



# Lake Simcoe Soccer Club Referee and Junior Linesperson Guide 2009

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## Refereeing 10 Commandments: Keys to having FUN!!

### 1. Leadership Qualities:

Be a match leader. Lead by example, gain the players respect. Your personality is vital; you can't copy anyone, it must be your own. Be eager to cooperate with everyone. Become trusted for your actions. Use the Laws correctly. Take responsibility for the application of the laws. Study the rules, use them correctly.

### 7. Good Sense of Humor:

A good sense of humor is gold! Sport should be cheerful. Do not lose your sense of humor. You can improve your relations with the players if you use no swear words, keep yourself calm, control your temper, use agreeable and relevant language, do not forget to smile - but do not exaggerate, and don't smile at every moment.

**Commandments 1 and 7 are considered the most important for the LSSC.**



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## Welcome!

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For the 2009 soccer season, the LSSC Referee squad is exactly 100 strong.

An extended welcome to our newest referees – a combination of returning Junior Linespersons that achieved their mini-Soccer certification and our brand new recruits. Also, welcome to our new Junior Linespersons – the future referees of LSSC.

All District and higher referees and those who have expressed an interest to upgrade will be mentors this year. This will help the younger referees learn the ropes and challenge the more experienced referees with questions on the laws and the interpretation of those laws. Also, District referees will be scheduled house league games during tournaments only (and in most cases, championship games only). All District referees are governed by the regional scheduling system and they are expected to accept Lake Simcoe assignments on behalf of the region and club.

The head referee (Peter Sing) uses an Instant Messenger ID with MSN Messenger that you can add to your buddy list and ask questions in real time before you forget them or decide you don't need to know. If the ID is offline, you can text the Head Referee using MSN Mobile Messenger – text your phone number and you'll be called back. Please see the header of this Guide for the ID. The head referee can only be contacted via email, MSN IM and the club phone # - please do not call the head referee at home. If you are at the field and have an emergency (referee abuse or assault) – call me at 416-432-9678 (cell). There is no other emergency since you are trained to deal with anything else. For absent officials, work something out with the fields beside you. By the time we fill a missed assignment last minute – it will be too late.

Later in this guide there is a discussion on default assignment. Know your class and level. By default, you will be restricted to the default assignment. Only through approval of the Head Referee, will the default assignment be waived. Junior Linespersons and mini-Soccer referees cannot have their default assignment waived.

**New for 2009:** Mini-Soccer referees, those that are 12 or 13 years old, must NEVER work the large field. You must be 14 and CSA Youth certified to work the large field. Mini-Soccer refs will not be scheduled on the large field, however, large field refs must not ask refs on the small field to move to the large field unless they are sure the ref is CSA certified. Any mini-Soccer ref that moves to the large field to fill an assignment will not get paid!!

**New for 2009:** Please request to join the Lake Simcoe Soccer Club Referees group on Facebook. Post questions on calls and comments on games; help your fellow refs and linespeople with your own insight.



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### Yes! It's a Job!

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Refereeing is a job. This implies professionalism and commitment. Like most jobs, employees are rewarded based on merit and penalized based on poor performance. As such there are expectations of you that must be met. As well there are expectations that we (the club) must meet.

We realize that most referees rely on others for transportation, but please understand the importance of being on time for all assigned games. We do make allowances for Holidays etc. but we do need warning. Emergencies are forgiven. Like any job, you are expected to be there when you say you will. This can be fun and profitable for all our referees.

As a referee you are required to verify all assignments as quickly as possible and report back any that you cannot take on in a timely manner. We expect notification within 4 days of receiving your schedule for any assignments you cannot make. If your assignment occurs in less than 4 days, you are required to notify us within 30 hours of kickoff. If you fail to notify us of any assignments that you cannot make or notify us with less than 30 hours before kickoff, this will be recorded as a missed game.

**New for 2009:** If you call the club after 12:00pm Noon the day of your assignment, this will be recorded as a missed game whether the club finds someone or not.

If it is an emergency, you will not be penalized for a missed game provided someone else is found. We recommend forming a buddy group for just this situation – contact your buddy before contacting the club. If you have another referee willing to take the assignment, contact the club with the information. If you fail to contact the club, you will be penalized for a missed game and your buddy who took your spot will not be paid. Except for the early weeks of the season, you will be given your schedules two weeks in advance.

**Email** – All Referee communication, including assignments, is done via email. The club is not responsible for ensuring that you receive your emails – that is your job. If you feel you are missing or lost your assignment email (or you have computer problems) – it is your job to get your schedule from the club or the club website. Gameofficials.net is our game assignment system. All general emails will be posted on its homepage and all of your assigned games can be determined at this website.

