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Welcome to the new season in the Development Academy. You will be helping in the development of world class players, coaches, and referees in the United States. Through meaningful competition and quality training opportunities, referees will find the Development Academy a pathway to becoming a professional referee.

With the start of the new season here are a couple things we would like to stress.

- Accurate and timely game reporting is a key part of every competition, including the Development Academy. It is imperative that you submit the required reports on time and with as much accuracy as possible. Failure to do so can hinder future opportunities in this league.

- Be mindful of the specific substitution rules that are part of the Development Academy. Last season we had many referees misapply the substitution rules. Let’s improve on this in the coming season.

- Dress and appearance. Referees should show up at venues looking professional. At a minimum, we require showing up at games on time and dressing in a track suit, polo shirt and running shoes. (No flip-flops). Please be mindful that the referee department sponsor is Officials Sports International (OSI). Please wear OSI or Nike branded gear. If you do not own any OSI or Nike apparel it is okay to wear generic gear without logos. Footwear may be Adidas.

- There will be a quiz for you to take online prior to your first game. It will be on the rules of competition in the Development Academy. Passing score is 80%. You will be allowed to take the quiz as many times as you need to get the required score.

If you have any questions about the Development Academy, please don’t hesitate to contact me at 312-528-1234 or my mobile phone at 860-830-2810.

Have a great season!

Rick Eddy
U.S. Soccer Federation
Director of Refereeing
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. Games 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 coaches, 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 ninth 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 games and events with them as they advance through to professional level assignments.
Important Contact Information

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

Harrison Shamberg
Development Academy Referee Coordinator
U.S. Soccer Federation
312-528-1216 (office)
312-203-8260 (cell)
hshamberg@ussoccer.org

- Contact Academy League Coordinator:
  - To clarify an Academy rule
  - To verify the eligibility of a player/coach/administrator
  - 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
  - League Coordinator is the only person who can cancel or suspend a game

- Contact Referee 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

Additional Resources

www.ussoccer.com/referees
The main page for U.S. Soccer’s referee program.

www.ussoccer.com/events
Here you can find all upcoming events, courses, invitationals.

www.ussoccer.com/development-academy
The main site for the Development Academy. Here you can find information on the league schedule, participating clubs, league programs and initiatives, top story lines from the season, and more.

www.officialsports.com
OSI is the Official Referee Uniform Supplier for U.S. Soccer.
Game 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>
</tr>
<tr>
<td>Half Time Period</td>
<td>15 Minutes</td>
<td>15 Minutes</td>
<td>15 Minutes</td>
</tr>
<tr>
<td>Added Time</td>
<td>Added by Referee as Needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime Periods</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Game Timeline

<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>Teams/Referees arrive</td>
<td>- 60:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Referees check Coach/Player/Administrator passes</td>
<td>- 35:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teams/Referees take field</td>
<td>- 1:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kickoff</td>
<td>0:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First half ends (added time allowed)</td>
<td>+ 40:00</td>
<td>+ 40:00</td>
<td>+ 45:00</td>
</tr>
<tr>
<td>Second half begins</td>
<td>+ 55:00</td>
<td>+ 55:00</td>
<td>+ 60:00</td>
</tr>
<tr>
<td>Second half ends (added time allowed)</td>
<td>+ 95:00</td>
<td>+ 95:00</td>
<td>+105:00</td>
</tr>
<tr>
<td>Referee completes game report. Clubs sign to verify</td>
<td>Game’s End</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dress Code and Appearance
Referees are expected to exhibit a professional demeanor at all times, including dress and appearance.

