

REFEREE INFORMATION AND AGREEMENT FORM 2019/20

Welcome and congratulations on becoming a Vancouver United Football Club (VanU) Referee! We are just as eager as you are to get started. As a condition of employment please ensure you review this document and share it with your legal guardian(s). Should there be anything that you do not understand, or need further clarification, please do not hesitate to contact the VanU Referee Team (contact information below) and we will be happy to clarify it with you.

This document outlines the classifications, scheduling process, game reporting method, payment levels, and other important information pertaining to being a VanU Referee.

A. REFEREE CLASSIFICATIONS

VanU is responsible for scheduling Referees for the U9 to U12 age groups and Assistant Referees for Vancouver Youth Soccer Association's (VYSA) U15 to U18 games

The classifications of Referees employed by VanU are:

- **Small Sided Referees (SSR)** who officiate U9-U10 games and Assistant Referee (AR) for U15-U18 games.
- **Youth District Referees (YDR)** who officiate U11-U12 games and Assistant Referee (AR) for U15-U18 games. Refs at this level are known as Entry Level Refs. At the ages of 14 to 15 they are classified as Youth Refs, and 16 years of age and above as District Refs.

B. CERTIFICATION COURSES

All VanU Referees must be certified through BC Soccer to officiate any games. To ensure that our referees have the proper qualifications, VanU will typically run 2 SSD and 1-2 YDR courses per year (once in the fall and once in the winter). Details of these courses can be found on the BC Soccer Website, where you can register. If a code is required, please get in touch with the Referee Department (contact information below).

Additionally, BC Soccer requires all SSD referees to take an online recertification quiz and pay an annual recertification fee.

C. PRE-SEASON MEETING

Separate from the certification courses, all referees are required to attend at least 1 mandatory pre-season meeting as a requirement to continue employment as a VanU referee. Details of this pre-season meeting will be announced mid-August.

D. NEW HIRE FORM

In order to process payment we require each referee to complete the [New Hire Form](#) that includes; contact information, age, Social Insurance Number, and banking information such as Transit, Institution, and account numbers. Please ensure that all information provided is accurate and sent in via email in a timely manner to prevent any delays in your payments. Failure to submit your New Hire Form may result in game assignments not being given to you.

(Please submit your new hire form if you are a NEW referee, or if there are any changes to your banking information. Players are not required to submit a new hire form every season.)

E. PAYMENT RATE

Small-Sided Referee (SSR), U9-U10 games:	\$20 per game
Youth District Referee (YDR), U11-U12 games:	\$35 per game
Assistant Referee (AR), U15-U18 games:	\$30 per game
Trillium travel subsidy for AR:	\$10 per game

Referees are paid 2-3 times per year via direct deposit and these times will be announced each season. It is recommended that referees track their own assignments to ensure correct payment. If Payments shall not be contingent on the outcome of any games or the performance of the referee, however referees will not be paid if a game result/score is not entered after their assignment.

As noted above, all Referees are required to fill out and submit a [New Hire Form](#). Payment will only be made by direct deposit. A T4 slip will be mailed to the Referee's address in March if the Referee has been paid over \$500 in the previous calendar year.

Refer to the [Game Cancellation Payment Policy Document](#) which outlines and breaks down payment conditions when games are cancelled.

F. GAME OFFICIALS

[GameOfficials](#) is the online portal system that is used by VanU to schedule and track referee assignments. Referees will have their own username and password login, and are required to keep their account up to date with their correct contact information, especially any changes to an email address. Refer to the [Game Officials New User Form](#) if you are a NEW referee to [create an account](#).

G. SCHEDULING

Game schedules are typically emailed early in the week (Monday or Tuesday) through GameOfficials. However there can be delays that are beyond VanU's control. Once a referee has received a game schedule they are asked to reply to the email with their game requests by providing the games that they are available and willing to Ref or AR. Please keep the email short and ensure that you provide your first and last name and the requested game(s).

Example: Joe Van available for game 3, 6 and 8.

Typically within 24-36hours after the initial game schedule is sent out, you will receive a game(s) assignment through your email from GameOfficials.

ALL REFS MUST accept or decline an assignment within 24hours of being assigned their game. Failure to accept or decline their assignment within 24 hours, could result in removal from assignment.

If there are any changes to the game *i.e. time, location, teams*, etc. you will receive notification of this through the system or by VanU staff as soon as possible.

H. CANCELLATION PROCEDURE

In the event that you are not able to make your assigned game, it is your duty and responsibility to get in touch with the VanU Referee Department immediately so that a replacement can be found.

- If you find out that you are unable to work your assignment before FRIDAY 4:00PM, please email the Referee Assignor.
- If you find out that you are unable to work your assignment after FRIDAY 4:00PM, please email the Referee Assignor and the Head Referee.

I. GAME REPORTS

After the game, all referees AND assistant referees (AR's) are required to log on to GameOfficials and report the score for the game they officiate. You will be required to keep track of your assigned games for the weekend (i.e. team names and final score). **If a score is not reported YOU WILL NOT BE PAID.**

If you are a center referee and should there be an incident at your game, you will record the information in GameOfficials and contact the Head Ref (e.g., abuse towards the referee, ejection of coaches, teams not showing up for a game, game does not proceed due to field conditions).

If you show up for a game and for some reason the game is not played you will enter 0 - 0 for the score. Please refer to the Game Cancellation Payment Policy Document which outlines and breaks down payment conditions when games are cancelled.

J. PUNCTUALITY

It is each Referee's responsibility to arrive at the correct location within the appropriate time. Late is considered to be less than 15 minutes prior to match time. A Referee may be replaced on the field with a substitute Referee if the Referee is late for a match. If a Referee does not show up for an assigned match, a first warning will be given in writing by the Head Referee. Second offense will be an automatic week suspension. Third offense will be a disciplinary meeting with the Head Referee and Assignor(s).

K. CLOTHING AND EQUIPMENT

Referee will wear approved clothing for all their matches as outlined in training and as indicated by BC Soccer. Referee shall provide his or her own equipment and uniform on game days as follows:

- Approved Ref uniform BLACK including top, shorts, knee high socks and appropriate Ref badge.
- Fox 40 whistle
- Two soccer flags
- Watch
- Note book and pen/pencil

L. FIELD LOCATIONS

The following are the fields that are used by Vancouver United FC for home games. If

UBC Ken Woods	2700 East Mall
UBC Warren	3250 East Mall
UBC Stadium	6288 Stadium Road
Elm Park	5800 Elm Street
Queen Elizabeth School	4102 West 16 th Avenue
Trafalgar Park	3990 Trafalgar Street
Trimble Park	2250 Trimble Street
Chaldecott Park	4200 Crown Street
Jericho/Locarno	1515 Discovery Street
UBC Warren	3250 East Mall
Point Grey	5350 East Boulevard
Trillium	700 National Avenue
UHill Secondary	3228 Ross Drive

M. POINT OF CONTACT

Head Referee: Kevin O'Malley – vanuheadref@gmail.com

Referee Assignor: Leo Iizuka – leo@vancouverunitedfc.com

Please ensure that you have submitted the following documents to the Referee Assignor prior to commencing work as a VanU Referee.

- New Hire Form (If you are a new referee)
- Created a GameOfficials profile
- Signed Referee Information and Agreement Form (page 4)

I hereby acknowledge that I have read, understood, and accept the above policies and procedures in its entirety and agree to abide by them.

FIRST NAME

LAST NAME

REFEREE SIGNATURE

DATE