



UPSL NORTHEAST REFEREE MANUAL

UPDATED: FEBRUARY 23, 2026; FOR THE SPRING 2026 SEASON

UNITED PREMIER SOCCER LEAGUE
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I. QUICK REFERENCE – CRITICAL MATCH DAY REQUIREMENTS

A. What's New – Spring 2026 (Referees)

- Assignment platforms clarified ([Ref Insight](#) and [Assignr](#))
- ATC verification and National Anthem enforcement emphasized
- Match Report deadlines strictly tied to payment
- Fourth Official texting requirement enforced

B. Memo to Match Officials

Welcome, and congratulations on your selection to officiate within the UPSL Northeast Region for the Spring 2026 season.

The UPSL Northeast works in coordination with league leadership, Conference Managers, and Assignor to support match officials across all UPSL Northeast competitions. Our objective is to provide clear guidance, consistent expectations, and the resources necessary for referees to carry out their assignments in a professional, prepared, and confident manner.

This Referee Manual is intended to serve as your primary reference for pre-match preparation, match administration, and post-match reporting responsibilities throughout the season. Officials are expected to be familiar with the procedures and requirements outlined in this document prior to accepting and officiating any UPSL Northeast match.

For matchday concerns such as weather delays, field conditions, assignment questions, or administrative issues, referees should contact the appropriate Conference Manager or Assignor as listed in the Matchday Contacts section of this manual. Officials are reminded to communicate only with the assignor or administrator responsible for their specific assignment platform, unless otherwise directed.

UPSL Northeast provides officials with opportunities to develop match management skills, professionalism, and experience across a highly competitive environment. Effective officiating extends beyond the application of the Laws of the Game; it also includes communication, presence, and professionalism.

Referees are encouraged to:

- Use calm, confident command presence when managing matches
- Communicate clearly and respectfully with players and coaches
- Actively listen when concerns are expressed, even when disagreement exists
- Address frustration early to prevent escalation

Officials are not expected to agree with every concern raised; however, demonstrating that players and coaches have been heard often diffuses tension and promotes respect.

On behalf of the UPSL Northeast Region, we thank you for your commitment and professionalism. We wish you success throughout the Spring 2026 season and appreciate your role in maintaining the integrity and quality of competition within the UPSL Northeast.



II. INTRODUCTION

A. Competition Structure

Founded in 2011 in Santa Ana, California by Leonel Lopez, the **United Premier Soccer League (UPSL)** is the largest pro-development soccer league in North America. The league began with ten clubs and now includes more than 800 teams competing nationwide.

The UPSL operates within the **fourth tier of the United States Soccer pyramid**, directly beneath the three professional tiers. With an average participant age of approximately 20 years, the league serves as a developmental bridge between youth and professional soccer, providing a structured and competitive environment for players and coaches.

The league runs year-round with two seasons:

- **Spring Season:** March through early August
- **Fall Season:** Mid-August through early February

Both seasons conclude with National Playoffs and Finals.

Through the league's National Affiliation with the U.S. Soccer Federation (USSF), UPSL clubs are eligible to compete in the U.S. Open Cup Qualifying Rounds, and the Spring National Champion automatically qualifies for the Lamar Hunt U.S. Open Cup First Round.

B. Conferences & Divisions

The **UPSL Northeast Region**, established in 2018, includes the following Conferences:

- **American Conference** (Premier, Division I, Division II) – Eastern NY, Eastern PA, NJ
- **DMV North Conference** (Premier) – Delaware, Maryland
- **New England Conference** (Premier, Division I) – CT, MA, ME, NH, RI, VT
- **Virginia Conference** (Premier) – DC, VA, WV
- **Western NY Conference** (Premier, Division I) – Central NY and Upstate/Western NY

Officials are expected to apply consistent league standards across all divisions.

C. Assignment Platforms – Spring 2026

Referee assignments within UPSL Northeast are administered through approved assignment platforms based on conference and division.

For the Spring 2026 season:

- American Premier Division: [Ref Insight](#)
- All other UPSL Northeast Conferences and Divisions: [Assignr](#)

Assignments are typically posted two (2) weeks to one (1) month in advance. Referees must **accept or decline assignments promptly** within their designated platform.



III. IMPORTANT NOTES & MINIMUM STANDARDS

A. Match Report Responsibility

The **Center Referee is solely responsible** for submitting the complete Match Report following every UPSL Northeast match. This responsibility **may not be delegated**. The Fourth Official is not responsible for Match Report submission.

B. UPSL Minimum Standards

- Minimum Standards are incorporated directly into the Match Report and must be completed for every match without exception.

C. Certified Athletic Trainer (Premier & Division I Only)

- An ATC must be requested prior to kickoff.
- Credentials must be verified.
- If no ATC is present, the match may still be played; however, the absence must be documented in the Match Report.

D. National Anthem Requirement (Premier & Division I Only)

- The National Anthem must be played prior to kickoff.

