



# Kingston United SC

## Referee Game Assignment





# Kingston SC House League

- The Kingston United SC operate a house league Monday through Thursday
- Referees will be assigned to all house league games at Under 7 and higher
- ARs will not be assigned for house league games
- All house league assignments will be done on Ref Centre ([www.refcentre.com](http://www.refcentre.com))
- The club also hold house league tournaments on weekends in August



# Kingston SC competitive games

- The Kingston United SC also enter competitive teams in the following leagues
  - ERSL
  - SOSA League
- The club will assign referees to all small sided games in the SOSA League
- The club will also assign ARs to all full field games in the ERSL and SOSA League



# The game assignment process

- All games will be assigned on Ref Centre ([www.refcentre.com](http://www.refcentre.com))
- We will schedule game appointments approximately 2 weeks in advance of the game
- You will be sent an email with the game offer
- Please log into Ref Centre to accept or decline the game
- If after 3 days you have not accepted the game offer we may take it from you and offer it to someone else



# Your referee assigner

- Hassan Dayfallah is your referee assigner
- If you need to discuss your games assignments with Hassan reach him as follows
  - (Tel) 613 790 – 4000
  - (Text) 613 790 – 4000
  - (Email) [hassan@refcentre.com](mailto:hassan@refcentre.com)
- **Important**
  - If you are texting or emailing Hassan please mention your name and that you are from Kingston United



# Kingston SC referee cancellation process

- If you need to cancel a Kingston SC game appointment that you have already accepted please follow this procedure
- **If the game is more than 48 hours away**
  1. Log into Ref Centre
  2. Click on the Games button and select Schedule
  3. Click on the link that says 'decline game' (see slide 19)
- **If the game is less than 48 hours away but more than 24 hours away**
  1. Log into Ref Centre to find the details of the game including the game #
  2. Send an email to Hassan at [hassan@refcentre.com](mailto:hassan@refcentre.com)
  3. Please give full details on the game appointment that you wish to cancel
  4. Check Ref Centre to ensure that you have been cancelled. If it still appears on your schedule on the day of the game please phone Hassan
- **If the game is less than 24 hours away**
  1. Log into Ref Centre to find the details of the game including the game #
  2. Phone or text Hassan on this # 613 790-4000
  3. Leave a message if Hassan is not available including full details on the game appointment that you wish to cancel
  4. Check Ref Centre regularly to ensure that you have been cancelled.



# Support

- If you need assistance please use this table to know who to contact
- E2E - Assignment issues & game cancellations Hassan Dayfallah
- KUSC - Admin Manager - payments Estelle Nicholls
- KUSC - Referee Coordinator - general support Estelle Nicholls
- KUSC - Chief Head Referee – technical/development TBA
- E2E - Ref Centre support Dawn Dinsdale
  
- Hassan Dayfallah [hassan@refcentre.com](mailto:hassan@refcentre.com) (613) 790-4000
- Estelle Nicholls [adminman@kingstonsoccer.ca](mailto:adminman@kingstonsoccer.ca) (613) 507-9760
- TBD (Estelle Nicholls) [adminman@kingstonsoccer.ca](mailto:adminman@kingstonsoccer.ca) (613) 507-9760
  
- Dawn Dinsdale [support@refcentre.com](mailto:support@refcentre.com) (613) 839-0606



# Setting up your Ref Centre account

- You need to spend some time learning how Ref Centre works
- Please familiarize yourself with the tools available to you on the home page and under the menus
- To be offered a game you need to set up your Ref Centre account correctly
- Please make sure that you follow the instructions in the next few slides as soon as possible. Failure to do so will mean that you will miss out on game offers





# Logging into Ref Centre

Visit [www.refcentre.com](http://www.refcentre.com) and log in here.

