



Lake Forest Soccer Association

Assistant Referee Handbook

2014

Field Manager
Can Gungoren
lfssafields@gmail.com

Certification

Assistant Referees (ARs) must successfully complete the Illinois Youth Soccer Association Assistant Referee Clinic. Yearly re-certification is required

There is a \$75 certification fee payable upon successful completion of the AR class.

Certification Fee Reimbursement: If an AR successfully referees 8 games in one year (4 in each season Fall/Spring) LFSA will refund the \$75 certification fee. In order to receive the refund, ARs must submit a request for reimbursement to LFSA with the dates of the games worked, and request a reimbursement. Allow 2-4 weeks for processing.

Uniforms

All Referees are required to have an official uniform. *Official Sports* offers Starter Kits for new referees. Uniforms can be ordered through the IYSA through the web site: www.iysa.org – Click REFEREE on the sidebar, then click REFEREE on the green toolbar.

Game Assignments

ARs can referee both boys and girls games, from U11 –U18. There are no age requirements to the extent that even 13 year olds are eligible to referee U18 games. Each game has two ARs assigned.

LFSA home fields include Townline Park, Everett Park, Northcroft Park and LFHS West Campus.

Payment

ARs are paid a flat fee per game.

U11 and U12 Games - \$20

U13 and U14 Games - \$25

U16 & Up Games - \$30

The process for payment is outlined below:

1. Before working a game, print out a copy of the AR Pay Voucher; bring this with you to the game.
2. Complete the pay voucher with the information below. **INCOMPLETE VOUCHERS WILL BE RETURNED TO YOU.**
 - a. name,
 - b. address,
 - c. game date
 - d. time
 - e. game number
 - f. coach's signature
3. *All vouchers must be signed by the LFSA coach attending the game, or they will be returned for signature.*
4. Mail vouchers to the LFSA post office box.

LFSA
Post Office Box 346
Lake Forest, IL 60045

5. A separate voucher must be submitted for each game, even if multiple games are worked on the same day. Several vouchers may be mailed in the same envelope for payment.
6. Payment will be made within 2-4 weeks, and will be mailed directly to your home.

Work Permits and Designated Guardian

Work Permit – ARs Age 15 And Under

Illinois Child Labor law (820 ILSC 205) requires a work permit for children 15 and under. To obtain a work permit, you and your child need to bring a Request for Work Permit (attached), with an official copy of your child's birth certificate, their social security card **and a copy** of their social security card **to the school office your child attends**. You **and your child** must be present to file this paper work.

After filing, your child's work permit will be mailed to you within just a couple of days. Once you have filed, your child is able to referee. When the work permit is received, submit the GREEN copy of the permit to LFSA. LFSA must have it on file, and it is good for one year. **Failure to comply will result in the release of all your assigned games.**

Proof of Age – ARs Age 16 And Over

ARs who are over 16 do not need to follow these procedures. If you are over 16, LFSA does need verification of age. Please send a photo of your child's driver's license or a scan of birth certificate. This will stay on file with the club's administrator. **Failure to comply by will result in the release of all your assigned games.**

Waiver for Guardianship – ARs Age 13 And Under

If your child is 13 or younger, the law requires your presence or **your permission to designate a guardian for your child** while he or she is working a game. (820 ILSC 205)

Please complete the Waiver (attached) that will designate the attending LFSA coach OR team parent/s as your child's guardian while working the game. Please return completed waiver to the LFSA post office box.

District 115

APPLICATION FOR A WORK PERMIT

DATE _____

Minor's Social Security Number _____

Minor's Name _____

Address: _____

City, State, Zip Code _____

Phone Number: _____

Parent/Guardian Name: _____

CONSENT OF PARENT OR GUARDIAN

I hereby give my consent to my child/ward to engage in part-time employment with the employer indicated on this application, and agree to comply with the stated regulations and laws applicable to the specific type of employment for which this application is being submitted.

I give my permission to release any/all medical report information to commensurate with Illinois Revised Statutes, Chapter 48 Section 31.12, sub section (d)(4), it deems necessary in connection and for the sole purpose of my child/ward obtaining an employment certificate as that term is defined under the Child Labor Laws of the State of Illinois.

Any description of a prior or existing physical condition which may, in the judgment of the school district and/or student's physician, be the basis for limiting the issuance of the employment certificate shall not constitute a violation of any right of a minor student which is guaranteed under the Family Educational Right to Privacy Act.

