

## REGULATIONS FOR THE REGISTRATION AND CONTROL OF REFEREES

### **Preamble**

Pursuant to The Canadian Soccer Association By-Laws, Rules, Regulations and Administrative Guide, Section Two, paragraph 11(j), the Board is authorised to make Regulations with reference to Match Officials as they deem expedient. These are Regulations made under that Rule.

Provincial Associations are responsible for the administration of Referees registered with The Canadian Soccer Association who reside in their area as determined by The Association. The Canadian Soccer Association has administrative responsibility for Referees who are serving members of the Armed Forces who are not serving within Canada.

Provincial Associations shall act as, or appoint, a Referees' Committee to carry out its functions under these Regulations.

For the purpose of these Regulations the terms used will be defined as follows:

**Referee** A person registered as qualified under these Regulations who may be engaged as a Match Official.

**Administer** To carry out the administrative procedures relating to the registration and control of Referees as required or determined by The Association from time to time.

**Examine** To supervise written and oral examination of Referees and Trainee Referee candidates to the requirements and standards determined by The Association from time to time.

**FIFA List** Those Referees, nominated by The Association and selected by FIFA, eligible for appointment to international matches.

**National List** Those Referees selected by The Association, eligible for appointment to games in the MLS, NASL and other matches as determined from time to time.

**League** A Competition sanctioned under relevant Regulations by The Association or a Provincial Association.

**Registration Period** From 1 April in each year, or the date of successful completion of the Entry Level Referees Course if later - to the following 31 March.

**Provincial Referee** A Referee who has demonstrated to the satisfaction of The Association or Provincial Association, as required by these Regulations, the ability to officiate at the Provincial Level.

**Regional Referee** A Referee who has demonstrated to the satisfaction of The Association or Provincial Association, as required by these Regulations, the ability to officiate at the Regional Level.

**District Referee** A Referee who has completed, successfully, the Entry Level Referees Course, having reached the age of 16 years.

**Youth Referee** A District Referee between the ages of 14 – 16 years of age who has completed, successfully, the Entry Level Referees Course.

**Futsal Referee** A Referee who has completed, successfully, the Futsal Entry Level Referees Course, having reached the age of 16 years

**Small-sided Referee** A Referee who has completed, successfully, the appropriate Referees Course for soccer played by teams of less than 11 – a-side (excluding Futsal), as determined from time to time by The Association or Provincial Soccer Association.

**Associate Referee** A fully registered Referee with his or her own Provincial Association of permanent residence, who wishes to officiate in another Province either by virtue of temporary residence, (eg

University Student, temporary work assignment, etc) or by proximity to a Provincial boarder may apply to be an associate referee

**Assessors** Individuals authorised by The Association to carry out assessments at levels determined by The Association.

**Assessments** Written appraisals of a referee's performance on the field of play, carried out by an Assessor, on behalf of The Association or Provincial Association and submitted to the appropriate body.

**Marks** A numerical indication of a Referee's performance on the field of play, awarded by an Assessor on completion of an Assessment, on a scale defined by The Association.

**Club Marks** A numerical indication of a Referee's performance on the field of play, reported by competing Clubs after a Match, on a scale defined by The Association.

**Qualifying Games** A match that may be counted towards promotion for a registered referee as determined by The Association from time to time.

Note: Irrespective of the number of games officiated on the same day in Tournaments or other Competitions, only one match per day may be recorded as a qualifying game.

**Instructors** Individuals authorised by The Association to carry out courses of instruction at levels determined by The Association

**Entry Level Referees Course** A course of instruction as determined by The Association leading to the qualification of Referee candidates.

**Annual Review** The review by The Association, Provincial Association or Competition of its List of Match Officials entitled to be engaged for a Match in that Competition, to ascertain the suitability of each Referee to continue to be eligible to be retained on that list or within the classification. Such a review will take into consideration the Referee's performance on the field of play as defined in these Regulations, as modified by any written instructions to a Provincial Association or Competition from The Association from time to time.

For the purposes of these Regulations, The Association shall act through the Board, which shall delegate such functions to the Referees' Committee.

## **1. Registration**

- (a) No person shall be appointed as a Match Official in any Match or Competition under the jurisdiction of The Association either directly or indirectly unless registered in accordance with these Regulations.

