



U.S. FUTSAL REFEREE ADMINISTRATIVE HANDBOOK



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PREFACE

REFERENCE TO MALE AND FEMALE

References to the male gender in this handbook in respect of referees, assistant referees, players and officials are for simplification and apply to both male and female.

KEY

A vertical line in the right hand margin indicates changes to the material. ~~Blue~~ text with a strike through indicates that the text has been removed. Red text with underline indicates that the text has been added.



INTRODUCTION

The U.S. Futsal National Referee Development Program is designed to further the education and advancement of all referees. This occurs not only through classroom settings, but also with in-session training and, evaluations and assessments provided by advanced level referees, and instructors and assessors. We want all of our referees to achieve the highest level of professionalism. Our end product is not a goal, but rather a journey that we are all taking as members of the Program.

To accomplish this, I as a referee, am committed to and will abide by the following credo:

Manage the games in a manner to ensure that all players are safe and that the Laws of the Game are applied equally. When combined, this will ensure that players, coaches and spectators enjoy the game. To accomplish this overarching goal, as an official I must be in good physical condition and accept those assignments that are within my ability as to properly manage the game.

The assignments that I accept must be kept once accepted.

There will be no question that I, as an official have and will conduct myself in a manner to be ethically and morally beyond reproach.

I must have pride in my officiating and I must treat fellow referees with respect and show them loyalty as well. Furthermore, I will not discriminate against nor take undue advantage of any individual or group on the basis of race, color, religion, sex or national origin.

As a member of the referee community, I am part of the continuing education process and will take part in this process in a manner to not only raise my proficiency level, but those I work with.

I will respect the rights and dignity of all the referees and I will not criticize them unless it is in private and constructive and for their benefit.

Therefore, I am proud to be a participating member of the U.S. Futsal National Referee Development Program.



Before moving on to the material in this handbook, every U.S. Futsal referee must understand and abide by the Code of Ethics as presented below.

REFEREE CODE OF ETHICS

- I will maintain the utmost respect for referees and other officials of the game and I will conduct myself honorably at all times.
- I recognize U.S. Futsal as the governing body of Futsal in the United States and my actions will reflect positive credit upon the U.S. Futsal.
- I will contribute to the continuous development of referees.
- I will teach the Laws of the Game as provided to me by U.S. Futsal.
- I will abide by the policies and procedures set forth by U.S. Futsal and the National Referee Committee.
- I will maintain a professional demeanor at all times when acting in a capacity as a referee, instructor, assessor and/or assignor and conduct myself honorably at all times and maintain the dignity of my position.
- I will perform to the best of my abilities as a U.S. Futsal Referee, Assignor, Instructor, and/or Assessor.
- I shall always honor an assignment or any contractual obligation.
- I will not make statements about any game except to clarify an *interpretation* of the Laws of the Game.
- I consider it a privilege to be part of U.S. Futsal.



ASSIGNOR CODE OF ETHICS

The SAC and referee assignors shall also adhere to the Assignor Code of Ethics. They shall ensure that all referees receive equal consideration for match assignments consistent with the state's minimum game requirements and the referee's ability and desire for advancement.

- I will maintain the utmost respect for referees and other officials of the game and I will conduct myself honorably at all times.
- I will make assignments based on what is good for the game and what is good for the referee, thereby contributing to the continuous development of referees in the National Referee Development Program.
- I consider being a member of U.S. Futsal a privilege and my actions will reflect credit upon the organization and its affiliates.
- I will conduct myself ethically and professionally in the assignment process and will give priority to U.S. Futsal affiliated game assignments when assigning games.
- I will offer equal opportunity to all referees and I will not discriminate against or take advantage of any individual or group on the basis of race, color, religion sex, or national origin.
- I will respect the rights and dignity of all the referees and I will not criticize them unless it is in private and constructive and for their benefit.
- I will with and cooperate fully as requested with the Disciplinary Committee to resolve any grievance or complaint.
- I understand that the U.S. Futsal registered referee list is proprietary and confidential. Therefore, it is not to be shared with anyone without specific written permission.
- The use of U.S. Futsal affiliated game assignments shall not be used to persuade U.S. Futsal registered referees to accept game assignments for non-members of U.S. Futsal.



