



**AHSAA
SOCCER
OFFICIALS
MANUAL**

*Published by
Alabama High School Athletic Association*

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TABLE OF CONTENTS

Code of Ethics	5
Prerequisites of Good Officiating	6
General Reminders	9
Appearance	9
Dressing Room	9
Dead Ball Knowledge	9
Officials Contributions	9
Official Injured	10
Pre-Game Duties	10
Post-Game Duties.....	11
Suspended and Terminated Games	11
Fourth Official Duties	12
Overtime Procedures.....	16
Diagonal System	19
Pre-Game Conference	19
Start of the Match	21
Substitutions	23
Ball Enters Goal	25
Offside	26
Fouls	29
Goal Kick	33
Corner Kick	35
Penalty Kick	39
Throw-in	42
Misconduct	44
End of Period	46

Dual System	48
Pre-Game.....	48
Kickoffs	50
Movement Pattern.....	50
Making the Call.....	52
Free Kicks.....	53
Goal Kicks.....	53
Corner Kicks	53
Throw-in	55
Penalty Kicks	55
Substitutions.....	56
Three Whistle System.....	57
General Characteristics of the 3WS	57
Movement Patterns of the Three Referees.....	58
Mechanics for Specific Game Situations	60
Kickoffs	61
Free Kicks (Near Goal Situation).....	62
Goal Kick.....	63
Corner Kick (Near Side).....	65
Corner Kick (Far Side)	67
Penalty Kick	68
Throw-in	70
Managing Substitutions	72
Methods of Positioning Referees in the Game	73
Pre-game Conference.....	74
In-game Procedures.....	75
Issuing Card Procedures.....	76
AHSAA Official Soccer Signals	78
Spectator Management Policy.....	80
Writing Game Reports.....	82

OFFICIALS CODE OF ETHICS
ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION

Schools have entrusted officials to assist them in the educational development of their youth through athletics. The proper operation of such a process requires that officials be independent, impartial and responsible to people they serve. In recognition of these expectations there is hereby established a Code of Ethics for all officials. The purpose of the Code is to establish guidelines for ethical standards of conduct for all officials.

1. An official must devote time, thought and study to the rules of the game and the mechanics necessary to enforce these rules so that one may render effective and creditable service in a fair and unbiased manner
2. An official must work with fellow officials and the state association in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate of points or rules at issue.
3. An official must resist every temptation and outside pressure to use one's position as an official to benefit oneself. Under all circumstances, officials must avoid promoting the special interest of any person or group of persons other than the athletes served.
4. An official must constantly uphold the honor and dignity of the avocation in all personal conduct and relations with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public, to be a worthy example to the athletes under one's jurisdiction.
5. An official will be prepared both physically and mentally, dress according to expectations, and maintain a proper appearance that is befitting the importance of the contest.
6. An official must remember and recognize that it is important to honor contracts regardless of possible inconvenience or financial loss.

Every member of the officiating profession carries a responsibility to act in a manner becoming a professional person. The conduct of any official influences the attitude of the public toward the profession in general as well as toward the official in particular.

Officials may be reprimanded, fined and/or suspended for any conduct unbecoming an official registered with the AHSAA. The Code of Ethics falls into this category.

I. PREREQUISITES FOR GOOD OFFICIATING

1. All soccer officials must be physically fit and keep themselves in good physical condition throughout the year. Fortunately, most people, who officiate athletic contests, are endowed with alert, healthy and sound minds. It is equally important that they keep their bodies agile and strong. An official who is not physically fit is a detriment to the game of soccer. Today's athletes are well conditioned, very skilled and they move speedily. If the officiating is to meet the quality of today's highly conditioned athletes, officials must be able to keep pace with the athletes. Frequently, officials must move very quickly to get into the best position to cover a play.

2. Decisions must be made positively and with good timing, but an official must not be too hasty in calling a breach of the rules. Most novice officials must guard against rendering decisions prematurely. It is considered the best procedure for officials to get into proper position where they can see all of the action clearly. It is necessary to know where the ball is when a decision is made. After only a momentary hesitation for the purpose of coming to a decision, the call should be made forcefully. Timidity or over hesitation indicates a lack of confidence. All decisions should be made in a confident manner. Positive action does much to have the official's judgment accepted. Good officials cultivate their voices to increase the authority implied by the spoken word. A strong voice is a valuable asset. All calls should be made clearly so that players of both teams can hear them. Occasionally, a decision will be questioned, no matter who makes it, or how it is made.

3. Good officiating is dependent upon a complete knowledge and understanding of the rules as well as proper application of the correct intent of the rule. In fact, to be a competent official, it is necessary to know the rules thoroughly. Some decisions are repeatedly made so that, with experience they come by reflex. The correct way to prepare oneself for most effectively making decisions of this kind is through continued study of all possible situations. Then, basic fundamentals become second nature and correct interpretations are virtually automatic. To know the rules thoroughly requires constant and analytical study. It does not suffice to only read the rules, but they must be studied so that mental pictures of plays and situations result. Having developed clarity in

the mental pictures, the official will be able to immediately recognize the situation and correctly rule on it automatically. Officials who guess and who do not know the rules soon lose the confidence of players, coaches and spectators.

4. Proper officiating mechanics are essential in attaining the best coverage. Many officials who know the rules well fail to be accepted because their mechanics are poor. When a team of officials uses proper mechanics, it is almost impossible for a play to occur without one of them being in the desired position to see all of the play clearly. Mechanics, or play coverage, must be mastered for the official to be successful. First, a proper position for various situations must be learned, then the coverage must be practiced so that the positioning virtually becomes a reflex action. Position and coverage should be discussed and reviewed regularly at clinics with the opportunities to practice the mechanics being made available to all officials. It is important that all officials take the best position possible for any given play without being in the way of any player.

5. An official must totally ignore remarks from the crowd or spectators. Every crowd will include a number of people who heckle an official. Many persons believe that to do so is a legitimate part of a game. Fans not only lose respect for an official who in anyway reacts to criticism, but if the official gives evidence of being conscious of heckling, their criticism becomes more intense. Officials must be “deaf” and “thick-skinned” and ignore any and all spectator comment.

6. An official must be loyal to his fellow officials. He must, through actions and when necessary words, endorse and support the decisions of his fellow crew members. Each official in a crew must be willing to accept responsibility and none must attempt to shift any blame to another member of the crew. Never should there be press or radio interviews during which decisions made in a specific game are discussed, nor should there ever be any public criticism whatsoever of a fellow official.

7. The efficient official will not “showboat.” Competent officials effectively execute their duties without flair. The official who discharges his responsibility with dignity and in conformance with accepted signals and procedures will encourage the players and spectators to accept his decisions. Being overly dramatic all too often does not accomplish the purpose for which it is intended, and such actions frequently cause the players to

lose confidence in the decisions made by an “actor.” Quiet dignity is much more effective. Officials should not be officious but neither can they tolerate disrespect. In no case will an official ever attempt to coach a player.

8. Officials must be courteous to players and coaches but avoid visiting with them immediately before, during or after the game. A businesslike attitude and atmosphere must prevail. They must never argue with the players, coaches or team representatives. Any discussion should be brief and include respectful titles. A dignified attitude will often preclude and prevent an argument.

9. The successful official must hustle and must be alert. These characteristics are closely associated and there is no substitute for either of them.

10. The judgment necessary in making a decision is acquired through experience. Soccer game decisions must be made on the basis of fact. First, cover the play as the accepted procedure provides. More importantly, rule on the play exactly as it was seen. Every official must acknowledge that he will sometime err in his judgment no matter how conscientious and efficient he is and regardless of his position and rules knowledge. When the most respected officials err, they continue to work to the best of their ability. The fact that an official makes a rare mistake need not cause him to be unduly humble nor to be embarrassed. After an error, the official must never attempt to even it up. Each call is made on its own merits. Frequent errors in rule interpretation or in judgment quickly cause the players, coaches and spectators to lose confidence.

11. Officials working together must have a mutual respect. The best rapport is obtained when there is a friendly attitude toward each other. Friendliness and respect for members of the crew (and profession) contribute to confidence in one another. Every official should strive to support his partner, or partners, throughout the entire contest. When one official requests an opinion from another concerning a given play, the opinion should be given courteously to the official requesting it and to him only.

12. Officials must make a conscientious effort not to infringe on the duties and responsibilities of each other. There is no cause for greater embarrassment than to have opposing decisions made by officials on a given play. If proper mechanics are followed, there should be no

conflicting decisions.

II. GENERAL REMINDERS

1. A pleasing personal appearance is invaluable to an official. An official who looks professional will sell the call more often. The poorly dressed official suffers loss of respect to the same degree that the unkempt businessman does, which may diminish credibility. Officials working a particular game shall arrive 30 minutes prior to the assigned time, shall be dressed alike for the match, enter the field of play as a team and depart from the field as a team immediately at the conclusion of the match. The referee needs to have two whistles, a yellow card, a red card, two stop watch(s), flipping coin, pencil, score card and flags for the assistant referees.

2. The officials' dressing quarters should be kept free from visitors. Prior to the game it is used by the officials for the purpose of preparing themselves for a professional engagement, and the atmosphere of the dressing room should be conducive to such preparation. Officials must conduct a pre-game discussion, and upon occasion, discuss matters in confidence. When dressing quarters are cluttered with casual visitors, it is impossible for the officials to properly utilize this time. Officials prefer, and should be accorded, the privilege of showering and dressing in privacy following the game. Many times they want an opportunity to review specific plays or situations. It is to the advantage of the discussants to conduct this review while all of the factors are fresh in their minds. It is not professional for coaches and players to visit these quarters, either before or after the game. It is preferred that they discuss any business on the field. Officials should depart the field and game site immediately after the match, and not stop to talk to coaches, players or spectators.

3. A thorough knowledge of dead ball situations is necessary. This knowledge is invaluable to the official. It is decidedly to his advantage to study and know each and every situation in which the ball becomes dead and the proper re-start.

4. It is universally acknowledged officials have made notable contributions to the development of soccer traditions. It is the duty of every official to contribute all that he can to maintain the great traditions in soccer by giving his chosen avocation the best service possible. To maintain and continue high standards, it is necessary that each and every

official carry out each assignment to the best of their ability. Throughout the country officials have been and are admired for their integrity.

5. **If an official becomes injured during a contest, the system used shall change but the contest will be completed.** Ex. 3 Whistle and Diagonal System revert to a Dual System; Dual System reverts to a single official. Unregistered officials shall not be used at any time for any position. In the event of an emergency, a single referee may be used upon the agreement of both coaches and the official.
6. **Pre-Game Duties**
 - a. Do not bring equipment bags unless absolutely necessary, and then place them near exit area so that retrieving bags after game does not slow the exit of the officiating crew. Determine the point where the officiating team will exit the field and where the team will meet prior to exiting the field after the game. Least contact with teams and spectators should be of prime consideration.
 - b. Identify and introduce the officiating team to the home team management (Principal, Asst. Principal, Coach, etc.)
 - c. Obtain Team Rosters. Check that everyone in the team area is listed on the roster, and that all players including the goal keepers have their numbers listed and that no numbers are alike.
 - d. Inspect the Field and Goals. Make certain all lines are marked properly, and that there are no unsafe areas or items on or within 10 feet of the field boundary lines. Make certain that goals are anchored and nets do not allow the ball to pass through.
 - e. Do an informal inspection of the teams. Make certain that player uniforms are legal; that there is no illegal tape on the socks; that uniform colors do not conflict with officials; and that all players including goal keepers have numbers on the front and back. Also check position of player's shin guards to make certain that the shin guards are not more than 2 inches above the ankle.

- f. Obtain and check the air pressure of the game balls.
- g. Instruct the timekeeper, score keeper, and ball holders about their duties.
- h. Conduct a pre-game conference with coaches and captains. Stress sportsmanship during this conference. Toss coin to determine who kicks off and who defends a goal.

