

COMMONWEALTH SOCCER OFFICIALS ASSOCIATION, INC.

From: The Commissioner
To: Commonwealth Soccer Officials
Subj.: **POINTS OF EMPHASIS Spring 2017**
Date: January 2017

To help us better focus on officiating high school soccer, below are points of emphasis and guidelines from the National Federation of State High School Associations, the Virginia High School League and CSOA. These guidelines are provided to promote **uniformity** and **consistency** among CSOA officials. These guidelines do not cover every situation and when in doubt please apply the following guidelines: ***first, player safety is our primary concern; second, we want to play the game; and finally, exercise common sense.***

Please note there are some changes in the format for the guidelines to better highlight the NFHS rule changes and NFHS Points of Emphasis. ***The CSOA "italicized" comments are designed to provide the CSOA desired procedures.***

2016-2017 NFHS RULE CHANGES

- **Player Equipment (4-4-9 new)** - A soft-padded headband is permitted.
- **Offside (11-1-4)** - A player is offside and penalized if, at the time the ball touches or is played by a teammate, the player is involved in active play and interferes with play or with an opponent or seeks to gain an advantage by being in that position. A player in an offside position receiving the ball from an opponent, who deliberately plays the ball (except from a deliberate save), is not considered to have gained an advantage.
- **Penalty Kick (14-1-4)** - Once the kicker starts his/her approach toward the ball, he/she may not interrupt his/her movement. Failure to kick the ball as specified shall result in a violation by the attacking team and shall be punished accordingly (i.e. rekick, IDF defending team, or play continues if goalie saves PK.)

OFFSIDE Definitions:

- **GAINING AN ADVANTAGE BY BEING IN THAT POSITION** - A player who plays a ball that rebounds to him/her off a goal post or the crossbar after having been in an offside position, or a player who after being in an offside position plays a ball that rebounds to him/her off an opponent, who has not deliberately played the ball or made a deliberate save.
- **INTERFERING WITH AN OPPONENT** – Preventing an opponent from playing or being able to play the ball by clearly obstructing the opponent's line of vision or movement of challenging an opponent for the ball.
- **INTERFERING WITH PLAY** – Playing or touching the ball passed or touched by a team-mate.

POINTS OF EMPHASIS 2017

- **HANDLING CONCUSSIONS** - Concussions are of increasing concern and need to be dealt with immediately. If a player may be injured due to any type of blow to head, **STOP THE GAME IMMEDIATELY**, and get the trainer on the field. Only let the player back into the game if the player is cleared by the trainer. Make sure that **THE TRAINER PERSONNALLY VERIFIES THE PLAYER'S ABILITY TO RETURN TO THE GAME TO THE REFEREE TEAM. IF THE TRAINER SAYS THE PLAYER MAY HAVE SUFFERED A CONCUSSION THEN THEY CANNOT PLAY W/O DOCTOR'S PERMISSION.** Note – Schools are required to have a concussion management policy which sets forth conditions for handling concussions and assigns

responsibility on which school official(s) (trainer or doctor) have the authority to clear a player suspected of a possible concussion to return to play during that match.

- **Rough Play** – Rough play including contact above the shoulder often results in player injury. Officials and players must eliminate rough play from the game. Officials should deal with rough play by giving appropriate penalties immediately when the rough play occurs.
- **Team Member Equipment Check** – Because of the number of recent rules changes involving uniforms and equipment, officials are encouraged to informally check the equipment of team members before the game to prevent possible player equipment violations occurring during the game. (Use player introductions and substitutions as opportunities.)
- **Referee Checking for Injury After a Goal** – After the clock is stopped for a goal and the referee examines a player including a goalkeeper for a possible injury, that player will not have to leave the game unless the coach and/or medical personnel are beckoned onto the field to check the player. If the referee beckons the coach and/or medical personnel, the player including a goalkeeper is required to leave the field.
- **Ball Holders** – Because the clock is running when the ball goes out of bounds, it is essential that ball holders be available to get the ball back in play quickly. At least two ball holders are to be provided by the home team each game. The ball holders are under the direct supervision of the officials. (Applies to Varsity games only – if no ball holders available use players from home team to fulfill requirement. Please do not start game w/o ball holders and note issues in game report.)

