



**SOCCER NOVA SCOTIA
REFEREE DEVELOPMENT COMMITTEE**

REFEREE HANDBOOK

2008

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A REGISTRATION DEADLINES

All registrations will expire March 31st each year. There will be no overlapping from one year's list to the next.

Late registrations will be accepted in April with no late fee penalty.

Late Registration will be accepted in May and must include a late fee penalty as prescribed by Soccer Nova Scotia.

Late Registrations received after May 31st must include the late fee penalty, and will be accepted upon confirmation from the CSA that the Referee has been added to the Official List of Referees. Referees not added to the Official List will receive a refund of fees paid less an admin fee equal to the late fee penalty.

Late fee penalties shall be used to cover costs related to managing the refresher training for late registering referees.

B CODE OF ETHICS

- B.01 *Although the Code of Ethics prescribes standards of conduct for all SNS officials, they are not all-inclusive. The absence of a specific standard of behavior does not imply that an action is condoned - such action may ultimately be subject to disciplinary action.*

Officials play an integral role in the sport of soccer and they must recognize their impact on the game, its participants and their fellow officials. The following gives a general statement of the principles of conduct, which are required of officials in order to fulfill their duties to players, colleagues and administrators.

Officials are expected to uphold and advance high standards of ethical conduct by being honest and impartial; increasing their competence and prestige; using their knowledge and skill to improve the game; and, respecting the dignity and status of, and relationships with, their colleagues.

- B.02 Referees, having certain privileges through and by Soccer Nova Scotia, with respect to the game, shall realize their responsibilities and duties to Soccer Nova Scotia and the game. Soccer Nova Scotia's Code includes and enlarges upon the Canadian Soccer Association's "Code of Ethics" for referees. Specifically, a Soccer Nova Scotia Referee shall:
- a. Conduct him/herself with dignity both on and off the field of play and shall, by example, seek to inspire the principles of fair play and earn the respect of those the referee serves.
 - b. Not cause the Canadian Soccer Association, Soccer Nova Scotia, or any Regional Referee Association to become involved in any controversial matters.
 - c. Adhere to all standards and directives established by the international (F.I.F.A.), national (C.S.A.), and provincial (S.N.S.) soccer associations, the referee's Regional Referee Association and the rules and regulations of the jurisdiction in which he/she officiates.

- d. Always be neat in appearance and maintain a high level of physical and mental fitness.
- e. Study the Laws of the Game and be aware of all changes and enforce all said laws and changes.
- f. 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.
- g. Honour any appointments made for and accepted by them unless unable to do so by virtue of illness or personal emergency.
- h. Not publicly criticize other referees, national or provincial soccer association, or any Regional Referee Association.
- i. 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.
- j. Follow the correct lines of communication to the Referee Development Committee, which shall be through the Official's Regional Referee Committee; and to the CSA Referee Committee, which shall be through the Provincial/Territorial Soccer Association where he/she is registered

B.03 A Nova Scotia Referee shall be subject to disciplinary action by the Referee Ethics Committee for not complying with the Code of Ethics and Standards of Ethical and Professional Conduct.

Section 14 of the SNS Policies and Procedures lists the discipline guidelines for misconduct by a game official.

C STANDARDS OF ETHICAL & PROFESSIONAL CONDUCT

C.01 Duly registered officials are expected to demonstrate excellence in conduct and ability at each match in which they participate. This covers the time from arrival until departure from the field.

C.02 When officiating, all referees shall wear the official uniform:

- a. Black referee shirt, black shorts, predominantly black soccer-style shoes and black knee-high length socks.
- b. Nova Scotia Referees (other than first year officials) must have an alternate colour shirt if the game demands it. If all Officials do not have the same alternate colour, then the Centre Referee will wear the alternate and the Assistants will wear black. For National and televised games, all Officials shall wear shirts of the same colour. The preferred alternative second choice colour is yellow, the third red.
- c. One badge shall be worn on the left breast area of the shirt. The badge shall be for the highest level for which the referee is qualified such as F.I.F.A. or National or as approved by the Association.

