



**NEWFOUNDLAND & LABRADOR
SOCCER ASSOCIATION**

**REFEREE
HANDBOOK**

2009 edition

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PREAMBLE

The NLSA Referee Committee governs, under control of the NLSA Board of Directors, the referee program in the province. Various aspects of the officiating program, particularly the conduct/misconduct of officials, is governed by the Rules and Regulations established by the Canadian Soccer Association.

1. NLSA REGISTRATION

The Newfoundland and Labrador Soccer Association is responsible for the administration of soccer programs across Newfoundland and Labrador. These responsibilities include referee registration.

Newly qualified referees will be automatically registered with the NLSA for the current year. (Entry level referee courses are described later in this manual).

The NLSA registration year runs from July 1st to June 30th. Officials must register directly or through their regional association to be eligible to officiate in NLSA sanctioned games.

FIFA: as per CSA rates

National Referees / Instructors / Assessors: as per CSA rates

Provincial:	\$ 65.00
Regional:	\$ 55.00
District:	\$ 47.00
Youth (under 14 years):	\$ 13.00
District Assistant Referee:	\$ 30.00
Instructors:	\$ 55.00
Assessors:	\$ 55.00

Referees, Instructors, and Assessors will pay the highest of the fees appropriate to their classifications and will only pay one fee, e.g., a Provincial class referee who has been nominated as a National Assessor will pay a fee determined by the CSA and not the \$65 fee for Provincial status.

2. BENEFITS OF REGISTERING WITH THE NLSA

- a) If you are registered as a senior referee, you will receive each year a free copy of the most current FIFA Laws of the Game available.
- b) Local soccer associations will only assign games to NLSA registered referees.
- c) As a referee, you are covered by NLSA insurance. This covers you against personal injury at a game when you are refereeing. Even more importantly, it covers you against liability if a player is injured at a game in which you are officiating.
- d) NLSA support regarding legal matters arising from assaults by a player, coach or spectator.
- e) You will be eligible to be assessed on your performance. This is a requirement for upgrading. These assessments, along with your on-field performances, are used to determine suitability for higher level competitions at the Provincial Championship level. Your assessments and on field performance are also used to determine appointments to university and other provincial and national competitions. While the first assessment in a given year is paid by the official, the second will be paid by the respective region and the third (if needed) will be paid by the NLSA. **Note:** Commitment to referee in your local District/Area is **mandatory** before Provincial assignments may be expected.
- f) Depending on your current classification, you may be eligible to be an official in NLSA competitions (indoor and outdoor provincials, University games, and Challenge Cup/Jubilee Trophy Competition). You may also be considered for out-of-province assignments as requested by CSA.
- g) An Official must attend at least one refresher course (available at the Annual Professional Development Day) every two years. **Failure to do so will result in no promotion (or possible demotion) until the course is completed.**
- h) Cooper fitness tests are scheduled and offered at no cost to the referee.
- i) As an NLSA member you qualify for upgrading clinics, and have the opportunity to qualify as an instructor and / or assessor.
- j) If you move or visit anywhere else in the world, NLSA will forward your referee qualifications to your new local soccer association.
- k) Supplies are also available directly from the NLSA:
 - CSA Referee badge \$ 5.00
 - Current Law Book Free upon registration for Senior referees

If you choose not to re-register as an NLSA referee, then please note that after 2 years your referee qualification expires. (For example, if you first qualified in 1999, and you don't register again in 2007 or 2008, then you would need to take a qualifying course to be able to register as a referee in 2009).

3. THE REFEREES STANDING COMMITTEE

3.1 Membership and general responsibilities

Administration of all soccer programs within Newfoundland and Labrador is the responsibility of the NLSA Executive. However, when the Executive Board sets policies that affect referee programs, or makes decisions that involve interpretation of the Laws and rules governing the game of soccer, the Executive Board may seek the advice of the Referees Standing Committee.

The Chair of the Referees Standing Committee is the Director of Referees and is appointed by the NLSA President. There will be 5 committee members, all of which shall be referees, instructors, or assessors. These members are selected by the Chair. They serve 2 year terms.

The Referees Standing Committee is responsible for:

- a) recommending policies affecting referees to the NLSA Executive Board, and implementing those policies upon approval by the board.
- b) arranging for referee education and upgrading services to members.
- c) providing advice and support regarding referee assignments to local districts and affiliated organizations who are hosting Provincial soccer games.

In addition, the responsibility of the Referees Standing Committee is to coordinate the following:

- i) Referee Assessments
- ii) Referee Instruction and Education
- iii) Referee Fitness and Fitness Testing
- iv) Referee Program budget
- v) Referee Liaison

3.2 Assessment Responsibilities

The assessment process is designed to evaluate how well an official can referee a soccer game. An assessment is not an attempt to catch the official doing things wrong. It is a process by which a more experienced referee can help a less experienced referee, by developing the skills necessary to reach a higher level. Assessments are a key part of the referee upgrading process.

The Coordinator of Assessors is responsible for recruiting assessors, assigning them to games, and ensuring a written copy of the assessment is delivered to the individual referee.

Assessments should normally be completed and forwarded to the Coordinator of Assessors within 48 hours.