Please contact the Club House **not the head referee** with any scheduling problems. The head referee works a full time job on top of his volunteer duties as head referee. The Club Administrator will pass on all information to the head referee, and may reschedule games for you as well.

**VERY important!!** After your assignment, you have 48 hours to enter the game sheet information and results onto the Gameofficials.net website. This is the centre referee's responsibility. If the centre referee does not have internet access, give the white copy of the game sheet to one of your linespersons that has internet access. At the next referee meeting after your game assignment you must hand-in the white copy of the game sheet – if your game sheet information is not found on Gameofficials.net, your game sheet will be returned (and you and your assistants/linespersons will not get paid for that game until it shows up on the report). If your game sheet (gold) copy is legible, you may drop off the white game sheet at the concession stand at the Civic Centre.

You are required to pay your registration fees with OSA. All referees must be listed on the OSA registration database before May 27, 2009 (1<sup>st</sup> year Youth refs, mini-Soccer certified refs and Junior Linespersons are excluded). If not, you will not receive any assignments. The registration fees for OSA are \$25.00 or \$40.00 for Youth referees (depending on age, except for first year referees who have been registered by virtue of taking the course), and \$80.00 for District referees (18 years of age or over). As well, District referees should register with the YRSRA (York Region Soccer Referees Association), the fee for this is \$60.00 (free for your first year) as there are benefits to this registration, access to more games and information.

**New for 2009:** Referee Certification cards are no longer issued by the OSA. Your badge is your certification proof.



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You are also required to pay for your own uniform. All uniforms must be regulation soccer referee uniforms; the head referee must approve exceptions. Uniforms must be purchased in full. When working you must wear the uniform at all times during the game and are required to keep your shirt tucked in and socks pulled up. If you wear clothing under the uniform it should be black. **NO HATS MAY BE WORN WITHOUT THE HEAD REFEREE'S PERMISSION.**

An official's uniform consists of the following:

Referee	Junior Linesperson
Black Jersey	JL T-shirt
Black Shorts	Black Shorts (soccer team shorts)
Black Socks (with 3 white stripes on top)	Soccer socks (stripes optional)
Card Wallet (game cards, red and yellow cards)	
Fox40 or similar Whistle (not a pea whistle)	
One Linesperson Flag	One Linesperson Flag
(the above items included in the uniform package)	
<b>Other Required items:</b>	<b>Other Required Items:</b>
Soccer Shoes (as black as possible)	Soccer Shoes
A tote (to carry everything in)	A tote
A Watch (recommend a combo watch with stopwatch, and alarm – or even better, a countdown timer) and a spare watch.	A watch
Two-sided coin (and a spare). Please use a loonie or toonie and keep a spare handy	
Pencils (little sharpened down, butt-end pencils are perfect!)	
A water bottle – filled	A water Bottle – filled
A pen (to fill in the game sheet)	A pen
<b>NO HATS!</b>	<b>NO HATS!</b>

You are required to perform at a level of professionalism that would be expected of a game official. This requires that you:

- a) Arrive on time (on time means 15 minutes before kick-off)
- b) Are ready to start all games on time.
- c) Carry out your duties to the best of your ability in a professional manner.
- d) Report all necessary information to the Club.

All referees and linespersons are required to work a minimum 10 assignments over the summer in order to guarantee a position in the 2010 season squad. Referees that attended the CSA Youth or OSA Mini-Soccer courses will received a refund of the course fee minus the admin fee provided they work the 10 games and complete 90% of their total assignments. The course fee and potentially your position on the squad will be forfeit should you fail to meet these minimum requirements.

**New for 2009:** The 10 game minimum applies to league games only NOT tournament games. There are 14 league games per team per season. Please ensure you arrange your summer schedule and availability such that you are able to fulfill the minimum requirement.

**All referees are expected to be fully knowledgeable regarding the Laws of the Game.**



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### Fitness Test

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By request of the coaches and membership survey at the end of 2003 and 2004, Referees have been “asked” to abide by the CSA Code of Ethics item 4 – high level of physical fitness. To implement this, I adopted a Youth fitness test in 2005 which is already in place in BC and in some states in the US.