The screenshot shows a web browser window displaying the E2E Ref Centre website. The browser's address bar shows the URL [www.refcentre.com/Default.aspx](http://www.refcentre.com/Default.aspx). The website header features the E2E Sports logo and the text 'Ref Centre'. A navigation menu includes 'About Ref Centre', 'Other Products', and 'Contact Us'. A prominent red login box is located in the top right corner, containing the text 'LOG IN' vertically, 'your email:', 'password:', 'forgot password?', and 'Log In save' buttons. An arrow from the text above points to the 'your email:' input field. Below the header, there is a large image of a hand holding a mobile phone. The main content area contains text describing the Ref Centre as a referee management system, followed by a bulleted list of features: Calculating a referees pay, Receiving online red and yellow card reports, Registering referees, Scheduling assessors, Generating assessment reports, Managing fitness tests, Course management for new and returning referees, and Communicating with your referees. The footer includes the copyright notice '©2015, E2E Sports' and a 'privacy' link.



# Logging into Ref Centre

If you cant remember your password use the forgot password tool

The screenshot shows a web browser window displaying the Ref Centre website. The browser's address bar shows the URL [www.refcentre.com/Default.aspx](http://www.refcentre.com/Default.aspx). The website header features the E2E Sports logo and the text 'Ref Centre'. A navigation menu includes 'About Ref Centre', 'Other Products', and 'Contact Us'. A red login box is positioned in the top right corner, containing the text 'LOG IN', 'your email:', 'password:', 'forgot password?', 'Log In', and 'save'. An arrow points to the 'forgot password?' link. The main content area contains text describing the Ref Centre as a referee management system, listing various features such as calculating referees pay, receiving online reports, and managing fitness tests. The footer includes the copyright notice '©2015, E2E Sports' and a 'privacy' link.



# Your Ref Centre Home Page

You should familiarize yourself with the tools available on your home page

The screenshot shows the Ref Centre website interface. At the top, there is a navigation menu with options: Games, Preferences, Ref Centre +, My Account, Payment, Fitness, Registration, and Tests. The user profile is displayed in a red box on the right, showing: User Name: Sam BRATUS, User Type: Referee, Organization: KUSC, and Grade: 1. A 'Log Out' link is also present.

The main content area features a 'Next Game' section with a green header. The game is: Holland -vs- USA vs. Catarqui Under 12 Girls Rec, scheduled for Mon, Jun 1 at 18:00 at Old Colony West.

Below this is a weekly schedule grid for the week of May 24 - May 30. The grid shows availability for M, A, and E categories across the days of the week.

Below the weekly schedule is a section titled 'BELOW IS YOUR SCHEDULE FOR NEXT WEEK' with a table of games:

Sun May 31	Mon Jun 1	Tue Jun 2	Wed Jun 3	Thu Jun 4	Fri Jun 5	Sat Jun 6
M - Available A - Available E - Available	Holland USA 18:00 Old Colony West <a href="#">Preview</a>	Unavailable	TD1903-57C B Arse TD1903-58C B Ever 18:30 Nickle South <a href="#">Preview</a>	TD1903-76B Astonv TD1903-73B Arsen 18:30 Portsmouth East <a href="#">Preview</a>	Available	M - Available A - Available E - Available

At the bottom left, there is a 'NEWS' section with a link to 'View News Archive'. At the bottom right, there is a large red button with the text 'REF CENTRE +'. The footer contains the copyright notice '©2015, E2E Soccer' and a 'privacy' link.



# Setting up your Preferences

Go into the Preference menu and select Leagues. If you wish to do any of the leagues listed check them off and click the submit button to save

In Kingston we have the SOSA League and the East Region Soccer League

The screenshot shows a web browser window with the URL [www.refcentre.com/ref\\_pref\\_leagues.aspx](http://www.refcentre.com/ref_pref_leagues.aspx). The page title is "E2E Ref Centre". The user is logged in as Sam BRATUS, a Referee, with Organization KUSC and Grade 1. The navigation menu includes Games, Preferences, Ref Centre +, My Account, Payment, Fitness, Registration, and Tests. The "Preferences" section is active, and the "LEAGUES" sub-menu is selected. The main content area displays a list of leagues with checkboxes for selection. The "SOSA League" is checked, and the "East Region Soccer League" is also visible. A "Submit" button is at the bottom of the list.

