



**U.S. SOCCER
DEVELOPMENT
ACADEMY**

2017-18 REFEREE MANUAL



INDEX

Welcome from Rick Eddy.....3

U.S. Soccer Development Academy.....4

Contact Information.....5

Certification.....6

Dress Code & Appearance.....6

Player Uniforms.....7

Nike Game Ball.....7

Game Duration.....7

Player & Staff Check-In.....8

Deviations from the Timeline.....8

Technical Area.....8

Improper Game Field Conditions9

Substitutions.....9

Athletic Trainers.....10

Head Injury Substitution Rule.....10

Game Reports.....13

Incident Reports.....13

Referee Fees.....14

W-9.....15

2017-18 Development Academy Referee Manual



Welcome to the 2017-18 season in the Development Academy! We are proud to announce the start of the Girls Development Academy throughout the country. This means there will be more chances for referees to work competitive games. After successful completion of the season last July with the finals in Carson, CA, we are ready to begin moving forward with continued development of world class players, coaches, and referees in the United States. Through meaningful competition and quality training opportunities, referees will find the Development Academy a pathway to becoming a professional referee.

With the start of season 11 here are a couple of things we would like to stress.

- The 2017-18 LOTG are in effect for the season
- Accurate and timely game reporting is a key part of a referee's duties. In the Development Academy, it is imperative that you submit the required reports on time and with as many facts as possible. We are requiring that game and incident reports be submitted within 24 hours as in the past. We are also continuing the practice that all red cards must be reported on the online game report by the end of that day. With the start of the Girls Development Academy there will be more games and we need to document all disciplinary sanctions. Failure to do so can hinder future opportunities in this league.
- Be mindful of the specific substitution rules that are part of the Development Academy. Last season we made some improvement; however, we still had some referees misapply the substitution rules. If the substitution rules are misapplied by the referee team, the team that made the illegal substitution will have to forfeit the game. Don't let this happen to your team of referees. With the online substitution passes being implemented last year it should be easier for coaches and referees to monitor the substitutions and the substitution moments. Remember, the U12's have unlimited substitution. Let's improve on this in the coming season.
- Remember that all games require an ATC/HCP before the game can begin. No exceptions.
- No cones can be used as field markings. Report this to the DA before kickoff.
- Dress and appearance. Referees should show up at venues looking professional. At a minimum, we require showing up at games on time and dressing in a track suit, polo shirt and running shoes (No flip-flops). Be mindful that the referee department sponsor is Official Sports International (OSI). Please wear OSI or NIKE branded gear. If you do not own any OSI or NIKE apparel it is okay to wear generic gear without logos.
- There will be a quiz similar to last year for you to take online prior to your first game. It will be on the rules of competition in the Development Academy. Passing score is 80%. You will be allowed to take the quiz as many times as you need to get the required score.

If you have any questions about the Development Academy, please don't hesitate to contact me at 312-528-1234 or my mobile phone at 860-830-2810.

Have a great season!

A handwritten signature in blue ink that reads "Richard Eddy".

Rick Eddy
U.S. Soccer Federation
Director of Refereeing



U.S. SOCCER DEVELOPMENT ACADEMY

Developing the Next Generation

U.S. Soccer created the Development Academy in 2007 after a comprehensive review of elite player development in the United States and around the world. The goal of the Development Academy is to provide soccer referees, players and coaches the best possible opportunity to achieve their utmost potential as elite soccer performers.

The U-12, U-13, and U-14 Academy Program will feature many of the current Academy clubs and select clubs from outside of the current Academy structure. The program will be based on the same philosophy as the older Academy age groups, featuring more training sessions and fewer, but more meaningful games. The competitive schedule will place a greater emphasis on local games due to the younger ages of the players and will also include a futsal component during the winter.

Meaningful Competition and Quality Training

The Academy program features teams from the nation's top clubs competing for a national championship—creating the most competitive youth environment in the United States. Games are played according to *FIFA's Laws of the Game*, and they are officiated by a pool of the nation's top up-and-coming referees in order to prepare both players and referees for the next level of competition.

