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THE ALTERNATE OFFICIAL

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The Alternate Official

The National Intercollegiate Soccer Officials Association continues to strive for excellence by producing educational materials to cope with the various responsibilities of soccer officiating. The Alternate Official Manual was produced as a member benefit and to assist all NISOA members with their on field duties.

John Van de Vaarst
Director of Operations



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The Alternate Official

The role of the Alternate Official as part of the intercollegiate officiating team is an important function. Serving as an Alternate Official requires as much refereeing skill and ability as any other position on the officiating team, and should be approached that way by NISOA referees. This is so because the assigning tournament or school expects the Alternate Official to undertake the full duties and responsibilities of any referee replaced on the field.

The role of the Alternate Official also offers the opportunity for those referees new to the intercollegiate game or new to top-level tournament competition to experience the feel of that type of competition from the vantage point of the Alternate Official, while still performing key refereeing duties and being a vital part of the referee team.

This booklet is being given to all NISOA members as part of the Continuing Education function of the NISOA Training Program. It is one of the sources of pride of the NISOA Training Program over the years that NISOA has devoted so great a portion of its collective resources, talents and energies to helping the development and advancement of the American Referee. We hope that this booklet will help all of our members achieve the high level of excellence for which we constantly strive.

Todd Abraham
Director of Instruction



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INTRODUCTION

The NCAA Mens' and Womens' Soccer Rules allow for an Alternate Official, (AO), under Rule 6, Section 2 many conference and most postseason playoffs or invitational college tournaments now assign an AO as part of the Referee team.

This booklet discusses how the AO functions as part of the Referee (R) team and specifically covers the following information:

1. the primary job of the AO
2. four characteristics of the AO as a team member
3. seven pregame duties
4. eight game duties
5. five postgame duties
6. nine suggested techniques for bench control

Every NISOA Referee should study this information carefully when preparing to serve as an AO in intercollegiate soccer.

CONTENT

1. PRIMARY JOB. The AO serves (if needed) as a backup or replacement for: the R or a Assistant Referee (AR) in the Diagonal System of Control. The AO replaces a R or AR if one of them cannot serve or continue in a game. For the intercollegiate game, the Governing Sports Authority shall clearly state the officiating position the AO will assume in the event that one of the Referees or ARs is unable to officiate.

Remember, the AO is an integral, important part of the R Team!

2. AO CHARACTERISTICS. There are four: **(A) Appearance, (B) Professionalism, (C) Communication, and (D) Total Attention.**

A. APPEARANCE. As part of team, the AO needs the proper uniform and equipment. This includes a full, official NISOA Uniform, with the alternate jersey (Note: NISOA Warm-up optional.) In addition the R kit items needed are: whistle, pad, pencils/pens, red and yellow cards, two watches, AR flags and coin. And finally, the AO needs the special administrative items for that game: the NISOA Game Log, the NCAA Game Rosters, and when appropriate the Tournament Rules.



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B. PROFESSIONAL. The AO must be professional at **ALL TIMES** in:

1. Appearance
2. Attitude (to everyone)
3. Knowledge (i.e., thoroughly familiar with both the NCAA Soccer Rules and any special tournament rules).
4. Actions.

C. COMMUNICATION. Other than communicating with R and AR as needed, the AO communicates only when required with:

1. Competition officials (such as the Tournament Director, Home Institution Representative), and game participants (e.g., coach, bench players or team officials) to assist with game control.

Some helpful advice about communicating during the game:

1. Don't discuss R or AR decisions.
2. One good response: "R or AR was in better position to make call".
3. Don't try to interpret NCAA Rules for the benches
4. Don't communicate with friends on sidelines, even if they are there to "help".
5. Don't communicate with problem spectators; that's a home institution or tournament responsibility.

D. TOTAL ATTENTION. Total attention to the game is a must! It's critical for a good job, and the good quality of the intercollegiate game requires it.

