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# UPSL NORTHEAST REFEREE HANDBOOK

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UNITED PREMIER SOCCER LEAGUE  
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## I. Introduction

- UPSL is the largest pro-development soccer league in North America.
- UPSL Northeast includes five conferences: American, DMV North, New England, Virginia (formerly DMV South), and Western NY.
- Referee assignments:
  - **American Premier:** via [Demosphere](#)
  - **New England:** via [US Officials](#)
  - Others: via [Assignr](#)
- Assignments are made weeks to months in advance.

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## II. Notable Changes

- Center Referees must submit both **Match Report** and **UPSL Minimum Standards Form**.
- **Certified Athletic Trainers are now required at Division I** matches (previously only Premier). Matches can still be played without one; however, teams will be fined.
- Match Officials receive **half pay** if both teams and match officials are at stadium, but the match does not start and is subsequently not played due to weather.

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## III. Match Officials Protocols

### Arrival & Inspection

- Arrive **1 hour before kickoff**.
- Inspect field, goals, nets, match balls (minimum 4), corner flags, and bench areas.

### Team & Player Check-In

- Teams must provide **color printed match day rosters** with jersey numbers.
- 20 listed players may check in.
- Players must be checked against photos.
- Handwritten names on the roster violate minimum standards. Players can only play if they prove UPSL registration and provide matching photo ID.
- Digital rosters are allowed **only** with approval from **Opponents, Referee, and Conference Manager**.
- Players arriving late cannot start once teams walk out. They must be checked by the Fourth Official and can be subbed in after 10 minutes. **No late arrivals are permitted after the start of the second half.**



In certain situations, the match cannot start if:

- either team has less than nine (9) players
- unauthorized personnel in bench area
- either team fails to provide a match day roster
- no registered club coach present
- when UPSL requested security is not present (officials will be informed before)
- either team is not ready to kick off within 15 minutes of scheduled kick off time unless a legitimate reason for delay exists

## Technical Area

- Only listed coaches/staff (max 5) with UPSL IDs allowed.
- No family members or undressed players in the area.

## Pre-Kickoff Duties

- **Confirm Certified Athletic Trainer credentials** (if Premier Division or Division I).
- Lead teams (International Walkout) for National Anthem (if Premier) or fist-bump.
- Conduct coin toss and final inspections.

## During Play

- Standard 90-minute match; extra time and penalties in playoffs.
- Dismissed individuals must leave immediately or the match may be forfeited.
- Max **7 substitutions** per team; no re-entry or concussion subs.
- Sub passes required with full details.

## Delays & Postponements

- Weather delays: wait **60 mins pre-match, 30 mins during match**.
- Lighting issues: wait **30 mins**.
- Only Center Referee can delay/postpone; must notify Region Director and Assignor.

## Post-Match Reporting

- **Center Referee** must submit:
  - Match Report (**same day** or by **12 PM next day**) on your **assignment platform**.
  - Details on Goals, Cards, and Injuries.
  - Attach **full team rosters (ALL PAGES)** as well as the **4th Official Scoresheet**.
  - UPSL **Minimum Standards Form** at <https://bit.ly/upslminimumstandards>.
- **Fourth Official** must:
  - **Complete UPSL 4th Official Scoresheet during match**. Sheet on the last page.
  - **Text Scoresheet within 25 minutes** post-match to **Paul Konneh (610-675-6759)**
  - Provide **Rosters and Scoresheet to Center Referee**.



## Match Officials Fees

MATCH OFFICIALS	PREMIER	DIVISION 1	DIVISION 2
Center Referee	\$130	\$120	\$110
Assistant Referee	\$85	\$75	\$70
Assistant Referee	\$85	\$75	\$70
4 <sup>th</sup> Official	\$65	\$55	\$50

- Payment via assignment platforms:
  - **US Officials:** paid **bi-monthly** (7th & 22nd).
  - **Demosphere/Assignr:** paid **weekly on Fridays** (batches submitted Tuesdays).

## Match Officials Payment Policy

- **Officials are paid only after completing all post-match responsibilities.** This includes the full and accurate submission of the Match Report by the Center Referee.
- **Officials must set up their payment methods** within their respective assignment platforms to receive payment.

## Match Officials Travel & Cancellation Policies

- **No travel reimbursements.**
- Cancellation rules vary by timing and reason:
  - Full pay if canceled within 48 hours of kickoff for non-weather related reasons.
  - Full pay if the match starts and is abandoned due to weather.
  - Half pay if canceled at venue before kickoff due to weather, with both teams and officials present.

## IV. SportNinja App

To follow the **UPSL Northeast** region for updated schedules, scores, standings, statistics, and player suspensions, you can use the **SportNinja app**, which is designed specifically for UPSL Northeast league management and real-time updates.

## V. Match Day Contacts

- **Paul Konneh** (UPSL Regional Director): 610-675-6759 / [paul.konneh@upsoccer.com](mailto:paul.konneh@upsoccer.com)
- **Paul Konneh** (American & Virginia): 610-675-6759 / [paul.konneh@upsoccer.com](mailto:paul.konneh@upsoccer.com)
- **Erick Kamau** (New England): 508-250-9642 / [erickups12023pro@gmail.com](mailto:erickups12023pro@gmail.com)
- **Lucas Nogueira** (Ohio/Indy): 614-917-8791 / [nogueiraups1@gmail.com](mailto:nogueiraups1@gmail.com)
- **Nick Mojsovski** (Western NY): 585-957-3680 / [nick.mojsovski@upsl.com](mailto:nick.mojsovski@upsl.com)

For any issues arising on match day—including weather disruptions, field conditions, player eligibility concerns, minimum standards compliance, or other emergencies—please contact the respective conference managers listed above.



## UPSL NORTHEAST FOURTH OFFICIAL'S SCORESHEET

Conference:

Date:

Kickoff:

H:

Score:

A:

Score:

Color:

Color:

### GOAL SCORERS

#	PLAYER NAME	TIME	#	PLAYER NAME	TIME

### SUBSTITUTIONS

# IN	PLAYER IN	# OUT	TIME	# IN	PLAYER IN	# OUT	TIME

### CAUTIONS AND SEND-OFFS

#	PLAYER/STAFF NAME	CODE	TIME	#	PLAYER/STAFF NAME	CODE	TIME

### MATCH OFFICIALS

Pos	REFEREE NAME	Pos	REFEREE NAME
REF		AR2	
AR1		4TH	

Please complete this form, take a photo of it, and kindly text to Paul Konneh (610-675-6759) at least 25 MINUTES after the match.