

# United Women's Soccer Referee Handbook



Effective May 10, 2016

## 1. INTRODUCTION

This handbook is intended to provide clear and complete information to referees working United Women's Soccer (UWS) matches

Questions about league operations can be addressed to:

**Lonny Unger, UWS Operations Director**

**Cell: 914-262-6351**

**Email: [admin@uwssoccer.com](mailto:admin@uwssoccer.com)**

### ***WHAT IS UWS:***

UWS is a national women's soccer league sanctioned by U.S. Soccer through the United States Adult Soccer Association (USASA). UWS is a professionally operated league created for teams that meet high minimum standards. The season runs from May until the end of July, culminating in a National Championship match. The UWS player pool is comprised of college players, aspiring & former professionals and international stars. You can follow UWS on social media on [Facebook](#), [Twitter](#) and [Instagram](#).

The UWS is managed by EDP ([edpsoccer.com](http://edpsoccer.com)), a leading soccer management company which runs a number of leagues and tournaments. In addition to the UWS, EDP operates youth leagues that includes the EDP NPL Super Club League, the EDP Premier League and the EDP Championship League, EDP also runs EDP Futures programs for U7s-U12s, and it conducts more than 20 youth tournaments, including tournaments within its EDP Cup Series and EDP Showcase Series.

## 2. UWS RULES OF COMPETITION

The FIFA Laws of the Game, the USSF Advice to Referees on the Laws of the Game, and all USSF Position Papers and Directives apply to all UWS matches. In some areas the FIFA Laws of the Game defer to local competition authorities for completion of specifications. The following paragraphs cover the seventeen laws of the game and the necessary specifications to complete them.

**Law 1, The Field of Play:** UWS makes no changes to this law. *Per UWS Minimum Standards*, games shall be played on "natural grass or FIFA Approved Synthetic Turf."

**Law 2, The Ball:** UWS makes no changes to this law. A ball pressure gauge is useful at games.

**Law 3, The Numbers of Players:** A maximum of 18 players may dress for games. **Note:** Every starting player and substitute listed on Official Game Lineup Sheets must have a current UWS USSF/USASA player pass. If a player or substitute has no player pass, an alternate proof of identification with picture may be used and the Referee will inform the opposing team of the situation. The game will be played under protest and subject to

verification. The Referee shall document the use of an alternate proof of ID by this player in the USSF Referee Report completed for the game.

**Teams are allowed up to 7 substitutions each, including the goalkeeper.** Substituted players may not return to the field of play.

**Law 4, The Player's Equipment:** UWS makes no changes to this law.

**Law 5, The Referee:** UWS makes no changes to this law.

**Law 6, The Assistant Referees:** No changes or additions.

**Law 7, The Duration of the Match:** There is no overtime in regular season UWS games. The official time shall be kept by the Referee on the field. *The referee will communicate to each coach the amount of extra time in each half.* There is a 15 minute break for halftime. Use the guidance in the *USSF Position Paper "Dealing with Severe Weather"*, issued 4/6/05, in responding to inclement weather. If a match is terminated prior to the completion of the first half, the match will be rescheduled. If a match is terminated after completion of the first half, the match will be considered complete and will not be rescheduled or resumed.

**Law 8, The Start and Restart of Play:** No changes or additions. The referee has the authority to delay the start of a match. If one team is not ready to begin play at the scheduled time for kickoff, referees should wait up to one hour. After one hour the referees may abandon the match. Only the referee and the League Commissioner have the authority to postpone a scheduled match.

**Law 9, The Ball In and Out of Play:** No changes or additions.

**Law 10, The Method of Scoring:** UWS makes no changes to this law. Regular season games may end in ties. Only play-off games must have a winner.

**Law 11, Offside:** No changes or additions.

**Law 12, Fouls and Misconduct:** UWS makes no changes to this law. *5 Policy 501, Section 7*, player passes of players, substitutes, and substituted players sent off for referee assault or abuse will be collected and included with the Referee Report.

