

Regional Playoff Procedures

Revised 4 Feb 2025

This document covers most of the important playoff procedures and includes the following:

1. FHSAA Playoff Procedures
2. Referee Duties
3. Red Cards and Other Nonsense
4. Best Practices
5. Payment Collection and Processing

1. FHSAA PLAYOFF PROCEDURES

You should start by reviewing the procedures that are specific to the playoffs. You can find those in the FHSAA Soccer Manual, which is available in the Docs section of the NFSOA website: <https://nfsoa.com/docs>. Pay particular attention to the following:

- required warm up periods
- overtime procedures. We are at that stage of the season where all games require a winner
- penalty kick (KFTM) procedures to determine the winner of a game that is still tied after overtime

2. REFEREE DUTIES

The center referee (listed first in the assignment) has additional duties during the playoffs. Those are as follows:

- Contact each member of the crew and confirm they have accepted. Make travel arrangements as required.
- Contact the Athletic Director of the host school to confirm all game details, parking arrangements for officials, locker room location, and whether they will have a check ready for you to pick up. These details, including contact information for the Athletic Director, will be emailed by me to the crew. **You must receive a response from the AD prior to game.** When we don't do this, things go wrong. Sending an email and not getting a response or calling and not getting a call back is not an acceptable outcome. All the ADs know about this procedure and expect to hear from referees. They typically reply quickly, but if you have tried multiple times and multiple ways to reach an AD without success, please call or text me and I will help.
- Before the game starts, collect a single check that includes fees for all members of the crew. You will mail this check to the NFSOA Treasurer, Rick Squibb. If they tell you they won't or can't have a check ready, it isn't a problem. More details below.
- Report the final score via text message to two people: the assignor and Alex Ozuna at FHSAA.

The center referee must report the score immediately after the game is over. In the locker room or as soon as you get in the car is ideal.

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Report scores to the following:
NFSA assignor: Allison King, 904-349-1838
FHSA Contact: Alex Ozuna, 352-870-3643

Your text must include the gender and classification of the teams. For example: Girls 5A. Ribault 1, Riverside 1. Riverside wins 5-4 on PKs.

Center referees may delegate these tasks but may not delegate responsibility for completing them. In other words, if the center asks someone on the crew to help and they drop the ball, it's still on the center.

3. RED CARDS AND OTHER NONSENSE

If you show a **red card** to anyone, please send Allison a text as soon as you can after the game. She will call you to get a verbal report. You do not need to contact her about yellow cards to players.

Yellow cards to **coaches** should continue to be reported at <https://nfsoa.com/cards>

If you have big problems with spectators or are threatened by anyone, please send Allison a text as soon as you safely can so and she will call you back.

If you terminate a game, text Allison as soon as you safely can and she will call you back.

4. BEST PRACTICES

- Arrive at least 45 minutes prior to kick-off.
- Someone on the crew should have a conversation with the clock operator to review procedures.
- Review duties with the ball runners. Make sure they know to softly toss the ball underhanded to the players. No broken fingers from fastballs please.
- Check game balls for proper inflation.
- Get the name of game administrator. You can do this when you contact the AD ahead of the game, then confirm when you get there.
- Ensure coaches have bibs on the substitutes and that bibs are worn at all times. If substitutes aren't warming up, they must be inside the Team Area (technical area).
- Yellow referee jerseys can continue to be worn until state semi-finals and finals
- Remember that all games are recorded, even if you don't see a camera.

5. PAYMENT INSTRUCTIONS

Regional tournament game fees are \$99 per official, plus travel fees. FHSA will send an invoice to the school with the exact amount due and they will process payment from that invoice.

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During your call or email with the AD, ask if they will have a check ready for you to pick up at the game.

IF A CHECK WILL NOT BE READY AT THE GAME

If the AD tells you during your call/email with them that they can't have a check ready on game day, they can mail a check to NFSOA. In that case, **email** the AD the following payment information:

North Florida Soccer Officials Association
EIN 59-3443362
1329 Smiling Fish Lane
St Augustine, FL 32080

Send an email to Rick Squibb (squibb37@comcast.net) to let him know a check will be mailed by the school. Include the following details:

- Date, time, and teams who played the game
- Names of the referees
- How to split the payment between the referees. Does everyone get an equal share, or does the referee who drove get more for gas money?

IF YOU PICK UP A CHECK AT THE GAME

No later than the day after the game, mail the check to:

Rick Squibb NFSOA
1329 Smiling Fish Lane
St Augustine, FL 32080

On the check advice (the stub at the top that is not part of the actual check), write the following:

- Names of the referees who worked the game
- How to split the fees. Everyone gets the same? Or the driver gets X and the other two get Y?

Rick processes checks very quickly when he receives them. If you haven't gotten a check after three weeks, you should contact the center on your crew to ask when they mailed the check to Rick. Delays in past seasons were because the center hadn't yet mailed the check.