



**NEWFOUNDLAND & LABRADOR
SOCCER ASSOCIATION**

REFEREE HANDBOOK

2018 edition

Last revision: July 2018

CONTENTS

Changes for 2018

Preamble	3
1. NLSA registration	3
2. Benefits of registering as a referee with the NLSA	4
3. The referee standing committee:	5
3.1 Membership and responsibilities	
3.2 Assessment responsibilities	
3.3 Educational responsibilities	
3.4 NLSA assigners	
4. Officiating courses	7
5. Referee levels	9
6. Referee promotion	9
7. Fitness testing	10
8. 2018 provincial game fees & honoraria	13
9. The NLSA misconduct report	16
10. NLSA player's misconduct report	16
11. NLSA referee code of conduct	17
12. Conduct of referees and action in relation to registration	18
13. Appeals against decisions of the referees' committee	18
14. Conflicts of interest	18
15. NLSA policy regarding non sanctioned officials/games	18
16. Referee code of ethics	18
17. Blood policy	20
18. Cast policy	21
19. Lightning Policy	21
20. NLSA Zero Tolerance Policy towards the harassment of officials	23
21. Insulin pump policy	25
22. Head Coverings	25
23. Concussion protocols	25
24. Change Room Policy	26
25. Cancellation policy	27
26. Contact Information	28

CHANGES FOR 2018

The manual has been substantially revised for 2018. Sections that have significantly changed are marked by a grey vertical line on the right hand margin. The changes include:-

- Terms of reference for committee added;
- Registration - removal of requirement of refresher quiz;
- Benefits of registration- law books no longer given out;
- Assessment protocols and assessors fees - priorities and method of payment amended;
- Re-registering as a referee - process clarified;
- Fitness standards and classification – section revised substantially;
- Game fees and honoraria - fees for Challenge Cup and Jubilee revised;
- Lightning policy - updated with new Canada Soccer policy;
- Change room policy – new for this year.
- Cancellation policy- added in July 2018

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, are governed by the Rules and Regulations established by Canada Soccer.

1. NLSA REGISTRATION

The Newfoundland and Labrador Soccer Association is responsible for the administration of soccer programmes across Newfoundland and Labrador. These responsibilities include referee registration, in conjunction with the NLSA office. Referee registration in 2018 will be handled by the NLSA referee committee through the registrar, Martin Batterson e-mail: martinbatterson@gmail.com. Newly qualified referees will be automatically registered with the NLSA for the current year. Introductory 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. Referee registration will start as of April 1st, and all referees and associations should register referees by May 31st. All officials must be registered into the NLSA database system prior to officiating in their first outdoor league game of the season.

As of 2019, subject to NLSA approval, all referees may have to complete a compulsory refresher course prior to their registration being accepted. For 2018, all referees re-registering are strongly encouraged to attend a Laws of the Game update session, and to familiarize themselves with changes to the Laws of the Game. The Laws of the Game are available from Canada Soccer at <https://www.canadasoccer.com/laws-of-the-game-p156083>

Registration fees

FIFA: as per Canada Soccer rates

National Referees / Instructors / Assessors: as per Canada Soccer rates

	Before July 13	After July 13
Provincial	\$65 +HST	\$75 +HST
Regional:	\$55 +HST	\$65 +HST
District:	\$47 +HST	\$57 +HST
Youth (under 14 years) and small-sided (over 14)	\$13 +HST	\$18 +HST
Instructors:	\$55 +HST	\$65 +HST
Assessors:	\$55 +HST	\$65 +HST

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 Canada Soccer and not the \$65 fee for Provincial status.

2. BENEFITS OF REGISTERING WITH THE NLSA

- a) Local soccer associations will only assign games to NLSA registered referees.
- b) 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. *Note: referees who officiate at a level they are not qualified (i.e. those who have taken only the small sided course but are officiating 11/side soccer) will not be covered by insurance.*
- c) 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. Your assessments and on field performance are also used to determine appointments to university and other provincial and national competitions.
- d) 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 Canada Soccer. **Note:** Commitment to referee in your local District/Area is mandatory before Provincial assignments may be expected.
- e) Refresher courses and professional development sessions are offered at no cost to registered referees.
- f) Fitness tests are scheduled and offered at no cost to the referee.
- g) As an NLSA registered official you qualify for upgrading clinics, and have the opportunity to qualify as an instructor and / or assessor.
- h) If you move or visit anywhere else in the world, NLSA will forward your referee qualifications to Canada Soccer and they will forward to your new local soccer association.
- i) Canada Soccer Referee badges are available directly from the NLSA for \$ 5.00 +HST

If you choose not to re-register as an NLSA referee, then as per Canada Soccer regulations, after 2 years your referee qualification expires. For example, if you first qualified in 2010, but you were not registered in 2016 or 2017, then you would need to apply to the referee committee and follow the required procedures in order to register as a referee in 2018.

