

Referee Handbook



Revised February 1 2017

Table of Contents

Welcome	1
OGSC Contact List	2
Referee Fee Schedule.....	2
Referee Registration.....	3
Becoming a Referee.....	3
Official's Code of Conduct	4
Game Assignment Process	4
Accepting Game Assignments	4
Declining Game Assignments	4
Switching Game Assignments.....	4
Accepting a Game as a Fill-in Referee.....	4
Emergency Cancellation Procedure.....	5
Getting the most out of RefCentre.....	5
How RefCentre Grades are Applied by OGSC.....	6
Managing Your Game	6
Before the Game.....	6
Field Safety (Law 1)	7
Law IV Compliance	7
The Coin Toss (Law 8).....	8
During the Game.....	8
Use of the Whistle (Law 5 – Interpretations of the Law)	8
Substitutions (Laws 3, 5, & 6).....	9
Timekeeping (NEW)	9
Ending the game.....	9

Game Reporting (NEW) 9

Number of Players (Forfeit)..... 10

Weather or Field Conditions 10

Game sheets (NEW) 10

Scoring Limit (Fair Play or Mercy Rule) 11

Game Abandoned for Other Reasons 11

Referee Check List 13

 Before Leaving Home 13

 Pre- Game 13

 During the Game..... 13

 After the Game..... 13

Referee Hints / Advice 14

 Most important role of the referee: safety of the players! 14

 Mistakes vs. Judgment..... 14

 6 C’s of Refereeing 14

 Most common mistakes of new referees 14

 Develop your style as a referee over time: 14

Working With Other Leagues/Clubs 14

 ERSL Referee and Assistant Referee Competency Requirements 14

Referee Assessments 15

 Can I request an assessment?..... 15

 Do I have to request an assessment? 15

 When will I be assessed?..... 15

 What happens if I get a poor assessment? 15

Policies 16

FIFA Laws of the Game, OSA Game Leader Program, OSA Small Sided Soccer Rules, and OGSC Policies 16

OGSC Weather Policy 16

OGSC Heat Policy 16

OGSC Harassment Policy..... 17

Gloucester Dragons Fair Play Policy (Mercy Rule)..... 17

Gloucester Dragons Team Roster Policy (U12 – U18) 17

Acronyms & Abbreviations..... 18

Welcome

Welcome to the Ottawa Gloucester Soccer Club. 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 (EODSA) (www.eodsa.on.ca/) and the Ontario Soccer Association (OSA) (www.ontariosoccer.net) websites. It is important that you read this handbook as there are highlighted differences between doing recreational and competitive games.

You have received your training from the OSA. 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 to make decisions and to practice your people skills. Both of these are valuable skills that will be useful throughout your life. I hope that you will have fun, and I am sure you will enjoy refereeing enough to come back every year.

THANKS FOR JOINING OUR TEAM – Have a great summer!

Jason Gauthier
Head Referee
Ottawa Gloucester Soccer Club
(Gloucester Dragons and Gloucester Hornets)

OGSC Contact List

Head Referee	Jason Gauthier	headreferee@ogschornets.club
Assistant Head Referee	Vacant	
Dragons Office Manager	Bridget Edmonds	info@dragonsoccer.ca
Referee Co-ordinator	Duncan Chan	info@dragonsoccer.ca
Dragons Office	1-1150 Canotek Road Ottawa, ON, K1J 9J4	Tel: 613-749-4029 Web: www.dragonsoccer.ca
Hornets Office Manager	Cindy Cornfield	hornets@ogschornets.club
Hornets Office	1660 Bearbrook Road Ottawa, ON, K1B 1C4	Tel: 613-837-7015 Web: www.gloucesterhornets.ca

Referee Fee Schedule

Gloucester Dragons

Age Group	Referee Fee	Assistant Referee Fee
U8 and U9	\$20.00	N/A
U10 and U11	\$25.00	N/A
U12 Girls	\$30.00	N/A
U12 Boys	\$30.00	N/A
U13	\$35.00	\$20.00
U14	\$35.00	\$20.00
U15	\$37.00	\$25.00
U16	\$37.00	\$25.00
U18	\$45.00	\$27.00

Referee Registration

To referee for the OGSC, you must first be registered as a referee with the OSA. Referees must renew their OSA referee registration each year. First-time referees who take an OSA referee course are automatically registered for the year in which their course is held. Returning referees must pay the required annual fee to the OSA, and their names must appear on the list of registered officials provided by the OSA to the OGSC. Mini soccer referees are required to take the mini soccer referee course each year, and their OSA registration fee is included in the course fee.

