

REFEREE GAME ASSIGNMENT

KINGSTON UNITED SOCCER CLUB



KUSC HOUSE LEAGUE

- KUSC operates a House League Monday through Thursday
- Referees will be assigned to all House League games at U7 and higher
- Assistant Referees will not be assigned for House League games
- All House League assignments will be done on Ref Centre (www.refcentre.com)
- The club also hold House League tournaments on weekends in August



KUSC COMPETITIVE GAMES

- KUSC also enters competitive teams in the following leagues:
 - ERS�
 - SOSA League
- The club will assign referees to all small sided games in the SOSA League
- The club will also assign Assistant Referees to all full field games in the ERS� and SOSA League



THE GAME ASSIGNMENT PROCESS

- All games will be assigned on Ref Centre (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
 - Decline or accept the game offer through Ref Centre
- 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

- Chris Akol is your referee assigner
- If you need to discuss your game assignments with Chris, you can contact him through:
 - Phone/text: 613-790-4000
 - Email: refsku@gmail.com
- **If you are texting or emailing Chris, please mention your name and that you are from KU**



KUSC REFEREE CANCELLATION PROCESS

- If you need to cancel a KUSC game appointment you have already accepted, please do the following:
- **If the game is more than 48 hours away:**
 - Log into Ref Centre
 - Click the Games button and select Schedule
 - Click the link that says “Decline game”
- **If the game is less than 48 hours away:**
 - Log into Ref Centre to find the details of the game, including the game number
 - Email Chris and give full details of the game appointment you wish to cancel
 - IF the game is less than 24 hours away, PHONE/TEXT Chris, leave a voicemail if he does not answer
 - Check Ref Centre to ensure that you have been cancelled – if it still appears on your game schedule on the day of the game, please phone Chris



SUPPORT

- If you need assistance, please contact one of the following (as appropriate)

Issue	Person/Role	Email	Phone
Assignment issue and game cancellations	Chris Akol, Ref Assigner	refsku@gmail.com	613-790-4000
Payment, technical and development, and general support	Estelle Nicholls	adminman@kingstonsoccer.ca	613-507-9760
Ref Centre support	Dawn Dinsdale	support@refcentre.com	613-839-0606



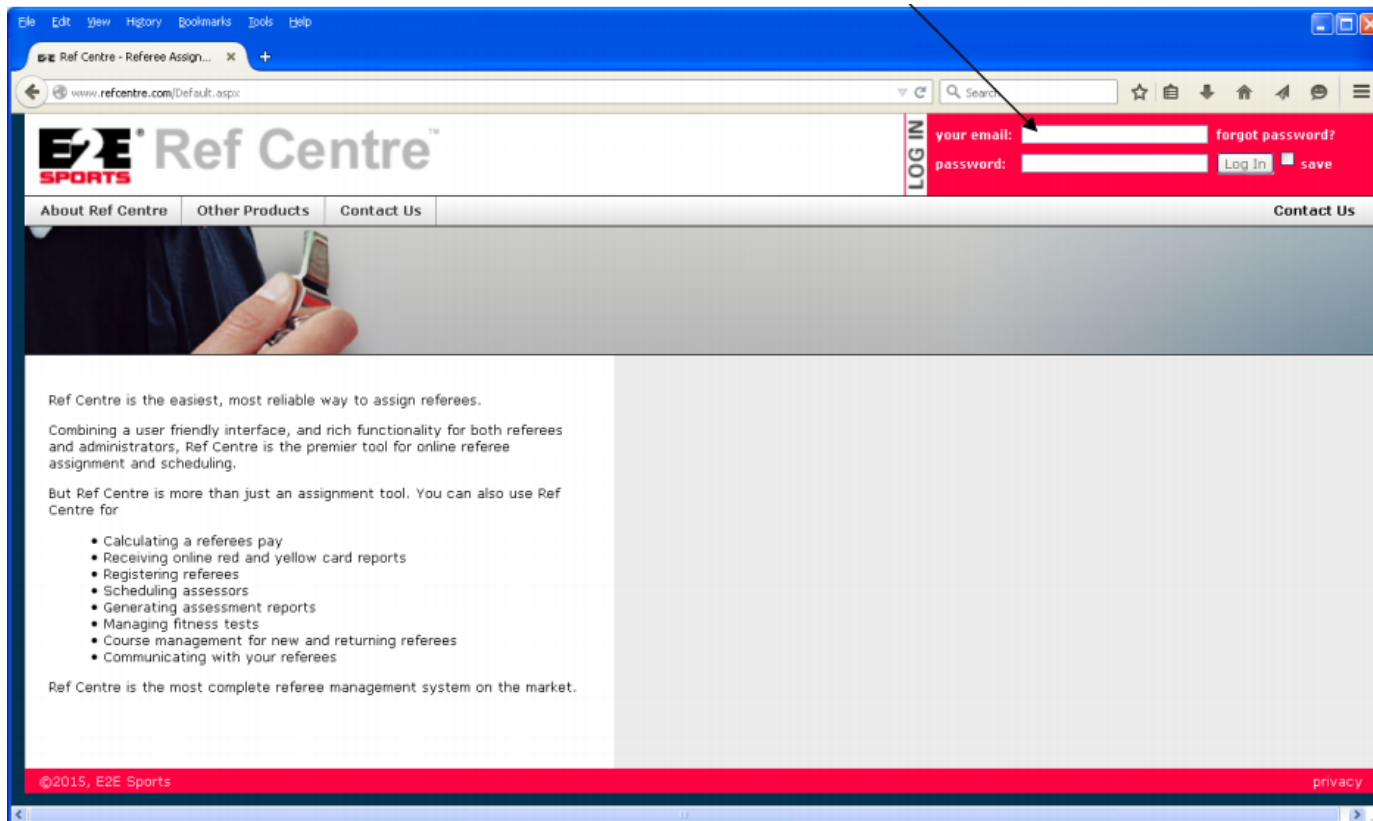
SETTING UP YOUR REF CENTRE ACCOUNT

- Please familiarize yourself with the tools available on Ref Center
- 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 you will miss out on game offers**