It is the individual referee's responsibility to maintain their own portfolio of assessments.

The *priorities* for allocating assessors to games are:

- a. Referees who are eligible for upgrading.
- b. National referees and above (assessment requirements are set by the CSA).
- c. Referees where there have been some concerns raised about performance.
- d. Referees who request an assessment, as part of their personal development.

All referees wishing to upgrade should note that, while every effort is made to get copies of local district schedules, and get assessors out to assessable games, **it is the responsibility of the referee to notify the Coordinator of Assessors of his/her refereeing schedule.** These referees must notify the Coordinator of any changes to their schedules.

3.3 Educational Responsibilities

The responsibility for referee training belongs to the NLSA, in cooperation with the CSA. This includes training programs for referees, for referee assessors, and for referee instructors. It is the responsibility of the CSA Referees Committee to provide the provincial associations with material for referee courses. Therefore, the NLSA arranges introductory referee training courses, and courses for upgrading referees from District class to Regional class. The Referee Program Coordinator is also responsible for arranging with the CSA to host courses for upgrading from Regional class to Provincial class, and for Instructing and Assessing courses.

The Coordinator of Instruction is responsible for recruiting referee instructors, who will then be assigned to courses that have been requested.

3.4 NLSA Assigners

The NLSA hosts or oversees several competitions throughout the year. These include the 'Provincials' at Senior levels, the Challenge Cup/Jubilee Trophy Competitions, University leagues, etc.

The NLSA Assigners have various responsibilities. These include:

- i. ensuring local districts use suitably qualified and registered referees.
- ii. assigning officials for University games.
- iii. verifying the classification of local and newly arrived officials.

Officials are assigned to NLSA events according to the following priorities:

1. Officials assigned to referee in the senior club championships and A level provincials, University games will all be Provincial class or above, wherever possible and must have successfully completed the annual fitness test, as outlined for their particular class.
2. Referees currently in process of upgrading.
3. Referees who have successfully completed a Cooper fitness test in the current year.
4. Other active referees.
5. Retired referees.

4. OFFICIATING COURSES

The NLSA, in cooperation with the CSA, offers the basic Entry Level certification course , which entitles the holder to officiate in all Provincial minor tournaments. The NLSA also offers a Youth Referee Course for those interested in only officiating House League matches (Under 12 and below).

The Entry Level course includes an exam which must be successfully completed. Referees will be expected to complete three assessments within a two year period to be considered for upgrading to District level.

YOUTH REFEREE COURSE

This is a basic officiating course, designed for those interested in officiating House League games in the Under 12 division or below designed for 8 aside soccer. This is a 4 hour course provided by the NLSA. It does not qualify officials to referee games at the Under 14 level or above or at any Provincial/National Tournament. It is open to all ages. The course is practically oriented, and should ideally be offered on a soccer field.

ENTRY LEVEL COURSE

This is an introduction to officiating. This is a 12 to 16 hour CSA-certified course designed to teach the Laws of the Game. It is open to all ages. The course is practically oriented and there is an examination. The minimum age a candidate may be presented for the Entry Level Course is 14 years. Candidates who do not reach the standard required by NLSA in the initial examination may not be presented for further examination until a period of 28 days has elapsed. Upon successful completion of the Entry Level course, an official may register as a District Level official, provided they have reached the age of 16 years. Referees between 14 and 16 years of age are registered as Youth Referees.

Following successful completion of the Entry Level course, officials will be expected to be assessed before further upgrading is considered. Promotion from District level to Regional level is performance based.

REGIONAL LEVEL COURSE

This course is designed for the District referee, who has completed the requirements for District level. This course will cover aspects of officiating and will normally be instructed by a Provincial Instructor assigned by the CSA.

PROVINCIAL LEVEL COURSE

This course is designed for the senior official, who has completed the requirements for Regional level. The course will cover advanced aspects of officiating, and will normally be instructed by a CSA Instructor.

5. REFEREE PROMOTION

Referees must apply for promotion in writing. The NLSA Director of Officials must receive this request by no later than 1st November preceding the season in which the promotion is sought.

Every year, the NLSA attempts to hold one or more upgrading courses. These courses are run depending on numbers being available to conduct such courses. To be eligible to participate in an upgrading course, you must meet certain requirements:

Upgrading from District to Regional level

To be eligible to upgrade, you must have been a referee for two full outdoor seasons. You must have refereed games at the competitive U18 level or above, but preferably in the senior level.

To be considered for promotion, you must have:

- a) Attended, participated, and passed the annual Cooper fitness test.
- b) Completed three (3) successful assessments in a two year period.
- c) Provided a portfolio of all games officiated (copies of assessments, record of appointments).
- d) Refereed at least 20 competitive matches 11 aside competitions for players over the age of 16 years within the province in senior provincial play.
- e) Completed a minimum of five games as an Assistant Referee in the promotion season.

If you are not successful in upgrading because of assessments, or failing to attend a fitness test, you may complete these requirements in the following season.

