

2014 National Premier Soccer League (NPSL)

Referee Handbook

Page 1 Table of Contents

Table of Contents

Section 1 Introduction

Section 2 Memo to Game Officials

Section 3 NPSL Contact Sheet

Section 4 NPSL Pre- Game

Assignments

Pre-Game Contact

Game day Necessities

Certified Trainer or Physician

Pre-Game Meeting/Pre-Game Duties and Responsibilities

Home Team Referee Liaison

Player Passes, Team Uniforms,

MITRE Official NPSL Game Ball

Just Prior to Kick-Off

Section 5 The NPSL Game

Substitutions

Overtime

Game Day Emergency

Duties and responsibilities of the Fourth Official

NPSL Concussion Policy

Section 6 Authority to Delay or Postpone A Match

Section 7 Referee Team Post Game Duties and Responsibilities

Game Reports

Section 8 Additional NPSL Policy

Reporters and Media Requests

Social Media

Locker Room Protocol

Section 9 NPSL 2014 Game Official Fees and Travel Policy

## SECTION 1 INTRODUCTION

The National Premier Soccer League (NPSL) is the successor to the Men's Premier Soccer League which was formed in 2002. The NPSL is sanctioned by the United States Adult Soccer Association (USASA) as an affiliate of the United States Soccer Federation (US Soccer). Competition is organized in four distinct Regions: Northeast, South, Midwest and West.

The NPSL aspires to provide the highest level of men's soccer and strives to continuously raise the overall standard of play. Teams are comprised of players holding amateur playing status (high school, collegiate and former professional athletes). Players maintain collegiate eligibility and play at an elite level with a mix of young and veteran players. The NPSL provides an excellent showcase opportunity for those players who aspire to move to the professional level.

Starting with the 2014 NPSL season, the Referee Program will be conducted under the auspices of US Soccer and the Puerto Rican Football Association for games played in Puerto Rico. Officiating assignments will be made through a network of US Soccer supervised Local Area Coordinators (LACs) and the NPSL Office of Officiating Services will be directed by former Major League Soccer (MLS) executive Dr. Joseph A. Machnik

## SECTION 2 MEMO TO GAME OFFICIALS from Director of Officiating Services Joe Machnik

To: All Game Officials Selected to Officiate NPSL Games in 2014

From: Joseph A. Machnik

Subject: Congratulations and Welcome

Congratulations on having been selected to officiate in the National Premier Soccer League (NPSL) and welcome!

It is my distinct pleasure to have been chosen to coordinate and direct officiating services for the NPSL and in doing so work directly with US Soccer and the US Soccer system of Local Area Coordinators (LACs). It is the goal of the NPSL to provide you with the necessary information and support to enable you to perform the duties of your assignment in a most professional manner.

Please use this Referee Handbook as a guide to your pre-game preparation and post match duties and responsibilities as you work NPSL games this season. Please feel free to contact me by e-mail or by cell phone ([joemachnik@no1socceramps.com](mailto:joemachnik@no1socceramps.com)) 843 270 2600 if situations arise which need clarification.

On behalf of the NPSL Board of Directors, I wish you all the very best in the achievement of your officiating goals and objectives as we work together to provide the very best officiating in the NPSL.

## SECTION 3 NPSL CONTACT SHEET

Phone 800 504 5517

Web Site [www.npslsoccer.net](http://www.npslsoccer.net)

NPSL Commissioner: Michael Hitchcock [commissioner@npslsoccer.net](mailto:commissioner@npslsoccer.net)

Public Relations and Media: Gary Moody [editor@isnsoccer.com](mailto:editor@isnsoccer.com) (303) 205 2446

Marketing and Web Site: J.P. Terrasi [jp@capitalhurricanes.com](mailto:jp@capitalhurricanes.com) (239) 677 8752

NPSL Director of Officiating Services, Officiating: Joseph A. Machnik [joemachnik@no1socceramps.com](mailto:joemachnik@no1socceramps.com) (843) 270 2600

#### SECTION 4 NPSL PRE-GAME

Assignments: All assignments will be made by US Soccer and FPF local area assignors (LACs) and will appear on the US Soccer assignment web page <http://ussoccer.gameofficials.net> Assignments are made typically one month in advance and should be checked and accepted or declined in a timely manner. Officials need to be cognizant of the possibility of back to back assignments (consecutive home, road or chronological dates or assignments with the same team in different competitions made by different assignors) and avoid their acceptance. Officials should keep their availability up to date on the assignment web page.

