

### **WHAT YOU CAN DO ONCE YOUR ASSIGNING IDENTITY IS ACTIVE**

1. The left side menu tabs change based on the identity selected.
2. Update MY INFO in your Assignment System Identity
  - A. Click MY INFO from the left side menu
  - B. Confirm your address, phone numbers and email addresses
  - C. Scroll down the MY INFO page toward the bottom to open the GENERAL INFORMATION section.
  - D. Enter the name of the club(s) above that play home games closest to your house in the CITY field. You can add multiple clubs to the CITY field if you are able to travel to those home field sites, (a space between clubs is fine - no punctuation is necessary.)
  - E. Then select (or enter) "CAPITAL" in the LOCATION AREA field.
  - F. Be sure to click "SAVE" at the bottom of the page to save any updates.
3. Contact the Referee Assignor who assign games for the home club closest to your house. That referee assignor will let you know how they use the assigning system, how assignments are offered and how you should indicate your availability.

### **EXPLANATION OF THE LEFT SIDE MENU IN YOUR ASSIGNING IDENTITY**

- A. MY INFO = Update contact information
- B. MY AVAILABILITY = Please check with your assignor before making any entries here. This is a calendaring function which does not synchronize with any other systems. Duplicating a family calendar and keeping it updated is more work than it is worth unless your local assignor requests this.
- C. MY PREFERENCES = Only add one entry here. Scroll down to WORKING AREA PREFERENCES and click YES for CAPITAL.
- D. MY GAMES = Accept and decline game assignment offers and review/print your assignment schedule
- E. AFTER GAMES = Where the referee completes the game report for each completed assignment
- F. SELF-ASSIGN = Add open game assignments to your schedule
- G. MY ASSIGNORS = Do not use. Capital District Referee Assignors are listed at [www.masru.org](http://www.masru.org) under RESOURCES
- H. MY PAYMENTS = The Wisconsin Referee Development Program does not subscribe to the MY PAYMENT function. All referee payments are paid at the field prior to the game. Tournaments typically pay by check within the following two weeks.
- I. Under GROUP INFO the only link you may need is LOCATION. This is where to find the street address for every field in Wisconsin.

### **GAME ASSIGNMENTS**

4. USSF Referee Assignors are independent contractors who individually contract with one or more local USSF clubs to review and manage home game schedules and appropriate referee assignments to those games.
5. All Referee Assignors reserve the right to:
  - A. Remove any referee from any game assignment
  - B. Move any referee to a different referee position within any game
  - C. Move any referee to a different game
  - D. Offer any referee additional game assignments
6. Once the league schedules are finalized, those schedules are loaded into the GO system and Referee Assignors begin working through their assigning process to offer game assignments.
7. Game details are subject to change so check your account often and print your schedule each game day.



8. Sign into your GO account often before and during the season to accept and/or decline assignment offers and confirm your assignment schedules. Game details can change and additional assignments could be offered. Although email is the main communication tool for assigning, we have heard referees complain (after being put on probation for no-showing an accepted game assignment) "I never got the email game reminder."
9. Game assignment offers automatically expire as declined 48 hours after an offer is made.
10. Once you accept a game assignment, you are responsible for executing the Power and Duties of the referee at that game. If you have any questions about your responsibilities, first look in the Laws to the Game and the Rules of the Competition available on the leagues websites. The MAYSA Rules of the Competition are also included at [www.masru.org](http://www.masru.org). If you cannot find an answer send your question to your Referee Assignor.
11. Check your GO schedule (MY GAMES) before you leave your house each game day – I suggest you print your schedule and take it with you to your games.
12. Each field has an address. If you are unsure about a field location, click "Location" under "Group Info" to search.
13. Each referee is expected to complete their own assignments.
14. If you cannot complete a game assignment you must contact your referee assignor as soon as possible with your name and the game number(s) or game details (game date, time, site and your crew position.) If you know of a replacement referee, the name of the replacement must be provided to the Assignor of record for approval and posting in the Game Officials system. Referees are not to just send replacements out to their games. Work with the Assignor if you need a replacement. Assignors have the most updated list of who is certified
15. All game assignments are made through the GO system or directly through a USSF Referee Assignor and then confirmed in GO. If you know of a referee who cannot complete an assignment but, you are available, contact your referee assignor to volunteer. If you cover a game that was not in your MY GAMES schedule, call your assignor as soon as possible with the specific game details.
16. You will receive weekly emails from assignors listing uncovered referee positions. You will also receive emails from tournament assignors from throughout Wisconsin.
17. You can look for those emailed games and more in SELF-ASSIGN or contact your Assignor to learn how they assign older games.
18. If you are having GO Issues, contact your local club Referee Assignor.
19. If you are not familiar with a field location, do not trust GPS or Google maps. Search the home club web site for a field map and leave in time to arrive at the field 30 minutes before the game start time or click "Location" under "Group Info" to search.
20. Do not rely on email and/or text notifications regarding assignment offers and game changes. Sign into your GO account to review your MY GAMES tab for any updates and to print your schedule before you leave for any game assignment.
21. Print your game day schedule by clicking MY GAMES from the left side menu. There is a date filter that he may need to updated. For each date that you have a game, there is a "Printable Schedule" button on the top right corner. Print your schedule every game day to take with you to the fields. If you go to the wrong field or officiate the wrong game, it will be considered a referee no-show.
22. Two strike no-show policy. If you no-show a game assignment you will be placed on 'probation' for the balance of the current season and the following season. If you no-show a second game during this probationary period, then your remaining schedule will be assigned to other referees and your Self-Assign privileges will be revoked.
23. If you learn that you cannot complete an assignment, you must contact the Referee Assignor as soon as possible.