Signature of Parent/Guardian

_____ **Date** _____

What is needed for a WORK PERMIT?

The following documentation must be presented in person by both the minor, as well as their parent or legal guardian when applying for a work permit: Given by the state of Illinois.

1. **Employer's Statement of Intention to Employ**
 - a. The letterhead stationary of the employer should be used
 - b. The letter must state the type of work and the work schedule
 - c. The employer or agent must sign the letter
2. **Proof of Age:** A certified copy of a birth certificate issued by a city, county, state, or a hospital is preferred (Xerox copy is not acceptable.)
3. **Social Security Card:** The minor's social security number must be provided when applying for the work permit

Note: if the applicant's name on the employer's letter differs from that shown on the proof of age presented, the parent or guardian must complete an affidavit. Affidavit forms are available from the Department of Truancy Prevention, 125 South Clark, Suite, 1016, Chicago, IL 60603

4. **Parental Approval:** A written statement that the parent approves the employment of the minor for the specific job must be provided (This Sheet)
5. **Medical Statement:** A written statement from a physician must be presented which indicates that on the basis of an examination performed within one year of the date of the application that the child is physically fit to be employed in all legal occupations.
6. **Principal's Statement:** During the school year, if the applicant is age six or older, the applicant's home school must supply a letter on school letterhead stating that the minor is a full-time student and the hours the child is in school and the last grade completed and signed by the principal.

District 67 Application for a Work Permit

Items Needed For Verification of Information

1. Birth Certificate
2. Social Security Card
3. Letter of Intent to employ from the prospective employer
4. Physical dated within one year of the date you are applying for work permit
5. Principal form verifying minor is receiving satisfactory academic progress to work part-time. Not needed for five year olds attending school and form required during school year only.

***The parent/guardian's presence at the time the application is filed is required**

Under section 205/12 of the Illinois Child Labor Law.

Date _____ Minor's Social Security Number _____ - _____ - _____

Minor's Name _____

Address: _____

City, State, Zip Code _____

Phone Number: _____

Parent/Guardian Name: _____

School Information

School Name: _____

Address: _____

City, State, Zip: _____ County _____

Birth Information

Date _____ City and State _____ County _____

Employer Information

Company Name: _____

Address: _____

City, State, Zip _____

Phone Number: _____

Type of Business: _____

Minor's Job Title: _____

District 67 Application for a Work Permit (continued)

Consent of Parent or Guardian

I hereby give my consent to my child/ward to engage in part-time employment with the employer indicated on this application, and agree to comply with the stated regulations and laws applicable to the specific type of employment for which this application is being submitted.

I give my permission to release any/all medical report information to commensurate with Illinois Revised Statutes, Chapter 48 Section 31.12, sub section (d)(4), it deems necessary in connection and for the sole purpose of my child/ward obtaining an employment certificate as that term is defined under the Child Labor Laws of the State of Illinois.

Any description of a prior or existing physical condition which may, in the judgment of the school district and/or student's physician, be the basis for limiting the issuance of the employment certificate shall not constitute a violation of any right of a minor student which is guaranteed under the Family Educational Right to Privacy Act.

Signature of Parent/Guardian

Date

(Must be signed in presence of issuing officer)

Verification of Information

(For office use only)

Birth Date _____

Present Age: _____

Copy attached. Obtained from:

____ Birth Certificate

____ Other (Specify) _____

Social Security Card _____

Letter of Intent _____

Physical _____

Principal form _____

Information verified by: _____ Date _____

(Staff Signature)



Lake Forest Soccer Association
P.O. Box 346 Lake Forest, IL 60045
soccer@lfsa.org (847) 778-5372

To Whom It May Concern:

Lake Forest Soccer Association (LFSA), a not for profit youth soccer organization, is engaging the undersigned individual to work as an assistant referee at LFSA home games. This individual has successfully completed the referee education course offered by the United States Soccer Federation (USSF) and understands the role of serving as a youth referee. ***(Parents must supervise 12 or 13 year old referees during the game.)***

LFSA home games occur for a 10-week season in the fall and an 8-week season in the Spring. Games are played on weekends. The individual may be assigned 1 game and up to 4 games on any one day during this season. Games run between 60 minutes up to 90 minutes. The individual may also work on a weekday night for only one game at a time as “make-up games” can be assigned during the week.

