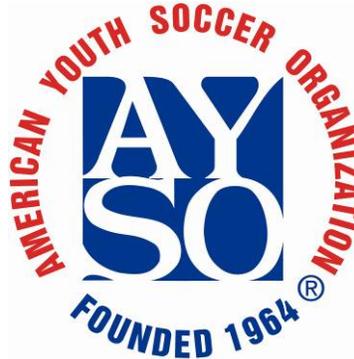


AYSO Program: Referee  
Lead Instructor: Advanced Referee  
Instructor or above

# Preparation: 90 Percent of the Refs Job

Latest Revision Date: 9/26/14  
Length: 1.25 hours  
Page: 1 of 17



Change History	
July 27, 2006	Lesson Plan First Developed
August 1, 2007	Update
November 28, 2009	Update
December 12, 2011	Update
August 31, 2012	Update-Integrated with PowerPoint
August 5, 2013	Reviewed
October 13, 2013	Customer Service Pod Added
September 26, 2014	Update

# Preparation: 90 Percent of the Refs Job

**INSTRUCTOR NOTE:** In the PowerPoint presentation that accompanies this Lesson Plan is a single slide that makes reference to customer service. For referees, discussing “customer service” usually takes the form of reminding referees of their role as “ambassadors” within their local AYSO program. Please be sure to incorporate a brief discussion of this topic into your presentation, in a manner appropriate to the topic of the workshop.

## 1. DESCRIPTION

This workshop identifies important aspects of the advanced preparation successful referees employ. Topics include study before the game begins, understanding the game, the importance of a good pre-game discussion with the assistant referees and the importance of both physical and psychological preparation.

## 2. GOALS

“Know the Laws and the Rules”: Stress the importance of knowing of the Laws of the Game well.

“Know the Game”: Stress the importance of understanding the Objectives of the Game, Principles of Play, and individual and team tactics.

“Understand the terminology”: Understand some of the phrases that coaches and players use and be precise in using words that referees need to use.

“Be Physically Fit”: Stress the importance of physical fitness.

“Look the Part”: Stress the importance of being properly dressed and having the necessary equipment.

“Give Proper Pre-Game Instructions”: Stress the importance of giving pre-game instruction to assistant referees or club linesmen appropriate for the circumstances of the match.

## 3. PREREQUISITES

- A. None.
- B. This workshop is intended for all referees.

## 4. STUDENT MATERIALS

Handout: Preparation: 90% of the Referee’s Job (Optional)

**SPECIAL INSTRUCTOR NOTE:** When this lesson plan is presented at an AYSO EXPO, alert attendees if handouts are included in the AYSO EXPO Workbook which all registered attendees will receive at registration. Instructors **should review the Workbook contents prior to the class** to determine what has been provided. Some scenarios will have the recommended answers in the back of the book.

## **Preparation: 90 Percent of the Refs Job**

### **5. INSTRUCTOR EQUIPMENT AND MATERIALS**

- A. PowerPoint presentation, computer, and projector.
- B. Flip chart or whiteboard and markers.

### **6. INSTRUCTOR NOTES**

This workshop has basic coaching concepts included. The instructor should be familiar with these concepts or solicit assistance from a certified coach or coach instructor.

### **7. ATTACHMENTS**

If this is presented at an AYSO EXPO, see the special instructor note above.

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## LESSON PLAN

**SPECIAL INSTRUCTOR NOTE:** 54 PowerPoint slides are provided for this lesson plan. They are designed to provide a summary of instructional points and to allow the instructor to use a visual rather than verbal presentation to cover material. The material in this lesson plan is extensive and will challenge the instructor to cover the “must knows” within the time allotted. Effectively using the PowerPoint slides should be helpful in efficiently delivering the information. Instructors are directed to the notes on the PowerPoint slides to facilitate the presentation.

### I. INTRODUCTION

- A. Introduce self and co-instructors
- B. Introduce topic
- C. Link to past, as appropriate

### II. BODY

- A. Use PowerPoint Slide 2 Ask the question: In order to be a well-prepared referee, you need to \_\_\_\_\_?

