

## 2017 NCAA Soccer Officiating Requirements and Policies

- A. **Selection Criteria for Officials.** An NCAA sports committee may not require membership in any specific officials' association as a prerequisite for selection to officiate in an NCAA tournament. For all NCAA postseason soccer matches, officials (referee, assistant, alternate) shall be selected and assigned by the NCAA national coordinator of officials with assistance from the regional advisors on approval of the respective NCAA Soccer Committee. Any committee member whose team is selected to the championship will be recused from the process.

In addition, officials shall adhere to the Association's policies relating to gambling activities and drug and alcohol use. Appointments to work as an official for any of the NCAA soccer championships are conditioned on the respective soccer committee, in its sole discretion, remaining of the opinion that your character, fitness, rules knowledge and regular and postseason officiating performance are all of the highest order. Failure to do so may result in termination of the officiating assignment.

- Officials shall be qualified, competent and appropriately credentialed. In selecting officials, experience and ability as a referee and as an assistant referee shall be considered.
- Officials **MUST** take and pass an online **NCAA Soccer Rules Test**. Officials will have two attempts to pass the exam with 90 percent or better score. The test requirement must be fulfilled not later than October 31, 2017.
- Officials **MUST** be **registered** with [ncaasoccer.arbitersports.com](http://ncaasoccer.arbitersports.com) in order to be considered and potentially receive an NCAA postseason assignment.
  - Note: Officials are required to access Arbitrator and block any schools where a he/she has a conflict of interest (refer to Item B – Conflict of Interest Policy)
- Other requirements including a minimum number of matches may be required based on the respective NCAA soccer championship (see below).

### Additional Divisional Criteria

#### **Division I Men**

- To be selected as a **Center Referee** for an NCAA Division I men's soccer postseason match, an official must have officiated (as a Center Referee) a minimum of six (6) NCAA Division I men's soccer matches in the current season or have officiated a minimum of ten (10) NCAA Division I men's soccer matches over the past two years with a minimum of (3) three in the current season.
- To be selected as an **Assistant Referee** for an NCAA Division I men's soccer postseason match, an official must have officiated (as a Center Referee and/or an Assistant Referee) a minimum of (6) six NCAA Division I men's soccer matches in the current season or have officiated a minimum of (10) ten NCAA Division I men's soccer matches over the past two years with a minimum of three in the current season. *A combination of Division I men's soccer assignments as a referee and assistant referee may be used to meet the requirement.*
- In order for an official to be considered for selection, such official must be recommended by at least one NCAA Division I conference.

### Division I Women

- To be selected as a **Center Referee** for an NCAA Division I women's soccer postseason match, an official must have officiated (as a Center Referee) a minimum of (6) six NCAA Division I soccer matches in the current season.
- To be selected as an **Assistant Referee** for an NCAA Division I women's soccer postseason match, an official must have officiated (as a Center Referee and/or an Assistant Referee) a minimum of (6) six NCAA Division I soccer *A combination of Division I soccer assignments as a referee and assistant referee may be used to meet the requirement.*
- In order for an official to be considered for selection, such official must be recommended by at least one NCAA Division I conference.

### Division II Men and Women

- To be selected as a **Center Referee** for an NCAA Division II soccer postseason match, it is recommended that an official has officiated (as a Center Referee) an NCAA postseason match (i.e. conference tournament, NCAA championship) and/or has officiated NCAA Division II soccer matches over the past two years, preferably working matches in the current season.
- To be selected as an **Assistant Referee** for an NCAA Division II Tournament soccer postseason match, it is recommended that an official has officiated (as a Center Referee and/or an Assistant Referee) an NCAA postseason match (i.e. conference tournament, NCAA championship) and/or has officiated NCAA Division II soccer matches over the past two years, preferably working matches in the current season. *A combination of Division II men's and women's soccer assignments as a referee and assistant referee may be used to meet the requirement.*

