASL Post Season Playoff Game Fees (As of 4/1/12) Subject to change)

Any Quarterfinal Round Match (League airfare protocols apply)

Referee \$450 USD plus mileage and applicable per diem
AR1 \$250 USD plus mileage and applicable per diem
AR2 \$250 USD plus mileage and applicable per diem
Reserve Referee \$150 USD plus mileage and applicable per diem

Any Semifinal Round Match (League airfare protocols apply)

Referee \$450 USD plus mileage and applicable per diem
AR1 \$250 USD plus mileage and applicable per diem
AR2 \$250 USD plus mileage and applicable per diem
Reserve Referee \$150 USD plus mileage and applicable per diem

Any Finals Round Match (League airfare protocols apply)

Referee \$450 USD plus mileage and applicable per diem
AR1 \$250 USD plus mileage and applicable per diem
AR2 \$250 USD plus mileage and applicable per diem
Reserve Referee \$150 USD plus mileage and applicable per diem

Regular Season Games/Playoff Games Per Diem: Per Diems will be paid to all Referee, Assistant Referee and 4th Officials (or Reserve Referees) at the rate of \$60 per diem per day calculated from the time the official leaves his home until his expected return in 6 hour increments (0-6 hours \$15.00; 7-12 hours \$30; 13-18 hours \$45; 19-24 hours= \$60).

Regular Season Games/Playoff Games Mileage: Mileage is reimbursed at the approved 2012 U.S. IRS Rate of \$.555 per mile RT to the Referee, Assistant Referees and 4th Officials. All Officials requesting mileage reimbursement should provide written mileage proof their mileage reimbursement request from his domicile to/from the match venue via MapQuest/Goggle maps/Microsoft Street & Trips printouts as part of their expense report request for mileage reimbursement.

If your day of game or travel day(s) transportation is handled by another assigned crew mate (which is strongly encouraged) or if local transportation offered by a local referee liaison is NOT available, match officials can rent one car per crew as an accepted method of getting to and from their hotel and your assigned venue but only if the rental is booked in advance of any travel thru Milne Travel only and only if reserved at the time of making the initial travel arrangements before accepting the match assignment. Prior approval from Milne Travel and/or the NASL League office (meaning BEFORE the assignment is accepted) is required. Game Officials not following this protocol may be responsible for these charges.

Note: Separate per diems at the rates outlined above will be paid to each official who drive together to a game but they are required to use only one personal or rental car which ever is cheaper or where practical when two officials or more officials live in the same general area and drive to the same assignment. In this case, only one mileage or car rental (and gas) reimbursement will be paid upon submission of a receipt for the rental. Rental car gas MUST be bought BEFORE returning the car. Rental car gas purchase receipts MUST be included as part of an official's expense reimbursement request(s).

The game fees, per diems outlined and mileage reimbursements described above pertain primarily to US Soccer Federation officials working 2012 NASL Games at one of its six (6) 2012 US venues: Atlanta, Carolina, Ft. Lauderdale, Minnesota, San Antonio and Tampa Bay.

Rates paid to officials from Canada and Puerto Rico will be paid at the rates outlined in this Handbook in US dollars (USD) for the 2012 season directly by FC Edmonton on behalf of the CSA and by the Puerto Rico Islanders on behalf the Puerto Rican Soccer Federation to game officials who are members of those National Associations.

Air Travel: Any NASL official--usually Referees only--who need to fly to their 2012 assignments **must** use the services of the NASL's Official Referee Travel Provider Milne Travel (no exceptions). All 2012 NASL Air Travel will be in Coach Class or the equivalent. The primary 2012 Milne Travel contact is:

Ingrid Mountain (formerly Ingrid Saldibar)
Milne Travel
104 Mowry Street
Northaven, CT USA 06473
1-888/826-1557 toll free; 203/415-0304 Weekends & After Hours Emergencies
ingrid.mountain@milnetravel.com (Note this update from her 2011 email address)

For any match official who needs to fly to his 2012 NASL assignment at one of the six US based venues, the game acceptance protocol is as follows, **without exception**:

- 1) Referee sees specific NASL game assignment on the GameOfficials.net webpage.
- 2) Referee contacts Ingrid Mountain to obtain a **confirmed** air itinerary for the game assignment(s) in question. Air fare is not confirmed unless referee is specially told either verbally or via email that his itinerary and fare is confirmed by Milne and/or the League.
- 3) Referee only then accepts the Game Assignment on US Soccer Referee webpage.
- 4) Referee & crew get Game Notice from NASL League Operations 5 days before his game.