All returning Youth referees and 1<sup>st</sup> year Youth referees (and anyone else that feels like running) will be required to pass this test in order to assist and referee the **large** fields this year. This test is optional and will not prevent you from refereeing, but it may prevent you from refereeing certain divisions within the club. If you miss the fitness test date or are currently injured, you may schedule an alternate time with the Head Referee – after the kick-off weekend. Junior Linespersons and mini-Soccer referees do not take the fitness test (since they are not allowed to work the large field)

All District referees are not required to take the club fitness test. Also excused are Youth referees that are 46 years of age or older. Higher classed referees are bound by the provincial fitness test standards.

The fitness test will last about 30 minutes. The following criteria must be met:

- 5 minute warmup – whatever you need to do to limber up and prevent injury.
- 6 minute run – you must cover 1000 metres in that time – walking is not allowed
- 100 metre sprint – must be completed within 20 seconds
- 50 metre sprint – must be completed within 12 seconds

Both the 100 and 50 metre sprints will be run a second time to allow you to make the criteria time. The 6 minute run will not be re-run within the same test.

Make sure you bring water and appropriate clothing for this test. If it is raining or if the track condition is unsafe, the test is cancelled.

For 2009, the test is scheduled on Friday June 5<sup>th</sup> from 7pm to 8:30pm and on Saturday June 6<sup>th</sup> from 9am to 11:30am on CC1. Show up anytime within those times in order to complete the test. Subsequent tests must be scheduled with me – just send me an email.

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### Job Requirements

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Prior to leaving your home you **must** make sure you have the following:

- a) Your full referee uniform – see the above table.
- b) Allow enough time to get to the field 15 minutes before game time.

Upon arrival at the field:

- a) Check the field for proper playing conditions; bring concerns to the coaches’ attention.
- b) Remove all debris (pop cans, glass, etc.)
- c) Observe all out of bound lines (inform asst. referee if needed)
- d) Check goal nets (repair any defects found)
- e) Ensure all 4 corner flags are in place (preferably standing straight)
- f) Introduce yourself to the coaches.
- g) Ask coaches to arrange linespersons (if not supplied by league) **DO NOT START A GAME WITHOUT LINESPERSONS**
- h) Observe players on both teams for jewelry / metal studs. etc. (ask to remove before start of game)
- i) Observe player wearing casts or braces these must be padded.
- j) Players must wear club assigned socks OR matching soccer socks of the same colour as their team
- k) Remind both coaches to fill out game sheet. Ensure the game number is the same from your assignment schedule



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- l) Discuss with both coaches any concerns (# of players)
- m) Verify game times with both coaches. Ensure two equal length halves – measured by elapsed time, not time of day!
- n) Collect the game sheet before the start of play.

### To start the game:

- a) Game ball from the home team (check pressure and for damage)
- b) Whistle!! - Ask for both teams and coaches at centre – everybody!
- c) Inform both teams of your concerns (sweaters tucked in, no swearing, etc..)
- d) Coin toss takes place, winner of toss selects end to start play, and the losing team kicks off.
- e) Players will shake hands before the kick-off (not after the game). Check for equipment problems at this time.
- f) Check both teams have correct # of players on field (if one team is short both must play with the same number for house league)
- g) Make sure goal keepers and linespersons are ready for start of play
- h) Blow whistle to start play.

### During the game:

- a) TALK LOUD, don't shout. You need to be heard by the coaches and players.
- b) Blow the whistle loud. Blow the whistle to stop play – obvious out of play situations may not require the whistle. Blow the whistle to start a kick off and penalty shot.
- c) Dropped balls occur where the ball was located when you blew the whistle, not where the injured person is.
- d) Indirect kicks for an offside offence are taken where the offence occurred.
- e) Remember advantage – it only applies to fouls that occur on the field. You cannot apply advantage on restarts (i.e. Throw-ins). If you apply advantage, show the proper signal and say "PLAY ON"
- f) Hand balls must be intentional or deliberate. Defensive posture is acceptable so long as the arm or hand is not moved toward the ball.
- g) Linespersons and Assistants must run the right side half unless instructed otherwise by the referee
- h) The referee must run the diagonal – keep the play between you and the linesperson/assistant.
- i) Do not hover around the centre circle – RUN the diagonal – even on the small fields!
- j) ENFORCE THE LAWS OF THE GAME. Do not be intimidated by the coaches or parents. This causes inconsistencies in our officiating and leads to more problems with the club and coaches.

## Officiating Support

The LSSC fully supports its referees and junior linespersons. The Head Referee will support all of the club referees and junior linespersons and respect the choices they make on the field. The LSSC handbook is an excellent source of stated commitment to the referees and junior linespersons...

