



Midwest Referee Manual

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Preface

Hello Referees/Friends-

We can't stress to you enough how important it is for you to review this manual. Everything you need to know about getting started, including getting certified and re-certified every year, getting up and running assigning matches to yourself, getting set up in league systems, recording scores for competitive matches, getting paid and much, much more are all in this manual. If it's not covered here and we receive a question on it then we add it to the manual. We've added tips and tricks we've learned along the way to help you be a better referee. We want everyone to succeed and have a fun time doing it!

The table of contents should be an easy way to navigate the document. We try to keep everything in a logical order so if you've already skipped past it go back and take a look. If you're viewing the electronic version of this document, click on the page number in the table of contents to take you right to the information you need.

We are trying to streamline the process for all referees and give the clubs and leagues a better way of managing their coaches and team managers. Other assignors are taking note of what we are doing. As we have additional assignors joining the group we will add their club information. You can easily tell who the assignor is for the match by clicking the "I" icon next to the match.

We think that it is very important to pay referees through online pay. We believe that this ensures that everyone gets paid properly. We've had instances of referees not being paid at the fields properly and it creates a huge administrative headache on our end. We understand that instant gratification is important to some younger referees. In these cases, we suggest that perhaps they work out a loan with their parents and have the money from online pay go straight into the parents' bank account. For those of you that are patient and don't need the loan, online pay provides a built-in savings method for you. If you are working enough matches to require a 1099 at the end of the year, we suggest that younger referees discuss doing their own taxes with their parents. Filling out a 1040 EZ is a great learning experience and you likely aren't making enough money to be taxed if you file your taxes yourself. Talk to a tax advisor, but once you have documented income you are eligible to contribute to an IRA. Perhaps a crafty parent would want to gift their child a small amount equal to their earnings to go into a retirement account. Think of the growth over a 40+ year period. Again, talk to your tax advisor, which we are not.

We hope you find everything we are doing useful and have a great experience with the systems we are putting in place. Feel free to reach out with any questions, but first... Please read the manual!

Trey & Gail McClure

Midwest Referee LLC



Insurance

Any matches that are not USSF are not insured. This means that when you step on the field as an independent contractor to do a match you are not financially covered should something very bad happen to a player. You **MUST** have separate insurance. League matches for NISL and IWSL are covered under USSF insurance. Most tournaments, unless otherwise noted are covered under USSF insurance. Any friendlies (which includes "Summer League"), pre-season or **recreational leagues** are not covered under USSF because they are not affiliated matches. You need to have your own insurance if this concerns you.

General Guidelines

This is a self-assign system based on a rating you have been given. You will see matches that you are able to sign up for. If you're not seeing all of the matches it's likely because your date filter at the top isn't set correctly. It defaults to dates in the past. If you set it to display the entire year (1/1-12/31) you should see all matches for the year. You could also be looking in the wrong group. Make sure you go to "My Assignors" under "Personal Info" and click "Switch" next to group. Matches will be posted once we receive them from the league. We will send out an email when they are ready for taking.

If you are an experienced referee and only prefer to center we understand, but please consider taking an AR position occasionally to help us out with assignments and to mentor other referees.

Please make sure you are accepting/declining any assignments promptly. When details about a match change (ie. time or location) your status will change from accepted to assigned and you will need to accept the match. This tells us you have seen the change. As we get closer to a match we will need to remove you from the match to find someone else if you haven't accepted. It's much easier if you accept/decline it right away.

Please keep your availability up to date on the site so that we can see who is available to work open matches. This comes in very handy and makes things run much more smoothly.

The general rule of thumb is that you need to be 2 years older to center and same age or older to AR. Please also take into consideration the match level if you are a younger/newer referee. The difficulty rating we've assigned to you should take this into consideration, so you should only see the matches you are eligible to sign up for. If you are not eligible for the match you will see [TBD], likely because you would be eligible to AR if the position were open.

If you can't make a match, please don't find your own replacement and not notify us. If you do find a replacement, all the better, but let us know who it is so we can update the site. This also goes for signing up for matches and handing them off to other people. That can't happen.

If you are assigned to a match you should be the referee working the match.

Remember to arrive at least 15-20 minutes before match time.

Remember to look the part and you will garner more respect from players, coaches and spectators

Have all of your proper gear. Reminder of things that everyone should have:

- Black shorts

- Black Socks (**pulled up**)

- Flags

- Whistle and cards if center

- Jersey tucked in with multiple colors so you can change in case of conflict.

