

PREAMBLE

This Constitution is written for the purpose of defining the South West Soccer Referees' Association and for outlining the duties and responsibilities for Association Members and the Executive Committee.

This Constitution dated April 9, 1995, supersedes all other constitutions and shall be the official Constitution of the South West Soccer Referees' Association..... (REVISED OCT. 23rd, 2017)

ARTICLE I.....NAME

*The name of the Association shall be
"South West Soccer Referees' Association"
(SWSRA)*

ARTICLE II.....OBJECTIVES AND AIMS

The objectives and aims of the Association shall be the same as those of the Ontario Soccer Referees' Association with the addition of the following:

- a. To undertake all necessary steps and activities to encourage, develop and maintain the highest possible standard of officiating amongst the Members of the Association.*
- b. To promote all aspects of soccer and soccer refereeing to existing and potential Members of the Association, in particular, encourage and support the development of youth referees.*
- c. To serve and support the Members of the Association and represent them whenever required*
- d. To foster a relationship of cooperation between the Association and the local soccer authorities in order to assist with the achievement of the afore-mentioned objectives.*

ARTICLE III.....MEMBERSHIP

- a. Have qualified, or are attempting to qualify as Referees under the requirements of the Ontario Soccer.
- b. Have taken or will take active part in youth or senior soccer refereeing activities.
- c. Have paid any required membership fee.
- d. Are in good standing with the Ontario Soccer.

The categories of membership shall be:

ACTIVE MEMBERS

This category shall be open to those referees who have qualified under the requirements of the Ontario Soccer.

ASSOCIATE MEMBERSHIP

This category shall be open to those members who have retired from active refereeing but wish to continue to support the practice of refereeing.

HONORARY LIFE MEMBERSHIP

Honorary Life Membership in the Association may be granted to a member who has been actively involved with the Association for twenty five (25) years and whose contribution to the Association and refereeing is deemed by a majority of the members to be exceptional.

Nominations for Honorary Life Membership shall be submitted, in writing, to the Executive Committee for consideration at least 3 months prior to the Annual General Meeting. Approval of the nomination shall be made by a vote of at least two-thirds (2/3) of the voting members present at the Annual General Meeting. (Nomination forms are available from the Secretary of the Association)

SPECIAL MEMBERSHIP

This category shall be open to those individuals who have paid any membership fee as required by this Constitution and who have been approved as a member by the Executive Committee in order to enable them to qualify as referees.

ARTICLE IV.....MEMBERSHIP DUTIES AND RESPONSIBILITIES

- a. Members must abide by the Constitution and By-Laws of the Association and must not conduct themselves at any time in such a manner as to bring the Association into disrepute.
- b. Members are expected to regularly attend and participate in the affairs of Association meetings and education sessions as arranged. Members are also expected to participate in various fundraising programs.
- c. Members who fail to attend two (2) consecutive Association meetings without just cause, shall be liable to a fine or other disciplinary action as deemed appropriate by the Executive Committee. If members are unable to attend a meeting, they shall contact an Executive member to notify of their absence.
- d. Members are expected to conduct themselves at all times in accordance with the Canadian Soccer Association's "Code of Ethics for Canadian Referees" – a copy of which is attached to this Constitution. This Code shall be considered as forming part of the Association's Constitution and By-Laws.
- e. Members who fail to comply with this Code, **WILL** be subject to disciplinary action by the Executive Committee.
- f. Any member who is also an active coach or player may register to officiate in youth age, or open games. Such a member shall not officiate in any competition in which their team is entered. This requirement does not apply to youth competitive or minor soccer games.

ARTICLE V.....TERMINATION/SUSPENSION OF MEMBERSHIP

a. Termination or suspension of membership may occur when, in the opinion of the Executive Committee, the Constitution and By-Laws of the Association have been violated.

b. Any such decision may be appealed by a written submission to the Secretary of the Association within ten (10) days of the date of the decision being appealed, and must be accompanied by a fee of fifty (\$50) dollars, (of which all or any part may be retained or returned). The written submission must specifically request a hearing and include the rationale for the appeal. Such appeals will be heard at a Special General Meeting which the secretary shall call within fourteen (14) days of receipt of the appeal.

c. Members also have further right of appeal to the Council of the Ontario Soccer Referees' Association. Such appeals must be made in writing to the Provincial Secretary within ten (10) days of the date of the decision being appealed and be accompanied by a fee of fifty (\$50) dollars (of which all or any part may be retained or returned). Such appeals will be heard by Council, whose decision shall be final.

