

United States Soccer Federation

Referee Assigning in Michigan



“Referee Assignor”

New Assignor Class (handbook part 1 and 2)

Recertification Class (handbook part 2)

2010 Assignor Handbook

Michigan Assignors

The Assignor handbook covers both the New Assignor Class material as well as the Recertification Class material.

Assignors who are participating in the Conference Call Recertification class should print out or have available at their computer part 2 of the handbook, pages 53 thru 89.

Gil Urban

Michigan Referee Committee

State Director of Assignors

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Course Objectives

- 1. Certification of new Assignors**
- 2. Provide basic assigning information**
- 3. Review points of emphasis from the Michigan Referee Committee (MRC)**
- 4. Answer your questions**
- 5. The participant will be able to demonstrate an understanding of the USSF's Assignor program by being able to assign referees ethically and appropriately to matches**



Course Agenda / Table of Contents

1. **Assignor Code of Ethics** pg. 6
2. **Michigan Referee Assignor Overview** pg. 8
3. **Certified Referee Assignor Position** pg. 11
4. **National Referee Committee Objective** pg. 15
5. **Assignors Responsibilities** pg. 16
6. **Effective Communication** pg. 30
7. **Dealing with Complaints** pg. 33
8. **Assignors Impact on the Referee Program** pg. 38
9. **Assignors Office** pg. 44
10. **Assault / Abuse Procedure** pg. 50

*** BREAK ***



Course Agenda / Table of Contents

- | | |
|--|---------------|
| 11. Michigan Referee Committee Overview | pg. 56 |
| 12. Michigan Referee Approach | pg. 59 |
| 13. Assignor Code of Ethics | pg. 64 |
| 14. Premier Assigning | pg. 66 |
| 15. Youth and Amateur Assigning Priority | pg. 69 |
| 16. Assigning Is More Than Scheduling Referees | pg. 72 |
| 17. Developing Your Referees | pg. 74 |
| 18. Promoting Your Referees | pg. 78 |
| 19. Updating the MRC web site for Assignor Info | pg. 82 |
| 20. Arbiter MRC Contract | pg. 83 |
| 21. Q & A Discussion Session and Final Thoughts | pg. 86 |



Code of Ethics for USSF Assignor

- 1. I will maintain the utmost respect for referees and other officials of the game and I will conduct myself honorably at all times.**
- 2. I will make assignments based in what is good for the game and what is good for the referee. I will only USSF certified referees.**
- 3. As a member of the United States Soccer Federation, my actions will reflect credit upon the organization.**
- 4. I will contribute to the continuous development of referees in the National Program for Referee Development.**
- 5. I will conduct myself ethically and professionally in the assignment process; for example: assigning relatives to players or coaches is not a good practice.**
- 6. 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**



cont. Code of Ethics for USSF Assignor

- 7. 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.**
- 8. I will cooperate fully in the timely resolution of any grievance, hearing or complaint.**
- 9. I consider it a privilege to be part of the United State Soccer Federation and my actions will reflect credit upon the organization or its affiliates.**
- 10. I will safeguard the confidentiality of the USSF registered referee list and the Assignor access to www.USSoccer.Info**
- 11. I will give priority to USSF affiliated games.**



Michigan Assignor Overview

State Director of Assignors

- **Appointed by the State Referee Administrator**
- **Member of the Michigan Referee Committee (MRC)**

League/Club Assignor

- **Referee Assignors should be selected by the playing associations/leagues being served**



cont. Michigan Assignor Overview

The Michigan State Youth Soccer Association **requires** that referees assigned to the **Michigan State Premier Soccer Program and MSYSA tournament matches** be assigned by **registered assignors** for the current year. In addition, some leagues have required use of registered assignors.

MSYSA does **not require** registered assignors for youth recreational and select matches but **does encourage** all assignors to become registered. Registration is needed for assignor insurance, USSF referee list, and use of MRC Arbiter license.

All USSF assignors, referee instructors, and referees must have a valid Risk Management certification number. This certification must be renewed every two years.



cont. Michigan Assignor Overview

The Michigan Soccer Association (adult soccer league) does not require that their matches be assigned by registered assignors for the current year.

However, the Michigan Referee Committee highly recommends using registered assignors for amateur matches. Registration is needed for assignor insurance, USSF referee list, and use of MRC Arbiter license.



