



High School Soccer Referees Association of Greater St. Louis

Official's Handbook

And

General Information

2009-2010

Officers and Other Key People for 2009-2010 School Year

President	Richard Banahan RBanahan@stlcc.edu	314-729-7926 314-574-1237 (Cel)
Vice-President	Joe Buffa topbanana1@charter.net	314-837-2188
Secretary	Tom Zimmermann Tom.Zimmerman@anheuser-busch.com	314-517-1120
Treasurer	Don Hartung dhartung@marz.com	314-780-0064
Assignors	Don Hartung dhartung@marz.com	314-780-0064
	Dennis Barbero dennisbarbero@yahoo.com	314-650-3300

If you need to contact an assignor and you get their voice mail, leave a message at that number and also call the other assignor leaving the same message to make sure the message is picked up. The first person you called may be out of town on business. Also, if e-mailing an assignor, send the message to **both** assignors.

Records Manager	Mike Stosz mns@yhti.net	636-583-2928
State Rules Interpreter	Mark Rutherford rutpfs@primary.net	636-928-4411

Home addresses can be found in the association roster supplied to each official as part of this handbook. Check the attached roster for names and data of other Board of Governors members.

HSSRA On-line

The HSSRA is on the Internet Word Wide Web (WWW).

Type in "<http://www.hssra-stl.org>" to go to our home page.

This page is provided to aid you in passing information on to potential new high school soccer referees. Make a copy of this page and pass it on to them.

In Order to Become a New High School Soccer Referee You Must:

I Obtain your State License from the MSHSAA:

First, and most important, you must be at least 18 years of age and out of high school.

Don't call, but write to:

Missouri State High School Activities Association
PO Box 1328
Columbia, MO 65205-1328

Request the High School Soccer exam packet and include a check for \$45.00 made out to the MSHSAA. The \$45.00 test fee is also your \$45.00 annual MSHSAA registration fee. They will send you a rulebook and an exam to be taken as open book. Do not assume you know all the answers. Read and carefully study the questions. National Federation of High Schools rules are different than USSF and NISOA. Use the book to lookup answers before you jump to write it down, you may be surprised.

Upon receipt of the exam, complete it and return to the MSHSAA.

If you pass the exam MSHSAA will send you your registration card and an official patch for your uniform. This certifies and registers you for the current year only. **You must renew your MSHSAA registration each June.** The MSHSAA membership year runs from June to May.

II Apply to the High School Soccer Referees Association of Greater St. Louis.

After you have your MSHSAA license, complete our current application form and return with a check for \$60.00 (new membership fee) or \$50.00 if applying for the girls spring season only. Like the MSHSAA, our membership year runs from June to May. If applying for membership with us after the fall boys season is over send dues for the girls spring season only (\$50).

To obtain a current membership application form contact:

Don Hartung
7341 Ravinia
St. Louis, MO 63121-2515

Phone 314-780-0064

E-mail: dhartung@marz.com

General Topics For All Officials

Membership Renewals

As a member of the High School Soccer Referees Association of Greater St. Louis you must maintain affiliation with the MSHSAA by registering with them by June 1 of each year. Failure to register by June 1 will result in a \$40.00 penalty (total of \$85.00). If registration is received after August 1, the penalty is \$60.00 (total \$105.00). Membership with the MSHSAA automatically affiliates you with the **National Federation of High Schools** and provides you with liability insurance when refereeing sanctioned high school games. MSHSAA renewal forms are usually mailed the first week of May. You are also required to attend one of several rules review meetings conducted by MSHSAA each August. Rules review meeting dates are detailed in materials sent with the '**Game Officials Handbook**' contained in the referee packet sent to you by the MSHSAA prior to registering. Fall rules review meeting dates for 2009-10 are on Thur Aug. 20 and Wed Aug 26, 2009 in the St. Louis area. Spring only officials can attend the meeting on Tue. March 9, 2010.

Membership registration is also conducted by our organization, the HSSRA, each May and renewal forms are to be returned to us by June 15 with the yearly registration fee.