To **SUMMARIZE** this information, the four primary characteristics of the AO as a R team member are:

1. Appearance
2. Professionalism
3. Communication
4. Total attention.

There are three major types of AO game-related duties:

1. Pregame
2. During game
3. Postgame.



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REMEMBER, the AO duties are normally specified by the R and the NCAA Soccer Rules. Not all of the duties covered herein may be assigned or specified.

3. PREGAME. These involve seven possible duties. The AO participates in most pregame activities with the R team and also manages special administrative items.

A. ARRIVAL

1. Arrive at same time as R & AR.
2. Meet with the R team before entering field area.

B. FIELD INSPECTION

1. Accompany R and AR on the field inspection.
2. Assist in getting deficiencies corrected.

C. PREGAME BRIEFING

Attend the pregame briefing by the R.

1. The AO needs to know the order of replacement for R and AR.
2. The R will define the AO duties, especially coordination with AR for problems.
3. The AO participates in instructing the timekeeper and scorekeeper”.

D. PLAYER EQUIPMENT INSPECTION

1. Check team and goalkeeper colors for conflict.
(Problem? Notify R; Note in NISOA Game Log Rationale: help prevent administrative problems for the R team).
2. Identify the team captains.
3. Obtain and hold team rosters for the R.

E. AR FLAGS

Keep at AO station until needed.

F. GAME BALLS

1. Keep extras at AO station until needed.
2. Collect from tournament officials or home institution, per rules.
3. Check them vs. NCAA specifications.



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G. TEAM ROSTERS

Verify each team roster as players enter field. REMEMBER, however, player eligibility is an institutional responsibility. *Notify R of pregame problems.*

TO SUMMARIZE this section, the R may assign Prematch Duties to the AO in any or all of the following:

- A. Arrival
- B. Field Inspection
- C. Pregame Briefing
- D. Player Equipment Inspection
- E. Liaison
- F. AR Flags
- G. Game Balls
- H. Team Rosters

4. GAME DUTIES. Seven possible match duties follow:

A. HELP MANAGE SUBSTITUTIONS.

1. Double check player appearance, equipment before they enter the field.
2. Keep substitutes at the Scorekeeper's Table and away from the touchline until entry is approved.
3. Count the total number of players entering and leaving the field.
4. REMEMBER; player eligibility is an institutional problem; the Scorekeeper has the official game record in case of a problem.
5. Getting substitutes on and off the field needs attention to detail.
6. The AO stays at the Scorekeeper's Table with the waiting substitutes and ensures that the substitutes know who they are replacing.
7. The AO counts total number of players on and off.
8. When the R beckons after the Timekeeper signal, keep the substitute(s) off the field until the referee signals them to enter.
9. When the substitution is completed, step back from the touchline to indicate to the R and AR that the substitution is completed.
10. The AO should ensure no player reenters the match in the 1st half or overtime periods (subject to exceptions in Rule 3.)



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B. DISTURBANCES. In event of a fight or other disturbance on the field:

1. Don't enter field unless called on by the R, or unless the R gave specific instruction in the pregame briefing.
2. Keep detailed records of the participants' uniform numbers, colors and a record of what they did.
3. Move to whichever bench necessary to help keep bench players, coaches, and other bench personnel off field. Any time a player is ejected, help ensure that the player leaves field area.

REMEMBER—

- (a) The player cannot go to the stands or bleachers,
- (b) The player must be out of sight and hearing (e.g. locker room or field house)
- (c) Get help, if needed, from site officials so you do not have to leave post.

C. INJURY.

1. When a player on the field appears to be injured, move to the injured player's bench to help prevent anyone from that bench going onto the field until called by the R.
2. Record on NISOA Game Log:
 - (a) the player's uniform number and color,
 - (b) the nature of injury, if possible,
 - (c) the uniform number of the opponent if cautioned for causing the injury (as a reminder that the injured player may be substituted for and still reenter later in the same period).
3. Once a player is taken off for a bleeding injury, record the name of the school official who cleared the player for reentry.
4. Record the time of the injury and restart.
5. After the game, check with coach or trainer on condition of injured player and note info on NISOA Game Log.