Lead the students in a discussion to bring out that referees who want to ensure the game is FUN, fair and safe must:

1. **Know the Rules:** Knowledge of the Laws of the Game is essential if the referee is to perform his duties properly.
  2. **Know the Game:** Referees who understand the Objectives of the Game, the Principles of Play, individual and team tactics and common soccer terminology are better able to anticipate play and read the game.
  3. **Understand the Terminology:** Referees who understand and use accepted terminology present a more knowledgeable image to players and coaches.
  4. **Be Physically Fit:** Referees must be sufficiently fit to be able to keep up with play and stay in position to make an accurate call.
  5. **Look the Part:** Referees who look like soccer referees are more likely to make a first impression as being knowledgeable and competent.
  6. **Give Proper Pre-Game Instructions:** A proper pre-game discussion fosters communication among the referee team and helps establish game control.
- B. Show PowerPoint Slide 3 for a summary. Now Ask, “How does the referee prepare to do all of these things?” After a few responses have made it clear that there is a lot the referee must prepare for, suggest that “we start with first things first” and consider the things the referee must know before refereeing.
    1. **Know the Law:** Use PowerPoint Slides 4 through 11 for this section

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- It almost goes without saying, but it needs to be said nevertheless. Stress that the most fundamental aspect of being a good referee is actually learning the Laws of the Game and just as important is periodic review to stay current. Display a copy of the AYSO Edition of the Laws of the Game.
- Stress the importance of being able to interpret the Laws reasonably according to the intended Spirit of the Laws. Display samples of the USSF Guide to Procedures, AYSO Guidance for Referees, Coaches, Other Volunteers and Parents, AYSO National Rules and Regulations, and the USSF Advice to Referees. . Suggest all referees should have and study each book referenced above.
- Stress the increasing importance of knowing the details and finer points of the Laws as referees begin to referee in the older age groups and to take the increasingly difficult Law tests required for an upgrade in certification level.
- Stress the importance of knowing the Region, Area or Section playoff or tournament rules for games refereed at these various levels. Referees should not assume their local region policies are, indeed, correct or used in games played outside their Region.

### 2. **Know the Game:** Use PowerPoint Slides 12 through 20 for this section.

Ask, by show of hands, how many have played soccer on a team in a school or adult league? Now ask, by show of hands, how many have coached a soccer team? Suggest that all referees would benefit from having some experience as a player and/or experience or training as a coach. State that all good referees are “Students of the Game” and that understanding the nuances and subtleties of the game are important in refereeing. Review the Attacking and Defending Objectives of the Game. Indicate that these are the “What to Do’s”. Discuss how their relative importance changes depending on who has the ball, the location on the field and the position of the opponents.

#### (1) Attacking Objectives

- (a) Score
- (b) Advance
- (c) Maintain Possession

#### (2) Defending Objectives

- (a) Prevent scoring
- (b) Delay
- (c) Regain Possession

#### (3) Effect of Field Position

- (a) Defensive Third
- (b) Midfield
- (c) Attacking third
- (4) Effect of Ball Possession
  - (a) Own team with ball
  - (b) Opponents with ball

A good example to illustrate the benefits of referees understanding Objectives of the Game and how they change is to point out how an attacking player's most important objective quickly can go from "Score" to "Regain Possession." When a striker loses possession of the ball in the attacking third and the opponents now have possession in their own defensive third, the referee's immediate decision about position is very important. Referees who do not understand changing objectives immediately will begin to retreat towards midfield anticipating the ball being advanced in that direction, but will not be in the best position to see the strong challenge and potential foul from the striker who vigorously is trying to regain possession because the risk of failure is well worth taking due to field position.

### Principles of Play:

Now **briefly** review the Principles of Play. Explain that the Objectives of the Game are the "What To Do" and the Principles of Play are "How To Do It". Note that referees who understand these principles are better equipped to anticipate the probable action players will select.

- (1) Attacking Principles
  - (a) **Penetration** – advancing the ball past opposing players by shooting, dribbling, running, passing or using 2 v 1 situations.
  - (b) **Depth** – Supporting teammates by reading the game, providing strong communication, creating safe options and opportunities for advancement and creating numerical superiority
  - (c) **Mobility** – Creating attacking opportunities through change in position, movement off the ball and creating numerical advantage.
  - (d) **Width** – Attacking on a broad front stretching the defense and creating space, isolating defenders to 1 v 1 and creating opportunities for through-balls.
  - (e) **Creativity** – Individual flair achieved by takeovers, overlaps, diagonal runs and blind side runs.
- (2) Defending Principles

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- (a) **Delay** – Slowing down the attack by closing the gap and denying space to allow the defense to get organized.
- (b) **Depth** – Assisting the defense by providing strong communication, reading the attack and creating numerical superiority.
- (c) **Balance** – Reading the attack and providing an equal or greater number of defenders than attackers at the point of attack while simultaneously covering the vital area near the goal.
- (d) **Concentration** – Compressing or restricting (shepherding) the attack into a confined area making it more predictable and easily defended.
- (e) **Composure** – Patience to delay and wait for support, discipline to play ball-side goal-side to take away shooting opportunities.

