

REFEREE ASSIGNOR JOB

DUTIES AT THE START OF THE SEASON

1. Receive the roster of referees from the outgoing referee assignor.
2. At the start of each season send the league schedule to the referees.
3. Communicate via email.
4. Remind them at start of season to check player cards but to give a month of leniency.

WEEKLY DUTIES

1. Recommend booking the referees two weeks in advance.
2. Contact North Vancouver Recreation Commission Field Coordinator (Shellie Thorp) to send you any field closures/changes. She will send these on Fridays. Contact our league Field Line Rep about changes. Decisions whether to cancel games due to weather should be done in consultation with the President.
3. Keep accurate record keeping of the games refereed by each referee.
4. Remind the league to fill out referee evaluation forms if there is something significant to report. They are helpful when trying out new refs but are not mandatory.
5. Referees may send you a referee report.
6. Referees will send you all yellow and red card reports, which you must send to the Discipline Committee as soon as possible. Inform new refs that the red cards must be sent to you within 24 hours. Provide the name of any player who receives a suspension and the length of suspension to the appropriate referee/referees to ensure this player does not play. Referees do not take the player cards (as per our league discussion September 2013).

OCCASSIONAL DUTIES

1. Attend the first executive league meeting of the season to remind the team reps the role of the assignor, when to send in referee reports, the importance of having player cards and to notify them if a referee does not show up at their game.
2. Attend other executive meetings when possible but if not send in a report to the president. The reps often have questions or issues to discuss throughout the season so is valuable to attend the meetings.
3. Attend the annual Captain/Referee meeting. The assignor sends out the invite to the referees and provides feedback to the organizers of the meeting about the number of refs who will attend.

END OF SEASON DUTIES

1. Referees get paid in December, March, and July. Payment is \$55 per game. last increase Sept 2012)

2. Referees will get paid for any games cancelled by a team/teams forfeiting with less than 24 hours of game time, or by the referee at game time due to field conditions.
3. Send the total number of games refereed with the total sums to the treasurer ASAP once the last game has been played in each pay period. Suggestion: send your list of refs with their addresses with the totals added to the list. The treasurer will mail out the cheques.

FINDING NEW REFEREES

1. We can only use BC Soccer Registered Referees.
2. See “Accessing BC Soccer’s Registered Referee List” below for instructions on how to access the list.
3. Initial contact with a new referee should be done by telephone. Talk about our league and its idiosyncrasies. “Interview” them. Inquire about their refereeing experience. I do not recommend using a referee who only has experience refereeing youth sixteen years and younger. The ref should sound friendly and seem interested in refereeing a recreational women’s league with varied levels of experience.
4. To evaluate a referee, you should use reports from several teams. The referees appreciate constructive and positive feedback.
5. Make new refs aware of Part 13.1 Special League Rules in our Constitution
6. Send them a copy of the online forms:
 - Red & Yellow Cards
 - Referee Report (some refs use this)
 - Referee Expectations and FIFA Exceptions
 - Referee Evaluation Form
 - Information for NSTSWS Referees
 - Schedule

Outgoing referee assignor should send you a copy of these forms.

ACCESSING BC SOCCER’S REGISTERED REFEREE LIST

To get authorization to access BC Soccer’s Registered Referee List:

- Need to have a criminal record check done. Can be done at MyBackcheck.com
- Go to the BC Soccer website: www.bcsoccer.net
- Click on “Referee”
- Scroll down to “How to Set-up an account to view the list of BC Soccer Registered Referees. This will give you the necessary steps to follow.

Referees need to update their registration yearly so need to check that the refs you are using have maintained their registration.

How to access the list of registered referees

- Go to www.bcsoccer.net
- Click “Referee” → Referee Centre System Log-in → link www.refcentre.com
- Log in with your email and password given to you by BC Soccer
- Click Reports → Registration Report
- Classification → choose District
- Unclick “My Club Only”
- Submit → export to excel
- Hit Ctrl at the same time as A on your keyboard
- Click Data (menu at the top of your computer) → sort → sort by city → ok

You can now easily scroll to North Vancouver, West Vancouver, etc.

For more information on viewing the list of currently registered referees, including a video tutorial, visit their website:

<http://www.bcsoccer.net/COMMUNITY/RefereesRefereeDevelopment/AccessingRegisteredReferees.aspx>

Suggest that you read the Overview, Help page within the Ref Centre and FAQs before you start.

You can contact BC Soccer, ask for the Member Services Coordinator for any questions on how to use Ref Centre. Try 604-299-6401 ext 1416