

# PCJSL Referee Handbook

Welcome as a referee to the Pima County Junior Soccer League! This season will offer you a variety of experiences and challenges and it is our hope that this handbook will provide enough information about PCJSL's rules and procedures to guide you along the way. In addition, you will find general information about referee conduct and procedures that will go far in helping you to establish the level of professionalism that is expected by the league when you are assigned to PCJSL games.

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## LAWS OF THE GAME

The rules of play shall be the "Laws of the Game" as published by FIFA and supplemented by the AYSA and the PCJSL. All contests sanctioned by the PCJSL shall abide by the "Laws of the Game" and the modifications as published by AYSA and PCJSL.

AGE	GAME LENGTH	OVERTIME (when used)	BALL SIZE
U17-19	Two 45 minute halves	Two 15 min. halves	5
U15-16	Two 40 minute halves	Two 15 min. halves	5
U13-14	Two 35 minute halves	Two 15 min. halves	5
U11-12	Two 30 minute halves	Two 10 min. halves	4
U10	Two 25 minute halves	Two 10 min. halves	4
U8	Four 12 minute quarters	Two 5 min. halves	3
U6	Four 10 minute quarters	Two 5 min. halves	3

## GENERAL GUIDELINES FOR YOUNGER AGE GAMES

Games at the U6, U8 and U10 level are not assigned by PCJSL, but by the individual clubs, which are allowed to vary the rules. You may be asked to referee in one of these in-house programs assigned and administered by the clubs themselves. **Please verify with the club assignor as to the rules that apply.** One major difference is that you may run into teams that do not have player cards, which applies to a special registration procedure authorized by the AYSA (Arizona Youth Soccer Association). Be advised that this applies only to in-house, club assigned games. **In no event should this be confused with city wide assignments, where the "no pass, no play" rule applies.**

### Under-6 and Under-8 Games

The number of U-6 players will be 3v3 or 4v4, no goalkeepers. The number of U-8 players will be 4v4, with no goalkeeper or 5v5, with a goalkeeper.

Field size may vary; no offside; no penalty kicks; all free kicks are indirect.

All other Laws of the Game apply.

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### Under-10 Games

The number of players will be 7v7 with a goalkeeper or 8v8 with a goalkeeper.

All other rules conform to the Laws of the Game.

### Under-11 Games

The number of players will be 8v8 with a goalkeeper, playing on the smaller U10 fields. U12 and above will still be 11v11 with a goalkeeper on full size fields.

## **PLAYER ELIGIBILITY**

For any youth to be eligible to compete in any PCJSL league game, he or she must be registered through the Arizona Youth Soccer Association (AYSA) and have a valid, laminated player pass with a picture. A pass that appears tampered with is not a valid pass. The coach must be in possession of a signed emergency release form for that player.

## **PLAYER CHECK-IN PROCEDURE**

It is mandatory to check all players for passes before the match. **No Pass – No Play – No Exceptions!** Make sure the player is registered to play with the team you are checking in. See Loan Player Policy below for visiting player guidelines. Check all player passes against the team's roster and make a notation of which players are checked in.

It is mandatory that a responsible adult with a valid pass be present at check-in or the game is terminated. The adult may be from another team, as long as he or she has a valid pass and is from the same club as the team being checked in.

If a player is not present, it is recommended that the coach remove that player's pass from the other passes before checking in the team. If a player arrives late, he or she must check in with the nearest assistant referee by giving his or pass to the assistant referee. As soon as possible after arrival of the late player, check to be sure the player's name is on the team's roster.

Before returning player passes after the game, make a note on the game report of any misconduct. Make sure that all passes (except any for ejected players) are returned to the coach following the game.

Any referee allowing an illegal player to participate in a PCJSL match shall be reported to the State Referee Administrator for appropriate disciplinary action. An illegal player shall be defined as any player for whom the coach does not have a current player pass in his or her possession.

