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# UPSL NORTHEAST REFEREE MANUAL

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UNITED PREMIER SOCCER LEAGUE  
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## I. INTRODUCTION

Founded in 2011, the United Premier Soccer League (UPSL) is the largest pro-development soccer league in North America. The league began in Santa Ana, California by Leonel Lopez, with ten teams. Currently, the league has more than eight hundred clubs playing in the Premier Division, Division 1, Division 2, Academy, and the Women's Division.

The league is positioned within the fourth tier of the United States Soccer pyramid, directly beneath the three professional tiers. With an average participant age of 20 years, the UPSL bridges the gap between youth and professional soccer. It provides a structured environment for players and coaches to enhance their skills and advance their careers.

Each UPSL club is independently owned and operated. The league runs year-round with two seasons: Spring (March to early August) and Fall (mid-August to early February), both ending with national playoffs finals.

UPSL clubs can participate in the U.S. Open Cup Qualifying Rounds through the league's **National Affiliation with the U.S Soccer Federation (USSF)**. The Spring National Champions automatically qualify for the Lamar Hunt U.S. Open Cup First Round.

The League is divided into four Regions, each containing several Conferences. The highest level of competition in each Conference is the **Premier Division**, which requires a **four-person** crew. The next level is **Division I**, also requiring a **four-person** officiating crew. The final level is **Division II**, which requires a minimum of a **three-person** crew.

The **UPSL Northeast** was established in 2018 following the national expansion of the UPSL. The UPSL Northeast is presently composed of four Conferences, specifically:

- American Conference (teams in the Eastern PA, NJ, and Eastern NY areas)
- DMV Conference (teams in the DE, MD, DC/VA, and WV areas)
- New England Conference (teams in the CT, RI, MA, NH, VT, and ME areas)
- Western NY Conference (teams in Central NY, Upstate/Western NY areas)

For the **Spring 2025 season**, Referee Assignments in the **American Premier** will be managed through [Demosphere](#). The entire **New England Conference** will use [US Officials](#) for assignments, while all other Conferences and/or Divisions will use [Assignr](#).

Assignments are made two (2) weeks to months in advance. Accept or decline games promptly via your **assignment platforms**.

Use this Referee Manual to guide your pre-match preparation and post-match duties this season.



## II. MATCH OFFICIALS PROTOCOLS

### Arrival and Inspection:

The Center Referee, Assistant Referees, and Fourth Official (if any) must arrive at the stadium **at least one hour before kickoff**. They should bring two uniform sets in distinct colors.

Forty-five (45) minutes prior to kickoff, the Match Officials shall conduct inspections of the field. This includes the playing pitch (minimum dimensions of 105x65 yards for Premier or 105x63 yards for D1 & D2), **goals, nets, UPSL match balls (at least four), corner flags, field markings, and bench areas.**

### Communications Headsets:

UPSL referees can use their communication headsets if they have them and want to, provided the Center Referee is at least a Regional Referee.

### Team Check In (Match Day Roster):

Teams must give their Match Day Roster (**printed in color**) to Match Officials at least 45 minutes before kick-off. Each roster must include:

- a. Color Photos of each Player
- b. Player Registration ID #
- c. Player Jersey Number

The Match Day Roster can list twenty players for check-in, but only 18 (11 starters and up to 7 substitutes) may play.

A match may be forfeited if a printed roster is not provided, **unless:**

- i. the opponent agrees to allow a digital roster, **AND**
- ii. the roster is complete in the opinion of the referee including shirt numbers **AND**
- iii. the roster has been forwarded to the referee's phone device, **AND**
- iv. approval is obtained from the UPSL Conference Manager **or** member of the EC

In certain situations, the match cannot start if:

- i. either team has less than nine (9) players
- ii. unauthorized personnel in bench area
- iii. when UPSL requested security is not present (*Match officials would have been informed prior to such a requirement*)
- iv. either team fails to provide a match day roster
- v. either team is not ready to kick off within 15 minutes of scheduled kick off time unless a legitimate reason for delay exists
- vi. no registered club coach present (*see Rules 3.4 and 10.15 on the last page*)



### Player Check In:

- Match Officials must verify each player's name and uniform number against the match day roster.
- Match Officials must check each player's face against the photo on the match day roster. **No other photo is allowed.**
- The Match Official may request a second photo ID if there's doubt about a player. **In the Regional Finals and National Finals, a Photo ID is MANDATORY.**
- Handwritten names on the roster violate minimum standards. Players can only play if they prove UPSL registration and provide matching photo ID.
- Late players cannot start once teams walk out. They must be checked by the Fourth Official and can be subbed in after 10 minutes. **No late arrivals are permitted after the start of the second half.**

### Technical Area:

**The names of team coaches and technical staff must be included on the match day roster, and they must display their UPSL-issued IDs to be present in the bench area. A maximum of five (5) staff members are allowed.**

*Players not dressed for the match, as well as spouses, children, and parents, are **not permitted** in the technical area during warm-ups or the match.*

A coach or club staff member intending to enter the game as a player must be listed and checked-in as a player on the roster beforehand. Additionally, at least one other coach must be present to manage the team from the bench.