A USSF certified assignor will:

- 1. Be registered with USSF**
- 2. Be entitled to the same USSF insurance coverage as referees**
- 3. Be entitled to receive the current list of Michigan registered officials**
- 4. Be provided access to the MRC Arbiter assigning software contract**
- 5. Be encouraged to provide input to the assignments of Premier, State Cup matches and nominations into MRC Referee Development Programs.**



Responsibilities of receiving the current list of Michigan registered USSF referees:

- **Assignors should review the list, if available, prior to making any assignment prior to the start of each season.**
- **The certified Referee Assignor may not sell or otherwise transmit any directory of currently registered referees received from the MRC to any outside third party/any non registered assignor without the express written approval of the National Referee Committee and the BOD.**
- **The MRC provided list is for the sole use of the certified assignor. This list should not be shared with others.**



Assignors should have written agreements before the season with the league specifying what is expected:

Some suggestions for inclusion in the agreement:

- 1. Timeframe when schedules will be provided.**
- 2. Expected number of referees to be assigned by age group.**
- 3. Who can the assignor accept match schedules from?**
- 4. Who can add/cancel/reschedule a match?**
- 5. What should assignor do if referees not available for a match?**
- 6. What are referee fees and when/how do they get paid?**
- 7. Do referees get paid for games cancelled at field due to weather, field not playable, etc.?**
- 8. Assignor compensation.**
- 9. Any other administrative duties**



Referee Assignors should be compensated

- ✓ **Compensation for league games should be based on a standard fee established by the local association**
- ✓ **Payments should be made at the fee level for the number of game assignments completed**
- ✓ **Provisions should be made for additional payment's for any game cancellations / reschedules by a team or club**
- ✓ **Assignors may be reimbursed for other reasonable expenses incurred in executing their responsibilities (i.e., postage, phone, computer, and office supplies).**
- ✓ **Payment for assignment of tournament play should be made by the respective tournament at a rate and schedule to be established by the tournament officials.**



**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.**



Assignor's Have Responsibility

You impact the game by sending a qualified referee team to the field.

Without the assignor

no referee

no game



Diagonal System of Officiating

ONE WHISTLE ONLY

- **Outdoor Games (11 vs 11)**
 - a. **Three neutral officials should be assigned to every game using the diagonal system of control.**
- **Outdoor Small Sided (3 v 3, 4 v 4, 6 v 6, etc.) Games**
 - a. **Check with league/club if you should assign 1 or 3 neutral officials. (Never assign 2) Insurance can be made invalid if dual system used.**



Referee assignors should:

- A. Offer equal opportunity to all qualified referees**
- B. Avoid discrimination against any individual or group regardless of:**
 - **age, race, color, religion, sex, national origin, or disability.**
- C. Assign the right referee to the game**
 - ***Match* the referee to the Match**
 - **Rotate referees amongst leagues and teams (the same referee should not see the same team too many times)**



cont. Referee assignors should:

D. Use of Non-Registered Referees

- Unregistered referees may not be assigned under any circumstances. **But, if, because of unforeseen situations , a currently registered referee**
 1. Is unable to officiateor
 2. Does not appear for an assigned match

A person may then be designated at match time (and only then) to act as referee in the emergency for that one match.



cont. Referee assignors should:

E. Use of Club Linesmen

- **When neutral assistant referees are:**
 1. **Not assigned**
 - **Notify referee in advance**
 - or*
 2. **Fail to appear for a match as assigned**

The match referee may seek the assistance of club linesmen whose duties shall be as delegated to them by the referee.



Before making assignments Assignors need to know:

- 1. The referee level of competence**
- 2. The match level of play**

Rating system can be based on the following criteria:

Referee Level or Rank

- Referee grade
- # of seasons at grade level
- Experience and Ability
- Referee's comfort level
- Physical fitness
- Type of assignment (CR/AR)
- Availability

Match Level of Play

- Level of Competition
 - House Recreational
 - Select League Recreational
 - Premier League
 - Tournament
- Skill of players
- Importance of game
- Competitive spirit of teams



Referee Rating Approach

A rating system, for use in assigning the right referee to the match, should be documented by the assignor with input from:

- **Referee Association**
- **Development and Informal Assessments**
- **Coaches' Reports or Feedback**
- **Referee Evaluation Systems**
- **Referee Self Assessment**
- **Other Input Available to the Assignor**



Factors Affecting Assignment

- ✓ **Referee Rating**
- ✓ **Referee Availability**
- ✓ **Referee Relationship to Team**
- ✓ **Referee Problems Last Game**
- ✓ **Referee Development / Upgrades**
- ✓ **Referee Attitude**
- ✓ **Referee Comfort Level**
- ✓ **Referee Discipline or Reward**
- ✓ **Referee Personal Situation / Injury**
- ✓ **Referee Retention**



How do you *Match* the Referee to the Match?

The match level of play increases during the seasonal year from the Fall to Summer. The referee capability grows with experience from Spring to Fall.

