



► **Consistent Professionals**

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To Post-Season Crews:

Your HSSOCF has taken a number of steps to present a consistent, professional appearance for our officials this post-season. The Board is asking you to review this document carefully, and take it to heart. It contains the little details that will distinguish the HSSOCF crews as thorough and consistent professionals, and it will show up in the feedback we receive. It starts with District play, and it will escalate with each round until the FHSAA Finals in Melbourne.

BEFORE YOU GO

1. (Crew) Review the [2013-14 FHSAA Member Directory](#) to find detailed information about both schools in the contest:
 - Name
 - Address
 - Year Established
 - Phone Numbers
 - Emails
 - Principal
 - Athletic Director
 - FHSAA Representative
 - Team Nickname
 - School Colors
 - Coach
2. (Ref) Call the host/home school A/D. Identify yourself and ask for any details you may need to be aware of. Ask about best traffic routes and note what to avoid, and where to park. Ask who will greet the crew upon arrival, and (for Regional and FHSAA contests, N/A for District contests) who will have the check.
3. (Ref) Call your crew mates and determine meeting time & location if traveling together, pass along any information from A/D.
4. (Ref) Call your crew mates on game day and re-confirm everything.
5. (Crew) The HSSOCF has provided grey polos for your crew to wear as you travel. Please wear khaki slacks when traveling. Confirm what each crew member has, and make sure you all have what is needed to dress identically. Confirm what size FHSAA patch you will wear (small/large) and make sure shoes are polished. Check about long-sleeve options. Buy or try to borrow gear if you do not have it.
6. (Crew) Plan for entire crew to arrive at the field AT LEAST 60 MINUTES prior to game time, and as close together as possible if traveling separately.

WHEN YOU GET THERE

1. (Crew) Introduce yourselves to greeter. Find out where to park for a prompt exit. Find out who will be the **Administrator on duty**, and where he/she will be throughout your time on campus, and how to reach them.
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2. (Crew) Your first order of business is to **inspect the field and goals as a crew**, even BEFORE you change. You need to do this ASAP upon arrival to give the host school maximum opportunity to correct any issues. The field should in accordance with the NFHS diagram (NFHS pg 9), and be clearly marked with lines that are 4 inches wide (NFHS pg 10). Note any discrepancies, especially encroachments on boundaries that may affect player safety. Have them corrected, if possible.
3. (Ref) Retrieve check from school (Regional and FHSAA contests, N/A for District contests). If you do not retrieve a check (they will mail it) then ask for the specific amount for reporting purposes (see **GAME OVER #3**).
4. (Crew) Find your changing area and determine how it will be secured during the game.
5. (Crew) Make sure you are all dressed alike:
 - a. All HSSOCF officials should have a new style short sleeve yellow shirt and a new style short sleeve red shirt as a minimum. It is okay to wear a black, long-sleeve cold-gear undergarment. Make sure you are identical!
 - b. All HSSOCF officials will wear 3-stripe socks and black shorts. If it is so cold you need to wear sweat pants, make sure you are all wearing black sweat pants.
6. (Ref) Conduct your pregame to review specific duties with your SRs.
 - a. (Ref) If a one (1) goal difference in score during last five (5) minutes of play, stop the clock for any substitutions made by the leading team.
 - b. (Ref) Discuss prompt procedures and actions to get trainer(s) onto field if an injury occurs.
 - c. (Ref) Discuss expectations, procedures and actions in the event two (2) players begin a confrontation, to limit the confrontation to just those initial two (2) players.
 - i. 1st official on scene... use whistle extensively without touching players. Blow long and hard, get right in ears.
 - ii. 2nd official on scene... box and try to limit others from taking part.
 - iii. Once 3+ players, call for coaches IMMEDIATELY. Step back and take notes.
 - iv. (SR 1/4th) Make sure bench players remain off the field.