Upgrading from Regional to Provincial level

To be considered for promotion, you must have:

- i) Been a Regional level referee for at least one full outdoor season.
- ii) Successfully completed the Provincial level upgrading clinic.
- iii) Successfully met the local standards of the Cooper fitness test.
- iv) Completed three (3) successful assessments in the same outdoor season. (If required, assessments may be carried forward to second year).
- v) Provided a portfolio of all games officiated per outdoor season (copies of assessments, record of appointments).
- vi) Refereed at least 20 competitive matches 11-aside competitions for players over the age of 16 years within the province in senior provincial play.
- vii) Completed a minimum of five games as an Assistant Referee in the promotion season.

If you are not successful in upgrading because of assessments, or failing the fitness test, you may complete these requirements in the following season. You do not have to retake the exam.

Upgrading is subject to the discretion of the Referees Committee. The NLSA Referee Committee will meet each year before December 15 to discuss referee upgrades. Candidates

will be informed, in writing, of an upgrade. It is the individual official's responsibility to ensure the committee has all appropriate information for upgrades to be considered.

Upgrading to National List Referee

Each year, the NLSA may nominate referees to the CSA for promotion to National referee. To receive such a nomination, the referee must have been a Provincial official for at least 2 seasons. He/She must have consistently performed at a high level, received 12 assessments at a senior level in the past 24 months, and must also be active in other areas of soccer (such as referee instruction, referee assessment, serving as a mentor to the younger referee). Details are provided in the CSA Referee Development Guide.

The CSA nominates officials to FIFA for inclusion on the International Referees list and the Assistant Referees list. These nominees are often, but not necessarily, taken from the National referees list.

6. FITNESS TESTING

NLSA officials are expected to maintain a level of fitness appropriate to the games they are officiating. Officials who anticipate receiving promotion, assignments in NLSA tournaments, university or other high level games must meet the Provincial standards of the Cooper test every year.

a. COOPER FITNESS TEST

At the start of every outdoor season, the NLSA arranges the opportunity for referees to attend a Cooper fitness test. This test is a very useful gauge for officials to check whether their conditioning will meet the physical demands of outdoor soccer. Unless otherwise agreed to by the Referee Standing Committee, the Cooper Test must be completed by June 1st for Provincial Officials.

The Cooper test consists of, in the following order:

- 12 minute run (must continue to run - **no walking or stopping allowed**)
- 50 metre sprint
- 200 metre sprint
- 50 metre sprint
- 200 metre sprint

The standards are:

<u>Classification</u>	<u>12mins</u>	<u>50 Metres</u>	<u>200 Metres</u>	<u>50 Metres</u>	<u>200 Metres</u>
Male					
Provincial	2700 m	7.5 seconds	32 seconds	7.5 seconds	32 seconds
Regional	2400 m	9.0 seconds	40 seconds	9.0 seconds	40 seconds
Female					
Provincial	2400 m	9 seconds	40 seconds	9 seconds	40 seconds
Regional	2000 m	10.5 seconds	49 seconds	10.5 seconds	49 seconds

b. FIFA FITNESS TEST

This fitness test is required for National and International level officials and for those wishing to be considered for nomination to the National referee program. This test must be completed by June 1st each year. The requirements of the FIFA fitness test are:

1. 6x40m sprints in 6.4 seconds (Referee) or 6.2 seconds (Assistant Referee)

A 1 minute recovery period is permitted between each sprint.

A 15 minute recovery period is permitted between completion of the sprints and start of the endurance component, which comprises of:

2. A minimum of 10 laps, with a lap being comprised of:

150 m run in 30 seconds
50 m walk in 35 seconds
150 m run in 30 seconds
50 m walk in 35 seconds

7. PROVINCIAL GAME FEES AND HONORARIA

a. Challenge Cup/Jubilee Trophy rates

Challenge Cup/Jubilee Trophy rates will be set at \$50 per referee and \$30 per assistant provided that the official has reached the Regional level or higher and has completed the fitness test for that particular year. Officials who have completed the fitness test in the previous year will have until the fitness test deadline to complete the test. Officials who have not completed the fitness test in the previous year will have to complete the test before the above rates come into effect.

All other game fees (indoor and outdoor) shall normally be established by the regional associations/clubs.

b. Provincial Youth Tournaments

The minimum game fees for officials (regardless of level) at Provincial tournaments are:

Referee	\$20.00
Assistant Referee	\$10.00

Games at the Under 16 and Under 18 level will normally be officiated by District, Regional or Provincial level officials. In these cases, the standard game fees for their level, based on the St. John's Senior League fee structure, shall apply.

c. Referee/Assistant Referee assessor honorarium

The referee's game fee for that particular game.

d. Referee instructor honoraria

- Entry Level Course (up to 12 participants – 1 instructor) \$350.00
- Youth Referee Course (up to 20 participants) \$150.00
- Assistant Referee Course \$100.00
- Assessor Course \$200.00
- Instructor Course \$200.00

e. Assessors honoraria

Where assessors are appointed to assess at NLSA or NLSA-sanctioned tournaments they shall receive an honoraria not exceeding \$200, in addition to the allowances outlined below. This honoraria is based on the completion of at least 5 assessments.

f. Travel and subsistence, match officials, assessors and instructors

Officials, assessors and instructors required to travel on NLSA business are entitled to receive a meal allowance as per NLSA rates.

Where an overnight stay is required the cost of accommodation will be reimbursed. When groups require an overnight stay, accommodation will be shared, except for groups of mixed gender.

