

# Manitoba Soccer Association Inc.

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## REFEREE OUTDOOR HANDBOOK

### Contents

REFEREE DEPARTMENT .....	2
ANNUAL REGISTRATION .....	2
LOGIN, AVAILABILITY & GAMESHEETS .....	2
LOGIN .....	2
AVAILABILITY AND TUTORIAL .....	2
GAMESHEETS .....	3
PAYMENT .....	3
EDUCATION OPPORTUNITIES .....	4
GUIDANCE AND MENTORSHIP FOR EXCELLENCE (GAME) .....	4
EDUCATION SESSIONS .....	4
PROSPECTS .....	4
OTHER OPPORTUNITIES .....	4
ASSIGNING POLICIES .....	5
CODE OF CONDUCT .....	5
PRE-GAME RESPONSIBILITIES .....	6
LEAGUE SPECIFIC RULES .....	7
WINNIPEG YOUTH SOCCER LEAGUE .....	7
MANITOBA MAJOR SOCCER LEAGUE .....	10
WINNIPEG WOMENS SOCCER LEAGUE .....	10
GAME SHEETS .....	11
CONFLICTING JERSEY .....	11
DISCIPLINE .....	11
DISMISSAL FORM .....	11
MISCONDUCT TOWARD A MATCH OFFICIAL .....	11
MATCH INCIDENT REPORT .....	11
MANDATORY – REFRESHERS AND FITNESS TEST .....	12
REFRESHER .....	12
FITNESS TESTS .....	12

## REFEREE DEPARTMENT



**Referee Development Manager & Assignor**

**Julio Ruiz**

Contact:

[jruiz@manitobasoccer.ca](mailto:jruiz@manitobasoccer.ca)

## ANNUAL REGISTRATION

Referees must complete and pay their registration with the MSA every year prior to be assigned to games. It can be done by [clicking here](#).

The fees are as follows:

- |   |          |
|---|----------|
| - Small Sided                               | \$0.00   |
| - District Youth (under the age of 18)      | \$36.00  |
| - District Senior, Regional, and provincial | \$95.00  |
| - National                                  | \$125.00 |

## LOGIN, AVAILABILITY & GAMESHEETS

### LOGIN

To login you must access through Ramp, [Click here](#) to be taken to the login area.

### AVAILABILITY AND TUTORIAL

[Click here](#) to review a video on how to set availability. We use available days, so please set the days and times you can officiate. Also, you can find time stamps to check your assigned games, mentorships and more.

## GAMESHEETS

Before every game (excepting only when we informed you not to) you need to download and print a game sheet. It is recommended you download and print the game sheet a few hours before kick-off to ensure you capture the most recent roster should a team have made any last-minute changes. On the game sheet you will find the roster with the players and coaches' information.

To print your gamesheets simply click games, and then click on the printer logo on the right of the game to download a printable pdf.



## PAYMENT

You can check your payroll on your Ramp profile, on the menu on the right side. If there is any game fee that has been omitted or mistakenly reduced from your payment, you can send an email to [jruiz@manitobasoccer.ca](mailto:jruiz@manitobasoccer.ca) until the 5<sup>th</sup> of the next month. Payment will be sent directly to the banking account you provided on your annual registration, if that information was not provided before the 5<sup>th</sup>, your payment will be delayed until next month.

Payments are done on the 15<sup>th</sup> day of the next month.

[Click here](#) to learn more about the Outdoor Game Fees and Travel Fees.

Please be aware that \$1 will be discounted for each game. This is the assigning fee, and it is invested in all the education we provide for referees to improve their skills and knowledge.

## UP FOR GRABS AND TRADING GAMES

**District Senior (18 years or older)** referees are not allowed to set their games in Up for Grabs. In case you cannot attend a game for a justifiable reason, you must send an email to everyone in the [master list](#) and inform via email to the Referee Development Manager ([jruiz@manitobasoccer.ca](mailto:jruiz@manitobasoccer.ca)) who has accepted to cover the game for you. Additionally, you must send the pdf document with the game sheet once you have someone to cover for you.