7. Post Game Duties:

- a. Verify the score without going near the team or official areas.
- b. Meet at a team at the pre-designated meeting point. Do not shake hands with or talk to players, coaches or spectators. Do not stay to watch the team handshakes.
- c. Your jurisdiction ends when you leave the immediate surroundings of the field. This normally means the fenced in area of the field, but can vary for unenclosed fields. If misconduct by a player, coach or other bench personnel is observed before your jurisdiction of the game has ended, a caution (yellow card) or disqualification (red card) can be given.
- d. Do not seek out coaches, players or anyone else nor allow anyone in the dressing room if one is provided.
- e. Do not make statements to the press or anyone else including in social media concerning the game and/or any controversial plays.
- f. File all necessary game reports (see report writing on the last page of this manual).

8. Suspended and Terminated Games

- 1. A suspended game is one that has been interrupted by the referee because of conditions which make it impossible to continue play but are not the fault of the participants (coaches, players, and other bench personnel) or spectators. Examples of such conditions include inclement weather, power failure, or other emergency affecting playing conditions. In the event a game must be suspended because of conditions which make it impossible to continue play, the head referee shall declare it an official game if one complete half or more of the game has

been played. If less than one-half of the game has been played, the game may be rescheduled from the start or restarted from the suspension of play as determined by the teams, except for playoff games which are determined by the AHSAA.

2. A terminated game is one that has been ended by the referee for action of the participants or spectators such as refusal to play or disorder. Specific examples of actions resulting in a terminated game include: a team has refused to play; a team no longer has a coach or sufficient number of players to continue; and, player, coach or spectator actions cause a situation that will not allow the game to continue. The status of the game, which may include forfeiture, shall be determined by the head referee. The referee could also declare the game over with the current score as the final score; or that the game could be continued at another time. The coaches are to be told of the decision. The referee will then file an Unsportsmanlike Incident Other Than Ejection report to the AHSAA telling of the situation and the decision concerning the status of the terminated game.

9. 4th Official Duties:

The Alabama High School Athletic Association (AHSAA) assigns a fourth official to soccer State Finals. During the year and particularly during sub-state matches, many referee associations are adding a fourth official to the officiating crew for soccer games where the officials use the Diagonal System. The following are the guidelines to be followed when a fourth official is used.

DUTIES AND RESPONSIBILITIES:

General

1. Is under the jurisdiction of the referee and performs any duties which the referee requests which do not detract from the responsibility of the referee.
2. Serves as a point of contact between the referee team and game or tournament personnel other than players, substitutes, and team officials.

3. Resolves matters in the team and official areas and only requests the referee's assistance for final resolution of any situation.
4. Employs less intrusive actions when a problem situation may be resolved without creating greater tension, conflict and confusion.
5. Involves coach and/or team officials in identifying and preventing unacceptable behavior within the team areas and solicits assistance when necessary to correct problem situations.

Pre-game

1. Obtains game balls and assists the referee in checking the balls.
2. Assists referee in the pre-game conference with scorer, timer and ball holders.
3. Is prepared to serve as assistant referee as needed and in accordance with the Rules of the Game.
4. Performs final check of team and official areas, equipment and supplies and the presence of authorized individuals on the team roster.
5. Responds to eye contact with the referee to indicate that the official area, team area, substitutes, and team officials are in order.
6. Stands in front of the scorer's table if used or several yards behind the mid-line.

During the game

1. Remains at the designated location unless performing a specific duty.
2. Remains standing throughout the match unless directed otherwise by the referee during the pre-game conference.
3. Maintains record of substitutions, goals scored, cards displayed for misconduct, injuries and incidents outside the vision of the referee and assistant referees.
4. Substitutions
 - a. Confirms substitute is listed on the official roster.
 - b. Checks to make certain that each substitute is legally and properly equipped.

- c. Stands at halfway line with substitute slightly behind and on team area side. If both teams are substituting, keeps the substitutes on their respective team area sides.
- d. Keeps substitute from entering field until beckoned by the referee or between periods.
- e. Records time and number of player entering and leaving the field of play.
5. Notifies the referee or assistant referee if a player or substitute has:
 - a. Been cautioned or disqualified based on an incorrect identification
 - b. Was not disqualified after receiving a second caution.
 - c. Committed violent conduct out of view of the referee and assistant referees.
6. Keeps both team areas under observation.
7. Observes when a coach or other team official leaves the team area to give tactical instructions. Politely informs the coach to return to the team area.
8. Brings to attention of the coach of any instances of improper behavior by team officials in the team area or substitutes.
9. Monitors and prevents the throwing of water containers onto the field or to players.
10. Observes the behavior of ball handlers and ensures that they follow pre-game instructions.
11. Monitors substitutes warming up to make sure that they do not interfere with official activities.
12. Timing
 - a. Assists the referee in keeping time of half time break.
 - b. Informs the referee of any irregularities in the starting and stopping of the timing device.
13. Injuries
 - a. Prevents team officials and others in team area from entering the field until beckoned by the referee.
 - b. Monitors general behavior of persons in team areas to assist with match control.

- c. Is aware of referee instructing a player to leave the field due to bleeding or blood on the uniform. Does not permit player to return to the field until the referee's instructions have been completed and the blood on uniform corrected. Follows pregame conference to notify the referee that the problem has been corrected and the player is ready to return, with the consent of the referee, at the next stoppage of play.
14. Goal scored
- a. Records the time and any circumstances of all goals
 - b. Checks both bench areas to ensure that non-players are not entering the field to participate in celebration.
15. Fouls
- a. Monitors team officials and substitutes on the bench in critical situations where they may attempt to enter the field.
 - b. Observes for misconduct and makes eye contact with the referee and, when misconduct is observed and the referee seeks advice, assists in indicating either a yellow card by placing a hand over the badge or a red card by placing a hand on a back pocket of the shorts.
16. Penalty kick
- a. Records pertinent details of the event related to the penalty kick.
 - b. Monitors team officials and substitutes on the bench in critical situations.
17. Misconduct
- a. Records pertinent information for any card displayed or for a team official.
 - b. If a player is disqualified, ensures that the player conforms to the requirements of the Misconduct Penalty Chart. Utilizes home management to control a disqualified player if needed.
 - c. Records information for cards issued for misconduct or for actions by the referee regarding irresponsible behavior by team officials.

- d. Records information on violent conduct not seen by the referee or assistant referees and brings this to the attention of the referee.
- 18. Overtime Procedures
 - a. Checks and monitors that overtime periods are correct.
 - b. Makes certain that team and coaches remain in and kickers return to the team area during kicks from the mark.

10. Overtime Procedures

A. Overtime Periods

1. For a tie game, in a sectional and championship game, two five-minute **sudden victory** overtime periods will be used to determine the winner.
2. The interval between the end of the second half and the first overtime period shall be five minutes. During this interval, a coin toss will be held. The winner of the toss shall choose a goal to defend or to kick off first.
3. If a team scores during this overtime period, the game will end.
4. If the score is tied at the end of the first overtime period, an interval of two minutes is allowed for the teams to return to their team area. At the end of this interval, the teams will change ends.
5. If a team scores during this overtime period, the game will end.
6. If the score remains tied at the end of this second overtime period, all players are to clear the field and go to their team area.
7. Kicks from the Penalty Kick Mark will now be used to determine the winner. All players on the team roster who have not been disqualified are eligible to participate in this kick competition.

B. Kicks from the Penalty Kick Mark — First Five Kicks

1. The officials will meet at or near the intersection of the midfield and touchline with the coaches and captains of both teams. The kick from the penalty mark procedures will be discussed and a coin toss will be held.
2. The winner of the coin toss will have the choice of kicking first or second.
3. The referee will select the end of the field where the kicks will take place.
4. Each coach will select any five players (including the goalkeeper) to take part in the kicks. The kicking order will not be determined at this time as the order can be changed during the kicks.
5. The five players who are selected will move to and remain in the center circle until they are to take part in the kicks.
6. Each goalkeeper will stand on the goal line, behind the Assistant Referee and outside the penalty area except during the time that he/she has to come into the goal to
7. The defending team may change the goalkeeper prior to each and any kick.
8. One referee will remain at Mid-field and record the number and order of the kickers. One referee will stand on the goal line opposite the side of the head referee to check for a violation by the goal keeper and to determine if a goal was scored. The head referee will stand to the side and behind the kicker. The head referee will make certain that the keeper is in position and ready, that the kick is legal and from the mark. He/she will whistle for the kick, and signal if the goal is good. The fourth official will keep all players and coaches in the team area.
9. After taking the kick, the player is to return to his/her bench area.
10. Following five kicks for each team, the team scoring the greatest number of kicks shall be the winner.
11. A game shall be over and a team declared the winner if at any time during this five-kick competition, it is impossible for the other team to tie or exceed their score. (Examples:

3-0 with only two kicks remaining for each team or 2-0 or 3-1 with only one kick remaining).

12. If the score remains tied after each team has taken five kicks, a sudden victory kick from the penalty mark competition will begin.

C. Sudden Victory Kicks from the Penalty Kick Mark

1. No coin toss is held. The same kicking order as used in “B”, will be followed.
2. Each coach will select five different players than the first five who have already kicked. These players will, go to and remain in the circle until their kick is completed.
3. If a team has fewer than ten players available to participate in this kick competition, the coach must use all players who have not participated in the first five kicks and then choose additional players from the first five kickers, so that there are five players to participate in the second set of kicks.
 4. The teams will then participate in a kick competition as described in “B” above. However, if one team scores and the other team does not score, the game is ended and the team who scores is declared the winner of this sudden victory competition.
- A. If the score still remains tied at the end of this second set of penalty kicks, the coach may select any five players to participate in the third set of sudden victory kicks from the penalty kick mark (players who kicked in the first or second set may participate in the third set).
- B. If after the third set, a tie still remains, repeat “C. 1.” above.

D. Tie Breaking Kicks from the Penalty Kick Mark

Principles

1. Regardless of the number of goals scored in this kick competition, only one goal is added to the winning team score and credit the team with a victory. (Example: If the score of the regulation game was 4—4, and Team A outscored Team B by 3 to 1 in kicks, the final score would be Team A — 5 and Team B — 4

2. If a player who is sent to the center of the field to take a kick is cautioned prior to taking a kick, he/she is not eligible to kick until the next set of five kicks.
3. If a player is cautioned after taking a kick, he/she is not eligible to take a kick until one complete set of five kicks has been completed beyond the set of kicks in which the caution is issued.
4. When a goalkeeper is issued a caution during any set of five kicks, he/she cannot re-enter until the next opponent completes his/her kick.
5. Any player including the goalkeeper, who is disqualified may not participate any further.
6. All players except for the participating goalkeepers, and kickers in the process of kicking or waiting to kick, coaches, trainers, etc. must remain in the team area while the kicks are being taken. A player must return to his/her team area after taking the kick.

DIAGONAL SYSTEM

I. Pre-Game Conference

This is the opportunity for officials to discuss mechanics and game situations. It is recommended that 30 minutes be allowed for this type of conference. Discussion prior to the start of the match may prevent potential problems encountered during the match.

- A. The referee (R) chooses the diagonal on which he/she will run (corner flag to corner flag)
- B. The referee assigns duties to each assistant referee (AR1) and (AR2)

1. Game Duties
 - a. Responsibilities in each assistant referee's half of the field.
 1. Touch line calls.
 2. Goal line calls.
 3. Offside calls.
 4. Penalty kick calls.
 5. Indicate fouls and misconduct.
 6. Note game events.
 7. Keep backup time during the match.
 8. Discuss player fight situations including recording player numbers.
2. Halftime Duties (Note: Changed order)
 - a. All officials meet to discuss events of the first half and possible adjustments to be made.
 - b. Alert teams for beginning of next period.

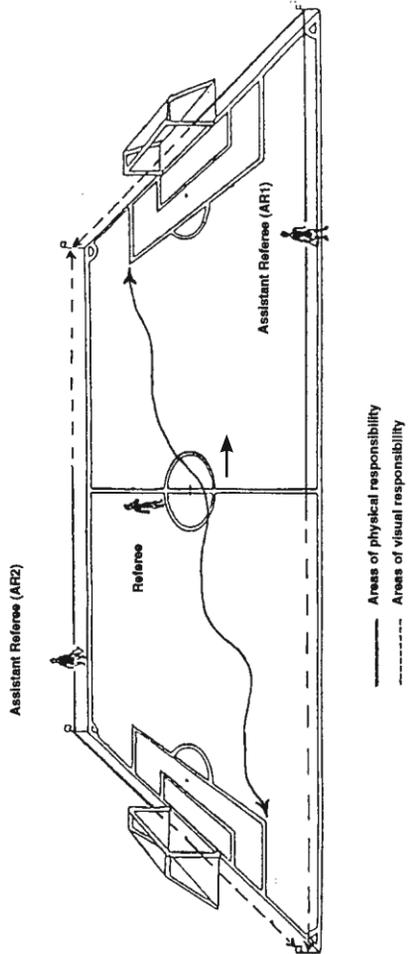
The specific responsibilities are dependent upon any modifications given by the referee to the assistant referees.

