



## United Premier Soccer League -Referee Protocols

### Game Day Protocols for all UPSL Officials to follow:

1. Arrival is to be no later than 1 hour prior to the start of the match.
2. Referees should have two sets of uniforms in different colors.
3. Referees are required to inspect the field at least 45 min. prior to the start of the match to ensure that it is in acceptable playing condition. This includes checking:
  - a. Playing Surface
  - b. Bench area
  - c. Goals
  - d. Corner Flags

#### 4. **Team Check-In:**

Teams are required to provide the officials with their game-day roster at least 45 min. prior to kick-off. Each roster must contain the following:

- a. Color photos of each player
- b. Player Registration ID # (far left)
- c. Player Jersey number

If a team does not provide the above proper roster the game is not allowed to be played and it will be considered a forfeit.

Only players with printed names on the roster are eligible to play. Teams are allowed 20 players on the roster all must be checked in. Only 18 can play.

**The referee must take a photo of the team rosters for inclusion with the Match Report.**

#### 5. **Player Check-In: All players are to line up when the check-in begins.**

- a. Referees are required to ask **each player** their name and uniform number to ensure that they match what is listed on the roster.
- b. Referees are required to check each **player's face** and ensure it matches the photo provided on the roster (no other photo allowed).
- c. Referee may ask for a second photo ID in the case where there is any doubt about a player's authenticity.
- d. Referees are required to make sure each player has **signed** the roster.
- e. Handwritten player names on the roster are strictly **NOT ALLOWED**. If this occurs and the official allows the player to play sanctions against the referee will occur.



- f. No player arriving late may start the game once the team's walkout has commenced. A late-arriving player must be roster checked by the 4<sup>th</sup> official and can be subbed in after 10 mins. No late arrivals are allowed once 2<sup>nd</sup> half kicks off.

### 6. **Substitutions:**

- a. Each team is allowed 7 substitutions per game. Once substituted, a player may not return to the game.
- b. Substitution Pass- the player entering the match must provide the official with a completed pass with the following information:
  - i. Game date
  - ii. Both player's names
  - iii. Both player's numbers
  - iv. Time of the substitution

If the team does not have the sub passes the official is to note it on the game day report.

7. Names of team Coaches and technical staff must be listed on the team roster sheet in order to be present in the bench area.
8. Referees should lead the team to walk out to the center field for the pre-game announcements and national anthem 10 minutes before the scheduled kick-off time.
9. If the on-field temperature is >90F the referee should insert a 2-minute water break into the middle of each half with the time to be added at the end of the half. The break should commence at a dead ball situation and restart with possession at the same spot to the same team.
10. The 4<sup>th</sup> official is to report the score via text to 657-257-9843 within 45 minutes of the conclusion of the match. If no 4<sup>th</sup> official, then it must be done by the Head Official.

### **Reports and Contact Information:**

- 1) **Report scores** via text to 657-257-9843 (within 45 min. of the conclusion of the game).
- 2) **Match Reports and Supplemental Reports** are to be emailed the same day or the following day at the latest. Email to [gary@upsoccer.com](mailto:gary@upsoccer.com) cc your Assigner. Include the photo of the Team Rosters.
- 3) **Injury Reports**, namely injuries occurring during the game, are to be included in the match report or the supplemental report and should indicate the name and team of any injured player.