To re-certify as a referee, the following guidelines will be applied by the referee committee. The registration database contains records going back to 2011. Any referee who wishes to re-certify and who last registered prior to 2011 must produce evidence of taking and passing referee courses. If they cannot provide such documentation they must take a full entry level or small-sided course.

For referees who registered at some point from 2011 onwards, or registered prior to 2011 and can produce evidence of passing a course, the following guidelines apply:-

- Referees who have previously been upgraded to regional or provincial level, and have been registered since 2011 can re-register if they attend a professional development day, a Laws of the Game refresher, or otherwise demonstrate to the committee that they are familiar with changes in the Laws of the Game.
- District referees with at least two years officiating experience of 11/side soccer can re-register on successful completion of the Entry Level exam.
- All others must re-take the Entry Level or Small-Sided course.

3. THE REFEREES STANDING COMMITTEE

Objective:

The goal of the Committee shall be to advise the NLSA Board with respect to the regulations of referees in Newfoundland and Labrador, and to administer referee activities in the province. The Committee may recommend changes to the Board regarding NLSA rules and regulations and administrative regulations with respect to referees. The Committee shall administer referees according to requirements of Canada Soccer.

Responsibilities

- Recommending policies, rules and regulations affecting referees to the NLSA Board, and implementing those policies upon approval by the board.
- Developing an annual budget for refereeing in the province for approval by the Board.
- Ensuring FIFA and Canada Soccer direction on refereeing is followed within the province.
- Communicating NLSA and Canada Soccer policies and directions on refereeing to referees throughout the province.
- Providing technical advice of the Laws of the Game to the NLSA.
- Providing advice on refereeing issues to regions and leagues.
- Promoting officiating in coordination with regions, clubs and leagues
- Coordinating referee assessments, and maintaining records.
- Coordinating assignments of referees to games under NLSA direct jurisdiction (Challenge Cup, Jubilee Trophy, and Provincial Youth Leagues; other provincial tournaments).
- Recommending pay rates for matches under NLSA jurisdiction.
- Coordinating and providing referee instruction, education and development.
- Recommending honoraria for instruction, assessing, and mentoring.
- Coordinating referee fitness training and fitness testing, and maintaining records of fitness performance.
- Consideration and approval for requests for support for developmental refereeing opportunities out of province.
- Consideration of promotion requests from referees, instructors and assessors (apart from those under Canada Soccer jurisdiction).
- Nominating referees, assessors and instructors for promotion to national level
- Liaison with Canada Soccer refereeing department on refereeing issues.
- Implementing the Canada Soccer policy on classification of referees.
- Dealing with disciplinary complaints against referees, and providing support to referees at any disciplinary hearing.
- Preparation and updating of the NLSA referee handbook.
- Recommending to the NLSA the recipient of the annual Ross Arlett award, and ensuring the terms of reference for the award are appropriate and current.
- Representing the NLSA to Sport NL on officiating issues

Membership and appointment process

As per the NLSA constitution, the NLSA annually appoints a Director of Referees for a one-year term. The Director of Referees acts as Chair of the Referees Standing Committee.

The Chair of the committee recommends to the NLSA Board (who approves all committee appointments) 3-5 additional members for one-year appointments to the committee. Committee members shall be active referees, instructors, or assessors (or a member of NLSA Board, or appointed by the NLSA President). The chair of the NLSA technical committee, and the NLSA president also sit on the committee as ex-officio members.

Meetings: Meetings are held regularly at the call of the chair.

Reporting: The referee committee reports to the NLSA Board. Formal reporting is limited to an annual report to the NLSA AGM, but updates should be provided to the board at NLSA board meetings.

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 copy of the assessment is delivered to the individual referee, and maintaining records of assessments. *Assessments should normally be completed and forwarded to the Coordinator of Assessors within 72 hours.*

Referees are responsible for maintaining their own portfolio of assessments.

The NLSA priorities for allocating assessors to games are:

- Officials who are eligible for upgrading, or those officials identified as being on the development path to national nomination;
- Nominated National referees and above (assessment requirements are set by Canada Soccer);
- Officials where there have been concerns raised about performance;
- Officials 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.

Clubs, leagues and regions are encouraged to include assessments and mentoring as part of their referee development programme, and they should contact the Coordinator to develop a plan for doing so.

