



August 2011

TO: GVSOA Members and West Michigan Officials and Assignors.

REF: Season Kick-Off Meeting, MVP Sports Spot , 32nd & Lake Eastbrook, Kentwood, MI
20 August 2011, 3:00 5:00 pm

AGENDA -

2:30 pm Registration, Welcome and Assistance with Arbiter
3:00 pm Meeting start

GVSOA Items:

- GVSA Points of Emphasis for Fall 2011.
 - o Referee performance reports from spring season (see page ?) – Jack
 - o Review and hand out of GVSA game procedures (see page ? – John
 - o Risk Management Cards For Coaches update (see page ?) – John
- Update on GVSOA Membership – Jack
- New assignors for GVSA - John
- Regional Update on Arbiter – Jack – John – Jeremy

Guest Speaker:

- Referee expectations from a coaches perspective on game day

Arbiter Review and Issues:

- What to do and not do with Arbiter – Jack
- How to get the most games and cooperation with assignors and teams.

Mentor Program:

- Review candidates and who should apply for mentor help – Jack, John, Frits
- Questions.

Referee training topics:

- Handout of update of procedures – Pre kick off – halftime – postgame (see page ?) – Mike.
- Update on what every referee should have in their bag, including uniform, tools, and useful items. - Mike
- Review of New substitution procedure from last season – Mike

4:30 **Field training techniques:** Divide officials into 4 groups (one located in each corner)
Group Leaders: John C., Jeremy O., Fritz H., Mike W Each group is to cover:

- New substitution procedure
- AR Flag mechanics: Proper signals with flag
- AR Field Position: During the game, during set plays (KO, GK, CK, TI) , other
- AR Communication with CR (offside, missed flag, foul signal)
- Substitution procedure and mechanics

5:00 **Adjourn**

GVSA Official Game Reports: Material To Be Covered

1. Refs cannot forfeit games, only the league can do that. We just need a description of the circumstances. It is very important to let us know how much of the game had actually been played.
2. By the same token, when asked questions such as “Do we get a Forfeit?” or “Is the Red Card a One Game Suspension” always tell the Coach/Manager/Player to ask GVSA - never volunteer an opinion. Just so you know, it is all written up on line at www.gvsoccer.org (under “Fall 2010”, anyone can click on a document with all this info).
3. Coaches may be shown a Yellow or Red Card, but is not obligatory. However, if you verbally warn a Coach (the equivalent of a Yellow Card) indicate a Yellow Card on the Game report. If you eject a coach indicate a Red Card. It does not matter if you actually showed a card or not – we treat it the same way for league disciplinary purposes.
4. The *Official Game Report* is for your use only – coaches are not to make written comments on it, and if they do feel free to cross it out. If they wish to communicate to GVSA they must do so through their Club.
5. Try to work with the Captains, especially in U15 and older games, to handle problem players. The Captains are not just out there for the coin toss, but to help manage the game with you. It is important to respect their role and in turn they should help you when needed.

Risk Management for Coaches – GVSA in Fall 2010.

This Fall only a GVSA Pass Card is needed by the Coach - GVSA verifies RM before issuing a Pass Card. **If a Coach does not have a GVSA Pass Card for 2010/2011 under no circumstance may he be with a team or coach during the game - he can only spectate.**

If no one has a Pass Card the game cannot be played (the teams certainly can scrimmage or engage in any other activity they like, and you can officiate if you feel like it, but the game is reported to GVSA as unplayed due to lack of an adult coach).

Don't ever accept an excuse about a Coach not having a Pass Card. there are zero valid excuses.

Referee Duties Timeline: (Jeremy Ogg to present)

24 hours before the match-

- Check your arbiter assignments
 - make sure there aren't any changes
 - make sure you have the correct sites and times
- Check your transportation - especially if someone else is driving you
- Check your bag - uniform and equipment need to be there and in order, don't forget to bring flags.

30 minutes before kick-off

- Be at the field, dressed, ready to work.
- The center referee leads a discussion with the assistants. Positioning, signals expected, which AR is on which side. Who backs up the referee on watch and book. The referee crew warm-up before, during or after discussion. Warm-up should not be in a highly visible spot (ie midfield). goal anchors, field markings, and condition of the field are checked. If not correct home team fixes. not the refs.

20 minutes before kick-off do your Pregame with the coaches-

- Go out of your way to introduce yourself to the coaches.
 - Shake their hands, do this shortly after arriving at the field
 - Ask each coach when it will be convenient to check their team in (do not disrupt the team pre-game.
 - Ask each coach for their game form and id cards AND YOUR PAY.
- make sure that each coach at least 18 years old has a valid id card (not required this season is the risk mgmt number)
 - If they do not have a valid GVSA ID card that you see, they are not with the team. Even if it means no game.
 - Obtain at least one game ball from the home team. make sure it is safe & inflated.
 - Observe players for illegal equipment (jewelry, earrings, casts, etc)

15 minutes before kick-off check in the players.

- On each roster, mark whether each player listed is present or absent. ask each coach if any players are sitting out a suspension.
- The referees must conduct the check in- making sure each player listed has a pass card with the correct player's picture. A COACH CANNOT HELP YOU DO THIS. Return the id cards to the coach following check in.

10 minutes before kick off, Call for captains to your location

- Introduce each member of the referee crew to the captains & shake their hands. show them the flipping coin- both sides. visiting team makes the call: heads or tails. winner chooses which end of the field to attack. loser gets the kick-off. Write these choices in your book. The referee crew retires to the touchline to get additional equipment and the game ball.

5 minutes before kick off

- Line up to take the field. Referee on midline with an ar on each side. Referee has the ball, each ar has his flag furled in the outside hand.
- Referee whistles for teams to take the field, walk out to the center circle. Shake hands, AR's check the net at their end, and take their positions with the second-to-last defender. Referee hands the ball to the kicking team. do not place it on the ground, do not flip it to the player with your foot.
- Referee positions himself on the attacking half of the field, out of the players' way and where you can see whether the ball is kicked forward or not.
- Referee makes sure watch is correctly set for the length of the half and ready to start visually check with each ar to make sure each is ready. each ar to give the pre-arranged ready signal when they have visual contact with the referee.

0 minutes before kick off

- Center referee starts his watch, blows whistle for the kick off and makes sure the watch is correctly running.
- if the ball did NOT move forward on the kick, play is stopped and the kick is retaken by the same team. RESTART WATCHES.

Half Time and Game End

- At each half time, assistant referees move to the center referee's location. Any issues concerns are discussed.
- Make sure the correct score, and players who scored, are entered. Each referee signs the form, but checks the form for completeness and accuracy before signing.
- Do not hang around the players and coaches looking for compliments