**Small Sided and District Youth** referees can set the game in “up for grabs” directly from Ramp but are still responsible for it until a referee has claimed it. Accepting games and setting them in up for grabs frequently is not advised and it can take to fines and suspension of a referee.

If you want more information regarding this topic, [Click Here](#) to access the entire document.

## OPEN GAMES

When you receive a game with the subject “open game available”, that game has not been assigned to you, it is set in the system for anyone to claim it. If you cannot see it once you open the link, it means someone else already took it.

## EDUCATION OPPORTUNITIES

We want you to develop your skills continuously and we have many ways for you to do it.

### GUIDANCE AND MENTORSHIP FOR EXCELLENCE (GAME)

Designed specifically for new referees, GAME provides a structured platform for mentorship and support throughout their journey. Each referee will be paired with a dedicated mentor, fostering a collaborative environment for learning and growth. Utilizing the efficient communication channels of Slack or Ramp, referees can seamlessly connect with their mentors to seek guidance on game-related queries, system intricacies, developmental opportunities, and all aspects related to soccer officiating. To ensure a focused approach, mentors will engage with their mentees solely through Slack, while game assignments will be managed exclusively through Ramp. GAME aims to elevate the referee experience, promoting skill development and fostering a community of excellence in soccer officiating.

### EDUCATION SESSIONS

Each month you can discuss and learn in a classroom environment about varied topics related to different soccer rules. Our instructors teach the content designed by experts in Canada Soccer. Every month we have one subject, and two different dates so you can choose according to your schedule. [Click here](#) for more information. and to see the list of topics and education session dates. [Click here](#) to register in the education session list.

### PROSPECTS

A group of the most promising referees in the province are invited to participate in our Prospects Program. Three times a month, our most experienced referees share their experiences by discussing soccer situations, either on a class or on a practical portion.

If you are interested on it, send us an e-mail to [jruiz@manitobasoccer.ca](mailto:jruiz@manitobasoccer.ca). While the Prospects Program is intended to develop promising referees at the early stages of their careers, all registered referees are welcome to attend to expand their knowledge.

[Click Here](#) to see the schedule.

### OTHER OPPORTUNITIES

**Laws Of The Game quiz:** Every month we will send an email with a link for you to test your knowledge. The quizzes are based on the latest version of the FIFA Laws of the Game and feature both written questions and video review exercises. The quizzes are open book, and you can attempt them as many times as you wish.

**Assessors:** You may be assigned an assessor from time-to-time who will watch your game and discuss with your areas of strength and opportunities for improvement. Assessors are experienced referees and trained in providing an objective view and feedback on where you are on your development pathway and specific details on how to improve. Assessors will mainly be assigned to those referees who are on the development pathway, wish to be considered for an upgrade or certain higher-level competitions or there is a particular concern about your performance as a referee.

**Referee Development Pathway:** We would love to see you achieve your maximum potential as a referee, which may include becoming a National or even a FIFA referee. [Click Here](#) to better understand the referee development pathway and how to achieve your goals.

## ASSIGNING POLICIES

To be assigned to games, you must submit your availability for the coming month, prior to the 20th of each month. Games will be assigned on a month-by-month basis. For example, to be assigned games for July, you must have your availability completed in Ramp by no later than June 20th. Once you have been assigned a game, **you must confirm or decline the assignment within 48 hours after receiving the assignment. If you do not decline the game within 48 hours, you will have been deemed to have accepted that assignment.**

## CODE OF CONDUCT

According to Canada Soccer Code of Conduct and Ethics Match Officials must:

- Conduct themselves with dignity both on and off the field of play, and by example seek to inspire the principles of fair play in others;
- Adhere to all standards and directives established by Canada Soccer, International Football Association Board and FIFA;
- Be neat in appearance and maintain a high level of physical and mental fitness;
- Study and enforce the current Laws of the Game and any event-specific rules and regulations;
- Perform his/her designated duties, including attending organized clinics and lectures, etc. and shall assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing;
- Adhere to the Canada Soccer's Anti-Doping Policy;
- Honour any appointments accepted, unless unable to do so by virtue of illness or personal emergency;
- Not publicly criticize other referees or Canada Soccer;
- Not make any statement to the media (newspaper, television, radio, etc.) related to a game in which the referee has officiated, or to the performance of the players or other officials;
- Not accept any appointment to officiate in any competitive game in which an immediate member of his/her family by marriage or common law is a registered player or coach. An immediate member of the family is a parent, a spouse, a son or daughter, a brother or sister;
- Not accept any appointment to officiate in unsanctioned events;
- Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others;
- When writing reports, set out the true facts and not attempt to justify any decisions; and
- Report any approach to fix the result of a match.

To access the full document [Click Here](#).

## PRE-GAME RESPONSIBILITIES

Before traveling, check your referee bag for:

- Whistle
- Cards set.
- Black shorts.
- Referee jersey and badge.
- Pump and gauge.
- Coin
- Game sheet and a pen.
- Flags set.

You can purchase these items online or find them more conveniently on our [store](#).

Referees must arrive to the field 30 minutes before the kick-off time. Before travelling, it is important to check your email and the league website in case the game has been cancelled or rescheduled.

Once on the field you should check:

FIELD	PLAYERS EQUIPMENT
<p>Check that there is any hazard on the field that cannot be removed like glass, rocks, broken goals.</p>	<p>There are different methods to do this. We suggest to line the players before the game, and while checking their game cards (or guest player permits), you can make sure that they have shin guards, that the number on their jersey matches the one on the game sheet, and they have no jewelry.</p>
<p>Check the condition of the field. If the grass is too long, the field is underwater or unlined.</p>	<p>Turbans/Patkas/Keski are allowed.</p>
<p>Check for goal nets, and corner flags.</p>	<p>Players will be allowed to wear synthetic plastic covers in their ears when having stretched ear holes.</p>
<p>When you feel the game can be played without endangering the safety of the players or losing control of it, you can be flexible and let the game continue, but always report that on the game sheet.</p>	<p>Modern protective equipment made of soft, lightweight, padded materials are not considered dangerous and are therefore permitted. Read the cast policy <a href="#">here</a> to know what is permitted.</p>
<p><b>GAME BALLS</b></p>	
<p>Ask two game balls to the home team.</p>	<p>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. Read the policy <a href="#">here</a>.</p>
<p>Inflate them to acquire the pressure indicated on the ball.</p>	

## LEAGUE SPECIFIC RULES

Before going to a game, you should read the competition rules. You can find them here:

Winnipeg Youth Soccer League - [Click here.](#)

Manitoba Major Soccer League – [Click here.](#)

Winnipeg Women’s Soccer League – [Click here.](#)

Winnipeg Men’s Soccer League – [Click here.](#)

Any other sanctioned league not contemplated here will be updated before the tournament on this document.

## WINNIPEG YOUTH SOCCER LEAGUE

RECREATION INDOOR LEAGUE MATCH STANDARDS								
DIVISION	# OF PLAYERS	# OF PLAYERS TO START	MATCH DURATION	FIELD SIZE	EXTRA-TIME (FINALS ONLY)	BALL SIZE	SUBS	OFFSIDE
<b>U9 - U12 REC</b>	7v7 (6+1GK); 14 Player Max Roster	5 – at no time can the # be below 5	2x30 Halves 2 Min Halftime	Width: 33Y Length : 53Y	None	Super Light 4 (8.1-11.6 PSI) recommend ed; Regular 4 accepted	Unlimited - No maximum at one time	Not Enforced
<b>U13 - U18 REC</b>	6v6 (5+1GK) 18 Player Max Roster	4 – at no time can the # be below 4	2x30 Halves;2 Min Halftime	Width: 33Y Length : 53Y	2 x 5 Mins Played In Full	Size 5	Unlimited - No maximum at one time	Not Enforced
<b>During the indoor season, all teams shall be allowed 5 minutes grace time past the scheduled kickoff time to acquire enough players to start a match. Failure to acquire enough players will result in a default.</b>								

\*Review retreat line and attacking line before your game at WYSA’s rules.

