

2024 Information Sheet for
Albany-Avon, Cambridge-Isanti, Central Minnesota (St Cloud), Cold Springs,
North United (CR and NLS), Princeton, and Sartell

This year we are again using AssignR to post game assignments. If you haven't worked for us before, you must return proof of age (if under 18 years old), and Waiver Form to us before we can assign you games. Once we receive your waiver and proof of age, we will email you a link to get into AssignR. You will also need to put your social security number in AssignR to be paid. If you have worked for us in the past, we only need a new waiver each year. Ask if you are uncertain. We need a Waiver every year. Keep us informed of any changes to your email and/or home addresses. Please make sure you consider your games and any training dates when filling out the availability.

When we upload games to AssignR, they will be available to be requested. If you update your availability before games are uploaded, make sure that you show as available for M&D Sports. 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 5:30, 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 calendars for the entire day as games get rescheduled to anytime on the weekend. REMEMBER THAT THE DEFAULT FOR ASSIGNR IS THAT YOU ARE UNAVAILABLE. If you have multiple assigners that use AssignR, you can make yourself available for just the ones you want to work for on a day. YouTube does have some videos to help you out.

You will need to accept or turn back EVERY game that you are assigned. If it is less than 48 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 and AssignR frequently. We will start assigning in early April. 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. AssignR does have an app that you can get, it will show you your games when you open it.

MANDATORY CONCUSSION TRAINING AND BACKGROUND CHECKS

All of these are now in your training at www.learning.ussoccer.com

NEW REFEREES FIELD TRAINING

Watch the website (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. SRC may also be offering some mentoring sessions, I am not sure where they are listing them now. We may not have any this year because of the snow and field availability

WEATHER

In the event of bad weather, you need to show up for the game unless you get a phone call, or AssignR message saying the game was cancelled. If you do not get a call and do not show up, it's the same as a no show. If you do show up and the game is cancelled before you start, you will get paid according to the club policy. If the weather turns bad during the game, you will still get paid for the game, according to each club's policy. You must note on the game report how much time was played in the game and what the score was. The League will decide whether the game gets replayed or not. Rec games are usually not rescheduled. If the game does not finish, please note how much time was played on the report in AssignR. For traveling games that do not finish, please send an email to Merry at mrefassignor@comcast.net with the information.

If the weather is bad for the first game and you have a second game, you need to make sure that you show up for that game and re-assess the weather. Many times, the weather will go through fast, and we will be able to play the second game.

UNIFORM

Make sure you purchase the current uniform. Gold is the official uniform color. If you have a gold team, you must wear a different color. 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. Green is the best alternate color for our clubs, so please get a green as soon as you can. Green, or any other color, is the alternate uniform and only if all three have the same one. If you work in a tournament, you should ask them how particular they will be about this. If you do not have an alternate color, then ask the coach for a pinnie so that the players do not pass the ball to you.

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 U9/10 since they are non-competitive. You can put conflicts in AssignR. You will need to know the team's name as listed in Affinity or for TCSL and may have to update it every year. 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 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. Remember to keep your cool even if some coach is going crazy about something that happened. Don't be afraid to document, in the Affinity App or on the TCSL website when you report the score, anything that you feel was not in the spirit of the game. You can also put this information in AssignR when you report the score.

MYSA PASSES

MYSA has gone to a digital system for the passes. You will need to have an electronic device to check in the players, they **MUST** have pictures of the players and coaches. You will not get a paper report from the coaches. There are modules on the Minnesota SRC website so please know how to do this before your first game. **ONLY** players and coaches on the roster can be on the team side of the field. If there is no adult with a pass, do not play the game. **There are no exceptions.** A maximum of 4 coaches/managers are allowed on the team side of the field. After the game you can go home, and you **MUST** report the score online at www.mnyouth.sportsaffinity.com/m/pass/index.aspx. You will also report any cards there also.

TCSL PASSES

TCSL will be using passes, laminated, and signed. Along with a paper roster. On the roster there is information that you need to report the scores. **ONLY** players and coaches on the roster can be on the team side of the field. If there is no adult with a pass, do not play the game. **There are no exceptions.** A maximum of 4 coaches/managers are allowed on the team side of the field. After the game you can go home and you **MUST** report the score online, the web address and information you need to report the score will be on the game report the coaches give you. You will need the game number to report the score, and cards.

Coaches may only give you the paper roster. Check in the coaches that are listed on the roster. If you have others that want to coach, they **MUST** have a coaches pass for that club.

ROSTER SIZES

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 online game report, the coaches have declared which players are playing the game. The team can only have the number listed below dressed for each game.

Total number of players allowed to play for traveling games, this is the number that can be dressed for the game

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

MISSING OR LATE OFFICIALS

If you are missing a referee 15 minutes before game time you need to call 612-466-0929. We will find out where the person is, you need to know who you are missing. If you are running behind, please call your partner(s) if you can, to let them know. You can find information in AssignR, so please have your phone number public.

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.

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>) or the TCSL Tournaments (<https://www.tcslsoccer.com/tournament-listing/>) 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 AssignR 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		Darren
Cell	612-839-1680	Cell	763-248-6479
	Soccer Line		612-466-0929

We now have a soccer line that will ring on both of our cell phones at the same time. Please use this if you are at the field and need to call us. 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 AND REPORTING WHO WORKED THE GAME

Center referee will be required to put the score in on AssignR and verify that all referees were at the game and worked the assigned positions. If someone was not there or positions were switched also, please put that in AssignR after games, if nothing is reported there it will be paid as listed.

Make sure that the center inputs the score in AssignR after you work a game. Without inputting the score you WILL NOT get paid, this is for us to verify who was at the game.

Steps for reporting scores

1. Log into AssignR
2. Make sure your identity is M & D Sports Services
3. Select After Games on the left under Personal Info
4. Click on the game that you were the center for
5. **All league games and rec/in-house games will need a score**
6. You will receive an email reminding you to put the score in AssignR if you don't put it in the day it happened.

We try to get the clubs to pay every 2 weeks. Please allow mailing/deposit time (1 week) before you start calling about your pay. Once all scores are in, we then email the information to the club treasurers so they can issue the check to AssignR. Once that has been paid AssignR will submit the pay to your account if you have put in your pay information under Financials. If you have not put your information in and would rather have a check, you will have to pay a \$6.00 fee that will be deducted from your check total (each check). You could get multiple deposits/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. Fall games may be paid only once at the end of the season, but will try to pay twice depending on the number of games the club has. Pay rates for each position can be found on AssignR under Pay Scales.

You need to have your bank information on AssignR before we can pay you, if you have bank information on AssignR you will not need to do anything else, it will be deposited to the account you have listed. If you have no information under Financials you will need to go back in complete that.

To see what games each deposit is for go into AssignR

1. Go to My Payments Received
2. Click on the description
3. That will open a window showing what games you were paid for.
4. Before you email Merry that you are missing payments, remember that each league will pay for their games you worked.

If you work a Premier (NPL) game, you will be paid a higher rate. Clubs are paying the U17 rate for U16 and below on the Premier games. 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 or TCSL 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
Darren Ray