



# **SOCER NOVA SCOTIA REFEREE DEVELOPMENT COMMITTEE**

## **REFEREE HANDBOOK**

**As of December 2019**

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## **A REFeree DEVELOPMENT COMMITTEE**

The SNS (Soccer Nova Scotia) Referee Development Committee's objective is to develop and implement the Referee Development Program of Soccer Nova Scotia

The committee consists of

- Chair – SNS Referee Development Officer
- Chief Assessor
- Chief Instructor
- One Representative from each SNS recognized Regional Referee Association
- Female Referee Representative
- SNS Executive Director (ex-officio)

For a complete list of current committee members and their contact information go to the appropriate section on the SNS web site.

<https://www.soccerns.ca/about-sns/directory/referees-2/>

## **B REGISTRATION DEADLINES**

### **B.1 Outdoor Season**

All registrations will expire March 31st each year. There will be no overlapping from one year's list to the next. Documents for the renewal of registrations will be made available to currently registered referees prior to expiry.

Late registration will be accepted and may include a late fee penalty as prescribed by Soccer Nova Scotia.

Late registrations received after May 31st must include any applied late fee penalty and will be accepted upon confirmation from the CSA (Canadian Soccer Association) that the Referee has been added to the Official List of Referees. Referees not added to the Official List will receive a refund of fees paid less an administration fee equal to the late fee penalty.

Officials must have attended the annual refresher training (or equivalent) and, where appropriate, successfully completed the appropriate fitness test for the current season.

### **B.2 Indoor Season**

To officiate in the Indoor season, the referee must be registered with SNS and the CSA for the current season and must attend the annual refresher training (or equivalent) for Indoor Soccer to complete their accreditation and pay any additional registration fee as prescribed by Soccer Nova Scotia.

## **C CODE OF ETHICS**

- C.1 Although the Code of Ethics prescribes standards of conduct for all SNS officials, they are not all-inclusive. The absence of a specific standard of behavior does not imply that an action is condoned - such action may ultimately be subject to disciplinary action.

Officials play an integral role in the sport of soccer and they must recognize their impact on the game, its participants and their fellow officials. The following gives a general statement of the principles of conduct, which are required of officials in order to fulfill their duties to players, colleagues and administrators.

Officials are expected to uphold and advance high standards of ethical conduct by being honest and impartial, increasing their competence and prestige, using their knowledge and skill to improve the game, and respecting the dignity and status of, and relationships with their colleagues.

C.2 Referees, having certain privileges through and by Soccer Nova Scotia, with respect to the game, shall realize their responsibilities and duties to Soccer Nova Scotia and the game. Soccer Nova Scotia's Code includes and enlarges upon the Canadian Soccer Association's "Code of Ethics" for referees. Specifically, a Soccer Nova Scotia Referee shall:

- a. Conduct him/herself with dignity both on and off the field of play and shall, by example, seek to inspire the principles of fair play and earn the respect of those the refereeserves.
- b. Not cause the Canadian Soccer Association, Soccer Nova Scotia, or any Regional Referee Association to become involved in any controversial matters.
- c. Adhere to all standards and directives established by the international (F.I.F.A.), national (C.S.A.), and provincial (S.N.S.) soccer associations, the referee's Regional Referee Association and the rules and regulations of the jurisdiction in which he/she officiates.
- d. Always be neat in appearance and maintain a high level of physical and mental fitness.
- e. Study the Laws of the Game and be aware of all changes and enforce all said laws and changes.
- f. Perform his/her designated duties, including attending organized clinics and lectures, etc. and shall assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing.
- g. Honour any appointments made for and accepted by them unless unable to do so by virtue of illness or personal emergency.
- h. Not publicly criticize other referees, national or provincial soccer association, or any Regional Referee Association.
- i. Not make or post any statement to the media (newspaper, television, radio, social media, etc.) related to a game in which the referee has officiated or observed, or to the performance of the players, coaching staff or other officials.
- j. Follow the correct lines of communication to the Referee Development Committee, which shall be through the Official's Regional Referee Association; and to the CSA Referee Committee, which shall be through the Provincial/Territorial Soccer Association where he/she is registered.

C.3 A Nova Scotia Referee shall be subject to disciplinary action by the Referee Ethics Committee for not complying with the Code of Ethics and Standards of Ethical and Professional Conduct.

