Referee Scheduling Guide

Welcome to Ref Scheduling! The purpose of Part 1 of this guide is to explain the role of the Referee Scheduler and how to do it. In Part 2 is a series of screenshots to illustrate the steps for using the *Administer Referee Schedule* section of the WSSL website. As a referee scheduler you should have access to the *Referees* section of the WSSL website which includes *Administer Referee Schedule*. That is your starting point; if you cannot find the *Administer Referee Schedule* tool then please contact your Chief Referee or the Regional Referee Administration team.

You do not need to know anything about soccer or be a referee to be a Referee Scheduler, but you do need to be organized. As you are working in a children's activity you are also required to create and account with AYSO and complete adult volunteer registration at eAYSO.org as well as creating an account with WSSL.org.

Thanks for helping to make the soccer experience the best we can for our thousands of young players!

Part 1: Figure out who can referee

Most of the referee scheduler's time and effort is spent communicating with referees to find out who can referee which games. Co-ordinate with your divisional Chief Referee to decide who will kick off communication to the referees each week; one of you should aim to send an e-mail to all eligible referees early each week, to remind them to sign up for the games that they can take the following weekend.

Typically you then wait until Wednesday night to see what slots have been filled and then start to identify possible candidates for the Center Referee (CR) positions that are open. It is a good idea to target referees whose kids are playing in the NEXT game, since their kids are likely to come to the field early for the prematch practice. With some experience you will also know which refs are willing to do more than one game and which are not willing to be CR but might be Assistant Referee (AR) for more than one game. Identify your most likely candidates then send individual e-mails to your "targets" starting Wednesday evening or Thursday. If you are working with other referees.

In general, the early (e.g. 8 a.m.) games are the most difficult to schedule, so you could start with those. After identifying the best CR candidates, we move on to the AR positions that are still open. As you get responses, enter the information on to the Division schedule for that week. See the appendix for detailed instructions of how to update the scheduler. If on Friday you are really stuck for a Center Referee, ask your Chief Referee for help; he/she can help with contacting chief referees in other divisions, and the Youth Referee coordinator.

Consider using a Google Doc to record and share information about referee availability. This could list all the eligible refs, their kid's team, their e-mail addresses, a column with comments (e.g. "do not contact-has self-scheduled for all games he can do" or "AR only"), and a column for weekly updates (e.g. "recovering from pulled hamstring" or "available only from 10am onwards"). Most refs respond within 24 hours (and some much sooner), so the referee schedulers can keep the weekly column up-to-date. Of course, there are some referees who don't respond; if we need them, try e-mailing again or phone/text. It is a good idea to send e-mails with a big thank you to those who DO respond.

By Friday night, aim to have all CRs (two required in U-6 to U-8; one required in U-9 and above) and at least one AR in place for each game (U-9 and above). Note that referees must be eligible to referee the games for which they are assigned. This means they must have the appropriate certification (U-8 official in U-6 to U-8; Basic referee for U-9 and above), they must have a current year volunteer profile with AYSO, and in U-11 and above a parent of a player should not sign up in advance to take the CR position. If in doubt, ask your divisional chief referee.

Part 2: Enter referee names in the Referee Schedule

When a referee volunteers to take a game, ask her to update the schedule using the Referee Scheduler. If that doesn't work for some reason then you can enter her name in the scheduler yourself.

1) Login to the West Side Soccer League website. Go to Referees.

West Side Soccer League AYSO Nat			
Players Games 🤇	Referees Divisions Events Reports	Utilities Messaging	
Quick Links: Family Profile - Registrat	ion Player Lookup User Lookup Public Game Schedul	e Report Center Referee Schedule Signup	Administer Referee Schedule
Search User	٩		Workspace Mode : Toggle inLeague NEXT

2) Go to Administer Referee Schedule.