*[NOTE: A Competition may include in its regulations a provision by which a person who is not a Referee may carry out the duties of a Match Official in a specific Match but only in circumstances where a Referee cannot be appointed to that Match].*

- (b) A referee must be registered with The Association through the Provincial Association within the area in which the referee resides. A referee will be required to pay the standard national registration fee to be determined annually by The Association and notified to the Provincial Associations by 30 September annually for the following registration period. Registration will run from the date of registration until the following 31 March. Provincial Associations may charge, in addition to the standard national registration fee, a Provincial Registration fee not exceeding \$75 per registration period. A referee may become an Associate Referee with another Provincial Association upon payment of an Associate Fee not exceeding \$25 per registration period. The Memorandum attached to these regulations detail the responsibilities of Provincial Associations in respect of Referees administered by them.
- (c) The Provincial Association which conducts the entry level course (including Futsal) or small-sided referee course will be responsible for the initial administration of a Referee. A Referee who changes residence from one Provincial administrative area to another will be required to complete a Provincial Transfer Form (Copy at Appendix A to the attached Memorandum of

Provincial Associations Responsibilities for Registered Referees) and be transferred to the new Provincial Association for administrative purposes but will not be required to pay a further registration fee for that registration period.

- (d) Referees shall not be registered with The Association until they are able to satisfy the Provincial Association of their date of birth in such a manner as shall be determined by The Association.
- (e) A person below 14 years of age shall not be registered as a Referee.
- (f) A Referee who has failed to register as a Referee with The Association for 2 consecutive seasons shall not be re-registered until an application has been considered by the Provincial Association within whose area the Referee resides at the time of application for re-registration.
- (g) Provincial Associations may re-examine registered Referees administered by them as determined by The Association. The Association must be notified, by the Provincial Association, of the names of Referees who do not meet the standard determined by The Association.
- (h) Where considered not to be 'a fit and proper person' to act as a Referee the registration may be removed or suspended by the Provincial Association which administers the Referee or by The Association. Provincial Associations are to notify The Association of any action in this respect and are not permitted to take action under this rule in respect of FIFA and National List Officials. The Association may take any action it deems appropriate. Applications for the re-instatement of a Referee who has previously been disqualified under this Regulation must be referred to The Association for consideration.

## **2. Recruitment, Basic Referee Training and Initial Examination**

- (a) The Association and Provincial Associations shall be responsible for the recruitment, basic training and initial examination, where required, of Referees.
- (b) The requirements and standards for the Entry Level Referee Course shall be set annually by The Association.
- (c) All candidates shall be examined as to their suitability to be a Referee by an initial examination at the end of a Entry Level Referees Course. The initial examination shall be as prescribed by The Association and shall include an eyesight and colour test. Provincial Associations must notify The Association should they examine a candidate who is a serving member of the Armed Forces at the time of examination.
- (d) The minimum age a candidate may be presented for the Entry Level Course is 14 years.
- (e) Candidates who do not reach the standard required by The Association in the initial examination may not be presented for further examination until a period of 28 days has elapsed.

## **3. Classification**

- (a) On behalf of The Association each Provincial Association must classify Referees, not on the International or National List, administered by their Association. The classification period runs from 1 April in each year, or the date of successful completion of the initial examination, to the following 31 March

As at 1 April in each year Referees are to be classified as follows;

**International:** Referees who are on the FIFA List of Referees.

**National List:** Referees selected by The Association to serve on the National List and who meet the requirements of Regulation 4 below.

**Provincial Referee :** Provincial Referees. This classification includes referees who have served at a higher level.\*

*\*Where a Referee has achieved a level higher than Provincial Referee and is then not retained by The Association, the Referee is to be classified as a Provincial Referee, subject to meeting*

*the requirements of Regulation 4, with the option of further promotion in the normal way or until a status of non-active is declared by the individual.*

**Regional Referee:**

**District Referee** - must be over the age of 16yrs

**Youth Referee** - a District Referee over the age of 14 and under 16 years of age at the date of registration

**Declared non-active Referees** – those referees who no longer are active officials but who may wish to maintain their registration with The Association (this does not include accredited Assessors or Instructors who are no longer active referees)

