



## YRSA Match Official Policy Manual

Revision History

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February 2018	1.0	Updated Original	Staff
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Version 1.0 of the YRSA Match Official Policy Manual was made effective as of **April 2022**. It supersedes and replaces any previous version of the YRSA Match Official Policy Manual in effect prior to the April 2022.

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## CONTACTS

### YRSA Contact Information

Address: 385 Connie Crescent, Suite 101, Concord, ON L4K 5R2

Phone: 905-660-3029

Website: [www.yrsa.ca](http://www.yrsa.ca)

Match Official Assignor, **Peter Kalpouzos** [pkalpouzos@yrsa.ca](mailto:pkalpouzos@yrsa.ca)

DRC, **Peter Kalpouzos** [pkalpouzos@yrsa.ca](mailto:pkalpouzos@yrsa.ca)

### Ontario Soccer Contact Information

Address: 7601 Martin Grove Road, Vaughan, ON L4L 9E4

Phone: 905-264-9390

Fax: 905-264-9445

Website: [www.ontariosoccer.net](http://www.ontariosoccer.net)

#### *Email:*

Manager, Match Officials, Nicky Pearson [npearson@ontariosoccer.net](mailto:npearson@ontariosoccer.net)

Coordinator, Match Officials, Kurtis Portengen [kportengen@ontariosoccer.net](mailto:kportengen@ontariosoccer.net)

### League Websites

OSL [www.ontariosl.com](http://www.ontariosl.com)

OWSL [www.owsl.e2esoccer.com](http://www.owsl.e2esoccer.com)

IModel [www.yrsa.ca](http://www.yrsa.ca)

YRSL-Senior [www.yrsl.ca](http://www.yrsl.ca)

YRSL-Youth [www.yrsa.ca](http://www.yrsa.ca)

# CODES OF CONDUCT

## Ontario Soccer Match Official Code of Conduct

*Specifically, all Match Officials 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 CS, Ontario Soccer and YRSA 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
- Be subject to disciplinary action for not complying with this Code of Conduct

## Match Official Commitment in York Region

Each Match Official shall consistently provide excellence in officiating and display the highest level of professionalism through service and dedication.

*To accomplish this, a Match Official is committed to:*

- Maintain the utmost respect for the game of soccer and all participants
- Officiate matches in a fair and safe manner that ensures player and spectator enjoyment
- Maintain physical fitness for peak performance
- Faithfully keep all appointments as assigned or selected and accepted
- Support other Match Officials with loyalty, pride and dignity
- Conduct oneself in a way to be ethically and morally beyond reproach
- Grant players, coaches and other Match Officials' dignity and self-respect
- Remain committed to continuous learning and an improvement process in order to perform to the fullest potential
- Conduct a pre-game ceremony for every game in the York Region (refer to appendix 'D' for the procedure)

## YRSA Commitment to Match Officiating

- Ensure the safety and well-being of all Match Officials at games by adhering to a policy of ZERO tolerance towards abuse of Match Officials
- Follow the OS Policy Section 10.0 – Match Officials, Procedure 5.0 Appointments in respect to game appointments/ assignments ensuring fair and equitable distribution where possible.
- Allow access to game assignment programs to all registered York Region Match Officials (unless suspended)
- Set up a committee to review and deal with complaints of Match Officials on a fair and equitable basis
- Set up continuing educational seminars allowing all Match Officials an opportunity to perform to their fullest potential
- Set up an ongoing mentoring program ensuring the development of inexperienced Match Officials
- Encourage all Match Official advancement within the “OS Pyramid of Match Officiating”

## POLICIES AND RULES

### Ontario Soccer Policies

The Ontario Soccer Policies and Operational Procedures govern all Match Officials registered with Ontario Soccer. They can be found on the Ontario Soccer website under Governing Documents. All Match Officials must be fully aware of the Match Officials section (section 10) in the Ontario Soccer Governing documents. The YRSA will fully implement all policies of Ontario Soccer in these documents.

### League Rules

Each league will have their own set of rules to govern the games in which Match Officials participate. Match Officials must make themselves aware of each league's rules prior to officiating for that league.

The current YRSL rules can be found at [www.yrsa.ca](http://www.yrsa.ca), under youth indoor and youth outdoor. We would like to bring your attention specifically to the Casts and Weather Safety rules.