### Division III Men and Women

- To be selected as a **Center Referee** for an NCAA Division III soccer postseason match, it is recommended that an official has officiated (as a Center Referee) an NCAA postseason match (i.e. conference tournament, NCAA championship) and/or has officiated NCAA Division III soccer matches over the past two years, preferably officiating matches in the current season.
- To be selected as an **Assistant Referee** for an NCAA Division III Tournament soccer postseason match, it is recommended that an official has officiated (as a Center Referee and/or an Assistant Referee) an NCAA postseason match (i.e. conference tournament, NCAA championship) and/or has officiated NCAA Division III soccer matches over the past two years, preferably officiating matches in the current season. *A combination of Division III men's and women's soccer assignments as a referee and assistant referee may be used to meet the requirement.*
- Recommendations from NCAA Division III Head Soccer Coach or National Committee members are welcomed and preferred by the regional assignors to assist with postseason assignments. The deadline to receive these recommendations will be October 20, 2017.

- B. Conflict of Interest Policy.** Officials shall adhere to the following Conflict of Interest policy: Officials shall at all times act and uphold the highest level of integrity and impartiality and avoid conflict of interest, either real or implied, when accepting any NCAA postseason assignment of contest.

Officials shall not be assigned to or accept any assignment of a contest if it involves any of the following:

- An institution at which he or she or immediate family members attended;
- An institution at which he or she or immediate family members played a varsity or club sport;
- An institution at which he or she was/is an employee;
- If he or she or immediate family members has an affiliation with a member of the coaching staff (i.e., former team member), or a prior coach/player or working relationship (within the past 15 years) with any coaches or players from either team;
- An institution at which he or she, or immediate family member, has an existing or potential financial or other external interest that impairs or might reasonably appear to impair or impact the officials impartiality, independence or judgment in carrying out the duties and responsibilities of officiating a contest.

**Officials are required to access Arbiter and block all schools where a conflict of interest exists.**

If an official accepts an assignment that is a conflict of interest, either real or reasonable inferred or perceived, then that action may constitute a breach of ethics or of the NCAA's Conflict of Interest Policy. As a result, the official is subject to disciplinary action, at the NCAA's sole discretion, which could include but is not limited to loss of compensation and reimbursement of expenses incurred, a one-year suspension, or ban from officiating all NCAA postseason matches. Any decision by the NCAA pursuant to a violation of this Policy is final and cannot be appealed.

**C. As an official assigned to an NCAA postseason contest, I PLEDGE TO.**

- Uphold the honor and dignity of the profession in all interactions with student-athletes, coaches, school administrators, colleagues and the public.
- Hold and maintain the basic tenets of officiating which include integrity, impartiality, respect, sensitivity, professionalism, discretion and tactfulness.
- Recognize that anything which may lead to a conflict of interest, either real or apparent, must be avoided. Gifts, favors, special treatment, privileges, employment or a personal relationship with a school or team which can compromise the perceived impartiality of officiating must be avoided.
- Place the safety and welfare of competitors above all else, and strive to provide an environment of RESPECT.
- Display and execute superior communication skills, both verbal and non-verbal.
- Be punctual and professional in the fulfillment of all contractual obligations.
- Master both rules of the match and mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.

**D. Championship/Travel Policies and Protocol.**

1. **NCAA Rules.** Per NCAA Bylaw 17.29, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For all NCAA Soccer Championships, the 2016 and 2017 NCAA Men's and Women's Soccer Rules shall be followed to the letter.

