



EODSA Match Official Policies and Procedures as of February 2024



Acronyms

DRC	District Referee Coordinator
EFT	Electronic Funds Transfer
EODSA	Eastern Ontario District Soccer Association
EOSL	Eastern Ontario Soccer League
MO	Match Official
OCSL	Ottawa Carleton Soccer League
OASC	Ottawa Adult Soccer Club

Assignment Policy

1. The EODSA is committed to supporting equity, diversity and inclusion in its policies, procedures, communication, and operational activities. The EODSA expects all its employees, contractors, and agents to uphold that commitment.
2. The EODSA is responsible for appointing all referees for the following games:
EOSL Regional
ESL District (full field)
OCSL
OASC
Ontario Cup (U13 - U18)
The EODSA is responsible for appointing all assistant referees for the following games
OCSL (Men's Premier, C1, C2, C3, Women's Premier, C1, C2, C3, Men's OT1)
OASL (Men's Div 1 only)
Ontario Cup (U13 - U18)
Assignment of ARs to above divisions may be modified due to Match Official availability, with agreement between the EODSA and the respective league(s).
3. Ontario Soccer employs a grading system which matches MO ability to division level. MOs are graded using the Ontario Soccer Grading Protocol. Divisions are graded by the DRC.
4. Under normal circumstances, MOs will only be assigned games at or below their grade level e.g. a grade eight MO will be assigned to grade eight or lower games.
5. Notwithstanding 1.5., in situations where there is a shortage of MOs, the MO assigner may assign an MO to a game that is higher than their grade on the instruction of the EODSA DRC.
6. Notwithstanding 1.5., For upgrading purposes a MO might be assigned a game higher than their grade higher at the request of the EODSA DRC or Ontario Soccer.
7. All MOs must select their availability and preferences for leagues, divisions, and field locations. Under normal circumstances the MO assigner will respect these preferences. No MO will be forced to officiate a game they do not wish to do.
8. Most assignments will be completed at least 7 days in advance of games. The DRC will be provided with a total of the number of games that could not be assigned within 7 days, using the procedures below.
9. To ensure that assignments are done fairly and equitably for both the MOs and leagues, Assigners will assign games until all have been assigned, step by step from 1 through 4.
10. The preferences below are entered by the MOs themselves in the assignment software system under their preferences tab.

Step One

League – preferred for that day of the week

Field – preferred

Highest game level to lowest

Step Two

League – preferred for that day of the week

Field – acceptable

Highest game level to lowest

Step Three

League – acceptable

Field – preferred

All game levels assigned equally, regardless of level

Step Four

League – acceptable

Field – acceptable

All game levels assigned equally, regardless of level

11. The assignment procedure described above is repeated daily until 48 hours prior to a game. After this a manual assignment process takes place so that all games are covered.
12. For all game assignments, an email is sent to the MO asking them to accept or decline the game in the assignment system. MOs are expected to do this in a timely manner. The MO assigner may remove the assignment if the MO has not confirmed the game within 72 hours of the game date.
13. The assigner may make modifications to the assignments at any time if it is in the best interest of the EODSA and remains within this policy.
14. A league may ask the DRC to assign a game manually up to 48 hours before a game, for specific special issues only, e.g. for a cup final or for a potentially difficult game.
15. The EODSA DRC may request a manual assignment process on a game-by-game basis up to 48 hours before a game
16. When a MO declines a game invitation, they are made 'not available' for that day for other assignments. The MO may request to be returned to the MO pool if their availability opens by contacting the MO assigner.
17. The assigner will contact the League Administrator by telephone no later than four hours before the scheduled kick off time if they have been unable to assign an official(s) to a particular game. The league will then decide if it wants the assigner to continue to look for a MO or not. A list of unassigned games will be provided to the DRC on a weekly basis.
18. When a game is cancelled or modified by a league, the league must notify the MO assigner and assigned MOs by applying that change on the assignment system. When the cancellation or modification is for a game with less than 24 hours notice, the league is required to telephone the MO assigner and the assigned MOs prior to making the modification on the assignment system.