Questions regarding air travel protocols (if applicable) for any Canadian Soccer Association game officials or Puerto Rican Soccer Federation officials working 2012 NASL games should be directed to the referee contact listed earlier in this 2012 Referee Handbook for either the CSA or the FPF.

Note: Generally, NASL Referees (or ARs, if applicable) travelling by air and thru more than one time zone from their home to an assignment will be allowed to arrive in the match venue the day before match day and leave the day after the match depending on kickoff times and airline schedules. Generally, Referees travelling to assignments within the same time zone and with flights lasting less than 2 1/2 hours (airline schedules permitting) should arrive in venue on the same day as their game.

Every attempt will be made to have Referees (or ARs when applicable) who must travel by air to an assignment to travel via a direct, non-stop flight although air travel via connecting flights might be unavoidable because of available air schedules or air fare financial issues.

NASL Referees may keep any qualifying frequent flier air mileage, car rental points and hotel points BUT it is the sole responsibility of the traveler to ensure Milne Travel has those FF numbers at the time of booking, not Milne Travel. Any post game flight/car rental/hotel stay posting of errant air mileage credit or car/hotel 'points' is solely the responsibility of the traveler, not the NASL or Milne Travel.

Transmission of all appropriate TSA information (i.e. the complete name of the travelling official as it appears on the government issued ID the traveler will use at TSA checkpoints) to Milne Travel is solely the responsibility of the traveler, not the NASL or Milne Travel. It is the sole responsibility of the game official to ensure his air ticket is issued with the same name as is the personal identification document to be used by the game official at any security checkpoint(s).

Mandatory Arrival Time: Referees (or ARs where applicable) travelling by air MUST arrive into their match venue city no less than 8 hours before the scheduled kickoff time and must have a back up flight that allows for arrival into the match venue at least 7 hours before the scheduled kickoff time. Referees (or ARs) travelling by air generally should not schedule departure flights after their assignment sooner than four hours after the expected end of their match, depending on the distance from the stadium to the departure airport due to unforeseen circumstances that might occur at games.

Depending on travel distances and flight schedules, NASL Referees (or ARs) may ask to drive instead of fly to their assignment. In that case the League will, at its sole discretion, reimburse the game official for RT mileage at the lower amount of either the actual car mileage driven by the official or the lowest bookable airfare for the comparable roundtrip flight.

IMPORTANT: Any drive/fly decision MUST be made by the game official BEFORE his acceptance of the assignment on the GameOfficials referee website. Further, his decision to fly or drive to an assignment MUST also be communicated BEFORE the assignment is accepted by the game official on his GameOfficials referee web site AND IN WRITING via email to both Milne Travel and the League.

Hotels: Milne Travel (or possibly the Operations Director from one of the League's teams) will make arrangements for any hotels needed for any Referee (or AR) who is travelling by air and arrives in the match venue the day before the match day and departs either on match day night (if the match is an afternoon kickoff) or on the day following the match day. This hotel information will appear on the Game Notice along with known hotel reservation details. Referee room reservations will usually be as a Double (two beds per room) even if only referee needs the room. Only other officials assigned to a specific game may use the other bed and only then with the permission of the referee and the League.

A list of those 2012 NASL Referee hotels is outlined further in this 2012 Handbook. The NASL reserves the right at any time to book hotels for assigned officials other than those listed. All game officials must stay at League approved and booked hotels when on assignment for the League. No exceptions.

Generally, 2012 NASL Referee (or AR) hotel rooms will be part of a home team hotel deal and might be complimentary for either one night or both nights of a stay. If the first night is comp and the second room night needs to be paid, the NASL Referee is asked to pay the hotel bill with his own credit and submit the charge for the hotel along with any other reimbursement requested as part of his NASL expense reimbursement on the 2012 NASL Reimbursement Request Form submitted to the NASL.

Travel To/From the Airport to a Referee Hotel: Referees are asked to use complimentary hotel shuttles or local airport to hotel van transportation shuttles ROUNDTRIP when they are available to travel to their hotel upon arrival and back to the airport during departures and to ONLY use taxis or rental cars in lieu of a complimentary hotel shuttle. Legible van shuttle and/or taxi receipt(s) MUST accompany reimbursement requests as part of the official's expense reimbursement request. Game officials assigned to the same game that arrive with 60 minutes of each other are asked to travel together and use one taxi/rental car for their travel to and from airports to referee hotels. In these cases only one cab reimbursement or car rental booking and subsequent rental & rental gas reimbursement will be made.