**Law 13, Free Kicks:** No changes or additions.

**Law 14, The Penalty Kick:** No changes or additions.

**Law 15, The Throw-in:** No changes or additions.

**Law 16, The Goal Kick:** No changes or additions. **Law 17, The Corner Kick:** No changes or additions.

### 3. GAMEDAY PRE-GAME TIMELINE

Referees are expected to arrive one hour and thirty minutes prior to game time, dressed in slacks and polo shirts, prepared to do a professional job. The following table provides the details of the pre-game timeline that should be followed by the referee crew. This table is slightly accelerated over the timeline in the Referee Procedures Manual to allow time to handle any unexpected issues before the match.

Time (hh:mm from KO)	Task Description
- 1:30	Arrive at the field; drop off gear in locker room
- 1:20	Inspect the field of play while conducting pre-game instructions; inspect game balls;
- 1:10	Change into referee gear; sign/date blank Substitution Passes
- 1:00	Check visiting team gear and Player Passes ; collect Official Game Referee Lineup Sheet.  Collect full Team Roster; give coach blank Substitution Passes
- 0:55	Check home team gear and Player Passes; Collect Official Game Referee Lineup Sheet ;  Collect full Team Roster ; give coach blank Substitution Passes (provided by Home team)
- 0:45	Warm up while teams are warming up
- 0:15	Teams exit the field of play; conduct coin toss (may also be done after National Anthem)
- 0:10	Lineup for walkout (referees and starting players)
- 0:07	Walk out for introductions and the National Anthem: Referee carries match ball and ARs have flags furled
0:00	Kick Off -Referee signals play to start

Notes:

- Official Game Lineup Sheets, but coaches may make changes up until the walkout (7 min to KO)
- Problems with the field and/or equipment shall be brought to the attention of the home team. Home team must provide at least 4 game balls.

- Check passes of the starters and substitutes only. Return passes to the teams; do not retain them. Each Official Game Lineup Sheet must be signed by the respective coach
- Home team must provide table and water for referees at midfield

#### 4. POST-GAME REPORTING

The Referee is required to make the following reports:

- The Official UWS Score Sheet Form shall be verified and signed by the Referee and returned to the home team.
- The Referee Stat Report shall be completed and returned to the home team; home team will email completed referee report to [admin@uwssoccer.com](mailto:admin@uwssoccer.com)
- Any supplemental USSF Referee Report that may result from any incident in a match should be emailed to [admin@uwssoccer.com](mailto:admin@uwssoccer.com) within 24 hours of the match. within 24 hours of the completion of the match.

#### 5. REFEREE FEES/OTHER REFEREE ITEMS

Referees shall be paid the following amounts:

- Referee: \$90.00
- Assistant Referee: \$55.00

UWS is not responsible for travel cost incurred by the referees unless expressly approved by the league office. Travel must be over 50 miles one way to be considered for reimbursement.

Referees shall be paid on game day by the home team. The game fees will be given to the referees no later than when the completed Official UWS Score Sheet Form is returned to the home team. The Referee shall not sign & return the Official UWS Score Sheet Form to the home team before the game fees are paid.

Referees are to be paid if a team does not appear (a no-show), if a team appears but refuses to play (a walk-off), and if a game is cancelled without proper notification being given to the referees.

**Uniform.** Referees shall dress in standard USSF approved uniform for the game.

**Weather.** Referees must follow the guidance provided in the USSF Position Paper “Dealing with Severe Weather”, issued April 6, 2005. No match will be continued after a three hour waiting period without the approval of the League Operations Director.

**Emergencies.** If an emergency arises relating to the referee crew, the referee and/or team must contact the local referee assignor and UWS Operations Director Lonny Unger at 914-262-6351.

