

REFEREE PACKET

Updated 4-28-09



Washington Youth Soccer

**2009 State Cup Tournament
Referee Academy**



**Championship & Challenge Cup
Girls U11 – U18, Boys U11 – U14
May 1 – 3, 2009**

**Championship & Challenge Cup
Referee Academy
May 1 – 3, 2009**

IMPORTANT REFEREE INFORMATION

Administrator Contacts:

Roberto Alvarez, SYRA
Cell Phone – (206) 214-6544

Suzanne Lambalot, Assist. SYRA, State Cup Referee Committee
Cell Phone – (206) 595-8162

Josh Wilkens, State Cup Referee Committee, OSI Washington
Cell Phone – (206) 380-7115

Dee White, State Cup Referee Committee
Cell Phone – (425) 350-3413

Match Location:

Starfire Complex
6800 Fort Dent Way
Tukwila, WA 98188
Map Web Link:

<http://maps.google.com/maps?q=6800+Fort+Dent+Way%2C+Tukwila+WA+98188&btnG=Search>

Referees/Mentors/Instructors & Staff my park at no charge at Starfire. Please let the parking attendant know your are with WA Referees and be prepared to show your badge. All others the day parking fee is \$5.00

Hotel:

Holiday Inn/Renton
One South Grady Way
Renton, WA 98057
Map Web Link:

<http://www.ichotelsgroup.com/h/d/hi/1/en/hotel/seart/transportation>

Hotel/Rooming Coordinator – Suzanne Lambalot
Any questions or concerns, contact Suzanne.

Check In Time – 3:00 p.m.
Check Out Time – 12:00 p.m.

Hotel Room Fees will be paid by WASRC and Washington Youth Soccer. There is no cost to referees/guest. Hotel rooms are a courtesy for those referees & mentors who are traveling the furthest for the weekend event.

Upon arrival & check in to hotel, referees/guests will need to provide a credit card for any incidentals they may want to charge to their room.

Guidelines for Referees/

Tournament Rules: Web Link: <http://wasrc.org/documents/2009.StateCupGuidelines.pdf>

Print This Out!

Read This, Know This, Understand This....AND Know How to Apply These Rules & Guidelines Appropriately!

Medical Authorizations: All referees under the age of 18 are required to bring with them a completed & signed Medical Authorization. Copy of form is included in this referee packet.

This form may be turned in upon referee check in at the Friday evening instruction session.

W-9's: All referees, mentors, instructors are required by WASRC to submit a completed W-9 in order to be paid for their services. If you have already turned one in previously for the current year, you don't have to do this.

This form may be turned in upon referee check in at the Friday evening instruction session

Referee Uniforms: Bring with you **ALL** your referee uniform equipment. All colors in jersey, shorts, socks, whistle, 2 watches, referee wallet, flags and referee warm-ups.

Remember to mark ALL your equipment with your name or initials. If you borrow something from someone else, remember who that is and it your responsibility to make sure items are returned to their owner.

Instruction Sessions: Be PREPARED!

Friday Field Session will be on the field – you will be RUNNING! Field surface is turf – you will need the appropriate foot wear. Also, wear the appropriate clothing for the weather. **DO NOT** wear your referee uniform to this session!

Friday Evening instruction session will be in the classroom. Bring materials for note taking (notepad, pen/pencil). The attire for this session is **DRESS BLUES** (navy blue blazer for all; white shirt, tie and gray slacks for men; white blouse gray skirt or slacks for women). There will be a group photo taken.

Saturday Evening instruction will be in the classroom. Bring materials for note taking (notepad, pen/pencil). The attire for this session is casual. Wear your Referee Academy T-Shirt!

ALL INSTRUCTION SESSIONS – Bring your Laws of the Game, Referee Administrative Handbook and Advise to Referees book.

OSI Washington: OSI Reps – Josh Wilkens & Jared Loranger will be at the Holiday Inn/Renton on Friday night from 6:00 to 9:30 p.m. with their supplies of referee equipment. If you are in need of anything.....they are the ones to see!

If you would like to pre-order anything call or email Josh Wilkens:

Cell Phone – (206) 380 -7115

Email - joshwilkens@yahoo.com

Cash, checks & credit cards are accepted for payments.

