



UNITED SOCCER LEAGUES

2004 Referee Manual



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United Soccer Leagues (USL) Referee Program

Mission Statement

The mission of the USL Referee Program is to ameliorate the capability of USL to succeed in its mission through the provision of the most qualified officials who will provide the utmost professional officiating services to all of its member leagues.

Vision

The USL Referee Program will utilize all of its resources in concert with FIFA, USSF, CSA and their respective Referee Programs in the discovery, preparation, education and training of soccer officials whose performance warrants consideration for promotion to FIFA level officiating.

Values

The USL Referee Program values its game officials who are able to recognize and accept the role of the referee in the game of soccer at all levels.

The USL Referee Program values its game officials who possess:

- The highest standards of ethics and integrity;
- The highest standards of mental and physical fitness;
- The unique skill of identifying and incorporating into their game assignment the various cultures, beliefs and awareness of the diversities of players and coaches.

The USL Referee Program values its officials who are open minded to critical self-evaluation as well as the reception of constructive criticism from USSF & CSA assessors, as well as USL observers in the analysis of their performance.

Strategic Direction

The USL Referee Program will:

- Establish a working and developmental relationship with the USSF and CSA to ensure an appropriate environment for education, training, development and assessment of game officials to be appropriately promoted;
- Develop a system by which referees officiating in USL are assigned to leagues and matches that correspond with their abilities, fitness and experience;
- Provide USL referees with the appropriate administrative support and information to ensure the highest level of success;
- Provide all member leagues and affiliated teams weekly disciplinary action, and individual player penalty point summaries;
- To enforce the well-defined policy and process with regard to appeals;
- Continue to develop a team driven referees performance evaluation program;
- Provide for the award of USL Referee of the Year (senior teams only);
- Explore opportunities of establishing an exchange program with international associations;

Procedures of Operation

Rules of Competition

The following information provides basic information on competition rules for regular and post-season play in USL. Periodically, additional specific information will be made available via “Topics” on the Federation website.

Substitutions

Regulation Time

A team may have no more than 18 players eligible for games off of the 26 player roster. A player may be substituted once in the first half. Once the player has been substituted the player may not re-enter the match until the second half. Once player is substituted in the second half, they may not re-enter the match during the rest of the regulation play.

Overtime

If a match continues in overtime a team, the overtime period must start with the players that completed the second half of the match and may have a maximum of 3 substitutions before or during the overtime period. The 3 substitutions may contain players that were substituted in the first or second half of the match.

Entering / Re-entering a Match

Substitutes shall report and submit a substitution pass to the fourth official or assistant referee at midfield, and may not enter the field without the permission of the referee.

Tiebreaker Procedures

Regular Season

During the regular season, games that end in a tie after regulation will then play one 15-minute “golden goal” overtime periods. If still tied, the result is final.

Following USL Regulations (see Game Cancellations), once the first half is completed and the game needs to be terminated for any reason, the result is final.

Post-season / Championship

During the playoffs, games ending in a tie after regulation will play two 15-minute “golden goal” overtime periods. If the match still remains tied, FIFA Kicks from the Mark (penalty kicks) will determine the winner. Any additional “Playoff Specific” information will be made available in Topics on the Federation website.

Two-Game Playoff Series

Two-game playoff series may take place during the A-League & Pro Soccer League playoffs and will utilize the following format for tiebreakers:

Game 1: If the match is tied after 90 minutes of regulation play, it remains a tie. Overtime will NOT be played to determine a winner.

Game 2: If the aggregate score is tied after completion of the second 90-minute match, the winner will be determined by the following criteria (in order):

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- 2x15 minute “golden goal” overtime periods
- FIFA Kicks from the Mark (penalty kicks)

Game Cancellations

Officials Present at Venue

Authority to Delay or Postpone a Game

Once in progress, a USL match may be delayed or postponed due to 1) a lack of preparedness of one or both teams to begin or continue playing a game or 2) unfavorable weather and / or other adverse conditions beyond the control of the participating teams which would make the playing of the game impractical or dangerous. Only the referee and USL office have the authority to delay or postpone a scheduled USL match. The referee, upon arrival at the stadium or field, has the final say on delays due to weather.

If a match needs to be terminated and the first half has been completed, the game will count as a full game (win, lose or draw).

If a match is terminated prior to completion of the first half, the home team must immediately contact the League Director and begin discussion on a reschedule date, preferably the next morning. Referees need to notify the home team if they will be available the next day should both teams agree to play and provide contact information.

