



MTOC Referee Handbook

Overview

Congratulations on your appointment to the Massachusetts Tournament of Champions (MTOC) at the Citizen's Bank Fields at Progin Park. This document presents important details that will help you prepare for this advanced youth tournament. We hope that your experience at this tournament is an enjoyable one. As there is no pre-tournament meeting it is very important to read the manual thoroughly.

Tournament Meetings

Meetings will be informal and at the same time as dinner. Meetings and dinner are from 7:30pm – 9:00pm in the Falcon Hub of the Hammond Campus.

Here is a map of the

campus: <http://www.fitchburgstate.edu/uploads/files/Directions/ParkingLotMap.pdf>

You will see that the Hammond Building is at the intersection of Pearl and North Streets right in the middle of campus.

Games for the MTOC 2015 will be played at the state soccer complex in Lancaster.

Directions to the fields can be obtained from the Mass. Youth Soccer web site:

<http://www.mayouthsoccer.org>

There will be one referee pavilion, set up near the playing fields. Parking is available for referees in designated areas. Please see the section on parking for further details.

Arrival Time

The MAIN referee pavilion serves as the primary check in point for all referees. You must be at the main pavilion **one hour** before your first scheduled kick-off time. Traffic at the complex will be difficult so referees need to comply with this early arrival requirement to ensure that games get off on time. **DO NOT go directly to the field. You MUST check in at the main referee pavilion first.** The main referee pavilion will be located across the access road from the main pavilion near field 10.

Dress and Appearance

Your dress should reflect the **highest** standards of the United States Soccer Federation (USSF). Your referee uniform should only be worn when you are officiating a game or moving to or from the tent to get to your assigned field. Please wear a warm up suit over your uniform at all other times. Be prepared to wear the gold shirt with black stripes as the primary uniform. Referees should try to have the alternate shirts (please have red w/ black stripes, black w/ white stripes; the blue and green are completely optional). For the sake of consistency, please plan on using the traditional, three-stripe socks.

Prior to arriving at the field, players will be checked by the tournament staff. Referees need not repeat this entire thorough check at game time. However, be observant to ensure that players are not wearing anything that could be dangerous to themselves or others. FIFA uniform regulations are to be strictly adhered to during this tournament. Players are to have jerseys tucked in, socks pulled up, and shirtsleeves rolled down **throughout** the game.

Assignments

We must be adaptive to the schedule provided by the tournament and assignment committees.

If you have given all day availability you may be asked to work during the morning set of three games, take a break for the middle set of three and then work again later in the day. Remember that all day availability means that you have indicated you will be around FOR THE DAY. Extra referees will be utilized to address shortages if they occur. Referees may be asked to do a fair number of games on Friday....a referee may have two breaks if asked to work more than a three game set.

Semi finals and finals are on Sunday, June 26. Referees will be appointed to the Semis and Finals on a merit basis. Your performance on the field and attitude off the field will factor into the decision making process. The selection of referees for the semi-final and final rounds will be made on Saturday evening and posted on the tournament referee website.

Assessors will be watching selected matches so please be prepared to speak with an assessor during your break time. If you have a match following your assessment, please politely inform the assessor of your break time and ask to speak with him/her at that time.

Game Schedule

It is **critical** to get games started at the specified kickoff time. Make every effort to kickoff promptly, even if it means getting captains together on the touchline prior to the previous game ending. We only need two teams with at least seven players, a borrowed game ball and one referee to start the game. Extra players, tournament balls, referee assistants, etc., can all be added as the game goes along. The time between games is only 5 minutes. **The clock is a running clock. No injury time!!!**

Contingency plans

A foul weather contingency plan is in place for this year's MTOC. Should there be a rain out, some or all of the remaining games will take place at a later date at the Citizen's Bank fields at Progin Park in Lancaster.

Game Balls

An effort will be made to have a tournament ball provided before each game. It is your responsibility to ensure that the ball is returned following your game. If the ball becomes unplayable or is lost, please select a ball from either or both of the competing teams. Please be sure to use the correct sized ball (Size 4 for U12, Size 5 for everyone else).

