

UNITED STATES SOCCER FEDERATION



STUDENT MANUAL

ENTRY-LEVEL REFEREE ASSIGNOR

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Introduction

The objective of the National Referee Committee is to have all properly sanctioned matches officiated by three qualified referees using the diagonal system of control, and to see that all referees are provided with proper assignments to ensure their development, retention, and opportunities for advancement, for them and for the good of the game.

Since the inception of the Assignor Program by its architects Rod Kenney and Mac Alarcon, the number of Assignors registered with the United States Soccer Federation has risen to over 3,000 (in 2004). All National State Associations have passed regulations requiring all affiliated league and tournament games, within their jurisdiction, to employ a Referee Assignor who are registered with the United States Soccer Federation. The Assignor Program, in a few short years, has become a very important program of the National Program for Referee Development.

This revision of the Assignor Course material reflects recent changes adopted by the National Program for Referee Development. There have been ongoing changes to the game priority policy, as well as other changes to various grade of Referees. Referee Assignors should always strive to keep up to date with current information within the Referee Administrative Handbook. Any updates or other timely changes should be available through their own appropriate State Referee Administrator.

The instructional material is now available as a Microsoft PowerPoint presentation. This allows instructors to utilize video equipment to present the class or to use overhead transparencies that can be printed from the PowerPoint file. This also allows the instructor to modify the material to fit his needs or style. The instructor manual and student handouts are available in Microsoft Word format. It is the intention of the Program to distribute material in machine-readable format. More and more Referee Assignors are using technology to facilitate their function. The assignment of professional games in the United States is done on the INTERNET. Trainers of Referee Assignors must be prepared for and embrace these technology advancements that will enhance assigning.

All of the information presented here have been developed based on actual classroom work, making use of the experience of referee assignors at all levels, from youth to professional. Because of the eight-hour time constraint, the modules are quite precise and complete as to what the instructor should present and how it should be done. The times given are fairly accurate for each of the units. All of the modules are designed to elicit maximum participation by all students.

Here is some information that may prove useful to instructors:

- It is an eight hour course
- It is an **entry-level course**.
- They will be registered with the USSF.
- Registered assignors are entitled to the same USSF insurance coverage as referees.
- Registered assignors will be entitled to receive up-to-date referee information when approved.

The National Referee Committee acknowledges the contributions of Rod Kenney and Mac Alarcon, course architects and continuing contributors; Jim Allen, original editor and publisher of materials; Holly Hollingsworth, continuing contributor and member of the National Referee Committee; Tom Frazee, Project Manager; Jeff Kollmeyer, SDI Missouri; Jack Trover, State Instructor; and Mike Wright, Georgia State Assignor Coordinator; to these revisions. The Committee also extends its gratitude to all the Assignors, Instructors, and Referees who have supported the program and have offered suggestions about the attached material.

Alfred Kleinaitis
Manager of Referee Development and Education
U.S. Soccer
May 2005

ASSIGNOR TRAINER HANDBOOK

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ASSIGNOR WORKSHOP SCHEDULE

9:00-9:15 AM	Welcome, Registration, Staff Introduction	HOST
9:15-10:30 AM	<u>SESSION 1</u>	INSTRUCTOR
	<ul style="list-style-type: none">• Student Introduction (selves)• FSR Referee Program & Organization• Assignor Positions• Assignor's Impact of the Game• Assignor Qualifications• Code of Ethics	
10:30-10:45 AM	<u>BREAK</u>	
10:45-Noon	<u>SESSION 2</u>	INSTRUCTOR
	<ul style="list-style-type: none">• Philosophy of Assigning• Balance the Relationship• Group Problem Solving – Solutions	
Noon-1: 00 PM	<u>LUNCH</u>	
1:00-2:30 PM	<u>SESSION 3</u>	INSTRUCTOR
	<ul style="list-style-type: none">• Rating Referees• Matching the Referee with the Match• Tips on finding, training and retaining referees• Assigning Exercise	
2:30-2:40 PM	<u>BREAK</u>	
2:40-2:50 PM	<u>SESSION 4</u>	INSTRUCTOR
	<ul style="list-style-type: none">• The Office	
2:50-3:30 PM	<u>SESSION 5</u>	INSTRUCTOR
	<ul style="list-style-type: none">• Handling Complaints• Handling No-Shows	
3:30-4:30 PM	<u>SESSION 6</u>	INSTRUCTOR
	<ul style="list-style-type: none">• Role Playing	
4:30-5:00 PM	<u>REGISTRATION</u>	INSTRUCTOR
	<ul style="list-style-type: none">• Feedback• Registration	