- 1. Evaluate the difficulty of the match**
- 2. Be aware of the referee grade**
- 3. Utilize the rating/ranking of the referee**
- 4. Grade + Longevity \neq Referee Ability**
- 5. Consider rotation requirement**
- 6. Personality of referee**
- 7. Assignment for development / training**

The top referees, based on assessments and grade, should be used on the most difficult games



Recreational Small Sided Games U12 & Below

U6 to U8
Beginning level
Players & Referees

U10 to U12

Players

Still beginning (U10)

Gaining experience (U12)

Referee

Beginning

Intermediate

Recreational Full Sided Games U13 & Above

Levels of Competition

In house Recreational

Travel Recreational

U16 & Above more challenging

Referee Levels

Beginning/Intermediate

Intermediate

Intermediate/Advanced

Federation philosophy is for kids to play, have fun, and develop skills
Most coaches are volunteers with attitude of winning is most important

Recreational Competitive/Select Small Sided Games

Players	U8 to U9
Intermediate	Referee
	Gaining experience/Intermediate

Players	U10 to U12
Advanced	Referee
	Intermediate/Advanced

Recreational Competitive/Select Full Sided Games

Players	U13 and above
Intermediate/Advanced	Referee
	Intermediate/Advanced

Take into consideration when assigning referees, some games are more competitive than others.

Referee Declines, Turn-Backs, No-Show

Definitions:

- When a referee does not accept an assignment.
DISAPPOINTING!
- When a referee declines an appointment that was previously accepted is a turn-back.
MORE SERIOUS DISAPPOINTMENT!
- When a referee who accepted an appointment fails to arrive at the field for the match is a no-show.
VERY SERIOUS ISSUE!



What action to take with Declines, Turn-backs and No Shows

- **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

For No Shows or Continual Turnback

- 1. Warning**
- 2. Reduces Assignment**
- 3. Letter of reprimand**
- 4. Fine**

Or a combination of all of the above.



Our Watchwords when Communicating

Always Be Direct
And
Non-punishing

Always Keep
Communication
Lines Open

Use all means of communicating: email, phone, in person



Effective Communication

- **Prepare/Script everything possible**
- **If on the telephone:**
 - **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**
- **If in email:**
 - **Summarize information gathered**
 - **If appropriate suggest/state next steps**



Effective Communication (continued)

- 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!!!**



Dealing With Complaints

Why are you being called?

- 1. Need to “VENT”*
- 2. Want Information*
- 3. Want Action*



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.

- **Be direct and non-punishing**
 - **Every once in a while you just have to lose one.**

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



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



Complaints about Officiating

Assignors are encouraged to listen to complaints about officials

- 1. When the complaint concerns an official who has demonstrated bias, unfair officiating or incompetence, the problem needs to be addressed.**
- 2. The assignor should direct that any complaint be filed in writing to the local assignor.**
- 3. All such reports should be investigated.**
 - Get out and look at the referees.**
 - Get feedback from other referees and teams on the reported sub par performances.**
- 4. Assignors should try to correct the problem themselves first.**
- 5. If and only if, the assignor cannot correct the situation within the league/club then contact the SDA, for direction/assistance.**



Complaints about Officiating (continued)

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Assignor's Impact on the Referee Program

Finding Referees!

Training/Development Referees!

Retaining Referees!



Recruitment (Find)

Not only does the referee assignor assign officials to matches, an important part of his/her duties is to try to recruit new referees.

Some suggestions are:

- **Sponsor, host, or assist in having referee courses**
- **Encourage a Checkbox on player registration forms for more information on refereeing**
- **Publish details of local referee entry courses at local schools or in league/club newsletter or web sites**



Development

Use your MI Referee Committee to assist with Developing Referees

- **Host in-service training for league referees**
 - **Have a certified USSF instructor give instruction on a topic specifically for your league.**
 - **Contact your District Director of Instruction or Brian Barrie for an instructor in your area.**
- **A referee must officiate at the next-higher level to accumulate experience to be certified competent at that level.**
- **Assignors must exercise care to increase the difficulty level of the game assignments in a gradual and orderly manner for the good of the official and of the players**

More on developing referees in the 2nd half of the course



Retention

Consider the referee when assigning:

1. **Discourage back to back centers**
2. **Mix assignments (Referee and Assistant Referee)**
3. **Assign age appropriate referees**
4. **Avoid assigning same referee to same team too often during a season or tournament**
5. **Accept that some referees will not return since refereeing is not for them**



Retention (continued)

Consider the referee when assigning:

6. **At tournaments breaks are essential – Give the referee a rest** (it was reported in 2009 that a referee crew did 7 matches in one day ... this is way too much)
7. **Recommend promising young referees for Premier league & State tournaments**
8. **Encourage promising referees to upgrade**
9. **Hold regular referee meetings and encourage sharing of concerns/issues**



Retention (continued)

- 10. Encourage your league to have a policy in regards to negative coach/spectator behavior toward a referee before, during, and after a match which includes, but not limited to:**
 - i. Consequences for negative behavior**
 - ii. Supporting referee if game abandoned**

- 11. Encourage your referees to follow the negative coach/spectator behavior toward a referee guidelines given at the referee classes:**
 - i. Warn the coach**
 - ii. Abandon game**
 - iii. Report it on game report**

The Assignor's Office

The office, its supplies, equipment, forms & documents are limited only by the assignor's imagination and, of course, his/her budget.

