



Referee Handbook

Revised June 2010

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Welcome

Welcome to Gloucester Dragons Recreation Soccer. Referees are critical to the success of our programs. Please take the time to read this material and refer to it often. Updates to this manual will be posted on our website (www.dragonsoccer.ca) throughout the year. You will also find useful information on the Eastern Ontario District Soccer Association (<http://www.eodsa.on.ca/>) website.

You have received training from the Ontario Soccer Association. You will continue to be supported by the Dragons throughout the soccer season. We will use our Referee “Pizza and Pay” days to give you the opportunity to ask questions, meet other referees and learn more.

Being a referee gives you a great opportunity to learn decision-making and to practice your people skills. Both of these are valuable lessons for your entire life. I hope you’ll have fun and I’m sure you will enjoy it enough to come back every year

THANKS FOR JOINING OUR TEAM – Have a great summer!

Fred Meacoe
Head Referee
Gloucester Dragons Recreational Soccer

GDRS Contact List

Head Referee	Fred Meacoe	Email: gdrsa_referee@bell.net
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Soccer Office	Unit 1, 5510 Canotek Road, Gloucester, ON, K1J 9J4	Telephone: 613-749-4029 Fax: 613-749-9206
GDRS Website		www.dragonsoccer.ca

Referee Fee Schedule

Age Group	Referee	Assistant Referee
U8 and U9	\$15.00	N/A
U10 and U11	\$20.00	N/A
U12	\$25.00	N/A
U13	\$25.00	\$17.50
U15	\$35.00	\$17.50
U18	\$40.00	\$20.00
U25	\$45.00	\$22.50

Referee Registration

To referee for GDRS, you must be registered as a referee with the Ontario Soccer Association (OSA). Referees must re-register each year. First-time referees who take courses given by GDRSA each spring are automatically registered for the year in which their course is held. Returning referees must pay the required annual fee to the OSA and must appear on the list of registered officials provided by the OSA to the club. Mini Soccer Referees will be required to take the Mini Soccer Referee course each year.

Becoming a referee

Persons wishing to become a referee must take an OSA Mini Soccer Referee or Entry Level Referee course. GDRS normally offers a minimum of two courses in each category, each spring. Registration for these courses opens in late January to early February. The cost of each course includes the referee's first year registration as well as the clinic fee. A new referee may not skip this step and register directly with the OSA without attending the Entry Level Course or Mini Soccer Referee Course.

Application forms for courses are posted on the web <http://www.dragonsoccer.ca/referees.html>

Mini Soccer Referee

With the Canadian Soccer Association raising the minimum age of the Entry Level Referees to 14 years of age, effective in 2009, a gap was created for the hundreds of 12 and 13 year old Ontario Soccer Association referees. For this reason, the OSA Referee Department has developed a Mini Soccer Referee Course for 12 and 13 year olds.

In 2008, this course was piloted in select areas across Ontario and was launched province-wide in 2009.

In order to participate in a Mini Soccer Referee Course, an individual must be at least 12 years old on or before March 31st the year of the course, and cannot be older than 13 on or before March 31st the year of the course.

Participants of the course will become certified Ontario Soccer Association Mini Soccer Referees, and will be qualified to referee 7 v 7 Tiny Tot and Mini Soccer games. These referees will not be certified to referee or act as the assistant referee on any 11 v 11 games at any level. (Taken from the OSA Website - <http://www.ontariosoccer.net/ProgramsServices/Referee-Development/Referee-Courses/Mini-Soccer-Referee.aspx>)

Entry Level Referee

2009 marked the Province-wide launch of the new Entry Level Referee Course. This course was designed by the Canadian Soccer Association with the aim of providing a more uniform approach in teaching the Laws of the Game, leading to a greater degree of uniformity in the understanding and application of the Laws across Canada.

The new Entry Level Referee Course focuses on practical training and the application of the

Laws of the Game. Prior to arriving at the course, participants are required to complete a Pre-Course Workbook, thereby giving them a basic knowledge of the Laws before entering the classroom with one of the OSA's qualified instructors. During the course, participants will engage in interactive, practical-based training sessions, teaching them how to apply the Laws they touched upon in their pre-course work. At the conclusion of the course, participants will write an exam on the material covered over the duration of the course. Those who pass the examination will be certified as CSA District Referees (if over the age of 16) or Youth Referees (if under the age of 16).