1. ORGANIZATION OF STATE REFEREE ADMINISTRATION

Each state shall have a:

State Referee Administrator

- Served fifteen years as a certified Referee and have attained State Class 1 Referee Status
- Served five years as certified Instructor or Assessor
- Serves a two year term or as needed

State Director of Instruction

- Served ten years as a certified Referee and have attained State Class 1 Referee Status
- Served five years as a certified Instructor and have attained a Regional Instructors Status
- Serves a two year term or as needed

State Director of Assessment

- Served ten years as a certified Referee and have attained State Class 1 Referee Status
- Served five years as a certified Instructor and Assessor and have attained a Regional Assessors Status
- Serves a two year term or as needed

State Assignor Coordinator

- Served five years as a certified Referee
- Served two years as a certified Assignor
- Serves a three year term or as needed

Referee Disciplinary Committee

- Shall have a minimum of three or a maximum of five members one of whom shall be the State Referee Administrator
- Each member shall serve a five year term or as needed



1.1. STATE REFEREE ADMINISTRATOR

The State Referee Administrator shall be nominated by the State Executive Committee¹ upon recommendations of the Amateur and Youth Representatives and will be appointed by the National Office. In the absence of Amateur and/or Youth Representatives, the appointment will be made by the National Office. His duties shall be:

- Enforce all policies set forth by the National Office
- Register all Referees and Assignors in his state
- Supervise all programs pertaining to referees
- Appoint the State Assignor Coordinator upon recommendation of the State Executive Committee
- Recommend the State Director of Instruction and State Director of Assessment for approval by the National Office
- Chair the Referee Disciplinary Committee

1.2. STATE DIRECTOR OF INSTRUCTION

The State Director of Instruction shall be nominated as needed by the State Executive Committee and the State Referee Administrator and appointed by the National Office. If none is appointed, all matters will be referred to the SRA. His duties shall be:

- Supervise all Instructional Programs
- Appoint Area² Instructional Coordinators
- Certify all Instructors except for National Instructors
- Notify all officials of any Law or policy changes
- Work with the State Director of Assessment for the instruction of all Assessors

1.3. STATE DIRECTOR OF ASSESSMENT

The State Director of Assessment shall be nominated as needed by the State Executive Committee and the State Referee Administrator and appointed by the National Office. If none is appointed, all matters will be referred to the SRA. His duties shall be:

- Supervise all Assessment Programs
- Appoint all Assessors to matches
- Certify all Assessors except for National Assessors
- Supervise Youth Referee Development Programs in conjunction with the State Referee Administrator and State Assignor Coordinator

1 The Executive Committee shall consist of the Director and the State Referee Administrator

2 “Area Instructional Coordinators” needs to be defined or removed.



1.4. STATE ASSIGNOR COORDINATOR

The State Assignor Coordinator shall be appointed as needed by the State Referee Administrator upon recommendation of the State Executive Committee. If none is appointed, all matters will be referred to the SRA. His duties shall be:

- Supervision of all Assignors
- Supervise the training of assignors in conjunction with the State Director of Instruction
- Supervise the proper assignment of all referees
- Supervise Youth Referee Development Programs in conjunction with the State Referee Administrator and State Director of Assessment

1.5. REFEREE DISCIPLINARY COMMITTEE

The Referee Disciplinary Committee shall be established to deal with any matters of inappropriate or unethical conduct by Referees, Instructors or Assessors. It shall be chaired by the State Referee Administrator and shall have a total of three members.

The first additional member shall be the Director of the particular State Futsal organization. The third member shall be appointed by the State Executive Committee. However, this member must be a certified referee, instructor or assessor.

Any charges must be formally made to the State Executive Committee and State Referee Administrator in writing. If the charges are concluded accurate, the charges will be forwarded to the Disciplinary Committee within seven days of the original complaint. The committee will set forth the protocol of its proceedings and will hold the meeting(s) within thirty days from the date of the original complaint. The accused must be given the right to be present at all hearings and the right to defend his. All decisions made by the Disciplinary Committee can be appealed to the National Office in writing within thirty-days (30) of the decision.



2. REFEREE REGISTRATION

With the availability of on-line registration, the process has become simpler and faster. Simply login to the U.S. Futsal website at www.futsal.com, then click on the Registration Center. Look down and click on *Referee On-Line Registration*. Choose New or Returning Referee/Instructor/Assessor. Now follow the instructions.

