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**Manual for**

# **Youth Referees**

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## **How do I use this handbook?**

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This handbook is designed for your personal use. You should begin by filling in the personal information at the beginning of this handbook. Enter the names, phone numbers and e-mail addresses of the key people in your region who support you. When you have a question or a problem, you can get in touch with one of them to get help.

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## **What should I wear to referee?**

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Your region should provide you with some or all of your uniform. The uniform consists of your badge, a referee shirt, black shorts, black socks with three white stripes at the top and black shoes.

Get all the pieces of your uniform together the night before you have a game to do. Be sure everything is clean and ready to wear.

Your shirt should be tucked in, your socks should be pulled up and you should have your correct badge in place when you enter the field to do your games. Looking like a referee will help you get the respect of the players, coaches and spectators and will make your job easier. Don't forget to bring your whistle, your watch, a coin, a pencil or pen and something to write on with you as you enter the field. The coaches should each provide you with a line-up card.

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## **What should I look for when I check the field?**

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Safety is the most important thing. Make sure the goals are safe. You should not be able to tip them over. If you can tip them over, this must be fixed before it is safe to play.

Check the field for anything that could hurt a player like holes or rocks or twigs. Make sure these things are taken care of. For things that you can't fix, be sure to let someone in charge know.

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## What should I look for when I check the players?

The field should be marked and the markings should be easy to see. Again let the person in charge of marking the fields know if there is a problem.

## What should I look for when I check the players?

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When you check the players before the game, make sure they have the required uniform. The five things that make up a uniform all begin with "S".

- Shirt
- Shorts
- Shinguards
- Socks
- Shoes

The socks should be long and completely cover the shinguards. All the players on the team should be wearing the same color shirt except for the goalkeeper whose shirt color should be different. The goalkeeper may wear gloves as long as you think the gloves are not dangerous. In cold weather, players can wear sweatpants or extra shirts under their uniforms.

Also make sure none of the players are wearing anything that could be dangerous to them or to anyone else. Jewelry is not allowed. That means no watches, no bracelets, no necklaces, no rings and no earrings. Earrings must be removed. Putting tape over jewelry doesn't fix the problem.

No one can play with a cast or splint even if it is padded. You can play with a knee brace.

You can also play with glasses, a hearing aid, braces on your teeth or a mouthguard.

## **How do I pick the game ball?**

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In some regions the league provides the game ball. In other regions the teams provide the game ball. You should ask your mentor or advisor where the game ball will be. For Under 6 and Under 8 divisions, you will use a size 3 ball. For Under 10 and Under 12, you will use a size 4 ball. For Under 14, Under 16 and Under 19, use a size 5 ball. Check to make sure the ball is safe and properly inflated. Then don't forget to bring it on to the field with you at the beginning of the game.

## **How do I work with Assistant Referees or Club Linesmen?**

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Club Linesmen are not the same as Assistant Referees. Club Linesmen are usually recruited from the sidelines and should only be asked to raise the flag when the ball completely crosses over the line. You will probably need to demonstrate to the Club Linesmen how to judge when the ball goes "out".

Assistant Referees are trained and certified and they can assist in many ways. Here are some of the things you will probably want them to do:

- Help with safety inspections of the field and the players.
- Signal when the ball goes out of play over the touchline and who gets the throw in.
- When the ball goes out of play over the goal line (and it wasn't a goal) they should signal for a goal kick or corner kick.
- Help see if a goal is scored and be ready to help if you need it.
- Signal when an offside infraction has occurred.
- Help keep track of time.
- Watch for fouls you couldn't see.
- Help control the match.

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## **What do I do when I am the Assistant Referee?**

Be sure to talk to the Assistant Referees before the game begins. Talk about what you would like them to do to help you. Answer any questions they have. Don't forget to thank them after the game.

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## **What do I do when I am the Assistant Referee?**

The Assistant Referee is there to "assist" and support the referee. The referee will tell you which things he/she would like to have help with. Your tasks will probably include the list in the previous section but there may be some other things the referee would like you to do.

Your job as the assistant is to "assist; not insist". If the referee overrules your signal, you should drop your flag and go along with his/her decision. Be sure you understand any directions the referee gives you. Ask questions if you don't. If something is not covered by the referee in the pre-game talk and you are not sure what you should do, ask.

At the half, you can talk about anything you don't understand. Tell the referee if you are seeing something on the field that he/she should watch out for. Use this time to prepare for the second half so you can do a good second half.

At the end of the game, it is helpful to talk over what has happened in the game. It is a good chance to learn from another referee.

