



# REFEREE PROCEDURE MANUAL

**2024 SEASON**

**WOMEN'S PREMIER SOCCER LEAGUE**



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On behalf of the Women's Premier Soccer League, I wish to extend our congratulations to you for being selected to officiate in the WPSL. You were selected because of your proven abilities, professionalism, and commitment to the game.

The WPSL is a national amateur-adult soccer league designed to provide an opportunity for the elite women soccer players to play, develop, and promote women's soccer at the highest amateur level in the United States.

The WPSL is sanctioned by the United States Adult Soccer Association (USASA) as an affiliate of the United States Soccer Federation (USSF) and FIFA.

Whistle it up and enjoy!

David P. Simmons  
*WPSL Director of Officials*



## REFEREE EXPECTATIONS

### ARRIVAL AND DEPARTURE

Referee, Assistant Referees, and the Fourth Official are expected to be at the Field of Play one hour and thirty minutes (90min) prior to the scheduled Game Time. The required dress code for arrival and departure is slacks and a polo shirt. Warm-ups are permissible if the facility does not have a separate locker room for the Officials.

### PRE-KICKOFF

One-hour prior to kickoff, the Game Officials shall inspect the playing field and equipment, including the **playing surface, goals, netting, match balls, corner flags, and markings**. In the event any problems are identified, the Referee shall notify the Home Team Field Manager, who shall be responsible for correcting any problems. The Referee has the authority to postpone the Game if, in their opinion, the pitch is unsafe for players.

After the field inspection, the Fourth Official obtains and inspects the match balls. The Home Team must provide at least **four (4) match balls**. The Referee shall return all match balls to the Home Team upon completion of the Game. Referee, Assistant Referees, and the Fourth Official discuss any special expectations, unusual pitch or match conditions, special rules of competition, and any special procedures. The Fourth Official collects all Game Day paperwork.

### OFFICIAL ROSTER

Forty-five minutes (45min) before the scheduled kickoff, each Team will provide the Fourth Official with its *official and final* Game Day Roster. The Roster must include **Starters, Substitutes, Jersey Numbers, First & Last Names, and Position for the Players and the Head Coach's first and last name**. The Roster must be completed in full with all areas filled out in its entirety. **WPSL DOES NOT HAVE PLAYER PASSES - Players are checked off the Game Day Roster.**

**Players May Not Be Added to the Roster at the Field on Game Day - No Exceptions.**

### PLAYERS ON GAME DAY ROSTER

Maximum of 20 Players may dress for Games (including warm-up session). Minimum of 14 Players for each Game. If a Team does not have 14 players, the Game is played as if the Team has seven (7) players. The failure to have 14 Players must be reported to David Simmons - 209-401-8207, redcard69@hotmail.com

### TECHNICAL AREA

*Only the following individuals are allowed in the Technical area:*

#### **LIMITATIONS MUST BE STRICTLY ENFORCED**

Players Dressed on Game Day Roster -	maximum of 20 Players
Technical Staff -	Head Coach, Assistant Coaches
Medical Staff -	Team Doctor, Trainer(s)
Team Manager -	Travel Coordinator, Videographer

*Team Owners, Front Office Management Staff, Players not dressed, Spouses, Children, and Parents are NOT ALLOWED in the Technical Area during Warm Ups or Play of Game.*

#### **THIS IS TO BE STRICTLY ENFORCED - NO EXCEPTIONS**

Professional conduct and attire are required of all personnel on the Team Bench. The minimum dress code includes polo shirt, dress shorts, and shoes. **Please Note: Abusive language and obscene body language or gestures will NOT be tolerated and will be dealt with accordingly.**

### UNIFORMS

- Must have Numbers on the back of jersey at least 8" high.
- Must have Numbers on either front of jersey or shorts at least 3" high.
- Numbers can start 00 through 99.
- Home Team chooses uniform colors if a uniform conflict is presented.
- Each uniform must display the Official WPSL Logo on the jersey's left sleeve
- Sponsored advertising is allowed if it does not block any of the above.



## GAME TIME & DESCRETIONS

### TIME

Official Time will be kept on the Pitch by the Referee.

### OVERTIME

During Regular League Play there is NO Overtime. Game ends after two (2) regulation halves.

### GAME DAY EMERGENCY

If an emergency arises relating to the Referee Crew, the Referee and/or Home Team must contact the Local Referee Assignor and David Simmons (See addendum for Contact Information).

If during Play, the Referee becomes incapacitated and cannot continue to officiate the game, the Senior Assistant Referee shall become the Referee and the Fourth Official shall become the Second Assistant Referee for the Game's duration. If either Assistant Referee becomes incapacitated the Fourth Official will assume that position.

## MATCH CANCELLATIONS

### AUTHORITY TO DELAY OR POSTPONE A MATCH

Once in progress, a Game may be delayed or postponed due to unfavorable weather and/or adverse conditions beyond the control of the participating Teams which would make the playing of the match impractical or dangerous. Only the Referee has the authority to delay or postpone the Game.

If the Game needs to be terminated and the first half has been completed, the match will count as a complete and official Game.

If the Game is terminated prior to the completion of the first half the Teams must contact the WPSL League Office to discuss a rescheduled date.

### GRACE PERIOD BEFORE ABANDONING A MATCH

Unless both Teams and the Referee agree to an alternate plan, Teams must wait a minimum of one hour (60min) before abandoning a game that has been delayed. The one-hour grace period may be extended up to a maximum of three (3) hours from the scheduled start of the game if there is a likelihood of resuming that match that day.