Grace Period Before Abandoning a Game

Unless both teams, the referee, and the league office agree to an alternate plan, teams must wait at least one hour before abandoning a game that has been delayed. The home team, in the presence of the referee, must immediately notify the League Director of any postponement issues. The one hour grace period may be extended, up to a maximum of three (3) hours from the time the match is delayed, if there is a likelihood of resuming the match that day. Given the difficulty and cost of rescheduling, every attempt should be made to continue the game. No match will be continued after the 3-hour waiting period without the approval of the League Director. If the first game of a doubleheader has been delayed, the feasibility of completing the second game will be taken into account when determining an extended grace period.

Before Officials Arrive at Venue

In the event a match is to be terminated less than 12 hours prior to kick off due to unforeseen problems, the home team shall immediately contact its League Director to expedite the communication process to assigned referees. The USL Referee Department will then notify the designated official at USSF/CSA, who will in turn make every effort to notify you of the change. It is imperative that all contact numbers for referees be available to the USSF/CSA for such situations. Please contact the USSF/CSA designee before you depart for the match if you are uncertain of the game's status and if reason to believe there may be a postponement due to inclement weather.

Single-Game Playoff Series Termination

If the match is tied, the first half completed, the one hour waiting period fulfilled and there must be a winner to advance, then the following will occur:

Regulation: If terminated during regulation, the match will be resumed at the next possible opportunity and played to completion beginning when the play was stopped and will conclude at either 90 minutes or within overtime, followed by kicks from the mark.

Overtime: If terminated during OT, the game will resume at the minute that the match was terminated, followed by kicks from the mark, if necessary.

Back-to-back: If the teams are scheduled to play the following day, then the match will resume the next morning, starting with the overtime period, followed by kicks, if necessary.

Disciplinary Procedures

Offenses Justifying a Player Send Off

A player shall be shown a red card and sent off if he or she commits any of the following seven (7) offenses:

- Commits a serious foul play (**SFP**)
- Guilty of violent conduct (**VC**)
- Spits at any person (**S**)
- Denies an opponent of a goal or goal-scoring opportunity by deliberately handling the ball (excluding the Goalkeeper) within his or her own penalty area (**DGF**)
- Denies an obvious goal-scoring opportunity to an opponent moving towards the player's goal, punishable by a free kick or a penalty kick (**DGF**)
- Uses offensive, insulting or abusive language (**AL**)
- Receives a second caution in the same match (**2CT**) – Please identify the actual foul that causes the player to receive the second caution.

Serving Suspensions (Players)

Any player receiving a red card in a regular season game will be suspended for the next league regular season game and pay a fine (see below). Any player receiving a second yellow card in a single game, and thus a red card, will be dismissed for the remainder of the match and is not suspended for any subsequent matches.

Guidelines for Send off (current match)

Players and coaches sent off from the field of play are not permitted to watch the game. They must remain in the locker room for the remainder of the match or be outside the of the facility's premises. Additionally, coaches are not permitted to communicate with their team staff or players during the remainder of the game, and are not allowed to remain in the locker room during half time. The type of communication prohibited would include: cellular, 2-way radios, electronic / digital, written or verbal. Players or coaches returning to the field of play during or directly following the match are subject to additional sanctions.

Other Game Misconduct

Game Official Assault or Abuse

In addition to enforcing USSF/CSA sanctions, the League may impose additional fines and / or suspension.

Coach / Staff Caution & Ejections

Referees at their discretion may warn or dismiss coaches and team staff for unprofessional behavior. Dismissed coaches and staff members are to be escorted directly to the locker rooms and may not return to the field of play. Any coach or other Team Staff member not acting in a professional manner in the opinion of the League, whether or not the incident is reported in the Referee Game Report, shall be subject to a fine and / or suspension. Referees are explicitly instructed not to physically show a red card to non-players.

Suspended Coaching Staff

Managers, coaches, assistant coaches or trainers serving a suspension shall be prohibited from assuming any official function on or near the field of play. The following restrictions apply:

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Pre-Game

Coaches / Staff **are** allowed to communicate pre-game information in the locker room (only) prior to the match; however they **are not** allowed on the field of play or its surrounding area during pre-game warm-ups.

Game time (including halftime)

- Field Access -- At no time during the game are coaches / staff allowed on or around the field of play and its surroundings.
- Communication -- There is to be no communication via written, verbal, cellular or electronic with the team bench.
- Stadium Seating -- The coach / staff member must sit in the press box. The coach / staff is **not** permitted to sit in the stands as a “spectator”. If it is not possible to sit in the press box, then they are prohibited from attending the match.
- Locker Room Access -- The coach / staff member is not allowed to be in the locker room at any time during halftime.
- Post-game -- The coach / staff member may join their team in the locker room, but not on the field of play or its surrounding areas.