D. HALFTIME.

1. The R, AR and AO double checks and move together to the locker room, a neutral place or an area to meet.
2. The R leads the discussion; the AR and AO participate.
3. The AO offers relevant, helpful information such as information on bench problems.



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4. The AO passes information from R to benches, if asked.
5. Just before the second half begins the AO double-checks the number of players on the field and makes a quick visual check for player uniform and equipment compliance. REMEMBER, halftime is *NOT* quitting time.

E. MAINTAIN EQUIPMENT.

1. The AO maintains control over the game balls. Once the AO obtains the game balls from the home team, no one on either team is to use or have access to them (e.g., for warm-up.) The AO returns the balls to the Tournament Officials or Home Institution **ONLY** at the conclusion of the game.
2. The AO keeps an extra set of AR flags available at the AO station.
3. The AO keeps the R and AR equipment at sideline.

F. OVERTIME AND TIEBREAKING PROCEDURE.

Between the end of the second half and the first overtime period the AO duties are similar to those at half time. In addition, remind both coaches:

1. Of the length of the overtime periods to follow.
2. The number, length, and type of overtime period as specified in the NCAA Soccer Rules.
3. Try to help eliminate delays. If the TIEBREAKING PROCEDURE is used, then at end of the last overtime period (if still tied):
4. Remind the coaches that only players who are listed on the official NCAA game roster form shall be eligible to participate in the tiebreaker.
5. Note the kickers and scores on the NISOA Game Log.

G. NISOA GAME LOG.

The NCAA rules specify that the official record of game is kept by the assigned SCOREKEEPER. The AO monitors substitutions, cautions, ejections and injuries. It does *NOT* become the official record of game, and may *NOT* be substituted for the official game record kept by the SCOREKEEPER. The completed NISOA Game Log maintained by the AO is to be given to the R after the game, who may use the information for reference, as appropriate.



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The AO records the following information on the NISOA Game Log:

1. Basic information at the top of the form.
2. Goals, including player number and time.
3. Player injuries, including player number, time, circumstance, type, and player condition (if known).
4. Player or participant misconduct, including player number or participant name, time, circumstance.
5. Substitutions.
6. Other noteworthy events as judged relevant by the AO.

H. LIAISON

Serve as communication link for R to score keeper, timer and other appropriate tournament officials.

To **SUMMARIZE** this section, the following game duties may be assigned the AO instructing timekeeper and scorer:

- A. Help Manage Substitutions
- B. Disturbances
- C. Injury
- D. Halftime
- E. Maintain Equipment
- F. Overtime and Tiebreaking Procedure
- G. NISOA Game Log
- H. Liaison

5. POSTGAME DUTIES. There are five.

A. OBSERVE ACTIVITY.

As the teams leave the field to help spot potential problem exchanges make notes if necessary.

B. INJURY STATUS.

Check with coaches and/or trainers on the status of any player(s) injured during the game. Verify name, jersey number and condition (e.g. sent to hospital?), note the information on the NISOA Game Log.

C. RETURN GAME BALLS. To the school or tournament officials.



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D. RECORDS AND REPORTS. Help prepare as needed.

1. Give the completed NISOA Game Log to R.
2. Provide information as needed for the NISOA/NSCAA Referee Game Report and the NISOA/NSCAA Supplemental Referee Report For Ejections.

E. ASSESSMENT

Participate in the postgame briefing with R and AR, and with the NISOA Assessor.

To **SUMMARIZE** this section, Postgame duties include:

- A. Observe Activity
- B. Injury Status
- C. Return Game Balls
- D. Records and Reports
- E. Assessment

6. BENCH CONTROL

The next section offers nine practical suggestions for the AO. Remember that the AO has no disciplinary authority under NCAA Rules, but may act within duties assigned by the R.