REMINDER ABOUT BENCH MISCONDUCT

- **BENCH/COACH MISCONDUCT** – Head coaches will be held accountable for the conduct of their bench area; however, cards will be issued to the individual(s) who commit the misconduct (i.e. head coach, Asst Coach, player, bench personnel). **DO NOT EJECT ANY TRAINERS – GET THE GAME ADMINISTRATOR TO DEAL WITH THE TRAINER IF THERE IS AN ISSUE. Note: Game Administrators deal with fan conduct (both home and away) issues.**

1. PREGAME ADMINISTRATION

- **COMMUNICATION** – Make sure that the team confirms assignments and arrival times prior to game.
- **ARRIVAL TIME** – NFHS/VHSL requires the referee team to be at the field and ready to start the pre-game activities a minimum of **15 minutes before kickoff**. *CSOA Guideline: 30 minutes before kickoff so that pregame conference and administrative duties can be accomplished, and there is sufficient time for player introductions, etc.*
- **TEAM AREAS** - *If the coach persists in leaving the designated area - warn the coach and then caution him/her at an appropriate stoppage of play. NOTE: The location of the team benches is the prerogative of the host school and will not be altered by the referee team other than insuring the benches are on opposite diagonal. Players warming up should be wearing pennies. Note: If there are not coaching areas marked – restrict the coaches to no more than 5 yds beyond the bench area. Make sure that if this becomes an issue, you verbally warn the coach prior to issuing a card.*
- **GOALS** - Portable goals must be securely anchored to the ground to prevent them tipping over during the game. Stakes or sandbags are appropriate. *Note – Football goal posts should not extend over the front of the top horizontal bar of the soccer goal. Treat this like a combination soccer and football goalpost for in and out of play.*
- **OFFICIAL TIME** – NFHS desires that the official time be kept on the scoreboard, however, most of our school’s desire Official time be kept on the field. *CSOA Guideline Please make sure you determine the official time keeping responsibility during pre-game discussions. Also, run the clock down to zero and not turn it off at 2 minutes if the official time is being kept on the field.*
- **SCORER/TIMER** - If the scorer and timer are not on the field, please arrange some means to communicate with them on timing issues. You can verify scoring and cards at the breaks between periods. *Note: The official scorer may ask you for your names prior to the game for the official score book.*
- **GAME ROSTERS** - Game rosters are still required to be submitted prior to kickoff. **Note: Names can be added to the game roster AFTER the game has started. Bench personnel (coaches, trainers, and managers, etc.) must be included on the roster. Goalkeepers may have two numbers, if they are also field players.**
- **Corner Flags** must be minimum of 5 feet in height.

CSOA Guideline: Rosters should be obtained prior to the game - However, we don't want to get in a confrontation with a coach prior to the game and get off on the wrong foot. Coaches may be having a difficult time preparing the rosters because of delays in the first game, late arrivals, etc. so be understanding. If you have a problem getting the team roster prior to the start of the game, note it on your game report.

- **11 Yard Hash Marks** - The 11-yard hash mark (11 yards from the corner flags) should be marked. If not, remind coach and game administrator (make comment in game report.) Note – Hash mark should be 1 yd. long and located outside (not touching) the goal line.
- **Field Conditions** - The host institution (**AD/Game Administrator**) up until game time will determine if the field is playable. Once the game begins, the referee is the final arbiter to determine if the game may be safely continued based on field conditions. Note – Please collaborate with coaches and AD prior to final decision.
- **Weather Conditions** - Our major concern will be during a thunder/lightning scenario. As soon as thunder and/or lightning are noticed the referee will suspend the game and begin the sequence to determine when play can be resumed. (**VHSL NFHS/ Standard is 30 minutes**). *CSOA Guideline: 30 minutes per the NFHS STANDARD minimum time. After a suspension of play, coaches, referees, and game administrator should be consulted prior to resuming the match. Err on the side of safety. Remember – The referee still has the final say on field conditions after a rain/lightning delay.*
- **Pregame Conference/Coin Toss** – Coaches **will** attend the Pregame Conference along with the team captains. Please take care of any administrative points to include sportsmanship and coaches stating that their teams are properly equipped, prior to the coin toss. NOTE **Coaches should remain through the coin toss**. Remember the winner of the toss gets to choose the ball or side to defend.