Total assignments will not exceed 10 hours per week, nor will the individual work beyond 9:00 PM on any day.

This work permit is requested, as required by the Illinois Department of Labor (820 ILCS 205) to allow any student under age 16 to work as an assistant referee for LFSA

Janet Hanekamp
Office Manager – Lake Forest Soccer Association

NAME: _____

Address: _____

Phone # _____

Birthday: _____

SS# _____

Waiver for Guardianship During Games (Ages 12-13)



(1) The parent or guardian of the minor who is

officiating or an adult designated by the parent or guardian shall be responsible for being present at the youth sports activity while the minor is officiating. Failure of the parent or guardian or designated adult to be present may result in the revocation of the employment certificate.

I, _____, designate the present Lake Forest Soccer Association (LFSA) coach as the present responsible adult while my child referees the sideline of a LFSA game.

I will arrive at the field to pick my child up promptly at the end of the game as I realize that either the LFSA employee or team parent must stay and supervise my child until I get there. Failure to pick my child up on time will result in the loss of future games for LFSA.

Name: _____

Address: _____

Phone # _____

Date: _____

Signed: _____



LFSA

Assistant Referee Payment Voucher



Name of A/R: _____

Address : _____

City, ST, ZIP: _____

Game # : _____ Team Name/Age: _____

Date of Game: _____ Time of Game: _____

Signature of Coach: _____

Please send all completed forms to:

**LFSA
P.O. Box 346,
Lake Forest, IL 60045**



LFSA

Assistant Referee Payment Voucher



Name of A/R: _____

Address : _____

City, ST, ZIP: _____

Game # : _____ Team Name/Age: _____

Date of Game: _____ Time of Game: _____

Signature of Coach: _____

Please send all completed forms to:

**LFSA
P.O. Box 346,
Lake Forest, IL 60045**

Illinois Child Labor Law

(820 ILCS 205/2.5)

Sec. 2.5. Officiating youth activities. Nothing in this Act prohibits a minor who is 12 or 13 years of age from officiating youth sports activities for a not-for-profit youth club, park district, or municipal parks and recreation department if each of the following restrictions is met:

(1) The parent or guardian of the minor who is

officiating or an adult designated by the parent or guardian shall be responsible for being present at the youth sports activity while the minor is officiating. Failure of the parent or guardian or designated adult to be present may result in the revocation of the employment certificate.

(2) The employer must obtain certification as provided for in Section 9 of this Act.

(3) The minor may work as a sports official for a maximum of 3 hours per day on school days and a maximum of 4 hours per day on non-school days, may not exceed 10 hours of officiating in any week, and may not work later than 9 p.m.

(4) The participants in the youth sports activity must be at least 3 years younger than the officiating minor, or an adult must be officiating the same youth sports activity. For the purposes of this subdivision (4), "adult" means an individual 16 years of age or older.

AR Responsibilities

Below are the responsibilities of the Assistant Referee:

1. Communicate with Field Manager (Can Gungoren) lfsafields@gmail.com
2. Keep track of games which have been assigned to you
3. Save the email list of all the ARs. You will need this when you need to find a sub.
4. **Print and bring voucher to each game for coach's signature**
5. **Arrive 10 minutes before game time to assist referee with check in.**
6. Arrive at games in full AR uniform
7. Mail voucher to PO Box

No Shows

LFSFA is fined \$50 - \$100 by the league for **each game** without ARs. **NO SHOWS are unacceptable.** If you miss a game and do not provide a sub, you must email the Field Manager explaining the reason for missing the game. If you miss a second game you will not be allowed to sign up for games. No Exceptions.

If you are assigned a game and you cannot keep your commitment:

1. You **must** find your own replacement
2. Email some or all of the eligible ARs within the club to find a replacement. (Many ARs are looking to pick up an extra game)
3. Communicate the game number, time and field location to your replacement
4. Email the Field Manager (lfsafields@gmail.com) when you have confirmed the replacement; cc the new AR for the game

If the game is cancelled due to rain:

1. Game cancellations can only be determined by the City of LF (poor field conditions) or by a league referee at the time of a game. Even if the weather is bad, you must report to the field; assume the game is on unless the referee cancels it.
2. If a game is cancelled ahead of time, the Field Manager will notify you as soon as she receives the confirmation. (Note: The Field Manger may not always know ahead of time)
3. No payment is made for a rain out, however you will receive first choice to take the rescheduled game, however you are not obligated.

