

Central Texas Youth Lacrosse Association

How to Become a CTYLA Referee

Cynthia Massery

CTYLA Secretary

05/10/2014

Overview

- Why become a youth referee?
 - \$\$ for every game
 - Give back to community, mentor youth lacrosse players
 - Leadership opportunity
 - Increase your lacrosse IQ
- Requirements
 - 14yrs old minimum
 - Assertive, leadership skills
 - Attend training in mid to late January
 - Request games, manage your game schedule, referee games
- Game Information
 - Season runs end-Feb thru mid-May
 - Referee games for grades 1st-8th
 - Game fields in Austin area
 - Most games on Saturdays and Sundays
 - Your schedule based on game times/locations you request

How Do I Become a Referee

- Register/Attend training in mid to late January
- Update your contact information on our website (login provided after completion of training)
- Request games
- Confirm your schedule
- Attend games per your schedule
- Feedback any game related questions/concerns to Head Official
- Receive your paycheck

How the Scheduling Process Works

- Scheduling website
 - Login
 - Update contact information
- Getting Games
 - Request games
 - Verify your schedule of assigned games
 - Make game reports as necessary
- Cancelling assignments
 - You may cancel any game assigned to you via our website
 - CTYLA does not allow referees to cancel assignments online after 24hrs before game time

FAQs - General

| <u>Question</u> | <u>Answer</u> | | | | | | | | | | |
|---|--|--------------|-----------------------|-------|--------|-------|-----------|-------|--------|-------|--------|
| How old do you have to be? | 14 years old minimum | | | | | | | | | | |
| How long does the season last? | Our season normally starts in late February and goes thru early May. We usually have an end of season tournament in mid-May and may have a preseason tournament in mid-February. | | | | | | | | | | |
| What age group will I referee? | Adult referees (who are HS certified) and Experienced referees should only be requesting Junior and Senior Games. Firsttime referees will be assigned to Bantam and Lightning games only. | | | | | | | | | | |
| What are the age groups of players in the league? | <table border="1" data-bbox="446 576 738 808"> <thead> <tr> <th data-bbox="446 576 562 624"><u>Grade</u></th> <th data-bbox="562 576 738 624"><u>Classification</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="446 624 562 665">1/2nd</td> <td data-bbox="562 624 738 665">Bantam</td> </tr> <tr> <td data-bbox="446 665 562 706">3/4th</td> <td data-bbox="562 665 738 706">Lightning</td> </tr> <tr> <td data-bbox="446 706 562 748">5/6th</td> <td data-bbox="562 706 738 748">Junior</td> </tr> <tr> <td data-bbox="446 748 562 808">7/8th</td> <td data-bbox="562 748 738 808">Senior</td> </tr> </tbody> </table> | <u>Grade</u> | <u>Classification</u> | 1/2nd | Bantam | 3/4th | Lightning | 5/6th | Junior | 7/8th | Senior |
| <u>Grade</u> | <u>Classification</u> | | | | | | | | | | |
| 1/2nd | Bantam | | | | | | | | | | |
| 3/4th | Lightning | | | | | | | | | | |
| 5/6th | Junior | | | | | | | | | | |
| 7/8th | Senior | | | | | | | | | | |
| How far do I have to travel? | You will have the option to referee games at any of the home field locations of our member teams. Please see our website, www.ctyla.org , and select "Member Associations in our League" to learn more about programs that are part of our league. In general, we have teams from near San Antonio all the way to the Georgetown/Cedar Park and in-between. | | | | | | | | | | |


FAQs - Payment

| <u>Question</u> | <u>Answer</u> |
|---------------------------|---|
| How much will I get paid? | Rates vary based on grade level you referee. Adult referees are paid at a slightly higher rate. Rates for the 2014 season were \$40-\$55. |
| When do I get paid? | Paychecks are issued every two weeks for games you completed. |
| How do I get my check? | Your paycheck will be mailed to the address you provided |

