



Match Officials Operations Handbook

2024-2025 Season
REVISED July 24, 2024

Match scheduling

All matches will be scheduled by the league –

Referee Coordinator - KYLE WILLIAMS

Email - referees@fraservalleysoccer.com

Tel – 778-847-5475

Submitting Availability

Referees must submit availability through a Google form (see link below) by Monday evening at 8pm for the matches to be played the next weekend.

Google Link: <https://forms.gle/6As6BuVmfXDEr2vr7>

If your availability changes after you submit the form but before the deadline to submit availability, please submit another form. The form is time stamped and your final submission will be used. If your availability changes after the deadline to submit availability has closed and before assignments are released, you must email referees@fraservalleysoccer.com with your updated availability. Matches should therefore never be declined once released.

If you are late submitting availability, email referees@fraservalleysoccer.com and hope for the best. Do not submit a form late. There are no reminders issued to submit availability. This is a weekly referee responsibility.

Do not submit availability for next week until the dates in the form have changed.

Match Locations

The FVSL has matches from Burnaby in the west to beyond Chilliwack in the east. Referees will generally be kept within 30 minutes of home for most matches; however, from time to time, referees will be assigned to matches in the more remote areas of the league. Referees are not able to define a city where they are willing to accept matches. This is the youth soccer model. Referees may work in Burnaby only but must realize that assignments may be limited.

Confirmation Procedure

Assignments will be emailed to referees on Tuesday. Referees have 24 hours to confirm assignments by return email. Confirmations must specifically indicate the day of the week and time (“confirmed Sat 2pm & Sun 4pm) of each match to ensure we know you have seen each assignment. Responding “confirmed” is not acceptable.



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BC Soccer Registration Requirements

Match officials must be in good standing and currently registered through the BCSA with a current criminal record check on file.

There will be the following setup of officials for each match:

Premier	referee and 2 assistants	\$120-\$70-\$70	(\$130 per team)
Other Divisions	referee and 2 assistants	\$100-\$60-\$60	(\$110 per team)
Other Divisions	referee	\$100	(\$50 per team)

Assistant Referees

Assistant referees will be assigned to the following divisions:

FVSL Premier

FVSL Division 1

BMSL Division 1

Selected FVSL Division 2, BMSL Division 2, and BMSL Masters matches.

Payment

Payment must be received prior to kick off. (Exact CASH should be provided, otherwise include details in match report). Referees are not to accept payment in other forms, including cheque or e-transfer.

Referees must not accept payment when a match is not started. The league will pay fees, if applicable. Fees paid by the league will be paid at intervals throughout the season.

Pre-match procedures

You should report for your match at least 30 minutes prior to kickoff (40 min for Premier). If for some reason you are delayed and will be arriving less than 15 minutes prior to kickoff you must contact the league 1st at 778-847-5475 KW or 2nd 778-242-3875 TM, so the league can advise the teams. It is not acceptable to arrive less than 15 minutes prior to kick off without informing the league. These arrival protocols apply to both referees and assistant referees.

Checking of team sheets, identification, and players' equipment should be done at least 15 minutes (30 for Premier) prior to kickoff. When ARs are assigned, this is an AR responsibility.

Teams who do not have their team sheets prepared and available 15 minutes prior to kickoff should be reported in the match report.

Players/team officials must show FVSL approved ID to play. Players/team officials may not show other forms of ID. Referees will now prevent players/team officials who do not show league approved ID from participating.



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Teams are expected to have their team sheets prepared 15 minutes prior to KO. Matches will no longer start until team checks (ID & team sheets) have been completed. Team checks will not be done at halftime. Referees must report when a match is delayed because a team is not prepared. Referees must provide each team with a copy of the opposition's team sheet prior to the match.

Please ensure the Head Coach has signed the team sheet. If a team presents their team sheets with missing information, such as the jersey numbers for each player are not complete, please return the sheets to the team official for completion. Do not complete it for them. Referees must tick the "marked as played" box for each player who checks in for the match. Players may check-in up to the start of the second half. Team sheets must be checked for every match without exception. Except for Premier, photo ID must be checked for all matches.

Referees can now view the player/coach ID online using a smartphone.

The FVSL operates with a pre-game handshake that incorporates both teams starting 11. At Premier, this will be done as a full walkout from the touchline. At all other divisions, the teams meet at midfield. Make sure the teams present the full 11 and wait for the teams to line up before starting the handshake. Both teams should line up either side of the officials facing the benches. On the referees signal the home team should travel down the line and shake hands with the officials and then their opponent, who then travels down the line to shake hands with the officials. This should not be rushed or amended. Please comply for all FVSL games. Teams not wishing to participate should be reported in the match report.

Referees are expected to perform a field inspection prior to the match. Additional nets used for practice must be stored in the field cutout areas, if provided for safety. Nets are not to be left near the touchlines.

Match Length

All matches are 2 x 45-minute halves with a minimum 5-minute halftime break. Premier should have a minimum of 10 minutes at halftime.

Team Officials

There may be no more than 6 team officials on the bench, who are either a head coach, assistant coach, manager, goalkeeper coach, trainer, or authorized club official. All team officials must be registered and listed on the team sheet. No other personnel, including children may be on the bench, regardless of weather, without **exception**. This is a liability issue for both the league and the referee. The Head Coach must be indicated separately from staff coaches on the team sheet.

Substitutions

All divisions are unlimited except Premier which allows 5 substitutions during the 90 minutes. **REVISED**. If the game has extra time, the break between the 90 and extra time has **2 additional** substitutions. The break at 105 minutes does not have unlimited substitutions. Sub slips must be used. All substitutes shall report and submit a substitution slip (premier only) to the referee or assistant at midfield. To replace a player with a substitute there must be a stoppage in play and the referee must acknowledge the change. This change can happen on either team's possession, at the referee's discretion.