LOGGING INTO REF CENTRE

Visit www.refcentre.com and log in here

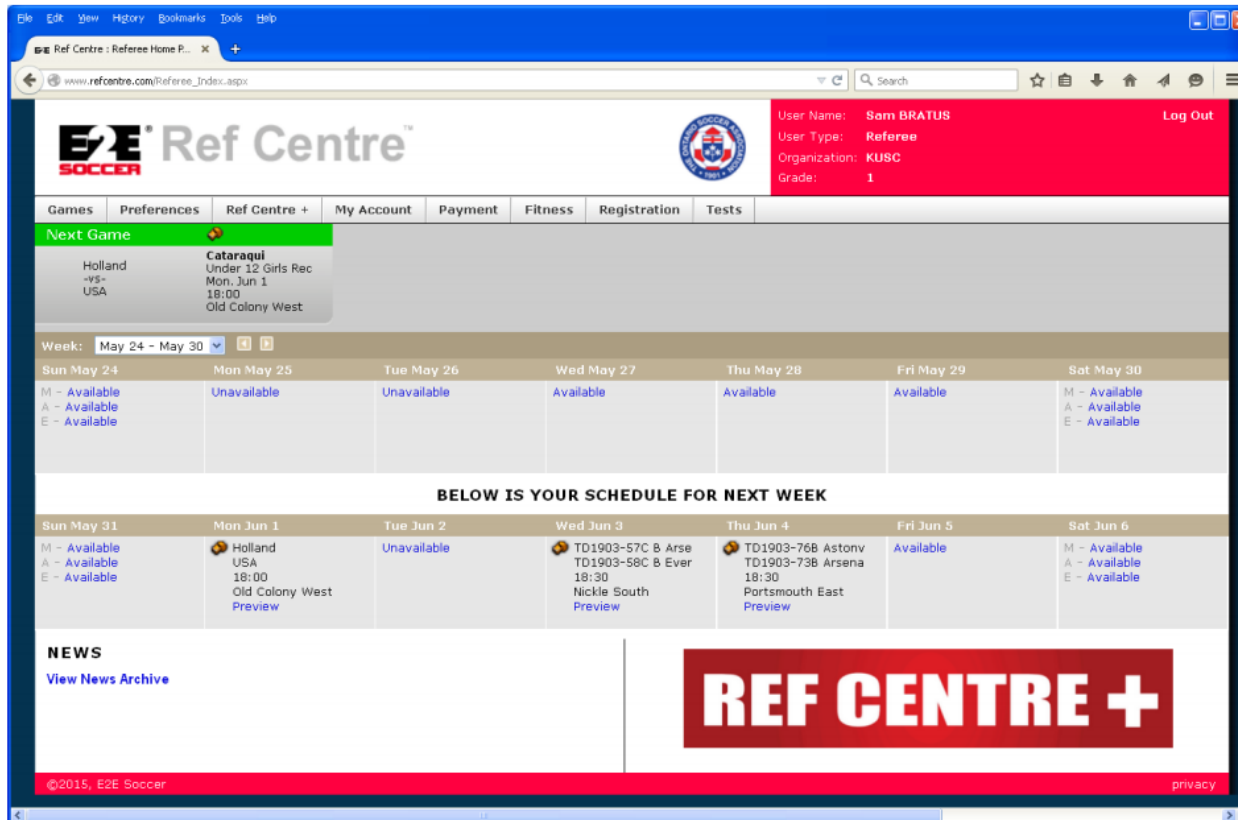


The screenshot shows a web browser window displaying the Ref Centre website. The browser's address bar shows the URL www.refcentre.com/Default.aspx. The website header features the E2E Sports logo and the text "Ref Centre". A navigation menu includes "About Ref Centre", "Other Products", and "Contact Us". A prominent red login box is positioned in the top right corner, containing the text "LOG IN" vertically, "your email:", "password:", "forgot password?", "Log In", and "save". An arrow points to the "your email:" input field. Below the header, there is a large image of a hand holding a smartphone. The main content area contains text describing the Ref Centre as the easiest and most reliable way to assign referees, followed by a list of features and a footer with copyright information for 2015, E2E Sports, and a privacy link.



YOUR REF CENTRE HOME PAGE

Familiarize yourself with the tools available on the home page.



The screenshot shows the Ref Centre website interface. At the top, there is a navigation menu with links for Games, Preferences, Ref Centre +, My Account, Payment, Fitness, Registration, and Tests. A red header bar displays the user's profile: User Name: Sam BRATUS, User Type: Referee, Organization: KUSC, and Grade: 1. A 'Log Out' link is also present. Below the navigation, the 'Next Game' section shows a match between Holland and USA on Monday, June 1st, at 18:00 at Old Colony West. The main area features a weekly availability calendar for the week of May 24 to May 30. Below this, a section titled 'BELOW IS YOUR SCHEDULE FOR NEXT WEEK' shows matches for the week of May 31 to June 6. A 'NEWS' section with a 'View News Archive' link is on the left, and a large red 'REF CENTRE +' logo is on the right. The footer contains copyright information for 2015 E2E Soccer and a privacy link.

