



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 nearly 500 clubs competing nationwide, and the Premier Division is expected to have over 300 clubs competing for 32 places in the National Playoff Bracket to become National Champion during the Fall 2023 season.

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 22.5 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.

The league prides itself on openness, inclusion, and accessibility. Currently, players with origins in over 90 different nations are participating, and over 50% of players and coaches are of Hispanic descent.

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 to be assigned. The next tier is named Division I where a minimum of a three-man officiating crew is required to be assigned.

The UPSL Northeast was formed in 2018 after the national expansion of the UPSL. The UPSL Northeast currently consists of four Conferences, namely:

- 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, and ME areas)**
- **Western NY Conference (teams in the Central NY, Upstate/Western NY areas)**

For the Fall 2023 season, referee assignments in the UPSL Northeast (**except for American Premier and American D1 PA teams**) will be handled by Paul Athanasiadis through his referee assignor network, via U.S. Officials. Assignments are typically made between two weeks and months in advance. Please accept or decline games in timely manner through the assignment platform.

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. Feel free to contact our UPSL Northeast Assignor Paul Athanasiadis or Paul Konneh if situations need clarification.



II. REFEREE 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**. Referees should have two sets of uniforms in different colors.

Forty-five (45) minutes before kickoff, the officiating crew shall perform inspections of the field, including the **playing pitch (min. 105x65), 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.

Referees Equipment:

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 them. And so long as the CR has the qualification of Regional Referee or higher.

Team Check In (Match Day Roster):

Teams are required to provide the 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 Executive Committee.

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:

- a. Referees are required to ask **each player** their name and uniform number to ensure that they match what is listed on the match day roster.
- b. Referees 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).
- c. Referee 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.*
- d. **Handwritten player names on the roster are strictly PROHIBITED.** If this occurs and the official allows the player to play, sanctions against the referee will occur.
- e. **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 2nd 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) Athletic Trainer

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:

Referees 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. 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 (if any) 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 on the Referee 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 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 referees 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 UPSL Northeast Manager, Paul Konneh, 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 2nd 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 and 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 USSF/UPSL Northeast Fourth Official Report Form (found on page 8):

- Player who scored a goal and time of the goal
- 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

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. **Please include the FULL NAMES of goal scorers and time of goals in the Notes section.**

Please then wait for confirmation from Paul Konneh before giving both teams' Match Day Rosters and the completed Fourth Official Report Form to the Center Referee who will attach them to his Match Report as pdf files when submitting via Demosphere.

To make things easier, you can 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 quicker to send for our match results graphics publication on our UPSL Northeast social media platforms.

If there's no Fourth Official assigned, everything must be done by the Center Referee.



Match Report:

The Center Referee is required to submit the full Match Report on the same day of the match or **within 24 hours** after the match via <https://www.upslnortheast.com/referees> (password to access is **upsfall2023**) with the following information:

- Scores of both teams
- Names of the goal scorers of each team 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)
- Attach Home Roster, Away Roster, and Fourth Official Report Form
- Your Name, USSF ID Number, Phone Number, and Email Address

Supplemental Report:

Complete and submit a Supplemental Report, along with the Match Report if there was a dismissal of team officials, sending-off offenses, serious injuries, game abandonment or other substantial occurrences.

For instances of Referee Abuse or Assault, please complete and submit this report within twelve (12) hours after the conclusion of the match.

Additionally, please send an email with all attachments (including the UPSL Northeast 4th Official Form and all copies of both teams rosters) to upslmatchreportsne@upsl.com with Paul Konneh (paul.konneh@upsoccer.com) and your Assignor copied.

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 important.

Injury Report:

Injury Reports, namely injuries occurring during the match, are to be included in the match report or the supplemental report and should indicate the full name of the injured player, his player ID number, and name of his team.

Referee Fees:

- Center Referee: \$120 for Premier Division / \$115 for Division 1
- Assistant Referees: \$80 each for Premier Division / \$75 each for Division 1
- Fourth Official: \$55 for Premier Division

Fees are paid by via direct deposit within US Officials after the conclusion of all post-match responsibilities with full completion of the match report and stats by the Referees. Referee fees are paid in batch once a month on the 7th business day of the month following the match they officiated. **All referee slots must report the game and be set up for direct deposit to be paid.**



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

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

Travel Policy:

Match Officials assigned to Premier Division games shall be reimbursed with **three-day advance notice** to the UPSL Northeast Manager, Paul Konneh, at paul.konneh@upsoccer.com, based on the following:

- 0 - 100 miles round trip:
 - \$0 Center Referee / \$0 Assistant Referees / \$0 Fourth Official
- 101+ round trip:
 - \$20 Center Referee / \$10 Assistant Referees / \$0 Fourth Official

Mileage between a Match Official's home and the match venue should be confirmed via Google Maps.

Please note that if Paul Konneh isn't informed with a three-day advance notice, then the Match Official will not be entitled to travel reimbursement.

Please also note that this travel policy is ONLY for Premier Division matches for now; however, travel reimbursement for Center Referees assigned to Division 1 games could be considered, but might not be approved.

Contacts:

- UPSL Northeast Manager:
 - Paul Konneh (paul.konneh@upsoccer.com) / (610) 809-5985
- UPSL Western NY Manager:
 - Nick Mojsovski (nick.mojsovski@upsl.com) / (585) 957-3680
- UPSL Northeast Referee Assignor:
 - Paul Athanasiadis (paul2319@gmail.com) / (781) 248-3089

U.S. Soccer Federation Referee Program



UPSL Northeast Fourth Official Report

This form should be used to collect match data to assist Referees with the completion of the Match Report as required by the UPSL Northeast. Please complete and text a photo to Paul Konneh (610-809-5985) within 25 minutes after full-time and then give this copy to the referee to assist with the completion of the Match Report.

Home Team: _____	Score: _____
Away Team: _____	Score: _____
Association/League: _____	
Division/Age Group: _____	
Game Number: _____	
Game Date: _____	
Referee: _____	Grade: _____
Assistant Referee 1: _____	Grade: _____
Assistant Referee 2: _____	Grade: _____
Fourth Official: _____	Grade: _____

Home Team

Goals

#									
Minute									

Substitutions

# In									
# Out									
Minute									

Misconduct

#									
Minute									
Code									

Away Team

Goals

#									
Minute									

Substitutions

# In									
# Out									
Minute									

Misconduct

#									
Minute									
Code									

Please include the **full names** of goalscorers below which correspond with their jersey numbers from above:
