



**Coquitlam Metro-Ford Soccer Club
Game Officials Package 2015-2016 Season
(For coaches and managers)**



Game Officials Information

****note – these guidelines are for league, cup and exhibition games only.**

1. Contacts

CMFSC Youth Scheduler	CMFSC Mini Scheduler	MSL Scheduler	BCSPL Scheduler	CMFSC Head Referee
Gwenda Woodbury	Amy Tiefenbach	Mike Holden	Igor Cvetkovski	Pete Dragan
cmfyouthscheduler@gmail.com	amycmfsc@gmail.com	miholden@telus.net	BCSPLHeadRef@yahoo.ca	cmfheadref@shaw.ca
		H: 604-299-2318		
C: 604-657-7170	C: 778-689-4591	C: 604-202-9967	C: 604-619-0453	C: 778-839-5108

2. Club provided Game Officials

	Center Official	Asst. Official
U13 to U18 SPL	SPL	SPL
U13 to U18 MSL	MSL	C
U15 to U18 Div 1 - 8	C	C
U13 and U14 Div 1 - 8	C	N/R
U8 to U12 – House and Selects	C	N/R

SPL – SPL scheduler provided

MSL – Select scheduler provided

C – Club provided

N/R – officials not required

3. Fee Schedule (revised Oct 2015)

2013/2014 Game Official Fee Schedule		
Division	Center Official Rate	Assistant Official Rate
U8	\$15.00	N/A
U9	\$15.00	N/A
U10	\$15.00	N/A
U11 House	\$18.00	N/A
U12 House	\$20.00	N/A
U11 & U12 Select	\$30.00	N/A
U13 Div 1 – 8*	\$30.00	\$15.00*
U13 MSL	\$45.00	\$22.50
U14 Div 1 – 8*	\$35.00	\$17.50*
U14 MSL	\$45.00	\$22.50
U15 Div 1 – 8	\$40.00	\$20.00
U15 MSL	\$50.00	\$25.00
U16 Div 1 - 8	\$40.00	\$20.00
U16 MSL	\$50.00	\$25.00
U17 & U18 Div 1 - 8	\$45.00	\$22.50
U18 MSL	\$60.00	\$30.00

* Assistant Referee fees apply to u13-u14 Div 1-8 teams for District CUP only, not for regular season matches.

4. Payment of Game Officials when games are cancelled

Referees are due their game fee when:

- an official cannot be notified within 3 hours of the start of the scheduled game.
- the game is cancelled on site by the referee due to field conditions.

Referees are NOT due their game fee when:

- they are notified of a game cancellation 3 hours or more prior to the start of the game.
- ALL games in a particular division are cancelled en masse due to a sudden weather event making the fields unplayable.
- all fields are closed by the city or the club.

If there is doubt concerning the status of a field, anyone can check the website field status page for field closure notification. All referees can expect an email or phone call from either the team (U8-U12 games) or the referee scheduler (U13-U18 games) saying that their game has been cancelled when fields are closed.

(<http://www.cmfsc.ca/fieldstatus.htm>)

5. Club expectations of Game Officials

- Proper referee attire (black jersey, black shorts, black socks) must be worn for all games including visible badges. An alternate referee jersey of yellow is advisable to include in your kit.
 - Officials need to have the following equipment:
 - Game timer: stop watch or programmable watch (no cell phones)
 - Whistle
 - Flags
 - Knowledge of rules for all levels of officiating and variations used for District mini divisions
 - Professionalism & maturity in dealings with players, coaches and parents both on and off the field of play.
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6. Club responsibility to Game Officials

- Respectful treatment by team officials, players and spectators
- Payment on the day by teams in cash (also get referee to sign reimbursement form for home team)
- Prompt response to resolve any team behavior or payment issue
- Fair and balanced distribution of games to club officials based on their ability and availability

Specific Game Officials Information for Mini Division (U8-U12)