For a complete listing of OSI referee uniform equipment go to this web link:

<http://www.officialsports.com/index.html>

Facilities: The Referee Room at Starfire is for Referees only. Friends and family members are welcome to visit you outside of this room, elsewhere at the Starfire complex. Our space is limited and these events draw a large number of public spectators. For the safety of our personal belongings and equipment we cannot allow unauthorized personnel into the Referee Room.

Don't Be Pigs! Please remember to pick up after yourself both at the hotel & Starfire. Be courteous – pick up your garbage and dispose of it properly. Don't leave your clothes or referee gear sprawled out everywhere. This weekend we will have a large group of referees, space is limited, we will all have a place if everyone cooperates.

Referee Hospitality: We are happy to provide referees & mentors with lunch, snacks and water. Please help keep the snack & lunch table tidy. Don't be wasteful! Drink ALL the water in water bottles BEFORE you take another. Starfire has provided us with recycle containers, please use them.

Lost & Found: There isn't any. Don't loose track of your stuff and you won't have lost anything!

AGENDA

Friday, May 1, 2009

- 3:00 p.m. **Out-of-town check in at Holiday Inn Hotel**
- 4:00 – 5:30 p.m. **Referee Field Practicum**
This session is optional but highly recommended.
Location: Starfire Complex
Instructor: Josh Wilkens, USSF National Referee
Field session will include training stations. YOU will be RUNNING!
Equipment Needed - AR flags, whistle, running shoes (turf shoes recommended).
PLEASE BE ON TIME! REMEMBER FRIDAY TRAFFIC IS A CHALLENGE. ALLOW EXTRA TRAVEL TIME MORE THAN NORMAL!
- 5:45 p.m. **Evening Instruction Check-In**
Location: Holiday Inn/Renton – Spruce Room
All referees & mentors are required to sign in at the Check-In table outside the meeting room. Name tags will be provided. Please don't forget to get your referee or mentor gifts!
Attire for this evening is "Dress Blues" (navy blue blazer for all; solid white shirt, tie and solid gray slacks for men; solid white blouse, solid gray skirt or solid slacks for women).
Referees under the age of 18 please remember to turn in your completed & signed Medical Authorization form.
- 6:00 – 6:50 p.m. **Dinner**
Location: Holiday Inn/Renton – Spruce Room
Buffet dinner will be served.
- 6:50 – 7:00 p.m. **SMILE!** Group picture.
- 7:00 – 8:45 p.m. **Instruction Session**
Location: Holiday Inn/Renton – Spruce Room
Instructor: Josh Wilkens, USSF National Referee
In addition to this training session, referees will receive general match instructions and game assignments for Saturday.
ATTENDANCE IS MANDATORY FOR ASSIGNMENTS!
- 8:45 – 9:00 p.m. **Referees Meet w/Saturday Crews**
Discuss carpooling to fields, departure from hotel & arrival time to fields, attire to be worn to field and any pre-game discussions.
- 9:00 – 9:15 p.m. **Mentor Meeting**
Mentors will meet with Roberto to review mentor instructions for the weekend.

AGENDA

Saturday, May 2, 2009

- 6:30 a.m. **Breakfast**
 Location: Yankee Diner @ Holiday Inn
 Referee guests staying at the hotel.
 This is NO HOST – you pay for your own meal (Breakfast menu items \$6-\$12).
- 8:00 a.m. **First Game Check In**
 Location: Starfire Complex
 Referees are required to check in one hour prior to kick off time.
 Be prepared to spend a full day at the fields. Bring a change of clothes to be worn in-between games.
 Mentors are required to check in thirty minutes prior to kick off time.
- 9:00 a.m. **Games Begin!**
 First games of the day begin at 9:00 a.m., last games of the day begin at 4:00 p.m.
 These game times maybe subject to change per Washington Youth Soccer Tournament Director.
- 11:00 a.m. **Lunch Delivered**
 Subway sandwiches, goodies, water & fruit will be provided.
- 5:45 p.m. **Evening Instruction Check-In**
 Location: Holiday Inn, Spruce Room
 Attire for this evening is casual. Wear your Referee Academy T-Shirt!
 All referees & mentors are required to sign in at the Check-In table outside the meeting room.
- 6:00 – 7:00 p.m. **Dinner**
 Location: Holiday Inn, Spruce Room
- 7:00 – 8:45 p.m. **Instruction Session**
 Location: Holiday Inn, Spruce Room
 Instructor: Gary White, USSF National “A” Licensed Coach, U.E.F.A. License, U.S. Soccer National Staff Instructor, Former U.S. Virgin Islands Director of Coaching & Bahamas Men’s Head Coaching Director, Technical Director Snohomish United
 In addition to this training session, there will be a review and discussion (Q & A) on the days events.
 ATTENDANCE IS MANDATORY FOR ASSIGNMENTS!
- 8:45 – 9:00 p.m. **Referees Meet w/Sunday Crews**
 Discuss carpooling to fields, departure from hotel & arrival time to fields, attire to be worn to field and any pre-game discussions.
- 9:00 – 9:15 p.m. **Mentor Meeting**
 Mentors will meet with Roberto to review the days events.

