To get our season moving along, we are asking all Referees to get set up on Refcentre as soon as possible. As you may or may not be aware of there are 4 modules that need to be completed before you get set up. **The deadline to register is April 30th**, which has been extended. Please make it a priority to get registered before this deadline.

**First, you need to log in to Refcentre using your username and password and follow these instructions.**

* you are not eligible to officiate until you have completed the education modules, written the annual exam and paid your registration fee.
* **What is happening?** Match Official registration is required by Canada Soccer by March 31, 2017. However, **Ontario Soccer is extending registration until April 30, 2017 without late fees.**
* **Why is this happening?** Extra time (all of April) was given for Referees to complete the 4 required education modules (based on the changes to the Laws of the Game) on [http://www.refcentre.com](http://www.refcentre.com/) before the annual registration exam.
* **When is this happening?** Registration opened on March 6, 2017 and will run until April 30, 2017
* **What should I do?** Register online by completing the pre-season videos, followed by the annual exam of questions and register as soon as possible.

**Questions or concerns about the above?** Please contact, Laszlo Sarkany [drc@swrsa.ca](mailto:%20drc@swrsa.ca), Marlene Ford [Mford@conestogac.on.ca](mailto:Mford@conestogac.on.ca) or Lowell Williamson [llwillia@uwaterloo.ca](mailto:llwillia@uwaterloo.ca)

**Now Move on to the Regular Procedures**

Go to Preferences tab and select Leagues in the drop down menu.

* To referee any game type in Woolwich, select “Southwest Region Soccer Association”. This will allow you to ref our target and development teams.
* For those that are interested and capable, select “Western Ontario Youth Soccer League” as well. This will allow you to referee our highest level team.

Go to Clubs to select which centres you’d like to referee for.

* Select Woolwich Youth to referee here.
* If you would like to referee in more places, select other centres. You may want to contact their head referees for them to assign you.

For all **district referees**, go to Fields and a list of clubs will come up.

* The options are preferred, acceptable and not acceptable. This will allow us to determine which area you are able and willing to travel to.
* To ref for Woolwich, select Elmira as preferred.
* For all **mini/youth** individual fields come up when you click on the town or club you want to work for. Select every field in the club that you are willing to referee at.

Now click on Divisions to pick which ages and levels of games you’re willing or capable of refereeing.

* All of the Clubs that you’ve selected will show up.
* Click on them one at a time to find out which ages of games they have.
* When you click on them a list of all the divisions they have in that club will drop down. Select the divisions you are eligible and want to ref.
* Some of them may not have them yet (Woolwich does not have divisions up yet) but they will before the season starts.
* You can select Ref or AR, AR or none for every division shown. **Make sure you click on Woolwich youth, Southwest Region Soccer Association and Western Ontario Youth Soccer League**.

The last part under preferences is the Kick off option.

* This will allow you to say whether you can do only early games, only late games or both (written as Don’t Care under Kick-off Time).

Next go to the Games tab which is at the top left.

* Select which days you are available throughout the summer. Please update your availability at least 3-4 weeks in advance to ensure you get more games.
* Once you have chosen your availability for the given month**, click Update** below the calendar. **It will not save automatically if you move on to the next month!**

Next click on Available Games and Offers to find which games you can referee on the nights that you are available.

* Check this regularly to find available games that I haven’t assigned to anyone but have opened up to anyone who is capable.
* The whistle denotes a referee position and a flag denotes an assistant referee position.

Once the Referee Scheduler starts assigning games, you will receive an email.

* Go to Refcentre and will see a box with a blue banner below the list of tabs at the top.
* Click on the highlighted part and this will direct you to where you can accept or decline them.
* **Please check your email daily to accept or decline quickly.**
* If you need to give back games for any reason you must decline using Refcentre and it **must be done more than a week in advance.**
* If you need to return a game within a week before kickoff you have to email the Club Head Referee and hope that the CHR can find a referee in time.
* If you email the CHR with short notice (like the day before) and no referee is available you will still be expected to do the game. If you find a referee that can cover your game email the CHR along with the other referee, so that the CHR can go in and change the assignment.
* If a referee does not show up to a game that Refcentre has assigned to them or another referee covers their game without letting the CHR know, it will have to be reported as an AR no show.

After completion of a game the Head Referee will be prompted to fill in the game sheet on the main page before moving forward.

* For U13 (and up) houseleague games put in the score and say whether the other referees showed up.
* For rep games you will need to fill in the scores, say whether the referees showed up and indicate any cards. Make sure you still send in the rep game sheets to the head office or email a scanned non-blurry and legible copy of the game sheets and any necessary cards/special incident forms to [**gamereports@swrsa.ca**](mailto:gamereports@swrsa.ca)**.**

**The league has mandated that the subject line of the email must identify:**

* The League
* Game Number
* Referee's Name

**Please note that game reports must be submitted within 48 hours of conclusion of the game.**