- (b) When a Referee changes residence from one Provincial Association to another, the classification level will be accepted by the Provincial Association in to whose area the Referee has moved. (This regulation does not apply to small-sided Referees who may be required to undergo separate Provincial training prior to being re-registered)
- (c) Referees must apply for promotion in writing. The Provincial Association must receive this request by no later than 1<sup>st</sup> March preceding the season in which the promotion is sought. Referees considered for promotion in the preceding season, but not advanced, will automatically be included in the promotion scheme for the following season unless they indicate otherwise, in writing, to the their Provincial Association by 1<sup>st</sup> March following the decision of that Association. 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 Provincial Association in respect of the promotion to Regional Referee and subject to satisfying the criteria as determined by The Association from time to time.
- (d) Promotion to Regional and Provincial Referee classification shall be based on a Referee's practical performance on the field of play. This will be determined by considering the Marks and Assessments by Assessors on a minimum of three games from outdoor, 11 a-side Competitions for players over the age of 16 years, over a minimum of 20 qualifying games during any one marking period, officiated in as a Referee. Such Marks and Assessments are to be collated by the Provincial Association from 1<sup>st</sup> April in any year until the last day of November in the same year. A further requirement for promotion is the completion of a minimum of five games, as an Assistant Referee, in the promotion season.
- (e) In addition to their practical performance on the field of play Referees will be required to attend in-service training, as determined by The Association, successfully complete a written examination set by The Association and, where determined by The Association from time to time, successfully complete the appropriate fitness test prior to the promotion being confirmed.
- (f) The responsibility of promoting Referees to Regional and Provincial Referee rests with the Provincial Association in which the Referee resides and who administers the Referee's registration. In accordance with the marking period all selections for promotion to must be made by 15 December each year and individuals notified of the outcome in writing.
- (g) A District Referee must serve a minimum of one complete Registration Period or 12 months in that classification, whichever is the shortest, and have completed a minimum of 20 qualification games, as a referee, in outdoor, 11 a-side Competitions for players over the age of 16 yrs before applying for promotion to Regional Referee. After this promotion a Referee can proceed at the rate he is capable, subject to satisfying the criteria as determined by The Association from time to time. No Provincial Association may impose any other qualification periods which cause delayed passage through the promotion pyramid.
- (h) Youth Referee includes all District Referees between the ages of 14 and 16 as at 1<sup>st</sup> April each season. A Youth referee will automatically become a District referee on reaching the age of 16.

#### 4. Promotion

- (a) Selection and promotion within Regional Referees and above will be determined as follows:

<b>International Level:</b>	Annual nomination by The Association to FIFA, selected from those eligible Referees, as at the date of nomination determined by FIFA.
<b>National List:</b>	Referees who satisfy the criteria established by The Association from time to time and those who have been promoted from Provincial Referee (following nomination by a Provincial Association to The Association, from those Referees who satisfy the criteria, established by The Association from time to time), for outstanding ability as determined by The Association.
<b>Provincial Referees:</b>	Referees who satisfy the criteria established by The Association from time to time and those who have been promoted from Regional Referee for outstanding ability as determined by The Association from time to time.
<b>Regional Referees:</b>	Referees who satisfy the criteria established by The Association from time to time and those who have been promoted from Youth/District Referees for outstanding ability as determined by The Association from time to time.

- (b) Annually, National List Officials and above will be required to complete successfully a fitness test and a written examination, as determined by The Association, prior to having their classification confirmed. On initial selection for promotion to a higher level Referees may be required to attend an interview to ascertain their suitability against criteria determined by The Association.
- (c) On initial promotion to Regional Referee the Provincial Association who administers the Referee must allocate the Referee to an appropriate League.
- (d) The Association will determine the acceptable number of matches required for consideration to be selected to National Referee.

#### 5. Competitions

- (a) Provincial Associations are to advise successful candidates on completion of the Entry Level Course, in writing, the local competitions on which they are eligible to officiate.
- (b) Referees under the age of 16 are eligible to officiate only in Competitions for players aged under 16.
- (c) Lists of Match Officials shall be determined each season by The Association or Provincial Association and only Match Officials included in such lists may officiate in matches during the season. A Competition or League may not remove or suspend a Match Official from its List at any time such power to act resting solely with The Association, or Provincial Association as appropriate under Regulation 7 below.
- (d) Competitions may, subject to the approval of The Association, require match officials included in its list to successfully complete a minimum fitness standard prior to receiving appointments. Requests for approval, together with the proposed fitness standard, must be submitted to The Association by 1 September of the year preceding the implementation of such fitness standards.
- (e) The practical performance on the field of play of Match Officials on a List shall be appraised and reviewed each season (for these purposes 1 April to 31 November annually). Competitions and Leagues shall provide annually to The Association or Provincial Association as appropriate a List of the Match Officials they have engaged with the Marks and Assessments obtained in accordance with the requirements of paragraph 12 of these Regulations. *Senior Provincial League Clubs are to mark referees on a scale of 1 - 100. An example of the marking Guide and form to be submitted by clubs is shown at Appendix A. This marking form is to be used by all Provincial Senior soccer leagues.*