ARTICLE VI MEMBERSHIP FEES

The annual membership fee for Association members shall be determined the Executive Committee prior to the Annual General Meeting and shall be advised to the members in the Notice of the Annual General Meeting.

a. The fee for active members shall not be less than thirty (\$30.00) dollars per year or such higher amount as determined by the Executive Committee.

b. There shall be no fee for Associate Members, Honorary Life Members or Active Members who are aged 18 years old or younger fee shall not be less than ten dollars (\$10.00) per year.

c. Membership fees shall be given to the Association Treasurer and are payable, for the ensuing year in advance, before the Election of Officers at the Annual General Meeting.

d. Any member who has not paid his/her fee by the Annual General Meeting but pays it by the first General Meeting following the Annual General Meeting, shall be liable to a fee of five (\$5.00) dollars for late payment.

e. Any member whose membership remains unpaid after the first General Meeting shall cease to be a member of the Association but shall never-the-less remain liable for all monies due to the Association.

ARTICLE VII ASSOCIATION OFFICERS

1. The officers of the Association shall:

a. be a President, Vice-President, Secretary, Treasurer and two Directors at Large, and shall comprise the Executive Committee.

b. be nominated by Association Members from the membership defined in Article III

c. be elected at the Annual General Meeting for a two (2) year term by a majority of members present and voting as defined in Article XIV.

d. hold office until the Election of Officers at the Annual General Meeting at which they would normally seek re-election or resign, or earlier, upon vacating the office for any reason.

e. be eligible for re-election as long as they qualify individually under this Constitution

f. be elected as follows: President, Treasurer, and a Director at Large in odd numbered years; Vice-President, Secretary and a Director at Large in even numbered years.

g. be nominated by Association members. If only one member is nominated for Officer/Executive at the AGM, nominated member must be voted / approved by the membership.

h. any member who will run for executive position for SWSRA cannot be active board / executive member with other soccer associations / leagues / clubs.

2. Any member who is absent from the Annual General Meeting may be nominated for office provided that the Secretary of the Association has been notified, in writing, by both the nominator and a second, and the notification indicates the office or offices the member is being nominated for. In addition,

the member shall, before the Annual General Meeting, signify to any Officer of the Association their intention to stand.

ARTICLE VIII DUTIES OF THE EXECUTIVE

The Executive Committee of the Association shall perform the special duties hereinafter mentioned, notwithstanding any other duties which may be contained elsewhere in this Constitution and By-Laws.

a. PRESIDENT

The President shall preside as chairperson at all meetings of the Association, decide all questions of order, and announce the results of voting, except during the Election of Officers, wherein an independent enumerator will be co-opted as Chairperson of the meeting. Whilst in the chair, the President shall neither move nor second any proposal or amendment thereto, nor vote unless there is a tie at any meeting, when a casting may be exercised. The President shall not take part in any debate whilst in the chair, except in debates on rules of order. The president shall ensure that all other Officers perform their respective duties and that all rules are enforced.

b. VICE-PRESIDENT

The Vice-President shall assist the President in the discharge of duties and officiate in the President's absence. In the event of the Presidency becoming vacant during the year, the Vice-President shall assume that office until the next Annual General Meeting.

c. SECRETARY

The Secretary shall keep a true record of proceedings at all meetings of the Association, as well as other decisions reached at Executive Committee meetings. At each meeting the Secretary shall read the minutes of the previous meeting. The Secretary shall conduct the correspondence of the Association and issue to members notice of all meetings. At the Annual General Meeting, the Secretary shall present a report of the year's work.

d. TREASURER

The Treasurer shall receive, give an official receipt for, and be responsible to the Executive Committee for all funds of the Association. The Treasurer shall prepare and present at each meeting a statement showing the financial position

of the Association. The Treasurer shall prepare a similar statement for the Annual General Meeting showing the financial position of the Association for the preceding year. A copy of this statement, bearing the Treasurer's signature and that of the Auditors shall be distributed to each member present at the Annual General Meeting.

e. DIRECTORS

The directors shall be assigned such specific duties and/or responsibilities as determined by the President and shall be considered as forming part of the Executive Committee.

