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U.S. SOCCER DEVELOPMENT ACADEMY

Developing the Next Generation

U.S. Soccer created the Development Academy in 2007 after a comprehensive review of elite player development in the United States and around the world. The goal of the Development Academy is to provide soccer referees, players and coaches the best possible opportunity to achieve their utmost potential as elite soccer performers.

The U-13/14 Academy Program will feature many of the current Academy clubs and select clubs from outside of the current Academy structure. The program will be based on the same philosophy as the older Academy age groups, featuring more training sessions and fewer, but more meaningful games. The competitive schedule will place a greater emphasis on local games due to the younger ages of the players and will also include a futsal component during the winter.

Meaningful Competition and Quality Training

The Academy program features teams from the nation’s top clubs competing for a national championship—creating the most competitive youth environment in the United States. Matches are played according to FIFA’s Laws of the Game, and they are officiated by a pool of the nation’s top up-and-coming referees in order to prepare both players and referees for the next level of competition.

The Development Academy Showcases, Playoffs and Finals Week are the nation’s leading events in referee identification and training. These events offer countless opportunities for referees to learn, practice and develop. Referees who have been selected to attend will have access to formal assessments, classroom sessions and discussion with National Assessors, Referee Inspectors and Professional Referees.

Pathway to the Professional Level

The Academy program is the first step on the pathway to the professional level. Referees who excel in the Academy program may be honored as Referee of the Week, invited to Academy events or selected for future assignment in increasingly challenging leagues and environments.

A Successful Program

As the program enters its eighth season, it continues to have a significant impact on the player and referee development landscapes. The number of Academy alumni representing Youth and Men’s National teams and playing for Major League Soccer and foreign professional clubs is consistently increasing. Officials have also seen profound success in taking the lessons learned through Development Academy matches and events with them as they advance through to professional level assignments.
REFEREE INFORMATION

U.S. Soccer Referee Assignment Program
https://ussoccer.gameofficials.net
- Your user account in Game Officials allows you to view and accept assignments, find match information, review records and enter match reports
- Payment for officiating Development Academy matches must be managed through the GOPay service at ussoccer.gameofficials.net (see page 17)

Administrative Best Practices for Academy Referees
- Maintain all your contact information
- Keep your personal availability up-to-date
- Accept or decline assignments within seven (7) days of the assignment’s posting
- Continually review information found on your Home Page and in the News/Info section
- Complete online match reports within 24 hours of kickoff (see page 10)

Referee Assessments
- All Academy matches can qualify for maintenance and upgrade assessments for national level referees. Please contact your State Director of Assessment or State Association to schedule an assessor for these matches or to see if Academy matches can be used for maintenance and upgrade assessments for state level officials.

Referee Resources
http://www.ussoccer.com/Referees/Overview.aspx
An overview of the national referee program
U.S. Soccer’s online training resources. Content is organized into specific courses on an area of targeted training for referees in relation to the level of competition they will be officiating. Development Academy officials should be experts in content for Grades 9 and 8 and practicing skill sets taught in the Grade 7 course.

http://www.ussoccer.com/Referees/Laws-of-the-Game.aspx
A helpful reference for learning the Laws of the Game
Find the most current information regarding referee development at U.S. Soccer's Referee Resource Center
A directory of contact information for the National Referee Department and State Associations
Additional Information

**www.ussoccer.com**  
U.S. Soccer is the national governing body of the sport. Website includes news, video, events, coverage of all US National teams and information on USSF members and affiliate groups.

**http://www.ussoccer.com/development-academy**  
Development Academy information can be found on the ussoccer.com website. Here you can find information on the league’s structure, participating clubs, programs, initiatives and upcoming Academy events.

**http://academy.demosphere.com**  
View the Development Academy’s schedules, standings, club directory and team pages.

- **http://academy.demosphere.com/schedule**: find the entire 2014-15 regular season schedule, event schedules and past seasons and results
- **http://academy.demosphere.com/standings**: find the up-to-date standings in each of the league’s 7 divisions for the three age groups
- **http://academy.demosphere.com/clubs**: find each clubs’ directory of important contact information, field locations and driving directions to venues
- **http://academy.demosphere.com/profiles**: find each clubs’ schedule, team website and official player roster which includes game statistics and misconduct records

**www.ussoccer.info**  
U.S. Soccer Federation Referee Registration System is where referees, assessors and assignors can review their current registration status.