2. **SUBSTITUTIONS**

- **NUMBER** - Remember that in HS substitutions are unlimited **except during a penalty kick** when the only person that can be substituted for is an injured or cautioned player(s) and the substitute **CANNOT** take the penalty kick.
 - **Unlimited – between periods**
 - **Either team may substitute an unlimited number provided they have checked in – goal is scored; goal kick; caution; disqualification; and dealing with a communicable disease (i.e. BLOOD) issue.**
 - **Throw-in/corner kick – Team in possession may have unlimited subs, if they have checked in prior to the restart – Team not in possession may substitute provided the team in possession substitutes**
 - **Referee must beckon the substitutes onto the field**
- **REPORTING REQUIREMENTS** - Remember that substitutes must report **prior** to the dead ball situation to enter on that dead ball **and must be beckoned on the field by the referee.**
- **INJURY SUBSTITUTIONS** –
 - **Field Player** - If you have an injury and you stop time so the injured field player(s) can be attend to. **That player(s) must leave the field and he/she cannot reenter until the next opportunity for a substitution (dead ball or normal substitution opportunity.)** If the team elects to substitute for the injured player, the player cannot return until the next opportunity for his/her team to substitute.
 - **Goal Keeper** – If you stop time and beckon the trainer/coach onto the field to attend to the goalkeeper, the goalkeeper must leave the field. So, insure the goalkeeper needs assistance prior to bringing personnel on to the field. *Note – player safety is of primary importance in all injury situations.*
 - A team may elect to play a player down (not substitute) for the injured player; if they play a player down then the injured player may return at the **next stoppage or opportunity for a substitution.**
 - NFHS does not make provisions for players to reenter during the run of play; reentry on dead ball **ONLY.**
 - If one team has possession at the stoppage of play for the injury, restart is an IFK.
- **BLEEDING/BLOOD ON PERSON/UNIFORM** - These situations must be treated immediately by stopping play and removing the player(s) from the game. After treatment, the player(s) may return on the next opportunity for substitutions unless team plays a player down. (Note – the same substitution criteria are applied here as for an injury.) **Player should be checked by AR prior to reentering the game.**
- **MISCONDUCT** – After a misconduct (yellow card), the player must leave the field and **cannot return to the field until the next legal opportunity for substitution FOR HIS/HER TEAM. This substitution procedure is different from the injury (i.e. cannot reenter at a stoppage.)**
- **GOALKEEPER CHANGING WITH FIELD PLAYER** - The goalkeeper may change places with a field player at any time a substitution is allowed, or whenever the clock is stopped, providing the uniforms are legal. Any time the goalkeeper is changed the referee shall be notified.

3. **PLAYER EQUIPMENT**

- **PLAYER UNIFORMS** - Home white/visitors dark - conflicts the home team changes. Socks all must be the same color and white or dark depending on the team. **Any garment worn under shirts or shorts must all be of the same color and length.** NOTE: - **TAPE OR SIMILAR MATERIAL ON SOCKS – If tape or similar material (stays/straps) is applied externally**

to the socks, it must be of similar color as that part of the sock to which it is applied. (Home tape/stays/straps = white; Away tape/stays/straps = similar color of socks) – (NFHS POE)

