Referee Manual

United Soccer Association
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**Florida Youth Soccer**

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AFTER you have read this manual if you have any other questions please contact your Assignor or our Referee Representative:

Linda Lathrop  
llathro1@gtmail.com
Logging into your Account

1. To begin the Referee Program go to www.Gotsoccer.com and click on LOGIN on the left hand side of the screen. When the welcome screen opens click REFEREES under the Officials section.

2. Enter your user name and password here. Your user name and password were emailed to you from FYSA thru Got Soccer. If you do not know your user name and password, you can do a password look up.

3. Update your account, fill in all the information you can.
- **Full Legal Name** - Name for documents and payment
- **Username** - Usernames must be unique in our system. You can change this at a later date but will need one to continue. If you do not fill it in the system will give one to you.
- **Password** – You can change the one created by FYSA.
- **Grade** - Is the USSF grade that you are licensed in, not your grade in school.
- **Display Name** - is how you want to be seen in the database. Please do not make up nick-names as it can be confusing to the assignor.
- **State Registered** - Please make sure to enter the state that you primarily work in.
- **Email Address** - this is **VERY IMPORTANT**, if you do not enter one you will not be able to receive game confirmations as well as changes in schedules and other important information.
Registering as Referee for Events

1. Once you have completed the form and hit the submit button you will be brought to the Search Events page that can be reached by going to **UPCOMING EVENTS** in the blue menu bar and then **SEARCH EVENTS** in the grey menu bar.

2. The Search Events page is where you will register with events and choose assignors that you want to work with. Enter in the event name or search by state or event type and click **GO**. In this example I am searching for Dragonfest

3. Once you locate the event you want to work click the **REGISTER WITH EVENT** button.

4. You can also choose to sign up with a specific assignor from the Search Events section as well. To do this just click on the name of the assignor that you wish to work for (if you sign up with the event instead of with an assignor you will be able to choose a primary from the entire list of assignors in the event at a later time).

5. Once on the Assignor Contact Info page click the **REGISTER WITH ASSIGNOR** button to make them your primary assignor (you can get to your list of assignors by clicking on the **MY ASSIGNORS** button).
6. By registering with Aaron this means only Aaron can assign you to games and that your only contact for the Dragonfest will be with Aaron. If you later choose not to be assigned to Aaron you can always click the **CANCEL ASSIGNOR** button found under the Assignors Section.

7. You are now registered for the Dragonfest. To see what events you are working or to cancel your referee duties for an event go to **UPCOMING EVENTS** in the blue menu bar and then **MY EVENTS** in the grey menu bar.
**Primary Assignor**

A Primary Assignor has the ability to control parts of your referee account. This is mainly for referees who do not plan on managing their accounts and will be relying more on the assignor to do the work. A Primary Assignor can set your availability, confirm or reject games and update contact information and your account password. They have access to your private information should you choose to enter it into your account. Since your account was created by FYSA with information direct from FSR, FYSA needs to remain your primary assignor.

1. To Assign a Primary Assignor go to **REFEREE ASSIGNORS** in the blue menu bar.

   ![Home Referee Assignors Upcoming Events](image)

2. A list of all assignors working in all the events you are registered for will appear. Locate FYSA with and click the **MAKE PRIMARY** button.

   ![Associated Referee Assignors](image)

   It is very important that you select FYSA as your primary assignor. If you have selected another assignor, please change it back to FYSA.

3. If you are working in a league and do not know which Assignor works which locations or fields, click the + sign next to the event to see what fields they are working.

4. Once you have selected FYSA as your primary assignor, the bar next to their name turns blue. To remove the assignor as your primary, click the **CANCEL ASSIGNOR** button. You can also use this button to remove any assignors you do not want to work with.
<table>
<thead>
<tr>
<th>Assignor</th>
<th>Upcoming Events</th>
<th>Date</th>
<th>Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Wilmoth</td>
<td>Dragonfest</td>
<td>12/27/2009</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>No Fee League</td>
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<td><a href="mailto:gavin@gotsoccer.com">gavin@gotsoccer.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Availability

There are two ways to set your availability. The first is to set **blackout dates** and times, the second is to schedule it through the **Calendar**.