### Prior to Kick-off:

**Before a Premier Division match, a Match Official must confirm the home team's medical/certified athletic trainer's credentials and include this in the match report.**

Match Officials should lead the team to center field for pre-match announcements and the National Anthem 10 minutes before kick-off.

Following the National Anthem, as the Center Referee conducts the coin toss with the team captains, the two Assistant Referees will complete a final inspection of the nets and proceed to the touchline to indicate their readiness for the match to commence.

The Fourth Official will move to the sideline and ensure that there are no spectators present in the vicinity of the team benches. The Fourth Official will then signal to the Referee that the benches have been checked.



### During Play:

Each game lasts ninety minutes, split into two forty-five-minute periods plus added time. Halftime is fifteen minutes.

In the playoffs, if the game is tied, teams will play two fifteen-minute extra periods. If still tied, penalty kicks decide the winner. Teams can go directly to penalties if time is restricted and both teams agree.

If the on-field temperature exceeds 90°F, a two-minute water break should be taken in the middle of each half with the time added at the end of the half. The break starts during a dead ball and resumes with the same team's possession.

Report concussions and significant injuries in the Match Report with the player's full name, ID number, and club.

Anyone with a suspected concussion **must be immediately removed from play and may not return to play, training or any other team activities until a medical doctor clears him/her.**

Teammates, coaches, match officials, team managers, administrators or parents who **suspect** someone may have a concussion **MUST** do their best to ensure that they are removed from play in a safe manner. (see UPSL Concussion Protocol in Appendix C of the 2025 Rules Handbook)

### Dismissals:

A Player or Club Official dismissed by the Center Referee must leave the field immediately (either to the locker room or outside the facility) and may not return. If a Player or Club Official does not leave within five minutes, the match will be terminated, and a forfeit will be awarded to the opposing team.

If the Head Coach receives a red card and no assistants are available, either he or the Team Captain must designate a bench player to serve as head coach for the remainder of the match.

### Substitutions:

- a. Each team may make up to seven substitutions per match. Substituted players cannot return, and concussion substitutions are not permitted.
- b. Substitution Pass - The player entering must give the Fourth Official (or the closest Assistant Referee if no Fourth Official) a completed pass with: **match date, player names and numbers, and substitution times.** If the team does not have the sub passes the official is to note it on the game report.



### Duties and Responsibilities of the Fourth Official (if any):

The Fourth Official must maintain proper decorum on the team benches and sidelines, recognizing that emotions can run high. This role is often harder than refereeing the match since you must enforce league rules **professionally**.

Discuss how to manage misconduct by bench players or coaches with the referee before the match. Avoid shouting matches with coaches or players; instead, report to the League for appropriate discipline.

**During play, the Fourth Official is responsible for recording the following on the UPSL Northeast Fourth Official Report Form:**

- Full Name of Player who scored a goal and time of the goal
- Full Name of Player who assisted the goal and time of the assist
- Full Name of Player who received a caution and time of the caution
- Full Name of Player who is sent off and time of the send off
- All substitutions and time of the substitutions

**Verify all information, especially goal scorers' names, with coaches after the match.**

The UPSL Northeast Fourth Official Form will be attached to each game assigned through Assignr; however, for games assigned through Demosphere and/or US Officials, the form will be emailed to officials the day before the match. The UPSL Fourth Official Form will be specific to each match so kindly use only the version we will send for every match.

The Fourth Official is requested to complete the first half statistics during half-time and then add the second half statistics at full-time. This process will allow for the prompt completion of the Fourth Official Report Form, facilitating the timely publication of match results graphics on the UPSL Northeast social media platforms.

**Within 25 minutes after the match's completion, the Fourth Official is required to text a picture of the completed Fourth Official Report Form to Paul Konneh at 610-809-5985.**

After this step, the Fourth Official should provide both the teams' Match Day Rosters and the completed Fourth Official Report Form to the Center Referee, who will then use the information to complete the Match Report via the respective assignment platforms.