Necessary documents are:

- **Referee name / contact information / availability calendar**
- **Game Schedules**
- **Referee ranking**
- **Calendar of events**
- **Rule of the competition you assign for**
- **USSF Referee Administrative Handbook**
- **FIFA Law Book**
- **USSF Guide to Procedures for Referee, Assistant Referee, and Fourth Official**
- **USSF periodic memoranda published by the Referee Committee**
- **Plus anything you deem necessary**

Arbiter System
database can
handle this info



Records to Keep on File

- **Assignments made**
- **Turnbacks**
- **No Shows**
- **Game rainout / cancel**
- **Game changes**
- **Correspondence**
- **Conversation log**
- **Etc.**

Arbiter System
database can
handle this info



CHECKING CERTIFICATION OF OFFICIAL

Any USSF certified referee assignor can check to see if a referee is certified for the current year by following these directions:

- 1. Go to the following website: www.ussoccer.info/**
- 2. Type in your user ID (your referee number preceded by the letter R)**
- 3. Type in your password (your last name in lower case letters)**
- 4. Then Login,**
 - ✓ Select Referee**
 - ✓ Assignor State Maintenance**
 - ✓ Assignor Query**



cont: CHECKING CERTIFICATION OF OFFICIAL

- 5. Type referee last name then click Search**
- 6. Name and available information will come up if certified for the current year**
- 7. The display will provide all the information about the individual that the Assignor can access.**
- 8. If you cannot find the person you are looking for, ask the individual referee for his/her referee number and use that.**
- 9. Certified Assignors will not be able to login until their current year registration information is entered by USSF.**



Representative Calendar of Assignor's Activities

November – December:

- 1) Notify referees of recertification clinics and classes in your area.

December – February:

- 1) Attend Assignor recertification class; 2) Recruit new referees.

January – February:

- 1) Coordinate with leagues you assign about spring requirements.

March – April:

- 1) Request referee spring availability; 2) Obtain spring schedules from league; 3) Begin assigning referees to games; 4) Hold a pre-season meeting with referees; 5) Complete the assigning of referees to league schedule considering referee rotation, retaining, and development.

April – June:

- 1) Continue to assign referees to games as needed considering referee rotation, retaining and development; 2) Manage any issues from referees or teams.

Representative Calendar of Assignor's Activities

June - July:

1) Provide a referee association and/or league report; 2) Coordinate with leagues you assign about fall requirements.

August - September:

1) Request referee fall availability; 2) Obtain fall schedules from league; 3) Begin assigning referees to games; 4) Hold a pre-season meeting with referees; 5) Complete the assigning of referees to league schedule considering referee rotation, retaining, and development.

September – October:

1) Continue to assign referees to games as needed considering referee rotation, retaining and development; 2) Manage any issues from referees or teams.

October - November:

1) Provide a referee association and/or league report; 2) Remind referees that they need to get recertified.

Referee-Assault/Abuse

Misconduct against referees may occur before, during and after a match, including travel to and from a match.

A “referee” shall include the referee, assistant referees, & 4th official.

If a referee feels he/she was either assaulted/abused tell them to:

- 1. Keep all relevant game info in hand**
 - game reports (for both youth & senior games)
 - pass cards of those involved (senior games only)
- 2. Immediately after either youth/senior game contact:**
 - **Jim Wheeler - Referee Assault/Abuse Coordinator**
 - jwheeler@novatroncorp.com 586 306-2346
- 3. Follow his directions**
- 4. File a police report for any assault**
- 5. Notify the Assignor**



Referee-Assault/Abuse (cont.)

Referee Assault – Any player, coach, manager, club or league official who commits an intentional act of physical violence at or upon a referee.

Shall include, but not limited to: striking, kicking, choking, grabbing or bodily running into a referee; spitting on a referee with ostensible intent to do so; kicking or throwing an object at an official that could inflict injury; or damaging the referee's uniform or personal property (e.g., car, uniform, or equipment).

Referee Abuse – Any player, coach, manager, club or league official who threatens through a physical act or verbal statement, either explicitly or implicitly, a referee.