If in-venue transportation on match day or either travel day from a crew mate or a local referee liaison is not available, match officials can rent rental cars at the lowest going rate but only thru Milne Travel and ONLY if reserved advance of arrival into the match official's match venue. Prior approval (meaning ONLY at the time the assignment is accepted) from Milne Travel or the NASL League office is required in order to rent cars.

2012 NASL Home Stadiums & NASL Referee Hotels List (Hotels subject to change)

Atlanta Silverbacks

Atlanta Silverback Park
3200 Atlanta Silverbacks Way
Atlanta, GA 30340 (112 x 72 yds; Artificial)

Carolina RailHawks

WakeMed Soccer Park
201 Soccer Park Drive
Cary, NC 27511 (120 x 75 yds; Natural)

FC Edmonton

Clarke Stadium
10839 91st Street
Edmonton, Alberta
Canada T1Y 1L8 (110 x 76 yds; Artificial)

Ft. Lauderdale Strikers

Lockhart Stadium
5201 NW 12th Ave
Ft Lauderdale, FL 33309 (116 x 73 yds; Natural)

Minnesota Stars FC

Metrodome (110 x 70 yds Artificial; (4/7 gm only)
National Sports Center Stadium Field
1700 105th Avenue NE
Blaine, MN 55449 (115 x 72 yds; Natural)

Tampa Bay Rowdies

Al Lang Field
230 First Street NE
St. Petersburg, FL 33701 (107 x 70 yds; Natural)

Puerto Rico Islanders

Estadio Juan Ramon Loubriel and
Bayamon Soccer Complex
Routes 2 & 5
Bayamon, Puerto Rico (Loubriel 115 x 74 yds
Natural; Bayamon SC 115 x 76 yds; Artificial)

San Antonio Scorpions

Heroes Stadium
4799 Thousand Oaks Drive
San Antonio, TX 78233 (120 x 66 yds; Artificial)

Holiday Inn Perimeter/Dunwoody (No Shuttle)

4386 Chamblee-Dunwoody Road
Atlanta, GA 30341
770/457-6363; Rate includes breakfast)

Hilton Garden Inn Durham Southpoint (No Shuttle)

7007 Fayetteville Road
Durham, NC 27713
919/544-6000

Four Points Sheraton Edmonton South (No Shuttle)

7230 Argyll Road
Edmonton, Alberta
Canada T6C 4A6
780/465-7931

Holiday Inn Hotel & Suites Sunrise (No Shuttle)

3003 North University Drive
Sunrise, FL 33322
954/748-7000

Minneapolis Airport Marriott (Airport Shuttle)

2020 American Blvd East
Bloomington, MN 55425
952/854-7441

St. Petersburg Courtyard Hotel (No Shuttle)

300 4th Street North
St. Petersburg, FL 33701
727/450-6200

Caribe Hilton San Juan (No Shuttle)

1 San Geronimo Street
San Juan, Puerto Rico
787/721-0303

Microtel Inn & Suites Airport North (No Shuttle)

15314 San Pedro
San Antonio, TX 78232
210/404-1900

2012 NASL Day of Game Operations Contacts

Atlanta Silverbacks

Michael Oki/ President
404/969-4920 office
404/313-2020 cell
Michael.oki@atlantasilverbacks.com

Carolina Railhawks

David Vaught / Operations
919/459-0722 office
336/971-6153 cell
dvaught@carolinarailhawks.com

FC Edmonton

James Rosnau / Operations
780/439-7529 office
780/405-2549 cell
jrosnau@fcedmonton.com

Ft. Lauderdale Strikers

Miguel Lopez / Operations
305/728-2622 office
305/588-6111 cell
MLopez@strikers.com

Minnesota Stars FC

Angie Blaker / Operations
763/792-7348 office
651/335-3055 cell
angie@mnstarsfc.com

Tampa Bay Rowdies

Lee Cohen / Operations
813/287-1650 office
321/698-1250 cell
lcohen@rowdiessoccer.com

Puerto Rico Islanders

Vanessa Figueroa/ Operations
787/643-3099 cell
cvfigueroa@prislanders.com

San Antonio Scorpions

Matt Levenshus/Operations
210/379-4228 cell
mlevenshus@sanantonioscorpions.com

2012 NASL Day of Game Referee Liaisons

Atlanta Silverbacks

Guido Gonzales
678/770-4949 cell
678/714-7454 x 502 office
guido.gonzales@atlantasilverbacks.com

