

**Lee's Summit Soccer Association
U9/U10 Recreational Division Referee Procedures**

Arriving at Fields to Check-in

- Arrive 30 minutes before your first game.
- Check-in on the laptop in the office at the West concession stand.
- Know your field location and game times.

Pre-Game

- Review the division specific rules with each other.
- Identify who is the lead referee.
- Decide who will keep track of time and who will keep score.
- Decide who will have which area of the field.
- Allow a goalie and a coach to warm up in the penalty area for recreational division.

Player Check-In

- Conduct check-in 10 minutes before game starts.
- Each recreational team should have a roster and a game card. Compare the players on the game card to make sure they are on the roster.
- If the team doesn't have a roster, have the coach use the radio to ask for one.
- All players should have a uniform shirt and shin-guards. Socks should cover the shin-guards. Let coach know when shin-guards aren't covered. Coats should not be worn over the uniform.
- Earrings are OK as long as they are taped.
- Get a game ball.

Game Cards

- Make sure the game card is filled out correctly for each team.
- Get each coach to sign game card after game.
- Turn in completed game card to the office. Staple recreation division game cards together.

Starting the Game

- Call for captains 5 minutes before game starts to decide which way to go and who has kick-off.
- Start the game on time.

Kick-Off

- Make sure both teams are lined up and on their side of field.
- Let players know who is kicking off.
- Blow the whistle one time to start game.

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- Make sure the player who kicks-off only touches the ball once. If they touch it twice, it's an indirect kick for the opposing team.
- Ball must go forward at kick-off. If it doesn't redo the kick-off.
- If the defending team goes into the circle before the ball is played, redo the kick-off.

Positioning During Play

- You should be at a diagonal with the other ref so that the teams are between you. At kick-off, you both should be even with the defenders on your half of the field.
- When the team is attacking on your half of the field, the ball should never get past you until it has gone out-of-bounds. You should always get to the goal line before a shot is taken so you can see if it goes across the goal line.
- When the team is leaving your half of the field, you should be trailing the ball so that if it comes the other way, you are in position to get to the goal line before the ball does.

Substitutions

- Allow substitutions any time the ball is out of bounds. Work with your other ref to make sure you don't restart play until all of the substitutions have finished.

Ball Out-of-Bounds

- Blow the whistle only if you need to stop the players.
- Signal the direction for the throw-in.
- Yell the color of the team who gets the throw-in.
- Look for either team wanting to make a substitution.
- If needed, blow the whistle once to restart play.

Throw-ins

- A player gets 1 throw-in attempt. Remind them to get the ball over their head and keep their feet on the ground.
- Allow teams to do a quick throw-in even if the opposing team has a sub at the line.

Goal Kicks

- Point to the goal to signal a goal kick and yell to let the teams know it's a goal kick.
- The attacking team must clear the penalty area.
- Yell "Play" to get the play started.
- If the ball doesn't clear the penalty area, blow your whistle to stop play and redo the kick.

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Corner Kicks

- Point to the corner to signal a corner kick and yell to let the teams know it's a corner kick.
- The defending team must be at least eight yards away from the ball.
- Position yourself between the corner and goal and a little bit out of bounds.
- Yell "Play" to get the play started.
- The other referee should be positioned about mid-way between midfield and the penalty area.

Goals Scored

- The ref keeping time will make sure the ball gets out of the goal and back to the kick-off spot.
- The ref keeping time will also look for substitutions.
- The ref keeping score will write down the number of the player who scored.

Sliding

- In the recreational division, do not allow a player to slide to play the ball when other players are around. They are placing themselves in a dangerous position. This is an indirect kick to the opposing team.