- C. Prior to the start of the match
 1. Referee and assistant referees enter the field as a team.
 2. Referee and assistant referees inspect the field and the teams (informal inspection).
 3. Referee conducts a pre-game conference in the reporting area with the assistant referees, team captains and coaches of both teams.
 4. Referee takes up position for the start of the match.
 5. Assistant referees run to each of the goals to complete the following:
 - a. Final check of the nets.
 - b. Count players on their half of field.
 - c. Move to their respective touchlines, unfurl the flag(ready signal), and prepare for the start of the match.

II. Start of the Match (*figure 1*)

- A. Referee takes up a position that is dictated by the diagonal he/she has chosen to run during the match. Near the halfway line, on the side of the center circle that puts him into his chosen diagonal as soon as possible. From this position he can observe the following:
1. Both assistant referees (check for ready signal prior to start).
 2. Player position (for possible encroachment).
 3. Kickoff (taken properly).
 4. Signal with a whistle to start the match. When the ball is properly put into play, signal the start of clock.
- B. Assistant referees position is:
1. Off their respective touch-line, square to the field and even with the second to last defender.
 2. Unfurl the flag after counting the players and hold it down in the hand closest to the referee and in line with the leg.
 3. Make eye contact with referee for start of the match.
- C. During Play
1. Referee moves with play, varying the diagonal as needed to best observe the flow of play. The correct position is close enough to the ball to accurately judge challenges, yet not so close as to interfere with player movement. The referee should employ the 10-20-90 principle of movement: no closer than 10 yards to the play; no farther than 20 yards from the play; and at a 90 degree angle.
 2. Assistant referee stays even with the second last defender during play, (or the ball, whichever is closer to the goal line) and keep the flag pointed straight down and **ALWAYS** on the field side of the body. (i.e. - the side most easily seen by the referee).

(Figure 1)
START OF MATCH



General Positioning During Play

III. Substitutions (*figure 2*)

A. Assistant Referee AR1

1. After the timekeeper signals, AR signals by holding the flag overhead, placing fingertips at the opposite ends of the flag, with arms fully extended. When the referee recognizes the signal, the bench side assistant referee lowers the flag and continues to supervise the substitution

The following factors are considered:

- a. Wait for referee signal to beckon player(s) onto the field – players enter and exit at or near the team area.
- b. Watch referee for appropriate time of restart.
- c. Any other duties assigned by referee.

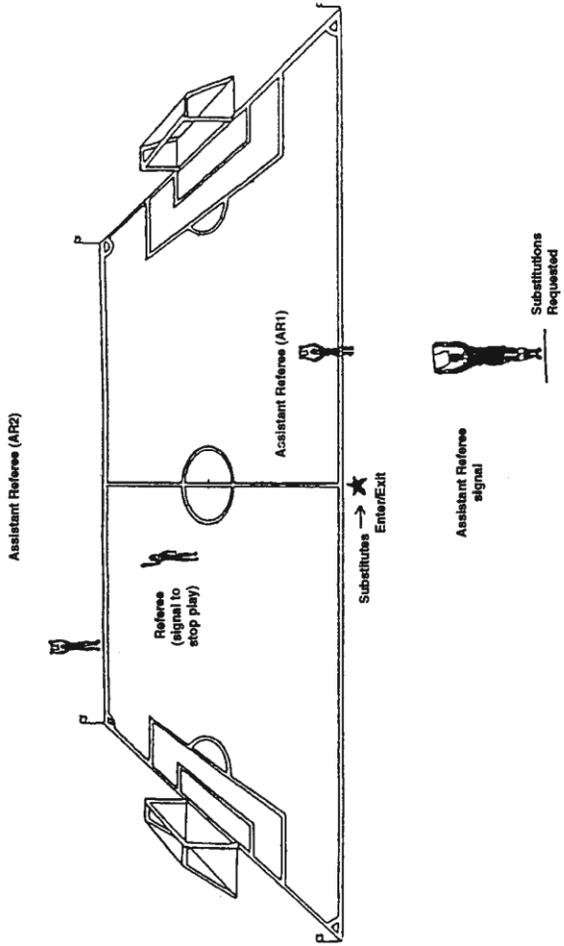
- #### B. Referee: Beckon the substitute onto the field immediately with a small wave of the hand. Do not wait for player to leave the field. Exception: After a caution, do not beckon in the substitution until the cautioned player has entered the team area.

Be aware of the following:

1. Players entering must reach their position prior to the re-start of play.
2. Have the timekeeper stop time (*signal*) **ONLY** if there is unnecessary or excessive delay and/or a resulting unfair advantage gained.
3. Whistle to re-start play.

- #### C. Assistant Referee AR2 signal – holds flag identically to that of AR1 if there is a need to notify the referee. After the signal is recognized by the referee, lowers flag to side and visually observes for problems during the substitution.

(Figure 2)
SUBSTITUTIONS



IV. Ball Enters Goal

A. Referee

1. To award goal
 - a. Establishes eye contact with assistant referee.
 - b. Observes the assistant referee sprinting to the halfway line.
 - c. Blows whistle and gives the stop clock signal.
 - d. Signals for the restart. (*arm extended with palm open and pointing toward the center circle*)
 - e. Remains in position around the goal area to observe potential misconduct.
 - f. Upon returning to midfield and separation of teams, records the goal information.
2. To deny goal
 - a. If assistant referee gives a signal, by standing in place or flag raised vertically, that questions the goal, the referee will do the following:
 1. Establish eye contact with assistant referee.
 2. Approach assistant referee for brief conference if necessary, while maintaining visual contact with the players.
 3. Rule on the play.

B. Lead Assistant referee

B. To indicate goal

- a. To indicate that the ball entered the goal (*good goal*).
 1. Sprints back up the touch line toward halfway line. (*approximately 15 yards*).
 2. Establishes eye contact with referee during the sprint.
 - b. Watches for potential misconduct around the goal area.
 - c. Records the goal information.
- C. returned to the field of play, the Assistant Referee should signal in the following manner:

- D. To indicate that the ball has entered the goal (*good goal*) and returned to the field of play, the Assistant Referee should
 - a. Stand still at the goal line – touch line intersection with the flag raised and other arm extended vertical to the ground.
 - b. Make eye contact with the referee.
 - c. When match is stopped (referee signal) AR sprints back in the same manner as in the signal for a good goal.
- C. Trail Assistant referee
 - 1. Record goal information.
 - 2. To indicate problem
 - a. Establishes eye contact with referee.
 - b. Signals by standing still with the flag raised and arm extended vertical to the ground.
 - c. Referee may indicate brief conference to confirm signal.
 - 3. In all cases Assistant referee is responsible for the following:
 - a. Focuses attention behind the referee for possible incidents.
 - b. Mirrors the signal of Lead AR in situations where the attention of the referee is needed.
 - c. Maintains view of the field and signals the referee for any fouls or misconduct.

III. Offside (*figure 3*)

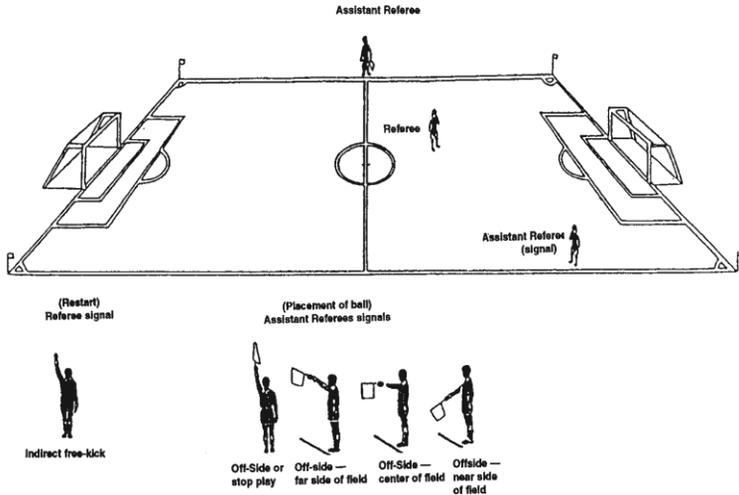
- A. Referee
 - 1. To award offside
 - a. Establishes eye contact with assistant referee.
 - b. Acknowledges the offside flag signal.
 - c. Takes the appropriate action based on:
 - 1. Signal from assistant referee.
 - 2. Referee's view of play and player movement.
 - d. Signals by extending the arm straight overhead with the palm open. (the same as for any indirect free kick)

2. At the taking of the kick
 - a. Observes that ball is placed at the point where offside
 - b. Moves to a position where the kick may descend but out of the player's area, and wide enough to view the play through the ball to the lead AR.

B. Assistant Referee

1. To indicate offside
 - a. Stops moving and stands at the point even with the offside, facing the field.
 - b. Establishes eye contact with the referee.
 - c. Signals – Raises the flag with arm fully extended and holds it until recognized. If the referee establishes eye contact after the signal and accepts the suggested call:
 1. Play is stopped with the signal by the referee.
 2. The flag is lowered with fully extended arm to one of three angles indicating the far side, middle, or near side location (*spot*) of the offside violation and then lowered to the side.
 3. Assist in placing the ball for the restart.
2. Signal – After raising the flag and being “waved off” by the referee, he/she quickly lowers the flag to his/her side and resumes position of even with the second last defender.

(Figure 3)
OFFSIDE



1. Play is stopped with the signal by the referee.
 2. The flag is lowered with fully extended arm to one of three angles indicating the far side, middle, or near side location (*spot*) of the offside violation and then lowered to the side.
 3. Assist in placing the ball for the restart.
-
2. Signal – After raising the flag and being “waved off” by the referee, he/she quickly lowers the flag to his/her side and resumes position of even with the second last defender.

It is important that Assistant Referees have full understanding of their role in the officiating team and are prepared to react accordingly.

3. Missed flag by referee
 - a. Assistant referee maintains the signal until any one of three things happen:
 1. Ball is kicked over the goal line for goal kick.
 2. Defense gains possession of the ball and “starts” a counter attack.
 3. Goalkeeper saves and gains possession of the ball.
 - b. After 1, 2 or 3 occur, the assistant referee will then lower the flag to the side and resume normal position. *(even with the second to the last defender or the ball if closer to the goal line)*
 - c. Assistant referee responsibility after missed flag is to communicate with the referee at the first appropriate opportunity, e.g.:
 1. After a goal is scored.
 2. Ball is kicked over the goal line for a corner kick.

In each of these cases, the referee must be notified, so that the referee may have the option of penalizing the “missed offside” from the spot of the violation.

IV. Fouls (figure 4)

- A. To signal a foul, the referee should blow the whistle, stop and then give the appropriate signal:
 1. For Direct Free Kick (DFK) indicate with extended arm parallel to the ground.

2. For Indirect Free Kick (IFK) point direction of kick with extended arm parallel to the ground, and then raise arm extended straight overhead.

Note: Arm remains overhead and extended until the ball is played by any player other than the kicker or it goes out of play.

- B. Assistant referee signals to indicate fouls within area of jurisdiction (as discussed in the pre-game officials' conference).

1. Raises the flag straight overhead, then when eye contact is established with the referee, makes a slight wave with the flag.

Suggestion: The wave consists of 2 to 3 changes of direction in a 6 inch arc left and right.

- C. If referee decides to accept the signal, assistant referee does the following:

1. Establishes eye contact.
2. Lowers the flag from vertical to a 45 degree angle above parallel to indicate the direction of the kick of the restart.
3. For indirect kick gives signal (open palm at shoulder height with free hand) to the referee.

- D. If referee decides to wave off the signal, assistant referee lowers the flag and proceeds to normal position and duties.

