



2017 YRSA Referee Policy Manual

ADDRESS: 101 Bradwick Drive, Concord, ON L4K 1K5

CONTACTS: District Referee Co-Ordinator (DRC) Peter Kalpouzos
YRSA Referee Assigner Michelle Panacci

HOW TO REACH US:

Phone Numbers Office 905-660-3029
Fax 905-660-9832

E-mail -
Michelle Panacci mpanacci@yrsa.ca
Peter Kalpouzos pkalpouzos@yrsa.ca

Web Sites YRSA www.yrsa.ca
OSA www.ontariosoccer.net

OSA Contacts

Nicky Pearson npearson@ontariosoccer.net
OSA Manager of Referee Development

Lyndon Hooper lhooper@ontariosoccer.net
OSA Technical Coordinator

LEAGUE WEBSITES

OSL www.ontariosl.com
OWSL www.owsl.e2esoccer.com
OYSL www.oyslsoccer.com
CSL www.cslsoccer.com
SAAC www.saac.ca
YRSL-Senior www.yrsl.ca
YRSL-Youth www.yrsa.ca

TABLE OF CONTENTS

Page 4	OSA Referee Code of Conduct Referee Commitment in York Region YRSA Commitment to Refereeing
Page 5	OSA Policies -Conflict of Interest Policy -Referee Fees & Cancelled Games
Page 6	Referee Uniform Harassment Policy
Page 7	YRSA Rules & Regulations -Registrations -Selection of Games
Page 8	Selection of Games (cont') On-Line Game Selection Allocation
Page 9	Unaffiliated Games & Tournaments Exhibition Games Grace Periods
Page 10	Game Sheets & Reports Educational Seminars Other Issues
Page 11	YRSA Discipline Policy for Referees
Page 12	Order of Precedence of appointments

APPENDIX 'A' – 2017 Referee Game Fees

APPENDIX 'B' – CSA Policy on Adverse Weather

APPENDIX 'C' – CSA Policy on Players with Casts

APPENDIX 'D' – Pre-Game Ceremony Procedure

OSA Referee Code of Conduct

Specifically all Game Officials shall:

1. Conduct themselves with dignity both on and off the field of play and shall, by example, endeavour to inspire the true principles of fair play and earn the respect of those whom they serve;
2. Not cause the CSA, OSA and YRSA to become involved in any controversial matters and shall abide by the rules and regulations of the jurisdiction in which they officiate;
3. Adhere to all standards and directives;
4. Always be neat in appearance and maintain a high level of physical and mental fitness;
5. Study the Laws of The Game and be aware of all changes and shall enforce all said Laws and changes;
6. Perform their designated responsibilities, including attending organized clinics and lectures, etc., and shall assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing;
7. Honour any appointments made for and accepted by them unless unable to do so by virtue of illness or personal emergency;
8. Not publicly criticize other officials or any soccer association nor shall they make any statements to the media related to any game in which they were involved;
9. Be subject to disciplinary action for not complying with this Code of Conduct.

Referee Commitment in York Region:

Each referee shall consistently provide excellence in officiating and display the highest level of professionalism through service and dedication.

To accomplish this, a referee is committed to:

1. Maintaining the utmost respect for the game of soccer and all participants.
2. Officiating matches in a fair and safe manner that ensures player and spectator enjoyment.
3. Maintain physical fitness for peak performance.
4. Faithfully keep all appointments as assigned or selected and accepted.
5. Support other referees with loyalty, pride and dignity.
6. Conduct oneself in a way to be ethically and morally beyond reproach.
7. Grant players, coaches and other referees dignity and self-respect.
8. Remain committed to continuous learning and an improvement process in order to perform to the fullest potential.
9. Conduct a pre-game ceremony for every game in the York Region (refer to appendix 'D' for the procedure).

