



# EODSA Match Official Policies and Procedures

updated April 2023

## Acronyms

- DRC District Referee Coordinator
- EFT Electronic Funds Transfer
- EODSA Eastern Ontario District Soccer Association
- EOSL Eastern Ontario Soccer League
- MO Match Official
- OCSL Ottawa Carleton Soccer League
- OASC Ottawa Adult Soccer Club

## 1.0 Assignment Policy

1.1 The EODSA is committed to supporting equity, diversity and inclusion in its policies, procedures, communication, and operational activities. The EODSA expects all its employees, contractors, and agents to uphold that commitment. Preference given to female referees first, when possible, with scheduling program restrictions and grading protocols.

1.2 The EODSA is responsible for appointing all referees for the following games:

- EOSL Regional
- EOSL District (full field and U9 - U12 central venue (Sunday) games)
- OCSL
- OASC
- Ontario Cup (U13 - U18)

1.3 The EODSA is responsible for appointing all assistant referees for the following games

- OCSL (Mens Premier, C1, C2, C3, Women's Premier, C1, C2, C3, , Mens OT1)
- OASL (Mens Div 1 only)
- Ontario Cup (U13 - U18)

*Assignment of ARs to above divisions may be modified due to Match Official availability, with agreement between the EODSA and the respective league(s).*

1.4 Ontario Soccer employs a grading system which matches MO ability to division level. MOs are graded using the Ontario Soccer Grading Protocol. Divisions are graded by the DRC.

1.5 Under normal circumstances MOs will only be assigned games at or below their grade level e.g., a grade eight MO will be assigned to grade eight or lower games.

1.6 Notwithstanding 1.5., in situations where there is as a shortage of MOs, the MO assigner may assign a MO to a game that is higher than their grade on the instruction of the EODSA DRC.

1.7 Notwithstanding 1.5, For upgrading purposes a MO might be assigned a game higher than their grade at the request of the EODSA DRC or Ontario Soccer.

1.8 All MOs must select their availability and preferences for leagues, divisions, and field locations. Under normal circumstances the MO assigner will respect these preferences. No MO will be forced to officiate a game they do not wish to do.

1.9 Most assignments will be completed at least 7 days in advance of games. The DRC will be provided with a total of the number of games that could not be assigned within 7 days, using the procedures below.

1.10 To ensure that assignments are done fairly and equitably for both the MOs and leagues, Assigners will assign games until all have been assigned, using the hierarchy below, with the criteria being input in the Refcentre Assigning system by MOs:

1. MOs who set the *league as preferred* for that day of the week AND the *field location as preferred*. Assigned starting with the highest game level and working down to the lowest.
2. MOs who have set the *league as preferred* and the *field location as acceptable*. Assigned starting with the highest game level and working down to the lowest.
3. MOs who have set their *league as acceptable* and *field location as preferred*. All leagues are assigned equally, regardless of level
4. MOs who set their *league and field preferences to acceptable*. All leagues are assigned equally, regardless of level.

*The assignment procedure described above is repeated daily until 48 hours prior to a game. After this a manual assignment process takes place to get the game covered.*

1.11 For all game assignments, an email is sent to the MO asking them to accept or decline the game on the assignment system. MOs are expected to do this in a timely manner. The MO assigner may remove the assignment if the MO has not confirmed the game within 72 hours of the game date.

1.12 The MO assigner may make modifications to the assignments at any time if it is in the best interests of the EODSA and remains within this policy.

1.13 A league may ask the DRC to assign a game manually up to 48 hours before a game, for specific special issues only, e.g. for a cup final or for a potentially difficult game.

1.14 The EODSA DRC may request a manual assignment process on a game-by-game basis up to 48 hours before a game

1.15 When a MO declines a game invitation, they are made 'not available' for that day for other assignments. The MO may request to be returned to the MO pool if their availability opens by contacting the MO assigner.

1.16 The assigner will contact the League Administrator by telephone no later than three hours before kick-off if they have been unable to assign the game. The league will then decide if it wishes the assigner to continue to look for a MO or not. A list of unassigned games will be provided to the DRC on a weekly basis.

1.17 When a game is cancelled or modified by a league it must notify the MO assigner and assigned MOs by applying that change on the assignment system. When the cancellation or modification is for a game with less than 24 hours notice, the league is required to telephone the MO assigner and the assigned MOs prior to making the modification on the assignment system.