- E. Trail Assistant referee – Signal as outlined in B 1. on fouls occurring behind the back of the referee. If referee does not notice the signal of Trail, Lead must alert the referee of the signal by mirroring the Trail signal. The referee will either:
 1. Stop the game immediately, confer with assistant referee, and take appropriate action. He/she then indicates location of restart.

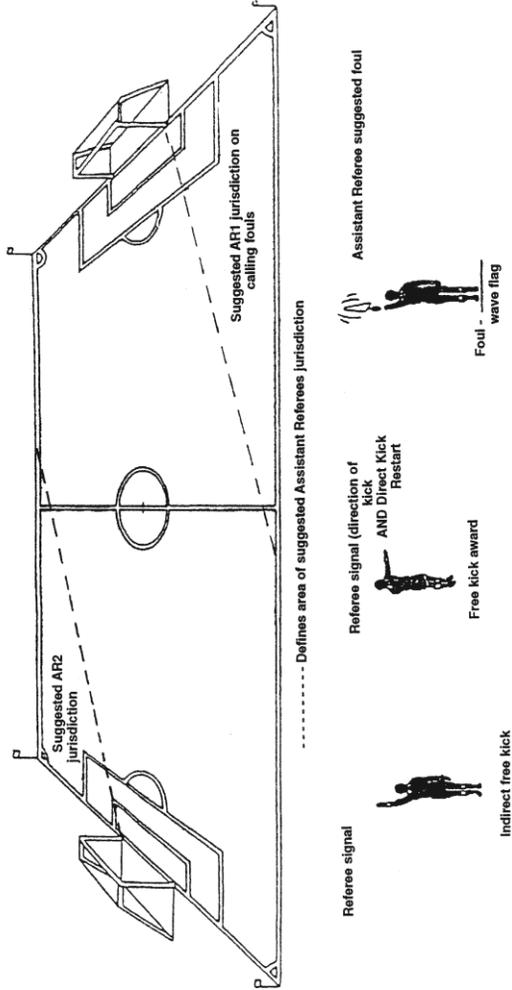
2. Indicate he/she has seen the flag, and at the next stoppage will confer with Lead and or Trail and take appropriate action. He/she then indicates the location of the appropriate restart.

F. Fouls observed by assistant referee in the penalty area.

1. Raises the flag straight overhead, then when eye contact is established with the referee, makes a slight wave with the flag.
2. When the signal is accepted by the referee through eye contact and the referee signals to stop the match, the assistant referee moves the flag to a position alongside his leg and walks quickly to the corner flag.
3. **IF REFEREE NEEDS ASSISTANCE** regarding the location of the foul, the following occurs between referee and assistant referee:
 - a. Eye contact is established.
 - b. If foul occurs in the penalty area flag is moved from the side of the body to a position in front of his/her body and is held by both hands with the flag tip extending downward.
 - c. If the foul is not in penalty area, move to a position on the touchline parallel to the location of the foul.

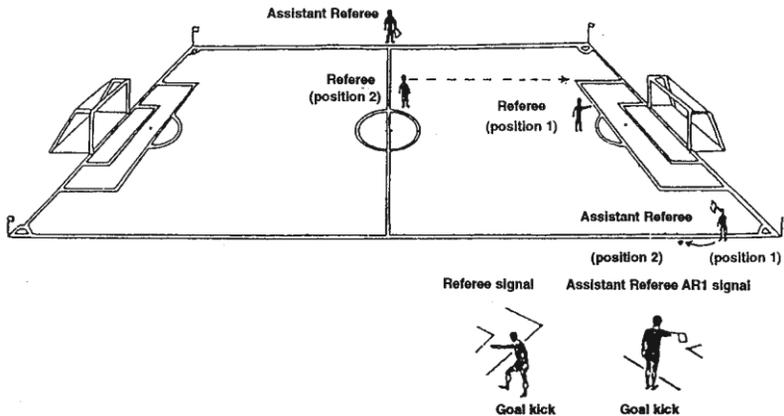
After the signal from the referee to stop the match, the assistant referee returns the flag to the side of the body and moves quickly to the appropriate restart position.

(Figure 4)
FOULS



General Positioning During Play

(Figure 5
GOAL KICK



VII. Goal Kick (*figure 5*)

A. Referee

1. To award goal kick
 - a. Signals by extending his arm with palm down toward the goal. (position 1)
 - b. Moves to position near the players at halfway line (position 2) or at a point at which the kick may descend after the restart. (Depends on strength of kicker/strategy)
2. At the taking of the goal kick:
 - a. Establishes eye contact with assistant referee to determine infringement after the kick is taken.

- b. Visual responsibility for the ball clearing the penalty area when the kick is taken from the far side of the penalty area.
- c. Positioned to see “between” players contesting for a head ball. Avoid being “straight lined” or screened.
- d. Watches for offensive players entering the area prior to the ball becoming “live”.

B. Lead Assistant Referee

- 1. To indicate goal kick:
 - a. Establishes eye contact with the referee.
 - b. Indicates a goal kick by extending the flag parallel to the ground at arms length in front of him with flag in right hand (if referee is running a left diagonal).
 - c. Moves to a position even with the 6 yard line. (position 1)
- 2. Responsibilities at the taking of the goal kick.
 - a. After checking placement of the ball, moves to the top of the penalty area (position 2) or second to the last defender, (if outside of the penalty area)
 - b. Insures that kick has cleared the penalty area.
 - c. Signals the referee on any violations observed.

C. Trail Assistant Referee

- 1. Responsibilities at the taking of the goal kick.
 - a. Positions himself in line with the halfway line or second to the last defender.
 - b. Signals on any fouls the Referee cannot see.
 - c. Views the field for unusual situations or off the ball fouls.

VIII. Corner Kick (*figure 6a and 6b*)

A. Referee

1. To award corner kick
 - a. Establishes eye contact with assistant referee (AR1).
 - b. Points with arm extended at a 45 degree upward angle and open palm to the corner where the kick will be taken. (position 1)
2. Responsibilities at the taking of the kick
 - a. Position on kick from near corner (Note: Currently the referee is not advised to take a position behind the net. This position is not conducive for a kick recovery. A suggested drawing is included.)
 1. Moves to position A for kick originating from the corner nearest to the assistant referee (AR1). (near side)
 2. Position is dependent upon:
 - a. Anticipation of length and direction of the kick.
 - b. Type of marking by players and their positioning prior to the kick.
 - c. Comfort of referee for potential situations.

B. Position on kick from far corner

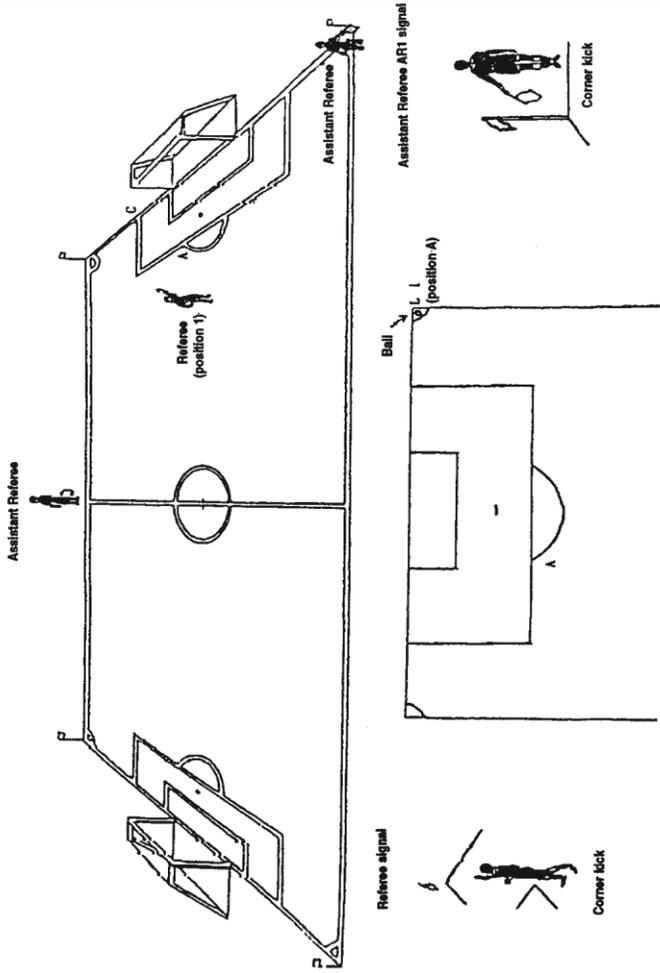
1. Moves to position A for a kick originating from the corner farthest from the assistant referee (AR1) (far side) (See note above)
2. Position is dependent upon:
 - a. Anticipation of length and direction of the kick.
 - b. Type of marking by players and their positioning prior to the kick.
 - c. Comfort of the referee for potential situations.

B. Lead Assistant Referee

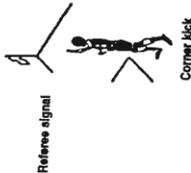
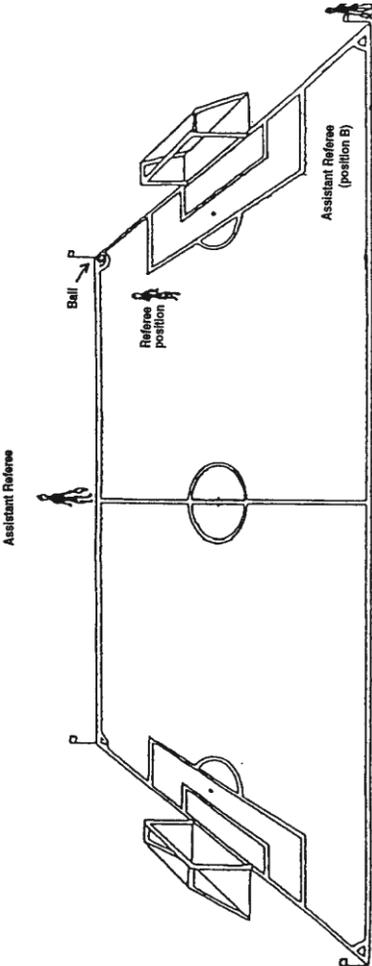
1. To indicate corner kick Establishes eye contact with the referee.
 - a. Points with arm fully extended at a 45 degree downward angle to the nearest corner flag to indicate the ball has
 - b. Moves to the goal line position behind the corner flag.
2. Responsibilities at the taking of the kick
 - a. Moves to corner flag for all corner kicks and stands behind the flag and in line with the goal line on kicks closest to his/her touchline to observe the following:
 1. Placement of ball at the quarter circle.
 2. Possible encroachment by defense.
 3. Bend on the kick when taken.
 4. Fouls after the kick.

C. Trail Assistant Referee

(FIGURE 6a)
CORNER KICK



(Figure 6b)
CORNER KICK



1. Responsibilities prior to the kick
 - a. Moves to a position in line with second to last defender never crossing the halfway line.
 - b. Looks for any fouls the referee cannot see.
2. Responsibilities at the taking of the kick
 - a. Signals on any fouls the Referee cannot see.
 - b. Views the entire field while being alert for:
 1. Off the ball fouls.
 2. Potential acts of misconduct after a goal is scored.
 3. Any unusual situation.

IX. Penalty Kick (*figure 7*)

A. Referee

1. To award penalty kick
 - a. Signals foul.
 - b. Signals to stop the clock.
 - c. Points with arm extended and palm open to the penalty spot. (*position 1*)
 - d. Moves to a position in line with the 6 yard line extended and wide enough to view as much of the ensuing play as possible. (*position 2*)
2. At the taking of the kick
 - a. Makes sure ball and players are properly positioned. All players except defending goal keeper must be behind the penalty mark.
 - b. Observes any suggested call by the assistant referee.
 - c. Watches for player encroachment at the top of the penalty area.
 - d. Keeps all play in view after the kick is taken.
- b. After the kick is taken
 - a. Establishes eye contact with assistant referee.

