



# **GFA REFEREE HANDBOOK**

**EDITION 2021**

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## OVERVIEW

Congratulations on broadening your football horizons by becoming a referee! Officiating is both rewarding and challenging. It is essential to the growth of the game. Without referees, there would be no matches. This handbook is designed to guide you through your referee career with the Guam Football Association. Other opportunities lie outside of the federation and beyond refereeing itself. It is to also help track your accomplishments and outline the milestones you can strive towards.

## Philosophy

The Guam Football Association Referee Committee and Department are committed to developing officials and referees to progress just as much as the game does in any other aspect. We aim to provide domestic leagues with officials that are uniformed in education and develop regional and world-class referees.

## Goals

The goal of the GFA Referee Committee and Department is to strive for excellence in the development and maintenance of match officials by setting forth a strategic plan that can be followed years at a time.

The goal of the GFA Referee Handbook is to outline the pathway of a referee and provide guidance as an official with the Guam Football Association.





## Referee Department

George has been officiating for 45 years, which started in Honolulu, Hawaii. He became an Instructor in Hilo, Hawaii in 1995 and has been instructing courses since. He has attended several FIFA Instructor courses and AFC Referee workshops over the years. He played an essential role in the start-up of the NMIFA Referee Program while continuing his capacity as an Instructor and Assessor in Guam.



**George Stewart • Director of Referees**

*keokinokaoi@hotmail.com*

Kyle started as a referee in 2006 and in 2017, he was one of Guam's first-ever FIFA Assistant Referees. He was selected to take part in the FIFA Futuro III Fitness Instructor Course in 2016 and the Technical Instructor Course in 2019 and 2020, among others in the region. As a Match Official and Referee Course participant, he has traveled to Japan, China, PR, Hong Kong, Chinese Taipei, Australia, Thailand, and Korea Republic.



**Kyle Legozzie • Referees Development Officer**

*referee@theguamfa.com*

James started as a Referee in the 1980s, officiating Korean Football Association of Guam matches and later became a Guam National Referee officially in 2012 and a Referees Technical Instructor from 2014. He was selected to take part in annual FIFA Futuro III Referee Courses in 2014 to 2017 and again in 2019 and 2020, traveling to Chinese Taipei, Malaysia, and Korea Republic for the courses.



**James Oh • Referees Technical Instructor**

*guamkoreannews@gmail.com*

Eladio has been a Guam National Referee since 1998 and a local Referee Instructor since 2010. In 2013, he was selected to take part in a FIFA Futuro III Referee Fitness Instructor Course in China, PR. He has conducted referee courses in both Guam and the Northern Mariana Islands. In addition to his credentials as a Referee and Referee Instructor, he also holds an AFC "C" Coaching License.



**Eladio Manansala • Referees Fitness Instructor**

*eladio9@yahoo.com*

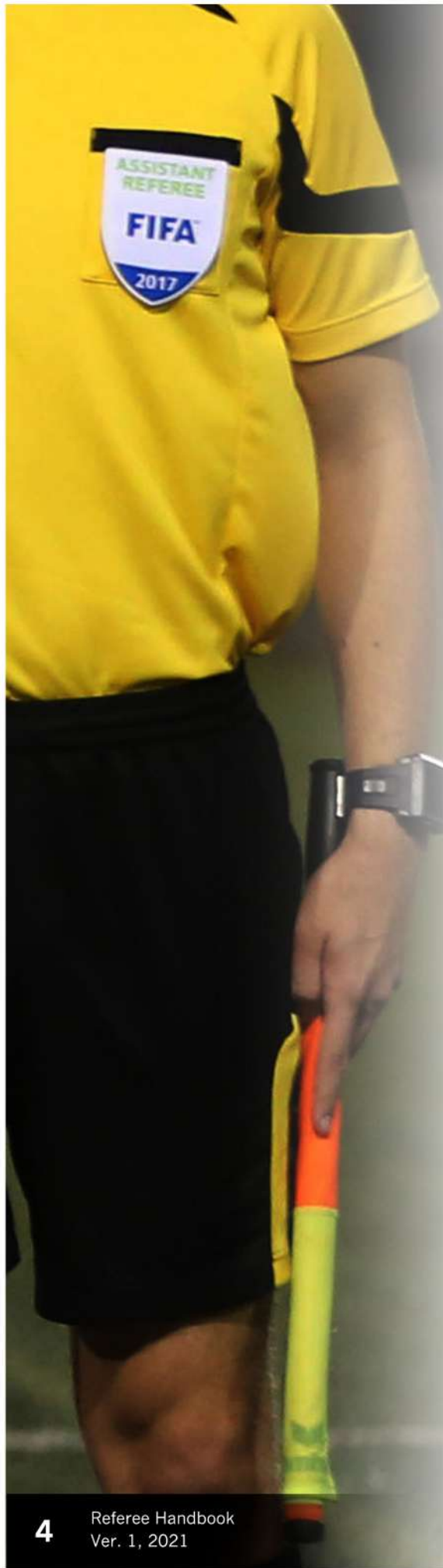
Erlissa started as a Referee in 2011 and is currently a Guam Class 1 Level 5 Referee, featuring in Aloha Maid Minetgot Cup Elite Youth League matches and Bud Light Women's Soccer League matches. Administratively, she worked with the GFA Competitions Department, before moving full time to the Referees Department in 2018. In addition to her Referee credentials, she is also an AFC Local General Coordinator.