The NLSA Referee Committee recognizes that assessments are a critical component of referee development, and will pay for the first assessment for an official in any year, with the exception of those who request an assessment as part of their personal development. For assessments requested by a club, league or region the fee shall be covered by the requesting body (all such bodies are encouraged to budget for assessments and mentoring as part of official's development).

3.3 Educational Responsibilities

The responsibility for referee training belongs to the NLSA, in cooperation with Canada Soccer. This includes training programs for referees, for referee assessors, and for referee instructors. It is the responsibility of the Canada Soccer Referee's 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 Committee recommends candidates for upgrading from Regional to Provincial class; these courses generally are held annually by Canada Soccer but can be held locally.

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

3.4 NLSA Assignor

The NLSA hosts or oversees competitions throughout the year. These include Provincial tournaments at Senior level, the Challenge Cup/Jubilee Trophy Competitions, University leagues, Provincial Youth Leagues etc.

The NLSA Assignor has 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, and University games will all be Regional class or above, wherever possible and should have successfully completed the annual fitness test, as outlined for their classification.
2. Referees currently in process of upgrading.
3. Referees who have successfully completed fitness testing in the current year.
4. Other active referees.

4. OFFICIATING COURSES

The NLSA, in cooperation with Canada Soccer, offers the basic Entry Level certification course, which qualifies participants to officiate in 11/side soccer. The NLSA also offers a Small Sided Referee Course for those interested in only officiating small-sided matches.

SMALL-SIDED REFEREE COURSE

This is a basic officiating course, designed for those interested in officiating games in the Under 10 division or below designed for less than 11/ side soccer.

This is an 8-hour course provided by the NLSA. It is important to note that the small sided referee course does not qualify an official to referee 11/side soccer at any level, or to act as an assistant referee at any level, or to officiate in provincial tournaments (other than small-sided games). It is open to those aged 12 years old to 16 years old as of the date of taking the course (older candidates may be accepted but it is recommended that they take the Entry Level course; exceptions can be made for younger referees who will turn 12 prior to officiating). The course is practically oriented, and should ideally be offered on a soccer field, with a classroom available.

The intent of this clinic is to introduce officiating to younger referees. The clinic is interactive, and introduces young referees to the basic concepts of refereeing. They then need to apply this knowledge to

officiating recreational micro and mini-soccer players in the ages of U4 to U10. To officiate small-sided U12 matches, officials are encouraged to complete the entry-level course, or Associations should arrange additional instruction to cover law modifications that apply to that level.

Candidates aged 14 and over are strongly encouraged to take the full entry-level course that qualifies them for 11/ side games as well as small-sided soccer

ENTRY LEVEL COURSE

The Entry Level course is an introduction to officiating. It is a 16-hour Canada Soccer-certified course designed to teach the Laws of the Game. 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 but can referee 11/side games.

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 but requires completion of the Regional course.

REGIONAL LEVEL COURSE

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

PROVINCIAL LEVEL COURSE

This course is designed for the senior official, who has completed the requirements for upgrading to Provincial level. Candidates must pass a fitness test and on-line exam and be recommended to Canada Soccer to participate in the annual course.

5. REFEREE LEVELS

Levels	Notes	Assigning Recommendation
National	Appointed by Canada Soccer	Canada Soccer appointments
Provincial		Challenge Cup, University, Jubilee
Regional		NLSA senior competition
District	11/side soccer	Local leagues, NLSA youth competition(should be at least one age group older than teams), senior as ARs; centre referee in U16 or senior to be eligible for promotion
Small sided	Qualified for small-sided soccer only, cannot officiate as an assistant referee	House league, NLSA small sided competition

In the past several assistant referee courses have been offered. These do not qualify the participant as a “centre” referee at any level, or to officiate small-sided soccer.

6. REFEREE PROMOTION

Referees must apply for promotion in writing. Promotion takes effect on approval by the Referee Committee.

Every year, the NLSA attempts to hold one or more upgrading courses (to upgrade from small-sided to district referee, the full entry level course must be taken). 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 request promotion, you must have been a referee for at least one full outdoor season. You must have refereed games at the competitive U16 level or above, but preferably at the senior level.

To be considered for promotion, you must have:

- Attended, participated in, and passed the annual fitness test at regional level.
- Completed four successful assessments within the last 24 months, two as a referee, and two as an assistant.
- Provided a portfolio of all games officiated (copies of assessments, record of appointments).
- Refereed at least 20 competitive matches (11 a side competitions for players U16 or above) within the province in senior provincial play.
- Completed a minimum of five games as an Assistant Referee in the promotion season.
- Attended, participated and passed the Regional Course

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 standards of the fitness test.
- iv) Completed three successful assessments in the same outdoor season (2 as a referee and 1 as an assistant). 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-a-side competitions for players U16 or above) within the province in senior provincial play.
- vii) Completed a minimum of five games as an Assistant Referee in the promotion season.