AGENDA

Sunday, May 3, 2009

6:30 a.m.

Breakfast

Location: Yankee Diner @ Holiday Inn

Referee guests staying at the hotel.

This is NO HOST – you pay for your own meal (Breakfast menu items \$6-\$12).

8:00 a.m.

First Game Check In

Location: Starfire Complex

Referees are required to check in one hour prior to kick off time.

Be prepared to spend a full day at the fields. Bring a change of clothes so you can change between games.

Mentors are required to check in thirty minutes prior to kick off time.

9:00 a.m.

Games Begin!

First games of the day begin at 9:00 a.m., last games of the day begin at 4:00 p.m.

These game time maybe subject to change per Washington Youth Soccer's Tournament Director.

11:00 a.m.

Lunch Delivered

Subway sandwiches, goodies, water & fruit will be provided.

REFEREE CHECK LIST

2009 WASHINGTON YOUTH SOCCER STATE CUP TOURNAMENTS

CHAMPIONSHIP, CHALLENGE AND COMMISSIONERS' CUPS USE SAME RULES

- Arrive at match one hour before game start time
- Check field and equipment (goal posts, nets, corner flags, etc.) . Inspect field and discuss with crew large gaps in goal lines caused by painted names at certain high schools.
- Collect " Game Roster Sheets"
 - Cross out the names of any players who will not be participating in the match
 - Ask the Coach if any players are "Sitting Out" for Disciplinary Reasons
 - Sign Game Sit-Out Sheet(s), if any
- Verify Coach Passes (up to four (4) per team) and Player Passes. **If a player or coach has no pass, he or she cannot participate.**
 - In the event an entire team doesn't have player passes, **PLAY THE GAME** and write this up on a Game Incident Report
- Check player equipment, with point of emphasis on:
 - Casts and prosthetic devices must have referee's approval
 - No Jewelry. No Jewelry. No Jewelry. No Jewelry!
 - Unique, non-duplicated number for every player except goalkeeper
- Play the game:
 - WSYSA Rules of Competition, as highlighted on the Guidelines to Referees document, apply to Championship Cup, Challenge Cup and Commissioner's Cup Tournaments.
 - Substitutions allowed, with the consent of the referee, during any stoppage in play.
 - In the event of a dead ball situation and one team has clear possession, OK to restart with an Indirect Free Kick. If neither team has clear possession, restart with a Drop Ball.
 - Half-time interval is 5 minutes
 - In a stadium, spectators are to be in the stands
 - Minimum number of players per team to start or continue a match is seven (7)
- At the end of the game:
 - Write down the half time and final score(s) on the game roster sheet
 - Print your name in a legible manner
 - Note any misconducts on game roster sheet
 - Return player and coaches' cards (cards are for proper identification relating to misconducts)
 - Give copy of game roster sheet to each coach
- After the game:
 - **All Misconduct Reports are to be filed ONLINE.** If you have misconducts, go to wasrc.org and select Referee: Misconducts, then enter match number 000 and fill out the report. When the report is complete, click the status to "NEW", and click the "update" button at the bottom to submit it.
 - Referees have until Monday NOON to file their misconduct reports. Match roster sheets should be sent to the WSYSA office by Monday.

4th Official Procedures & Responsibilities

4th Official Reports are required for all games.

The fourth official shall assist the referee with any administrative duties before, during, and after the match, as required by the referee.