Following provides guidance for the U.S. Futsal referee registration process. You will need a “head shot” type picture of yourself. Towards the end of the registration process you will be requested for the picture. You will also need your credit card to pay the registration fee.

- Go to the website at www.futsal.com
- Now select the “Registration Center” as illustrated below.



- Now scroll down and select “Referee On-line registration” as illustrated below.





- Now scroll down to the yellow highlighted selection box and select “New Referee/Instructor/Assessor” then Click on the “Register Online” box as illustrated below.



- Now complete the online registration process.

NOTES

- When you get to the State Association, Select APPROPRIATE STATE ASSOCIATION
- The next line is for League Association, Select APPROPRIATE LEAGUE
- The next line is for Club Association, Select NO CLUB ASSOCIATION³
- The next line is for Referee Grade, Select APPROPRIATE GRADE⁴

At the end, click on the “Submit Referee/Instructor/Assessor” application.

Somewhere in this part it will ask for you to upload your picture. If you don't have one scanned in and available, you can send it to headquarters later.

You're done!

Needs to be shown

REMEMBER – If you have registered online within one week prior to the class, bring proof of your registration to the class!

The above statement says “we are an amateur organization”.

I need access to the referee list!!!!

3 Generally, referees are to remain independent of any specific club affiliation.

4 If you are new, select Grade 10 Referee.



3. REFEREE GRADES

Referee grades provide a structure relevant to an official's ability, capability and desire to advance. They also provide a fair and consistent understanding of what the requirements are to achieve a particular grade and the expected performance level for each grade once that level is achieved.

There are ten grades that may be obtained directly within U.S. Futsal. They range from Grade 10, which is the entry level, up to Grade 1, which is an International Referee. These grades are outlined as following sections.

3.1. GRADE 10 "REFEREE CLASS 2"

Minimum Age: None

Badge: U.S. Futsal Referee, with current year

Authorized Assignment Level: All youth games (ages 16 and under)

3.2. GRADE 9 "REFEREE CLASS 1"

Minimum Age: 17

Badge: U.S. Futsal Referee, with current year

Authorized Assignment Level: All youth games

3.3. GRADE 8 "STATE REFEREE CLASS 2"

Minimum Age: 18

Badge: U.S. Futsal State Referee, with current year

Authorized Assignment Level: All youth games and amateur games through second division and Assistant Referee in Amateur Division Games below the top division.

3.4. GRADE 7 "STATE REFEREE CLASS 1"

Minimum Age: 19

Badge: U.S. Futsal State Referee, with current year

Authorized Assignment Level: All youth games, amateur games through second division and Assistant Referee in top Amateur Division Games.



3.5. GRADE 6 "REGIONAL REFEREE CLASS 2"

Minimum Age: 20

Badge: U.S. Futsal Regional Referee, with current year

Authorized Assignment Level: All Regional Youth games, State Amateur games including first division and Regional Amateur Division matches.

3.6. GRADE 5 "REGIONAL REFEREE CLASS 1"

Minimum Age: 21

Badge: U.S. Futsal Regional Referee, with current year

Authorized Assignment Level: All Regional and National Youth games, Referee in Regional and National Amateur Games and Assistant Referee in professional leagues and international cup games.

3.7. GRADE 4 "NATIONAL REFEREE"

Minimum Age: 23

Badge: U.S. Futsal National Referee, with current year

Authorized Assignment Level: All games except formal FIFA international matches; Assistant Referee for international matches.

Citizenship: U.S. Citizenship or Permanent Residency

3.8. GRADE 3 "NATIONAL REFEREE (INTERNATIONAL PANEL CANDIDATE)"

Minimum Age: 24

Badge: U.S. Futsal National Referee, with current year

Authorized Assignment Level: All games except formal FIFA international matches

Citizenship: U.S. Citizenship



3.9. GRADE 2 "INTERNATIONAL REFEREE"

Minimum Age: 24

Badge: FIFA Referee, with current year

Authorized Assignment Level: All games except top FIFA International Matches

Citizenship: U.S. Citizenship

3.10. GRADE 1 "INTERNATIONAL REFEREE"

Minimum Age: 25

Badge: FIFA Referee, with current year

Authorized Assignment Level: All games

Citizenship: U.S. Citizenship

3.11. EMERITUS REFEREES

The purpose of the emeritus grade is to permit a referee to retire from the highest level the referee has attained. This will allow a National, Regional, or State referee the option of retiring from those levels of officiating while retaining that grade and continuing to referee but at a lower level. However, it may not be used to circumvent the testing and registration procedures of U.S. Futsal.