Details may be found on the SNS web site - <https://www.soccerns.ca/downloads/documents/>

## **D STANDARDS OF ETHICAL & PROFESSIONAL CONDUCT**

- D.1 Duly registered officials are expected to demonstrate excellence in conduct and ability at each match in which they participate. This covers the time from arrival until departure from the field.
- D.2 When officiating, all referees shall wear the official uniform:
- a. All Match Officials in Competitions under the jurisdiction of The Association and Provincial Associations must wear uniforms comprising of plain black shirts and black shorts. Socks shall be black. Referees may only wear an alternative colour uniform when there is a clash between the uniform shirts of the outfield players of one of the teams and the referee's first choice colour. The preferred alternative second choice colour is yellow, the third colour - as identified by the association. This may be reviewed by The Association from time to time.
  - b. Nova Scotia Referees (other than first year officials) must have an alternate colour shirt if the game demands it. If all Officials do not have the same alternate colour, then the Centre Referee will wear the alternate and the Assistants will wear black. For National and televised games, all Officials shall wear shirts of the same colour. The preferred alternative second choice colour is yellow, the third as defined by the Association from time to time.
  - c. The badge shall be worn on the left breast area of the shirt. The badge shall be for the highest level for which the referee is qualified such as F.I.F.A. or National or as approved by the Association.
- D.3 All referees shall be under the jurisdiction of Canada Soccer and Soccer Nova Scotia and shall only officiate games sanctioned or approved by the governing bodies.
- D.4 Referees must accept or turn back all appointments within 48 hours of issue or by the deadline given by assignor. If the assignor receives no response, appointments will be reassigned.
- D.5 All Officials must adhere to the FIFA and Canadian Soccer Association's Anti-Doping Policy.  
<https://www.canadasoccer.com/anti-doping-program-s15641>
- D.6 Officials must refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- D.7 Officials must not discriminate against nor take undue advantage of any individual group on the basis of physical ability, physical appearance, race, colour, religion, political belief, economic status, marital/family status, gender, sexual orientation, or ancestry.
- D.8 The maximum number of games per one day for centre referees and assistants is based on time and number of matches. It is the official's responsibility to make sure the following guidelines are adhered to.
- a. A Referee may officiate a maximum of 360 minutes per day.
  - b. After 180 minutes, there must be a two-hour break before returning to officiate.
  - c. No more than 180 minutes of the 360 may be as centre referee.

- d. For 11-a-side matches, officials may not act as centre referee for more than two consecutive matches.
  - e. Indoor games – a 270 minutes maximum for indoor 7-a-side, with a minimum rest period of 120 minutes after a continuous 3 x 50 or 2 x 80 periods of officiating
- D.9 Officials must decline an officiating role if a perceived conflict of interest exists; for example:
- a. Not accept any appointment to officiate in any competitive game involving a team in the same age and gender division in the same league to which the official is directly affiliated as a player, coach or manager.
  - b. Not accept any appointment to officiate in any competitive game in which an immediate member of his/her family (by marriage or common law) is a registered player or coach. An immediate member of the family is a parent, a spouse, a son or daughter, a brother or sister.
  - c. Not accept an appointment to officiate in any provincial championship game involving a team or club to which the official is directly affiliated as a player, a coach, manager or an elected Executive or Board member.
  - d. There may be other perceived conflicts and the official is asked to clarify their standing with the Soccer Nova Scotia Referee Development Officer or Soccer Nova Scotia Executive Director.
- D.10 Officials must report to the field ready to officiate and conduct pre-game activities (field inspection, personal equipment, instructions to assistant referees, players' equipment, game ball, starting time) as directed by their Regional Referee Association but no less than:
- a. 15 minutes for most regularly scheduled indoor and outdoor games
  - b. 30 minutes for AAA games as well as Provincial and Atlantic championships
  - c. 60 minutes, or as required, for televised, university and college games
- D.11 In the event of any dismissal, the referee shall, within 48 hours of the conclusion of the game, submit a copy of the Soccer Nova Scotia Dismissal Report to Soccer Nova Scotia.
- D.12 The referee must forward to the competition organizer (or representative) a written report (game sheet) containing the result of the game and details of any misconduct. This report must be submitted as specified in the rules of the competition, but no later than 48 hours after the conclusion of the game.
- D.13 For tournament games. The official must submit a written report to the chair of the discipline committee of the tournament as quickly as they can, but no later than 48 hours to permit the discipline committee to act on the report.

## **E DISCIPLINE GUIDELINES**

- E.1 The purpose of the Code of Ethics is to establish guidelines for ethical standards of conduct for all officials. The Code of Ethics does not exhaust the moral and ethical considerations of professional behaviour and attitude.

- E.2 Compliance with this Code of Ethics depends primarily upon understanding and voluntary compliance, secondarily upon reinforcement by peer and public opinion, and finally, when necessary, upon enforcement through disciplinary proceedings as outlined in Section 7 and 14 of SNS Policies and Procedures.
- E.3 Any complaints about officials must be submitted in writing. If the complaint is specific to a game, a copy of the game sheet for that game must accompany the complaint.
- E.4 The discipline guidelines outlined in section 7 and 14 of SNS Policies and Procedures will be followed.
- E.5 Suspensions and Administration Fees may only be levied by the Referee Judiciary Committee.
- E.6 Records of proven complaints over two years old may be removed from the referee's file.

## F PROMOTION

### Designation to Leagues

All referees will be assigned to leagues in which they may act as a middle referee. Referees are informed of their designation on their personal electronic account or through communication with the SNS Referee Development Officer. Permission needs to be obtained from the Regional Referee's Committee to accept appointment above this designation level.

Note: Game designations for referee and assistant referee assignment to leagues may be viewed at the following link.