Carolina Railhawks

Dave Vaught
919/459-0722 office
336/971-6153 cell
dvaught@carolinarailhawks.com

FC Edmonton

James Rosnau
780/439-7529 office
780/405-2549 cell
jrosnau@fcedmonton.com

Ft. Lauderdale Strikers

Matheus Brasil
305/728-2644 office
954/918-4482 cell
Mbrasil@strikers.com

Minnesota Stars FC

Angie Blaker
763/792-7348 office
651/335-3055 cell
angie@mnstarsfc.com

Tampa Bay Rowdies

Lee Cohen
813/287-1650 office
321/698-1250 cell
lcohen@rowdiessoccer.com

Puerto Rico Islanders

Juan B. Tossas
787/384-8488 cell
JBT384@yahoo.com

San Antonio Scorpions

Kylyn Smith
620/386-0861 cell
ksmith@starsoccerSA.com

IMPORTANT: All 2012 Referee crews (especially match referees) should be aware that because of existing business arrangements entered into by many of the NASL's U.S. based teams for the 2012 season that can not be changed, referees may be staying at the same hotel as the visiting team. All match day crews are expected to act in a professional manner at all times in light of this information.

Please be guided accordingly but please report any unprofessional pre or post game contact immediately to Thom Meredith or Darren McCartney at NASL Operations. Thank you for your cooperation in this regard.

2012 U.S. NASL Team Local Area Coordinators (LACs)

Atlanta Silverbacks LAC

Michael D Wright
1155 Bridgewater Walk
Snellville, GA 30078
(770) 972-0246 home
(770) 736-0850 work
(404) 409-4960 cell
mikewright@mindspring.com

Carolina RailHawks LAC

Roger Morton
PO Box 13946
Greensboro, NC 27415
(336) 370-9898 work
(336) 686-7901 cell
ncpsoa1@aol.com

Ft. Lauderdale Strikers & Tampa Bay Rowdies LAC

Newman W. "Zoom" Stemple
931 Corkwood St.
Hollywood, FL 33019
954-925-2383 h/o
954/665-4567 cell
zoomstemple@netzero.net

Minnesota Stars FC LAC

Troy R. Cohrs
900 Superior Drive
Northfield, MN 55057
(612) 280-7857 cell
(507) 664-2044 home
troy.cohrs@nfld.k12.mn.us

San Antonio Scorpions LAC

Dick Triche
1983 Sugar Pine Circle
Houston, TX 77090
832/ 295-9601 work
832/577-7191 cell
r.triche@yahoo.com

Getting to/from the Airport OR Stadium: The NASL requests that each assigned Referee Crew discusses and internally confirms amongst its members as part of its pre-match email/phone communications how they each individually and collectively are getting to and from the stadium on Game Day and/or to and from the airport and hotel on travel days if they are coming to the game via air. The League requests that this travel be done as efficiently as possible for all concerned and as outlined previously in this 2012 Handbook.

It is also humbly requested by the NASL that one of the local game officials assigned to the game assist (if requested) any NASL game official who has travelled by air to the game in getting to and from his hotel and the stadium on match day. Any member of the match officiating crew providing this service can claim mileage reimbursement for this activity provided they include written back up documentation for this activity as outlined in earlier NASL mileage reimbursement procedures.

Parking: Parking receipts, whether relating to parking at airports or hotels or for any other 2012 NASL game related parking expense incurred, must be submitted as part of an official's expense report or the reimbursement will be denied. Only NASL Game officials assigned to the game will be provided secured complimentary parking on the day of game by the individual host team either thru the use of a physical pass or by having the name of the official(s) on a parking list at the parking lot entry gate. This is also coordinated thru the home team Operations Director or the home team Referee Liaison.

VERY IMPORTANT APRIL 1, 2012 FINANCIAL DEVELOPMENT: Starting April 1, 2012, the NASL League Office will coordinate ALL game fee payments and ALL 2012 NASL ground travel & per diem expense reimbursements payments directly to ALL game officials working League matches but only thru the GoPay ETF system (See GameOfficials.net) outlined further on in this Handbook.

PLEASE NOTE that US Soccer will NO LONGER handle any part of either NASL Game Fee payments or any part of the reimbursement process for any official working 2012 NASL games. Please also note that Traci Simmons no longer works for US Soccer.