- C.03 All referees shall be under the jurisdiction of Soccer Nova Scotia and shall only officiate games involving:
- a. Registered teams playing leagues and playoffs,
 - b. League and playoff games between school, college or university teams, and
 - c. Exhibition games sanctioned by Soccer Nova Scotia.
- C.04 Referees must accept or turn back all appointments within 48 hours of issue or the deadline given by assignor. If the assignor receives no response, appointments will be reassigned.
- C.05 All Officials must adhere to the Canadian Soccer Association's Anti- Doping Policy.
- C.06 Officials must refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- C.07 Officials must not discriminate against nor take undue advantage of any individual group on the basis of race, colour, religion, political belief, economic status, marital/family status, sex, sexual orientation, or ancestry.
- C.08 The maximum number of games per one day for centre referees and assistants is based on time and number of matches.
- a. A Referee may officiate a maximum of 360 minutes per day.
 - b. After 180 minutes there must be a two-hour break before returning to officiate.
 - c. No more than 180 minutes of the 360 may be as centre referee.
 - d. For 11-a-side matches, officials may not act as centre referee for more than two consecutive matches.
- C.09 Officials must decline an officiating role if a perceived conflict of interest exists; for example:
- a. Not accept any appointment to officiate in any competitive game involving a team in the same age and gender division in the same league to which the referee is directly affiliated as a player, registered coach or manager.
 - b. 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.
 - c. Not accept an appointment to officiate in any provincial championship game involving a team or club to which the referee is directly affiliated as a player, a registered coach or manager, an elected Executive or Board member.
- C.10 *Officials must report to the field ready to officiate and conduct pre-game activities (field inspection, personal equipment, instructions to assistant referees, players' equipment, game ball, starting time) as directed by their regional referee committee but no less than:*
- a. 15 minutes for Tier II, Senior B, Senior C and 7-a-Side Games

- b. 30 minutes for Tier I and Senior A
 - c. 60 minutes for televised games
- C.11 In the event of any dismissal, the centre referee shall, within 48 hours of the conclusion of the game, submit a copy of the Soccer Nova Scotia Dismissal Report to Soccer Nova Scotia.
- C.12 The centre referee must forward to the competition a written report containing the result of the game and details of any misconduct. This report must be submitted as specified in the rules of the competition, but no later than 48 hours of the conclusion of the game.

D DISCIPLINE GUIDELINES

- D.01 *The purpose of the Code of Ethics is to establish guidelines for ethical standards of conduct for all officials. The Code of Ethics does not exhaust the moral and ethical considerations of professional behaviour and attitude.*
- D.02 *Compliance with this Code of Ethics depends primarily upon understanding and voluntary compliance, secondarily upon reinforcement by peer and public opinion, and finally, when necessary, upon enforcement through disciplinary proceedings as outlined in Sections 7.7 and 14 of SNS Policies and Procedures.*
- D.03 Any complaints about Officials must be submitted in writing. If the complaint is specific to a game, a copy of the game sheet for that game must accompany the complaint.
- D.04 The discipline guidelines outlined in section 7.7 and 14 of SNS Policies and Procedures will be followed
- D.05 Suspensions and Admin Fees may only be levied by the Referee Ethics Committee.
- D.06 Records of Complaints over two years old are to be dropped from the Referee's file

E PROMOTION

Guidelines for Promotion and Maintenance of Referees in Nova Scotia Effective April 1, 2008

The promotion and maintenance of referees is defined by the CSA in its document covering the Registration and Control of Referees (Section 7 of SNS Policies and Procedures). This document provides guidelines and advice for implementing the CSA's directives in Nova Scotia. In the event of a discrepancy between this guide and the policies set by either the CSA or SNS, then CSA and SNS policies shall take precedence.