Becoming a Referee

If you wish to become an OGSC referee, you must complete and pass an OSA mini soccer or entry-level referee course. A new referee may not skip this step and register directly with the OSA. The OGSC normally offers 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.

Application forms for referee courses are posted at www.dragonsoccer.ca/referees.html.

Small-Sided Soccer Referee

In 2009, the Canadian Soccer Association raised the minimum age of Entry Level Referees to 14 years. This created a gap for the hundreds of 12- and 13-year-old OSA referees. To continue to provide development opportunities for the younger referees, the OSA Referee Department developed a Small Sided Soccer Referee Course for 12 and 13 year olds.

To participate in a Small-Sided Soccer Referee Course, an individual must be at least 12 years old on or before March 31 of the year of the course and cannot be older than 13 on or before March 31 the year of the course.

Participants of the course will become certified Ontario Soccer Association Small-Sided Soccer Referees and will be qualified to referee 7 v 7 and 5v5 (U8) 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 until they reach 14 years old.

Entry Level Referee

2009 marked the province-wide launch of the new Entry Level Referee Course. The Canadian Soccer Association designed this course 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 of the Game across Canada.

The Entry Level Referee Course focuses on practical training and the application of the Laws of the Game. It is taught by an OSA qualified instructor. Participants are required to complete a pre-course workbook before arriving at the course. This gives them a basic knowledge of the laws before entering the classroom. 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 based 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 31 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 Small-Sided Soccer Referee's Course. (Taken from the OSA website - <http://www.ontariosoccer.net/Referee/Referee/LevelsofRefereeing.aspx>)

Official's Code of Conduct

OGSC officials are required to adhere to the Ontario Soccer Association Code of Conduct for Officials, and shall:

- Conduct themselves with dignity both on and off the field of play and shall, by example, endeavour to inspire the true principles of fair play and earn the respect of those whom they serve.
- Not cause the Association to become involved in any controversial matters and shall abide by the rules and regulations of the jurisdiction in which they officiate;
- Adhere to all standards and directives.
- Always be neat in appearance and maintain a high level of physical and mental fitness;
- Study the Laws of the game and be aware of all changes, and shall enforce all said Laws and changes.
- Perform their designated responsibilities, including attending organized clinics and lectures, etc., and shall assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing.
- Honour any appointments made for and accepted by them unless unable to do so by virtue of illness or personal emergency.
- Not publicly criticize other officials or any soccer association nor shall they make any statements to the media related to any game in which they were involved.

Game Assignment Process

All OGSC game assignments are made through RefCentre – Referee Scheduling and Assignment System, an automated system used by many leagues and clubs the Eastern Ontario District Soccer Association (EODSA) and is found at www.refcentre.com.

Normally, a referee must be at least 2 years older than the age group playing the assigned game. (For example, to referee a U12 game, the referee should be at least 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 logon to Refcentre and accept or reject 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 Refcentre a minimum of 48 hours before the scheduled kick-off time for the game.

If a referee wishes to decline a game within 48 hours of the scheduled kick-off, the assigned referee must contact the Gloucester Dragons referee administrator by email at info@dragonsoccer.ca or by telephone at 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 be used and made official only if he or she is an OSA registered referee, is in uniform and has all appropriate equipment and a game sheet. Assistant referees cannot be pressed into service if they are not qualified for the age level or degree of difficulty of the game.

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 Gloucester Dragons referee administrator in person by telephone at 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. There is no emergency cancellation procedure for Sunday games.