West Side Soccer League AYSO National		User: Stan Ince (stan.ince@gmail.com) 🛛 😤 💄 🄅
WEST SIDE	New York City Youth Soccer Since 1987	
	SOCCER LEAGUE	
Players Games Refe	erees Divisions Events Reports Utilities	Messaging
Quick Links: Referee Dashboard Referee	Schedule Signup Administer Referee Schedule Scores and Modi	ifiers Referee Statistics Referee Management
Search User	۹	Workspace Mode : Toggle inLeague NEXT
Referee Dashboard	d Referee Schedule Signup	Administer Referee Schedule
Status of your referee assignmen upcoming) and credits ear	Its (past and rined.	Assign referees to matches and approve or deny pending self-signup requests.

3) Select the Division and Week that you are working on.

nLeague		Logged in as: stan.ince@
Competition: Core Program 💽 Warnings: (e) = Not current with eAYSO 🕂 Saturday, April 18, 2015	Division: (Corff G8 B11	<< Previous Week Jump to week: Apr 18, 2015 Next Week >> (!) = Referee is from same region as one of the teams playing APPROVE ALL REQUESTS
🖲 Sunday, April 19, 2015		APPROVE ALL REQUESTS

4) Select a game to assign the referee to and click on the Game number.

nLeague								Logged in as	: stan.ince
Competition: Core Program	Division: B11]			<< Previo	ous Week Jump to	week: Apr 18, 2015	i 💌 <u>Next W</u>	(<u>eek >></u>
Warnings: (e) = Not current with eAYSO	(Conflict) =	Referee's child	l is playing (!) =	Referee	is from same	e region as one of t	he teams playing		
Saturday, April 18, 2015 APPROVE ALL REQUESTS									PROVE ALL QUESTS
Field	Time	Division	Teams	Game	Comments	Referee	Assistant Referee 1	Assistant Referee 2	Mentor
Riverside Park @ 107 St North End	8:00 AM 9:00 AM	B11	B11-G v. B11-F	<u>34989</u>		OPEN	OPEN	OPEN	OPEN
Riverside Park @ 107 St North End	9:00 AM 10:00 AM	B11	B11-C v. B11-A	<u>34990</u>		OPEN	OPEN	OPEN	OPEN
Riverside Park @ 107 St North End	10:00 AM 11:00 AM	B11	B11-I v. B11-D	<u>34991</u>		OPEN	OPEN	OPEN	OPEN
Riverside Park @ 107 St North End	11:00 AM 12:00 PM	B11	B11-B v. B11-J	35273	\sum	CONFIRMED Clive Priddle REMOVE	OPEN	OPEN	OPEN

- 5) Enter the referee:
 - a. Start typing the name of the referee, then,
 - b. Select the correct person from the pick-list, then,
 - c. Press Save

Competition: Core Program Division: B11 Competition: Core Program Division: B11 Next Week >>											
Warnings: (e) = Not current wit	h eAYSO	(Conflict) = R	eferee's child	d is playing 🛛 (!) = Referee	is from same	e region as one of t	the teams playing			
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Riverside Park @ 107 St North End		9:00 AM 10:00 AM	B11	B11-C v. B11-A	<u>34990</u>		OPEN	OPEN	OPEN	OPEN	
Riverside Park @ 107 St North End		10:00 AM 11:00 AM	B11	B11-I v. B11-D	<u>34991</u>		OPEN	OPEN	OPEN	OPEN	
Riverside Park @ 107 St North End		11:00 AM 12:00 PM	B11	B11-B v. B11-J	<u>35273</u>		CONFIRMED Clive Priddle	OPEN	OPEN	OPEN	
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	Additional text for email:				(611) Vincent Zayas (Vzayas2001@yahoo.com)						
						(611) <u>Melissa Ince (Mg</u> ince@ymail.com)					
						(611) Stan Ince (stan.ince@gmail.com)					
Riverside Park @ 107 St South End				Save	(611) Vir	icent DellAqu	ila (vdellarch@hot	mail.com)			
	Gave				🚄 (611) Brendan Ince (Brendanince@yahoo.com)						
					(611) Vincent Frazzini (vince.frazzini@gmail.com)						
				(611) Vincent Debaene (vincent.debaene@gmail.com)							