Per our constitution and by-laws **only MSHSAA registered officials can be assigned games by our organization** no matter what level the game is. The MSHSAA and our organization exchange and compare membership lists all year. If you are registered with us but not MSHSAA you will have **all games revoked** until **you** solve your credential problems with MSHSAA. In short; the MSHSAA is the sanctioning/licensing body; we, the HSSRA are a scheduling and education association. If you are a member of our organization expecting to have games scheduled, you must be licensed by the MSHSAA, and that license must be kept valid each year.

SPECIAL NOTES:

MSHSAA sponsors **required** mechanics clinics for all soccer officials to attend in their first three years of registration. These clinics are in **addition** to the rules interpretation meetings that all officials must attend on an annual basis. The clinic for 2007-08 is at Chaminade HS on Sat Aug 18, 2007 at 10:15 AM. **Come in full uniform!**

Failure to meet these requirements in addition to attending the annual rules interpretation meeting will place that official on probation for the following year and require mechanics clinics attendance in future years. Also, any official receiving a rating greater than 3.0 is required, as a professional in-service measure, to attend a mechanics clinic at the beginning of the next season. By the way, these meetings are open to anyone that wishes to attend as a refresher or whatever. They are discussing the basics, but other professional official's organizations meet constantly to review the basics.

Association Meeting Schedule

This association has had to hold meetings outside of the soccer playing season. This is due to so many of our members officiating at games during the playing season making it impossible to hold a valid meeting. We will still try to hold our holiday meeting after Thanksgiving. February and March meetings are special since round 1 of nominations for officers and board of governors are held at the February meeting and round 2 and general election at the March meeting.. Please plan to attend all meetings as this is YOUR association. Meeting notices will be mailed or e-mailed to you several days before each association meeting as a reminder. Meeting content usually deals with rules and mechanics education.

You and Fitness

Do not referee to stay in training. **Train to referee.** The **last** place to work off a sagging gut or work on building your leg muscles is in a fast moving varsity game. The best looking uniform will not be able to hide the fact that you cannot keep up with the game. Long before the season starts and on free days during the season get out and walk a couple of miles a day at a brisk pace with some intermittent sprints. Or dust off your treadmill and see if it still works. If you have weights, lifting weights with your legs can be most beneficial. No need to prove you are a body builder, but some daily repetitive lifts with about 50 lb., front lifts and reverse leg lifts can really put the sprint back in your legs. And you'll feel better.

Tobacco and Alcohol - The National Federation has adopted a policy against the use of smoke or smokeless tobacco. Read it! If you want to appear ready to officiate do not show up puffing on a cigarette, carrying a pack on you or using snuff or the chew variety. Don't even carry the tobacco product package on your person. It's tough for coaches or parents to talk about the health problems of tobacco and get the players to abstain when you show up ready to contradict them by your habits. If you show up to officiate a game smelling from alcohol and we get a complaint about it we will have no problem revoking your membership. If you smell from "booze", every call you make or don't make will be blamed on your "condition" and your entire game will be placed in disrepute. If your partner shows up in that "condition", send them home and work the game yourself. You will both be better off for it.

In short, keep your vices at home, off the field, and don't indulge in them in public while wearing our uniform. Like the "bad cop" syndrome, we all look bad even when only one person is the culprit.

Uniforms and Equipment

Proper referee equipment is documented in the National Federation rulebook (Rule 5)

Official uniform for Missouri Soccer referees is:

- Black official shorts with pockets (not silky player shorts)
- **Black socks with 3 white stripes at the top**
- Black shoes (manufacturer markings permitted, but must be predominantly black)
- **Official shirts for our membership are: yellow pin stripe will be the primary uniform with red pinstripe and black pinstripe as the 1st and 2nd alternate.** Beyond what is listed here any shirt approved by MSHSAA may be worn as an alternate. At all times **both officials are to wear the same shirt color.** In the event of a color conflict between the officials and either team, the **officials shall change** to a jersey of a color distinct from both teams.

In the event you don't want to sew or attach with velcro your MSHSAA patch to your left sleeve, pin, staple, nail or sew the patch onto the left sleeve.

Consult the school listing to check the school uniform colors.

