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# UPSL OHIO/INDY REFEREE MANUAL

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UPDATED: MARCH 29, 2024 - FOR THE SPRING 2024 SEASON

UNITED PREMIER SOCCER LEAGUE  
31 NE 17th St, Miami, FL 33132



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## I. INTRODUCTION

Founded in 2011, the United Premier Soccer League (UPSL) now stands as the largest and most competitive pro-development soccer league in North America. The league was started in Santa Ana, California by Leonel Lopez, with 10 teams. Today the league has over 800 clubs competing nationwide in the Premier Division, Division 1, Division 2, Academy, and the Women's Division.

The league occupies the 4th tier of the US Soccer pyramid, just below the three professional tiers in the pyramid. With a participant average age of 20 years, the UPSL fills and brings structure to the large gap that exists between the youth games and the professional games, serving thousands of aspiring players and coaches as they strive to further their aspirations and fuel their passions.

Each UPSL club is independently owned and operated. The league operates year-round, comprising two seasons each calendar year, with the Spring season beginning in March and ending with national playoffs finals the first weekend in August, and a Fall season with play beginning in mid-August with national playoffs finals the first weekend in February.

UPSL clubs are eligible to compete in the U.S. Open Cup Qualifying Rounds through the league's direct **National Affiliation with the U.S Soccer Federation (USFF)**. The 2024 Spring National Champions will qualify automatically for the 2025 U.S. Open Cup First Round.

The League is organized into four Regions with each region consisting of Conferences. The top tier competition in each Conference is named the **Premier Division** where a **four-man** officiating crew is required. The next tier is named **Division I** where a **four-man** officiating crew is required. The last tier is **Division II** where a minimum of a **three-man** officiating crew is required.

For the Spring 2024 season, Referee Assignments in the **UPSL Ohio/Indy Conference** will be handled via **Stack Officials** with **Behzad Jonathan Jabbari** (513-225-5565 / [bj@jabbari.com](mailto:bj@jabbari.com)) as the Assignor.

Assignments are typically made between two weeks and months in advance. Please accept or decline games in a timely manner through **Stack Officials**.

Please use this Referee Manual as a guide to your pre-match preparation and post-match duties and responsibilities as you work our games this season.

**Thanks for officiating our games! We look forward to working with you as you achieve your officiating goals.**



## II. MATCH OFFICIALS PROTOCOLS

### Arrival and Inspection:

The Center Referee, two Assistant Referees, and the Fourth Official (if any) are required to be at the stadium **at least one (1) hour before kickoff**. Match Officials should have two sets of uniforms in different colors.

Forty-five (45) minutes before kickoff, the Match Officials shall perform inspections of the field, including the **playing pitch (absolute min. dimension 105 yds x 65 yds), goals, nets, UPSL match balls (at least four), corner flags, field markings, and bench areas**. The referee has the authority to postpone the match if, in his opinion, the pitch is unsafe for players.

### Communication Headsets:

The use of communication headsets is not currently mandatory in UPSL. However, their use is allowed if a referee crew has their own equipment available, would like to use it, and so long as the Center Referee has the qualification of Regional Referee or higher.

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

Teams are required to provide the Match Officials with their Match Day Roster (**printed in color**) at least forty-five (45) minutes prior to kick off. Each Roster must contain the following:

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

Printed Match Day Roster is limited to 20 players for check-in; however, only 18 can play (11 starters and maximum of 7 substitutions made during the match).

Failure to provide a printed roster will likely result in a forfeit of the match, **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
- iv. either team fails to provide a match day roster



### Player Check In:

- Match Officials are required to ask **each player** their name and uniform number to ensure that they match what is listed on the match day roster.
- Match Officials are required to check **each player's face** and ensure it matches the photo provided on the match day roster (no other photo is allowed).
- The Match Official may ask for a second photo ID in the case where there is any doubt about a player. **In the Regional Finals and National Finals, a Photo ID is MANDATORY.**
- Handwritten player names on the roster are strictly PROHIBITED.** If this occurs and the official allows the player to play, sanctions against the Match Official will occur.
- Players arriving late may not start the match once the teams walked out.** A late arriving player must be roster-checked by the Fourth Official and can be subbed in after ten (10) minutes. **No late arrivals are allowed once the 2<sup>nd</sup> half has kicked off.**

### Technical Area:

Names of team coaches and technical staff must be listed on the match day roster and be displaying their UPSL-issued IDs to be present in the bench area. Only the following individuals are allowed in the technical area:

- Players dressed and included on Match Day Roster – maximum twenty (20) players
- Technical Staff – one (1) Head Coach and no more than three (3) Assistant Coaches
- Team Manager / Team Admin – one (1) Team Manager/Admin with UPSL-issued ID
- Medical Staff – one (1) Certified Athletic Trainer (required for Premier Division games)

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

**Please note, abusive language and obscene body language or gestures should not be tolerated and should be dealt with accordingly.**

### Prior to Kick-off:

The Match Officials should lead the team walk out to center field for the pre-match announcements and National Anthem ten (10) minutes before the scheduled kick-off time. The Center Referee carries the match ball while the Assistant Referees have their flags furled.