ARTICLE IX EXECUTIVE COMMITTEE

The Executive Committee shall have charge of all property of the Association and conduct all routine or urgent business of the Association between meetings, with the exception of the alteration or addition to the Constitution and By-Laws. Its decisions on matters shall be submitted for ratification, or otherwise, at the next meeting of the Association. In addition, it shall have the following powers:

- a. To confer membership on individuals it considers maybe of value to the Association to enable them to qualify as Referees, or to withdraw such membership for any valid reason.
- b. To co-opt members to fill vacancies on the Committee or dispense with their services.
- c. In so far as the actions taken and decisions made by the Officers and Executive Committee within the authorities contained in this Constitution, and By-Laws are intended to represent the best interests and benefit of this Association as a whole, the said Officers and Executive Committee shall not be personally held, jointly or severally, responsible for them, neither shall legal action be taken by any member or former member against the said Officers or Executive Committee as a result of such lawful actions or decisions.

ARTICLE X REMOVAL OF EXECUTIVE MEMBER

- a. Any member of the executive may be removed from office by a majority vote of the Executive Committee. Any such decision must be ratified by the Association members at the next General Meeting.
- b. A suspended Executive member may appeal the decision of the Executive Committee in accordance with the terms in Article V (b).

c. A further right of appeal against Executive/ Association decisions is available to the Council of the Ontario Soccer Referees' Association. Such appeals must be made in writing to the Provincial Secretary within ten (10) days of the date of the decision being appealed, and be accompanied by a fee of fifty (\$50) dollars (of which all or any part may be retained or returned). Such appeals will be heard by Council whose decision shall be final.

d. An Executive member who fails to attend two consecutive Executive meetings without just cause, shall be subjected to disciplinary action by the Executive Committee.

ARTICLE XI.....FINANCES

All funds belonging to the Association shall be deposited in a Canadian financial institution authorized by the Executive Committee, to an account in the name of the Association. Withdrawals and cheques drawn on behalf of the Association shall be signed by the Treasurer together with either the President or the Secretary.

ARTICLE XII.....AUDITORS

Two members of the Association shall be appointed as Auditors at the Annual General Meeting, and be authorized to audit the accounts of the Association;

- a. at any time they choose without notice.
- b. upon request of the Executive.
- c. each year as at October 1st and before the Annual General Meeting.
- d. they shall present a certificate at the Annual General Meeting in accordance with Article VIII (d)

ARTICLE XIII.....MEETINGS

A. The Annual General Meeting shall be held during the month of October and the notice convening the meeting shall be sent to each member of the Association not less than fourteen (14) days prior to the meeting date.

*The agenda for the **Annual General Meeting** shall be as follows:*

- a. Roll Call – Members for the year ending
- b. Minutes of the previous General meeting
- c. Matters arising from those minutes
- d. Correspondence
- e. President's Address

- f. Secretary's Report*
 - g. Treasurer's Report*
 - h. Committee and Delegate Reports*
 - i. Old Business*
 - j. Amendments to the Constitution*
 - k. Adjournment – Registration for the year ensuing*
 - l. Roll Call – Members for the year ensuing*
 - m. Election of Officers*
 - n. New Business*
 - o. Adjournment*
- And any other items as determined by the Chairperson of the Meeting*

B. GENERAL MEETINGS

Shall be held monthly or as frequently as decided by the Executive Committee. The order of business at General Meetings shall be as follows:

- a. Roll Call*
- b. Education*
- c. Minutes of the previous General Meeting*
- d. Matters arising from those minutes*
- e. Secretary's Report – Correspondence*
- f. Treasurer's Report*
- g. Reports from other Officers and Committees*
- h. Old Business*
- i. New Business*
- j. Adjournment*

C. A SPECIAL GENERAL MEETING

Shall be called by the Secretary on the instructions of the President, or on the receipt of a written request signed by five (5) or more members. At a Special General Meeting, only such business as is stated on the agenda shall be open for debate. As with the Annual General Meeting, fourteen (14) days written notice shall be given for such a meeting.

ARTICLE XIV.....VOTING

- a. At all meetings of the Association, each member present in person shall be entitled to one (1) vote.