FAQs – Training (1 of 2)

| <u>Question</u> | <u>Answer</u> |
|---|--|
| What happens if I miss the training session? | There may be a make up training session. However, generally if you miss the training session then you will not be eligible to referee in our league. |
| Do I have to have previous lacrosse experience? | No previous lacrosse experience is required. However, it helps make the transition to first time referee easier. |
| What skills will help me be successful? | <p>Being an official requires that you are able to lead and be in a position of authority even if those you are leading are older or louder than you.</p> <p>Conditioning: You must be in shape to meet the demands of the game, in terms of speed and endurance. You can't make the right calls if you can't get into position to make them, or if physical strain is affecting your decision making ability.</p> <p>Rules knowledge: It can take years to fully understand the rules. Continual review of the rules as an official will help you to develop more quickly.</p> <p>Mechanics: Officials need to know more than the rules: they also need to know where to go on the field and what their responsibilities are.</p> <p>Game management: There are many times that officials can keep the game running smoothly without using their flag and whistle. Game management techniques are discussed throughout this manual; master them, and you'll find that officiating becomes much easier.</p> <p>Communication: Communication is a key aspect of game management. Communicate with your partner, the coaches, and the bench personnel in a clear and efficient manner.</p> <p>Conduct: Demonstrate the appropriate demeanor; treat your partner, the table personnel, athletes, and coaches with the respect that you desire to receive. Aloofness, indifference, boredom, and disdain are worse behaviors than nervousness; strive to be engaged at all times.</p> <p>Confidence: Confidence comes from preparation and experience. You must know the rules, interpretations and mechanics in order to be prepared for any situation.</p> <p>Focus: Concentrate on what you are doing, and do not lose your focus on the game. Block out distractions and move on to the next situation that is happening in front of you. Don't let thinking about a call you might have missed interfere with getting the next call right.</p> <p>Consistency: Be the same at both ends of the field, and try to complement your partner by calling fouls at the same threshold.</p> <p>Courage: You must have the courage to do what is right. Whether it's a difficult call or a difficult "no-call," you won't be a successful official without the fortitude to "get it right!"</p> <p>Uniform and equipment: As an official, you should have the proper uniform, and it should be neat and clean. You must also have the proper equipment for your level of play. If you don't, you'll be battling a negative impression from the start.</p> |

FAQs – Training (1 of 2)