Shall include, but is not limited to: verbal and nonverbal communication which contains foul or abusive language and which implies or directly threatens physical harm; spewing a beverage on or spitting at a referee or the referee's personal property.



BREAK time



Please be back at _____



United States Soccer Federation



Referee Assignor

New Assignor Class (2nd half) & Recertification Class

Gil Urban

Michigan Referee Committee

State Director of Assignors

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gilurban@aol.com



2010 Assignor Handbook (part 2)

Course Objectives

- 1. Re-Certification of Assignors**
- 2. Review special assigning situations**
- 3. Review points of emphasis from the Michigan Referee Committee (MRC)**
- 4. Answer your questions**
- 5. The participant will be able to demonstrate an understanding of the USSF's Assignor program by being able to assign referees ethically and appropriately to matches**



Course Agenda

1. **Michigan Referee Committee Overview** pg. 56
2. **Michigan Referee Approach** pg. 59
3. **Assignor Code of Ethics** pg. 64
4. **Premier/State Cup/MRL Assigning** pg. 66
5. **Youth and Amateur Assigning Priority** pg. 71
6. **Assigning Is More Than Scheduling Referees** pg. 74
7. **Developing Your Referees** pg. 76
8. **Promoting Your Referees** pg. 80
9. **Updating the MRC web site for Assignor Info** pg. 83
10. **Arbiter MRC Contract** pg. 84
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MICHIGAN REFEREE COMMITTEE

REFEREE ADMINISTRATOR - Carlos Folino

YOUTH REF ADMINISTRATOR - Francisco Villarruel

DIRECTOR FOR ASSIGNORS – Gil Urban

CHAIRMAN - James Wheeler

DIRECTOR OF ASSESSMENT - Gerald Ouellette

DIRECTOR OF INSTRUCTION - Brian Barrie

DEVELOPMENT COORDINATOR – Matt Slovacek

SECRETARY - Larry Gagna

From information about Mentor Program contact Mentor Coach – Alex Hamdan



District Referee Administrators

Grand Rapids Area	Jay Babler
Lansing Area	Roger Blasey
Kalamazoo Area	John Nadzam
South West Michigan	Gil Urban
Mid Michigan & Flint Area	Kent Timm
Northern Michigan Area	Ben Kolly

District Directors Instruction

Metro East	Dale Brasseur
Metro West	Bill Clock
Metro North	Ken Wikle
Metro South	Franco D'Anna
Flint Area	Russ Cossaboom
Lansing Area	Francisco Villaruel
Grand Rapids Area	Mike Wint
Kalamazoo Area	Gary Neidert
South West Michigan	Chris Haack
Mid Michigan Area	Tony DeRoo
Northern Michigan	Tony DeRoo

OTHER MICHIGAN SOCCER GROUPS

MICHIGAN STATE YOUTH SOCCER ASSOCIATION

PRESIDENT - Sohail Qureshi

EXECUTIVE DIRECTOR – Tom Frisbie

MICHIGAN SOCCER ASSOCIATION (Adult Soccer)

PRESIDENT - Gerhard Mengel



Michigan Referee Approach

- **All those, regardless of age, wanting to become a referee for the first time MUST take the grade 9 (recreational referee) entry level 8 hour class.**
- **Referees must officiate one season as a grade 9 referee, and be 14 years of age, before taking the 8 hour bridge class to be certified as a grade 8. (For exceptions contact Carlos Folino, SRA)**
- **USSF certified referees who became inactive can take the bridge class to be certified as a grade 8.**
- **Adult (18 and older) referees, assignors, and instructors must have a active Risk Management number. The RM must be renewed every 2 years.**
- **If you wish to host an entry level, bridge, or recertification class for your league or association then Contact your District Director of Instruction in July of each year to set up a class for fall/spring.**



Grade 9 - Recreational Referee – Min. Age: None

Level: **Beginning** referee

- Referee (center) any youth **recreational/select game U12 and below** (if one year older than age group assigned to).
- AR on any youth **recreational/select game U14 and below** (if one year older than age group assigned to).