- b. At all meetings of the Association the President, or the Chairperson of the meeting may exercise a casting vote.
- c. A quorum of 33% of the membership shall be present for a vote to be cast.
- d. All votes shall be determined by a majority of 51% of the votes cast.

ARTICLE XV.....CONDUCT

Members of the Association shall:

- a. By virtue of payment of the Association membership fee, if applicable, be deemed and required to have subscribed to the Constitution and By-Laws and to any alteration or amendment properly approved.
- b. Conduct themselves, at all times, in such a manner as to be a credit to the Association and the game as a whole.
- c. Cases of misconduct reported to the Association shall be dealt with by the Executive Committee.
- d. Appeals against Association or Executive Committee decisions must be made in writing, to the District Association to be lodged within ten (10) days of the date of the decision being appealed, and be accompanied by a fee of fifty (\$50) dollars (of which all or any part may be retained or returned). Subsequent appeals will be heard by the Council of the Ontario Soccer, whose decision shall be final.

ARTICLE XVI.....INTERPRETATION

Interpretation of the Constitution and By-Laws, as well as questions of dispute, shall be referred to a General Meeting of the Branch

ARTICLE XVII AMENDMENTS TO CONSTITUTION AND BY-LAWS

No alteration or amendment to the Constitution or By-Laws shall be made unless written notice, signed by two (2) members of the Association, is received by the Secretary at least thirty (30) days prior to the Annual General Meeting. Alterations or amendments shall, after consideration by the Executive Committee, be referred to the Annual General Meeting, or if deemed necessary by a notice of motion to a Special General Meeting called for specific purpose. Fourteen days written notice of such a Special General Meeting shall be given to all Association members.

BY-LAWS OF THE SOUTHWEST SOCCER REFEREES' ASSOCIATION

1. ARRIVAL AT SOCCER GROUND

When officiating, members shall arrive at the ground at least THIRTY (30) minutes before the scheduled kick-off time unless otherwise stated by the rules of the competition under which the match is being played.

2. APPOINTMENTS

a. members shall honour any appointments made for and accepted by them and can only be released from the appointment by virtue of illness, personal emergency or an appointment from the OSA or CSA which shall take precedence over all others.

b. Members who fail to honour appointments without just cause may be subject to disciplinary action by the Executive Committee.

3. GAME AND MISCONDUCT REPORTS

Members shall submit misconduct and game reports in accordance with the requirements laid down by the Ontario Soccer.

4. MATCH OFFICIAL MISCONDUCT

Any case of alleged misconduct on the part of a match official, who is a member of the Association, shall be dealt with by the District Association with whom the member is registered. If found guilty, the penalty imposed shall be in accordance with the Ontario Soccer's Policies and procedures.

5. REFEREE ASSAULT

The assault of a member must be reported within 24 hours to the Secretary, or, if not available, another member of the Executive Committee. The Executive shall inform the Association members of the assault at the next Association meeting, If the referee is incapacitated, then the first assistant shall be responsible for reporting the assault.

6. DISCIPLINARY HEARINGS

Any member of the Association who is asked to attend a disciplinary hearing called by the Ontario Soccer or any affiliated soccer authority is required to attend. The member should be clear as to the role they are to fulfill at the hearing (i.e. plaintiff, witness, defendant) and that an advisor may attend with them. Time requirements for notice, etc., shall be as outlined in the Ontario Soccer's Policies and Procedures.

7. PAYMENT OF FINES

Any fines levied against a member of this Association by the Executive Committee must be paid to the Treasurer within fourteen (14) days of the date of the decision being made. Any member who fails to pay a fine within the specified period shall cease to be a member of the Association but shall nevertheless remain liable for any monies outstanding.

8. CONDUCT AT ASSOCIATION MEETINGS

Branch members attending meetings are expected to observe the normal rules of courtesy and are to refrain from behavior which could be considered as being obstructive or inappropriate to the conducting of business of the meeting. Should there be any problem in this respect, the President shall have the power to require such members to leave the meeting if the majority of members present are in accord.

9. PUBLIC STATEMENTS

No member shall make any public statement about any other referee, soccer association or any business conducted within an Association meeting.