IV. MATCH OFFICIALS' PROTOCOLS

A. Arrival and Inspection

- All Match Officials must arrive at least one (1) hour prior to kickoff.
- Officials must bring two (2) uniform sets in clearly distinct colors.
- A full inspection must be conducted forty-five (45) minutes prior to kickoff:
 - Field markings and dimensions
 - Goals, nets, and corner flags
 - Bench and technical areas
 - A minimum of four (4) official 2026 UPSL match balls
- Referees may use **communication headsets** if they choose to do so.

B. Team Check-In (Match Day Roster)

- Teams must provide a printed, color Match Day Roster **no later than forty-five (45) minutes prior to kickoff**.
- Each roster must include:
 - Player photographs
 - Player registration ID numbers
 - Jersey numbers
- A maximum of **twenty (20) players** may be listed and only **eighteen (18)** may play.

C. Printed Roster Exceptions (Forfeit Avoidance)

A digital roster may only be accepted if **all** the following conditions are met:

- Opponent approval **and**
- Roster completeness with jersey numbers **and**
- Digital copy emailed to the referee **and**
- Approval from the Conference Manager or Executive Committee



V. MATCH START REQUIREMENTS & GAME ADMINISTRATION

A. Match Start Requirements

A match must not start if:

- Either team has fewer than nine (9) players
- A Match Day Roster is not provided
- A team is not ready within fifteen (15) minutes of scheduled kickoff
- No registered club coach is present

B. Player Check-In

- Officials must verify each player's identity prior to participation.
- Late-arriving players may not start once teams walk out for kickoff.
- Late-arriving players may enter after ten (10) minutes of play and may not enter after halftime.

C. Technical Area

- A maximum of five (5) staff members is permitted.
- All staff must display UPSL-issued identification.
- Non-rostered individuals are prohibited.

D. Prior to Kickoff

Before the start of a **Premier Division or Division I** match, a Match Official must confirm the home team's **Certified Athletic Trainer (ATC)** and their **credentials**. If no ATC is present, the match may still be played; however, the absence **must be documented** in the Match Report.

Match Officials will lead both teams to the center of the field five (5) minutes prior to kickoff for international walkout and, where applicable, the National Anthem.

Following the National Anthem:

- The Center Referee will conduct the coin toss with both team captains.
- The Assistant Referees will complete a final inspection of both goals and nets, then proceed to their respective touchlines to signal readiness.
- The Fourth Official will move to the sideline, ensure no spectators are positioned in the vicinity of the team benches, and signal to the Center Referee once the bench areas have been cleared.

E. Duration of Match

Each match consists of ninety (90) minutes, divided into two forty-five (45) minute halves, plus any added time determined by the Center Referee. Halftime duration is fifteen (15) minutes.

For **playoff matches**, if the score is tied at the end of regulation:

- Two additional fifteen (15) minute extra-time periods will be played.
- If the match remains tied, the winner will be decided by penalty kicks.
- If facility or scheduling limitations exist, both teams may mutually agree to proceed directly to penalty kicks.



F. Dismissals

Any Player or Club Official dismissed by the Center Referee **must leave the field area immediately**, either to the locker room or outside the facility, and may not return.

If a dismissed Player or Club Official fails to leave within five (5) minutes, the match will be terminated, and a forfeit will be awarded to the opposing team.

If the Head Coach is dismissed and no assistant coaches remain available, the Head Coach or Team Captain must designate a bench player to serve as acting Head Coach for the remainder of the match.

G. Substitutions

- Each team may make up to **seven (7) substitutions per match**.
- Substituted players **may not re-enter** the match.
- The incoming player must provide the Fourth Official (or the nearest Assistant Referee if no Fourth Official is assigned) with a **completed substitution pass**.

The UPSL **does not allow concussion substitutions or additional substitutions** during extra time; all substitutions count toward the maximum of seven (7) per team.

VI. AUTHORITY, DELAYS, POSTPONEMENTS & WEATHER

A. Authority to Delay, Cancel, or Postpone a Match

The **UPSL Northeast Region Director** is the governing authority for all scheduled league matches.

The Center Referee does not have unilateral authority to cancel or postpone a match without proper notification and communication, except in situations involving immediate safety concerns.

- If a situation arises in which a match official believes a match should be delayed, suspended, or postponed, the Center Referee must first contact the appropriate Conference Manager listed in the Matchday Contacts section of this manual.
- The Center Referee must **not postpone a match or depart the venue** without first communicating with and receiving direction from a UPSL Northeast representative, unless conditions present an immediate threat to participant safety.

All match officials are expected to follow league communication protocols to ensure consistent and documented decision-making across the region.

B. Weather Guidelines

- Pre-kickoff severe weather: wait **sixty (60) minutes** before calling off match
- In-game severe weather: wait **sixty (60) minutes** before calling off match
- Light failure during night matches: wait **thirty (30) minutes** before calling off match



VII. POST-MATCH REPORTING

A. Center Referee Duties

The **Center Referee** is responsible for completing and submitting the **Match Report** in the assignment platform used for that match (**Assignr or Ref Insight**).