**Erlissa Delfin • Referees Administrator**

*referee@theguamfa.com*





## BEING A GFA REFEREE

Being a match official on Guam has a pathway to becoming a FIFA Referee. There are numerous opportunities to advance in class and rank to gain experience at all levels. Each referee is held to a uniform standard that demonstrates professionalism, teamwork, and attention to detail to the rest of the football community.

### Referee Career Pathway

• FIFA	International	Level 7 (L7)
• National	Division 1 Men's	Level 6 (L6)
• Class 1	Division 1 Women's	Level 5 (L5)
• Class 1	Division 2 & Recreational	Level 4 (L4)
• Class 2	Minetgot Cup (Elite Youth)	Level 3 (L3)
• Class 3	U11 - U16 Youth	Level 2 (L2)
• Class 3	U8 - U10 Youth	Level 1 (L1)

### Referee Pay Grade

League	Referee	Assistant Referee
Men's D1	\$80 (L7)/\$60 (L6)	\$65 (L7)/\$45 (L6)/\$40 (L5)
Women's D1/Men's D2/Friendlies	\$55 (L6)/\$50 (L5)	\$40 (L5)/\$35 (L4)
Women's D2/YNT Friendlies	\$50 (L5)/\$45 (L4)	\$35 (L4)/\$30 (L3)
E15 (AM Minetgot Cup)	\$50 (All Levels)	\$35 (All Levels)
E13 (AM Minetgot Cup)	\$40 (All Levels)	\$30 (All Levels)
High School	\$45 (All Levels)	\$35 (All Levels)
Middle School	\$30 (All Levels)	N/A

## Triple J Auto Group Robbie Webber Youth League (RWYL) Pay Grade

Division	Amount of Referees	Pay
U8	1	\$20
U10	1	\$20
U12	3	\$25 Referee/\$20 AR
U12	2	\$30
U14 & U16	3	\$30 Referee/\$25 AR
U14 & U16	2	\$30

### Referee Guidelines

#### 1) Referee Registration

- a) The minimum requirements to become a referee are:
  - i) Must be turning 14 within the calendar year or older.
  - ii) Must be physically and mentally fit enough to follow a football match
  - iii) Must have a willingness to learn and the ability to make fair decisions
- b) Those interested in becoming a referee must register online for the Entry Level Course. Once registered, individuals must complete the Entry Level Course in its entirety.
- c) Referees must keep the Department up to date on club/school affiliations and contact information as well as any changes/transfers.
- d) Travel notices must be given to the Referee Department at least one week in advance, or as soon as possible.

#### 2) Referee Uniform and Equipment

- a) The basic referee uniform consists of the following:
  - i) Referee top(s)
  - ii) GFA Referee Patches (For Class 3 Level 2 and higher)
  - iii) Black shorts
  - iv) Black soccer socks
  - v) Football boots or artificial turf shoes
  - vi) No jewelry or facial piercings.
- b) All Class 3 Level 1 Referees will be provided with Triple J Robbie Webber Youth League Referee Shirts once the season has started. It is the responsibility of the referee to use this shirt for all assignments.
- c) All Class 3 Level 2 Referees are required to purchase (or the deduct the cost from monthly pay) the GFA Referee Kit which consists of the following:
  - i) Three (3) referee tops (yellow, teal, and black)
  - ii) Three (3) black shorts
  - iii) Three (3) pairs of black socks
- iv) One (1) set of GFA Referee Patches



Customers First  
**TRIPLE J AUTO GROUP**  
The Largest Selection of Brands on Guam  
**REFeree**  
My game is fair play!