1. Arrive with the officiating team
2. Participate in field inspection
3. Be prepared to officiate and record the match (scores, misconducts, subs)
4. Wear an appropriate warm-up suit
5. Obtain and inspect match balls
6. Control the Bench Area
7. Replace a crew member if needed
8. Carry out any other administrative duties as directed by the referee

Summary of Major Responsibilities

- **Bench control**
- **Record keeping**
- **Control of substitutions**
- **Source of neutral information**

Duties prior to the match

- Assist in checking lineups, player passes and player equipment
- Accompany other officials to center circle for National Anthem and coin toss

Duties during the match

- Observe and record appropriate information on the log sheet
- Assist in control of the benches
- Assist with substitution procedures
- Inform the referee of irresponsible behavior by any occupants of technical area

At half time

- Gather equipment
- Go to the dressing room with the referee crew
- Compare match notes
- Return directly to your station

Substitution Procedures

- Inspect substitute's equipment
- Inform AR1 of substitution request
- When a substitution opportunity arises, make eye contact with referee
- Stand at the halfway line with substitute until referee consents to substitution
- Prevent substitute from entering the field until player being substituted has left field
- Record information in match log

When a goal is scored

- Control the bench area
- Allow no one to enter the field
- Record time, team, and player

Player required to leave field to adjust equipment or bleeding

- Have adjustment made or ensure bleeding has stopped and is covered
- Check to see equipment concerns are corrected
- Bring player to the halfway line
- Keep player off field until referee grants permission to enter