You must always be neatly attired and look the part of a professional referee. Socks are to be pulled up to below your knees, your shirt tucked in and your shoes clean. You are rated first on your appearance as well as promptness. Don't try to enforce player uniform rules if your uniform isn't proper. If you look and act the part you may get through most of the game before anyone realizes you don't know what you are doing (Ed Hightower, NCAA basketball official).

In addition to looking the part, always carry:

- A stopwatch or digital chronometer (or both)
- Set of red & yellow cards
- Pencil(s), Pen for filling out and signing your voucher / contract
- 2 whistles tied together (in case one freezes up or the pea gets stuck)..by the way, FOX-40 whistles don't have peas

- Flipping coin
- Linesmen flags, (in the event you are scheduled for a 3 man game or you have to recruit club linesmen and do the game as a solo referee)
- Alternate color referee shirt(s)
- **Pay voucher / contract properly filled out**

Fill out a pile of voucher / contracts before the beginning of the season in the comfort of your home leaving only the game particulars blank. This will save time before the game, especially if you're running a little late. Make sure you fill out your name and address neatly and print it. If it is not legible you may not get paid. Record your field arrival time on the contract so there is no doubt you were on time. Bring a couple of blank forms along in case your partner(s) doesn't have any. You can find computer savvy voucher forms on our web site. They are in Excel format.

NOTE: The voucher / contract states you are an MSHSAA Registered Official. If you have slipped through our verification process and are NOT registered make sure you put a line through that portion of the contract that states you are, else the contract may be null and void (or worse) for making a false statement on a contract.

Storage hints: Use ZIP-LOCK freezer bags to keep your cards, whistles, coin, patches, etc. organized in your equipment bag. Use a large ZIP-LOCK to put your game vouchers in. This keeps them neatly organized as well as DRY and clean in case your bag gets wet. Put your referee shoes in a plastic super market bag or a shower cap inside your bag. This will keep muddy shoes from getting everything else dirty.

Be advised that although our normal scheduling practice is to put 2 officials on a game, all State District games and above as well as the Hudson Tournament games use a 3 official system. Be absolutely sure you bring your linesmen flags to these games so there will be at least one official with flags in order to avoid embarrassment to all of you. We do not guarantee any more than one (1) referee for a 'C' game. We are also not guaranteeing more than one official on any non-varsity match played in the 4 PM hour that is not part of a double header at one venue. If you are asked to referee a varsity game solo, make sure you are up to it before allowing the match to start. Take into consideration your physical capabilities as well as how far the visiting team may have traveled to get there. If you need to work solo, get the coaches to help you locate someone in the stands that can help with the ball out of touch calls. You worry about fouls. The MSHSAA insurance will cover liability problems up to the policy coverage limits. However, if the game starts to get beyond your abilities, call it off. Beats standing in court listening to a judge rule against you for an amount thousands of dollars above your liability coverage limits. \$1M in coverage may not be enough.

Game Promptness and Pre-game Procedures

You are to call the home team school athletic director's office by **10:00 AM** on the day of the game to verify that the game time and location have not changed or that it has not been canceled due to field problems or weather. Leave your name and number for the AD to call you back in case there is any change in the schedule. Make sure you get the athletic director or their assistant and **get the name of the person you talked to**. If the game is cancelled or moved and they did not call you, and you showed up at the game venue, they owe you the game fee. If the game is played on a weekend, call by 2:00 PM on the Friday before to verify the game particulars and leave your name and phone number with the Athletic Director to call you in case anything about the game changes that you need to know. If you cannot reach anyone at the school, call the assignor as a **last resort only**. **Information you must verify is:** game time; both team names; level of game (varsity, JV, B, C); and venue. If any of the information does not jive with your schedule you may not be talking about the same game and should request to talk directly with the athletic director. Remember, if you can't find the game site and you didn't call you will probably be fined as a no-show. Do not assume that just because the sun is shining and it is a beautiful day that the game has not been canceled or moved. Games can be canceled or moved to an alternate venue due to an outbreak of flu and one team can't field enough players or because the home team left the sprinkler system running over the weekend and the field has 1 inch of mud on it. **Call, call, call.** At some schools, the game sites can change at a moment's notice. If it is canceled and the weather is decent, call the game assignor and volunteer to take another game.

