

# PORT COQUITLAM

## FOOTBALL CLUB

*Growing our Game*



### **PoCo FC Referee Handbook 2026–2027**

#### **1. Purpose**

This handbook outlines the standards, expectations, procedures, and development framework for referees officiating matches assigned by Port Coquitlam FC.

It provides clarity on:

- Assignments and scheduling
- Conduct expectations
- Payroll and payment
- Discipline and reporting
- Development opportunities

Referees are leaders within our match environment. This document ensures consistency, fairness, and professionalism.

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#### **2. Referee Leadership & Contacts**

*Club Scheduler*

Mike Widmer - Field and Referee Scheduler  
clubscheduler@pocosoccer.com  
236-662-5854

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*Referee Manager*

Marco Arruda  
refereemanager@pocosoccer.com  
604-515-4221

- Assists with referee scheduling
- Oversees club mentorship program
- Club liaison for discipline, conflicts, and concerns
- Facilitates reference letters and external school credit applications

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#### **3. Referee Assignments (Assignr System)**

All assignments are managed through Assignr:

<https://pocosoccer.assignr.com/login>

Referees must:

- Download the Assignr app or use the website <https://pocosoccer.assignr.com/login>
- Keep contact information updated:
  - Phone number for texting and calling
  - Correct home address for payroll  
(including unit number for apartment/townhouse)

Referees are assigned “abilities”:

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- U8–U10 referees may not request U11–U18 games
- U11–U18 referees may not request U8–U10 games

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#### Scheduler Priorities

Priority #1: Referees requesting games

Priority #2: Updated availability each week

Support:

Requesting a game

<https://support.assignr.com/en/articles/8526487-requesting-a-game>

Managing availability

<https://support.assignr.com/en/articles/8526484-managing-your-availability>

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#### 4. Assignment Timeline

Friday (week prior):

- Games are published to Assignr
- Referees request games from Friday to Sunday

Sunday/Monday:

- Schedulers assign games

Monday/Tuesday:

- Referees accept games (auto-decline after 48 hours)

Wednesday:

- Schedulers may text or call referees to fill vacant games

Thursday/Friday:

- Do not decline games you requested unless:
  - Family emergency
  - Medical emergency
  - Your own playing schedule changes

If you need to decline a game late in the week, text schedulers as well.

Referees who consistently decline games will be assigned less frequently.

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#### 5. Payroll & Payment

North Fraser Referee Fee Summary: Click [HERE](#)

Referees assigned by PCFC are paid:

- By cheque (not EFT)
- Monthly (ideally by the 15th of the following month)

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Payroll tracked through Assignr - Monthly Report:

- generated after last game of the month
- sent to club bookkeeper

Cheque distribution:

- By mail
- At the field during mentoring or monthly meetings

If necessary, pickup location:

\*1225 Knights Court, Port Coquitlam

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Exhibition (Friendly) Matches

- Paid by home team
- Cash payment before kickoff

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## 6. Referee Conduct & Arrival

Assigned time is kickoff time.

Arrival expectations:

U8–U10 = 20 minutes prior

U11–U13 = 25 minutes prior

U14–U18 = 30 minutes prior

Be fully prepared before kickoff.

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## 7. Laws of the Game

U14–U18 referees must review seasonal IFAB updates:

<https://www.thefab.com/document/laws-of-the-game>

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## 8. Small-Sided Rules (U8–U13)

- BC Soccer Small-Sided Rules – Click [HERE](#)
- NFYSA Small-Sided Rules – Click [HERE](#)

### Key Points:

#### **Game Length**

- U8–U10: 2 x 25 minutes
- U11–U12: 2 x 30 minutes
- U13: 2 x 35 minutes

#### **Halftime:**

- 5 minutes

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## **Kick-Ins:**

- U8–U10

## **Throw-Ins:**

- U11–U13

## **Retreat Line**

- U8–U10: Halfway
- U11–U13: Attacking third

## **Free Kicks**

- U8–U10: All indirect
- U11–U13: Direct free kicks and Penalty Kicks permitted

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## **9. Uniform & Equipment**

### *Required:*

- Proper referee jersey
- Whistle (FOX40 preferred)
- Digital watch (no phone use)
- Flags and cards
- Notebook for U11–U18

### *Cold weather:*

- Base layers and gloves allowed and encouraged (jacket under jersey ok)
- Toques only when really necessary

### *Not appropriate:*

- Sunglasses
- Hats

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## **10. Weather Protocol**

Check field closures before each game day:

[portcoquitlam.ca/recreation/parks-sports-fields-trails/sports-fields-field-closures/](http://portcoquitlam.ca/recreation/parks-sports-fields-trails/sports-fields-field-closures/)

\*Soccer Fields not Ball Fields

### *If Closed:*

- All games cancelled
- No payment

### *If Open / User Discretion:*

- Referee decides if playable
- If cancelled due to unsafe field, referee will be paid
- Player safety first

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## **11. Reporting Scores & Team Sheets**

Referees do not report scores.

U11-U18 referees:

- Record score on Team Sheet
- Record discipline
- Return one copy of Team sheets to each teams, keep a copy of Team Sheets

## **12. Discipline**

### U8-U10

*Record:*

- Players removed for reckless/excessive force
- Coaches sent off

\*Contact Referee Manager about send-offs (players = verbally tell coach, coaches = red card)

### U11-U12 Div 3

\*Contact Referee Manager regarding discipline reporting

### U11-U12 Div 1 & 2 + U13-U18

- BCCSL account required:
- <https://bccsl.ca/>
- Use BCCSL discipline entry guide - [CLICK HERE](#)

## **13. Team Rosters & Fluid Roster Policy**

BCCSL Rules:

<https://www.bccoastalsoccerleague.ca/bccsl-documents>

Both teams must provide two roster copies.

Suspended players will show a strike-through.

FRP Requirements:

- Must be on game day roster
- Must present player card
- Same age or one year younger only
- Level restrictions apply
- U10 players ineligible

Contact the Referee Manager if you are unsure.

## **14. Referee Development**

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All referees are encouraged to attend development sessions.

Check the website under "Referees" to see the upcoming development sessions.

Classroom focus:

Law updates + Foul recognition + Positioning + Discipline reporting

On-field focus:

Fitness + Positioning + Awareness + Teamwork

*\*Bring questions and a willingness to improve\**