Officials will be reimbursed for mileage as per NLSA rates, but will travel together to reduce costs whenever possible.

g. Travel and subsistence, Referees Standing Committee

Where the members of the referees standing committee are required to travel for more than 5 hours, they will receive a meal allowance as per NLSA rates.

Where an overnight stay is required, the cost of accommodation will be covered by the NLSA.

Where travel is required, the driver of a vehicle will be reimbursed as per NLSA rates.

8. CHECKLIST FOR NEW REFEREES

Here are a few reminders of things to consider, before, during and after the game:

Before the game:

- If you were phoned or e-mailed with an appointment, note the name and phone number of the person who contacted you, in case you require further information, or if you have to cancel due to an emergency.
- Be sure to know where the field is and the time it will take you to get there.
- Know the rules of the competition, the length of the game, substitutions, etc.
- Ensure that you have all your equipment, neat and clean uniform, shoes, whistle, badge, pencils, coin, water, sun block, etc.

Upon arriving at the game:

- Inspect the field for dangerous objects or conditions.
- Check the goal posts and nets (if any) to ensure player safety and that they are properly secured and that there are no holes in the nets.
- Check the field markings to make sure they are present, check corner flags to ensure safety.
- Conduct pre-game with your ARs.
- Check the players to make sure that they are not wearing anything dangerous and that they are wearing the proper equipment.
- If game sheets are required, collect them prior to the kick-off.

During the game:

- Try hard to keep up with play, and be fair to both teams.
- Work with your AR's to ensure control of the game.
- Ignore the parents and other spectators.
- Deal firmly with any players or coaches who offend the Laws of the Game.
- Keep a record of the game.

After the game:

- Complete the game sheets and make sure they are returned to the coach or league as required.
- Keep your game record for at least a month, in case there are questions.
- Be sure to complete and send in a disciplinary report if you dismissed a player or coach.

And don't forget - if you have any questions at all about incidents or decisions that you had to make during the game, or if you require assistance to complete a discipline report, call a senior referee in your area or a Standing Committee (see last page for contact information) member immediately following the game.

9. THE NLSA MISCONDUCT REPORT

In general, anytime that you send off a player during a game that you are refereeing, you should complete a discipline report.

Most local leagues have their own requirements for discipline reports.

If you are refereeing in an NLSA organized competition, and you have occasion to dismiss any player, you must complete a misconduct report. This report must be submitted to the league verbally within 24 hours after the incident. The written report must be submitted to the league within 48 hours following the incident. Please note that failure to submit the misconduct report within the appropriate timelines may result in sanctions being imposed by the Referee Committee. Failure to submit subsequent misconduct reports will result in suspension.

If the game you were refereeing was an NLSA tournament, such as the Provincials, you must ensure that the discipline report is handed in to the NLSA tournament representative within 2 hours of the completion of the game. This will ensure that any necessary action can be taken before the player's next game.

10. NLSA PLAYER/COACH MISCONDUCT REPORT

In all cases of alleged physical or verbal abuse of a game official, the report must be sent to the Newfoundland and Labrador Soccer Association, with a copy to the respective league/regional association within 48 hours.

Local Districts may issue further instructions in case of physical assault or abuse:

- In extreme circumstances, the match should be abandoned.
- Work with Referee Assistants to achieve the most correct report. Ensure that player(s)/coach(es) are properly identified.
- If you feel that legal issues are warranted, contact the NLSA office for assistance.

11. NLSA REFEREE CODE OF CONDUCT

- a. NLSA members have an obligation not only to abide by the By-Laws and Rules and Regulations of the Association but also to act in a manner that displays their commitment to the principles and intent of the By-Laws and Rules and Regulations.
- b. All members should expect to be treated equitably and fairly in all matters. Members shall not discriminate against other members by means of different, unequal or inconsistent treatment.
- c. Private interests shall not provide the potential, or the appearance of an opportunity for benefit, wrongdoing, or unethical conduct. It is important to emphasize that conflict of interest relates to the potential for wrongdoing as well as to actual or intended wrongdoing.
- d. No NLSA registered referee may accept an appointment in any capacity in a game that involves a member of his/her immediate family as a member of one of the teams involved, unless permission has been received from the referee standing committee.
- e) No NLSA-registered referee may officiate in any capacity in a game of a division in which he/she is also a player on any team in that same division, unless dispensation has been obtained in writing from the referee standing committee.
- f) While officiating games under NLSA jurisdiction, no NLSA-registered referee may wear any badge on his/her uniform other than the respective NLSA, CSA, or FIFA badge indicating his/her current-prevailing referee classification level. Failure to comply will result in disciplinary action being applied to the individual concerned. (This rule does not apply to any brand logo applied to the uniform by a recognized manufacturer of referee uniforms).
- g. Information or data entrusted to members for use in their capacity or position shall not be disclosed or disseminated in a manner that may cause embarrassment to the Association, or that betrays a trust of confidence.
- h. Members shall at all times exhibit behaviour that maintains the Association's reputation, and shall at no time harm or hinder the Association or its ability to represent the sport.
- i. No member shall harass another member by actions that include, but are not limited to, unwelcome remarks, invitations, requests, gestures or physical contact that, whether indirect or explicit, has the purpose or effect of humiliating, interfering with or creating an intimidating situation for that other member. Harassment will be considered any such inappropriate behaviour, be it ethnic, religious or sexual in nature.
- j. The interaction or involvement of members under the jurisdiction of the Association shall not result in threats, intimidation, or inflicted physical distress between such members, whether implied or explicit.
- **Breaches of the code of conduct may result in disciplinary action as deemed necessary by the NLSA Board of Directors or Referee Standing Committee.**