The Development Academy Showcases, Playoffs and Championships are the nation's leading events in referee identification and training. These events offer countless opportunities for referees to learn, practice and develop. Referees who have been selected to attend will have access to formal assessments, classroom sessions and discussion with national assessors, referee coaches, and professional referees.

Pathway to the Professional Level

The Academy program is the first step on the pathway to the professional level. Referees who excel in the Academy program may be honored as Referee of the Week, invited to Academy events or selected for future assignment in increasingly challenging leagues and environments.

A Successful Program

As the program enters its eleventh season, it continues to have a significant impact on the player and referee development landscapes. The number of Academy alumni representing Youth and Men's National teams and playing for Major League Soccer and foreign professional clubs is consistently increasing. Officials have also seen profound success in taking the lessons learned through Development Academy games and events with them as they advance through to professional level assignments.



CONTACT INFORMATION

Development Academy Representative (312) 528-7041

- When an HCP or ATC is not present
- To clarify an Academy rule
- When a team has not arrived one (1) hour prior to kickoff
- When inclement weather or unsafe field conditions may cause the suspension or termination of a game
- When the hosting facility is closed or the location changes
- Uniform conflicts/disputes
- For all other issues involving the rules of competition
- To verify the eligibility of a player, coach, administrator, ATC
- If any cones are used in place of painted field lines
- **League representative is the only person who can cancel or suspend a game**

Referee Programs Representative (312) 528-1216

- When an official has not arrived one (1) hour prior to kickoff
- In case of a serious injury to a referee
 - First call 911/Emergency Medical Services if appropriate
- For all other issues involving the referee crew



REFEREE CERTIFICATION

Referees working Development Academy games MUST complete a Certification Quiz, Background Check, and SafeSport online training. The Background Check and SafeSport online training needs to be completed every 2 years. **If you are under the age of 18, you ONLY need to complete the SafeSport online training.** Please see instructions below in order to complete all requirements. If you have questions, email referee@ussoccer.org.

1. **Complete a Background Check with NCSI** - <http://www.ncsisafe.com>
 - Step 1 - Enter Self Registration Number: 94410898
 - Step 2 - Enter Your Information as Requested
 - Step 3 - Provide Legal Authorization and Certification
2. **Complete SafeSport Online Training**
 - Step 1 - Sign-in/create an account on training.teamusa.org
 - Step 2 - Add U.S. Soccer to your Membership under 'Edit Your Account'
 - Step 3 - Under prep center, access the store
 - Step 4 - Find the SafeSport Course (FREE)
 - Step 5 - Add the course to your bag
 - Step 6 - Complete the SafeSport Course

*The training takes approximately 90 minutes to complete; users can complete the course in more than one sitting (if necessary)
3. **DA Certification Quiz** - ussoccer.gameofficials.net
 - You will have unlimited attempts to complete the quiz with an 80% or higher passing score. Please click [here](#) to access the document "GO Instructions for Quiz" for a step-by-step guide to taking the quiz.

DRESS CODE AND APPEARANCE

Referees are expected to exhibit a professional demeanor at all times, including dress and appearance.

Acceptable Dress

- OSI, Nike, or generic clothes
- We recommend OSI or Nike polos or track suits

Unacceptable Dress

- Flip Flops
- Team Gear (MLS, EPL, La Liga, etc.)
- Adidas apparel (except shoes)



UNIFORMS

- Academy clubs are expected to execute uniform regulations as set by the Academy and as governed by the Laws of the Game, Law 4, as part of standard practice in the league. If disputes occur, the clubs should contact the Development Academy Representative.
- It is the referee's responsibility to ensure strict compliance with the Laws of the Game, not to resolve uniform disputes between the clubs.
 - For a review of Law 4, *The Players' Equipment*, go here: <http://www.brainshark.com/ussoccer/vu?pi=zFvzRA9BEz31xyz0>
- All uniforms must be numbered with an Academy patch on the right sleeve
- Home team wears the light uniforms and away team wears dark for all single fixtures or first game of double fixture. In second day (Sunday) of a double fixture, the home team wears dark and away team wears light so teams traveling do not need to worry about laundry during the trip
- Home team is required to change if there is a conflict between teams

NIKE GAME BALLS

- All Academy games are played with the approved Academy Nike game ball
 - Size 4 ball for U-12
 - Size 5 ball for U-13 and older
- Host club provides at least three (3) Nike balls for each game
- Host club will place at least one (1) ball behind each goal for use in the game
- Balls should be inflated to 13 psi for games
- If a team does not use an Academy Nike game ball, please play the game but report the incident in the incident report section of the online game report.