Ref Centre

User Name: Sam BRATUS
User Type: Referee
Organization: KUSC
Grade: 1
Log Out

Games Preferences Ref Centre + My Account Payment Fitness Registration Tests

Next Game

Holland -vs- USA
Catarqui Under 12 Girls Rec
Mon, Jun 1 18:00
Old Colony West

Week: May 24 - May 30

Sun May 24	Mon May 25	Tue May 26	Wed May 27	Thu May 28	Fri May 29	Sat May 30
M - Available A - Available E - Available	Unavailable	Unavailable	Available	Available	Available	M - Available A - Available E - Available

BELOW IS YOUR SCHEDULE FOR NEXT WEEK

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 Preview	Unavailable	TD1903-57C B Arse TD1903-58C B Ever 18:30 Nickle South Preview	TD1903-76B Astonv TD1903-73B Arsen 18:30 Portsmouth East Preview	Available	M - Available A - Available E - Available

NEWS
[View News Archive](#)

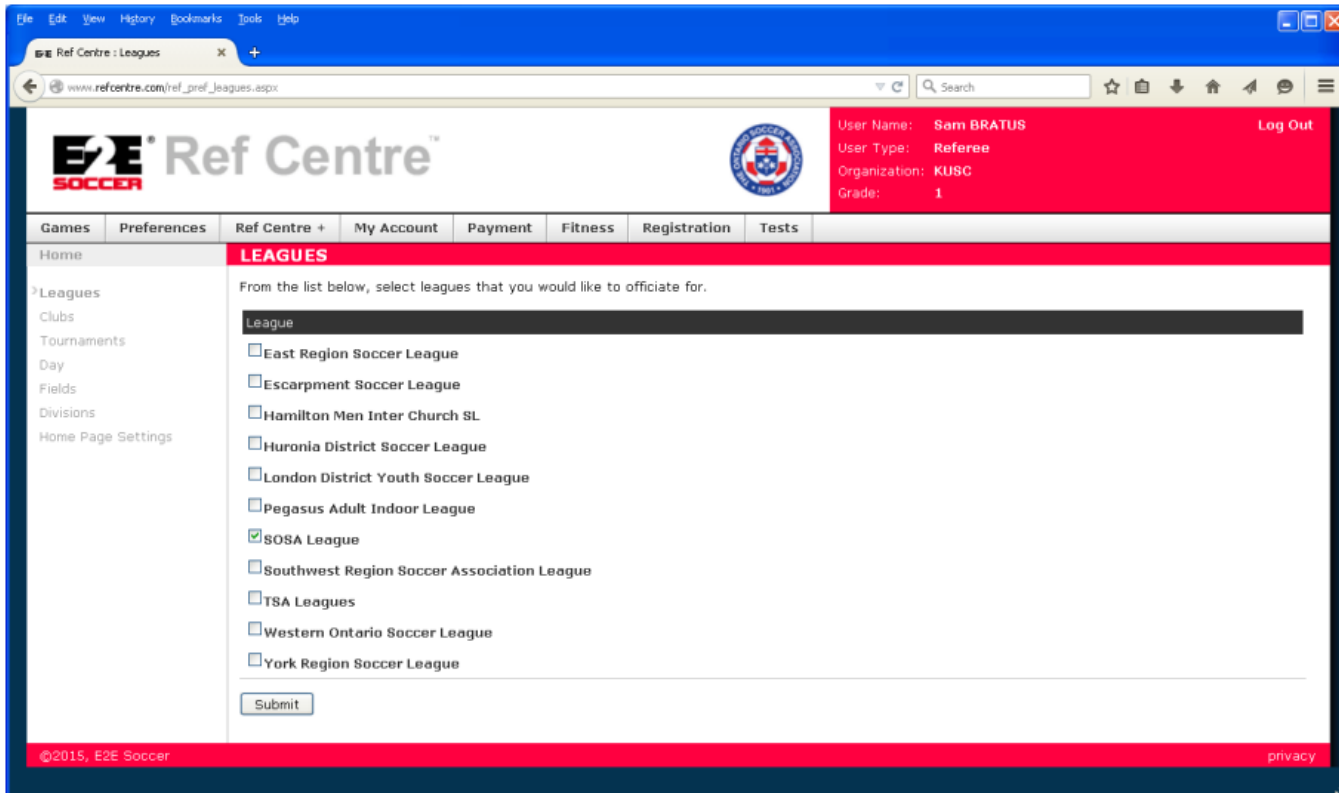
REF CENTRE +

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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 ERSL.