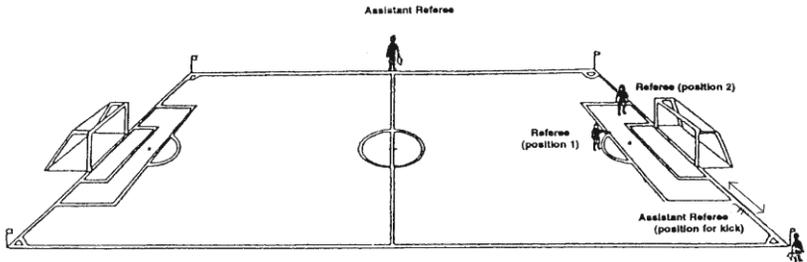
- b. After establishing eye contact, either signals the goal (*good*) or goes to confer with AR as to course of action. If the ball remains alive, continue play.
- B. Lead Assistant Referee
 - 1. To indicate penalty kick
 - a. Establishes eye contact with referee.
 - b. Raises the flag straight overhead and make a slight wave.

Suggestion: *The wave consists of 2 to 3 changes of direction in a 6 inch arc left and right*

- c. When the signal is accepted by the referee though eye contact and the referee signals to stop the match, the assistant referee moves the flag to a position along the side of his/her leg and walks quickly to the corner flag.
- d. If the referee decides NOT to accept the signal, Assistant Referee lowers the flag and proceeds with normal movement.
- 2. At the taking of the kick
 - a. Moves to a position at the intersection of the goal line and penalty area line.
 - b. Visually checks that players are properly positioned outside the penalty area and restraining arc while being behind the ball.
 - c. Performs duties assigned (*goal judge and keeper movement*) as discussed in the pregame.
- 3. After the kick is taken, (*if missed*)
 - a. Keeps play in view while backing to the touch line and picks up the second to the last defender.
 - b. Looks for a possible offside call on any succeeding play
 - c. If there is a violation, indicates in the following way
 - 1. Establishes eye contact with the referee.
 - 2. Holds position, remaining motionless until:

- a. Referee comes over to confer.
- b. Referee decides not to accept the signal.
- c. After kick is taken, (*if made*)
 - a. If there is no violation
 - 1. Establish eye contact with the referee.
 - 2. Back-peddle to the touchline and sprint back towards the halfway line. (*approximately 15 yards*)
 - b. If there is a violation, indicate in the following way
 - 1. Establish eye contact with the referee.
 - 2. Hold position, remaining motionless until:
 - a. Referee comes over to confer.
 - b. Referee decides not to accept the signal.
 - 3. Resumes position for the appropriate restart.

(Figure 7)
PENALTY KICK



Exception: No foul called
Advantage clause applied



Referee signal



- C. Trail Assistant Referee
 - 1. Responsibilities prior to the kick
 - a. Moves to a position in line with the halfway life.
 - b. Looks for any fouls the referee cannot see.
 - 2. Responsibilities at the taking of the kick
 - a. Signals any fouls the Referee cannot see.
 - b. Detects any advantage gained from possible penalty area encroachment behind the referee's back.
 - c. Views the entire field while being alert for:
 - 1. Off the ball fouls
 - 2. Potential acts of misconduct after a goal is scored.
 - 3. Any unusual situation.

X. Throw-in (*figure 8*)

- A. Referee
 - 1. To award throw-in
 - a. Signals - points with arms fully extended at a 45° angle upward with open palm in the direction of the throw and/ or whistles to stop the game based on the following information:
 - 1. Personal view of the play on his/her half of the touch line.
 - 2. Signal by the assistant referee. (*arm extended to the side of the body with the flag at a 45 degree angle upward*).
 - 3. Possible need to inform players and coaches of the decision.
 - b. Establishes eye contact with nearest assistant referee. **IF** assistance is needed in deciding direction in which the throw shall be taken.
 - 2. At the taking of the throw-in

- a. Indicates direction (*if needed*) with open palm and arm extended at a 45 degree angle upward in the direction of
 - b. Indicates direction (*if needed*) with open palm and arm extended toward the spot at which the throw shall be taken.
 - c. Rules on improper throw or throw-in from the incorrect spot.
 - d. If assistant referee raises flag straight up, (*indicating that the ball has left the field of play - but direction of the throw is unknown*) referee is prepared to give the signal for direction of the throw.
- B. Assistant Referee
1. To indicate for the throw-in, a three step process is used:
 - a. Stop running and face the field. (*square-up*).
 - b. Switch flag to proper hand. (*done in front of the body*).
 - c. Snap the flag up to position.
 2. **NEVER** bring the flag across the body when to signal.
 3. **ALWAYS** - switch hands to bring the flag up properly.
(It is recommended that to establish eye contact with the referee while the three step move is being performed.)
 4. Assistant referee: (*trailing on the referee's half of the touch line*) signals with the arm and flag extended vertically.
IF:
 - a. The back of the referee is turned. (*No eye contact is established*).
 - b. Referee cannot determine if the ball has crossed the touchline.
 5. If the referee looks for assistance (*eye contact established*) the assistant referee signals to the side of the body, holding the flag at a 45 degree angle upward. If unsure, remain with flag vertical.

The **referee** then decides the direction of the throw.

Assistant referee (*calls on their own half of the touchline*) Signals as in A. 2.

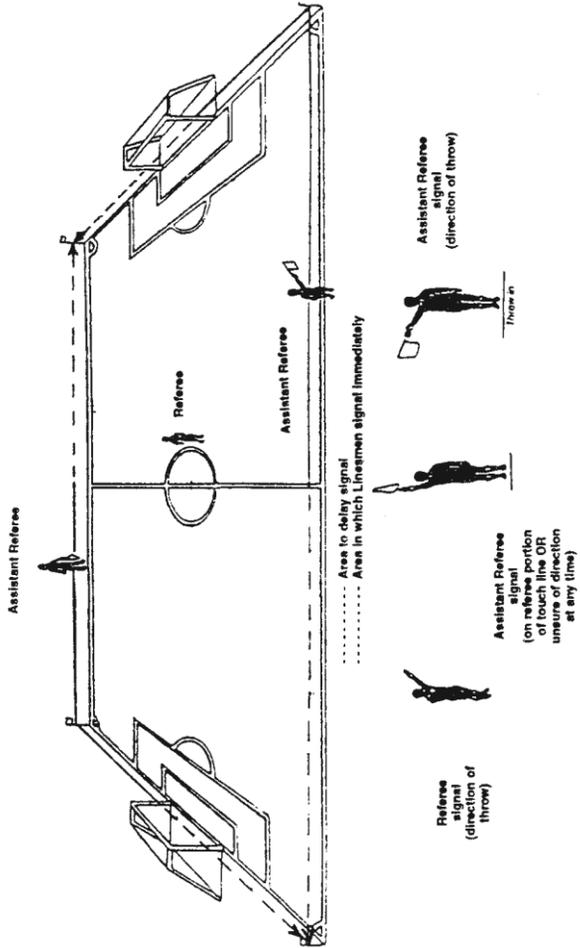
If unsure:

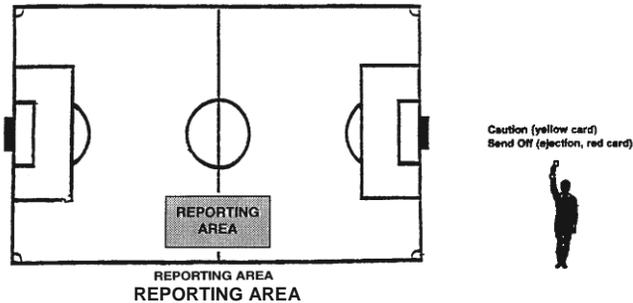
1. Raises flag to vertical position and wait.
2. Establishes eye contact with referee.
3. Mirrors referee decision on direction.
7. At the taking of the throw
 - a. Assistant referee ensures that the ball has entered the field of play, and is responsible for one or more of the following duties: (*determined by referee's pregame instructions*).
 1. Indicates the spot at which the throw should be taken. (*done with non-flagging hand, open palm*)
 2. Looks for improper throw-ins.
 - b. If the ball does not enter the field of play, the assistant referee raises flag to indicate the throw in should go to the other team.

XI. Misconduct

- A. Referee (signal) stops the game and signals the timekeeper to stop time. The following steps are taken:
 1. Locates and isolates the offending player(s).
 2. Informs the player of the offense. Displays the appropriate card(s).
 3. Moves to the reporting area, informs the coaches and scorer, and records the offense.
 4. Restarts the match at the appropriate spot and time, with the proper okay or proper restart.

(Figure 8)
THROW - IN





- B. Assistant referee – opposite team area side of field.
1. Monitors and control of all reaction from the touchline.
 2. Visually checks of all players, being alert for any subsequent incident.
 3. Per pregame instructions from the referee, records the details of the incident.
 4. Assists the referee in the administration of any substitution(s).
- C. Assistant referee – on team area side of field.
1. Monitors and control all reaction from the touchline.
 2. Visually checks of time of stoppage on clock.
 3. Per pregame instructions from the referee, records the details of the incident.
 4. Visually checks all players, being alert for any subsequent incident.

XII. End of a Period

A. Referee

1. Whistles and signals Time out.
2. Points (*with arm fully extended and open palm*) to the center circle.

3. Joins the assistant referees at the pre-designated spot.
 4. Verifies score. **Leaves the field immediately.**
- B. Assistant referee – gives no signal, but proceeds immediately to the pre-designated spot. The assistant referee does the following:
1. Furls flag while moving toward the referee, flag held in hand and remaining at the side of the body.
 2. Assists the referee in any way possible after the match.
- C. Referee and assistant referees – Leave the field area as a team. Keep in mind the following:
1. Do not discuss the calls or events of the game with anyone.
 2. Maintain composure and professional demeanor.

XIII. Report Writing

See final page in this manual for Report Writing Information.

DUAL OFFICIATING SYSTEM**Objective:**

This material is meant to serve as an introduction to the dual system of officiating. Fundamentals of mechanics are presented so those unfamiliar with them will be motivated to study other material dealing with the subject.

Topics discussed within this material on the mechanics of the dual officiating system include:

1. Necessity of a thorough pre-game conference;
2. Positions and duties of officials on:
 - kickoffs;
 - goal kicks;
 - corner kicks;
 - penalty kicks;
 - free kicks;
 - throw-ins;
 - drop ball;
3. Coordinating the use of the whistle in releasing the ball for play between the lead official (L) and the trail official (T);
4. The proper technique in making a call;
5. Handling substitutions.

Pre-game:

Essential to competent officiating of any game is the pre-game conference between the two officials. This is the time when an understanding is developed and rule interpretations are discussed.

The head referee is responsible for conducting the conference and is responsible for the overall management of the game. The head referee conducts the pre-game instructions with the timer, scorer, coaches and team captains, and also manages the coin toss. The head referee will be assisted in these duties by the referee. The head referee and the referee should inspect the field and the teams together, with the referee calling any irregularities to the attention of the head referee. The head referee will request the game management and/or teams to make any necessary corrections. The referee is specifically responsible in instructing the ball holders and in carrying out other duties directed by the head referee.

A very important responsibility of the head referee is to make decisions on any points not specifically covered in the rules. The head referee is the final authority on any rule interpretations necessary during the course of the game. Another important responsibility is ruling on legality of player equipment.

The head referee and the referee have **equal responsibility and authority** in calling fouls. The judgment or decisions by either official cannot be questioned or set aside by the other, but joint counsel is often helpful when conducted by the two referees **away from everyone**.

NOTE: A reserve official may be assigned to a tournament in order to assure game officiating continuity in the event one of the assigned officials is unable to officiate as assigned. When a reserve official is assigned, the tournament authority will clearly state the officiating position to be assumed by the reserve official in the event a referee or assistant referee is unable to officiate. The reserve official is under the jurisdiction of the referee and performs those duties assigned by the referee. The reserve official's normal station is at the table inside the officials' area during play. Please refer to the fourth official duties listed in the Diagonal Officiating System of this manual.

Kickoffs:

To start each period and after goals, the position of the officials should be as shown in Diagram 1. With the ball moving in the direction indicated, the trail official (T) should be near the touchline and standing on the halfway line (with all players on the halfway line in front of him/her to rule on encroachment of the halfway line and the center circle). The lead official (L) shall be positioned 10 to 20 yards from the halfway line and inside the

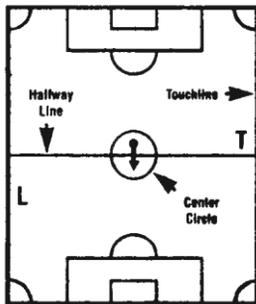


Diagram 1
Positions for Kickoff

touchline in the defensive team's half of the field. Before the lead official indicates being prepared for the kickoff, he/she shall check with both team captains, scorer and timer, (if they are on his/her touch line) to obtain a "ready" sign from them. Having obtained these "ready" signs, the lead official shall signal to the trail official everything is set. The signal is an extended arm parallel to the ground pointing in the direction the kick will be taken. The trail official, after receiving the "ready" signal from the lead official, will sound the whistle to declare the ball is "ready-for-play."

