

# OFFICIATING MANUAL

Casa Soccer League of Boston

Updated 1/31/2018





# Casa Soccer League of Boston Officiating Manual

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## Introduction

The Casa Soccer League of Boston was established as a sister league to the Casa Soccer League of Philadelphia in 2009 to provide a high quality soccer league in Boston for adults who have experience playing soccer. Casa Boston is a non-profit, volunteer run league and since its founding in 2009, has expanded from 6 teams in one division to 26 teams across 3 divisions.

Our goal is to have a well-organized low cost league with excellent soccer. We look forward to your participation in the league as a referee and thank you for your hard work to make our league great.

## League Organization

Casa is currently a three division league broken up on skill level: Primera is the upper level, and Segunda is the middle level, and Tercera is the lowest level. We typically have two seasons per year each with separate playoffs and promotion and relegation between teams.

## League Rules

In Brief:

- 45 Minute Halves
- Unlimited Substitutions during throw-ins and goal kicks only (see restrictions)
- Slide Tackling **is** permitted
- Shin Guards Required
- Numbered Jerseys Required
- Show ID to referee to check into game

## The Details

### Game Day Operations

In some cases, a representative of the Casa Board of Directors will be present at the field where you will be officiating. Please arrive at least 15 minutes prior to the scheduled start of the match to pick up the rosters/game report from the team captains, meet your fellow referees, and check in players from each team.



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Check-In. Captains are required to provide a printed roster prior to each match, with a maximum of only 3 hand-written names (see guest player policy below). If neither team provides a printed roster, please notify the referee assignor and the league president. Teams will need to hand-write a roster for you, which may result in game time being shortened. We require that all players have a photo ID available for check in. In order to speed check in during the regular season, referees have the discretion to waive the ID requirement. However, if either team captain asks for a photo ID check in, all players on both teams must show photographic identification. Failure to produce a photo ID when asked will result in the player not being able to play in that day's match. During playoffs, photo IDs are required for all teams. No exceptions will be allowed. Please note that guest players (players not on the game report roster) are allowed during the regular season, but they must check in and sign a waiver. See below for details.

Suspended Players In instances where a player is under suspension, they cannot be within 100 yards of the field. If you are working a match for a team who has a player under suspension, we will notify you and the team's captain prior to the match. If a player who is under suspension plays in a match, their team will be deemed to forfeit the match.

Waivers We require all players to sign waivers and captains should be providing and collecting waivers from their players. This is especially crucial during the first 2-3 games of each season.

Player of the Match Following the match, we ask that the referees determine who they feel was the best player on the field during the match. This player need not be the leading scorer or from the winning team. Captains are encouraged to nominate a player from their team, but you are not obligated to choose from their recommendations. Once you have made your decision, please not this person on the game report, along with the final score, scorer's names, and bookings.

Game Reports. Most matches will have a center and two assistant referees. Center referees will finalize the game report and enter the game report into the Casa Web system within 72 hours of the match conclusion, or they may take a picture of the game report and email it to the league president. Failure to enter the match will delay payment to the ref. In instances where there is no center referee, we will ask one of the referees to perform this service.

## Guest Players

A guest player is defined as any player not listed on a team's printed game report, regardless of whether the captain states the player is on their active online roster.

During the regular season, **a maximum of three guest players** are welcome to participate on each team, as long as they sign a waiver and their names and numbers are properly recorded on



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the printed game roster. In addition to the 3 guest player limit, a team may not use guest players to increase their player count above 18. Like any other player, guests will need to have a numbered jersey whose color closely matches their team's. It is permissible for the number to be fashioned out of marker or tape.

Guest players are not allowed during post-season play.

## Forfeits

If a team does not have at least 7 players available at the scheduled start of the game, the opposing team may accept a win by forfeit (worth 3 points and recorded as a 3-0 win.) Note our policy on guest players above.

Please note that while it is reasonable to allow a short delay to allow for late arriving players, please shorten the half-time break by a similar amount, so as not to delay the start of the next match.

## A Note About Female Players

Casa tradition has a "gender neutral" approach to our league. This means there is no minimum number of female players required. We encourage all players who are ready to play at a competitive level to join up and have a good time!