- **LOGOS** - One logo and one American flag are permitted on the shirts, shorts, and socks.
- **GOALKEEPER UNIFORM** - The shirt of the goalkeeper must be distinct and he/she is authorized to wear different color short and socks than their teammates. **Note: If the goalkeeper is replaced and subsequently becomes a field player he/she must be attired like their teammates. Note – Goal keeper shirts must have numbers. Note – If the goalkeeper becomes a field player, his/her field jersey number field shirt must be listed on the roster. Note: Goalkeeper socks must differ in color to the opposing field players. (NFHS RULE Change)**
- **SHIN GUARDS** - All players must wear shin guards to include players with knee braces. Players may not alter shin guards, wear them where protection is not provided to the shin, or wear shin guards that are **not AGE or SIZE appropriate** (ADULT small, medium, large, etc.) Shin guards must be worn with the bottom edge within two inches of the ankle. **NOTE – Remember to use the three-finger test for both top and bottom.**
- **ILLEGAL EQUIPMENT** – If a referee notices a player with illegal equipment, the referee should order the player off the field at the NEXT stoppage of play to correct the problem. **EXCEPTION** - if the referee determines there is an immediate dangerous situation then stop play **IMMEDIATELY** (IFK to team in possession of ball). No substitution may be made for the player until the next opportunity for the team to substitute. **Penalty** - IFK. *Reminder – Head coaches shall be cautioned for first instance of an improperly equipped player. Subsequent infractions – the player with the improper equipment is cautioned. (REFEREE TEAM SHOULD BE PROACTIVE TO PREVENT THIS FROM HAPPENING)*
- **IMPROPER EQUIPMENT** - Same procedures as illegal equipment - **no substitute, but the player may return at the next stoppage once they have corrected the issue and reported to the referee. Note – There is no misconduct (caution) for improper equipment.**
- **JEWELRY** - NO jewelry! Medical tags and medical bracelets are okay. **Note** - they must be taped to the skin
- **CASTS/BRACES** - PLAYERS MAY PLAY WITH CASTS/BRACES IF THEY ARE PADDED AND WILL NOT CAUSE INJURY TO PLAYERS DURING THE GAME. **Note: Medical permission is NO LONGER required for properly padded casts or braces.**
- **MANUFACTURED SLEEVES FOR LEG BRACES** – Commercially manufactured sleeves for leg braces are authorized **NOTE – LEG BRACES CANNOT HAVE ANY EXPOSED METAL**
- **PROTECTIVE FACE MASK** – **Players who have a facial injury can wear a protective mask. Face mask must be molded to the face and a Doctor’s release must be shown authorizing the player to wear the protective mask.**
- **ORAL PROTECTORS** – Mouth/Teeth protectors are legal.
- **REMEMBER** - Glasses/sports glasses are legal along with commercially designed concussion protectors.
- **Ankle Braces** – Ankle braces can now be worn outside the stocking(s).
- **Concussion Bands and Soft Headbands** – Both are permitted and do NOT require doctor’s permission slips. **Note** – These are concussion prevention equipment.

4. **OFFICIALS’ DUTIES**

- **JURISDICTION** – The jurisdiction of the officials shall begin on their arrival at the field of play and its’ immediate surroundings, which shall be no later than 15 minutes prior to the start of the game and ends when the referee team leaves the field of play.
- **GAME REPORTS** - All games will be reported via the Commonwealth Soccer Officials Game Report Form. **The senior official will be responsible to fill out the game report form.** (See page 7)
- **SCORE VERIFICATION** - The senior official must verify the score at the half and at the end of the game.
- **TIMING** - All varsity games consist of two 40-minute halves. JV games are either 30 or 35 minutes depending on the County. **Fairfax County** JV games are 35 minute halves. **Prince William, Loudoun, Stafford, and Fauquier County** JV games are 30-minute halves. (The location of the game determines the length of the half.) *CSOA Guideline: It is important to keep the JV games moving so the varsity games can start on time. To meet this goal, we will NOT stop the clock in JV games after goals, cautions/ejection, penalty kicks, etc. Injuries are the only reason for a stoppage, and we should keep them to a minimum. Normally with only one and one-half hours from the start of the JV game to the start of the varsity game we need to keep things moving. If teams arrive late, work with the Game Administrator and coaches to adjust times to keep on original schedule (i.e. shortening JV halves, shortening halftime, shortening on field Varsity warm up, etc.)*
- **OVERTIME** - **All VHSL varsity regular season games ending in a tie will be required to play two full five-minute overtime periods.** Time between regulation and the first overtime is 5 minutes and between overtime periods is two minutes. All VHSL **playoff** games ending in a tie will use the two full five-minute overtime periods followed by two five-minute golden goal overtime periods followed by kicks from the mark.