### Tactics:

Now review why understanding some basic tactics will improve the referee's ability to assess play situations and predict the next phase of play. A referee who understands tactics can use this knowledge to adjust his position. It is important that instructors continue to point out and/or ask how understanding this information will affect the referee's decisions in managing the match.

### Player Tactics

Explain some common player tactics such as:

- a. Takeover: Possession of the ball is transferred from one teammate to another while crossing paths.
  - b. Overlap: Overtaking a teammate by running forward past him and thereby creating an option to receive a pass.
  - c. Diagonal run: Making a run off the ball diagonal to the goal thus creating an option to receive a pass.
  - d. Dummy run: Making a run to pull a marking defender away from space.
  - e. Blind-side run: Passing the ball to one side of a defender and then running to the opposite side of the defender for a potential return pass.
  - f. Wall Pass: Using a teammate like a wall to "bounce" a pass off and then running around an opponent to receive the ball back from the "wall." To be most successful, the teammate must return the ball immediately with only one "touch."
- a.

### Systems of Play

Understanding various systems of play only is important for those referees who will be officiating well-coached upper level matches. If the referee is able to recognize various systems of play and how the patterns of movement of individual players within the system can vary, the official will enhance his ability to anticipate play and manage these upper level matches. Provide a little background and show a few examples. Remember, this is only relevant to advanced level referees.

- A. 1927: **3-4-3 System** (W-M) easily changes to 4-3-3 & 3-3-4. Developed by English coach of Arsenal Herbert Chapman
- B. 1949: **5-3-2 System** (17 Italian players killed in plane crash). Developed by Italian coach, Helenio Hererra. Left sweeper free without a mark.
- C. 1966: **4-4-2 System** (used in World Cup games) Developed by English coach, Sir Alf Ramsey. Good midfielders but no wingers.
- D. 1986: **4-4-2 System** used by Scotland (Alex Ferguson)
- E. **1-4-2-2-1 Catenaccio System** used by Bolivia

### 3. Understand the Terminology:

**Positions** – Accepted terminology used for player positions

- a. Striker
- b. Midfielder
- c. Defender

Less preferred terminology used for player positions

- b. Forwards
- c. Halfbacks
- d. Fullbacks

As they say, if you are going to walk the walk then you should be able to talk the talk. Referees who understand and use accepted terminology present a more knowledgeable image to players and coaches. Review the following terms:

- a. Tackle: Tackling is attempting to win the ball from an opponent.
- b. Front Block Tackle: Two opposing player in an upright position simultaneously attempt to play and win the ball.
- c. Sliding Tackle: An attempt by a player to dispossess the opponent from the ball by sliding and kicking or pinning the ball.
- d. Full Volley: Kicking the ball when it is in the air before it bounces.

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- e. Half Volley: Kicking the ball just as it begins to rise from a bounce
- f. Push Pass: Passing or sometimes shooting the ball with the inside of the foot (an accurate pass or shot for short distances).
- g. Defensive Header: "Clearing" the ball high and away from one's own goal
- h. Diving or Spearing Header: Diving at the ball to head it.
- i. One touch: Playing the ball with only one touch.
- j. Goal-side: Positioning yourself between the opponent and your own goal.
- k. Ball-side: Positioning yourself between the ball and an opponent whom you are marking (guarding).
- l. Goal-side/Ball-side: Positioning yourself between both the ball and your goal and the opponent you are marking.
- m. Lofted ball: Kicking the ball in the air a considerable distance. An instep kick is used for this.
- n. Chip shot: Kicking the ball in the air a short distance, often just over the head of an opponent (sometimes the goalkeeper) in front of you. The ball usually has backspin and easily is controlled in a short distance.
- o. Screening or Shielding: Protecting or "shielding" the ball from an opponent by keeping your body between the opponent and the ball.
- p. Numbers up: A term used to describe the situation where one team has more players in the immediate vicinity of the ball than do the opponents.
- q. Keeper! Keeper! A demand from the goalkeeper to his teammates not to play the ball because he feels he is in a better position to gain possession under pressure.
- r. Take him! Telling a teammate that it is safe to challenge hard for the ball because he has support if the attacker gets past the challenge.

Know the terminology. Proper terminology includes words and phrases such as deliberate handling, goalkeeper/keeper, impedance, offside, showed a card, six seconds, and touchline. Improper terminology includes words and phrases such as handball, goalie, obstruction, offsides, gave a card, four steps, and sideline.

#### **4. Be Physically Fit:** Use PowerPoint Slides 27 through 30 for this section

Point out that the older and faster the players are the more important it is for the referee to be physically fit. Discuss the merits of the following statements:

- Get fit to referee, don't referee to get fit!
- Presence lends conviction!
- Sell the call!

