

Important changes:

1. We raised your pay
2. We've changed the passcards. They're all the same color, the registration sticker on the back is blue for men's teams, red for coed, green for women's teams.
3. Stop bringing or sending passcards for red cards to the office and telling us you sent the game report to Bill Albert. Bring the game report with the card.
4. **IF YOU USE THE ELECTRONIC GAME REPORT FORM, READ WHAT YOU ENTERED BEFORE YOU FINAL AND SEND IT!!!! WE HAD DOZENS OF FORMS WITH INCORRECT RESULTS AT THE BOTTOM BECAUSE REFEREES DIDN'T BOTH TO READ THEM BEFORE THEY FINAL THEM.**
5. **Don't include your personal information on your game report. That avoids having it get in the wrong hands if we make a copy of the game report or post them on the web page. We can find you if need be through the scheduler.**
6. **You need to complete a new contract for ASL and AWSL. It is one contract and will be executed by you, ASL and AWSL.**

Albuquerque Soccer League 2002-2008

Referee Procedures

ASL is providing a single comprehensive document that includes the procedures and rules we need you to follow in order to keep the League organized, your life easy, and everyone on the same wavelength. This covers both our coed and men's league play during the fall and spring seasons. We will address numerous items in this package that are based on League and USSF rules, bad and good experiences, and the League's needs in order to serve the people who sign up.

Preparing for the Games

We prepare a schedule of games about a month before the season starts. Those games are scheduled at real times, 9 and 11 a.m. and 1 and 3 p.m. Given that each game is 90 minutes, plus a few minutes for time wasting (yes, it really happens), we have plenty of time during the day to get the pre game taken care of. We have been lenient in the past with jerseys and starting time rules. However, we are now asking that you strictly enforce both rules, as we will explain in this document.

Please note that we have changed the rules for starting the game:

If both teams are not dressed, with seven players checked in, at game time, the teams have the following options:

They can play the game shortened by the amount of time past game time that it takes them to get ready or they can agree that the game is forfeit. If they agree to have the game shortened, the reduced time should be allocated equally to the two halves and the teams advised before the start of the game as to the amount of time by which the game is shortened. The referee should note this in the game report submitted to the League.

If one team is ready and the other team is not ready, the team who is ready has the option to play the game, less the time it takes their opponent to get ready, or take a forfeit. If the team who is ready to play opts to play, the game should be shortened by the same amount in each half and the teams so advised prior to the game starting. The referee should note this in the game report submitted to the league.

With each scenario, it is up to the teams as to exactly how much soccer time they get at each game. If they can't get their act together at game time, that shouldn't result in the following game starting late. Unfortunately, we had some referees who simply shortened games because they didn't want to referee for a full 90 minutes. If you do this, we will not pay you for the game and will invite you to referee somewhere else.

Therefore, you should be at your games 30 minutes before the game. At that point, you can begin the tooth pulling process of getting players passcards, the roster, and equipment checks made in order to begin on time.

Prior to the game, you should receive a roster from each team, on a two-part form provided to them by the League. **Every player who is going to participate in the game should be listed on that roster, along with his or her uniform number. If the player does not have a numbered uniform, they do not enter the game. The uniform number should be professionally applied, not a piece of tape!!** The goalkeeper is the only player who may play without a numbered jersey.

In some games, the teams may not have a conflicting set of jerseys. The League has available pullover vests the teams can borrow. If they use the pullovers, make them wear them over their numbered jersey so you still have a mechanism to identify the player.

All of the jerseys must be of the same color, though not necessarily the same style. A green jersey with a red collar is not the same as a red jersey. No one may wear the same number and players may not exchange shirts in order to substitute. The players do not have to wear matching shorts or socks.

Why We Want You to Have a Roster

The roster is your friend, so to speak. There are several reasons for our using the roster.