Should the timer and the scorer be located on the trail official's touchline, he/she will check with them before starting play.

Movement Patterns:

In the dual system, there is always a lead official (L) and a trail official (T). One should be able to draw a diagonal line between the two officials through the ball at anytime.

For the best coverage, it is essential that proper officiating mechanics be understood and used. Many officials know the rules well, but fail to receive important assignments because they do not use proper officiating mechanics, or use them poorly. **When the two officials use proper mechanics, they will always be in position to observe the play clearly and make the proper decision.** The lead official normally is ahead of the ball on plays to his/her right. He/she is responsible for covering the touchline and nearer goal line. In addition, the lead official must be in position to rule on offside. This means the lead official must assume a position to know the position of the most advanced offensive player relative to the deepest two defenders at the same time the ball is played in the attacking half of the field. The trail official will normally be behind the ball on plays to his/her left. Attention will be directed to play around the ball. The penetration of the trail official will depend on the type of game being played (kick and run vs. ball control) and the physical ability of the official. Penetration of 20-30 yards by an official will help “box” the play and preclude any guessing or missed calls from the touch line. At some time, the trail official will become the lead official and will have to rule on goal line plays to the right. Of course, the position of the ball will dictate which official will be responsible for off-the-ball coverage is the hallmark of the Dual System. In games played in halves, officials should exchange field sides at halftime and “lead” to their left starting the second



Diagram 2
General Movement of
Officials During Play

half; assuming they were leading to their right in the first half.

Making the Call:

- A. When a foul is observed that is to be penalized, an official:
 - 1. gives a short, sharp blast of the whistle;
 - 2, visually indicates the direction and type of free kick (direct or indirect) or the direction and spot of the throw-in;
 - 3. when required, the lead official gives a sharp blast of the whistle declaring the ball “ready-for-play.” Do not wait for the defense to set up.

- B. Official’s procedural guidelines to issue a card:
 - 1. stop play;
 - 2. stop the clock;
 - 3. hold a yellow or red card as the situation warrants with arm fully extended above the official’s head;
 - 4. indicate player(s);

5. record player's name and jersey number.
6. inform player of the reason for the caution or disqualification.
7. inform the scorekeeper and coaches from the reporting area.
8. restart game promptly.

Free Kicks:

When the ball has been properly placed, the trail official shall signal to the lead official. It is suggested the trail official indicate the ball is "ready-for-play" by giving the appropriate free kick signal.

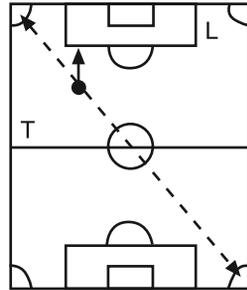


Diagram 3
Position on Free kicks

Goal Kicks:

The trail official is responsible for declaring the ball "ready-for-play". The official's position is near the top of the penalty area approximately halfway between the touchline and the penalty area. See Diagram 4. He/she is responsible "to see the kick clears" the penalty area before it is played a second time.

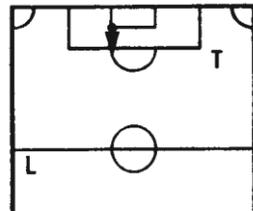


Diagram 4
Position for Goal Kicks

The lead official should be approximately at the halfway line near the touchline. The position will be determined by the kicker and wind conditions. The main observation will be the players around where the ball will be kicked, watching mainly for illegal pushing.

Corner Kicks:

The lead official is responsible for declaring the ball "ready-for-play" on all corner kicks, if a second whistle is required. The position will be approximately the same whether the kick is taken from the right side or the left side. See Diagrams 5 and 6. Also, he/she is responsible for the flight of the ball from the right or left. The lead official will be positioned on the

goal line between the outer edge of the penalty area and the touch line. When the ball is kicked from the right, the lead official will pivot after the ball has been kicked to observe play while continuing to observe the ball to determine where it will land. As soon as the official knows the ball will land in the field of play, forget the ball and direct attention to players around where the ball will land. The trail official will be positioned near the top of the penalty area on his/her side of the field regardless of whether the kick is taken from the right or left. On kicks taken from the right, the trail official should observe action on the goalkeeper and play around the goal area. The trail official shall assume a position which does not interfere with play, but allows observing fouls in the goal area.

When the kick is taken from the left side, the responsibilities are slightly different. The placement of the ball on kicks taken from the left is the responsibility of the trail official. When it is properly placed, the trail official will give a signal. After the ball is kicked, the lead official observes

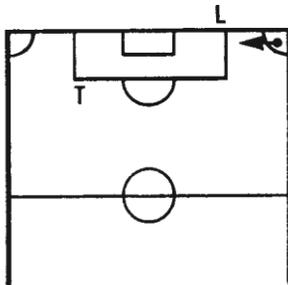


Diagram 5
Position for Corner Kicks from the Right

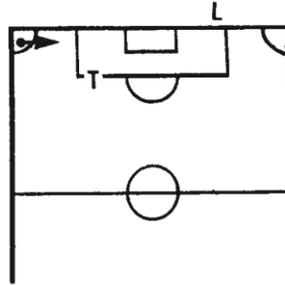


Diagram 6
Position for Corner Kicks from the Left

action on the goalkeeper as well as follows the flight of the ball to rule on the ball over the touchline. The trail official observes action in the penalty area, giving special attention to play in the goal area. If a second whistle is required to begin play, the lead official should delay slightly before declaring the ball "ready-for-play" to give the trial official an opportunity

to assume proper position. This is another clear case of “looking off the ball”.

Throw-in:

The official responsible for the touchline from which the throw-in is made will be primarily responsible for the legality of it. If the attack is coming toward the official, he/she must be positioned to be the lead official and must anticipate development of play. When the attack is away from the official, that official need only rule on the legality of the throw-in. The official on the opposite touchline will observe players in the general area around the throw-in watching for holding and pushing, etc.

Penalty Kicks:

The lead official shall be positioned at the intersection of the penalty area line with the goal line on his/her side of the field and is responsible for declaring the ball “ready-for-play” after it has been **placed by the kicker.** The main responsibilities of the lead official are to act as goal judge and to see that the goalkeeper stands on the goal line and does not move off the goal line before the ball has been kicked. The trail official shall be positioned near the top corner of the penalty area opposite the lead official. See Diagram 7. The responsibility is primarily to watch for infringements of the penalty area and quarter arc by members of either team and infractions by the kicker. As soon as a penalty kick is indicated, the official closer to the ball shall pick up the ball and take it to the penalty mark. Both officials will assist the players in assuming positions for the kick.

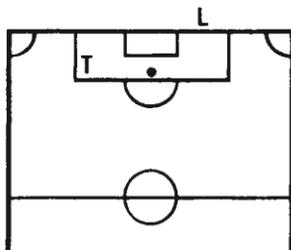


Diagram 7
Positions for penalty kicks

The lead official will hand the ball to the kicker and instruct the player to place the ball and then walk to the goalkeeper making sure the goalkeeper is ready and understands that the ball will be released by the whistle.

HANDLING SUBSTITUTIONS:

The official responsible where substitutions will be made will beckon the players onto the field. The official responsible for the re-start will sound the whistle.

Responsibility for Declaring the Ball “Ready-for-Play” WHEN A SECOND WHISTLE IS REQUIRED:

Substitution	Bench Side Official
Situation	Official
Start of each half	Trail
Kickoff after goal	Trail
Drop Ball	Trail
Goal Kick	Trail
Corner Kick	Lead
Penalty Kick	Lead
Free Kick	Lead
Throw-in	Official responsible for ruling on the legality of the throw.

THE THREE WHISTLE SYSTEM OF OFFICIATING**A Three Whistle – Three Referees With Equal Authority Strategy**

This material is meant to provide all soccer referees with basic information on mechanics that will lead to a consistent and uniform method of applying the 3 Whistle System (3WS).

The content of this presentation is designed to include both general and specific discussion on topics dealing with the fundamentals of mechanics of the 3WS Included in the discussion are the following subjects:

- General Characteristics of the 3WS
- Movement Patterns of the Three Referees
- Mechanics for Specific Game Situations
- Kickoffs
- Free Kicks (Near Goal Situation)
- Goal Kick
- Corner Kick (Near Side)
- Corner Kick (Far Side)
- Penalty Kick
- Throw-in
- Managing Substitutions
- Methods of Positioning Referees in the Game
- Pre-game Conference
- In-game Procedures

General Characteristics

The Three Whistle System consists of three officials, a center referee and two side referees. The three officials have equal jurisdiction in enforcing the rules. Each referee uses a whistle to signal a rules violation or to otherwise stop play.

The 3WS does not have a hierarchal structure, rather all three are referees and share equal responsibility in the enforcement of the rules and match control. Furthermore, greater flexibility in the movement of the three referees focuses more officiating resources in closer proximity to the play and thus game fouls as well.

Because the 3WS is a system in which all three referees have equal jurisdiction and greater flexibility of movement, the talents of all of the officiating resources are utilized in the most effective and efficient manner. For administrative purposes, one of the three referees is to be designated the head referee who is responsible for conducting the pre-game conference and for the overall management of the game. In essence, the 3WS is a system which utilizes the combined strengths of the dual system (D.S.) and diagonal system of control (D.S.C.).

Movement Patterns

In the 3WS system there is always a center referee, a lead side referee and a trail side referee. The referees' pattern of movements are area specific with flexibility.

The center referee moves in a flexible diagonal pattern across the field from approximately one penalty area corner to the other penalty area corner. The center referee focuses on "boxing" the play in between himself and the lead side referee. In essence, the center referee's movements during play combine the positioning mechanics of the dual and the diagonal system of control. (See Diagram 1 – Referees' Area of Movement)

The side referees are primarily, but not only, responsible for determining offside. They move either inside or outside of the touchline depending on the location of the players and the ball (See Diagram 1). The side referee remains in an appropriate position in order to make the offside call.

Depending on the direction of the ball, the side referee either assumes the role of lead side referee or trail side referee.

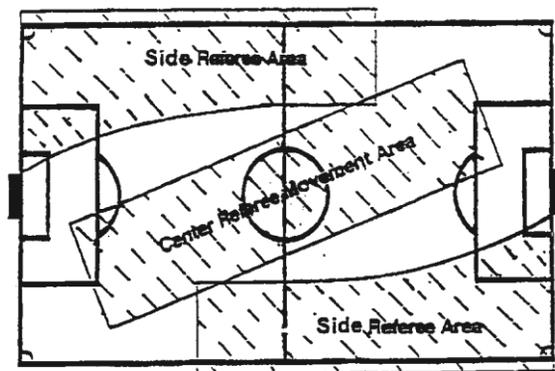


DIAGRAM 1
REFEREES' AREA OF MOVEMENT

The lead side referee is normally ahead of the ball. He/she is responsible for covering the touchline and nearer goal line. In addition, the lead side official must be in position to judge on offside. This means the lead side referee must assume a position to know the location of the most advanced offensive player relative to the last two defenders at the same time the ball is played by a teammate.

The trail side referee will normally be behind both the ball and center referee on plays to his/her left. This referee will focus on the players' conduct off the ball, on the blind side of the center referee. The penetration of the trail side referee into the offensive half of the field will depend on the position of the center referee, type of game being played (long ball vs short passing), weather conditions and the physical ability of the officials.

When the three referees use proper movement patterns, they will form three triangular zones of visual coverage around and through the ball which will permit them to always be in position to observe the play clearly and to

give the best possible decision. The three triangular visual zones consist of the lead side referee's triangular zone, the center referee's near trial triangular zone and the far trail touchline triangular zone provided by the trail side referee (See Diagram 2 – Referees' Triangular Zones of Visual Coverage).