Recreational/Select Games are defined as:

All Youth Matches other than the
Michigan State Premier Soccer Program
Midwest Regional League
Michigan State Cup



Grade 8 - Referee – Min. Age: 14 as Jan 1st each year

Level: Intermediate referee

- Referee (center) any youth recreational/select game (if one year older than age group assigned to).
- AR on any youth recreational/select game (if one year older than age group assigned to).
- Assign as appropriate on youth premier, midwest regional matches and lower division adult amateur matches

Recreational/Select Games are defined as:

All Youth Matches other than the
Michigan State Premier Soccer Program
Midwest Regional League
Michigan State Cup



Grade 7 - Referee – Min. Age: 17

Level: **Advanced** referee

- Referee all youth and amateur game and Assistant Referee on all games

Grade 6 - Referee – Min. Age: 18

Level: **Advanced** referee

- Referee any youth and amateur game and Assistant Referee on all games

Grade 5 - Referee – Min. Age: 19

Level: **Advanced** referee

- Referee any youth and amateur game and Assistant Referee on all games



Grade 4 - Referee – Min. Age: 23

Level: Professional referee

- Referee Center or Assistant Referee on all games

Grade 3 - Referee – Min. Age: 24

Level: Professional referee

- Referee Center or Assistant Referee on all games

Grades 16, 15, 13 (Emeritus Referee)

Level: Advanced referee

- Referee Center and Assistant Referee on any youth match except Premier (MSPSP) and lower division amateur games (Purpose is to allow referees to retire from higher levels and continue to referee at a lower level)



Code of Ethics for USSF Assignor

- 1. I will maintain the utmost respect for referees and other officials of the game and I will conduct myself honorably at all times.**
- 2. I will make assignments based on what is good for the game and what is good for the referee. I will only assign USSF certified referees.**
- 3. As a member of the United States Soccer Federation, my actions will reflect credit upon the organization.**
- 4. I will contribute to the continuous development of referees in the National Program for Referee Development.**
- 5. I will conduct myself ethically and professionally in the assignment process; for example: assigning relatives to players or coaches is not a good practice.**
- 6. 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**



cont. Code of Ethics for USSF Assignor

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- 8. I will cooperate fully in the timely resolution of any grievance, hearing or complaint.**
- 9. I consider it a privilege to be part of the United State Soccer Federation and my actions will reflect credit upon the organization or its affiliates.**
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- 11. I will give priority to USSF affiliated games.**



Michigan State Premier Soccer Program

**Premier Soccer Program Referee Assigning Coordinated by
Francisco Villarruel, MI Youth Referee Administrator**

Regional Assignors:

- **Assigns center referee for U13 and above age groups**
- **Regional Assignors:**
 - **Grand Rapids Area – John Corbitt**
 - **Kalamazoo Area – Gerald Ouellette**
 - **Lansing/Jackson Area – Vicki Blasey**
 - **Metro Detroit West Area - Fred Noocha**
 - **Metro Detroit East Area - Erich Schrewsbury**
 - **Northern Michigan Area - Kent Timm**

Local Assignors:

- **Assign AR's for U13 and above if needed** (Local clubs may choose to also have the regional assignor assume responsibility for the assignment of AR's as well or choose to maintain their relationship with contracted assignors.)
- **Assign at least one AR capable of stepping into the middle**
- **Assign Intermediate / Advanced referee**



Michigan State Premier Soccer Program

ASSIGNING/REFEREE PROCEDURES:

- 1. Regardless of whether clubs use local or regional assignors for AR's, common concerns expressed by coaches are under qualified or inexperienced officials being assigned as AR's and seeing the same AR officials repeatedly.**
- 2. Assignors are reminded that grade 9 officials are not to be used on premier matches, regardless of age.**
- 3. MSPSL matches are also not a place where officials “can be tried” to see if they can officiate higher level matches. Every effort needs to be made to assign officials to premier matches who have experience and who are qualified.**
- 4. In the event that a center official does not arrive on time, the primary contact is the regional assignor. Local assignors are not to call in replacements. The regional assignors will assume responsibility of finding a suitable replacement as well as communicating change of venue or inclement weather issues—not local assignors.**
- 5. The Michigan Referee Committee has a policy that restricts Emeritus Referees from officiating MSPSL matches, regardless of position. In other words, an Emeritus Referee cannot officiate any MSPSL match, even as an AR.**



Michigan State Premier Soccer Program

GAME RE-SCHEDULING & CHECK IN PROCEDURE:

- 1. Michigan State premier Soccer Program match schedule/location can only be changed with approval of the league not between coaches. If in doubt call/contact the MSPSP state office Joel Dragon (734-459-6650, mspsp@mspsl.org).**
- 2. It is required to check player cards prior to each game. Note on game report any irregularities.**
- 3. Game report requires referee and assistant referee USSF ID numbers**
- 4. Coach, Assistant Coach, and Team Manager/Trainer should have MSPSP lanyard identification to be in the team area. Note on game report any situations were the lanyards are not in use.**
- 5. Both player card and coach lanyard situations noted on the game report will be reviewed by MSPSP.**



Michigan State Cup

State Cup Assigning Coordinated by
Francisco Villarruel, State Youth Referee Administrator

Referee State Cup Committee

Dorothy Cornell

Roger Blasey

- All positions for State Cup assigned by this committee
- Referee's on premier list are used, but fewer.