The Fourth Official should submit the **online UPSL Minimum Standards Form** after the game at <https://bit.ly/upslminimumstandards>. This process takes less than two minutes on a phone. Please report any of the following violations:

- Field conditions, lines, goals, nets, corner flags
- Use of UPSL match balls, timely presentation of rosters, handwritten player names
- Substitutes in pennies, coaches and staff displaying UPSL credentials on the bench
- Unregistered personnel and/or spectators removed from vicinity of team bench
- Presence or not of medical/athletic trainer...table and chair provided for 4<sup>th</sup> official





### Match Reporting:

**The Center Referee must submit the full Match Report via the respective assignment platforms by the end of the match day or by 12:00 PM the next day. Complete Match Reports promptly and accurately to maintain league integrity.**

If Match Reports are not submitted on time, you may be assigned to AR1, AR2, and/or 4th Official roles within the UPSL. Since Match Reporting is part of referee evaluations, this could impact on your selection for future opportunities in the UPSL or other organizations.

Submit the following for Match Report:

- Full Time Scores of both teams
- Name and Jersey Number of the Goal Scorers of teams and Time of the Goals
- Cautions/Yellow Cards (Name of Player, Pass/ID Number, Name of Team, Code)
- Send Offs/Red Cards (Name of Player, Pass/ID Number, Name of Team, Code)
- Serious Injuries Report (Name of Player, Pass/ID Number, Name of Team)
- USSF Supplemental Report\*\*
- Attach **ALL PAGES** of Home Roster **and** Away Roster **as well as** the 4<sup>th</sup> Official Form
- Your Name, USSF ID Number, Phone Number, and Email Address

**Please include ALL pages of each team's roster, not just a single page.** PDF preferable.

*\* There are plenty of ways to turn images to combined PDFs on your mobile devices:*

- Built-in Notes app on iPhone: <https://support.apple.com/en-us/HT210336>
- Microsoft Lens on iPhone and Android: <https://apps.apple.com/us/app/microsoft-lens-pdf-scanner/id975925059>
- Adobe Scan on iPhone and Android: <https://apps.apple.com/us/app/adobe-scan-pdf-ocr-scanner/id1199564834>

**\*\***For instances of Referee Abuse or Assault, please complete and submit the match report within twelve (12) hours after the conclusion of the match. Then, send an email to [upslmatchreportsne@upsl.com](mailto:upslmatchreportsne@upsl.com) and copy [paul.konneh@upsoccer.com](mailto:paul.konneh@upsoccer.com) along with your Assignor.

Match Officials ensure the reports are accurate upon submission. Detailed and precise reporting is **VERY IMPORTANT**.

For issues with submitting the Match Report on Assignr and Demosphere, contact Paul Konneh at 610-809-5985 or email [paul.konneh@upsoccer.com](mailto:paul.konneh@upsoccer.com).

For issues with submitting the Match Report on US Officials, contact Jack DeGregorio at 617-842-2215 or email [jack@usofficials.com](mailto:jack@usofficials.com).





## Match Official Fees:

MATCH OFFICIALS	PREMIER	DIVISION 1	DIVISION 2
Center Referee	\$130	\$120	\$110
Assistant Referee	\$85	\$75	\$70
Assistant Referee	\$85	\$75	\$70
4 <sup>th</sup> Official	\$65	\$55	\$50

**Match officials are compensated through their respective assignment platforms upon the completion of all post-match responsibilities, including the thorough submission of the Match Report by the Center Referee.**

For Match Officials assigned through **US Officials**, fees are disbursed twice monthly, typically on the **7<sup>th</sup> and 22<sup>nd</sup> of each month**.

Match Officials assigned through **Demosphere** and/or **Assignr** will receive their **fees weekly on the Fridays after a match**.

**Match officials must set up payment methods in their assignment platforms to receive payment.**

## Travel Policy:

There will be no travel reimbursements this season.

## Cancellation Policy:

Match Officials will be paid if they arrive at the field or are in transit, even if the game is cancelled or interrupted, **UNLESS:**

- If a match is cancelled for non-weather-related reasons more than 48 hours before the scheduled kickoff, referees will not be paid. Once the 48-hour deadline has passed, referees will be paid.
- If a match is cancelled due to weather-related reasons more than two (2) hours before kickoff, and the Match Officials are informed promptly.