## Referee Guidelines (continued)

- d) The GFA Referee Kit must be used for all assignments. All uniforms should be neat, proper and professional. Referees in complete attire must have socks pulled up completely and tops tucked in.
  - e) Referees must change into casual attire after completing all assignments for the day. Casual attire must be neutral and not represent any clubs locally or internationally.
  - f) Basic referee equipment consists of the following:
    - i) Watch
    - ii) Scorecard for appropriate league and/or scrap paper with pen/pencil
    - iii) Whistle
    - iv) Red & Yellow Cards
    - v) Coin
    - vi) Assistant Referee Flags
    - vii) Water
    - viii) Other items relative to the weather are allowed.
  - g) Referees are responsible for providing their equipment to each assignment. Some equipment may be available for purchase with the Department.
- 3) Referee Attendance and Participation
- a) Referees should attend the calendar of courses provided by the Referee Department. Mentors and assessors will advise those who are promoting on which courses to attend specifically.
  - b) Referees must attend meetings called by the Referee Department. Those who are unable must provide written reasoning to the Department. All meeting attendees must arrive in neutral attire that does not represent any clubs locally or internationally.
  - c) All course and meeting attendees must be active in discussions. The game of football is ever-changing, and officials must be actively updated and show understanding of such.



## Referee Guidelines (Continued)

### 4) Education

- Referees are expected to stay updated on the current Laws of the Game (LOTG) and local league regulations. All are provided online.
- Referees must keep a healthy lifestyle and remain physically fit to ensure proper officiating in local leagues.
- The GFA Referee Department provides additional education material and fitness sessions to ensure that all referees have a uniformed education and fitness baseline.
- Testing will be conducted year round. Each referee must undergo at least one (1) written test and one (1) fitness test per calendar year.
- [Insert baseline testing scores for each class & rank.]

### 5) Assignments

#### a) PowerUp RefZone

- Please watch the following video on how to input availability and confirm assignments on GFA's online platform, PowerUp, here: [https://youtu.be/0kYoP6J\\_CHE](https://youtu.be/0kYoP6J_CHE)
- A complete walkthrough of the RefZone can be found here: <https://powerupsports.freshdesk.com/support/solutions/articles/17000037707-refzone-overview>
- Schedule & Availability

#### (1) Your default schedule may be set to

- Unavailable: You will then need to set the dates you are available to take assignments
- Always Available: You will have to set the days you are NOT available for assignments

#### (2) In either case, the management of your schedule is the same. First, navigate to the desired date:

Referee Calendar - May 2018

Your availability is set as **Available** by default, and you must indicate which days you cannot work. Please log into your account every 1000 days to ensure availability. You are only able to adjust your schedule 7 or more days in the future.

Navigation: 2017 | Previous Month | May 2018 | Next Month | 2019


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1 Available</b> 8:00 AM - 9:00 AM ⚡ Cherry Beach Fields Cherry Beach 1 [Check] [Calendar] [Location]	<b>2 Available</b>	<b>3 Available</b>	<b>4 Available</b>	<b>5 Unavailable</b> 11:00am - 12:30pm 5:00pm - 6:30pm
<b>6 Available</b>	<b>7 Season Blackout</b> 12:00am - 12:00am Available	<b>8 Available</b>	<b>9 Available</b> 9:30 AM - 11:30 AM ⚡ Brampton Sports Complex Brampton 1 Demoville League [Calendar]	<b>10 Available</b> 8:30 AM - 10:30 AM ⚡ Caledon East Soccer Complex Caledon East 1 Demoville League [Calendar]	<b>11 Available</b>	<b>12 Available</b>
<b>13 Available</b>	<b>14 Available</b>	<b>15 Available</b>	<b>16 Available</b> Set Unavailability [Calendar]	<b>17 Available</b> Set Unavailability [Calendar]	<b>18 Available</b> Set Unavailability [Calendar]	<b>19 Available</b> Set Unavailability [Calendar]
<b>20 Available</b> Set Unavailability [Calendar]	<b>21 Season Blackout</b> 12:00am - 12:00am	<b>22 Available</b> Set Unavailability [Calendar]	<b>23 Available</b> Set Unavailability [Calendar]	<b>24 Available</b> Set Unavailability [Calendar]	<b>25 Available</b> Set Unavailability [Calendar]	<b>26 Available</b> Set Unavailability [Calendar]






## Referee Guidelines (Continued)

- (3) Next, click the Availability link (blue calendar icon) on the desired date. This takes you to the availability settings.