Both Teams and the Referee must abide by local and or facility ordinances in place regarding lightning, curfew, and decibel rules.

### MEDICAL SERVICES

The Home Team must provide a Certified Trainer for the Home and Visiting Teams. The Referee MUST confirm the presence of a Certified Trainer or Physician 90 minutes before kickoff. **The Referee shall not start the game without this confirmation.**

**THE REFEREE MUST DELAY THE START OF THE GAME FOR A MAXIMUM OF ONE HOUR (60min) FOR A CERTIFIED TRAINER OR PHYSICIAN TO ALLOW FOR THEIR ARRIVAL. IF A CERTIFIED TRAINER OR PHYSICIAN DOES NOT ARRIVE THE REFEREE MUST ABANDON THE MATCH.**

**THE TEAMS MAY NOT AGREE TO PLAY THE MATCH WITHOUT A CERTIFIED TRAINER OR PHYSICIAN PRESENT.**

### CONCUSSION PROTOCOL

Referees are to follow the current USSF Concussion Protocol.

The Home Team Trainer or Physician is the **ONLY** person who may identify concussive signs, symptoms, or behavior. If the Visiting Team traveled with a Trainer the Home Team Trainer is the "decision maker."



## GAME TIME

### PRIOR TO KICK OFF

Referee, Assistant Referees, Fourth Official, and Team Starting Lineups enter the pitch together before moving to the center spot at the time specified for the Introductions and National Anthem. Referee carries the match ball; Assistant Referees have their flags furled.

Coaches and Reserve Players shall enter the pitch and walk along the sidelines to their team benches. Referee introduces Officiating Team to captains and conducts coin toss.  
(This also be done prior to walk on if more convenient)

Fourth Official goes to sideline and checks benches for only authorized persons on the bench. Signal to Referee the benches are checked.

Referee signals start of play.

### DURING PLAY

All Games shall be conducted in accordance with the most recent USSF/FIFA Laws of the Game except for Substitution Rule noted below.

### FOURTH OFFICIAL

During play, it shall be the responsibility of the Fourth Official to record the Game Report for the following:

Player who scored Goal and time of the Goal

Player credited with Assist - NOTE: WPSL will only award ONE Assist per Goal maximum

Player who received Caution and time Player who is sent off

The Fourth Official has the responsibility of maintaining proper decorum on both team benches and sidelines - this includes coaching staffs. However, recognize that during any match, emotions can run high. This responsibility is often more difficult than refereeing that match since you must demand conformity with League rules, but must do so in a professional and non-abusive manner.

The manner in which bench or coach misconduct will be dealt with should be covered very carefully in your pre-game discussion with the Referee. Do not become involved in a shouting match with a Coach or individuals on the bench. It does not enhance the image of the League. If you feel it necessary, file a report with the League and allow it to impose the appropriate discipline.

### SUBSTITUTIONS

A substitute can be used at any time throughout the duration of the Game - at any dead-ball situation. Each Team is allowed UNLIMITED substitutions, including the goalkeeper. A player replaced by a substitute may return to the pitch in the same game.

If the Referee feels that the substitution is being made for tactical reasons, said Referee shall not grant the substitution until there is no longer any tactical advantage.

### CONCLUSION OF HALFTIME AND GAME

Secure match balls and all paperwork and proceed to locker room.

### MATCH REPORTING

The Referee must sign the Game Sheet - that is your only match reporting responsibility. If you observe any minimum standard violations relating to the pitch, scoreboard, or any personal observations which you feel need to be reported to the League, you can complete the Minimum Standards Report and send it to David Simmons at redcard69@gmail.com

### SEND OFF REPORT

If you have a "Send-Off" Player - you **MUST DO THE FOLLOWING IMMEDIATELY AFTER THE GAME:**

Call WPSL Referee Assignor David Simmons at 209-401-8207

Give David Simmons the name of Teams, the Player sent off and her Team, and your contact number.

Email David Simmons a detailed narrative of the reason for the sendoff. Using codes are not necessary, but the narrative must be very detailed. Use the standard USSF Referee Report



### REFEREE FEES

Referee Fees are uniform throughout the entire WPSL in 2023:

REFEREE:	\$115.00
A/R 1:	\$ 80.00
A/R 2:	\$ 80.00
4th OFFICIAL:	\$ 55.00

All Referee Game Fees will be distributed by the Home Team Representative by the conclusion of post-match responsibilities.

The WPSL is not responsible for travel cost incurred by the Referees unless expressly approved by the League. Travel must be over 50 miles one way to be considered for reimbursement. Contact David Simmons to request and remit WPSL Reimbursement Form for payment.

### GAME CHANGES

- Change in Game Date only needs to be confirmed formally at least 48 hours prior to kickoff to avoid Referee Fees.
- Change in Kickoff Time only needs to be confirmed formally 48 hours before original kickoff to avoid Referee Fees unless new kickoff time is within 30 minutes of the original kickoff time.
- Change in Location only needs to be confirmed formally 48 hours in advance to avoid Referee Fees unless new location is within 30 miles of the original location.
- If the Referees arrive at the Game Location and the Game is not played for any reason, unless the failure to kick off is the fault of the Home Team, the Referees will receive 50% of their Game Fees. If it is the fault of the Home Team, Referees are to receive full pay.