It is now required by the MSHSAA that you arrive at the game site 1/2 hour prior to the game and inspect the field and player's equipment before the coin toss. Realistically, we know that getting to a game site 1/2 hour prior to a 4 PM game is tough to do if you only got out of work at 3:15-3:30, but get there as soon as possible. If you know you will be running late, call the school and inform the Athletic Director so everyone knows there will be 2 officials. By the same token, if you are the referee waiting for a partner and you know they will be there in a reasonable amount of time, delay the start of the game until they arrive. That way the game can be officiated from the start by two officials who have taken at least a couple of moments for a pre-game conference insuring a better flowing game.

Pre-game duties... inspect the field markings, look for hazards, **make sure goal posts are secured** to the ground (**DO NOT** start game until secured), player equipment (shin guards, braces), shoes, etc.

A pre-game conference is to be conducted with your partner(s) before the coin toss. Iron out how you will call the game and agree on mechanics.

Conduct the coin toss 5 minutes before the scheduled game time. ***Head coaches of both teams must be present at the coin toss.*** At the coin toss, the following is now **required** to be included:

- Introduce yourself to all. Present copies of game pay vouchers to both **head** coaches. See next page.
- Request 2 ball persons from the home team. If a tournament, request one from each team. **Games shall NOT be started without ball persons.**
- Inspect game balls. Must have NFHS identifier on all game balls. If home team cannot provide, request from visitor. If home team does not have required game balls site same in a "Special Report". This is an NFHS requirement across the country, not a local state rule.
- Obtain team rosters from both **head** coaches. **Rosters are to be initialed** by the head coach
- Get verbal verification from both **head** coaches that all player equipment is legal
- **YOU MUST include a comment on sportsmanlike behavior being required from everyone participating in or watching the game.** You were supplied a white laminated card from the MSHSAA containing a statement that is to be read verbatim to all at the coin toss.
- **Briefly** review what is expected (keep it very brief, as everyone's attention span is short here)
- **Overtime rules** (does not include District and State tournament series):
The MSHSAA has adopted the following procedures for resolving tied games if winners are to be determined:

1. Regular season varsity games (conference or non-conference where no advancement from an established bracket is necessary) - the overtime procedure shall be two 10-minute sudden victory periods (no penalty kick procedure to follow). If the game remains tied, each team shall record a tie on their season record. Subvarsity games in this category shall not play overtime.
 2. Regular season tournament pool play where no advancement from an established bracket is necessary - no overtime shall be played and the game shall be declared a tie.
 3. Regular season tournament games when advancement from an established bracket is necessary (not pool play) - the overtime procedure shall be two ten-minute sudden victory periods with the National Federation Penalty Kick Procedure to follow, if necessary. The winning team after overtime and penalty kicks if necessary will record this result as a win and the losing team will record this result as a loss on their season records.
 4. The District and State Tournament Series - the overtime procedure shall be four ten-minute sudden victory periods with the National Federation Penalty Kick Procedure to follow if necessary (third place and championship games not included). The winning team after overtime and penalty kicks if necessary will record this result as a win and the losing team will record this result as a loss on their seasonal records
- Request subs pre-staged and ready at half-line during game or sub won't be permitted.
 - In case of impending hazardous weather; see **Hazardous Weather** policy on page 10.

Vouchers: Our vouchers are printed as four (4) part forms. Usage of the different copies are as follows:

- Top copy (original) - for normal season game, this copy is given to the home team coach. **For tournaments, this copy is to be sent to the tournament director** as indicated on your schedule for payment. The home team coach will **NOT** send his copy to the tournament director. Tournament info will be posted on our web site in case you do not have that game on your printed schedule. Our site address is "<http://www.hssra-stl.org>". Make note **ESPECIALLY** for the CYC Tournament. **YOU MUST SEND YOUR WHITE COPY OF THE VOUCHER TO THE CYC FOR PAYMENT.** The address is in the school listings.
- Second copy - goes to the visiting coach at normal season games. This copy goes to the home team coach if a tournament.
- Third copy - for normal season games, this is a backup copy for you. **KEEP IT!** If a tournament game, the visiting coach gets this copy.
- Fourth copy - this is your copy. **NEVER GIVE UP THIS COPY! Make copies if needed.**

Please note: You can find computer savvy voucher forms on our web site. They are in Excel format and are found in the Downloadable section.