10. TRAVELLING ALLOWANCE

A travelling allowance of **.40cents/kilometer** shall be paid to Association members who drive on behalf of the Association to meetings outside the District which are not Association General and/or Executive Committee Meetings, and which expense is not otherwise recoverable.

11. CO-OPTING MEMBER TO THE EXECUTIVE COMMITTEE

The Executive Committee has the authority to form sub-committees based on need. Any co-opted members shall have the right to participate in only those

aspects of Committee business as are deemed appropriate by the Executive, and they shall have a voice but no vote in any such business.

12. ROBERT'S RULES OF ORDER

At all meetings of the Association, the business shall be conducted in accordance with the procedures outlined in Robert's Rules of Order in any matter not covered under the Constitution. Any rulings made by the President or Chairperson shall reflect such Rules, and their decisions shall be accepted by all members present.

CODE OF ETHICS FOR CANADIAN REFEREES

The Canadian Soccer Association is aware of its responsibility towards its referees and, having granted certain privileges to referees it is obliged to ensure such individuals realize and respect their responsibilities and duties.

Specifically, a Canadian referee:

1. Shall conduct themselves with dignity on and off the field of play and shall, by example, endeavor to inspire the true principles of sportsmanship and to earn the respect of those served.
2. Shall not cause the Association to become involved in any controversial matters and shall abide by the rules and regulations of the jurisdiction in which he/she officiates.
3. Shall adhere to all national standards and directives.
4. Shall always be neat in appearance and maintain a high level of physical and mental fitness.
5. Shall study the Laws of the Game and be aware of all changes, and shall enforce all said laws and changes.
6. Shall perform all designated responsibilities, including attending organized clinics, meetings, lectures, etc., and shall assist fellow referees to upgrade and improve their standard of officiating.
7. Shall honour any appointments made for and accepted unless unable to do so by virtue of personal illness or emergency.
8. Shall not publicly criticize other referees or any soccer association.

9. Shall not make any public statement to the media (newspaper, TV, radio, etc.) relating to any game officiated by him/her or regarding the quality of the match or the performance of the teams and its players.

10. Shall follow the correct lines of communication to the CSA Referees' Committee which shall be through the provincial Association.

11. Shall be subject to disciplinary action for not complying with this Code of Ethics.

THE BOWMANVILLE RESOLUTION and THE NILESTOWN RESOLUTION

At the twenty-first Annual General Meeting of the Ontario Soccer Referees' Association on December 14th, 1980 in Bowmansville, enraged, battered and provoked members made another positive move to protect the Ontario referee from the continuing problem of vicious assaults by cowardly players and fans against game officials. The following resolution was passed unanimously by the members of the eighteen (18) Branches in attendance:

"WHEREAS the referee assault problem in Ontario continues unabated;

AND WHEREAS many ONTARIO SOCCER members who have been assaulted in recent years in their capacities as game officials have sustained very serious injuries;

AND WHEREAS the ONTARIO SOCCER, in the light of inadequacy and ineffectiveness of the measures adopted by the soccer authorities to deal with the referee assault problem in Ontario, is committed to protect its members.

BE IT RESOLVED that when an ONTARIO SOCCER member reports that he/she has been assaulted, the member Branch is empowered to advise all ONTARIO SOCCER members, through Branch Secretaries, not to provide service to that team and/or club until such time that the Branch is satisfied that adequate protection for all referees is being provided by the league, team and/or club".

"That in the event of an assault on a referee, no further services will be provided to the offending club until after the finding of the appropriate discipline power has been promulgated in accordance with the minimum standards set by the Canadian Soccer Association. That service will continue to be withheld from any club or team to which the offending player or players may be transferred or play for subsequent to an assault and whilst any Branch action on this resolution is in effect".

The two resolutions are complimentary, and they have been classified as non-negotiable legislation by the ONTARIO SOCCER Council.

The Bowmanville Resolution was deliberately written in a way which provide Branches with the flexibility needed to apply it. Thus, it is the Branches, not the ONTARIO SOCCER Executive, which will determine what constituted adequacy of police protection or who is to be categorized as an inveterate referee beater and/or intimidator. This, of course, is as it should be, for no one knows better than Branch Executives the conditions that exist in their respective areas.