PRE-GAME

- I. (Crew) Be back on the field in uniform AT LEAST 30 MINUTES prior to game time.
 - a. (Ref) Confirm corrections to the field/goals.
 - b. (Ref) Confirm each team will have a 20 minute warm-up period prior to the game.
 - c. (SR I) Confirm announcer procedures.
 - i. Provide names of officials on ANNOUNCER/TIMER Addendum
 - ii. Inform of international walk-on (starters only) for the National Anthem.
 - d. (SR I) Confirm all aspects of clock management with timekeeper.
 - i. Stadium clock is the official clock.
 - ii. Start/stop procedures.
 - iii. Restarts after goals/misconduct/injuries/water breaks/other delays.
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- iv. Verbal countdown of last 10 seconds each period.
 - v. Is there a horn? Notify all officials.
 - vi. Stay focused throughout play.
 - vii. Adjust the clock as directed. Determine which official will direct timekeeper.
 - viii. At half-time, immediately set the time to 10 minutes, then start. Do not wait.
- e. (SR2) Confirm NFHS logo and ball pressure for all balls. Review specific procedures for ball holders.
- i. Identify ball holders (minimum 2), at least one on each side of field.
 - ii. How to avoid multiple balls sent to keeper from both sides of the field.
 - iii. Always roll (do not throw) the ball toward the spot signaled by the referee.
 - iv. Deliver the ball to the players, then retrieve the other ball.
 - v. Stay focused throughout play while the clock is running.
2. (Crew) Jurisdiction begins 15 minutes prior to game time.
- a. (Ref) Retrieve rosters from each team containing the first and last names and numbers of all players, substitutes, all bench personnel and all coaches (GKs may list 2 numbers).
 - b. (Crew) Make sure both teams are in proper uniform, properly equipped and ready for competition.
 - i. Shin Guards: Legal NOCSAE seal & size appropriate stamp, lower than they like (use a business card to verify), covered. Respect the players, but check for exceptions.
 - ii. Braces: Hard, unyielding ankle braces must be under socks. **Soft material ankle braces may be worn over socks.**
 - iii. Tape: **Must match the primary color of the socks.**
 - iv. Jerseys: Numbers on back & front (or shorts). Prior to and during the game, jerseys are to be tucked in unless manufactured to be worn outside. Make sure the teams tuck them in for the international walk-on. Home teams wear solid white shirts & socks.
 - v. GK Jerseys: Same numbering as field players. Make sure color is distinct from both teams.
 - vi. Jewelry: May not be worn unless for religious or medical reasons.
 - vii. Pinnies for bench players, players waiting at the halfway line to substitute.
3. (Ref) Conduct your pregame conference with head coaches and captains.
- a. **Announce to coaches you wish to conduct an international walk-on of all players.**
 - b. **Read (or have the home captain read) the entire side of the FHSAA Code of Conduct for Contest Officials. Do not proceed until/unless both coaches answer yes.**
 - c. **Visiting team captain will call this and all future coin tosses. Remember to use our HSSOCF coin!**
 - d. Review specific procedures with teams at this time.
 - i. Substitution times and procedures.
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- ii. Free kick encroachment or delay.
4. (Crew) Conduct an international walk-on of all players and be in place for the National Anthem.
 - a. (Crew) Stand between teams at the center circle and facing the fans, for introduction of non starters and starting players.
 - b. (Crew) Face the flag and stand completely still for ENTIRE National Anthem... until end of the last note.
 - c. (Crew) Conduct handshake/bump of away team, then home team, then each other.
 - d. (SR1/SR2) Break from center circle, ceremonially check nets (3 pulls from inside), go to spots.
 - e. (4th) Go to spot near touchline and halfway line & stand for each half of play. Take notes about the game on the 4th Official Game Report during play.
5. (SR1/SR2/4th) Assist center Referee by noting who is whistled for each foul.
6. (Ref/SR1/SR2/4th) If necessary, adjust clock during water break.

HALFTIME

1. (SR1/SR2/4th) Meet up with Center Referee quickly, exit field together.
2. (SR1) Make sure clock has been re-set to 10 minutes and started immediately.
3. (Crew) You've run a perfect half, but go over any little details & observations you can think of as you walk to side.
4. (Crew) Review all misconduct. Review all foul counts to determine possible PI infractions.
5. (Crew) If going to concessions or restroom, move as a single unit.
6. (Crew) Make sure your gear and bag is ready for a fast exit at conclusion of game.
7. (Crew) Be in position for 2nd half of play 90 seconds before clock reaches 0.
8. (Ref) When crew is in position and waiting for teams, blow whistle 60 seconds before clock reaches 0.

OVERTIME PROCEDURE (IF NECESSARY)

1. (Crew) Following a 5-minute interval, there shall be a maximum of two (2) 10-minute sudden-victory overtime periods. The team captains will meet with the officials at the halfway line. Visiting team captain will call coin toss. The first goal scored in the sudden-victory overtime period will terminate the game.

If the score remains tied at the end of the first sudden-victory overtime period, the teams will change ends of the field after a 2-minute interval and play a second 10-minute sudden-victory overtime period.
2. (Crew) If a tie still exists following the second sudden-victory overtime period, the head coaches and team captains will meet with the officials at the halfway line to review the procedure for penalty kicks:
 - a. (Ref) will choose the goal at which all kicks from the penalty line will be taken.
 - b. Each coach will select any five players, including the goalkeeper, on or off the field (except those who may have been disqualified) to take the penalty kicks.
 - c. Visiting team captain will call the coin toss. Winner has the option of kicking first or second.
 - d. Teams will alternate kickers. There is no follow-up on the kick.