Acceptable Dress
- OSI, Nike, or generic clothes
- We recommend OSI or Nike polos or track suits

Unacceptable Dress
- Flip Flops
- Team Gear (MLS, EPL, La Liga, etc)
- Adidas apparel (except shoes)

Check-In
- Any person must be listed on the game report
  - Physical player passes no longer exist
  - Confirm players using photos provided by coaching staff
  - Coaches will provide a game report with player photos and can have them available on a mobile device, tablet, or computer
- Each club marks 11 starters (S), 7 or fewer reserves (R) and non-rostered (NR) on the game 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
## Sample Game Report

### Roster

<table>
<thead>
<tr>
<th>#</th>
<th>First Name</th>
<th>Last Name</th>
<th>Start Date</th>
<th>Reserve</th>
<th>Minutes</th>
<th>Goals</th>
<th>Assists</th>
<th>Goalie Minutes</th>
<th>Carded</th>
<th>Caution</th>
<th>Red Carded</th>
<th>Minutes</th>
<th>Card</th>
<th>Red Carded</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ariel</td>
<td>Acosta</td>
<td>U-13/14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>05-MAY-2001</td>
</tr>
<tr>
<td>2</td>
<td>Shay</td>
<td>Adamson</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10-MAR-2001</td>
</tr>
<tr>
<td>3</td>
<td>Byson</td>
<td>Bezdik</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>23-SEP-2001</td>
</tr>
<tr>
<td>4</td>
<td>Michael</td>
<td>Casteron</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10-AUG-2001</td>
</tr>
<tr>
<td>5</td>
<td>John</td>
<td>Dumbleton</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>08-MAR-2001</td>
</tr>
<tr>
<td>6</td>
<td>Nathan</td>
<td>Farringon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02-JAN-2002</td>
</tr>
<tr>
<td>7</td>
<td>Will</td>
<td>Greiner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>11-SEP-2001</td>
</tr>
<tr>
<td>8</td>
<td>Holton</td>
<td>Griffin</td>
<td>U-13/14</td>
<td></td>
<td></td>
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<tr>
<td>9</td>
<td>Ryan</td>
<td>Hay</td>
<td>U-13/14</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>09-FEB-2001</td>
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<tr>
<td>10</td>
<td>Shan</td>
<td>Kell</td>
<td>U-13/14</td>
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<tr>
<td>11</td>
<td>Connor</td>
<td>Lewis</td>
<td>U-13/14</td>
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<td></td>
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<td></td>
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<td></td>
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<td>27-MAR-2001</td>
</tr>
<tr>
<td>12</td>
<td>Benjamin</td>
<td>Merkic</td>
<td>U-13/14</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>13</td>
<td>Nathan</td>
<td>Moorsingh</td>
<td>U-13/14</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
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<td>28-OCT-2001</td>
</tr>
<tr>
<td>15</td>
<td>Giovanni</td>
<td>Pansardi</td>
<td>U-13/14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>12-SEP-2001</td>
</tr>
<tr>
<td>16</td>
<td>Khaled</td>
<td>Porta</td>
<td>U-13/14</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>14-FEB-2001</td>
</tr>
<tr>
<td>17</td>
<td>Daniel</td>
<td>Wilson</td>
<td>U-13/14</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td>03-MAY-2001</td>
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<tr>
<td>18</td>
<td>Seth</td>
<td>Wilson</td>
<td>U-13/14</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15-MAR-2002</td>
</tr>
</tbody>
</table>

### Coach Photos

![Coach Photos]

### Player Photos

![Player Photos]

### Cautionable Offenses:
- UB: Unsporting Behavior
- DT: Disturb
- PI: Persistent Infringement
- LW: Leave Without Permission
- DLR: Delay Re-Start
- FRD: Fail to Respect Distance
- EW: Enter Without Permission
Uniforms

- 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

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 game
- Host club will place at least one (1) ball behind each goal for use in the game
- Balls should be inflated to 13 psi for games
- If a team does not use an Academy Nike game ball, please play the game but report the incident in the incident report section of the online game report.

