

# *Look Sharp Be Sharp*

**A Practical Handbook for Indoor Soccer Referees**

**Volume 1  
The Mechanics**

*A Mentored Program*



**2000-2001**

## Contents

### **Spirit of the Game**

#### Before the Match

- ◆ Arrival
- ◆ Preparation and Referee's Instructions to Assistant Referees
- ◆ Dress and Appearance
- ◆ Socialising
- ◆ Pregame Duties

#### Field Management Skills

- ◆ Movement
- ◆ Mechanics
- ◆ The Drop Zone
- ◆ The Use of the Whistle
- ◆ Carding players
- ◆ Attitude to colleagues
- ◆ Attitude to players and coaches
- ◆ Dealing with spectators

#### The Assistant Referee

- Game record sheets
- Time penalty management
- Bench control
- Image in the penalty box

### **Some practical examples**

#### Signals

- ◆ Referee

#### Game debriefing and analysis

- ◆ Check lists for referees and assistant referees
- ◆ Gamesheets
- ◆ Misconduct reports
- ◆ Ten tips for top indoor referees

#### Additional Information

- Pregame instruction checklist

The material in this handbook has been gathered from various sources and is intended to provide additional information to the developing referee in the Edmonton area. This handbook is meant to provide practical exercises and information that will enhance a referee's overall performance.

Referees are urged to continually enhance their skills and knowledge by attending technical sessions, seeking ASA assessments, and working with senior officials (mentors) to raise the level of their game to new heights.

The *Look Sharp Be Sharp* organising committee would like to thank the following people for being exemplary "Citizens of the Game" by contributing their ideas, energy, participation and time to the ongoing enrichment of this mentoring based program.

Shaun Hammond, ASA Standing Committee, ASA referee, Mentor, and instructor for the "manual" work

Will Boyko, ASA Instructor, ASA referee, LSBS Advisor and Mentor

The *Look Sharp Be Sharp* organising committee would also like to thank the ASA and the EDSA Board of Directors for their foresight and commitment to programs that benefit the game of Soccer.

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This symbol (Referee Sharply Whistle) shows up through out this workbook. It indicates useful tips to help you improve your refereeing style.

## ***The Spirit of the Game and Fair Play.***

**Law 18 - Common Sense - the Referee's law.**

There is no "Law 18" in the Laws of the Game or the ASA Rules of Indoor Soccer. It's simply common sense. It is the "spirit of the game". The often talked about "Law 18" provides that common sense, Fair Play, and the "Spirit of the Game" should be considered when applying the rules of the game.

The essence of fair play can be summarised in the following four sentences:

- ❑ A fair player accepts the Rules of Indoor Soccer
- ❑ A player does his utmost to win within the Rules of Indoor Soccer
- ❑ A player, to produce his own best performance, looks for the best possible opponent, and allows this opponent to produce his own best performance
- ❑ A fair spectator must be impartial.

### ***1. Before the Match***

#### ***1.1 Check all your equipment and game location prior to leaving home***

#### ***1.2 Arrival***

Your arrival at the indoor centre says a great deal about your approach to the game. It tells the players and fellow officials the respect you have for them. More importantly your method of preparation should tell you something about yourself and your approach to the game! You should arrive in plenty of time. Thirty minutes before the scheduled start, in the referee's dressing room, is the standard for an ordinary league or tournament match.

- No game should ever have to begin late because of the officials!

#### ***1.3 Preparation and Referee's Instructions to Assistant Referees***

Appendix A is an example of the type of discussion that should take place between the two officials working the game. The pre-game briefing should cover all assignments of duties, the responsibilities of each member of the team in every foreseeable situation, and the signals that will be expected. Full coverage of all the important points will require at least ten minutes and often more.

With this in mind, use the 30 minutes before your game to go over the pre-game instructions. Generally, you will be working with the same official in a second game with the roles reversed – you will be the referee and they will take on the assistant referee role.

By going over the instructions before your game you can both work out just how you are going to cooperate in the games that you are going to referee together.

The summary in Section 8 is intended as a guide and an example. Each referee will wish to modify and expand upon it as necessary.



**TIP:** To give your pre-game instructions, you and the other referee should find a quiet, comfortable place where you will not be disturbed or interrupted during your pre-game briefing. Use a checklist!

You should be prepared to start your duties,

- Properly dressed and equipped to referee a match.
- With all your equipment on you:
  - ❑ whistles,
  - ❑ pens/ pencils,
  - ❑ game record sheets / notepad,
  - ❑ blue, red and yellow cards, and
  - ❑ watch (es) and stopwatch.
- If your fellow officials are delayed, you should begin whatever pre-game duties you can: collect gamesheets, check player cards, examine the players' equipment, etc. Ensure game starts on time!
- Before your first game , you should get to the field early enough to check gamesheets and player cards. Ensure that there are no jersey colour conflicts between the players and or yourself. This will help you get the games going on schedule and provide some time before the start for the teams to warm up.



