

# Regina Soccer Referees Association

## Rules and Regulations of the Association

### I. INTRODUCTION

The Regina Soccer Referees Association (RSRA) is organised to provide services to soccer leagues duly authorized by the governing bodies of soccer, including the Saskatchewan Soccer Association, the Canadian Soccer Association, and FIFA. The RSRA does not provide services to those soccer organizations that are not duly authorized.

The rules and regulations of the RSRA recognise the rules and regulations of the Saskatchewan Soccer Association (SSA) and the Canadian Soccer Association (CSA), and of the Regina Soccer Association (RSA) as they pertain to the FIFA Laws of the Game. The RSRA rules and regulations apply only to matters within the jurisdiction of the RSRA. These rules and regulations may be deleted or amended by the Association in accordance with the Constitution and By-Laws of the Association.

### II. APPLICATION

(a) The RSRA Executive and its appointed officers are responsible for the administration of the association and supporting activities in accordance with these Rules and Regulations. Specifically, the Secretary of the organization will be responsible for updating these Rules and Regulations based on updates from membership meetings. The President of the organization is accountable to ensure the updates occur.

(b) The members (referees) of the RSRA are expected to be abiding by, and be knowledgeable of these Rules and Regulations.

(c) Where the rules and regulations of the RSRA may not have anticipated a situation application of the Rules and Regulations shall take the following sequence:

- the RSRA By Laws and Rules and Regulations;
- the RSA By Laws and Rules and Regulations;
- SSA and CSA Rules and Regulations, including Disciplinary Guidelines;
- The Executive will rule on a situation not covered by the Rules and Regulations and their decision may serve to formulate required changes to the RSRA Rules and Regulations.

### III. MEMBERSHIP AND PARTICIPATION

- a) Membership is governed through the Bylaws of the Regina Soccer Referees Association.
- b) Where a member, as a player in a league or tournament has been suspended, the suspension has no relevancy or bearing on their standing as a referee. Referees can referee unless suspended by the RSRA or the SSA. The leagues and tournaments have no jurisdiction to suspend or discipline referees. (2001-03-04)

### IV. ANNUAL FEES

- a) The annual fees will be deducted from a member's honorarium. Should a member not have any honorariums due, the member is responsible to provide the RSRA with the annual fee. The RSRA reserves the right to deem the member to be "not in good standing" should the annual fee not be submitted. (2009-05-31)
- b) Annual fees to belong to the RSRA are \$5.00. (2009-05-31 AGM)
- c) The annual fees are due and payable after the Annual General Meeting of the association. (2008-02-24)

### V. HONORARIUMS

- a) The RSRA will collect and distribute to the members, honorariums for services provided. The amount of the honorarium is dependant on contracts and fee schedules negotiated with the customers of the RSRA. The RSRA reserves the right to take deductions from the honorariums as duly agreed to by the membership of the RSRA. These agreements can be obtained by any member. (2009-05-31)
- b) The member or any individual receiving a payment from the RSRA is responsible for any tax implications that may result as a receipt of any such payment. (2009-05-31)
- c) The RSRA will pay each referee a \$2.00 per game premium that is involved in any early morning/late evening game. Early morning is defined as any game that has a scheduled start time of 7:59 am or earlier. Late evening is defined as any game that has a scheduled start time of 10:01 pm or later. If it is a club tournament, then this cost will be passed down to the club. If it is an RSA tournament, then the RSRA will have to absorb that extra expense as RSA is protected by virtue of their contract. (2009-05-31)

## **VI. DEDUCTIONS FROM HONORARIUMS**

a) By assenting to be a member of the RSRA, the membership authorizes the RSRA to apply deductions from the honorariums that have been duly authorized by the membership. The deductions currently in place within the association include:

- Annual fees (Paragraph IV)
- RSRA Administration Costs (Paragraph VII)
- Annual SSA Registration Fees (Paragraph VIII)
- Fines and Levies (Paragraph IX)