Please note that only those who have turned 14 years of age on or before March 31st of the current year are eligible to take the Entry Level Referee Course. For those under the age of 14, they are eligible to attend the Mini Soccer Referee's Course. (Taken from the OSA website - <http://www.ontariosoccer.net/ProgramsServices/Referee-Development/Referee-Courses/Entry-Level-Referee.aspx>)

Game Assignment Process

All GDRS referees are assigned to officiate at games through an automated system used by the Eastern Ontario District Soccer Association (EODSA). For the 2010 season, the automated system is www.refcentre.com. To access refcentre, each referee must have a personal email address.

OSA Youth Referees and District referees are used for U11 to U18 games and may act as Assistant Referee for all games. OSA Mini Soccer Referees are used for U8 – U10 age groups and cannot act as Assistant Referees.

Normally, a referee must be at least 2 years older than the age group playing the assigned game. (e.g. to referee a U12 game, the referee should be 14 years old)

Accepting Game Assignments

Referees are notified by email that they have been offered games. Upon receipt of a notification, the referee must log on to www.refcentre.com and accept the game offer. If a game is not accepted within 48 hours of the scheduled kick-off, another referee will be assigned to the game.

Declining Game Assignments

A referee who is unable to accept an offered game must decline the assignment on www.refcentre.com a minimum of 48 hours before the scheduled kick-off time for the game.

Within 48 hours of the scheduled kick-off, the assigned referee must contact the GDRS referee administrator by email to info@dragonsoccer.ca or by telephone to 613-749-4029 to have the assignment cancelled.

Switching Game Assignments

A referee who has accepted a game is expected to officiate at that game. Referees are not permitted to make informal arrangements to switch assignments with another official.

Accepting a Game as a Fill-in Referee

A fill-in referee can only be used and made official if they are a registered referee, are in uniform and have all appropriate equipment and a game sheet. Assistant referees cannot be pressed into service if they are not qualified for the age level.

Emergency Cancellation Procedure

In the rare event that a referee must cancel an assignment on the day of the game, the referee must contact the GDRS referee administrator in person by telephone to 613-749-4029. **DO NOT LEAVE A MESSAGE ON THE ANSWERING MACHINE.** The soccer office receives many phone calls during the day and your message may not be picked up before the kick-off time.

Managing Your Game

Before the Game

Ensure that you know the club rules relating to the game you are officiating. GDRS rules are published in the Club Handbook. Copies of the Club Handbook are available at the soccer office or online at www.dragonsoccer.ca.

Arrive at the field a minimum of 20 minutes before the scheduled kick-off time. You need 20 minutes to warm up, check the field for hazards, meet the coaches, check any player equipment for compliance with Law IV, and complete the coin toss.

Ensure that you have a game sheet to record the results of the game. Fill in the details of the game (place, time, teams, and division) before the game. If you know that you will have assistant referees assigned to work with you, it is a good idea to have a spare assistant referee game sheet too.

You may ask the team coaches to sign the game sheet before the game, but do not insist on this – the coach may prefer to sign the sheet after the game to witness the final score.

Field Safety

You (and your assistant referees if provided) should walk over the entire field, ensuring that the lines are properly marked, and removing anything that could be hazardous to players. (e.g. cans, bottles, dog excrement). You should check that the goal posts are safe, and that nets are properly attached. You should also ensure that each team has supplied two regulation size corner flags. Corner flags must be at least five feet high – if not, ask the coach to correct the problem.

Law IV Compliance

During the pre-game, you should ensure that players are equipped and dressed properly. The OSA has provided guidance on the wearing of jewellery, headwear (bandanas, sweatbands etc) and knee braces. Referees must ensure that all jewellery is removed, that knee braces are covered, and that any other optional equipment conforms to OSA requirements. The OSA guidance can be found at <http://www.dragonsoccer.ca/referees/Law42006.pdf>

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.

The Coin Toss

Approximately 5 minutes before the scheduled kick-off time, you should go to centre field and conduct the coin toss to determine who will have the first kick-off. (This is also another opportunity to remind the team captains that their players must remove all jewellery.) The team that wins the coin toss selects which end of the field they want to defend, and the other team takes the kickoff. Make sure you record who takes the kick, so that the other team is given the ball at the start of the second half.

During the Game

The referee is responsible for all activities that take place on the field of play. It is your job to ensure the safety of the players at all times, and to ensure that the Laws of the Game are applied correctly.

Use of the Whistle

Remember that your whistle commands attention, therefore don't overuse it. Reserve its use for infractions within the field of play. Vary the sound – the louder the whistle, the worse the offense!