GAME DURATION

	U-12	U-13	U-14	U-15	U-16/17	U-18/19
Half Length	30 minutes	35 minutes	40 minutes	40 minutes	45 minutes	45 minutes
Half Time Period	10 minutes	10 minutes	15 minutes	15 minutes	15 minutes	15 minutes
Added Time	Added by Referee as Needed					
Overtime Periods	None					
Minimum for Completed Game	N/A	55 minutes	60 minutes	60 minutes	75 minutes	75 minutes



PLAYER & STAFF CHECK-IN

- Referees are expected to arrive at least 60 minutes prior to kick
- Player check-in should begin 35 minutes prior to kick
- Any person who plans to stay in the technical area during the game must be listed on the game report (includes players, coaches, admin staff, trainers)
 - Coaches will provide a game report with photos
 - Confirm all players and staff using these photos
 - Mark which coaches and staff are in attendance
 - **If a player is not listed on the game report with a photo then he is not eligible to play unless the coach can show you a roster from a different age group that has that player listed with a photo (must be from the same game day)**
- Each club marks 11 starters, 7 or fewer reserves, and non-rostered on the game report
- If a player has a line through their name (e.g., ~~John Smith~~) it means they are suspended
- The jersey number listed on the roster must match the actual player's jersey number. If numbers don't match, correct the jersey number on the game report.
- Each player on a team must have a unique jersey number, including the goalkeeper

DEVIATIONS FROM THE TIMELINE

- Contact the Development Academy at 312-528-7041, when inclement weather may cause the delay or suspension of a game
 - A game may not be terminated or rescheduled without verbal approval from Development Academy Staff
- Kickoff may not occur before or after the scheduled time without receiving permission from the Development Academy

TECHNICAL AREA

- Only coaches, players and team administrators that appear on the 2017-18 Game Day Roster may be permitted in the technical area
- Any non-rostered players may NOT sit in the technical area and must sit on the sideline
- Player(s) dismissed from the game may continue to sit in the technical area unless asked to be removed by the referee crew
- All coaches and/or administrators removed from the game are not permitted in the technical area for the remainder of the day
 - This includes split fixtures and games taking place the following day
- A maximum of 5 team personnel are permitted to be in the technical area at any time. (This does not include a registered ATC/HCP)



IMPROPER GAME FIELD CONDITIONS

There can be NO cones used in place of any lines during a DA game, in any circumstance (unless it was approved by the Development Academy). If you are at a facility during the pregame routines and notice any cones being used in place of lines (even if it's just a partial use on one area of the field), please take the following steps:

1. Speak to the Home Club head coach/director/facility manager and inform them that the game will not be played unless/until they can fully line the field.
 - If they can get the field fully lined - or move the game to a different fully lined field at the same complex - in a reasonable amount of time (defined as kicking off the game within 15 minutes of the original KO time), then the game(s) can be played as scheduled
2. If the Home Club informs you that they cannot get a fully lined field, you should call the DA Representative (312-528-7041) to inform them of the issue. At that time, the DA Representative will tell the coaches and the referee(s) that the referee (or referee crew if this is U-13 or older) is being dismissed for the day and the game will not be played due to the Home Club not securing a venue that meets Academy standards. The referee(s) can then leave the fields and should leave the Game Report blank, and fill out a separate Incident Report explaining the situation.