12. CONDUCT OF REFEREES AND ACTION IN RELATION TO REGISTRATION

The following are taken from the CSA Regulations:

- (a) The Association (i.e., Canadian Soccer Association) or Provincial Association, as appropriate, shall have the power to act at any time in relation to the registration of a Referee who has:
 - (i) less than proficiently applied the Laws of the Game; or
 - (ii) committed a technical irregularity; or
 - (iii) proved to have been concerned as an agent for a Club or a Player in the transfer or attempted transfer and/or engagement of a Player; or
 - (iv) willfully mis-stated his/her age, or, date of birth; or
 - (v) as a player or coach, violated the Laws of the Game to such a degree that a Disciplinary Committee subsequently imposes a penalty of suspension from playing or coaching; or
 - (vi) been found to have committed an act of misconduct pursuant to the Rules of The Association or a Provincial Association.
- (b) Only The Association, or Provincial Association may act in relation to the Registration of a Referee. Such action may be only through its Referees' Committee.
- (c) Any behaviour alleged to constitute a breach under 12(a) (i) or (ii) above must have been notified to or otherwise come to the attention of The Association or Provincial Association within 14 days of the relevant incident(s) for such to be acted upon under 12(a).
- (d) A technical irregularity under 12 (a)(ii) above shall be any failure by a Referee to meet any requirement imposed on, or notified to, a Referee by The Association or Provincial Association as appropriate from time to time.

A "technical irregularity" includes, but is not in any way limited to, any failure to comply with administrative requirements imposed on a Referee such as the requirements to file reports, answer correspondence, attend match venues or disciplinary hearings at a particular time, etc or any breach of Regulation 10 or 13.

- (e) Where a Referee is alleged to have breached 12(a) (i) – (vi) above, the Referees' Committee shall advise the Referee, in writing, of the relevant allegation(s) and supporting facts and state that the matter will be considered by the Committee or a duly appointed Commission thereof.

The Referee shall respond within 14 days and may either:

- (i) deny the allegation(s), setting out a statement of his case; or
- (ii) request a personal hearing, in which case a fee of \$100 must accompany the request; or
- (iii) admit the allegation(s). A Referee who admits the allegation(s) may set out any submissions which he wishes the Referees' Committee to consider when considering what, if any, action to take. The Referee may also request a personal hearing as above.

In considering any allegation at a personal hearing, a Referees' Committee or Commission thereof, may adopt such procedures as it considers appropriate and expedient for the determination of the matter brought before it; and shall not be bound by any enactment of rule or law relating to the admissibility of evidence in proceedings before a court of law.

As a guide to the procedures to be followed at a personal hearing, the following may be used unless the Referees' Committee or Commission consider it appropriate to amend them:

- (1) The allegation(s) will be read out to the Referee, who will be asked if the allegation(s) are admitted or denied.
- (2) Evidence in support of the allegation(s) to be called.
- (3) Evidence in response to the allegation(s) to be submitted by the Referee, who may, with the permission of the Referees' Committee or Commission, be accompanied by a representative.
(Any such representative shall not be permitted to give evidence as a witness).
- (4) The Referees' Committee or Commission and the Referee (as appropriate) shall be entitled to ask questions of any witness giving evidence in support of the allegation(s). The Referees' Committee or Commission shall be entitled to ask questions of the Referee, who may give evidence in defense of the allegation(s). The Referees' Committee or Commission may draw such inferences as it considers appropriate from the failure of the Referee to give evidence or answer a question.
- (5) In the event of evidence submitted in answer to the allegation(s) disclosing a point which the Referees' Committee or Commission considers was not covered in the evidence of, or not put to, any witness in support of the allegation(s), the Referees' Committee or Commission may recall and ask questions of such witness. The Referee or relevant representative may also ask questions.
- (6) After the evidence has been completed to the satisfaction of the Referees' Committee or Commission, the Referee or representative shall be entitled to make submissions based upon the evidence, but this may not include reference to facts not disclosed in the evidence presented to the Referees' Committee or Commission. At the conclusion of the submissions all persons shall withdraw whilst the Referees' Committee or Commission considers the evidence and submissions presented to it and determines whether the allegation(s) have been proved or not. After reaching a decision, the Referees' Committee or Commission shall recall the Referee and any representative,

and announce whether the allegation(s) are proved or not proved. The decision shall be subsequently confirmed in writing. As an alternative the Referees' Committee or Commission may, where it considers it appropriate, not announce its decision at the meeting but inform the Referee that such a decision will be communicated in writing.

