



## UISA DISTRICT REFEREE GUIDELINES 2024

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On behalf of the Upper Island Soccer Association, we would like to extend a warm welcome to you as you join our organization as referees. We are thrilled to have you on board and appreciate your commitment to the sport of soccer.

Officiating is an essential part of the beautiful game, and your role as referees plays a vital role in ensuring fair play, sportsmanship, and the overall success of our matches. Your dedication to upholding the rules of the game and maintaining the integrity of soccer is highly commendable.

As a member of the Upper Island Soccer Association, you will be part of a dynamic and passionate community that shares your love for soccer. We believe in fostering an environment of continuous learning and improvement, and we are committed to providing you with the necessary support and resources to excel in your role as referees.

Throughout your journey with us, you will have opportunities for training, mentorship, and growth as an official. We value your contributions to the sport and are excited to work together to create a positive and enjoyable soccer experience for players, coaches, and spectators alike. Once again, welcome to the Upper Island Soccer Association. We look forward to a successful and fulfilling partnership as we continue to promote the spirit of soccer in our communities. If you have any questions or need assistance, please do not hesitate to reach out. Thank you for your dedication to soccer and we wish you a fantastic season ahead!

### **Referee Support Policy**

Any person considered by the UISA Discipline Board to be in offence of abusive conduct towards a game official during any UISA game will be reprimanded in writing. A second offence will result in being prohibited from attending matches. UISA Discipline Committee will decide on the length of the ban.

### **Policy Procedures**

When a game official feels that they are being abused by either coach or supporter, the official will be allowed to suspend the game. If the abuse is physical, the game official will inform the coaches that the game has been abandoned. The official will verbally advise both coaches that the game has been stopped due to the abuse and inform both coaches as to the source of the abuse.

If the source is one of the coaches, the official will advise the coach that the next occurrence of a similar nature will result in an abandonment of the game and a report will be sent to UISA and BCSA Discipline Committees.

If the source is a supporter, the appropriate coach (or member of the coaching staff) must advise the supporter that the next occurrence of a similar nature will result in an abandonment of the game. Further, a report to UISA Discipline will be sent in for review.

If the person is not associated with either team, both coaches (or members of the coaching staff) are asked to speak to the person and ask the individual to leave. Once the source has been warned the game will restart with a dropped ball between the two teams at the location where the play was stopped.

If the abuse continues, the official will be allowed to stop the game and advise the coaches that the game has been abandoned and a report will be sent to UISA and BCSA Discipline Committees. The game report must indicate the game was abandoned due to abuse and submitted within 24 hours. The Incident Report must be submitted within 48 hours for review.

If the game continues without any further incident, the game official is advised to inform their referee coordinator and UISA that the game was temporarily suspended due to abuse towards a game official.

### **Referee Advisory**

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Once you have accepted a game, it is your responsibility to get all the information needed to carry out your role.

- Record the time and location
- Make sure you know where the field is
- Consider the age group of the teams, review game durations and rules

If you cannot fulfill your game, you must call the referee coordinator to find a replacement for you.

If you arrived late and a coach or parent has stepped in to coach, speak to the coaches and step in.

If you arrive at the field and there are now two referees, you need to compare notes. One of you is at the wrong field or is on the wrong date.

### **Arriving at the Field**

You should arrive at least 30 minutes prior to kick-off to perform your pre-game duties:

- Inspect the field for safety
- Inspect the net frame and that it is secure to the ground, is rigid, and ensure the net is attached properly to the posts, crossbar and the ground

- Meet the coaches, verify the length of halves and substitutions
- Verify that the game ball is suitable
- Obtain and inspect roster sheets to ensure the following is filled properly: names of coaches and players, including pick-ups, signed and dated
- Check BCSA ID Cards against the roster sheets for both players and team staff. Check that no suspended players are on the roster.
- Ensure players are not wearing any type of jewelry: no taping, no studs, no watches, no neck chains, no hard casts. Eyeglasses are allowed as long as they are safe and secure.
- If only one assistant referee or no head referee shows up, both teams may agree to a replacement. Both coaches need to verbally agree to this.
- Obtain instructions from the head referee if you are the assistant.

### **Game Reports**

Game reports must be filled out thoroughly and properly on SpAppz for UISA and sent to your referee coordinator via the clubs preferred method: including scores, cautions and dismissals.

If a game was abandoned, please report the score at the time the game was terminated and how much time was played. Note the reason for abandoning the game.

### **League Game Guidelines**

Familiarize yourself with the UISA Rules and Regulations for league play.

Player pickups are only permitted during regular league games, and not allowed in playdown games.