<https://www.soccerns.ca/referees/educational-resources/>

To gain designation to a higher-level League:

- District referees – contact your Regional Referee Association to have a mentor or assessor assigned to observe and comment in writing on your game.
- Regional and higher-level referees – Contact the SNS Chief Assessor or the Referee Development Officer.

The promotion and maintenance of referees is defined by the CSA in its document covering the Registration and Control of Referees. This document provides guidelines and advice for implementing the CSA's directives in Nova Scotia. In the event of a discrepancy between this guide and the policies set by either the CSA or SNS, then CSA and SNS policies shall take precedence.

### **Application to the Promotion Scheme and Promotion of Referees**

- F.1 A District Referee may apply to enter the promotion scheme after completing one season or 12 months whichever is shorter as a District Referee. Applicants must have completed 20 qualification games as a Referee; these games must be 11-a-side competitions for players over the age of 16. A game log (in the format specified by SNS from time to time) providing the details of these games must be submitted with the application. Applicants must meet the Regional Fitness Testing requirements in the season preceding their application. Applicants must apply in writing to the RDC (Referee Development Committee) through the SNS Referee Development Officer by March 1<sup>st</sup>. **Applicants meeting these requirements shall be accepted into the promotion scheme.**

- F.2 Referees already in the promotion scheme from the previous season or seasons and who continue to meet the requirements of application for promotion will automatically be included in the promotion scheme for the upcoming season unless they withdraw in writing by March 1st.
- F.3 District Referees who are being considered for promotion to Regional Referee may apply for promotion to Provincial Referee, in accordance with this clause, pending the decision of the SNS RDC in respect of the promotion to Regional Referee and subject to satisfying the criteria as determined by the CSA from time to time.
- F.4 Regional and Provincial Referees will remain in the promotion scheme subject to satisfying the criteria as determined by the CSA from time to time.
- F.5 Regional Referees may be invited by the RDC on the advice of the Provincial Assessment Program or their regional association to apply for promotion to Provincial Referee. This invitation shall be based on completing the Provincial Referee fitness test, practical field performance, and other criteria as determined by the CSA from time to time. Field performance will be determined by considering Club Marks and reports from the Provincial Assessment Program.
- F.6 Promotion to Regional and Provincial Referee will be based on:
- a. Successful completion of the fitness testing requirements as defined by the CSA
  - b. Participation in required in-service training and successful completion of the examination as determined by the CSA;
  - c. Evaluation of field performance considering Club Marks and Assessments by Assessors on a minimum of 3 games over a minimum of 20 qualifying games as a Referee. In addition to this the candidate must complete a minimum of 5 qualifying games as an Assistant Referee. A qualifying game is an 11-a-side outdoor game in competitions where the players are over the age of 16. These games must be completed in the same season. The RDC may require that assessments for promotion be performed on significantly competitive games. Applicants seeking promotion must document through a game log the 20 qualifying games they have completed.
- F.7 The Chief Assessor together with the SNS Referee Development Officer will review the status of all Referees in the promotion scheme annually. The purpose of this review will be to identify Referees in the promotion scheme for promotion to Regional or Provincial Referee based on the criteria set out in paragraph 6 above. Recommendations will then be made for the approval of the RDC so that the names of promoted Referees can be provided to the CSA by December 15<sup>th</sup> annually. The Referee Development Officer will ensure that the promoted Referees are notified of their new status in writing.

### **Maintenance Requirements for Promoted Referees**

- F.8 Referees promoted to Regional or Provincial Referee will maintain this certification so long as they:
- a. Maintain annual registration in good standing with SNS or their new home Province should they relocate;
  - b. Annually meet in-service training requirements as defined by the CSA;
  - c. Maintain satisfactory field performance as determined by the annual review of Club Marks and field Assessments;
  - d. Submit a game log of all qualifying games (in the format specified by SNS) at the end of the outdoor season. A qualifying game is an 11-a-side outdoor game in competitions where the



players are over the age of 16

- e. Any Provincial or Regional Referee may be assessed for development purposes at any time as determined by the Chief Assessor or the Referee Development Officer or any member of the RDC.

- F.9 The Chief Assessor together with the SNS Referee Development Officer will review the status of all Regional and Provincial Referees annually. The purpose of this review will be to identify Referees who have not met the requirements to maintain their classification as defined by the criteria in paragraph 1 above. The Referee Development Officer will ensure that the promoted Referees are notified of their new status in writing.
- F.10 A District Referee who has not met the requirements of the program may reapply for admission as outlined in the application section of this document.
- F.11 A Provincial or Regional Referee who has been reclassified may make written application outlining justification for reinstatement by March 1<sup>st</sup>. The Chief Assessor, together with the SNS Referee Development Officer will review the application for reinstatement and submit their recommendation to the March RDC meeting.

The Referee Development Officer will ensure that the Referee is notified of the outcome of their application.

## **G MEDICAL AND FITNESS TESTING**

### **G.1 Provincial Fitness Testing by Provincial Associations**

The High Intensity (HI) Fitness Test is the required fitness test for Provincial officials.