Upgrading is subject to the discretion of the Referees Committee. The NLSA Referees Committee will meet to discuss referee upgrades as required. 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 Canada Soccer for promotion to National referee. He/she must have consistently performed at a high level, received appropriate 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, or serving as a mentor to the younger referee).

Canada Soccer 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.

7. FITNESS TESTING

"FITNESS TESTS ARE A BRIDGE, NOT A BARRIER TO PERFORMANCE"

NLSA officials are expected to maintain a level of fitness appropriate to the games they are officiating. At the start of every outdoor season, the NLSA arranges the opportunity for referees to attend fitness tests. This test is a very useful gauge for officials to check whether their conditioning will meet the physical demands of outdoor soccer.

Tests will be offered as needed. Tests must be completed for priority for assignment to high-level games (Challenge Cup, Jubilee and University), and to be eligible to be paid at the Challenge Cup and Jubilee rates. Referees are encouraged to take the fitness test at the beginning of the outdoor season, and passing the test will be taken into account in all assignments. Fitness tests from the past season remain valid until July 1st.

Fitness testing is designed to have participants reach their physical limits. As such they can put significant stress on the body, and referees are strongly advised to obtain clearance from their family doctor if they have any concerns in regard to their physical capability. In particular Canada Soccer will not permit any candidate with high blood pressure (160/95) to attempt fitness tests. Participants are encouraged to check their blood pressure prior to attempting testing.

The Fitness Standards:

There are two main types of fitness tests that will be run this season, the "Beep" Test and the Canada Soccer/ FIFA High Intensity Test (HI Test). The High Intensity Test is recommended for officials who wish to officiate at the top level, and are interested in being considered for national level competition.

Canada Soccer has stipulated that it is a *requirement* for maintaining classification as a Provincial referee and for candidates for provincial promotion.

The NLSA referee committee will accept “Beep” Tests at the appropriate standard to maintain Provincial status for *payment purposes only*; these referees, who have previously been promoted to Provincial status, will be paid at Provincial level, but from a Soccer Canada viewpoint are considered Regional referees and should be registered as such. Regional level referees have the option of the HI or Beep test, and District referees are expected to pass the Beep test.

Referees at regional and provincial level can request to be tested using the Cooper Test. The High Intensity and beep tests remain the recommended tests and the Cooper Test will only be run if the requesting official provides good reason why they cannot be tested using the preferred options.

High Intensity Test

What you need to know:

- The test starts with six repeated sprints over 40 metres (you have 60 seconds between each sprint).
- After the sprints is the interval run. One interval is a 75 m run followed by a 25 m walk (rest period). Forty intervals must be completed. 40 intervals are 10 laps of a 400 metre track.
- The test is “all or nothing”. With the HI test there is no graduated score. The referee either meets a particular standard or not. If that referee fails he/she will need to re-run the test at a later date.
- The best suggestion for training for this test is to get used to interval running (repeated runs then walks). Do this over varying distances and times and gradually raise your level to meet the standard you require.

The Canada Soccer test standards are as follows:

Category	Sprints	Interval Run (150 m run/ 50 m walk)
Provincial male	6.4 sec	15/20 sec
Regional male	6.6 sec	17/22 sec
Provincial female	6.6 sec	17/22 sec
Regional female	6.8 sec	17/24 sec

Beep test

The Beep test consists of continuous running between two lines 20 m apart. The runner must complete each 20 m run in a set time denoted by a beep. The time allowed for the 20 m run decreases progressively and the runner continues until they are unable to complete two successive 20 m intervals in the time allowed. The test consists of up to 20 levels with each level consisting of a series of runs that last about a minute. For instance, at level 6, 10 20 m runs are required, each in under 6.55 seconds. The next 20 m is at level 7, where only 6.26 seconds are allowed, and so on. The runner’s test score is the highest level attained before failing to keep up.

The NLSA standards are:

Level	MALE	FEMALE
Provincial	Stage 9	Stage 8
Regional	Stage 8	Stage 7
District/Youth	Stage 6	Stage 6

- Beep testing is accepted for former Provincial level referees in province for payment purposes only; the HI test must be passed to be considered a Provincial referee by Canada Soccer. Regional and provincial referees are encouraged to attempt the high intensity test rather than the Beep test.

- Regional and provincial referees over the age of 40 may retain their classification for pay and assignment purposes if they pass the test at one level lower (i.e. male provincial - level 8, male regional - level 7).