Each Branch will have the full support of the entire ONTARIO SOCCER whenever the Bowmanville Resolution is applied. The OS will continue to be responsible for the application of the Nilestown Resolution, a responsibility which was vested in it by the ONTARIO SOCCER Council on February 26th. 1978. All relevant soccer authorities have already been informed that, effective immediately, where there is unnecessary delay in the hearings of assault cases, the Nilestown Resolution will be applied three (3) weeks after the day of the assault on a referee.

ADDENDA – Not part of Constitution

MATCH AND MISCONDUCT REPORTING

Soccer authorities and their discipline committees are increasingly complaining that many referees are constantly submitting poor match and misconduct reports. There are also too many complaints of reports being, either submitted late or not at all! Predictably, these referees are seen as lacking professionalism, and so they should be, since every referee should know their responsibility begins from the time they accept their appointment, that, only ends when their match and misconduct report has been received by the authority under whose jurisdiction the match was played.

REFEREE'S MANDATE

A referee is required by the Laws of the Game not only to write and submit match and misconduct reports, but to do also , within a stipulated time. Thus, Law V decrees, that if a referee "...stops, suspends or terminates the match, at his/her discretion for any infringement of the Laws". "...because of outside interference of any kind", then he/she shall submit a detailed report of the suspension or termination to the appropriate authorities. Moreover, International Board Decision 4 of Law V directs a referee to report to the appropriate authority misconduct or any misdemeanour on the part of spectators, officials, players, named substitutes or other persons which take place either on the field of play or in its vicinity at any time prior to, during or after the match in question so that the appropriate action can be taken by the Authority concerned ". Indeed, in the LAWS OF THE GAME AND UNIVERSAL GUIDE FOR REFEREES , in its general instructions, warns referees and assistant referees that "If a referee should fail to report misconduct, which comes under his/her notice, and it is proved to the satisfaction of the National Association or affiliated Association that such misconduct was of a nature that required investigation, he/she shall be suspended or otherwise dealt with".

There are other reasons why a referee should submit match and misconduct reports. For example, the referee who does not submit a report detailing the reason why he/she sent off a player for violent conduct (say for spitting, or striking), the referee actually allows that player to go unpunished; he/she also provides the players with an opportunity to come back on a soccer pitch to haunt him/her or likely to assault another referee. The competence, the integrity and the courage of that referee must be questioned by soccer authorities, by other referees and, indeed, by the player who assaulted him/her. Furthermore, the referee who does not

submit match and misconduct reports does a disservice to him/her (self), other referees and, worse still: to the game itself. Well written misconduct reports not only make the work of disciplinary committees easier, they also tend to discourage accused players from appealing against charges made by referees in their reports. It is a mistake for a referee to believe, as some appear to do, that he/she will be better off if he/she does not report incidents. Remember, there may be witnesses and a referee cannot hide the facts!

THE MATCH REPORT:

What is a match report? How does it differ from a misconduct report? The answers to these two questions can be found in Law V where it is stated that one of the duties of a referee is to keep a record of the game. In other words, the referee has certain clerical duties to perform before, during and after a game so that he/she can file a report to the authority under whose jurisdiction the game was played.

The information which is filed in a match report is usually outlined on a game or team sheet and, depending upon the league, may include all of the following: date of the game – name of the ground (park or stadium) – the league – the competition and the division in which the teams are playing – the teams (home and away), names of players and their numbers, named substitutes and captains – names and numbers of the players who scored goal or who cautioned and/or sent off – conduct of players, team officials and spectators – field conditions (including field markings) and the appurtenances of the game (goals, nets, balls and flag- posts) – times with respect to kickoffs, termination/suspension of game, goal scoring and misconduct incidents – referee and assistant referee by name and signature, and the game and travel fees paid to them.

Since the information required to complete a match report is usually identified on the game sheet, it is often a relatively simple exercise for the referee to check off on the sheet what is required by the league. Descriptions of misconduct and the whys and wherefores of match suspension/termination apart, the referee is seldom ever requested to write on the game sheet more than a word or two on the general aspects of a particular match.

Why do leagues need all of this information? It is because they compile statistics to establish, among other things, league champions, leading scorers, the most disciplined and undisciplined players, teams and spectators, the clubs or teams which should be punished for non-observance of league rules, and the clubs or teams in default of payment of fees to game officials.

