



NOTES FOR REFEREES

COACHES & OTHER BENCH PERSONNEL

All coaches must be listed on the game sheet. Where it applies, all non-playing persons must have a valid passport. Coaches must remain within their bench area at all times. Referees are empowered to abandon the game for continuous encroachment on the field by coaches and/or spectators. **All spectators must be on the side of the field opposite the players' area.**

PLAYERS' EQUIPMENT consists of:

- A shirt with sleeves, of the right colors and proper numbering (tucked in at all times),
- Shorts (but no track suit trousers, except for the goalkeeper),
- approved footwear,
- Stockings, and
- shin guards that are covered by stockings at all times.

Thermal / bicycle shorts are permitted to be worn under soccer shorts, as long as they are of the same color as the shorts, and do not extend beyond the top of the knees.

Potentially dangerous objects (such as watches, bracelets, rings, etc.) must be removed before a player may join, or rejoin, the game.

Caps may be worn by the goalkeeper.

You may instruct a player to leave the field to adjust his/her equipment at any stoppage and the player must not re-enter the field without your permission.

BEFORE THE GAME

Review the FIFA Laws and the appropriate league rules.

Check your equipment bag. It must include the following items: Uniform (shirt, shorts, socks, shoes); whistles; red and yellow cards; coin; notebook; pen or pencil; flags; watch; FIFA Laws; and the appropriate League Rules. It is also recommended that your bag includes sun screen; bug spray; water; plastic ties (to fix nets); plastic bag to keep documents in case of rain; pump, pin and pressure gauge.

Calculate time required to travel, allowing for weather, traffic and driving conditions and leave on time.

YOU MUST ARRIVE 30 MINUTES PRIOR TO GAME TIME

UPON ARRIVING AT THE FIELD

1. Get a general feel for field conditions:
 - Is the field water-logged or in any condition that is too dangerous for players and officials?
 - Do your warm-up exercises.
2. Locate your Assistant Referees (if applicable) for briefing:

Remember, your authority starts the moment you arrive at the field.

INSTRUCTION TO CLUB-ASSISTANT REFEREES

Hand out and explain the use of flags. Tell them that the ball must be completely over the line to be "out". Thank their offer to call off -sides, but explain that FIFA Laws do not allow them to do this. Explain that you may overrule their call, and if you do, the referee's decision is final.

Remember that you have the right to ask for another volunteer if a club assistant-referee is favoring his club.

INSTRUCTIONS TO ASSISTANT REFEREES

Assign responsibilities:

- Who is Senior & who is Junior?



- Who checks the field?
- Who checks and keeps passports?

Tell them what you expect of them:

- Signal for ball out of bounds,
- Signal for goal-kicks and corner-kicks,
- Signal for free-kicks and penalty shots,
- Signal for goals,
- Signal for offside, and when not to call it,
- Position for goal, corner and free-kicks and penalty shots,
- Throw-ins (“You take the feet, I take the hands”),
- How to deal with dissent “opinions”.
- To look at the other assistant referee for signals and
- To watch for infractions away from the play.
- Discuss game-length. Instruct senior assistant referee to keep stopped time, junior assistant referee to keep continuous time.

Explain how you plan to **communicate** with them, and what happens if you need to over-ride them.

15 MINUTES BEFORE GAME-TIME

1. Collect game sheets (if applicable) and check that they are filled out correctly

- Date; scheduled time; field; category; match number; name of teams (both); player's name, number, and passport number; names of coaches and their passport numbers. **Only players who are registered on the team-sheet can play.** A player cannot join his/her team after halftime.
- Remember: **no passport, no play.**
- Ask for the envelope (if applicable).
- Note all infractions in your notebook immediately as they occur.

2. Check out players

- Passports, equipment (shoes, shin pads, chains, watches, etc.).
- Keep passports with game sheets in a safe place.
- If appropriate, brief the teams on how you will be calling the game.

In case the coach is late with the passports, allow play to commence, only if you feel confident that by doing so, you will not be compromising your ability to maintain control over the game and the players. The passports must be there by half-time.