## GAME CARDS

The game card is the official document for all PCJSL games. Referees **should not start a game** unless it is completely filled out with the players' names, numbers, etc. Be sure to indicate the number of loan players. If you have any questions concerning the number of loan players that can be used, please check the Loan Player Policy Rule below.

At the conclusion of the game, **check the score** before signing the card. Scores are posted from these cards. Make sure the correct score is attributed to the correct team. Also, if a red card has been given during the game, confirm the right player is indicated on the card. The game card is consulted on any question about a game – the score, red cards, etc. Coaches and referees need to work together to make sure it is correct. Game cards are available at [www.pcjssl.com](http://www.pcjssl.com) under 'forms.'

## LOAN PLAYER POLICY

The League allows loan players in games for U11 and older teams. These players must be listed on the game card. The PCJSL loan player policy was put in place to avoid game cancellations when a team is missing players. It is not designed to allow coaches to intermingle teams within their club, "stack" a team for a tough game, or try-out a player.

For U12 and older teams, the maximum a coach can borrow is five; loan players plus available team players may NOT exceed twelve. In order to have any loan players the coach must have at least seven team players. For U 12 and above, loan players are allowed as follows:

Available Players for Team Needing Loan Players	Loan Players Allowed
7 players	5 loan players
8 players	4 loan players
9 players	3 loan players
10 players	2 loan players
11 players	1 loan player

For U11 teams, the maximum a coach can borrow is four; loan players plus available team players may NOT exceed ten. In order to have any loan players the coach must have at least six team players. For U11, loan players are allowed as follows:

Available Players for Team Needing Loan Players	Loan Players Allowed
6 players	4 loan players
7 players	3 loan players
8 players	2 loan players
9 players	1 loan players

### Loan Player Paperwork Requirements:

If the loan player is from the team's own club, the coach needs only the player card and signed medical release form. If the loan player is from a club other than the team needing the loan, the coach will need a completed loan player form (available at [www.pcjsl.com](http://www.pcjsl.com) under forms) with the signature of the parent and/or guardian of the child, and the signature of both coaches of the two teams involved. A league official does NOT have to sign the loan player form. Coaches must also have the player card and a signed medical release form for all loan players.

### **SIDELINE SEATING**

In all games under the jurisdiction of PCJSL, the home team, including coaches, players and supporters, will sit on the North or East side of the field; the visitors including coaches, players and supporters will sit on the south or west side of the field.

In cases where the coaches of **both** teams agree to sit with **all** players and coaches on one side of the field and **all** parents on the other side, the coaches must decide which side will be the "team" side and will notify the referee prior to the game. If the referee agrees, the teams may sit in this manner. Spectators should be seated between the coaching box (an area approximately 10 yards to each side of the center line) and the goal box (18 yard line) and at least two yards from the side touch line. No one may sit behind a goal.

### **COACHING**

Coaching of players may only occur by designated coaches from the team area.

### **EJECTION, SUSPENSION AND SUSPENSION FULFILLMENT**

PCJSL has jurisdiction over coaches, assistant coaches, team administrators, parents, team spectators, and players when they are attending a PCSJL sanctioned event. Coaches are responsible for and accountable to the league when any person reasonably construed to be associated with a team behaves in a manner that negatively affects the flow of the game. The Laws of the Game allow for the ejection of players when specific laws are violated. Referees are also allowed to stop play and eject coaches, assistant coaches, team administrators, parents and spectators from the grounds. If this occurs, **please report it on the game card.**

If a parent is ejected, the coach needs to provide the parent's name. If the coach or any team administrator refuses to provide the name, please report this refusal on the game card and the league D&R will follow up.

Ejected players must remove their jerseys, but may remain with the team on the sidelines. Ejected adults associated with the team (whether coaches, parents or spectators) may remain at the park, but must leave the immediate vicinity of the game.

When a player is given a suspension for an ejection from the field, a Suspension Fulfillment Form (available at [www.pcjsl.com](http://www.pcjsl.com) under forms) must be completed and signed by the referee officiating at the game(s) when the player “sits out.” Coaches are highly recommended to have their players attend the suspension game(s) not dressed out, but attendance is no longer required by the league. Player suspension forms should be presented to the referee prior to the game so that the referee can verify that the player was either (1) present, but did not play, or (2) absent and did not play. Please be sure to circle the correct choice and sign and date the form.