### Referee Unavailability

\* Date: 2018/05/25 

\* Start Time: 8:00am  All Day 

\* End Time: 9:00am 

Recurrence: ☒ None  
☐ Every 7 Days




Save

Back

- (4) You can set your (un)availability for the entire day, or a partial day. The system also lets you set recurring days to save time when managing your schedule.

#### iv) Confirming Schedule

- (1) This is where you accept or decline your assignments. You will have received a notification via E-mail that games have been assigned to you. You will also receive notifications on the home page when you log in.

	CB: Field 2 199 Unwin Ave Toronto TEEN-B-A-006 - Teen-B - Division A Regular Season Lead Ref for: Netherlands vs England Thursday, May 15, 2014 - 7:00 pm - 8:30 pm	<input checked="" type="radio"/> Accept <input type="radio"/> Decline
	CP: Field 1 256 Centennial Park Road Toronto TEEN-G-A-007 - Teen-G - Division A Regular Season Lead Ref for: Brazil vs USA Friday, May 16, 2014 - 6:00 pm - 7:30 pm	<input checked="" type="radio"/> Accept <input type="radio"/> Decline
	CB: Field 1 199 Unwin Ave Toronto ADULT-RECREATIONAL-009 - Adult - Recreational Regular Season Asst. Ref for: Team A vs Team B Friday, May 16, 2014 - 7:30 pm - 9:00 pm	<input checked="" type="radio"/> Accept <input type="radio"/> Decline

Submit

- (2) Simply Accept or Decline the game, and click Submit. If you make an error, you can use the Back button to make corrections.

## Referee Guidelines (Continued)

Please review your selection(s) and click Confirm  
or click Back to make any changes



	<p>CB: Field 2 199 Unwin Ave Toronto TEEN-B-A-006 - Teen-B - Division A Regular Season Lead Ref for: Netherlands vs England Thursday, May 15, 2014 - 7:00 pm - 8:30 pm</p>	Accept
	<p>CP: Field 1 256 Centennial Park Road Toronto TEEN-G-A-007 - Teen-G - Division A Regular Season Lead Ref for: Brazil vs USA Friday, May 16, 2014 - 6:00 pm - 7:30 pm</p>	Accept
	<p>CB: Field 1 199 Unwin Ave Toronto ADULT-RECREATIONAL-009 - Adult - Recreational Regular Season Asst. Ref for: Team A vs Team B Friday, May 16, 2014 - 7:30 pm - 9:00 pm</p>	Decline

Back

Confirm

- (3) If you accidentally accept or decline a game, you will need to contact the GFA Referee Administrator to make changes.
- b) Referees are expected to officiate all confirmed assignments. Informal arrangements to switch assignments with other officials are not permitted. The Department bears the sole right to assign fill-in referees when necessary.
- c) Referees must notify the Department in writing of their availability at least seven (7) days in advance. This must be completed on PowerUp.
- d) Assignments will be released on Tuesdays at 12:00pm, or at least 48 hours beforehand for special events.
- e) Once notified of their assignments, referees have 48 hours to confirm their assignments.





## Referee Guidelines (Continued)



### 6) What is an assessment?

- a) Assessments are vital to the GFA Referee Development Program and to the advancement of referees. Our goal is to provide every referee the opportunity to be assessed. Basic assessments occur during the Triple J Robbie Webber Youth League. Always be prepared for feedback provided by the assessors who may observe you.
- b) A referee assessment helps identify strengths and areas of improvement. It is also a time to receive valuable tips and advice. The assessor will observe you during your assigned game, including your pre-match activities. The assessor will also provide feedback at halftime and at the end of the match.
- c) Referees can request for assessment in writing to the Department. Once an assessor is available, referees will be notified. Do know that assessment requests are not necessary.
- d) Referees are entitled to a copy of their assessment form that can be sent electronically.