Cooper Test

The Cooper Test consists of 12 minutes continuous running (no breaks or walking permitted), followed by two 50 m sprints and two 200 m runs.

Acceptable standards are as follows:-

Classification	Distance covered in 12 mins (m)	50 Metres (time in seconds)	200 Metres (time in seconds)
Male			
Provincial under 40	2700	7.5	32
Provincial over 40	2400	8.5	37
Regional under 40	2400	8.5	37
Regional over 40	2200	9.5	41
Female			
Provincial under 40	2400	9	40
Provincial over 40	2200	10	42
Regional under 40	2200	10	42
Regional over 40	2000	10.5	48

Note: If a referee who has attained provincial classification chooses to attempt the Cooper Test rather than the high intensity test, they will be classified as a regional referee, but retain the pay and assignment priority of a provincial referee in province.

Application of fitness testing

Fitness test passes remain in effect until July 1st of the season after which the test was taken. In any given season, a referee's classification from the perspective of assigning priority will depend on the level of fitness they demonstrate in testing. An improvement in test levels will be reflected immediately in assigning priority and pay.

Highest Classification attained	Fitness standard	Revised classification
Provincial	High intensity Test	Full Canada Soccer provincial
Provincial	Provincial Beep standard or Cooper	Regional (Provincial for payment purposes)
Provincial	Regional	Regional
Provincial or Regional	District	Regional
Provincial or Regional	None or below district	Regional
Regional	Provincial (HI, Beep or Cooper)	Regional
Regional	Regional	Regional
District	Regional or Provincial	District
District	District	District
District	None or below District	District

The NLSA strongly recommends that in local leagues (i.e. competition not directly under the NLSA's supervision), pay and assigning priority be based on referee classification as defined above.

8. PROVINCIAL GAME FEES AND HONORARIA

a. Challenge Cup/Jubilee Trophy rates

Challenge Cup and Jubilee trophy rates will be set at \$65 per referee and \$40 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 (July 1st) 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.

If, due to shortages of officials, referees are assigned to Challenge Cup and Jubilee games who do not fulfil the requirements above (Regional or above classification with fitness tests in place), they will be paid at the rate of \$55 (referee) and \$38 (Assistant Referee).

For 2018, district referees assigned to Challenge Cup who pass the fitness test at regional standard will be eligible for the full rate once they have completed all requirements for regional upgrading (passing the regional exam is not required). These rates will be applied retroactively to the date of achieving fitness standards (fitness tests taken in 2017 remain in place until 2018) subject the requirements for regional promotion being achieved by December 1st 2018.

For regional and provincial referees who did not achieve a minimum regional standard last year, rates will be retroactive for 2018, subject to achieving fitness levels by July 1st 2018.

Challenge Cup, Jubilee Trophy and University games are the highest level of play in the province and this is recognised by compensating officials at the highest rate for these matches. As far as possible the NLSA will assign the "best qualified" officials to these matches. The best-qualified officials are considered to be those who have upgraded to the highest levels, and have achieved the fitness standards for their levels. It is recognised that highly experienced officials who have reached Regional or Provincial levels may struggle to achieve fitness standards as they grow older but still, through experience, have refereeing skills that allow them to perform effectively in these higher level games. The priority for assigning officials to these matches (highest to lowest) is:

- National or FIFA with current fitness test
- Provincial with current fitness test
- National/ Provincial with Regional level fitness
- Regional with Regional level fitness
- National/ Provincial with District level fitness
- Regional with District level fitness
- National/ Provincial with no fitness test
- Regional with no fitness test
- District with regional or better fitness test
- District with fitness test.

There may be circumstances where a higher priority official is available but it is considered better to use an official lower on the priority list. Examples might include situations where the same official would be officiating the same teams too often, or a situation where anticipated game control issues mean that a very experienced official is a better choice than a less experienced official of higher fitness level. Such assignments should only be made after consultation with, and approval by, the referee committee.

b. Provincial Youth League

Game fees for provincial youth league matches are set by the hosting club or region. It is recommended that, as the premier level for youth soccer in the province, all provincial youth league fixtures be officiated by senior officials who should be paid accordingly (see below). In order to encourage senior officials to accept assignments to these matches it is recommended that match fees be based on the referee's classification, with fees equivalent to that paid for senior competition. Suggested fees are (referee/ assistant referee).