YRSA Commitment to Refereeing:

1. To ensure the safety and well-being of all referees at games by adhering to a policy of ZERO tolerance towards abuse of game officials.
2. To follow the OSA Policy Section 10.0 –Match Officials, Procedure 5.0 Appointments in respect to game appointments/ assignments ensuring fair and equitable distribution where possible.
3. To allow access to game assignment programs to all registered York Region Referees (unless suspended)
4. To set up a committee to review and deal with complaints of referees in a fair and equitable basis.
5. To set up continuing educational seminars allowing all referees an opportunity to perform to their fullest potential.
6. To set up an ongoing mentoring program ensuring the development of inexperienced referees.
7. To encourage all referees advancement within the “OSA Pyramid of Match Officiating”.

OSA Policies

The OSA Policies and OSA Operational Procedures can be found on the OSA website under Governing Documents. All Match Officials should refer to these policies for more detail.

Conflict of Interest - Section 19.0

There are two situations giving rise to a conflict of interest situation:

- (a) "Financial Interest" – a referee is an owner, sponsor etc. of a team or a club, or
- (b) "Obligation of Loyalty"- a referee has a close relative, sibling or family tie on a team; coaches in the same age group, gender and league as the game he/she is officiating; is a director, convenor or head referee of a club officiating one of their teams.

A referee cannot referee a game where a conflict of interest situation is present

OSA Conflict of Interest for Referees - Section 10.0 - Policy 1.4

Before being appointed, an official should disclose any personal interests that could be linked with her/his prospective function. While fulfilling her/his task, an official shall avoid any situation that could lead to conflicts of interest. Conflicts of Interest arise if an official has, or appears to have, private or personal interests that detract from her/his ability to carry out the obligations as an official with integrity in an independent and purposeful manner. Private and personal interests include gaining any possible advantage for her/himself, her/his family, relatives, friends and acquaintances.

The following is a guideline (but is not limited to) for which games you should not officiate due to a possible perceived conflict.

- If you are a player, coach or team official (including assistant coaches, managers, trainers etc.) in a particular league and division – you should not officiate in that division of that league.
- If you have an immediate family member (spouse, son, daughter, brother, sister, parent) – you should not officiate in that division of that league or
- If you are a board member or on the executive of a particular club you should not referee in a game when a team from your club is playing a team from another club.
- If you are the Head/Chief referee of a particular club you should not referee in a game when a team from your club is playing a team from another club.

All referees in conflict of this policy will be disciplined and sanctioned

Referee Game Fees and Cancelled Games – Section 10.0 – Policy 6.0

The referee will be guided by the current OSA and Leagues' policies regarding cancelled games and/or referee fees.

6.3 Each league in Ontario has the authority to set its own game fees, however the league's game fees may not exceed the maximum game fee set out in The OSA Appointment and Game Fee Protocol Document. (Published Annually and available at <http://www.yrsa.ca/ref-certifications.html>)

6.9 Cancelled Games:

6.9.1 A league must define and publish how and when a referee shall be notified about a cancelled game in its policies.

6.9.2 If the league must cancel a game,

a) and notifies the referee within the specified time as outlined in the league's policies prior to the start of the game, the referee shall not receive remuneration for the game.

b) notifies the referee within less than the specified time as outline in the league's policies prior to the start of the game, the referee shall be paid fifty (50%) percent of the league's published game fee.

6.9.3 When a referee must declare a game to be abandoned after it has been started, the referee shall be paid the game fee as published.

Please see **APPENDIX 'A'** relating to the 2017 Game Fees according to League & Age Group, the league fees are updated on each league website as well as on www.yrsa.ca

Under no circumstances shall Game Officials accept or demand payment of game fees for three officials if less were present

Referee General Regulations – Procedure 1.0

1.1 Referee Uniform

- a) All Match Officials in competitions under the jurisdiction of the Association and Provincial Associations must wear uniforms comprising plain black shirts and black shorts. Socks shall be black. Adidas grey is considered 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 is yellow, the third red. Yellow or red shirts should have a black collar where one is fitted. Arrival to the field in the referee uniform is required.
- b) Match officials are required to wear the current FIFA or the appropriate CSA badge which must be worn on the left breast pocket. No other competition or association badge may be worn.