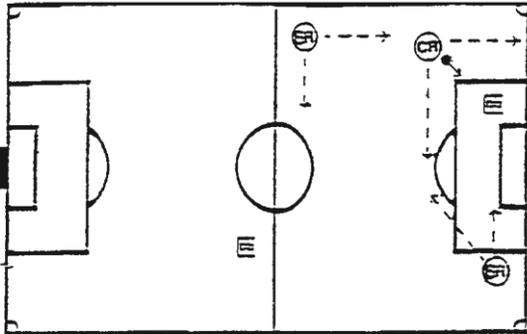


DIAGRAM 2
REFEREES' TRIANGULAR ZONES OF VISUAL COVERAGE

- Key:
-  = Position of second to last defender
 -  = Side Referee
 -  = Center Referee
 -  = Indicates ball and direction of ball movement

It is important to note that in the discussion to follow on the mechanics for specific game situations, positions for each referee will be described and illustrated with a diagram to assist the soccer official in understanding that the referees' positions identified for each specific game situation are not to be considered an exact spot for the position but rather a position located within a soft zone that a referee may modify a few yards in one direction or another in order to obtain the most effective visual coverage for his/her visual triangular zone.

Mechanics for Specific Game Situations

Kickoffs

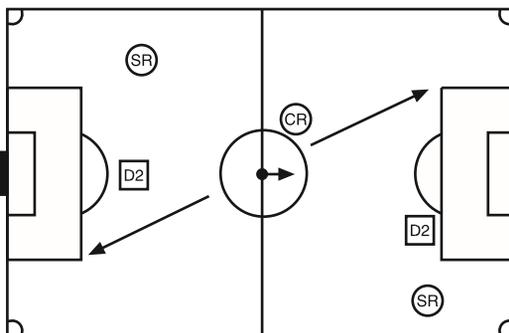
To start each period and after goals, the position of the referees should be as shown in Diagram 3 – Positions for Kickoff.

Center Referee:

- Stands slightly back from halfway line just outside the center circle and facing the direction of lead side referee and kickoff direction. Before signaling for the kickoff, the center referee shall check with a scorer and timer to obtain a “ready” sign from them. He/she will then check to see that the lead and trail side referees are in the proper position. Having obtained these “ready” signs and confirmed the proper positioning of the side referees, the center referee will sound the whistle to declare the ball is “ready-for-play.”

Side Referees:

- Walk to center circle with center referee and then jog down center of field to check net and goal conditions. Following goal check, each side referee moves to a position on the field about 5 yards from the touchline opposite the second to last player in his/her half of the field and stands facing half-way line as a “ready” signal for the center referee.



**DIAGRAM 3
POSITIONS FOR KICKOFF**

Free Kicks (Near Goal Situation)

Most restarts any place on the field resulting from a foul that is being penalized shall be signaled by the center referee when a second whistle is required. When a free kick restart is located deep or around the penalty area, the trail side referee will manage the restart. This will permit the center referee to move to a position near the ball landing area. However, the responsibility of managing restarts from fouls on the field belongs ultimately to the center referee.

When the center referee is certain the ball has been properly placed, he/she may whistle for a “ready-for-play” restart. On all free kick restarts, it is the lead side referee’s responsibility to cover the offside with the exception of the free kick near goal situation. Here, the center referee will cover the offside when the defensive wall tactic is used.

Center Referee:

- Manages the restart.
- Checks to see if lead side referee is positioned on goal line before whistling for kick.
- Takes position to side of kick in order to primarily cover possible offside or encroachment fouls. (See Diagram 4 – Positions for Free Kick Near goal)
- Anticipates making a fast sprint down field if a fast counter attack develops.

Lead Side Referee:

- Moves quickly to position on goal line and slightly down the line from corner flag when kick is on near side. The lead side referee moves deeper down the goal line if the ball is on the far side of the field.
- Focuses on status of ball going over goal line to determine whether to award a goal, corner kick or goal kick.
- Assists with offside when possible.
- If ball moves downfield after kick, quickly assumes appropriate position to call offside and keeps play in view as much as possible.

Trail Side Referee:

- Positions self approximately in line with the second to last defender or the first attacker of the defending team when all defending players move back to maximize their team's defensive posture.
- Assists in detecting fouls if play remains in penalty area after restart.

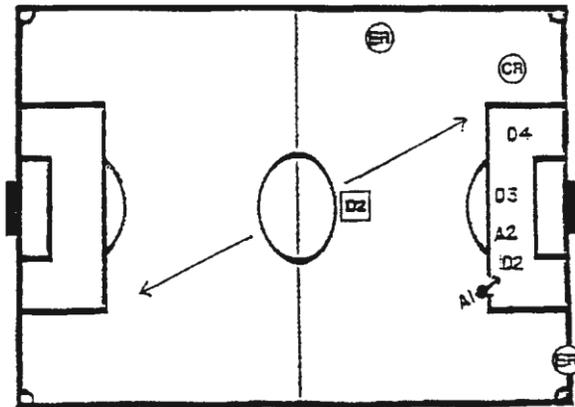


DIAGRAM 4
POSITIONS FOR FREE KICK NEAR GOAL

Goal Kick

The nearest referee whistles (only if necessary) when the ball leaves the field and then points to goal area to indicate goal kick. Other functions by position are:

Center Referee:

- Moves by back pedaling to a position deep enough down field to near the area where the ball will land (See Diagram 5 – Positions for Goal Kicks)

- Anticipates helping trail side referee with quick off-side violation when there is a quick reversal of the attack and the trail side referee was not effectively positioned.

Trail Side Referee:

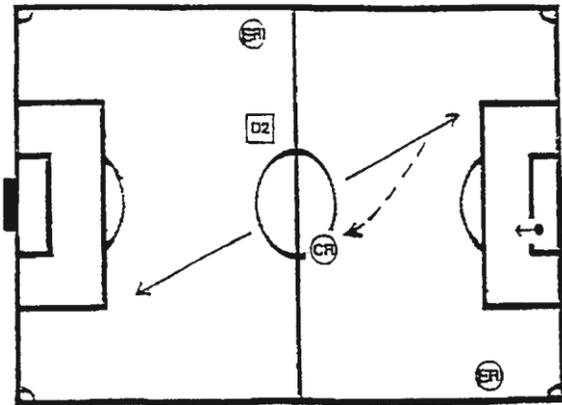


DIAGRAM 5
POSITIONS FOR GOAL KICKS

Trail Side Referee

- Moves to “6 yard line” and then checks that ball is placed at any point within goal area.
- Moves quickly to “18 yard line” to judge encroachment and to verify, if necessary, that ball leaves penalty area before it is played a second time. (See Diagram 5)
- Anticipates covering offside in case there is a quick reversal of the attack.

Lead Side Referee:

- Takes position in line with or vicinity of second-last defender. (See Diagram 5)

- Watches primarily for offside but may assist center referee in observing fouls, particularly if ball is kicked in an area near his/her touchline position.

Corner Kick (Near Side)

The lead side referee is responsible for declaring the ball “ready-for-play” on all corner kicks, if a second whistle is required. The positions of the referees will change to some degree depending on whether the kick is taken from the near (right) side (See Diagram 6 – Positions for Corner Kick (Near Side)) or the (left) side (See Diagram 7 – Positions for Corner Kick (Far Side)).

Center Referee:

- Whistles to stop game, only if necessary, when ball leaves field in his/her visual area.
- Points to corner from which kick is to be taken with arm and fingers fully extended 45 degrees above horizontal.
- Takes flexible position in vicinity of diagonal line from corner of penalty area to point at which goal area line intersects goal line (See Diagram 6).
- Observes action on the goalkeeper and play around the goal area and its immediate surrounding area.
- Recovers rapidly down field for a quick counter attack.

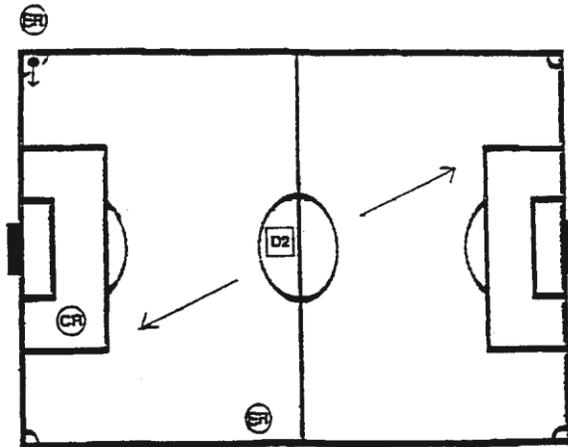


DIAGRAM 6
POSITIONS FOR CORNER KICK (NEAR SIDE)

Lead Side Referee:

- Whistles to stop game, only if necessary, when ball leaves field in his/her visual area.
 - Points to corner from which kick is to be taken with arm and fingers fully extended 45 degrees above horizontal.
 - Positions self as near corner flag as possible (3-4 feet) without interfering with kicker and in line with goal line in order to be looking down goal line.
 - Moves into field immediately after kicker as appropriate to box-in play.
 - Controls encroachment and ball placement and watches for ball "out of play" immediately following kick.
- Recover to position to cover offside as rapidly as possible.

Trail Side Referee:

- Takes position at or near center line or 1st attacker depending on conditions.
- Observes action in the near half of the penalty area.
- Moves rapidly to position to cover offside if quick counter attack develops.

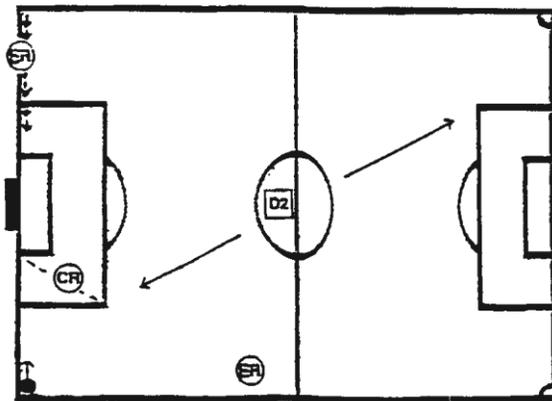


DIAGRAM 7
POSITIONS FOR CORNER KICK (FAR SIDE)

Corner Kick (Far Side)

The corner kick from the far side (See Diagram 7) places the kick on the side of the center referee. Changes necessary for the three officials are few, but important.

Center Referee:

- Whistles to stop game if necessary and points to corner, arm and fingers fully extended 45 degrees above horizontal if necessary.
- Takes position at or near the end of his/her diagonal, in order to detect flight of ball as soon as possible and to still allow observation of action on goalkeeper and around goal as kick is taken.

- Controls encroachment and ball placement prior to kick.
- Observes action and recovers in same manner as described in near side corner kick.

Lead Referee:

- Responsibilities are the same as in near side corner kick, except that the lead referee moves down the goal line and takes a position, based on conditions, between the side line of goal area and the side line of the penalty area.
- Observes ball “out of play” immediately following kick and focuses on action in goal area immediately if flight of ball enters the field of play.

Trail Side Referee:

- Functions remain the same as in other corner kick, except he/she will observe encroachment prior to and as kick is taken. This will permit the center referee to focus on action in and around the goal area and near the goalkeeper for obstruction possibilities. All other responsibilities are the same.

Penalty Kick

Any one of the three referees who whistles for a foul to be awarded a penalty kick should then point clearly to the penalty kick mark, stop the clock and, if necessary, address any misconduct. The actual management of the kick will always be the responsibility of the center referee, while the side referees will carry out the additional specific functions as described below immediately after completing the general duties when they whistle to stop play resulting in a penalty kick.

Center Referee:

- Manages the taking of the kick, including handing the ball to the kicker, instructing the kicker where to place the ball and when it is to be kicked, identifying the kicker to the goalkeeper, instructing the goalkeeper that the ball will be kicked only after the whistle and making sure the goalkeeper is ready before signaling for the kick.

- Moves to a position halfway between the ball and goal, off to the side, where he can observe kicker. He/she must be able to detect fouls either before, during or after the kick. (See Diagram 8 – Positions for Penalty Kicks)
- When the ball, all players and side referees are properly positioned, signals for the kick to be taken.
- Judges encroachment of either team into the penalty area prior to kick.
- If ball is deflected off goal back into play, he/she is to be alert to possible second consecutive touch by kicker.
- If goal is scored or ball is kicked over goal line, moves quickly up field while maintaining surveillance of players by running backwards and/or turning head.