# APPENDIX –

## 1. GAME DAY PROCEDURES

### UWS GAME DAY PROCEDURES (Effective May 1, 2016)

- **Home team** provides the **Official UWS Score Sheet**. Home team fills in its 18 players, starters and substitutions and then gives to away team to fill in its 18 players, starters and substitutions.
- Score Sheet is then given to referee one hour prior to match to check in players. Players also present referee their player pass at check in.
- **Home team** provides an official scorer who will then **record goals, assists, shots, fouls, cautions and ejections**.
- **Home team** provides opponent with at least 7 **substitution** passes; keeps 7 substitution passes for itself to use when putting substitutes into the match.

### POST-GAME:

1. **Game Score Sheet/Report Form:** Referee & rep for both teams sign off on the Game Score Sheet. *Home team rep scans and emails the Game Score Sheet to EDP office. Email address is [admin@uwssoccer.com](mailto:admin@uwssoccer.com)* Home team will also email the opponent's rep so they have copies of all materials.
2. **Referee Report:** Referee completes and signs the Referee Report and gives to home team rep. *Home team rep scans and emails referee report when he/she submits Game Score Sheet and Lineup Sheets.* Email to [admin@uwssoccer.com](mailto:admin@uwssoccer.com) Home team will also email the opposing team's rep copy of the Referee Report form.
3. **Score Submission:** Home team submits scores via Sports Ngin via Sports Ngin mobile app or via UWS website **within an hour** after match completion.
4. **Stat Input:** Home team inputs stats in the backend of the UWS Sports Ngin website. This must be done within 24 hours of the completion of the match.



### 3. UWS Referee Report Form



## REFEREE GAME REPORT

DATE \_\_\_\_\_ SCORE \_\_\_\_\_

HOME \_\_\_\_\_ VISITOR \_\_\_\_\_

LOCATION \_\_\_\_\_

FIELD DIMENSIONS \_\_\_\_\_ OVERTIME PLAYED? (Playoffs only)  Yes  No

REFEREE NAME \_\_\_\_\_ REFEREE 2 NAME \_\_\_\_\_

TIME OF START \_\_\_\_\_ TIME of 2nd HALF START \_\_\_\_\_

If late, why? \_\_\_\_\_ If late, why? \_\_\_\_\_

To be completed by Referee, then emailed by the HOME Team to the UWS office at admin@UWSsoccer.com

Cautions					
NAME	NUMBER	TEAM	MINUTE	EXPLANATION	CODE

**CODE:** Unsporting Behavior (**UB, s-o**)-Explanation necessary; Dissent (**DT**); Persistent Infringement (**PI**)-Explanation necessary; Delay Restart (**DR, s-o**)-Explanation necessary; Enters or Re-enters (**E**); Falls to Respect Distance (**FRD**)-Explanation necessary; Deliberately Leaves (**L**) -- All codes are from USSF's 7+7 Professional Division Point System

Send offs / Dismissals					
NAME	NUMBER	TEAM	MINUTE	EXPLANATION	CODE

**CODE:** Serious Foul Play (**SFP**); Violent Conduct (**VC**); Spits at Opponents/Persons (**S**); Denied Goal by Hand (**DGH**); Denies Goal/Opportunity by Foul (**DGF**); Abusive Language (**AL**); Second Caution (**2C**)

U.S. Soccer Federation Supplemental Reports MUST BE USED for any sendoffs/dismissals or other major incidents and sent to UWS within 48 hours of the game.

Is a supplemental report required and will you complete and submit to UWS?  Yes  No

#### League Standards

Please indicate if the following were displayed, provided, present or evident at the competition:

	Y	N	Home Team	Y	N	Visiting Team	Y	N
Field Properly Marked	<input type="checkbox"/>	<input type="checkbox"/>	Team Arrival to Stadium (60 min)	<input type="checkbox"/>	<input type="checkbox"/>	Team Arrival to Stadium (60 min)	<input type="checkbox"/>	<input type="checkbox"/>
Operational Scoreboard & Clock	<input type="checkbox"/>	<input type="checkbox"/>	Exchange of Lineups 45 min before kickoff	<input type="checkbox"/>	<input type="checkbox"/>	Exchange of Lineups 45 min before kickoff	<input type="checkbox"/>	<input type="checkbox"/>
Referee Dressing Room	<input type="checkbox"/>	<input type="checkbox"/>	Player Passes (Laminated)	<input type="checkbox"/>	<input type="checkbox"/>	Player Passes (Laminated)	<input type="checkbox"/>	<input type="checkbox"/>
Complimentary Tickets for Referees	<input type="checkbox"/>	<input type="checkbox"/>	Minimum 14 Eligible Players	<input type="checkbox"/>	<input type="checkbox"/>	Minimum 14 Eligible Players	<input type="checkbox"/>	<input type="checkbox"/>
Referee Liason	<input type="checkbox"/>	<input type="checkbox"/>	Matching Uniforms / Warm-ups	<input type="checkbox"/>	<input type="checkbox"/>	Matching Uniforms / Warm-ups	<input type="checkbox"/>	<input type="checkbox"/>
Competition Timeline	<input type="checkbox"/>	<input type="checkbox"/>	Number on Uniform	<input type="checkbox"/>	<input type="checkbox"/>	Number on Uniform	<input type="checkbox"/>	<input type="checkbox"/>
Players & Referees Introduced	<input type="checkbox"/>	<input type="checkbox"/>	Substitution Passes	<input type="checkbox"/>	<input type="checkbox"/>	Substitution Passes	<input type="checkbox"/>	<input type="checkbox"/>
National Anthem(s) Played	<input type="checkbox"/>	<input type="checkbox"/>	Max 12 persons in technical area	<input type="checkbox"/>	<input type="checkbox"/>	Max 12 persons in technical area	<input type="checkbox"/>	<input type="checkbox"/>
National Flag(s) Displayed	<input type="checkbox"/>	<input type="checkbox"/>						
Table at Midfield	<input type="checkbox"/>	<input type="checkbox"/>						
Athletic Trainer / Doctor Present	<input type="checkbox"/>	<input type="checkbox"/>						
Water Pre- / Post-Game for Referees	<input type="checkbox"/>	<input type="checkbox"/>						

Please provide an explanation in the 'Additional Comments' section below for any Sendoffs/Dismissals, League Standards marked 'No', or for any incidents that need further review.


Additional Comments


I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By checking this box and typing my name below, I am electronically signing the Referee Game Report.


Referee Signature \_\_\_\_\_




## 4. UWS SUBSTITUTION PASS

	<b>UNITED WOMEN'S SOCCER SUBSTITUTION CARD</b>
TEAM _____	
PLAYER IN _____ # _____	
PLAYER OUT _____ # _____	
COACH _____	
REFEREE _____	
DATE _____ SUBSTITUTION MINUTE _____	
<small>This card is to be used for substitutions during all matches.</small>	

	<b>UNITED WOMEN'S SOCCER SUBSTITUTION CARD</b>
TEAM _____	
PLAYER IN _____ # _____	
PLAYER OUT _____ # _____	
COACH _____	
REFEREE _____	
DATE _____ SUBSTITUTION MINUTE _____	
<small>This card is to be used for substitutions during all matches.</small>	

	<b>UNITED WOMEN'S SOCCER SUBSTITUTION CARD</b>
TEAM _____	
PLAYER IN _____ # _____	
PLAYER OUT _____ # _____	
COACH _____	
REFEREE _____	
DATE _____ SUBSTITUTION MINUTE _____	
<small>This card is to be used for substitutions during all matches.</small>	

	<b>UNITED WOMEN'S SOCCER SUBSTITUTION CARD</b>
TEAM _____	
PLAYER IN _____ # _____	
PLAYER OUT _____ # _____	
COACH _____	
REFEREE _____	
DATE _____ SUBSTITUTION MINUTE _____	
<small>This card is to be used for substitutions during all matches.</small>	