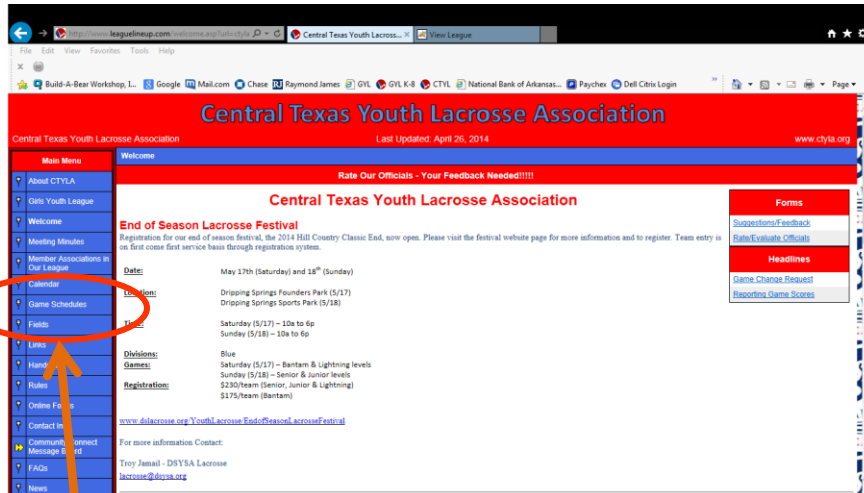
| | | | | | | | | | | | | | | | | | |
|---|---|-------|----------|--------------------|----------|-------------|----------|---------|----------|----------------------------|----------|-----|----------|-------------|----------|------|----------|
| <p>Do I have to buy my own uniform?</p> | <p>Yes. Your uniform requirements are:</p> <table border="1" data-bbox="426 177 774 572"> <tr> <td>Shirt</td> <td>Required</td> </tr> <tr> <td>Black pants/shorts</td> <td>Required</td> </tr> <tr> <td>Black socks</td> <td>Required</td> </tr> <tr> <td>Whistle</td> <td>Required</td> </tr> <tr> <td>Penalty Flag (recommend 2)</td> <td>Required</td> </tr> <tr> <td>Hat</td> <td>Optional</td> </tr> <tr> <td>Black shoes</td> <td>Optional</td> </tr> <tr> <td>Belt</td> <td>Optional</td> </tr> </table> | Shirt | Required | Black pants/shorts | Required | Black socks | Required | Whistle | Required | Penalty Flag (recommend 2) | Required | Hat | Optional | Black shoes | Optional | Belt | Optional |
| Shirt | Required | | | | | | | | | | | | | | | | |
| Black pants/shorts | Required | | | | | | | | | | | | | | | | |
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| Black shoes | Optional | | | | | | | | | | | | | | | | |
| Belt | Optional | | | | | | | | | | | | | | | | |
| <p>How much does the referee training session cost?</p> | <p>In 2014, the cost was \$30. This is used to cover the cost of training materials and usage of the training facility.</p> | | | | | | | | | | | | | | | | |
| <p>What happens if I make a mistake or miss a call?</p> | <p>All referees make mistakes, even seasoned referees. After your game is over, contact your lead official and ask questions to clarify or consult the official rule book to learn more about the proper call.</p> | | | | | | | | | | | | | | | | |
| <p>Where can I find a rule book?</p> | <p>2013-2014 NCAA Rule book http://www.laxpower.com/rulebooks/Mens_Rules_2013-2014.pdf</p> <div style="text-align: center;">  <p>2013-14 NCAA Lacrosse Rules.pdf</p> </div> | | | | | | | | | | | | | | | | |
| <p>When and where is the referee training?</p> | <p>Referee training usually occurs at the end of January or early February. The training session is generally scheduled on a Saturday and will last for about 7 hours. Training session location in Austin.</p> | | | | | | | | | | | | | | | | |
| <p>Do I have to attend the training to become a first time referee?</p> | <p>Yes.</p> | | | | | | | | | | | | | | | | |
| <p>I have never refereed before, how do I learn more after training is over</p> | <ul style="list-style-type: none"> • Georgia Lacrosse Officials Association - has a YouTube channel with lots of training videos that are helpful. <ul style="list-style-type: none"> • www.galaxref.com • https://www.youtube.com/user/GLOAWebmaster • We will try to match an adult HS certified ref with a HS player ref to help with mentoring | | | | | | | | | | | | | | | | |
| <p>What is the most important job of the referee?</p> | <p>You are on the field to do a job and that job is to keep the game SAFE and FAIR. Safety is the priority.</p> | | | | | | | | | | | | | | | | |