Policy for Assignment Cancellation by Match Official

19. If a MO must decline a game assignment after they have already accepted it, they may do so according to the following process:
 - a) If the game is more than 48 hours away, they may decline the game on the assignment system.
 - b) If the game is between 24 and 48 hours away the MO must email or phone the Assigner as described on the league software system.
 - c) If the game is less than 24 hours away the MO must telephone the MO assigner.
 - d) If the MO has followed the EODSA cancellation procedure there is no requirement to justify the cancellation with an email, a phone call or a text to the assigner or the DRC.
20. When a MO postpones a game at the field, prior to the start of the game, the MO(s) shall be paid fifty (50%) percent of the published game fee for that game. The referee must collect both game sheets at the field and submit the game report and Special Incident Report to be paid for the game.
21. When the referee declares a game abandoned after it has been started, they will be paid the game fee as published if they have submitted the completed game report and Special Incident Report.

Policy for Assignment Cancellation by League

22. Cancellation notifications before 12:00pm on game day will be by email. Notifications after 12:00pm will be made by email and telephone (mobile number will be used if listed in the assigning software).
23. If the league must cancel or postpone a game and notifies the Match Official(s) prior to three hours before the scheduled kick off time, the MO will not be paid for the game.
24. If the league must cancel or postpone a game and notifies the MO(s) less than three (3) hours before the scheduled kick off time, the MO(s) shall be paid fifty (50%) percent of the published game fee.
25. It is important that all officials make sure their Ref Centre account is up to date with their current email address and telephone numbers.

Game Reporting Policy

26. Following a game, the referee must submit a game report, including the game score, on Ref Centre for all games, including development league games.
27. If a MO did not attend a game the league must report the incident to the EODSA who may decide to take disciplinary action against the MO according to EODSA or Ontario Soccer published rules.
28. If a MO contravenes any league published rules, they must report the incident to the EODSA who may decide to take disciplinary action against the MO according to Ontario Soccer published rules.
Following discussions with the DRC, and using its policies, a league or competition may choose to discontinue assigning a MO for its games.

Payment Policy

The EODSA pays Match Officials on behalf of the leagues above in section 1.2, except for the Ontario Cup games which are paid at the field by the home team. Games assigned by Clubs and other Leagues or Associations are paid directly by that organization. (see EODSA and Club Referee Payment Procedure - Ref payment by EODSA and Clubs)

If the EODSA is unable to assign a referee or assistant referee to a game, the home club will not be charged. In this event, if the home club subsequently arranges for alternate MOs to fulfill the role, then the home club is responsible for compensating these alternate officials at the regular game fee rate.

Payment Process

The referee submits an on-line game report on the assignment system and submits completed game sheets to the League office within 48hrs. Two days past the end of each month referees must have submitted all game reports for the previous month.

Using the assigning system, the League administrator reviews the game sheets and marks them as reviewed. Each month, the EODSA receives a report from the assignment software showing only the games that they assigned that are ready to be paid to MOs.

At the same time, MOs receive an email documenting which games will be paid (by the EODSA only, not other leagues or Clubs). This email includes all game details.

Within 14 days of receiving the report, the EODSA processes online EFT payments to all MOs who have submitted their banking information to the EODSA.

Payments for MOs who have not submitted banking information will be accrued by the EODSA until such time as banking information is received.

Game Fees

Regional League games

Age Group	Referee	Assistant Referee	League / Division
U13	\$55.00	\$40.00	EOSL Regional
U14	\$60.00	\$45.00	EOSL Regional
U15	\$60.00	\$45.00	EOSL Regional
U16	\$65.00	\$50.00	EOSL Regional
U17	\$70.00	\$55.00	EOSL Regional
U18	\$70.00	\$55.00	EOSL Regional
Senior	\$85.00	\$65.00	OCSL Regional Premier

District Competitive Games

Age Group	Referee	Assistant Referee	League / Division
U13	\$50.00	\$35.00	EOSL District
U14	\$55.00	\$40.00	EOSL District
U15	\$55.00	\$40.00	EOSL District
U16	\$60.00	\$45.00	EOSL District
U17	\$65.00	\$50.00	EOSL District
U18	\$65.00	\$50.00	EOSL District
Senior	\$80.00	\$55.00	OCSL Competitive Divisions