### Harassment

The YRSA Harassment policy is included in the YRSA Constitution, Bylaws & Rules and Regulations Document which can be found on the YRSA website, under Governance.

## MATCH OFFICIAL REGISTRATION

In order to officiate in York Region a Match Official must register annually with Ontario Soccer, paying the appropriate annual registration fee according to the classification to which they are certified.

Additionally, a Match Official wishing to work in the YRSA is required to pay an administration fee of \$35.00 annually. This fee will cover the cost of education classes, mentoring/assessing, upgrading, training, fitness tests, scholarship program and any assistance the Match Official may require completing his/her duties. (\*includes a \$3 online registration surcharge).

Match Officials must also update their profile (contact information, availability, field preference etc) on the assignment system (RefCentre) prior to the start of the season.

Registrations are effective April 1<sup>st</sup> (or when paid, whichever is later) and terminate on March 31<sup>st</sup> of the following year.

## MATCH OFFICIAL PAYMENT

The YRSA considers Match Officials to be independent contractors for taxation purposes. All game officials will be issued a T4A annually for the assignments they accept that are paid by the YRSA, with a total value of \$500.00 or more. This includes the following leagues:

- YRSL outdoor (YRSL)
- YRSL indoor (YRISL)

In order to process T4As we require information from each match official. The 'Independent Contractor Information Form' (found on the YRSA website under referees) must be filled out by each Match Official and returned to the YRSA. Please send forms to Peter Kalpouzou at [pkalpouzou@yrsa.ca](mailto:pkalpouzou@yrsa.ca)

## Method of Payment

The YRSA pays Match Officials using direct deposit only on a bi-weekly basis. We will issue a payment to your bank account that is sent to us. Please send your bank direct deposit information or a copy of your void cheque to Peter Kalpouzos at [pkalpouzos@yrsa.ca](mailto:pkalpouzos@yrsa.ca) to ensure payment. Anyone who does not submit direct deposit information will be paid by cheque at the end of the season.

## GAME ASSIGNMENTS

The YRSA utilizes a computerized system, E2E Refcentre, for the assignment and selection of Match Officials to officiate in competitive games played within the boundaries of the District.

All selections and assignments are done in accordance with the Ontario Soccer's appointments procedure outlined in the Operational Procedures – Section 10.0 Match Officials.

All competitive divisions played in the District have the roles of Referee and Assistant Referee graded in accordance with the appropriate Match Official classification for that league as specified by the OS Appointment Procedure.

In addition, all of the duly registered YRSA Match Officials are graded by the DRC and Match Official Steering Committee as per Ontario Soccer's grading formula. Any Match Official who wishes to have his/her grading changed must contact the DRC and set up an assessment.

## Responsibilities of Match Officials with respect to Selection of Games

- It is the responsibility of every Match Official to maintain up-to-date contact information in the assignment program (RefCentre). Failure of the Match Official to receive notifications as a result of incorrect contact information is not the responsibility of the Assignor.
- It is the responsibility of every Match Official to familiarize themselves with the current competition rules of all leagues and tournaments in which they officiate.
- Match Officials should not accept or select any game if they cannot reach the field to perform their field inspections prior to the scheduled start of the game.
- Match Officials who accept or select a game and cannot attend **MUST** return the game to the Assignor **no later than 48 hours prior to the game** in order to find a suitable replacement. Match Officials who return a game to the Assignor with less than 48 hours of notice will be charged a ***fine of \$25*** that must be paid prior to receiving any further assignments.
- Match Officials are not permitted to accept or select games that they have no intention of attending in order to "pass on" the game to another Match Official.
- Match Officials are required to print a copy of their game schedule the day of the game and bring it with them to the field. This is to ensure that there is no confusion or disagreement regarding who is assigned.
- No Match Official shall remove another Match Official assigned from a scheduled game. If there are more than 3 Match Officials at a game, the most current copy of game schedules will take precedence to determine who will officiate the game.