**TIP - No Show**

What should you do if an official doesn't show up?

First, try to find a registered referee who is neutral (not affiliated with either team). This means having a chat with the officials who have just finished their shift, and checking whether one or the other can stay on and assist you in the next game.

If your game is the first game of the day you might want to look for a suitably qualified person who can operate the clock and act as timekeeper for you. In this case you will have to referee the game and take on some of the traditional assistant referee duties from the middle.



**TIP:** If for any reason the scheduled game is not played, DO NOT OFFICIATE A “FRIENDLY” BETWEEN THE TEAMS. The league may no longer sanction the game, and you put yourself at risk unnecessarily.

### **1.4 Uniform and Appearance**

- You must wear the appropriate referee's uniform to the match that should consist of:
  - Non conflicting jersey colour and badge
  - Black Shorts
  - Black Socks with three white strips on top of sock
  - Appropriate footwear for the indoor game
- Your uniform should be clean and unwrinkled, your shoes shined.
- When you arrive at the field, you should be ready to officiate: your shirt should be tucked in, socks pulled up, badge on, etc.
- Avoid dressing in the penalty box before the match.

### **1.5 Socialising**

You will probably have friends at the indoor centre, at least at the start. There is no need to be rude or pretend not to know them, but avoid spending too much time with them. Say hello, exchange remarks, and then get on with your job. If you do greet someone who is with one team, make a point of having a brief word with members of the other team as well. You must do everything you can to avoid any appearance of potential bias toward one team or the other, this includes the desire to socialize with coaches in the lounge after the game. Besides that, you have a job to do and should pay attention to your duties. Your friends will understand that you have professional responsibilities and are not there just to have a good time. Remember – mental preparation is one of the key goals to achieving your best performance on the field of play.

### **1.6 Pre-game Duties**

You must see to it that the players have a safe field on which to play. You owe it to yourself to make your match as trouble-free as possible. You can go a long way toward both of these goals if you carry out your pre-game duties carefully. Before each game, the officials should:

- Check 1. If you have not already done so, go over pre-game instructions on what the referee expects of the assistant referee in various situations.
- Check 2. Check the game-sheets and player cards from each team and take this opportunity to introduce both referees to the coaches (this may be a great time to establish rapport and briefly talk to the coaches about how you and the AR will be working the game).
- Check 3. Check players' equipment for safety and compliance with league rules;
- Check 4. Check the field for hazards – debris on the field, gate areas, and the board areas and ensure that the benches are devoid of blood, excessive water etc.-call for clean up if there is a problem.
- Check 5. Check to see that the game clock is working properly (counting down) etc;
- Check 6. Get and check game ball.



**TIP:** Check the field for hairclips, or other bits and pieces that can find their way on to the turf from the spectator areas or the players. This can be accomplished while you wait for your game time.

## ***2. Field Management Skills***

### ***2.1. Movement***

Movements and posture of the referee on the field and off should show that you are alert and attentive to your job. Walk smartly as you carry out your pre-game duties.

Assistant referees should move to the penalty box and make sure that they are ready to carry out their tasks.

When you are not moving, stand in a relaxed but alert manner (beware you and your team mate are on display from the moment you arrive at the pitch!). Keep your attention focused on the subjects of your job