Application to the Promotion Scheme and Promotion of Referees

1. A District Referee may apply to enter the promotion scheme after completing one season or 12 months which ever is shorter as a District Referee. Applicants must have completed 20 qualification games as a Referee; these games must be 11-a-side competitions for players over the age of 16. A game log (in the format specified by SNS from time to time) providing the details of these games must be submitted with the application. Applicants must meet the Regional Fitness Testing requirements in the season preceding their application. Applicants must apply in writing to the RDC through the SNS Referee Development Officer by March 1st. **Applicants meeting these requirements shall be accepted into the promotion scheme.**
2. Referees already in the promotion scheme from the previous season or seasons and who continue to meet the requirements for application for promotion will automatically be included in the promotion scheme for the upcoming season unless they withdraw in writing by March 1st.
3. District Referees who are being considered for promotion to Regional Referee may apply for promotion to Provincial Referee, in accordance with this clause, pending the decision of the SNS RDC in respect of the promotion to Regional Referee and subject to satisfying the criteria as determined by The CSA from time to time.
4. Regional and Provincial Referees will remain in the promotion scheme subject to satisfying the criteria as determined by The CSA from time to time.
5. Regional Referees may be invited by the RDC on the advice of the Provincial Assessment Program or their regional association to apply for promotion to Provincial Referee. This invitation shall be based on completing the Provincial Referee fitness test; practical field performance; and other criteria as determined by the CSA from time to time. Field performance will be determined by considering Club Marks and reports from the Provincial Assessment Program.
6. Promotion to Regional and Provincial Referee will based on:
 - a. Successful completion of the fitness testing requirements as defined by the CSA;
 - b. Participation in required in-service training and successful completion of the examination as determined by the CSA;
 - c. Evaluation of field performance considering Club Marks and Assessments by Assessors on a minimum of 3 games over a minimum of 20 qualifying games as a Referee. In addition to this the candidate must complete a minimum of 5 qualifying games as an Assistant Referee. A qualifying game is an 11-a-side outdoor game in competitions where the players are over the age of 16. All of these games must be completed in the same season. The RDC may require

that assessments for promotion be performed on significantly competitive games. Applicants seeking promotion must document through a game log the 20 qualifying games they have completed.

7. The Chief Assessor together with the SNS Referee Development Officer will review the status of all Referees in the promotion scheme annually. The purpose of this review will be to identify Referees in the promotion scheme for promotion to Regional or Provincial Referee based on the criteria set out in paragraph 6 above. Recommendations will then be made for the approval of the RDC so that the names of promoted Referees can be provided to the CSA by December 15th annually. The Referee Development Officer will ensure that the promoted Referees are notified of their new status in writing.

Maintenance Requirements for Promoted Referees

1. Referees promoted to Regional or Provincial Referee will maintain this certification so long as they:
 - a. Maintain annual registration in good standing with SNS or their new home Province should they relocate;
 - b. Annually meet fitness requirements as set out by the CSA;
 - c. Annually meet in-service training requirements as defined by the CSA;
 - d. Maintain satisfactory field performance as determined by the annual review of Club Marks and field Assessments.
 - e. Submit a game log of all qualifying games (in the format specified by SNS) at the end of the outdoor season. A qualifying game is an 11-a-side outdoor game in competitions where the players are over the age of 16.
 - f. Any Provincial or Regional Referee may be assessed for development purposes at any time as determined by the Chief Assessor or the Referee Development Officer or any member of the RDC.
2. The Chief Assessor together with the SNS Referee Development Officer will review the status of all Regional and Provincial Referees annually. The purpose of this review will be to identify Referees who have not met the requirements to maintain their classification as defined by the criteria in paragraph 1 above. The Referee Development Officer will ensure that the promoted Referees are notified of their new status in writing.
3. A District Referee who has not met the requirements of the program may reapply for admission as outlined in the application section of this document.
4. A Provincial or Regional Referee who has been reclassified may make written application outlining justification for reinstatement by March 1st. The Chief Assessor, together with the SNS Referee Development Officer will review the application for reinstatement and submit their recommendation to the March RDC meeting.