For more detailed information regarding advertising/sponsors etc. please refer directly to the OSA Policy. In the event that all three referees do not have the same colour jersey, common sense should prevail and the appearance of the referee "team" must project professionalism.

Lightning Safety/Severe Weather Policy

See **APPENDIX 'B'** relating to CSA Policy.

Players wearing Casts Policy

See **APPENDIX 'C'** relating to CSA Policy.

Harassment Policy

The YRSA adheres to the Harassment Policy as published and approved by the OSA.

Harassment is defined as any comment, conduct, or gesture towards an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. It includes but is not limited to sexual harassment.

The YRSA shall make available to any Member the harassment policy upon request.

For the complete policy please refer to OSA Policies – Section 16.0 Harassment.

YRSA Referee Rules & Regulations

Registration

In order to referee in York Region a referee must register annually with the OSA paying the appropriate annual registration fee according to the classification which they are certified.

Registration is effective April 1st (or when paid, whichever is later) and terminates on March 31st of the following year.

Additionally, a referee is required to update their profile (contact information, availability, field preference etc) on the on-line referee assignment system (RefCentre) prior to the start of the season.

The \$35* Administration Fee will include the cost of education classes, mentoring/assessing, upgrading, training, fitness tests, scholarship program and any assistance the referee may require completing his/her duties. (*includes a \$3 online registration surcharge).

Selection of Games

The YRSA utilizes computerized system for the assignment and selection of game officials to officiate in competitive games played within the boundaries of the District. For the 2017 Season that system will be:

E2E RefCentre
www.refcentre.com

All selections and assignment is done in accordance with the OSA's appointments procedure outlined in the Operational Procedures – Section 10.0 Referees – Procedure 5.0 Appointments.

All competitive games played in the District have the roles of referee and assistant referee graded in accordance with the appropriate referee classification for that league as specified by the OSA Appointment Procedure.

In addition, all of the duly registered YRSA referees are graded by the DRC and Referee Steering Committee as per the OSA's grading formula. Any referee who wishes to have his/her grading changed must contact the DRC and set up an assessment.

Responsibilities of Game Officials with respect to Selection of Games:

1. It is the responsibility of every Game Official to maintain up-to-date contact information as called for on-line assignment program (RefCentre). Failure of the referee receiving notifications as a result of incorrect contact information is not the responsibility of the Referee Assignor.
2. It is the responsibility of every Game Official to familiarize themselves with the current competition rules of all leagues and tournaments they officiate in.
3. Game Officials should not accept or select any game if they cannot reach the field to perform their field inspections prior to the scheduled start of the game.
4. Game Officials whom accept or select a game and cannot attend MUST return the game to the Referee Assignor **no later than 48 hours prior to the game** in order to find a suitable replacement. Game Officials who return a game to the Referee Assignor with less than 48 hours notice will be charged a ***fine of \$25*** that must be paid prior to receiving any further assignments.
5. Game Officials are not permitted to accept or select games that they have no intention of attending in order to “pass on” the game to another game official.
6. Game Officials are required to print a copy of their game schedule the day of the game and bring it with them to the field. This is to ensure that there is no confusion or disagreement regarding who is assigned.
7. No game official shall remove another game official assigned from a scheduled game. If there are more than 3 game officials at a game, the most current copy of game schedules will take precedence to determine who will officiate the game.
8. No game official shall select two games as the “Middle Referee” on a particular game night unless prior permission is received from the Referee Assignor or DRC. If permission was not granted and a game official still selected both games, the Referee Assignor WILL remove the game official from the higher level game.
9. In the event that the “Middle Referee” sustains an injury during a game causing him/her not to perform to the best of his/her abilities, the senior assistant shall become the referee and the referee becomes the assistant if he/she is able. The original “Middle Referee” will still receive the game fee as the main official.
10. In the event that the “Middle Referee” does not arrive for the game, the two assistants will agree as to who shall referee the game and who will be the assistant. If mutual agreement cannot be reached, a flip of a coin (away from the field of play) will determine who will referee the game. If the “Middle Referee” assigned to the game arrives after the game has started, he/she will then be assigned to the assistant referee position and duties and will receive the fee for that position.
11. Any game official wishing to upgrade their classification must make the request to the DRC and follow the instructions as outlined by the OSA Operational Procedures – Section 10.0 Referees – Procedure 3.0 Match Officials’ Classification and Standards.