**https://officialsports.com**  
OSI is the exclusive Official Referee Supplier of U.S. Soccer. As a technical partner with the U.S. Soccer referee department, OSI designs, develops and markets official referee apparel.

**http://www.ussoccerstore.com/**  
The place to purchase all official U.S. Soccer jerseys, outerwear, t-shirts, equipment and other apparel

Follow U.S. Soccer on Twitter ([http://twitter.com/#!/ussoccer](http://twitter.com/#!/ussoccer)) and Facebook ([http://www.facebook.com/#!/officialussoccer](http://www.facebook.com/#!/officialussoccer))
MATCH DAY INFORMATION

The Development Academy uses statistics and records to ensure that the player development guidelines put forth by U.S. Soccer are being met by the Academy clubs. The referee crew plays a critical role in implementing league policy and reporting match data. We ask that the referee crew serve as a representative of the league when officiating an Academy match by complying with and enforcing the protocol and procedures that are set forth in this manual.

Important Contact Information

Matt Reiswerg
Development Academy League Coordinator
U.S. Soccer Federation
312-528-1240 (office)
317-366-9601 (cell)
312-808-1301 (fax)
mreiswerg@ussoccer.org

Harrison Shamberg
Development Academy Referee Programs Coordinator
U.S. Soccer Federation
312-203-8260 (cell)
312-808-9572 (fax)
hshamberg@ussoccer.org

- **Contact Academy League Coordinator:**
  - To clarify an Academy rule
  - To verify the eligibility of a player/coach/administrator without an Academy pass
  - When a team has not arrived one (1) hour prior to kickoff
  - When inclement weather or unsafe field conditions may cause the suspension or termination of a game
  - When the hosting facility is closed or the location changes

- **Contact Referee Programs Coordinator:**
  - When an official has not arrived one (1) hour prior to kickoff
  - In case of a serious injury to a referee
    - **First call 911/Emergency Medical Services if appropriate**
  - For all other issues involving the referee crew
Arrival at Game Site

- Officials should arrive at least 60 minutes prior to the scheduled kickoff

Match Duration

<table>
<thead>
<tr>
<th></th>
<th>U-13/14</th>
<th>U-15/16</th>
<th>U-17/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Length</td>
<td>40 Minutes</td>
<td>40 Minutes</td>
<td>45 Minutes</td>
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<tr>
<td>Half Time Period</td>
<td>10 Minutes</td>
<td>10 Minutes</td>
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<td>Added Time</td>
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<tr>
<td>Overtime Periods</td>
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Match Timeline

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<tr>
<th>Event</th>
<th>U-13/14</th>
<th>U-15/16</th>
<th>U-17/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teams/Referees arrive</td>
<td>- 60:00</td>
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<tr>
<td>Referees check Coach/Player/Administrator passes</td>
<td>- 35:00</td>
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</tr>
<tr>
<td>Teams/Referees take field</td>
<td>- 1:00</td>
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<tr>
<td>Kickoff</td>
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<tr>
<td>First half ends (added time allowed)</td>
<td>+ 40:00</td>
<td>+ 40:00</td>
<td>+ 45:00</td>
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<tr>
<td>Second half begins</td>
<td>+ 50:00</td>
<td>+ 50:00</td>
<td>+ 60:00</td>
</tr>
<tr>
<td>Second half ends (added time allowed)</td>
<td>+ 90:00</td>
<td>+ 90:00</td>
<td>+105:00</td>
</tr>
<tr>
<td>Referee completes match report. Clubs sign to verify</td>
<td>Match’s End</td>
<td></td>
<td></td>
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</tbody>
</table>

Deviations from the Timeline

- Only the Development Academy is allowed to approve deviations from the above timeline. For questions on match day, call the League Coordinator.
  - Kickoff may not occur before or after the scheduled time without the referee receiving permission from the Development Academy

Weather

- If inclement weather may cause the delay, suspension or termination of a match, the League Coordinator must be notified, as he will make the final decision.
  - In the case of a match that does not last the full duration, the result will stand only if the match has reached 2/3 of its full duration
    - On rare occasions, a host facility may close due to poor field conditions or weather. The referee should communicate this to the League Coordinator.
Substitutions