The Referee Development Officer will ensure that the Referee is notified of the outcome of their application.

F MEDICAL AND FITNESS TESTING (approved March 24, 2007)

F.01 Referees have an obligation to ensure that they are in first-class physical and mental condition.

F.02 Please note all participants must fill in the Soccer Nova Scotia Referee Liability waiver before taking part in the test.

F.03 Officials shall not be eligible for maintenance assessments until they have met fitness standards for their grade.

F.04 Tests must be supervised one of:

- Accredited Assessors
- Members of the Provincial Referee Development Committee
- Presidents of Regional Referee Associations
- SNS Staff members as identified by the Referee Development Committee

Results must be submitted to SNS using the prescribed form.

F.05 The test is the standard Cooper test to be performed over a maximum of a 2-hour period. The 12-minute run must be done first and then the sprints starting with the 50m, followed by the 200m and then the 50m and 200m again.

For the 12-minute run the participants must run for the entire 12 minutes, they may not stop or walk at any time.

F.06 The fitness standards are:

	12 minute run	50 m	200 m	50 m	200 m
Provincial (Male)	2700 m	7.5 s	32 s	7.5 s	32 s
Provincial (Female)	2400 m	9.0 s	40 s	9.0 s	40 s
Regional (Male and Female)	2400 m	9.0 s	40 s	9.0 s	40 s

District Officials participating in Leagues that require fitness standards must meet the standards for Regional Referees.

G LEAGUES, GAME FEES & ASSIGNING GUIDELINES

G.1 REFEREE APPOINTMENTS & ASSIGNING

From section 12.09 of the SNS Policies & Procedures
(Changes to this section must be approved by the SNS Board)

The SNS Official List of Officials is valid from April 1st in one year to March 31st in the following year.

All appointments will be made from the SNS official list of referees for the current year. All Assignors will follow the Guide to Appointing Match Officials, available on line or from the Chair of the Regional Referee Committee.

Appointments of Centre Referees will be from the SNS Official List for the League. Exceptions must be approved by the Regional Referee Committee or SNS Referee Development Committee.

Appointment of Assistant Referees will be made from the SNS official list of referees for the current year and follow the Guide to Appointing Match Officials (see section H).

Referees shall not be appointed to games for which their classification does not permit.

The maximum number of games per one day for centre referees and assistants is based on time and number of matches.

- a. A Referee may officiate a maximum of 360 minutes per day.
- b. After 180 minutes there must be a two-hour break before returning to officiate.
- c. No more than 180 minutes of the 360 may be as centre referee.
- d. For 11-a-side matches, officials may not act as centre referee for more than two consecutive matches.

Referees shall have the right to choose the competitions for which they are willing to officiate, provided the competitions meet the criteria for which the referees are registered.

G.2 LEAGUES & GAME FEES

From section 12.10 of the SNS Policies & Procedures
(Changes to this section must be approved by the SNS Board)

Leagues or competitions shall pay such fees to referees as are approved by Soccer Nova Scotia and/or District Associations under whose jurisdiction the games are played.

Referees may only be paid game fees and expenses at rates set in advance by Soccer Nova Scotia or Leagues under whose jurisdiction the games are played. It is an offence for an official to ask for or receive more than the set rates.

All leagues must pay referees either before each game or at regular intervals during the season, as agreed with the applicable referee Regional Referee Association(s).

All leagues must have written policies, negotiated with Regional Referee Association(s) on payment of referees arriving at the field for games cancelled at late notice or no notice at all, and for games that referees attend but are not played due to team no-shows or field safety issues.

H REFEREE APPOINTMENTS & ASSIGNING

This document outlines the Soccer Nova Scotia Referee Development Committee's plan to implement the CSA's Guide to Appointing Match officials. This implementation will be adopted by all assignors in the appointment of match officials at competitive matches in Nova Scotia; and all Referee Committees when assigning officials to leagues as required by the CSA Regulations.

