



# **NEWFOUNDLAND & LABRADOR SOCCER ASSOCIATION REFEREE HANDBOOK**

2019 edition

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## CHANGES FOR 2019

The manual has been revised for 2019. A grey vertical line on the right hand margin marks sections that have significantly changed. These include:-

- Registration
- Removal of Cooper Test
- Revision of CC/ Jubilee pay
- Code of conduct/ ethics revised to match NLSA; Code of Conduct section removed with reference to overriding NLSA Code.

## 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. The NLSA referee committee through the registrar (Martin Batterson e-mail: martinbatterson@gmail.com) will handle referee registration in 2019. Newly qualified referees will be automatically registered with the NLSA for the current year. All others must register on-line via the links on the NLSA web site. Introductory referee courses are described later in this manual.

The NLSA registration year runs from July 1st to June 30th. Officials must register directly via the on-line form available on the NLSA web site to be eligible to officiate in NLSA sanctioned games. Referee registration will start as of April 1<sup>st</sup>, and all referees should register by May 31<sup>st</sup>. All officials must be registered prior to officiating in their first outdoor league game of the season.

As of 2019, all referees have to complete a compulsory refresher course prior to their registration being accepted. There are two refresher tests, one for district referees and above, and one for those who are qualified as small-sided referees.

### Registration fees

FIFA: as per Canada Soccer rates.

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

	<b>Before July 13</b>	<b>After July 13</b>
<b>Provincial</b>	\$65 +HST	\$75 +HST
<b>Regional:</b>	\$55 +HST	\$65 +HST
<b>District:</b>	\$47 +HST	\$57 +HST
<b>Youth (under 14 years) and small-sided (over 14):</b>	\$13 +HST	\$18 +HST
<b>Instructors:</b>	\$55 +HST	\$65 +HST
<b>Assessors:</b>	\$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 Canada Soccer and not the \$65 fee for Provincial status.

## **2. BENEFITS OF REGISTERING WITH THE NLSA**

Local soccer associations will only assign games to NLSA registered referees.

- 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 that 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.*
- 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.
- 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 that commitment to referee in your local district/region is mandatory before Provincial assignments may be expected.
- Refresher courses and professional development sessions are offered at no cost to registered referees.
- Fitness tests are scheduled and offered at no cost to the referee.
- As an NLSA registered official you qualify for upgrading clinics, and have the opportunity to qualify as an instructor and / or assessor.
- 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.
- 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 two years your referee qualification expires. For example, if you first qualified in 2010, but you were not registered in 2017 or 2018, then you would need to apply to the referee committee and follow the required procedures in order to register as a referee in 2019.

To re-certify as a referee, the referee committee will apply the following guidelines. 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.
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### **3. THE REFEREES STANDING COMMITTEE**

#### **3.1 Terms of Reference**

##### **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.
- Soliciting nominations and assisting in their review for annual awards relating to officials; ensuring the terms of reference for awards 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 NLSA president also sits on the committee as an ex-officio member.

**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, 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;
- Requests for assessments by clubs/ leagues/ regions.

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 Assigning

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:

- Ensuring local districts use suitably qualified and registered referees.
- Assigning officials for University games.
- 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. To request a course, contact Gary Martin ([garymartin@nl.rogers.com](mailto:garymartin@nl.rogers.com)) and the NLSA office.

### SMALL-SIDED REFEREE COURSE

This is a basic officiating course, designed for those interested in officiating games in the Under 11 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 to 14 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 U11. To officiate small-sided matches where direct free kicks, penalty kicks or the offside law is being applied, officials must have completed the entry level course.

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.

### **FUTSAL**

The NLSA is promoting Futsal for off-season play, and there may be a requirement to certify referees for this variant of the game. Updates will be provided on this later in the year.



## 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; small sided soccer where offside or penalty kick laws are used.	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 with the majority of the matches officiated 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:

- Been a Regional level referee for at least one full outdoor season.
- Successfully completed the Provincial level upgrading clinic.
- Successfully met the standards of the fitness test.
- 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.
- Provided a portfolio of all games officiated per outdoor season (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.

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**

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), for upgrading, and to maintain provincial referee status. Referees are encouraged to take the fitness test at the beginning of the outdoor season, and test results will be taken into account in all assignments. Fitness tests from the past season remain valid until July 1<sup>st</sup>.

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.

**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).

**Application of fitness testing**

Fitness test passes remain in effect until July 1<sup>st</sup> 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	Regional (Provincial for payment purposes)
Provincial	Regional	Regional
Provincial or Regional	District	Regional
Provincial or Regional	None or below district	Regional
Regional	Provincial (HI or Beep)	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 in 2019 are set at \$70 per referee and \$40 per assistant or 4<sup>th</sup> official.

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**

The hosting club or region for provincial youth league matches sets game fees. 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.

Note that referees in PYL matches must be at least one age category above the level of match they are assigned to. Thus U15 matches must be officiated by an official who would be ineligible to play at that level. It is recommended that the same age qualifications be applied for assistant referees if at all possible.

**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 17 level will normally be officiated by senior 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 fees**

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)	\$570
Small-sided Course (up to 15 participants)	\$250
Assessor Course	\$500
Instructor Course	\$500
Laws of the Game refresher	\$75

**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.
- 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. MISCONDUCT REPORTING**

If a player or team official is dismissed (sent off) during a game that you are refereeing, you must complete a misconduct report (all cautions – yellow cards- must be reported on the game sheet but usually do not require a detailed report). This report needs to be completed promptly and provided to the appropriate authority. Misconduct normally will be reported to the administration of the league in which the match is being played in.