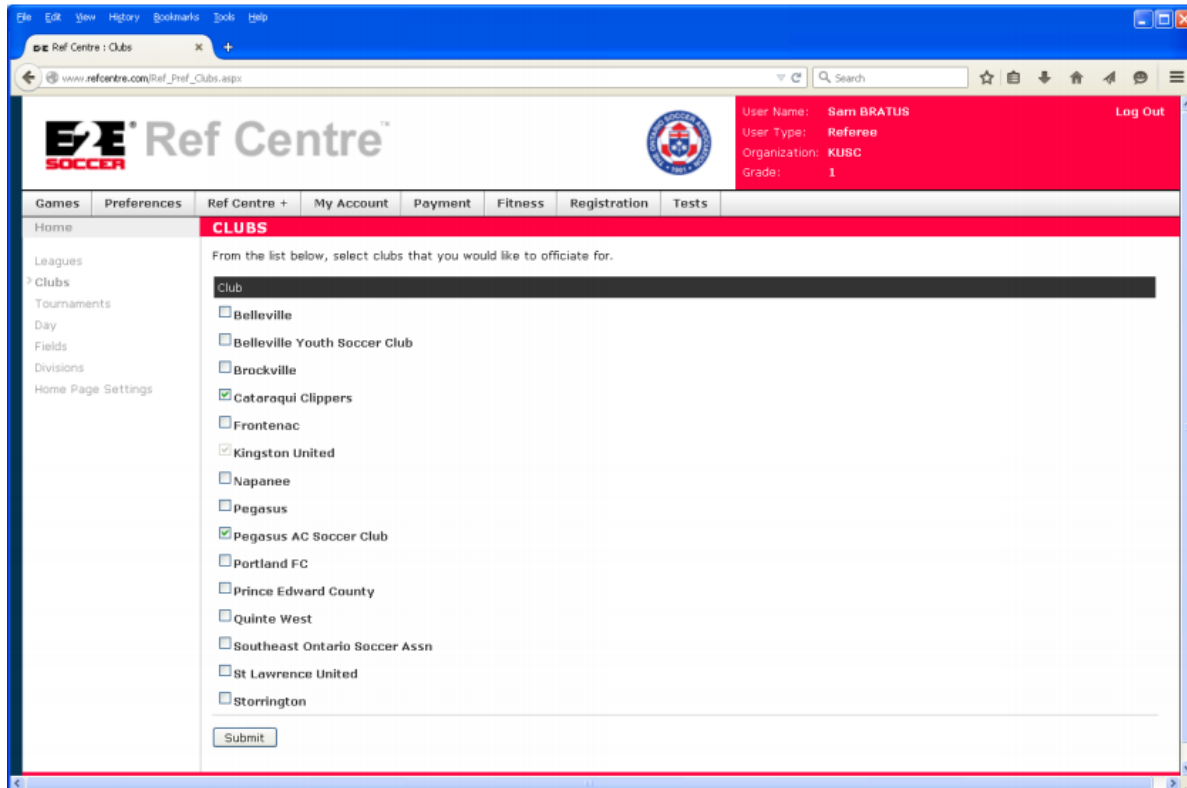


The screenshot shows a web browser window displaying the 'Ref Centre' website. The page title is 'Ref Centre : Leagues' and the URL is 'www.refcentre.com/ref_pref_leagues.aspx'. The user is logged in as 'Sam BRATUS', a Referee for the organization 'KUSC' with a grade of '1'. The navigation menu includes 'Games', 'Preferences', 'Ref Centre +', 'My Account', 'Payment', 'Fitness', 'Registration', and 'Tests'. The 'Preferences' section is active, and the 'LEAGUES' sub-section is selected. The page instructs the user to 'From the list below, select leagues that you would like to officiate for.' A list of leagues is provided with checkboxes: East Region Soccer League, Escarpment Soccer League, Hamilton Men Inter Church SL, Huronia District Soccer League, London District Youth Soccer League, Pegasus Adult Indoor League, SOSA League (checked), Southwest Region Soccer Association League, TSA Leagues, Western Ontario Soccer League, and York Region Soccer League. A 'Submit' button is located at the bottom of the list. The footer of the page contains the copyright notice '©2015, E2E Soccer' and a 'privacy' link.



SELECTING CLUBS

Now go to the Preference page for Clubs – KU will be greyed out but other SOSA clubs will be listed if you wish to select other clubs. Simply check the relevant box and click submit.