Please note on the Game Report and / or supplemental report any suspended coach not adhering to the above restrictions.

Entering the Field

A Player, Coach or other Team Staff member entering the playing field during a USL game when not authorized to do so shall be fined and / or suspended by the League. No player, coach or team staff member shall threaten a referee either verbally or physically nor make contact in any manner either before, during or after the match.

Approaching Game Officials

Coaches and Team Staff shall not approach Game Officials prior to the game, at the end of the half, on the way to or from the locker room to lobby for a certain call or approach to the Game, or to criticize a Game Official's performance. The Coach's Evaluation of Referees is the proper vehicle to express such opinions. The Referee shall report all such incidents in the Referee Game Report, and offending individuals shall be subject to a League fine and / or suspension.

Procedure for Escorting Officials Off the Field at Half Time and After the Match

Security officers must be present, when necessary, to escort officials to and from the field. They are to meet officials on the field and escort them to the door of their locker room. Security officers shall be prepared, when indicated, to provide an escort to the officials' respective vehicles.

Major Game Misconduct

In addition to those offenses set forth above, major fines or suspensions, *at the sole and absolute discretion of the League*, shall be levied against Players (whether or not they were awarded a card by the Referee), Coaches or other Team Staff for such game conduct as fighting, provoking a fight, criticizing Game Officials with words or gestures, entering the Game Officials' locker room, physical contact with Game Officials separate from Referee Assault, using excessive force, deliberate attempts to injure, spitting, provoking crowd disorders, profane language that can be heard by the crowd or broadcast audience, obscene gestures, improper conduct during the national anthem, taunting, abuse of spectators and others, failure to leave the field when instructed by the Referee to do so, improper conduct following the award of a card, excessive delay tactics or excessive and obvious feigning of injuries, or other unsportsmanlike conduct detrimental to USL. The League may levy fines and / or suspensions for such behavior whether or not it is reported in the Referee Game Report.

Match Reporting

USL realizes not every team or official has the ability to e-mail a game report to USL after the game. However, there are too many game reports received that are illegible (handwriting, fax, etc.), as well as reports that are not properly or fully completed. Player discipline is dependent upon accurate game reports.

Game Reports

Referees must complete and submit to the league office a signed copy of the **USL Referee Game Report**. This report documents cautions and send-offs; reason(s) for the offense and details the incident(s) with a code. After stating the reason for the misconduct, please provide a code following the guidelines on the report that warranted the caution or dismissal.

The home team is responsible for submitting the *signed* Game Score sheet to League Office within twenty four hours after conclusion of the match. Failure to meet this minimum standard by the team results in a fine levied by the league. **A Supplemental Game Report for each separate and unusual incident or send-off must also be submitted via fax and / or e-mail (dan.esmond@usisl.com) to the USL Office.** The supplemental may be e-mailed / faxed to USL up to a maximum of two days following the match, although for League Management purposes it of great assistance to receive it as soon as possible.

Referees are also responsible to validate scoresheet and sign each document.

Payment of Referees – completed and / or cancelled games

The fees for officiating games, are set by USL, and subject to regular review. Referees, Assistant Referees are eligible to be compensated for services if they:

- Arrive at the proper time and perform assigned services.
- Provide signed game reports (Scoresheet, Referee Report) to the home team official.
- Arrive at the proper time, but for some reason the game has been already postponed without the referees being properly notified in advance due to an error by the league or teams.
- Arrive at the proper time and either of the competing clubs fails to appear for the game.
- Perform assigned services, but for some reason, the game is not completed.
- Travel to the field, but the game is not played.
- Depart for assigned duties but the game is postponed en route *due to inclement weather*. In such a case, 100% percent of the travel costs are reimbursed (no game fees will be paid).
- Please refer to “Before Official Arrive at Venue” under the “Game Cancellations” section on Page 4 of this Manual for a list of the steps taken in the cancellation/postponement process

Nonpayment of Referee Fees

All teams are under a strict requirement to pay officials immediately following a game. Officials must notify the League Office in the event of non-payment. Teams that do not pay referee fees are subject to a number of disciplinary actions, including the doubling of fees / expenses and the cashing of a club’s performance bond.

- Officials who receive any payment(s) that are returned from a bank, must notify the League, in writing ASAP. (in writing) within 30 days of the match, and in any case no later than September 15 of the current year’s season, or payments will be forfeited. We will then communicate with the team and expedite payment to officials from the team.

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Game Procedures

To plan, prepare and implement the game day operations in a consistent manner, an overall game procedures system has been developed. Each home team shall comply with these game procedures.

