

Steps for the referee at the end of a match where kicks from the penalty mark will be required.

1. At the end of play, ensure players who were on the field remain on the field of play as they are the only players eligible to shoot.
2. Call the captains together and choose the goal where the kicks will be taken. To do this the referee will toss a coin with heads representing one goal and tails the other.
3. Toss the coin a second time to decide who shoots first. The team whose captain wins the toss decides whether to take the first or the second kick
4. Ask only the players who were on the field of play at the end of overtime to move into the center circle and ask the 2 goalkeepers to go down by the net.
5. Ensure that an equal number of players from each team remain within the center circle before the kicks begin. (If at the end of the match and before the kicks start to be taken from the penalty mark, one team has a greater number of players than its opponent it must reduce its numbers to equate with that of its opponent. - so for example, if you red carded someone you need to make sure the number is equal)

Procedures for the kicks:

1. The kicks are taken alternately by the teams.
2. Stand near the corner of the goal area, on the opposite side of the penalty mark from your assistant referee if you have one. (Usually you face the side of the field the benches are on)
1. The first player will come from the center circle and approach the ball. The opposing goal keeper will go into the net, stand on the goal line and face the field of play. The other team's goal keeper will go to the goal line just outside where it meets the penalty area boundary line and not interfere with the kick.
3. Record the number of the kicker.
4. Ask the kicker if he/she is ready
5. Ask the goal keeper if he/she is ready
6. When the goal keeper and kicker are ready, blow your whistle so the kick can be taken
7. If you determine the kick was taken properly and there is no infringement record the result (goal or miss) in your book and call for the next kicker (it will be the other team). Usually a check mark for good goal or "X" for a miss will do.
8. Continue the steps above until you have a winner (**see note on determining a winner**). When the winner is decided blow your whistle 3 times to end the match
9. Record the final score at the end of regulation time and overtime in the fields provided on the game sheet. In the comments section of the game sheet, write the following:

Match was decided by the taking of kicks from the penalty mark. During the kicks, [Team A] scored [#] kicks and [Team B] scored [#] kicks.

Of course replace Team A and Team B with the teams from your match and record the # of kicks each scored.

10. If you have no additional discipline, sign your game sheet and provide the copies to the teams as per competition regulations.

Determining a winner:

If, before both teams have taken the specified number of kicks for the competition, one has scored more goals than the other could score, even if it were to complete its kicks, no more kicks are taken.

If tied after both teams have taken their kicks then kicks continue to be taken in the same order until one team has scored a goal more than the other from the same number of kicks.

Notes:

1. Except for U13 where it is 3, unless there is a winner before all the kicks have been taken, both teams take five kicks.
2. A goalkeeper who is injured while kicks are being taken from the penalty mark and is unable to continue as goalkeeper may be replaced by a named substitute provided his team has not used the maximum number of substitutes permitted under the competition rules
3. An eligible player who is on the field and in the center circle may change places with the goalkeeper at any time when kicks from the penalty mark are being taken
4. Each kick is taken by a different player and all eligible players, including the goalkeeper, must take a kick before any player can take a second kick
5. Unless otherwise stated, the relevant Laws of the Game and International F.A. Board decisions apply. Meaning that the referee still has all of his/her powers and duties during the taking of the kicks and the players are subject to that authority.
6. If a player is unable to continue either due to injury or red card during the kicks from the penalty mark you have to reduce the number of players for their opponent. Ask the coach to select the player who will not continue in the kicks.
7. Unlike during the game where a number of players is necessary for the match to continue, Kicks from the penalty mark can continue regardless of how many players are left for each team. Unless someone is reduced to 0 eligible players the kicks continue.