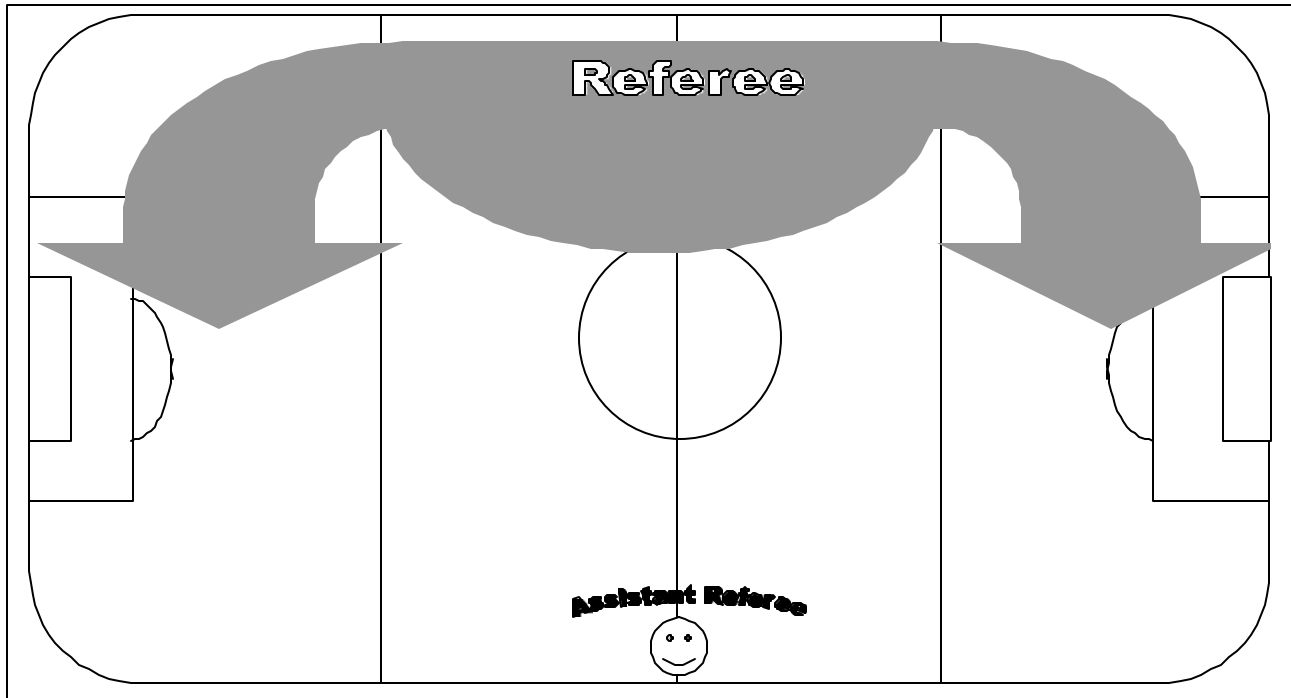
- ❖ Pitch,
- ❖ Players
- ❖ Your assistant referee
- ❖ Ball.

### ***2.2. Mechanics***

Good positioning for the referee results in greater vision, allows for better decision-making, and consistency. **If you are in the right position at the right time, making that critical call is going to be a lot easier and more readily accepted by players and the non-playing personnel.**

There is basically only one commonly used system of control – the Lazy C, used by a team of 2 officials, the referee, and the penalty box official (the assistant referee). Once learned, this system makes it easy to start working as a team, even if you have never officiated with each other before.

### 2.3. Running Pattern - Indoor Soccer



- ◆ The key to any good team of officials is to ensure good eye contact and communication between referee and assistant, to ensure that the maximum amount of field falls within their field of vision, and so their control.
- ◆ The assistant referee although confined to the penalty box, is centrally located has a good view of most of the field.
- ◆ Referees will be moving and turning to keep the ball and the play just forward of their right shoulder, about 10 to 15 feet from the play as a general rule. Ultimately the distance from the action will be determined by your mobility, speed and temperature of the game
- ◆ **It is important that the referee follow the ball to the end boards, by going deep into the corner(s)! Remember that you do not have assistants running down a touchline being able to confirm a ball crossing the goal line. The referee is going to have to make these calls and so they have to be in position to make the call. There are times when you may consider crossing over to the other side of the field, particularly if play is concentrated in the corners where you would normally be positioned.**
- ◆ As the play enters the penalty area, the referees should be wide and turning to ensure that they have the entire penalty area between them and their assistant referee.
- ◆ Keep the zone of play between you and your assistant as much as possible.

### 2.4. The Action Zone.

It is important for the referee to get into the right position before a kick is taken. This area is generally known as the drop zone (action zone) and relies on the referee being able to anticipate where the ball will land after the kick.

For example, the referee will position himself along his running path, about where he expects the ball to land after the keeper takes a goal kick. This will vary, depending on the skill level of the keeper, and the age of the players.

## Being at the right place at the right time cannot be overstated ANTICIPATE!! !

The keywords here are:

- ❑ Where - is the next action zone
- ❑ Where - is the best place to see it from
- ❑ Go - to the spot and see the play develop.

### 2.5. *The Use of the Whistle*

The whistle is used as a signal to start and stop play. Within this simple function there lies a world of usefulness for the referee. The method of whistling implies much about the referee's authority. One recognises with the first whistle whether or not the referee is a strong personality.

Timid whistling is unconvincing at any time, and clear signals are necessary in all controversial decisions. The referee who can use the whistle effectively to communicate has a powerful tool for game management. A good referee uses the whistle at the right time, for the right reason. Common sense and a feel for the game will be the tools the referee uses to achieve effective use of the whistle. Adjust your pitch to suit the circumstance.