MY ASSESSMENTS				
Date	League/Division	Match # & Teams	Assessed By	Rec'd Copy
3/30/2021	RWYL U12	42 Wings Red vs. Tumon	John Cruz	

**RWYL:** Robbie Webber Youth League | **AMYML:** Aloha Maid Minetgot Cup Elite Youth League

**BSL D1/D2:** Budweiser Soccer League Premier (D1) & Amateur (D2) Divisions

**BLWL W1/W2:** Bud Light Women's Soccer League Premier (W1) & Amateur (W2) Divisions

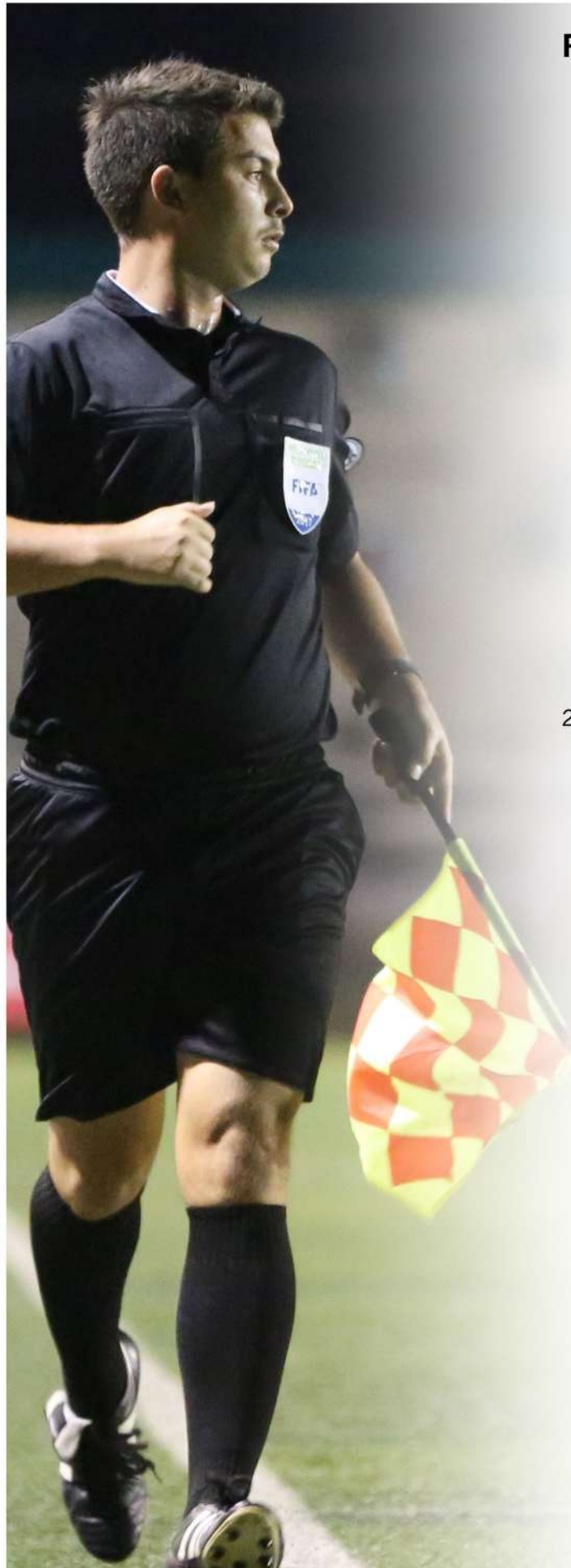
## Referee Match Duties

- 1) Pre-Match
  - a) Officiating begins the moment referees arrive to the match venue. Referees should arrive no later than thirty (30) minutes before the scheduled kick-off in full kit with equipment.
  - b) Referees must ensure that the field of play is safe and ready for a match with a field inspection. The field inspection shall consist of:
    - i) Inspection of all lines on the pitch and for the technical area.
    - ii) Inspection of goals and nets
    - iii) Inspection of corner flags
    - iv) Inspection of match balls
    - v) Inspection of any debris on the field
      - (1) Example: trash, animal droppings, rocks and/or gravel
    - vi) Proximity of spectators to the touchlines
      - (1) Will this be a safety issue?
  - c) It is the duty of the referee to overlook the match report or scorecard before the match. The following conditions should be recorded:
    - i) Date and time of match
    - ii) Full name of venue/field
    - iii) Full name of Home and Away Teams with rosters
    - iv) Full names of all other match officials
  - d) Should the referee deem any of the above not in regulation with League rules and/or the LOTG, the referee must notify the proper person of contact immediately. People to notify:
    - i) For GFA sanctioned leagues: Match Commissioner and GFA Competition Staff
    - ii) For Interscholastic Leagues: Coach of both teams and Home Team Athletic Director (AD)
    - iii) For all others: GFA Referee Department and GFA Competition Staff
  - e) Coach/Captain Pre-Match Briefing
    - i) The referee should remind the coaches/captains that sportsmanship and the spirit of the game are primary. They are responsible for the conduct of themselves, their teams, and their spectators.
    - ii) The referee should use this time to confirm with the coaches that all match information is correct, that rosters are accurate, and that both teams are aware of all LOTG and league regulations.





## Referee Match Duties (Continued)



- iii) All matches must start on the scheduled kick-off time, regardless if livestreaming is provided or not. If matches are running behind schedule, notify the coaches that time will be deducted from halftime to help get the schedule on track.
- f) Force Majeure
  - i) All GFA sanctioned leagues will be monitored by the GFA Competition Department. The following will be enforced:
    - (1) TCOR3: Weather is closely monitored.
      - (a) Distance of Tropical Storm/Depression
      - (b) Status of wind and rain at kick-off time
    - (2) TCOR2: All games are canceled.
