



MANITOBA SOCCER ASSOCIATION POLICIES AND ADMINISTRATIVE PROCEDURES



REFEREE ASSIGNING SERVICES POLICY

STATEMENT

The Manitoba Soccer Association (MSA) is committed to provide assigning services to member leagues in good standing who require MSA registered referees.

ADMINISTRATIVE PROCEDURES

a) Submitting of Schedules

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

b) Game Cancellations and postponement

- i) Cancellation of games must be provided to the referee assignor 24 hours prior to the game. Any cancellations will be provided one working day ahead by 12:00pm (noon) at the latest to the assignor. If not, it is the League's responsibility to notify the referee. A confirmation of the game that is cancelled must be sent to the MSA assignor.
- ii) Exceptions are for inclement weather only.
- iii) Referees need to inform the leagues if a game is not played or abandoned.

c) Number of Assignments per day

Each league can have up to 18 assignments of officials per day. One assignment consists of one referee or one AR appointment. Center referees will be assigned first while AR's will be assigned based on availability. Additional games on a day will be assigned based on referee availability.



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d) Accepting Assignments

- i) Referees will have 48 hours to turn back assignments from the time of being notified of the appointment.
- ii) Referee assignments must be honoured after the 48 hour period following receiving the assignments. A referee is responsible to find an appropriate replacement of the same classification or higher if he is unable to fulfill the assignment. The replacement must be approved by the MSA Assignor.
- iii) Although the practice of trading or switching of assignments between referees is discouraged, occasionally it becomes necessary.

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

Match traded/switched up to 48 hours prior to kickoff – \$5.00 per match*

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

Match traded/switched over the weekend or on statutory holidays - \$10.00 per match*

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

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

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



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Referees will be subject to a \$50.00 fine and possible disciplinary sanctions if trades or switches of match assignments are not reported to the MSA Assignor.

- e) Field Assignments
 - i) Referees have no authority to move games to other fields, regardless of field conditions.
Games must only be played on the fields to which they are assigned as Leagues/Associations have permits from the city for specific fields. Only the permit holder/facility manager/league executive can authorize the move to a different location.
 - ii) Referees should inform the leagues with regard to field playability. This may include maintenance issues (dangerous to players), poor field markings and double bookings.