REFEREE ASSIGNOR LIST OF DUTIES

1. Ensures 100 percent qualified coverage
2. Maintains up-to-date rosters
3. Assists in upgrading
4. Assists instructors
5. Assists assessors
6. Obtains assessments as necessary
7. Schedules assignments in writing
8. Assists and negotiates contracts
9. Ensures proper and timely payment
10. Maintains assignment records (upgrade, etc.)
11. Maintains close contact with SRC/S(Y)RA
12. Has active list of "top" referees
13. Assists in referee rewards/awards
14. Assists in referee discipline
15. Keeps financial records
16. Advises on income tax matters (basic items)
17. Maintains availability lists
18. Keeps track of conflicts
(referee vs. referee or team-club-league)
19. Respects and cooperates with other assignors
20. Represents referees before leagues, etc.
21. Prepares activity report as necessary
22. Has back-up system for:
 - a: Canceled games
 - b: Rescheduled games
 - c: Referee unavailability
23. Maintains addresses and instructions for locating all fields in the area and issues them to all referees
24. Does not allow game swap/trade/switch without proper authority
25. Assists with mentor programs
26. Develops referee exchange program
27. Recommends referees for cups, etc.
28. Rotates referees fairly
29. If a referee, ensures that there is no self-preference
30. Enforces USSF policy
Enforces NISOA policy
Enforces AYSO policy
Enforces SAY policy
31. Observes equal opportunity
32. Encourages referees
33. Develops and assists in recruiting programs
34. Cares about and understands absences
35. Familiar with strengths and weaknesses of referees
36. Attends meeting of
 - a. Referees
 - b. Administrators
37. Disseminates:
 - a. Policies
 - b. Rules
 - c. Laws
 - d. Interpretation of Laws
 - e. Field/venue changes
38. Assignors are:
 - a. Business managers
 - b. Confidants
 - c. Business agents
 - d. Counselors
 - e. Promoters
 - f. Mentors

ASSIGNOR OFFICE

The assignor's office, its supplies, equipment, blank forms, and other documents are limited only by the assignor's imagination and, of course, his or her budget. Here is a partial list:

1. Work area
2. File Cabinets
3. Telephone with answering machine, fax machine
4. Copier or access to one
5. Computer with necessary peripherals
6. Postage scale, postage, and other mailing aids
7. Blank forms, such as:
 - * Availability information containing comfort level
 - * Check book (for assignor expenses, not for payment of referees)
 - * Finance ledgers
 - * Assignment notices
 - * Record of assignments
 - * Change of address forms
 - * Phone conversation record
 - * Assessment forms and referee developmental forms
 - * Non-performance notices
8. Administrative manuals/guides
 - * Local
 - * State
 - * Regional
 - * National
 - * Referee (assessors, instructors, assignors)
 - * Assignment guidelines
9. The Laws of the Game
10. Rules of competition(s)
11. Directories
 - * Referees
 - * Team, clubs, leagues, state
 - * Other assignors
 - * Parks and field locations
12. Schedules
 - * Games
 - * Tournament(s)
 - * Other events