SUBSTITUTIONS

	U-12	U-13	U-14	U-15	U-16/17	U-18/19
Substitutions	Unlimited	7	7	5	5	5
Moments	Unlimited	3	3	3	3	3
Re-Entry	Yes	No	No	No	No	No

U-12 ONLY

- U-12 substitutions must be made at a stoppage, they are not on-the-fly
- Substitution passes are not needed

U-13 and older ONLY

- Teams are responsible for supplying substitution passes and recording all information
 - It is the referee's responsibility to confirm all information is correct
- Teams are able to make their allotted substitutions within a maximum of **THREE (3)** moments
- Injury substitutions **DO** count as a moment
- Half time **DOES NOT** count as a moment
- Teams that make substitutions using more than three moments will be forced to forfeit



Example

- 32' **Stoppage 1** (1 substitution, 4 remaining)
- 34' Injury **Stoppage 2** (1 substitution, 3 remaining)
- Halftime (1 substitution, 2 remaining)
- 65' **Stoppage 3** (1 substitution, 1 remaining)

Even though the team has one substitution left, the team **may not** make another substitution because all 3 moments have been used. This also includes any instance where a player is injured after the 3rd stoppage has been used

HEALTHCARE PROFESSIONAL (HCP); ATHLETIC TRAINER CERTIFIED (ATC)

- A game cannot be played unless and HCP or ATC is in attendance
 - If HCP/ATC is not present during check-in, the Development Academy Representative must be notified immediately
- If that person is not listed on the Game Day Roster than he or she may not sit in the technical area but can remain near midfield

HEAD INJURY SUBSTITUTION RULE

If a player suffers a blow to the head, is suspected of having suffered a concussion or has an apparent head injury during the course of a game, the club must remove the player from the game for a medical evaluation by a healthcare professional (HCP) or an athletic trainer certified (ATC) with a skill set in emergency care and sports medicine injuries and with knowledge and experience related to concussion evaluation and management. The home team will be responsible for providing an HCP or an ATC at each game, so please be sure to connect with that individual during your pre-game. They will have the final say for all head-related injuries. **If the HCP/ATC is not present please contact the Development Academy Manager immediately. A game cannot begin without an HCP/ATC present.**

The Development Academy substitution protocol has been amended to allow a temporary substitute to replace the injured player while the player is being evaluated. This amendment is only applicable for head injuries; all other injuries must follow the standard Academy substitution protocol.

A team may only make a temporary substitution if they have at least one substitution and one substitution moment remaining. In the event there are multiple players being evaluated with head injuries from the same team at the same time, that team cannot make more temporary substitutions than the number of substitutions and substitution moments that team has remaining. For example, if two players from the same team receive head injuries at the same time, that team needs two available substitutions, but only one available moment because the injury to both players occurred at the same time (injured players that are cleared can re-enter at separate stoppages.)



The temporary substitution will not count against the team's total number of allowed substitutions or substitution moments. If the player being evaluated has received clearance from the HCP or an ATC to return to the game, that player may re-enter at any stoppage of play and must replace the original temporary substitute, who will remain an available substitute and will be permitted to re-enter the game. Any cautions assessed to that player while in the game as a temporary substitute will carry with the player for the remainder of the game. In the event that player receives a red card while in the game as a temporary substitute, the player must exit the game and the team must play a player down. Following the send-off, if the player being evaluated for a head injury is cleared to return, the player may re-enter the game but the team will have to utilize a substitution and a substitution moment.

If the game ends before the evaluated player is cleared to return, the temporary substitute must be marked on the game report as a standard substitute.

If the player being evaluated for a head injury is not cleared to return, the temporary substitute will remain in the game and the team will be assessed a substitution and substitution moment.