Match Officials will be required to undertake this test during the months of February to May and must successfully complete this test in order to officiate as a Provincial official.

Female Provincial match officials will be required to pass the Provincial Men's Standard for the HI Fitness Test in order to officiate in provincial senior men's competitions.

Where a match official fails the initial test, they will be required to have attained the minimum standard by 28 days following the initial test. If this is not attained, then the official will be removed from the Provincial List of Officials.

Dispensation will be granted by the Provincial Association from the initial fitness test for injury or illness only. Dispensation for injury or illness will only be given where a match official provides a medical certificate confirming the injury or illness and a prognosis of recovery. In such circumstances, the Provincial Association reserves the right to seek independent medical advice at any time.

Where a match official receives dispensation from the initial fitness test, they will be required to have attained the minimum standard of the HI Test within 5 months of their first fitness assessment. If this is not attained, then the official's position will be reviewed on a case-by-case basis by the Provincial Association and may result in removal from the Provincial list of officials.

### **G.2 Recommendations for Regional and Below Fitness Testing by Provincial Associations**

Fitness testing of Regional referees and below is at the discretion of individual Provincial Associations.

The CSA expects that all Regional and District referees in the promotion scheme and those nominated for National competitions will have successfully completed the fitness test to the minimum standard as outlined in the chart below.

The Beep Test, or the HI Test for male and female Referees are the recommended fitness tests for Regional officials and below. Officials are required to meet the minimum standard to pass the Beep Test for match officials.

Referees seeking promotion will be expected to meet the fitness test standard for the promotion level.

### G.3 Fitness Test Standards by Category.

#### Fitness Test Standards by Category.

Select either FIFA High Intensity or Beep Test as applicable.

2017 Fitness Test Standards by Category Select either FIFA or Beep Test as applicable			
Referee Category	FIFA Test		Beep Test
	Sprints: 6 x 40 m (60 sec recovery)	Interval Test x40 (4000 m)	Continuous Run 20 meter shuttles
Women FIFA/National	6.40 sec	17/20 sec	n/a
Women Provincial	6.60 sec	17/22 sec	n/a
Women Regional	6.80 sec	17/24 sec	Stage 7
Women District/Youth	n/a	n/a	Stage 6
Men FIFA/National	6.00 sec	15/18 sec	n/a
Men Provincial	6.40 sec	15/20 sec	n/a
Men Regional	6.60 sec	17/22 sec	Stage 8
Men District/Youth	n/a	n/a	Stage 6
FIFA & National Assistant Referee Only			
	CODA	Sprints: 5 x 30 m (30 sec recovery)	Interval Test x40 (4000 m)
Women	11.00 sec	5.10 sec	17/22 sec
Men	10.00 sec	4.70 sec	15/20 sec

\* - The Beep Test may be used for National list and Provincial officials for practice and training purposes but will not replace the FIFA High Intensity Test as the mandatory fitness testing protocol.

## H ASSIGNING GUIDELINES

- H.1 SNS produces two Official Lists of Referees. Referees are registered for the entire year for outdoor leagues, April 1 to March 31, with a single registration. The deadline for registering without a late fee is March 31st. Referees wishing to officiate indoor soccer must complete an indoor registration with payment and the yearly indoor refresher to be placed on the official list for indoor assignment.
- H.2 All appointments will be made from the SNS official list of referees for the current season. The Official List is provided to accredited assignors.

- H.3 All Assignors will follow SNS Guidelines for Assigning.
- H.4 All leagues must have written policies, negotiated with Regional Referee Association(s) on payment of referees arriving at the field for games cancelled at late notice or no notice at all, and for games that referees attend but are not played due to team no-shows or field safety issues; and other matters of mutual concern.
- H.5 Most leagues & tournaments will assign referees & assistants using an on-line assigning resource; other leagues will assign using email and/or telephone. All assigning will be done in accordance with SNS policies.
- a. All Outdoor 11 a side and 9 a side League and playoff games shall be assigned a referee and two assistant referees. Where 9 a side level C games are played, leagues may assign a single referee.
  - b. All Indoor League games shall be assigned a minimum of one referee.
  - c. 11-a-side league games played indoors shall be assigned a minimum of 3 officials.
  - d. All leagues & divisions will be graded, in terms of referee qualifications; each year by the SNS Referee Development Committee, between 10 and 0 where 10 is the highest.
  - e. Each SNS referee will be graded each year by the SNS Referee Development Committee between 10 and 0 where 10 is the highest.
  - f. Under normal circumstances referees will only be assigned games at or below the grade that they are at, e.g. a grade 8 referee could be assigned to grade 8, or below, games.
  - g. In situations where there is a shortage of referees, the referee assignor may assign a referee to a game that is higher than his / her grade with the guidance of the Regional Referee Committee.
  - h. A referee may be assigned, for upgrading purposes, a game higher than his/her grade at the request of the Regional Referee Committee or SNS.
  - i. For televised live or tape delayed games, the referee is to be an official who has experience working with the televised media. In such games, it is recommended that the 4th official should at, or above, a level capable of taking over as referee in the event that the originally appointed official becomes incapacitated during the game.
- H.6 For leagues using on-line assigning, Referees will be able to select their availability and preferences for leagues, divisions and, in some cases, locations. The referee assignor will try to respect referees' preferences. No referee will be required to officiate a game he or she does not wish to do.
- H.7 Referees shall have the right to choose the competitions for which they are willing to officiate, provided the competitions meet the criteria for which the referees are registered.
- H.8 Where possible, assignments will be done at least 7 days in advance of a game.
- H.9 To ensure that assignments are done fairly for both referees and leagues, assignors will follow these guidelines: For each assigning cycle, games are identified and sorted so that the highest graded games receive priority i.e. grade 10 games will have priority over grade 9 games and so on. The

exception to this would be assignment of development games requested by the RRC or SNS