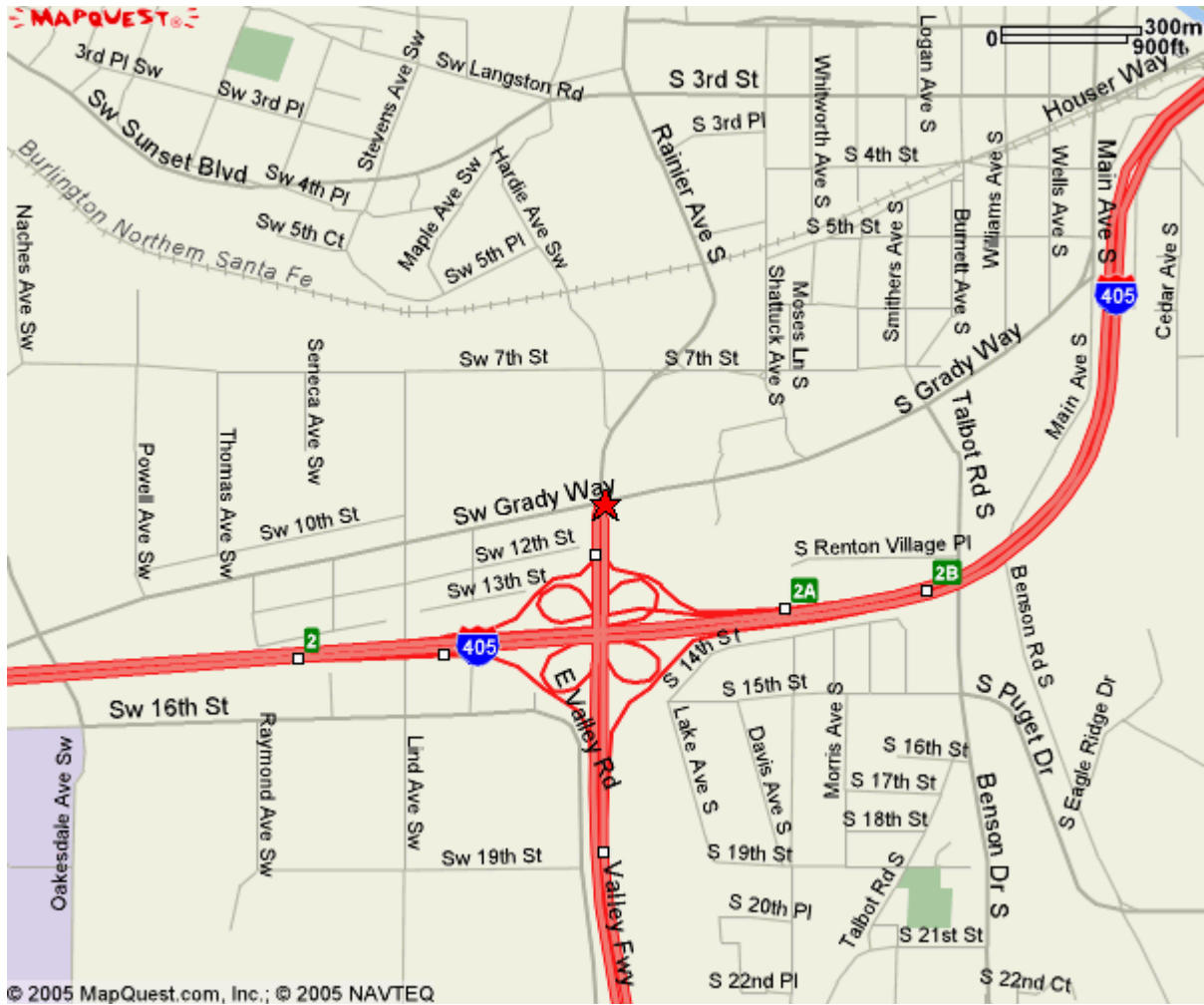
Duties after the match

- When the referee crew leaves the field, gather all equipment and follow
- Submit a report on any misconduct committed out of the view of the referee and ARs
- Advise referee and ARs of any report being made

Hints, Tips and Suggestions

- All fields have an artificial surface. Bring shoes that work for you on these surfaces. If you have no experience with these surfaces turf shoes with many small lugs work best. Inspect field and discuss with crew large gaps in goal line caused by painted names at certain high schools.
- **BRING ALL FOUR REFEREE JERSEYS!** (gold, black, blue and red, long sleeve preferred). Per instructions from the State Referee Administrator, the addition of American flag on the left sleeve is **optional**, three inches below the seam. Flags with a cloth carpet tape backing (for easy attachment to your jersey) will be available on Friday night. **The OSI representative (Josh Wilkens) will be available at Friday's training session for any Official Sports International uniforms and gear.**
- Bring your law book, procedures book, and pertinent documents (State Cup Guidelines, etc.)
- Winter is a cold, rainy time in Seattle, so don't forget to dress in layers and bring your rain gear.
- Be ready to spend a full day at Starfire. Make sure you have a change of clothes with you so you can change between matches.
- There will be a mentor in charge of each match for any questions on procedure. The **Box lunches** will be available in the referee room each day.

Holiday Inn Renton



1 South Grady Way; Renton

From 405 Southbound – take exit 2B toward Rainier Avenue S. The Hotel is on your right.

From 405 Northbound – take exit 2 toward Renton/Rainier Ave S. The hotel is on your right.

Starfire Soccer Complex



6840 Fort Dent Way, Tukwila

I-5 SOUTH: Take exit # 156 (Tukwila, Interurban Avenue); Turn left onto Interurban Avenue, proceed south for 1.7 miles and turn left at Ft. Dent Way. Take the next left into the park.

I-5 NORTH: Take exit # 156 (Tukwila, West Marginal Way); Take the Tukwila exit, turn right onto Interurban Avenue, proceed south 1.8 miles and turn left at Ft. Dent Way. Take the next left into the park.

I-405 NORTH: Take exit # 1 (Tukwila, West Valley Highway); Turn left onto Interurban Avenue, proceed north for .3 miles and turn right at Ft. Dent Way. Take the next left into the park.

I-405 SOUTH: Take exit # 1 (Tukwila); Go straight from the exit signal onto Ft. Dent Way. Take the next left into the park.

AUTHORIZATION TO TREAT A MINOR

I, the undersigned parent and/or legal guardian of _____, a minor, do hereby authorize and consent to any x-ray, examination, anesthetic, medical or surgical diagnosis rendered under the general or specific supervision of any duly licensed physician. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power to render care which the aforementioned physician in the advise of his best judgment may deem advisable. It is understood that effort shall be made to contact the undersigned prior to rendering treatment to the patient, but that nay of the above treatment will not be withheld if the undersigned cannot be reached.

Signature _____ Date _____

Minor's Full Name: _____ **Date of Birth:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Home Phone: _____

Allergies: _____

Immunizations: Current to date? Y / N Missing?: _____

Telephone Where Parents Can Be Reached:

Name: _____ Relationship: _____ Home # _____

Work # _____

Cell # _____

Name: _____ Relationship: _____ Home # _____

Work # _____

Cell # _____

Physician: Name: _____

Address: _____ City: _____ State: _____

Phone: _____

Medical Insurance: Company: _____ Policy # _____

Subscriber: _____

Emergency Contact Numbers:

Name: _____ Relationship: _____ Number: _____

Name: _____ Relationship: _____ Number: _____

Name: _____ Relationship: _____ Number: _____

Notes: _____