This document is based on and is an extension of the CSA's "Guide to Appointments" by providing specific guidance for competitive games in Nova Scotia and by providing advice on how the CSA's guidelines can be practically implemented in Nova Scotia today. This document must be read and understood in the context of the CSA publication that is available from the Soccer Nova Scotia Referee Committee.

In addition to the guidelines below, see also Sections 12.9 and 12.10 in SNS Policies and Procedures.

It is the responsibility of all Regional Referee Committees to advise the Leagues and assignors in their area of these guidelines and the provisions in SNS Policies and Procedures, sections 12.9 and 12.10 "Leagues, Game Fees, Referee Appointments & Assigning".

Assignors are expected to follow the guidelines described below as closely as possible.

Officials must have attended the annual refresher training (or equivalent) and, where appropriate, League pre-season meetings and successfully completed the appropriate fitness test for the current season.

Where there is insufficient Regional or above officials to meet the requirements, District officials being considered for upgrading may be used in place of Regional officials noted above. District officials will be expected to meet Regional fitness standards and be identified for use at this level of play by their Referee Association before being appointed. Assignors should work with the local Referee Associations in selecting these officials.

Where there is insufficient Provincial or above officials to meet the above requirements Regional officials may be used in place of Provincial officials noted above. Assignors should work with the local Referee Associations in selecting these officials.

The Provincial Assessment Program may from time to time request that a specific official be placed in a specific role in a game. The CSA may, in consultation with the host Province, request the appointment of out of Province referees for development purposes.

For televised live or tape delayed, the referee is to be an official who has experience working with the televised media. In such games the 4th official should also be a Provincial referee, or above, capable of taking over as referee in the event that the originally appointed official becomes incapacitated during the game.

In the following table:

Nationalmeans.....National Referee or Assessor and Above
 Provincialmeans.....Provincial Referee or Assessor and Above
 Regionalmeans.....Regional Referee or Assessor and Above
 PS Districtmeans.....District Referees in the Promotion Scheme and Above
 Districtmeans.....District Referee or Assessor and Above

League	Referee	AR 1	AR 2	4th Official	Assessor
NSSL Sr A	Provincial	Regional	Regional	Regional	Provincial
NSSL U18	Regional	PS District	PS District	Regional	Regional
NSSL U16	PS District	PS District	District	District	Regional
NSSL U14	District	District	District	District	District
AUS	Provincial	Regional	Regional	Regional	Provincial
College	Regional	Regional	PS District	PS District	Provincial
Men's B	Regional	PS District	District	District	Regional
Women's B	District	District	District	District	District
Men's C	District	District	District	District	District
Women's C	District	District	District	District	District
Ladies 7-a-S	District	-	-	-	District
Tier 2	District/Youth	District	District	District	District
Mini	District/Youth	-	-	-	-

I. Guide to Club Marking of a Referee's Performance

Club Marks will be required from all Senior A, U18 Tier 1 games and Sr B Games in the Halifax Regional Municipality for the 2008 summer season. All senior 11-a-side leagues and U18 Tier 2 games will be required to provide Club Marks starting in the 2009 summer season.

Guidelines for submission of Club Marks will be set by the SNSRDC. Coaches will be asked to submit marks based on the following scheme.

The mark awarded by a club must be based on the referee's **overall** performance, It is most important that the mark is awarded fairly and not based upon isolated incidents or previous games. The referee's performance should be determined by the table below that should act as a guide for the overall mark that should fall within the mark range for each standard of performance.

Mark Range	<u>Comment</u>
6	The referee was extremely accurate in decision making and very successfully controlled the game using management and communication skills to create an environment of fair play, adding real value to the game.
5	The referee was very accurate in decision making and successfully controlled the game using management and communication skills to create an environment of fair play.
4	The referee was accurate in decision making and controlled the game well, communicating with the players, making a positive contribution towards fair play.
3	The referee was reasonably accurate in decision making, controlled the game quite well and communicated with players, establishing a reasonable degree of fair play.
2	The referee had some shortcomings in the level of accuracy of decision making and control, with only limited success in communicating with the players resulting in variable fair play.
1	The referee had significant shortcomings in the level of accuracy of decision making and control with poor communication with the players which resulted in low levels of fair play

Notes

When a mark of 1 or 2 is awarded, an explanation must be provided to the League, Competition or Provincial Association. It must include comments that could help improve the referee's future performances. Even where a referee has significant shortcomings there will have been some positive aspects that should be given credit.

