

MAKE SURE YOU KNOW ALL THE PROCEDURES: Please make sure that you follow all the proper procedures, such as checking the teams in, reporting scores and misconducts, kicks from the mark and U11 field markings. Errors in procedure lead to valid protests and replay of matches. We understand that referees will make many judgment calls during the match, such as fouls, advantage and direction of restart. We can live with mistakes of judgment. Judgment calls are not open to review. We will support your calls 100%. Misapplication of the rules or procedure should NEVER HAPPEN. The last couple of years we have not had to replay a match due to referee error. Let's keep up that record.

NO TIES: SYSA City Tournament is a double elimination tournament. There is no group play and a team is eliminated after two losses. Every game needs a winner. All games that are tied at the end of regulation will be decided with Kicks from the Mark. No overtime periods are played.

KICKS FROM THE MARK: Know the procedures for Kicks from the Mark. If you are not confident you can do them correctly then DO NOT take any single referee matches. While someone may be there to help you from the next match, you may have to do administer the tie breaker on your own. The procedure is simple, but there is a lot to remember. Read the position paper posted on the website under Information>Documents and Print the USSF Kicks from the Mark Checklist at http://www.area4referees.org/uploads/1/5/5/4/15547088/ktfm_summary_10.24.11.pdf. Review this document until you know it by memory and bring a copy to the field just in case. Remember the referee picks which end the kicks are to be taken at, not the teams.

PLAYER CARDS: All players must have a valid player card and must be on the roster. NO PLAYER CARD = NO PLAY!!! (The only exception to this rule is that if a team has no player cards at the start of the match--lost or have not arrived yet--you are to play the match. Let both teams know you will file a report after the match and SYSA administration will decide what will be done). A common issue at City Tournament is the playing of illegal players. HOWEVER, we are not the illegal player police. If a player is on the roster and has a card you are to allow that player to play. If a team alleges that an illegible player is playing you should (1) let the teams know that you will note it on your report, (2) file a supplemental report after the game on the website and (3) email your assignor. SYSA judicial board will then address the issue.

2014 NEW ROSTER REQUIREMENTS THIS YEAR: U15 and above teams may have 22 players on their roster but for any one game only 18 may suit up. The coaches must present three copies of their rosters with the names of the players who will NOT be eligible to play crossed out. We must be diligent in ensuring only 18 players are suited up and participate in the match. This means you must track late arriving players as well. This is likely going to be the biggest problem this year, both in managing this and potential protests. Please arrive early enough to do a correct check-in.

REPORT YOUR SCORES IMMEDIATELY: Every referee must fill out a match report including the CORRECT SCORE AND NUMBER OF CAUTIONS/SEND OFFS on the website the same day as the match. Make sure you put the proper score with the proper team. SYSA uses the scores YOU report to determine which team advances.

REPORT MISCONDUCTS IMMEDIATELY: All cautions and send-offs MUST be reported on the website within 24 hours of the match. Teams play several times a week and judicial needs this information to take timely action. Please include all of the relevant facts that support your decision and THE REASON WHY YOU ISSUED THE CARD (reckless foul, tactical foul, . . .). Do not include your feelings or opinions. If you are not sure how to write a report please contact Cathy Echert or Scott Lawrence for help. See How

to Write A Misconduct Report under Information>Document for help on writing a good misconduct report. In addition to reporting misconducts on the website, ALL SEND OFFS AND EXPULSIONS OF PLAYERS COACHES OR FANS MUST ALWAYS BE REPORTED TO THE ASSIGNOR immediately after the match by email. Reporting the issue to the assignor does not relive you from the obligation to report the card online.

SUPPLEMENTAL REPORTS: If there is a problem with player cards, fields or other issues that needs to be reported, but does not fit into the misconduct category, you MUST file a supplemental report online AND notify your assignor.

COACHES, SPECTATOR AND SIDELINE ISSUES: Do not ignore sideline issues. If a coach deserves a card or a parent should be sent home, please do so. It is much easier for SYSA to address problems if you do your part first. You should also report issues with teams and their sidelines to Cathy Echert and Scott Lawrence so that we do not send an inexperienced referee into a bad situation. Please help your assignors, fellow referees and the opposing teams by reporting issues. FAILURE TO FILL OUT REPORTS IN A TIMELY MANNER WILL RESULT IN LOSS OF ASSIGNMENTS. NO EXCUSES PLEASE!!!

PROTESTS: If you are notified of the intent to protest a match, please mark this on the roster and notify your assignors. YOU MUST NOTIFY THE ASSIGNORS IMMEDIATELY AFTER THE MATCH and fill out a supplemental report located under REFEREE>MISCONDUCTS on www.seattlerefs.org. REMEMBER: REFEREES MAKE DECISIONS ON THE FIELD, ADMINISTRATORS MAKE DECISIONS OFF THE FIELD: If there is a match protest, player issue or other problem with the match, SYSA will decide what action to take after the match. Do not argue with coaches or tell them what you think will happen. Simply tell them you will report the protest and the event as it happened to the league and SYSA will decide the outcome.

SIDE BY SIDE POLICY: The Side By Side concept is simple, and is mandated by City Tournaments. All spectators at games must be on one side of the field. Across the field, on the opposite side, will be only the players, coaches, and managers (that is, any player or adult with a team player card or member pass) for each team. Side by Side Policy on the website for more info.

DO YOUR RESEARCH: You can look up previous scores under Information>SYSA Standings on the website. SYSA also has the brackets, scores, etc posted on their website. Take the time to see how many losses a team has (are they facing elimination), where the teams finished during the regular season, head-to-head scores and anything else that may be relevant to your match.

U11 RULE MODIFICATIONS: The rules and field markings for U11 matches have been modified by SYSA. You must know how the field is supposed to be marked and which laws are different. This information can be found at in the Documents section of the website.

SNOW POLICY: If the fields are closed by the parks department we will let you know. If you have not heard otherwise, you should assume your match is going to be played. We encourage you to play all matches if field conditions allow. Remember that you are the final judge of whether the match will be played, not the teams. You should never play under conditions you deem dangerous. You should play under conditions that are unpleasant if it is safe to play. City Tournament does not have a lot of extra days built into the schedule for replaying matches. Your help in making sure matches get played is appreciated.