



# **United Women's Soccer**

## **Referee Manual**

Revised May 11, 2022

## 1. INTRODUCTION

On behalf of the Governing Board of United Women's Soccer, I wish to extend our congratulations to you for having been selected to officiate in UWS. You have been selected because of your proven abilities, professionalism and commitment to the game.

United Women's Soccer (UWS) is a national pro-am 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 tournament. The UWS player pool is comprised of college players, aspiring & former professionals and international stars.

The Official Website of UWS is [uwssoccer.com](http://uwssoccer.com)

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:

<p><b>Jeremy Sampson, UWS Director of Operations</b> Cell: 517-449-6074 Email: <a href="mailto:jsampson@uwssoccer.com">jsampson@uwssoccer.com</a></p>	<p><b>Joe Ferrara, UWS League Commissioner</b> Cell: 413-330-9775 Email: <a href="mailto:joe@uwssoccer.com">joe@uwssoccer.com</a></p>
---	---

## 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, except for those rules listed.

### SUBSTITUTIONS

UWS teams are allowed a maximum of seven (7) substitutions. A player who has been replaced by a substitute may not return to the field in the same game. A team may substitute at any dead ball stoppage. Substitutes shall report to the Fourth Official or Assistant Referee at midfield and may not enter the field without the permission of the referee.

The Fourth Official will collect the substitution pass/card from the player at midfield and make note of the substitution on their Scoresheet noting the time in and time out. Any player re-entering the game will be deemed an Ineligible Player. Any player that enters the game after the substitution allotment has been used will be deemed ineligible.

A player who has been replaced by a substitute may not return to the field, unless she is substituting a player that suffered a concussion. If a player suffers a head injury (concussion) during the match they can be substituted, and it will not count towards the limit of 7 substitutions.

### Goalkeeper Substitution

The goalkeeper may change places with a field player if the referee is informed of the change and the change is made during a stoppage in the match. Note: Delay or time wasting is not acceptable during the exchange process. The match should not be held up to allow for a complete change of equipment by either player.

### **TIME**

Official time will be kept on the field by the referee. Game ends after two regulation halves plus any extra time added by the referee. There is no overtime in regular season UWS matches. The stadium clock shall never be stopped except at the 45:00 and 90:00 minute marks respectively. The home team shall ensure that the scoreboard horn is muted.

### **ROSTER**

A maximum of 18 players may dress for games. These players are indicated on the official UWS Game Day Roster Sheet. Every eligible player will be listed on the Game Day Roster with their name, number and player photo. Both the Home & Visiting Teams are instructed to provide 1 printed copy of their official game day roster sheet (in color) for the referee. As of the 2021 season, UWS Player Passes are no longer used.

### **BENCH REQUIREMENTS**

A maximum of twelve (12) individuals are permitted in the technical area – limited to substitutes, coaches, trainers, or physicians. A maximum of five (5) non-playing personnel are allowed on each team bench. These persons can either be coaches or medical staff. Team owners, general managers, and other executives are not permitted to sit on the bench unless they are an active roster player or recognized team coach. No player shall sit on the bench in street clothes, players not on the Game Day Lineup Sheet are permitted to be in the technical area and should wear the team's travel or practice gear.

### **UNIFORMS**

Each team must have a full set of identical uniforms. They must contain numbers on the back of the jersey at least 8" high. Numbers may start at 00 and go through 99. Home team chooses colors and informs the visiting team of choice 7 days prior to their game. Teams are required by the league to have the UWS patch affixed to the left sleeve of their jersey.

### **REFEREE PROVISIONS**

Home team must provide table and water for referees at midfield.

## **3. GAMEDAY PRE-GAME TIMELINE**

Referee, Assistant Referee, and Fourth Official are expected to be at the field of play one hour and thirty minutes prior to game time. The required dress for arrival and departure is dress slacks and polo type shirt.

One hour prior to kickoff, the game officials shall inspect the playing field and equipment, including the playing surface, goals, netting, match balls, corner flags and markings. In the event any problems are identified, the referee shall notify the home team field manager, who shall be responsible for correcting any problems.

After the field inspection, the Fourth Official obtains and inspects the game balls. The home team must provide at least six (6) game balls. The Referee shall return all game balls to the home team upon completion of the game.

Referee, Assistant Referees, and Fourth Official discuss any special expectations, unusual field or match conditions, special rules of competition, and any special procedures.

Fourth Official collects all game day paperwork (Home/Visiting Team official Gameday Rosters, Referee Report, Scoresheet) from the Home Team sixty (60) minutes before kickoff. Referee inspects the Game Day Roster Sheets. If a problem is identified, they shall bring it to the attention of the coach.

Thirty minutes prior to kick off or as soon thereafter as practical, the Referee, Assistant Referees and Fourth Official shall check the player's eligibility on the official Game Day Roster Sheet and identify the starters and captain, inspect player equipment. Any special instructions by the referee relating to mechanics of the game should be given at this time.