Lead Side Referee:

- Moves quickly to position at intersection of the goal line and penalty area and positions the goalie on the goal line.
- If goalie moves off the goal line before ball is kicked, deals with the infringement accordingly.
- Judges the goal or ball out of bounds over goal line.
- If goal is scored, whistles and signals goal, then moves upfield while maintaining surveillance of players by walking backwards until in position for kickoff.
- If ball is deflected off goalie or rebounds off goal, quickly resumes position to judge offside, keeping play in view if possible and/or looks for encroachment.

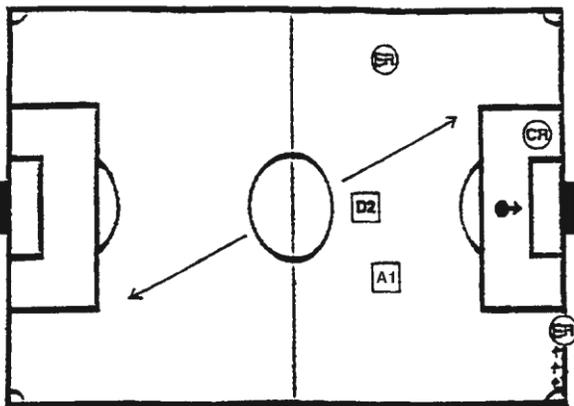


DIAGRAM 8
POSITIONS FOR PENALTY KICKS

Trail Side Referee:

- Moves to a position as close to the top area of the penalty area as possible, while remaining in the vicinity of the second to last defender or first attacker, in order to cover offside.
- Watches for infringements of the penalty area and restraining arc by members of either team.
- Moves rapidly to position to judge offside if ball is or about to be played downfield.

Throw-In

The side referee generally whistles when ball goes out of bound over the touch line and results in a throw-in. The center referee can assist on balls

going out of bounds deep in the corners of the field at either end of his/her diagonal run pattern.

Center Referee:

- Moves off when desirable from usual diagonal movement pattern to establish head-on line of vision to direction of throw to better judge hand faults. (See Diagram 9 – Positions for Throw-in)
- Looks for hand faults and for fouls in area around the throw-in.

Lead and Side Referee:

- Indicates direction of throw-in by bringing up arm to a 45 degree angle when ball crosses over the touch line on his/her side of the field. Blows whistle when appropriate.
- When side referee is doubtful of direction, eye contact is made with center referee for assistance. If center referee assists by pointing in the direction of the throw-in, the side referee mirrors the arm pointing direction.
- Looks primarily for foot faults and secondarily for hand faults and encroachment by the defense.

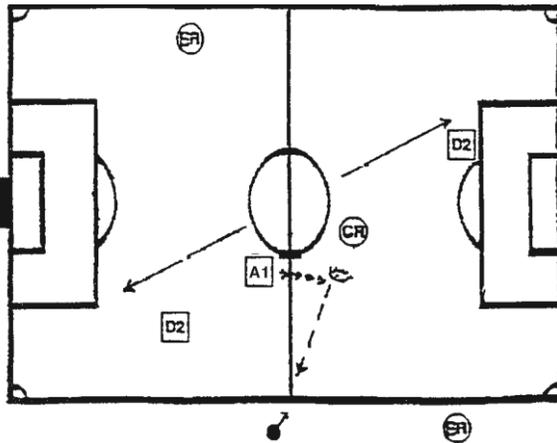


DIAGRAM 9
POSITIONS FOR THROW-IN

Managing Substitutions

The side referee responsible for the touchline where substitutions will be made should sound the whistle and give the dead ball signal when a substitution is being made. The other two referees will mirror the dead ball signal.

When the substitutions have been properly completed, the official responsible for the touchline where the substitutions were made will lower his/her arm to a position parallel with the ground and pointing in the direction play will proceed. At this point, the official responsible for the restarting of play will also lower the arm, point and sound the whistle to release the ball for play. The third referee mirrors this arm position until the signal is given to start play.

When substitutions are made on a throw-in situation, the side referee from which the throw-in is to be made will be responsible to sound the whistle to release the ball for play.

Referee Responsible for Managing RESTART and Whistling When Second Whistle is Required.

Situation	Referee
Start of each half	Center Referee
Kickoff after goal	Center Referee
Drop Ball	Center Referee except in situations near touchline then side referee
Goal Kick	Center Referee
Corner Kick	Lead Side Referee
Penalty Kick	Center Referee
Free Kick	Center Referee except kicks from deep within defensive end of field which are the responsibility of trail side referee
Throw-in With Substitution	Side referee on touchline from which the throw-in will be made

Methods of Positioning Referees

The three whistle system, by virtue of having three officials with equal jurisdiction in enforcing the rules, permits flexibility in positioning. Of the possible positioning methods to be used in the game, there are two that will be explained, because each is applicable to high school soccer.

Rotation Method – In the Rotation Method, prior to taking the goal kick, the CR and the old trail referee switch positions making the CR the new lead. The old trail now becomes the CR and as with all goal kicks, the old lead becomes the new trail.

Stationary Method – This approach has been part of the diagonal system of control since its conception and is characterized by each official's being assigned a specific position and remaining in that position for the entire game.

When the stationary method is applied to the 3WS, one official is assigned as center referee, another as side referee on the team side touchline of the field and the third official as the side referee on the far side touchline. All three referees remain in their originally assigned positions for the entire game.

Pre-Game Conference

An essential component of any game is the pre-game conference. This is the time when an understanding is developed and difficult rule interpretations are discussed.

The head referee is responsible for conducting the conference and is responsible for the overall management of the game. The head referee conducts the pre-game instructions with the timer, scorer, coaches and team captains, and also handles the coin toss. The head referee will be assisted in these duties by the referee. The head referee and the referees should inspect the field together, with the referees calling any irregularities to the attention of the head referee. The head referee will request the game management to make any necessary corrections. The referees are specifically responsible for instructing the ball holders and in carrying out other duties directed by the head referee.

A very important responsibility of the head referee is to make decisions on any points not specifically covered in the rules. The head referee is the final authority on any rule interpretations necessary during the course of the game. Another important responsibility is ruling on legality of player

equipment. Particular attention should be given to casts, bandages and padding protecting injuries.

The head referee and the other two referees have equal responsibility and authority in calling fouls. The judgment or decisions by any referee cannot be questioned or set aside by another, but joint counsel is often helpful when conducted by three referees away from everyone.

In-Game Procedures

- A. Making the Call:** When a foul is observed that is to be penalized, the referee will:
1. Give a short, sharp blast of the whistle;
 2. Visually indicate the direction and type of free kick (direct or indirect) or the direction and spot of the throw-in.
 3. When required, the proper referee should give a sharp blast of the whistle declaring the ball “ready-for-play.” Do not wait for the defense to set up.
 4. When two referees whistle, the referee closest to the foul should be the responsible referee for giving the direction and type of kick. When the referee farthest from the foul also whistles a foul and disagrees with the type and direction of call by the referee nearest the foul following a simultaneous whistle or when a team quickly takes the free kick immediately without a second whistle in a direction that is perceived as improper by the far referee involved in a simultaneously whistle situation, he/she should immediately give a long blast of the whistle, give a time-out signal and then move rapidly to the referee nearest the foul to resolve the difference.

When the difference between two referees with simultaneous whistles cannot be resolved either by having one whistle take precedent over the other whistle because one violation is more severe (i.e. hand ball vs. dangerous play) or because evidence from one official substantiates one foul occurred prior to another foul in the simultaneous whistle situation, a drop ball shall be awarded for any such unresolved simultaneous whistle event. Also, a drop ball shall be awarded whenever a simultaneous whistle situation has two different teams whistled for the same level foul by two referees (i.e. Team A called for holding and Team B for holding).

Referee's procedural guidelines to issue card.

1. Stop play;
2. Stop the clock;
3. Hold a yellow or red card with arm fully extended above the referee's head;
4. Indicate player
5. Record player's name and jersey number to be done by all three referees;
6. Inform player of the reason for the caution or disqualification.
7. Move to the reporting area and Inform the scorekeeper and coaches: (Note: The referee issuing the card is responsible for carrying out the informing process.
8. Referees are to report/confirm cards issued to one another before restarting game as follows:
9. When either Side Referee issues the card and after completing Item 7 above (informing scorekeeper and coaches), the Side Referee issuing the card informs/confirms type of card, player's number and jersey color to the Center Referee before restarting game.

NOTE: When the Side Referee farthest from the scorer's table issues the card, it is suggested the Side Referee on the team side be informed

immediately after the scorekeeper and timer have been notified and then confirm information with Center Referee.

10. When the Center Referee issues the card and after completing Item 7 above, he/she informs/confirms type of card player's number and jersey color to the Side Referee located on the touch line side with the scorekeeper's table.
11. Restart game promptly
12. At the halftime interval, all three referees confirm data on cards issued and then as a team confirm information with official Score keeper to correct differences.

AHSAA OFFICIAL SOCCER SIGNALS



Direct free kick
points in direction of kick



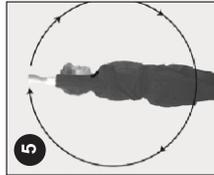
Indirect
free kick



Play On



Timeout



Wind-up to
start clock



Penalty Kick
point to spot
Goal Kick
point to goal area



Caution/
ejection



Corner Kick
point to corner



Goal

**ASSISTANT
REFEREE SIGNALS**



Throw-in

The flag should not be brought across the body. Appropriately, the flag should be switched to the appropriate hand.



Substitution

Hold flag above head as shown until acknowledged by the referee, then return the flag to the side.



Foul/Misconduct

Hold flag vertically until acknowledged by the referee; 2. wave flag; and 3. point the flag in the direction where the free kick will take place.



Corner Kick

Assistant referee should point to the nearest corner.



Goal Kick

Assistant referee should point to the goal area.



**Stop Play –
Offside**

Assistant referee should indicate he/she has seen an offside with the right arm.



Offside Free Kick
When referee stops play, assistant referee indicates position on far side of the field



Offside Free Kick
When referee stops play, assistant referee indicates position near center of the field



Offside Free Kick
When referee stops play, assistant referee indicates position on near side of the field

Spectator Management Policy

SPECTATOR MANAGEMENT POLICY

Officials are only responsible for team personnel (Players, Coaches, Non-Players, Team Attendants) relating to the game. Game management is responsible for everyone else. If someone not under the official's jurisdiction is to be justifiably removed, you must stop the contest, locate home game management and ask them to handle the situation. Resume play once it is handled. If game management does not handle or refuses to handle the situation, then you give them one more opportunity. If they still do not handle or refuse to handle the situation, the contest may then be terminated. The termination and cause must be reported to the state office within 2 hours of the contest.

Four Questions to be asked to determine the justification of having someone removed:

1. Did the spectator use profanity or offer personal threats of bodily harm against the official?
2. Did the spectator ever leave the stands and come on the playing surface?
3. Did the spectator do or say anything to disrupt the game in any other way besides intimidating the official?
4. Did this situation have to be handled in this manner or could this situation have been handled in a better way?

WRITING EJECTION AND UNSPORTSMANLIKE INCIDENT GAME REPORTS

Ejection Reports

All disqualifications (Red Card) must be reported in writing the AHSAA Report Form found on the AHSAA Arbiter Web Site no more than 12 hours after they occur. If the team is involved in games later that day, the incident should be reported as soon as possible. This information is needed by the AHSAA to determine what, if any penalties will be levied on the player, coach, and/or school. Because of this, the report must contain information that allows the AHSAA staff to make the correct decision.

The following facts should, there be included in the ejection report:

- Who: Player (s) with number (s), coach, or bench personnel and team (s).
- When: Period and Time remaining in the period
- What: Rule Number of the Misconduct and indicate the Misconduct: Serious Foul Play; Violent Conduct; Subsequent Caution; Offensive Language; Leaving the team area to participate in a fight.
- Where: Location of incident on/off/field.
- Why did it happen (if known – do not guess – only give facts)?
- What was happening at the time?
- What action did the referee take?
- How was the match restarted?

When writing the ejection report, please remember to:

- Consult with your officiating team and get their input before writing the report.
- Use short, precise, neat and clear statements
- Provide detailed information on what occurred.