Getting the most out of RefCentre

RefCentre has an automated scheduling component that assists the referee assignor to assign referees to games based on several factors, such as referee availability, league, division, field, day of week, and kick-off time.

The RefCentre administrator:

- assigns each referee a grade level based on training, experience and age;
- enters the game details (division, date, kick-off time, field)
- assigns a degree of difficulty for each division

Referees are responsible for:

- entering their preferred leagues (by default you are registered for Gloucester (Club))
- entering their preferred divisions (divisions are set by age group and gender)
- entering their preferred assignment (Ref or AR, AR Only, or None)
- entering their preferred days of the week
- entering their preferred kick-off times
- entering their preferred field locations and acceptable field locations

So how does this work?

- RefCentre first looks at all available referees
 - who are graded for the degree of difficulty of the game;
 - who are available on the game date;
 - If you decline a game offer for a particular date, the system will not offer you another game assignment for the same date. That means that if you decline a game offer by another league we cannot offer you a game on the same night.
 - who have specified the division and indicated that the field is preferred.
- If no referee is found, RefCentre searches for an available referee who has indicated that the field location is acceptable.
- The referee assignor can over-ride the system settings to make game assignments.

What can I do to get more game assignments?

1. Fill in your availability. If you don't tell us you are available then we won't assign you any games. Referee game assignments are offered 2-3 weeks prior to the game date.
2. Keep your availability up-to-date. If you know that you are going to be away or have another appointment, update your profile to show that you are not available on those dates. If you decline too many game offers, we will stop offering you games!
3. Check the game nights for the divisions. (This is posted on the Dragons' website in the game schedules.) Do not select a division if you are not available on the game night of that division. Indicate all the divisions you are willing to ref and the nights you are available to increase the chances of being assigned games.
4. Check the field locations (posted on the Dragons' website) and ensure that all fields to which you are willing to travel are selected and marked as "preferred."

Example**Assumptions:**

1. The U18 boys' schedule shows that games are played on the four Potvin fields and at Leitrim Field no. 4 on Thursdays with a 6:30 pm kick-off time.
2. You plan to be on vacation for the first week of June. (May 30 – June 3)
3. You are graded for U18 boys games.
4. You live right across the street from the Potvin fields.

Here's how to set your profile:

1. In Divisions - Select the U18 Boys Division and indicate your preference for Ref or AR or AR Only.
2. In Day – Select Thursday
3. In Kick-off times – Select “Don't Care”
4. In Fields – Select Potvin NE, Potvin NW, Potvin SE and Potvin SW as preferred fields. If you have a car or ride and don't mind travelling to South Gloucester you can also select Leitrim Field no. 4 as preferred as this will maximize your chances of receiving an offer.
5. In Availability – Set your availability for June 9, 16, 23, and 30. Remember that you are not available on June 2 because you are on vacation.

How RefCentre Grades are Applied by OGSC

RefCentre Grade	Division	
	Boys	Girls
0	U8	U8
1	U8, U9 & U10	U8, U9 & U10
2	U11 & U12	U11 & U12
3	U14	U14 & U16
4	U16 & U18	U18

OGSC is authorized by the EODSA to grade club referees up to Grade 4. Higher grades for District and Provincial referees are assigned by the EODSA referee coordinator. Referees may obtain a higher referee grade through the assessment process or with the recommendation of their Club Head Referee. Referees must have at least a grade level 2 to be an assistant referee.

Managing Your Game**Before the Game**

Ensure that you know the club rules relating to the game you are officiating. Gloucester Dragons Recreational Soccer rules are published in the Dragons Handbook. Copies of the Handbook are available online at www.dragonsoccer.ca. You must also know the date of your assigned game, the field location, the scheduled kick-off time, the names of the two teams, the division, and whether you will be working alone or as a member of a referee team.

Officiating begins the moment you arrive at the field.

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.

Collect the game sheets from coaches in the U8 to U18 divisions **before** the start of the game. When the coach is not present, a team official can give it to you at the half-time interval.

You may ask the 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 record of the final score.

