

# ROCK HILL REFEREE ASSOCIATION



## Assignment & Officiating Procedures and Guidelines Referee Handbook

Revised January 2018

## A. ANNUAL CERTIFICATION REQUIREMENTS

- a. USSF Requirements – all officials wishing to receive assignments from the Rock Hill Referee Association (RHRA) must be certified by the United States Soccer Federation for the current year.
  - i. Recertification clinics begin in July for the following year and an annual recertification clinic will be held in Rock Hill in early January each year.
- b. RHRA Requirements – in addition to USSF Requirements, all officials must annually register with the RHRA.
  - i. All officials will register online at [www.rockhillrefs.org](http://www.rockhillrefs.org)
  - ii. New officials will be required to pay a one-time \$25 registration fee which will grant them an account with the RHRA GameOfficials account, provide for mentor support and RHRA gear (when available).
  - iii. Returning officials will register online with no registration fee.

## B. GAME OFFICIALS ACCOUNT INFORMATION

- a. Once officials register annually with the RHRA they will be granted access to the RHRA GameOfficials account where assignments are made
- b. Officials must ensure that all contact information (mailing address, phone numbers and emails) are up-to-date
  - i. Officials are required to have at least one email address and one contact phone number be visible inside GameOfficials. This means that these must not be marked private.
    1. Any official that does not satisfy this requirement will have their account suspended until such time as the problem has been rectified
    2. The visible contact phone number for the official must be a number that they can be reached at on gameday.
    3. Officials need to understand that this information is vital to the communication from fellow officials and administrators
- c. Officials must ensure that their GameOfficials account is set up to receive email notices. Officials may also wish to receive text notices.
  - i. To subscribe to email notifications, officials should follow these procedures:
    1. In GameOfficials, click My Info
    2. Scroll down to Cell/Email Notices
    3. Under Group Emails, ensure the Subscribe button is checked
  - ii. To subscribe to text notices, official should follow these procedures:
    1. In GameOfficials, click My Info
    2. Scroll down to Cell/Email Notices
    3. Select your device carrier, enter your phone number and then select the information that you wish to receive via text

## C. GAMEOFFICIALS AVAILABILITY

- a. Officials are required to maintain accurate availability on their GameOfficials calendar.

- b. In order to receive assignments, the referee's calendar must show as Available (GREEN). If your calendar is blank then the official will not receive assignments
- c. Officials can make themselves available for an entire day or partial day
  - i. If an official wishes to make themselves available for a partial day, the starting time should be the time they can officiate their first game and the ending time should be the time in which they must be off the field.
- d. Official's calendars shall be updated at least three (3) weeks in advance.
- e. If an official is unsure of their availability, it is advised that the calendar be left blank as turning back assignments will result in financial penalties (see Turn Backs)
- f. It is the responsibility of the official to maintain their availability calendar all the way up to game day. Even though assignments may have already been made, games may become available due to referee turnbacks or games being added to the schedule. Failure to maintain the calendar that results in turnbacks can result in account suspension (see Turn Backs)

#### D. ASSIGNMENTS

- a. Referees will be assigned to games that are available and consistent with their availability and level of ability
- b. Assignments will be made via the RHRA GameOfficials group at least two (2) weeks in advance
- c. When an assignment is made the official will receive an email and/or text notice of the assignment based on selected preferences (See GameOfficials Account Information)
- d. After an assignment is made, officials will have seven (7) days to accept/decline the match.
  - i. If an assignment is made within seven days of the match, the official will have 48 hours to accept/decline the match
- e. After the period to accept/decline the match has passed, the match will automatically be turned back to the assignor (see Turn Backs)

#### E. TURN BACKS

- a. Officials are assigned to matches based on the availability indicated in GameOfficials, thus officials are expected to accept the matches assigned to them
- b. Turning back matches creates burdens and additional work to assignors
- c. Officials can turn back assignments via GameOfficials up to 72 hours prior to the match.
- d. If an official must turn back an assignment within 24-72 hours, the official must email the assignor and ensure that he/she receives a response
- e. If an official must turn back an assignment within 24 hours of the match, the official must contact the assignor via phone. The official must either speak with the assignor or leave a detailed message. The official's responsibility to the match does not end until he/she is replaced.
  - i. In addition to contacting the assignor, the official is required to contact the other officials on his/her crew to inform them that he/she has requested to

be taken off the match. This allows fellow officials to be aware that there may not be a full crew for the match

- f. Officials will be fined \$10.00 per game that is turned back
  - i. Fines will be paid via check and made out to RHRA and mailed to 1623 Chamberside Drive, Rock Hill, SC 29730
  - ii. Official's accounts will be suspended until the fine is paid
- g. Officials will have the opportunity to appeal any fine levied against them to the Grievance Committee. This can be done by submitting an appeal letter along with the fine.
  - i. All appeals must be submitted within 10 days of notification of the fine
  - ii. If the appeal is accepted, the check will be returned to the official

#### F. GAME CANCELLATIONS

- a. In the event that the assignor is notified of a game cancellation, the assignor will cancel the match in GameOfficials which will generate an email and text notice (based on official's selected preference)
- b. On game day, if the official has a question/concern about the status of a match, the official should consult the website of the sanctioning league
  - i. If the match has not been cancelled/changed in GameOfficials then the assignor has not received any status updates on the match
- c. Prior to the official's arrival at the match site, it is the responsibility of the host club/host site to determine the playability of a field
- d. Once the official arrives on site (see Match Day) it is the responsibility of the official to determine the playability of the field

#### G. MATCH DAY PROCEDURES

- a. Officials are required to be at the match site at least 30 minutes prior to the start of the match
  - i. This time allows officials to conduct pregame duties such as field inspection, checking teams in and conducting a pregame with the referee crew
- b. If an official will not be at the match site 30 minutes prior to the start of the match (due to coming from another field or other reason), the official must contact his/her crew to inform them of the late arrival

#### H. POST GAME RESPONSIBILITIES

- a. Officials are not required to submit a postgame report for every match
- b. Officials must submit a USSF Match/Send Off Report should then issue any red cards during the match
  - i. Officials must obtain the sent off player's name, jersey number and player card number
- c. The USSF Match Report must be accompanied by a supplemental report that includes the details for each send off
- d. Match reports can be found on the home page of the RHRA GameOfficials account
- e. All match reports must be sent to the assignor and the State Referee Administrator

I. MENTOR PROGRAM

- a. The RHRA is proud to offer a mentor program to new and inexperienced officials
- b. When registering with the RHRA, officials should indicate an interest in being a part of the program
- c. Officials will be partnered with an experienced referee within RHRA
- d. Mentors and mentees will work out how the relationship will be conducted

J. TOURNAMENT SIGN-UPS

- a. Local clubs will host tournaments throughout the year
- b. Assignors will contact officials prior to the tournament with instructions on how to register for the tournament
- c. Official's availability for tournaments may be tracked via GameOfficials or other means at the discretion of the assignor

- K. The Rock Hill Referee Association reserves the right to make changes to this document at any time. Officials will be given notice of any changes and officials reserve the right to remove their acceptance of this document at any time with notice to the RHRA.