Technical / Bench Areas

- Only coaches, players and team administrators with approved 2015-16 Academy passes may be permitted in the technical/bench area
- Player(s) dismissed from the game may continue to sit in the technical/bench area unless removed by the referee for inappropriate behavior
  - U-14 players who are sent off must remain in the technical area for the duration of the game
  - If they continue to display inappropriate behavior, complete an incident report after the game
- All coaches or administrators dismissed from the game 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
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
  - Referees are responsible for recording the times a player is subbed out and a player is subbed in on the substitution card

*SUBSTITUTION 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
- Teams that make substitutions using more than three stoppages will be forced to forfeit that game

Example:

- **32' 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

Head Injury Substitution Rule:

If a player suffers a blow to the head, is suspected of having suffered a concussion or has an apparent head injury during the course of a game, the club must remove the player from the game for a medical evaluation by a healthcare professional (HCP) or an athletic trainer certified (ATC) with a skill set in emergency care and sports medicine injuries and with knowledge and experience related to concussion evaluation and management. The home team will be responsible for providing an HCP or an ATC at each game, so please be sure to connect with that individual during your pre-game. They will have the final say for all head-related injuries. **If the HCP/ATC is not present please contact the Development Academy coordinator immediately. A game cannot begin without an HCP/ATC present.**

The Development Academy substitution protocol has been amended to allow a temporary substitute to replace the injured player while the player is being evaluated. This amendment is only applicable for head injuries; all other injuries must follow the standard Academy substitution protocol.
A team may only make a temporary substitution if they have at least one substitution and one substitution moment remaining. In the event there are multiple players being evaluated with head injuries from the same team at the same time, that team cannot make more temporary substitions than the number of substitions and substitution moments that team has remaining. For example, if two players from the same team receive head injuries at the same time, that team needs two available substitions, but only one available moment because the injury to both players occurred at the same time (injured players that are cleared can re-enter at separate stoppages.)

The temporary substitution will not count against the team’s total number of allowed substitions or substitution moments. If the player being evaluated has received clearance from the HCP or an ATC to return to the game, that player may re-enter at any stoppage of play and must replace the original temporary substitute, who will remain an available substitute and will be permitted to re-enter the game. Any cautions assessed to that player while in the game as a temporary substitute will carry with the player for the remainder of the game. In the event that player receives a red card while in the game as a temporary substitute, the player must exit the game and the team must play a man down. Following the send-off, if the player being evaluated for a head injury is cleared to return, the player may re-enter the game but the team will have to utilize a substitution and a substitution moment.

If the game ends before the evaluated player is cleared to return, the temporary substitute must be marked on the game report as a standard substitute.

If the player being evaluated for a head injury is not cleared to return, the temporary substitute will remain in the game and the team will be assessed a substitution and substitution moment.

**Post-game reporting**
- Do not add substitution times for the temporary sub unless he is added as a permanent sub
- Record any goals or misconduct for the temporary substitute on the online report
- **Any suspected head injuries need to be followed up with an incident report, regardless of whether or not the player returned to play**
  - In the incident report, please describe who entered as a temporary sub and the minutes played
Possible Scenarios

If there is only one substitution and/or moment remaining and a temporary substitute enters the game, can the teams make any other substitutions while the injured player is being evaluated
  - No

A temporary substitute receives a head injury while in the game
  - If a temporary substitute receives a head injury while in the game as a temporary substitute, that player may be replaced by an additional temporary substitute, but only if that team has a second moment and second substitution remaining
  - If there is not a second moment and substitution remaining, the team must play a man down until either the original player or the temporary substitute being evaluated have been cleared to return
  - If a second temporary substitute is utilized and both the original player and the first temporary substitute are not cleared to continue, the second temporary substitute can remain in the game and that team will only need to use one moment and one substitution

Two players on the same team receive head injuries at the same time
  - To replace both players with temporary substitutes, the team must have two substitutions but only one moment remaining
  - If both players being evaluated are not cleared to return, the team will still only be charged one moment, even if the temporary substitutes become formal substitutes at different times

What if the player being evaluated receives a red card
  - The temporary substitute must come off the field
  - The team plays a man down
  - The temporary substitute that was in the game for that player returns to the technical area and is available throughout the rest of the game as a regular substitute
  - A substitution moment and substitution is not utilized