Post-game reporting

- Do not add substitution times for the temporary sub unless he is added as a permanent sub
- Record any goals or misconduct for the temporary substitute on the online report
- **Any suspected head injuries need to be followed up with an incident report, regardless of whether or not the player returned to play**
 - In the incident report, please describe who entered as a temporary sub and the minutes played

Possible Scenarios

If there is only one substitution and/or moment remaining and a temporary substitute enters the game, can the teams make any other substitutions while the injured player is being evaluated

- No

A temporary substitute receives a head injury while in the game

- If a temporary substitute receives a head injury while in the game as a temporary substitute, that player may be replaced by an additional temporary substitute, but only if that team has a second moment and second substitution remaining
- If there is not a second moment and substitution remaining, the team must play a player down until either the original player or the temporary substitute being evaluated have been cleared to return
- If a second temporary substitute is utilized and both the original player and the first temporary substitute are not cleared to continue, the second temporary sub can remain in the game and that team will only need to use one moment and one substitution



Two players on the same team receive head injuries at the same time

- To replace both players with temporary substitutes, the team must have two substitutions but only one moment remaining
- If both players being evaluated are not cleared to return, the team will still only be charged one moment, even if the temporary substitutes become formal substitutes at different times

What if the player being evaluated receives a red card

- The temporary substitute must come off the field
- The team plays a player down
- The temporary substitute that was in the game for that player returns to the technical area and is available throughout the rest of the game as a regular substitute
- A substitution moment and substitution is not utilized

What if the temporary substitute receives a red card

- The temporary substitute must leave the field of play
- The team must play a player down the rest of the game
- If the player being evaluated is clear to return to the game, he may come back in the game in place of another player, but the team will have to utilize one substitution and moment

A goalkeeper receives a head injury

- A head injury to a goalkeeper is treated exactly the same as any other head injury. There are no special circumstances for this situation

Does a neck injury count as a head injury

- No, neck injuries are not considered head injuries




GAME REPORTING

- Online game reports MUST be submitted within 24 hours of the game
- If there is a red card, the report must be submitted BY THE END OF THAT DAY
- Pictures of the completed hard copy game report must be uploaded to the online game report within 24 hours
 - Completed game report must include: coach's signature, score, 11 starters, 7 or fewer reserves, non-rostered players, substitutions, goals, misconduct
- Failure to complete game reports on time will impact future assignments
- U-12 game reports DO NOT need substitution times (online and hard copy)

For a step-by-step guide to completing the online game report, please click [here](#).

INCIDENT REPORTS

To enter an incident report:

- Go to After Games under  Main Menu
- Find the game for which you would like to complete the report
- Click on **Incident Reports**
- Click on **Click to Add a New Incident Report**
- Enter the type of incident and the requested incident information
- Click "SAVE (Add Report)" to submit the report

Incidents that require an incident report

- All red cards and coach dismissals
- Any serious injury requiring medical attention
- All head injuries, even if the player is cleared to return to play
- Any issues with spectators
- Game delays or postponements
- Issues regarding field conditions
- Other noteworthy events



REFEREE FEES

Referee	\$ 75.00
Assistant Referee	\$ 50.00
Fourth Official	\$ 25.00 (Event Games only)
Referee (U-12 only)	\$50.00

GOPay

U.S. Soccer will be processing 2017-18 Development Academy referee game fees using GOPay, a Game Officials product, available for you to review and manage using your current access to the website. The GOPay system will allow faster, more efficient game fee payments with enhanced reporting and tracking features.

With GOPay, you will have the following payment options:

- Receive game fee payments directly to your bank account via Electronic Funds Transfer (EFT) at no charge
- Receive paper checks (A \$3 processing fee will be deducted by Game Officials from each paper check administered)
- Ability to choose when to be paid, either weekly or at your discretion

All Development Academy officials must set up a payment method/GOPay account on ussoccer.gameofficials.net to receive payment. All game fees will be processed using GOPay. Please click [here](#) for a step-by-step tutorial on setting up a GOPay account.

You must submit a Tax Payer Identification Form (W-9) to the U.S. Soccer Federation to receive payment for services. A printed version of the form is included in this manual (see next page.) Complete the form and submit it via email or mail to:

Liz Frazier

Mail: U.S. Soccer Federation, 1801 S. Prairie Avenue, Chicago, IL 60616

E-mail: efrazier@ussoccer.org



Form W-9 (Rev. December 2011) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
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Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
	Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																			
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Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.																			

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.	
Sign Here	Signature of U.S. person ▶ _____ Date ▶ _____

General Instructions
 Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form
 A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.