##### Pre Game Contact

Contact must be made between all officials days prior to the game. Whether by e-mail or by phone; the following items must be discussed: Uniform color, mode of transportation (shared when possible), transportation to and from the stadium, arrival time (1 hour 45 minutes prior to the match), and travel attire (dress slacks and polo, no warm ups or shorts) and time and place of the pre-game meeting.

##### Game Day Necessities

The following officiating necessities must be brought to the game by the officials: Current FIFA Laws of the Game book, NPSL Referee Handbook, Several copies of US Soccer Game report and Supplemental Report, AR flags (signal bib preferred) Official Sports Uniforms of various colors, current US Soccer or FPF Officiating publications, Ref Talk communication devices if possible.

##### Certified Trainer or Physician Presence Required

The Referee must confirm the presence of a certified athletic trainer or physician at the match at least one-half hour prior to the match. The Referee shall not start the match without this confirmation. The Referee shall delay the start of the match for a maximum of one hour and shall abandon the match with the resultant forfeit score of 3-0 for the visiting team should the presence of a certified trainer or physician not be confirmed. The Commissioner and/or the Director of Officiating Services must be notified during this process. It is also recommended that the name of the certified trainer and/or physician present be recorded on the Referee Game Report.

##### Pre Game Meeting

All members of the officiating crew must attend and participate in the pre game preparation meeting.

## Pre Game Duties and Responsibilities

Coordinate all Pre-game activities with Home Team Referee Liaison (RL)

### Home Team Referee Liaison (RL)

The Referee Liaison shall assist the officials with pre-match, halftime and post match duties, needs, requests and reports. He/she shall be in a position during the match that is easily accessible to the Fourth Official. The RL duties are to include the following: confirm inspection of the field and equipment meeting all standards, proper placement of the Fourth Officials table, availability and access to the substitution numbers or board, coordination of the teams various forms.

Game time minus 90 minutes- Inspection of the field, including all game necessary equipment such as goals, nets, corner flags, and field markings. The home team field manager must be notified to correct any problems relating to the field and/or equipment.

Game time minus 80 minutes- receive and check at least three (3) game balls. These MUST be returned post game. Fourth official to collect all necessary NPSL paper work and forms from the RL. A Team Roster Sheet must be collected from each team. This sheet contains the names of all players and team personnel and must be present with the Fourth Official in the Technical Area (TA) throughout the match. In this way there is knowledge of all persons permissible in the (TA). The NPSL Official Line up Sheet is to be double checked against the Team Roster Sheet.

Game time minus 55 minutes- Game Day Line-Up Sheets to be collected from the respective teams. Each Line Up sheet is to be inspected by the Referee with particular note that the form MUST be signed by the coach. While teams may travel and dress 20 players for the match, only 18 may be on the game day line-up sheet and be eligible for the match. Teams are required to dress a minimum of 14 players. If less than 14 players are dressed the game shall be played and the Referee shall so indicate in the Supplemental Game Report.

Game time minus 45 minutes- Inspection of Players Equipment, Credentials (Player's Passes), Uniform numbers, and the identification of starters and the Captain. Only the eleven starters and the seven substitutes all listed on the Line up Sheet shall be subject to inspection. The fourth Official MUST maintain possession of the Game Day Line-Up Sheet throughout the Match. Player's passes shall be returned to the team upon completion of inspection.

Changes to the lineup sheet may be made by the Coach or Assistant up to 5 minutes prior to the start of the match.

### Player's Passes

Each player must have a current NPSL/US Soccer/USASA Player Pass. If a Player Pass is not presented, the player must show some form of government issued photo ID to establish his identity. Failing this, it is sometimes possible to go to the NPSL web site and look up the team; then the roster, which often has

the player's photo. In an emergency, this will suffice if you make a positive ID. As such, the game shall be played under protest, subject to the player's eligibility being confirmed.