For competitive games, you must collect **three** copies of each team's game sheet: one copy for you, one for the home team and one for the visiting team.

Referees are not responsible for ensuring that coaches and fans are situated on opposite sides of the field. You may mention to the coaches that the substitution process is more manageable if both teams are on the same side of the field and away from the fans.

Field Safety (Law 1)

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 (for example golf balls, tree branches, cans, bottles, dog excrement). You should check that the goal posts are safe and that the 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. Cones, equipment bags or other dangerous items are not suitable substitutes for missing corner flags.

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 if necessary, and that any other optional equipment conforms to OSA requirements. The OSA guidance can be found at www.dragonsoccer.ca/keydocuments.html.

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 to 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.

Players Wearing Eyeglasses

The OSA Memo, Law 4 – Player’s Equipment: Application of the CSA Guidelines in Ontario, states: **Eyeglasses:** are allowed if they are sports spectacles and are safe for the players themselves and for other players. Referees should show tolerance when authorizing their use, particularly for younger players. Materials such as metal or glass are not acceptable. *In recreational and house league games referees are expected to show common sense and allow spectacles as long as the basic principles of Law 4 are met.”*

Jerseys

All jerseys must have sleeves. The players may not roll the sleeves up or tie them at the shoulder level.

The Coin Toss (Law 8)

Approximately 5 minutes before the scheduled kick-off time, you should go to centre field with your assistant referees 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 attack in the first half, and the other team takes the kick-off. Make sure you record who takes the kick, so that the other team is given the ball at the start of the second half. Referees **must** use a coin for the coin toss.

When captains are called by the referee, a coach from each team may attend the meeting at centre field with their captain. Coaches will greet each other, the captains and the referee. The referee and coaches will ensure all parties are clear on any relevant rules for that age group, and the referee will answer any questions that the coaches may have. Water break requests will be made at this time.

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 (Law 5 – Interpretations of the Law)

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 offence! Referees do not have to restart all free kicks with the use of the whistle. Free kicks are by definition an opportunity for a team that has been fouled to restart the game without hindrance, interference or delay.

The whistle is needed:

- to start play (1st, 2nd half, after a goal)
- to stop play
 - for a free kick or penalty kick
 - if the match is suspended or abandoned
 - when the period of play has ended due to the expiration of time
- to restart play after it has been stopped due to:
 - free kicks when the appropriate distance is required
 - penalty kicks
- to restart play after it has been stopped due to:
 - the issue of a yellow or red card for misconduct
 - injury
 - substitution
- to stop play due to an injury or interference

The whistle is not needed:

- to stop play (unless players continue to play) for:
 - a goal kick, corner kick, throw-in
 - a goal
- to restart play by:

- a free kick, goal kick, corner kick, throw-in

Substitutions (Laws 3, 5, and 6)

- Substitutions may be made without limit for all age levels.
- Substitutions may be made at any stoppage in play with the permission of the referee.
- ARs must ensure that coaches know they must get the approval of referee to substitute goalkeepers.
- The coach must get the attention of the referee, and the referee must signal to approve the substitution before players leave/enter the field. Players must enter/leave the field at the halfway line and during a stoppage in play.
- Players must leave the field of play before the substitute is allowed to enter the field of play.
- The substitution is over when the substitute enters the field of play.
- A player who is replacing a teammate who was to take a throw-in must enter the field of play before taking his/her position for the throw-in.
- The 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.
- Once the referee approves the substitution request, the assistant referee closest to the team(s) requesting the substitution must move to the halfway line and manage the substitution process.
- The referee must wait until the assistant referee has resumed his or her proper position on the touch-line before restarting the game.
- Center referee should:
 - be 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 substitution to take place
 - signal for the players to enter the field
- The referee must use his or her whistle to signal the restart of play following a substitution.

Timekeeping (NEW)

The centre referee is the sole timekeeper for the game. Effective the 2015 season, the Gloucester Dragons will be playing quarters for all 7 v 7 and 9 v 9 games as implemented by the OSA in 2014. Make sure that you know how long each quarter (or 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 you to oversee the teams while they are 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 reports.