- H.10 For all game assignments from the on-line system, an email is sent to the referee asking him or her to accept or decline the game on the assignment system. The referee assignor may decide to remove the assignment if the referee has not confirmed the game within 48 hours of the offer date. Leagues not using the on-line system will use email and/or telephone for making assignments.
- H.11 The referee assignor may make modifications to the assignments at any time if it is in the best interests of the game and overall policies are adhered to.
- H.12 A league, the SNS RDC or Regional Referee Committee may request manual assignment on a game by game basis before a game for good cause, e.g. development, mentoring or assessment, for a cup final or for a potentially difficult game. Under normal circumstances, these requests should be submitted to the Assignors 2 weeks prior to the game or when requested by the Assigning Coordinator.
- H.13 When a referee declines a game invitation on the on-line system, he or she is made not available for that day for other assignments. The referee may request to be returned to the referee pool for a valid reason by contacting their league assignor.
- H.14 When a game is cancelled or modified by a league, it must notify the referee assignor and assigned referees. When the cancellation or modification is more than 48 hours away, notice of the change can be given through that league's normal communication method (email, telephone or on-line). When the cancellation or modification is for a game with less than 48 hours' notice, the league is required to telephone the assigned referees.
- H.15 Once a Referee has accepted a game, they are responsible for it. If their league is using the online assigning, the Referee can put the game up for grabs and contact the Assignor. In all other situations, Referees should contact their Assignor.
- H.16 Following a game, a referee is required to complete the game sheet and any dismissal or special incident reports; some leagues may also require an on-line report.
- H.17 The maximum number of games per one day for centre referees and assistants is based on time and number of matches.
  - a. A Referee may officiate a maximum of 360 minutes per day.
  - b. After 180 minutes, there must be a two-hour break before returning to officiate.
  - c. No more than 180 minutes of the 360 may be as centre referee.
  - d. For 11-a-side matches, officials may not act as centre referee for more than two consecutive matches.
  - e. Indoor games – a 270 minutes maximum for indoor 7-a-side, with a minimum rest period of 120 minutes after a continuous 3 x 50 or 2 x 80 periods of officiating.
- H.18 If a referee did not attend a game the league must report the incident to the referee's Regional Referee Committee who will take action against the referee in accordance with SNS Policies & Procedures.
- H.19 It is the responsibility of the assigned referee to report an AR (or 4th) No Show or late arrival to the assignor.
  - a. If it is the centre official who is the no show it is the responsibility of the replacement centre

- official to report the no show.
- b. The assignor will inform the officials referee committee, with a copy to the Referee Judiciary Committee

- H.20 If a referee contravenes any league's published rules, the league must report the incident to the referee's Regional Referee Committee who will take action against the referee in accordance with SNS Policies & Procedures.
- H.21 If Referees' have concerns about the assigning, they should contact their Regional Referee committee.

## **I GAME DESIGNATIONS & ORDER OF PRECEDENCE**

This document is an extension of the CSA's 'Guide to Appointments', providing specific guidance for competitive games in Nova Scotia by providing advice on how the CSA's guidelines can be practically implemented in Nova Scotia. This document must be read and understood in the context of the CSA publication that is available from the Soccer Nova Scotia Referee Development Committee.

In addition to the guidelines below, see also the SNS Policies and Procedures.

**It is the responsibility of all Regional Referee Committees to advise the Leagues and assignors in their area of these guidelines and the provisions in SNS Policies and Procedures.**

Assignors are expected to follow the guidelines described below as closely as possible.

The "Order of Precedence" of appointments, whether as a Referee or Assistant Referee, shall be as follows:

- i. International Appointments
- ii. International Representative matches appointed by Canada Soccer
- iii. The MLS; Canadian Championship
- iv. Canadian Professional League
- v. USL Championship (previously USL); USL League One
- vi. National Championships and all other Canada Soccer Appointments
- vii. Senior Provincial Pro-Am League Competitions and USL League Two (Previously PDL); WPSL; UWS.
- viii. Senior Provincial League Competitions/Cup or equivalent
- ix. University and College Leagues
- x. Youth Provincial Standard based High Performance Leagues
- xi. Youth Provincial/Territorial Association Cup Competitions
- xii. Senior Regional Soccer
- xiii. Youth Regional Soccer
- xiv. All other local competition

## J GAME FEES

Soccer Nova Scotia Board has standardized referee fees for all of Nova Scotia. Referees may only be paid game fees and expenses at rates set in advance by Soccer Nova Scotia or Leagues under whose jurisdiction the games are played. It is an offence for an official to ask for or receive more than the set rates.

