



## Calgary West Soccer Club Referee General Information

Referee Coordinator: [referee@calgarywestsoccer.com](mailto:referee@calgarywestsoccer.com)

Payment Coordinator: [gamescheduler@calgarywestsoccer.com](mailto:gamescheduler@calgarywestsoccer.com)

### Communication

Referees will receive all communication about the season via email. It is very important that you check your email daily. Calgary West Soccer Club uses an online scheduling system – Sportz Soft. This is where your reffing assignments will be confirmed.

<http://sportoffice.espritdesport.com/Team/edsTeam.dll/Login?OrgId=495&Officials=True>

Please make sure that if you are asked for information before the season starts or during that you respond before the deadline. There will be over 300 games that need referees.

### Soccer Programs

CWSC offers two different soccer programs – competitive (CMSA) and ICHL.

#### 1. ICHL

The payment sheet for ICL games will be provided to you. The game type is indicated on your schedule. Please go to [www.calgarywestsoccer.com](http://www.calgarywestsoccer.com) and look under the referee section. A link to the payment sheet is included here.

**Do not use the blue, yellow and red cards in the ICL program.**

#### 2. CMSA

The copy of the game sheet that is labeled referee copy is what you will need to submit for payment when asked. If you would like to keep a copy for your records, please submit a photocopy to the CWSC.

### Payment

Referees will receive a cheque at the beginning of June and the middle of July. The cheques will be mailed to you.

Your referee training course fee will be reimbursed to you on your **last paycheque** if you have officiated a minimum of 4 games with CWSC.

1. To be paid, game sheets (CMSA) and payment sheets (ICHL) must be dropped off (location TBA) by a set deadline.
2. If a game sheet or signed payment sheet is not received, the referee will not be paid for the game.
3. Please fill out the payment sheets in pen. Pencil tends to smudge or get erased in the rain/snow. If the payment coordinator cannot figure out what game you are referring to, you will not be paid.
4. Please make sure you fill the payment sheet out **accurately** with the information provided on the schedule. It is very time consuming to verify payment sheets when the date or team name is incorrect. This will delay your payment.
5. The coach must print his/her name **legibly** so that it can be verified.
6. The coach must sign your sheet as well.

### **Pay Schedule**

Referees are paid per game as per the payment schedule below.

### **Bonuses:**

1. 10% extra – You ref 5-9 games for Calgary West Soccer Club  
or
2. 15% extra – You ref 10 or more games for CWSC.

	ICHL	CMSA
U8	\$14	
U10	\$17	\$19
U12	\$23	\$25
U14	\$29	\$31
U16/18	\$36	\$42

### **Schedules**

You will receive an instruction sheet on how to register as a referee on Sportz Soft, the online scheduling system. **It is your responsibility to check the system regularly. You will be able to see all of the games that you are eligible to ref. If you see a game that you are interested in refing, it is your responsibility to put in a request asking to be the ref**

**assigned to that game. If you do not put in a request for games, you will not be scheduled to ref.**

If you cannot make your scheduled game, please make an attempt to find a replacement. You will be provided an email list of all referees.

If you find a replacement you must inform the Game Scheduler at [gamescheduler@calgarywestsoccer.com](mailto:gamescheduler@calgarywestsoccer.com). If you do not inform her of the change, no one will be paid for the game.

### **Game Cancellations**

If the coaches for the teams have cancelled or rescheduled a game, the Game Scheduler will email you to let you know. If the game was cancelled more than a day in advance, then the change will be made directly in Sportz Soft.

***It is very important you check your email and Sportz Soft before you leave for your game. You will not receive a phone call.***

If you were not informed about a game cancellation and you go to the field:

1. Email [gamescheduler@calgarywestsoccer.com](mailto:gamescheduler@calgarywestsoccer.com) to let the scheduler know.
2. The email to the scheduler must be sent **on the same day** so that they can follow up with the coaches. If the Game Scheduler did not receive an email on the same day, then you will not be paid.
3. Fill out the game sheet or payment sheet and make a note on the sheet that you were not informed about the cancellation.
4. Submit this sheet in with the others and you will still be paid.

You are not paid for cancelled games if you are notified of the cancellation (by email or through Sportz Soft) a minimum of 1 hour before a game.

### **Referee Uniforms**

CWSC has a limited number of referee jerseys that can be borrowed for the season. They will be lent out on a first come first serve basis. You will be asked for a \$50 deposit cheque if borrowing a jersey. This will be returned to you when the jersey is returned. Contact [referee@calgarysoccer.com](mailto:referee@calgarysoccer.com) if you are interested in borrowing a jersey. Referees are required to provide their own whistles, shorts and referee socks.

### **Complaints, Concerns or Compliments**

Each team will have a parent who is the Referee Liaison/Field Marshal. It is this person's role to support you and provide any assistance if you experience any difficulties with coaches, parents or players. These parents will be wearing a green or orange armband. The Referee Liaison/Field Marshal will be submitting a report after each game informing CWSC about three things:

1. no referee for the game
2. referee abuse by coaches or parents of either team
3. any other issues regarding the referee

Coaches have also been informed that any team receiving a bad report for referee abuse will not have a referee scheduled for their next game. There will be no warnings during the season, and no exceptions will be made.

### **Referee Questions**

If you have any questions email [gamescheduler@calgarywestsoccer.com](mailto:gamescheduler@calgarywestsoccer.com) or [referee@calgarywestsoccer.com](mailto:referee@calgarywestsoccer.com) and one of us will find an answer for you.

Have a great season!