THE MISCONDUCT REPORT

A misconduct report is exactly what the term suggests. It is a referee's report describing misconduct by anyone (player, named substitute, team official or spectator) playing in or watching a soccer match. If nothing untoward happens during a match, the referee may not need to write a misconduct report, but he/she must submit a match report. A misconduct report should be concise and factual, yet it should contain sufficient information to permit members of a disciplinary committee to have a very clear picture of what occurred at or in the match in question. Misconduct report writing is really story-telling in print, and that is where the problems of many referees apparently begin. Just what should be included in such a report, they ask, and what format should be used in writing it.

Actually, referees would probably find their task easy, if they followed the W5 principle in preparing their misconduct reports. W5, which is the basis of any factual journalistic report, simply refers to the What, When, Where, Who and Why of a story. What happened? When did it happen? Where did it happen? Who was involved? Why did it happen? In essence these are the questions which anyone should ask and then answer in attempting to report, in print or narrative, the salient points of a story.

The contents of a typical misconduct report are described below:

W5

WHERE?
WHEN?
WHO?
WHAT?
WHY?

Where? (Venue; position on park or field of play)

When? (Date of game; time of incident (s))

Who? (Association/league secretary; names of referee and assistants, player names and numbers; team coaches; managers; spectators)

What? (Competition; offense; caution to and dismissal of players; suspension or termination of game)

Why? (Incidents; brawls; fighting; undue interference by players, team officials and/or spectators; inability to maintain match control)

In preparing each misconduct report, it is important for referees to differentiate between misconduct offences and other incidents. A misconduct offence may be viewed as “a classification according to the Laws of the Game of a player’s misconduct”. An incident on the other hand, is simply a description of what the player actually did at the time he/she committed the offence, or whatever else occurred. Misconduct offences, in turn, are classified in the Laws of the Game under two distinct categories, namely cautionable offences and sending-off offences.

Persistent infringements is generally assumed to involve at least three (3) infringements either of the same type or of any combination of different offences. Dissent, which is all too common place, is the calling into question of a referee’s action, decision or opinion by a player. It usually involves a comment to a referee, but it may be a gesticulation. It is different from foul language which is a very serious offence and which is discussed later on. Ungentlemanly conduct is an excellent catch-all phrase used to describe any type of offence which brings the game into disrepute. Thus, it includes tripping, obstruction, time-wasting etc.

There is, of course, a big difference between serious foul play and violent conduct. A player is guilty of serious foul play if, in the opinion of the referee, he/she commits any of the penal offences against an opponent when the ball is in playing distance. If, in the opinion of the referee, a player is guilty of an offence away from the ball of a violent nature including the penal offences, that the referee dismisses that player from the field of play for violent conduct.

The difference between foul and abusive language should be obvious to most referees. What should also be very obvious to all referees is that, the offence is never a matter for caution, for it is always a dismissal offence. In this regard, it should be emphasized that it is the referee’s opinion which determines whether the language used was foul or abusive in light of the situation in which it was used, regardless of what was actually said. As for the second caution, every referee should know that a player may be cautioned twice in the same match.

Laws of the Game specifies when a player shall be cautioned or sent off the field. In addition, other Laws will explain occasions when a referee must caution or send off. However, it must be remembered that whenever a red or yellow card is shown to a player during a game, then the incident must be reported.

You can caution or send off players or named substitutes prior to during or after a game.

You cannot caution or send off with “cards” the team official (coach, manager, trainer). However, if anyone whose name appears on the team sheet and who is sitting on the bench and who is not a player or a named substitute commits misconduct, he/she may be warned or asked to leave the game. If asked to leave and he/she refuses to do so, then you may abandon the game.

ALL MISCONDUCT, REGARDLESS OF WHO COMMITS IT (PLAYER, SUBSTITUTE, OR TEAM OFFICIAL) MUST BE REPORTED ON THE APPROPRIATE MISCONDUCT FORM AND SENT TO THE LEAGUE.

SELF-EVALUATION

Referees and Assistant Referees are usually their own most severe critics, and this should be the case. After every game, referees and assistant referees should analyze their match performances and endeavour to take corrective action wherever an improvement is possible. In order to assist game officials in honest and constructive self-criticism, referees and assistant referees should ask themselves the following questions in relation their recent performances.