Keep in mind several principles in using the whistle.

1. Vary the intensity and duration of the sound. Monotony has its effect: the players do not notice any difference between the recognition of technical infringements and penal fouls, and soon believe that the referee views them the same way.



TIP: Give a short, sharp whistle for technical infringements (stopping play when the ball has gone out of play, for instance). Give a louder, longer whistle for a foul. The manner of whistling for a foul should reflect the referee's opinion of the relative importance of the offence.

2. Too much whistling spoils the joy of playing, puts the referee in the foreground for no reason, and robs the whistle of its meaning. Whistling should be limited to the following situations:
  - ◆ Kick-off;
  - ◆ To stop play for any interruption, such as a foul.
  - ◆ Penalty-kick.
  - ◆ Any time during the last 2 minutes of a game (stop time), to ensure the clock is stopped

Aside from these times, use the whistle only in unclear situations (for example, when the ball just goes out of bounds and players continue to play) and when you need a clear signal to restart after a long delay (for example, when there is an injury or caution).

3. Use mechanics for carrying and blowing the whistle that best suit you. Most referees prefer to carry the whistle in their hands, not around their necks.
  - ◆ Attach the whistle securely to your wrist, hand, or finger.
  - ◆ Carry it in a relaxed position.
  - ◆ Carrying the whistle around the neck can be dangerous and distracting, and the whistle may be hardest to locate when you need it most.
  - ◆ Perhaps the best argument for carrying the whistle in the hand is that the extra time required to raise it to your mouth can be used for judging whether to apply advantage and other considerations.
  - ◆ Carrying the whistle in your mouth is strongly discouraged: it is dangerous, interferes with breathing, and can lead to accidental whistling.
  
4. The referee should carry two whistles: one to use and one as backup. A whistle can stop working for many reasons, including breakage, and loss.



**TIP:** Choose two whistles of different pitch. You can change whistles if a referee on a neighbouring field has a similar-sounding whistle that confuses the players.

## ***2.6. Showing Players a Blue, Yellow or Red Card***

Showing a player a card for a time penalty requires the referee to approach the guilty player reasonably closely. The player may be angry and emotional. For these reasons, you should use the following procedure:

- Step 1. After you have stopped play, move smartly but calmly to the spot of the violation. If the situation requires it, move quickly and get to the hot zone ASAP.
  
- Step 2. Verbally identify and isolate the guilty player. Remain four to five feet from the player and position yourself so you can keep a view of the field and other players.
  
- Step 3. Display the proper coloured card over your head. If you send off a player for committing a second cautionable offence, display first the yellow card, then the red card.
  
- Step 4. The assistant referee should record all the information they can get from their position in the penalty box. It is really important for good time penalty management that the assistant uses the game record sheet properly. **The AR should raise his hand and keep it raised until he has all the details down and is ready to start controlling the penalty.** The referee will hold up play until the AR is ready. Remember that this is a guaranteed substitution opportunity and this reasonable delay is provided for in the Rules.

Step 5. Keeping in mind the foregoing point, restart play as quickly as you can, but if you are sending off a player, make sure he or she has left the field and has gone into the dressing room before you restart play. The delay required to administer a minor misconduct or caution may help cool down tempers and improve the quality of the game. However, if you delay the restart too much you may be perceived as excessively imposing your will upon the game. A quick restart will also get the players' attention back on the game.



**TIP:** Carry your blue, yellow and red cards in different pockets. That way you can reach for the card without taking your eyes from the player and still be sure you are displaying the correct card for the action you are taking.

**TIP:** In most cases, instead of going toward a player (threatening) or calling him to you (degrading), a business like approach is called for here – verbally identifying or pointing at the player can be effective ways of handling this situation. If there is a potential for an altercation between two players you must deal with diffusing the situation first then deal with the penalizing of players. Move away to a neutral area of the field away from players where you can face the field, and deal with the situation.

### **2.7. Attitude toward Colleagues**

The attitude you show toward your colleague should be friendly, co-operative, and respectful. You must support and help one another to manage the match. Whatever your feelings toward the individuals you officiate with, and whatever your opinion of their abilities, while you are doing a match together you must co-operate fully.

Remember You are the third team on the field. If you as assistant referee are senior to the referee (older or with a higher certification level), make a special effort to show that you will give your full support. If you notice something the referee has overlooked, quietly direct his or her attention to it. This is ideally handled at the end of the game during your post game discussion

### **2.8. Attitude toward Players and Coaches**

Your attitude toward players and coaches should be courteous but firm. Listen to what players and coaches have to say when they politely communicate with you or your partner. When the laws are clear, or you have made your decision, be firm while remaining pleasant. You will win no points for being arrogant or tyrannical.