## GAME ASSIGNMENT GUIDELINES

24. Do not select/accept an assignment to any game where a family member is a participant
25. Do not select/accept an assignment as Referee for any game where the players are less than two-years younger than yourself (example: 12U/U12 = 12 and Under = most players are 12 years old. That means a referee should be at least 14 years old to officiate a 12U game.)
26. Do not select/accept any game assignments as Assistant Referee for any game where the players are your age or older (example: 13U/U13 = 13 and Under = most players are 13 years old. That means a referee should be at least 14 years old to AR a 13U game.) Also the teams playing cannot play in the same league that the referee's team plays in.
27. Do not select/accept an assignment for any league that you would be eligible to play in as a player.

## SELF-ASSIGN

28. Referees may add open game assignments to your own schedule provided they do not conflict with other assignments and, you have time to travel to the additional game(s) field. To search for Self-Assignable games, click SELF-ASSIGN in the left side menu and once that page loads click GAME FILTERS.
29. Some 12U and younger games are placed directly into the Self-Assign section.
30. Anything that you add to your MY AVAILABILITY or MY PREFERENCES tabs will reduce the available games you see in Self-Assign.
31. With over 15,000 games State-wide each season, you will want to narrow your search to appropriate games. You can use GAME FILTERS to reduce the number of games you see in SELF-ASSIGN. You can filter by districts, fields, teams, leagues, competitions and dates. You can save multiple filters and apply them as you choose. (Please review step 24 for how)
32. If you can see a game in Self-Assign, that means there is one or more referee positions available. By clicking the green position in the right hand column, you are taking that position assignment.
33. Confirm you have added the game to your assignment schedule by clicking "My Games." The "My Games" section has a date filter that you may need to update.
34. Once a referee accepts a game assignment offer, or takes an assignment from Self-Assign, they are responsible for completing that assignment.
35. Referees cannot un-assign themselves nor can they 'assign' or 'offer' the assignment to another referee. Contact your referee assignor as soon as possible
36. Only take game assignments that you can commit to completing and are appropriate for your USSF grade, your age and experience. If in doubt contact your assignor.
37. Only an Assignor can remove a referee from a game assignment or confirm another referee is able to complete an assignment. Contact your referee assignor as soon as you know that you cannot complete an accepted game assignment.
38. TWO FILTERS are all you need to apply, a COMPLEX FILTER and CUSTOM DATES:
  - A. Create a COMPLEX FILTER to show Self-Assignable games in your neighborhood:
    - i. Sign into your [www.wisref.gameofficials.net](http://www.wisref.gameofficials.net) (GO) account.
    - ii. Confirm that you are in your 1233 assigning identity. To do this, click "Change Identity" and look for the blue "Current." Here you can also click the green "Switch" to select your 1233 assigning identity.
    - iii. On the left side menu click "Self-Assign."
    - iv. Click the blue "Game Filters" on this page. A Game Filter will reduce the number of games you see in your Self-Assign page.
    - v. In the Game Filters area, click the green words that say "Create Custom Filter."
    - vi. Find the "Complex Filters" section and along the right hand side click "Add New Complex Filter."