- Provincial \$55/\$38
- Regional \$51/\$35
- District \$47/\$33

It is recognised that regions/ associations may have other arrangements for compensating officials in these games, so these fees are recommended, not mandatory.

c. Provincial Youth Tournaments

The recommended minimum game fees for officials (regardless of level) at 11/side Provincial tournaments are:

Referee	\$30
Assistant Referee	\$18

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, should apply. Note that to officiate 11/side soccer as a referee or assistant referee at any level, the Entry Level Course must be completed. The Small Sided Course does not qualify officials to referee 11/side soccer.

d. Assessor game fee

The assessor's fee will be based on their qualification level (National/ Provincial/ Regional/ District) and is equivalent to the referee's fee at that level. Assessors (National, Provincial, Regional, District) may only assess officials at their level or below.

e. Referee instructor honoraria

• Entry Level Course (up to 12 participants – 1 instructor)	\$400
• Small-sided Course (up to 15 participants)	\$175
• Assessor Course	\$350
• Instructor Course	\$350
• Laws of the Game refresher	\$55

f. Assessors honoraria

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

g. 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.

h. 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.

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. **Please note however that any incident of misconduct against a game official referee involving physical assault, attempted physical assault or threatening behaviour in any game should be reported to the NLSA as soon as possible (see below).**

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 NLSA verbally within 24 hours after the incident. The written report must be submitted to the NLSA 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 on the referee by the Referee Committee. Failure to submit subsequent misconduct reports will result in suspension.

If the game you were refereeing was an NLSA tournament 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 assault, attempted physical assault or threatening behaviour directed at a game official, the report must be sent to the Newfoundland and Labrador Soccer Association (info@nlsa.ca), 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 Assistant Referees to achieve the most correct report. Ensure that player(s)/coach(es) are properly identified.
- If you feel that legal issues should be considered, 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, wrong-doing, or unethical conduct. It is important to emphasize that conflict of interest relates to the potential for wrong-doing as well as to actual or intended wrong-doing.
- 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 Canada Soccer, 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

This is governed by Canada Soccer Rules and Regulations, found on the Canada Soccer web site.

13. APPEALS AGAINST DECISIONS OF THE REFEREES' COMMITTEE

These are governed by the Canada Soccer Rules and Regulations, found on the Canada Soccer web site

14. CONFLICTS OF INTEREST

The following is taken from the Canada Soccer 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 Canada Soccer (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 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 securely covered and blood removed.
- 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 prior to re-entering the field with the referees' permission.
- 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.

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

18. CAST POLICY

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

Canada Soccer policy

"This Canada Soccer 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 Canada Soccer

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/ SEVERE WEATHER POLICY

When thunder roars, go indoors!

The safety of players, coaches, management and spectators is the primary concern in any weather event that occurs during all matches sanctioned by Canada Soccer. By understanding and following the below information, the safety of everyone shall be greatly increased. Ultimately, the referee has the final say over delaying or restarting a match due to weather. Waiting to stop play or not waiting to start play may result in a serious injury or loss of life. Referees are expected to act responsibly when dealing with such events during matches they are controlling.

If you can hear thunder, you can get hit by lightning. As soon as you hear thunder, quickly get to a safe location. More people are struck before and after a thunderstorm than during one. Stay inside for 30 minutes after the last rumble of thunder.

Additional Information

Please note the following recommendations from Environment Canada:

- To plan for a safe day, check the weather forecast first. If thunderstorms are forecast, avoid being outdoors at that time or make an alternate plan. Identify safe places and determine how long it will take you to reach them.
- Watch the skies for developing thunderstorms and listen for thunder. As soon as you hear thunder, quickly get to a safe location. If you can hear thunder, you are in danger of being hit by lightning. More people are struck before and after a thunderstorm than during one.
- Get to a safe place. A safe location is a fully enclosed building with wiring and plumbing. Sheds, picnic shelters, tents or covered porches do NOT protect you from lightning. If no sturdy building is close by, get into a metal-roofed vehicle and close all the windows.

- Do not handle electrical equipment, telephones or plumbing. These are all electrical conductors. Using a computer or wired video game system, taking a bath or touching a metal window frame all put you at risk of being struck by lightning. Use battery-operated appliances only.
- If caught outdoors far from shelter, stay away from tall objects. This includes trees, poles, wires and fences. Take shelter in a low-lying area but be on the alert for possible flooding.

Be aware of how close lightning is occurring. Thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment and its distance from the observer.

When larger groups are involved, the time needed to properly evacuate an area increases. As time requirements change, the distance at which lightning is noted and considered a threat to move into the area must be increased.

Know where the closest “safe structure or location” is to the field or playing area and know how long it takes to get to that safe structure or location. Safe structure or location is defined as:

- Any building normally occupied or frequently used by people, i.e., a building with plumbing and / or electrical wiring that acts to electrically ground the structure.

Avoid using shower facilities for safe shelter and do not use the showers or plumbing facilities during a thunderstorm. In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled-up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof which dissipates the lightning strike around the vehicle. Do not touch the sides of any vehicle!