You can use the back of the fourth contract copy as your scorecard. That way, all your game records are on one piece of paper. **Do not dispose of the your copy until after you have received payment for the game,** even then, hang onto it for a while for your records. This may be the only record that you were there. Claiming you were not paid for a game when you can't prove you were there...well, figure it out. Save those fourth copies and make copies of it if needed to resubmit for payment.

Some thoughts on our vouchers. It was brought up at one of our meetings about the use of vouchers vs business cards at the game sites.

Observation 1) - the use of business cards presupposes you have already signed a contract between you and the school for the game. This is **NOT** the case with the sport of soccer, especially in the St Louis area. The first legal agreement between you, acting as an independent contractor, and the school is the voucher. Business cards are **NOT** legal agreements. That is the reason the MSHSAA lets us use our vouchers in place of business cards. Because we use it as a legal pay request as well as documentation about who we are that a business card provides. The business card would also **NOT** provide enough room to include the needed information about the game for payment.

Observation 2) - vouchers are a larger size and the information is in the same place on every voucher making it easy for athletic directors to file, keep track of and use the information on them. Business cards could get lost. Case in point. We contacted an athletic director about a game that had not yet been paid to one of our officials. He looked through his soccer file folder where he had the information filed by game

date and located the voucher in less than 30 seconds. He agreed the game was to be paid. A business card would probably have gotten lost as well as NOT being a proper or legal means to request payment.

Game cancellations:

If you followed procedures and called the school for game information on the day of the game and you were told the game(s) were to be played but one or both of the games are cancelled and the school did not contact you and you are now at the game venue, the following course for payment is to happen:

- 1) One game is scheduled and it is cancelled. You are to be paid for that game, plus any travel fees.
- 2) Two games are scheduled and both are cancelled. You are to be paid for the first game only, plus any travel fees.
- 3) Two games are scheduled, and after the first game you or the school cancels prior to starting the second game (weather, or whatever) you are to be paid for the first game only, plus any travel fees. Don't start the second game then call it a few minutes in just to get paid... be realistic here. If you start the second game and it is quickly obvious it cannot be played DO NOT PUT IN FOR PAY. If you pull funny stunts you will probably be placed on the school's "don't send that ref to me anymore" list!!
If you are asked to stay around for a while (1/2 - 3/4 hour or more) to see if the weather clears to play the second game you are entitled to be paid for the second game also, whether it actually gets played or not. Want to get in the AD's good graces??? Don't charge for the game if not played. Refereeing is not a business, at this level anyway... It is community service.

HAZARDOUS WEATHER

In the case of an impending severe weather threat (lightening, very heavy rain, high winds, etc.) consult with the home team prior to the game at the game site. Discuss areas of the school to be used for quick evacuation of the playing field. Confer with head coaches and captains at the coin toss. Make sure everyone knows where to go to be kept safe and free from harm. Do not take this duty lightly. It may be too late to worry about it once a violent storm begins and confusion sets in.

In the event of foul weather, stop your timepieces and restart with that remaining time in the event the game can be continued after the emergency condition has passed. Allow for free substitutions at this point since there is no way of knowing who was on the field when you stopped the game. Just remember to exclude ejected players.

MSHSAA Policy taken from MSHSAA Journal, Aug. 93

Policy Statement on handling contests during hazardous weather disturbances

The host school principal or designated representative (**Administrator**, is used hereafter to refer to **principals or their designated representatives**) and the head official have mutual authority to delay the start of a game any time weather conditions are considered hazardous to life or limb. Likewise, the head official, once the game has started, has the authority, by rule, to suspend a game any time weather conditions are considered to be hazardous to life or limb. If severe weather develops while a game is in progress where the administration feels safety is questionable and the game officials have not acted, the host Administrator will intervene by informing the head official who shall cause the contest to be suspended.

The first step in the suspension is to remove the participants to a location providing shelter and safety until the weather conditions improve to a point where it is safe to resume play. The spectators will be informed of the procedures to be followed and will be instructed to move to protected areas. Fans are not to be permitted to remain in the bleachers.