Please note that failure to adhere to the YRSA Rules & Regulations can result in disciplinary action in the form of suspension, fines, or de-activation in the online system

On-Line Game Selection Allocation

All game officials are **limited to 4 “middles” and 4 “lines” per month** that they can select on RefCentre.

If a game official exceeds their allocation for a month, they will be de-activated in RefCentre for the following month.

These limits only reflect games that the referee is permitted to select on-line and does not include games manually assigned by the Referee Assignor the day/week of the game.

Unaffiliated games and Tournaments

The YRSA is concerned about the number of CSA/OSA registered referees that officiate in unsanctioned and unaffiliated matches in our District. The YRSA soccer community has expended time, effort and money in the training, development and retention of referees who are seen as a benefit of membership in the YRSA.

By participation in these unaffiliated matches/tournaments a referee can be disciplined under OSA Policy – Section 12.0 Discipline.

Some reasons why referees should not officiate in these games are as follows:

- Contravenes published CSA/OSA/YRSA Policies.
- Assessments will not be accepted from games in unaffiliated leagues.
- Liability Insurance coverage will not apply when a referee officiates in these matches. You are putting yourself at risk of being held legally liable should a serious injury etc. take place.
- Referee assaults or any other serious misconduct will not be reviewed by the governing bodies.
- Participating in these games will affect the level and/or grade of the referee.
- Participating in these games may cause suspension from using the District’s computerized assigning systems and the referee may be refused registration in the YRSA.

The OSA publishes on their web site all sanctioned tournaments and it is the responsibility of the referee to check this prior to ensuring their participations in these events.

Exhibition Games

All teams requesting exhibition games must seek approval from their Clubs, Districts and/or the OSA in order to participate in these matches. Only once sanctioned should a referee officiate these matches.

The referee must ensure that the match is sanctioned by reviewing an **APPROVED** Application to Host and Exhibition Game (AHEG) Form from the “Home Team” and an Application to Travel (ATF) Form from the “Visiting Team” prior to officiating in the match if game not given by the district’s assignor. The Coaches/Managers should have a copy of the AHEG/ATF Forms on-hand at the game.

It is the referee’s responsibility to legibly write their name and OSA number on the game sheets. All game officials should request a copy of the game sheets and submit them to the Competitions Administrator at the YRSA following the completion of the game.

Grace Periods

All Referees are to arrive at a game no less than 30 minutes prior to the start of the game and MUST inspect the field and equipment for safety of all participants.

If the start of a game is delayed for any reason a grace period of no more than 10 minutes (check leagues' rules if otherwise) is allowed. After the grace period a decision must be made to either play the game or abandon it.

It is the responsibility of all referees to arrive on time for their games. The allowable grace period is not meant to cover the instance of referees arriving late to games.

Game Sheets and Reports

All game sheets must be signed by all game officials in attendance and must show their OSA number clearly and legibly. Game sheets must be submitted to the appropriate league within 48 hours of the end of a game as called for by the league's rules and regulations.

If a referee shows a player a card during or after a game, a proper misconduct report must be completed and submitted to the appropriate league with the game sheets. These reports must be submitted within 48 hours of the end of the game.

If an incident occurs at a game (i.e. a brawl, sending off of a team official, game abandonment etc.), a "Special Incident Report" must be completed and submitted with the game sheets to the League and the District within 48 hours of the end of the game.

If a referee is assaulted at a game a "Referee Assault Form" must be completed and submitted with the game sheets to the League, District and OSA within 48 hours of the end of the game.