League	Selected
East Region Soccer League	<input type="checkbox"/>
Escarpment Soccer League	<input type="checkbox"/>
Hamilton Men Inter Church SL	<input type="checkbox"/>
Huronion District Soccer League	<input type="checkbox"/>
London District Youth Soccer League	<input type="checkbox"/>
Pegasus Adult Indoor League	<input type="checkbox"/>
SOSA League	<input checked="" type="checkbox"/>
Southwest Region Soccer Association League	<input type="checkbox"/>
TSA Leagues	<input type="checkbox"/>
Western Ontario Soccer League	<input type="checkbox"/>
York Region Soccer League	<input type="checkbox"/>

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# Selecting Clubs

Now go to the Preference page called Clubs

Kingston United will be greyed out but other SOSA clubs will be listed

If you also wish to referee for other clubs check the box and click the submit button to save

The screenshot shows a web browser window with the URL [www.refcentre.com/Ref\\_Pref\\_Clubs.aspx](http://www.refcentre.com/Ref_Pref_Clubs.aspx). The page title is "Ref Centre : Clubs". The user is logged in as Sam BRATUS, a Referee for KUSC, Grade 1. The main navigation menu includes Games, Preferences, Ref Centre +, My Account, Payment, Fitness, Registration, and Tests. The "CLUBS" section is active, displaying a list of clubs with checkboxes. The following table represents the data shown in the screenshot:

Club	Selected
Belleville	<input type="checkbox"/>
Belleville Youth Soccer Club	<input type="checkbox"/>
Brockville	<input type="checkbox"/>
Cataraqui Clippers	<input checked="" type="checkbox"/>
Frontenac	<input type="checkbox"/>
Kingston United	<input checked="" type="checkbox"/>
Napanee	<input type="checkbox"/>
Pegasus	<input type="checkbox"/>
Pegasus AC Soccer Club	<input checked="" type="checkbox"/>
Portland FC	<input type="checkbox"/>
Prince Edward County	<input type="checkbox"/>
Quinte West	<input type="checkbox"/>
Southeast Ontario Soccer Assn	<input type="checkbox"/>
St Lawrence United	<input type="checkbox"/>
Storrington	<input type="checkbox"/>

A "Submit" button is located at the bottom of the club list.



# Selecting Divisions

Now go to the Preference page called Divisions

Click on the word Kingston United and all the divisions will appear.

Check off which divisions you would like to do and click the submit button to save

**Note that the more divisions you set to Ref or AR the more chance you will have of receiving games**

The screenshot shows the 'Ref Centre' website interface. The top navigation bar includes 'Games', 'Preferences', 'Ref Centre +', 'My Account', 'Payment', 'Fitness', 'Registration', and 'Tests'. The 'Preferences' section is active, showing a 'DIVISIONS' page. A red header bar displays the user's profile: 'User Name: Sam BRATUS', 'User Type: Referee', 'Organization: KUSC', and 'Grade: 1'. Below this, a table lists various divisions for selection. The table has three columns: 'Ref or AR', 'AR Only', and 'None'. Each row represents a division, and radio buttons are provided for selection. The '2015 U14 Girls' division is currently selected in the 'None' column.

Division	Ref or AR	AR Only	None
2015 U14 Girls	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2015 U14 Boys	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015 U16 Girls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015 U16 Boys	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015 U18 Girls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015 U18 Boys	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015 U7 Central Boys	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015 U8 East Boys	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015 U8 Central Boys	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015 U8 Central Girls	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015 U8 East Girls	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015 U10 Boys	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015 U10 Girls	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015 U12 Boys	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015 U12 Girls	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015 U7 East Boys	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



# Selecting Fields

Now go to the Preference page called Fields

Click on the word Kingston. All the fields in Kingston will appear

Check off all the fields that you can go to and click submit to save

**Note that the more fields you set to Preferred the more chance you will have of receiving a game offer**

The screenshot shows the 'Ref Centre' website interface. The user is logged in as Sam BRATUS, a Referee for KUSC, Grade 1. The 'FIELDS' page is active, showing a list of fields for Kingston. The table below shows the current selection status for each field.