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## **How long should the game be?**

The length of the game may be different in different regions. It depends on whether you are playing short-sided games or full-length games. Sometimes regions will shorten the length of games because there aren't enough fields to fit in all the games.

Standard times will be printed on the line-up card but the best thing for you to do is check with whoever is in charge of these things (usually the Regional Referee Administrator) or check with the person who runs the youth referee program. They will be able to tell you how long games should be in each division.

## **How should I handle substitutions?**

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In AYSO games, every player must play at least half of the game. To make this easy, substitution is allowed at these times during a game:

- About halfway through the first half
- At halftime
- About halfway through the second half
- Anytime for an injury

When you call for substitutions in the middle of the first half or the middle of the second half, it doesn't have to be exactly halfway. You should substitute around the midpoint when a natural stoppage of play has occurred, like the ball over the touchline or goal line. When you restart the game, just use the correct restart for that stoppage. For example, if you substituted right after the ball went over the touchline, start with a throw-in.

## **What if I make a mistake?**

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The first thing you should do is relax; every referee has made mistakes. Then decide if you can correct it. If you pointed the wrong way on a throw in or foul and you have not restarted the game you can correct yourself. If play has already been restarted then you can not correct your mistake. You have to let it go and try to do better next time. Don't try to 'make it up' to the team by making a call you know is wrong. Just call the game as carefully as you can.

## **What do I do if a player is injured?**

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If a younger player seems to be injured, you should stop play right away and check the player. Invite the coach on to the field to take care of the player and help him/her off the field. If the player wants to continue after a few moments rest you can welcome him back on the

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## **What do I do if a player is causing a problem?**

field. If the player is unable to continue, the coach may send in a substitute.

For older players, you may want to wait a few moments before stopping play for an injury. When you should stop play right away and when you might want to wait is something you should talk to your mentor about.

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## **What do I do if a player is causing a problem?**

There are a number of things you can do. If possible, it is better to start with the mildest action and work your way up, if you need to.

- Speak quietly to the player who is acting up. It is a good idea if others cannot hear what you are saying. Try to let the player know you saw what he/she did and you did not like it without giving him a long lecture. Try to be as positive as you can. You could say, "You're a better player than this." Or "You're too good a player to do things like this."
- If the player does something after you have spoken to him, let the player know what you will do. You might say, "I know you want to keep playing but you must stop doing this. I don't want to make you leave the field. It's up to you."
- Finally, if the player continues to act badly you will have to send him out of the game.

Remember we don't use our red or yellow cards with players in the Under 10, Under 8 or Under 6 divisions.

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## **What if a spectator is causing a problem?**

You should have gotten some training on how to deal with a spectator who is causing a problem. Try to deal with this using the tools you were taught. Don't be afraid to ask for help. Ask the coach to talk to the spectator or ask the other spectators to help control this person.

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## **What if a coach is causing a problem?**

An adult referee can also help. The important thing is to do something. Don't ignore it. It isn't good for the players or the game to let it go.

You should report this to the Regional Referee Administrator or someone who is in charge so they can take further action if they need to.

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## **What if a coach is causing a problem?**

It is even more important to deal with a coach who is causing a problem that a spectator who is acting up. Coaches have received training and know what is expected from them. They serve as role models to their teams. You should have gotten some training on how to deal with a coach who is causing a problem. Use the tools you were taught to help control the coach. An adult referee, your mentor or advisor can help you with this if you need it.

Finally, report the problem to the Regional Referee Administrator. No abuse of a youth referee is acceptable, but administrators can't fix it if they don't know about it.

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## **What do I do in bad weather?**

Thunderstorms can be very dangerous. If you hear thunder or see lightning, stop the game and clear the field immediately.

*"If you can see it - flee it; if you can hear it - clear it."*

Soccer games are often played in the rain or even snow. But if the field is under water or if the wind is blowing the ball around when it is placed on the ground, you may need to stop the game.

In very hot weather, you should encourage the players to drink plenty of water and cool off.

## **How can I learn more?**

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There are lots of things you can do to learn more and become a better referee.

- Do as many games as you can. You will learn something from every game you do.
- Watch other referees. See what other referees do and ask them questions about anything you don't understand.
- Ask a more experienced referee to watch you do a game. Ask him/her to give you advice on how to improve.
- Take more training. Attend referee classes whenever you can to learn more about the referee's job.
- Read. AYSO has a number of books and manuals that can help you learn more about the game of soccer and what a good referee does. Take a look at the AYSO edition of FIFA Laws of the Game; AYSO National Rules and Regulations; and Guidance for Referees and Coaches.