1. To manage your availability via **blackout dates** go to **MY SCHEDULE** in the blue menu bar and then **AVAILABILITY** in the grey menu bar (you can also get to this page through your Calendar by clicking the Manage Availability button at the top of your Calendar screen).

2. You have two availability options:
   - Available all the time except when indicated
   - Unavailable all the time except when indicated

3. Below, our referee Kingston, is going to make himself **Available** all the time except for the dates and times that he specifies by choosing **AVAILABLE** from the **REFEREE STATUS** drop down menu. Then to set our blackout dates we click the **ADD BLACKOUT** button.

4. Add the times and date that you will not be available and click the **SAVE** button. You can create another blackout date from this screen by clicking the **ADD BLACKOUT** button in the upper right hand corner.
5. The same steps are taken if you choose to make yourself **UNAVAILABLE** all the time except when indicated by clicking the **ADD AVAILABLE TIME** button.

6. You can also choose what age groups you prefer to work. Please keep in mind that these are not set in stone and that if the assignor wants to assign you to a game that is not one of the age brackets that you chose, they can do that. Select the age groups that you would like to ref by checking the appropriate boxes and clicking **SAVE**.

7. Once you have added these specifications they will show up under the **SCHEDULE** tab as well as on your **CALENDAR** on the **HOME** page.
Another way of indicating your availability/unavailability is through your Calendar.

1. To do this click on the **Home** in the Blue menu bar and then **CALENDAR** in the grey menu bar.

![Home menu](image)

2. The Calendar shows you all your events. Along the top of the Calendar you will see the **REFEREE STATUS** drop down menu. If you mark yourself **Unavailable** your Calendar will look like this:

![Calendar](image)

3. At the moment this calendar is telling us that Kingston is unavailable this entire month. Lets make him available for Monday June 1. To do this we will click on the grey box above the date where the pencil image is.

![Pencil](image)

4. This opens up the calendar for the date of June 1, 2009. Kingston has school so he can only work in the evening from 3-10pm. To make himself available for those times we just click on the time that we want to be available turning it green. You must choose each hour separately.
5. If you want to set the time for the next day, Tuesday June 2, you do not need to go back to the home page, just click the date (in this case 6/2/2009) located in the upper right hand corner of the calender. Make sure that you click **SAVE** before moving on.

6. Once you are done setting your availability, when you click back to your calendar it will look like this:

7. As you can see, we made Kingston available from 3-10pm Monday June 1 - Friday June 5. So any assignor who wants to assign Kingston to a game that is not during those hours will not be able to.

8. These same steps are taken if you set yourself to Available and mark your blackout dates.
Self Assign Games

Sometimes tournaments or leagues will opt to have the referees assign themselves to the games they want to work. If this is an option for an event that you are working then the games will show up under your Schedule.

1. Go to **MY SCHEDULE** in the blue menu bar which will bring you to the **SCHEDULE** page.

2. If you are working multiple events you can filter down to the specific event that you want to view. Self Assign schedules will not show up on this page under **ALL EVENTS**. So for example, Kingston is working the Dragonfest tournament. This tournament allows self assign games but since the filter is set to **ALL EVENTS** the games are not showing up. Kingston must select the event from the drop down menu.

3. Once on Dragonfest the list of games available for self assign will show up along the right hand side of the screen. To assign yourself to a game click the **OPEN** link next to the game you want to work.

4. This opens the **Referee Assignments** window. Select the position you want to work by clicking on it.
5. In this example Kingston wants to be an Assistant Referee. Once he has chosen the position the screen refreshes to look like this:

6. Click **FINISHED** when done

7. If you assign yourself to a game and it does not show up on your schedule page after clicking the **FINISHED** button it is because you are already scheduled to a game which conflicts with the game in question or your availability is set so that you are not available for that game. Please check your settings and try again.
Confirmations

Whether you are assigning yourself to a game or an assignor does it for you, you still need to confirm whether or not you want to work the game.