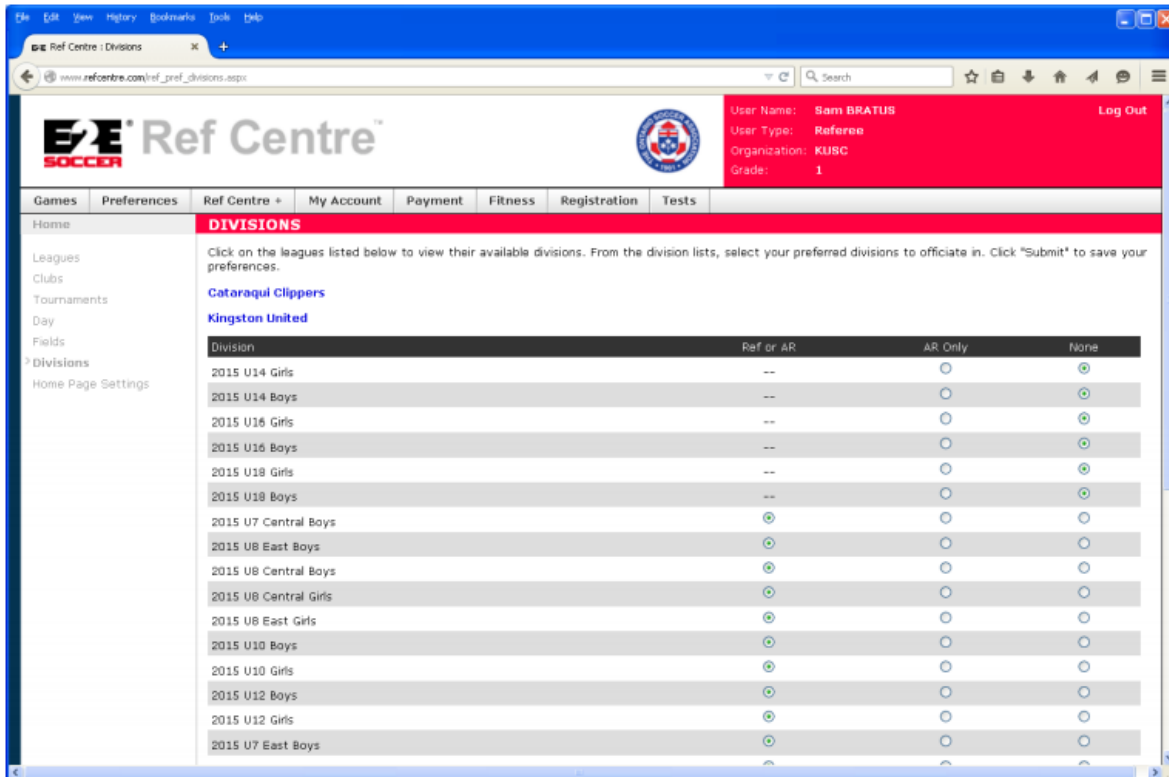
The screenshot shows a web browser window displaying the 'Ref Centre' website. The page title is 'Ref Centre : Clubs'. The user is logged in as 'Sam BRATUS', a 'Referee' for 'KUSC' with a grade of '1'. The main navigation menu includes 'Games', 'Preferences', 'Ref Centre +', 'My Account', 'Payment', 'Fitness', 'Registration', and 'Tests'. The 'CLUBS' section is active, showing a list of clubs with checkboxes. The 'Kingston United' checkbox is checked. A 'Submit' button is located at the bottom of the list.

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"/>



SELECTING DIVISIONS

Now go to the Preferences page for divisions – select the club and the divisions you wish to ref for that club and submit. Note: more divisions selected = more chances for game offers



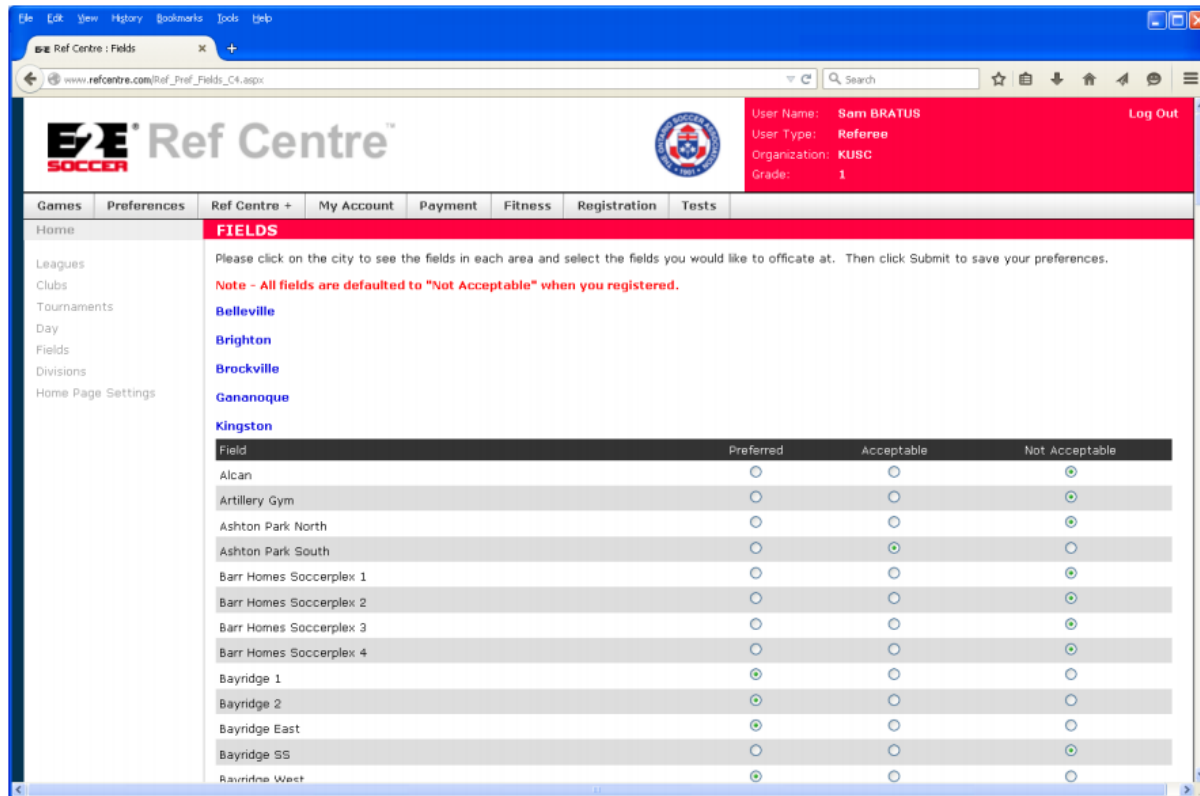
The screenshot shows a web browser window displaying the 'Ref Centre' website. The page title is 'Ref Centre : Divisions'. The user is logged in as 'Sam BRATUS', a Referee for KUSC, Grade 1. The navigation menu includes Games, Preferences, Ref Centre +, My Account, Payment, Fitness, Registration, and Tests. The 'DIVISIONS' page is active, showing instructions to click on leagues to view available divisions and select preferred ones. The page lists two clubs: 'Catarqui Clippers' and 'Kingston United'. Under 'Kingston United', there is a table with columns for 'Division', 'Ref or AR', 'AR Only', and 'None'. The table lists various divisions for the year 2015, including U14 Girls, U14 Boys, U16 Girls, U16 Boys, U18 Girls, U18 Boys, U7 Central Boys, U8 East Boys, U8 Central Boys, U8 Central Girls, U8 East Girls, U10 Boys, U10 Girls, U12 Boys, U12 Girls, and U7 East Boys. Each row has radio buttons for selection.

