

5.4 Sample Fourth Official Duties

Individual state high school associations may adopt these or other fourth official duties.

Duties and Responsibilities:

• General

1. Officiates in any officiating role if the main game officials are unable to continue.
2. Assists the referee with administrative duties and is under the jurisdiction of the referee; performing any duties which the referee requests which do not detract from the responsibility of the referee.
3. Serves as a point of contact between the referee crew, teams, and game-site or other administrative personnel.
4. Resolves matters in the team and official areas and only requests the referee's assistance for final resolution of any situation..
5. Involves coach and/or team officials in identifying and preventing unacceptable behavior within the team areas and solicits assistance when necessary to correct problem situations.

• Pregame

1. Participates in the pregame conference with the other officials.
2. Obtains game balls, assists the referee in checking the balls, and supervises the replacement of defective game balls during the game.
3. Assists the referee in the pregame conference with scorer, timer, and ball holders.
4. Performs final check of team and official areas, equipment and supplies and the presence of authorized individuals on the team roster.
5. Responds to eye contact with the referee to indicate that the official area, team area, substitutes and team officials are in order.
6. Stands in front of the scorer's table if used or several yards behind the mid-line.
7. Counts all players on the field and indicates readiness as per pregame instructions.

• During the game

1. Remains at the designated location unless performing a specific duty.
2. Remains standing throughout the game unless directed otherwise by the referee during the pregame conference.
3. Maintains record of substitutions, goals scored, cards displayed for misconduct, injuries and incidents outside the vision of the referee and assistant referees.
4. Manages and supervises the substitution procedures:
 - Confirms substitute is listed on the official roster.
 - Checks to make certain that each substitute is legally and properly equipped.
 - Stands at the halfway line with substitutes slightly behind and on team area side. If both teams are substituting, keeps the substitutes on each respective team area sides.
 - Keeps substitutes from entering field until beckoned by the referee.
 - Records time and number of player entering and leaving the field of play.
5. Assists with misconduct:
 - Records pertinent information for any misconduct sanctioned by the display of a card.
 - If a player is ejected, ensures that the player conforms to the requirements of the Misconduct Penalty Chart.

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- Notifies the referee or assistant referee if a player or substitute:
 - Has been cautioned or ejected based on an incorrect identification.
 - Was not ejected after receiving a second caution.
 - Committed violent conduct out of view for the referee and assistant referees.
- 6. Oversees both team areas:
 - Manages the actions of team officials and ensures they do not leave the team area without permission of the referee
 - Observes when a coach or other team official leaves the team area to give tactical instructions. Politely informs the coach to return to the team area.
 - Ensures each team area is well maintained, all equipment, balls and other items are put away and will not interfere with the management of the game. Ensures that all personnel within the team area are dressed in a manner that distinguishes them from players on the field.
 - Becomes actively involved in preventing interference from anyone in the team area at -
Monitors substitutes warming up to make sure that the substitutes do not interfere with official activities.
 - Brings to attention of the coach of any instances of improper behavior by team officials in the team area or substitutes.
 - Monitors and prevents the throwing of water containers onto the field or to players.
- 7. Observes the behavior of ball holders and ensures that each follows pregame instructions.
- 8. Timing
 - Assists the referee in keeping game time.
 - Informs the referee of any irregularities in the starting and stopping of the timing device.
 - Assists the referee in keeping time of half-time break.
- 9. Players Required to Temporarily Leave the Field
 - Prevents bench personnel or designated healthcare professional from entering the field until beckoned by the referee during an injury.
 - Is aware of the referee instructing a player to leave the field due to bleeding or blood on the uniform. Does not permit the player to return to the field until the referee's instructions have been completed and the blood on uniform corrected..
 - Monitors players required to leave the field because of improper equipment. Ensures equipment and uniform are in compliance of the rules when the player checks in.
 - Follows pregame conference instructions to notify the referee that the problem has been corrected and the player is ready to return, with the consent of the referee, at the next legal opportunity allowed by rule.
- 10. Goal scored
 - Records the time and any circumstances of all goals.
 - Checks both bench areas to ensure that non-players are not entering the field to participate in celebration.
 - Counts all players on the field to ensure the goal was not scored by a team with more than 11 players.
- 11. Fouls
 - Monitors team officials and substitutes on the bench in critical situations where the bench personnel may attempt to enter the field.
 - Observes for misconduct and makes eye contact with the referee and, when