- Each U-16 and U-18 team is allowed no more than five (5) substitutions
- Each U-14 team is allowed no more than seven (7) substitutions
- No re-entry is allowed after a player has been substituted out
- Substitutions are allowed at any stoppage of play
- Teams are responsible for supplying substitution cards
  - Substitutions should not be permitted without these cards unless approved by the League Coordinator
- Referees are responsible for recording the times a player is subbed out and a player is subbed in on the substitution card

*NEW RULE*

- Teams are able to make their allotted substitutions (5 for U-16 and U-18; 7 for U-14) within a maximum of THREE (3) stoppages
- Injury substitutions **DO** count as a stoppage of play
- Half time **DOES NOT** count as a stoppage of play

Example:

- 11’ **Stoppage 1** (1 substitution, 4 remaining)
- 34’ Injury **Stoppage 2** (1 substitution, 3 remaining)
- Halftime (1 substitution, 2 remaining)
- 65’ **Stoppage 3** (1 substitution, 1 remaining)

***Even though the team has one substitution left, the team **may not** make another substitution because all 3 stoppages of play have been used. This also includes any instance where a player is injured after the 3rd stoppage has been used***

**Image:** Development Academy Player Substitution Pass
Technical / Bench Areas

- Only coaches, players and team administrators with approved 2014-15 Academy passes may be permitted in the technical/bench area
- Player(s) dismissed from the match may continue to sit in the technical/bench area unless removed by the referee for inappropriate behavior
- All coaches or administrators removed from the match are not permitted in the technical/bench area
- No more than five (5) team personnel are permitted to be in the technical area at all times
  - Maximum of three (3) coaches, one (1) athletic trainer and one (1) team administrator

Nike Game Balls

- All Academy games are played with the approved Academy Nike game ball
- Host club provides at least three (3) Nike balls for each match
- Host club will place at least one (1) ball behind each goal for use in the match
- Balls should be inflated to 13 psi for matches
- If a team does not use an Academy Nike game ball, please play the match but report the incident in the incident report section of the online match report and email the League Coordinator

*IMAGE: Development Academy Nike Game Ball*
Uniforms

- **Note**: Academy clubs are expected to execute uniform regulations as set by the Academy and as governed by the Laws of the Game, Law 4, as part of standard practice in the league. If disputes occur, the clubs should contact the League Coordinator. It is the referee’s responsibility to ensure strict compliance with the Laws of the Game, not to resolve uniform disputes between the clubs.
- All uniforms must be numbered with an Academy patch on the right sleeve
- The home team wears a light (white) uniform and the away team wears a dark (non-white) uniform
- For a given two-day game period (generally Saturday / Sunday)
  - On the first day of games: home team wears light / away team wears dark
  - On the second day of games: home team wears dark / away team wears light
RECORDING AND REPORTING MATCH INFORMATION
The accurate recording of match events and statistics is crucial to successful administration of the Development Academy.

- Referees are to report match information to the Development Academy online within 24 hours after kickoff
- Referees must also email a picture of the SIGNED match report to DAMatchReport@ussoccer.org. Make sure to include game number in the emails
- It is the referee’s responsibility to ensure that accurate records of match information are kept during the match
- Repeated failure to properly record and report match information will affect a referee’s participation in the league

Pre-Game
Academy Pass

- Any person in or around the technical area must present an official Academy pass (see below)

Check-In

- Any person must be both listed on the match report and have a pass to be in/around the technical/bench area during the match
- Coaches will supply the match reports and the passes for review
  - Return the passes immediately
  - Keep the match report for your records
- Each club marks 11 starters (S), 7 or fewer reserves (R) and all non-rostered players (NR) on the match report
- Suspended players are marked with a line through their names (e.g., John Smith)
- The jersey number listed on the roster must match the actual player’s jersey number. If numbers don’t match, correct the jersey number on the match report.
- Each player on a team must have a unique jersey number, including the goalkeeper
In-Game

Recording Information

- Scoring
  - All goal scorers are marked clearly by jersey number and time
  - Record the final score
- Substitutes
  - All substituted players are marked clearly by jersey number and time
  - Time in should be recorded for players entering the match
  - Time out should be recorded for players exiting the match
- Misconducts
  - Players guilty of misconduct are marked clearly by misconduct code (listed on match report), jersey number and time
- Coach dismissals
  - Description and time should be recorded and submitted via the Game Incident Report

Post-Game

- Transfer match information to the match report
- Write legibly as you will need this copy to complete the online report
- Have coaches or team administrators verify and sign the completed match report
- Return all Academy passes (including players who have been sent off)

Reporting Match Information

U.S. Soccer has created an online reporting system that you can use to report match information.

