



Port Coquitlam FC Referee Handbook 2026–2027

1. Purpose

To outline the standards, expectations, procedures, and development framework for referees officiating matches assigned by Port Coquitlam FC:

- 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.

2. Referee Leadership & Contacts

Club Scheduler for Fields & Referees

Mike Widmer - clubscheduler@pocosoccer.com (604-315-6887)

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

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:
 - Email address(es) (denote which email address can accept etransfer)
 - Phone number(s) for both texting and calling
 - Correct home address (including unit number for apartment/townhouse)
 - Age to assist with assignments

Referees are assigned “abilities”:

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- U8–U11 referees may not request U12–U18 games
- U12–U18 referees may not request U8–U11 games

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>

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...

- o Family emergency
- o Medical emergency
- o 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.

5. Payroll & Payment

PCFC Referee Pay Scale: Will be Linked [HERE](#)

Referees assigned by PCFC are paid:

- By e-transfer (not EFT) - referees must have a valid email address
- Monthly (ideally before 15th of the following month)

Payroll tracked through Assignr - Monthly Report:

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

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Exhibition (Friendly) Matches

- Paid by home team
- Cash payment before kickoff

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.

7. Laws of the Game

U14–U18 referees - review seasonal IFAB updates:

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

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

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

Game Length

- U8–U11: 2 x 25 minutes
- U12: 2 x 35 minutes
- U13: 2 x 40 minutes

Halftime: 5 minutes

Kick-In: U8–U11 (Dribble in as well for U11)

Throw-Ins: U12–U13

Retreat Line

- U8–U10: Halfway Line on Goal Kicks and Ball in Goalkeeper's hands
- U11: Attacking Third (Goal Kicks only)
- U12–U13: None

Free Kicks

- U8–U11: All indirect
- U12–U13: Direct free kicks and Penalty Kicks



9. Uniform & Equipment

Required:

- Referee jersey (yellow preferred)
- Whistle (FOX40 preferred)
- Digital watch (no phone use)
- Flags and cards
- Notebook for U12–U18

Cold weather:

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

Not appropriate: Sunglasses or Hats

10. Weather Protocol

Check field closures before each game day:

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

11. Reporting Scores & Team Sheets

Referees do not report scores.

U11-U12 Div 1 and Div 2 and U13–U18 (all Divisions) referees:

- Collect 1 Team sheet from each team
- Record following on team sheets: score and discipline (U12 - U18)
- Keep a copy of Team Sheets in case the League requests to see the Team Sheets

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- Return one copy of Team Sheets to each team (rip second copy of Team Sheets in half)

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 + U11 Div 1 & 2

*Contact Referee Manager regarding discipline reporting

U12 Div 1 & 2 + U13–U18

- BCCSL referee 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 & 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