Game Reporting (NEW)

Your duties as referee do not end with the final whistle and post-game ceremonies. You still have to report on the game to the appropriate league/office. You should fill in the remainder of the details of the game on the game sheet, including the scores for the teams and any cautions or dismissals that occurred during the game.

Ensure that the coaches sign the game sheet if they did not do 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 Gloucester Dragons' office within 24 hours of the game.

(Gloucester Dragons games only – for competitive, fill out form on Ref Centre)

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

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

You must keep the game sheet as you **will** be required to submit it to the Gloucester Dragons' office in order to be paid for the game. You can submit the game sheets by email or by delivering them to the office at the end of the month.

The OSA Report forms are available at www.dragonsoccer.ca/referees.html 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.

Number of Players (Forfeit)

If there are not enough players to start the game, the referee must delay the start of the game by 10 minutes to allow for the arrival of late players.

The referee will abandon the game if there are not enough players to either start or continue the game.

If the referee abandons the game before kick-off or in the first half because one team does not have enough players to begin or continue play, the referee will record a score of 2-0 in favour of the team that has enough players present and able to play.

If the referee abandons the game before kick-off or in the first half because neither team has enough players to continue the game, the referee will record the score as P – P.

If the referee abandons the game in the second half, the referee will record the actual score.

The referee must submit a Special Incident Report to the Gloucester Dragons' office.

Weather or Field Conditions

The referee will abandon the game if the weather or field conditions are unsafe for play. The referee is the only person who can decide if the conditions are unsafe, and this decision must be made at the field.

If the referee abandons the game before kick-off or in the first half and both teams have sufficient players to start or continue the game, the referee will record the score as 0 – 0.

If the referee abandons the game before kick-off and only one team has enough players to begin, the referee will score the game as a forfeit and record the score as 2 – 0 in favour of the team that has enough players present and able to play.

If the referee abandons the game before kick-off and neither team has enough players to begin, the referee will record the score as P – P.

If the referee abandons the game in the second half, the referee will record the actual score.

The referee must submit a Special Incident Report to the Gloucester Dragons' office.

Game sheets (NEW)

Effective the 2015 season, each coach must supply the referee with a game sheet, which includes the team roster. Referees must ensure the game sheets are properly filled out, including the date, time and location of the game. Referees are expected to request the team game sheet when they greet the coaches before the game.

If the coaches have not provided the referee with a game sheet, the referee must delay the start of the game for 10 minutes to allow coaches or team representatives to get the game sheet ready.

If both coaches and team representative do not provide the referee with their game sheet, the referee will abandon the game and record the score as P-P in RefCentre.

If one coach or team representative does not provide the referee with their game sheet, the referee will abandon the game and record the score as 2-0 in favour of the team that provided the game sheet.

The referee must submit a Special Incident Report to the Gloucester Dragons' office.

Scoring Limit (Fair Play or Mercy Rule) (U13 and above only)

Once the scoring limit has been reached, the referee will abandon the game. The referee will record the actual score in RefCentre. The Gloucester Dragons' Fair Play Policy (Mercy Rule) is described in the policy section of this document. The score differential limit has been set at 8 goals.

Game Abandoned for Other Reasons

The referee may abandon the game for outside interference, harassment or causes not listed above.

If the referee abandons the game before kick-off or in the first half, the referee will record the score as 0 – 0.

If the referee abandons the game in the second half, the referee will record the actual score in RefCentre.

The referee must submit a Special Incident Report to the Gloucester Dragons' office.

References to the second half:

The kick-off has to take place in order for the second half to start. The break, in this instance, is considered to be part of the 1st half.