- **PENALTY KICK TIEBREAKER** - VHSL rules state that, if a penalty kick tiebreaker is required to determine a winner, the coaches will designate five kickers to take the kicks. If still tied at the end of five then they must designate a second group of five kickers who will participate in the sudden death portion of the penalty kick tiebreaker portion (**NOTE: IN VHSL, THEY MAY CONTINUE TO USE THE SAME FIVE KICKERS OR ADD NEW ONES**). If you go beyond 10 repeat the above procedure to continue the sudden death. **NOTE: ORDER OF KICKERS DOES NOT MATTER IF NO ONE KICKS TWICE IN THE SAME ROUND OF FIVE.**
- **SECOND WHISTLE** - A second whistle is required after a stoppage of play for a substitution, injury, caution, ejection, penalty kick, or when setting a wall or dealing with encroachment.
- **TEMPORARY SUSPENSION** - If you have a suspension of play make sure you know what the restart is.
- **POST GAME** - Once the game has ended please move away from the teams and coaches to a "neutral" area. It is the responsibility of the Activities Directors **and the coaches to take care of the post-game formalities.**
CSOA Guideline: By removing yourselves from the immediate area, you will avoid any controversy and diffuse any post-game remarks about the officiating. If someone has something to say, then they must come into your space. Remaining in their space just invites comments that you must deal with. Scorekeeper can come and find you and verify the score.
Note: If a coach or game administrator asks for your names, please provide and then let me know in your game reports.
Note: If the teams come over to you after the match to shake your hands, then please do so. If there is any unsporting behavior prior to the referee team departing the area, please note the incident in your game report, and the Commissioner will deal with the school and VHSL.
- **REPORTING EJECTIONS** - Report all ejections **prior to 0900 the following day** via the ejection report link found on the website at www.csoaref.org. However, if there is something I need to know about right away (fight, coach ejection, etc.) CALL ME!!!!!! Phone number is **703-966-0457** (voice mail) and e-mail to stenner@centurylink.net.

5. **GAME POINTS**

- **INJURIES** - Remember that safety is of the utmost importance and VHSL requires that we keep player safety at the forefront of our decisions. The coaches expect that we immediately take care of injured players. So, when in doubt stop the game and take care of injuries. Remember if one team has clear possession of the ball the game restarts with an indirect kick for the team in possession of the ball. **If someone is faking an injury, you can always caution him or her. BE JUDICIOUS IN CONTINUING PLAY WHEN AN INJURY OCCURS (ESPECIALLY ANYTHING TO HEAD) – PLAYER SAFETY IS THE SCHOOL’S NUMBER ONE CONCERN.**
Remember - coaching *is now allowed* by either coach during an injury time-out - players may go to the sideline for water - avoid letting the coach engage you in a discussion concerning the injury/game. *CSOA Guideline: After checking the player and signaling for the coach and trainer move away from the injured player, teammates, and coaches – to avoid putting yourself in a position where a dissent may result which will cause you to have to caution or eject someone. Injuries are usually emotional times, and you don’t want to become a target for abuse. Please note any serious injuries on your game report.*
- **DROP BALLS** - Drop ball along touchlines are to be taken 5 yds from the touch line.
- **OFFSIDE** - Remember that even is on and that players may be in an offside position **if they are not seeking to gain an advantage or interfering with play. Even is on! (NOTE – HEAD, BODY, AND FEET DETERMINE)**
NOTE NFHS has not yet adopted the new FIFA/NCAA offside interpretations!
- **CHARGING THE GOALKEEPER IN THE PENALTY AREA** - The goalkeeper **may not** be charged in the penalty area unless the keeper is obstructing or dribbling the ball with his/her feet. Once the keeper releases the ball to his or her feet, they become a field player and can be legally charged.
- **GOALKEEPER DELAYING TACTICS** - The law has been modified to include a **six -second** limitation on the goalie possessing the ball with his or her hands. This law is designed to eliminate time wasting. Time wasting is solely a judgment call by the referee and must be consistent throughout the game. Call it the same way in the 5th minute as you would in the 78th minute. Use common sense and be proactive and warn them verbally and with signals prior to calling the misconduct.
- **INCIDENTAL LANGUAGE** - This is probably the toughest area to deal with from a standardization viewpoint because every referee has different tolerances. It happens at all levels because players get frustrated with themselves and the way the game is progressing, and they will sometimes spontaneously say things (profane and/or racial) in the heat of the moment. If this language is directed at someone/anyone, **it is to be considered deliberate**, and therefore, becomes **abusive, offensive, and/or insulting language that must be dealt with by ejecting the offending party.** In the case of incidental language, at the referee’s discretion, it can be treated as misconduct and cautioned especially if the language carries beyond the field of play. At a minimum, you **must** talk to the player and remind him/her of their sportsmanship responsibilities. *NOTE: CSOA Guideline: Referees should consider making this a discussion point in the pregame conference with the coaches/team captains, more especially if this is a sore point/tolerance issue for you.*
- **TAUNTING** - Taunting is defined as a word or act designed to incite or degrade the opposing players, officials, coach, or

fans. If you have a taunting incident for which you stop play, the penalty is **EJECTION** and an IFK from the point of the foul. If you are unsure, but know something of an unsporting nature took place, then please issue a caution (misconduct/yellow) and get on with the game.