When an adult associated with a team (coach, assistant coach, parent or spectator) receives a suspension, he or she may not participate in the suspension game(s) in any manner, including cell phones. Any person serving a suspension is allowed to be at the park, but should not sit in the immediate vicinity of the team and/or its spectators.

### **PLAYER SAFETY**

No player shall be allowed to play in a game with an injury which, in the opinion of the referee, can be aggravated by playing or which constitutes a danger to others.

No player wearing an orthopedic cast shall be permitted to play.

No player shall be permitted to wear anything in a game that could cause or aggravate injury to either that player or any other player.

**No jewelry shall be allowed** except for medical or religious jewelry, which must be taped down to help prevent injury. Earrings may not be worn, even if taped.

Players must wear shin guards, completely covered by stockings and providing a reasonable degree of protection.

No youth player will be allowed to participate in more than two games per day.

Lightning – Apply the 30-30-1 rule. A **30-second** or less flash-to-bang count requires the removal of athletes from the field to an appropriate shelter. If thunder near the field is persistent, suspend the match. If lightning or thunder persists after **30 minutes**, terminate the match. The **1-mile** rule: Five seconds equals one mile. Terminate any match when lightning is within one mile and make note on your game card of the time the game was terminated. Also terminate a game if surrounded by lightning on three sides.

Blood or Bleeding – Players bleeding from a wound or with blood on their uniform must be removed from play. Bleeding must be stopped and the open wound must be covered. If there is an excessive amount of blood on the uniform it must be changed before the athlete is allowed to participate. If there is no replacement uniform and there is only a small amount of blood on the uniform, it must be cleaned to the satisfaction of the referee with an appropriate disinfectant.

## SYSTEM OF OFFICIATING SOCCER GAMES

The Laws of the Game recognize only one system for officiating outdoor soccer games, namely the diagonal system of control (DSC), consisting of three officials – one referee and two assistant referees. As a matter of policy, the National Referee Committee prefers the following alternatives in order of preference.

1 – one USSF referee and two USSF assistant referees.

2 – one USSF referee, one USSF assistant referee, and one club assistant referee.

3 – one USSF referee and two club assistant referees.

Do not officiate a game without having at least two club assistant referees. Each coach shall be responsible for providing a club assistant referee if needed. If you cannot get coaches to provide club assistant referees, do not officiate the match and make a note on the game report.

## GAME TERMINATIONS

Any club or team delaying the start of a scheduled game more than 15 minutes without authorization of PCJSL or AYSA shall cause termination of the game. The reason for failure to comply with league procedures shall be noted on the game report.

No team may play without a responsible adult in possession of a valid pass from the same club as the team. If a team cannot provide a responsible adult the game shall be terminated and a report of the reason sent to the league on the game report. This rule applies if a coach is ejected.

When games are terminated for one of the reasons above, the referee crew will be paid provided that a game report is sent to the league and the crew **does not officiate the forfeited game**. Teams may scrimmage if they wish, but referees **will not be paid if they choose to referee the scrimmage**.

## REFEREE RESPONSIBILITIES

Arrive at the game site 30 minutes before the scheduled game time.

Conduct yourself in a professional manner. Alcohol consumption and cigarette smoking are not allowed at PCJSL events. If it is necessary for you to smoke, PCJSL requests that you do so only in the parking lot.

Meet with Assistant Referees and check field and nets.

Check-in both teams using the game report and team roster provided by each team's coaching staff. If a team is using loan players, be sure to indicate the number of players

on the game card. Make sure that each player, and each adult sitting with the team, has a valid pass. Check that all players' uniforms and equipment are appropriate.

Obtain a game ball from each team and, if possible, a third from either team so that a ball can be kept near the goal at each end of the field.

Five minutes prior to kick-off conduct the coin toss with captains.