The length of the delay shall be determined by the weather conditions and the game may be resumed at any time the Administrators of both schools and the head official agree it is safe to do so. However, if after a delay of a maximum of thirty (30) minutes the hazardous weather has not subsided the decision to postpone shall be made by the Administrators of both schools after consultation with the head official. If there are extenuating circumstances such as extreme travel distances, rescheduling problems, etc., which make it desirable to complete the game and the Administrators of both schools choose to ask for an additional thirty (30) minutes of waiting time, the head official may grant that request. If the Administrators of both schools and the head official cannot mutually agree that the weather conditions are safe, the game shall be postponed. The game may either be considered a complete game at that point or re-scheduled at a later time according to game rules.

The purpose of this procedure is to first ensure the safety of the players and spectators but also to relieve the pressure from the officials before declaring a game suspended. The host Administrator should, when severe weather is pending, keep a constant check with nearby radio stations which should have information concerning the path of the storm. This constant check, available to the administration, is not available to the game officials.

School district emergency plans should include procedures for evacuating players and spectators to protected areas when severe weather occurs.

No Show Policy

If you fail to show for a game you are scheduled to, you will be **fined one game fee for each game you miss**. All fines may be appealed if there is good reason for not showing up (i.e., involvement in an accident en route). Excessive absence can result in all games being revoked and future denial of membership in our organization. In general, 2 no-shows without valid reasons are excessive. If you still have fines outstanding at the beginning of the next season your game schedule will be withheld until all fines are paid or resolved via the appeals process.

When you are reported as a no-show, the assignment secretary will send you a postcard informing you that your were reported absent from your assignment. You are to immediately prepare an explanation in writing and return it to the assignment secretary. Once the assignor has collected all the information from you and any others that may have information on the incident, the information will be turned over to the ethics/grievance committee for review and enforcement.

Special note: if you cannot make a game and you arrange a substitute on your own without going through the assignor you will be fined as the no-show and probably have your remaining schedule revoked. Use the assignor as the medium for all substitutions. For more information on this, see **Game Assignments** section below.

Game Assignments

Our game assignors are Don Hartung (314-780-0064) and Dennis Barbero (314-650-3300). Since there are more 4 PM games than any other time slot any official that is available at that time will have a better chance of being assigned the games they want. Over seventy (75%) of the fall games are scheduled for the 4 PM hour. The others are after 5:30 PM and Saturday. Games are scheduled as evenly as possible, but if you have limited availability (days, times and locations) don't expect to see 15 games on your schedule like someone who is available at 4 PM each day and 8 AM on Saturday and is willing to work at all locations. Games are constantly being turned back in, so call the assignors each day you are available and volunteer to take one. The assignors request that you call on Sunday evening to get games assigned for the next week.

After your final schedule is assigned games turned back **less than 24 hr.** before the game will result in a **full game fee** as the fine. We really don't want your money, we want your presence on the field. If you are not willing to pay this fee, don't be surprised when you don't get any more games. If you cause extra work for someone, it's only fair to pay it out of your pocket, not the general treasury. We have revised our scheduling computer databases to keep track of any changes made to a game schedule caused by the weather, schools or officials. This will enable us to bill the schools or you for changes at the end of the season.

The assignor is there for one reason...to assign us to available games. **Once you accept a game it is your responsibility for all things related to that game.** The assignor's responsibility ends at that point, unless you properly cancel your obligation to the game through the assignor with sufficient advance warning, in which case the above paragraph is applied and the assignor will look for a replacement for you.

Only the assignors can allow you to take a game as a substitute for someone else. DO NOT call any other official to fill in for your assigned game, call the assignors to drop any games. Believe it or not, as good an official as we are in our own minds, some schools may not want us working their games and as an association we must honor that. So, call the assignors to drop any games and make sure that only officials that are acceptable to both teams are working the games. Repeated failure by both parties involved in an unauthorized switch could result in loss of membership in our association.

Proper procedure to drop a game. At least one day before the game... send an email to BOTH assignors informing them of the game date, home team, venue, etc. You will receive a return email with the confirmation number. No email? Phone BOTH assignors and they will return your call with a confirmation number. Day of game cancellation, CALL BOTH assignors, NO email. If you do not get a confirmation number from the assignors you MUST consider yourself still assigned to the game.