If players or coaches approach you politely at half time or after the match, listen to their questions or comments and answer politely. Make it clear that you have heard and listened to the individual, but do not prolong such discussions. Arguing with the intent of convincing the other party that you were right rarely accomplishes anything.

If the individual is angry or abusive, break off the discussion as quickly as possible. If the person's behaviour constitutes misconduct, report it. At any time be careful on how you apply your authority in cases where you have allowed a discussion between yourself and the players or non-playing

personnel. Once you open the door you have given them the opportunity to disagree or dispute a call you have made. These types of interactions can quickly escalate into yelling and verbal abuse – its kind of hard to penalize a player or coach when you have invited him to, and provided him the opportunity, to vent!

- ◆ Never demean or belittle players or coaches.
- ◆ Never comment on the play of a team or a player. Do not discuss the skills, tendencies, abilities, or character of any team's opponents or potential opponents. It is not one of your jobs to serve as a scout for any team!
- ◆ Always remember that it is the players' game, not yours.

### ***2.9. Dealing with Spectators***

The attitude you take toward fans should also be friendly but firm. Spectators have more latitude than players or team officials in criticising refereeing publicly, but you do not have to let them confront you. You have a bit of an advantage in the indoor game in that the spectators are away from the benches and outside the immediate playing area behind the netting. The disadvantage is that the spectators are always close to you if you follow the recommended running pattern.

- If a spectator approaches you in a pleasant manner after you have finished all your games in the Indoor Centre, you may wish to clarify an interpretation of the Rules of Indoor Soccer. Quickly end any conversation with a fan that is critical or angry.
- Do not answer fans' questions or comments shouted at you during the game. This may seem rude, but to miss something because you were talking to a fan is inexcusable.
- Remember that if the spectator is not conducting himself/herself in an appropriate manner, you can always call the Centre Control Room staff from the telephone in the penalty box, and ask that the spectator be spoken to or removed from the area.
- **Do not respond to criticism from spectators. If spectators are abusive or interfere with the conduct of the game, deal with them through the Soccer Centre staff. Have the actions stopped or the individual removed by the Soccer Centre Staff**
- Do not deal with spectators directly use the building staff to deal with any incident that warrants action on your part.

### **3. The Assistant Referee**

As an assistant referee in an indoor game, you have additional duties, and responsibilities. Rule 6 of the ASA Rules of Indoor Soccer lays out the function of the assistant:

"An assistant referee is appointed whose duties, subject to the decisions of the referee, are to act as timekeeper and keep a record of the match, and to indicate:

- when the whole of the ball has passed out of the field of play
- which side is entitled to any restart
- when a team should be penalised for a 3 line violation
- when a team has made an illegal substitution
- when misconduct or any other incident has occurred out of the view of the referee
- when a player must be cautioned for committing a third offense punished by a minor misconduct time penalty."

#### **3.1. Game Record Sheets**

A properly completed game record sheet can prove invaluable in helping the officiating team deal with time penalties, and drafting up any match or misconduct reports. It is the responsibility of the assistant referee to make sure the game record sheet is filled out properly. At a minimum the assistant should keep track of goals, and scorers, penalties (including the clock time, length of penalty, and any major injuries.

#### **3.2. Time Penalty Management**

The assistant is responsible for the management of time penalties, and the releases of penalised players back on the field or the bench.

- Know the rules of time penalty management
- Be methodical about documenting the penalties, (Player, time, duration, reason, card colour)
- Use a separate stopwatch to keep stop time on the penalty

#### **3.3. Bench Control**

The box official must use his presence to manage the behaviour of the bench (players and team officials)

The referee should cover aspects of bench manage in the pre game instructions, including the action an assistant should take if the benches won't settle down.

Part of bench management is monitoring the "substitution on the fly". Good preventative management would be a few words to the coaching staff if the substitutions are borderline. This is usually all that is needed to keep things in order.

Make sure you are fully aware of the substitution rule.

