

2018 Information Sheet for  
Cambridge-Isanti, Central Minnesota (St Cloud),  
Maplebrook, North Metro, Princeton, Rebels, Sartell,  
Tri County(Becker), and White Bear Lake

This year we are again using Game Officials to post game assignments. If you haven't worked for us before, you will need to go to the Game Officials website and sign up. The address is [www.gameofficials.net](http://www.gameofficials.net). You can add us to your existing account or create a new user ID and password that you will use to access your schedule. Instructions to sign up are on [www.merryhilger.com](http://www.merryhilger.com). You must return proof of age (if under 18 years old), and Waiver Form to us before we can assign you games. You will also need to put your social security number in Game Officials 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 of your email and/or home addresses. Please make sure you consider your games and any training dates when filling out the availability. **YOU MUST** choose the clubs you want to work for under My Preferences on Game Officials. Otherwise you will not appear in the drop down boxes for assigning and may not get assigned games. Check our website for informational meeting dates. We will be going over how to register with Game Officials at these meetings.

**You will also need to go to the SRC Assigning site and register for M & D Sports league. This is where we look to see if you are certified and have your background check done (if you need it). We won't assign you games until you have done that.**

When we upload games to Game Officials, your calendar will show what dates we have games. Game dates will not show until we have them uploaded. If you do your calendar 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 weekends.

You will need to accept or turn back EVERY game that you are assigned. If it less than 24 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 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.

### **MYSA BACKGROUND CHECK**

If you are 18 years of age or older, or will turn 18 during the current year, and are going to work youth soccer games, you **MUST** complete an MYSA Background Check. You will do the background check from the Minnesota SRC website. We cannot assign you to youth games until you are on this list so take care of this now. Background checks are now good for the entire calendar year. You can see when you have to renew your background check on the SRC site, once you log in you will see in on the lower right hand side. If you complete your background check as a coach please contact the MYSA office to get that under your referee sign on also. If you work high school and do the background check through the MSHSL, that does NOT work for MYSA games.

### **MANDATORY CONCUSSION TRAINING**

ALL soccer officials must complete the mandatory concussion training. This is a state law as of September 1, 2011. There is a link on our home page to the website to view the video. This training must be completed at least every three years. If you are a high school official, the MSHSL concussion training will fulfill this requirement.

## NEW REFEREES FIELD TRAINING

Watch the website ([www.merryhilger.com](http://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.

## WEATHER

In the event of bad weather, you need to show up for the game unless you get a phone call saying the game was cancelled, or it can be canceled on Game Officials. 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 get still paid for the game, according to each clubs' policy. You must note on the game report how much time was played in the game and what the score was. The Competitive Representative will decide whether the game gets replayed or not. If you are the referee, be sure to put your phone number on the game report in case the Competitive Representative has any questions. Rec games are not rescheduled. If the game does not finish, please note how much time was played on the game report and send it in. For traveling games that do not finish, please send an email to Merry at [mnrefassignor@comcast.net](mailto:mnrefassignor@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 so and re-assess the weather. Many times the weather will go through fast and we will be able to p[lay the second game.

## UNIFORM

There is a new style of uniform this year. If you are buying new shirts, make sure to buy the new style. The old style is only allowed this year. Next year the new style will be required. Gold is the official uniform color. If you have a gold team you must wear your black shirt. 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. Black is now the alternate color, so please get a black as soon as you can. The black, or any other color, is the alternate uniform and only if all three have the same one. If you work a tournament, you should ask them how particular they will be about this.

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 will have to email Merry with this information or put it on your waiver. 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 out 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, on the traveling game report, anything that you feel was not in the spirit of the game.

## 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. 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.** 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](http://www.mnyouth.sportsaffinity.com/m/pass/index.aspx). You will also report any cards there also.

## **MYSA GAME REPORTS**

Game reports are all online this year. Please make sure you have an account on Affinity and know how to report the score and any cautions or ejections made during the game. This is in addition to reporting scores on Game Officials. If you are the center official, it is your responsibility to make sure that all game reporting is completed. Let us know if you have questions about this.

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 MYSA games

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 Merry or Diana. 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) to let them know. You can find information in Game Officials.

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>) 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 Game Officials 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		Diana
Home	763-754-2047	Home	763-783-9660
Cell	612-839-1680	Cell	763-670-7513
	Soccer Line	612-466-0929	

Please note that it is better to call us on our cell phones if you need to get in touch with us immediately. 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 Game Officials 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 Game Officials after games, if nothing is reported there it will be paid as listed.**

Make sure that the center inputs the score in Game Officials 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 Game Officials
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 number that you were the center for
5. Enter the score, 99% of the games will not have kicks from the mark. If the game number is not green you will not need to enter a score. **All league games and rec/in-house games will need a score**
6. If the teams that are listed were not the ones on the field, please list the correct team codes under Team Specific Notes at the bottom.
7. Ensure that you answer the 3 questions there also. Most of the time all the answers will be No to all the questions. If someone did not show up, then you need to make sure that is noted in the Summary Notes to the Admin user and you will also then be answering Yes to the first question.
8. Please complete these steps before you send in the MYSA paperwork so that you have the score.
9. You will receive an email reminding you to put the score in Game Officials if you don't put it in the day it happened.

Check the website to see the pay period ending date for each club. 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 Game Officials. Once that has been paid Game Officials will submit the pay to your account if you have put in your pay information for GoPay. 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. Games will all be paid during the periods outlined on the Pay Information tab at [www.merryhilger.com](http://www.merryhilger.com). Pay rates for each position can be found at [www.merryhilger.com](http://www.merryhilger.com) for the different clubs. Pay is also listed by club and age under Group Info and Game Pay. They are very comparable to the other clubs in the area.

Once Pay has been posted to your account you will get an email, if you have bank information on Game Officials you will not need to do anything else, it will be deposited to the account you have listed. If you have no bank information you will need to go back in and let the system know you want a check, if you have not already picked that option for pay. If you are missing paperwork with us your funds will have an Administrative hold, Email Merry to see what you are missing.

To see what games each deposit is for go into Game Officials

1. Go to My Payments
2. Click on the Reference number, it will be green
3. That will open a window showing what games you were paid for.
4. Before you email Merry that you are missing payments, go to your games and check the League code under Level & League. Some games on the same field could be different League codes and will be paid separately.

If you work a Premier (PR) game, you will be paid a higher rate. Clubs are paying the U17 rate for U16 and below on the Premier games. U17+ Premier rates are listed as 20 year olds. 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  
Diana O'Connor