## **VII. RSRA ADMINISTRATION COSTS**

a) From the period of May 1<sup>st</sup>, 2009 through March 31<sup>st</sup>, 2010, the RSRA will not charge or deduct any Assignor Fees from the member honorarium payments. <sup>(2009-06-28)</sup>

b) The RSRA reserves the right to apply deductions from the honorarium payments as duly agreed to by the membership of the RSRA for covering the administrative costs associated with providing the services to the customers and members. <sup>(2009-05-31)</sup>

c) The RSRA Assignor will be paid to assign High School and all RSA games, including tournaments, to the members at a rate of \$1.20 per middle referee per game, and \$0.60 per assistant referee per game. The Assignor is paid only for those games assigned directly by the Assignor. These fees are paid by the members. Assignor fees are deducted from the game fee paid to the referee for each assignment prior to the application of any administrative costs. <sup>(2009-05-31)</sup>

d) The RSRA Assignor will receive a flat fee of \$100 for assignments for tournaments. This is all tournaments, indoor and outdoor. <sup>(2007-04-29 AGM)</sup> The ACFC Summerfest and QC Challenge Cup tournaments are an exception to this. A rate of \$250 for the tournament has been agreed to with the tournament organizers. <sup>(2009-05-31)</sup>

e) Administration costs that will be deducted from each honorarium cheque will represent 10% of the gross amount. <sup>(2009-05-31)</sup>

f) The RSRA will distribute 5% of gross billings to the Treasurer to process payroll. <sup>(1999-01-31)</sup>

g) The allocation of the administration costs is managed by the RSRA Executive.

## VIII. ANNUAL SSA REGISTRATION FEES

- a) The payment of registration fees to the SSA include costs for insurance covering the referee when doing events that are sanctioned by the SSA. For complete details on what is a sanctioned event, contact the SSA directly. <sup>(2009-05-31)</sup>
- b) Each year, every referee must submit annual registration fees to the SSA. It is the option of the association to pay the fees on behalf of the members provided that the member has submitted the fees to the RSRA in a timely fashion. <sup>(2009-05-31)</sup>
- c) Referees registered with the SSA but not RSRA members, will not be able to referee games within the RSRA. Guest referees may be used as outlined in article XV (a). <sup>(2009-05-31)</sup>
- d) Members not registered with the SSA will not be able to referee games within the RSRA jurisdiction even though they may still be RSRA members. <sup>(2004-04-25)</sup>

## IX. FINES AND LEVIES

- a) The RSRA reserves the right to apply deductions due to fines being levied against a member from the honorariums. Any fine or levy must be duly agreed to by the membership of the RSRA.
- b) Fines will be recorded in general revenues and used to support the administration of the league. <sup>(2007-08-27)</sup>
- c) Current fines and levies are:
- Stop payment fee based on current banking fees will be deducted when reissuing a cheque that has been lost. <sup>(2009-05-31)</sup>
  - Unclaimed referee honorarium cheques will revert back to the RSRA after six months after the referee concerned has been given written notice that cheque has remained unclaimed for six months. <sup>(1997-09)</sup>
  - No fee for rewriting stale dated cheques. <sup>(1998-04 AGM)</sup>
  - Fines or levies instituted through other formally accepted RSRA policies, such as the Discipline Code.

## X. COINS AND PINS

- a) RSRA coins and pins (when available), one of each, will be provided to new referees at no cost. Additional coins and pins are available for sale to the membership at the RSRA's cost. <sup>(2007-08-27)</sup>

## **XI. GAME SHEETS AND PAY SHEETS**

- a) Where a game results in referee having to complete a caution (yellow card), dismissal (red card), or special incident report, such reports must be completed and filed with the league or tournament by the lesser of either 48 hours from the end of the game or the timeline specified by the event organizers. <sup>(2009-05-31)</sup>
- b) For the outdoor soccer season, RSA game sheets are due by 4:00 PM on the Monday following the game. Game sheets may also be faxed or scanned and e-mailed to the RSA. Game sheets for the indoor soccer season are to be turned in at the end of the referee's shift at the soccer centre. Should the referee need to retain the game sheets to complete reports, then the game sheets must be turned in within 48 hours from the end of the game or the timeline specified by the event organizers. <sup>(2009-05-31)</sup>
- c) Unless superseded by valid contract terms, where the league schedule causes cross-over games between divisions, games are paid out at the older (higher) age group. If, however, the game duration times are based on the younger (lower) age group, then the games are paid out at the younger (lower) age group. <sup>(2009-05-31)</sup>
- d) Put every game assignment on pay sheet, including games that are cancelled due to weather. Note the reason and/or date of cancellation if a game is not played. Match fees may be paid depending on reason and date of cancellation. Game fees are never paid if games are cancelled due to weather. If, however, the second half of the game has started before the game is called due to weather, then the game fee is paid out. <sup>(2008-05-31)</sup>
- e) Use only the pay sheet form on the website—it is specially formatted for payroll processing. <sup>(2007-11-25)</sup>
- f) Pay sheets are due by 9:00 PM two weeks before paydays. Paydays are typically the last Sunday of the month. <sup>(2000-04-30)</sup>
- g) Members must submit a separate pay sheet for each tournament by 9:00pm of the last day of the tournament. <sup>(2000-01-30)</sup>