Game Day Presentation

Each team's game day presentation objective shall be to ensure a professional and consistent "look" for all USL games. This shall be accomplished by adhering to uniform standards developed by USL. While variations resulting from local traditions are expected, the team shall ensure the game day presentation is highly professional. Each team shall develop its own signature presentation, which shall remain consistent throughout the season.

The following procedures shall apply to all USL games, including, but not limited to, all regular season, exhibition, playoff, championship, Open Cup, All-Star, and international games in which any team or Select Team participates, other than unadvertised scrimmages or practice games at which no admission is charged or moneys collected.

Pre-Game Procedures

Prior to kick-off, USL pre-game procedures, as described below, shall be implemented. Additional activities may be included based on the home team's game day entertainment, presentations, and dignitary or VIP recognition.

Exchange of Team Lineups

Home club must complete lineup on the score sheet twenty-five (25) minutes prior to the match and then give to visiting club. Once visiting club has completed the line up on the score sheet they should return it to the home club no later than fifteen (15) minutes prior to the start of the game.

Team Warm-ups Period

Each team shall be entitled to a concurrent warm-up period of TWENTY (20) minutes.

Officials and Starting Team Entry

The game officials and starting clubs shall enter the field prior to the start of the Game "International Style" and face the spectators.

Coaches and Reserve Players Entry

Prior to the start of the pre-game introduction ceremonies, the coaches and reserve players shall enter the field and walk along the sidelines to their team benches.

National Anthem

The National Anthem of the home team shall be played immediately following the entry of the players. Both clubs shall remain in public view and pre-game presentation formation during the National Anthem and all players shall face the flag. If the visiting team is from another country, the visiting team's National Anthem shall be played first and their country's flag displayed. The home club's anthem shall follow.

Demeanor

During the National Anthem(s), the head coach, trainer, physician, and other authorized bench personnel shall remain standing on the touchline facing the flag. The game officials shall stand at center field facing the flag. Players and game officials shall refrain from jogging in place, chewing gum, and talking. A respectful appearance shall be maintained.

Introduction of Game Officials, Coaches, and Players

The game officials, coaching staff, and players shall comply with the introduction.

- At the designated time, the referees shall be introduced first, starting with the referee, senior assistant referee, junior assistant referee and the fourth official (if applicable).
- The visiting team's starting lineup shall be introduced after the game officials and in the order listed on the starting lineup. The head coach and assistant coach(es) shall remain on the sideline but shall be introduced after the visiting team.
- The home team's starting lineup shall be introduced according to team preference. The head coach, assistant coach(es), trainer, and team physician shall remain on the sideline but shall be introduced after the home team.
- The home team shall script the introductions for the PA Announcer.

Flag

The home team shall ensure the flag of the United States and / or Canada is displayed at all home games. In the event the opponent is from a foreign country, that country's flag shall also be displayed. Color guards are acceptable.

Supervision

The *Field Manager* appointed by the home team shall oversee the pre-game procedures and ceremonies of each home game.

Game Procedures

The game shall commence on the referee's signal. During the game, the referee is in control and in charge of the game. In conjunction with the Field Manager, the referee shall ensure the game begins at kickoff and second half at the time so designated.

Timing for the Game and Game Clock

| AGE | GAME LENGTH | HALFTIME | OVERTIME |
|-----|-------------|----------|----------|
| U13 | 2 X 35 | 12 | 1 X 15 |
| U14 | 2 X 35 | 12 | 1 X 15 |
| U15 | 2 X 40 | 12 | 1 X 15 |
| U16 | 2 X 40 | 12 | 1 X 15 |
| U17 | 2 X 45 | 12 | 1 X 15 |
| U19 | 2 X 45 | 12 | 1 X 15 |

If the game is tied at the end of regulation, teams shall play one (1) 15-minute "golden goal" (sudden death) overtime period. If the game is still tied at the end of the 15-minute overtime period, the final score will remain a tie.

- The official time shall be displayed on the stadium clock, but the time remains under the control of the referee at all times. Before the game and each half, the clock shall be set at 45:00 and shall run down to 0:00. *Note: The clock is NEVER to be stopped for the last two minutes of the game.*
- Halftime shall consist of 12 minutes. At the end of the first half, the clock shall immediately be reset to 9:00 and run down to 0:00. At 0:00, the timekeeper shall reset the clock to 45:00.
- The Referee shall signal the start of each half, ensuring the second-half clock is at 45:00 prior to his signal. The referee shall signal for play to begin or to recommence by raising and dropping his arm and blowing his whistle.
- The home team should provide a coordinator, equipped with a device to communicate with the clock operator. The coordinator must be near the 4th Official at all times during the game.
- During the course of the game, the referee may adjust the official time on the scoreboard clock by so indicating to the 4th Official.