To become an Emeritus Referee, the official must submit a personal letter of intent to the State Referee Administrator who will initiate the appropriate paperwork.

Active Emeritus Referees must qualify each year for the level that they will be officiating and pay the published fees for that level. Emeritus Referees will receive an Emeritus Referee Badge.

If desired, an Emeritus Referee may reinstate as an active referee at the level the official retired from once all criteria has been met.

HIGHEST GRADE	EMERITUS GRADE
3	13
4	14
5	15
6	16
7	17
8	18



4. REFEREE UNIFORM

The appearance of a referee is important. Remember first impressions count. You are representing U.S. Futsal and your appearance communicates your professionalism.

Left to right is the primary then alternate uniform jersey colors. Note that yellow is not permitted as to not be confused with an indoor soccer match. Also, three stripe socks are not permitted.



Referees are expected to present themselves in a professional manner anywhere in public view, *i.e.*, jersey tucked in and socks pulled up. If an under garment is worn beneath the jersey, it must be black.



5. REFEREE GRADE MAINTENANCE AND UPGRADE REQUIREMENTS

The U.S. Futsal grade and title of a referee will be determined solely by the standards and examinations issued by the National Office. For all grades, an annual examination is required.

All certified U.S. Futsal Referees must be in grade for a minimum of 1 year prior to being upgraded to the next level. If a person does not pass the written examination, the entire examination must be retaken after a minimum waiting period of one month. Each failed assessment requires two passing assessments as an offset.

5.1. REQUIREMENTS FOR U.S. FUTSAL ENTRY LEVEL REFEREES GRADE 10

- Attend an entry level 16 hour Referee Course
- Pass written exam with minimum score of 75
- Recommended Assessment after first 10 games

5.1.1 MAINTENANCE REQUIREMENTS FOR U.S. FUTSAL GRADE 10 REFEREES

- Attend 5 Hour Re-certification course
- Pass Re-certification exam

5.2. UPGRADE REQUIREMENTS FROM U.S. FUTSAL GRADE 10 TO GRADE 9

- Maintain one year as a Grade 10
- Attend 10 hour Intermediate Referee Course
- Pass written exam with minimum score of 85
- Pass Formal Assessment at the U16 level or higher

5.2.1 MAINTENANCE REQUIREMENTS FOR U.S. FUTSAL GRADE 9 REFEREES

- Attend 5 Hour Re-certification Referee Course
- Pass re-certification exam with minimum score of 85



5.3. UPGRADE REQUIREMENTS FROM U.S. FUTSAL GRADE 9 TO GRADE 8

- Maintain one year as a Grade 09
- Attend 10 hour Advanced Referee Course
- Pass State Referee Exam with a score of 80
- Pass two Formal Assessments at the U19 level or higher
- Pass Physical Fitness exam
- Referee of 125 games

5.3.1 MAINTENANCE REQUIREMENTS FOR U.S. FUTSAL GRADE 8 REFEREES

- Attend 10 hour Advanced Referee Course
- Pass State Referee Exam with a score of 80
- Pass a Formal Assessment at the U19 level or higher
- Pass Physical Fitness exam

5.4. UPGRADE REQUIREMENTS FROM U.S. FUTSAL GRADE 8 TO GRADE 7

- Maintain one year as a Grade 08
- Attend 10 hour Advanced Referee Course
- Pass State Referee Exam with a score of 85
- Pass three Formal Assessments at the Amateur Level or higher
- Pass Physical Fitness Exam

5.4.1 MAINTENANCE REQUIREMENTS FOR U.S. FUTSAL GRADE 7 REFEREES

- Attend 10 hour Advanced Referee Course
- Pass State Referee Exam with a score of 85
- Pass a Formal Assessment at the Amateur level or higher
- Pass Physical Fitness exam