Please note that failure to submit game sheets and the appropriate reports from the game will result in disciplinary action being taken

Educational Seminars

The YRSA holds several educational seminars annually for all referees, generally beginning in February and running to May. These sessions are free to all referees in the district and ensure that referees are both current with the laws of the game and improve their level of professionalism.

The referees Code of Conduct points 5 and 6 stipulate that all referees are to "be aware of all changes" and "Perform their designated responsibilities, including attending organized clinics and lectures etc".

For referees must attend at least 50% or more of the Educational Seminars to receive games.

Other Issues

Talking on cell phones during the game, not tucking your shirt in, smoking near the field of play, etc. are examples of behaviour that are not permitted.

Ball caps are not allowed unless for health reasons, rain or as sun blocks on hot days for assistant referees only.

Referees at a game are a "Team" and should enter and leave the field of play together. All referees are to wear the required uniform for each game.

All referees must maintain a high level of fitness and attend “fitness tests” as mandated by the various governing bodies as FIFA, CSA, OSA and the YRSA as called for.

YRSA Discipline Policy for Referees

The YRSA adheres to the OSA Discipline Policies as pertaining to Game Officials/Referees.

Please see the OSA Published Rules on their website with the complete chart which outlines the standard penalties for misconduct by a game official:

<http://www.ontariosoccer.net/Portals/438/Documents/OSA%20Policies%20and%20Procedures/Operational%20Procedures/Section%2012%20-%20Discipline.pdf>

YRSA Standard Penalties for Misconduct by a Game Official

Misconduct	Fine
1. Not wearing the proper uniform and/or badge	\$25
2. Accepting a game in order to pass on to another official	\$100 - \$200
3. Removing another official assigned to a game	\$100
4. Not signing game sheets and/or identifying OSA number	\$25 - 1 st Offence \$50 - 2 nd Offence \$100 - 3 rd Offence
5. Demanding payment from teams in contravention of League Rules	\$50 + Return of Game Fees
6. Participating in unaffiliated games & tournaments	30 day suspension from District assigning program

All YRSA Misconducts will be administered using Discipline by Review (DBR). Non payment of fines will result in suspension of game selection privileges on the on-line referee assignment systems used by the District.

Except where a decision has been made that is in contravention of or not in accordance with a published rule, discipline decisions made under the DBR (please see the OSA Discipline Policies for further guidelines regarding DBR policy).

The YRSA Referee Committee will review all complaints received by the District. A determination will be made by the committee if misconduct as per OSA and/or YRSA policies has occurred and the issue needs to be sent to the District’s Discipline Chair for a formal hearing.

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

- 1) International Appointments
- 2) International Representative matches appointed by The Association
- 3) The MLS
- 4) The NASL/USL PRO
- 5) National Championships
- 6) PDL and W-League
- 7) League1 Ontario
- 8) OPDL
- 9) Provincial Cup
- 10) OUA/OCAA
- 11) Provincial Leagues
- 12) University and College Soccer Leagues
- 13) Regional Leagues
- 14) SAAC
- 15) All other Competitions of The Association
- 16) Regional Soccer
- 17) District Soccer where appropriate

APPENDIX 'A'

2017 Referee Fees – By League

Ontario Soccer League (OSL)

	Referee	AR	AR
Provincial Men	\$70.00	\$45.00	\$45.00
Regional Men	\$60.00	\$40.00	\$40.00
MJ District Men	\$60.00	\$40.00	\$40.00
Provincial U21 Men	\$60.00	\$40.00	\$40.00
Regional U21 Men	\$60.00	\$40.00	\$40.00

Ontario Women's Soccer League (OWSL)

	Referee	AR	AR
Provincial Elite Divisions	\$75.00	\$45.00	\$45.00
Provincial Divisions	\$65.00	\$45.00	\$45.00
Regional Division	\$60.00	\$40.00	\$40.00

Ontario Player Development League (OPDL)

	Referee	AR	AR
U13	\$45.00	\$30.00	\$30.00
U14	\$50.00	\$35.00	\$35.00
U15	\$55.00	\$40.00	\$40.00