FAQs – Getting Games

| Question | Answer |
|--|---|
| How do I sign up for games? | Assignments for games are managed in the same website we use to schedule the games. Please visit our home page, www.ctyla.org , and select "Game Schedules" to be directed to our game scheduling website. |
| How many games can I referee? | We try to assign 2 games per weekend. Sometimes you may get more or less. |
| How do I know if games have been assigned to me? | Check your email. Notifications are sent from our scheduling website to the email address you provided. You can also login using the user/password that was provided to you and check to see what games are assigned to you. |
| What if I need to cancel my assignment? | You can cancel any games assigned to you (via our website) if it is more than 24hrs before the game start time. |
| Can I get more than one game at the same field? | You can request as many games at the same field as you would like as long as you are qualified/approved to referee those games. |
| How will I know if my game was cancelled? | <ul style="list-style-type: none"> • If a game is cancelled less than 24 hours before your scheduled game time the home team coach will contact you and let you know the game was cancelled. If you don't get proper notification and show up to a field and there is no game, then the scheduled teams and programs will be still responsible for payment to the refs. • If the game is cancelled more than 24 hours before your scheduled game time then you will be notified via email. If your game is cancelled more than 24hrs before the scheduled start time then no payment will be issued to you. |
| Can I sign up for more than one game at the same time but at different locations? | Yes. But after assignments are made, check your schedule to ensure you are not double booked for a game or booked at fields too far apart to make a game at another field. |
| I attended the training last year. Do I have to attend it again this year? | Yes. All referees, regardless of experience must attend training. There are rules and waivers that are specific to our league that will be reviewed during the training session. |
| What do I have to do to get more game assignments? | Priority will be given to those that have good working habits (show up on time, report any concerns to your head official, you are a professional on the field). Positive feedback from our coaches will also influence assignments. |
| If I sign up for multiple games, do I have to show up to all of them? | CTYLA uses "Request-Confirm" mode for game assignments. That means you request any games you would like to referee and then games will be assigned to you based on the games you requested. If a game you requested is assigned to another referee then you will receive a notice that your request was declined. |
| What is the difference between "Referee 1" and Referee 2"? Should I request both of those for a single game? | Bantam games will only have one referee assigned so only 1 referee selection will be available for each Bantam game. However, for games where there are two referees assigned, you will have the option to select "I'd Like it" for Referee 1 and for Referee 2. Selecting one or the other does not matter. In fact, you can select both and it will make it easier for us when we make referee assignments. |