First, it provides you a list of names and uniform numbers. During the course of the game, you may run in to situations of misconduct in which you will prefer to write a number, show a card, and get moving again. The roster then offers you the player's name at the conclusion of the game, so you don't have to waste time and take the chance on conversing with an angry player. Second, you return the yellow copy to the team, indicating on the roster the players who scored goals, received cautions, and were sent off. You also complete the score and provide names. From that form, the captain has an opportunity to inform you that you have recorded the wrong player scoring or receiving a misconduct notation. It is ultimately your decision and the roster is for your assistance in completing game reports. We have emphasized numerous times to the Team Representatives that the roster at the field is where scoring mistakes are to be corrected. Based on your game report, players are awarded points in the scoring races and "awarded" points in the misconduct races. Therefore, your report needs to be accurate and the use of the roster form is our effort to make that easy. When Team Representatives come to the League meetings and want changes made in the scoring summaries, we will not make such changes if they did not address the subject at the field. If a disagreement remains, please note that on your game report. **ASL has adopted Stringent penalties for players who are sent off for serious foul play, violent conduct, and referee abuse. Please indicate on the roster form you return to the team the reason for any red cards you have issued in that game.**

We have changed the League rules and now allow a team to field 21 players during the fall and spring. Hence, the roster can have up to 21 players and all 21 can play in the game.

We provide two part rosters for teams. If they use this, keep the white copy and return the yellow copy. Teams have the option of completing an electronic version and having you two copies. Complete and return one copy.

Player Passcards

Every player should provide you a white passcard that is laminated and has the player's picture and team name on it. The passcards for 2007-2008 will all be white. Men's teams will have blue team stickers on the back. Coed teams will have red stickers on the back. AWSL will use green stickers on the back. We already know that the blue stickers are very dark and some are hard to read. That wasn't our idea, but you don't need to tell us that. We are now using two different colors because we had a few people who seem confused as to the team they should be playing for, combined with referees not checking the team name on the cards closely. Any other colored passcards indicate expired registration and are not accepted.

We have eliminated the signature line. It served no useful purpose. You don't need to report this to us and it is not a basis to reject the card.

The picture on the passcard should resemble the player. This may seem like a fairly obvious point, but they often do not. There are two reasons. First, the picture is old. Second, the player is using someone else's passcard. In order to determine whether the person is using his own passcard, ask him his date of birth or player ID number. This should not be a difficult question to answer. If he cannot answer it, give him the card back and explain to him and his captain that he is not going to play in today's game and note this event in your game report. After having obtained the passcards from the players, please check them against the roster to see that everyone who has provided a passcard is listed on the roster. If they are not, return the roster to the captain to be completed. It is not your job to provide this service.

During the game, most teams will have players arrive late and wish to dash right into the game. Please do not have the player check in with the assistant referee. We run into two problems with this procedure. First, the assistant referee quite often forgets to turn the passcard over to the referee. Second, the assistant referee is likely not going to take the time to examine the card to determine that it is indeed the player's card. The player should bring the passcard to the referee. You should check it against his face to make sure it is he. This is how we often get illegal players in the games. **If the player provides you a passcard and you cannot establish that the player is actually the person represented on the passcard, advise the player that he or she will not participate in today's game, retain the passcard, and advise the team captain of your actions. If the player can produce a government-issued ID card that confirms he or she is the person on the ASL-issued passcard, that's fine. Usually, they will not be able to do this.**

Players do not register at the field. If a player shows you his registration form and money and asks to play, that doesn't count. The League offers numerous opportunities to register during the season and the Team Representatives are all perfectly aware of when those are. If someone did not get registered, that is not your problem to address at the field.

In order to keep track of players with multiple cautions, we ask that you bring scissors in your kit and clip off a corner of each player passcard to which player you have issued a single caution. If you issued two cautions to the same player during the game, that constitutes a send off and the card should not be clipped. We'll handle the card at the office. If you have clipped the third corner on a player's passcard, please retain that card, return it to the league office (not to ASRA) and the player must sit a game.

If a player's passcard has a teardrop punched in it, the player has been issued a red card. If a player's passcard has a star punched in it, that player has already received three cautions and has been required to sit a match. If you are cutting the second corner of a passcard with a star punched in it, please retain that passcard and return it to the League.

