



ARS Lac St-Louis is responsible for assigning match officials on certain levels of games within its jurisdiction. With this in mind, the ARS Lac St-Louis referee department is responsible for creating and implementing an assignment policy to accomplish this task.

## 1. Assignment Policy and Procedures

The following leagues, competitions and divisions are under the exclusive jurisdiction of the ARS Lac St-Louis Referee Department.

### a. Competitions

- Youth League Outdoor (A-AA)
  - U13 (referees only) + U14-18 (referees + assistant referees)
- Youth League Indoor (A-AA)
- Youth League Local (YLL):  
U18 (referees only)
- Metro League Outdoor
- Metro League Indoor
- ARS Lac St-Louis Outdoor Tournament
- ARS Lac St-Louis Indoor Tournament
- ARS Lac St-Louis Futsal Leagues

### b. Assigning Timeline

- i. 10<sup>th</sup> of the month preceding the assignments: referees submit their availabilities in PTS-REF.
- ii. From the 11<sup>th</sup> to the 21<sup>th</sup> of the month preceding the assignments: Regional Referee Coordinator completes assignments (Does not include April).
- iii. The 21<sup>th</sup> of the month preceding the assignments: assignments are made visible to regional and district list referees through PTS-REF.
- iv. After the 21<sup>th</sup> of the month preceding the assignments: returned assignments are reassigned according to the criteria listed in Section 2.

### c. Referee Fees

The fees for the 2018 season can be found in Appendix 1.

\*The fee will correspond with that of the highest level of both teams involved.

In the event that a game does not start or is not played until the end, for whatever reason (except if the official is directly responsible), all officials will be paid the full game fee, including the match fee and transportation fee.

If the referee is notified (by email, text, or phone call) of a cancellation more than 90 minutes before the scheduled kickoff, they will not receive the match fee. Once the game is rescheduled, the assigned referees will have priority based on their availability.

**d. Transportation**

Referees residing within the ARS Lac St-Louis region and travelling more than 20km (shortest round trip) from their residence to officiate a match will be remunerated at a rate of \$0.20/km.

Referees residing outside of the ARS Lac St-Louis region and travelling more than 20km to officiate a match will be remunerated at a rate of \$0.20/km for each kilometer (round trip) between the location of the match and the ARS Lac St-Louis field closest to their residence.

For referees travelling to games at different venues in one trip, the entire distance (shortest round trip) will be taken into account.

Referees are responsible for keeping track of their transportation claims. Forms must be submitted within 10 days of the match. Forms with erroneous information will not be processed.

**e. Affiliation**

All referees must be affiliated in accordance with the FSQ in order to be assigned.

**f. Changes to Schedule**

All changes to the schedule or additions of any nature (tournaments, friendly games, etc.) must be communicated to the Regional Referee Coordinator on the 10<sup>th</sup> day of the month preceding the scheduled date of the event.

Notwithstanding the preceding paragraph, the Regional Referee Coordinator must accept all requests made after this time period, but cannot be held responsible for missing referees.

**g. Referee Requests**

All clubs requiring referee services must address the Regional Referee Coordinator. Point 1.f applies.

**2. Assignment Criteria**

The Regional and District Referee Coordinators will take the following criteria into account during the assigning process:

- The proper application of requirements established by FIFA, CSA, FSQ and ARS Lac St-Louis.
- Respect for the administrative procedures within the stipulated time frames, especially concerning entering availabilities.
- Level of competency, experience, and physical fitness.
- To officiate a match as referee at the U13-U17 level, the referee must be at least one year older than the age of said category. For the categories U18 and over, the referee must be at least 18 years old.
- Participation in referee department activities.
- A player, coach, or official cannot referee in the same category in which they play, nor any category that could cause an appearance of a conflict of interest.
- A referee receiving a failing grade or guilty of a disciplinary infraction may have their assignments reduced or removed entirely.

### 3. Administrative Sanctions and Fines

In order to ensure that referees respect their assignments and adhere to rules such as time of arrival (minimum 30 minutes) and suitably written discipline reports, the following sanctions will be implemented.

