Game Assignments

There are a variety of games available for referees at Loudoun Soccer, year round.

- Recreational (Rec) League games ages 7 thru 14
- Suburban Friendship League (SFL) games ages 16 and 19
- ODSL Travel League ages 9 thru 18
- VCCL Travel League ages 9 thru 18
- Adult League
- Winter League ages 12 thru 19
- Patrick Henry College and Leesburg Christian School
- Various tournaments throughout the year

Assignors

We have three referee assignors who have different areas of responsibility. You may be contacted by more than one of them. The table below lists the assignors and the leagues they assign. You should become familiar with their names and the areas they are responsible for.

Area/League	Assignor	E-mail
Ashburn Rec West Loudoun Rec Ages 7-12	Barry Hunt	bhunt_97@yahoo.com
Leesburg Rec South Riding Rec Ages 7-12	Jim Kennedy	LoudounReferee@verizon.net
Rec (Ages 13-14) SFL (Ages 12-19) ODSL (Ages 9-18) VCCL (Ages 9-18) Adult League Schools	Tammy Mitchell	tmsoccerref@comcast.net
Tournaments	Various Assignors Point of Contact: Tammy Mitchell	tmsoccerref@comcast.net

The assignors start scheduling games a couple weeks before the season starts. If you have a question about who your primary assignor is, please contact Tammy Mitchell at tmsoccerref@comcast.net.

How Assignments Work

Referees are assigned to games according to their experience and age. Center referees should be at least two years older than the players. There are no age restrictions for assistant referees. New referees are usually assigned as assistant referees on u9 thru u14 games or center referees on very young games.

Every referee has a primary assignor within Loudoun Soccer. We divide the list of referees according to geographic area and experience. This is to ensure that all referees

are contacted and no one is overlooked. Your primary assignor is responsible for contacting you about your availability and offering you assignments for the season. After this contact, you may take assignments from other assignors within Loudoun Soccer. The assignors work together as a team to get the best game coverage possible.

You can also pick-up games each week through the 'help wanted' e-mails. You will receive e-mails from most assignor about open games that need referees. These are games that they were not able to get covered by their list of referees.

This process can get confusing when you are new and working with multiple assignors. It's very important that you keep track of your schedule and don't double book yourself.

Assignment tips for referees

It is important that you reply to e-mails promptly. The sooner you get back to your assignor the better selection of games you will have. If you wait too long to reply to an e-mail, all the games may be gone.

Include your first and last name on all correspondence. That includes telephone contact, voice mail and e-mail. If we don't know who you are, we cannot acknowledge your message.

Make sure that your e-mail account doesn't block our e-mails, as most information is distributed by e-mail. If you can't get our e-mails you will miss assignment information.

Once you take an assignment it is your responsibility to follow through and work the games. You should not take games from one assignor and then take better games from someone else, turning back the first games. You have a commitment with the first assignor, and likewise, he/she has a commitment with you. Occasionally an assignor may contact you and ask you to switch games. They will have first talked with your original assignor, and the decision to switch is up to you. Please remember that the assignors talk to each other frequently. Sometimes we switch refs around to different assignments for better coverage. We will get your approval before we make a change but we ask that you be flexible because our primary job is to get all of the games covered.

No Late Turnbacks

Sometimes it's necessary to turn back games that you have been assigned. We all have schedule changes and the assignors understand that life happens. You should contact your assignor as soon as you realize you have a scheduling problem. We do have a late turn back rule. You must give the assignor at least 3 days notice on a game turn back or it is considered a late turn back. If you find yourself in a late turn back situation, you are responsible to find your own replacement. Once you have found a replacement, you must contact the assignor with that information. Your replacement must be qualified to assume your position, that is, **do not** get a junior referee to take over at a level for which he/she is not prepared. You can see a list of referees in Arbiter. If you do not find your own replacement, you are subject to a fine which is equal to half the payment for that

particular game(s). If late turnbacks become a habit, you will be removed from our referee list.

The most important point here is to **communicate with the assignors**. A good relationship with your assignor is critical. We are willing to work with you but we have to know you have a problem before we can help.

You should contact your assignor as soon as you know about a future scheduling conflict. Do not wait until 3 days before the game if you know of a conflict sooner.