If you are sick the morning of a game:

1. Illnesses happen, but "calling in sick" is not an acceptable excuse for not wanting to referee a game
2. If you cannot make a game because you are sick, **you will need to find a replacement.** You can use the email list which will be sent to all ARs. All ARs have access to other ARs email addresses.

If you arrive at a field and cannot find the team(s) or the coaches:

1. Make sure you have the correct information. Before you leave home, double check the field location and time.
2. Because game changes happen during the season, it is important to keep a record of game changes. The Field Manager will email any game changes which occur. If you can't work the new day and time, the game will be posted for other ARs to bid on.

Game Selection and Scheduling

The Field Manager will email the availability of LFSA home games to all the ARs soon after the schedules have been released by the leagues. Sign-up is performed through Arbiter Sports. (See Below for Instructions.)

If you are unable to log into Arbiter Sports, contact Can Gungoren at lfsafields@gmail.com

All assignments are completed on a first come-first serve basis

Game Schedules are posted on the League websites and on the LFSA website.

Girls

Illinois Women's Soccer League www.IWSL.com

Boys

Young Sportsmen's Soccer League www.YSSL.org

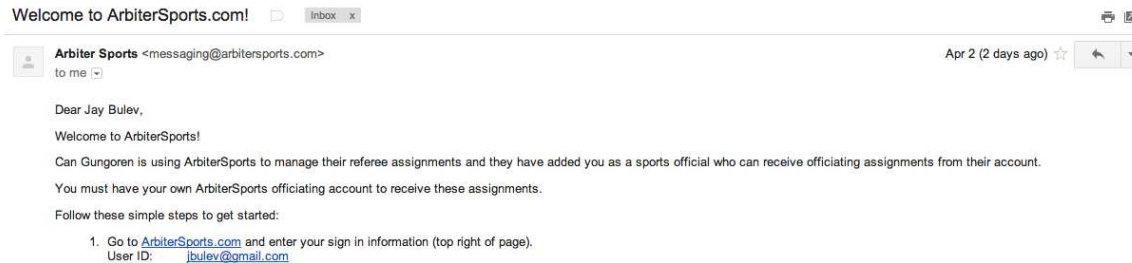
LFSA

Lake Forest Soccer Association www.LFSA.org

Instructions for Selecting and Signing Up for Games

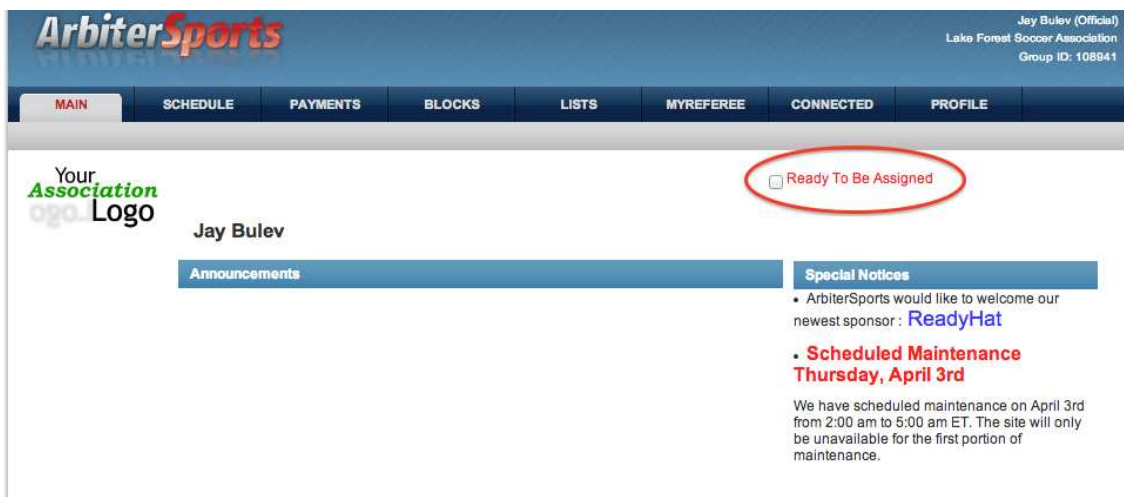
Arbiter Sports AR Registration Guide

Step 1: Look for email from arbitersports.com, click on the link provided and login.