What if the temporary substitute receives a red card
  - The temporary substitute must leave the field of play
  - The team must play a man down the rest of the game
  - If the player being evaluated is clear to return to the game, he may come back in the game in place of another player, but the team will have to utilize one substitution and moment

A goalkeeper receives a head injury
  - A head injury to a goalkeeper is treated exactly the same as any other head injury. There are no special circumstances for this situation

Does a neck injury count as a head injury
  - No, neck injuries are not considered head injuries
Deviations from the Timeline

- Only the Development Academy is allowed to approve deviations from the above timeline. For questions on game 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

- Contact the League Coordinator when inclement weather may cause the delay or suspension of a game
  - A game may not be terminated or rescheduled without approval from the League Coordinator
- In the case of a game that does not last the full duration, the result will stand only if the game has reached the 60th minute for U-13/14 and U-15/16 games, and the 75th minute for U-17/18 games

RECORDING AND REPORTING GAME 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 game
  - Time out should be recorded for players exiting the game
- Misconducts
  - Players guilty of misconduct are marked clearly by misconduct code (listed on game report), jersey number and time
- Coach dismissals
  - Description and time should be recorded and submitted via the Game Incident Report

The accurate recording of game events and statistics is crucial to successful administration of the Development Academy.

- Referees are to report game information to the Development Academy online within 24 hours after kickoff
- If a player or coach is sent off during a game, please submit the online game report by the end of that day.
- It is the referee’s responsibility to ensure that accurate records of game information are kept during the game
- Repeated failure to properly record and report game information will affect a referee’s participation in the league
- For any problems submitting game reports correctly or on time, please contact the Referee Coordinator
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

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
REFEREE FEES*

Referee $ 75.00
Assistant Referee $ 50.00
Fourth Official $ 25.00 (Event Games only)

GOPay

U.S. Soccer will be processing 2015-16 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](http://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://kbmedia-3.gameofficials.net/gopay/GOPay-Ref-Setup-Finalv2.mp4](http://kbmedia-3.gameofficials.net/gopay/GOPay-Ref-Setup-Finalv2.mp4).

- 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.

Name as shown on your income tax return

Business name/individual entity name, if different from above

Choose appropriate box for legal tax classification:

☐ Individual/sole proprietor
☐ Corporation
☐ Partnership
☐ Trust/estate
☐ Limited liability company, enter the tax classification (e.g., C corporation, S corporation, P=partnership)
☐ Other (see instructions)

Exempt person

Print or Type:

Social security number

Employer identification number

Address number, street, and apt. or suite no.

City, state, and ZIP code

Requester’s name and address (optional)

Part I

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 I 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 1.

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 been notified by the IRS that backup withholding is not required for me.
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, or contributions to an individual retirement arrangement (IRA), 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, 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), and
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payer. 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.
Game Day Checklist

- Confirm assignment online
- Coordinate with the rest of your referee crew
- Follow game timeline
  - Arrive at least 60 minutes prior to game
  - Coach and player check-in begins 35 minutes prior to kickoff
- Receive game report from teams with completed rosters
- Use the game report and Academy passes to check in personnel and properly manage the technical/bench areas before kickoff
- Start game on time (no exceptions without Academy approval via League Coordinator)
- Keep accurate records during the game
  - Goal scorers are marked clearly by player number and time
  - 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)
  - Misconducts are marked clearly by misconduct code, jersey number and time
  - Coach dismissals are marked clearly by time
  - Record final score
- Transfer above information to the game report and obtain verification and signatures from each team’s head coach
- Complete and submit the online game report within 24 hours of kickoff
- Complete and upload a copy of the physical match report to the online game report within 24 hours of kickoff
  - Contact the Referee Programs Coordinator if you cannot complete the online game report in the 24-hour window
  - Keep the signed, paper report in your records for at least 30 days in case you are contacted to answer any questions concerning the game
- Ensure your Request for Taxpayer Identification Number and Certification form is on file with the U.S. Soccer Federation
  - 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 Game Report

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