No-Shows

Not showing up for an assigned game is unacceptable. All the assignors are willing to consider special cases but they must be contacted beforehand so that they can consider them. If you have a last minute emergency, you need to call your assignor immediately. No-show referees will be fined the entire fee of the game. A couple of no-show weekends, and you will not be assigned any more games with Loudoun Soccer.

Field Locations

Many of you will receive assignments at schools and other locations where there are multiple fields. You can go to the Loudoun Soccer web site for field directions at http://www.loudounsoccer.com/Default.aspx?tabid=193688. You can find aerial maps of some of the fields at http://www.loudounsoccer.com/Default.aspx?tabid=200069. Visit these sites well before you leave for your assignments so you will know how to get there and the layout of the location if there are multiple fields. You are responsible for finding the site and the correct field. Some of these locations can be very confusing but the field numbers are usually marked.

Always print out your assignments and bring them to the field with you so you can make sure you are at the proper location.

Referee Uniforms

All referees should be in proper uniform, including regulation socks, shirts and tied shoes. It is important that you present a professional appearance. You start your game at a disadvantage when you show up at the field with your socks rolled down or your whistle missing. Immediately the coaches and players will have less respect for you.

Bad Weather & Rescheduled Games

You are responsible for checking the status of fields before you leave for your games. There are a few ways to do this.

- You can call the league hotline at (703) 777-5897. Listen to the entire message. Many times some fields are closed and some are open. If you call at 8am and the message says it will be updated at 10am, call back to listen to the updates.
- You can check the Loudoun Soccer website at http://www.loudounsoccer.com.
- The best way to learn about field closures is to sign-up for Rained Out.com to get text messages on field status at

https://www.rainedout.net/team_page.php?a=2ff31a0571b4cc6fd5fe. Text message rates will apply.

The assignors will not contact you when fields are closed because of weather. If there is no information on field closures, go to your assignment. Information is usually posted by 4:15pm on weeknights, and by 8am on weekends.

Information on make-up games will come out regularly so watch your e-mail. When a game is rained out or rescheduled, you name is removed from the game and it is treated like a new game. You are not automatically assigned to the make-up game. It would be impossible to coordinate keeping the same referees on the games when the date and time are changed.

Referees for all Loudoun Soccer games are scheduled through the referee assignors. You should NEVER take an assignment from a coach or game coordinator! You will not be paid for Loudoun Soccer games scheduled by anyone other than one of our assignors.

Game Reports in Arbiter ... How You Get Paid!

Game reports should be submitted within 48 hours after the game. When game reports are submitted right away, you get paid on time, and Loudoun Soccer gets valuable information in a timely fashion (especially about problem coaches!). This applies only to the center referees, who are solely responsible for submitting the game report.

Instructions for completing the game report (Center Referees only):
1. Login into Arbiter and look at your schedule.
2. Check the 'show all' box on the left.
3. To the right of the game number there is a red "R".
4. Click on the R and you will see the game report.
5. Fill in the scores.
6. All other information must be entered in the comments field. **The comments are extremely important. Make sure you enter all necessary comments as defined below.**

Comments Required:

- If your assistant referees don't match what is in the system, you need to state that in the comments field. You should also e-mail the assignor who scheduled you for that game to alert them to the change.

- If coaches, players or parents behaved badly, enter a comment. Make sure you include detailed information about which coach, team and/or players.

- If there were any cards issued, enter card color, team, player name and number in the comments. (If you issue a red card, you must also e-mail the Referee Director

immediately at refdirector@loudounsoccer.com with a full explanation of the situation.)

- If your assistant referees performed exceptionally good or exceptionally bad, put that in the comments too. This information is NOT for getting referees in trouble. We want to know if the assistants need help so we can provide mentoring, not punishment.

- Make sure your comments include all of the necessary information so problems can be addressed.

Save the information before you leave the form.

If games worked are missing from your Arbiter schedule, contact the assignor who scheduled you for that game.

Problems using Arbiter should be reported to your assignor.

Pay Rates and Referee Bonus
Visit website: http://www.loudounsoccer.com/Default.aspx?tabid=197282.

Pay Day
You can expect to receive your paycheck a couple of weeks after the end of the season. There will be an end-of-season referee meeting where paychecks will be distributed. If you cannot attend the meeting, your paycheck will be mailed to you.

Questions
Contact Tammy Mitchell at tmsoccerref@comcast.net.