Field	Preferred	Acceptable	Not Acceptable
Alcan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Artillery Gym	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Ashton Park North	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Ashton Park South	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Barr Homes Soccerplex 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Barr Homes Soccerplex 2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Barr Homes Soccerplex 3	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Barr Homes Soccerplex 4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bayridge 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bayridge 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bayridge East	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bayridge SS	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Barrington West	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



# Setting up your availability

Now go to the Games menu and select Availability  
Set up all the dates when you can referee

**Note that the more dates you set as available the more chance you will have of receiving a game offer**

The screenshot shows the 'Ref Centre' website interface. The user is logged in as Sam BRATUS, a Referee for KUSC, Grade 1. The main content area is titled 'AVAILABILITY' and shows a calendar for the month of June. The calendar grid displays game offers and their status for each day of the month.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6: mor 6: aft 6: eve
7: mor 7: aft 7: eve	8	9	10	11	12	13: mor 13: aft 13: eve
14: mor 14: aft 14: eve	15	16	17	18	19	20: mor 20: aft 20: eve
21: mor 21: aft 21: eve	22	23	24	25	26	27: mor 27: aft 27: eve
28: mor 28: aft 28: eve	29	30				

Calendar Legend:

- Game Offered (Yellow square)
- Game Accepted (Green square with checkmark)
- Available (Grey square)
- Unavailable (White square)
- Unavailable: Declined Game (White square with red X)





# Game offers

After you have received an email offering you a game log into Ref Centre to accept the offer

The screenshot shows the Ref Centre website interface. At the top, there is a navigation menu with options: Games, Preferences, Ref Centre +, My Account, Payment, Fitness, Registration, and Tests. The 'My Account' tab is selected, and a 'Game Offer' notification is displayed. The notification text reads: 'You have been offered a game. Go to the [Offers page](#) to accept or decline it.'

Below the notification, there is a calendar view for the week of May 31 - Jun 6. The calendar shows availability for different days of the week:

Week:	May 31 - Jun 6	Mon Jun 1	Tue Jun 2	Wed Jun 3	Thu Jun 4	Fri Jun 5	Sat Jun 6
M - Unavailable	Available	Available	Available	Available	Available	Available	M - Available
A - Unavailable							A - Available
E - Unavailable							E - Available

At the bottom of the page, there is a 'NEWS' section with a link to 'View News Archive' and a large red banner with the text 'REF CENTRE +'. The footer contains the copyright information '©2015, E2E Soccer' and a 'privacy' link.



# Accepting the offer

Click the green check to accept the offer or the red X to decline

The screenshot shows the 'Ref Centre' website interface. At the top, there is a navigation menu with options like Games, Preferences, Ref Centre +, My Account, Payment, Fitness, Registration, and Tests. A red header bar displays the user's information: User Name: Nizar HEFNAWI, User Type: Referee, Organization: KUSC, and Grade: (blank). A 'Log Out' link is also present. Below the navigation, a red banner reads 'OFFERS'. The main content area contains a message: 'You have been offered the following games. Please accept or decline these games as soon as possible'. A table lists the offered games with columns for Date, KO, Field, League, Comp, Home, Away, Acc, and Dec. The first row shows a game on Jun 10 at 18:30 at Grenadier Mini, KUSC U8B Ea, with TD1903-64E B Astv as the home team and TD1903-65E B Chel as the away team. The 'Acc' column has a green checkmark, and the 'Dec' column has a red X. A 'Preview' link and a gold coin icon are also visible. The footer contains the copyright notice '©2015, E2E Soccer' and a 'privacy' link.