## General Game Play

All FIFA rules apply unless otherwise stated. Games will consist of two, 45 minute halves. Each team may play up to 11 players, including the goal keeper. Teams may substitute during throw-ins and goal kicks, only upon notification and permission by the referee. There is no limit to the number of substitutions that may be made. All subs must come to the center line and the substitution be recognized by the referee prior to coming on the field

## Goalies

Goal keepers adhere to normal FIFA rules: hands allowed inside the box, punts, drop-kicks, and throws are permitted. Hands are not allowed on obvious passes from other players on their own team via feet or throw-ins. Goalies are allowed to slide tackle as long as they make a play on the ball. Five second holds apply, at the referee's discretion.

## Ties



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Regular season games end at regular time regardless of the score. Prior to the start of playoffs, you will be notified of the overtime procedures being followed during a particular playoff round. In early playoff rounds, typically the match will go directly to penalty kicks, consisting of five-shots per round until one team is the winner of that round and thus the game. In later rounds, regulation time may be followed by two, 15 minute overtime periods. If a winner is not determined following the completion of these overtime periods, the winner will be determined via the penalty kick system described above.

## Jerseys and Equipment

Shin Guards are required. Any referee or office may ask a player to remove jewelry deemed unsafe. All players are required to have a numbered jersey, and ensure that the game roster accurately connects the jersey number to the player's name. If players do not have a numbered jersey (i.e. guest players) they must fashion a number out of tape on the back of their shirt and have that number recorded in the roster. If teams are wearing similar color jerseys, the home team, which is listed first on the roster, is responsible for an alternate color for that match. The jersey number requirement can be relaxed in this case, only. If jewelry is present it is up to your judgment if it is safe or not.

## Rainouts

While many of our field locations have artificial grass, some locations have natural fields. Thus, rainouts may occur if the field is not in playable condition. Lightning may also cause a rainout. Where possible, we will notify referees of cancellations at least 30 minutes prior to match time. Please make sure we have an active cell phone and email address to contact you, in cases of cancellation. Additionally, the league website will have information on cancellations, as well.



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## Yellow and Red Card Policy

Any red card shown requires immediate suspension from the remainder of the current game. IF the red card was not the result of two yellow cards, but instead was a “straight red,” then the player shall have an automatic addition suspension of the game immediately following the game in which the card was issued. The referee can (and often will) recommend additional game suspensions depending on the severity of the circumstances involved. The ombudsman shall consider the testimony of the referee and the affected parties, and recommend a course of action to the League Officers. **Four** cumulative yellow cards during the season results in an automatic suspension of the game following the 4<sup>th</sup> card for the player involved. **Once this action has been taken, after two more cards are received, an additional game suspension is given.**

Details on extra suspensions and our disciplinary procedure can be found in the [Disciplinary Code](#).

## Overtuning Calls

Referees have the final authority in all calls and game-time decisions. Please make us aware if players show a pattern of not being respectful, or show poor sportsmanship. The league President has the final say in all disputes outside the game itself, and will not overrule any calls made by the referees.

## Disputes

If players have a serious dispute, please instruct them to make a record of the dispute and contact the ombudsman after the game in writing with a description of the event. We will not override calls made by the referees but may have to take special action in some rare circumstances.

## Certification/Referee Equipment

We require that our referees maintain USSF Grade 8 or higher OR equivalent (i.e. NISOA, EMSOA, etc.) certifications. You are required to supply your own equipment.



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## Payment

In most cases, a league representative will issue checks to match officials 2-3 times during the course of a season. If a league representative is not available to give you the check, we will make arrangements to make sure you get a check through alternate means (generally U.S. mail). We may also offer alternate payment options (such as PayPal) and can make more frequent payments than standard checks. Please notify the league president and referee assignor if you are interested in this alternate option.

The current pay structure\* is:

Two referee match: \$65 per ref

Three man match: Center \$80, Assistants \$50 each

*\*We reserve the right to alter this pay structure, but will notify you prior to doing so. Payments may be held if game reports are not entered into the computer system.*

## Changes to manual, rules, and Disciplinary Code

While the league strives to keep rules consistent throughout a season, the board reserves the right to modify this manual, league rules, and the Disciplinary Code at any point in time.