DEVELOPMENTAL LEAGUE MATCH STANDARDS							
DIVISION	# OF PLAYERS	# OF PLAYERS TO START	MATCH DURATION	FIELD SIZE	BALL SIZE	SUBS	RETREAT LINE / OFFSIDE
<b>U9 DL</b>	6v6 (5+1GK); 12 Player Max Roster	4 – at no time can the # be below 4	2x25 Halves. 5 Min Halftime	Width: 33Y-40Y Length: 44Y- 60Y	Super Light 4 (8.1-11.6 PSI)	Unlimited at any stoppage; Unlimited throughout match	Retreat Line Enforced
<b>U10 DL</b>	6v6 (5+1GK); 12 Player Max Roster	4 – at no time can the # be below 4	2x25 Halves. 5 Min Halftime	Width: 33Y-40Y Length: 44Y- 60Y	Super Light 4 (8.1-11.6 PSI)	Unlimited at any stoppage; Unlimited throughout match	Retreat Line Enforced
<b>U11 DL</b>	9v9 (8+1GK) 16 player Max Roster	7 – at no time can the # be below 7	2x30 Halves. 5 Min Halftime	Width: 40Y-50Y Length: 55Y- 71Y	Regular 4	Unlimited at any stoppage; Unlimited throughout match	Attacking Line Enforced
<b>U12 DL</b>	9v9 (8+1GK) 16 player Max Roster	7 – at no time can the # be below 7	2x30 Halves. 5 Min Halftime	Width: 40Y-50Y Length: 55Y- 71Y	Regular 4	Unlimited at any stoppage; Unlimited throughout match	Attacking Line Enforced



PREMIER LEAGUE MATCH STANDARDS							
DIVISION	# OF PLAYERS	# OF PLAYERS TO START	MATCH DURATION	FIELD SIZE	BALL SIZE	SUBSTITUTIONS	OFFSIDE
<b>U13 PREMIER</b>	9v9 (8+1GK) 16 player Max Roster	7 – at no time can the # be below 7	2x35 Halves; 5 Min Halftime	Width: 40Y-50Y Length: 55Y- 71Y	Regular 5	Unlimited at any stoppage; Unlimited throughout match	Traditional Offside Enforced
<b>U14 PREMIER</b>	11v11 (10+1GK) 18 Player Max Roster	8 – at no time can the # be below 7	2x35 Halves; 5 Min Halftime	Width: 50Y-100Y Length: 100Y-130Y	Regular 5	Unlimited at any stoppage; Unlimited throughout match	Traditional Offside Enforced
<b>U15 PREMIER</b>	11v11 (10+1GK) 18 Player Max Roster	8 – at no time can the # be below 7	2x40 Halves; 5 Min Halftime	Width: 50Y-100Y Length: 100Y-130Y	Regular 5	Unlimited at any stoppage; Unlimited throughout match	Traditional Offside Enforced
<b>U16 PREMIER</b>	11v11 (10+1GK) 18 Player Max Roster	8 – at no time can the # be below 7	2x40 Halves; 5 Min Halftime	Width: 50Y-100Y Length: 100Y-130Y	Regular 5	Unlimited at any stoppage; Unlimited throughout match	Traditional Offside Enforced
<b>U17 PREMIER</b>	11v11 (10+1GK) 18 Player Max Roster	8 – at no time can the # be below 7	2x45 Halves; 5 Min Halftime	Width: 50Y-100Y Length: 100Y-130Y	Regular 5	Unlimited at any stoppage; Unlimited throughout match	Traditional Offside Enforced

\*For Premier games, the older PR1 team decides what set of rules the referee will officiate with.