All leagues must pay referees either before each game or at regular intervals during the season, as agreed with the applicable Regional Referee Association(s).

Fees are published on Soccer Nova Scotia web site

<https://www.soccerns.ca/referees/fee-schedule/>

## K GUIDE TO CLUB MARKING OF A REFEREE'S PERFORMANCE

- K.1 Guidelines for submission of Club Marks will be set by the SNSRDC. Coaches will be asked to submit marks based on the following scheme.
- K.2 The mark awarded by a club must be based on the referee's **overall** performance. It is most important that the mark is awarded fairly and not based upon isolated incidents or previous games. The referee's performance should be determined by the table below that should act as a guide for the overall mark that should fall within the mark range for each standard of performance.

Mark Range	Comment
6	The referee was extremely accurate in decision making and very successfully controlled the game using management and communication skills to create an environment of fair play, adding real value to the game.
5	The referee was very accurate in decision making and successfully controlled the game using management and communication skills to create an environment of fair play.
4	The referee was accurate in decision making and controlled the game well, communicating with the players, making a positive contribution towards fair play.
3	The referee was reasonably accurate in decision making, controlled the game quite well and communicated with players, establishing a reasonable degree of fair play.
2	The referee had some shortcomings in the level of accuracy of decision making and control, with only limited success in communicating with the players resulting in variable fair play.
1	The referee had significant shortcomings in the level of accuracy of decision making and control with poor communication with the players which resulted in low levels of fair play.

### Notes

When a mark of 1 or 2 is awarded, an explanation must be provided to the League, Competition or Provincial Association. It must include comments that could help improve the referee's future performance. Even where a referee has significant shortcomings there will have been some positive aspects that should be given credit.

**The following information will be given to Coaches to assist them in determining the Club Mark.**

### **How to Decide on the Referee's Mark**

The following questions focus on the key areas of a referee's performance. They are intended as an "aide memoire", are not necessarily comprehensive and need not be answered individually. It is, however, worth considering them before committing yourself to a mark for the referee.

#### **K.3 Control and Decision Making**

- How well did the referee control the game?
- Were the players' actions recognized correctly?
- Were the Laws applied correctly?
- Were all incidents dealt with efficiently/effectively?
- Were all the appropriate sanctions applied correctly?
- Was the referee always within reasonable distance of incidents?
- Was the referee well positioned to make critical decisions, especially in and around the penalty area?
- Did the referee understand the players' positional intentions and keep out of the way accordingly?
- Did the referee demonstrate alertness and concentration throughout the game?
- Did the referee apply the use of the advantage to suit the mood and temperature of the game?
- Was the referee aware of the players' attitude to advantage?
- Did the referee use the assistants effectively?
- Did the officials work as a team, and did the referee lead and manage them to the benefit of the game?

#### **K.4 Communication and Player Management**

- How well did the referee communicate with the players during the game?
- Did the referee's level of involvement/profile suit this particular game?
- Did the referee understand the players' problems on the day – e.g. difficult ground/weather conditions?
- Did the referee respond to the changing pattern of play/mood of players?
- Did the referee demonstrate empathy for the game, allowing it to develop in accordance with the tempo of the game?
- Was the referee pro-active in controlling the game?
- Was the referee's authority asserted firmly without being officious?
- Was the referee confident and quick thinking?
- Did the referee appear unflustered and unhurried when making critical decisions?
- Did the referee permit undue questioning of decisions?
- Did the referee deal effectively with players crowding around after decisions/incidents?
- Was effective player management in evidence?
- Was the referee's body language confident and open at all times?
- Did the pace of the game, the crowd or player pressure affect the referee negatively?

#### **K.5 Final Thoughts**

- Always try to be objective when marking. You may not obtain the most objective view by marking immediately after the game.
- Judge the performance over **the whole game**. Don't be too influenced by one particular incident.
- Don't mark the referee down unfairly because your team was unlucky and lost the game or some disciplinary action was taken against your players.

## L FIELDS OF PLAY

For field locations around the province, refer to the assigning league or district website.

## M OTHER POLICIES

### M.1 Social Media Guidelines for Referees

<https://www.soccerns.ca/referees/educational-resources/>

### M.2 Lightning Safety/Severe Weather Policy

[https://www.canadasoccer.com/files/Lightning\\_Policy\\_E.pdf](https://www.canadasoccer.com/files/Lightning_Policy_E.pdf)

### M.3 Players Wearing Casts

[https://www.canadasoccer.com/files/Players\\_Wearing\\_Casts\\_Policy.pdf](https://www.canadasoccer.com/files/Players_Wearing_Casts_Policy.pdf)

### M.4 Referee 'No Shows'

**Definition:** Failure of an official to report to a game (to which he/she has been appointed and accepted assignment) without giving adequate notice of his/her inability to officiate such game.