- Login to ussoccer.gameofficials.net
- Go to Main Menu under the Main Menu
- Find the match for which you would like to complete the report

Incident Reporting

To enter a report for a player send-off, coach dismissal, serious injury, field conditions or any other noteworthy event:

- Click on Incident Reports
- Click on Click to Add a New Incident Report
- Enter the type of incident and the requested incident information
- Click SAVE (Add Report) to add your report
Match Reporting

- Go to **After Games** under the **Main Menu**
- Find the match for which you would like to complete the report
- Click on **Online Match Report (Required)**
- You will now be directed to the Development Academy website
- Enter the referee crewmembers' names
- Confirm the final score
- Click **Save and Continue**
Enter the Home Team Roster information

- If the match is one of the two older age group games, add younger players to the roster by clicking **Click here to add U-(15/16)/(13/14) players who are playing up, if necessary.**
- Check the appropriate younger player and save. The player will now populate on the match roster.
- Click on the status of each player (start, reserve, non-rostered)
- This must total 11 starters and 7 or fewer reserves
- Enter the minutes when players entered or left the game in substitutions (in, out)
- The number of players substituting IN must equal the number of players substituting OUT
- Enter codes for misconducts in the appropriate box next to the player’s name
- Enter the minutes and names of the goal scorers
- **Click Save and Continue**

Enter the Away Team Roster information

- Repeat the process above for the Away Team Roster
- Review the details and make sure they are correct
### Carolina Rapids U-17/18

Please report CAROLINA RAPIDS U-17/18 players who received cards in this game.

<table>
<thead>
<tr>
<th>ID#</th>
<th>PLAYER</th>
<th>SERV</th>
<th>JERSEY</th>
<th>START</th>
<th>OFF</th>
<th>SUB</th>
<th>TIME</th>
<th>RC</th>
<th>Y</th>
<th>G</th>
<th>X</th>
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**Codes for Cautions:**
- BB: Unsportsmanlike Behavior
- F: Foul
- O: Offside
- P: Penalty
- I: Inappropriate Methods
- D: Delay of Game
- R: Red Card
- Y: Yellow Card

**Notes:**
- *Match Report – Steps #2 and #3, Home and Away Team Rosters*
Review and Confirm Match Data

- You can make corrections by clicking the Edit Match Events bar at the top of each team’s roster.
- When everything is correct, click Done – Submit Report.
- Once you click Done – Submit Report, the Club Listing page will appear and you will have successfully completed the online match report.

Mistakes or Corrections

- If you realize you made a mistake after you saved the page, you can use the browser back button or re-enter the report to make corrections and then save the page. If for some reason the page freezes, try to refresh the page.
- If you have exited the report and need to make corrections, you can re-enter the report within 10 days of the match through the link in the *After Games* section of ussoccer.gameofficials.net.
- Please keep the signed, paper report in your records for at least 30 days in case you are contacted to answer any questions concerning the match.

Done – Submit Report

After Games
**U.S. Soccer Federation**

**2014-15 DEVELOPMENT ACADEMY REFFEE MANUAL**

---

**IMAGE:** Match Report – Step #4, Confirm Game Data and Submit Report
REFEREE FEES*
Referee $75.00
Assistant Referee $50.00
Fourth Official $25.00 (Event Matches only)

GOPay
U.S. Soccer will be processing 2014-15 Development Academy referee game fees using GOPay, a Game Officials product, available for you to review and manage using your current access to the website. The GOPay system will allow faster, more efficient game fee payments with enhanced reporting and tracking features.