This new NASL approach will be accomplished thru a completely safe and secure money and banking transfer made electronically to each game official by transferring funds into the checking/savings bank account identified by each individual match official through the GoPay Service. This will be accomplished using the completely safe electronic fund transfer (ETF) GoPay system that is already part of US Soccer's GameOfficials.net assignments website. This method is currently used by many other US based amateur leagues and clubs.

IMPORTANT: As was the case in 2011 and will again be the case in 2012, NO game official needs to submit a request to the League for his Game Fee. Thom Meredith and NASL accounting will handle this function on behalf of all 2012 game officials.

But ALL 2012 officials requesting reimbursement for any ground expenses incurred OR any official requesting payment for any daily per diem earned (at the rates outlined earlier in this Handbook) CAN ONLY do so by forwarding a completed 2012 NASL Reimbursement Request Form (available for download at GameOfficials.net) along with ALL required back up documents (i.e. any hotel and/or rental car and/or rental car gas receipts as well as proof via MapQuest etc of any mileage reimbursements requested) via email OR Fax within **five (5) WORKING DAYS of the game** via email to refpayments@nasl.com or to Thom Meredith via fax (w/o a cover sheet) to 267/430-0305 as outlined on the 2012 NASL Reimbursement Request Form. ALL documents forwarded MUST BE LEGIBLE or they will be rejected by the League.

FURTHER: Eventually, the NASL intends to make the entire expense reimbursement system within the next 30-45 days completely electronic thru the excellent GoPay ETF system. More information relating to this important development will be communicated and made available to ALL NASL game officials in a separate posting under the News/Info section of GameOfficials.net for all US based game officials. You will be notified when this occurs. In the interim all game officials can still file for timely reimbursement by using a downloaded form you can complete by hand and forward to refpayments@nasl.com.

IMPORTANT: In the interim and in order to comply with an important League and IRS requirement in order to use the GoPay system, ALL 2012 NASL game officials are first required to download, fill out, sign and sent to NASL Accounting Manager David Cruz by snail mail, fax or via email after scanning the required IRS W-9 form before the NASL can forward any Game Fee or reimbursements to any 2012 NASL game official. Please send your one time, completed IRS W-9 Forms via snail mail/fax or via email to:

David Cruz/ NASL Accounting
501 Brickell Key Drive #405
Miami, FL 33131-2624
786/221-4873 FAX **OR** after printing out and signing by scanning it to: dcruz@nasl.com

You can download a 2012 W-9 form at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

If you have sent US Soccer an executed W-9 for **other** 2012 referee work (i.e. for MLS or USL Pro) you are still required to forward a second form to David Cruz and the NASL for your upcoming NASL work.

The second part required of all 2012 NASL game officials is to go on GameOfficials.net and complete the steps to set up your bank account so that it can receive completely safe and secure game fee and expense reimbursements from the NASL thru the GoPay system.

More on setting up Your Go Pay Account: To do that ALL NASL game officials in the USA needs to follow these important steps in order to start receiving BOTH his Game Fee(s) AND any reimbursement due for his ground travel and/or per diem(s) earned for working a 2012 NASL Game:

- 1) Sign on to USSoccer.GameOfficials.net (be sure you are in the Assignment Group);
- 2) Make sure all personal information (especially your email & snail mail addresses and cell contacts are up to date and accurate);
- 3) Go to the My Payments Section on the left hand side of the Personal Info section;
- 4) Read and complete the GoPay User Agreement by filling out the Signature Block;
- 5) Click on and then read the GoPay Overview Section and watch the GoPay training videos;
- 6) Add a Pay Method ASAP (the requested bank account information section that outlines how you want to receive any 2012 NASL Game Fee or Expense Reimbursements). This information will be completely safe and protected.

No official will receive any payment(s) until he completes both the W-9 form to the League and the set up on your banking information on GoPay tasks.

Game officials working 2012 NASL games in either Puerto Rico or Canada will be paid all of their game fees and ground travel reimbursements and per diems thru either the Islanders or FC Edmonton.

2012 NASL Expense Form: The updated 2012 NASL Reimbursement Request Form can be downloaded from the 2012 NASL Referees Handbook Section at USSoccer.GameOfficials.net under the News/Info Section.

Expense Reimbursement Deadline: ALL 2012 NASL Game Officials expense reimbursement requests MUST be received by the NASL no **later than FIVE (5) days following the date of the game** for which you are requesting reimbursement. NO EXCEPTIONS. Be advised that this again applies **only** to any miscellaneous ground and per diem expenses you are requesting reimbursement for since the NASL League office will be forwarding directly to your specified bank account on your individual behalf via the GoPay electronic funds transfer system any Game Fee payment(s) due you. Reimbursement requests received after the **FIVE (5)** period highlighted above will **not be** processed or paid. NO EXCEPTIONS.