Ontario Youth Soccer League (OYSL)

	Referee	AR	AR
U16	\$55.00	\$45.00	\$45.00
U17/U18	\$60.00	\$45.00	\$45.00

Central Soccer League (CSL)

	Referee	AR	AR
U14	\$45.00	\$35.00	\$35.00
U15/U16	\$55.00	\$45.00	\$45.00
U17/U18	\$60.00	\$45.00	\$45.00

YRSL-Senior

	Referee	AR	AR
All Mens Divisions	\$60.00	\$40.00	\$40.00
All Womens Divisions	\$60.00	\$40.00	\$40.00

YRSL-Youth

	Referee	AR	AR
U8	\$30.00	-	-
U9/U10	\$30.00	-	-
U11/U12	\$40.00		
U13/U14	\$45.00	\$35.00	\$35.00
U15/U16	\$55.00	\$40.00	\$40.00
U17/U18	\$55.00	\$40.00	\$40.00

SAAC

	Referee	AR	AR
Micro Soccer (U8)	\$10.00		
Mini Soccer (U9/U10)	\$25.00		
Junior Soccer (U11/U12/U13)	\$35.00	\$25.00	\$25.00
U14M	\$45.00	\$35.00	\$35.00
U15M & Senior Girls	\$50.00	\$35.00	\$35.00
U16M/U17M	\$55.00	\$35.00	\$35.00
U20M	\$60.00	\$40.00	\$40.00

APPENDIX 'B'

Lightning Safety / Severe Weather Policy

Lightning safety and severe weather policy

The continuance of the game is at the Match Official's discretion. Ontario Soccer has a weather policy in place that should be followed in such conditions.

The safety of players, coaches, management and spectators is the primary concern in any weather event that occurs during all matches sanctioned by Canada Soccer. By understanding and following the below information, the safety of everyone shall be greatly increased. Ultimately, the referee has the final say over delaying or restarting a match due to weather. Waiting to stop play or not waiting to start play may result in a serious injury or loss of life. Referees are expected to act responsibly when dealing with such events during matches they are controlling.

If you can hear thunder, you can get hit by lightning. As soon as you hear thunder, quickly get to a safe location. More people are struck before and after a thunderstorm than during one. Stay inside for 30 minutes after the last rumble of thunder.

APPENDIX 'C'

Players wearing Casts

This CSA policy document issued by the Referees Committee is designed to reduce inconsistencies in rulings over players wearing casts. All referees are expected to follow these policies in all matches sanctioned by the CSA

Law 4 states that a player may not use equipment that is dangerous to himself or another player. This is further expanded upon in the Interpretations of the Laws of the Game whereby it is advised that players may use equipment that has the sole purpose of protecting the individual physically providing that it poses no danger to the individual or any other player.

Modern protective equipment made of soft, lightweight, padded materials are not considered dangerous and are therefore permitted.

Hard plaster casts are considered to pose a danger to both the wearer and other players and are not permitted to be worn. The practice of padding a hard plaster cast does not reduce the element of danger.

Players wearing a soft, lightweight, cast will be permitted to play if the cast does not present a danger to the individual or any other player.

The referee or Supervisor of Officials (if one has been appointed to the match/tournament) will make the final decision as to the acceptability of any cast.

Any player who uses a cast to intimidate or injure an opponent shall be cautioned or sent off depending on the nature of the player's action.

*CSA Referees Committee
July 2008*

APPENDIX 'D'

Pre-Game Ceremony

The match officials in York Region will start all games at all age divisions with a pre-game ceremony. The procedure will be as follows:

1. Each team will line up on the touch line in front of their benches.
2. The managers/coaches will check all player and officials books while the match officials will check the players' equipment.
3. All players will shake hands with each other as well as with the match officials before the start of the game. The Away team will start the hand shake towards the match officials and the Home team.
4. The two captains will then stay for the coin toss with the match officials.

There will be no formal handshake set up by the match officials at the end of the game. The teams/players may shake hands at their discretion.