- (7) Where the Referees' Committee or Commission find the allegation(s) proved, it shall have the power to act in relation to the Registration of the Referee as it considers appropriate. This may include, but is not limited to, censure, a period of remedial training, suspension or removal of Registration.
- (f) A Referee may be dealt with in the normal course as a participant for any alleged misconduct pursuant to the Rules of The Association (i.e., by a Disciplinary Commission), in addition to having issues relating to the Registration as a Referee considered by The Association or Provincial Association through its Referees' Committee in relation to the same behaviour. In such cases, a charge of Misconduct pursuant to the Rules of The Association shall be considered before any matter relating to the issue of Registration is dealt with by the Referees' Committee under Rule 12 (a)(vi).
- (g) In circumstances where it is considered appropriate, the Referees' Committee may order that the Registration of a Referee be suspended with immediate effect, pending determination of a charge of Misconduct under the Rules of The Association or pending the determination of a charge under 12(a) (i) or (ii) above and, in the latter case, the reason for such suspension is to be notified to the referee in writing and reported to the Commission hearing any resultant charge.

Action in respect of the Registration of Match Officials on the National List will be considered by the appropriate committee of The Association

13. APPEALS AGAINST DECISIONS OF THE REFEREES' COMMITTEE

The following are taken from the CSA Regulations:

(a) Where The Association or Provincial Association, through its Referees' Committee, makes an order in relation to the registration of a Referee under Regulation 12, then there shall be a right of appeal by the Referee against the decision (other than as set out below).

There shall be no right of appeal against a decision in relation to the registration or classification of a Referee taken as part of the Annual Review by The Association, Provincial Association or an appointing authority.

(b) (i) Notice of an appeal against a decision of a Referees' Committee made under Regulation 7 must be lodged with The Association or appropriate Provincial Association within 14 days of notification of the decision appealed against, accompanied by a fee of \$250

(ii) An Appeal shall be considered by an "Appeals Panel" comprising of Members of The Association Appeals Committee or appropriate Provincial Association established specifically to deal with appeals from decisions under Regulation 7, none of whom shall have been party to the original decision. A decision of the Appeals Panel shall be final and binding.

(iii) The Notice of Appeal must :

- (1) identify the specific decision(s) being appealed
- (2) set out the grounds of appeal; and
- (3) set out a statement of the facts upon which the appeal is based.

(iv) The grounds of appeal shall be that the body whose decision is appealed against:

- (1) misinterpreted or failed to comply with any rules or regulations relevant to its decision; and/or
- (2) came to a decision to which no reasonable such body could have arrived at; and/or
- (3) made an order, which is excessive.

(v) The Appeals Panel may adopt such procedures as it considers appropriate and expedient for the just determination of an appeal brought before it, and shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.

The following is set out as a guide to the conduct of a hearing before the Appeals Panel:

- (1) The Appellant to address the Appeals Panel, summarising its case;
- (2) The Respondent to address the Appeals Panel, summarising its case;
- (3) The Appeals Panel may put questions to the parties at any stage;
- (4) The Respondent to make closing submissions;
- (5) The Appellant to make closing submissions;

- (6) The Appellant and the Respondent to withdraw whilst the Appeals Panel considers the submissions and determines the matter;
 - (7) The Appellant and the Respondent to be recalled and the decision and any orders consequential to it to be announced to both parties. Alternatively, where it considers it appropriate, the Appeals Panel may decide not to announce its decision, but make it known at a later date, in writing. In any event, the Appeals Panel shall publicise a written statement of its decision (see 13(b)(ix) below).
- (vi) The Appeals Panel shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend, and shall do so in such manner as it considers appropriate.
- (vii) A decision of the Appeals Panel shall be final and binding and there shall be no right of further challenge.
- (viii) The Appeals Panel shall have power to:
- (1) allow or dismiss the appeal; or
 - (2) remit the matter for re-hearing or by the Referees Committee; or
 - (3) exercise any power which the body against whose decision the appeal was made could have exercised; or
 - (4) make any further or other order considered appropriate, either generally or for the purpose of giving effect to its decision.
- Any fee may be returned or forfeited, in whole or in part, at the discretion of the Appeals Panel, who shall also have the power to determine by whom the costs of the appeal shall be borne.
- (ix) As soon as practicable after the hearing, the Appeals Panel shall publish a written statement of its decision, which shall state:
- (1) the names of the parties, the decision(s) appealed against and the grounds of appeal;
 - (2) whether or not the appeal is allowed; and
 - (3) the order(s) of the Appeals Panel.

The written statement shall be signed and dated by the Chairman of the Appeals Panel and be the conclusive record of the decision.

14. CONFLICTS OF INTEREST

The following is taken from the CSA Regulations:

A Referee shall at all times act impartially. Where a Referee believes that there is a material interest conflicting with the duties and obligations of a Match Official and any appointment, then the Referee shall decline to act or officiate and declare it to The Association (in respect of National List Officials) or the Provincial Association, whose decision in relation to any dispute or difference in such matters shall be final and binding.

15. NLSA POLICY REGARDING NON-SANCTIONED OFFICIALS/GAMES

- a) No person shall officiate as a referee in any competition under the jurisdiction of the Association excepting mini-soccer, unless he/she is on the Official List of Referees.
- b) If for unforeseen circumstances a referee is unable to fulfill their duties, the regions, leagues, or teams involved in the game shall have the right to agree on some other person to officiate provided they are qualified.
- c) No NLSA-registered referees may officiate in any unsanctioned game, competition or tournament, whether in or out of Newfoundland and Labrador. Failure to comply will result in disciplinary action being applied to the individual concerned.

