



**Soccer Nova Scotia
Referee Development Department**

Referee Assignor Best Practices

May 2023

Referee Assignor Best Practices

Why do we need a standardized system of assigning?

- To protect the rights of referees to fair access to work they are qualified to carry out.
- To ensure only properly designated referees are assigned to matches for the betterment of the game and for the protection of the referees and players.
- To enhance referee development and retention rates.

A Code of Ethics for Assignors

1. I will respect referees and other officials of the game and I will always conduct myself honourably.
2. I will make assignments based on what is good for the game and what is good for the referee.
3. My actions will reflect credit upon the referee organizations that I represent.
4. I will contribute, through my actions, to the continuous development of referees in the Soccer Nova Scotia Referee Development Program through cooperation with the Regional Referee Associations, the Chief Mentor, the Chief Assessor, and the SNS Referee Development Officer (RDO).
5. I will conduct myself ethically and professionally in the assignment process.
6. I will respect the rights and dignity of all referees.
7. I will not discriminate against or take undue advantage of any individual or group.
8. When assigning is performance-based, I will work with the Chief Assessor and their Committee in making the assignments. For all other assignments, I will offer equal opportunity to all qualified referees.
9. I will cooperate fully in the timely resolution of any grievance hearing or complaint.
10. I will safeguard the confidentiality of the SNS Official List of Referees.

Referee Assignor - List of Duties

1. Ensures all games are assigned in accordance with SNS guidelines.
2. Assigns from the SNS Official List of Referees available on the SNS Assigning system.
3. Supports referee upgrading by assigning mentors to appropriate games for development and upgrading at the request of the Regional Referee Association or SNS Referee Development Department.
 - a. When an assessment is required for an official, it must be approved by the Chief Assessor and SNS Referee Development Officer.

4. Provides schedules of assigned officials online or in writing when requested by a league, the Regional Referee Association, or SNS Referee Development Department.
5. When requested by the Regional Referee Association, Referee Assignors will assist in resolving payment issues with the leagues they are assigning.
6. Keeps financial records as required.
7. Assists in referee discipline by reporting no-shows and other assignment issues to the Regional Referee Association and SNS RDO.
8. Requests referees update their availability on a regular basis in the SNS Assigning system.
9. Advises Referees of Conflict of Interest Guidelines and requests Referees advise them of all conflicts of interest.
 - a. Any assignments with a conflict of interest will be reassigned and where possible an alternate assignment for the Official will be found.
 - b. Examples of conflicts of interest are games with immediate family members (siblings, children, grandchildren, etc.) and/or games within the same division that you may participate in as a player or team staff (coach or manager).
10. Is respectful and cooperates with other assignors.
11. Ensures leagues update field directions when a new field is added to the database.
12. Does not permit game swap/trade/switch without proper authority.
13. Rotates referees fairly.
14. Ensures no self-preference (if a referee).
15. Attends, as requested, meetings of Referees, Referee Assignors, and Administrators.
16. Informs Referees of the rules of the competitions; compensation for travel; and payment information and other information that may be needed by the Officials.

Game Designations – [click here](#) for the document on the Soccer Nova Scotia website.

Referee Levels for Leagues/Divisions			
Leagues/Divisions	Ref	AR	4th
AUS	9 and above	8 and above	8 and above
ACAA	7 and above	4 and above	6 and above
Senior AAA	9 and above	7 and above	8 and above
Senior AA	7 and above	4 and above	
Senior A; U21 A	5 and above	2 and above	
Senior B	4 and above	2 and above	
Senior Co-ed	5 and above	n/a	
U17 AAA	6 and above	4 and above	6 and above
U18 AA; U15 AAA	5 and above	3 and above	5 and above
U18 A; U18 B; U15 AA; Citadel League (one ref only)	4 and above	2 and above	
U15 A; U15 B; U15 C;	3 and above	1 and above	
U13 AA	3 and above	2 and above	
U13 A; U12 A	2 and above	0 and above	
U13 B; U12 B	1 and above	0 and above	
U13 C; U12 C	1 and above	N/A	
U11 SC; U10 SC	0 and above	N/A	
U9 SC; U8 SC	N/A	N/A	
High School Div 1	5 and above	3 and above	
High School Div 2, 3, 4	4 and above	2 and above	
Junior High/Middle School	3 and above	1 and above	
The referee assignor will assign a referee to the best of their ability with the minimum level requirement. However, external factors may impede this and a lower level of official may need to be assigned.			

Referee Resources:

[Referee Handbook](#) – There are additional Referee Assigning Guidelines in the Referee Handbook.

[Referee Resources](#) – There are many referee resources on the Soccer Nova Scotia website to assist Referees.