The duration of regular league games are as follows:

U18	2 equal halves of 45 minutes each no extra time
U17	2 equal halves of 45 minutes each no extra time
U16	2 equal halves of 40 minutes each no extra time
U15	2 equal halves of 40 minutes each no extra time
U14	2 equal halves of 40 minutes each no extra time

Substitutions are allowed with your permission at a goal kick, team's own throw-in, after a goal is scored, or at half time. Coaches need to notify you when a substitution is requested. Players must leave and enter the field at the halfway line. Substitutions are only made after you grant permission. A substitution may only enter the field once the player leaving the game has left the field. Coaches may take advantage of youth referees by making substitutions when they like, please make sure you speak to the coaches prior to the game to ensure they understand these procedures. If a coach makes a substitution without permission, remind them of the procedures and caution them. Note that a goalkeeper may change positions with another player at any stoppage time.

Play the full length of the half through and add time for time lost during substitutions, injuries, ball lost and discipline. Do not allow a team to waste time and use appropriate cautions if you need to.

### **Assistant Referees**

If you are assigned as an assistant referee, you have an important job to do and duties to perform. You must also be at the field 30 minutes prior to kick-off. The referee should be giving you instructions, if not you should be asking.

Your duties include:

- Always be in a position to judge offside. Make sure you fully understand the offside law
- Advise the referee of fouls or serious incidents he/she may not have seen
- Eye contact with the referee is important so you are both signalling for the same restart

### **Weather**

Familiarize yourself with USA's Severe Weather Protocols

During hot weather use common sense and bring lots of water to drink. You may also allocate time during the game for players to drink, even allowing a water break in each half for all players. If a player is not feeling well, allow a substitution at any stoppage; you can consider this an injury. You may want to consult with the coaches about reducing the lengths of the game especially if one team does not have substitutions.

In cold weather ensure you are dressed appropriately to and from the field. Bring warm dry clothing to change into after the game is over.

If you notice lightening stop the game. Speak to the coaches and get everyone to safety. Decide if you will wait for it to clear, if in doubt just abandon the game. You are still required to submit the game report, making sure to report the score and time played.

### **Troublesome Players, Coaches or Parents**

At times you will encounter players, coaches or parents who are troublemakers. They may challenge your decisions and even verbally intimidate opponents. When this occurs be sure to take them aside at a stoppage, talk to them and instruct them that such behaviour is not acceptable and if they persist, they will be cautioned. If you end up cautioning them, advise them that further problems would result in a sending off. Please refer to the Referee Support Policy for details. Please make sure you recognize the different tangents of unsporting behaviour. Sometimes just awarding a free kick is not enough. Try and judge what should be a warning, a caution, or a dismissal as each game is different. When a game is becoming rough you must use one or all three of the above measures to help regain control of the game.

### **Playdown Guidelines for Island Cup, A Cup, B Cup**

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You are required to familiarize yourself with the Cup Rules and the FIFA Laws for kicks taken on the penalty spot.

Only registered referees may accept these games. Please know your BCSA Referee ID number.

Game officials must come from the current BCSA list of officials. Use of unregistered game officials may result in a fine and the game can be protested.

Game durations are as follows:

U18	45 minutes per half	15 minutes per half of extra time
U17	45 minutes per half	15 minutes per half of extra time
U16	40 minutes per half	10 minutes per half of extra time
U15	40 minutes per half	10 minutes per half of extra time
U14	40 minutes per half	10 minutes per half of extra time

Current BCSA photo ID cards MUST be checked on both players and team staff.

One of three printed copies of the roster sheet will be given to the referee. A maximum of five team staff shall be listed on the team roster for Provincial playdowns. One member of the team officials must be the same gender as the team and must be present on the bench and in the change rooms. If not, a parent must step in, and this fact must be noted on the game report. This copy of the roster sheet should be kept until the end of cup play.

The game report must be filled out properly and completely including score, all official identifying information and discipline or cautions.

Teams and spectators are to be on opposite sides of the field.

Home teams are responsible for changing uniforms, including goalkeeper, if there is a colour conflict.

The game must have a winner if tied at the end of regulation. Extra time of two equal halves applied to their age group is played. If the game is still tied, then teams must take kicks from the penalty spot.

For all A and B Cup discipline reports must be done on the BCSA website. Under the Referee tab click Discipline System. Competition is district league and follow the PDL rules until we play regional finals using Island Cup rules or WCL finals using WCL rules. Familiarize yourself with this system.

Game reports should be filled out promptly and completely within 48 hours of the game completion.

All games are to have three officials (a referee and two assistants). Cup games take precedence over league games.

Referees must be a minimum of two years older than the players and must have at least two years' experience with a district level of higher certification.

Referee assistants must be the same age or older than the players. One of the assistants must be capable of taking over for the referee in the event that the referee cannot finish the game.

If only one assistant referee or no head referee shows up, both teams may agree to a replacement. Both coaches must sign the roster sheet agreeing to the replacement. Such signatures will obviate any protest resulting from this section. In this case, the game sheet must be forwarded to UISA within 24 hours of the game completion.

UPPER ISLAND SOCCER ASSOCIATION

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