

POCO EURO-RITE FC REFEREE HANDBOOK

Club Scheduler = Daniella Munroe: clubscheduler@pocosoccer.com

First point of contact for all field and referee scheduling

Referee Manager = Marco Arruda: refereemanager@pocosoccer.com

Oversees club mentorship program & club liaison for discipline/conflicts/concerns.

Point of contact for external school credit applications/reference letters.

Please see below for detailed information and expectations regarding:

1. referee responsibilities - contact information
2. referee assignments
3. payroll
4. referee conduct – arrival time, laws/rules of game, uniform weather, meetings, reporting scores & discipline, team rosters, safety protocols

1. Responsibilities of New / Returning Referees

If your contact information (including mailing address) changes throughout the season, you need to update it in GotSoccer by logging into your GotSoccer account and updating your information under My Profile.

Please email Daniella with the new address so she can update our system for payroll.

All personal information will remain confidential.

2. Referee Assignments

You **MUST** log into your GotSoccer account to update your availability.

The system will not let Daniella assign you a game if you don't do this.

To update your availability please go into GotSoccer and click on the availability tab.

We would prefer if you had your availability set to **UNAVAILABLE** first and then add in the dates and times you are available. This will read as not available except for the dates you list as available (see screenshot below).

Contact Info Availability Schedule

Referee Availability - [REDACTED]

General Availability Preferences

Normal Status: Unavailable except where noted

Age Group Preferences

<input type="checkbox"/> U5	<input type="checkbox"/> U9	<input type="checkbox"/> U13	<input type="checkbox"/> U17
<input type="checkbox"/> U6	<input type="checkbox"/> U10	<input type="checkbox"/> U14	<input type="checkbox"/> U18
<input type="checkbox"/> U7	<input type="checkbox"/> U11	<input type="checkbox"/> U15	<input type="checkbox"/> U19
<input type="checkbox"/> U8	<input type="checkbox"/> U12	<input type="checkbox"/> U16	<input type="checkbox"/> U20+

Field Preferences

The fields listed below are available for scheduling in your upcoming event(s). Please select all fields you want to **exclude** from your assignments.

Referee Availability

Date	Time	Assignments
No upcoming availability has been defined.		

Please update your availability by Monday @ 9:00pm for the following weekend.

Scheduling priority will be given to those who:

- regularly update their availability
- show commitment by not turning back games when games are assigned to them
- regularly attend both online and on-field referee development sessions

IMPORTANT: Once the weekly game assignments have been made, you will receive an email from GotSoccer. Please log into your account and confirm acceptance by Thursday morning. You will receive one friendly reminder to accept your assignments by Friday morning the latest. If you do not reply on time your game will be reassigned. If you don't receive an email, you were not assigned a game.

3. Payroll

Referees assigned through the club are paid on a monthly basis, except for exhibition (Friendly) games.

Payroll will be tracked and issued automatically through the GotSoccer system based on assignments.

Daniella will either:

- hand out the cheques at monthly meetings
- mail cheques out if cheque printing does not occur before a meeting

Daniella will email referees each month to announce whether cheques will be handed out at a meeting or mailed.

If cheques are being handed out at a meeting and you are unable to attend that meeting, please let Daniella know so that she can mail you your cheque.

Referee pay for exhibition matches is the responsibility of the home team. Referees are customarily paid in cash prior to the start of the match.

4. Referee Conduct

When to Arrive at a Match:

When you are scheduled to officiate a match, the time you are given is the kick-off time. In all cases, it is your responsibility to be present and fully ready before this time to ensure you have time for pre-game duties and the game can start on time.

Below are the times that referees are expected to arrive at their matches:

Minis (U8, U9, U10)	20 minutes prior to kickoff
Super-8/9 (U11, U12, U13) Div 1/2/3	25 minutes prior to kickoff
U14-18 All Divisions	30 minutes prior to kickoff

Laws of the Game (U14 – U18):

Entry Level Referees (Youth = age 14 to 18, District = age 18 and above) need to be aware of the law changes for every season.

Please use the link below to access a PDF version of the current IFAB Laws:

<https://www.theifab.com/document/laws-of-the-game>

Please continue to observe the retreat line law for U13.