#### a. Game Returns

Time Period	Number of refusals per season	Fine (per refusal)
More than 7 days before the game	1 to 5	\$ -
More than 7 days before the game	6+	\$ 10.00
Between 7 and 3 days before the game	1 to 3	\$ -
Between 7 and 3 days before the game	4+	\$ 15.00
Fewer than 2 days before the game	1 to 2	\$ 5.00
Fewer than 2 days before the game	3+	\$ 25.00
Game assigned fewer than 7 days before the game	1 to 5	\$ -
Game assigned fewer than 7 days before the game	6+	\$ 10.00

Justified injuries are the only returns that will not be penalized. No other reason will be accepted.

If the referee returns a game, but finds a capably qualified replacement, they will not be penalized for the return as long as the Regional or District Referee Coordinators approve the change and the replacement confirms the game in PTS-REF. If the coordinator is not advised, the case will be reviewed by the Manager of the Referee Department

In the event of an abnormally high number of assignment returns, a referee's case may be reviewed by the Manager of the Referee Department and further disciplinary action may be taken.

#### b. Late Arrivals

Time Period	Number of Late Arrivals per Season	Fine (per late arrival)
Arrival at field fewer than 20 minutes before the game	1 to 3	\$ -
Arrival at field fewer than 20 minutes before the game	4 to 10	\$ 10.00
Arrival at field fewer than 20 minutes before the game	11+	\$ 15.00

In the event of an abnormally high number of late arrivals, a referee's case may be reviewed by the Manager of the Referee Department and further disciplinary action may be taken.

**c. Absences**

Absences	Sanction
1st absence	Fine corresponding to the match fee
2nd absence	Fine corresponding to the match fee + referee committee hearing

If a referee misses a game, but finds a capably qualified replacement, they will not be penalized for their absence as long as they have the approval of the Regional Referee Coordinator.

For referees with two absences, the Regional Referee Committee will decide the referee’s status on the district/regional list.

**d. Incomplete Reports**

Number of incomplete reports (referee, assessor, or instructor)	Sanction
1 to 2	-
3 to 4	\$20 per incomplete report
5+	\$50 per incomplete report + suspension from all referee related activities until hearing with Referee Committee

**e. Entering Results**

Infringements	Number of infringements per year	Fine (per infringement)
Results not entered or entered with errors in the 48 hours following the match	3 to 5	\$ 5.00
	6 to 10	\$ 10.00
	11+	\$ 25.00
Results not entered or entered with errors in the 96 hours following the match	3 to 5	\$ 10.00
	6 to 10	\$ 20.00
	11+	\$ 40.00
Photos of game sheets not sent within 48 hours	3 to 5	\$ 10.00
	6 to 10	\$ 20.00
	11+	\$ 40.00

#### **4. Conflict of Interest Policy**

- *Scope:* The policy applies to all members of the regional and district referee lists.
- *Definition:*
  - A conflict of interest is a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her duties as a referee within ARS Lac St-Louis.
  - “Private or personal interest” refers to an individual’s self-interest or the interests of the individual’s immediate family or business partners.
- *Types of conflict:*
  - Actual or real: where his official duties are or will be influenced by private interests
  - Perceived or apparent: where her official duties appear to be influenced by her private interests.

#### **5. Regional Referee Manager’s discretion**

##### **a. Residual Power**

The Regional Referee Manager will have discretionary power over any cases not covered by the Referee Assignment Policy. The referee in question may justify their case in writing within a reasonable delay and if they are considered valid, a sanction may be removed. If the Regional Referee Manager is unable to review a case, they may delegate their responsibility to another person

##### **b. Promotion**

Based on the recommendation of the Regional Referee Manager, a referee may be promoted, for a limited period, to a higher level of assignment. This decision will be made based on the referee’s level of performance, the experience they will gain from the special assignment, or the lack of qualified officials available for the match. Performance is based on evaluations assigned by the ARS Lac St-Louis Referee Department.

##### **c. Demotion**

Based on the recommendation of the Regional Referee Manager, a referee may be demoted, for a limited period, to a lower level of assignment. This decision may be made despite adhering to the criteria listed in Section 2. The decision will be due to a referee’s inadequate level of participation in Referee Department activities or an insufficient level of performance required for a certain level. Performance is based on evaluations assigned by the ARS Lac St-Louis Referee Department.