### **3.4. Image in the Box**

- Be professional and courteous.
- Look the part of an official, even though you are in the box.
- Pay close attention to your role, and focus on the game.
- Even though you are not in the middle, you are part of the officiating team.
- Don't lean on the bench
- Ensure that you spend equal amount of time with both benches

### **4. Practical Checklist**

- Make sure you arrive on time for every match that you accept. For ordinary league or tournament matches you should be present in the dressing room, and ready to officiate 30 minutes before the scheduled kick-off time.
- You should be physically and mentally prepared for each match you officiate. You should be well rested and must put any distractions out of your mind while you are doing your job.
- You should not accept a match in whom any relative or boyfriend or girlfriend is a player, coach, or other team official. It is your responsibility to inform an assignor of any potential conflict that might call into question your impartiality.
- Concentrate on the job at hand, no matter what the score is or what the game is like. Do not become distracted by conversations with spectators or coaches during the game. Stay out of long chats before the game or at half time. Do not engage in horseplay or play with the ball during stoppages or before the game.
- You should do everything you can to keep up with changes in the rules and their interpretation, including attending refereeing clinics and studying announcements and newsletters.
- As assistant referee, always help and support your referee. You have specific duties that are required of you. Make sure that you carry them out properly. Never try to look good at the referee's expense and never by word or action show disagreement with the referee's decision.
- As referee, support your assistant referees, even when you must over-rule them. Never make them look bad and never let others abuse them.
- Do not publicly criticise fellow officials.. Do not discuss referees' decisions except to clarify an interpretation of the Rules. If you believe that a referee has made a serious error, you should bring it to the referee's attention or to take it up with your association. Don't respond with public criticism.
- ***Never say or do anything that might offend or humiliate a player.***
- ***Do not ever touch any player, coach, team official, or spectator.***
- Show that you are neutral and objective by not socialising at the match site or near the match site with players, coaches, or fans of either team, before or after the game.
- Help your fellow officials whenever you can. Take the time to discuss problems they may have had during match and help them resolve them.
- There is no reason to accept or condone unethical behaviour by fellow referees. Do not be afraid to let a referee know that you find his or her conduct unacceptable. There are procedures established by the Alberta Soccer Association to register complaints about a referees' unethical conduct. The ASA office can tell you how to make the necessary reports.

*Always remember that consistency is a skill you need to work on and develop at all times. The attribute most often given to "good" referees is that he or she is consistent. The players and coaches know what to expect from you when you referee. The ability to be consistent from game to game is a subtle but extremely important attribute for developing referees!*

## Signals

Clear signals are important in that they let everybody know exactly what the call was, and who is entitled to the restart. Use only the approved signals, and do not invent your own. Remember, all free kicks in indoor soccer are direct.



- ❑ Arm straight out showing direction of kick,
- ❑ Arm raised at 45°,
- ❑ Hold until player ready to take kick or you move into position,
- ❑ Use body language to reinforce your whistle, express your disapproval of foul,
- ❑ Positive signal reinforces your game control,
- ❑ Positive signal reinforces your confidence level and image



The use of the Advantage signal is a powerful match control tool.

- ❑ Use voice and signal.
- ❑ Sweep arms forward and up.
- ❑ "Play on - Advantage"
- ❑ Move with the play as you signal.
- ❑ This is a tough one to master, but once you have it is a real image booster.



- ❑ Arm straight up with card showing
- ❑ Hold until player has seen the card
- ❑ Do not wave it around.
- ❑ Make sure that you are not too close or too far from player.
- ❑ Put the card away in the correct pocket (so that you can get the right colour the next time you need one!)

## **5. Game Debriefing and Analysis**

### **5.1. Check Lists for Referees and Assistant Referees**

One effective method for improving performance and game management skills is to use an orderly self-evaluation after each match. A referee is usually his own most severe critic. This universal attribute of officials can be a good and bad thing. Remember the world will not end because of a "blown call". Learn from your mistakes and apply this knowledge to your game.

In most instances, the referee instinctively realises those things that were done well and those that might have been done better.

Another way of getting feedback is to talk to your Assistants at half time and at the end of the game. Here are some questions you might ask:

- Did I miss anything?
- How is my positioning?
- Is my whistling loud enough?
- Is my whistling too loud?
- Is there anything happening behind my back?

By involving your assistants in this kind of discussion, all members of the officiating team benefit from the discussion.

The following lists of questions are furnished for the referee and assistant referees to review important elements of match performance and reflect on which ones were performed well and should be continued and which ones need to be improved on.