Small-Sided Rules (U8 – U13):

You can find a copy of the rules for NFYSA using the link below:

https://www.nfy.ca/documents/NFYSA_U8-U13_Small_Sided_Game_%20Rules_2023-24_Aug23.pdf?downloadable=1

*rules are found in Resources >> NYFSA Documents

Game Length:

U8, U9, U10 = 2 x 25 min halves (5 minute half time)

U11, U12, U13 = 2 x 35 min halves (5 minute half time)

Retreat Line:

- Halfway line for U8 - U10

- Attacking third for U11 - U12

Uniform:

All Referee and AR assignments, including for exhibition matches, require full and correct referee uniform:

- layers such as UnderArmour™ etc., may be worn if for colder weather conditions
- track pants, jackets, sunglasses and hats are not considered appropriate
- it is recommended to wear a bright yellow jersey to avoid conflict with teams
- referees are also expected to bring a watch (cell phone is not acceptable), flags, whistle, and cards if appropriate
- it is also recommended to bring a small notebook and pen or pencil that would fit in your pocket to write down any notes from the game

Referee Development:

All referees are asked to do their best to attend our referee development sessions facilitated by Marco:

- online or in person sessions will deal with foul recognition, offside, laws of the game and discipline reports
- on-field sessions will deal with fitness, positioning, awareness, teamwork

Bring your questions and your willingness to learn to these sessions.

Weather:

Every weekend you need to look at the city website and check to see if there are field closures.

Please use the link below:

portcoquitlam.ca/recreation/parks-sports-fields-trails/sports-fields-field-closures/

When you check the city website on the morning of your games and field status shows

closed:

- all games that day will be cancelled
- you will most likely not receive an email from Daniella letting you know that your game has been cancelled
- you will NOT be paid

open or user discretion:

- when you arrive, it is your decision whether or not the field is playable
- if you cancel a game due to the field being unplayable, you will still get paid
- when deciding whether or not to cancel a game due to the field being unplayable, consider player safety first and foremost

Discipline & Reporting Scores:

TCYSA U8-U10 and U11/12 Div 3:

- referees do not need to report scores
- it is a good habit to keep a personal record of the score and any discipline for all games you referee
- email Marco if you send off a coach (any age group) or give a card (U11/U12 Div 3)

BC Coastal Soccer League (BCCSL) U11/12 Div 1&2 and all U13-18 Matches:

For the above age groups, referees must enter match reports and discipline reports using the following instructions:

Registration Link:

[BCCSL Referee Registration - Formstack](#)

Referee portal help page:

<https://bccoastalsoccerleague.ca/referee-portal-help/>

Referee Portal log in (once registration has occurred using above link):

https://bccoastalsoccerleague.ca/wp-login.php?redirect_to=/referee-portal/

The BCCSL Discipline Manager (Jackie Larson - jackielarson40@gmail.com) may contact you if any further reporting info is required (for a hearing).

Team Rosters:

Both teams should have two copies of their roster to give you at the start of the game. One for you and one for you to give to the opposing team.

Rosters can be either paper or electronic (may need to look at a coach's phone).

Suspended players - A player suspended by the league will show on the Game Day Roster Card with a strike through it.

Full BCCSL Rules can be found using the link below:

<https://www.bccoastalsoccerleague.ca/bccsl-documents>

The BCCSL has a “**Fluid Roster Policy**” (FRP) to deal with players called up to other teams.

Referees should be checking for the following regarding called-up players... these players must:

- a) be added to the Game Day Roster:
 - Game Day rosters cannot exceed declared roster size registered with BC Soccer
- b) present their player card:
 - players need to be the same age, or one year younger only (players cannot play up more than 1 year)
 - players must be a lower level if the same age, or the same or lower level if a year younger (Div 3 is permitted to pull from Div 3 of the same age)
 - U10 players are ineligible under the FRP (U11 Div 1 & 2 must pull from a lower division U11 team)

If you have any questions or concerns, please do not hesitate to email Daniella or Marco for assistance.

Port Coquitlam EURO-RITE FC "Growing Our Game"

www.pocosoccer.com