## 2.0 Policy for Assignment Cancellation by Match Official

2.1 If a MO must decline a game assignment after they have already accepted it, they may do so according to the following process:

- If the game is more than 48 hours away, they may decline the game on the assignment system.
- If the game is between 24 and 48 hours away the MO must email or telephone the Assigner as described on Ref Centre.
- If the game is less than 24 hours away the MO must telephone the MO assigner as described on Ref Centre.

*If the MO has followed the EODSA cancellation procedure there is no requirement to justify the cancellation with an email, a phone call or a text to the assigner or the DRC.*

2.2 When a MO postpones a game at the field, prior to the start of the game, the MO(s) shall be paid fifty (50%) percent of the EODSA's published game fee for that game. The referee must collect both game sheets at the field and submit the game report and Special Incident Report in order to be paid for the game.

2.3 When the referee must declare a game to be abandoned after it has been started, they will be paid the game fee as published if they have submitted the completed game report and Special Incident Report.

## 3.0 Policy for Assignment Cancellation by League

3.1 Cancellation notifications before 12:00pm on game day will be by email. Notifications after 12:00pm will be made by email and telephone (mobile number will be used if listed).

3.2 If the league must cancel or postpone a game and notifies the Match Official(s) prior to 3:00pm on game day, the MO will not be paid for the game.

3.3 If the league must cancel or postpone a game and notifies the MO(s) after 3:00pm on the day of the game, the match official(s) shall be paid fifty (50%) percent of the EODSA's published game fee.

3.4 It is important that all officials make sure their Ref Centre account is up to date with their current email address and telephone numbers.

## 4.0 Game Reporting Policy

4.1 Following a game, the referee submits a game report on Ref Centre, including the game score, grassroots games included

4.2 If a MO did not attend a game the league must report the incident to the EODSA who may decide to take disciplinary action against the MO according to Ontario Soccer published rules.

4.3 If a MO contravenes any league's published rules, they must report the incident to the EODSA who may decide to take disciplinary action against the MO according to Ontario Soccer published rules.

4.4 Following discussions with the DRC, a league, under its policies, may choose to reject, with cause, a MO from its games.

## 5.0 Payment Policy

5.1 The EODSA pays Match Officials on behalf of the leagues above, except for the Ontario Cup. Games assigned by Clubs and other Leagues or Associations are paid directly by them.

5.2 If the EODSA is unable to assign a referee or Assistant referee to a game, the home club will not be charged. In this event, if the home club subsequently arranges for alternate MOs to fulfill the role, then the home club is responsible for compensating these alternate officials at the regular game fee rate.

## 5.3 Payment Process

- The referee submits an on-line game report on the assignment system and submits completed game sheets to the League office within 48hrs. Two days past the end of each month referees must have submitted all game reports for the month.
- Using the assigning system, the League administrator acknowledges that the game sheets have been received.
- Each month, the EODSA receives a report from the assignment software showing the games that are ready to be paid to MOs.
- At the same time, MOs receive an email documenting which games will be paid (by the EODSA only, not other leagues or Clubs). This email includes all game details.
- Within 14 days of receiving the report, the EODSA processes online EFT payments to all MOs who have submitted their banking information to the EODSA.
- Payments for MOs who have not submitted banking information will be accrued by the EODSA until such time as banking information is received.

## 6.0 Game Fees

### *Regional League games*

<i>Age Group</i>	<i>Referee</i>	<i>Assistant Referee</i>	<i>League / Division</i>
U13	\$55.00	\$40.00	EOSL Regional
U14	\$60.00	\$45.00	EOSL Regional
U15	\$60.00	\$45.00	EOSL Regional
U16	\$65.00	\$50.00	EOSL Regional
U17	\$70.00	\$55.00	EOSL Regional
U18	\$70.00	\$55.00	EOSL Regional
Senior	\$85.00	\$65.00	OCSL Regional (MP/WP)

### *District Competitive Games*

<i>Age Group</i>	<i>Referee</i>	<i>Assistant Referee</i>	<i>League / Division</i>
U13	\$50.00	\$35.00	EOSL District
U14	\$55.00	\$40.00	EOSL District
U15	\$55.00	\$40.00	EOSL District
U16	\$60.00	\$45.00	EOSL District
U17	\$65.00	\$50.00	EOSL District
U18	\$65.00	\$50.00	EOSL District
Senior	\$80.00	\$55.00	OCSL Competitive Divisions

### *OCSL District Recreational games*

<i>Age Group</i>	<i>Referee</i>	<i>Assistant Referee</i>	<i>League / Division</i>
Senior	\$70.00	\$42.00	OCSL Recreational Divisions

### Maximum Game fees for Club League / EOSL Development League games

<i>Age Group</i>	<i>Referee</i>	<i>Assistant Referee</i>	<i>League / Division</i>
U4-U8	\$30		Club League
U9-U10	\$30		Club League / EOSL Development
U11-U12	\$35	\$23	Club League/ EOSL Development
U13-U14	\$46	\$29	Club League
U15-U16	\$48	\$31	Club League
U17-U18	\$57	\$34	Club League
Senior	\$65	\$42	Club League

7.1 The EODSA has a MO travel expense policy based on a zone model rather than an actual mileage traveled model. The MO's home and all fields are located within one of 31 zones. The 2023 rate per zone km is 45c, after the first 25 kms each way.