Game Related Information

Game Day Rosters: A minimum of 16 players will be listed on a roster for the Visiting Team. Visiting Teams may have up to 18 on their roster if they are on a multi-game road trip. Home Teams can list no more than 18 eligible players on a roster.

Eligible Substitutes: Each team can only use up to 3 (three) subs (3 subs including a goalkeeper) from the list of up to seven (7) eligible subs named on their day of game Official NASL Roster Form.

Day of Game Documents: Individual, blank copies of the 2012 NASL Official Roster Form; the NASL's official Referee Game Report, at least 8 individual 2012 NASL Player Substitution Passes and the Game Day Timeline will all be available pre-game thru the Home Team's Referee Liaison or Team Director of Operations in the Referee Locker Room 90 minutes before kickoff.

Both the Home and Visiting Teams should travel with blank Roster Forms and the Visiting Team will also be supplied a copy by the Home Team as part of their Welcome Packet given the Visiting Team the day before the game upon the Visiting Team's arrival at the Visiting Team hotel. **PDF samples of these documents are also available and depicted in the documents section at GameOfficials.net**

Both the Roster Form and the Referee Game Report are in NCR form with instructions on the form as to who should receive copies.

The Home Team Operations Director or the Home Team Referee Liaison will be responsible for collecting both the Home Team and Visiting Team Rosters, getting them signed by the appropriate home and visiting team reps and to have each team indicate their **one** captain's name by putting a 'c' in the left margin of the Roster by the player's name.

Day of Game Document (continued)

Rosters are to be completed no less than 60 minutes before the scheduled kickoff. Both forms will fit on an 8.5" x 11" sheet. **Make sure when the Referee receives the team rosters that all names and numbers are legible.** If there are timing issues re: submittal times relating to roster completion and production, the home team is required to complete its roster first.

After the game, the Referee is required to complete the Referee Game Report and make sure it is hand delivered to either the Home Team Director of Operations or the Home Team Referee Liaison. They will be responsible for distributing the completed document to the Home Team and the Visiting Team. The Referee also gets and should keep for his records a copy of the original 3-page NCR form.

The Home Team Director of Operations will be responsible for sending the completed Referee Game Report form to the NASL League Office, not the match referee.

NOTE: All player send-offs and other serious game day incidents must be covered in a Competition Incident Report written post game by the Referee and given to the Home Team Operations/Referee Liaison to be included in the home team's overall post game submission to the League.

In addition, all known members of US Soccer's 2012 NASL Referee Pool (meaning referees, not ARs or 4th officials) will be sent an electronic copy via email of the League's 2012 Operations Manual when available as well as one physical set of spare Day of Game match related documents. **The 2012 NASL Operations Manual will contain additional and/or more complete information on 2012 NASL League competition rules, team bench issues and rules and information regarding suspended players and/or coaches etc. All 2012 NASL game officials (inc. ARs & 4th officials) will be sent the Referee Handbook via email in advance of their first 2012 NSL assignment. It's also posted on GameOfficials.net**

Game DVDs for Referees: The Home Team Operations Director or the Home Team Referee Liaison will be responsible for hand delivering one (1) copy of a DVD of the game within a reasonable time after the game. Referees are asked to wait for their copy of the game DVD post match since teams will not incur mailing or courier costs sending additional copies to the referee crew.

Match Ball: The 2012 NASL Match Ball is the JOMA Final Pro White. The Home Team will provide 8 new JOMA match balls and have them ready for inspection by the Referee 90 minutes before the match. Recommended ball pressure is 13 psi.

Game Notices: The NASL Operations Department will issue a game specific Game Notice for all 2012 NASL matches. Similar to other US professional soccer league Game Notices, each 2012 NASL Game Notice will be sent via email from the League Operations Department to the Home and Visiting Team Directors of Operations, all four members of the referee crew and other applicable personnel (i.e. referee assessors and/or ref coach mentors assigned by the Professional Referee Organization, US Soccer and/or home referee liaisons) no later than 5 days before the date of the game.