16. REFEREE CODE OF ETHICS

The Newfoundland and Labrador Soccer Association is aware of its responsibility towards its referees and, having granted certain privileges to referees, it is obliged to ensure such individuals realize and respect responsibilities and duties.

Specifically, a Newfoundland and Labrador referee:

1. Shall conduct him/herself with dignity both on and off the field of play and shall, by his/her example, endeavour to inspire the true principles of sportsmanship and to earn the respect of those whom he/she serves.
2. Shall not cause the Association to become involved in any controversial matters and shall abide by the rules and regulations of the jurisdiction in which he/she officiates.
3. Shall adhere to all Provincial standards and directives.
4. Shall always be neat in appearance and maintain a high level of physical and mental fitness.
5. Shall study the Laws of the Game and be aware of all changes, and shall enforce all said laws and changes.
6. Shall perform his/her designated responsibilities, including attending organized clinics, meetings, lectures, etc., and shall assist his/her fellow referees to upgrade and improve their standard of officiating.
7. Shall honour any appointments made for and accepted by him/her unless unable to do so by virtue of illness or personal emergency.
8. Shall not publicly criticize other referees or any soccer association.
9. Shall not make public statements to the media (newspaper, T.V., radio, etc.) relating to any game officiated by him/her or regarding the quality of the match or the performance of the teams and its players.
10. Shall follow the correct lines of communication, by addressing all questions or concerns to the NLSA either through the NLSA office or to a member of the NLSA Referee Standing Committee.
11. Shall be subject to disciplinary action for not complying with this Code of Ethics.

17. BLOOD POLICY

Dealing with a bloody wound;

- a) If bleeding occurs where other participants may be exposed to blood, the individual's participation must be interrupted until the bleeding has been stopped. The wound must be cleansed and securely covered.
- b) All clothing soiled with blood should be replaced prior to the athlete resuming training or competition.
- c) If an athlete leaves the field, has his/her injury treated and covered and wishes to re-enter the game in another, differently numbered jersey, that replaces a blood-stained jersey, he/she may re-enter only after the referee has been advised of the change of number.
- d) All equipment and surfaces contaminated with blood and other body fluids should be cleaned.
- e) While cleaning blood or other body fluid spills, the following must be done:
 - wear waterproof gloves.
 - wipe up fluids with paper towels or disposable cloths.
 - disinfect the area as described in (d).
 - place all soiled waste in a plastic bag for disposal.
 - remove gloves and wash hands with soap and water.

Directors note: Referees are responsible for a) to c) only. However, referees should advise individuals involved in wound treatment and clean-up of points d) and e).

18. CAST POLICY

At all NLSA Minor tournaments casts are not permitted. For provincial senior tournaments and all CSA sponsored tournaments, the CSA policy will be upheld.

CSA policy

"This CSA policy document issued by the Referees Committee is designed to reduce inconsistencies in rulings over players wearing casts. All referees are expected to follow these policies in all matches sanctioned by the CSA

Law 4 states that a player may not use equipment that is dangerous to himself or another player. This is further expanded upon in the Interpretations of the Laws of the Game whereby it is advised that players may use equipment that has the sole purpose of protecting the individual physically providing that it poses no danger to the individual or any other player.

Modern protective equipment made of soft, lightweight, padded materials are not considered dangerous and are therefore permitted.

Hard plaster casts are considered to pose a danger to both the wearer and other players and are not permitted to be worn. The practice of padding a hard plaster cast does not reduce the element of danger.

Players wearing a soft, lightweight, cast will be permitted to play if the cast does not present a danger to the individual or any other player.

The referee or Supervisor of Officials (if one has been appointed to the match/tournament) will make the final decision as to the acceptability of any cast.

Any player who uses a cast to intimidate or injure an opponent shall be cautioned or sent off depending on the nature of the player's action."

19. LIGHTNING POLICY

The safety of our players, parents, volunteers and fans is of the highest importance to the Newfoundland and Labrador Soccer Association. Lightning is extremely dangerous and is responsible for at least 7 deaths and serious injuries to 60 to 70 people a year in Canada. Lightning is a game stopper no matter how important or intense the game!

In the event of lightning play will be suspended and all should seek shelter immediately. Play will be resumed once the threat has passed. This would normally be about 30 minutes after the last flash of lightning is seen or clap of thunder is heard. Note that lightning may strike several kilometres away from the parent cloud. Precautions should be taken even if the thunderstorm is not directly overhead.

Procedure

1. In the event of lightning, the referee shall stop play immediately. If the referee is not aware of the threat, the AR's have the responsibility to inform the referee of the situation, at which time the referee shall suspend the game. All participants should be removed from the playing area and directed to a "safe" facility. A "safe" facility must be an enclosed building with plumbing, telephone and electrical wiring.
2. Vehicles are suitable shelters if no building is available. Ensure the windows are up and stay in the vehicle until the storm has passed.
3. Stay away from trees, standing pools of water, and metal poles (e.g., team dugouts) and metal fences. Players with metal cleats should remove their footwear.
4. If caught on a field far from shelter and you feel your hair stand on end, lightning may be about to hit you. Crouch on the ground immediately, with feet together, placing your hands on your knees and bending forward. **Don't lie flat.**
5. Players caught in the open should spread out keeping people several yards apart.