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Player Passes

Every player must have a current US Club Soccer player registration card. Passes must be presented in conjunction with the official game score sheet. If no card is presented, the player is not eligible to participate in the game. This should be noted on the Referee Report.

Team Rosters

A total of EIGHTEEN (18) players may be placed on the team's *Active Roster*.

Substitution Passes

All substitution passes shall be verified with the game day line-up sheet by the Referee crew prior to the match.

Putting a New Ball into Play

When the ball goes out of play beyond the sideline or over the goal line, the nearest ball boy or ball girl shall make sure that the player putting the ball back into play has a ball for the restart as quickly as possible.

Halftime Activities

Halftime shall officially begin as soon as the referee blows his whistle signifying the end of the first half. The duration for all games shall be FIFTEEN (15) minutes unless otherwise authorized by the League.

Second Half Preparation

FIVE (5) minutes before the start of the second half, each team shall be notified by the team liaison. No later than THREE (3) minutes before the start of the second half, each team shall exit the locker rooms for the field. The *Team Liaisons* shall ensure teams are notified of the three-minute warning.

End of the Game

TWO (2) minutes before the end of the game, security personnel shall position themselves between the field perimeter and the locker rooms. All spectators shall remain outside of the locker rooms at all times. Media may enter the locker room TEN (10) minutes after the conclusion of the game.

Post-Game Procedures

At the conclusion of the game, whether following regulation, overtime, the following post-Game procedures shall be followed:

Official Score Sheet

The Official Soccer Sheet shall be faxed, mailed, or e-mailed to the League Office no later than 12 hours after the completion of the match.

Referee Game Report

The Referee shall submit the *Referee Game Report*, to the League Office. A copy of the Referee Game Report form is included in the Referee Section of this manual. In the event there are any send-offs, the Referee is REQUIRED to include a separate SUPPLEMENTAL GAME REPORT.

Home and Visiting Team Minimum Standards Game Report

Each team has the opportunity to complete and file a *Minimum Standards Compliance Form* for any observed violation of USL minimum standards and to report comments of a positive or negative nature regarding a game or the conduct of either team. These *Minimum Standards Compliance Form* shall be completed by the Club Director of Coaching or General Manager and faxed to the League within 48 hours of the game. Copies of each are found in the Forms Section of this manual.

Field Regulations

Field Regulations

The Field Manager shall meet with the Referee at least *SIXTY (60)* minutes prior to the kickoff to assure the field is properly marked, the goals are in place and secure, the nets are properly fastened, the corner and midfield flags are proper and in place, and the balls are properly inflated.

Playing Field Dimensions and Markings

The game shall be played on a field that remains a constant size throughout the league season, unless the League approves a change at least *SEVENTY-TWO (72)* hours in advance of the game. The dimensions and markings of the field shall conform to the FIFA Laws of the Game.

Condition of the Field of Play

Each team shall work with its stadium management to ensure the field is in the best possible condition for each game.

Grass Specification

The grass length on game day shall not exceed *ONE and ONE-HALF (1 1/2) inches*.

Corner Flags, Halfway Mark, and Center Circle

Corner flags shall be on posts not less than *FIVE (5) feet high* with non-pointed tops. A halfway line shall be marked across the center of the field. The center of the field shall be so marked and have a circle, which has a *TEN (10) yard radius*, drawn around it. Corner flags may not have logos.

Goal Area

At each end of the field, a line perpendicular to the goal line shall be drawn parallel on each side of the goal and *SIX (6) yards from each goalpost*. This line shall extend *SIX (6) yards into the field of play from the goal line*. A line running parallel to the goal line shall be drawn connected to two perpendicular lines, forming the “goal area.”

Penalty Area

At each end of the field, a line perpendicular to the goal line shall be drawn parallel to each side of the goal and *EIGHTEEN (18) yards from each goalpost*. This line shall extend for the *EIGHTEEN (18) yards into the field of play from the goal line*. A line running parallel to the goal line shall be drawn to connect the two perpendicular lines, which shall form the “penalty area.”

Corner Area

At each of the four corners of the field, measuring from the corner flags post, a circle having a *radius of ONE (1) yard* shall be drawn inside the field of play.

Goals

Each goal shall be centered on the goal line and equal distance on each side from the corner flags. Game day goals shall be the size approved by FIFA.

Bench Area

Both the home and visiting team’s benches shall be placed on the same side of the field, on the side designated by the stadium field plan. The home team shall designate the bench locations at the start of

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the season, and shall not change these locations during the season. The bench area shall be marked according to FIFA's technical area markings.