NOTE: From time to time the assignors, since they are human, make errors and assign more than 2 referees to a game. If more than 2 referees show up for a game, the extra referee(s) will be paid by the association **IF and only IF both of the following are true: 1). an assignor made the error** and you did not show up there yourself in error (you may be at the wrong site or wrong game!) **2). you stay and work the game.** If 3 officials are present, work a 3-man system, if 4 are present work a 3-man with a 4th official controlling subs and sideline behavior if both team benches are on the same side. The fourth man can work as an assessor if he has sufficient experience to do this. We will not pay if you do not work the game in some fashion. **No stay, no pay! The extra officials must send their white voucher copy to the assignors for payment after having it signed by the home team coach.**

When you report to your game you may already find 2 or more referees at the game site. **DO NOT LEAVE!** The 'extra' referees may be officials standing around after the previous game waiting for **YOU** to show up before they leave, or they may be parents of players on one of the 2 teams playing (even referees have high school age kids). Always go to the other referees present and check on the situation. If you are assigned in error, apply the previous paragraph and work the game. If you want the night off without pay, go home **AFTER** checking in with the other officials. **NEVER** leave before finding out what is happening and making sure the game is covered.

We have had instances of 'floaters' actually looking for games to 'intrude' into and working the game at the expense of others legitimately assigned. Anyone found engaging in this practice will be dismissed from our association with no recourse!

There are instances of some athletic directors directly calling the referees to schedule them for games. **You are NOT to accept assignments from anyone but the assignors or executive board.** Our constitution and by-laws dictate this policy. Accepting games from other than approved sources will jeopardize your membership in our association. **Exceptions???** **None!!!** You MUST work through the assignors for all regular season games. **Note:** district competition and above are assigned by the district managers from the schools; sectionals and above are assigned by MSHSAA. For these level games only it is permitted to accept games from other than our assignors, and to work with officials not members of the HSSRA.

Assignor Do's and Don'ts:

DO... When we say call, if done at least one day in advance e-mail works better.

- Call both assignors for games if you are available
- Call both assignors when you can't make a game and need to have a replacement assigned
- Call when your phone number(s) change...also notify Records Administrator (Mike Stosz)
- Call when you worked a game by yourself. The guy that stiffed you may be a chronic offender and his violations need to be tracked
- Call to let the assignors know who won any tournament games. The next day's assignments and venues may depend on this information

DO NOT...

- Don't call to see who your game partner is unless the game is in a remote location like Farmington and you would like to try to arrange a car pool with your partner

- Don't call to verify game time, venue, etc. Call the home team after you know who they are. The assignors will call you for tournament progression games. They will call you the night before or on the day of the game. If you were not called on game day by noon call the assignors...this is the only exception to not calling them for game information
- Don't call to complain about canceled games. The school's athletic director handles cancellations. The assignor doesn't like the cancellation either because they have a lot of work to reschedule the canceled game(s)
- **Don't take games from anyone but the assignors.** We can't emphasize this point enough. **NEVER** take an assignment directly from a school. If a school claims they have a game without referees, it may well be their fault for not requesting officials through the assignors.

Game and Travel Fees

Game fees for the 2007-2008 year as follows:

- Varsity \$55.00
- JV, B \$42.00
- C \$40.00

No discounts for double-headers. You get full pay for each game you do at a single venue.

Travel incentives:

For St. Louis based officials:

\$ 5.00	St.Charles County
\$ 8.00	Festus, Pacific, Hillsboro (excludes Christian Outreach)
\$ 13.00	Winfield, Elsberry
\$ 14.00	Washington, Union, Warrenton
\$ 15.00	Troy, DeSoto
\$ 17.00	St. Clair
\$ 18.00	Sullivan

For St. Charles based officials:

\$ 3.00	Winfield, Elsberry
\$ 4.00	Warrenton
\$ 5.00	Troy
\$ 8.00	Festus, Pacific, Hillsboro (excludes Christian Outreach)
\$ 14.00	Washington, Union
\$ 15.00	DeSoto
\$ 17.00	St. Clair
\$ 18.00	Sullivan