7.2 The maximum travel expense will be \$60.

7.3 Travel expenses are only applicable for the following games:

- Adult competitive games
- Adult recreational and youth games if the game is **played** in a **rural** zone

7.4 Adult recreational games that are played in any of these suburban zones are not subject to travel fees

- Stittsville
- Kanata
- Richmond
- Nepean
- Ottawa
- Gloucester
- Cumberland

Examples:

If a referee lives in Rockland and officiates a MC2 game in Nepean then travel expenses will be paid.

If a referee lives in Rockland and officiates a MR1 game in Nepean then travel expenses will not be paid.

If any of the MOs lives in Nepean and officiates a MC2 game in Rockland then travel expenses will be paid.

If a referee lives in Nepean and officiates a MR1 game in Rockland then travel expenses will be paid.

## 8.0 Upgrade Policy

### 8.1 Provincial Upgrade Program

The Canada Soccer Provincial MO Upgrading Program is designed for Regional MOs who are seeking promotion to the Provincial Match Official List . Canada Soccer is responsible for this program which runs once a year across the country.

Refer to the Ontario Soccer web site for more details. ([www.ontariosoccer.net/upgrading-programs](http://www.ontariosoccer.net/upgrading-programs)).

### 8.2 Regional Upgrade Program

The Canada Soccer Regional Match Official Upgrading Program is designed for District MOs 18 & older who are seeking promotion to the Regional Match Official List.

The program includes a fitness test, assessments, passing a laws of the game exam and a two-day education session.

MOs interested in this upgrading program must contact the EODSA DRC at [referee@eodsa.ca](mailto:referee@eodsa.ca).

Please check the Ontario Soccer web site for more details. ([www.ontariosoccer.net/upgrading-programs](http://www.ontariosoccer.net/upgrading-programs)).

### 8.3 District Upgrade Program

New district MOs are encouraged to gain experience by officiating games in a club's house league. Once the MO is ready to upgrade to the District pool, they must notify their Club Head Referee.

To join the district pool of MOs your Club Head Referee will recommend to the EODSA DRC that you are ready to officiate district level games. If the DRC agrees with the upgrade, they will increase the MOs grade to the District pool.

## 9.0 Assessment Program

Frequently Asked Questions (FAQ)

### What is the program for?

The District Assessment Program is intended to accomplish three objectives:

1. To encourage District level MOs to become interested in improving their skills as a soccer MO
2. To identify District level MOs who have the interest and potential to eventually work towards promotion to the level of a Regional MO
3. To improve the quality of officiating in games played in the EODSA

### Who is eligible to participate in the program?

Any District level MO in the EODSA pool of MOs may participate.

### What do I get out of the program?

You will receive a formal written assessment, as well as guidance / mentoring to assist you in improving your skills as a soccer MO.

### I only officiate club house league games, can I obtain an assessment?

Not with this program - please contact your Club Head Referee

### I just want to become a Regional MO. Does the District Assessment Program help me to do that?

Yes - To be considered for upgrading to Regional, you must first complete an assessment ( Contact the EODSA DRC)

### How do I request an assessment?

Go to the "District Assessment Credit" tab in eodsaref.com and select " Please Pay Here" to pay for an assessment in one or more of your upcoming games.

### If I select a particular game will an assessor definitely be present.

No - depending on the level of game or the availability of an assessor we cannot guarantee an assessor will be present to any particular game. The more games you select the easier it is for us to assign an assessor.

### What levels of games are eligible for District Assessments?

An Assessor will only be assigned to an appropriate level game as determined by the EODSA for your experience. If there are no appropriate level games in your schedule, one will be assigned to you at the next opportunity.

### What does it cost?

Assessments costs \$60.00 each

For additional information contact the EODSA DRC at referee@eodsa.ca.

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April 2023	1.1	D Smith	Existing policy review
May 2023	1.2	VLowe/DSmith	General update, add wording around inclusion