## III. UPSL NORTHEAST MATCH DAY CONTACTS

### Conference Managers:

- American Conference, DMV Conference, Ohio Conference:
  - Paul Konneh = (610) 809-5985 / [paul.konneh@upsoccer.com](mailto:paul.konneh@upsoccer.com)
- New England Conference:
  - Erick Kamau = (508) 250-9642 / [erickupsl2023pro@gmail.com](mailto:erickupsl2023pro@gmail.com)
- Western NY Conference:
  - Nick Mojsovski = (585) 957-3680 / [nick.mojsovski@upsl.com](mailto:nick.mojsovski@upsl.com)



#### IV. NOTABLE UPSL RULES

3.4 No Club will be allowed to play any UPSL game without a registered Club coach or official present in the bench or technical area. If the registered club coach or official is delayed, the Club can appoint a rostered player to act as coach temporarily under these conditions; he is identified to the match referees, can produce a team roster, and the opponent is willing (but not obligated) to accept this solution in the interest of playing the game. If all Club coaches are suspended, the Club must appoint and register another individual as coach to fulfill the requirements herein.

9.6 The home team is responsible for scheduling the venue and the start time for all the home games, including obtaining a valid lease or permit when required, and providing the information to the Division Manager for inclusion in the published schedule. For playoff games, use of the facility must be secured for sufficient time to account for possible extra time and penalties. Scheduling a game without a right to utilize the facility will result in a forfeit.

10.2 The attending Referee or the UPSL will postpone any game where the on-field temperature is 105F or higher or prior to the game if expected to be higher than 105F.

10.3 If a game is called off by the Referee due to lightning or any other unforeseeable circumstances, the following rules below will apply (unless both teams and the UPSL Executive Committee agree to accept a prevailing score without a match replay):

- 1-45 minutes played = Replay from start.
- One half, or 46-69 minutes played = Replay second half with the same score line when the game was called off.
- 70 minutes or more = Game is considered official, score stands.

10.5 UPSL referees must be present at any UPSL sanctioned match or said match will be postponed for a later date. No matches will be played without an official referee crew assigned by the respective UPSL Assignor, unless the UPSL National Director of Game Officials invokes USSF policy in emergency allowing use of an unregistered referee.

10.15 A Club will forfeit a game in the following circumstances:

- 10.15.1 Refusing to continue a game for a period of greater than ten (10) minutes, walking off the field, or engaging in tactics to abort the game, such that the match officials end the game.
- 10.15.2 Appearing at a game with less than nine (9) eligible players or without a printed, unique, game-specific roster (unless digital is accepted per 11.2), or without a registered coach or club official (unless a temporary player coach is accepted per 3.4). If the game is played, this rule cannot be applied.
- 10.15.3 If a Club's supporters, player/s, or officials initiate an act responsible for the abrupt end to the game.



- 10.15.4 The team arrives so late that the game cannot start within fifteen (15) minutes of the scheduled kick-off time, unless the referee and opposing team reach agreement that there exists a legitimate reason to delay the kick-off or reschedule. If the game is played, this rule cannot be applied.
- 10.15.9 When a player or club official refuses to leave the field of play and team area after a red card or returns after initially leaving (see 14.1) causing the match official to end the game.
- 10.15.10 When unauthorized personnel without credentials refuse to leave the bench area for a period of greater than ten minutes causing the match official to end the game.
- 10.15.12 If the home team does not have a valid permit or lease for the facility and for the required amount of time to complete a scheduled game, including use of lights if necessary.
- 10.15.13 Failure to put in place the security requirements that have been required.

11.8 For Clubs that have a 1st team competing in the Premier Division and a 2nd team participating in Division 1 or the A League of the UPSL, they can utilize players from both rosters for check-in, but only up until the date of the roster freeze for either division (roster freeze see 13.7). For example, 15 players could be checked in from the Premier team roster and 5 from the D1 team roster. After the roster freezes, only the roster pertaining to the correct division is allowed to be used.

11.14 During the playoffs, two periods of fifteen (15) minutes of extra time will be played if the score is tied at the end of regulation time. If the score is still tied after extra time, the game will be decided by penalty kicks. Teams may go straight to penalty kicks if both teams agree in the case of facility time restrictions.

13.4 There is no limit on the number of coaches and administrators that a club can register; however, the maximum allowed in the bench area on game day is five (5), and, for clubs with two teams in the league, the minimum number of registered coaches is two (one for each team).

- 13.4.1 Any coach or administrator wishing to play in a game must also register as a player and be listed on the roster (registration requires use of a 2nd email address). To enter a game a coach must have an assistant coach present to take over the requirement for a coach to be present in the bench area.

14.1 A Player or Club Official sent off by the referee must leave the field immediately (either to locker room or outside facility) and may not return. If Player or Club Official refuses to leave within a 5-minute period, the game will be called, and a forfeit will be awarded to the opposing team

14.14 Public urination is illegal. Players or Officials will be issued a red card in instances of such behavior and the offending player or official will be suspended for four (4) games.