Game Reporting Chart

Reason	Time	Condition 1	Condition 2	Condition 3	Special Incident Report Required
Game abandoned - not enough players to start or continue the game		One Team Has Less Than Minimum	Both Teams Have Less Than Minimum		
The referee will allow a 10-minute grace period for late players to arrive.	Before Kick-Off	2 – 0	P - P		Yes
	In 1st Half	2 – 0	P - P		Yes
	In 2nd Half	Actual Score	Actual Score		Yes
Game abandoned due to weather or field conditions		Both Teams Ready	One Team Ready	Neither Team Ready	
	Before Kick-Off	0 – 0	2 - 0	P - P	Yes
	In 1st Half	0 – 0	n/a	n/a	Yes
	In 2nd Half	Actual Score	n/a	n/a	Yes
No Game Sheet (U8 – U18)		Both Teams	One Team		
The game will not start until the team representatives provide game sheets to the referee. The referee will allow a 10-minute grace period for the preparation of game sheets.	Before Kick-Off	P – P	2 - 0	n/a	Yes
Game Abandoned - Maximum Goal Differential (U13 and above)		Actual Score			No
Abandoned for other reasons		Interference, harassment or other cause not listed above			
	Before Kick-Off	0 - 0			Yes
	In 1st Half	0 - 0			Yes
	In 2nd Half	Actual Score			Yes

Scores are in the favour of the team that has the minimum number of players or has the team roster.

Referee Check List

Before Leaving Home

- Check rules, start-time, field location, divisions, team names and minutes per half.
- Referee uniform (shirt, shorts, socks and shoes).
- Remove all jewellery and leave unnecessary electronic equipment at home.
- Equipment
 - Caution Cards
 - Whistle and Watch (and spares)
 - Pencil, notepaper and coin
 - Flags
 - Game Sheets
- Water
- Plastic bag to cover your gear in case of rain
- 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 are 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 the game ball from the coach of the home team.
- Check the condition of the ball.
- Ask each coach for a linesman volunteer and give flags if required.
- Ask each coach for the game sheets if required.
- Check players for jewellery and jerseys, shorts, shoes, socks and shin guards.
- Start on time (or as soon as the minimum number of players are present, if you are starting 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 the end time and jot it down...so you can't forget.
- Start your stopwatch just before blowing the whistle to start the game.
- Remove your sunglasses. Referees receive enough comments about their eyesight without providing everyone with more ammunition.

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 your whistle at the end of each half.
- Be courteous and tell players and coaches how much time is left in the half.
- Smile!

After the Game

- Stay on the field to supervise the handshake between the teams.
- Smile!
- Retrieve any flags that you gave to the Assistant Referees or linesmen.
- Return the game ball.
- Have coaches sign the game sheet(s).
- Complete the game reports and report the scores on Refcentre.

Referee Hints / Advice

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

Mistakes vs. Judgment

- Every referee makes mistakes!
- Mistakes are black and white rules—for example, what's the appropriate re-start?
- Judgment is the act of assessing a person or situation or event – for example, whether someone is offside or whether tripping occurred.
- Don't be afraid to admit to a mistake.
 - You have time to correct it if you have not already restarted the game—for example, awarding the throw-in to the correct team.
 - Know the correct restart when you make a mistake.

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 when giving verbal commands;
- Not signalling correctly for indirect kicks

Develop your style as a referee over time:

- Re-read the FIFA Laws of the Game or re-read the OSA Mini Soccer Rules.
- Re-read the OGSC Handbook for rules specific to the age of players.
- Re-read this manual periodically.
- Review any rules after a game about which you were uncertain.
- How do you consistently call fouls throughout the game?
- 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 changes to the FIFA Laws of the Game.
- Request an assessment – it is the only way that you will really find out how well you are doing.

Working With Other Leagues/Clubs

OGSC trains and develops referees on behalf of all clubs in the Ottawa Gloucester Soccer Club (OGSC). OGSC clubs include: Gloucester Dragons Recreational Soccer, Gloucester Hornets, and Gloucester Seniors.

As a registered OSA referee you can referee games for any league or club in Ontario.

The East Region Soccer League, however, has the following conditions that referees must meet before they will be appointed as a referee or assistant referee. The Gloucester Hornets are a member of the ERSL.

