

'Youth' or 'District' – New Referee Guide

Congratulations on your first achievement as a referee – completing the course!

We have provided this guide to help you through your first steps as a referee. Please keep it for reference.

Graduating – you will only have to do this once!

Once you have successfully passed the online exam, you will now need to log into your Refcentre account to complete the process.

- Log in using the email and password combination that you used when registering for the course.
- Submit the 'Anti Spam' form, selecting whichever option you choose.
- Click the 'Start Graduation Process' button.
- Complete and submit the feedback survey.
- On the page that appears 'Thank you for submitting your feedback' – click on the 'Home' link.
- Click the 'Start Graduation Process' button again.
- The next page is important, so that you can receive games. Follow the instructions to confirm your 'home' district, which will often be the town or city that you live in. You may need to select a different district as 'home', if you took the course in a neighbouring district. Click the 'Show other districts' button to see other districts in the dropdown menu. If you are not sure what your home district is, please select '**Alberta SA**', and we will fix it for you.
- Once you click 'next', you will be able to print your referee certificate, and you will also see a link that will log you into your Refcentre Referee account.
- **Please make a note of your log in information, as you will need it each time you visit Refcentre.**

Getting Games:

This is an important step so that you can put your new skills into practice!

Your games will not be assigned through Refcentre, but will be assigned by a local assignor using their method of choice, which may be – online system, email or phone. It is important that you make yourself known to your assignor as soon as possible, and we have provided contact information on a separate handout.

You will need to let the assignor know what days/evenings you are available for games, and you should try and make this as firm a commitment as possible. Assignors are often volunteers, and the more work you give them by making changes, the less likely they are to offer you more games. Note that you do not use your calendar in Refcentre for this, but communicate your availability directly to your assignor.

Your First Assignments:

When you receive game assignments, please make a careful note so that you don't forget. Also make note of the contact information of the person who assigned you the game. Make sure you know where the field is and how long it will take you to get there, allowing for traffic or other delays. The standard time to arrive is 30 minutes before kick-off, allowing you to prepare for the game, with other officials if you are part of a crew.

If you cannot attend your game for some reason, you must give the assignor as much notice as possible, so that they can find a replacement. Try and keep this to a minimum (emergency only), because again you are giving them extra work if you hand back games.

Know the rules of the competition – length of the game, size of ball used, substitutions etc.

Ensure that you have all of your equipment ready – neat and clean uniform, shoes, whistles, flag(s), badge, cards and notebook, pens or pencils, coin, sunscreen, bug spray, water etc.

Arriving at the Game:

- Introduce yourself to the team coaches.
- Inspect the field for dangerous objects or conditions.
- Check the goalposts and nets (if any) to ensure player safety and that there are no holes in the nets. All goals must be secured to the ground, including portable goals.
- Check the players' equipment to make sure that they are not wearing anything dangerous to themselves or another player, including any kind of jewelry. Also check that the equipment meets the requirements of Law 4, including shinguards etc.
- If game sheets are required, collect them prior to kick-off.

During the Game:

- Try hard to keep up with play, and be fair to both teams.
- Ignore the parents and other spectators.
- Deal firmly and fairly with any players or coaches who commit offences as outlined in the Laws of the Game.
- Keep a record of the game. Keep this record for at least a month after the game, in case there are any questions asked about scores or misconduct etc.

After the Game:

- Make sure that you fill out any game sheets correctly, providing details of – the final score, goal scorers, and any misconduct by players or coaches. Also make sure that your name is clearly printed in the appropriate place on the sheet. There will be instructions on the game sheet for how to split up the copies between the teams. Ask your assignor ahead of time, if you are not sure.
- If you have any red cards in your games, these will require a separate Misconduct Report to be filled out and submitted to the league of the game you are refereeing. The form is available at – www.albertasoccer.com/referee/resources

Keep a record of all the games you referee, so that you can check that you have been paid the correct amount. Check with your assignor ahead of time to find out how much you will get paid.

We Look Forward to You Continuing as a Referee!

Each year, every Referee in Alberta must:

- Renew their annual registration (Youth \$52.50, District \$70) before April 1, otherwise a late fee will apply
- This registration is valid for one outdoor season and the following indoor season (April 1 - March 31 of the following year)

Note: If taking a Mini or Entry Level Course, you are registered until March 31st of the following year.

For complete registration instructions, go to – www.albertasoccer.com/referee/registration

You will be sent an annual reminder – so please ensure that your email address in Refcentre is kept up to date!

Your Future as a Referee:

Refereeing can be any or all of the following:

- A part time job with excellent money making opportunities.
- A rewarding way of putting back into the game.
- A way to keep yourself in shape.
- An opportunity to learn important life skills such as
 - organization, time management, people skills.
- Potential to advance as a referee to National levels or beyond.
- A way to be directly involved in some great soccer!

We hope that you enjoy your refereeing, and continue for many years. It can be challenging at times, but please remember that there are people who will help you if you run into issues or have questions:

Local assignor – this will be the person who you receive your games from.

District Referee Assistant (DRA) – each of the 19 districts in the province has a person who can help you.

Their contact information is available at - www.albertasoccer.com/referee/refereedevelopment/

Alberta Soccer Manager of Referees – refs@albertasoccer.com

Alberta Soccer web site – lots of referee information, including FAQ's, at – www.albertasoccer.com/referee



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Lightning Safety/ 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 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





Players Wearing Casts Policy

This Canada Soccer policy document 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 or wear anything that is dangerous [to anyone].

It further states that non-dangerous protective equipment is permitted as long as it 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 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 cast does not reduce the element of danger.

Players wearing a soft 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 with the intent to intimidate or injure an opponent shall be sent off.



PLAYER 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.