Local assignors are not to assign any State Cup matches. Send all inquiries to either syramich@gmail.com or michstatecup@yahoo.com



Midwest Regional League

Assigned by Francisco Villarruel,
State Youth Referee Administrator

Fewer officials are used for MRL . Considerations for assignment include:

- **Grade** (typically grade 7 and lower)
- **Experience in MSPSL and State Cup**
- **Physical fitness**

Refer all requests for assignments to:

syramich@gmail.com



YOUTH ORDER OF ASSIGNMENT PRIORITY



**Assign higher level of referees to
higher level of match**

AMATEUR ORDER OF PRIORITY



**Assign higher level of referees to
higher level of match**



Youth National Programs

Academies

National League

Michigan State Cup

Mid-West Regional League

- **Assignments for Academies and National League matches are made by the US Soccer Federation**
- **Assignments for Michigan State Cup and Mid-West Regional League matches are made by the SYRA or his/her designate.**

Typically assign Advanced referees to these matches



Assigning Is More than Scheduling Referees

- 1. The Assignor has to know the level of play for all the teams he/she assigns officials to in order to send the correct Center Referees and Assistant Referees to do the games.**
- 2. The Assignor needs to know what level of games the Referees and Assistant Referees in his/her pool are capable and experienced enough to do. Assessments are private between Referee and Assessor but gathering general referee capability level from local Assessors can be helpful.**



cont: Assigning Is More than Scheduling Referees

- 3. Assignors need to be responsive to Referee and Teams inquires and concerns.**
- 4. A Referee must officiate at the next – higher level to accumulate experience to be certified competent at that level.**
- 5. Assignors must exercise care to increase the difficulty level of the game assignments in a gradual and orderly manner for the good of the official and of the players.**
- 6. Assignors must promote their referees for growth**

You need to take care of your referees!



Developing Referees

- **Have upper grade referees “mentor” new referees**
Mentor Coach – Alex Hamdan (313-732-1147)

If your area is interested in implementing a mentor program.

- 1. Find referees agreeing to mentor other referees.**
- 2. Select a location to hold a mentor training class**
- 3. Contact Alex to set up:**
 - 1. Date**
 - 2. Time**
 - 3. Etc.**

Alex will put on a program telling mentor’s how to mentor and what not to do.



Developing Referees (continued)

➤ **Referee Development Program Coordinator**
Matt Slovacek (mvslovacek@aol.com)

Do you have a referee wanting to advance or you want a referee accelerated into referee program?

Do you have a interest in forming a local referee coaching program?

Contact Matt and he can provide more specifics. There are three levels for development. There is a Development Academy, State Academy, and Professional Academy for referee development.



Developing Referees (continued)

➤ **New Referee Training Program**

Focused on grade 8 and 9 referees with three years or less referee experience

- **Training will be held across the state.**
- **Training will be hands on maybe held at an indoor facility**
- **Training will be open to all referees**
- **Training cost is being supplemented by the MSYSA**

Dates, Locations, and other specifics will be posted on the MRC web site in February

This program did not materialize in 2009 and there is an effort underway to make it happen in 2010.



Developing Referees (continued)

All grade 7, 6, & 5 referees need a maintenance assessment each year. Referees wanting to upgrade also must be assessed. (Director of Assessment - Gerald W Ouellette; gwo73mg@aol.com)

- 1. The State Director of Assessment coordinates this process with assessors and the referee.**
- 2. The league/club assignor has the responsibility to assign these referees to games that meet the criteria for upgrade and assessment. Referees wanting to be assigned challenging adults matches in Detroit area need to work a few games in this league before an assessment match will be assigned.**
- 3. This criteria is available in the Referee Administrative Handbook**

Encourage your advanced referees to upgrade.



Promoting your Referees

REFEREE MEETINGS FOR PREMIER, STATE CUP AND MRL

For referees to be considered for assignments in any of these three leagues, attendance at an advanced referee clinic is the first consideration. This clinic needs to be attended each year since changes occur that need to be reviewed. Attendance at a clinic does not guarantee that they will be assigned games in those leagues.

Check the referee web site (msysareferee.net) for dates, times and locations for these clinics. It is expected that they will be held through out the state in March and April.

When recommending referees:

- Indicate the highest level match where the individual can shine as a CR
- Indicate the highest level match where the individual can shine as an AR



Referee Recommendations

Send recommendations for:

indicate level (U13 thru U19) and position (CR or AR)

- **Michigan State Premier Soccer League** (*Send recommendations in as early as possible and no later than by Feb 1st for the Spring and by July 1st for the fall*)
- **Michigan State Cup** (*Send recommendations as soon as you can but not later than March 9th*)
- **Mid-West Regional League** (*Send recommendations as soon as you can but not later than March 9th*)

To: Francisco Villarruel syramich@gmail.com

Note: These are recommendations and do not mean the referee will necessarily be given an assignment. There are only so many assignments available and not every qualified referee will get an assignment. The recommendations are intended to be confidential.