Use of your whistle is appropriate:

- To start the game or restart at half-time
- To signal half-time and the end of the game
- To indicated a foul on the field of play
- To start play after a substitution
- To stop play for injury or interference
- To caution or send-off a player

Use of your whistle is not necessary (unless players continue play):

- For throw-ins
- For goal kicks
- For corner kicks

Substitutions

- Substitutions may be made without limit for all age levels
- Coach must get the attention of the referee and referee must approve the substitution before players leave/enter the field. Players should enter/leave the field from the center of the field
- Assistant Referee nearest the teams will typically snap the flag loudly and move the flag to the substitution position; this will typically attract the attention of the center referee
- Center referee should:
 - be cognizant aware that coaches want to substitute; often in older ages you can be on the far side when play is stopped such that a substitution can be made
 - request that the throwing or kicking team hold the ball and wait for the substitutions to take place
 - signal for the players to enter the field

- Assistant referee and center referee should count entering & exiting players to ensure that the correct number of players are on the field. AR on bench side should not hold flag aloft until players have exited the field.
- Substitutions may be made at any stoppage
- Ensure coaches know they must get the approval of referee to substitute goalkeepers.
- Play restarts on referee's signal—hand, voice, or whistle

Timekeeping

The Centre referee is the sole timekeeper for the game. Make sure that you know how long each half should be for the age group of the game. Don't forget to start your watch just before you blow the whistle to start each half. Remember to make some allowance for extended stoppages during the game. If you stop your watch to deal with an injury or other problem, remember to restart it before you let the game continue.

Ending the game

After you have blown the final whistle, you and your assistant referees should take a position on the field that allows them to oversee the teams while shaking hands. Be alert for any misconduct that might happen, such as spitting on hands.

After the teams have shaken hands, they may wish to shake your hand – be gracious and stay on the field to allow this to happen.

You may then leave the field to complete the game sheet.

Game Reporting

Your duties as referee do not end with the final whistle and post-game ceremonies. You still have to report on the game to GDRS. You should fill in the remainder of the details of the game, including the scores for the teams and any discipline you have awarded.

Ensure that the coaches sign the game sheet if they have not done so before the game.

If you have cautioned or dismissed a player, you **MUST** complete the OSA Caution Summary Sheet or Dismissal Report forms and send these forms to the GDRS office within 24 hours of the game.

If you had to abandon a game for any reason (weather, spectator interference etc.) you must report this to GDRS using the OSA Special Incident Form. A Special Incident Form must also be completed if there is a serious injury to a player (e.g. a player had to be taken to hospital from the field, either by a parent or by ambulance). Special Incident Forms must be sent to the GDRS office within 24 hours of the game.

If the game has started and abandoned in the first half the score is recorded as 0-0, regardless of the actual score. If abandoned after the 2nd half has started the score is recorded as it stands at the time the game is abandoned. (Note: The kick-off has to take place in order for the 2nd half to start. The break, in this instance, is considered to be part of the 1st half.)

Team Rosters

Coaches for GDRS youth games (U12 to U18) must supply the referee with a team roster for each game. Referees are expected to request the team rosters when they greet the coaches before the game.

If one coach does not have a team roster to provide to the referee prior to opening kick-off then his/her team will forfeit the game with a score of 2-0. The game will still be played.

If both coaches do not have team rosters to provide to the referee prior to kick-off then the game will be scored as a 0-0 draw. The game will still be played.

If a coach is missing and hasn't provided his/her representative (team official) the team roster, the team roster can be drawn up on the spot and submitted to the referee by half-time. Failure to provide the referee with a team roster at half-time will result in forfeiture and the game will be scored 2-0. The remainder of the game will be played.

If both coaches are missing and haven't provided their team representatives (team officials) the team rosters, the team rosters can be drawn up on the spot and submitted to the referee by half-time. Failure to provide the referee with the team roster by both teams will result in the game being scored as a 0-0 draw. The remainder of the game will be played. Failure of only one team representative to provide the referee with a team roster at half-time will result in a forfeiture and the game will be scored 2-0. The remainder of the game will be played.

If the scoring limit has been reached in the first half and the game is abandoned, allow the team representatives a reasonable amount of time to provide a team roster.

The soccer office must be notified (Special Incident Report) when coaches or team representatives do not provide team rosters and the score is adjusted to reflect a forfeiture.

Referees are advised that they **must not** mention the forfeiture to the players to prevent incidents and controversy during the game.

In the above all references to half-time means prior to the second-half kick-off.

Finally, you must report the result of the game on www.refcentre.com.