LIST OF PUBLICATIONS FOR THE ASSIGNOR'S OFFICE

- USSF Referee Administrative Handbook
- FIFA Laws of the Game and Guide for Referees (Spanish and English versions)
- USSF Guide to Procedures for Referees, Assistant Referees, and Fourth Officials
- State Rules and Regulations for Youth and Amateur Competitions
- State Guidelines for Ethic and Grievance Complaints against Referees
- USSF periodic memoranda published by the Referee Committee:
 - Law changes
 - Instruction
 - Assessment

Many of the above are available for download at the USSF Web Page www.us-soccer.com

CHECKLIST FOR A MEMO TO REFEREES

To: All Referees Working in YOUR LEAGUE
From: Assignor
Re: Assignment Procedures and Rules of Competition

1. All referees must be currently registered with the USSF.
2. All referees will submit an availability sheet for the next month's assignments to the assignor
3. The last week of each month the referees will receive their next month's assignments in writing, based on their availability sheets.
4. In case of emergency, call the assignor as soon as possible. For all other cancellations, you must give 48 hours notice.
5. Unless there is an emergency, no not change assignments without notifying the assignor.
6. Rules of competition: (Change to meet state's needs
 - (a) K's play four 10-minute quarters.
 - (b) K's may have two coaches on the field.
 - (c) K's have no penalty kicks.
 - (d) K's and U8's have no offside.
 - (e) U10's play with 9 players max., 6 min.
 - (f) Unlimited substitutions at all levels.
 - (g) No cautions or send-offs in K and U8 games.
 - (h) Upon receiving a yellow card (caution), a player must leave the field until the next regular substitution.

HANDOUTS

Handouts

ASSIGNING CASE NUMBER 1

You are having a number of scheduling problems caused by the club and the league.

- a. You are getting schedules late from the league.
- b. Many of your referees play on competitive teams and when they are all scheduled to play away you don't have enough referees to cover your games.
- c. You only have a few referees who are qualified to do the upper level games and those games are all scheduled at the same time, which means you must use less qualified referees on some games.

Your assignment: Develop a plan to improve the above situation.

ASSIGNING CASE NUMBER 2

The president of a amateur league has been complaining about the quality of the referees you have been assigning to the league games. He has a number of experienced players who have volunteered to referee some of the league's games and now he wants you to assign them.

What do you do?

ASSIGNING CASE NUMBER 3

You are the assignor for two large USSF affiliated leagues, one adult amateur and one youth. A new, non-affiliated league has asked you to assign referees for them. They have 20 games each Sunday and they have offered to pay you \$15 per game if you would assign your top referees to their games.

How should you proceed?

ASSIGNING CASE NUMBE 4

You assign for a large youth league. You have been slowly losing referees and now you have a critical shortage of referees to cover your games.

What can you do to retain the referees you have and recruit more?

ASSIGNING CASE NUMBER 5

You have been asked by your area's referee administrator to identify a number of young referees who show potential. The administrator wants to move these referees along as quickly as possible.

How should this be managed?

ASSIGNING CASE NUMBER 6

In the geographical area where you assign, there must be at least 15 other soccer referee assignors at all levels, including yours. Often these other assignors have asked the referees on your roster to work their games, particularly at tournament times. This often leaves you with a shortage of referees for your games.

What steps should you take to alleviate the situation?

PROBLEM #1

ASSIGNOR

You have a State 2 referee who approaches you at a local referee's meeting. He is complaining because you only assign him lower-level U-19 games and women's matches.

You must explain to him why he is rated as a level 3, which is U19 and below, and what he can do to improve his rating.

ALWAYS BE DIRECT AND NON-PUNISHING

PROBLEM #1

STATE REFEREE

You are a State 2 and have met all the requirements for that level. You have been assigned only lower-level amateur division 3, U-19, and women's matches in the past year.

You believe you are better than some of the referees you have seen doing higher-level matches.

You feel that part of the problem is that you're not in the "clique" and believe a few of the influential referees in your area hold your ethnic background against you.