3. Get game ball(s), (usually from home team)

- Two balls should be obtained if possible, one to be kept in a location where it is easily accessible if required.
- Check pressure.
- If the home team cannot provide a properly inflated ball, get one from the other team.
- In the event that neither team can provide a ball, which, in the opinion of the referee is playable, the match cannot commence until a ball of reasonable quality is provided.

4. Check bench area

- Through the appropriate coaches, relocate non-registered persons and spectators to the opposite side of the field or away from the bench area.
- Remove items (bicycles, player's equipment, etc.) that are too close to side-lines and pose a danger.
- Establish the number of officials with passports allowed to be at the bench in the technical area.

5. Make a final inventory of the field

- Check, or get a report from your linesmen on the condition of the field (lights, corner flags, nets, lines) and write any infractions in your notebook immediately.



6. Make a final inventory of your equipment

- whistle, notebook, pen, coin, red and yellow cards.

WHAT TO DO IF REFEREE DOESN'T SHOW

Senior assistant referee may take the game, at his/her discretion, as long as the assistant referee is qualified for that Level.

BEFORE THE GAME STARTS

- Call captains to mid-field, shake hands and introduce your assistant referees.
- Explain what you expect of them, what you will or will not tolerate, etc.
- Explain new rules, if any.
- Do coin-toss, and note which team will start play. Remember, the team, which wins the toss, decides which goal it will attack in the first half of the match. The other team takes the kick-off to start the match.
- Assure that shirts and socks are worn properly (tucked in), and that goalkeeper's color doesn't conflict with the other players.
- Count the number of players on the field.
- Assure that your assistant referees have completed their pre-game duties, and that they have taken up their position.
- As an assistant referee, give signal to referee that you have completed your duties, and you are ready.
- Assure that all players are in their own half of the field.
- Give signal to start play.

IN CASE OF A DELAY

Enter in your notebook the exact starting time, the reason and the team responsible for the delay.

INCLEMENT WEATHER RAIN & THUNDERSTORMS

Before the game, if the field is not in playing conditions and/or poses a danger for the safety of players, cancel the game.

During the game if the field becomes unsafe (excessive rain, major storm, etc.) terminate the game and write on the game sheet the reason why you have stopped the game, the league will decide what to do.

Before and during the game, if you believe that the storm is temporary or if **lightning is seen**, suspend the game:

- Clear the playing area of all players.
- Stay away from trees, etc.
- If after 10 - 15 minutes there is no reduction in the storm activity:
 - cancel the game if it did not start,
 - terminate the game if it was in progress

If you cancel or terminate a game, make a note immediately of the reasons for your decision. Also, if you terminate a game before its regulation time, make sure you record the amount of time played and the score at that moment.

At all times, **use your common sense**. Rain alone is not a reason for canceling or terminating a game unless the field is so water-logged that it becomes dangerous for the players and officials.

DURING THE GAME

INJURY

- Your decision to stop play should depend on the seriousness of the injury, the age group of the players and the player involved (for example goalkeepers). It does not depend on who has the ball, or where the ball is.
- Do not touch player(s). Assess the injury and if necessary give permission for the coach or other person from the bench to enter the field. In case of severe injury, report it on the team-sheet.
- Remember to "stop time" and indicate such to your assistant referee.
- In the case of 7-a-side, stop play immediately after seeing the player going down or being injured.

SUBSTITUTES

May warm up, but they must not be allowed to play with a ball on any part of the field. If warming up on the side-lines, players must wear a color, which distinguishes them from any other player on the field.



SPECTATORS

- Do not allow anyone to stand behind the goal, or to interfere with the linesman's use of the sideline.
- Each coach is responsible for their spectators. Ask them to control spectators and if necessary suspend the game until conditions are improved, if they don't want to comply, you can stop the game. Do not allow unnecessary delays.