Email addresses and cell phone numbers for the 1) Home Team's Operations contact; 2) the Referee Assessor/ Ref Coach Mentors if applicable and assigned by the PRO and US Soccer and 3) the Referee Liaison (if different than the Home Team Operations contact) along with a 4) a Visiting Team contact, all four members of the game officials crew and emergency League Operations/Referee Operations as well as Milne Travel contacts will all be listed on each Game Notice along with the mandated uniform colors for both teams and the game officials crew.

Team Uniform Colors: Team colors listed on the Game Notice should be followed without deviation with only the Match Referee empowered to change specific team related colors from what is listed on the Game Notice should the referee feel the change is absolutely necessary to avoid color conflicts between teams. Reasons for the game day change of uniform color(s) should be noted on the Referee Game Report form.

Team Uniform Colors (continued)

Home Teams should have their change uniform colors available at the venue and should be asked first to make any changes required, followed by asking the visiting team to change. Both teams are required to travel with at least two different sets of goalkeeper shirt colors. (Note: Both the starting GK and the reserve GK should wear the same color shirts).

The Referee is requested to verify the colors to be worn by both teams at least 75 minutes before kickoff either by going himself directly and personally (or by having a member of his crew) go directly to visually check with each team OR by having the Home Team Director of Operations or the Referee Liaison bring both sets of uniforms (including both starting & reserve goalkeeper colors scheduled to be used for the game) to the Referee Dressing Room pre-game so the referee can check colors.

Referee Uniforms: All NASL match officials are requested to wear OSI referee clothing for all 2012 NASL matches in the United States. The match officials assigned to specific games should check the Game Notice for the suggested OSI Referee colors (Green/Red/Gold/Black or Blue Shirts) to be worn for their game. Referee shorts and sock colors will always be Black.

It is also recommended that referee crew communicate amongst themselves in advance of travelling to the match city and game day to ensure that all four match officials wear the same shirt color and that they bring at least three different color alternate non-conflicting referee shirts to the stadium on match day. For uniformity sake, Referee Crew should also decide amongst themselves whether they wish to wear long or short sleeves for their assigned match based on expected weather conditions. CSA and FPF officials should be governed by this same suggested approach to their in game uniform colors. Travel and day of game attire for all NASL referee crews should be governed by rules outlined by their respective home national associations when their game officials travel to professional games.

PLEASE NOTE: The 2012 matrix of all known and available NASL team (field players and goalkeepers) and referee shirt/shorts and sock possibilities for all eight teams as well as US Soccer, CSA and Puerto Rican Federation referees will be uploaded to Gameofficials.net as on or before April 1, 2012.

4th Officials: Unless it conflicts with the colors worn by either team, 4th Officials can wear an OSI branded (or non-branded i.e. Federation logoed) black windbreaker jacket and/or black windbreaker-type long pants over their referee shorts on cold or inclement days. No other commercial identification is permitted.

Substitution Numbers: The Home Team will provide for the game officials in the locker room before the game a set of substitution numbers in different colors; one set usually outlined in red for the player leaving the match and one set outlined in green for the player entering the match. **The set of two numbers will likely be a manual set and is not required to be an electronic sub board.**

Time of Day: All members of the match official's crew are encouraged to set their own time of day watches to the correct time of day via their own computer at www.time.gov or by calling 303/499-7111 before arrival at the match stadium. Either the Home Team Director of Operations or the Home Team Referee Liaison (if applicable) will do a time 'hack' before kickoff and after the match officials arrive at the stadium game day and that time of day setting should be considered official. Day of Game timelines will be provided in advance. Please check PRE-GAME with the home team operations or referee liaison to be clear on all pre- and post-game referee and player introductions/ceremonies procedures as well as pre- and post-game field entry/exit paths as part of the referee crew's conversation with home team operations.

Serious Weather Issues: While it is important to note that the Match Referee is considered an integral member of any group who meets at any time on match day to determine whether it is safe to play or to possibly suspend play during a 2012 NASL match because of serious weather conditions or some other serious situation or condition in or around the stadium, the final decision as to whether a game is temporarily suspended or, in extreme cases (and then only in consultation with the NASL League office) cancelled, rests with the senior HOME team administrative official in charge (the GM or Director of Operations), a senior venue official or the senior law enforcement official(s) on site, not the referee.

Serious Weather Issues (continued):

If serious weather conditions are present or expected during the entire period of time when an NASL game is going to be played in a venue, a written outline of the overall plan of action for all concerned has been vetted and sanctioned by the League in advance for 2012 and includes the signal the home team representative will use to communicate a possible suspension of play to the referee and thru the 4th Official should these conditions present themselves.