If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground because lightning current often enters a victim through the ground rather than by a direct overhead strike. Minimize your body’s surface area and the ground! Do not lie flat! If unable to reach safe shelter, stay away from the tallest trees or objects such as light poles or flag poles), metal objects (such as fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.

Avoid using the telephone, except in emergency situations. People have been struck by lightning while using a land-line telephone. A cellular phone or a portable remote phone is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.

When considering resumption of any athletics activity, wait at least thirty (30) minutes after the last flash of lightning or sound of thunder before returning to the field.

First aid for lightning victims

Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.

- Lightning victims do not carry an electrical charge and can be safely handled.
- Call for help. Victims may be suffering from burns or shock and should receive medical attention immediately. Call 9-1-1 or your local ambulance service.
- Give first aid. If breathing has stopped, administer cardio-pulmonary resuscitation (CPR). Use an automatic external defibrillator if one is available.

For additional information the following websites are helpful:

<http://www.ec.gc.ca/foudre-lightning/default.asp?lang=En&n=57412D67-1>
www.weatheroffice.gc.ca/lightning

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 Entry Level courses are inexperienced.

Harassment is defined as offensive, abusive, belittling or threatening behaviour directed at an individual. The Canada Soccer 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 has implemented 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 kicks from the mark to decide a game.
- 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 or 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 and Youth League 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 racist 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 and Senior Provincial tournaments, 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 qualified assessors. 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. INSULIN PUMP POLICY

This Canadian Soccer Association ("Canada Soccer") policy is designed to reduce inconsistencies in rulings over players with diabetes who wear an insulin pump. All referees are expected to follow these policies in all matches sanctioned by Canada Soccer.

An insulin pump is designed to ensure that the player maintains a proper blood glucose level during the game. An extended period without infusion of insulin may result in hyperglycemia (excess sugar in the blood). Law 4 states that a player may not use equipment that is dangerous to him/herself or another player. This is further expanded upon in the interpretations of the Laws of the Game whereby it is advised that player 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.

A player wearing an insulin pump because of a medical condition is permitted to play providing he/she has received written medical clearance and is able to provide the referee with a note indicating such. The pump itself must not present a danger to the individual or any other player.

22. HEAD COVERINGS

Players are permitted to wear head coverings for religious reasons (hijab, turbans, patkas, keski). The Laws of the Game stipulate that:-

Where head covers are worn, they must

- be black or of the same main colour as the jersey (provided that the players of the same team wear the same colour)
- be in keeping with the professional appearance of the player's equipment
- not be attached to the jersey
- not pose any danger to the player wearing it or any other player (e.g. opening/closing mechanism around neck)
- not have any parts extending out from the surface (protruding elements)

23. CONCUSSION PROTOCOLS

With the increasing concern in regard to head injuries and concussions, referees are reminded they have a responsibility in this regard and can, under law, take action (Law 5 states that the referee "stops play if a player is seriously injured and ensures that the player is removed from the field of play").

Concussion should be treated as a serious injury, and the referee may well be in a better position to recognize signs of concussion than the coach or players. The following pocket concussion recognition tool provides a basic reference but referees are encouraged to fully educate themselves on the signs of this serious injury.

Pocket CONCUSSION RECOGNITION TOOL

To help identify concussion in children, youth and adults



RECOGNIZE & REMOVE

Concussion should be suspected **if one or more** of the following visible clues, signs, symptoms or errors in memory questions are present.

1. Visible clues of suspected concussion

Any one or more of the following visual clues can indicate a possible concussion:

Loss of consciousness or responsiveness
Lying motionless on ground/Slow to get up
Unsteady on feet / Balance problems or falling over/Incoordination
Grabbing/Clutching of head
Dazed, blank or vacant look
Confused/Not aware of plays or events

2. Signs and symptoms of suspected concussion

Presence of any one or more of the following signs & symptoms may suggest a concussion:

- Loss of consciousness
- Seizure or convulsion
- Balance problems
- Nausea or vomiting
- Drowsiness
- More emotional
- Irritability
- Sadness
- Fatigue or low energy
- Nervous or anxious
- "Don't feel right"
- Difficulty remembering
- Headache
- Dizziness
- Confusion
- Feeling slowed down
- "Pressure in head"
- Blurred vision
- Sensitivity to light
- Amnesia
- Feeling like "in a fog"
- Neck Pain
- Sensitivity to noise
- Difficulty concentrating

© 2013 Concussion in Sport Group

3. Memory function

Failure to answer any of these questions correctly may suggest a concussion.

