



---

# UPSL NE ACADEMY REFEREE HANDBOOK

---

UPDATED: OCTOBER 09, 2025; FOR THE 2025/26 SEASON



UNITED PREMIER SOCCER LEAGUE  
31 NE 17th St., Suite 229, Miami, FL 33132



## I. Match Officials Protocols

### Arrival & Inspection:

- Arrive **45 minutes before kickoff**.
- Inspect field, goals, nets, match balls (minimum 3), corner flags, and bench areas.

### Team & Player Check-In:

- Match Officials must verify each player's name and uniform number against the match day roster. Match Officials must check each player's face against the photo on the match day roster. **No other photo is allowed.**
- Handwritten names on the academy roster are **strictly prohibited**.
- Late players cannot start once teams walk out. They must be checked in at halftime and can be substituted thereafter. **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
- either team fails to provide a match day roster
- no registered club coach is present

### Technical Area:

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

### Pre-Kickoff Duties:

- Lead teams (International Walkout).
- Conduct coin toss and final inspections.

### During Play:

- **U13** = 35 mins/half; **U15** = 40 mins/half; U17/U19 = 45 mins/half.
- **Playoffs: U13/15** = two ten-minute extra time; **U17/19** = two fifteen-minute extra time.
- Dismissed individuals must leave immediately or the match may be forfeited.

### Substitutions:

Unlimited substitutions/re-entry will be allowed during all UPSL Academy games; however,

- a player substituted in the first half may not re-enter until the second half.
- a player substituted in the second half may only re-enter once.



### Substitution Moments:

Each team is allowed five (5) "substitution moments" per game; however, halftime doesn't count as a substitution moment. During a given "moment", a maximum of three (3) eligible players can be subbed on.

A player substituted for evaluation of head injury will not count towards the team's total number of allowed substitution moments.

### Delays & Postponements:

- Weather delays: wait **60 mins for weather to clear before postponement.**
- Lighting issues: wait **30 mins.**
- Notify Region Director **before** any cancellation.

### Post-Match Reporting:

- **Center Referee** must:
  - **Text** Scores and Scorers within **45 minutes** post-match to **610-675-6759.**
  - Submit Match Report (**same day** or by **12 PM next day**) on **Assignr.**
    - Details on Goals, Cards, and Injuries.
    - Attach team rosters (**ALL PAGES**, take single photo of all pages).

### Match Official Fees:

| MATCH OFFICIALS   | U17 & U19 | U15   | U13  |
|-------------------|-----------|-------|------|
| Center Referee    | \$110     | \$100 | \$90 |
| Assistant Referee | \$60      | \$55  | \$50 |
| Assistant Referee | \$60      | \$55  | \$50 |

- Payment: **weekly on Fridays** via Assignr.
- **Officials are paid only after completing all post-match responsibilities.**
- **Officials must set up their payment methods** within Assignr to receive payment.

### Match Officials Travel & Cancellation Policies:

- **No travel reimbursements.**
- Cancellation rules vary by timing and reason:
  - Full pay if the match starts and is abandoned.
  - Half pay if canceled at venue due to weather.

---

## II. Match Day Contacts

- **Paul Konneh** (UPSL Regional Director): 610-675-6759 / [paul.konneh@upsoccer.com](mailto:paul.konneh@upsoccer.com)