

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 pre-match 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 referee schedulers then it is a good idea to cc: each other so you don't both ask the same potential 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.

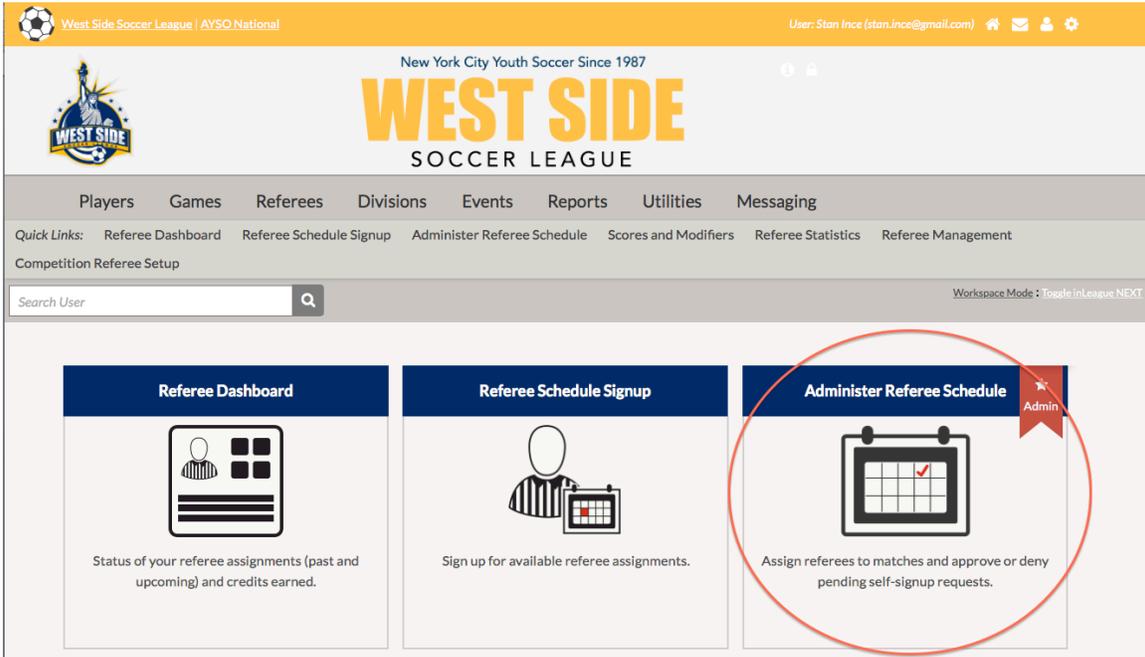
Part 2: Enter referee names in the Referee Schedule

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.



- 2) Go to Administer Referee Schedule.



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