20. THE NLSA ZERO TOLERANCE POLICY TOWARDS THE HARASSMENT OF OFFICIALS.

The development of young officials, as well as players, takes time. Officials in Newfoundland and Labrador have received classroom training and are required to pass an examination before they can referee within our system. When they officiate they are gaining the experience required to become a good official. At the club level and in the minor soccer system many of the officials that parents will see are mostly at the entry-level, not the experienced officials you may see refereeing higher level games. At Provincial tournaments, many regions or clubs use young officials who, although they have completed their District Level courses, are inexperienced.

Harassment is defined as offensive, abusive, belittling or threatening behaviour directed at an individual. The CSA Constitution (<http://www.canadasoccer.com/eng/docs/constitution.pdf>) contains a more exhaustive description of harassment. Although evidence is largely anecdotal, harassment of officials by spectators and coaches is well recognized as a major factor contributing to lack of retention in sports. Soccer is certainly not alone in this regard, and although officials leave the sport for many reasons, having been harassed by spectators or coaches should not be one of them. In soccer, as in many sports, most harassment (~95%) is verbal, and commonly difficult to deal with. However, the NLSA is implementing measures to help eliminate harassment from our game.

The NLSA administers soccer at all age and skill levels and the following is sub-divided into Minor and Senior. These measures apply to all NLSA league and tournament play (Provincial minor and senior tournaments, Challenge Cup and Jubilee Trophy), although clubs and regions are encouraged to adopt this policy for their leagues. Some regions already have their own policies towards referee harassment, and the following is adopted from theirs and from other associations in North America and internationally.

Minor Leagues, including Provincial tournaments

This policy has a simple premise: All persons responsible for a team and all the spectators should support the referee. This policy has a simple guideline: Don't talk to the referee during the game!

Naturally, there are **exceptions** to this guideline and they are as follows:

A. Person Responsible for a team (i.e., Coach)

During the Game:

- Responding to a referee initiating a communication.
- Making substitutions.
- Indicating kickers at penalty shoot outs.
- Pointing out emergencies or safety issues.

At half-time or at the end of the game:

- A coach can ask a referee to explain law(s) in a polite and constructive way.
- Polite feedback can be given to a referee.
- Absolutely NO sarcasm, harassment and intimidation is permitted.

Penalties:

As with all policies there must be penalties for those not wishing to abide by them. These are covered by the Laws of the Game, and they give the referee the power to abandon games and/or to dismiss team officials (coach, assistants, managers etc.) from the bench if they indulge in abusive behaviour. Referees have been instructed to enforce the Laws.

B. Spectators

During the game:

- Referee initiating a communication.
- Pointing out emergencies or safety issues.

Penalties:

Although the Laws of the Game provide referees with the authority to suspend or terminate a match due to outside interference, there is limited recourse for a young official in what is commonly an intimidating situation. The NLSA therefore requires the use of Field Marshals at all Provincial Tournament games to act as monitors. This is based on the premise that communication should be between participants in the game, rather than between the referee and spectators, which may be less than beneficial. As such, referees have been instructed to direct their concerns about spectators to the field marshal.

1st Infraction	Referee should stop the game and ask the field marshal to quiet the offending spectator.
2nd Infraction	The referee shall instruct the field marshal to direct the spectator to leave the field. The referee should abandon the game if the spectator does not leave the field.

If the referee abandons the game, the referee shall file a report and the NLSA may impose further sanctions.

NLSA Senior Leagues (Challenge Cup and Jubilee Trophy and Senior Provincial tournaments)

Referees at this level are considerably more experienced than their counterparts at the minor level. The pace, skill level and intensity of games is also considerably higher and the ability of officials to deal with incidences of harassment from players and coaching staff is greater.

However, officials are still limited in their control of spectators. Although a certain amount of 'comment' from spectators is generally accepted, there will be no tolerance for comments of a racial or sexual nature directed at game officials, and incidents of threatened or actual assault on game officials will be dealt with harshly. To effectively deal with spectators, host clubs/teams will be expected to provide clearly identified security/field marshals at all CC/JT games, as outlined in the NLSA Disciplinary Policy. The security/field marshals shall act on the direction of the game officials, and/or club staff.

Reported incidences by the referee of harassment from spectators may result in sanctions from the NLSA to offending teams, which could include points deductions, moving of future games, banning of spectators etc.

Officials' Assessment

The power given to officials obviously does not come without a price. Officials are expected to behave in an appropriate manner and referee games to the best of their abilities. To ensure this occurs, officials are assessed on a regular basis by higher qualified referees. This process is another important step in referee development.

Coaches will also have the opportunity to comment on the referee's performance, through completion of an evaluation form found on the NLSA website. It is on this evaluation form that comments about the officiating are to be made, **and not verbally at the game.**

21. CONTACT INFORMATION

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