



Referee Assignment Policy and Procedures

1. West Ottawa Soccer Club (WOSC) is committed to supporting equity, diversity and inclusion in its policies, procedures, communication, and operations. WOSC expects all its employees and contractors to uphold this commitment.
2. WOSC is responsible for assigning referees and assistant referees (when required) for all club adult, youth, and tournament games, both outdoor and indoor.
3. Ontario Soccer employs a grading system which matches the referee's ability to the division level. Referees are graded using the Ontario Soccer Grading Protocol.
4. Under normal circumstances, referees will only be assigned games at or below their grade. However, in special circumstances (e.g. shortage of referees), the assigner may assign a referee to a game that is higher than their grade.
5. All referees must select their availability and preferences for leagues, divisions, and field locations in the designated assigning system. Under normal circumstances, the referee assigner will respect these preferences. No referee will be forced to officiate a game they do not wish to do.
6. To ensure that assignments are done fairly and equitably for both the referees and the club, the assigner will assign games using the procedure below:
 - a. Referees who have set the club/league as preferred and the field location as preferred.
 - b. Referees who have set the club/league as preferred and the field location as acceptable.
 - c. Referees who have set the club/league as acceptable and the field location as preferred.
 - d. Referees who have set the club/league as acceptable and the field location as acceptable.*The assignment procedure described above is repeated until 48 hours prior to a game. After this, a manual assignment process takes place to get all games covered.
7. For all game assignments, an email notification is sent to the referee asking them to accept or decline the game on the designated assignment system. Referees are expected to do this in a timely manner. The referee assigner may remove the game assignment if the referee has not confirmed the game within 72 hours of the game date.
8. The referee assigner may make changes to the assignments at any time, if it is in the best interests of the club/league and remains within this policy.
9. The club/league may ask the assigner to manually assign a game up to 48 hours before a game for special issues only, e.g. for a final or a potentially difficult game.

10. When a game is cancelled or changed by the club/league, it must notify the referee assigner and assigned referees by applying that change on the assignment system. When the cancellation or change is for a game with less than 24-hour notice, the club/league is required to contact the referee assigner prior to making the change on the assignment system.

11. When a referee declines a game offer, they are made 'not available' for that day for any other assignments. The referee may request to be returned to the referee pool later, if their availability changes, by contacting the referee assigner.

12. If a referee does not show up at the field within ten (10) minutes of the kick-off time, the teams concerned should attempt to agree on a person to act as a referee and this shall be noted on the game sheet by both coaches. The playing time shall be adjusted to reflect the delay in the start of the game. A referee who does not show up for their assigned game may face disciplinary action, including a penalty equivalent to the game fee.

Game Assignment Cancellation by Referees

1. If a referee 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 referee must email or telephone the referee assigner.
- If the game is less than 24 hours away, the referee must telephone the referee assigner.

2. If a referee, after arriving at the field, decides that the game cannot be started for any valid reason, the referee shall be paid 50% of the game fee for that game. The referee must collect the game sheets from both teams present at the field and submit the online game report along with a Special Incident Report to be paid for the game.

3. If a referee must abandon a game after it has been started, the referee shall be paid the full game fee, but only after they have submitted the completed game report and a Special Incident Report.

Game Assignment Cancellation by Club/League

1. If the club/league must cancel a game and notifies the referee(s) more than two (2) hours before the kick-off time, the referee(s) will not be paid for that game.

2. If the club/league must cancel a game and notifies the referee(s) less than two (2) hours before the kick-off time, the referee(s) shall be paid 50% of the game fee.

3. If the club/league must cancel a game without any notification or abandon a game after it has been started, the referee(s) shall be paid the full game fee.

4. When the referee is assigned multiple consecutive games:

- a) If one game is cancelled by the club/league with notice before the kick-off of the first game, while the other game(s) is(are) still on, the referee will not be paid for the cancelled game.
- b) If one game is cancelled by the club/league without any notice, while the other game(s) is(are) still on, the referee shall be paid 50% of the game fee for the cancelled game.

5. It is important that all referees keep their referee account on the assignment system up to date with their current email address and telephone number(s).

Game Reporting and Payment Procedures

1. Following each game, the referee must perform the following duties:
 - a) The referee must submit a game report, including the score, on the assignment system.
 - b) The referee must submit completed game sheets to the WOSC Office (admin@wosc.com).
 - c) Both actions must be completed by the referee within 48 hours of the game.
2. After the referee completes the game reporting process, the game fees will be paid through monthly direct deposits.
3. To set up a direct deposit with the club, referees shall email their banking information to WOSC Finance (finance@wosc.com).