

UNITED STATES SOCCER FEDERATION



STUDENT MANUAL

ENTRY-LEVEL REFEREE ASSIGNOR

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Introduction

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

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

This revision of the Assignor Course material reflects recent changes adopted by the National Program for Referee Development. There have been ongoing changes to the game priority policy, as well as other changes to various grade of Referees.

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

Documentation for each module is given in the form of a lesson plan, together with the necessary handouts and visual materials. All of the modules presented here have been developed based on actual classroom work, making use of the experience of referee assignors at all levels, from youth to professional. Because of the eight-hour time constraint, the modules are quite precise and complete as to what the instructor should present and how it should be done. The times given are fairly accurate for each of the units. All of the modules are designed to elicit maximum participation by all students. Some Words of Caution: The instructor should read, research, and practice teaching each lesson carefully before presenting it to a live class.

Here is some information that may prove useful to instructors:

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

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

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U.S. Soccer
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ASSIGNOR TRAINER HANDBOOK

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ASSIGNOR WORKSHOP SCHEDULE

8:30-9:00 AM	Welcome, Registration, Staff Introduction	HOST
9:00-10:30 AM	<u>SESSION 1</u> <ul style="list-style-type: none">• Student Introduction (selves)• Course Introduction• Assignor Positions• Assignor's Impact of the Game• Assignor Qualifications• Code of Ethics	INSTRUCTOR
10:30-10:45 AM	<u>BREAK</u>	
10:45-Noon	<u>SESSION 2</u> <ul style="list-style-type: none">• Philosophy of Assigning• Balance the Relationship• Group Problem Solving – Solutions	INSTRUCTOR
Noon-1: 00 PM	<u>LUNCH</u>	
1:00-2:30 PM	<u>SESSION 3</u> <ul style="list-style-type: none">• Rating Referees• Matching the Referee with the Match• Tips on finding, training and retaining referees• Assigning Exercise	INSTRUCTOR
2:30-2:40 PM	<u>BREAK</u>	
2:40-2:50 PM	<u>SESSION 4</u> <ul style="list-style-type: none">• The Office	INSTRUCTOR
2:50-3:30 PM	<u>SESSION 5</u> <ul style="list-style-type: none">• Handling Complaints• Handling No-Shows	INSTRUCTOR
3:30-4:30 PM	<u>SESSION 6</u> <ul style="list-style-type: none">• Role Playing	INSTRUCTOR
4:30-5:00 PM	<u>REGISTRATION</u> <ul style="list-style-type: none">• Feedback• Registration	INSTRUCTOR

REFEREE ASSIGNOR LIST OF DUTIES

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

ASSIGNOR OFFICE

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

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

LIST OF PUBLICATIONS FOR THE ASSIGNOR'S OFFICE

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

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

CHECKLIST FOR A MEMO TO REFEREES

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

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

HANDOUTS