ERSL Referee and Assistant Referee Competency Requirements

In addition to the OSA Referee Appointments Classification Table, the ERSL requires the following:

1. Referees - Prior to being appointed as a referee for an ERSL match, each referee must have a minimum of one (1) year in the district pool of referees.
2. Assistant Referees - Prior to being appointed as an assistant referee for an ERSL match, each youth referee must attend the ERSL Assistant Referee Training every other year.

Referee Assessments

Referee assessments are an important component of the OGSC referee development program. OGSC provides club referee assessments to all club referees free of charge. Our goal is to complete a minimum of 100 assessments over the course of the season. We want to assess every Mini Soccer referee and every referee who has completed the Entry Level Referee Course this year. Always be prepared because a referee assessor may come to your game to observe your work.

Can I request an assessment?

Yes, if you want to ensure that you receive an assessment because you want to get a higher referee level or for personal development reasons please send your request to the Referee Coordinator.

Do I have to request an assessment?

No, even if you do not request an assessment you may show up at one of your games to find a referee assessor waiting for you.

When will I be assessed?

The date of your assessment will depend on your schedule and the availability of a referee assessor. We will do our best to assign a referee assessor based on the following priority:

1. Receipt of a written complaint about a referee.
2. Referees who request an assessment.
 - a. The degree of difficulty for your assigned game.
 - b. The urgency of the request. Upgrade requests have a higher priority than a general interest request.
3. Availability of a referee assessor for all other assessments.

What happens in an assessment?

A referee assessment helps referees identify their strengths and weaknesses. An assessment provides recommended areas for improvement and valuable tips and advice.

During an assessment the assessor will observe you while you referee your assigned game, including the pre-game field activities. During the half-time interval the assessor will tell you what he observed and provide you with tips and advice. He will then watch the second period of play to see how you adapted your style to use the tips and advice. After the game he will provide more feedback on your game. A copy of the assessment will be sent to you, and a copy will be kept at the Gloucester Dragons' office.

What happens if I get a poor assessment?

If you receive a rating of "unsatisfactory," we will schedule a second assessment as soon as possible. We want to help you improve; the more games that you referee – the better you'll get. Youth referees may be assigned to work with experienced referees to gain experience.

A sample assessment form can be found at the end of this handbook.

Policies

FIFA Laws of the Game, OSA Game Leader Program, OSA Small Sided- Soccer Rules, and OGSC Policies

- Game Leader Program is for U6 - U8 (Micro) aged children.
- Small Sided Soccer is for children in the U9 and U10 age categories, these games are all 7v7.
- FIFA Laws of the Game are for U11 and older players. Games will be 9v9 for U11-12 and 11v11 for U13-U18.
- You must abide by the FIFA Laws of the Game (LOTG), the OSA Mini Soccer Rules and the Gloucester Dragons Soccer amendments to the LOTG and policies as published in the Dragons' Handbook.
- The Dragons' Handbook contains summaries of the "*FIFA Laws of the Game.*" Please refer to the official publication for the complete text and to the "*Interpretation to the laws of the game and guidelines for referee.*"
- The Dragons' Handbook contains changes to the following FIFA LOTG:
 - size and weight of the ball for U12 and U13 youth games
 - duration of the periods of play for U13-U15 youth games
 - The weather and water break policies apply to all age groups.
 - The "mercy rule" policy applies to U13 and older
 - substitutions – unlimited number of substitutions per team with the permission of the referee

Do not enter into discussions or arguments with players, coaches or fans when you are asked to justify the reason for a particular Rule, Law or Policy. Ask them to direct their questions and concerns to the Head Referee.

OGSC Weather Policy

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 Dragons or the appropriate office for competitive games. 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 handbook) or more and the game is not started due to weather a 0-0 tie is awarded. (*Dragons Soccer only*)

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. (*Dragons Soccer only*)

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 the duration between the "flash" and the "bang" is under 30 seconds referees 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.

Referees must submit a Special Incident Report to the Dragons' office within 24 hours when games are abandoned.

OGSC Heat Policy

When the temperature, at any point in the day of play, reaches 30 degrees Celsius as recorded on Environment Canada's website, the Dragons' heat policy comes into effect.