	Date	KO	Field	League	Comp	Home	Away	Acc	Dec
<a href="#">Preview</a>	Jun 10	18:30	Grenadier Mini	KUSC	U8B Ea	TD1903-64E B Astv	TD1903-65E B Chel	<input checked="" type="checkbox"/>	<input type="checkbox"/>



# Returning a game

After you have accepted a game it will appear on your Schedule page  
Note that you can return the game by clicking the decline game link  
This link is removed if the game is less than 48 hours away

The screenshot shows the E2E Ref Centre website interface. The top navigation bar includes 'Games', 'Preferences', 'Ref Centre +', 'My Account', 'Payment', 'Fitness', 'Registration', and 'Tests'. The main content area is titled 'SCHEDULE' and features a 'Display:' dropdown set to 'Future Games'. A table lists upcoming games with columns for Date, KO, Field, League, #, Comp, Home, and Away. Each game entry includes a 'Preview' link and a 'decline game' link. An arrow points from the text above to the 'decline game' link for the game on Thursday, June 11.

	Date	KO	Field	League	#	Comp	Home	Away	
<a href="#">Preview</a>	Wed, Jun 10	18:15	McCullough Mini South	KUSC	379	U8B Ce	TD1903-123CB AstV	TD1903-62C B Ever	<a href="#">decline game</a>
<a href="#">Preview</a>	Thu, Jun 11	18:30	McCullough Mini North	KUSC	410	U8G Ce	TD1903-44C G Chel	TD1903-45C G Arse	<a href="#">decline game</a>



# Picking up a game

If a referee assigner can not cover a game he may make it available on the Available Games page. Help yourself to any games that appear here by clicking the Accept link

The screenshot shows the 'Ref Centre : Available Games' page. The user is Euan HUGHES, a Referee for KUSC, Grade 1. The page displays a list of available games for self-assignment. A red arrow points from the text above to the 'Accept' link for the game on Wednesday, June 17, at 18:30 at Portsmouth West.

**AVAILABLE GAMES**

The following games are available for self-assignment by referees. To assign yourself to a game, click the "Accept Game" link for the associated game.

Area:   Show only games scheduled for when I'm available

Day of week:

	Day	Date	KO	Field	League	Comp	Home	Away	
<a href="#">preview</a>	📅	Sun Jun 07	18:30	Gerald Ball Memorial Park	Belleville	U21 M	PFC	Napanee	<a href="#">Accept</a>
<a href="#">preview</a>	📅	Sun Jun 07	19:00	Napanee District SS	Belleville	U21 M	Storrington	Belleville Navy	<a href="#">Accept</a>
<a href="#">preview</a>	📅	Sun Jun 14	19:25	MA Sills #3	Belleville	U21 M	Belleville Navy	PFC	<a href="#">Accept</a>
<a href="#">preview</a>	📅	Sun Jun 14	19:25	MA Sills #3	Belleville	U21 M	Belleville Navy	PFC	<a href="#">Accept</a>
<a href="#">preview</a>	📅	Sun Jun 14	19:00	Napanee District SS	Belleville	U21 M	Napanee	Belleville Gold	<a href="#">Accept</a>
<a href="#">preview</a>	📅	Sun Jun 14	19:00	Napanee District SS	Belleville	U21 M	Napanee	Belleville Gold	<a href="#">Accept</a>
<a href="#">preview</a>	📅	Wed Jun 17	18:15	McCullough Mini North	KUSC	U8B Ce	TD1903-61C B Live	TD1903-59C B Manu	<a href="#">Accept</a>
<a href="#">preview</a>	📅	Wed Jun 17	18:15	McCullough Mini South	KUSC	U8B Ce	TD1903-60C B Chel	TD1903-62C B Ever	<a href="#">Accept</a>
<a href="#">preview</a>	📅	Wed Jun 17	18:30	Portsmouth West	KUSC	U12B	TD1903-95B Chelse	TD1903-97B Everto	<a href="#">Accept</a>

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