



# 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 the schedule in the prescribed format for the Goalline platform no less than 10 working days prior to the first of each month.
- ii) Rescheduled games must be updated on the Goalline platform no less than seven working days prior to the game. Rescheduled games will have a lower assigning priority.
- iii) Play-off games must be uploaded to the Goalline platform no less than 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 24 hours prior to the game. Any notice of cancellations will be provided one working day ahead of the game, by 12:00 pm (noon) at the latest to the Assignor. 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.

#### c) Number of Assignments per Day

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



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

### d) Accepting Assignments

- i) Referees will have 48 hours (from the time of being notified of the appointment) to turn back assignments.
- ii) If an assignment is not turned back within the 48-hour period following a referee receiving the assignment, the assignment must be honoured. 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.
- iii) 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 up to 48 hours prior to kickoff – \$5.00 per match\*

Match traded/switched with less than 48 hours prior to kickoff – \$10.00 per match\*

Match traded/switched over the weekend 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 trade and subjected to a fee as if it were a single match.

Fees for traded match assignments will be reported by the MSA Assignor to the MSRA Treasurer for deduction from the referee's monthly payment cheque for game fees. The trade fees will be payable to the MSA for Referee Development.

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.



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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.

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.