Game Cards

A game card will be provided for each game. Please PRINT the proper information on the card and return it after the game. Information must include:

- (a) Name of referee and assistant referees
- (b) Name of teams involved
- (c) Date, field, and time of game
- (d) Final score of game (use Arabic numbers as 1, 2, 3, etc. - do not use II to mean 2)
- (e) Number of player receiving caution or sendoff - use name for goalie or coach
- (f) Please note that the reason for the caution or sendoff must be listed as well on the game card - jersey number and team. The goalkeeper is not required to have a number - thus, name only.

The need for **absolute** accuracy and **complete** legibility cannot be overstated! Take the necessary time and care to make sure that the statistics of the game are recorded properly. Be careful not to transpose scores.

On the game card is a rating for sportsmanship of each team, as follows:

FAIR PLAY RATING

Rate each team from 1-5, each category (5 being outstanding)

	Home	Away
cooperation of players		
cooperation of coaches		
overall game conduct		

These sportsmanship ratings will be compiled during the tournaments and awards will be given to the deserving teams.

The only person to whom you should turn over your game card is the Site Coordinator/Assignor or select tournament staff.

Numbering System

All teams have designated numbers by the Leagues Committee. When you get your game card it will list, for example, 9102 v. 9106. So what do the four digit numbers mean?

You break the number into three distinct segments; X/Y/ZZ

X = The age bracket, so 9 is U19, 6 is U16, 2 is U12, and so on

Y = The division, 1 for Division 1, 2 for Division 2

ZZ= The team number. Team numbers are completely random, and not seeds. Boys teams start at 01, Girls teams start at 50.

For example 6208 v 6212 is

U16/Division 2/Boys team #8 v. U16/Division 2/Boys team #12

Another example would be 4162 v 4101

U14/Division 1/Girls team #12 v. U14/Division 1/Boys team #1

Passcards

For Round Robin games (Friday and Saturday), referees need to collect passcards and do a QUICK equipment check. Make sure that the players have not tried to add jewelry or splints/casts since their initial check-in.

Please keep the passcard of any player that has been sent off, and return it to the administration tent. You will also be required to fill out a traditional USSF game report and supplementary report.

**MAKE SURE TO RETURN ALL OTHER PASSCARDS TO THE COACHES.
DO NOT FORGET TO DO THIS!!!!!!**

Playing Time

All Round Robin games (Friday, June 24, Saturday, June 25) do not require a winner; a tie stands with no overtime.

All round robin games will be two 25 minute halves (50 minutes)

Full games, overtime and FIFA Kicks from the Penalty Mark procedures will be used in semi-final and final games only. Please familiarize yourself with the length of games.

Age	Regulation Halves	Overtime Halves	Ball Size
U12	30 Minutes	5 Minutes	4
U14	35 Minutes	5 Minutes	5
U16	40 Minutes	5 Minutes	5
U18	45 Minutes	5 Minutes	5
U19	45 Minutes	5 Minutes	5

Overtime halves are played through fully. NO golden goal.

Spectator Areas

Spectators shall be on opposite sides of the field from the players. This control is important for you and comforting for the players. Please make sure to take care of this **before** the start of each game. Again, both teams on one side, spectators on the other.

Food and Water

Every effort will be made to have water available at the fields throughout the tournament. However, **you should plan on bringing some type of water bottle in case time does not permit us to get to each field.** At the referee tent, water and Gatorade will be provided by the tournament as well as fruit and sandwiches for lunch. Beverages, lunch and dinner, are provided free of charge. Breakfast will be the responsibility of the individual referee.

Referee of the Tournament Award

In honor of the contributions and long service to the Massachusetts Tournament of Champions the Leagues Committee is pleased to announce the Dennis LaVersa MTOC Referee of the Tournament Award. One referee will be selected to receive the LaVersa award. That person who embodies the traits that Dennis held so highly. Those qualities being:

- a positive attitude
- a willingness to serve the tournament in whatever capacity
- a genuine love for the game.

Nominations will be taken from referees, tournament staff, Leagues Committee members and assessors.