    - (3) Lightning:
      - (a) RWYL: Games are canceled.
      - (b) AMYML & Adult Leagues: Delay & monitor for fifteen (15) minutes. If lightning persists, matches are abandoned.
- 2) During the Match
  - a) The following should always be recorded during a match:
    - i) Kick off time
    - ii) Goals Scored
      - (1) Team & Jersey # of player
      - (2) Minute
    - iii) Cautions/Send offs
      - (1) Team & Jersey # of Offender
      - (2) Minute
      - (3) Type of Infringement/Reason
  - b) If there are more than one referee for the match, all should have their own record of the above.
  - c) The referee should work with the Match Commissioner to ensure the match report is accurate.
  - d) Referees and Match Commissioners should monitor the technical areas during half time when able to.
  - e) Abandoning the Match
    - i) The following are reasons the match needs to be abandoned at any point:
      - (1) Weather conditions worsening, making the field unplayable and unsafe for the officials/teams.
      - (2) Serious Injury that cannot be resolved off the pitch and within 15 minutes
      - (3) Violent Conduct that cannot be resolved off the pitch and within 15 minutes
      - (4) Other matters that the team of match officials deem unsafe for themselves and/or the players to continue.

## Referee Match Duties (Continued)

- ii) Should the match be abandoned in the first half, referees must notate it in the match report/scorecard and match will be rescheduled.
- iii) Should the match be abandoned either during half time or the second half, the match results will be recorded as is.

### 3) Post-Match

- a) Referees and Match Commissioners should monitor technical areas when the match has ended.
- b) Referees and Match Commissioners are to complete the match report, obtain the signatures of the coach of both teams, and sign the match report themselves.
- c) Referees should ensure the return of match balls and any other equipment used by officials.
- d) The official's area should be clear of any trash or debris.
- e) Referees must change out of their kits once they have left the field of play/match venue.
- f) Referee Reports and/or Incident Reports must be submitted in writing to the GFA Referee Department within 24 hours of the match in question.

### 4) Reporting

- a) Referee Reports
  - i) Referee reports will have to be completed when players are sent off in a match. Referee reports must be completed and submitted in writing to the GFA Referee Department within 24 hours.
  - ii) The referee report must include:
    - (1) All match information
    - (2) Player information such as name, jersey number, and team
    - (3) Details of the offense such as minute, type of offense,
    - (4) Items as you saw it, concise enough to contain information to enable the GFA Disciplinary Committee to understand what happened.
  - iii) All match information must be complete and all material must be readable and easy to understand.