- **EXCESSIVE CELEBRATIONS** - EXCESSIVE CELEBRATIONS IS A CAUTIONABLE (YELLOW) OFFENSE. HOWEVER, IF THE EXCESSIVE CELEBRATION IS DIRECTED AT THE OTHER TEAM, IT THEN BECOMES TAUNTING (**RED card**). *CSOA Policy– Good preventive refereeing should prevent this from happening.*
- **SECOND CAUTION** = **RED CARD Team plays down and card reported as a RED CARD**
- **EJECTIONS** – Players ejected from a game must remain in bench area. Coaches ejected from game must leave bench area and have no further contact with the team.
- **LEAVING THE TEAM AREA DURING AN ALTERCATION** - Any player or bench personnel that leave the team area without permission and enter the field of play during an altercation will automatically be ejected. *CSOA Guideline – get the coaches to assist you in controlling their team and helping on the field.*
- **PENALTY KICKS** – Once the kicker has started his/her motion to the ball the kick must be taken – there is **NO** hesitation allowed. Penalty – rekick. **NOTE: ALL PLAYERS MUST BE TEN YARDS FROM THE BALL AND BEHIND THE PENALTY MARK PRIOR TO THE TAKING OF THE KICK.**
- **OBSTRUCTION** - Obstruction is the deliberate act by a defensive player, not in possession of the ball and/or not attempting to play the ball, of running between the attacker and the ball or using his/her body as an obstacle to slow the attacker down or redirect the attacker away from the ball so that the defender’s teammate can gain possession or so the ball will go out of touch or across the goal line. **NOTE - IF CONTACT IS MADE BY THE DEFENDER IN AN ATTEMPT TO OBSTRUCT, IT THEN BECOMES HOLDING, WHICH IS A DIRECT KICK FOUL!**
- Remember the following:
 - Goals **CAN** be scored directly on goal kicks and kick-off.
 - Goalkeeper **CANNOT** handle throw-ins directly from his/her teammates.
 - Goalkeeper **MAY** move laterally on penalty kicks.
 - Ball **DOES HAVE TO MOVE** before being in play on free kicks/place kicks.
 - Ball **MUST** move forward on kick-off and penalty kick.
- **NOTIFICATION OF PLAYERS/COACHES FOR CAUTION/EJECTIONS** - *CSOA Guideline: - For ALL CAUTIONS AND EJECTIONS – NFHS requires that the player and coach must be notified. Remember - When you go to tell them bad news, they might not like it and may voice some displeasure - think of how you are going to handle it.*
- **THROW-IN** - The ball must enter the field of play. **PENALTY** – If the ball does not enter the field of play, the throw-in is awarded to the opponent. **Note – this is different than USSF!**
- **MISCONDUCT (UNSPORTING ACTS)** – The following acts are considered unsporting and can result in a caution (yellow card) being issued:
 - Unnecessary delay – kicking/throwing the ball away
 - Holding shirt/shorts
 - Deliberate verbal tactics to distract an opponent
 - Deliberate handball to stop attack
 - Deliberate tactical foul
 - Faking an injury
 - Faking a foul
 - Reckless play
 - Illegal equipment
 - Delaying game by focusing attention upon themselves and delaying the restart.
- **FREE KICK AWARDED AT SPOT OF INFRACTION** - Rule 12-8-1, 12-8-2, and 12-8-3 all prescribe penalties resulting from misconduct (red or yellow card). **THE FREE KICK WILL NOW BE TAKEN FROM THE SPOT OF THE INFRACTION. OFF THE FIELD INCIDENTS THAT RESULT IN A FREE KICK BEING AWARDED WILL BE TAKEN FROM THE LOCATION OF THE BALL AT THE TIME THE WHISTLE WAS BLOWN TO STOP PLAY.**
- **The use of electronic communications is allowed in the bench area. These devices, however, cannot be used to communicate with a player on the field during the game.**
- **An unsuccessful attempt to deny an opponent an obvious goal scoring opportunity by a foul (i.e. a goal is scored anyway) is now unsporting conduct and a caution (yellow card).**
- **EXCESSIVE SUBSTITUTIONS** – When a team repeatedly substitutes to consume time, a referee ***shall*** stop the clock during each substitution and ***shall*** notify the coach of the offending team. A repetition may be considered unsporting conduct (yellow card to coach).