This signal protocol MUST be part of a pre-game conversation between the Referee Crew and the official home team representative. Any game official with additional questions on specific game related issues can contact the League's Thom Meredith or Darren McCartney at any time at the contact numbers or email listed in this document or on the Game Notice and especially if questions arise match day. This protocol is outlined in the League's 2012 Operations Manual available at GameOfficials.net under the News/Info section.

AR Flags: NASL Teams will not provide Flags (either beeper or manual type) to any Assistant Referees working 2012 NASL games.

Game Day Credentials for Referee Crews: Match Officials and the Referee Assessor will usually be issued a temporary Day Pass credential by the Home Team Operations Department for use at their assigned League game. These credentials are non-transferable and should worn and presented when ever requested by security personnel etc. There is a strict one person/one pass policy. In some cases an All Venue/All Area credential for 2012 NSAL Referee Coach mentors has been created and distributed by the League. These are valid for entry to the stadium match day and are non-transferable.

Referee Game Tickets: Each game official assigned to work an NASL League game is entitled to two (2) Category Two (2) complimentary tickets. The tickets will be available in the referee locker room before the game. Every US Soccer Referee Assessor or Referee Coach Mentor assigned to work an NASL League game is entitled to two (2) Category 2 (two) complimentary tickets if requested as well as a seat in the press box if available for only the assigned referee assessor, not family members. These referee and referee assessor tickets will be available in the referee locker room before the game.

Referee Locker Room Materials: As a minimum, here is a list of what will be provided and what should be in the Referee Locker Room when the Game Officials crew arrives at the stadium game day. Security should be in place when you arrive:

- 4 Separate Lockers and 5 chairs or a bench to sit on. An area to sit and write reports.
- Towels and Soap for 4x people.
- 8 Game Balls & Ball Bag and a pump (if necessary).
- 5x Game Programs (if one is produced).
- 10x comp tickets/5 comp ticket envelopes. More if Ref Coach tickets are requested.
- Water and/ or isotonic drinks (either bottles or in a container); Cups; ice and ice chest for drinks.
- Substitution paddles; Referee Game Report Form; Substitution Cards & blank Official Roster Forms and Day of Game Timelines.

Lamar Hunt U.S. Open Cup: All six domestic US NASL teams will play in the 2012 Lamar Hunt U.S. Open Cup tournament played under the supervision, direction and rules mandated by US Soccer. Any deviation from game and/or referee protocols outlined in this 2012 NASL Referee Handbook and implemented or followed in the staging of any Open Cup game hosted by an NASL team will be communicated to the host team by US Soccer since US Soccer is responsible for the management of this tournament.

NASL Referee Crew Personal Information: Communication between the NASL Operations Department and US Soccer Referees assigned to 2012 League Games will be primarily thru email although it is requested that every Game Official assigned to 2012 NASL games keeps his own personal contact information (especially his email address and cell phone number) updated on the US Soccer or CSA Referee GameOfficials.net webpage to facilitate efficient communication in advance of and on the day of the match (if necessary) during emergency situations.

NASL Referee Crew Personal Information (continued):

Only authorized NASL League office personnel (i.e. League Commissioner David Downs, League Director of Legal & Business Affairs Rishi Sehgal, League Director of Operations Darren McCartney or League Referee Administrator Thom Meredith) or the Home Team Operations Directors are allowed to contact game officials prior to or after a game and only then to communicate specific game-related operations information about the stadium, weather conditions, important day of game safety issues or information on pre- or post-game ceremonies etc. or other information about the two teams.

Unauthorized Contact: Game Officials are requested to report unauthorized contact by anyone other than those highlighted above to NASL League Operations Consultant /Referee Administrator Thom Meredith and/or League Director of Operations Darren McCartney:

Darren McCartney
Director of Operations
North American Soccer League
501 Brickell Key Drive #405
Miami, FL 33131-2624
Office number 786/728-8973
Office Fax: 786/221-4873
McCartney cell 310/987-0846
dmccartney@nasl.com

Thom Meredith
NASL Referee Administration
13 Skyview Way
Newtown, PA 18940-1185
267/364-5356 office
267/430-0305 Fax
609/213-2053 cell
thommeredith@comcast.net

The North American Soccer League would like to thank in advance each official assigned to 2012 NASL games for the work each referee, assistant referee and 4th official will do to ensure the success of the League during the 2012 season. It is sincerely appreciated by every one connected with the NASL League office and its member teams.

-north american soccer league-

