
Pre-Game & Post-Game Checklist

1. Arrive at field **thirty (30) minutes** before kick off to do field inspection and give instructions to your Assistant Referee, when applicable, or to receive instructions when acting as an Assistant Referee.
2. Check player I.D. cards, equipment.
 - **SENIOR:** if no player I.D. card or permit, then NO PLAY... NO EXCEPTIONS.
 - **WYSA:** mark no ID on game sheet for that player (unless produced by end of the game) - allow player to play if they desire.
 - Coaches and bench personnel must also have valid I.D. cards (senior) and their names must be recorded on the game sheet.
 - *Officials who fail to do a proper ID check may face disciplinary action from the MSRA Disciplinary Committee.*
3. Prior to the game commencing ensure game sheet is filled in correctly. Necessary items are:
 - League / Competition
 - Date
 - Teams
 - Age / Division
 - Location
 - I.D. Check

*** Write right on the game sheet (Top left hand corner) the time the game sheet is received from the last coach. Do it immediately, in front of them, when it is handed to you.
4. Sign and put your number on the Game Sheet. Have Assistant Referees put their names and numbers on game sheet.
5. After the game, check I.D. Cards of players cautioned and / or dismissed. Keep player ID cards of **players dismissed** and of those whose validity is in question (old date stamps, improper signatures, photo does not resemble player, etc.) to submit to the corresponding disciplinarian.

Complete filling out the Game Sheet.

 - Score
 - Players cautioned / dismissed
 - Additional Comments / Remarks
6. Ensure that the Game Sheet has all information on it per #3, #4 and #5.
7. Retain the top and bottom copies of the Game Sheet.

8. Filing of Reports:

- All **Referee Caution Reports** (yellow cards) must be sent within forty-eight (48) hours after the completion of the game to the corresponding league.
- All **Referee Dismissal Reports** (red cards) you must submit the player's MSA I.D. card (plus their proof of registration) with the report.

9. If you are **ASSAULTED**:

- the “**Report of Assault**” form and player I.D. card (plus their proof of registration) must be sent to the MSA Office **within twenty-four (24) hours** after the completion of the game
- contact an MSRA Executive Member for help and assistance, and
- mail a copy of the Report of Assault to the MSRA Secretary secretary@msrarefs.ca **within forty-eight (48) hours**.

10. Game Sheets:

- top copy must be mailed to the corresponding league address **within two (2) days**. Youth player permit forms, when playing in a senior league, must also be attached to the game sheet.
- Retain bottom copy of Game Sheet (gold) for your records.
- You are advised to retain your copies of the game sheets until the end of the current year, in case of any payment discrepancies. It may be the only way to resolve any unpaid games.
- For MMSL games, please complete the **MMSL Game Report** section on the **back of the game sheets** (or available at www.msrarefs.ca) and submit to the league with the **fair play ratings**. The results are used to discipline teams by way of awards to best teams and penalties to worst teams when registering for the next year.
- Remember to **phone the final score in to the MMSL** (phone # 654-9574) BY 10:00 p.m. (by noon the next day for out of town games). Failure to call in the score by the prescribed time may result in a \$5.00 fine to the referee by the MMSL. Assistant Referees do not need to call.