



## **NOCRA Referee Assignment Policy**

September 1, 2012

### **Association Assignor:**

1. Must be a registered USSF referee assignor.
2. Must have the ability to effectively communicate with the league and referees.
3. Must be able to organize and assign referees in a timely manner.
4. Assign matches under the league/club jurisdiction.

### **Assigning Standard Games:**

1. The highest rating referee gets the best games (best games = highest age and bracket).
2. If referees are at the same rating level, then Grade weighs in: 4, 5, 6, 7, 15 (State Emeritus), 8.
3. If referees are the same rating/grade the referee who has been at that "grade" the longest gets the best game.
4. Referees at the same level/grade (unless they are all similar game levels) should not be assigned to that game set.
5. If referee is assigned above their rating the President and Vice President must receive notification prior to the game.

### **Assigning Mentor Games:**

1. Mentor games have priority over "Standard" assigning.
2. Assignor will receive a list three weeks in advance from the Mentoring chairperson of:
  - a. Refs being mentored.
  - b. The Mentor.
  - c. Game level required.

### **Assigning State/National Cup Games:**

1. Selecting the pool of available referees.
  - a. All referees rated at 100-300 (for center referee) shall provide their availability for games 4 weeks prior to the first weekend of State/National Cup.
  - b. The Mentoring committee shall also provide a list of prospective State/National Cup referees that are from the 400-800 (center referee) rating group.
2. For younger divisions (U10-U13), assignment preference should be given to the Youth Mentor program.
  - a. Unfilled spots will then be assigned by the standard games procedure using the pool of available referees.
3. For older divisions (U14-U19), assignment preference shall be as follows:
  - a. U17-U19 games – Upgrade and maintenance assessments.
    - i. Unfilled spots will be assigned by rating: 100 – 300.
  - b. U15-U16 games – Highest rated available referee.
  - c. U14 games – "Older" youth referees (16-17 years old) that have been identified by the Youth Mentor program.

- d. Unfilled spots will then be assigned by the standard games procedure using the pool of available referees

### **Tournament Games:**

1. Tournament games are scheduled the same way as standard games.
2. Maintain a list of duties and authority of a field coordinator.
3. A field coordinator will be selected for each field.
  - a. If fields are close to each other and not a lot of play going on a coordinator can handle two fields.
4. A list will be created of all coordinators (names, date, times, field) and be distributed to all coordinators (along with their duties).
5. All field coordinators should have the complete game schedule.
6. Information (names, cell numbers, emails, etc) of the tournament director and field marshals they might have, should be distributed to all NOCRA field coordinators.
7. A “summary” of the “rule changes” will be listed along with the link to the specific tournament rules page. If the fields are not listed in Arbiter, a link to the fields’ location will also be included.
8. The President and Vice President will receive a copy of all of the above.

### **Timeframe:**

1. Fall and spring regular league season games will be assigned a minimum two weeks in advance.
  - a. If games are not accepted with five days, they will be assigned to another referee.
2. Tournaments:
  - a. Availability request will go three weeks before games.
  - b. Two weeks prior to games a “Blocked Analysis” will be done.
    - i. Block Analysis = Do we have the amount of referees need to cover the tournament?
    - ii. A decision at this time will be made to give fields to other associations.
      1. This decision requires President or Vice President approval.
3. All games will be assigned 36 hours after receiving the tournament schedule.

### **Reporting:**

1. Weekly, by Wednesday of prior week’s games (whenever games are scheduled within that week).
2. Total number of:
  - a. Games for the week.
  - b. Referees assigned.
  - c. Declines.
  - d. No response from referee.
  - e. Blocks.
3. Any referee assigned a game above their rating and why.
4. Mentor games requested.

**Emails:**

1. Emails will be sent regarding game assignment only.
2. They will be written in a professional manner.
3. For tournaments, a “summary” of the “rule changes” will be listed along with the link to the specific tournament rules page. If the fields are not listed in Arbiter, a link to the fields location will also be included.