You must keep the game sheet and submit it to the GDRS office with your monthly summary sheet in order to be paid for the game.

The OSA Report forms are available at http://www.dragonsoccer.ca/referee_info.htm and may be filled out on your computer by clicking in the appropriate spaces on the form. You should save the completed form to your computer before printing it.

Referee Check List

Before Leaving Home

- Check rules, start-time, field location and minutes per half.
- Referee uniform (shirt, shorts, socks and shoes).
- Equipment
- Caution Cards ,
- Whistle and Watch
- Pencil, notepaper and coin.
- Flags
- Game Sheets
- Leave home early enough to arrive 20 minutes before game start

Pre- Game

- Walk around the field to check for glass etc. (get help, if needed)
- Check the corner flags. If they are shorter than 5 feet in height or missing use a flat disc to mark the corner. Do not use a cone or anything else that could cause injury to a player.
- Get game ball from home team coach
- Ask each coach for an Club Linesman volunteer and give flags if required
- Check players for jewellery & shin guards
- Start on time (or as soon as minimum players are present, if late)
- If a team cannot field the minimum number of players, let the coaches have the option of playing an exhibition game.
- Before starting, calculate end time and jot it down...so you can't forget
- Start your stopwatch just before blowing the whistle to start the game

During the Game

- Be watchful especially for rough play (safety first)
- Stop the game immediately if you suspect a player is hurt.
- For routine events, be prepared to explain calls to younger/newer players (help players learn the game)
- Blow the whistle loudly and use with firm hand signals
- Be alert for coaches calling for player substitutions
- Note time for injury stoppages (if a minute or more)
- Check for stoppage time before blowing whistle at end of each half.

After the Game

- Stay on the field to supervise the handshake between the teams
- Retrieve your flags from the Assistant Referees or linesmen
- Return the game ball
- Have coaches sign game sheet(s)
- Complete the game reports and report the scores on www.refcentre.com

Weather

Teams are expected to practice/play in inclement weather. Games/practices may be cancelled by the City of Ottawa restricting the use of fields. Players and coaches are expected to arrive at the field for games unless notified by the Dragons. The assigned match referee will determine whether or not the field and/or weather conditions are suitable for play.

- If both teams are present at minimum strength (as defined in the GDRSA handbook) or more and the game is not started due to weather a 0-0 tie is awarded.
- If the game has started and the game is abandoned in the first half the score is recorded as 0-0 regardless of the actual score. If abandoned after the 2nd half has started the score is recorded as it stands at the time the game is abandoned.
- Referees are to use a 30 second rule to determine safety of play as a minimum guideline. Once lightening is seen, count the time from lightening to thunder. If under 30 seconds they are to abandon the game.
- Once a game is abandoned there is no wait period to re-start. All participants are to leave the area.
- If the game has started and abandoned in the first half, the score is recorded as 0-0, regardless of the actual score. If abandoned after the 2nd half has started the score is recorded as it stands at the time the game is abandoned. (Note: The kick-off has to take place in order for the 2nd half to start. The break, in this instance, is considered to be part of the 1st half.)

Referee Hints / Advice

Most important role of the referee: safety of the players!

Mistakes vs. Judgment

- Every referee makes mistakes!
- Judgment is whether someone is offside or tripping occurred
- Mistakes are black and white rules—e.g., what's the appropriate re-start?

6 C's of Refereeing

- Competent—Know your rules
- Congenial—Be friendly and human to everyone
- Confident—Be proud that you know the rules
- Consistent—Call a game consistently from start to finish
- Control—Maintain control of the game, yet let the game flow
- Change—Don't be afraid to change any call before you put the ball in play

Most common mistakes of new referees

- Forgetting to start their watch
- Signalling the wrong direction for team restarts in the second half of play
- Making unclear arm or whistle signals
- Forgetting to check the team kicking off on the scorecard
- Not staying with play
- Making unclear verbal calls, too quiet of verbal commands
- Not signalling correctly for indirect kicks

Develop your style as a referee over time:

- Re-read the FIFA Laws of the Game before every game or re-read the OSA Mini Soccer Rules
- Re-read the GDRS Handbook for rules specific to the age of players
- Re-read this orientation manual periodically
- Review any rules after a game about which you were uncertain
- How do you consistently call handballs and other fouls?
- Don't be afraid to change your style over time
- Observe other experienced referees and adopt what you like about them
- Keep up to date on the FIFA rules.

As a referee, make the game enjoyable for yourself and the teams!