- No Match Official shall select two games as the “Middle Referee” on a particular game night unless prior permission is received from the Assignor or DRC. If permission was not granted and a Match Official still selected both games, the Assignor WILL remove the Match Official from the higher-level game.
- In the event that the Middle Referee sustains an injury during a game causing him/her not to perform to the best of his/her abilities, the Senior Assistant shall become the Middle Referee and the Middle Referee becomes the Assistant if he/she is able. The original Middle Referee will still receive the game fee as the main official.
- In the event that the Middle Referee does not arrive for the game, the two assistants will agree as to who shall Referee the game and who will be the assistant. If mutual agreement cannot be reached, a flip of a coin (away from the field of play) will determine who will Referee the game. If the Middle Referee assigned to the game arrives after the game has started, he/she will then be assigned to the Assistant Referee position and duties and will receive the fee for that position.
- Any Match Official wishing to upgrade their classification must make a formal request to the DRC and follow the instructions as outlined by the Ontario Soccer Operational Procedures – Section 10.0 Match Officials.

*Please note that failure to adhere to the YRSA Rules & Regulations can result in disciplinary action in the form of suspension, fines, or de-activation in the online system*

## On-Line Game Selection Allocation

All Match Officials are **limited to 4 “middles” and 4 “lines” per month** that they can select on RefCentre.

If a Match Official exceeds their allocation for a month, they will be de-activated in RefCentre for the following month, and all games for that month will be removed.

These limits only reflect games that the Match Official is permitted to select on-line and does not include games manually assigned by the Assignor the day/week of the game.

## Order of Precedence

The order of precedence of game appointments, whether as a Referee or Assistant Referee, shall be as follows:

1. International appointments
2. International representative matches appointed by the Association
3. MLS
4. NASL/USL PRO
5. National Championships
6. PDL and W-League
7. League 1 Ontario
8. OPDL
9. Provincial Cup
10. OUA/OCAA
11. Provincial Leagues
12. University and College Soccer Leagues
13. Regional Leagues



14. All other competitions of the association
15. Regional Soccer
16. District Soccer where appropriate

## Unaffiliated Games and Tournaments

The YRSA is concerned about the number of CS/Ontario Soccer registered Match Officials that officiate in unsanctioned and unaffiliated matches within the District. The YRSA soccer community has expensed time, effort and money in the training, development and retention of Match Officials who are seen as a benefit of membership in the YRSA.

By participation in these unaffiliated matches/tournaments a Match Official can be disciplined under Ontario Soccer Policy – Section 12.0 Discipline.

Some reasons why Match Officials should not officiate in these games are as follows:

- Contravenes published CS/Ontario Soccer/YRSA Policies
- Assessments will not be accepted from games in unaffiliated leagues
- Liability Insurance coverage will not apply when a Match Official officiates in these matches. You are putting yourself at risk of being held legally liable should a serious injury etc. take place
- Match Official assaults or any other serious misconduct will not be reviewed by the governing bodies
- Participating in these games will affect the level and/or grade of the Match Official
- Participating in these games may cause suspension from using the District's assigning systems and the Match Official may be refused registration to the YRSA

Ontario Soccer publishes on their web site all sanctioned tournaments and it is the responsibility of the Match Official to check this prior to ensuring their participations in these events.

## Exhibition Games

All teams requesting exhibition games must seek approval from their Clubs in order to participate in these matches. Only once sanctioned should a Match Official participate in these matches.

The Match Official must ensure that the match is sanctioned by reviewing an **APPROVED** Application to Host and Exhibition Game (AHEG) Form from the "Home Team" and an Application to Travel (ATF) Form from the "Visiting Team" prior to officiating in the match if game not given by the district's assignor. The Coaches/Managers should have a copy of the AHEG/ATF Forms on-hand at the game.

It is the Match Official's responsibility to legibly write their name and Ontario Soccer number on the game sheets. All Match Officials should request a copy of the game sheets and submit them to the League Administrator at the YRSA following the completion of the game.

## Grace Periods

All Match Officials are to arrive at games no less than 30 minutes prior to the start of the game and **MUST** inspect the field and equipment for safety of all participants, leaving enough time to complete the pre-game ceremony and start the game on time.

If the start of a game is delayed for any reason a grace period of no more than 10 minutes (or appropriate league rules) is allowed. After the grace period a decision must be made to either play the game or abandon it.

It is the responsibility of all Match Officials to arrive on time for their games. The allowable grace period is not meant to cover the instance of Match Officials arriving late to games.

## Game Sheets and Reports

All game sheets must be signed by all Match Officials in attendance and must show their OS number clearly and legibly. Game sheets must be submitted to the appropriate league within 48 hours of the end of a game as called for by the league's rules and regulations.