Step 2: After you log in, change your password.

Step 3: Once you are on the main page, check the box “Ready To Be Assigned”.



Step 4: Update Your Profile

- Click on the tab “Profile”.
- You can enter additional email addresses if you want others to be also notified of your games, example, mom or dad. To add an address, click the plus sign in the email address module and click save after entering the new address
- Enter a mobile phone, be sure to indicate the carrier.
- Enter a home phone.
- To add a new phone, click the green plus sign on the upper right hand side of the phone module. Parents can also add their cell phones if they want to get mobile updates.
- Update your address. Be sure to have your complete address, the system will not let you sign up for games unless you have an address.
- Uncheck the box labeled “Public to other officials and contacts”.
- Enter your date of birth at the bottom.
- You don’t need to enter a social security number or anything else.
- **ALWAYS CLICK SAVE TO CONFIRM CHANGES**

The screenshot shows the 'Update My Information' page with several sections:

- Account:** Includes links for Phones, Custom Fields, and Picture.
- Status:** A checkbox for 'Ready' is checked.
- User Identification:** Fields for First Name (Jay), Middle Name, Last Name (Bulev), and Suffix.
- Picture:** A placeholder image for the user's profile picture.
- Email Address:** A table with one row: Username | jbulev@gmail.com | [plus icon]. A 'Save' button is below.
- Phone Numbers:** A table with columns: Phone Numbers, Ext, Type, Carrier, Public, Note, Test, [plus icon].

Phone Numbers	Ext	Type	Carrier	Public	Note	Test	
847 [redacted]	Ext.	Cellular	AT&T	<input type="checkbox"/>		<input type="checkbox"/>	[plus icon]

Annotations include:

- A red circle around the 'Save' button at the bottom left of the phone numbers section.
- Red arrows pointing to the 'Type' and 'Carrier' dropdown menus.
- A red arrow pointing to the plus icon in the phone numbers table, with the text: "Click here to add another number".
- A note at the bottom left: "Be sure to click Save after your are done adding numbers".

Address (Public to other officials and contacts)

Address 1

Address 2

City

State

Postal Code

Country

Other Information

Official Number

SSN

TIN

Date Of Birth

Step 5: Update your mobile and email notifications.

- Click on the "Connected" tab
- Check all of the boxes next to your email addresses and phone numbers to get mobile and email updates on all of your games
- CLICK SAVE


MAIN SCHEDULE PAYMENTS BLOCKS LISTS MYREFEREE **CONNECTED**

Connected Home Expires: April 14, 2016

ArbiterSports Mobile

Mobile Site: <http://m.arbitersports.com>

Email Me a Link to the Mobile Site:



[What's This?](#)

Alerts

Check the boxes below to receive alerts. Only valid phone numbers with a carrier selected will be displayed below.

	Game Reminder	New Game	New Event	Game Change	Unassigned	Event Reminder
jbulev@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
847-845-0518	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Alert Types