- Pens/pencils and paper to write on

- Wristwatch with timer - not a stopwatch around your neck and not an iPhone



If we find that referees are abusing the system they will be removed and not asked back. We don't ever want to have to do that so please remember to do your best to follow the guidelines.

Please also refresh yourself on the laws of the game before your first match. Remember to try to learn something from more experienced officials at each match. If you're new let them know that and they will help you with the basics first.

This is a job so we must be professional at all times, but it's a fun job so have fun doing it!

Getting Started

Join the Midwest Referee assigning group

Go to midwestreferee.com/join

Once we activate your account you will be able to see available matches and sign up for them.

Work Permit

If you are under 16 you will need to get a work permit. Please see the news items for the most recent version of the letter needed to obtain a work permit. You will not see any matches in the group until we get a valid work permit that is specific to Midwest Referee.

Uniform

There are links on MidwestReferee.com in the getting started section under Uniform to get great deals on the required uniform. The shirts are almost identical to other brands, but don't have the US Soccer logo on the shoulder. We think you'll like the pricing.

We suggest Yellow, Green and Blue if you're only going to buy three shirts. This is what we've always suggested and ensures that all three referees have the same color shirt to change into in the event of color conflict with the teams. You should never have the same color on as either one of the teams. The reason there are five colors is because you also don't want to conflict with the goalkeepers. If you can only afford three shirts we'll let it slide at this level, but as you start refereeing higher level matches you should consider using the money you've earned to buy five shirts. Ten (long sleeve) if you want to stay warm in the cold!

Payment and Score Reporting

There is no score reporting in the recreational leagues. Please sign up for a payment account in the assigning system in order to get paid. The rec leagues will be paid at the end of the season via online payments.

Taxes (W-9 is not a 1099 and a 1099 is not a W-9)

Anyone that pays you needs a W-9 such that if they're ever audited, they can report the earnings to the IRS. If you make over \$599 you will receive a 1099 from that entity and should report it on your taxes. Your W9 for Midwest Referee will be collected online through the assigning software. If any other organization is paying you then you will need to check with them.

Recreation Leagues

A rec league is a great place for new referees to gain valuable experience and get paid a decent rate for it at the same time. Matches are typically played on Saturday morning and early afternoon, with a few matches played during the week. If you are an experienced referee your experience is very helpful with getting new referees up to speed. We would greatly appreciate your help even if it's only for a day or two.

All of the rec league matches are paid out at the end of the season by Midwest Referee.



Please see the additional posts regarding the rules for each rec league. Make sure you know any special rules of the league you will be working for.

WSA Rec League

The rates for this season will be as follows:

Micro 1 and 2 (1st-2nd grade or U7/8) - Center: \$20

Junior (3rd-4th grade or U9/10) - Center: \$30

Intermediate (5th-6th grade or U11/12) - Center: \$35; AR:\$20 (2 man: \$35 each)

Senior (7th-12th grade or U13+) - Center: \$45; AR:\$25 (2 man: \$45 each)

Please call the rainout hotline at (630) 206-1722 when the weather is poor to determine if your match is canceled. You can also download the rainout line app which is very convenient (<http://bit.ly/WSARainout>) or subscribe to text/email messages on that same page. We will also cancel the matches on the site as soon as we're aware.

Competitive Leagues

This applies to NISL and IWSL.

AR Pay

Each club can determine how much they would like to pay ARs. We have suggested amounts, but it is ultimately up to the club. Some clubs pay a little less and some a little more. If ARs are not getting paid within these ranges, please bring it to our attention:

9v9: \$25

11v11: \$30-45

U15+ 11v11: \$40-60

In an effort to clarify what each club is paying for ARs we have asked them to let us know exactly what their club is paying if it's different than the suggested amounts. Below is what we've been told to be true. If there are ever any discrepancies, please bring it to our attention and we will contact the club.



Club	Pay Method	9v9	11v11 U13/14	11v11 U15+
AUSC	Assignr	\$25	\$40	\$50
AJFC	Assignr	\$25	\$40	\$50
AYSO 300	Assignr	\$25	\$35	\$45
BH Dragons	Assignr	\$25	\$35	\$45
Bloomingtondale	Assignr	\$25	\$40	\$50
Chicago Blast	Assignr	\$25	\$40	\$50
Chicago House AC	Assignr	\$25	\$40	\$50
Eclipse	Assignr	\$25	\$40	\$50
HUASC	Assignr			\$50
Mayas	Club ARs			
Midway SC	Assignr	\$30	\$45	\$60
PSL Select	Assignr	\$25	\$40	\$50
Rocky FC	Assignr	\$25	\$40	\$50
Wizard	Assignr	\$25	\$40	\$50



Center Referee Pay

NISL Registration

NISL referees are paid by Midwest Referee through Assignr. Centers are paid:

- U8 - U10: \$57.00
- U11/U12: \$62.00
- U13/U14: \$72.00
- U15 - U19: \$82.00

There is no score reporting for NISL because coaches handle it.