DID I:

1. Enforce the Laws?
2. Apply the Laws correctly?
3. Deal with misconduct correctly and sensibly?
4. Interpret dangerous play correctly?
5. Recognize the difference between unintentional and intentional occurrences?
6. Properly deal with incidents of dissent from my decisions?
7. Talk to players other than in the course of my duties?
8. Place my hands on a player/person for any reason?
9. Wag my finger at players or in any manner to suggest that I was belittling them?
10. When necessary, approach players rather than have them approach me?
11. Act too casually, suggesting that I was not sufficiently interested in the game?
12. Concentrate on the game and my responsibilities at all times?
13. Properly establish and maintain general control of the game?

14. Maintain maximum activity throughout the game?
15. Move around the field too slowly?
16. Slow up when play reached the penalty area?
17. Anticipate play and quickly move to be near to possible incidents?
18. Aim to keep a position where the play was between my location and that of the appropriate assistant referee?
19. Always face the area of restarts after indicating free kicks, etc., by running backwards?
20. Move sufficiently from end to end on the field of play?
21. Restrict any movements to a line up and down the center of the field of play?
22. Make full use of the Diagonal System of Match Control?
23. Stick too rigidly to a narrow diagonal line and become too distant from the play?
24. Apply the advantage clause sensibly and correctly?
25. Properly indicate advantage applications and also rebuke the offender?
26. Allow players to waste time?
27. Get the game restarted quickly after each stoppage?
28. Take too long to get into position before signaling for restarts?
29. Allow or condone the entry of trainers without my signaled permission?
30. Turn my back to the ball and not keep all possibilities in view?
31. Make the whistle talk for me with proper variation and emphasis?
32. Consider my whistle to be effective?
33. Give the proper standard arm signals on all occasions?
34. Develop and maintain genuine teamwork with my assistant referee?
35. Issue proper instructions to my assistants and make certain that I was understood?
36. Allow the assistant referee to try to control the game for me?
37. Look to the assistant referee for confirmation of decisions which were clearly my responsibility?
38. Where necessary, consult with my assistants quickly, privately and briefly?
39. Look smart and confident when I entered and departed the field of play?
40. Approach the game calmly and fully prepared or was I distracted in any way?

41. Become over-confident, gimmicky or unnecessarily the center of attention?
42. Keep clear of the immediate location of play?
43. Allow players to surround me to appeal against, or to question my decisions?
44. Control myself, using an effective whistle and calm voice to control the players?
45. Thank my assistant referees after the game and discuss relevant factors afterwards with a neutral assistant referee?
46. Caution or send off any player and record the necessary details?

REMINDERS FOR ROOKIES

THE FOLLOWING INSTRUCTIONS ARE INTENDED FOR THE NEW OR YOUNGER REFEREE, ALTHOUGH A NUMBER OF OUR EXPERIENCED OFFICIALS MIGHT WANT TO TAKE NOTE.

THE ROLE OF THE REFEREE

When you accept an appointment, you assume certain responsibilities along with it.

These can be summarized as:

Pre-game responsibilities

You must be at the field 30 minutes prior to the scheduled kickoff time in order to perform the following:

- Inspect the field and check the field markings, nets, corner posts and team benches
- Get the game ball and check it (roundness, pressure)
- Be sure no clash of colours occurs between teams, if there is, home team must change
- Get the team sheets and check that they have been filled out correctly
- Pick up the game fee – if you have to
- Remember your duties
- Ensure that the teams are on the field on time
- Have the game start on time

Game responsibilities

- Know the Laws and how to enforce them
- Be consistent and fair
- Earn the players' respect by having a good attitude
- Ensure the safety of all concerned
- Try to make the game enjoyable

Post-game responsibilities

- Return the game to the coach that gave it to you
- Complete the team sheets and return the appropriate copies to the teams
- Double-check goals/scorers/cautions/send-offs (with assistants if applicable)
- Send in team sheets and any game or misconduct reports to the league within 24 hours of the game being completed

DRESS CODE

The first key to being professional is to look like a professional. To command respect, you must look the part. The proper dress code for a Canadian Referee is black shirt with white collar and cuffs (long or short sleeves), black shorts, black socks and black shoes. Shoes should be clean, shirt tucked in, and socks pulled up at all times. Alternate colours should be yellow and red shirts (check with your Association).