

2012 Summer Information Sheet for Cambridge-Isanti, Centennial, Central Minnesota (St Cloud), Cruz Azul, Hopkins, North Metro, NSSA, Princeton, Rebels, Rogers Rebels, St Paul Blackhawks, St Paul United and White Bear Lake

This year we are using Got Officials to post game assignments. If you worked for us last year, you are still set up. Check to make sure your contact information is correct on Got Officials. If you haven't worked for us before, you will need to go to the Got Officials website and sign up. The address is [www.gotofficials.com](http://www.gotofficials.com). You will create a user ID and password that you will use to access your schedule. You must return the W-9, proof of age, and Waiver Form to us before we can assign you games. We need only one W-9 and one proof of age, no matter how old you are. If you have worked for us in the past, we don't need another one. Ask if you are uncertain. We need a Waiver every year. The clubs we assign for are at the bottom of the Waiver. Circle the clubs that you want to work for. Keep us informed of any changes of your email and/or home addresses. Please make sure you consider your summer games and any training dates when filling out the availability. Check our website for required meeting dates. We will be going over how to register with Got Officials at these meetings.

When we upload games to Got Officials, calendars will be set to unavailable. **DO NOT DO YOUR CALENDAR UNTIL AFTER APRIL 8.** We will not have games uploaded until then. If you do your calendar before games are uploaded, your calendar will be changed to unavailable and you will have to re-do it. You must go in and make yourself available for the days you can work. Game times are usually 6:00 and 7:15 or 7:30. The earliest we would start is 5:45, and that is only occasionally. Keep this in mind when filling out your calendar. If you are available after 4:30 on a certain day, you don't have to put that on the calendar because games won't start until after 4:30. Just mark it available. If you are only available before 6:30 on a certain day, you need to mark that day as unavailable because we do not have any games that will end before 6:30. For weekends, do your calendar for the entire day as games get rescheduled to any time on the weekends.

You will need to accept or turn back EVERY game that you are assigned. If it less than 24 hours before the game you will not be allowed to turn the game back. You must call us so that we can begin finding a replacement. You will also get an email notification if we have changed your schedule. Please check your email frequently. We will start assigning around April 17. Keep your calendar up to date so we can minimize the number of turned back games. We want to encourage each official to have their own email address.

### **MYSA BACKGROUND CHECK**

If you are 18 years of age or older, or will turn 18 before August 1, 2012, you **MUST** complete an MYSA Background Check. Instructions are on our website on the MYSA page. Once you have completed the background check and paid the \$15 to MYSA, you will be put on a list of approved officials. **YOU WILL NOT BE PUT ON THE LIST UNTIL YOU PAY THE \$15 FEE.** We cannot assign you to games until you are on this list so take care of this now. If you did a background check last fall, you do not need to do another one for this summer. On our MYSA page is a listing of referees that have completed the requirements. We will update this list when we get new ones. If you are not on this list and feel you should be, send an email to Candace Daley at the MYSA office.

### **MANDATORY CONCUSSION TRAINING**

ALL soccer officials must complete the mandatory concussion training. This is a state law as of September 1, 2011. There is a link on our home page to the website to view the video. This training must be completed at least every three years. If you completed the high school training last fall, you do not need to do it again for this summer.

### **NEW REFEREES FIELD TRAINING**

Watch the website ([www.merryhilger.com](http://www.merryhilger.com)) for on-field training sessions for new officials this spring. New referees should take advantage of the training. Also returning officials with less than 3 years experience will benefit. It gives us a chance to see what age level you are ready to work.

## REPORTING WHO WORKED THE GAME

The coach should give you a post card that is partially filled out with the date, game time, game number, teams, field, and a place for all the referees to print their name (remember that we need to be able to read it). After the game all the referees should fill out this card, and the center for the game should drop it in the mail the next day. Without this card you WILL NOT get paid. This is also for us to verify who was at the game.

If you don't show up and we didn't get a phone call, we will call you to find out why. The second time you don't show up for a game, you will not work for us. If you do not drive and are unable to get a ride to a game you are scheduled for, you MUST call us so we can try to get a replacement. This is a job and these players are counting on you to show up for the games. You will be able to contact us any time, if the need arises.