ASL uses a penalty point system in an attempt to keep players under control and punish those who aren't. If a player is issued a caution, the player receives 5 penalty points. A player who is sent off receives 10 penalty points. A player who is sent off for fighting receives 20 penalty points. When a player receives 25 penalty points, that player is suspended for the remainder of the season. Generally, through combination of cards and cuts, a player who achieves 25 penalty points will have achieved a reason for you to retain the player's card to return to us, either through a send off or accumulated cautions.

You do not need to return the roster form to us with your game report. However, we would suggest that you attach those forms to your copy of the game report form you keep, as one can never tell what complaints might get registered. We have provided an electronic roster form for teams to use at their option. If they do, they should provide you two copies of the roster. You should complete one copy and return to them. If they only provide one copy, then you do not return a copy to them.

Filing Your Game Report

We need you to properly complete and file a game report for several reasons. First, it gives us the information we need on the results and misconduct. We can then prepare standings, determine the leading scorers, and address behavioral problems that arise. We have a League disciplinary committee that deals with problem players. We need your report to deal with these players and we need it to accurately describe misconduct by players and fans. **Please make sure you are using the correct roster when completing your game report. We receive at least ten game reports per year that reverse the teams for scoring and misconduct, which makes it somewhat difficult to keep track of League activities.** Second, it provides a legal record for you in case any difficulties arise as a result of your performance. These could be anywhere from protests at the League level to lawsuits. Therefore, your report should be factual and should use the proper terminology as noted both on the back of the form and in the Laws of the Game. People do not get sent off for kicking someone in the back of the leg. They get sent off for Serious Foul Play. Please make sure you use the correct terms. This is for your protection as well as ours. Third, we carry both liability and medical insurance for the League. In order to file claims, we need the information. You do not necessarily have to indicate an injury, as often they may not completely come to light until after the game or the next day. However, your report is the record to the insurance company that a sanctioned event did indeed take place. Fourth, this is how you get paid. And to show you how important we consider these reports to be, you don't get paid if they show up more than seven (7) days after your game. We have several concerns about getting the game reports on time. The teams want to know current standings. Most of the players have no idea what the score is, so we have to get them from the reports.

We have a Penalty Point System that disciplines players who continually receive cautions or engage in violent conduct. We need to have that information quickly so we can dispose of them if need be. Getting a game report 4 weeks after the fact that tells us we have a dangerous player in the League isn't helpful to the League officers or the players that we are trying to protect. If you do not file a game report, your assistant referees do not get paid. If you wish to have supportive assistant referees, it is our suggestion that getting them paid is one step in the right direction.

Game report forms are provided free of charge by the Albuquerque Soccer Referees Association (ASRA). They should be returned to the ASRA address on the back of the form. You should retain the pink copy. We also have those available in Spanish. **Please, please, please, file your reports at the ASRA address on back of the game report. Send the original and yellow copy of the game report to ASRA. Do not bring it and the rosters to the ASL office. That simply holds up the process of you getting paid. Return player passcards and a copy of the game report to ASL. Do not return passcards to ASRA!!!!!!!!!!!!!!!!!!!!!!**

Player Send Offs

Unpleasant as the thought is, you may find yourself compelled to send a player off during a game. At this point, you need only insure that the player is not replaced and that the player immediately leaves the area, taking his or her equipment along. After being sent off, the player serves no

useful purpose at the game and the League rules provide that the player must leave. If the player does not leave after being requested to do so, terminate the game and return the passcards to the ASL office. If the player or anyone else with the team requests your name, advise them that your name is included on the roster form you will return to them at the end of the game. Also, they can contact the League and we will advise them that we already know your name. According to League rules, a player who has been sent off for any reason is suspended for at least one game. If the player was sent off for fighting, he is suspended for at least three games. If his misbehavior is more blatant, the League Appeals and Disciplinary Committee has the authority to suspend him for longer.

If the player directs foul, abusive, or insulting language at you or your AR(s), that is referee abuse and we expect it to be reported and we will suspend the players appropriately. The United States Soccer Federation requires a minimum three (3) game suspension for such actions. In addition, ASL fines a player \$50 and requires the player to post a \$50 bond for a period of twelve months following the send off. Please note in your game report that the language was directed at so it is clear whether it was referee abuse or simply language directed at another player or teammate.