After the National Anthem and while the Center Referee is performing coin toss with the captains, the two Assistant Referees shall perform final check of nets and move to the touch line to signal readiness to start.

The Fourth Official goes to sideline and checks benches for only authorized persons on the



bench. Signal to Referee that the benches are checked. Referee signals start of play.

### During Play:

If the on-field temperature is >90F, the Center Referee should insert a two-minute water break into the middle of each half with the time to be added at the end of the half. The break should commence at a dead ball situation and restart with possession at the same spot to the same team.

Incidents of concussion and injuries requiring players to leave the playing field must be reported in the Match Report including the player's full name, ID number, and club.

### Dismissals:

A Player or Club Official sent off 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 refuses to leave within a five-minute period, the match will be called off, and a forfeit will be awarded to the opposing team.

If the Head Coach is red-carded and no assistants are present, he or the Team Captain must appoint a bench player to act as head coach for the remainder of the match.

### Authority to Delay or Postpone a Match:

In the event of a weather delay before kick-off, the Match Officials and both teams are obligated to wait at least 60 minutes to see if the weather clears, before a game is called off.

For a weather delay during a game, all parties must wait at least 30 minutes. This is subject to the availability of the facility booking.

For lighting (lights) failure for night games, please wait at least 30 minutes to see if the issue is resolved.

Only the Center Referee has the authority to delay or postpone the match; however, it is important to immediately contact your Assignor **and** the Conference Manager (listed on Page 8) if the match is to be postponed.

If a match is called off by the Center Referee due to lightning or any other unforeseeable circumstances, the following rules shall apply, after:

- 1-45 minutes = Replay from start
- 46-69 minutes = Replay 2<sup>nd</sup> half with the same score line when the match stopped
- 70 minutes or more = Match is considered official, and score stands.

Both teams and the Match Officials must abide by local and/or facility ordinances in place regarding lightning, curfew, and decibel rules.



### Substitutions:

- a. Each team is allowed seven (7) substitutions per match. Once substituted, a player shall not return to the match. Concussion Substitute rule shall not be allowed.
- b. Substitution Pass - the player entering the match must provide the Fourth Official (or the closest Assistant Referee if there is no Fourth Official) with a completed pass with all information included: **match date, players' names and numbers, and time of the substitutions.**

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

The Fourth Official has the responsibility of maintaining proper decorum on both team benches and sidelines; however, please recognize that during any match, emotions can run high. This responsibility is often more difficult than officiating the match since you must demand conformity with league rules but must do so in a professional manner.

The way in which players on the bench or coach misconduct will be dealt with should be covered very carefully in your pre-match discussion with the referee. Please try to avoid any shouting match with the coaches or players on the bench, instead kindly file a report with the League and allow the League to impose the appropriate discipline.

**During play, it shall be the responsibility of the Fourth Official to record the following on the UPSL Northeast Fourth Official Report Form (found on page 9):**

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

**Please include the FULL NAMES of goal scorers and time of goals in the NOTES section of the Form** and verify all information, especially the names of goal scorers, with coaches of both teams after the match.

**Within 25 minutes** after the match completion, the Fourth Official **must text the completed Fourth Official Report Form as a picture to Paul Konneh at 610-809-5985** before giving both teams' Match Day Rosters and the completed Fourth Official Report Form to the Center Referee who will then use the information to complete to his/her Match Report via **Stack Officials.**

To make things easier, the Fourth Official is kindly advised to complete the first half stats at half-time and then add the other stats from the second half at full-time. That way you would be able to complete the Fourth Official Report Form quicker to send for our match results graphics publication on the UPSL Northeast social media platforms immediately.