The Match Report must be completed:

- The **same day** as the match, or
- **No later than 12:00 PM (noon) the following day.**

B. Required Match Report Items

All the following must be included:

- Final score
- Full Names of Goal scorers and times of goals
- Cautions and send-offs
- Serious injuries
- USSF Supplemental Report (if applicable)
- UPSL Minimum Standards Report
- Attach **all pages** of both teams' Match Day Rosters
 - PDF preferably or you can take a single photo of all pages of team's roster
- Attach Fourth Official Scoresheet

Failure to submit the Match Report by the stated deadline may result in **delayed or withheld payment** and may impact future assignments.

C. Reporting Issues or Technical Problems

If the Center Referee experiences technical issues or any delay in submitting the Match Report, they must **contact Paul Konneh immediately: (610) 675-6759. Do not wait until after the reporting deadline to communicate issues.**

D. Fourth Official Duties

Completion of the **UPSL Northeast Fourth Official Scoresheet** is mandatory for every match in which a Fourth Official is assigned.

During the match, the Fourth Official must accurately record:

- All goals and scoring information
- All cautions, send-offs, and substitutions

Within forty-five (45) minutes after the match concludes, the Fourth Official must **text a clear photo** of the completed scoresheet to: **Paul Konneh – (610) 675-6759**

- After the photo has been sent, the Fourth Official must hand the following to the Center Referee:
 - The completed UPSL Northeast Fourth Official Scoresheet
 - Both teams' Match Day Rosters

Failure to comply with these requirements **may result in removal from future assignments.**



VIII. MATCH OFFICIAL FEES & POLICIES

A. Match Official Fees

MATCH OFFICIALS	PREMIER	DIVISION I	DIVISION II
Center Referee	\$130	\$120	\$110
Assistant Referee	\$85	\$75	\$70
Assistant Referee	\$85	\$75	\$70
Fourth Official	\$70	\$60	\$55

Match Officials are paid weekly through their respective assignment platforms once all post-match responsibilities are completed.

B. Match Cancellation & Compensation Policy

Match cancellations are governed by **advance notice** and **on-site conditions**, as outlined below.

Administrative (Non-Weather) Cancellation

- More than forty-eight (48) hours prior to kickoff:
 - **No referee payment** is due.
- Between forty-eight (48) hours and the day of the match:
 - Referees will receive the **full scheduled match fee**.

Weather / Field-Condition Cancellation

- Cancelled before referee arrival at the venue:
 - **No referee payment** is due.
- Referees arrive; match cancelled before kickoff:
 - Referees receive **fifty percent (50%) of the scheduled match fee**.
- Referees arrive, wait at least sixty (60) minutes, and efforts are made to play:
 - Referees receive the **full scheduled match fee**.

Additional Notes

- Waiting time includes delays related to weather or facility availability.
- Referees must remain available and follow league communication protocols.
- The Center Referee must document the circumstances of the cancellation in the Match Report.

The intent of this policy is to ensure **fair and consistent compensation** for referees' time and travel while recognizing that certain cancellations are beyond the control of the teams or league.

C. Travel Policy

- There are no travel reimbursements for the Spring 2026 season.



IX. UPSL NORTHEAST MATCHDAY CONTACTS

The following contacts are provided for **matchday issues**, including weather delays, field concerns, referee assignments, player eligibility questions, or other urgent matters.

CONFERENCE MANAGERS

American Conference, DMV Conference & American Conference

- Paul Konneh – (610) 675-6759 / paul.konneh@upsoccer.com

New England Conference

- Erick Kamau – (508) 250-9642 / erickupsl2023pro@gmail.com

Western NY Conference

- Nick Mojsovski – (585) 957-3680 / nick.mojsovski@upsl.com
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ASSIGNORS (via Ref Insight)

USSF National Assignor – Eastern New York (American North Premier)

- Koko Veltchev – (646) 643-4128 / koko96@gmail.com

USSF National Assignor – Eastern Pennsylvania (American South Premier)

- Joseph Della Penna – (215) 651-3269 / jdelapenna@aol.com

USSF National Assignor – New Jersey (American South Premier)

- Kenneth Henriques – (732) 598-8824 / kenneth.henriques@gmail.com
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ASSIGNORS (via Assignr)

USSF National Assignor – Maryland (DMV North Premier)

- Jason Cullum – (443) 604-8380 / jcullumsoccer@gmail.com

USSF National Assignor – Virginia (Virginia North & South Premier)

- Shaun Papperman – (410) 402-4946 / shaun.papperman@gmail.com

UPSL New England Assignor / Administrator (all New England, both Premier & Division I)

- Jack DeGregorio – (617) 842-2215 / jack@usofficials.com
- Paul Athanasiadis – (781) 248-3089 / paul2319@gmail.com

UPSL American North (ENY) Division I & Division II Assignors

- Brian Baer – (646) 500-3065 / baerbrian13@gmail.com
- Victor Borges – (914) 410-7681 / victorlborges@gmail.com

UPSL American South (EPA) Division I & Division II Assignor

- Zachary Smith – (610) 800-4473 / zsmi57@gmail.com
- Mark Garcia – (610) 308-6078 / masoassignment@gmail.com

UPSL American South (NJ) Division I & Division II Assignor

- Mike Coren – (973) 715-8311 / mdc176@optonline.net