#### Team Uniforms

Each team must travel with two sets of 26 identically numbered uniforms, one uniform of predominantly light color (shirt and socks) and the other uniform predominantly dark. Numbers may range from 00-26. In the case of conflicting uniform colors, the visiting team MUST change.

#### The Official Game Ball

Mitre has provided the NPSL Official Game Ball. The ball has the NPSL logo. This ball MUST be used in all games that NPSL teams host. Please report if the Official Game Ball is not available or used in the match!

#### Just Prior to Kick Off

Game time minus 7 minutes- Officials and starting teams enter the field and proceed to the center circle in according to FIFA protocol. Referee carries the game ball, AR flags are furled. Player introductions are made, the National Anthem (s) played and the coin toss conducted. ARs then proceed to check the goals and nets one last time before taking their position on the touch line.

Coaches, bench personnel and substitute players walk directly to their benches from the locker room.

The Fourth Official proceeds to conduct an introduction to the coaches with best wishes while checking the benches and technical areas for the proper personnel. The following persons are permitted in the Technical Area: Seven (7) substitute players listed on the Line-up form, two (2) uniformed additional players not so listed and not eligible to play, three(3) coaches, a Manager (1)and a maximum of three (3) members of the medical staff. A TOTAL OF 16! Bench personnel should be professionally attired for the match.

Referee signals for the start of the game!

### SECTION 6 THE NPSL GAME

All games shall be conducted in accordance with the current FIFA Laws of the Game except for NPSL Rules of Competition Exceptions

#### Substitutions

Each team is allowed a maximum of seven (7) substitutions which includes the goalkeeper. There shall be no re-entry. The NPSL Substitution Pass (7 per team) should be signed by the Referee prior to the match and given to the teams by the Fourth Official just prior to kick off.

#### Overtime

Regular season NPSL games may end in a tie. Games that require a winner shall be played according to the FIFA Laws of the Game Kicks from the Penalty Mark after completion of two 15 minute overtime periods which result in the teams still being tied. There is no golden or silver goal rule.

#### Game Day Emergency

If an emergency arises relating to Referee crew availability; the Referee must immediately contact the LAC responsible for the assignment and possible emergency replacement as well as the NPSL Director of Officiating Services. An addendum to this Handbook list the Local area Coordinator responsible for assignments by State and Team.

#### Duties and Responsibilities of the Fourth Official

While the duties and responsibilities of the Fourth Official are clearly delineated on page 58 of the current FIFA Laws of the Game, it is important to reiterate the Fourth Official's responsibility for bench decorum and a familiarity with the US Soccer policy "Ask, Tell, Expel". Occupancy of the NPSL Technical Area by sixteen (16) individuals per team and a seven (7) substitute per team policy will test the Fourth Officials ability to assist the Referee in control of the match. In addition, accurate record keeping of goal scorers and time as well as assists and the record of cautions, substitutions and sendoffs is necessary.

In regard to substitutions, a substitute shall not enter the field of play until the player he is replacing has left the field. The substitute's equipment, number, substitution pass and eligibility must be confirmed. The substitution paddles or electronic board shall be used to indicate the player coming off the field and the player entering as a substitute. The board or paddle should also be used to indicate the amount of added time in each half or over time period as directed by the Referee.

#### NPSL Concussion Policy

Any player who loses consciousness during a match and exhibits signs, symptoms or behavior consistent with a concussion shall be removed from the contest and shall not return to play in that match. The home team trainer or physician is the only person who may identify concussive signs, symptoms or behavior. If the player is a member of the visiting team and that team traveled with a trainer or physician, the home team trainer must consult with the visiting team trainer or physician prior to making a final decision. The home team trainer MUST provide a report following the game with the NPSL, with a copy to the visiting team (if applicable) for follow up.

Referees are strongly advised to stop the game and immediately call the respective trainer and/or doctor onto the field when there has been a collision of heads, an elbow, foot or knee to the head of a player and that player goes down or otherwise shows any sign of a potential head injury, wound or no wound!