For matches under the direct authority of the NLSA (provincial tournaments, provincial youth league, Jubilee Trophy and Challenge Cup) the following applies:

- NLSA tournaments: the misconduct report must be provided 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.
- Provincial Youth League, Jubilee Trophy and Challenge Cup: misconduct reports should be sent to the NLSA Vice-President responsible (youth, senior men, senior women) and the Director of Officials within 48 hours of the incident.

**Serious misconduct**

Irrespective of the competition or league (i.e. for any NLSA sanctioned game in any league or level), a misconduct report must be sent directly to the NLSA if it describes:-

- any incident of misconduct against a game official referee involving physical assault, attempted physical assault or threatening behaviour in any game;
- Any incident that involves racist or sexist comments.

In such cases, 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.

Failure to submit misconduct reports 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.

**10. NLSA PLAYER/ COACH MISCONDUCT REPORT**

The NLSA player/ coach misconduct reporting form should be used for making misconduct reports in all competitions under NLSA administration. It is recommended for use in all NLSA sanctioned matches, although local leagues may provide their own reporting mechanisms. The form is available on the NLSA web site in PDF and Word format. Copies of the form should be printed and made available at the field, particularly at tournaments where there may not be time to prepare an electronic report.

## **11. 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.

## **12. APPEALS AGAINST DECISIONS OF THE REFEREES' COMMITTEE**

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

## **13. 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.

## **14. 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. Organizations who assign or use unregistered or unqualified referees are liable to fines.

b) 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.

## **15. REFEREE CODE OF ETHICS**

All officials should be aware of the Newfoundland and Labrador Soccer Association Code of Conduct and Ethics. The section that specifically applies to officials is reproduced here:-

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 the NLSA, 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 NLSA'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 the NLSA (note that this includes use of social media);
- 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 (this also includes social media);

- 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.

## 16. 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).

## 17. 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.

## **18. 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](http://www.weatheroffice.gc.ca/lightning)

## **19. 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 NLSA Code of Conduct contains a more exhaustive description of harassment. Although evidence is largely anecdotal, harassment of officials by spectators and coaches is 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 Youth and Senior. These measures apply to all NLSA league and tournament play (provincial youth 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.

### **Youth 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 firmly. 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. 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. It is on this evaluation form that comments about the officiating are to be made, **and not verbally at the game.**

**20. 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.

## 21. 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)

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

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

**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

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## 23. CHANGE ROOM POLICY

The NLSA adopted this Change Room Protocol for match officials in 2018.

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 an 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 policy must be observed. 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.

## 24. 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

## 24. RISK MANAGEMENT

The NLSA has approved a risk management/ safe sport policy available at

<https://cloud.rampinteractive.com/nlsa/files/NLSA%202019%20Risk%20Management.pdf>

The policy does not expressly address officials so the purpose of this document is to provide guidance as to how it should apply to the refereeing programme. This document is a supplement to the NLSA policy document and will not repeat definitions and material covered there. All officials should be fully aware of the NLSA policy.

The main area of concern deals with interactions between adults and minors, or relationships between individuals one of which might be viewed as having a position of power over the other in vulnerable situations.

### **Rule of two**

The "rule of two" concept is designed to apply to a coach-athlete relationship but has wider application. It is critical in ensuring a safe environment for all. Its application to officiating is mainly in the areas of:-

- Instruction: instructors often have students defined as youth or minors.
- Assessment: assessors act essentially as coaches to referees and need to be aware of the rule of two.
- Mentoring: again a mentor is essentially a coach and should follow the same procedures.

**In all cases instructors, assessors and mentors should ensure that they are never one on one with a student or official under the age of 18 in a closed door situation. Situations with a mix of gender, irrespective of age, should also follow the same principles.**

The rule of two suggests that two coaches or qualified adults should be present in any such situation. It may be that a second individual will not be present in many instructional or mentoring/ assessing situations. In such cases it is critical to ensure that no one-on-one situations occur in areas that cannot be publically observed. Thus if for instance an assessor needs to hold a debrief with a youth referee, this should be done in the stands or field side, not one-on-one in the dressing room.

In an instructional setting, wherever possible, courses should be designed to accommodate two instructors, to allow the rule of two to be followed if required. There should be no need for a one on one situation to occur in standard referee courses; the most likely situation where this might occur would be at the end of the day where a single instructor remains with a single student who is waiting for pick up. Instructors in this situation should ensure that the student waits in a public space, not in the classroom behind closed doors.

Referees should be aware of, and abide by, the dressing room policy, included in the NLSA Risk management policy. If a referee team includes a mix of adults and minors, then one on one situations behind closed doors must be avoided. At minimum dressing room doors should be open, but it is the responsibility of the adult referee in such situations to move to a public place until a third member of the team is present.

It is recognized that a situation of one adult and a small group of youths may be perceived as a vulnerable situation, and if at all possible the rule of two should be followed in these situations as well.

**Clearance checks**

As of 2020, mentors, assessors and instructors who interact with youth should have completed Criminal Record and Vulnerable Sector background checks within the preceding twelve months.

**25. CONTACT INFORMATION**

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Website: [www.nlsa.ca](http://www.nlsa.ca)

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