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At premier, the player may only enter the field of play after the player being replaced has left the field and after receiving a signal from the referee. The substituted player may leave from any boundary line. At all other divisions, where unlimited substitutions are permitted, the procedure may be more informal.

Cancellation of Match Officials & Fees Owning

Referees will be advised by the league when a match is cancelled. Do not contact the league to enquire about the status of a match.

There are three categories of match cancellations: forfeits, acts of God, and other reasons within the control of teams or the league.

When a match is forfeited after NOON on Friday, match officials will be paid 50% of their fee, if the referee cannot be reassigned to another match at the same time.

Acts of God are causes of postponements that are outside the control of the teams and league and are typically weather related, such as lightning, or a field that becomes unplayable in the hours before kickoff, etc. When a match is cancelled less than 2 hours prior to kickoff and the match official has travelled or begun their travel to the field, the match official will receive a \$25 travel allowance.

For all other cancellations, the match officials have no fees owing if they receive an email or text three hours or more before their match. If notification is not made three hours prior to kickoff, the match officials will be paid a full fee.

Match officials shall keep their fees for any match that is abandoned after kickoff.

Referees shall not keep fees from the teams when a match does not kickoff.

When determining whether a pitch is playable, always error on the side of player safety. Ensure you understand the CSA's Severe Weather Policy.

https://www.canadasoccer.com/files/Lightning_Policy_E.pdf



Match Ball

The FVSL has a standardized match ball. Teams not using the standard ball should be noted in the match report. The 2024/2025 season match ball is ADIDAS TIRO PRO.



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Referee uniforms

The FVSL will be using the ADIDAS spark amber referee jersey and have a sponsor supporting the referee program. This is the primary jersey to be worn in all FVSL/BMSL matches. All officials are required to have the official FVSL spark amber jersey with sponsor, CSA, and league badge. An alternate Adidas jersey can only be worn when the spark amber conflicts with a team's kit. Conflicts with keepers are acceptable. Track suit pants, jackets, toques, and ski gloves are not acceptable to wear during matches. Referees are expected to wear standard black referee shorts and plain black socks.

Reporting Scores & Card Totals

Scores and card totals must be communicated to the league by text only to 778-242-3875, immediately following each match, regardless of the time. League administration waits for the results from the final matches so they can be posted in a timely manner. The league should not have to wait for a referee to go home before submitting their score.

The text must contain the division, home team (listed first), visiting team (listed second), the score, total yellow cards, and total red cards. Team names must be written in full, without abbreviations. Should the match be abandoned, the time and reason for abandonment must be included.

Here is a sample:

Premier
Leicester City FC 3
Rangers 0
3Y
1R

The following information is not permitted: date, your name, goal scorers (unless Premier...but not in spring), field name, weather, temperature, location, and that there were no yellow or red cards. If cards are not listed, the league knows there were none.

Remember that cards are for both teams combined; not split between teams.

When a player is sent off for receiving a second caution, this is reported as 1 RC.

Match & Discipline Reports

The match report and all discipline reports must be completed on the FVSL website referee page. <http://www.fraservalleysoccer.com/referee.php>. If you are new to the FVSL please ask for a username and password at referees@fraservalleysoccer.com. These reports must be completed



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within 24 hours of the final whistle of each match and not at the end of the weekend. The league often receives questions about matches and discipline and needs to refer to the paperwork before responding. If you make an error in a match or discipline report, contact the league at referees@fraservalleysoccer.com, and do not resubmit the report.

Golden Boot – MVP – Golden Gloves

Referees must report all goal scorers, shutouts, and an MVP for each team in their match report. Team officials are responsible for providing the MVP for their opposition.

Team Sheets

Team sheets must be submitted to (referees@fraservalleysoccer.com) by Monday evening at 8pm following each week's matches. Make sure your name is printed on the bottom right of the team sheet and that the Head Coach has signed the team sheet. **Team Sheets must be submitted in PDF form.** The league recommends using the free Adobe Scan phone App.

The Referee Coordinator uses the team sheets and match reports to complete a weekly report for the league. It is very unproductive to have to remind referees each week to provide the required information, as it delays this report.

Team uniforms

The home team declares their colour (see website listing) and the visitors must plan a change if there is a conflict. Referees should report any mixed colours on a team's socks, shorts, and jerseys. At Premier, jersey and socks should not clash. Bibs are not to be used but if they are forced due to a colour clash, they must be numbered, and this is to be reported.

Referee Respect

ZERO TOLERANCE - Referee Abuse and Persistent Protests

The FVSL supports a ZERO tolerance standard for referee abuse either from players, coaches, or spectators. The named Head Coach on the team sheet should be held accountable for control of their team. Persistent Protests should be dealt with immediately. Referees are expected to hold the Head Coach accountable for controlling their team.

IFAB Revised Laws of the Game

There is now an APP available for smartphones to allow for review of the new law adjustments. See your smartphone app store.

Friday 'Points of Emphasis'

The FVSL produces a weekly referee Point of Emphasis document that is emailed to referees on Friday morning. Sometimes the POE is based on the Laws of the Game, while other times, it is based on league procedures. The POE's help the FVSL achieve a consistent standard for all referees. Referees are expected to read these documents prior to the weekend's matches and to enforce the requested standard consistently.



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Video Clip Analysis

The league will continue a weekly video clip analysis, as an educational component of our referee program. Early each week, referees will receive a video link, with questions for you to consider, related to the clip. On Friday, referees will receive the league's response to each question and referees can self-evaluate their own answers.