## Referee Match Duties (Continued)

- b) Incident/Witness Reports
- i) Incident reports are to be used for situations outside of the match (spectators could be involved). Witness reports are requested if referees not directly involved in the incident (could have been a match commissioner or nearby preparing for the next match) but have seen a substantial amount of the situation to make a statement. **All incident and witness reports must be submitted in writing.**
  - ii) Details are important. Notating full names and/or jersey numbers of players/team officials/spectators are critical. Referees will not be reprimanded for quoting any parties involved verbatim.  
(1) Example: "Player #13 on Team B turned to the crowd and said 'Eat shit!' to Spectator A."
  - iii) Be sure that the list of events are in chronological order.
  - iv) Include your contact information for the GFA Referee Department and GFA Disciplinary Committee needs.

## References

### Rules and Regulations:

- All GFA sanctioned leagues have their respective rules and regulations online at <https://guamfa.com/gfa-programs/all-leagues/>.
- The current IFAB Laws of the Game can be access through their app available on the Google Play Store and the App Store or online on the IFAB Web site: <https://www.theifab.com/laws>
- The GFA Referee Department can provide any other regulations set for special events, friendlies, and some international competition upon request.

## Conclusion

This Handbook will help GFA referees obtain a better understanding of a football career outside of the playing and coaching aspect. It is a different yet vital perspective to the game at any level. Providing a uniformed education, starting with this handbook will pave the way to quality officiating and broaden horizons in advancing the world's greatest sport.







## GFA SAFEGUARDING POLICY

It is important to remember that football is meant to create a safe, fun, and friendly environment. At times, you may have some negative experiences and you can speak out whenever you like. It is imperative that you report any situation where you witness the welfare of a child being put at risk or you, yourself is at risk. These situations will often make us feel uncomfortable or unsafe. If this happens to you, you can contact the GFA Referee Department at [referee@theguamfa.com](mailto:referee@theguamfa.com).

- 1) In the unlikely event that you feel threatened while refereeing a match, remember your safety is the priority.
  - a) Stop and think before reacting.
  - b) Get yourself to safety and leave the match venue safely.
  - c) Do not enable comments and/or discussions with those involved.
  - d) Report the incident to the GFA Referee Department immediately after the match **IN WRITING**.
  
- 2) There may be a point in your referee career where you are asked to attend a disciplinary hearing to provide evidence. Do not worry, support will be provided during this process. Referees under the age of 18 can be accompanied by a parent or guardian. Additionally, the Referee Development Officer will be present for assistance.



# Annual Referee Calendar (Proposed)

\* Subject to change as necessary

## January

New Referees (Entry Level)  
Adult Leagues Refresher / Workshop  
Fitness & Written Testing

## February

Youth Referee Refresher  
Adult Leagues Refresher

## March > Peak

UOG Courses

## April > Peak

Ref on the Go - High Schools

## May

Referee Advancement Course

## June

Futsal/Beach Courses

## July

Fitness & Written Testing  
Referee Advancement Course

## August

Referee Camp  
Youth League Referee Seminar

## September

Adult League Referee Seminar

## October > Peak

UOG Courses  
Fitness & Written Testing  
Referee Advancement Course

## November > Peak

Ref on the Go - High Schools

## December

End of the year Workshop



## ABOUT GFA

The Guam Football Association “GFA” is a not for profit, non-stock association. There are fifteen (15) member clubs that enter around 150 teams in GFA's leagues year round. GFA's Main Office and National Training Center are located in Dededo, Guam. All referees stemming from GFA can seek international education, experience, and certification through FIFA, Asian Football Confederation, and East Asian Football Federation.

## Affiliations



FIFA Member since 1996

AFC Member since 1992



EAFF Founding Member in 2002

## Executive Committee



**Pascual Artero**  
Vice President



**Tino San Gil**  
President



**Joe Cepeda**  
Vice President



**Fred Alig II**  
Executive Committee



**Tina Esteves**  
Executive Committee



**George Lai**  
Executive Committee



**Duane Pahl**  
Executive Committee



**Joe Roberto**  
Executive Committee



**Gian Tenorio**  
Executive Committee





# RESPETU

## Referee Committee



**Joe Roberto**  
Chairman



**George Stewart**  
Deputy Chair



**Rhoda Bamba**  
Member



**Eladio Manansala**  
Member



**Cara Walsh**  
Member





# GUAM FOOTBALL ASSOCIATION



@GuamFootball | [www.GuamFA.com](http://www.GuamFA.com)