## 5.2. Self-evaluation Check List for Referees

- Arrive at the game site early and complete all pre-game responsibilities?
- Enforce and apply the Rules correctly?
- Deal with misconduct correctly, sensibly and fairly?
- Interpret "dangerous play" correctly?
- Recognise the difference between careless, reckless and excessive force?**
- Deal quickly and firmly enough with dissent?
- Avoid putting my hands on players for any reason?
- Avoid gesturing or speaking to players in a way that might suggest that I was belittling them?
- Concentrate on the game and my responsibilities and always appear to be interested in the game?
- Anticipate play and move quickly to be near possible incidents?
- Keep up with play by moving quickly when necessary and moving to extreme positions when play dictated it?
- Did I get deep into the corner at the right time to make the critical calls in the goal areas?
- Keep play between me and the assistant referee while not being a slave to a narrow running pattern?
- Apply the "advantage clause" correctly?
- Get play restarted as quickly as possible and not allow players to waste time?
- Deal with injuries quickly and firmly and control the entry of bench personnel onto the field?
- Vary the tone and strength of my whistle appropriately for different occasions?
- Give the authorised signals, and no more, on all occasions?
- Cover everything in my pre-game instructions to my assistant referee and make sure I was understood?
- Accept information from my assistant referee, consulting with him quickly and privately if necessary, yet not rely on him for decisions that were my responsibility?
- Report the match results and any misconduct in a timely manner to the proper authorities?

### **5.3. Self-evaluation Check List for Assistant Referees**

Did I:

- Arrive at the game site early enough to complete all pre-game responsibilities?
- Co-operate with my colleague and help the referee in approaching the game?
- "Actively listen" to the referee's pre-game briefing, making sure all instructions were clear to me?
- Carry all required refereeing equipment as backup?
- Properly, smartly, and pleasantly carry out any pre-game duties I was given?
- Maintain a proper game record sheet?
- Maintain proper attitude in the box, and catch the fouls in my zone?
- Precisely meet the referee's instructions concerning his needs from the AR?
- Follow the ball all the time and call the three line passes, and ball in and out on my side?
- Assist the referee with game control by oral advice to nearby players regarding kick-ins, encroachment, free kicks, and misconduct?
- Control my sideline, monitoring the bench personnel, watching substitutions, and talking to bench personnel when required?
- Concentrate on the game at all times?
- Give clear, authorised signals to the referee with the whistle or the hands?
- Have good time penalty management?
- Refrain from signalling when the referee did not need any information and avoid signalling to the referee's back?
- Get frequent eye contact with the referee whenever either of us gave a signal?
- Avoid giving any appearance of resentment or disagreement when the referee acknowledged my signal but did not act upon it, or when he "missed" my signal?
- Make sure a full and accurate record of the game was kept?
- Enter and leave the field smartly with the referee as a member of a co-operating team?

#### **5.4. Game Sheets**

The referee keeps the official record of the game. Therefore, leagues and competitions rely on the referee's report to learn the winning team, the score, players cautioned or sent off, and any unusual incidents that occurred. It is very important that you write your game report neatly and mail it or hand it in as soon as possible after the game.

In all leagues and tournaments in Edmonton, you will receive a roster of each team for each game, on a printed gamesheet. The gamesheet doubles as the referee's game report. There are spaces on it to fill in essential information, such as who won, the score, your and your assistant referees' names, and players cautioned or sent off.

Remember to keep a good record of the game on your game record sheet or notebook!

#### **5.5. How to Write a Misconduct Report**

As a referee, you are required to report any misconduct at a match, whether a player, a coach, or a spectator commits it. For more serious incidents, a separate report is required. You must write a report when a player or substitute is sent off, when a coach or spectator commits misconduct, a player is seriously injured, or when a game is suspended or terminated. Your misconduct report is very important.

A disciplinary committee, who will decide what additional punishment, if any should be applied, will review each incident. Without a clear report from you, they cannot do their job. Here are some tips on how to write effective reports.

First, find a quiet place where you can gather your thoughts and recall the incident calmly. When you sit down to write your report; remember that the people who will read it know absolutely nothing about the match you refereed and sometimes not much about the laws of the game. They need to know four basic things:

- What game are we talking about?
- Who was involved?
- What happened?
- What did the referee do?

Second, gather the materials you need. You should have your game record sheet to refresh your memory, the game sheets with lists of players and their numbers, the player's card (if he was sent off, and if you are required to keep the card and submit it with your report), and a copy of the Laws of the Game. In addition, you will need a report form.

The Alberta Soccer Association provides a form for this purpose, and it can be downloaded from the ASRA Website. If you do not have either of these, use a blank sheet of paper. Not having a form is no excuse to avoid writing a report!

Third, set down the basic facts. The form has labelled spaces to help you with most of this.

Follow this checklist:

1. Where and when did this incident take place?
2. Date of the match
3. Location of the match
4. Time of the match
5. League/Division
6. Age group
7. Home team
8. Away team
9. Who was involved?
10. Team of the player (or other person)
11. Number of the player
12. Name of the player (or other person)
13. Name and number of opponent (if you recorded it)
14. What happened?
15. What the player did (be specific)
16. What form the misconduct took (for example, serious foul play)
17. What part of the laws was involved (for example, Law 12, o.)
18. What the person's behaviour was afterward (if you think it is relevant)
19. What did you do?
20. What action you took (example: sent the player off)
21. How you restarted the match
22. Provide a sketch of the various players' positions on the field layout sketch.