6. MISCELLANEOUS

- **REFEREE UNIFORMS** - The **primary uniform is the USSF yellow shirt**, black shorts, with three striped socks. Shoes should be all black. Everyone is required to wear the VHSL patch. Alternate uniform is the **RED** shirt. If all members of the crew do not have alternate jerseys at the game site, then only the referee will change.
- **DISCIPLINE** - Any formal complaints against a referee will be referred to the Disciplinary Committee for resolution. The Committee will make a recommendation to the Board of Directors on each case which will in turn make the final decision and notify the individuals concerned.
- **GRIEVANCES** - If for some reason, you have a grievance, your course of action is to deal through the Grievance Committee. The Chairman of the Grievance Committee is Mike Flynn and he will assist you. His home phone number is (703) 368-1782 or email oflynn50@hotmail.com.
- **FINES** – Unfortunately, we have referees who are late or miss games. The VHSL requirement is that you arrive at the game site **15 minutes** prior to game time. **CSOA would like you there 30 minutes prior to game time.** The following is a listing of standard fines:
 - LATE FOR GAME (15 MINUTES PRIOR TO KICKOFF OR LATER) - **\$15.00**
 - MISSED GAME (LATER THAN HALF TIME) - **Forfeit game fee plus fine equal to the game fee**
 - UNIFORM VIOLATION - **\$10.00**

Note – Referees will be recommended for fines based on input from the Assigner and Disciplinary Committee.

- **Notification of fines** – The CSOA BOD will review Referees recommended for fines at the monthly meeting and those referees receiving fines will be notified by email of their fine. Fines will be deducted from your pay at the end of the season. If you feel that fine(s) is/are in error, then you can contact the Commissioner and/or the Grievance Committee Chairman.

7. ASSIGNOR NOTES

- **ASSIGNMENTS** - Assignments will be made via ARBITER based on the availability you put into the system under your account at (www.arbitersports.com). **ARBITER assumes you are available unless you specify otherwise.** Confirm your assignments promptly through ARBITER. ARBITER reports confirmations to the assignor and therefore there is no need for you to have to notify him separately. **Note – Please use a single email address in Arbiter so you can avoid receiving multiple assignments on the same day from different assigners. This will assist both you and the assigners.**
- **EMERGENCIES** - If you cannot make a game please notify the assignor ASAP (PREFERABLY VIA PHONE) so he can find a replacement.
- **SWITCHING ASSIGNMENTS** - Please do **NOT** switch assignments with another official without checking with the assignor first.
- **NO SHOWS** - If there is a no show for a game please notify the assignor just as soon as you can. If it is a JV game, then we may be able to get a substitute for the varsity game.
- **GAME CANCELLATIONS** – **ANTICIPATE** the weather and don't relax on fair weather days. Schools sometimes cancel games based on other priorities—busses, lights, in-school emergencies. **ALWAYS CHECK** your **e-mail** and **Arbiter** for cancellation information first. Call the schools second. Schools are moving to a web-based notification procedure for parents, officials and other interested persons. If you do not have access to the web and there is no hot line number call the AD's office up to 4pm.
- **CONTACT YOUR PARTNERS – THIS IS A MANDATORY REQUIREMENT. Head referee for JV games and the center referee for Varsity games please contact your partners at least 24 hours prior to the game. AR's if you don't hear from the senior referees PLEASE CONTACT THEM. There are no exceptions to this requirement.**
- **WEB-BASED INFORMATION** – The default location for game day information is the announcement section in Arbiter. For non-time, sensitive information click on the CSOA logo at the top of each ARBITER page to go immediately to the CSOA website for any additional information needed.
- **ASSIGNOR INFORMATION** – Miles Kara will do the assigning again this year. Use e-mail as the primary means of contact so that essential information passed along can be documented. Use the phone numbers sparingly, especially the CSOA cell number. That number will function as the primary game-day management tool with the schools particularly and for officials with emergency situations only. Non-time-sensitive phone calls should go to the basic CSOA number. Miles will check voice mail frequently and may auto-forward calls to the CSOA cell phone or his personal cell phone from the basic number.
 - **CSOA (Basic) - 703-743-2217 - Use for any additional information about assignments**
 - **Fax - 703-743-1618**
 - **CSOA CELL – 703-357-7921 – Use for emergencies or contingencies ONLY**
 - **E-mail - csoa@comcast.net**