The following information will be given to Coaches to assist them in determining the Club Mark.

How to Decide on the Referee's Mark

The following questions focus on the key areas of a referee's performance. They are intended as an "aide memoire", are not necessarily comprehensive and need not be answered individually. It is, however, worth considering them before committing yourself to a mark for the referee.

CONTROL AND DECISION MAKING

- How well did the referee control the game?
- Were the players' actions recognized correctly?
- Were the Laws applied correctly?
- Were all incidents dealt with efficiently/effectively?
- Were all the appropriate sanctions applied correctly?
- Was the referee always within reasonable distance of incidents?
- Was the referee well positioned to make critical decisions, especially in and around the penalty area?
- Did the referee understand the players' positional intentions and keep out of the way accordingly?
- Did the referee demonstrate alertness and concentration throughout the game?
- Did the referee apply the use of the advantage to suit the mood and temperature of the game?
- Was the referee aware of the players' attitude to advantage?
- Did the referee use the assistants effectively?
- Did the officials work as a team, and did the referee lead and manage them to the benefit of the game?

COMMUNICATION AND PLAYER MANAGEMENT

- How well did the referee communicate with the players during the game?
- Did the referee's level of involvement/profile suit this particular game?
- Did the referee understand the players' problems on the day – e.g. difficult ground/weather conditions?
- Did the referee respond to the changing pattern of play/mood of players?
- Did the referee demonstrate empathy for the game, allowing it to develop in accordance with the tempo of the game?
- Was the referee pro-active in controlling of the game?
- Was the referee's authority asserted firmly without being officious?
- Was the referee confident and quick thinking?
- Did the referee appear unflustered and unhurried when making critical decisions?
- Did the referee permit undue questioning of decisions?
- Did the referee deal effectively with players crowding around after decisions/incidents?
- Was effective player management in evidence?
- Was the referee's body language confident and open at all times?
- Did the pace of the game, the crowd or player pressure affect the referee negatively?

FINAL THOUGHTS

- *Always try to be objective when marking. You may not obtain the most objective view by marking immediately after the game.*
- Judge the performance over **the whole game**. Don't be too influenced by one particular incident.
- Don't mark the referee down unfairly because your team was unlucky and lost the game or some disciplinary action was taken against your players.

J FORMS

- J.01 [Dismissal Form – Player](#)
- J.02 [Dismissal Form – Team Official](#)
- J.03 [Referee Out of Province Travel](#)
- J.04 [Fitness Test Liability Form](#)
- J.05 [Fitness Test Results Form](#)
- J.06 [Game Log](#)
- J.07 Registration Form (may be requested from Soccer Nova Scotia Office)
- J.08 [4th Official Form](#)

[All forms listed below are downloadable from the Soccer Nova Scotia site if hyperlinks don't work:
http://www.soccerns.ns.ca/documents_forms.asp]

K. Memorandum of Provincial Association Responsibilities for Registered Referees

Provincial Associations must provide, as a minimum, the following for referees administered by them:

Registration Registrations for Referees must be in accordance with the Regulations for the Registration and Control of Referees as amended by The Canadian Soccer Association from time to time. Provincial Association will collect, on behalf of The Association, the National Registration fee and, where appropriate, any Provincial Registration Fee. Associate Referee fees levied for Referees administered by another Provincial Association will also be collected by the Provincial Association.

Provision of Provincial Soccer Association Handbook Provincial Associations should provide, as a minimum, the Provincial Cup Competition Rules, details of Club Secretaries and details of grounds/match venues.