## WEATHER

In the event of bad weather, you need to show up for the game unless you get a phone call saying the game was cancelled. If you get a phone call saying the game will be rescheduled, you will get first chance to the rescheduled date unless you have a conflict that night. If you do not get a call and do not show up, it's the same as a no show. If the weather turns bad during the game, you will get still paid for the game. You must note on the game report how much time was played in the game and what the score was. The Competitive Representative will decide whether the game gets replayed or not. If you are the referee, be sure to put your phone number on the game report in case the District Director has any questions. Different clubs have different policies regarding how to pay referees for games that get cancelled just before they are started. That information is also on the web site. If your game is cancelled because of weather please call Merry or Diana and let them know how much time was played. We need this information for the reschedules.

## UNIFORM

Gold is the official uniform color. If you have a gold team you must wear your black shirt. Please remember that all three officials have to wear the same uniform. If two of you have gold and the third one doesn't, then you must all wear black. If you are a new official, be sure you get the gold shirt first because that is the official uniform. Black is now the alternate color, so please get a black as soon as you can. The black, or any other color, is the alternate uniform and only if all three have the same one. If you work a tournament, you should ask them how particular they would be about this. If you are buying new shirts, make sure you get the new style.

We do not want any official working a competitive game that a son/daughter or sibling is playing in. That would be U11-U19. The exception here is U5-U8 and U9/10 since they are non-competitive. You will have to email Merry with this information or put it on your waiver. We will try to schedule so this doesn't happen, but if it does, please notify us as soon as you can. We will simply switch you with someone else working that night.

When you are on the field, you are a team. Work as a team. During half time talk about what happened in the game. Senior officials should help out the youth officials. Give them tips on where to be on the field, holding the flag correctly, anything that you see that will help them learn. New officials, ask questions. That is how you will learn to be a better official. We will periodically be assessing officials. We can then determine if you are ready to move up to the next level or if you need more training. Please notify us immediately of any problems or concerns that you have during a game.

## MYSА PASSES

All coaches are required to have a laminated player pass complete with signature and picture. If there is no adult with a pass, do not play the game. **There are no exceptions.** All the coaches were told this at the coaches meetings and it is in the information they received from their district office. Coaches were also told that any coach/assistant coach/manager with a pass could coach any team within the club that they are affiliated with, even if they have no connection to that team. However, a coach from another club that has a pass cannot coach a team that they are not

affiliated with. For example, a NSSA coach cannot coach a Centennial team if the Centennial coach is not there or has been ejected from the game.

Please remember that a legal player's pass has a signature, picture and is laminated on both sides. You are required to keep all illegal passes and do not allow players with illegal passes to play in the game, even if all the passes are illegal. Write on the game report that the team had illegal passes and put the passes and the game report in the mail ASAP. And as always, **NO PASS, NO PLAY, NO EXCEPTIONS**. If you are given a pink card for a player, you need to check to see if the player has sat out the required number of games. If they have, then they can use the pink card as their pass for the game. If they need to sit out the game you are working, do not sign the pink card until the game is completed. If you sign the card before the game and the game is suspended early and will need to be replayed, you can't un-sign the pink card.

If you allow a game to be played and one team doesn't have passes, you can be penalized by the MYSA, which could include suspension. You have to have the passes in your hand before you start the game. If they don't have them, give them 15 minutes to get them to the field. If this is the first game of the night, you will have to shorten the halves to finish on time. If a coach has a problem with this, give him our phone number. There is no excuse for not having passes.

### **MYSA GAME REPORTS**

You **MUST** have a game report completed from each team before you start the game, and it must be filled out correctly. If they don't have an official form, they need to get one. You can't start without a game report from each team, on the official form from MYSA. There is a sample game report on our website on the Forms page so you can see what the coaches need to have filled out and what you need to fill out. Please look at it and make sure you know exactly which parts need to be completed by the coaches. You will notice that we have highlighted in yellow what the coach needs to fill out. Make sure that the coach has filled in the player name, registration number, and jersey number on the form. Make sure the jersey number on the game report matches the number the player is wearing for that game. You must have at least 1 registered adult for every game. If they have only 1 registered adult and they have to leave the game for any reason the game must end unless you can find another registered adult for that club. Make sure that you put that information on the game report when they step in.