COOLING OFF PERIOD (D3 and 7 a-side house league)

- You may send a player off the field of play for a fixed and definite period of time. It is not necessary to give caution, unless, in the referee's opinion, it is warranted in addition to the "cooling-off" period.
- The cooling off period is 10 minutes at 11-a-side; 5 minutes at 7-a-side.
- You must notify the coaches.
- The player sent off may be replaced by another player.
- There is no appeal against this decision.
- If the sending off results in less than the required minimum number of players on the field, the game must be terminated.

CAUTIONS and EJECTIONS

- Isolate player who is about to receive a caution or ejection, tell him that he is being cautioned or ejected, and show the appropriate card so that everyone can see it.
- In case of an ejection, assure that the player leaves the field of play (including bench area) before restarting play, the player can't stay on the parents side, if he doesn't want to leave the field completely, you have the right to terminate the game. (In the case of youth players, they should sit behind the player's bench.)
- Coaches or other registered personnel may also be expelled. In accordance with FIFA Laws, **DO NOT SHOW THEM A CARD (RED)**. In case of an expulsion you must write a report and send it to the discipline committee. When writing your report, remember that the person is expelled according to Law 5 and not Law 12. You must get your report approved by the referee in chief before sending it to the region.

HALF-TIME

- Collect the ball and have it in your possession during the interval, do not start playing with the ball at half-time, it's very non-professional.
- Meet assistant referees at the middle. Take time to communicate with them. Offer suggestions and discuss the situations when you had to overrule them. Offer criticisms (if any), but try to end the discussion on a positive note.
- Players and officials have a right to an interval at half-time.
- The necessity to perform certain duties (check late comers, talk to linesman, etc.) should not infringe on your interval.
- Make sure you enter the field before both teams, it always looks better when the referees enter the field before the players.

BEFORE RESTART

- Assure that the right team has the ball.
- Assure that shirts and socks are worn properly (tucked in).
- Count the number of players on the field.
- Assure that your assistant referees have taken up their position.
- As an assistant referee, give signal to referee that you are ready.
- Assure that all players are on their own half of the field.
- Give signal to start play.

POINTS TO REMEMBER

- The captain of a team, although responsible for his team's behavior, has no special rights, such as questioning your decisions, if he insists too much, you have the right to caution him if necessary.

AFTER THE GAME

- **Collect** and return game -balls. **Collect** your flags (in case of club assistant referee).
- Meet assistant referees in the middle. Monitor hand-shake and "post action" behavior.
- **Discuss** the game with your assistant referees. Offer suggestions and discuss any situations when you had to overrule them. Offer criticisms (if any), but always end the discussion on a positive note. If appropriate, inform the Referee Assignor, on the quality and performance of the assistant referees (both positive & negative).



**ASSOCIATION DE SOCCER PIERREFONDS
PIERREFONDS SOCCER ASSOCIATION
4600 Des Cageux, Pierrefonds, Quebec H9J 3R4**



- **Complete game sheets:** time started; final scores; goal-scorers; cautions and ejections; your name, passport number and signature; assistant referees' names, passport numbers and signatures; and referee's observations (injuries, late starts, field conditions, etc.).
- **Allow** coaches to put their observations and protests on the team-sheet. Walk away while they are entering comments. Do not comment on discipline. Remember that fines and/ or suspensions are given by the league.
- **Distribute copies:** Yellow to visitors, Golden Rod to home team. Return all passports, except for the player who was ejected for violent conduct against a referee or a linesman. Send his passport with the discipline report to the Regional Office (see below).
- Do **cool down** exercises.
- Do **self-assessment**. Was it a hard game? Did you do your best? Could you have done better? If there were complications, could they have been avoided?
- Before you leave, **assure** that all players have left the field, or that everything is in a "peaceful" condition
- **Complete** all information on the front page of the discipline report and fully describe the incident on the back, or on a separate page.
- You **must report** any violation of the rules of the game by a player as well as any other abnormal incidents such as direct interference or threats made by players, coaches or spectators.
- **Send the white game sheets to the League and any Discipline Reports to the appropriate authority or the Referee-in-Chief within 72 hours.**

The following information is confidential and for your use only.