## MANITOBA MAJOR SOCCER LEAGUE

Division	Maximum players on game sheet	Halves duration	Halftime duration	Substitution	Minimum players on field
Premier	20	45 minutes	5 minutes	Limit of 5 substitutions in a game. Unlimited substitutions at half-time	No fewer than 7
First	20			Limit of 5 substitutions in a game. Unlimited substitutions at half-time	
Second	20			Unlimited substitutions in a game (3 substitutions at a time) , for the following divisions	
Third	20				
Fourth	20				
Fifth	20				
Sixth	20				
Seventh	20				
Eighth	20				

## WINNIPEG WOMENS SOCCER LEAGUE

Division	Maximum players on game sheet	Halves duration	Halftime duration	Substitution	Minimum players on field
Premier	20	45 minutes	5 minutes	Unlimited substitutions, provided no more than three (3) players are substituted at any one time.	No fewer than 8
First					
Second					
Third					
Fourth					
Fifth					
Masters					



## GAME SHEETS

Game sheets must be sent to the leagues no later than 48 hours after the game along with any other discipline form when it is the case. Please let the coaches take a picture of the game sheet if they ask for it.

SEND GAME SHEETS TO:			
WYSA	MMSL	WWSL	
wysa@wpgsoccer.com	gamesheets@mmsl.ca	wwslgamescores@outlook.com	gamesheets@winnipegmenssoccerleague.ca

## CONFLICTING JERSEY

WYSA	MMSL	WWSL
Away team must change	Home team must change	Home team must change

## DISCIPLINE

At MSA and our leagues, we care about you and your safety as a referee. We do not tolerate any form of violence or harassment towards you. If something does happen, we strongly encourage you to report it. This way, we can take action to prevent it from happening again in the future. You can find [here](#) a document provided by our neighbours in Saskatchewan on how to fill those forms accurately.

## DISMISSAL FORM

Whenever a player or team official has been dismissed, a Dismissal Form is necessary, it must be sent to the league where the dismissal occurred no more than 48 hours after the occurrence. [Click here](#) to get the form.

## MISCONDUCT TOWARD A MATCH OFFICIAL

If you were abused by a player, or team official, you must fill this report and a dismissal form if the person received a red card for it. [Click here](#) to access the form. This report should be sent to the league no later than 24 hours after the problem occurred.

## MATCH INCIDENT REPORT

Incidents including but not limited to events such as abandonment of matches, reporting misconduct or interference by spectators and issues with facilities, venues or fields should be described on this form. A separate form must be completed for each incident. Get the form by [clicking here](#).

## MANDATORY – REFRESHERS AND FITNESS TEST

### REFRESHER

All referees must register and attend an in-person refresher before each season. Failing to attend to it will result in not being assigned for games until the start of the next season. Dates about it will be properly posted on our [website](#).

### FITNESS TESTS

All MSA Registered Referees excepting Small Sided, are required to sign up for and attend the Mandatory Fitness Test. Annual Fitness Testing typically is scheduled in the months of April and May.

<b>Fitness Test Standards by Category</b>			
Select either FIFA or Beep Test as applicable			
Category	FIFA Test		Beep Test
	Sprints 6x40m (60 sec rest)	Interval Test x40 (4000m)	Continuous Run 20m
Women FIFA/National	6.40 sec	17 / 20 sec	n/a
Women Provincial	6.60 sec	17 / 22 sec	n/a
Women Regional	6.80 sec	17 / 24 sec	n/a
Women District	n/a	n/a	Stage 6
Men FIFA/National	6.00 sec	15 / 18 sec	n/a
Men Provincial	6.40 sec	15 / 20 sec	n/a
Men Regional	6.60 sec	17 / 22 sec	n/a
Men District	n/a	n/a	Stage 6
<b>FIFA &amp; National Assistant Referees</b>	<b>CODA</b>	<b>Sprints 5x30m (30 sec rest)</b>	<b>Interval Test x40 (4000m)</b>
Women	11.00 sec	5.10 sec	17 / 22 sec
Men	10.00 sec	4.70 sec	15 / 20 sec

All information about fitness test can be found [here](#).

\* Last updated, April 25th, 2024.