1. Under your SCHEDULE page you will see a list of the games you are working. This list will populate under ALL EVENTS or by selecting the specific event from the drop down menu.

![Schedule Image]

2. Once you have pulled up your games click the [✓] or the [✗] to accept or reject the game. If you choose to reject the game the system will prompt a message to make sure you want to reject the game. If you select YES the game will be removed from your schedule and a rejection email will be sent to the assignor. If you self assigned a game just reopen the Referee Assignments window and click the X next to your name to remove you from the game.

Game Cards

Game Cards for the events you are working can be downloaded from your account.

1. To get to your Game Cards, go to MY SCHEDULE in the blue menu bar, then SCHEDULE in the grey menu bar.

![Menu Image]

2. You will see your list of events. Next to each game you will see the link GAME CARD. Click on that link.
3. This will download the game card (PDF) for this particular game. If the team has a roster in their team account, the players name, jersey number and DOB will appear.

4. Below the game is the phone number, Event 10 and PIN number in case you are required to call in the scores for the game.
Game Reports

You can create Game Reports for assignors to see.

1. To create a Game Report go to MY SCHEDULE in the Blue menu bar and then SCHEDULE in the Grey menu bar.

2. On the right side of your events you will see a link called ASSIGNMENTS REPORT. Click on that link.

3. It will pull up this screen:
4. You can enter scores for the game in here. When you enter scores in here it overrides those in the tournament or league account. Once you enter in the scores for the games, make sure you click the SAVE SCORES link before moving on. **This does NOT save the whole document. JUST THE SCORES for the game!**

![Game Report - Dragonfest](image)

5. You also record who got a yellow or red card during the game, as well as ALL injuries. To do this click on the + button next to each card.

![Card Recording](image)

6. This will open up a window below the team name with several boxes to fill in:

![Player and Code Selection](image)

- Select the **PLAYER** who committed the offense
- Select the offense **CODE**
- Add any **NOTES** you feel are necessary
- Click the + sign to add the offense to the game.

7. To view the codes for the offenses use the chart to the right of the Game Report

![Offense Codes Chart](image)
8. The rest of the options are up to you to fill out. USA relies upon referees to submit a complete report, including all incidents. It is important to report as a game incident any player or coach serving a red card.

![Referee Report]

9. When you are done make sure to click the **SAVE** button before moving on.
Additional Account Features

Under **HOME** on the blue menu bar you will see four other tabs, other than **CALENDER**.

- Contact Information
- Identification
- Account Access
- Background Checks

**Contact Information**

1. Go to **HOME** in the blue menu bar and then **CONTACT INFORMATION** in the grey menu bar.

2. Here you can complete any information you did not fill out when first opening your account. You can also upload a picture if you like.
3. You can also choose your preference as to where on the field you want to be assigned.

4. When done remember to click the **SAVE** button at the bottom of the screen after making any changes.

**Identification**

This is where you can store your personal information if it has been requested by your assignor.

1. Go to **HOME** in the blue menu bar and then **IDENTIFICATION** in the grey menu bar.

2. You can enter your DOB and your SSN. Your SSN is encrypted and will not be shared with anyone!
**Account Access**

Here is where you can update your user name and password that you created when you first opened the account.

1. Go to **HOME** in the blue menu bar and then **ACCOUNT ACCESS** in the grey menu bar.

2. You can update your user name here, make sure to click **SAVE** before moving on to your password. For your password, you will need to know your current password to change it. If you do not have it please contact your primary assignor. You can also have it emailed to you from the login page.

**Background Checks**

FYSA uses our **Risk Management Program** in which case you will be required to submit to a VDF (Volunteer Disclosure Form) for a background check before being approved for any event. Once you have submitted a VDF and been approved you will not need to do it again, as long as you register for events using the same account. So for example, if Bill Cameron submits a VDF and is approved he can- not sign up for an event as William Cameron or he will be required to submit the form again. Please keep in mind that clubs and tournaments are charged every time a VDF form is submitted.

To get there go to **HOME** in the blue menu bar and then **BACKGROUND CHECKS** in the grey menu bar.