PROBLEM #2

ASSIGNOR

One of the amateur division-three team captains calls you on a Saturday night to complain that his team has not had three referees show up for any of his games this year. He feels that they pay for three referees and should get them.

You know that none of the amateur division-three games have three referees assigned the next day because of a big youth tournament in the area this weekend.

ALWAYS BE DIRECT AND NON-PUNISHING

PROBLEM #2

TEAM CAPTAIN OF ADULT AMATEUR LEAGUE

Your team has played in six games so far this year and has had to supply a club linesperson at each game. The last two games ended in controversy because of missed fouls and offside that a properly trained assistant referee would have signaled.

You feel that your team has paid for three referees through the league and you want them. You are mad at the assignor and tell him that you will make an issue of this at the next league meeting if you don't start seeing three referees as of tomorrow's game.

PROBLEM #3

ASSIGNOR

You are a tournament assignor for a major youth tournament in your state.

A coach of a girl's U-12 team from out of state is complaining that they are not getting qualified referees for their games.

You check your schedule and see that you have assigned a number of newer referees to the U-12 girls games due to the lack of more experienced referees.

ALWAYS BE DIRECT AND NON-PUNISHING

PROBLEM #3

COACH AND PARENT

You are from another state and have traveled 12 hours to bring your U-12 girls to this tournament.

You paid the \$350.00 entry fee like everyone else, but are getting referees and assistant referees who are obviously inexperienced.

You only want your money's worth.

PROBLEM #4

ASSIGNOR

A referee who you haven't assigned in two weeks because he missed two of the last assignments you gave is calling.

One week he said his car broke down and the other you left a message with his 16-year-old son whom you also assigned. The son made his assignment, but the father missed his.

ALWAYS BE DIRECT AND NON-PUNISHING

PROBLEM #4

REFEREE

You want to know why you haven't been getting any assignments in the last two weeks.

You did miss two assignments a few weeks before, one due to your car breaking down on the way to the game (which you had called the assignor about). The other was because you didn't get a message from your 16-year-old son that the assignor had left.

PROBLEM #5

AMATEUR ASSIGNOR

You have a tough adult amateur match coming up in two weeks and need a senior referee to do the middle.

When you call the senior referee you find he is already has an assistant assignment on a college match that same day.

The referee agrees that he will work your match if you can get him free from his college assignment that day.

You call the college assignor.

ALWAYS BE DIRECT AND NON-PUNISHING

PROBLEM #5

COLLEGE ASSIGNOR

The local club assignor calls to ask you to release a referee from an assistant assignment on a match two weeks away because he needs him to do the middle on a difficult amateur match that same day.

You have assigned the match months ago and don't really want to go back and reassign the match. How can you help?

ALWAYS BE DIRECT AND NON-PUNISHING

PROBLEM #6

ASSIGNOR #6

You have assigned a referee two games on Sunday and he agreed to take them.

Now you find you are short one assistant referee at the location that this referee is working.

The game starts after the end of his second game.

Although this referee normally will do only two games a day, you need him to stay and assist this third game.

ALWAYS BE DIRECT AND NON-PUNISHING

PROBLEM #6

REFEREE

You have been assigned two games on Sunday (one middle and one assistant).

Now the assignor is calling you back and wants you to work one more assistant at the same site after your second game.

It is your personal policy to work no more than two games in one day.

PROBLEM #7

ADULT AMATEUR ASSIGNOR

The local youth assignor, who must assign Youth State Cup knockout rounds for U-19 and U-16s in the next few weeks, is calling you.

He needs your cooperation to get the most qualified referees for the middles of his games.

ALWAYS BE DIRECT AND NON-PUNISHING

PROBLEM #7

YOUTH ASSIGNOR

You have the job of assigning State Cup knockout rounds in your area.

They want to play the U-19s and U-16s on Saturdays and Sundays.

This will cause a conflict with the local adult amateurs' regular-season games, which are played on Sundays. The referees you need for will be used by the adult games on Sundays.