**Arbiter:**

1. Four weeks prior to the game they will be loaded into Arbiter.
  - a. Or 24 hours after receiving the information if it’s inside the four weeks period.
2. All games will be indentified with their bracket (Silver, Gold, etc) so the referee knows what level game to prepare for.
3. In tournament games Finals and Simi-finals will be indentified.
4. Ratings and grade levels will be maintained.
5. If the referee is a youth it should be noted.
6. The following fields are mandatory:
  - a. Name
  - b. Phone number
  - c. Email Address
  - d. Picture
7. If the Arbiter mandatory fields are not complete no games will be assigned.
8. Each referee that does not have this information should be reported to the President and the Vice President.

**Assignment Rotation:**

Referees and assistant referees within a given experience/rating group should be rotated on a regular basis among all the assigned leagues and all the teams within a league. No referee should be assigned to any one league or club exclusively. When the assignor is an active referee, the assignor should be designated within a given experience/rating group and be part of the same rotation system of assignment.

**List of Duties:**

1. Ensure 100 percent qualified coverage
2. Ensure referees meet all the requirements of CalSouth & USSF
  - a. Risk Management
  - b. Current USSF certification
3. Select and assign referees and assistant referees to matches under his/her jurisdiction
4. Promptly notify all parties of any change or cancellation of game assignments.
5. Maintain up-to-date referee rosters
6. Obtain assessments as necessary
7. Maintain assignment records (for game counts, upgrade, etc.)
  - a. Never delete prior year assignment records

8. Maintain close contact with SRC
9. Assist state game assignor and tournament assignors with information on local referee ratings/qualifications.
10. Have active list of "top" referees
11. Maintain availability lists
12. Keep track (written) of conflicts (referee vs referee or team-club-league)
13. Respect and cooperates with other assignors
14. Represent referees before leagues, etc.
15. Prepare activity report as necessary
16. Have back-up system for:
  - a. Canceled games
  - b. Rescheduled games
  - c. Referee unavailability
17. Maintain addresses and instructions for locating all fields in the area and issues them to all referees
18. Do not allow game swap/trade/switch without proper authority
19. Assist with mentor program assignments
20. Recommend referees for cups, etc.
21. Rotate referees fairly
22. If a referee, ensures that there is no self-preference
23. Enforce policies of USSF, or whatever appropriate authority you are assigning for
24. Observe equal opportunity
25. Encourage referees
26. Familiarize oneself with strengths and weaknesses of referees
27. Attend meeting when needed of:
  - a. Leagues
  - b. Referee associations
  - c. State Administrators
28. Inform all referees of the rules of competition for Tournaments
29. Disseminate the following as requested by the leagues:
  - a. Policies
  - b. Rules
  - c. Laws
  - d. Field/venue changes
30. Unregistered referees may not be assigned under any circumstances

**Standards of Conduct and Code of Ethics:**

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.
3. As a member of the United States Soccer Federation, my actions will reflect credit upon that organization

4. I will contribute to the continuous development of referees in the association's Referee Development program.
5. I will conduct myself ethically and professionally in the assignment process.
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.
7. I will offer equal opportunity to all qualified referees, and I will avoid discrimination 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 a part of the United States Soccer Federation and my actions will reflect credit upon that organization and its affiliates.

**Conflicts of Interest:**

Assignors and referees must recognize that officiating where familiarity or family relationships with coaches or players exist should be avoided, and should limit the number of times a referee officiates for any one team or club.

**Complaints about Officiating:**

Referee assignors are encouraged to listen to complaints about officials. When the complaint concerns an official who has demonstrated bias, unfair officiating or incompetence, the assignor should advise that the complaint be filed in writing to the NOCRA IDC chairperson.

The conversation (regardless if a formal complaint is filed or not) should be summarized and send to the IDC chairperson and a copy to the President.

**Equal Opportunity for Assignment:**

Referee assignors should offer equal opportunity to all qualified referees and avoid discrimination against any individual or group regardless of age, race, color, religion, sex, national origin, or disability.