Division	Ref or AR	AR Only	None
2015 U14 Girls	--	<input type="radio"/>	<input checked="" type="radio"/>
2015 U14 Boys	--	<input type="radio"/>	<input checked="" type="radio"/>
2015 U16 Girls	--	<input type="radio"/>	<input checked="" type="radio"/>
2015 U16 Boys	--	<input type="radio"/>	<input checked="" type="radio"/>
2015 U18 Girls	--	<input type="radio"/>	<input checked="" type="radio"/>
2015 U18 Boys	--	<input type="radio"/>	<input checked="" 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 Preferences for fields – select the city, then fields you wish to ref and submit. Note: more fields saved as preferred = more chances for game offers.



The screenshot shows the 'Ref Centre' website interface. The user is logged in as Sam BRATUS, a Referee for KUSC, Grade 1. The 'FIELDS' section is active, displaying a list of fields for selection. The instructions state: 'Please click on the city to see the fields in each area and select the fields you would like to officiate at. Then click Submit to save your preferences. Note - All fields are defaulted to "Not Acceptable" when you registered.'

The fields are listed under the 'Kingston' city. The table below shows the selection options 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"/>
Ravirine 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 the dates you can referee – more dates = more chances for game offers.

E2E Ref Centre

User Name: Sam BRATUS
User Type: Referee
Organization: KUSC
Grade: 1

Games | Preferences | Ref Centre + | My Account | Payment | Fitness | Registration | Tests

Home | **AVAILABILITY**

Month: Jun | Select All | Deselect All

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

Update

Calendar Legend

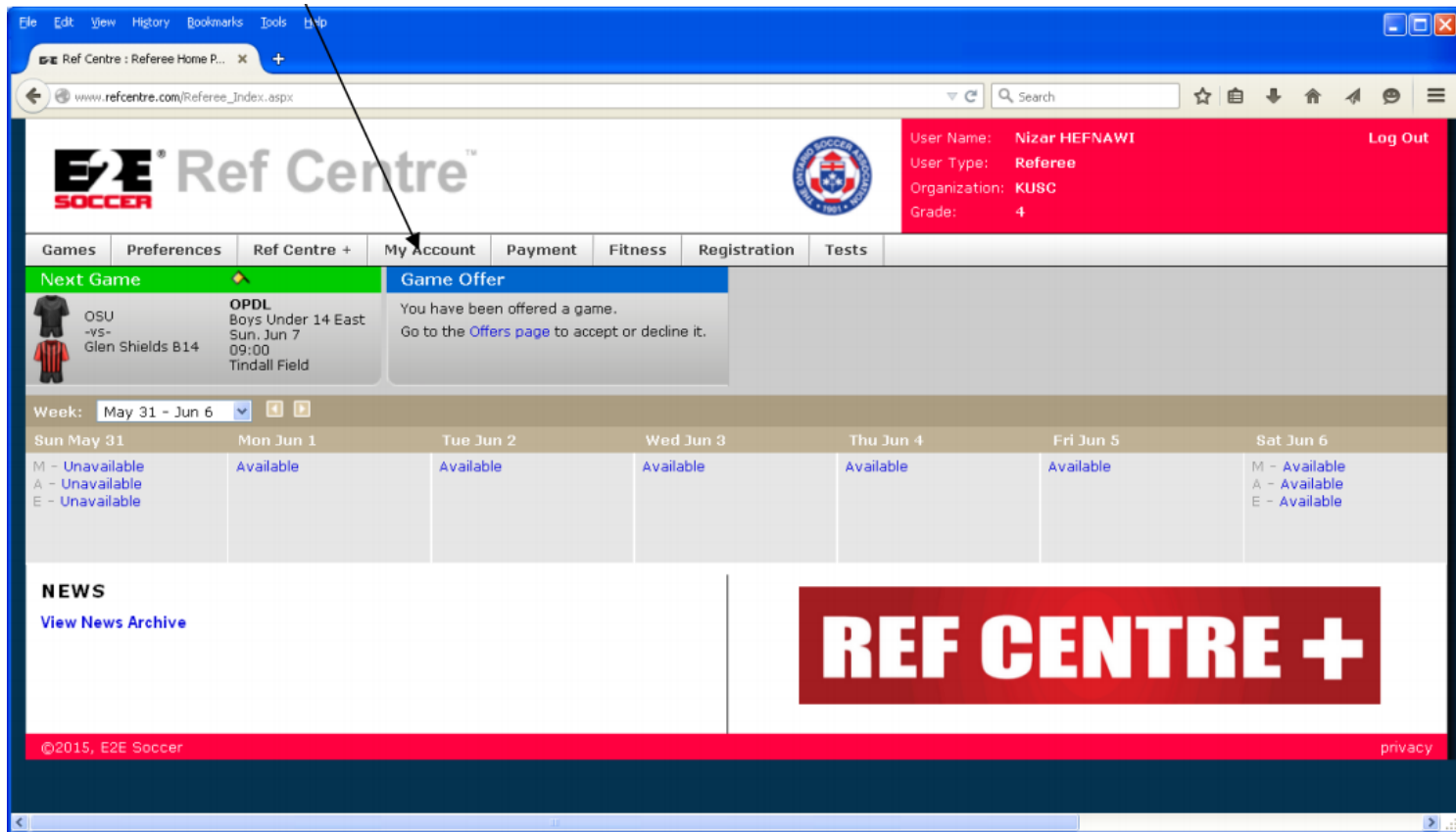
- Game Offered
- Game Accepted
- Available
- Unavailable
- Unavailable: Declined Game

