

The Area Referee Administrator (ARA)



Area Referee Administrator

Each district in the Connecticut Junior Soccer Association has a Area Referee Administrator (ARA) whose volunteer duties include (to mention a few) assigning referees to officiate in district-level competitions (e.g., cups, premier leagues, select), arranging referee certification/recertification clinics, and maintaining communications with the State Referee Administrator, District Vice-Presidents, coaches, and the registered referees in his respective district. The ARA is the main point of contact for ensuring that our district matches are assigned the necessary officials as the matches are scheduled. The ARA is assisted (and assists) from time to time by other referee assignors, such as club referee coordinators.

Referee Duties

COLLECTING PLAYER PASSES AND TEAM ROSTERS

1. Before all matches (**competition, premier, cups, recreation, and friendly**) each team has to give the Referee a **CERTIFIED** copy of their team roster.
2. Referee checks player passes against the certified roster. Opposing teams have a right to see the other teams' passes as they are being collected.
3. Collect passes for all travel games (premier, competition, and recreation) and for all age groups.
4. Collect passes in all matches, **INCLUDING FRIENDLY MATCHES!**
5. Collect coaches' passes.
6. In all leagues: For any player that does not have a pass: ***Use the sign-in procedure:***

If no passes and/or roster are available prior to the start of the match; the referee will have all players, coaches, and managers neatly print their names, birth dates, and sign their signature next to their entry. The head coach will verify that all information is correct and sign a statement that all players, managers, and coaches are of the proper age, are on the official roster, have C.JSA passes, and are eligible to participate in the match. The opposing coach will be notified of the absence of roster and passes.

If the passes and/or roster arrive at the field before the end of the match, the referee may elect to inspect and verify the passes at that time (either at half time or at the end of the match). If he determines that the roster and passes are in order, no further action is required.

If the passes are not available prior to the end of the game or the referee elects not to verify after the start of the match, the referee will submit a supplementary game report with the handwritten roster to the CJSA Office within 48 hours.

7. After the game, return player passes to the coach, **EXCEPT** any player receiving a red card. **KEEP THE PASSES OF ALL PLAYERS, COACHES or MANAGERS SENT OFF (RED CARDED).**

GAME REPORTS

1. In District play each coach will provide the referee with a game report (post card) prior to the match.

2. At the end of the match, complete the game reports (score and all players cautioned or sent off), sign the two cards legibly, and return to the coaches. If you send-off (red card) a player, you must make a game report and supplementary report.

3. For All Leagues, game reports, supplementary reports and pass must be sent to the CJSA office.

SUPPLEMENTAL REFEREE REPORTS

Referees must report all of the following:

1. All players receiving a Red Card.

2. Any coach engaging in misconduct or dismissed from the game.

3. Any game terminated before completion (include the reason for termination, i.e. weather, darkness, misconduct, spectator interference, etc.)

4. Spectator interference or problems.

5. Any team that does not show for a scheduled match. Please wait at least 30 minutes after the scheduled kickoff before abandoning the match.

6. Extremely poor or dangerous field conditions.

7. Team(s) without rosters/passes.

8. Serious injuries

9. Hand printing on roster. (**A roster must be submitted**)

10. Any unusual problems.

SUPPLEMENTAL Report – RED CARDS

1. If a red card is given, (District, Cup, Premier) the referee shall file two reports: a Game Report and a Supplemental Report. They are downloadable at www.ctreferee.org.

2. When completing the Supplemental Report, please include the following information:

- a.) What did the player do to be sent off?
- b.) What action you took as a referee.
- c.) How did the player respond to the red card?
- d.) Be specific and to the point.

3. Mail/Fax to District Vice-President:

- a.) Copy of the Referee Report
- b.) Copy of the Supplemental Report.
- c.) Copy of the **Team Roster(s)**.

4. Mail/Email/Fax to the Area Referee Administrator:

- a.) Copy of Referee Report
- b.) Copy of Supplemental Report

5. Mail to CJSA Office:

- a.) Copy of Referee Report
- b.) Copy of Supplemental Report
- c.) Pass

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CJSA Definitions of Referee Assault

"Whenever it is alleged that any player, coach, manager, club official, or game official has assaulted a referee or official assistant referee, which assault shall amount to physical violence,

the State Disciplinary Board shall have original and sole jurisdiction to adjudicate the matter".

a. Referee Assault. Referee assault is an intentional act of physical violence at or upon a referee.

b. Physical Violence/Personal Attack. Assault includes, but is not limited to the following acts committed upon a referee: hitting, kicking, punching, choking, spitting at or on, grabbing or bodily running into a referee; the act of kicking or throwing any object at a referee that could inflict injury; damaging the referee's uniform or personal property, e.g., car, equipment, etc.

CJSA Definitions of Referee Abuse

a. Referee Abuse. Referee abuse is a verbal statement or physical act, which implies or threatens physical harm to a referee or the referee's property or equipment.

b. Foul Language/Verbal Threats. Abuse includes, but is not limited to the following acts committed upon a referee: using foul or abusive language toward a referee; spewing any beverage on a referee's personal property; or verbally threatening a referee.

c. Verbal Threats. Verbal threats are remarks that carry the implied or direct threat of physical harm. Such remarks as "I'll get you after the game" or "You won't get out of here in one piece," shall be deemed referee abuse.

If you find yourself the victim of one of the above, take it seriously. Write it up, get witnesses names and addresses, and report it within 24 hours to your ARA or District Vice President if the ARA is unavailable. Let's all help put a stop to bad behavior in Youth Soccer.

Referee Notes

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What's in your bag?

When a referee arrives at a playing field, everyone who is already there, players, coaches, spectators, begin their speculation and assessment as to how this person will handle their match. They first notice his/her appearance: how does his uniform look? Did he shave today? Does he/she look lost, apprehensive? What's in the bag he/she is carrying? Few people, aside from other referees perhaps, actually go through this checklist consciously, but each has his own questions in the back of his mind.

If a referee shows up with no equipment bag, I have to wonder how well prepared he/she really is. I know that many refs, especially experienced ones who have to assist (run a line), know that they really don't need much, and in their experience, they seldom if ever have had to produce something other than themselves. But, what if?

It's my opinion that anyone assigned to a match, whether it is the middle or assistant, should arrive at the field and be fully ready to take charge of the match. This means with whistle, cards, flags, etc. For this reason, I always bring my full bag, no matter what the occasion. Here's what I carry to each and every game in which I participate:

Referee equipment: whistle & spare, watch & spare, cards, linesman flags, notebook, and flip coin, pens/pencils.

Uniform: besides the one in which I am fully dressed with current registration badge, alternate jersey (sleeves seasonal), extra socks, black hat, gloves.

Other stuff: sun blocker, insect repellent, glasses cleaner, umbrella, first-aid booklet, law book, towel, water bottle full of something, a practice pinnie (in case there is a need to differentiate a goalkeeper's shirt), eyeglass strap, ball pump, and often a pair of shinguards (in case of player shortfall).

Most days, I don't need all of this equipment, but on some occasions I have needed them all. It becomes especially important when you travel to a tournament away from home and expect to do four or more matches. It goes back to the old saying: "Better to have and not need, than to need and not have." Players, coaches, spectators, and fellow refs are impressed when you can say, "Yeah, I have one of those," or "Here, borrow this one, it's an extra." It tells everyone that you take your position seriously and you are giving nothing less than your best, no matter what the competition. Remember, you only have one chance to make a first impression. What's in your bag?

What's in Your Bag was written by [Phil Houk](#), the SECJSA Coordinator for Referee Development.