

United States Soccer Federation



Introduction to Referee Assigning

Course Objectives

The participant will be able to demonstrate an understanding of the United States Soccer Federation's Assignor Program by:

- Practical application through class involvement.
- The ability to assign referees ethically and accurately to matches at all levels applying the USSF assignor guidelines.



Agenda

1. Assignor Positions
2. Assignor Impact
3. Philosophy
4. Practical
5. Tools
6. Handling Problems



State Referee Program

INSTRUCTION

ENTRY
INTERMEDIATE
STATE LEVEL
REFRESHER

ASSESSMENT

DEVELOPMENTAL
ADVANCEMENT

ADMINISTRATION

REGISTRATION
RE-CERTIFICATION

ASSIGNOR

GAMES
SCHEDULING



USSF Assignor Program

Assignor Positions

State Assignor Coordinator (SAC)

- Appointed by the SRC (SRA)
 - State Games Assignor
 - Tournament Assignor

League/Club Assignor

- Appointed by the Leagues



The Assignor's Impact on the Referee Program

- Recruiting
- Retention
- Promotion
- Training
- Mentoring
- Morale



The Assignor's Impact on the Game

Assignors Have Power!

They impact on the:

- Enjoyment by Players and Fans
- Safety of Players
- Success of a Player - a Team - a Club - a League
- a Tournament - a State

And More!



Assignor's Qualifications

HONEST

Cooperative

Knowledgeable

Diplomatic

Administrative skills

Understanding

Patience

Common Sense



Code of Ethics for Assignor

- ❖ I will maintain the utmost respect for referees and other officials of the game and I will conduct myself honorably at all times.
- ❖ I will make assignments based on what is good for the game and what is good for the referee.
- ❖ As a member of the United States Soccer Federation, my actions will reflect credit upon that organization.



Code of Ethics for Assignor

- ❖ I will contribute to the continuous development of referees in the National Program for Referee Development.
- ❖ I will conduct myself ethically and professionally in the assignment process.
- ❖ I will respect the rights and dignity of all the referees, and I will not criticize them unless it is in private, constructive, and for their benefit.



Code of Ethics for Assignor

- ❖ I will offer equal opportunity to all qualified referees, and I will not discriminate against or take undue advantage of any individual or group on the basis of age, race, color, religion, sex, national origin, or disability.
- ❖ I will cooperate fully in the timely resolution of any grievance, hearing, or complaint.
- ❖ I consider it a privilege to be part of the United States Soccer Federation and my actions will reflect credit upon that organization or its affiliates.



Session 2

The Philosophy of Assigning



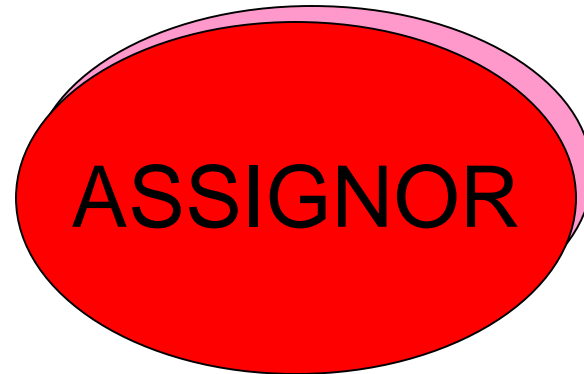
Assignor Philosophy

- Assignments Fair & Equitable
- Follow Guidelines
- Follow Code of Ethics
- Balance the Relationships

How?

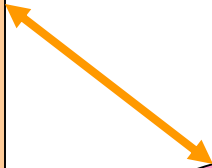


Balance the Relationships



Balance the Relationships

THE LEAGUE or
TOURNAMENT or
STATE PROGRAM



ASSIGNOR



Balance the Relationships

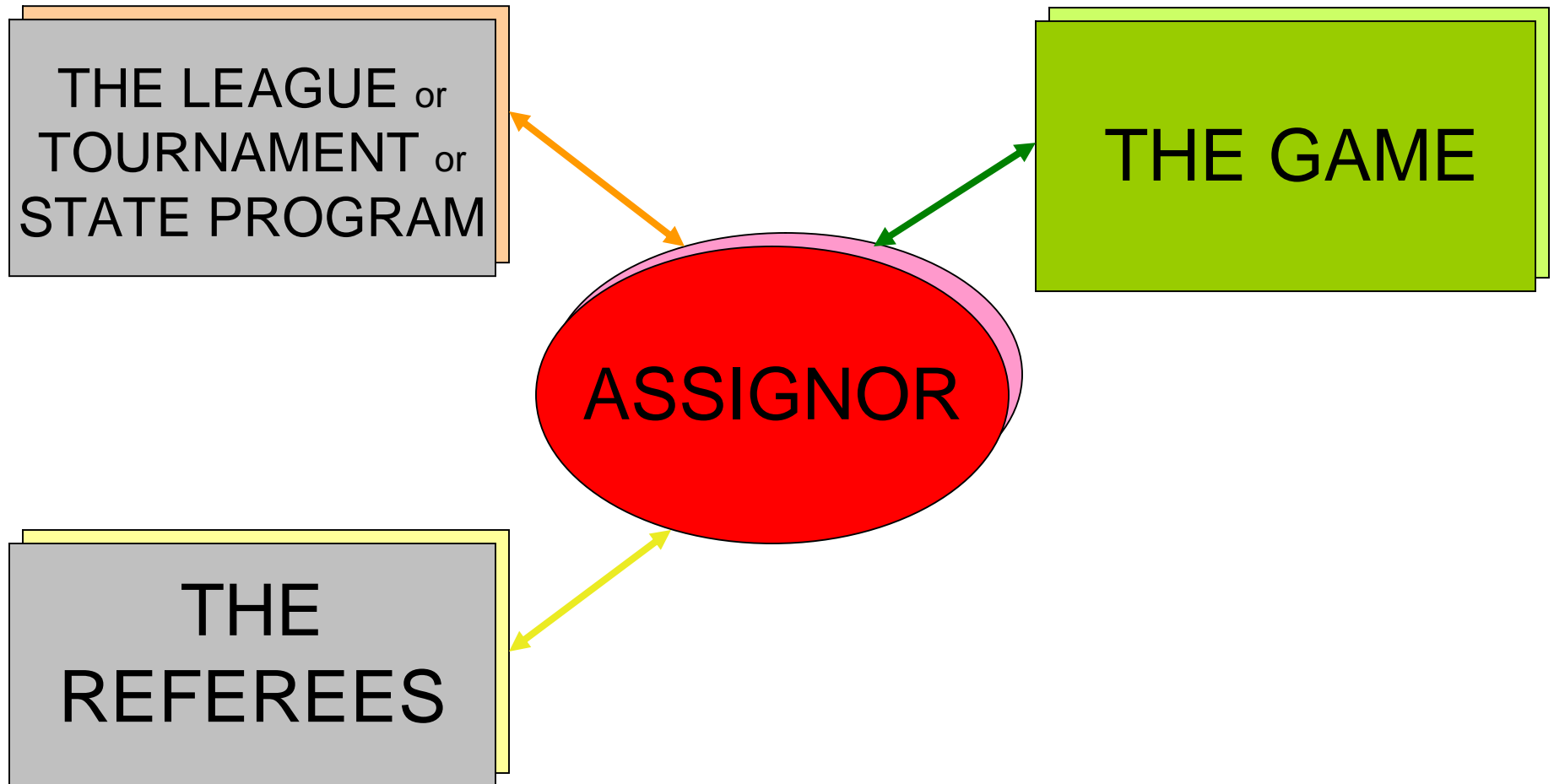
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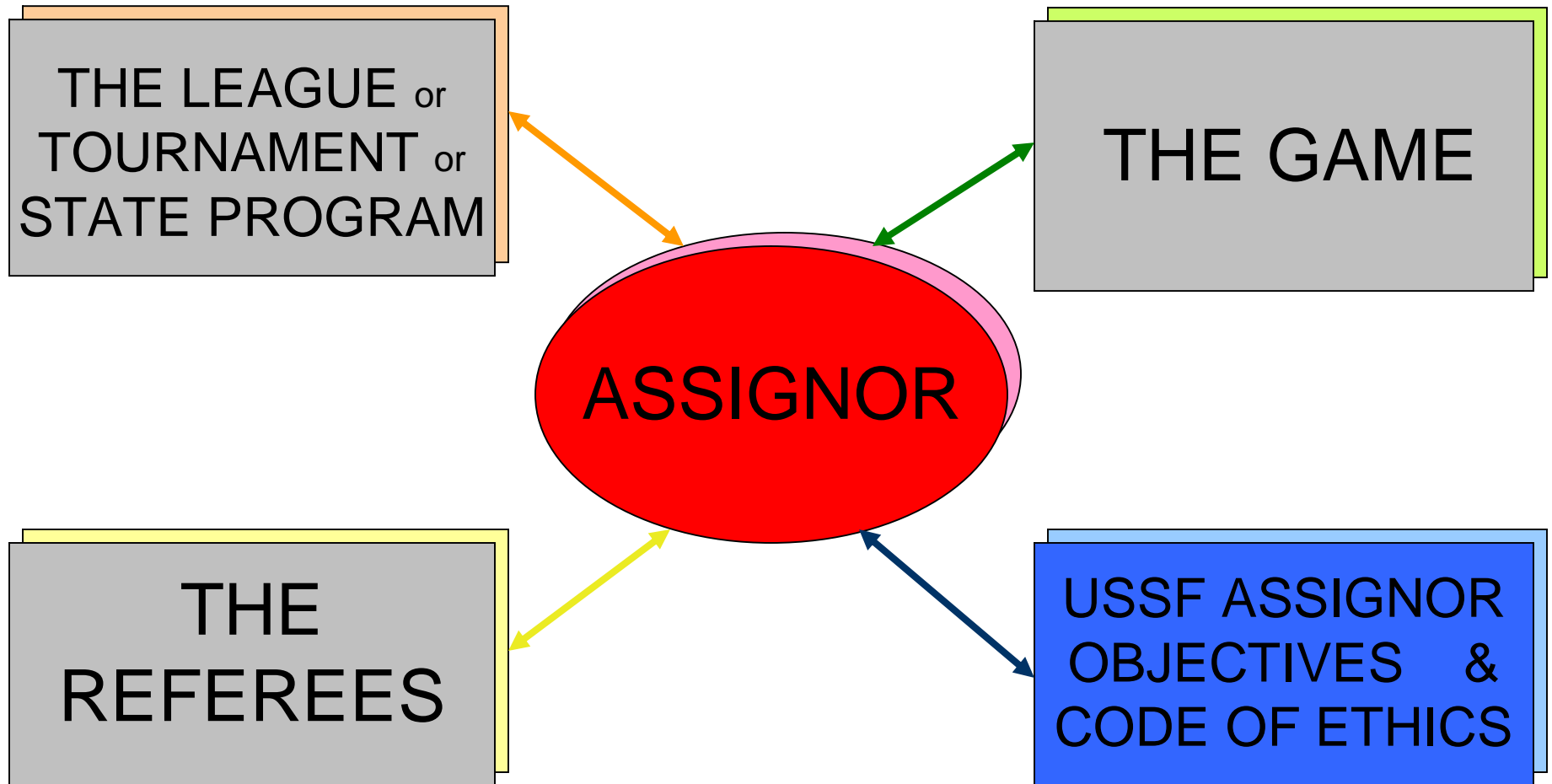
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REFEREES