Calling Fouls

- Everyone involved in the game wants refs to call fouls when they are needed.
- Every time 2 players come into contact with each other you should be thinking, "That was a clean play" or "That was a foul". You can also verbally say things like "That's a clean tackle", "The ball played the player", "Keep Going", etc to let the teams know you saw the play but don't consider it to be a foul.
- Blow whistle to stop the players.
- Signal the direction for the kick.
- Decide if it's a direct or indirect kick.
- Assist in spotting the ball if it's not close to where the foul occurred.
- Signal for an indirect free kick by raising one arm straight up and let the teams know if it's direct or indirect.
- Allow the attacking team to complete a quick restart.
- If attacking team isn't completing a quick restart, follow these steps:
 - Explain to the player who committed the foul what he/she did.
 - Back up the defending team 8 yards.
 - Inform the attacking team to wait for the whistle to restart play.
 - Blow the whistle to restart play.
 - If the defending team starts sprinting toward the ball after the whistle but before the kick, blow your whistle and redo the kick. Tell the players to wait for the kick and not the whistle.

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- The ball is in play when touched by a player and it moves.

Advantage

- Consider using advantage on each foul. If you do play advantage, yell loudly "Advantage" and raise both of your arms.

Protecting the Keeper

- When the Keeper goes to play the ball and gets at least one hand on it, the Keeper has possession of the ball. If another player attempts to play it, blow your whistle to stop play. Tell the attacking player to not play the ball when the Keeper has his/her hand on it.
- If a Keeper makes a save and gets run into by an Attacking player, blow your whistle to stop play. Tell the Attacking player to stop moving forward and going after the ball when the Keeper has possession.
- If the Attacking player has previously been warned and runs into the keeper or tries to play a ball, issue a Yellow card to the player.
- The restart of play is an indirect free kick for the Defending team.

Keeper Punting or Throwing the Ball

- If a keeper has made a save and is running up to the end of the penalty area to punt or throw the ball and steps over the line you should let play continue and at the next dead ball, go talk to the keeper and let them know to watch the line. Don't call a hand ball.
- If an Attacking player tries to interfere with the Keeper punting or throwing the ball, issue a Yellow card to the player.

Injuries

- Any time you see an injury, blow the whistle to stop the players.
- The closest ref should go to the injured player and the other ref should go to the ball and hold that spot for play to resume.
- Talk to the injured player to see if he/she needs their coach and if they want to keep playing.
- Restart play with a drop ball between both teams if the ball was in play.

Lopsided Games

- The winning team might decide to reduce the number of players on the field.

Keeping Time

- Blow whistle twice at end of first half and 3 times at end of the game.

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- Don't extend length of game for an injury. If a team has a corner kick, direct or indirect kick, or is attacking when time is running out, let play continue until the defending team clears the ball or a goal is scored.

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Coach and/or Parent Issues

- Follow the Ask, Tell and Dismiss approach to deal with a coach and/or a parent.
- If you run into this situation during a game, let Ken or Art know about it.
- If it's bad enough and you aren't comfortable taking this approach, use the field box and call for help using a radio.
- You also can go straight to Tell or Dismiss if you need to.

Coach Ask

- *"Coach I am doing my best"*
- *"Your yelling makes it harder to pay attention to the game"*
- *"Please stop"*

Coach Tell

- Issue a yellow card and write down the person's name on the game card.
- *"Coach you can't keep yelling at me"*
- *"This is your warning"*
- *"My next step is to remove you from the game"*

Coach Dismiss

- Issue a red card and write down the person's name on the game card.
- *"Coach I am ejecting you from the game"*
- *"Please go to the nearest concession stand"*
- *"We will start the game when you leave the field"*

Parent Ask

- *"Coach please instruct the parent to stop yelling at me"*
- *"Their yelling makes it harder to pay attention to the game"*

Parent Tell

- Issue a yellow card and write down the person's name on the game card.
- *"Parents you must stop"*
- *"This is your warning"*
- *"My next step is to remove you and your head coach from the game"*

Parent Dismiss

- Issue a red card and write down the person's name on the game card.
- *"Parent and Coach I am ejecting you from the game"*
- *"Please go to the nearest concession stand"*
- *"We will start the game when you leave the field"*