- (f) A Competition shall not have the power to act in relation to the Registration of a Referee. Any allegation of behaviour alleged to constitute a breach under Regulation 7 (a)( i) or (ii) below must be reported to The Association, or Provincial Association in accordance with Regulation 7 (c) below.
- (g) Referee Fees and Expenses are set by The Association, Provincial Association or by Competitions in consultation with the sanctioning authority. Referees (or other appointed match officials) may not receive other financial reward or incentive, based on their on field of play performances from any Provincial Association or Competition other than the set fees and expenses. Provincial Associations are to set the maximum match official fees payable by Competitions and/or Leagues which it sanctions.

## **6. Training**

- (a) The Association shall identify the training requirements of Referees at all levels and be responsible for accrediting courses of instruction to meet those requirements.
- (b) Referees will be required to attend accredited training at intervals determined by The Association. Only such training, delivered by accredited instructors, will be valid.
- (c) Training may be delivered, at the appropriate levels, in conjunction with Provincial Associations, by instructors accredited by The Association.

## **7. Conduct of Referees and Action in Relation to Registration**

- (a) The Association or Provincial Association, as appropriate, shall have the power to act at any time in relation to the registration of a Referee who has:
  - (i) less than proficiently applied the Laws of the Game; or
  - (ii) committed a technical irregularity; or
  - (iii) proved to have been concerned as an agent for a Club or a Player in the transfer or attempted transfer and/or engagement of a Player; or
  - (iv) wilfully mis-stated his/her age, or, date of birth; or
  - (v) as a player or coach, violated the Laws of the Game to such a degree that a Disciplinary Committee subsequently imposes a penalty of suspension from playing or coaching; or
  - (vi) been found to have committed an act of misconduct pursuant to the Rules of The Association or a Provincial Association.
- (b) Only The Association, or Provincial Association may act in relation to the Registration of a Referee. Such action may be only through its Referees' Committee.
- (c) Any behaviour alleged to constitute a breach under 7(a) (i) or (ii) above must have been notified to or otherwise come to the attention of The Association or Provincial Association within 14 days of the relevant incident(s) for such to be acted upon under 7(a).
- (d) A technical irregularity under 7 (a)(ii) above shall be any failure by a Referee to meet any requirement imposed on, or notified to, a Referee by The Association or Provincial Association as appropriate from time to time.

*A "technical irregularity" includes, but is not in any way limited to, any failure to comply with administrative requirements imposed on a Referee such as the requirements to file reports, answer correspondence, attend match venues or disciplinary hearings at a particular time, etc or any breach of Regulation 10 or 13.*

- (e) Where a Referee is alleged to have breached 7(a) (i) – (vi) above, the Referees' Committee shall advise the Referee, in writing, of the relevant allegation(s) and supporting facts and state that the matter will be considered by the Committee or a duly appointed Commission thereof.

The Referee shall respond within 14 days and may either:

- (i) deny the allegation(s), setting out a statement of his case; or

- (ii) request a personal hearing, in which case a fee of \$100 must accompany the request; or
- (iii) admit the allegation(s). A Referee who admits the allegation(s) may set out any submissions which he wishes the Referees' Committee to consider when considering what, if any, action to take. The Referee may also request a personal hearing as above.

In considering any allegation at a personal hearing, a Referees' Committee or Commission thereof, may adopt such procedures as it considers appropriate and expedient for the determination of the matter brought before it; and shall not be bound by any enactment of rule or law relating to the admissibility of evidence in proceedings before a court of law.