- e. The defending team may change the goalkeeper prior to each penalty kick.
 - f. The team scoring the greatest number of these kicks will be declared the winner.
 - g. (Ref) Add one goal to the winning team score and credit the team with a victory.
3. (Crew) If the score remains tied after each team has had five penalty kicks:
- a. Each coach will select five different players than the first five who already have kicked to take the kicks in a sudden victory situation, wherein if one team scores and the other team does not score, the game is ended without more kicks being taken. If a team has fewer than 10 available players at the end of the first set of kicks from the penalty mark due to either injuries or disqualification, the coach must use all players who have not participated in the first five kicks. The coach may choose additional players from the first five kickers to ensure that five different players participate in the second set of kicks.
 - b. If the score remains tied, continue the sudden victory kicks with the coach selecting any five players to take the next set of alternating kicks. If a tie remains, repeat the procedure.

GAME OVER

1. (Crew) Leave field promptly as a crew.
 - a. (Crew) Be polite & respectful. Shake/bump hands as required.
 - b. (Crew) Grab gear.
2. (Crew) If applicable, return to changing area to debrief and prepare for departure.
 - a. (Crew) Optionally shower and/or change back into travel clothes.
 - b. (Crew) Leave facility together.
3. (Crew) Report score and details.
 - a. (Ref) Call score in to Ernie (863-397-5008) A.S.A.P. Give winning team & score.
 - b. (SR1) Report score on Arbiter A.S.A.P. Confirm in comment section same financial information from (Ref) in Step 3c, below.
 - c. (Ref) Report total amount of check and how it will be distributed, in writing via email to Michel (treasurer@hssocf.com) A.S.A.P.:
 - i. Date of contest / Location / Home School / Chk #
 - ii. Total Amt of check
– Regional (\$150) or FHSAA (\$165) game fees
= Travel/Per diem amount
 - iii. How to divide Travel/Per diem between crew (Ref/SR1/SR2/4th)
 - d. (Ref) **Hardcopy email from Step #3c and deliver with check to Michel Catin (407-256-9997).** \$ information from steps #3b & #3c should be the same, providing confirmation from at least 2 crew members how to allocate check.

Thank you for your attention.

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ANNOUNCER

The High School Soccer Officials of Central Florida (HSSOCF) will be providing officials for today’s contest. Since **this is a District / Regional / FHSAA state contest, there are some slightly different procedures from a regular season game**, particularly at the beginning of the game immediately after the coin toss:

1. The officials will line up all players from both teams in ascending numerical order for an international walk-on.
2. As they begin walking to the center of the field, we request that you read the following announcement:

THE OFFICIALS FOR [TODAY’S/TONIGHT’S] GAME ARE FROM THE H-S-S-O-C-F HIGH SCHOOL SOCCER OFFICIALS OF CENTRAL FLORIDA IN CASSELBERRY, FL. THEY ARE:

_____, _____,
_____, _____.

3. As the teams stand at the center of the field and facing the fans, please announce the players from the visiting team, then the home team.
4. Play the National Anthem.
5. Verbally count down last 10 seconds of each period over the P.A. system (NFHS pg 33).
6. If the game is a tie at the end of regulation, please read the proper procedure during the appropriate steps...

PURSUANT TO FHSAA REQUIREMENTS, THE PROCEDURE TO DETERMINE AN ULTIMATE WINNER IN TONIGHT’S CONTEST IS AS FOLLOWS:

FOLLOWING A FIVE-MINUTE INTERVAL, THERE WILL BE A MAXIMUM OF TWO (2) 10-MINUTE, SUDDEN-VICTORY OVERTIME PERIODS. THE FIRST GOAL SCORED WILL END THE GAME.

7. If a tie still exists at the end of the second sudden-victory overtime period...

ANY FIVE (5) ROSTERED PLAYERS, ON OR OFF THE FIELD UNLESS DISQUALIFIED, WILL NOW BE SELECTED FROM EACH TEAM TO TAKE KICKS FROM THE PENALTY MARK.

8. If the score remains tied after each team has had five (5) penalty kicks...

EACH COACH WILL NOW SELECT FIVE (5) DIFFERENT PLAYERS TO TAKE KICKS IN A SUDDEN-VICTORY SITUATION. IF ONE TEAM SCORES AND THE OTHER TEAM DOES NOT SCORE, THE GAME IS ENDED.

TIMER

Start the timing device when the ball is put into play and stop the timing device when signaled to do so by any referee:

1. For an injury
2. For a penalty kick
3. For a caution
4. For a disqualification
5. Following the scoring of a goal
6. For the water break
7. On substitutions by the leading team during the last five (5) minutes of the game
8. Whenever an official orders the clock to be stopped

Pay close attention to all re-starts after stopping the clock, particularly after extended stoppages. If necessary, adjust clock during water break.