2. **Alternate Official.** For preliminary-round matches, an alternate official from the local area shall be assigned to assist at the scorer's table, facilitate player substitution, and at the discretion of the referee (in accordance with NCAA Men's and Women's Soccer Rules), replace a field official in the event of injury.
3. **Social Media.** From the time of your assignment until the conclusion of the championship, DO NOT use social media (e.g., Facebook, Twitter, etc.) to post information pertaining to your assignment or the championship. Public communication of championship assignments on social media sites may result in disciplinary actions.
4. **System.** The diagonal system of control (three officials) will be used to officiate all tournament matches. Officials are to dress alike and should wear shirts whose color is in contrast to the colors worn by the competing teams. The recommended jersey is OSI.
5. **Uniform Patch.** NCAA patches will be sent to the host institution by the NCAA national office for officials to affix to their uniforms. They shall be worn on the upper left front of the shirt and beneath the American flag (if needed). No other patches or emblems are permitted on the officials' uniforms. This policy includes the assistant referees' hand-held flags.
6. **Administrative Meeting.** The officiating crew is not required to attend the Administrative Meeting. (*DI Men Exception: At least one member of the officiating crew must attend the Administrative Meeting which will take place at two hours prior to game time*)
7. **Game Day Arrival/Officials Meeting.** All officials must be on-site two hours prior to the start of their assigned match allowing time for the officiating crew (or local member of the assigned crew) to inspect the field for any concerns. The officials meeting should take place 90 minutes prior to the match and include the officiating crew, Site Representative and Tournament Director. (*Exception: DI Men see #6 above*)
8. **Locker Room.** Only the match officials assigned to a tournament contest, designated representatives of the soccer committee (or site representative) and the tournament director will be permitted in the officials' dressing room before, during or after a match, as needed.
9. **RefPay.** Officials for all divisions of the NCAA soccer championships will receive payment via RefPay. If you have not set up your RefPay account yet, please do so immediately to ensure timely payment. Instructions were provided when you signed up for your Arbiter account. If you need assistance with setting up your account, please call the RefPay customer support line at 801/576-1251.

After you complete an officiating assignment, please log back into RefPay to verify that the mileage, per diem and game fee are correct. If an item has been reported incorrectly, then please contact your regional assignor within 48 hours of the conclusion of your assignment.

10. Fees.

	Preliminary Rounds			Championship	
	Ref	AR	Alt*	Flat Fee (All)	# of Officials
Division I Men & Women	\$315	\$230	\$125	\$1,000	7 (Men's); 7 (Women's)
Division II Men & Women	\$180	\$135	\$80	\$400	7 (Men's); 7 (Women's)
Division III Men & Women	\$195	\$140	\$85	\$335	7 (Men's), 7 (Women's)
* Alternate officials at preliminary rounds receive the noted match fee unless that official substitutes for one of the match officials. Then, the alternate receives the fee of the replaced official.					

11. **Expense Reimbursement.** Officials, including the alternate official, assigned to preliminary-round matches shall receive ground transportation expenses based on 54 cents per mile. Officials for preliminary rounds must be within driving distance of the host site (**Division I - 400 miles one way; Divisions II and III – 500 miles one way**) or approved for a flight.

Officials for the Men's College Cup, Women's College Cup and Divisions II and III Men's and Women's Soccer Championship matches only may be reimbursed for air travel, not to exceed jet coach air fare. If an official must fly, travel arrangements must be made through the NCAA travel service at Short's Travel Management, 866/655-9215.

Hotel expenses (excluding incidentals) for officials required to stay overnight at the championship site (including preliminary rounds) shall be paid by the host institution and later reimbursed by the NCAA. The host institution will make the hotel reservation. Officials, including the alternate official, will receive \$45 per diem for meals and incidentals (incidentals include tolls, airport parking, taxi, etc) on each day of the championship, beginning with the day of arrival and ending with the day of departure. Officials must present a credit card upon hotel check-in for incidentals. The host or the NCAA will not responsible for charges incurred other than room and taxes.

Officials not required to remain overnight at the site also shall receive \$45 per diem.

12. **During Your Stay in Town.** While staying in the local area of the match, be aware of your surroundings and your conversation in public. Please do not discuss the match before or after in public where others can hear. Keep officiating talk in private, in the locker room and on the field. Official assignments are **confidential** and should not be made public until the day you walk on the field.
13. **Professionalism/Dress Code.** The NCAA Soccer Committees have instituted a dress code for officials who are assigned to work postseason matches. All officials that are part of the assigned crew at each site shall be dressed appropriately and professionally – business casual is acceptable. Shirts may have a small logo (NCAA, American flag, manufacturer's symbol) but otherwise should be plain. No tank tops or jeans. Plain outerwear is acceptable in inclement weather.