## **XII. SPECIAL GAME SITUATIONS**

- a) When fulfilling an assignment, RSRA members may be providing their services within facilities that have controlled access (such as outdoor fields that are locked and require key access). Where these facilities are locked, and the teams do not have key access, the member is NOT to gain access to the facility through other means. As an example, members are not to climb fences, or go into through the field by means other than the controlled gates. This is for two reasons. First and foremost is the safety of our members. Second, if the teams do not

have access to the fields, the act of gaining access may be viewed as illegal. If the facilities are not opened by 10 minutes after the scheduled start time of the game, the member is to leave and report the incident to the RSRA Assignor. (2009-05-31)

b) Player cards will be checked by the referee team in accordance with the process and procedures jointly established by the RSA and RSRA. (2008-12-01)

c) In the interests of player and official safety, a referee may allow water breaks during hot weather games. Typically these breaks are very short, and no player may leave the field or play during this break. (2007-07-29)

d) Games must be two equal halves. The kickoff time is the scheduled game time even if the teams are not ready. (2007-06-24)

e) A referee must wait 10 minutes before calling the game if a team has insufficient players. (2007-06-24)

f) If game is cancelled due to lightning, weather, or other circumstances, record the time that the game was stopped on the game sheet (e.g. 7th minute of 2nd half). The league or tournament organizer will decide whether or not game is to be replayed. (2006-05-28)

g) RSA has directed in writing that no jewellery is to be worn on the field. Jewellery can no longer be taped. (2004-07-25)

h) For indoor soccer games, games are to be started on time at scheduled kick off time even if teams are not ready. Teams that practice are to be off the floor at 5 minutes to the hour. (2002-10-27)

i) Middle referees cannot wear a hat. Assistant referees may wear a hat and sunglasses as per ruling from SSA. (1999-05-30)

j) Do not play on fields if water squishes out underfoot. Note "game not played due to wet field" in comments on game sheet. Fields will be taken away by the city if games are played on wet fields and fields are wrecked. (1999-04-25)

### **XIII. RSRA MEETINGS**

a) Members must give notify the RSRA of an absence from a meeting in order to pick up their cheque after a meeting. Arrangements for pickup must be made with the association treasurer, and cheques will not be mailed out. (2007-07-29)

b) If a member is unable to attend a meeting, have someone at the meeting bring home the information for you. The Secretary is unable to ensure information goes home with specific people. (2007-05-27)

#### **XIV. REFEREE RECRUITMENT INCENTIVES**

a) RSRA will pay 50% of clinic fees to new referees who successfully complete a clinic. To qualify for the reimbursement of initial clinic fees, the referee must complete 15 games with the association. (2009-05-31)

b) RSRA will cover upgrading costs to Regional (class 2) and Provincial (class 1) status upon successful completion of the clinic and the completion of 10 games after the clinic completion date. Clinic costs must first be paid by the referee. Only clinic fees are eligible for reimbursement. (2009-05-31)

#### **XV. ASSIGNMENTS**

a) The RSRA may use referees from other jurisdictions (Guest Referees), providing they are duly certified and associated to the Canadian Soccer Association, which is normally done through a provincial governing body. The referee from outside of Regina's jurisdiction must provide the appropriate travel documentation from their provincial and local associations. Referees from other jurisdictions will be paid the same rate for game assignments as those received by members, and will be subject to the same fees, levies and administration costs as members. No mileage or meal allowances will be paid to referees from other jurisdictions unless agreed to by the RSRA members. Where contracts between the RSRA and their customers prohibit the use of referees from other jurisdictions, the RSRA will respect that contract unless advised in writing otherwise by the customer. (2009-05-31)

b) Members must fulfill all of their assignments. Cancellations on game day, except for emergencies, are not acceptable. A minimum of 48 hours notice is required to withdraw from a game. (2009-05-31)

c) It is the responsibility of the member to contact the association Assignor for game assignments. If the member does not contact the Assignor, the Assignor WILL NOT continually phone the member for assignments. (2008-10-31)

d) In case of discrepancy between referee pay sheets and assignment sheets, games will be paid out based on the assignment sheets if no clarifying information is available (e.g. comments on pay sheet or email notification to treasurer). (2007-11-25)

e) Priority assignment is given to "year round" (referees who are active for both indoor and outdoor seasons) referees. (2007-11-25)