Past award winners:

- 2004 Ben Reed
- 2005 Alan Wiese
- 2006 Derek Ambrozaitis
- 2007 Frank Scarsella
- 2008 Mike Borislow
- 2009 David Blanchard
- 2010 C. Whiting Rice
- 2011 Joe Mendes

Game Fee Payments

Game fees;

Games for	U12/U14	Referee \$20 Assistant Referees \$10
	U16 +	Referee \$25 Assistant Referees \$15

Referees will be paid by check at the end of the tournament!

All referees **must** have filled out a [W-9 form](#). If you received a check from Mass Youth Soccer last year and your information is correct (no address change, name change, etc.), there is no need to fill out another W-9. If you are new to MTOC, or have had your information change, please fill one out and bring it to the meeting. If in doubt, fill one out. Please go online and print and sign the [W-9 form](#) prior to the tournament to make things easy.

Important Reference Material

Housing

Where

Dorms for the MTOC will be at Fitchburg State College. Directions to Fitchburg State can be obtained from the college's web site at:

<http://www.fsc.edu>

Referees will be housed at Mara Village #4 dormitory. There is a main check-in area, and signs will point the way to it. All dorm rooms are air-conditioned.

How Much

There will be no charge if you wish to stay in a double occupancy room overnight Friday or Saturday. We are not encouraging the use of single rooms, but if there is a demonstrated medical or personal need for a single room, FSU has been asked to accommodate.

Keys

Referees will receive a swipe card for the dorm. The good news is no deposit for your key. The bad news, it will cost you \$25 if you lose your key. All keys will be distributed at the dorm by FSC staff.

Check-in Time

Check-in to the dorms will start at 4:30 pm on Friday and Saturday and will continue until 7:30pm. After 7:30pm please call 978-375-2056 and a member of the FSU event staff will meet you and check you in. If you are checking in on Saturday, you will call the above number to gain access.

Checkout time

The MTOC has negotiated a later checkout time for those that want to shower after the games on Sunday, June 26. Check out time is 5:00 PM, but access to the showers is often available up to 8:00pm.

Parking

At Progin Park:

Parking at Progin Park will be ***strictly regulated***. Referees will be able to print out a parking pass from their account on the MTOC referee web site. This parking pass along with your referee badge is ***required*** if you wish to park in the "upper lot" nearest to the Mass Youth Soccer office. This is the referee parking area. The parking pass should be located on your dash in a spot that will be readily visible to parking attendants. Referees who fail to have their parking pass with them may be required to park at the alternate parking area near the flea market over a mile away. PLEASE remember to have your pass with you!!

Also please DO NOT attempt to park at field level! If you do attempt to park at field level your car may be towed if you can't be found. Only authorized vehicles will be allowed down to field level parking.

At Fitchburg State:

Referees will park in a designated parking area a very short walk from Mara Village. Follow the signs which designate referee parking once you arrive at the campus.

Rules specific to MTOC

The MTOC rules may be found on the MTOC referee website.



MTOC Timeline

The following is a brief timeline of events of which referees should be aware for the weekend of the Massachusetts Tournament of Champions. Please note this may change. Announcements will be made should there be a change in the schedule.

NOW

Start hydrating for the weekend.

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|--------------|---|
| Fri, June 24 | 8:00am Referees Report time for 9:00am kickoff
<u>(one hour report time before all first kick-offs!!)</u> |
| | 9:00am First Kickoff AND report time for 10:00am kicks. |
| | 12:00pm Lunch |
| | 6:00pm Final scheduled kickoff for Friday |
| | 7:30pm Dinner in main dining hall/meeting |
| Sat, June 25 | 7:00am Referees report for 8:00a kickoff
<u>(one hour report time before all first kick-offs!!)</u> |
| | 12:00pm Lunch available in referee tent |
| | 5:00pm Final scheduled kickoff time for the day |
| | 7:30pm Dinner in main dining hall/meeting |

Sun, June 26 7:00am All Semis/Finals Referees report to tent
12:00pm Lunch available in the referee tent
3:00pm Final scheduled kickoff time for the day
8:00pm Latest time for checkout from the dorm