IWSL Referee Site Registration

IWSL center referees are paid by IWSL.

<http://www.iwsl.com/ref>

Click on the “I am a new referee” button

Fill out the required information on their site and upload any documents requested.

IWSL Score Reporting

Check with each league regarding score reporting processes. If you center a match, you will need to report scores within 24 hours of the match to make sure you get paid.

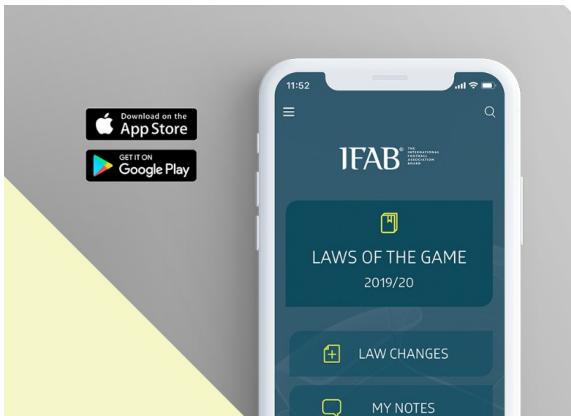


IFAB Laws of the Game

The laws of the game are always changing to meet the demands of the game. To see the latest laws of the game, including any recent changes, please go to the IFAB (International Football Association Board) website here:

<http://theifab.com>

We highly recommend downloading the IFAB app on your iPhone or Android device. You can find it on the website or simply search “IFAB” in your app store on your phone. The rules are very nicely laid out and the changes are all explained separately.



Notes from past Referee Meeting

Most important first thing to work on as an AR: Always stay with the 2nd to last defender or ball; whichever is closer to the goal line

Arrive 20 minutes before the match; if it's 15 minutes before the match we'll receive a phone call if refs aren't there

What to wear

- Black ref socks - pulled up to knee
- Black ref Shorts
- Undershirt - always tuck in shirts when you put referee shirt on
- Don't wear your team/club gear if you can avoid it
- You can wear black warm up pants if it's really cold; shorts when warm enough
- Multiple thin layers are better than a bulky heavy sweatshirt
- Black shoes or soccer shoes

Bring

- Your bag with at least 3 jerseys
- Your badge
- Flags
- A Whistle (ARs should also bring one in case the referee has a problem)
- Red/Yellow Cards
- Black book w/ Game Cards
- Coin
- Watch (2 if you want to be official)
- Pencils/Pens

What to do when you arrive

- Check goals/nets
- Check field - Corner flags must be 5 feet high
- Ask coaches for player cards and game cards
- Review rules on game cards
- Referee meeting to discuss any procedures (often is done after captains)
- Set watch to match half time
- Check players in
 - Greet and introduce
 - Give instructions and check equipment - shin guards; cleats; no jewelry
 - Check player passes
- Call for captains
 - Make sure home team brings a ball
 - Introduce - shake hands
 - Check ball and show and allow visiting team to inspect; keep for kickoff
 - Record captain numbers
 - Identify home team; visiting team calls coin
 - Toss coin - should catch it and turn
 - Winning team chooses goal to attack (or ball with new IFAB laws)
 - Other team has 1st half kickoff (or chooses side if ball chosen by coin toss winner)
 - Tell them to tell their coaches and we'll start in a minute
- All referees walk to center carrying the ball
 - Place ball in center circle
 - All referees shake hands



ARs move into position (can run to goals to recheck nets then into position)

ARs Unfurl flags when players are counted and goalkeeper looks ready

Start watch when center starts match with whistle

Centers

Loud whistle

Left wing diagonal - move around on the field; not just from one side of center circle to other

Keep players in front of you, but be close to the play

ARs

Stay with the second to last defender (gk is defender)

Watch down the whole line - Attention to touchline when ball is near it

Peripheral vision

Flag should always be closest to field/referee

Crisp signals

Wait and see on offside

Just relax and have fun

Don't be shy - you are in charge

Be nice to coaches and they will work with you to help

Younger kids (U7-U9) will need some help

Generally - never touch the ball; except for a pk or drop ball; or in the case of young kids needing help