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GAME OFFERS

After receiving an email offering you a game, log into Ref Centre to accept the offer.

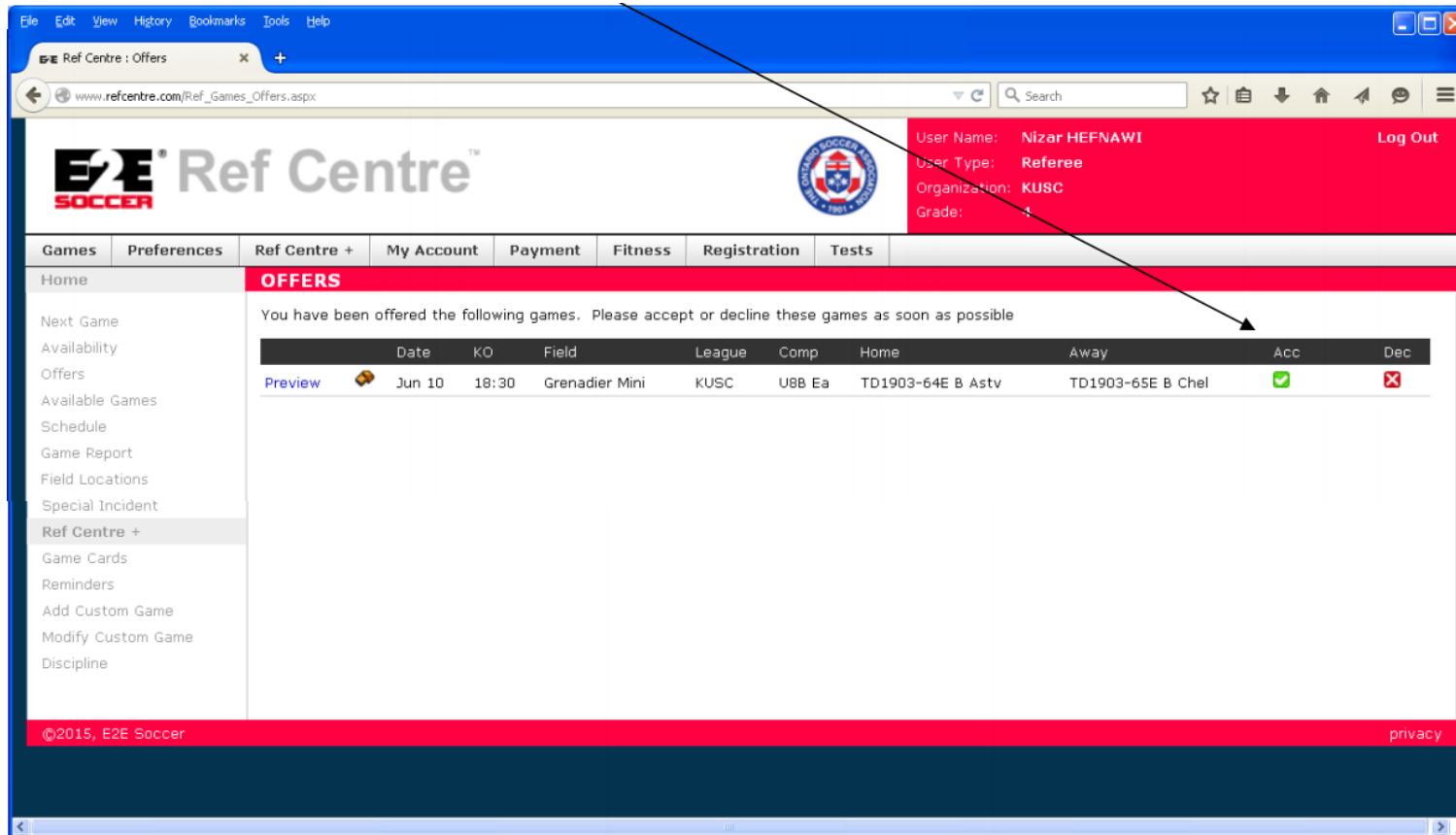


The screenshot shows the Ref Centre website interface. At the top, there is a navigation menu with tabs: Games, Preferences, Ref Centre +, My Account, Payment, Fitness, Registration, and Tests. The 'My Account' tab is selected, and a red notification box is overlaid on it, stating: "You have been offered a game. Go to the [Offers](#) page to accept or decline it." The notification also includes the user's details: User Name: Nizar HEFNAWI, User Type: Referee, Organization: KUSC, and Grade: 4. Below the notification, there is a section for the next game: OSU -YS- Glen Shields B14 vs OPDL Boys Under 14 East on Sun, Jun 7 at 09:00 at Tindall Field. A calendar view shows availability for the week of May 31 to Jun 6, with 'Available' status for most days. The footer includes a 'NEWS' section with a link to 'View News Archive' and a large 'REF CENTRE +' logo.