In any case, we need to have the player passcard returned to the League, not to ASRA. Let's emphasize that point again. **Return the player passcard and a copy of the game report to ASL, not to ASRA.** This is the address to which you should return the card:

Albuquerque Soccer League
1820 San Pedro NE, Suite 6
Albuquerque NM 87110

Why is that? Well, ASRA doesn't handle discipline, ASL does. Also, the player may file a protest over the sendoff and, in fact, be reinstated. This actually happens on rare occasion. In any case, the passcard is League property and must be returned to us. Please enclose a copy of your game report or additional explanation (factual, please) so we know what we are dealing with. Please mail the card the day after the game.

DO NOT BRING THE CARD TO THE OFFICE AND TELL THE OFFICE MANAGER WE CAN GET THE GAME REPORT FROM BILL ALBERT. BRING A COPY OF THE GAME REPORT OR THE OFFICE MANAGER IS DIRECTED TO REFUSE TO ACCEPT THE CARD. PEOPLE CALL THE OFFICE AND WANT TO KNOW WHAT THE REPORT SAYS. IF YOU DON'T SUBMIT THE REPORT, WE HAVE NOTHING TO TELL THEM.

Missing Passcards

On very rare occasion, a player may in fact be eligible to play and have either lost the card or had the referee lose it.

First, a lecture on how we can avoid these situations. At the conclusion of the game, count the cards and make sure you return as many as the team gave you. Make sure you request the captain do the same. We often get cards turning up three weeks after the fact because the referee found it in his bag. The player has either not played or had another card made. We do not like the idea of players having more than one passcard. It creates many interesting opportunities we would rather not think about. If a card is lost in the course of the game and does not turn up, please call the

League office and let us know. We will reproduce a card for the player (assuming he is still eligible) at no charge. Things do get lost.

Back to the subject at hand. If a player does not have a passcard and wishes to play, the answer is quite simple. No. If the player or Team Representative has realized that a passcard is lost, they can contact the League and so advise us. If it is not practical to get a replacement card made in time for the game, we will provide the player a form on League letterhead, signed by a League officer, that gives the player permission to participate in that game only. You should receive an original and you should keep the form. The player must also show you some form of picture ID. If a player is too lazy to pick up his passcard after a red card suspension, that is no one's problem other than his. The cards are available at the league office and it requires little effort. If you allow a player to play without a passcard and have not been advised by the League of his eligibility, you are simply creating a nightmare for yourself and for us, including liability problems for anything that happens because of that player. Please do not do it.

How Do I Get Paid?

We thought you'd never ask. This is the pay scale for referees in all ASL men's and coed games, regardless of division:

Grade 8 AR \$ 25
Grade 7 AR \$ 27
Grade 6 AR \$ 29
Grade 5 AR \$ 32
Grade 3/4 AR \$ 35

Grade 8 Ref \$ 29
Grade 7 Ref \$ 34
Grade 6 Ref \$ 40
Grade 5 Ref \$ 47
Grade 3/4 Ref \$ 55

Please read this if you are a parent of a referee who is younger than 18: Grade 9 referees are not eligible to officiate adult soccer games per the policies of the USSF. This was not our idea. If you bring your child to officiate with you, your child must be properly certified at a Grade 8 in order to officiate adult games. All of you should read this: The referee paymaster and scheduler, Mr. Bill Albert, is advised to neither schedule nor pay unregistered referees. Every year, we have unregistered referees call up to get games and then express outrage that they don't get paid. You are required to recertify annually with USSF. When you do that, you are covered by the USSF liability insurance program. That is different from the insurance coverage ASL has. Our policy insures the League, not the referees. The US Soccer policy insures the referees, not the League. Hence, if you would like to feel comfortable knowing that you are insured (and ASL has been sued in the past), it is to your advantage for the fall season to insure that your patch has the year "2006" on it and for the spring season that your patch has the year "2007" on it. If you or your child gets through the cracks in this system and officiates games without the proper certification (or any certification at all), you will not be paid. We hate to be jerks about this, but it creates legal liability for all involved and it's easily avoided up front with your cooperation.