BACKUP

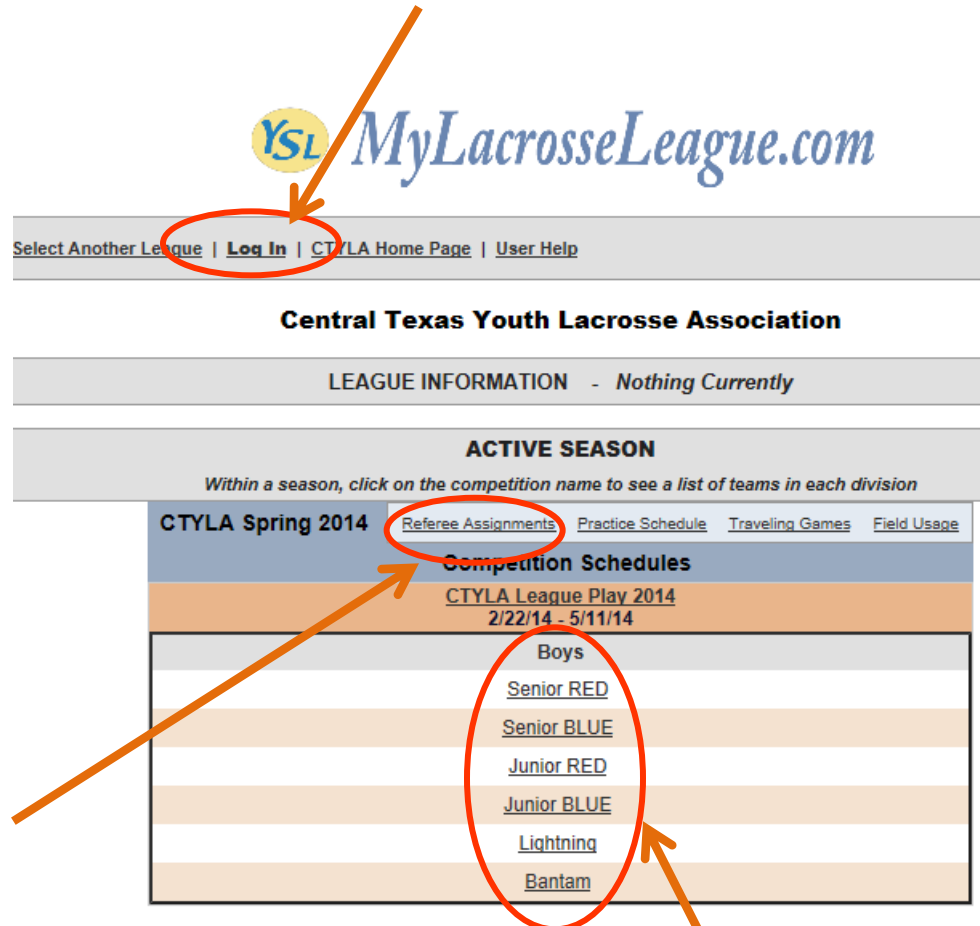
Scheduling Website Overview



To access scheduling website, visit www.ctyla.org – select “Game Schedules”

To view game referees assigned to games

Select “Log In” to get access to referee specific menu items



To view game schedules per division

Logging In

User name/password provided
after completing training session

The image shows a screenshot of a website's user login interface. The website has a navigation bar with links for SCHEDULES, SUPPORT, and USER LOGIN. The USER LOGIN link is circled in red. Below the navigation bar, there is a blue banner with the word LEAGUE and links for FEATURES, DEMO, and ABOUT US. The main content area features a colorful background with soccer players and the text: MA LEAGUE EASILY All the tools you need to manage your league effectively and efficiently. Below this is a blue button labeled Request a Demo and the text Learn More OR Sign Up RISK FREE! View Slide DEMO. A modal window titled User Login is overlaid on the page, containing fields for User Name and Password, a Sign In button, and a link for (Forgot Your Password?). The modal window is also circled in red, and an orange arrow points from the text above to the modal window.

SCHEDULES SUPPORT **USER LOGIN**

LEAGUE FEATURES DEMO ABOUT US

MA LEAGUE EASILY
All the tools you need to manage
your league effectively and efficiently

Request a Demo

Learn More OR Sign Up RISK FREE!
View Slide DEMO

User Login

User Name:

Password:

Sign In

(Forgot Your Password?)

Updating Contact Information

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1

?

[Edit Personal Info](#) | [Log Out](#) | [Select League to View](#) | [Tech Support](#) | [User Help](#)

Heath Massery
-- Home Page --

Central Texas Youth Lacrosse Association -- Referee ?

- * [All Referee Assignments](#) -- View all referee assignments for the current season
- * [Edit Information](#) -- Enter or edit referee information about yourself
- * [Games I Refereed](#) -- See the games that you have refereed
- * [My Current Assignments](#) -- View your current assignments
- * [View Your League](#) -- View your league's divisions, referee assignments, officers, and affiliated organizations

Heath Massery
Edit User

[User Home](#) | [User Help](#)

2

Login Name: hmassery

First Name: Middle Name: Last Name: x

(IMPORTANT: Check the next field! This is how your name will usually appear to everyone!)

Display Name:

Email Addresses:
 [Add Another Email Address](#) Email will be sent to ALL addresses

Phone(s):

Street Address:

City: State: Zip Code:

Country:

User Roles: Central Texas Youth Lacrosse Association Referee

[Change Data](#) [Cancel Edit](#)

3

1. Must update contact information before games can be requested.
2. Enter multiple email addresses for notifications
 - Game assignments, game cancellations, notifications from Head Official
 - Suggestion: Add referee and parent email address
3. Enter mailing address, phone

Tell Us About Yourself

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YSL MyLacrosseLeague.com

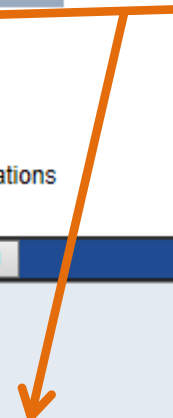
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-- Home Page --

[?](#) [Edit Personal Info](#) | [Log Out](#) | [Select League to View](#) | [Tech Support](#) | [User Help](#)

Central Texas Youth Lacrosse Association -- Referee [?](#)

- * [All Referee Assignments](#) -- View all referee assignments for the current season
- * [Edit Information](#) -- Enter or edit referee information about yourself
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Used to help us determine how to assign referees for games



Save All Delete All Cancel

Please specify play characteristics such that you are very confident that you will be able to handle the game.