As a guide to the procedures to be followed at a personal hearing, the following may be used unless the Referees' Committee or Commission consider it appropriate to amend them:

- (1) The allegation(s) will be read out to the Referee, who will be asked if the allegation(s) are admitted or denied.
  - (2) Evidence in support of the allegation(s) to be called.
  - (3) Evidence in response to the allegation(s) to be submitted by the Referee, who may, with the permission of the Referees' Committee or Commission, be accompanied by a representative.  
(Any such representative shall not be permitted to give evidence as a witness).
  - (4) The Referees' Committee or Commission and the Referee (as appropriate) shall be entitled to ask questions of any witness giving evidence in support of the allegation(s). The Referees' Committee or Commission shall be entitled to ask questions of the Referee, who may give evidence in defence of the allegation(s). The Referees' Committee or Commission may draw such inferences as it considers appropriate from the failure of the Referee to give evidence or answer a question.
  - (5) In the event of evidence submitted in answer to the allegation(s) disclosing a point which the Referees' Committee or Commission considers was not covered in the evidence of, or not put to, any witness in support of the allegation(s), the Referees' Committee or Commission may recall and ask questions of such witness. The Referee or relevant representative may also ask questions.
  - (6) After the evidence has been completed to the satisfaction of the Referees' Committee or Commission, the Referee or representative shall be entitled to make submissions based upon the evidence, but this may not include reference to facts not disclosed in the evidence presented to the Referees' Committee or Commission. At the conclusion of the submissions all persons shall withdraw whilst the Referees' Committee or Commission considers the evidence and submissions presented to it and determines whether the allegation(s) have been proved or not. After reaching a decision, the Referees' Committee or Commission shall recall the Referee and any representative, and announce whether the allegation(s) are proved or not proved. The decision shall be subsequently confirmed in writing. As an alternative the Referees' Committee or Commission may, where it considers it appropriate, not announce its decision at the meeting but inform the Referee that such a decision will be communicated in writing.
  - (7) Where the Referees' Committee or Commission find the allegation(s) proved, it shall have the power to act in relation to the Registration of the Referee as it considers appropriate. This may include, but is not limited to, censure, a period of remedial training, suspension or removal of Registration.
- (f) 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 Association or Provincial Association through its Referees' Committee in relation to the same behaviour. In such cases, a charge of Misconduct pursuant to the Rules of The Association shall be considered before any matter relating to the issue of Registration is dealt with by the Referees' Committee under Rule 7 (a)(vi).
- (g) In circumstances where it is considered appropriate, the Referees' Committee may order that the Registration of a Referee be suspended with immediate effect, pending determination of a charge of Misconduct under the Rules of The Association or pending the determination of a charge under 7(a) (i) or (ii) above and, in the latter case, the reason for such suspension is to

be notified to the referee in writing and reported to the Commission hearing any resultant charge.

Action in respect of the Registration of Match Officials on the National List will be considered by the appropriate committee of The Association

## **8. Appeals against Decisions of the Referees' Committee**

- (a) Where The Association or Provincial Association, through its Referees' Committee, makes an order in relation to the registration of a Referee under Regulation 7, then there shall be a right of appeal by the Referee against the decision (other than as set out below).

There shall be no right of appeal against a decision in relation to the registration or classification of a Referee taken as part of the Annual Review by The Association, Provincial Association or an appointing authority.

- (b)(i) Notice of an appeal against a decision of a Referees' Committee made under Regulation 7 must be lodged with The Association or appropriate Provincial Association within 14 days of notification of the decision appealed against, accompanied by a fee of \$250
- (ii) An Appeal shall be considered by an "Appeals Panel" comprising of Members of The Association Appeals Committee or appropriate Provincial Association established specifically to deal with appeals from decisions under Regulation 7, none of whom shall have been party to the original decision. A decision of the Appeals Panel shall be final and binding.
- (iii) The Notice of Appeal must :
- (1) identify the specific decision(s) being appealed
  - (2) set out the grounds of appeal; and
  - (3) set out a statement of the facts upon which the appeal is based.
- (iv) The grounds of appeal shall be that the body whose decision is appealed against:
- (1) misinterpreted or failed to comply with any rules or regulations relevant to its decision; and/or
  - (2) came to a decision to which no reasonable such body could have arrived at; and/or
  - (3) made an order, which is excessive.
- (v) The Appeals Panel may adopt such procedures as it considers appropriate and expedient for the just determination of an appeal brought before it, and shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.