### Player's Code of Ethics – point 6:

It is the player's responsibility to maintain self-control. They will accept official's decisions without argument, play with intensity but without hostility, and behave graciously in triumph or defeat.

### Parent's Code of Ethics – point 3:

I understand that I need to be appreciative of volunteer coaches and officials and I agree not to interfere, and to let them do their job.

### Spectator Behaviour – point 1:

Spectators should refrain from making any comments to the referees and lines people.

### Excerpts paraphrased from the Referee Zero Tolerance Policy:

- Coaches may question a call, not complain about a call. They must also accept the response to the question and refrain from further comment on the call in question. They are subject to ejection upon further complaining or questioning on the SAME call. If the coach refuses to leave, gather your linespeople at the centre of the field and wait 5 minutes until the coach leaves – ensure you inform the coach that he or she has 5 minutes to leave. If the



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coach still refuses to leave after 5 minutes, you and your linespeople will leave the field – do not change your mind – just go. Contact the Head Referee immediately.

- Spectators shall never approach a referee. If complaints, harassment and/or abuse continues, the referee must proceed to the coaches bench, request the spectator be removed by the coach and not referee until this action takes place. If the situation is not resolved in 5 minutes, call in your linespeople and leave the field together. Contact the Head Referee immediately.

## Websites of interest:

<http://www.lakesimcoesoccer.com>

<http://www.ontariosoccer.net/>

<http://www.yrsra.ca>

<http://www.fifa.com>



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## Pay Schedule

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The pay schedule this year is available as a separate handout. There have been some minor increases in order to keep us in line with the district average.

**Rain and cancelled games:** If for any reason outside your control you are unable to start or finish at least half of any game you will receive ½ of the regular pay for that game. If you are beyond the 67% point of the game, you will receive full pay. See the section on Inclement Weather for details on rain-outs.

The Intertown and Competitive leagues set their own pay scales. They are always higher than house league.

All first year referees will start at Pay Level A due to the number we have and the time it would take to gain a promotion. All returning referees will start at the level they completed last year. Promotion of returning referees will be reviewed after the kickoff weekend.

Demotion happens through one of the following:

- a) Repeated tardiness
- b) Less than 90% commitment on assigned games (evaluated after every 10 assignments)
- c) Sitting, laying down or otherwise assuming a posture not befitting a referee.
- d) Repeated complaints from coaches and executive members of unprofessional refereeing or assisting.
- e) Repeated not wearing the proper uniform or not having your shirt tucked in.
- f) Repeated wearing of jewellery (except for watches)
- g) Laziness on the field (not keeping in the game)
- h) Poor refereeing.
- i) Demonstrated lack of knowledge of the Laws of the Game.

Promotion happens when:

- a) Any coach recommends you as a good referee,
- b) I see quality effort.
- c) No complaints at all.
- d) 90% or higher assigned commitment.

Under this scheme, referees who are doing a good job get rewarded - those "showing-up" and not much else will not.

Games are scheduled based on Class and Level. So Level B referees can expect to do the lower paying games. Referees can be demoted or promoted at any time. After demotion, correcting and proving his/her self can promote a referee back to Level A.

Any Level B referees or Junior Linespersons who continue to slide will be fired.

Note: An assigned game is defined as a game that is scheduled for the referee, assistant referee or junior linesperson. This schedule is based on your availability and preferences that you input in Gameofficials.net. Once the schedule is sent – it becomes your assigned commitment. **If you do not receive the schedule, you can view it in Gameofficials.net. If your internet access is temporarily unavailable, it is still your responsibility to contact the club before the first game night of that schedule (usually a Monday) to verify your weekly assignments.** If you cannot make a scheduled commitment, you are excused under the following circumstances:

- contact the club (not the Head Referee) within 4 days of receiving your schedule and if the assignment is sooner than 4 days, contact the club within 30 hours of your assignment indicating your inability to commit. You must contact the club administrator – do not leave a message or send an email (keep in mind the office hours for the club). The 30 hours is determined to ensure you call during office hours.



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- contact the club with less than 30 hours **but before 12 Noon on game day** and someone else is found to take your spot (there is no guarantee here)

If you contact the club with less than 30 hours and no replacement is found **OR if you call after 12 Noon on game day** OR if you just don't show – you will impact your assigned commitment. Referee or Junior Linespersons with restricted availability will find that 2 or more missed assignments are enough to finish below 90%.

You alone are solely responsible for your availability and restrictions. If they are incorrect in Gameofficials.net, then you are still bound to the assignment. Make sure your availability is complete at least 3 weeks in advance.