We hire someone to schedule and pay referees. We pay for both of those services. You have nothing deducted from your pay for that. Further, we also make a contribution to ASRA for their efforts.

ASRA Meetings

ASRA meets the second Tuesday of the month, at the Congregation B’Nai Israel on the northeast corner of Washington and Indian School Rd at 7 p.m. Those attending get reports from all of the metro area leagues ASRA serves, as well as the State Referee Administrator and the District Referee Administrator. Each meeting concludes with a training session on timely subjects. This organization is our connection to referees. It incurs costs that are partially covered by members’ dues and partially by assessments on the leagues. Paychecks are issued once a month and can be picked up at ASRA meetings. You receive a separate check from each league. ASRA does not pay you. ASL does. The checks are drawn on our account. We have reformatted the paycheck process so your paycheck will provide a voucher detailing every game, assignment and level for which you are being paid. If your game reports are not submitted within seven days as required, it is noted that you are being paid zero. We will pay the assistant referees. It is important to us that you attend ASRA meetings and that’s why we distribute checks there. We will hear from some of you in 12 months that you didn’t get paid for a game last year or that you haven’t dropped by a meeting in the last year and it’s really important that we get you your checks right away. Since it’s not important during that year for you to take care of that item, we approach the issue with the same due deliberation to helping you out with the problem that you employed in bringing it to our attention. In the case of tournaments staged or hosted by ASL, the pay policies may change. In the case of Fall Classic and adult State Cup, payment is made by the State Association and will be handled differently. As the tournament games are generally of

Getting Assessed

ASL supports the assessment program and pays the assessor the same fee as the center for assessments on ASL games. However, those assessments need to be cleared through the appropriate people at ASRA, which is discussed at ASRA meetings. We pay for the assessments when the referee administrative staff believes you have reached a performance level such that the assessment should be scheduled. Otherwise, you’re over your head and we don’t pay two people for that kind of game.

Lousy Weather and What to Do

If it rains, we may postpone games. Call the League phone number (341- 5015) after 7 a.m. on game days to find out status. If we say the games are canceled, you do not play. In some cases, we may leave it to your discretion at the field. Bear in mind both safety and preserving the condition of the fields. We will also email the cancellation notice to Bill Albert, who can e-mail it to his referee list.

Business with the League

You must have a contract executed with ASL. Those contracts are available through Bill Albert at ASRA, in English and Spanish. The contract establishes a few simple terms and conditions under which you provide services to the League. If you aren’t sure if you have a contract, call our office and we can tell you, as we have the executed copies on file.

How to Get Scheduled for Games

Bill Albert will be the ASL Referee Scheduler. You can contact him at walbert01@comcast.net or by phone at 797-8591. He can step you through the process to

self-schedule on the Internet using Arbiter software. It is very simple and you can work your games around assorted life problems you may have.

We are open to suggestions on improvements to the League. Also, we're open to knowing if our equipment is not in order. That includes not having adequate Velcro ties on the nets, missing corner flags, either in whole or the vinyl flag portion, or missing stakes for the net. If you see such at your field or another field, please call the league phone and let us know. We can only get the equipment replaced if we know it's missing. If you only mention it in your report, it may take up to two weeks for word to get to us. Therefore, if it's something that we should know quickly, either call us at 346-0831 or e-mail us at aslsoc@swcp.com. Yes, the players should tell us this, but they don't.

ASL has a web page setup. It is at www.aslsoccer.com. The schedule, standings, and other information about the league are available at that location. It also has links to the NMSSA page and to other leagues and organizations. Finally, as you'll figure out from your officiating schedule, we need more warm bodies to become referees. While the burden is truly on the Leagues to find people, we would also encourage you to help in the project by getting your soccer colleagues who are not officials involved. That spreads the joy and helps take the load off you.

ASL Coed rules for the fall and spring season

During the summer, we use certain rule changes for the coed division play. Unfortunately, some of the referees assigned to those games preferred making up their own rules rather than using our League rules.