The officiating crew shall be dressed alike for the match. Alternate officials should be in full uniform during their assigned match and ready to take the field if needed. Alternate officials may wear warmup apparel as needed on the sideline.

14. **Reporting of Issues.** Officials encountering issues, ejected personnel/student-athletes, yellow/red cards or questions during any round of an NCAA Soccer Championships shall submit a report of these incidents into Arbiter. The official should also contact Ryan Cigich, the NCAA National Coordinator for soccer and the respective championship manager at the end of the match. Contact information for the appropriate individuals is outlined below:

<b>Name</b>	<b>Championship</b>	<b>Cell</b>	<b>Email</b>
Ryan Cigich	NCAA National Coordinator	918/231-8750	ryancigich@yahoo.com
Ryan Tressel	DI Men's Soccer	317/966-6443	rtressel@ncaa.org
Kelsey Cermak	DI Women's Soccer	317/644-9425	kcermak@ncaa.org
Eric Breece	DII Men's Soccer	317/966-6789	ebreece@ncaa.org
Molly Simons	DII Women's Soccer	317/292-1808	msimons@ncaa.org
John Bugner	DIII Men's Soccer	317/522-7220	<a href="mailto:jbugner@ncaa.org">jbugner@ncaa.org</a>
John Baldwin	DIII Women's Soccer	317/292-0464	jbaldwin@ncaa.org

15. **Regional Advisors.**

<p><b><u>REGION 1: Northeast – Rachel Woo</u></b>            Mobile: 617/201-3602            Email: <a href="mailto:worachel@hotmail.com">worachel@hotmail.com</a></p> <p>States: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont</p>	<p><b><u>REGION 2: Mid-Atlantic - Joe DellaPenna</u></b>            Mobile: 215/651-3269            Email: <a href="mailto:jdelapenna@aol.com">jdelapenna@aol.com</a></p> <p>States: Delaware, Maryland/DC, New Jersey, Pennsylvania, West Virginia</p>
<p><b><u>REGION 3: South Atlantic - Roger Morton</u></b>            Mobile: 336/686-7901            Email: <a href="mailto:TISOA1@aol.com">TISOA1@aol.com</a></p> <p>States: Georgia, North Carolina, South Carolina, Tennessee, Virginia</p>	<p><b><u>REGION 4: Great Lakes - Rich Grady</u></b>            Phone: 847/644-1206            Email: <a href="mailto:jbrady516@comcast.net">jbrady516@comcast.net</a></p> <p>States: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Nebraska, Ohio, Wisconsin</p>
<p><b><u>REGION 5: Southeast/Southwest - Manuel Ortiz, Jr.</u></b>            Mobile: 214/502-9343            Email: <a href="mailto:calcioref@aol.com">calcioref@aol.com</a></p> <p>States: Alabama, Arkansas, Florida, Kansas, Louisiana, Mississippi, Oklahoma, Texas</p>	<p><b><u>REGION 6: West Region – Sandra Hunt</u></b>            Mobile: 360/303-8117            Email: <a href="mailto:jhuntski@gmail.com">jhuntski@gmail.com</a></p> <p>States: Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming</p>