Understand that MRL, State Cup, and Premier are different levels of competition. Use discretion in recommendations—it is your reputation.

Youth Referee Nomination

Send nomination for District Youth Referee of the Year in August to your District Referee Administrator

Nomination should include accomplishments the individual has achieved within:

- **Soccer**
- **School**
- **Community**

State Youth Referee of the Year will be selected from the District Referees of Year



Updating MRC web site with Assignor Info

The Michigan Referee Committee (MRC) web site has Assignor information. It is very cumbersome to maintain therefore we need the assignors help.

- If you are a new assignor then you have filled out an information sheet and the web site will be updated.
- If you are a recertifying assignor you need to check out the web site information and if it needs updates please send an email with the updates to Gil Urban state director of assignors (gilurban@aol.com). The most important information is county, email and phone number. *When you check out the information you need to check the various counties since many of you are listed under multiple counties.*
- Best approach is to copy/paste existing material to work area, make changes, and then copy/paste into email to Gil Urban.



Arbiter Referee Assigning Software

The Michigan Referee Committee (MRC) has a state contract with Arbiter providing deep discounts. MRC has arrangements with Arbiter to offer their soccer referee scheduling program to all certified assignors in Michigan through the MRC.

- **Arbiter:**
 - A widely used computerized scheduling program to use for any type of sporting event to schedule games or assign officials. This is the preferred Assigning software for Michigan. Each Assignor can have a unique Arbiter group ID or share one with other assignors.
- **Michigan Super Group (MSG):**
 - The name of the instance Arbiter uses to enter all the current MI USSF registered soccer referees submitted by the MRC.
 - Advise referees to join this group so their information is available to the MRC. This can be helpful in communicating, contacting, and assigning referee to state sponsored events.



Arrangements with Arbiter are as follows:

- 1. The Michigan Referee Committee submits a list of all current registered referees and assignors to Arbiter and makes payment one time for use by all certified referees**
- 2. Each certified assignor must call 1 800 576-2799 ext. 2 to sign up for the program.**
- 3. Ask to talk to Spenser Evans (Arbiters sales executive for Michigan) If he is not available, any sales rep can help.**
- 4. Tell him that you want to join the USSF Michigan group He will help you set up everything you need. After that you can set up the program any way you want to use it.**



Cont. Arrangements with Arbiter are as follows:

- 5. Each assignor pays to Arbiter a \$25.00 user fee. The other per referee fees are absorbed by the MRC. If you want Evaluation or Payroll module you need to make individual arrangements with Arbiter.**
- 6. Initially you will send Arbiter a list of all the referees, their email addresses, etc. that you assign games to.**
- 7. You will only have access to the referees that you submit on your list.**
- 8. You will have the ability to add referee names at a later time if necessary.**
- 9. Arbiter offers a 90 minute telephone walk through of the program anytime Monday through Saturday from 9:00 AM to 9:00 PM by calling 1 800 576-2799 ext. 1**



What's On Your Mind?

Discussion

Questions

Comments



FINAL THOUGHTS (*My Top 10*)

1. Assignors need to hold themselves to a high standard. Each of us needs to adhere to the Assignor Code of Ethics.
2. **Provide** your referees any **information they need** to know that relates to your league including any changes in the rules of the competition they will be officiating. For example, the U-10 games MSYSA's position is no offside, however we understand some leagues do use the offside law for U-10.
3. Direct all referees to **correctly** fill out the **game reports**.
4. Assignors need to **be responsive** to referee and team contact inquires and concerns.
5. Before **assigning** any **out of state referee** to your games, check with Carlos Folino, SRA, (michsra@comcast.net) to make sure they are “in good standing” and registered with USSF.



FINAL THOUGHTS (*My Top 10*)

6. Reinforce **player check in** and use of **lanyard identification** by team officials for Premier league game management
7. **Collaborate with Assessors** to learn about your referees.
8. Support **developing of your referees** through nominations for higher level state games and for admittance into MRC development programs.
9. **Arbiter** is a **significant value** offered by the MRC. Where possible leverage this locally to improve communication, professionalism in assigning.
10. Assignors, **Assign not Schedule referees**. In addition to getting the right referee on the match, you need to assist in finding, developing, and retaining referees.



**Remember to check the Michigan Referee Committee
Assignor Web Page**

msysareferee.net/assignor.htm

**occasionally for any updates from the State Director
of Assignors**

Thank You for Your Participation

