

## SpringsRef Soccer Assigning Process

Below is the week-by-week process that we go through in receiving and completing the assigned games. When I have completed a large number of assignments, I begin the process and rely on the officials to follow through with the steps below:

**1. ASSIGNOR COMPLETES ASSIGNMENTS ...** (Friday, Saturday, Sunday) I complete the assignments for the following weekend.

**2. NOTIFICATION SENT OUT TO OFFICIALS...** (Saturday, Sunday or Monday) I will send out a mass e-mail to everyone assigned, instructing you to go to my website [www.assignorpro.com/springsref](http://www.assignorpro.com/springsref) to access your games from the web. See the [Help] pages if this is your first time. When I send this email out, it will go out to over 75 officials at once.

**3. VIEW ASSIGNMENTS AND CONFIRM...** (Confirm by Tuesday 6:00pm) Each official will enter their access code and hit [View Assignments]. After viewing your assignments, hit [Confirm Assignments] and follow the directions on this page to let me know what you intend to do. I need to hear from you by Tuesday evening. Otherwise I might re-assign your games to another official.

**4. POSSIBLE MID-WEEK CHANGES...** (Tuesday-Thursday) Any officials affected by changes for the coming weekend, I will work with you directly.

**5. FINAL SCHEDULE E-MAILED OUT...** Each Thursday evening, I will email each assigned referee his/her final schedule for that weekend. If you are part of a crew, then your partner's name, phone number and email address will appear on the message. Save this email to report game scores. Print it out so you can take it to your assigned games.

**6. CONFIRM FINAL SCHEDULE WITH CREW...** It will be up to each crew member **for each game on your schedule** to establish communication to members of your crew on Friday evening. **Single Referees doing 4v4 or 6v6 games must confirm back to me!**

**7. ARRIVE AT GAME SITE EARLY....** Arrive at your assigned game at least 30 minutes before game start. Entire referee crew should check in teams together and start game on time.

**8. GAME REPORTS (same day)....** Lastly, report game scores on the same day. For each type of game, report as follows:

Competitive Games - **Each Referee reports on CYSA Cardsite**

Opt 1 and Dev Games – **Each Referee reports scores to me by e-mail**

Simply cut & paste your games from the web and insert the scores and send it in an email to me. Or reply to the Thursday evening email that was sent to you.

**9. PAYMENT ...** Payment schedule will be posted on the Springs Ref News Page

If you have any questions, feel free to contact me.

Tino Trujillo  
Referee Assignor  
Grade 7 Referee  
719-282-8584  
719-271-4301 (cell)