- vii. This opens a list of every soccer field in Wisconsin. In the Capital District, we have added the city where each field is located in front of the field name
  - viii. Click the box in front of each field that is close to your home.
  - ix. Scroll up and enter a name for this filter.
  - x. Scroll down to the bottom of the page and click" SAVE (Modify Filter.)"
- B. Select your Complex Filter:
- i. On the left side menu click "Self-Assign."
  - ii. Click the blue "Game Filters" on this page.
  - iii. In the Game Filters area click the green word "Complex." Your custom filter will be near the top of this list with an @ in front of it.
  - iv. Select your filter by clicking it.
- C. Set CUSTOM DATES:
- i. In the Game Filters area click the box next to "Custom Dates" to set a start date and an end date for your search.
  - ii. Apply the filters you have set.
- D. Click the "Reload" button to apply your filters and view the results.
- E. Fine Tune your search as necessary by creating additional Complex Filters and/or changing the Custom Dates.
39. You will receive weekly emails from assignors listing uncovered referee positions. You will also receive emails from tournament assignors from throughout Wisconsin. Unfortunately, there is no way to "opt-out" of these emails.
40. You can look for those emailed games and more in SELF-ASSIGN or contact your Assignor to learn how they assign 13U and older games.
41. Sometimes teams or field coordinators request game changes due to conflicts. A Referee Assignor may update game details such date, time and site or change your position within a crew, or remove you from game or offer you a game directly before or after a current assignment. Review your GO account regularly. As other referees decline assignments or are removed, Assignors may add those games into your calendar or the SELF-ASSIGN section.

### **SELF-ASSIGN RESTRICTIONS**

42. You are limited as to the number of games you can see and take based on your USSF referee grade and the filters that you set in My Availability, My Preferences and Game Filters.
43. A referee can only take up to five game assignments at a time (within 24 hours) and no more than five assignments for a specific game date.
44. Other Self-Assign Problems to Avoid:
- A. Do not select/accept an assignment to any game where a family member is a participant
  - B. Do not select/accept an assignment as Referee for any game where the players are less than two-years younger than yourself (example: 12U = 12 and Under = most players are 12 years old. That means a referee should be at least 14 years old to officiate a 12U game.)
  - C. Do not select/accept any game assignments as Assistant Referee for any game where the players are your age or older (example: 11U = 11 and Under = most players are 11 years old. That means a referee should be at least 12 years old to AR a 11U game.) Also the teams playing cannot play in the same league that the referee's team plays in.
  - D. Do not select/accept an assignment for any league that you would be eligible to play in as a player.
45. You will receive weekly emails from assignors listing uncovered referee positions. You will also receive emails from tournament assignors from throughout Wisconsin.
46. Those emails can help you find open games using Game Filters in Self-Assign or contact your Assignor to learn how they assign 13U and older games.
47. Abusing the SELF-ASSIGN function puts your self-assign privileges at risk.



## TOURNAMENTS

48. Each tournament is an independent competition with an individual Referee Assignor. You will need to complete and submit a Request For Assignment (RFA) for each tournament you want to officiate. Capital District Tournament RFAs are linked at: [www.masru.org](http://www.masru.org) under ONLINE FORMS
49. Do not take/accept any league assignments for the weekends that your team plays in a tournament or that you submit a tournament RFA. League games have priority over tournaments and you may not be released from your league game commitment(s.)

## GAME REPORTS = AFTER GAMES

50. The Referee: provides the appropriate authorities with a match report, including information on disciplinary action and any other incidents that occurred before, during or after the match. Laws of the Game
51. The Referee for each game is responsible for completing all score, misconduct and unusual circumstance information about a game in AFTER GAMES within 24 hours of the game.
52. Send-offs require additional paperwork - contact the assignor directly when that happens. If additional details are required, competition authorities will contact the Referee and/or the ARs directly.
53. AFTER GAMES: The Referee must complete the After Games Report in the GO system within 24 hours following the match. Assistant Referees are not to complete the game report.
  - E. Sign into your GO account and confirm that you are in your Assigning System Identity.
  - F. Select AFTER GAMES from the left side menu. This will bring up your refereeing schedule filtered by DAY, WEEK or MONTH.
  - G. Click the green game number and enter the information.
  - H. Only the referee is required to complete these steps:
  - I. You must enter the FINAL SCORE. The referee does not need to report nor track which player scored or any 'assists.'
  - J. You must either enter your one-way distance from home to the field or click DO NOT POST MILEAGE.
  - K. The referee must answer the three YES or NO questions (pay attention to how these questions are worded.)
  - L. SUMMARY NOTES TO ADMIN USERS is where the referee can provide a brief description of any unusual events or circumstances. This is also where the referee provides information regarding misconduct, field or equipment issues and referee crew concerns. Send-offs and more than three cautions require separate incident reports for each. Be sure to answer YES to NEEDS ADMIN ATTENTION when you are providing information in the Summary Notes.
54. If the referee does not provide this information in a timely manner, no administrator will be able to take action to solve the problem.
55. If the referee cannot complete the AFTER GAMES report within 24 hours, the referee must send an email with the game number once the report is completed to [bryan.gruchow@gmail.com](mailto:bryan.gruchow@gmail.com)
56. If an AR has concerns about the game send those concerns with the game number directly to [bryan.gruchow@gmail.com](mailto:bryan.gruchow@gmail.com)
57. If more information is needed, league authorities will contact the AR(s) directly.