Start game on time. If the referee crew is late, do not cut time from the game because of your tardiness.

Complete game cards by filling in the score for each team, rating each team's sideline conduct (circle one number for each team), and obtaining each coach's signature. When the coach's signature is obtained, return the player's passes to the coach, keeping only passes for players who were ejected during the match. The sideline conduct rating is important – once a team has several below average ratings ('1' or '2') the league will follow up and they will be monitored.

It is the referee's responsibility to make sure that game reports are submitted by mail within 48 hours of the game. If a player was ejected during the game, a separate Misconduct Report must also be mailed to the appropriate authority within 48 hours.

### **MISCONDUCT REPORT WRITING PROCEDURES**

Blank Misconduct Report forms can be found at [www.pcjssl.com](http://www.pcjssl.com) under 'forms.' The report must be professional and concise, but complete. A copy of a sample report is included as the last page of this handbook.

Please fill out the report **COMPLETELY** (teams, scores, age group, date and time, venue, ejected player's information, type of offense, description of incident). The description of the incident should state only the facts of what happened and should not include your opinions or your recommendations for any sanction. Keep the description brief, write legibly and be sure that you include your personal contact information at the bottom of the form. Sign the form, make a copy for you if so desired, and send the form to IX Mendoza, P.O. Box 41414, Tucson, AZ, 84717. **(Do not send these reports to the address where you send game reports!)**

Each incident requires a separate report – if you send off two players, you must write two reports.

## REFEREE PAY PROCEDURES

Referees are paid the following fees:

Age	Referee	Assistant Referee
U11-14	\$23	\$16
U15-19	\$30	\$18

There is a pay bonus for referees who have upgraded as follows:

Referee Grade	Bonus Amount
USSF 7	Additional \$2
USSF 6, 5, 4, 3, and State and Nat'l Emeritus	Additional \$3

In order to be paid for your games, you (or a member of your crew) must confirm the names of all referees who worked the game by e-mailing Maggie Barton at [cactusmouse@comcast.net](mailto:cactusmouse@comcast.net) or using the message system on the assignr.com website. In addition to including the names of all crew members, be sure you also include the date and time of the game(s), as well as the field(s).

Payroll information will be forwarded to the PCJSL Bookkeeper several times a month and checks will be processed by the bookkeeper as soon as possible after receiving the payroll. ALWAYS keep track of your games, noting at least the date, age group, and field on a calendar for your records. You will get the details of the games you are paid for when you receive a check and you can mark them off of your calendar accordingly.

If you are the center official on a game, it is your responsibility to mail or e-mail the game report to Bill Biagi (address below) no later than 72 hours after the game. It is very important that game cards are dealt with in a timely fashion so that scores reported by coaches can be verified if there is a question.

### Bill Biagi's Address

9519 E Ashford Dr  
Tucson, AZ 85747  
vpcompetition@cox.net

### TUCSON REFEREE ADMINISTRATION

PCJSL Referee Commissioner – Bob Barton – 343-1181 – [r.barton1@comcast.net](mailto:r.barton1@comcast.net)  
Area Referee Administrator – Lou Spivack – [pal610@comcast.net](mailto:pal610@comcast.net)  
Area Director of Instruction – Wendell Babb – [wbabb1@cox.net](mailto:wbabb1@cox.net)  
Area Director of Assessment – Bob Barton – [r.barton1@comcast.net](mailto:r.barton1@comcast.net)

PCJSL Referee Assignors

Maggie Barton – 869-0554 – [cactusmouse@comcast.net](mailto:cactusmouse@comcast.net)

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Karen Phillips – 797-4179 – bkphil2@msn.com

Southern Arizona Soccer Referee Association Web Site – [www.sasra.info](http://www.sasra.info)

Pima County Junior Soccer League Web Site – [www.pcjssl.com](http://www.pcjssl.com)

If you have any questions about the information found in this handbook or you have concerns or problems before or after a game, please be sure to contact someone from Tucson's Referee Administration using the contact information above.