## SECTION 6 AUTHORITY TO DELAY OR POSTPONE A MATCH

The Referee has the authority to delay the start of a match or suspend play once the match is in progress when the delay is caused by adverse weather, field conditions or conditions beyond the control of the teams which would make the playing of the match impractical or dangerous. Although the Referee has complete authority in this regard, it is important to immediately contact the Commissioner or Director of Officiating Services if the match is to be postponed.

Should a match be terminated prior to the completion of the first half, it shall be rescheduled, if possible. A match terminated after the completion of the first half is considered to be an official match.

#### Grace period Before the Suspension of Play or Postponement of a Match

Every effort must be made to start or continue a match due to rescheduling and other difficulties. A minimum of one hour wait must be made prior to the postponement of a match. If the likelihood of starting or continuing a match is present, a maximum of three (3) hours wait unless longer if approved by the Commissioner or Director of Officiating Services is mandated.

### SECTION 7 REFEREE TEAM POST GAME DUTIES AND RESPONSIBILITIES

#### Game Reports

Officials should receive and double check for accuracy the NPSL Box Score Form from the home team statistician.

Referee must send a US Soccer/FPF Referee Report and Supplemental Report (if required) electronically within four (4) hours of the match to the NPSL Office, attention: Marian Gandara at:  
[mgandara@playbookmanagement.com](mailto:mgandara@playbookmanagement.com)

Any Supplementary Report must also be sent to Joe Machnik, NPSL Director of Officiating Services and to report any send offs, expulsions, unusual incidents by e-mail at [joemachnik@no1socceramps.com](mailto:joemachnik@no1socceramps.com) or in extreme emergency at (843) 270 2600.

### SECTION 8 ADDITIONAL NPSL POLICIES

#### Reporters and Media Requests

Referee team members are not to comment on any matters related to the game. All inquires should be referred to the NPSL Office of Public Relations and Media or to the Office of the Director of Officiating Services.

#### Social Media

The use of Social Media by game officials relative to the discussion of NPSL assignments, game day facts, NPSL teams and players, etc. is expressly prohibited.

#### Locker Room Protocol

The home team must provide a locker room for the officials, separate from each of the teams. The locker room shall contain towels and water. Absolutely no one is permitted in the Official's Locker Room outside of the officiating crew, the possibility of an assigned US Soccer/FPF official assessor, the NPSL Commissioner and Director of Officiating services. Outside member contact with officials on the field, in the areas adjacent to the field, etc. unless specifically approved by the NPSL shall not be permitted.

## SECTION 9 GAME OFFICIAL FEES AND TRAVEL POLICY

Game Fees: Referee: \$100, Assistant Referees \$75, Fourth Official \$45

Travel Expenses: There is no travel expense policy for travel inside of 100 miles round trip. Travel shall be reimbursed at the following levels for the Referee: 101-200 miles round trip \$40, 201+ miles round trip \$70. Assistant Referees: 101-200 miles round trip \$20, 201+ miles round trip \$35

There is no travel reimbursement for the Fourth Official.

EFFECTIVE GAMES PLAYED FRIDAY 6/5/14....it will be necessary for officials to contact the home team a minimum of three (3) days in advance of the match to advise of the need to pay travel expenses and the amount due. In this way, clubs will have advanced notice of the need to pay travel and facilitate the writing of checks of the proper amount and officials being paid correct amounts in a timely manner.

Any travel that requires an official to be on the road after mid-night after a game is eligible for a hotel room night, available by request to the home team with a copy to the Director of Officiating Services no less than ten (10) days prior to the match.

Where at all possible; game officials should travel together to minimize travel expenses. Mileage between an official's home and the game site should be confirmed via Google maps or Map Quest documentation. In addition, where a room is requested, officials should pair up and/or use a roll-a-way cot where possible to minimize hotel expense.

Game Officials are paid by the Home Team at the end of the match. The Referee shall not release the Game Reports to the teams until the Game Fees and Expenses (if any) have been paid. It is important for officials to provide their mileage information to the home team administrator upon arrival at the match so that the team has time to prepare the exact amount of reimbursement due to the officials at the end of the match.