Flat fee charges:

Bonne Terre, flat fee, no travel incentive:

- \$80.00 (varsity games) done solo \$97.00
- \$70.00 (non-varsity games) done solo \$91.00
- \$120.00 (double header) done solo \$165.00

Farmington, flat fee, no travel incentive:

- \$90.00 (varsity games) done solo \$117.00
- \$75.00 (non-varsity games) done solo \$96.00
- \$130.00 (double header) done solo \$175.00

Fredericktown, flat fee, no travel incentive:

- \$100.00 (Single game) done solo \$125.00
- \$135.00 (double header) done solo \$180.00

No travel incentives for any school or area not listed above regardless from where you travel. In all fairness, if you live in the area of one of the schools above, do not charge travel. (i.e., if you live in Washington, do not charge travel for Union or Pacific games, or if you live in St. Peters, do not charge travel to officiate at Duchesne or St. Charles). If you work a double header at one location only one travel

incentive is permitted. **If you unfairly claim mileage to any school**, you will be considered to be cheating and will be immediately terminated from our association.

If you are not paid for a game within a reasonable amount of time (30 days after end of season) call the home team's athletic director. You may get referred on to the school board office, but it is up to you to collect your game fees. As was noted above in the section **Game Promptness and Procedures**, do not dispose of the pink copy of the game voucher until after you have received payment for the game. You may need to make a copy of this to send to the school as proof that you were there. Remember, make a Xerox copy and send it, **never send the pink copy** as it may also disappear into a "black hole in space". If you have contacted the school several times and you still didn't get paid, contact our association president. Do not contact the assignors. Assignors are not a collection agency. The president will investigate the problem, or he will ask someone else on the executive committee to check up. This is the only way we have of finding out which schools are dead beats when it comes to payments.

Solo Game fees: If you work any game by yourself, you are entitled to 1.5 times the normal game fee. A varsity game will pay \$82.50, JV & B \$63.00, C games are \$60.00. Do not adjust your travel incentives, only the game fee. Make sure you specify this adjusted fee on the home team (white) copy of your pay voucher before you leave the game. This holds true for flat fee games also. Add 1/2 the normal game fee (\$27.50 for varsity, \$21.00 for JV & B, \$20 for C) to the flat fees.

Special Reports

From time to time situations may arise that necessitate the filing of a **Special Report to the High School Administrators and the MSHSAA**. All special reports are to be filled out online, using the MSHSAA.ORG website. Reports submitted in hard copy will be returned to the official to be filed online. Filing reports are mandatory on all serious matters and are to be filed immediately (within 2 days). Copies of the report will automatically be sent to the High School Principal, Superintendent, and MSHSAA. Reports should be to the point describing the incident, not preachy or judgmental. Report the situation only, not what you think the punishment should be. If apologies were offered by the offenders, document this also as this may affect the seriousness of the reprimand doled out by the school administrators. Situations requiring special reports are represented by, but not limited to the following:

- Ejection (send off) of any player or coach for any reason
- Poorly marked or unsafe field conditions. Do not play on an unsafe field and file a report (portable goal posts are to be secured and not free standing). A poorly marked field can effect offside calls, penalty kicks, out of touch, etc. No corner flags? Is it a corner kick or throw-in? Long thick grass? Is it ankle deep or does it need to be baled? Excessively long grass can destroy a game and even the best teams will have the game reduced to short chip shots. This destroys the flow of the game and frustrates the players
- Fans out of control or excessively abusive. Don't have "rabbit" ears, but don't let incessant abuse of you or the players go unreported
- Exemplary behavior by team personnel, coaches and school administrators. (Yes, we should write up the good things that happen also). These are the best reports we can file. It keeps the coaches and administrators on 'your side'

Any report on serious matters should be reported to our association president immediately after the game by phone as well as sending a copy or fax of the game report.

Note: If at any time you were physically threatened or felt that real harm would come to you, especially in an after the game situation by team personnel or fans, file a police report also (in the school locality). Get names, uniform numbers or license numbers if vehicles were involved; look for witnesses and get names and report the incident promptly to the appropriate local police department. And don't forget the Special Report.

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