**Pre-amble:** Notification to the Assignor that an official cannot officiate their game an hour or so prior to kick off does not constitute adequate notice. The Assignor may find a replacement, so a full crew is present at the game, but, by definition, the originally assigned referee is a no-show.

No Shows impact the game and the reputation of all Referees. No Shows need to be dealt with promptly and consistently by the appropriate Committee. Referee Committees therefore need to be advised of the no-show by Officials, Assignors and Leagues.

#### Policy for District Referees:

##### ***1<sup>st</sup> Seasonal Offence:***

- mentoring – under the direction of the Regional Referee Committee
- All steps taken should be documented to the referee and the Referee Judiciary Committee (RJC) of the SNS Referee Development Committee (RDC).

##### ***2<sup>nd</sup> Seasonal Offence:***

- mentoring - under the direction of the Regional Referee Committee
- referee should be given notice that any future no shows will be dealt with by the RJC
- All steps taken should be documented to the referee and the Referee Judiciary Committee (RJC) of the SNS Referee Development Committee (RDC).

##### ***3<sup>rd</sup> Seasonal Offence:***

- complaint to be forwarded to the RJC for investigation and discipline



## **Policy for Regional and Provincial Referees:**

### ***All Offences:***

- mentoring and other action as deemed appropriate by the RJC
- All steps taken should be documented to the referee and the Referee Judiciary Committee (RJC) of the SNS Referee Development Committee (RDC).

Under current SNS and CSA policies only the Referee Judiciary Committee (RJC) can suspend a Referee or assess a financial penalty.

### **Procedures to be followed by RRC's for District Referee no-shows:**

- On receipt of a complaint, contact the Referee, giving them 48 hours to reply in writing
- Follow up with mentoring to help referee correct the problem and/or discipline
- Write to the Referee summarizing the discussion with copy to the RJC

### **Procedures to be followed by RJC's for Regional and Provincial Referee no-shows:**

- On receipt of a complaint, contact the Referee, giving them 48 hours to reply in writing
- Investigate and follow up with mentoring and/or discipline
- Write to the Referee summarizing discussions

### **Discipline Guidelines:**

No specific discipline guidelines exist for the RJC to follow once a complaint is received. The options available to the RJC are:

- Mentoring
- Warning
- Suspension
- Official Reprimand
- Administrative Assessment
- Reimbursement of field and referee fees
- Combination of the above
- Any other actions as deemed appropriate

The RJC must have discretion to deal with the variety of situations that will arise. Over time, as no-shows are dealt with in a consistent manner

## **M.5 Assessment Fee Policy**

### **Statement:**

Referees are required to apply for assessment for the purposes of promotion, upgrading or personal development.

Referees will also be required to pay a portion of the Assessment Fee based on your current position in the promotion scheme.

The following fees will apply:

1. Referees requesting assessment for **upgrading or promotion** will pay a portion of the assessment fee based on their current position within the promotion scheme.
  - a. Upgrade within the District ranks (level 0-7) a fee of \$15
  - b. Promotion to Regional or upgrade within the Regional Ranks (level 8 or 9), a fee of \$20
  - c. Promotion to Provincial or upgrade to level 10, a fee of \$25.
2. Referees requesting assessment for personal development will pay the full fee (\$50 for outdoor games, \$30 for indoor games).
3. Requests for assessment must be made, in writing prior to the assessment being assigned, using the appropriate form found on the SNS web site accompanied with the appropriate fees.

<https://www.soccerns.ca/wp-content/uploads/2017/07/Assessment20Request20form202017.pdf>

**M.6 CSA Policy on Head Coverings – Headscarves and Turbans**

<https://www.soccerns.ca/wp-content/uploads/2013/05/CSP-Policy-on-Head-Coverings.pdf>

**M.7 Prosthetic Limbs and Coverings**

<https://www.soccerns.ca/referees/educational-resources/>

**M.8 CSA Insulin Pump Policy**

[http://www.canadasoccer.com/files/Insulin\\_pump\\_policy.pdf](http://www.canadasoccer.com/files/Insulin_pump_policy.pdf)

**M.9 CSA Concussion Awareness**

<http://www.canadasoccer.com/files/ConcussionGuideEN2.pdf>.

**M.10 Hydration Breaks**

<https://www.soccerns.ca/referees/educational-resources/>

**M.11 The Retreat Line**

<https://211069-671783-raikfcquaxqncofqfm.stackpathdns.com/wp-content/uploads/2018/12/Retreat-Line.pdf>

**M.12 Nutrition for the Soccer Field**

<http://www.coach.ca/fuel-up-for-the-soccer-field--p154662>

**M.13 Personal Wellness and Physical Preparation – FIFA 11+ For Referee**

<http://fifamedicinediploma.com/lessons/prevention-fifa11-referees/>

## **N FORMS**

Please see the Forms section on the Referee Web site.