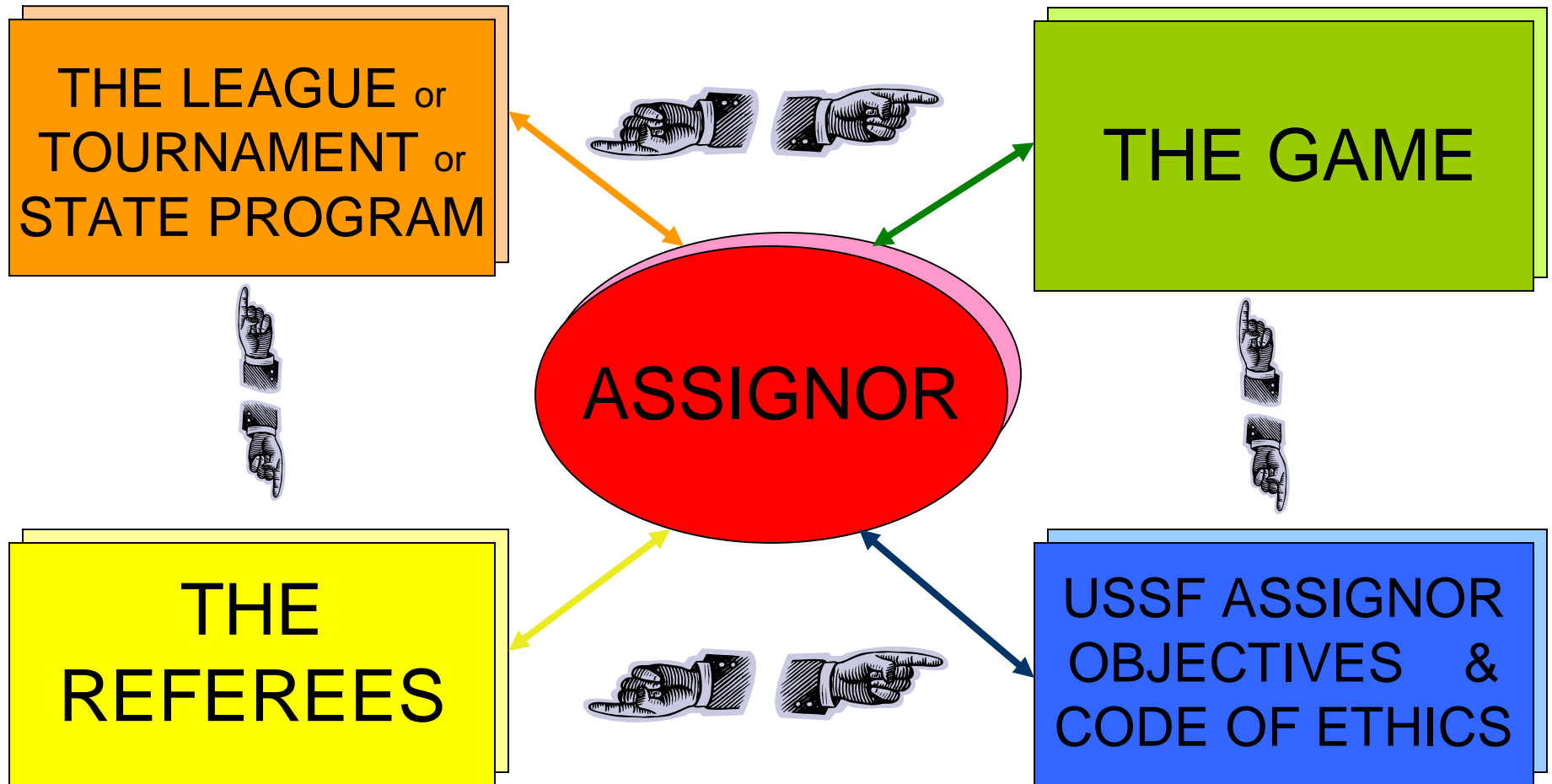
Balance the Relationships



Balance the Relationships



Balance the Relationships





Group Problem Solving and Solutions



Group Problems

- Schedules
- Certification/Qualification
- Ethics (2)
- Recruiting and Retention
- ‘Fast Tracking’
- Leadership



Session 3

Matching the Referee to the Match



Factors in Rating and Assigning Referees

Ability

Age

Assessments

Availability

Comfort Level

Conflicts of Interest

Reliability

Enthusiasm

Experience

Fitness

Grade

Observation

Reputation

Gender



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Gender



What Factors Affect Rotation? (1)

- R's problem last game
- Burn-out
- Rating
- Upgrades
- Personal Problems
- Health
- Discipline/Reward



What Factors Affect Rotation? (2)

- Retention
- Only do “certain games”/comfort level
- Availability
- Contributions
- Attitude



Match the Referee to the Match

- Use USSF guidelines
- Referee personality
- Conflicts of interest
- Fair rotation
- Grade + Longevity \neq Ability
- Rate within grade
- Assignments to train
- Evaluate difficulty of match



Match the Referee to the Match

Use USSF guidelines

Referee personality

Conflicts of interest

Fair rotation

Grade + Longevity \neq Ability

Rate within grade

Assignments to train

Evaluate difficulty of match



Match the Referee to the Match

Referee Relationships with Leagues

- Is it overly positive?
- Is it negative?
- “Homer” ?