### Match Reporting:

The Center Referee is required to submit the full Match Report on **the same day of the match** or **by 12:00pm latest the next day** via **Stack Officials** with the following info:

- 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
- USSF Supplemental Report\*\*
- Attach Home Roster **and** Away Roster in **pdf files\***
- 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 and then kindly 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**.*

**Please note that Match Reports should be completed in a timely manner and all information should be accurate to maintain the integrity of the league.**

If it's proven that Match Reports are not submitted in a timely manner, you **MAY** be limited to AR1, AR2, and/or 4<sup>th</sup> Official assignments within the UPSL. As Match Reporting is included in referee evaluations, this could also affect your selections for future opportunities in the UPSL and/or elsewhere.

By submitting the reports, the Match Officials state that the information is correct. Each of these documents serves a purpose so a detailed report and accuracy are **VERY IMPORTANT**.

If you have any issues with completing the Match Report via your respective **Stack Officials**, including delay in submitting the Report or attaching pdf files, you should please contact **Paul Konneh** at 610-809-5985 or email [paul.konneh@upsoccer.com](mailto:paul.konneh@upsoccer.com).





Match Official Fees:

MATCH OFFICIALS	PREMIER (OHIO)	DIVISION 1 (OH)	DIVISION 2 (OH)
Center Referee	\$115	\$115	\$110
Assistant Referee	\$75	\$75	\$70
Assistant Referee	\$75	\$75	\$70
4 <sup>th</sup> Official	\$55	\$50	N/A

Match Officials are paid via **Stack Officials** after the conclusion of all post-match responsibilities with full completion of Match Report by the Center Referee.

For Match Officials assigned via **Stack Officials**, fees will also be paid in batches twice a month with the **following payment schedule**:

MATCHES ASSIGNED	PAY DATE	MATCHES ASSIGNED	PAY DATE
March 18 – March 31	Wed. April 03	May 27 – June 09	Wed. June 12
April 01 – April 14	Wed. April 17	June 10 – June 23	Wed. June 26
April 15 – April 28	Wed. May 01	June 24 – July 07	Wed. July 10
April 29 – May 12	Wed. May 15	July 08 – July 21	Wed. July 24
May 13 – May 26	Wed. May 29	July 22 – Aug 04	Wed. Aug 07

**\*All Match Officials must set up a payment method within their respective assignment platforms to receive payment.**

Cancellation Policy:

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

- If a match is cancelled for non-weather-related reasons more than 48 hours before scheduled kickoff. Once the 48-hour deadline has passed, referees will be paid.
- If a match is cancelled more than two (2) hours before kickoff for weather-related reasons and the Match Officials are informed in a timely fashion.

III. UPSL MATCH DAY CONTACTS

- UPSL Ohio/Indy Conference Manager:
  - Paul Konneh = (610) 809-5985 / [paul.konneh@upsoccer.com](mailto:paul.konneh@upsoccer.com)
- UPSL Ohio/Indy Assignor/Admin:
  - Behzad Jonathan Jabbari = (513) 225-5565 / [bj@jabbari.com](mailto:bj@jabbari.com)



UPSL FOURTH OFFICIAL REPORT

This form should be used to collect match data to assist the Center Referee with the completion of the Match Report as required by UPSL. Please complete accurately and text a photo of the completed form to Paul Konneh (610-809-5985) within 25 MINUTES of the conclusion of the match.

Home Team: \_\_\_\_\_ Score: \_\_\_\_\_
Away Team: \_\_\_\_\_ Score: \_\_\_\_\_
League & Division: \_\_\_\_\_
Match Number: \_\_\_\_\_
Match Date & Time: \_\_\_\_\_
Center Referee: \_\_\_\_\_ Grade: \_\_\_\_\_
Assistant Referee 1: \_\_\_\_\_ Grade: \_\_\_\_\_
Assistant Referee 2: \_\_\_\_\_ Grade: \_\_\_\_\_
Fourth Official: \_\_\_\_\_ Grade: \_\_\_\_\_

HOME TEAM

AWAY TEAM

Table with 3 sections: GOALS & ASSISTS, SUBSTITUTIONS, and DISCIPLINARY INFORMATION. Each section has columns for # Goal/Assist/In/Out/Player, Code, and Minute.

Table with 3 sections: GOALS & ASSISTS, SUBSTITUTIONS, and DISCIPLINARY INFORMATION. Each section has columns for # Goal/Assist/In/Out/Player, Code, and Minute.

Below, please include the FULL NAMES of ONLY the GOALSCORERS which correspond to their respective #s.

Two columns of horizontal lines for listing goalscorers.

Please verify with both coaches that the names of the goalscorers are correct before texting 610-809-5985.