



# MANITOBA SOCCER ASSOCIATION POLICIES AND ADMINISTRATIVE PROCEDURES



## REFEREE ASSIGNING SERVICES POLICY

### STATEMENT

The Manitoba Soccer Association (MSA) is committed to provide assigning services to Member Leagues in good standing that require MSA-registered referees.

### ADMINISTRATIVE PROCEDURES

#### a) Submitting of Schedules

- i) Leagues must upload their schedule in the prescribed format for the assigning platform no less than ten (10) working days prior to the first of each month.
- ii) Rescheduled games must be updated on the assigning platform no less than seven (7) working days prior to the game. Rescheduled games will have a lower assigning priority.
- iii) Play-off games must be uploaded to the assigning platform no less than ten (10) working days prior to the first of each month.

#### b) Game Cancellations and Postponement

- i) Notice of game cancellation must be provided to the Referee Assignor one (1) day prior to the game, by 12:00 pm (noon) at the latest. If not, it is the League's responsibility to notify the referee. A confirmation of the game that is cancelled must be sent to the MSA Assignor.
- ii) Exceptions are for inclement weather only.
- iii) Referees need to inform the leagues if a game is not played or abandoned and the reason why.

#### c) Number of Assignments per Day

Applies to the following leagues: WYSA Competitive, MMSL, WWSL, WMSL

Each league can have up to eighteen (18) assignments of officials per day. One (1) assignment consists of one (1) referee or one (1) assistant referee appointment. Center referees will be assigned first while assistant referees will



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be assigned based on availability. Additional games on a day will be assigned based on referee availability.

- d) Number of Assignments per Day  
Applies to WYSA Recreational.

Where applicable, center referees will be assigned first while assistant referees will be assigned based on availability.

All games on a day will be assigned based on referee availability.

- e) Accepting Assignments

- i) Referees will have 48 hours (from the time of being notified of the appointment via the assigning platform) to decline assignments.
- ii) If an assignment is not declined within the 48-hour period following a referee being notified of the appointment via the assigning platform, the assignment will be considered accepted.
- iii) A referee is responsible to find an appropriate replacement of the same classification or higher if he/she is unable to fulfill the assignment. The replacement must be approved by the MSA Assignor.
- iv) Although the practice of trading or switching of assignments between referees is discouraged, occasionally it becomes necessary.

As such, the fee structure for trading/switching assignments will be as follows:

Match traded/switched from the day of accepting the assignment to 48 hours prior to kickoff – \$5.00 per match\*

Match traded/switched between 48 hours prior to kickoff and kick off – \$10.00 per match\*

Match traded/switched after Friday noon to Sunday midnight or on statutory holidays - \$10.00 per match\*

\*For indoor matches, a block of games or linked match assignments for a referee will be considered as one (1) trade and subjected to a fee as if it were a single match.



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Fees for traded match assignments will be deducted from the referee's monthly payment.

The MSA reserves the right to waive any fee should reasonable justification for the assignment switch be provided. The MSA may require the referee to provide a physician's letter in situations of illness or injury.

Referees will be subject to a \$50.00 fine and possible disciplinary sanctions if trades or switches of match assignments are not reported to the MSA Assignor or if no trade was made and the game has no referee.

### e) Field Assignments

- i) Referees have no authority to move games to other fields, regardless of field conditions.

Games must only be played on the fields to which they are assigned as Leagues/Associations have permits from the city for specific fields. Only the permit holder/facility manager/league executive can authorize the move to a different location.

- ii) Referees should inform the leagues with regard to field playability. This may include maintenance issues (dangerous to players), poor field markings, and double-bookings.