



GLOUCESTER DRAGONS RECREATIONAL SOCCER

REFEREE AND ASSISTANT REFEREE SCORE REPORTING GUIDELINES

KEEP THIS DOCUMENT IN A SAFE PLACE AND REFER TO IT WHEN COMPLETING YOUR FORMS – YOUR PARENTS SHOULD ALSO HAVE A COPY

- Review Law 4, concerning player equipment – see link on Referee page of our web site www.dragonsoccer.ca.
- Review the Referee Handbook - see link on Referee page of our web site www.dragonsoccer.ca.
- Please remember to log in to Ref Centre frequently to check your offers and submit your scores
- Coaches in the U12 to U18 age groups will be required to provide a completed team roster to the game official before the start of the match. This roster must identify all players for the game by name and shirt number. The names of players who have been suspended must appear on the team roster with a notation that they have been suspended. Those players may not participate in the match. **Referees are to submit the team rosters with their game sheets as part of the official game report (U12-18 only).**

REPORTING IN REF CENTRE

During the regular season, in order to receive full payment, scores should be entered into Ref Centre **as soon as possible** after a game has been played – at the **very latest, within 24 hours** after a game has been played.

When a game is:

- terminated after the start of the second half, record scores as they are at the time of cancellation.
- terminated or postponed before the second half due to weather, record a score of P-P .
- forfeited by one team, record a score of 2 - 0 for the team that is ready, willing and able to play.

Be careful when entering scores, be sure to enter the correct score for the each team and be sure that the score on your game sheet matches what you have entered in Ref Centre.

During the last two weeks of the season (and playoffs), scores must be reported immediately after the game is played.

GAME SHEETS

Referee and Assistant Referee Game sheets must be **FULLY** completed - **ALL** spaces filled out **including** all signatures.

SUMMARY SHEETS

After your last game of a month, staple all your game sheets to a **FULLY** completed Summary Sheet. In order to be paid on time, the entire package must be handed in to the Dragons Office as follows:

- **May games** – May game sheets must be included with June game sheets and attached to your **June** Summary sheet – no separate cheques will be written for May.
- **June games** complete **ONE** Summary Sheet for May **And** June, attach all your Game Sheets from May and June and hand the entire package in to the Dragons office **on or before the first Friday in July**.
- **July games**, complete your Summary Sheet, attach all your Game Sheets and hand the entire package in to the Dragons office **on or before the first Friday in August**.
- **August games**, complete your summary sheet, attach all your game sheets and hand it in to the Dragons office **on or before Cup Day** so that the cheques will be ready for the Wrap-up party.

PENALTIES

- Scores are to be recorded within 24 hours of the game, no further games will be offered to you or future games will be removed from Ref Centre if your scores are not recorded within 72 hours in May/June or July. Payment will not be made for games where scores have not been entered, until your scores are recorded. In August, failure to report your scores as soon as possible after the game or within 12 hours, will cease all future game assignments until reinstatement by the Dragons Head Referee
- If you are one week late in recording scores or you fail to record scores on more than one occasion and require prompting from the Dragon administration, you will be offered no further games until reinstatement by the Dragon Head Referee.

IMPORTANT NOTES:

- We ask that you cash your cheques within 30 days of receipt
- Cheques will **NOT** be mailed to you. You (or your parent) are expected to pick up your cheques at the Dragons Office. **If you live in Ottawa South**, you may request that your cheque be mailed to you.