Recreational games

Age Group	Referee	Assistant Referee	League / Division
Senior	\$70.00	\$42.00	OCSL Recreational Divisions
Senior	\$90.00		OCSL Recreational Divisions

Maximum Game fees for Club League/EOSL Development League games

Age Group	Referee	Assistant Referee	League / Division
U4-U8	\$30		Club League
U9-U10	\$30		Club League / EOSL Development
U11-U12	\$35	\$23	Club League/ EOSL Development
U13-U14	\$46	\$29	Club League
U15-U16	\$48	\$31	Club League
U17-U18	\$57	\$34	Club League
Senior	\$65	\$42	Club League / OASL / GLSL

Travel Expenses

The EODSA has a MO travel expense policy based on a zone model rather than an actual mileage travelled model. The MO's home and all fields are located within one of 31 zones. The 2023 rate per zone km is 45c, after the first 25 kms each way.

The maximum travel expense will be \$60.

Travel expenses are only applicable for the following games:

Adult competitive game

Adult recreational and youth games if the game is played in a rural zone

Adult recreational games that are played in any of these suburban zones are not subject to travel fees:

Stittsville

Kanata

Richmond

Nepean

Ottawa

Gloucester

Cumberland

Examples:

If a referee lives in Rockland and officiates a MC2 game in Nepean, then travel expenses will be paid. If a referee lives in Rockland and officiates an MR1 game in Nepean, then travel expenses will not be paid.

If a MO lives in Nepean and officiates an MC2 game in Rockland, then travel expenses will be paid.

If a MO lives in Nepean and officiates an MR1 game in Rockland, then travel expenses will be paid.

Upgrade Policy

Provincial Upgrade Program

The Canada Soccer Provincial MO Upgrading Program is designed for Regional MOs who are seeking promotion to the Provincial Match Official List. Canada Soccer is responsible for this program which runs once a year across the country.

Refer to the Ontario Soccer web site for more details. (www.ontariosoccer.net/upgrading-programs).

Regional Upgrade Program

The Canada Soccer Regional Match Official Upgrading Program is designed for District MOs aged 18 & older who are seeking promotion to the Regional Match Official List.

The program includes a fitness test, assessments, passing a laws of the game exam and a two-day education session.

MOs interested in this upgrading program must contact the EODSA DRC at referee@eodsa.ca.

Please check the Ontario Soccer web site or contact the EODSA DRC for more details. (www.ontariosoccer.net/upgrading-programs).

District Upgrade Program

New District MOs are encouraged to gain experience by officiating games in a club's house league. Once the MO is ready to upgrade to the District pool, they must notify their Club Head Referee.

To join the district pool of MOs the Club Head Referee will recommend to the EODSA DRC that the MO is ready to officiate District level games. If the DRC agrees with the upgrade, they will increase the MOs grade to the District pool.

District Assessment Program

The District Assessment Program is intended to accomplish three objectives:

To encourage District level MOs to become interested in improving their skills as a soccer MO

To identify District level MOs who have the interest and potential to eventually work towards promotion to the level of a Regional MO

To improve the quality of officiating in games played in the EODSA

Any District level MO in the EODSA pool of MOs may participate in the program. MOs who only referee club house league games are not eligible to participate.

To be considered for upgrading to Regional in the future, a MO must first complete a District assessment

MOs who participate will receive a formal written assessment as well as guidance and mentoring to assist them in improving their skills as a MO.

An Assessor will only be assigned to an appropriate level game as determined by the EODSA for the MOs experience. If there are no appropriate level games in the MOs schedule, one will be assigned at the next opportunity. The more games an MO selects the easier it will be to have an assessment done.

To request an assessment MOs will go to the "District Assessment Credit" tab in <http://eodsaref.com> and select "Please Pay Here" to pay for an assessment in one or more of your upcoming games.

For additional information contact the EODSA DRC at referee@eodsa.ca.

Date	Version Number	Created By	Reason
April 2023	1.1	D Smith	Existing policy review
May 2023	1.2	VLowe/DSmith	General update, add wording around inclusion
Feb 2024	1.3	VLowe/DSmith	Annual update