(http://www.weatheroffice.gc.ca/city/pages/on-118_metric_e.html)

When the temperature reaches 30 degrees Celsius, there will automatically be two water breaks per half. Games and practices will continue as scheduled. Coaches are to monitor players for signs of heat stress or injury.

Other extremely hot weather conditions may necessitate the game being stopped for water breaks in each half of the game. Only one coach has to ask for a water break. This is to be discussed and agreed upon prior to the game and will be administered by the referee.

The referee will add time to each half to accommodate water breaks, as required.

OGSC Harassment Policy

HARASSMENT OR ABUSE OF REFEREES WILL NOT BE TOLERATED!

Coaches, players and spectators are expected to respect the referees and their decisions. Constantly arguing with a referee about a call, disputing decisions, making disparaging remarks about the referee, and entering the field of play without the referee's permission may be considered harassment or abuse. In such cases the referee, while remaining calm and polite, should follow the procedures outlined below.

Harassment/Abuse by a Coach

In this case, if play has not already stopped, the referee should stop the play. The referee will then approach the coach and indicate that their behaviour is considered to be harassment or abuse and advise the coach that if it continues, they will be asked to leave the field. If the harassment/abuse continues and the coach refuses to leave the field, the game should be abandoned by the referee.

Harassment/Abuse by a Spectator

In this case, the referee should wait for a stoppage in play. At this time, if the referee can identify which team the spectator belongs to, the referee will explain to that team's coach that the spectator's behaviour is considered to be harassment or abuse and will ask that the coach control the spectator. If the referee cannot identify the applicable team, the referee will talk to the home team's coach. If the harassment or abuse continues, the coach will ask the spectator to leave the field. The spectator and the appropriate coach should be told that, should the spectator refuse to leave the field, the referee may abandon the game.

In the event that:

A game has been stopped and/or abandoned, or

A coach has been expelled due to harassment or abuse,

the referee must call the Dragons' office immediately following the end of the game leaving a message to report the occurrence, to be followed by a written report at the earliest possible opportunity.

Gloucester Dragons' Fair Play Policy (Mercy Rule) (U13 and older)

To prevent running up the score, an **8**-goal differential is the maximum allowed and recorded. Once that differential has been reached, for example, if the score is 8-0, 9-1, or 10-2 the referee will abandon the game.

Gloucester Dragons' Game Sheet Policy (U8 – U18)

Purpose:

- To ensure that only registered players participate in a game
- To ensure that players who have been suspended have served their suspensions
- To assist the referee in completing discipline reports by correctly identifying offenders.

Coaches in the U8 to U18 age groups must provide a game sheet to the referee before the start of the match. This game sheet must identify all players for the game by name and shirt number. The names of players who have been suspended must appear on the game sheet with a notation that they have been suspended. Those players may not participate in the match.

Referees must submit the game sheets with their game and summary sheets as part of the game report.

Make the Call – Be a Referee!
As a referee, make the game enjoyable for yourself and the teams!

Acronyms and Abbreviations

AR	Assistant Referee
CSA	Canadian Soccer Association
EODSA	Eastern Ontario District Soccer Association
ERSL	East Region Soccer League
FIFA	Fédération Internationale de Football Association
LOTG	Laws of the Game
OGSC	Ottawa Gloucester Soccer Club
OSA	Ontario Soccer Association
Ref	Referee
U	Under (refers to age groups)

Referee Evaluation Form



Ottawa Gloucester Soccer Club Referee Evaluation and Development Report



Name:				Centre <input type="checkbox"/>	AR <input type="checkbox"/>
Game:		vs		Date:	
League or Competition:				Time:	
	Satisfactory		If No Explain Why		
Arrived On Time	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Appearance / Uniform	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Alertness/Mental Awareness	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Support and Assistance to the Referee Team	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Signals	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Foul Recognition and Restarts	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Offside Judgments	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Fitness and Positioning	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Strengths (Notes on things done well)			Development Areas (Suggestions for Improvement)		
Overall Evaluation	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Poor <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
Evaluator (print):				Date:	
Signature:					
Head Referee Use Only					