Game Conduct

Player Appearance and Travel Dress Code

Players and all team staff shall maintain a neat, clean, and professional appearance at all times while in public. All members of the travel party shall wear a coat and tie, team polo shirt and slacks or dress shorts, team warm-ups, or other distinctive and suitable team apparel. No uniform shorts, T-shirts, or sandals shall be permitted.

A dress code shall also be in effect as outlined above for home team players and staff to and from the stadium and at post-game events. The head coach shall also designate appropriate team apparel to be worn at all non-game player activities and appearance.

Player Uniforms, Equipment, and Identification

Each player shall be uniformly dressed in jerseys, shorts, and socks for pre-game introductions and the Game. Players shall ensure that their shirts are tucked in and their socks up while on the field and bench, for both pre- and post-game activities. Only game roster players may be in uniform; other players shall be in warm-ups. No player shall sit on the bench in street clothes.

Uniform and Equipment Specifications

All players shall wear uniforms supplied by their home club.

Goalkeeper Uniform and Equipment

The goalkeeper's uniform shall be different colors than both teams and the referee's uniform. The goalkeeper uniform and equipment shall conform to FIFA and USL guidelines.

Compression Pants

Slide pants (or thermal compression shorts) may be worn under uniform shorts if they match the predominate color of the uniform shorts. All players wearing slide pants shall wear the same style, *which may not extend more than TWO (2) inches below the uniform shorts* and beyond the top of the knee.

Other Equipment

All players in uniform on game days shall wear shin guards. Equipment deemed dangerous by the referee shall be removed and all FIFA equipment rules shall be complied with and enforced by the referee.

Coaches, Trainers, and Non-Playing Bench Personnel Attire

Coaches and assistant coaches are strongly encouraged to wear a coat and tie or polo shirt and slacks during the game. Jeans and soccer shorts are prohibited. During championship games, coats and ties are required.

Approaching Game Officials

Coaches, assistant coaches and other team personnel shall not be permitted to enter the playing field to approach the game officials before, during, at halftime or at the conclusion of any USL game. Game officials shall report such behavior, which is subject to League disciplinary action. Similarly, team staff shall not confront game officials in the locker room, corridor, parking lots or any area surrounding the *Game Officials Locker Room*.

USL Injured Player Removal Policy

Referee Guidelines

Given the changes relative to game officials being in complete charge of game timing as is common in international competitions, *referees will no longer “stop the clock”* for time lost through situations described in Law 7 of the FIFA Laws of the Game (substitution, assessment and removal from the field of injured players, wasting time, or other causes). Instead, the time lost will be managed on the field by the referee, who has complete discretion regarding the exact amount of time to be recovered. The intent of Law 7 is to recover the time lost due to excessive delays for injuries, substitutions, goal celebrations and so forth.

Serious injuries, however, are likely to be the most common sort of situation for which the referee is called upon to “add time” at the end of a period of play. The time to be recovered includes the original assessment of the injury and, where necessary, the removal of the injured player from the field by medical personnel.

With television restrictions as a paramount concern, it is absolutely imperative that trainers cooperate with referees in the application of the following FIFA and USSF guidelines.

- a. If a player is seriously injured, the referee shall stop play.
- b. After assessing the condition of the injured player, the referee shall authorize one, or at the most, two medical staff to enter the field to ascertain the type of injury and to arrange to players swift transport off the field (but not to treat the injury on the field).
- c. Any player suffering from an open wound is compelled to leave the field to have the wound treated.
- d. To remove the player as quickly as possible, stretcher-bearers shall enter the field with a stretcher immediately upon being beckoned by the referee.
- e. If the referee has determined that the player must leave the field due to injury, whether or not medical personnel has been beckoned to assist the player, the injured player is required to leave the field, either on foot or on the stretcher. If the player refuses to comply, the referee shall caution him for hindering the restart of play.
- f. If a player has received permission from the referee to leave the field during play for an injury that is serious, that player must have the referee’s permission to re-enter the field. If the ball is in play, such a player may only re-enter the field across either of the touchlines. When the ball is out of play, the player may re-enter across any of the boundary lines. Only the referee is authorized to allow an injured player to re-enter the field whether the ball is in play or not.
- g. If a player is bleeding, he must leave the field immediately to have the bleeding stopped and his skin and uniform cleaned as thoroughly as possible (or replace the uniform with a clean one). When the player is ready to return to the game, the referee will inspect the injured area and the uniform for blood at a stoppage in play before giving his permission to re-enter the game. The referee may delegate this task to the fourth (4th) official. The referee inspection can occur only at a stoppage in play and the player may then enter the field from any point on the boundary line. The referee will not stop play for his player’s re-entry, but will wait for a stoppage called for some other reason.
- h. If play has been stopped solely for a serious injury with no other breach of the laws of the game, the referee shall restart play with a dropped ball.
- i. The referee shall add on time lost on account of injury (with or without medical attention on the field) in full at the end of the half (or overtime period) in question.