## **PRIOR TO KICK OFF**

Referee, Assistant Referees and Fourth Official and starting teams enter the field together and move to the center spot at the time specified for introductions and the National Anthem. Referee carries the match ball and Assistant referees have flags furled.

Coaches and reserve players shall enter the field and walk along the sidelines to their team benches.

Introduce officiating team to captains and conduct coin toss. (This can also be done prior to introductions if more convenient).

Assistant Referees perform final check of nets and move to touch line to take offside position and unfurl flags and hold them straight down to signal readiness to start.

Fourth Official goes to the sideline and checks benches for unauthorized persons on the bench.

Referee signals play to start.

## **DURING PLAY**

During play it shall be the responsibility of the Fourth Official to record for the UWS Scoresheet the following:

- Player who scored a goal and the time of the goal
- Player credited with the assist
- Player who received a caution and time
- Player who is sent off and time
- Player substitutions indicating Time In and Time Out

The Fourth Official has the responsibility of maintaining proper decorum of the players on the bench, bench personnel and particularly the coaches. However, recognize that during any match

emotions can run high. This responsibility is often more difficult than refereeing the match since you must demand conformity with the league rules but must do so in a professional and non-abusive manner. The manner in which bench or coach misconduct will be dealt with should be covered very carefully in your pre-game discussion with the referee. If you feel it is necessary, file a report with the League and allow the League to impose the appropriate discipline.

If during play the Referee becomes incapacitated and cannot continue to officiate the match, the Senior Assistant Referee shall become the Referee and the Fourth Official shall become the Second Assistant Referee.

If a substitution occurs, the Fourth Official shall:

- Collect Substitution Pass/Card
- Inspects substitute's equipment
- Inform nearest Assistant Referee of substitution
- Display number of players to be substituted (optional)
- Prevents substitute from entering field until player being substituted has left the field

The amount of extra time left in each half shall be conveyed by the Referee to the Fourth Official. The Fourth Official will then communicate the appropriate time left in the match.

## 4. POST-GAME REPORTING

The Referee is required to make the following reports:

- The referee's UWS Scoresheet shall be verified and signed and returned to the Home Team. Referees also need to sign the Home Team's copy of the UWS Scoresheet which was recorded by the Home Team's statistician. Both UWS Scoresheets need to be returned back to the Home Team so they can ensure stats recorded are accurate before submitting their Scoresheet to the league.
- The Referee Report shall be completed and returned to the Home Team; home team will email completed Referee Report to [stats@uwssoccer.com](mailto:stats@uwssoccer.com)
- Any supplemental USSF Referee Report that may result from any incident in a match should be emailed to [stats@uwssoccer.com](mailto:stats@uwssoccer.com) within 24 hours of the match. within 24 hours of the completion of the match.

## 5. MATCH CANCELLATIONS

### AUTHORITY TO DELAY OR POSTPONE A MATCH

Once in progress, a match may be delayed or postponed due to unfavorable weather and/or other adverse conditions beyond the control of the participating teams which would make the playing of the match impractical or dangerous. Only the referee and either the Director of Operations or League Commissioner have the authority to delay or postpone a scheduled match. The referee has final word on delays due to weather.

If the match needs to be terminated and the first half has been completed, the match will count as a complete and official match.

If a match is terminated prior to completion of the first half, the teams must contact the League Commissioner to discuss a reschedule date.

## **GRACE PERIOD BEFORE ABANDONING A MATCH**

Because of the cost and difficulty of rescheduling a UWS match, every attempt should be made to continue the match.

Unless both teams and the referee agree to an alternate plan, teams must wait at least one hour before abandoning a match that has been delayed. The one hour grace period may be extended if there is a likelihood of resuming the match that day.

## **6. REFEREE FEES/OTHER REFEREE ITEMS**

Referees shall be paid the following amounts:

- Referee: \$110.00
- Assistant Referee: \$75.00
- Fourth Official: \$40.00

UWS or its member teams are not responsible for travel costs incurred by the referees unless expressly approved by the league office in writing.

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 return the Official UWS Score Sheet Form to the home team before the game fees are paid. Referees are to notify the League Commissioner immediately if they do not receive payment at the end of the game.

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 canceled without proper notification being given to the referees.

**Referee Liaison:** The Team Referee Liaison shall assist the officials with pre-match, halftime and post-match requests and needs. During the match the referee liaison should be readily available and this location shall be arranged prior to kick off. Duties shall include:

- Confirm in advance of referee field inspection that field markings, nets, corner flags, bench areas meet appropriate standards and advise referees of areas in question,
- Confirm proper placement of 4<sup>th</sup> official's table,
- Arrange for match balls to be inspected by the officials
- Coordinate that each team has:
  - UWS Scoresheet
  - Gameday Timeline Sheet
  - Game Day Roster Sheet
  - Blank Referee Game Report

**Forms:** All forms will be provided by the home team.

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

**Emergencies:** If an emergency arises relating to the referee crew, the referee and/or team must contact the local referee assignor and UWS League Commissioner Joe Ferrara at 413-330-9775 or Director of Operations Jeremy Sampson 517-449-6074.