If a Match Official shows a player a card during or after a game, a proper misconduct report must be completed and submitted to the appropriate league with the game sheets. These reports must be submitted within 48 hours of the end of the game.

If an incident occurs at a game (i.e. a brawl, sending off of a team official, game abandonment etc.), a "Special Incident Report" must be completed and submitted with the game sheets to the League and the District within 48 hours of the end of the game.

If a Match Official is assaulted at a game a "Match Official Assault Form" must be completed and submitted with the game sheets to the League, District and Ontario Soccer within 48 hours of the end of the game.

***Please note that failure to submit game sheets and the appropriate reports from the game will result in disciplinary action being taken.***

## Educational Seminars

The YRSA holds several educational seminars annually for all Match Officials, generally beginning in February and running to May. The cost of these sessions are included in the annual administration fee. The education sessions ensure that Match Officials are current with the laws of the game and helps to improve their level of professionalism.

The Match Official's Code of Conduct points 5 and 6 stipulate that all Match Officials are to "be aware of all changes" and "Perform their designated responsibilities, including attending organized clinics and lectures etc".

Match Officials must attend at least 50% or more of the Educational Seminars to receive games.

## Other Issues

Talking on cell phones during a game, not tucking your shirt in, smoking near the field of play, etc. are examples of behaviour that are not permitted.

Ball caps are not allowed unless for health reasons, rain or as sun blocks on hot days for assistant Referees only.

Match Officials at a game are a “Team” and should enter and leave the field of play together. All Match Officials are to wear the required uniform for each game.

All Match Officials must maintain a high level of fitness and attend “fitness tests” as mandated by the various governing bodies as FIFA, CS, OS and the YRSA as called for.

## Match Official Discipline

### Ontario Soccer Discipline

The YRSA adheres to the Ontario Soccer Discipline Policies as pertaining to Game Officials. Please see the Ontario Soccer Published Rules on their website with the complete chart that outlines the standard penalties for misconduct by a Match Official.

### YRSA Standard Penalties for Misconduct by a Match Official

Misconduct	Fine
Not wearing the proper uniform and/or badge	\$25
Accepting a game in order to pass it on to another official	\$100-\$200
Removing another Match Official that was assigned to a game	\$100
Not signing game sheets and/or identifying Ontario Soccer Registrant #	\$25 – 1 <sup>st</sup> Offence \$50 – 2 <sup>nd</sup> Offence \$100 – 3 <sup>rd</sup> Offence
Demanding payment from teams in a contravention of League Rules	\$50 + Return of Game Fees
Participating in an unaffiliated game, festival or tournament	30-day suspension from District assigning program

All YRSA misconducts will be administered using Discipline by Review (DBR). Non-payment of fines will result in suspension of game selection privileges on the referee assignments system used by the District.

Except where a decision has been made that is in contravention of or not in accordance with a published rule, discipline decisions made under the DBR (please see the Ontario Soccer Discipline Policies for further guidelines regarding DBR policy).

The YRSA Referee Committee will review all complaints received by the District. A determination will be made by the committee if misconduct as per Ontario Soccer and/or YRSA policies has occurred and if the issue needs to be forwarded to the District’s Discipline Chair for a formal hearing.

## APPENDIX 'A'

### 2022 Match Official Fees – By League

#### Ontario Soccer League (OSL)

Division	Referee	Assistant Referee
Provincial Men	\$85	\$55
Regional Men	\$65	\$45
MJ District Men	\$65	\$45
Provincial U21 Men	\$65	\$45
Regional U21 Men	\$65	\$45

#### Ontario Women's Soccer League (OWSL)

Provincial Elite Divisions	\$85	\$55
Provincial Divisions	\$85	\$55
Regional Divisions	\$65	\$45

#### Ontario Player Development League (OPDL)

U13	\$50	\$35
U14	\$55	\$35
U15	\$60	\$40
U17	\$65	\$45

#### IModel

U13	\$50	\$35
U14	\$55	\$35
U15/16	\$60	\$40
U17/18	\$65	\$45

#### YRSL-Senior

All Men's Divisions	\$60	\$40
All Women's Divisions	\$60	\$40

#### YRSL-Youth

U8	\$30	NA
U9/U10	\$30	NA
U11/U12	\$40	NA
U13/U14	\$45	\$35
U15/U16	\$55	\$40
U17/U18	\$55	\$40