Nevertheless, nothing shall be done that would potentially cause further permanent injury to a player. In the case of on-field injuries, it is incumbent on the referee and medical personnel to communicate with each other, and to use their best professional judgment.

Under no circumstances shall a player be removed if there is an injury to the head, neck, or back until it can be accomplished without risk of further injury or permanent injury to the player. Similar restraint shall be shown for

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injuries that are deemed to be potentially limb threatening; however, for the majority of less serious injuries, the trainer will oversee the removal of the player from the field. The trainer and referee shall work together to ensure the safety and well being of the player while trying to return him to play as soon as possible.

Trainer Guidelines

Adhering to these guidelines, the Trainer shall utilize the following Universal Trainer Hand Signals to facilitate the care of an injured player.

1. **Ambulance:** Trainer raises hand overhead, extends index finger and rotates finger mimicking the lights of an ambulance siren.
2. **Physician:** With index finger of either hand, trainer points to the corner of his / her ipsilateral eye.
3. **SPLINTS:** With hands in clenched fists, trainer strikes thumb sides of hands together.
4. **Spine Board:** With hands together, palms open and pronated, trainer moves hands apart as if describing a flat surface.
5. **Stretcher:** Universal signal employed by all FIFA officials when signaling for a stretcher.

Emergency Medical & Evacuation Plans

Every club shall establish game day emergency medical and evacuation procedures. Above all, necessary precautions shall be taken to ensure spectator, team, and staff safety at all times. As most clubs do not own their stadiums, it is imperative that security, stadium management, and a team official discuss and coordinate these procedures prior to Opening Game.

Medical Emergency Plan

Medical emergencies create a need for immediate medical attention on the field, in the stands, and in press / VIP areas. In addition to field injuries wherein a player is injured during the game, non-participant emergencies may include heart attacks, eye injuries, head or neck trauma, heat exhaustion, obstetrical (labor) emergencies, insect or bee stings, respiratory (choking) problems, fractures, allergic reactions, etc. Utilize the following basic parameters in developing team policies.

- Assign staff to report initial problems to the Field Manager; notify security and any on-site EMS agency immediately of the problem and location; and deploy a Staff member to the scene.
- Once the Medical Response Team arrives and relieves the Staff member, the Staff member shall record initial information, including time, location, and who placed the injury call, before they leave the accident/injury area. This information shall be recorded on the Stadium Incident Report form provided at the end of this section.
- If the patient is transported to the hospital, the designated Staff member shall record the time of departure, which hospital the patient was transported to, and who transported the patient.
- Emergency equipment on site shall be listed in the plan and its location shall be detailed.

Evacuation Plan

In the event that a stadium or parts thereof, need to be evacuated due to an Act of God (earthquakes, hurricanes, and floods), bomb or terrorist threats, fire and smoke, etc., each team shall develop, in conjunction with their stadium, a **Disaster Action Plan for Game / Event Day Staff and Volunteers** utilizing the following format and including the following specifications:

- directions on how to safely and quickly remove all spectators, teams and staff from the effected area
- a detailed list of on-site employees responsible for overseeing an evacuation
- a detailed notification system for law enforcement agencies, fire, or other emergency response departments.

Stadium Incident Report

Date: _____ Stadium: _____

Severity: Critical Significant Minor

Incident Type:

- | | | |
|---|---|--|
| <input type="checkbox"/> Automobile | <input type="checkbox"/> Fan Incident | <input type="checkbox"/> Facilities |
| <input type="checkbox"/> Concessions (Food) | <input type="checkbox"/> Medical / Injury | <input type="checkbox"/> Property Damage |
| <input type="checkbox"/> Property Theft | <input type="checkbox"/> Ticketing | <input type="checkbox"/> Other |

Parties Involved:

- | | | |
|--|---|---------------------------------|
| <input type="checkbox"/> Ticket Holder | <input type="checkbox"/> Staff / Volunteer | <input type="checkbox"/> Player |
| <input type="checkbox"/> Officials | <input type="checkbox"/> Stadium Representative | <input type="checkbox"/> Other |

Time of Incident: _____(am/pm) Location of Incident: _____

Name(s) of Parties / Co.

Name

Address

Phone Number

Description:

Resolution / Action Steps:

Witness #1

Name: _____

Address: _____

Telephone: _____

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Description of Incident:

Witness #2

Name: _____

Address: _____

Telephone: _____

Description of Incident:

1. If there was a Staff Member involved:

A. What was the Staff Member doing at the time of the injury? (Please be specific. Identify tools, equipment or materials the Staff Member was using.)