The following is set out as a guide to the conduct of a hearing before the Appeals Panel:

- (1) The Appellant to address the Appeals Panel, summarising its case;
- (2) The Respondent to address the Appeals Panel, summarising its case;
- (3) The Appeals Panel may put questions to the parties at any stage;
- (4) The Respondent to make closing submissions;
- (5) The Appellant to make closing submissions;
- (6) The Appellant and the Respondent to withdraw whilst the Appeals Panel considers the submissions and determines the matter;
- (7) The Appellant and the Respondent to be recalled and the decision and any orders consequential to it to be announced to both parties. Alternatively, where it considers it appropriate, the Appeals Panel may decide not to announce its decision, but make it known at a later date, in writing. In any event, the Appeals Panel shall publicise a written statement of its decision (see 8(b)(ix) below).



- (vi) The Appeals Panel shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend, and shall do so in such manner as it considers appropriate.
- (vii) A decision of the Appeals Panel shall be final and binding and there shall be no right of further challenge.
- (viii) The Appeals Panel shall have power to:
  - (1) allow or dismiss the appeal; or
  - (2) remit the matter for re-hearing or by the Referees Committee; or
  - (3) exercise any power which the body against whose decision the appeal was made could have exercised; or
  - (4) make any further or other order considered appropriate, either generally or for the purpose of giving effect to its decision.

Any fee may be returned or forfeited, in whole or in part, at the discretion of the Appeals Panel, who shall also have the power to determine by whom the costs of the appeal shall be borne.

- (ix) As soon as practicable after the hearing, the Appeals Panel shall publish a written statement of its decision, which shall state:
  - (1) the names of the parties, the decision(s) appealed against and the grounds of appeal;
  - (2) whether or not the appeal is allowed; and
  - (3) the order(s) of the Appeals Panel.

The written statement shall be signed and dated by the Chairman of the Appeals Panel and be the conclusive record of the decision.

## 9. Appointments

- (a) Registered Referees shall not officiate in any Competition or League, which is not sanctioned, or a Match in which unaffiliated clubs compete.
- (b) 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;
  - (5) National Championships;
  - (6) PDL and W-League
  - (7) Senior Provincial League Competitions or equivalent;
  - (8) Provincial Association Cup Competitions  
*Note Semi-final and Final ties in all Provincial Competitions will take precedence over PDL, W League, and Senior Provincial League Competitions or equivalent.*
  - (9) University and College Soccer Leagues ;
  - (10) All other Competitions of The Association.
  - (11) Regional Soccer
  - (12) District Soccer where appropriate

Referees must attend Personal Hearings when required to do so. At NASL level or above Match Officials appointments already received, take precedence over requests to attend Personal Hearings. On receipt of notification of a Personal Hearing Referees must close the date with all appropriate competitions.

- (c) Where release from an appointment is required to enable a Referee to take a more senior appointment in the Order of Precedence, above, the relevant Provincial Association or Competition is expected to release the official to the requesting appointing authority.

- (d) Once The Association or a Provincial Association has appointed a Match Official if, subsequently, the Match is postponed, abandoned or results in a draw and the re-arranged fixture is then scheduled to take place less than four complete days from the date of the original match, The Association or Provincial Association appointment will take priority over any other appointment already accepted by the Referee from a Competition lower in the Order of Precedence, unless The Association or Provincial Association waive their right to the services of the Match Official so appointed.
- (e) "Fourth Officials" are appointed to certain competitions by The Association or Provincial Association. The duties and responsibilities of the Fourth Official are detailed in the Laws of Association Football and in the Competition Rules. Such appointments form part of the Order of Precedence within the Competitions listed above.  
"Standby/Reserve Officials" may be appointed to other Competitions but do not form part of the Order of Precedence and are not to be accepted by Referees in preference to an active appointment.

#### **10. Conflicts of Interest**

A Referee shall at all times act impartially. Where a Referee believes that there is a material interest conflicting with the duties and obligations of a Match Official and any appointment, then the Referee shall decline to act or officiate and declare it to The Association (in respect of National List Officials) or the Provincial Association, whose decision in relation to any dispute or difference in such matters shall be final and binding.