Sign and print your name and date the report. Make a copy of the completed report for your records. Then mail it in, or deliver it to the ASA or league office. It should be in the mail or delivered within 48 hours of the match. Here are some examples of things you definitely should leave out of your report.

Personal opinions:

*"Jones is a continuous embarrassment to himself, his club, and the Great Game of Soccer."*  
Such comments only decrease your credibility as an objective reporter.

Extraneous details:

*"Both teams were playing hard, at great speed, and both had good chances to score, one team hitting the post at one end and the other missing close in, when Jones went in hard . . ."* Leave it to the reporters. This sort of thing merely clutters your report and makes it harder to understand.

Recommendations:

*"Jones's actions deserve suspension for at least three weeks, if not for the rest of the season."*  
Deciding what punishment players should receive is not your business.



## Ten Tips for Top Indoor Referees

### 1. Be fit.

Although the indoor game is played in a smaller area, it is played at a much faster pace. One official is fixed in position, so the referee has to go end to end for the entire game. Indoor refereeing requires short strong bursts of running demands a different form of conditioning as compared to outdoor.

### 2. Know the Rules thoroughly - **Be Consistent**

Especially the time penalties. Being quick to make decisions as a referee or assistant means that everyone can get on with the game. Not knowing time penalties can cause tremendous problems for assistant referees in competitive games.

### 3. Don't lose concentration.

Even the calmest of games can quickly get out of hand over an incident if not quickly and firmly handled. Be especially aware that games tend to become more competitive in the second period, especially if the score is close. Also, games tend to be more challenging later in the season as championships, relegation and playoffs get closer.

### 4. Acknowledge every incident - **Be Consistent**

You don't have to stop play for everything, but if you let the players know that you've seen an incident, then the players are less likely to look for opportunities to retaliate. This goes hand-in-hand with fitness. Staying close to play at all times helps you communicate to players that you did see the incident.

### 5. Stay calm - **Be Consistent**

Even if the pace of the game has picked up, and the adrenaline is pumping, the calmer you stay, the calmer the players and coaches will stay too.

### 6. Be early.

Players can't walk on to the field and expect to perform well. Neither can officials. In particular, take the time to talk about how the assistant referee can best support the referee.

### 7. Ignore the crowd.

Spectators are a fact of life. But they are closer and louder in the indoor arena. While they may have a clearer view of play indoors, that doesn't mean that they understand the game or that they are right! Remember, most spectators are biased to one team, or very likely they wouldn't be there.

### 8. Respect the competitors- **Be Consistent**

Players and coaches have every right to expect your best performance. Don't try to dictate to them, or to assert your superiority. Acknowledge that they are sometimes right, and they are always entitled to their opinion. You can agree to disagree.

9. Be honest.

In a similar vein, we all make mistakes at times. The point about making mistakes is to take the trouble to find out what was wrong, or why, and make sure it doesn't happen twice. Don't cover up a mistake with a phoney explanation.

10. Practise preventative refereeing- **Be Consistent**

Fitness, positioning and experience in anticipating play combine to give the indoor referee the opportunity to prevent some offences. In other cases preventative refereeing allows a referee to react quickly to an offence to prevent the situation from getting worse. Preventative refereeing is the hallmark of top indoor officials.

## 6. Additional Information and Notes

### 6.1. Pregame Instructions - Checklist for Indoor Referees

Bench Control	<ul style="list-style-type: none"><li>• Card checking</li><li>• Substitutions / Too many men</li><li>• Bench behaviour</li></ul>
Signals	<ul style="list-style-type: none"><li>• Ball In Play Signals</li><li>• Ball Out of Play</li><li>• Three lines</li><li>• Ceiling</li><li>• Corner Kick</li><li>• Obstruction on 'keeper</li><li>• Restart positions</li></ul>
Fouls	<ul style="list-style-type: none"><li>• Area of responsibility</li><li>• Penalty Area,</li><li>• Pass-back, 'keeper hands</li><li>• In front of referee</li><li>• Behind referee (severity)</li><li>• Fights</li><li>• Whistle</li><li>• Use of Voice</li><li>• Advantage</li></ul>
Time penalty management	<ul style="list-style-type: none"><li>• Use of record sheet</li><li>• Stop time</li><li>• Release of players</li><li>• Players on the field, numbers</li><li>• Yellow card count</li><li>• Blue card count</li></ul>
Ask for Questions	