- "At what venue are we at today?"
- "Which half is it now?"
- "Who scored last in this game?"
- "What team did you play last week / game?"
- "Did your team win the last game?"

Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY, and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

RED FLAGS

If ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:

- Athlete complains of neck pain
- Increasing confusion or irritability
- Repeated vomiting
- Seizure or convulsion
- Weakness or tingling/burning in arms or legs
- Deteriorating conscious state
- Severe or increasing headache
- Unusual behaviour change
- Double vision

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to do so
- Do not remove helmet (if present) unless trained to do so.

from McCrory et. al, Consensus Statement on Concussion in Sport. Br J Sports Med 47 (5), 2013

© 2013 Concussion in Sport Group

24. CHANGE ROOM POLICY

NLSA Change Room Protocol for match officials

When teams of officials are assigned to matches, there usually is only a single changing room available for their use, meaning that both male and female officials; and adult and youth officials may be assigned to the same room. It is important that in such circumstances that arrangements are made so that individual privacy is respected, and that risky situations are avoided.

1. Only assigned match officials and assessors are permitted in the change room.
 - a) Unauthorized visitors are not allowed in the Change Room prior to, during, or after any sanctioned game.
 - b) It is the responsibility of all officials working a sanctioned game to ensure that a "professional" appearance and perception is maintained with regards to activities in the change room
2. If male and female officials must share the same dressing room (and no separate lockable space exists in the dressing room), whoever arrives at the venue first has the opportunity to change first. The other officials will remain outside the room at this time.
 - a. Changing rooms should be fitted with a means of locking the door from inside, to avoid inadvertent intrusion; or have private washroom space with locking doors.
 - b. It is never appropriate to change or dress in the same space at the same time. Officials will take turns changing before and after games based on gender.

- c. The key should be held by the person within the change room
 - d. If male and female officials are in the same dressing room at any time, the door must not be completely closed
3. Cameras and any other electronic devices capable of capturing images are prohibited in the change room. Cell phones that have camera capability are permitted for the purposes of telephone communications only and imaging is strictly prohibited.
4. Any inappropriate behavior in the change room must immediately be reported to a supervisor or someone in a position of trust, and may need to be followed up in writing to the Director of Officials for the NLSA, or NLSA board member.
5. Regardless of gender, if any officials under 16 years of age are working with another official(s) who is 16 years or older, the same official policy must be observed, regardless of gender. The other officials will remain outside the room at this time.
- a. If <16 and >16 officials must share the same change room, whoever arrives at the venue first has the opportunity to change first.
 - b. It is never appropriate to change or dress in the same space at the same time. Officials will take turns changing before and after games based on age and gender.
 - c. The key should be held by the person within the change room
 - d. If <16 and >16 officials are in the same dressing room at any time, the door must not be completely closed.

It is essential to respect each other's privacy. These guidelines are for the safety and protection of all officials.

Opposite genders must never use the change rooms at the same time without following the Change Room Protocol, regardless of age.

Officials found guilty of violating the dressing room protocol will be subject to disciplinary action.

It is recommended that this policy be posted publically in changing rooms reserved for the use of match officials.

It is recommended that if at all possible private changing facilities be made available for each gender and for youth and adults.

Officials changing/ meeting rooms should be designed so that if needed, they are open to observation from outside, in order to ensure one on one interactions can be observed.

25. CANCELLATION POLICY

Officials will receive payment for Jubilee or Challenge Cup games cancelled or re-scheduled in the following circumstances:-

- 1. The official was assigned to the game.
- 2. The match was re-scheduled or cancelled within 48 hours of the scheduled start time
- 3. The referee could not be re-assigned to another match in the same time slot
- 4. The re-scheduling or cancellation was not due to weather or field conditions.
- 5. If a referee is re-assigned to a match where the compensation will be less (i.e St. John's Senior League versus Jubilee, centre referee versus AR) they will be paid the difference

26. CONTACT INFORMATION

NLSA Office
39 Churchill Avenue St. John's, NL A1A 0H7
Tel: (709) 576- 0601; Fax: (709) 576- 0588
Website: www.nlsa.ca
E mail: info@nlsa.ca

Referee Committee

Dave Liverman (Chair)
Phone: 709-739-4216
dliverman@gmail.com

Jean Thompson (Assignments)
Phone 782-1480
e-mail: jllt.soccer@gmail.com

Gary Martin (Education)
e-mail: garymartin@nl.rogers.com

Martin Batterson (Registrar and assessment coordinator)
e-mail: mbatterson@gmail.com

Dan Maher
Phone: 364-4687
e-mail: daniel.maher@nf.sympatico.ca

John Kennedy
e-mail: jkennedynl@gmail.com