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Through guided participation develop the idea that referee must be in position to observe an action to determine whether it is fair or foul.

Ask “What are some of the activities a referee can do before the season starts to become fit?”

Walking, Swimming, Running, Bicycling, Skating, Stretching, etc.

**5. Look the Part:** Use PowerPoint Slides 31 through 49 for this section. Follow instructions on the notes to the slides.

Ask, “Why is it important for the referee to look like a referee?” The following points at a minimum should be made:

- Makes a good first impression
- Gets off to a good start
- Demonstrates personal and organizational pride
- Show dedication to the job
- Helps players and others to feel pride in being part of AYSO
- Adds significance and stature to the event (Game Day!)

Uniformity on the part of officials establishes initial credibility for them as a team. The referee and ARs should wear shirts of similar color and style. If the referee wears an alternate jersey of a color that the ARs do not have, the ARs’ jerseys, whenever possible, should match each other. Identify where the proper soccer referee’s uniform is specified – USSF Advice to Referees and AYSO Guidance for Referees, Coaches Other Volunteers and Parents.

**Discuss the following referee uniform and equipment guidelines:**

### **Official Referee Uniform**

Gold jersey with black stripes, black collar, black cuffs (long sleeve) or no cuff (short sleeve); black shorts; black socks with three stripe white top; black shoes

### **Alternate Referee Jerseys**

Black; Red; Blue; or Green. Occasionally, a special color may be used for special circumstances such as Pink for Breast Cancer Awareness Month.

### **Shorts:**

Solid black with the leg length above the knee

### **Badge:**

The only badge appropriate for referees to wear during AYSO games is the current AYSO referee certification level badge earned by the referee. One exception: An International Referee may wear his or her FIFA badge; and, if provided, special referee tournament badges may be worn by referees during that tournament's games.

### **Socks:**

Appropriate referee socks should be worn and pulled up to just below the knees.

### **Shoes:**

Black or predominantly black shoes should be worn. Multi colored or other colored shoes should be avoided

### **Referee Equipment:**

- Coin
- Watch
- Whistle
- Pen
- Score sheet
- Flags
- *Hats or Sunglasses:* Soccer referees have not historically needed to wear hats or sunglasses and AYSO referees are discouraged from doing so. Hats, in some cases, may be desired for sun-protection health reasons. Use of hats on cloudy days should be avoided. Hats should not be worn for night games.
- Hats, if worn, should be solid black or predominately black with white trim, or solid white or predominately white with black trim.
- Hats should bear no logos or slogans other than AYSO logos (traditional, promotional, Regional or tournament) and National corporate apparel sponsor logos.
- Sunglasses are likewise discouraged for referees as this restricts communication through eye contact with players and are generally considered unnecessary adornment.

### **5. Give Proper Pre-Game Instructions** Use PowerPoint Slides 50 through 52 for this section

Ask for a volunteer to demonstrate how he/she does pre-game instructions for assistant referees. Then discuss the purpose of a pregame discussion among the referee team is to establish communication procedures to help effectively control the game. Then ask, "What are some of the topics that a pregame discussion should cover?" List the topics.

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- Inspecting the field
- Markings, goals and nets, potential hazards
- Checking the game balls
- Inspecting the teams for proper equipment
- Assistant Referee responsibilities
- Signals to be used
- Position during dynamic play
- Positions at restarts
- Designation of Senior AR
- Record keeping
- Misconduct (Warn, Caution and Send Off)
- Back up timekeeping

### III. CONCLUSION

A. Review: Use PowerPoint Slide 53

1. Emphasize that referee knowledge of the Laws of the Game is critical.
2. Reinforce that referees should be “Students of the Game” and learn all they can about the game to better anticipate play and read the game.

C. Reaffirm the importance of referee physical fitness and advance preparation

D. Stress that looking like a referee can take them a long way.

E. Reaffirm that a good pre-game with their ARs is a proactive approach to problem solving.

B. Thank attendees for their participation and remind them that...

**The better the referee prepares before the games, the better the games!**

## CUSTOMER SERVICE MESSAGE LESSON PLAN

- A. Customer Service Pod - Workshop Inclusion Goals
1. To create an understanding and awareness among all volunteers of their *de facto* role as ambassadors of their local program and AYSO in general
  2. To instill the idea that providing excellent service to AYSO customers – parents, volunteers and community members, makes everyone’s job easier and the overall program stronger
  3. To give participants thought starter ideas to successfully deliver a positive customer experience at every contact point.
- B. Instructor Requirements:  
Same as core content requirements for this workshop.
- C. Learning Objectives:  
All volunteers at one time or another find themselves in a customer-facing role. A positive, proactive customer service-based approach to these interactions, repeated by other volunteers in their jobs, is key to retaining players and families, recruiting new volunteers, and having positive word-of-mouth in the community.
- D. Prerequisites:  
None
- E. Materials:  
None
- F. Equipment
- LCD Projector
  - Flip chart and markers

## Handout

Before the games start, referees should prepare themselves to...