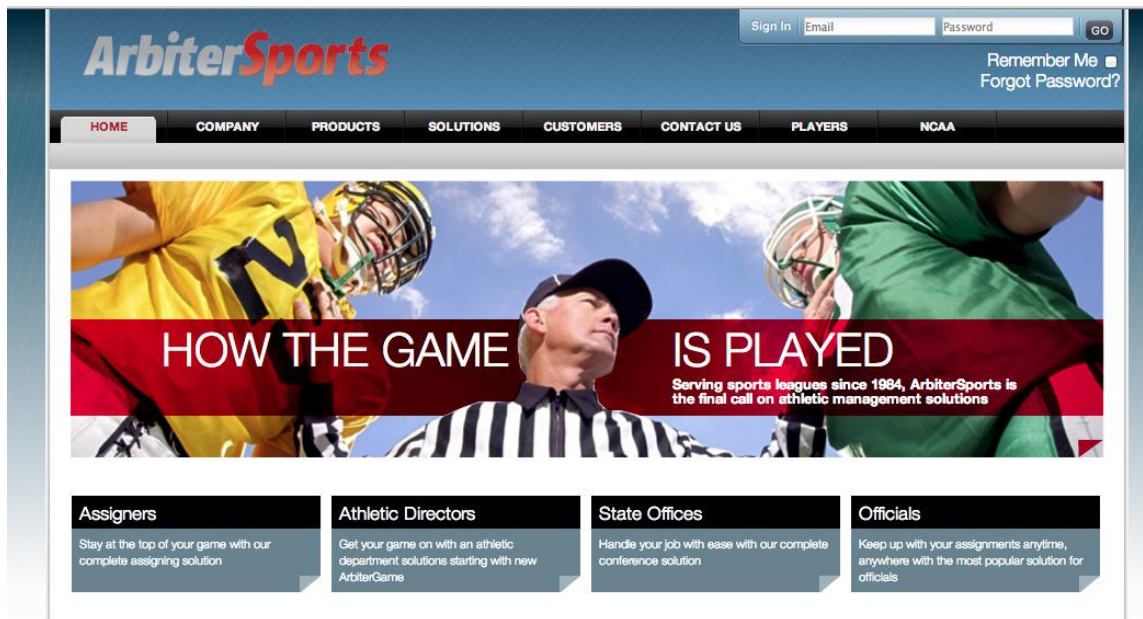
Game Reminder: Reminder message of upcoming games
New Game: Notification that you have been assigned a new game
New Event: Notification that you have been invited to an event through ArbiterSports
Game Change: Notification that a game you are assigned to has been changed
Unassigned: Notification that you have been unassigned from a game
Event Reminder: Reminder of an upcoming event you are attending

Sign Up for Games On Your Own

One of the features of ArbiterSports is the ability for you to register for games on your own. This guide will show you how to do that, but please do not sign up for games until you are instructed to do so via email. Note the following principles:

- You can only sign up for games up to 21 days in advance.
- There's a limit of how many games you can sign up for on a given day. This is done to ensure one AR doesn't take a lot of games for themselves and leave very few for the rest of the group.
- If you don't see anything available for self-assignment, check back another day, remember that game slots may be full or there are no open games in the next 21 days.
- You may check the master game calendar by clicking on Schedule and then Master Schedule
- If you register for a game, but cannot make it for whatever reason, you must email us right away. You cannot remove yourself from a game, you must email us instead. Please remember to notify us as soon as you possible.

Step 1: Log in your account



Step 2: Click on Schedule and then Self Assign

Here you will see a list of available games. Check the date, time, and location. Click “Go” to register for the game of your choice. If you need to check games you are already scheduled for, simply click on the Schedule tab again. You will see a summary of games you are currently signed up for.

Self Assign
Select a game to self-assign from the list below.

Settings
Self Assigned Today (Limit: 2): None
Current Sort:
Date & Time
Game
Position
Pay (desc)
Dist
Sport & Level
Site
Home
Away
[\[Reset\]](#)

Game	Position	Date & Time	Sport & Level	Site	Home	Away	Dist	Pay	Assign
85	AR	4/12/2014 Sat 1:30 PM	SOCCER U14	NORTHCROFT PARK, 11v11 Large Field	LFSA U14 BOYS PREMIER	Park Ridge 99B White	0	\$25.00	[Go]
85	AR	4/12/2014 Sat 1:30 PM	SOCCER U14	NORTHCROFT PARK, 11v11 Large Field	LFSA U14 BOYS PREMIER	Park Ridge 99B White	0	\$25.00	[Go]
223	AR	4/13/2014 Sun 12:00 PM	SOCCER U11	EVERETT PARK MEDIUM, EVERETT PARK	LFSA Girls U10 SELECT	VH COUGARS SC 02 BLUE	0	\$25.00	[Go]
223	AR	4/13/2014 Sun 12:00 PM	SOCCER U11	EVERETT PARK MEDIUM, EVERETT PARK	LFSA Girls U10 SELECT	VH COUGARS SC 02 BLUE	0	\$25.00	[Go]

League Resources

The AR position is governed by the Illinois Youth Soccer Association (IYSA). The topics below are included on the IYSA website. Many of these topics are geared for Officiating Referees, however some may be useful for the ARs as well.

Visit www.IYSA.org for more information.

- Academies/Tournaments
- Assault/Abuse Procedures
- AYSO/USSF Cross-Certification
- Background Checks
- Current Assignor List
- Maintenance Assessment
- Message Board
- Professionalism
- Referee Transfers
- Resources
- Uniforms
- Upgrade Process
- USSF Referee Report
- Young Referee of the Year