#### **11. Referees' Uniforms**

- (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. 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 blue. This may be reviewed by The Association from time to time. Yellow or blue shirts should have a black collar where one is fitted.
- (b) Match Officials are required to wear the current FIFA or the appropriate Canadian Soccer Association badge which must be worn on the left breast pocket. No other competition or association badge may be worn.
- (c) No advertising of any nature, save as set out below, is permitted on Match Officials' clothing without the consent of The Association

The following advertising is permitted:

The mark, logo or name of a clothing manufacturer or a combination of the same, may appear:

Once only on the shirt provided that it is an area no greater than 20 square centimetres

Once only on the shorts provided that in an area no greater than 20 square centimetres

Incorporated into the design of the socks, but must be limited to an area no greater than 12 square centimetres.

- (d) The use of jacquards shall be allowed providing each is limited to 20 square centimetres, with unlimited repeats being acceptable. The design of such jacquards may be the manufacturers mark, logo or name. The jacquard shading shall be restricted to two shades differing from the base colour, using the standard Pantone reference manual.
- (e) Sponsor advertising in accordance with FIFA regulations is permitted only on the shirt sleeves and the total surface area of the advertising shall not exceed 200cm<sup>2</sup>. Any sponsorship contract must be made between the sponsor and The Canadian Soccer Association.

Individual Associations or Leagues are not permitted to enter into sponsorship contracts for referee uniforms.

## 12. Returns

- (a) Annually, in accordance with the instructions of The Association from time to time, Competitions or Leagues shall provide to The Association or appropriate Provincial Association Lists of Match Officials assigned. Such Lists shall include the marks awarded by Clubs, and assessments where appropriate, during the specified period, together with any other information required.
- (b) Not later than the date decided by The Association, Provincial Associations shall nominate suitable Referees for consideration by The Association for selection to the National List of Referees or Assistant Referees
- (c) Competitions that have approval to administer fitness tests are to submit the results to The Association and the Provincial Association that administers the Referee.
- (d) Provincial Associations are to submit by 1<sup>st</sup> June each year a complete list of registered Referees, by classification, in a format required by The Association.

## 13. Codes of Conduct

Match Officials shall be bound by Codes of Conduct such as are instructed by The Association from time to time.

## 14. Accredited Assessors

- (a) Assessors will be accredited by the Association in accordance with the criterion outlined below:

**District Assessors:** Assessors who have completed the Basic Assessor Course and provided, for evaluation by the Provincial Association, a minimum of two assessments completed at the district level, which meets the standard as determined by the Association from time to time

**Regional Assessors:** Assessors, who have completed a minimum of 2 consecutive years as a District Assessor, attended In-service training, and whose assessments, having been evaluated by the Provincial Association, meet the standard as determined by The Association from time to time.

**Provincial Assessors:** Assessors, who have completed a minimum of 2 consecutive years as a Regional Assessor, attended In-service training, and whose assessments, having been evaluated by the Provincial Association, meet the standard as determined by The Association from time to time.

**National Assessors:** Assessors who satisfy the criteria established by The Association from time to time, following nomination by an Provincial Association to The Association, and those Assessors who satisfy the criteria, established by The Association from time to time, for outstanding ability as determined by The Association

- (b) Assessors must attend Assessor In-service training every two years, or as determined by The Association from time to time, to maintain their Accreditation. Reaccreditation will be dependant upon the Assessor having completed a minimum of 8 assessments each year at the accredited level; attendance at the bi-annual in-service training; and evaluation of assessments by The Association or Provincial Association to the standard determined by The Association from time to time.

## 15. Accredited Instructors

- (a) Instructors will be accredited by the Association in accordance with the criterion outlined below:

**District Instructors:** Instructors who have attended the Basic Instructor Course and satisfied the Provincial Association that they have demonstrated the ability to instruct the Entry Level Course to the standard determined by The Association from time to time.

**Provincial Instructors:** Instructors who have completed a minimum of 2 consecutive years as a District Instructor, attended In-service training, and whose Instructional ability, having been evaluated by the Provincial Association, meet the standard as determined by The Association from time to time, to instruct at In-service training courses for referees up to and including Provincial Referee

**National Instructors:** Instructors who satisfy the criteria established by The Association from time to time, following nomination by an Provincial Association, and those Instructors who satisfy the criteria as determined by The Association, with outstanding ability to instruct at In-service training courses and events for referees up to and including National List Officials.