1. Following is the process for assigning Game Officials for the mini division

1. Games are listed on the website by the minis field scheduler by Sunday night for next weekend games.
 2. Minis Official Scheduler uploads games to online assigning system and assigns games early in the week.
 3. REFs are notified that games are posted to online system for requests by Monday.
 4. REFs must confirm pending assignments by Wednesday 5:00pm
 5. Minis Scheduler updates club website with name and "REF confirmed" for all game assignments by Friday noon.
 6. Game Official shows up to assigned field/time 20 mins prior to kick off unless otherwise notified.
 7. Coaches contact REFs (list provided by scheduler) regarding any changes or cancellations a minimum of 3 hours before game time.
 8. If a REF does not show up to their assigned game by 5 minutes before kick off, teams may contact the Scheduler by phone, for follow up with the assigned Game Official.
 9. Game Officials contact the Minis Scheduler when a game is cancelled by a team OR if they cannot fulfill their obligation for any reason.
 10. Minis Scheduler updates website referee list if a REF cannot make a game due to illness, injury or conflict, and contacts a team official with new REF info if a replacement is possible.
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Specific Officials Information for Youth Division (U13-U18)

1. The club's Youth Scheduler gets game schedules for the week from the various leagues (e.g. BCSPL, MSL, 5 District, BCCGSL), prepares the field assignments and posts to the CMFSC web site schedule pages by Sunday night each week. **Any CMF team requiring adjustments to their scheduled home field/time must email a special request to the club's Youth scheduler no later than noon Sunday.**
 2. The Youth Scheduler notifies District MSL Scheduler when the game assignments for the week are posted.
 3. The various Game Official Schedulers assign Game Officials for their respective games as per the chart under item #2.
 4. All Game Officials are paid at the field. **In the case of Exhibition games, the team assumes all costs (i.e. club pays for league and cup games only).**
 5. When booking an **Exhibition game** please contact the Youth Scheduler to book a field/game official. The Scheduler will offer field times/locations available, book a game official, and notify the team contact when a referee has been assigned. Teams need to contact the Scheduler immediately when they have to cancel a game (and the official).
 6. The Youth Scheduler informs Game Officials and CMF coaches of any field closures, field reassignments or game cancellations due to weather. No fees are due if this happens outside the 3 hour window before game kick off.
 7. If a team has a field assigned to them and they discover (early in day) that the field is not playable (e.g. snow or standing water) they must contact the Scheduler by phone as soon as possible so referees can be cancelled for subsequent games on that field.
 8. Game Officials should arrive to the fields 30 mins before their scheduled game kick off. If an Official does not show up to their assigned game by 15 minutes before kick off, teams may contact the Scheduler by phone, for follow up with the assigned Game Official. Please note that in some cases an Official may be in transit from another game/field, but every effort is made by the schedulers to avoid overly tight sequential bookings.
 9. If a team must cancel a game, FOR ANY REASON, it is the team's responsibility to contact the Game Official Schedulers. See item #1 for all contact information. Any changes must be communicated to the Game Official Schedulers (CMFSC Scheduler; MSL Scheduler, BCSPL scheduler) as early as possible, so they have sufficient time to reschedule/cancel the game officials.
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Payment of Game Officials Process - 2015/2016 Season

The home team is responsible for paying the game official(s) in **CASH** at the game. This includes all game officials (referees and assistant referees) for all league and applicable cup games other than BCSPL. For exhibition games, payment is the responsibility of the team, not the club. If a game is forfeited due to lack of players, or the referee calls the game due to inclement weather, etc., payment is still required in full.

See item #3 for a current fee schedule for the 2015/2016 season. The reimbursement form is the last page of this document.

The official(s) must print their name or BCSA Registration number and sign that they have received full payment at the field.

On December 1st (or when a team is finished in December) and March 31st (or at the end of the season), a team official submits their reimbursement form in the following ways:

1. By scanning and emailing the form to our club's Treasurer, Scott Coulter at coulter.sw@gmail.com
2. Or drop off at the equipment depot and placed in the mail slot. If possible, please enclose a self-addressed envelope.

In both cases above, we need to know who to write the cheque to as well as an address so that we can mail the payment within two weeks of submission.

Any questions, please contact one of the following:

Contact	Purpose	Cell	Email
Amy Tiefenbach	Mini field and referee enquiries (U8 -U12)	778-689-4591	amycmfsc@gmail.com
Gwenda Woodbury	Youth field and referee enquiries (U13-U18)	604-657-7170	cmfyouthscheduler@gmail.com
Scott Coulter	All financial enquiries		Coulter.sw@gmail.com