REFEREE portion in on the right side, we have underlined in green the areas that the referees need to fill out. If you are the center referee, make sure that you put your phone number on in case MYSA has any questions. It is easier for them to call you directly. They will not give your number out to anyone. If you have any questions about the game report, please call us before your first game. There has been a real problem with how game reports are filled out and the MYSA didn't know it until last year when they had all the game reports sent to them. If the game report is not filled out correctly, give it back to the coach and have him/her fix it. Do not fix it for them because they will not learn how to do it correctly if you just do it for them.

The home team **MUST** give you a stamped, addressed envelope for the game reports and the center will mail them. If the home team coach does not give you a stamped, addressed envelope, charge him/her \$1. Keep the \$1 to offset the cost of the envelope and the stamp. **All game reports get sent to the MYSA office at 11577 Encore Circle, Minnetonka, MN 55343.** **DO NOT SEND THE GAME REPORTS TO US.**

Some teams are over rostering on their team, which means they have more than 18 players if they are a U13-U16 team, more than 14 players if they are a U11-U12 team, and more than 12 players if they are a U9-U10 team. These numbers apply only to the traveling teams. There is a new MYSA rule that U17-U19 teams can roster 22 players, no matter what level they play at. Make sure that only 18 are dressed and play in the game. On the game report, you will need to cross out the players that are not there. The team can only have the number listed below on the game report dressed for each game. You count the number of players in the main part of the on the left and the number of players that are playing up for that game. The total needs to be less than or equal to the number listed below. If a

team has too many players in uniform ask the coach to have the players not playing to change out of their uniform so that you can tell who is not playing. This means that if a coach plays a player that he was not going to play, it needs to be reported on the game report.

Total number of players allowed on the game report for traveling MYSA games

U9 & U10	12
U11 & U12	14
U13 and up	18

## RECREATIONAL GAMES

North Metro, NSSA, and White Bear have recreational or in-house programs. Check the web site for the rule differences for the clubs and for a copy of the rules. They will be posted there. We do use the two-referee system for recreational games. Let us know if you have any questions about this.

## TOURNAMENTS

Tournaments that we will be assigning are on our Tournament page. This list will be updated as we get more tournaments. Some of these tournaments are ideal for new officials to get more experience. Some tournaments require that you be a certain age and have more experience to work them. Also check out the MYSA tournament page (<http://www.mnyouthsoccer.org/tourneys/sanctioned.cfm>) to find tournaments to get more experience.

## UNABLE TO WORK

You must notify us at least 72 hours in advance if you are scheduled for a game and would like us to find a replacement. Do not just go into Got Officials and reject the game. DO NOT try to find your own replacement, we will find them. If we get less than 72 hours notice, we will do what we can but you will have to do the game if we can't find a replacement. If you must cancel the day of a game due to illness, injury or family emergency (these are the only three excuses we will accept), you MUST call our cell phones.

Here are our phone numbers:

	Merry		Diana
Home	763-754-2047	Home	763-783-9660
Work	651-641-4129	until 3:30pm	Cell 763-670-7513
Cell	612-839-1680		

Please note that it is better to call us on our cell phones if you need to get in touch with us immediately. We both have them on all the time during the season. We prefer to communicate with the youth referee instead of the parents. This includes phone and email.

## GETTING PAID

Make sure that you mail your postcards the day after you work a game to ensure that you get paid during the correct pay period. Check the web site to see the pay period ending date for each club. Please allow mailing time (1 week) before you start calling about your check. Once we record all the cards received, we then email the information to the club treasurers so they can issue the checks. You could get multiple checks if you work for more than one club. Be sure and keep track of the games you work so you can double-check your paycheck when you get it. Let us know of any problems as soon as possible. There is also a listing of unreported games on our Pay Information tab. If you are missing payment for a game you worked, check this listing. If your game is on there it means we did not receive the postcard. Email Merry the required information and she will get the game paid on the next check.

Pay rates for each position can be found at [www.merryhilger.com](http://www.merryhilger.com) for the different clubs. They are very comparable to the other clubs in the area.

If you work a Premier (PR) game, you will be paid a higher rate. Check the website for these special rates. Only the more experienced officials will be working Premier games. Watch the team codes that you are working to see what level it is, PR, C1, C2, etc.

**Remember that the two-whistle system is NOT ALLOWED for MYSA traveling games.**

We think that we have a pretty good group of officials that work for us. Keep up the good work. If you have any questions or problems, please call us. We want to keep increasing the quality of our referees. We are here to help you become a better official.

Good Luck and have a great season!!

Merry Hilger  
Diana O'Connor