- (b) Instructors must attend Instructor In-service training every two years, or as determined by The Association from time to time, to maintain their Accreditation. Reaccreditation will be dependant upon the Instructor having completed a minimum of 4 courses at the accredited level; attendance at the bi-annual in-service training; and an evaluation of instruction by The Association or Provincial Association to the standard determined by The Association from time to time.

By Order of the Board,

**Guide To Club Marking of a Referees Performance**

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 which should act as a guide for the overall mark which should fall within the mark range for each standard of performance.

<b>Mark Range</b>	<b>Comment</b>
91-100	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.
81-90	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.
71 - 80	The referee was accurate in decision making and controlled the game well, communicating with the players, making a positive contribution towards fair play.
61-70	The referee was reasonably accurate in decision making, controlled the game quite well and communicated with players, establishing a reasonable degree of fair play.
51-60	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.
50 and below	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**

- Using a scale of up to 100 allows greater flexibility for clubs to distinguish between different refereeing performances more accurately.
- A mark within each mark range can be given to reflect the referee's performance e.g. a mark of 79 indicates a somewhat better performance than a mark of 71.
- **A mark between 71 and 80 represents the standard of refereeing expected.**
- When a mark of 50 or less is awarded, an explanation must be provided to the League, Competition or Provincial Association by completing the appropriate box on the marking form. It must include comments which could help improve the referee's future performances. Even where a referee has significant shortcomings there will have been some positive aspects which should be given credit; extremely low marks (below 20) should be very rare.

## 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.

### 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?

### 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 of 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?

### *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.

## Club Report on Match Referee



### Form to be completed after every match

Club \_\_\_\_\_

Date \_\_\_\_\_

Competition \_\_\_\_\_

Home Club	
Away Club	

<b>Referee</b>	
----------------	--

**Referee's Performance**

*Please tick  
appropriate box*

	<b>Disappointing</b>	<b>Reasonable</b>	<b>Good</b>	<b>Excellent</b>
a) Overall control				
b) Overall decision making				
c) Communication and player management				

The mark must reflect the referee's overall level of control, accuracy of decision making and management of and communication with players. When deciding on a mark consideration should be given to such aspects of the referee's performance as: impartiality, confidence, fitness, positioning, signalling, use of advantage, handling of major incidents  
A mark between 91-100 would be regarded as 'excellent'  
A mark between 71 and 80 would represent the standard expected

**Mark out of 100**

/100
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**SECTION 3. Additional comments (Continue overleaf if necessary)**

If any area is marked "disappointing", or the mark awarded is 50 or less, detailed, constructive comments which could help improve the referee's future performances are required

Name (please print).....

Position held in  
club.....

Signature:.....

Please return to..... Within 48 hours of the match

## **Memorandum of Provincial Association Responsibilities for Registered Referees**

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

### **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.

### **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.

### **Public Liability Insurance**

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

### **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.

### **Mentor Scheme**

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

### **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.

### **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.

### **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.

### **Fees**

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

### **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.



### **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.

### **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.

### **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.

### **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.

### **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 (ie 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.

### **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.

### **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.

### **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:

### **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 programmes specifically designed for referee development within this environment.

### **Personal Accident Insurance**

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

**PA/T  
REQUEST FOR A TRANSFER TO ANOTHER  
PROVINCIAL ASSOCIATION**

A referee must register with the Provincial Association where he/she resides. The following form must be completed and forwarded to the Provincial Association with which you are currently registered.

FULL NAME.....

AGE AS AT 1 January (next).....DATE OF BIRTH.....

PREVIOUS ADDRESS.....

.....POSTAL CODE.....

TELEPHONE NUMBER

(H).....(B).....

PREVIOUS PROVINCIAL ASSOCIATION.....

CURRENT CLASSIFICATION.....YEAR OBTAINED.....

SEASON LAST REGISTERED.....

DATE OR YEAR OF EXAMINATION.....

NEW ADDRESS.....

.....POSTAL CODE.....

TELEPHONE NUMBER

(H).....(B).....

DATE OF AVAILABILITY IN NEW AREA.....

DETAIL ANY RESTRICTIONS CONCERNING AVAILABILITY.....

.....

Signed..... (Referee)

Circulation:      The Canadian Soccer Association (National List Officials only)  
                         Current Provincial Association  
                         New Provincial Association