5.5. UPGRADE REQUIREMENTS FROM U.S. FUTSAL GRADE 7 TO GRADE 6

- Maintain two years as a Grade 7
- Attend 10 hour Advanced Referee Course
- Pass Regional Referee Exam with a score of 80
- Pass three Formal Assessments at the Division 1 Amateur Level or higher
- Pass Physical Fitness Exam Referee of 150 games, 50 games must be at the U19 level or higher

5.5.1 MAINTENANCE REQUIREMENTS FOR U.S. FUTSAL GRADE 6 REFEREES

- Attend 10 hour Advanced Referee Course
- Pass Regional Referee Exam with a score of 80
- Pass a Formal Assessment at the Division 1 Amateur level or higher
- Pass Physical Fitness exam

5.6. UPGRADE REQUIREMENTS FROM U.S. FUTSAL GRADE 6 TO GRADE 5

- Maintain one year as a Grade 6
- Attend 10 hour Advanced Referee Course
- Pass Regional Referee Exam with a score of 85
- Pass two Formal Assessments at the Division 1 Amateur Level and one at the Professional level
- Pass Physical Fitness exam

5.6.1 MAINTENANCE REQUIREMENTS FOR U.S. FUTSAL GRADE 5 REFEREES

- Attend 15 hour Advanced Referee Course
- Pass Regional Referee Exam with a score of 85
- Pass a Formal Assessment at the Amateur level or higher
- Pass Physical Fitness exam



5.7. UPGRADE REQUIREMENTS FROM U.S. FUTSAL GRADE 5 TO GRADE 4

- Maintain two years as a Grade 5
- Attend National Referee Certification Session
- Pass National Referee Examination
- Pass 5 assessments, 3 of the assessments must be on professional games
- Pass National Referee Physical Fitness Exam
- Referee of 200 games, 50 must be at the men's amateur level or higher

5.7.1 MAINTENANCE REQUIREMENTS FOR U.S. FUTSAL GRADE 4 REFEREES

- Attend National Referee Certification Session
- Pass National Referee Examination
- Pass 3 assessments on professional games
- Pass National Referee Physical Fitness Exam

5.8. UPGRADE REQUIREMENTS FROM U.S. FUTSAL GRADE 4 TO GRADE 3

- Maintain one year as a Grade 4
- Attend National Referee Certification Session
- Pass National Referee Examination
- Pass 3 assessments, 2 of the assessments must be on professional games
- Pass National Referee Physical Fitness Exam



5.9. PHYSICAL FITNESS TEST

The physical fitness test is to be administered by a U.S. Futsal certified instructor who has been given permission by the State Director of Instruction. The instructor is required to sign a document with the date, location and results of the test. The test must be taken before the registration deadline of each state for certification of that year.

Speed Test	Age	State and Regional Referees	National Referees
50 meter dash <i>(run twice)</i>	Under 38	9.0 seconds	9.0 seconds
	Over 38-45	9.5 seconds	9.5 seconds
	Over 45	10 seconds	10 seconds
200 meter dash <i>(run twice)</i>	Under 38	35 seconds	32 seconds
	Over 38-45	40 seconds	38 seconds
	Over 45	45 seconds	43 seconds

6. PROCEDURE FOR REFEREE UPGRADES

The following are the guidelines for referees wishing to upgrade to the next higher level.

- The referee must notify the State Referee Administrator in writing before beginning the process.
- The referee should notify the State Assignor so that the proper games can be assigned for evaluation purposes.
- He must then contact the State Director of Assessment so that the SDA can send assessors to the games in which the referee will be evaluated.
- After the referee fulfills all the requirements for upgrade the SRA will send all information to the Regional Director of Officials for approval.
- The RDO will then send the proper paper work to the national office.



