



*NATIONAL WOMEN'S SOCCER LEAGUE*

**NATIONAL WOMEN'S SOCCER LEAGUE  
2014 REFEREE PROGRAM**

## Referee Requirements

In order to be considered for a NWSL assignment referees must complete the following:

- a) All Officials must have attended a Preseason Seminar (Regional Training Seminar (RTS) or PRO camp)
- b) All Referees must have passed the National Referee fitness standard with approved personnel (U.S. Soccer or PRO)

### **I. Assignment Procedures**

- a) All assignments will be posted on GAMEOFFICIALS 3 weeks prior to the match (Thursdays at 7pm)
- b) All referees assigned to a scheduled game must accept/decline the game ASAP if local/driving.
- c) All referees assigned to a scheduled game must make contact with the Travel agent ASAP to arrange travel. Once travel is approved, accept the game immediately afterwards.

### **II. Travel Arrangements**

For 2014 there will be officials who fly and officials who drive/carpool or are local. In general, the center referee and AR1 will fly in, with AR2 and the 4<sup>th</sup> official either driving/carpooling or being local.

Officials flying:

- a) All flight travel arrangements will be made through SportsCorp, the travel agent of PRO. Referees and ARs must contact SportsCorp within 24 hours of receiving an assignment notice.

Airfare for both the center referee and AR1 will be approved up to \$800 combined, with the center referee targeting a \$500 cap and AR1 a \$300 cap. This cost is an average per game, if the combined airfare exceeds this amount for a match it will be offset by lowered costs in another match to maintain the overall average.

For flight travel needs please contact:

SportsCorp Travel  
2 Holland Drive, Unit 9  
Bolton, ON L7E 1E1  
Phone: 905-857-8599  
Fax: 905-951-0433  
After-Hours: 905-857-8588

Bernard Samuel  
[bsamuel@sportscorp.com](mailto:bsamuel@sportscorp.com)  
Direct Line: 905-499-3028

Jackie Ashton  
[jashton@sportscorp.com](mailto:jashton@sportscorp.com)  
Direct Line: 905-499-2052

- b) The Home team will be responsible for two complimentary hotel rooms (double occupancy) for one night or one hotel room for two nights. If an official travels 2 or more time zones (e.g. a west coast official in an east coast venue), an additional hotel room may be required so they may arrive in the market city at an appropriate time. Additional hotel needs will be the responsibility of the referee. Referee reimbursement for additional hotel rooms must be pre-approved by PRO.
- c) The Referee liaison must discuss ground transportation needs with the referee THREE (3) days in advance.

Officials driving: Ground Transportation for the referee crew will utilize the most cost-effective method of travel, including carpools and rental cars, when the cost of the rental car is less than mileage that would be incurred with a private vehicle. Approval must be obtained for rental cars from PRO. Rental car drivers must be at least 25 yrs. of age, have a valid driver's license and carry auto liability insurance; please verify with your insurance carrier in regards to auto rental coverage. Please check with your credit card company if provisions for rental car insurance coverage exist as well. Insurance beyond a driver's private or credit card provision must be covered by the referee.

**III. Game Fees**

a) Preseason and Exhibition

All referee fees for preseason or exhibition matches will be paid by the clubs at the field. No per diem or travel reimbursement is available for preseason matches.

Non-Paid Gate:		Paid Gate:	
Referee:	\$135.00	Referee:	\$225.00
Assistant Referee:	\$80.00	Assistant Referee:	\$125.00
4 <sup>th</sup> official:	\$50.00	4 <sup>th</sup> official:	\$75.00

b) Regular Season

All referee fees for regular season matches will be paid by PRO. Game fees will be processed twice each month – pay periods are the 1<sup>st</sup>-15<sup>th</sup> and the 16<sup>th</sup>-30<sup>th</sup>/31<sup>st</sup>. Payment for game fees will be processed automatically through GoPay within two weeks of each period end. Do not enter game fees on the expense report.

Referee:	\$350.00
Assistant Referee:	\$225.00
4 <sup>th</sup> official:	\$125.00

**IV. Referee Expense Report**

All referee expenses will be paid by PRO.

a) Referees can print the expense report from the PRO website

b) Expense periods are from the 1<sup>st</sup>-15<sup>th</sup> and 16<sup>th</sup>-30<sup>th</sup>/31<sup>st</sup>. Expense reports must be submitted within two days of the end of each period. Email is strongly preferred; please only use a fax or regular mail if internet service is not available for prolonged periods. Using fax or regular mail may delay processing of payments. Please complete one expense report per one or two matches. If multiple games are worked within one expense report period, please bundle the expense reports within one email to PRO's John Loder ([johnloderexpense@proreferees.com](mailto:johnloderexpense@proreferees.com))

c) Expenses will be reimbursed via GoPay within two weeks of each period end

**V. Week Prior to Game**

a) Referee liaison will contact center referee at least 3 days prior to game day

b) Referee liaison must discuss ground transport needs with any official flying into home team city

c) Referee must print the NWSL referee check list off from the PRO website and brought to the stadium

## VI. Game Day

- a) Uniforms: Officials will wear OSI uniforms for the 2014 season. NWSL patches will be distributed to officials prior to the start of the season. Patches are to be sewn on or secured with Velcro (not pinned to) the left sleeve of the jersey, approximately level with the middle of the USSF logo that appears on the right sleeve.
- b) Pre-game
  - a. Home Team will provide
    1. Locker room for referees separate from teams, fans, and team administrators, gender-specific when possible
    2. Security for referees at all times – this includes the pathway to/from the locker room and field. Officials should not be brought through areas where fans have congregated.
    3. EMS availability on-site – one ALS unit must be on site at all times. If there is no ALS unit, please note it on the match report under the “Serious Incidents” section. No additional competition incident report is necessary in this case.
    4. Game Timing Sheet
    5. Game Day Information
    6. Participant’s Pre-Game Positioning Diagram
    7. Stadium Field Plan
    8. Substitution Cards (also available on the PRO website)
    9. Referee Game Report (also available on the PRO website)
  - b. Referee responsibilities
    1. Arrive at stadium 2 hours before scheduled game time
    2. Follow game day timeline
- c) Post-game
  - i. Referee Game Report and Competition Incident (i.e., Supplemental) Report
    - a. The hard copy of the Referee game report and any Competition Incident Report should be done with black ink and in printed CAPITAL LETTERS, with copies made by Home team staff for the home team, visiting team, and center referee.
    - b. Referee must also file an electronic version of this information into GAMEOFFICIALS within 24 hours.
  - ii. Competition Incident Reports
    - a. For all major incidents outlined here, please call Sandra Serafini (919-812-0406) immediately after the game
      1. Red card offenses
      2. Serious injuries (e.g. player needing EMS transport to hospital)
      3. Technical area personnel dismissals
      4. Assault
      5. Spectator incidents
    - b. Reporting of cautions and send-offs
      1. Follow 7 + 7 guidelines (categories and abbreviations)
      2. Give full description of incident
- d) Amenities
  - i. One (1) credential and two (2) complimentary tickets per working referee
  - ii. One (1) credential for assessor
  - iii. One (1) Parking pass per working referee and assessor

**VII. Contacts**

Contacts for the PRO and the NWSL:

Referee Assignments and Post Game Issues

Sandra Serafini, Women's Referee Coach, PRO

Cell: 919-812-0406

Email: [sandra.serafini@proreferees.com](mailto:sandra.serafini@proreferees.com)

Game Day Operations and Issues

Jacquelyn Vanaman, Operations Manager, NWSL

Cell: 312-623-9212

Email: [jvanaman@nwslsoccer.com](mailto:jvanaman@nwslsoccer.com)

Expense Reports

John Loder, Finance Manager, PRO

Office: 212-450-1404

Email: [johnloderexpense@proreferees.com](mailto:johnloderexpense@proreferees.com)