

To: Tucson Metro Soccer League Referees
From: Bob & Maggie Barton, Referee Assignors
Date: January 2007
Re: TMSL League Policies and By-Laws

General Information: If you are a new official to the league, please be sure that you fill out the online Referee Registration Form that is available on the page of the web site where you downloaded this memo. In order for us to effectively assign the TMSL games, it is important for us to be able to reach you in as many ways as possible. Accordingly, we have asked for both telephone numbers and e-mail addresses. The vast majority of our assigning is done by e-mail, but we may need a telephone contact for last minute assignments or cancellations. Although it is not always done, we try to post assignments on the referee page of the league web site – www.cactusmouse.com/mens_soccer/referee.html. Anyone who doesn't have e-mail may call us for assignments (869-0554). If you wait for us to call you, there may be a very limited selection of game locations and times from which to choose.

Payroll: The men's league employs a payroll company that prints checks for us twice a month – around the 15th and the last day of each month. However, you must have a social security number on file with the company before you can be assigned and paid. Please be sure to include this number when you fill out the online Referee Registration Form. It is also important to understand that we can't provide payment information to the payroll company until we've received confirmation that the people we assigned actually showed up to do the games. **In order to prevent the delay of all referee's paychecks, please call the score reporting line, 349-6017, on the day of the game and report the score and the names of the crew members.** It is only necessary for one member of the crew to call, but it is important that someone on the crew take responsibility for this call.

By-Laws: Be sure to print a copy of the By-Laws and keep them in your possession at all TMSL matches. It is our intention that you follow these by-laws and we are asking all of you to enforce them in a fair and consistent fashion. **Do not let players, captains or members of the Board of Directors talk you into deviating from these rules.** If they don't like the rules, suggest that they attend a board meeting and present their concern to the board. If they claim ignorance of the law, point out the language at the bottom of page 3 of your copy and then tell them they can get their own copy from the web site. PLEASE read the by-laws thoroughly, noting the following information that we highlight in this memo:

Administrative Cautions – page 3; Captains are responsible for administrative matters including having proper paperwork completed on time. Failure to accomplish this will result in a caution being awarded to the designated captain before the start of the game. This caution is like any other caution given to a player during the match; if a second caution is awarded to this player during play, he must be ejected for receiving two cautions.

Point Deductions for Violence – page 4; Teams accumulate points during the season that establish their Standing in the league. 3 points are awarded for a win and 1 point for a tie. Teams also lose points for violent conduct; any player who commits a violent act will cause his team to lose 1 point. Therefore, it is imperative that you properly document the events that resulted in the ejection so that D&R can determine if a point deduction is warranted. A Misconduct Report form (available in an online format on the league web site's Forms page) should be filled out as soon as possible after the game. You do not need e-mail – simply fill out the form online and click on “Submit.”

Player Passes – If a player does not have a regular laminated pass with a photo or a league temporary pass that is dated for the date of the game, he may not play. A driver's license is not acceptable. There are NO exceptions. Additionally, if a player is playing with a temporary pass, he also needs to provide you a photo ID so that you can be sure that he is who he says he is.

D&R Guidelines – page 9; The system for administrating D&R suspensions was established several years ago and is provided in the by-laws. If players ask you about a suspension, direct them to page 9 of the by-laws and tell them that D&R makes those decisions. PLEASE do not tell a player that you will recommend a certain suspension; your job is simply to make the call, document what occurred in your Misconduct Report, and the D&R Committee will do the rest.

Ten-Minute Grace Period to Field a Legal Team – page 6, item 7; Matches are scheduled to begin on the hour. A ten minute grace period will be granted to a team in order for it to field at least seven, uniformed players. Referees are not to utilize the ten minute grace period to allow a team to ready its 8th or 9th player. Referees are also not to deduct any time from the scheduled 90 minute match as long as play starts by ten minutes after the hour. If a team is unable to field at least seven uniformed players by ten minutes after the hour, the match should be declared a forfeit. On occasion, the team entitled to the win may choose to give their opponent some extra time to get the seventh player to the venue. This is OK— however, the teams need to understand that they will no longer get 90 minutes of play. In other words, if a game can be started by ten minutes after the hour, the teams are to be given 90 minutes of play time. If (due to the fault of the teams) play does not start until twenty minutes after the hour, the teams are only entitled to 80 minutes of play and the time should be divided so that the halves are equal in length. In order for this to work properly, the referee crew needs to be present and start check-in BEFORE the scheduled game time. Failure of referees to arrive in time to do a proper check-in WILL NOT cause games to be shortened.

Final Words of Wisdom: There are many things in the by-laws that haven't been addressed in this memo. If you have ANY questions or concerns, please call us before you take the field. If something comes up during a game and the by-laws don't help fix the problem, let us know so that we can address the problem at a board meeting.

Even though the phone line makes keeping track of scores and payroll issues easier, the game sheets must still be mailed to us within 24 hours of the game. Cautions and

ejections must be tracked each week and paperwork is the only way to do it. The game sheets were recently re-designed and it is relatively simple to make a mark in the caution column by a player's name to show that he received a caution (don't forget to also mark the yellow sticker on the player's pass). It is equally simple to write the number of an ejection offense in the red card column by an ejected player's name. In the case of ejections, the web-based Misconduct form requires you to do nothing more than go online, fill in a few blanks and hit the "Submit" button. If you have a player pass, due to an ejection or the accumulation of the third yellow in the season, include the pass (no more than three per envelope, please) with the game sheets when you mail them to the address on the game sheet.

Bob and I continue to enjoy our work with the Tucson Metro Soccer League, especially because it involves working with so many terrific referees. Please work together and help each other with enforcement of these rules and we'll all have a good time on the pitch. And the most important thing – Run Fast and Have Fun!!!!!!!