Match the Referee to the Match

- **Grade 12 - Assistant Referee** – Min. Age: 18
Level: AR only at Amateur or Youth Level
- **Grade 9 - Recreational Referee** –Age: No minimum
Level: **Beginning** referee doing centers on youth recreational games through **U14**. AR on any youth game through **U14**.

Match the Referee to the Match

- **Grade 8 - Referee Class 2** – Age: No minimum
Level: All youth games, assistant referee in comparable games
- **Grade 7 - Referee Class 1** – Min. Age: 17
Level: All youth games and mixed leagues, assistant referee in all amateur games below the top division



Tips on how to Find, Train, and Retain Referees!



Recruitment

- Sponsor, host, or assist in filling of the entry referee courses
- Checkbox on player registration form for more information on refereeing
- Publish details of local referee entry courses at local schools
- Incentives of a uniform or courses fees



Development

- Arrange developmental assessments from SDA
- Host in-service training for league referees
- Have upper grade referees “mentor” new referees
- Referee Academies



Retention

- Arrange for promising young referees to be seen at State tournaments
- Encourage promising referees to upgrade before college
- Hold regular referee meeting and encourage sharing of concerns/issues



Retention

Consider the referee when assigning:

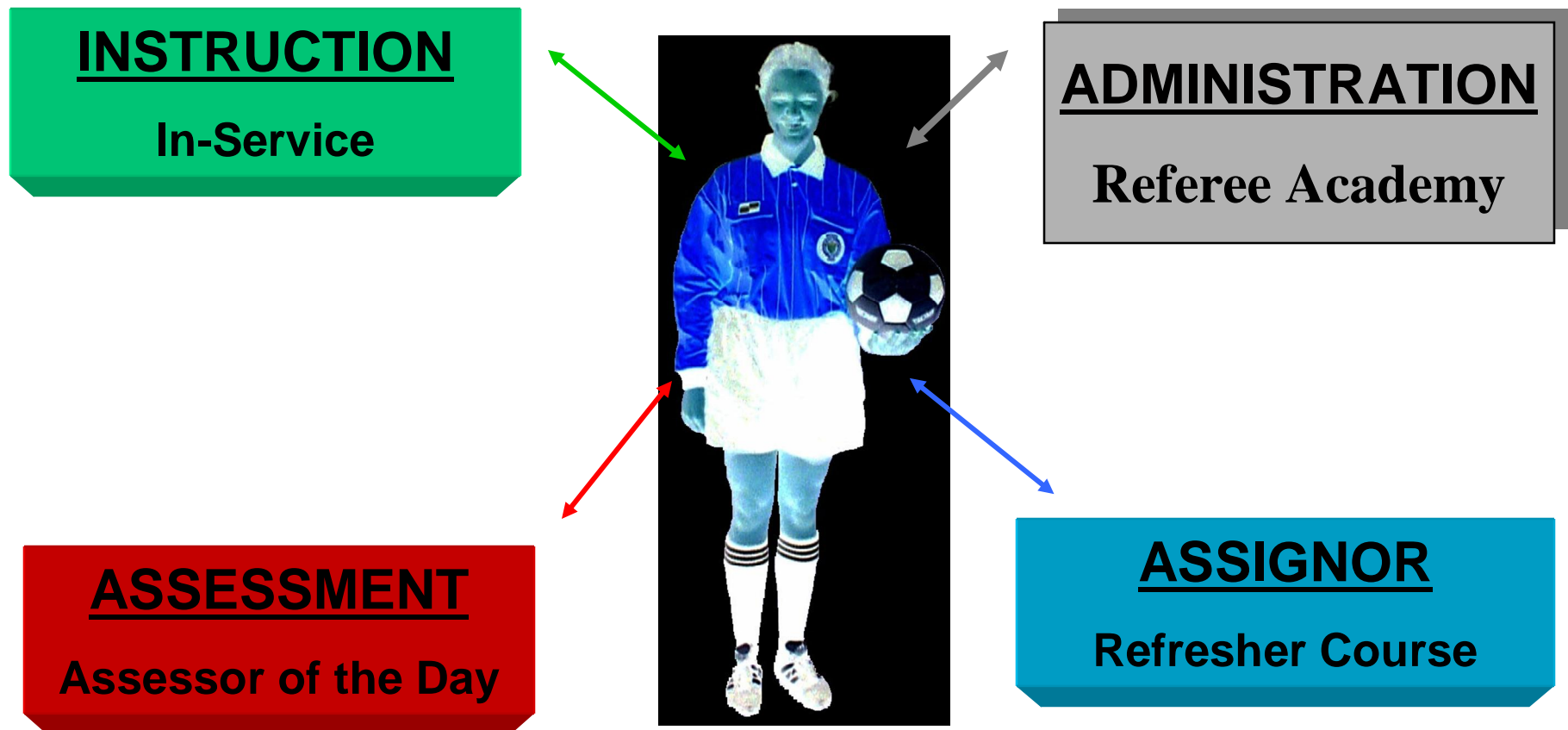
- Discourage back to back centers
- Mix assignments (Referee and Assistant Referee)
- Avoid assigning same referee to same team during a season or tournament
- Breaks are essential – Give the referee a rest