You call the adult amateur assignor in the hope that they will help you solve the problem.

ALWAYS BE DIRECT AND NON-PUNISHING

PROBLEM #8

ASSIGNOR

The president of a club you assign for calls you.

The president is complaining about a referee you have been assigning to his club games.

This is a senior referee who will become upset if he is not assigned these games.

ALWAYS BE DIRECT AND NON-PUNISHING

PROBLEM #8

CLUB PRESIDENT

The teams in your club have been complaining about a referee who they say should not be doing their games.

You want the assignor to stop assigning this referee at your club.

PROBLEM #9

ASSIGNOR

The president of the club you assign for is complaining because some referees have come to him and said they are not being assigned to his clubs games.

He knows these are good referees and wants to know why you are not using them.

ALWAYS BE DIRECT AND NON-PUNISHING

PROBLEM #9

REFEREE ASSOCIATION PRESIDENT

You have been approached by a number of the referees that you know. They are complaining that they have not been assigned any of your clubs games in weeks.

You question the club assignor about why they are not being assigned since you know they are good referees, and have been used before.

PROBLEM #10

ASSIGNOR

The club Referee Mentor Program Coordinator wants you to get involved in the club's referee mentor program.

All you see is more work for you, and you have some real reservations about getting involved.

ALWAYS BE DIRECT AND NON-PUNISHING

PROBLEM #10

MENTOR COORDINATOR

To make the Mentor Program work, you must enlist the cooperation of the club's assignor.

Game Schedules for 4/18/92

		Location – Montclair Fields	
Field #1			
	U12 G	OPS #205 vs ACS #202	9:30 a.m.
	U16 B	OPS #601 vs JYS #601	2:30 p.m.
Field #2			
	U14 B	OPS #461 vs OPS #361	9:30 a.m.
	U19 B	OPS #901 vs KBS #901	11:00 a.m.
Field #3			
	U8 B	OPS #812 vs SJC #802	11:00 a.m.
	U8 B	OPS #801 vs OPS #811	2:30 p.m.
	U8 G	OPS #800 vs WAA #810	4:30 p.m.

Note: Team listed first is the home team

Location _____

Date _____

Time

9:30 a.m.	Ref _____ A.R. 1 _____ A.R. 2 _____ 4 th _____	Ref _____ A.R. 1 _____ A.R. 2 _____ 4 th _____	Ref _____ A.R. 1 _____ A.R. 2 _____ 4 th _____
11:00 a.m.	Ref _____ A.R. 1 _____ A.R. 2 _____ 4 th _____	Ref _____ A.R. 1 _____ A.R. 2 _____ 4 th _____	Ref _____ A.R. 1 _____ A.R. 2 _____ 4 th _____
1:00 p.m.	Ref _____ A.R. 1 _____ A.R. 2 _____ 4 th _____	Ref _____ A.R. 1 _____ A.R. 2 _____ 4 th _____	Ref _____ A.R. 1 _____ A.R. 2 _____ 4 th _____
2:30 p.m.	Ref _____ A.R. 1 _____ A.R. 2 _____ 4 th _____	Ref _____ A.R. 1 _____ A.R. 2 _____ 4 th _____	Ref _____ A.R. 1 _____ A.R. 2 _____ 4 th _____
4:00 p.m.	Ref _____ A.R. 1 _____ A.R. 2 _____ 4 th _____	Ref _____ A.R. 1 _____ A.R. 2 _____ 4 th _____	Ref _____ A.R. 1 _____ A.R. 2 _____ 4 th _____

Note: By league adoption 2-18-92 all games U16 and higher require 4th official assigned.