## Appendix I

### Division I Men's Soccer Timeline

July 15 – October 31	Officials must register at <a href="http://ncaasoccer.arbitersports.com">ncaasoccer.arbitersports.com</a> and must complete online test with 90% or better in two attempts, October 31 deadline
Week of October 9	Request recommendations from conferences, regional advisors. October 31 deadline.
Week of October 9	NCAA regional advisors to solicit feedback from conference assignors.
Week of October 16	Request recommendations from head coaches; ongoing follow up with conferences, regional advisors, national coordinator and men's soccer committee.
Week of October 16	NCAA men's soccer subcommittee call with national coordinator.
Week of October 30	Final recommendations due to NCAA national coordinator and championship administrator.
November 6	National coordinator submits recommended pool of officials to men's soccer committee for review and approval.
November 11-13	Teams selected for championship; national coordinator submits recommendations to men's soccer committee (minus coaches on the committee whose teams are involved in the championship) will ratify the officials assigned to each round. Recommendations from the National Coordinator to be reviewed by men's soccer committee representatives before each round.
November 14	Officials notified of assigned first-round matches.
November 16	First- round matches.
November 17	Officials notified of assigned second-round matches.
November 19	Second-round matches.
November 21	Officials notified of assigned third-round matches.
November 25 or 26	Third-round matches.
November 28	Officials notified of assigned quarterfinal matches.
December 1 or 2	Quarterfinal matches.
December 7	Men's College Cup officials arrive.
December 8 & 10	Men's College Cup – Talen Energy Stadium – Philadelphia PA

## Appendix II

### Division I Women's Soccer Timeline

July 13 – October 31	Officials must register at <a href="http://ncaasoccer.arbitersports.com">ncaasoccer.arbitersports.com</a> and must complete online test with 90% or better in two attempts, October 31 deadline
Week of October 9	Request recommendations from conferences, regional advisors. October 31 deadline.
Week of October 9	NCAA regional advisors to solicit feedback from conference assignors.
Week of October 16	Request recommendations from head coaches; ongoing follow up with conferences, regional advisors, national coordinator and women's soccer committee.
Week of October 30	Final recommendations due to NCAA national coordinator and championship administrator.
November 6	National coordinator submits recommended pool of officials to women's soccer committee for review and approval.
November 6	Teams selected for championship
November 7	Officials notified of assigned first-round matches.
November 10-12	First- round matches.
November 14	Officials notified of assigned second/third-round matches.
November 17 & 19	Second/third round matches.
November 21	Officials notified of assigned quarterfinal matches.
November 24 & 25	Quarterfinal matches.
November 30	Women's College Cup officials arrive.
December 1 & 3	Women's College Cup – Orlando, FL – Orlando City Stadium



## Appendix III

### Division II Men’s and Women’s Timeline

July 15 – October 31	Officials must register at <a href="http://ncaasoccer.arbitersports.com">ncaasoccer.arbitersports.com</a> and must complete online test with 90% or better in two attempts, October 31 deadline
Week of October 9	Request recommendations from conferences, regional advisors. October 20 deadline.
October 27	Recommendations from coaches and national committee members due to national coordinator.
Week of October 30	National Coordinator submits recommended pool of championship officials to men’s & women’s soccer committees for review and approval.
November 6	Committees and championship administrator respond back to the national coordinator of officials with approval and any recommended changes.
November 6	Teams selected for championship;
November 7	Officials notified of assigned first and second round matches.
November 9 or 10	First-round matches.
November 11 or 12	Second-round matches.
November 14	Officials notified of assigned third-round/quarterfinal matches.
November 16 or 17	Third-round matches.
November 18 or 19	Quarterfinal matches.
November 29	Championship officials arrive.
November 30 & December 2	Division II Men’s and Women’s Soccer Championship, Swope Park Soccer Village – Kansas City MO

## Appendix IV

### Division III Men's and Women's Soccer Timeline

July 15 – October 31	Officials must register at <a href="http://ncaasoccer.arbitersports.com">ncaasoccer.arbitersports.com</a> and must complete online test with 90% or better in two attempts, October 31 deadline.
October 20	Recommendations from coaches and national committee members due to national coordinator.
Week of October 30	National coordinator submits recommended pool of officials to men's and women's soccer committee for review and approval.
November 6	Committees and championship administrator respond back to the national coordinator of officials with approval and any recommended changes.
November 6	Teams selected for the championships.
November 7	Officials notified of assigned first-round matches.
November 11-12	First- and Second-round matches.
November 14	Officials notified of assigned sectional matches.
November 18-19	Sectional matches.
November 30	Championship Officials arrive
December 1 & 2	Division III Men's and Women's Soccer Championship, UNCG Soccer Stadium – Greensboro, NC