ACCEPTING THE OFFER

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



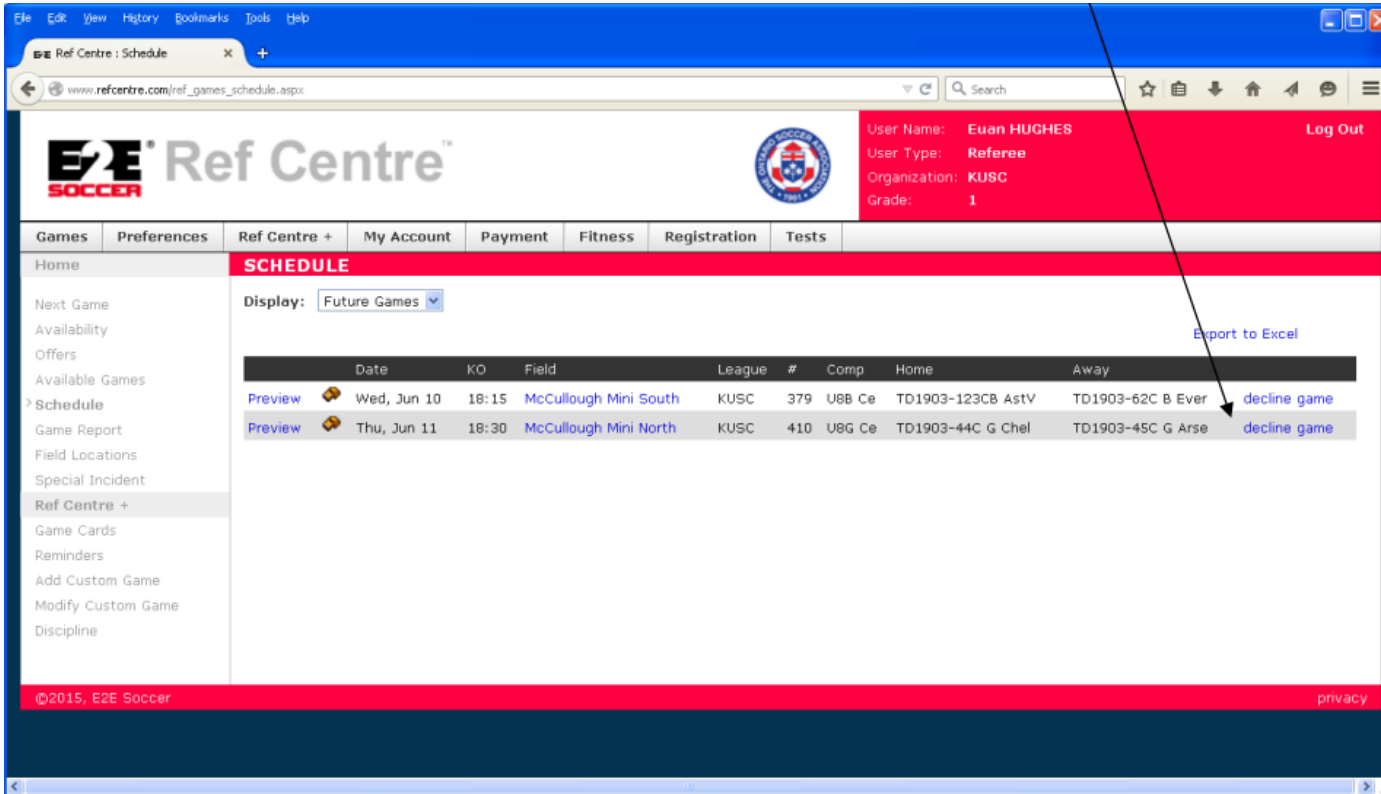
The screenshot shows the E2E Soccer Ref Centre website. The user is logged in as Nizar HEFNAWI, a Referee for KUSC. The main content area displays a table of game offers. A red arrow points to the green checkmark in the 'Acc' column of the first offer row.

Date	KO	Field	League	Comp	Home	Away	Acc	Dec
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. You can return a game by clicking the “decline game” link – this link will be removed if the game is less than 48 hours away.



The screenshot shows the Ref Centre website interface. The user is logged in as Euan HUGHES, a Referee for KUSC, Grade 1. The main content area is titled "SCHEDULE" and displays a table of future games. A red arrow points to the "decline game" link for the game on Thursday, June 11.

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



PICKING UP A GAME

If a referee assigner cannot 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 'Available Games' page on the E2E Ref Centre website. The page header includes the E2E Soccer logo and the user's profile information: User Name: Euan HUGHES, User Type: Referee, Organization: KUSC, and Grade: 1. The main content area is titled 'AVAILABLE GAMES' and contains a table of available games. The table has columns for Day, Date, KO, Field, League, Comp, Home, and Away. Each row includes a 'preview' link and an 'Accept' link. A red arrow points to the 'Accept' link for the game on Wednesday, June 17, at 18:30 at Portsmouth West.

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