POSITION	NAME	HOME No.	OFFICE No.	CELL No.	E-MAIL
President of PSA	Fern J. da Silva	626-5557	624-1854 Fax: 624-3116	237-2115	President@soccerpierrefonds.ca
Referee Assigner	Leighton Callou	696-5341		476-7625	referees@soccerpierrefonds.ca
Referee in chief	Sandro Di Trapani			572-6114	PSARefereeInChief@soccerpierrefonds.ca sandro_ditrapani@hotmail.com
Course instructor	Fraser day				fraserday@sympatico.ca
Pierrefonds/Roxb Public Security Pierrefonds Soccer Ass'n	Central Office Office	956-2424	696-2505 Fax: 696-9378		soccerpierrefonds@bellnet.ca

WHAT THE ABOVE INFO IS CONFIDENTIAL AND STRICTLY FOR THE USE OF COMMITTEE MEMBERS.

PLEASE DO NOT GIVE OUT ANY OF THIS INFO WITHOUT PRIOR CONSENT OF THE CONCERNED MEMBER(S).

Game Information:

	U	U	U1	U1	U1	U1	U1	U1	U1	U1	U1	U1	D6	METR
Duration of EACH HALF (in	2	2	2	3	3	3	3	4	4	4	4	4	#	4
Valid	3	3	3	4	4	5	5	5	5	6	6	6	7	7
Minimum number of	5	5	5	5	8	8	8	8	8	8	8	8	8	8
Cooling off period (player may be	5	5	5	5	1	1	1	1	1	1	1	1	1	
Ball	4	4	4	4	4	4	5	5	5	5	5	5	5	5
Substitutions	Unlimited; after a goal, before a goal kick, at half time and at throw-ins by team in possession of the ball; and ONLY if they make substitutions, may opponents also													
Substitutions (on	Only the injured													

Forms:

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Discipline Report Form	This form must be completed for every ejection (red card). Should you have to eject a player, contact the Referee-in-Chief immediately following the game for assistance in completing this form.
Game Report	This form is to be completed on special incidents that may occur during a game. It may be an injury, incident with a spectator or coach, problem with the field etc. Complete and send to the Referee-in-Chief.

Where to send game sheets:

Youth League (11-a-side)

Ms. Liz O'Hara
Statistician
64 Coolbreeze
Pointe Claire, QC
H9R 3S5

Send white copies in envelope provided by the home team. If no envelope, mail to the address shown.

Metro League

MSL
4701 de Fatima
Pierrefonds, QC
H9K 1P4

Send white copies in envelope provided by the home team. If no envelope, mail to the address shown.

Lac St. Louis League (7-a-side - Riverdale)

Mail in the pts sheet that the coaches give you with the envelope that the home team supplies you with.

Pierrefonds House League (7-a-side)

No Game Sheets. Use the game card to record your information. Have coaches sign the card and deposit the completed and signed card at the Grier Chalet in order to be paid for the game. If you run out of cards, use a photocopy or make up some cards until you are able to get more.

D3 (11-a-side)

Mail in the pts sheet that the coaches give you with the envelope that the home team supplies you with.

Exchange of games between referees:

It will be tolerated if you let the referee assignor know about it, if you don't, you will be fine.

Fees:

Level	Lac St. Louis		PSA Fees	
	Referee	A.R.	Referee	A.R.
U8			\$16.00	
U9	\$19.00		\$16.00	
U10	\$19.00		\$16.00	
U11	\$19.00		\$16.00	
U12	\$23.00	\$12.00	\$20.00	\$11.00



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U13	\$27.00	\$14.00		\$24.00	\$13.00
U14	\$27.00	\$14.00		\$24.00	\$13.00
U15	\$31.00	\$16.00		\$28.00	\$15.00
U16	\$31.00	\$16.00		\$28.00	\$15.00
F17	\$37.00	\$19.00			\$18.00
M17	\$41.00	\$23.00			\$21.00
F18	\$37.00	\$19.00			\$18.00
M18	\$41.00	\$23.00			\$21.00
Metro Rec M					\$29.00
Metro house league F					\$26.00