- **Know the Law**
- **Know the Game**
- **Understand the Terminology**
- **Be Physically Fit**
- **Look the Part**
- **Give Proper Pre-Game Instructions**

### Know the Law:

- It almost goes without saying, but it needs to be said, nevertheless. The most fundamental aspect of being a good referee is actually knowing the Laws of the Game and staying current with changes.
- Referees must be able to reasonably interpret the Laws according to the intended spirit of the Laws. The AYSO Guidance for Referees and Coaches, the USSF Advice to Referees and the USSF Guide to Procedures for Referees, Assistant Referees and Fourth Officials are publications all referees should have and study.
- It becomes increasingly more important to know the details and finer points of the Laws as referees begin to referee in the older age groups and to take the increasingly difficult Law tests required for upgrade in certification level.
- Referees should not assume the local rules they may be used to are, indeed, correct or used in games played outside their region. Referees must know the region, area, section, playoff or tournament rules for the games when they referee at these various levels.

### Know the Game:

Good referees are “**Students of the Game**” and understand the nuances and subtleties of the game. All referees should have some experience as a player and/or experience or training as a coach. Referees should understand the attacking and defending Objectives of the Game (“What to Do’s”) and the Principles of Play (“How To Do It”) and how their relative importance changes for players depending on who has the ball, the location on the field and the position of the opponents.

Understanding **basic tactics** will improve the referee’s ability to assess play situations and predict the next phase of play. A referee who understands tactics can use this knowledge to adjust his/her positioning. Takeovers, Overlaps, Diagonal runs, Dummy runs, Blind-side runs; Wall Passes, etc. are the kinds of commonly used player tactics with which referees should be familiar.

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Understanding various **systems of play** becomes increasingly important for those referees officiating well-coached upper level matches. If the referee is able to recognize various systems of play and how the patterns of movement of individual players within the system can vary, the referee will enhance his/her ability to anticipate play and better manage these upper level matches.

### Understand the Terminology:

As they say, if you are going to **talk the talk** you should be able to walk the walk. Referees who use accepted terminology and actually understand its meaning present a more knowledgeable image to players and coaches.

- Tackle: Tackling is attempting to win the ball from an opponent.
- Front Block Tackle: Two opposing player in an upright position simultaneously attempt to play and win the ball.
- Sliding Tackle: An attempt by a player to dispossess the opponent from the ball by sliding and kicking or pinning the ball.
- Full Volley: Kicking the ball when it is in the air before it bounces.
- Half Volley: Kicking the ball just as it begins to rise from a bounce
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- Keeper! Keeper! A demand from the goalkeeper to his teammates not to play the ball because he feels he is in a better position to gain possession under pressure.

- Take him! Telling a teammate that it is safe to challenge hard for the ball because there is support if the attacker gets past the challenge.

## **Be Physically Fit:**

The older and faster the players are, the more important it is for the referee to be physically fit. Get fit to referee. Don't referee to get fit! Being close to play puts the referee in the best position to see what has happened (Presence lends conviction) and make his/her decisions more easily accepted by players and those watching from the touchlines (Selling the call).

## **Look the Part:**

Referees should look like referees for many good reasons:

- Makes a good first impression
- Gets off to a good start
- Demonstrates personal and organizational pride
- Shows dedication to the job
- Helps players and others to feel pride in being part of AYSO
- Adds significance and stature to the event (Game Day!)

Uniformity on the part of the referee team establishes initial credibility for them as a team. The referee and ARs should wear shirts of similar color and style. If the referee wears an alternate jersey of a color that the ARs do not have, the ARs' jerseys, whenever possible, should match each other.

## **Give Proper Pre-Game Instructions**

The purpose of a pregame discussion among the referee team is to establish communication procedures to help effectively control the game including:

- Inspecting the field
- Markings, goals and nets, potential hazards
- Checking the game balls
- Inspecting the teams for proper equipment
- Assistant Referee responsibilities
- Special signals to be used
- Position during dynamic play
- Positions at restarts
- Designation of Senior AR
- Record keeping

AYSO Program: Referee  
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- Misconduct
- Back up timekeeping

**The better the referee prepares before the games, the better the games!**