Use your SRC to assist with Developing and Retaining Referees



State Referee Program



USSF Assignor Program

Assignment Exercise



Session 4

The Assignor's Office



The Assignor's Office

- The work area
- Telephone answering machine
- E-mail access
- Directories
- Forms
- Schedules
- Calendar of events
- A separate phone line
- Referee listings
- Availability
- Assignment guidelines
- Administrative manuals
- Rule of the competition you assign for
- Law Book
- Procedures Book
- Computer



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Records

- Availability Rosters
- Assignments
- Correspondence
- Conversation log
- Turndowns/No Shows



Session 5

Turn-backs, No-shows And Dealing With Complaints



Turn-Backs, No-Show

Definitions:

When a referee declines an appointment that was previously accepted is a **turn-back**.

When a referee who accepted an appointment fails to arrive at the field for the match is a **no-show**. **MORE SERIOUS!**



What Action to Take

- When it happens, find out why?
- To avoid in the future, explain to the referee the negative impact on:
 - The game itself
 - Fellow referees
 - Schedule
 - You as the assignor

Be ready to impose consequences

1. Letter of reprimand
2. Loss of rotation
3. Suspension
4. Fine

Or a combination of all of the above.

Complaints from Referees

Underlying Concepts

You are the **first** person that referees will think of when they have a complaint, even if they know that you are not the person who can solve it.

If you want them to be there for you, you must be there for them!



Complaints from Referees

Underlying Concepts

- Be direct and non-punishing
- Consequences shape human behavior
 - Natural Consequences
 - Imposed Consequences
- Sometimes you don't control those consequences.
 - Every once in a while you just have to lose one.



Complaints from Others

- Why are you being called?
 - Action
 - Information
 - Because they need to “VENT”
- What should be your goals?
- What is their solution?
- Who can solve the problem?



Complaints from Others

- What is your role?
 - Let them get everything out first
 - Don't talk - just listen
 - Bedside manner
 - Active listening techniques
 - Understand the problem - Listen for:
 - Feelings
 - Fact
 - Opinions



Complaints from Others

- Guide them in finding their solution.
- Avoid offering solutions - remember if it doesn't work, it will be your fault.



Effective Use of the Telephone

- Script everything possible
- So people know what to expect:
 - Set time limits early
 - Identify fact, feelings, and opinions
 - Summarize the conversation
 - Try to get the other person to come to his/her own solution



Effective Use of the Telephone

- If you do not have the authority to solve a problem, be prepared to inform the caller who can and how to reach him/her.
- Try to leave the conversation with the other person having the next action.
Don't take the monkey.
- If you promise to do something or to “get back to them,” **Do it!!!**



Session 6

Role Playing



Our Watchword

Always Be Direct

And

Non-punishing



FEEDBACK



Thank You For Your Participation