Bench personnel are those authorized to be on bench or inside coaching and team areas. These include coaches and assistants, substitute players (listed on the team roster), and trainers.

These do NOT include parents, boy/girl friends, fans.

Conference tournament Rules set limits on the number of allowed bench personnel; **ALLOW NO EXCEPTIONS.** Bench control is largely part of AO personality, and requires patience, tact and courage on the part of the AO.

The suggestions which follow offer some basics ideas to consider.

A. ESTABLISH RULES EARLY.

Before the start of the game, such as:

1. All team personnel inside the team area.
2. Substitutes report to scorekeeper table well before the time for substitution.
3. After reporting, substitutes wait at the table until signaled onto the field by the R. During the game, restrict illegal coaching.
4. Avoid citing a laundry list.



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5. Instead, remind the coach that the rules are to keep game fair; you would appreciate help (*USE TACT*).

B. DEAL WITH COACH.

Deal with the coach or assistant for bench problems. Don't get involved with players if it can be avoided. Use coach authority, e.g.,

1. Ask coach to handle problems
2. e.g. "Coach, please remind players to stay inside area". This may require patience and courage.

C. DON'T GIVE ORDERS. Or try to order others around. The AO job is sensitive, and requires tact. Why alienate people who can help?

D. SPEAK QUIETLY. Yet be heard! Don't yell at people. Don't embarrass by shouting corrections.

E. SHOW RESPECT. It's best to be respectful and civil, but firm; you can be authoritative without being authoritarian. Realize that coaches, players and institutional representatives are professional in their abilities or they would not be there. Their institutions expect a high standard of conduct from them; so does the Tournament Authority. Therefore, respect their abilities and professionalism.

However, also understand that coaches and players are under pressure to excel, as are all participants in competitive sports. When a problem first arises, treat them as you would wish to be treated by someone in authority. Remember, you are representing the authority of the R.

F. INVOKE REFEREE POWER. When not getting through on a bench problem, invoke the referee's power and name:

1. e.g. " R wants players inside area"
2. e.g. "If you cannot get #11 under control, R may have to"
3. e.g. "Coach, it's not a good idea to have the R come over here; the R has already warned you".

F. SENSE OF HUMOR A smile means a lot. Make corrections in a non-threatening way. A smile while approaching players or coaches often takes confrontation out of correction. Use a coach's own prior statement or agreement: e.g. remind coach of promise not to unfairly coach from sideline.



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G. PRESENCE LENDS CONVICTION. To your intended actions. Moving to, or being at or near, a problem area helps control. When the AO spots potential problem, move toward that team area. The AO may not have to say or do anything else.

H. WHEN ALL ELSE FAILS. And no other AO action seems to work:

1. Report the problem to the AR
2. The AR should then try to correct (AO helps),
3. If no success, the AR signals the R, who will then deal with the problem
4. REMEMBER, this is a last resort,
5. The AO is there to help relieve the R and AR of sideline concerns
6. The AO should make best effort.
7. Calling on R or AR is like using caution or ejection to control the game; useful if needed; best saved for real need.

To **SUMMARIZE** this section: the nine suggested techniques for the AO to help with bench control are:

- A. Establish rules early,
- B. Deal with coach,
- C. Don't give orders,
- D. Speak quietly,
- E. Show respect,
- F. Invoke R power,
- G. Sense of humor,
- H. Presence lends conviction
- I. When all else fails.

REMEMBER

The AO: is a key member of the R team, serves an important function when assigned to an intercollegiate game or tournament, not only serves as a backup or reserve official but helps relieve the R and AR of a number of sideline concerns and performs key officiating duties as assigned.

All of these duties assigned must be performed professionally and well to help assure the success of the officiating team.

NOTES