Comfort Level: Gender Age Play Level as referee 1
 as referee 2

Your Dates: Birth: as "7/29/1982"
License Expiration:

Type of License: e.g. "USSF Grade 8"

Comments:

Assigned to: [Edit Team Affiliation](#)

Save All Delete All Cancel

How to Request Games

1. Select "All Referee Assignments" to view available dates for games
2. Select date to see games schedule for that day
3. Select "I'd Like It" for any games you would like to be considered for
 - Request as many times/locations as you would like (even if they overlap)
 - Number in brackets [x] indicates number of requests received
4. If you previously requested games, your request will show as "CancelRequest"

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Central Texas Youth Lacrosse Association -- Referee

All Referee Assignments - View all referee assignments for the current season

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1

Assignment Information

David Emerick is the Referee Coordinator. 512-479-2220 david.a.emerick@ipmchase.com
 CTYLA does not allow referees to cancel assignments online after 24 hours before game time.
 CTYLA uses request-confirm mode for referees.

You will only be able to request assignments that the league feels you can handle.
 Click on "I'd Like It" to request an assignment.

I'd Like It [3] - the bracketed number indicates the number of requests already made for this assignment
 If there is no "I'd Like It" button for a game that you feel comfortable officiating, please contact David Emerick to request the assignment.
 An email notification will be sent to David Emerick for each request you make.

Define Date Range

Future Dates
 All Dates this Season
 Select Date Range

Start: 5/3/14
 End: 5/11/14

Apply Change

Choose a Date

All Dates Below

Saturday, May 3, 2014
 Sunday, May 4, 2014
Monday, May 5, 2014
 Tuesday, May 6, 2014
 Wednesday, May 7, 2014

Export Assignments Table as a tab-delimited file

Referee Assignments for Monday, May 5, 2014

(Officials in GREEN are confirmed)
 "not assigned" means no referees are to be assigned to this position.

| Game # | Field | Time | Age Group | Gender | Level | Home | Away | Referee 1 | Referee 2 |
|---|-------|---------|-----------|--------|------------|---------------|------|-----------------|-----------------|
| 524805 First Round Playoff. SWALA is #4 seed. Away team is the #6 seed | GMS | 8:00 PM | Junior | Boys | Division 1 | SWALA 5/6 Red | TBD | I'd Like It [1] | I'd Like It [2] |

| | | | | | | | |
|---------|-----------|------|------------|-------------------------------|--|---------------|---------------|
| 3:30 PM | Lightning | Boys | Division 2 | Vipers Lightning - Youngblood | GT Georgetown - English (White and Blue reversible) | Noah Policke | I'd Like It |
| 4:30 PM | Lightning | Boys | Division 2 | Vipers Lightning - McLaughlin | Round Rock RR Lt Dragons (Camo and White Reversible) | Chris Twombly | CancelRequest |

2

3

4

Managing Your Game Schedule

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1

1. Select "Current Assignments" to view your game assignments
 - Will also list any games you request but have not yet been assigned to you
2. Cancel requested games or cancel games that have been assigned to you
 - "Cancel Request" – you requested a game but it has not yet been assigned to you
 - "Cancel" – this game has been assigned to you. Select button to reject assignment (button not available if you are within 24hrs of the scheduled game time)