2. If there was a physical injury:

A. Injured person's description of injury / attitude of comments:

B. Aid given:

3. If there was a vehicle involved:

Vehicle #1

Year: _____ Make: _____ Model: _____ License Plate: _____

Registered Owner: _____

Address: _____

Driver's License No.: _____ Issuing State: _____

Driver's Name: _____ Passengers: _____

Address: _____

Phone numbers : (H) _____

(W) _____

Email address: _____

Lightning Safety / Severe Weather Information

The safety of players, coaches, management and spectators is the primary concern in any weather event that occurs during all USL matches.

By understanding and following the below information, the safety of everyone shall be greatly increased. Ultimately, **as the referee, YOU HAVE FINAL SAY over delaying or restarting a game due to weather.** Waiting to stop play or not waiting to start play may result in a serious injury or loss of life. Act responsibly when dealing with such events during your games.

Coordinate with the 4th Official who shall be in communication with the Game Day Operations Director regarding impending threatening conditions. The team operations director (or appointed person) shall monitor weather conditions via phone calls to the local National Weather Service office, local television weather centers or online with real time radar. They can better watch the situation as it develops, allowing you to focus on the game in hand.

When a lightning detector is unavailable, you can determine the distance of lightning in your area by counting the number of seconds between the flash and the first sound of the thunder and dividing by five (5). This will give you the distance in miles from your location. Remember, if you are in a higher elevation, the lightning can come upon you much quicker and your reaction time is greatly hindered.

30-30 Rule: *When you see lightning, count the time until you hear thunder. If this time is 30 seconds or less, seek proper shelter. If you can't see the lightning, just hearing the thunder is a good back up rule. Wait 30 minutes or more after hearing the last thunder before leaving the shelter.*

The following guidelines have been recommended by the National Severe Storms Laboratory (Norman, OK)

- The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike. **Many lightning casualties occur in the beginning, as the storm approaches,** because many people ignore initial precursors of high winds, some rainfall and cloud cover. Generally, the lightning threat diminishes with time after the last sound of thunder, but may persist for more than 30 minutes.
- **Be aware of how close lightning is occurring.** The flash-to-bang method is the easiest and most convenient way to estimate how far away lightning is occurring when no lightning detector is available. Thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment, and its distance from the observer. **To use the flash-to-bang method, count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how far away (in miles) the lightning is occurring. For example, if an individual counts 15 seconds between seeing the flash and hearing the bang, 15 divided by five equals three; therefore, the lightning flash is approximately three miles away.**
- Lightning awareness should be increased with the first flash of lightning or the first clap of thunder, no matter how far away. This activity must be treated as a wake-up call to all personnel. The most important aspect to monitor is how far away the lightning is occurring, and how fast the storm is approaching, relative to the distance of a safe shelter.

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- **Recognize that personal observation of lightning may not be sufficient;** additional information such as a lightning detection system or additional weather information may be required to ensure consistency, accuracy and adequate advance warning.
- **When larger groups are involved, the time needed to properly evacuate an area increases.** As time requirements change, the distance at which lightning is noted and considered a threat to move into the area must be increased. Extending the range used to determine threat potential also increases the chance that a localized cell or thunderstorm may not reach the area giving the impression of a “false alarm”.
- Know where the closest "safe structure or location" is to the field or playing area, and know how long it takes to get to that safe structure or location.
- Safe structure or location is defined as:
 - Any building normally occupied or frequently used by people, i.e., a building with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using shower facilities for safe shelter and **do not use** the showers or plumbing facilities during a thunderstorm.
 - In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled-up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof which dissipates the lightning strike around the vehicle. **DO NOT TOUCH THE SIDES OF THE VEHICLE!**
- If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground because lightning current often enters a victim through the ground rather than by a direct overhead strike. **MINIMIZE YOUR BODY'S SURFACE AREA, AND MINIMIZE CONTACT WITH THE GROUND! DO NOT LIE FLAT!** If unable to reach safe shelter, stay away from the tallest trees or objects such as light poles or flag poles), metal objects (such as fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.
- Avoid using the telephone, except in emergency situations. People have been struck by lightning while using a land-line telephone. A cellular phone or a portable remote phone is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.
- **When considering resumption of any athletics activity, NSSL staff recommends that everyone should ideally wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field.**
- People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. **If possible, an injured person should be moved to a safer location before starting CPR.** Lightning-strike victims who show signs of cardiac or respiratory arrest need emergency help quickly. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.