ARBITER GAME CLOSEOUT AND CSOA GAME REPORT/EJECTION REPORT

Note: It is mandatory that mandated game reports be sent for every game officiated. For the Arbiter report the referee filing the report need only report the scores and attest to the referee crews' presence at the game. This record serves as the basis for CSOA's invoice to the schools for the services rendered to collect the game fees. The CSOA Game report must be filled out and it will not only serve as the official record of the game, but also as the basis for CSOA's payment to you of your game fees. Report all ejections (ejection report) and serious incidents (game report) to the commissioner within 12 hours. **The CSOA game report is shown below for information purposes. The CSOA REFEREE GAME REPORT is for EVERY match (less scrimmages). The two reports must be accessed directly from the CSOA Website (<http://www.csoaref.org>) at the FORMS/GAME REPORTS PAGE.**

CSOA REFEREE GAME REPORT

Game Date: _____ Final Score (H) _____ (V) _____ MEN WOMEN (V) (JV)

SCHEDULED START TIME: _____ ACTUAL START TIME: _____

HOME: _____ VISITOR: _____

COACH: _____ COACH: _____

NAME	NO	TIME	CAUTION	NAME	NO	TIME	CAUTION
	12345				12345		
	12345				12345		

CODE FOR CAUTIONS: 1 - ENTERING OR LEAVING W/O REFEREE PERMISSION;
 2 - PRESISTENT INFRINGEMENT; 3 - DISSENT; 4 - UNSPORTSMANSHIP CONDUCT;
 5 - INCIDENTAL PROFANE LANGUAGE (ONE REASON FOR PLAYER)

CAUTIONS (H) _____ (V) _____ EJECTIONS (H) _____ (V) _____

SPORTSMANSHIP: HOME _____ /40 VISITOR _____ /40

REMARKS:

R	R1 NAME _____	PHONE _____
L1	R2 NAME _____	PHONE _____
L2	NAME _____	PHONE _____

REMINDERS:

1. Game reports must be prepared on each game (for those with e-mail game reports can be submitted easily within 12 hours). Senior referee for the match is responsible for filling out the report (first referee listed for JV and center referee for Varsity.)
2. **All red cards must be reported within 12 hours via the Web site ejection report format (I have a 24-hour reporting window) If there is something additional that you think I need to know about, primary email me at stenner@centurylink.net or secondary text my cell phone 703-966-0457 and I will get back to you.**
3. Any incidents with supervisors (i.e. activities directors, coaches, trainers, spectators, etc. **must also be reported immediately stenner@centurylink.net**).
4. Sportsmanship points: The maximum points for each team are 40 points. **You must deduct 5 points for each yellow card. If you give a red card, the team gets 0/20 team points. If a coach gets ejected, then the maximum score is 0/40.**
5. Please remember to include **both the name, number, and reason on all cautions and ejections.**
6. Please follow the guidelines in awarding points.
7. Please note **any injuries that are of a serious nature** should be noted in the remarks portion of the report

VHSL

Officials Code of Ethics

- Officials at an interscholastic athletic event are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence, and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.
- Officials shall master both the rules of the game and the mechanics necessary to enforce the rules and shall exercise authority in an impartial, firm, and controlled manner.
- Officials shall work with each other and their state association in a constructive and cooperative manner.
- Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.
- Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.
- Officials shall be punctual and professional in the fulfillment of all contractual obligations.
- Officials shall remain mindful that their conduct influences the respect that the student-athletes, coaches, and the public hold for the profession.
- Officials shall while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.
- Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during competition.