For the fall and spring coed, the only difference in the rules relates to slide tackles. Any form of legally executed slide tackle is a rule violation in ASL coed play. It is considered dangerous play and should be penalized by the awarding of an indirect free kick against the offending team. To be quite rude, we don't care whether you agree with this rule. It is the rule that was voted into place by players and we expect it to be enforced.

The second problem we have had is hazy interpretation of the rules regarding the number of players allowed on the field during a coed game. We have included a handy chart on this page.

A team is allowed 5 women and 5 men. That equals ten players. The goalkeeper may be either male or female. The goalkeeper, therefore, could give you 6 men or 6 women. If the team has less than 5 men available for the field, they may add additional female players. If they have less than 5 female players, they may not add male players. Therefore, if they only have two female players, they may still have 5 male field players, plus the goalkeeper. We have occasions during the summer where the referees required the team to only use two men, because they only had two women. That is not the intention of the rule and we aren't interested in that interpretation. If the team only has two women, then they can only have 8 maximum players on the field. Please apply this rule the way it is intended to be applied by the league, not in a manner to insure the game doesn't get played. This information is also being provided in the ASL newsletter distributed to the teams, so we should have no confusion. Of course, since we all have the Laws of the Game available, we should have no confusion there either, but it, unfortunately, is not always the case. An additional item. There is no guest player concept in ASL coed soccer. Therefore, a player cannot enter an ASL coed division game using an AWSL player passcard or with a passcard from an ASL team other than the coed team on which the player is playing in that game. The

player passcard must have the name of the coed team on the registration sticker on the back. If a player seeks to enter a coed game with an AWSL passcard or an ASL passcard from another team, you keep the passcard and return it to the League so we can clarify for the person who attempts to do this what the rules are.

If Your Team	Then Your Team	For This Many
Has This Many	Can Have This	Total Players
Women Players	Man Men Players	On The Field
1 woman	5 men + goalkeeper	7
2 women	5 men + goalkeeper	8
3 women	5 men + goalkeeper	9
4 women	5 men + goalkeeper	10
5 women	5 men + goalkeeper	11
If Your Team	Then Your Team	For This Many
Has This Many	Can have This	Total Players
Men Players	Many Women Players	On The Field
1 man	10 women, including goalkeeper	11
2 men	9 women, including goalkeeper	11
3 men	8 women, including goalkeeper	11
4 men	7 women, including goalkeeper	11
5 men	6 women, including goalkeeper	11

Please officiate coed games like what they are: real soccer games. The coed players pay the same registration fee and your game fee is the same whether you do a men’s game or a coed game. Being injured in a coed game hurts just as much being hurt in the World Cup final. We have received an increasing number of complaints that referees are not taking their officiating duties as seriously in coed games on some theory unknown to us. Please show those games the same respect you’d show the MLS Cup if you were officiating there and the players will respond in kind.

And finally...if there are additional items that you think would be useful to include in our procedures newsletter, please let us know. The purpose of this is to get you, the referee, all the information you need to officiate our games and reduce the blank spots and questions in advance. Your feedback will help us achieve that goal.

☺ **Interesting information if you are a brand new referee:**

In order to get certified, you attended a clinic, took a test, and paid a registration fee. Going forward, you will be required to take a test annually in order to remain eligible to referee, and you must register and pay your USSF registration fee annually. This may not always be clear to people. If you are officiating games in order to cover your ASL or AWSL team bond, we can generally tell how many games you’ve officiated by checking our payroll register. Therefore, you don’t have to worry about keeping perfect tack of your games or submitting copies of your check vouchers. We have that same information and can check it during the ASL team registration process.

Important ASL Contact information:

ASL/AWSL Mailing Address—1820 San Pedro NE, Suite 6,
Albuquerque 87110

Send red cards and incident reports to this address

ASL/AWSL Fax Number—505-266-2734

ASL Office number-505-346-0831

ASL/AWSL Rainout Number-505-341-5015

ASL e-mail address: aslsoc@swcp.com

ASL Web Site: www.aslsoccer.com

NMSSA Web Site: www.nmssa.com