- f) It is acceptable for referees to change games at the indoor facility in the event of a conflict. The referees must advise the assignor and treasurer. (2006-11-26)
- g) Referees will not be paid if RSA staff starts or does a game for you. (2006-10-30)
- h) Assignment fees apply only if assignments are made to specific games. Assignment fees do not apply if a list of referees is passed on to a tournament. (2006-10-30)
- i) A member will not be paid as an assistant referee if the member does not do the middle, and is qualified to do so, when the assigned middle referee does not attend the game. (2006-08-25)
- j) Should there be insufficient referees for all games referees will be assigned based on priority. Assignment priorities are referees for each game; then assistant referees in the following order: Premier Men, Men's 1, Men's 2 Men's 3, Women's, Under 18, Under 16, Under 14, Under 12. (2006-04-30)
- k) If a member has lost track of their assignments and have not submitted a pay sheet, the member will have to review the assignment sheets at the convenience of, and a location specified by the Assignor. (2005-06-26)
- l) If a member misses an assignment, the Assignor must be notified. (2005-06-26)
- m) Assignments will not be posted on public accessible websites. Referee assignments should not be available to teams before game time. (2005-04-24)
- n) RSRA members should not accept assignments from anyone other than the RSRA assignor, or another duly authorized assignor (i.e. provincial tournaments). (2004-09-26)
- o) A member must find their own replacement if they are unable to fulfill an assignment. (2001-07-21)
- p) Referees are not to do unsanctioned games (sanctioning is provided by the SSA, if you are unsure, check!). There is no insurance on these games. Approved exhibition games will be given out through the assignor. (2001-01-28)

## **XVI. TOURNAMENTS**

- a) All tournament fees will be negotiated and confirmed in writing before referees will be assigned to the tournament games. (2007-03-25) This rule would not apply if a valid contract already exists between the RSRA and the tournament organizers.

b) Referees who are also a player or coach in a tournament, and will be refereeing in the tournament, will receive early tournament assignments. These members will not receive later assignments as their team may advance. <sup>(2005-02-27)</sup>

## **XVII. DISCIPLINE**

a) The RSRA has implemented a Discipline Code which all members will adhere to and be measured against. <sup>(2008-06-29)</sup>

## **XVIII. OTHER RSRA POLICIES**

a) The RSRA has other policies such as a Lightning Policy. When a member is refereeing a game, and the league or tournament organizers do not have a lightning policy, the referee should use the RSRA Lightning Policy for guidance. <sup>(2005-04-24)</sup>

## **XIX. REFEREE CLASSIFICATIONS**

Classification and promotion of referees is governed by the CSA and the SSA. For Youth and Small Sided classifications, restrictions exist on what games those individuals may officiate in. For further details on these and other classifications, please contact the SSA or CSA.

### Small Sided Game Referee

A Small Sided Referee is a minimum of 12 years of age who has successfully completed the appropriate Referee Course. These referees can officiate in any Small Sided Match.

### Youth Referee

A Youth Referee is between the ages of 14 – 16 years who has successfully completed, the Entry Level Referees Clinic. Referees under the age of 16 are eligible to officiate only in Competitions for players under 16 years of age.

## **XX. REFEREE CONDUCT AND ABUSE**

All assaults on officials **MUST** be reported to the RSA and SSA within 24 hours and copies sent to the RSRA President. You should call an Executive member for guidance. The RSRA Executive strongly recommends that you also report the assault to the police within 24 hours.

All RSRA referees have an obligation to report other referees that contravene the RSRA Discipline Code. These reports will be made directly via email to the Chair of the Discipline Committee or by inserting the appropriate information on the pay sheet that you submit to the Treasurer and your anonymity will be preserved to the best abilities of the association.

**\*\* End of Document \*\***