With GOPay, you will have the following payment options:
- Receive game fee payments directly to your bank account via Electronic Funds Transfer (EFT) at no charge
- Receive paper checks (A $3 processing fee will be deducted by Game Officials from each paper check administered)
- Ability to choose when to be paid, either weekly or at your discretion

All Development Academy officials must set up a payment method/GOPay account on ussoccer.gameofficials.net to receive payment. All game fees will be processed using GOPay. Please click the following link for a step-by-step tutorial on setting up a GOPay account: http://www.screencast.com/users/GameOfficials.net/folders/GOPay.
- Please watch the THIRD video, entitled “GOPay – Ref Setup”

Request for Taxpayer Identification Number and Certification
You must submit a Tax Payer Identification Form (W-9) to the U.S. Soccer Federation to receive payment for services. A printed version of the form is included with this manual (see page 18). Complete the form and submit it via email, mail or fax.

Harrison Shamberg
Referee Programs Coordinator
Mail: U.S. Soccer Federation, 1801 S. Prairie Avenue, Chicago, IL 60616
Fax: 312-808-9572
E-mail: hshamberg@ussoccer.org

All Development Academy procedure and payment questions should be directed to Harrison Shamberg or the U.S. Soccer Referee Department.

*The above procedure for receiving referee fees applies to U.S. Soccer Federation officials only
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Form W-9

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

[Form instructions are not transcribed]

Part II Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part II instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get an EIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest and dividends on my tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, or acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien,
• A corporation, partnership, company, or association created or organized in the United States or under the laws of the United States,
• A trust (other than a foreign estate or trust), or
• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person and pay the withholding tax. Therefore, if you are a U.S. person that's a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.
# SAMPLE MATCH REPORT

## Official Match Report

**Match Information**
- Date: Saturday, September 07, 2013
- Time: 09:30 AM
- Venue: PDA Facility - Field 3 (Turf)
- Home Team: Players Development Academy U-13/14
- Away Team: World Class FC U-13/14

## Referee Information
- Referee: AR1, AR2
- Information: Go to [USSoccerGameOfficials.net](http://ussoccergameofficials.net) and log in to enter this match report.

## Goals
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## Misconducts
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## Academy Staff
- **Dave Beck**: Head Coach
- **Brian Grazier**: Assistant Coach
- **Phil Herber**: Assistant Coach
- **Sam Nellins**: Assistant Coach
- **Mike Romee**: Assistant Coach
- **Gerry McKewn**: Technical Director
- **John Murphy**: Other
- **Mark Williams**: Other

## Roster Key
- **Roster**: Jersey Number, Birth Year, Start, Reserve
- **NR**: Non-Rostered, In/Out: Minute Substitute Enters/Leaves Match

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Match Day Checklist

□ Confirm assignment online
□ Coordinate with the rest of your referee crew
□ Follow match timeline
  o Arrive at least 60 minutes prior to match
  o Coach and player check-in begins 35 minutes prior to kickoff
□ Receive match report from teams with completed rosters
□ Use the match report and Academy passes to check in personnel and properly manage the technical/bench areas before kickoff
□ Start match on time (no exceptions without Academy approval via League Coordinator)
□ Keep accurate records during the match
  o Goal scorers are marked clearly by player number and time
  o **Substitutes are marked clearly by player number, time in and time out**
    • No more than 5 substitutes per team per game (7 for U-13/14)
  o Misconducts are marked clearly by misconduct code, jersey number and time
  o Coach dismissals are marked clearly by time
  o Record final score
□ **Transfer above information to the match report and obtain verification and signatures from each team’s head coach**
□ Complete and submit the online match report within 24 hours of kickoff
□ Email a picture of the match report to DAMatchReport@ussoccer.org
  o Contact the Referee Programs Coordinator if you cannot complete the online match report in the 24-hour window
  o Keep the signed, paper report in your records for at least 30 days in case you are contacted to answer any questions concerning the match
□ Ensure your Request for Taxpayer Identification Number and Certification form is on file with the U.S. Soccer Federation
  o If it’s not, contact the Referee Programs Coordinator
□ Ensure your personal payment method has been set up on GOPay
□ Receive payment from U.S. Soccer within one to two weeks after submitting your Match Report

Repeated failure to properly record and report match information, especially those requirements in **BOLD**, will affect a referee’s participation in the league