<https://www.soccerns.ca/referees/referee-forms/>

## **O MEMORANDUM OF PROVINCIAL ASSOCIATION RESPONSIBILITIES**

### Memorandum of Provincial Association Responsibilities for Registered Referees

Provincial Associations must provide, as a minimum, the following for referees administered by them:

#### **O.1 Registration**

Registrations for Referees must be in accordance with the Regulations for the Registration and Control of Referees as amended by The Canadian Soccer Association from time to time. Provincial Association will collect, on behalf of The Association, the National Registration fee and, where appropriate, any Provincial Registration Fee. Associate Referee fees levied for Referees administered by another Provincial Association will also be collected by the Provincial Association.

#### **O.2 Provision of Provincial Soccer Association Handbook**

Provincial Associations should provide, as a minimum, the Provincial Cup Competition Rules, details of Club Secretaries and details of grounds/match venues.

#### **O.3 Public Liability Insurance**

Adequate cover for public liability insurance should be provided in accordance with individual Provincial requirements.

#### **O.4 Recruitment and Basic Training of New Referees**

The recruitment and training of new referees is an important area which Provincial Associations have responsibility towards the development of the future of the game. The Association supports this area with provision of material support and instructor development.

#### **O.5 Mentor Scheme**

It is recognized that mentoring is an aid to retention and Provincial Associations are encouraged to extend the service to referees wherever possible.

#### **O.6 Promotion and Assessment Scheme**

Provincial Associations are responsible for the promotion of referees up to Provincial Referee in accordance with the Regulations for the Registration and Control of Referees, by ensuring that referees are active at the appropriate level and are regularly assessed. Referees, outside the promotion scheme, who are administered by the Provincial Association, should be regularly assessed for development purposes.

## **O.7 In-Service Training**

Referees below the National List are provided with in-service training by Provincial Associations. In-service training for Referees in the promotion scheme is mandatory in accordance with the Regulations for the Registration and Control of Referees. Other in-service training should be provided for referees as appropriate.

## **O.8 Appointments**

Provincial Associations make appointments to its individual Competitions. In addition, it is invited to make nominations in respect of National Competitions at the request of The Canadian Soccer Association Referees Department.

## **O.9 Fees**

Provincial Associations set match officials fee limits to ensure parity across the Competitions and Leagues it sanctions.

## **O.10 Nominations to the National List**

Provincial Associations are required to nominate eligible and suitable referees to join the National List from its Provincial Referees on request from The Canadian Soccer Association Referees Department. Those Referees who are nominated for consideration to the National List must have successfully met the criteria as determined by The Canadian Soccer Association Referees Committee from time to time.

## **O.11 Allocation to Leagues**

Referees successfully completing the entry level course are to be advised, in writing, in accordance with the Regulations for the Registration and Control of Referees, of the leagues and competitions on which they may operate.

## **O.12 Legal Advice**

Provincial Associations may assist in the provision of legal advice where appropriate to referees. This could involve seeking advice from The Canadian Soccer Association on behalf of the referee in certain circumstances.

## **O.13 General Advice**

General advice and guidance on all football related matters, including directives and information from The Association, should be promulgated by the Provincial Association to those referees it administers.

## **O.14 Transfers**

Provincial Associations are responsible for ensuring that Provincial Referees and below who move to another Province are notified to the receiving Provincial Association. The Canadian Soccer Association Transfer Form is to be used for this purpose, a copy of which is at Appendix C to the Regulations for the Registration and Control of Referees. On receipt of that notification, the receiving Provincial Association should ensure that the referee is made aware of the refereeing activities in the Province.

#### **O.15 Referee Discipline**

The Regulations for the Registration and Control of Referees devolve the responsibility for Referee discipline, of those referees not operating on the National List or above, to the Provincial Association who administers the Referees registration. A Referee may be dealt with in the normal course as a participant for any alleged misconduct pursuant to the Rules of the Association (i.e. by a Disciplinary Commission), in addition to having issues relating to the Registration as a Referee considered by the appropriate Referees Committee. Referees should be made aware of the process by which any acts of misconduct, or indiscipline in relation to their registration, will be dealt with by the Provincial Association.

#### **O.16 Nominations to Referee Instructor Courses**

Provincial Associations should identify those candidates it considers suitable to attend the Accredited Referee Instructors Course in accordance with the criteria notified by The Association from time to time.

#### **O.17 Nominations to Referee Assessor Courses**

Provincial Associations should identify those candidates it considers suitable to attend the Accredited Referee Assessor Course in accordance with the criteria notified by The Association from time to time.

#### **O.18 Liaison with the Canadian Soccer Association Referee Department**

Provincial Associations should make every use of the services of the Canadian Soccer Association Referee Department in the support of its responsibilities for registered referees as outlined in this Memorandum.

In addition, Provincial Associations are encouraged to consider offering the following to referees administered by them, dependent upon the size and make-up of the Provincial Association:

#### **O.19 Schools of Excellence and Referee Academies**

Provincial Associations are strongly encouraged to include a School of Excellence or Referee Academy for referees. The Association will support this with provision for instructor development and programs specifically designed for referee development within this environment.

#### **O.20 Personal Accident Insurance**

Provincial Associations are encouraged to investigate the need for Personal Accident Insurance for referees.