2

Central Texas Youth Lacrosse Association

Name in BLUE is an unconfirmed assignment of another referee

| Card | Date/Time | League | Game # | Field | Age Group | Gender | Play Level | Home | Away | Referee 1 | Referee 2 | Reports | Payment |
|----------------------|-------------------|--------|--------|------------------------------------|-----------|--------|------------|------------------------------------|--|---------------------------------|---------------------------------|---------|---------|
| CARD | 5/3/14 11:00 AM | CTYLA | 522905 | LCP | Lightning | Boys | Division 2 | Round Rock RR Lt Raiders | Round Rock RR Lt Dragons | Heath Massery | Colton Eskew | | N/A |
| CARD | 5/4/14 1:00 PM | CTYLA | 515092 | Regents Main Field | Lightning | Boys | Division 2 | Regents Knights Lightning 3/4 Blue | SV SV Lightning | Heath Massery Cancel Request | Alexander St. Onge-Cooper | | |
| CARD | 5/4/14 1:00 PM | CTYLA | 514948 | LCP | Junior | Boys | Division 2 | Round Rock RR Jr Raiders | St. Andrew's St Andrews 5-6 Blue/White | Heath Massery Cancel | Garrett Clark | | N/A |
| CARD | 5/4/14 3:00 PM | CTYLA | 516879 | LCP | Junior | Boys | Division 2 | Round Rock RR Jr Dragons | NWAYLA Trojans Jr B | Heath Massery Cancel | Garrett Clark | | N/A |
| CARD | 5/9/14 (time TBD) | CTYLA | 524609 | TBD | Junior | Boys | Division 1 | TBD | TBD; | Heath Massery Cancel Request | Heath Massery Cancel Request | | |

After Game Activities

Save Reports Cancel Auto-Email Disabled Enable ?

Game Number: 515037 Type of Game: League
 Date & Time: 2/23/14 at 5:00 PM Field: San Gabriel Park Football Field (GT)
 Status: Played Game Score Status: Tentative
 Referee 1: Heath Massery Referee 2: John O'Grady

Hide Report Scores

Reporting Game Scores makes results final!

Home Team: GT Georgetown - English
 Goals Scored: OR Loses by Forfeit:

Away Team: Round Rock RR Lt Dragons
 Goals Scored: OR Loses by Forfeit:

No Forfeit: Note: marking a forfeit overrides any goals entered.

Hide Referee Game Reports

General Report

Caution Report Only enter text if cautions issued

Ejection Report Only enter text if ejections issued

Save Reports Cancel Auto-Email Disabled Enable ?

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Edit Personal Info | Log Out | Select League

Central Texas Youth Lacrosse Association -- Referee

- * All Referee Assignments -- View all referee assignments for the current season
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1. After your game is over, you may need to report:
 - a) An incident that happened during the game
 - b) A referee that was a "No Show"
2. Or you might want to review games you refereed

1a

1

2

Showing games from Sat Feb 22, 2014 to Sat Mar 1, 2014 (Current Season) [score] (* = tentative)

Name in BLUE is an unconfirmed assignment of another referee Save No Shows

| Card | Date/Time | League | Game # | Field | Age Group | Gender | Play Level | Home | Away | Referee 1 | Referee 2 | Reports | Payment |
|------|------------------|--------|--------|-------------------------------|-----------|--------|------------|-------------------------------|-------------------------------|------------------------------|--|---------|---------|
| | 2/23/14 12:30 PM | CTYLA | 515124 | LCP | Bantam | Boys | Division 2 | Round Rock RR Rockers [8]* | T&C T&C ONEIDAS [13]* | Heath Massery Make Report | | View | N/A |
| | 2/23/14 5:00 PM | CTYLA | 515037 | Georgetown - San Gabriel Park | Lightning | Boys | Division 2 | GT Georgetown - English [10]* | Round Rock RR Lt Dragons [2]* | Heath Massery Make Report | John O'Grady <input type="checkbox"/> no show | View | N/A |

1b