7. GAME PRIORITY IN REFEREE APPOINTMENTS

Referees registered with the U.S. Futsal are expected to be ethical in acceptance of assignments. It is permissible for a referee to release a lower level appointment to accept a higher-level appointment for the benefit of the referee program. However, this only applies if at least 72-hours notice is given and no substantial financial commitment has been made for another referee appointment. The following matches are listed in the order of priority:

- All FIFA Appointments
- All CONCACAF Appointments
- International A Matches
- Any U.S. National Team Matches
- Professional Division 1 League Matches
- Foreign Pro Club vs Foreign Pro Club
- All National Cup Finals
- All Regional Cup Finals
- Other Professional League Matches
- National Tournaments
- Regional Cup Competitions
- State Cup Competitions
- Local Tournaments
- Local League Games

The primary responsibility of any U.S. Futsal referee are to those teams / leagues that are affiliated with U.S. Futsal. Officials that give priority to non-affiliated teams / leagues will face disciplinary actions from the State Disciplinary Committee.



8. PROCEDURES FOR REPORTING REFEREE ASSAULT

Assault may occur to a game official at any time: before, during, or after a match. Age and/or experience has no bearing on this. It could happen to anyone. For the purpose of understanding, the following provides descriptions of assault and abuse.

- Referee assault is any intentional act of physical violence at or upon a referee or his personal property or equipment.
- Abuse is defined as a verbal statement or physical act not resulting in bodily contact, which implies or threatens physical harm to a referee or the referee's personal property or equipment.

The referee who has been assaulted or abused must contact by telephone the President of the State Association and the State Referee Administrator the same day of the incident. He or She shall send a written report to the SRA, State President and the league within 48 hours. The report must be accurate and may include any police or medical reports.

If the incident has occurred at a tournament, the tournament director must be notified in writing the same day. If the incident is out of the referee's home state a written report must be sent to the Regional Director of Officials within 10 days. Following are some additional items to keep in mind:

- Remain calm and try to never strike back if at all possible and avoid undue signs of stress.
- Send the person off and seek support from team officials.
- Get the details down on paper and obtain witnesses names and phone numbers. This could be fellow referees, team officials, players, bystanders, etc.
- Seek medical attention if necessary.
- Notify the SRA and the Director by telephone as soon as you are able.
- If law enforcement had to be summoned to the scene, obtain their contact information so you may obtain a copy of their report to attached to your report.



9. OUT OF STATE TRAVEL POLICY

The referee wishing to officiate out of the state in which he is registered must notify the State Referee Administrator of both states in writing for approval. Any regional tournament or Professional assignment will come from the Regional Director of Officials and requires no approval from the State Futsal Referee Administrator for that referee traveling out of State.

Referees traveling out of state to or from an officiating assignment are expected to dress appropriately. A blazer with federation seal or a polo shirt with federation seal is recommended.⁵ Referees are expected to act appropriately and conduct themselves in a professional manner.

10. YOUTH REFEREES

Each state will establish a Youth Referee Development program supervised by the State Referee Administrator (SRA) to promote the certification, re-certification and mentoring of youth referees. The SRA should work in conjunction the State Assignor Coordinator (SAC) to ensure that youth referees are assigned appropriate level games and are being properly mentored. Senior level referees, preferably certified instructors and assessors, will be chosen by the SRA and SAC to participate in the program.

Each year States will recognize female and male mentors and referees. The SRA will submit the names to the regional office which will send certificates recognizing the officials for their contributions to their states and the U.S. Futsal. These referees should be sent to the regional tournament as representatives of their states.

⁵ REALLY????? FROM WHERE???????????



11. CROSS CERTIFICATION POLICY FOR USSF REFEREES

All United States Soccer Federation Referees must certify as Grade 10 Class 2 Referees for a minimum of (1) one year before they attain the equivalent U.S. Futsal grade.

All United States Soccer Federation National Referees will be certified as U.S. Futsal Grade 6 Regional Class 2 Referees for a minimum of one (1) year before they attain the equivalent U.S. Futsal grade.

In either case above, USSF Referees must complete all certification requirements for the U.S. Futsal equivalent grade.

12. U.S. FUTSAL MODIFICATIONS TO LAWS

Subject to the agreement between National Office with State Associations, the laws may be modified in their applications for matches where the players are under 19 years of age and for players over 35 years.

The following modifications are permissible:

- Size and weight of ball
- Durations of the periods of play, provided they are of equal length
- Size of the Playing Court
- Additions to Law-12:
 - A goalkeeper is not permitted to throw the ball over the halfway line for U16 and younger games. If this occurs, the Sanction will be an indirect free kick for the opposing team.
 - Slide tackling is not permitted. If this occurs, the player is cautioned.