File: REF 90 B3
Page 1
Report: ASSIGNOR LIST
1/11/92

Level
1 - All Youth Games A
2 - U16 and below L
3 - U14 and below L
4 - U10 and below D
5 - U8 and below A
Y

LAST NAME	FIRST NAME	HOME PHONE	GR	LEVEL	AVAILABLE	AD	AM	PM
BOULOS	E.	396-0249	04	1	4/4, 4/15		X	
COUGHLIN	DANIEL	223-9401	05	1	4/4, 4/11, 4/18	X		
KENNEY	CHARLES	278-0161	05	1	4/4, 4/11			X
LEMAY	GARY	642-2927	06	1	4/4, 4/11, 4/18	X		
FISHER	ROY	264-3601	05	1	4/11, 4/18		X	
GUERTIN	EDWARD	269-7449	06	1	4/11, 1/18	X		
HESS	ROBERT	744-3658	06	1	4/4, 4/11, 4/18	X		
VARELAS	CONSTANTINE	272-1540	05	1	4/11, 4/18	X		
BELK	CHARLES	272-0724	07	1	4/11, 4/18		X	
BELK	SANDRA	272-0724	07	1	4/11, 4/18		X	
KING, JR.	JAMES	272-3845	07	1	4/18	X		
KLEIN	WILLIAM	737-2253	06	1	4/18			X
RICE	VERNON	268-0900	06	1	4/4, 4/18			X
RUFF	MICHAEL	282-0184	07	1	4/11, 4/18	X		
SINCLAIR	JERRY	737-1484	06	1	4/4, 4/18			X
STEVENS	MARK	268-1307	08	1	4/11	X		
WALKER	GERRY	269-1830	06	1	4/4, 4/11, 4/18			X
ADKISON	JAMES	269-4185	08	2	4/11, 4/18		X	
ADKISON	LANNY	269-4185	08	2	4/4, 4/11	X		
ALTMAN	ROBERT	724-1781	08	3	4/4, 4/18			X
ARCE	HUGO	730-2277	08	5	4/18	X		
BALD	BRIAN	725-7075	07	2	4/4, 4/11			X
BARRETT, JR.	THOMAS	249-0436	05	1	4/4, 4/11, 4/18		X	
BARTLY	JEVON	743-0636	08	3	4/11	X		
BASS III	CLAUDE	264-5576	05	1	4/4, 4/18			X
BELANGER	ROLAND	264-9291	06	1	4/11, 4/18	X		
BELK	CASIA	272-0724	05	1	4/4, 4/11, 4/17		X	
BENNET	CLINE	268-1232	05	1	4/4, 4/18			X
BENOIT	JOSH	246-9975	07	2	4/11	X		
BENSON	MARCUS	221-5216	08	5	4/4, 4/11, 4/18		X	
BILLINGS	RIDCHARD	261-8321	06	1	4/18	X		
BLUME	INA	737-6209	08	4	4/4			X
BLUME	JASON	737-6209	07	2	4/11, 4/18		X	
BOGGS	ELMER	262-7897	07	2	4/4, 4/18		X	
BOHN	JASON	269-9125	08	3	4/11	X		
BOONE	LARRY	752-1126	08	4	4/4, 4/11			X
BOONE	ERIC	752-1126	08	4	4/4, 4/11			X
BOTHWELL	GEORGE	241-0932	08	1	4/18	X		
BOZIN	CHERYL	272-1315	08	2	4/4, 4/11, 4/18		X	
BOZIN	BRIAN	272-1315	08	3	4/11, 4/18			X
BRODERICK	TIMOTHY	272-4920	08	4	4/18	X		
BROOKS	MICHAEL	241-1840	08	5	4/4, 4/18		X	
BRYANT	JOSEPH	221-5216	08	1	4/11, 4/18			X
BRYANT	MICHAEL	221-5216	08	3	4/4, 4/11	X		
BUCKNER	BRYAN	269-3736	08	4	4/11, 4/18		X	
BULLARD	DAVID	269-1703	08	2	4/18			X
BUSH	JARED	731-7287	08	5	4/4	X		
BUTLER	BYRON	264-8043	08	1	4/4, 4/11, 4/18		X	
BUTLER	DIANE	276-3313	08	3	4/11, 4/18			X