Public Liability Insurance Adequate cover for public liability insurance should be provided in accordance with individual Provincial requirements.

Recruitment and Basic Training of New Referees The recruitment and training of new referees is an important area which Provincial Associations have responsibility towards the development of the future of the game. The Association supports this area with provision of material support and instructor development.

Mentor Scheme It is recognized that mentoring is an aid to retention and Provincial Associations are encouraged to extend the service to referees wherever possible.

Promotion and Assessment Scheme Provincial Associations are responsible for the promotion of referees up to Provincial Referee in accordance with the Regulations for the Registration and Control of Referees, by ensuring that referees are active at the appropriate level and are regularly assessed. Referees, outside the promotion scheme, who are administered by the Provincial Association, should be regularly assessed for development purposes.

In- Service Training Referees below the National List are provided with in-service training by Provincial Associations. In-service training for Referees in the promotion scheme is mandatory in accordance with the Regulations for the Registration and Control of Referees. Other in-service training should be provided for referees as appropriate.

Appointments Provincial Associations make appointments to its individual Competitions. In addition, it is invited to make nominations in respect of National Competitions at the request of The Canadian Soccer Association Referees Department.

Fees Provincial Associations set match officials fee limits to ensure parity across the Competitions and Leagues it sanctions.

Nominations to the National List Provincial Associations are required to nominate eligible and suitable referees to join the National List from its Provincial Referees on request from The Canadian Soccer Association Referees Department. Those Referees who are nominated for consideration to the National List must have successfully met the criteria as determined by The Canadian Soccer Association Referees Committee from time to time.

Allocation to Leagues Referees successfully completing the entry level course are to be advised, in writing, in accordance with the Regulations for the Registration and Control of Referees, of the leagues and competitions on which they may operate.

Legal Advice Provincial Associations may assist in the provision of legal advice where appropriate to referees. This could involve seeking advice from The Canadian Soccer Association on behalf of the referee in certain circumstances.

General Advice General advice and guidance on all football related matters, including directives and information from The Association, should be promulgated by the Provincial Association to those referees it administers.

Transfers Provincial Associations are responsible for ensuring that Provincial Referees and below who move to another Province are notified to the receiving Provincial Association. The Canadian Soccer Association Transfer Form is to be used for this purpose, a copy of which is at Appendix C to the Regulations for the Registration and Control of Referees. On receipt of that notification, the receiving Provincial Association should ensure that the referee is made aware of the refereeing activities in the Province.

Referee Discipline The Regulations for the Registration and Control of Referees devolve the responsibility for Referee discipline, of those referees not operating on the National List or above, to the Provincial Association who administers the Referees registration. A Referee may be dealt with in the normal course as a participant for any alleged misconduct pursuant to the Rules of the Association (i.e. by a Disciplinary Commission), in addition to having issues relating to the Registration as a Referee considered by the appropriate Referees Committee. Referees should be made aware of the process by which any acts of misconduct, or indiscipline in relation to their registration, will be dealt with by the Provincial Association.

Nominations to Referee Instructor Courses Provincial Associations should identify those candidates it considers suitable to attend the Accredited Referee Instructors Course in accordance with the criteria notified by The Association from time to time.

Nominations to Referee Assessor Courses Provincial Associations should identify those candidates it considers suitable to attend the Accredited Referee Assessor Course in accordance with the criteria notified by The Association from time to time.

Liaison with the Canadian Soccer Association Referee Department Provincial Associations should make every use of the services of the Canadian Soccer Association Referee Department in the support of its responsibilities for registered referees as outlined in this Memorandum.

In addition Provincial Associations are encouraged to consider offering the following to referees administered by them, dependent upon the size and make-up of the Provincial Association:

Schools of Excellence and Referee Academies Provincial Associations are strongly encouraged to include a School of Excellence or Referee Academy for referees. The Association will support this with provision for instructor development and programs specifically designed for referee development within this environment.

Personal Accident Insurance Provincial Associations are encouraged to investigate the need for Personal Accident Insurance for referees.