When you are at your assigned game, make sure all three officials put their name on the game sheet. As secondary proof of commitment, make sure the game sheet is initialled by the coach (for centre refs) or the ref (for Assistants and Junior Linespersons). If you do not put your name on the game sheet, it will be recorded as a missed assignment.

## Default Assignments

All referees are expected to work to an average 2-1 ratio of lining to centring. The default assignment is as follows...

### All New for 2009:

- CSA Youth level A's will centre large fields (divisions 2 years younger than the ref) and line big fields. The potential for small field centring is also possible
- CSA Youth level B's will centre small fields and line big fields.
- 2<sup>nd</sup> year mini-soccer level A's will centre small fields and line small fields – they are NOT allowed to work the big field.
- 1<sup>st</sup> year mini-soccer level A's and 2<sup>nd</sup> year mini-soccer level B's will line small fields, centre small fields and centre Micro 2 games
- 1<sup>st</sup> year mini-soccer level B's will line small fields and centre Micro 2 games.
- Junior Linespersons will line small fields

Note: These are default assignments only. Availability on certain days may allow certain levels "higher order" work. Mini-soccer referees cannot work the large field! Junior Linespersons must never do a house league centre. If you fill-in for a referee, you must qualify according to the default assignment OR have Head Referee permission.



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### Inclement Weather

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Unless otherwise notified by the club, all teams, regardless of the weather or playing conditions, must be present at the scheduled time and location for all of their games. All teams must have the minimum number of players (mini – 5, youth – 7) present at scheduled game times, regardless of the weather. If one team fails to field the minimum number of players 15 minutes after the scheduled start time, that team will forfeit the game. Any time spent waiting for teams to reach the minimum number of players will be deducted by the referee from the game's playing time (equal time deduction in both halves).

The OSA recommends the use of the 30 second flash to bang method to determine the suspension or termination of a soccer game as a result of inclement weather. If lightning is seen and the thunder follows within 30 seconds, this is defined as active lightning.

If there is active lightning present at the time just prior to or during the game, the referee will delay the game for up to 15 minutes. All teams must seek shelter in their vehicles (or enclosed structures) for the duration of the 15 minutes and/or until the referee restarts or cancels the game. **Do not cancel a game until after the 15 minute period has passed.** A game is deemed complete if 33% or less remains unplayed when called by the referee due to weather, playing conditions or any other reason at his or her discretion. Every effort should be made to complete a scheduled game.

**Note:** If you cancel a game due to inclement weather, you must record the amount of time that was played and which half the game was in. Based on the definition of the above grace period and the inclement weather suspension period, **no game should be cancelled before 7:15pm (June and July) or 6:45pm (August).**



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## Code of Ethics

All referees of the Lake Simcoe Soccer Club are required to follow the Code of Ethics for Canadian Referees as set out by the Canadian Soccer Association.

<b>Code of Ethics for Canadian Referees</b>	
The Canadian Soccer Association is aware of its responsibilities toward its referees and, having granted certain privileges to referees, it is obliged to ensure such individuals realize and respect their responsibilities and duties.	
Specifically, a Canadian referee shall:	
<b>1.</b>	Conduct himself/herself with dignity on and off the field of play at all times and shall, by personal example, endeavour to inspire the true principles of fair play and to earn the respect of those whom he/she serves.
<b>2.</b>	Not cause The Canadian Soccer Association to become involved in any controversial matters and shall abide by the rules and regulations of the jurisdiction in which he/she officiates.
<b>3.</b>	Adhere to all national standards and directives.
<b>4.</b>	<b>Always be neat in appearance and maintain a high level of physical and mental fitness.</b>
<b>5.</b>	Study the Laws of the Game and be aware of all changes, and shall enforce all said laws and changes.
<b>6.</b>	Perform his/her designated responsibilities, including attending organized clinics and lectures, etc., and shall assist his/her fellow referees to upgrade and raise their standard of officiating.
<b>7.</b>	<b>Honour any appointments made for and accepted by him/her unless unable to do so by virtue of illness or personal emergency.</b>
<b>8.</b>	<b>Not publicly criticize other referees or any soccer association.</b>
<b>9.</b>	<b>Not make any public statement to the media (newspaper, TV, radio, etc.,) relating to any game officiated by him/her or regarding the quality of the match or the performance of the teams and their players.</b>
<b>10.</b>	Follow the correct lines of communication to the CSA Referee Committee which shall be through the Provincial/Territorial Soccer Association where he/she is registered.
<b>A Canadian referee shall be subject to disciplinary action should he/she not comply with this Code of Ethics.</b>	



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