

Instructions for New Officials – WEB SITE

As of: **10 June 2009**

- 1) The most important web site for you is Texoma Soccer Referee Association (www.texomareferees.org)
- 2) You must create an account on this site. (Navigation bar on the left)
- 3) Fill in the information – an email address is required. Create a username and password that you will remember
- 4) After you create an account, then send an email to David Schaab (TSRA Secretary/Treasurer) (david.schaab@verizon.net) and request referee access. Copy Derek Schaab (TSRA President) and Jolene Parton (TSRA Assignor) on this email (Deltafour@deltafour.net and jpsoccermom@msn.com).
- 5) The TSRA Secretary/Treasurer will answer your email when you have referee access and update the email blast.
- 6) After getting referee access, login and you will see a new section available to you in the navigation area (Referee). From inside this section you will see an availability form link. Go to this link.
- 7) Before the season starts, you will be asked to complete the availability form. Complete your availability form and email to TSRA Assignor.
- 8) Assignments – you will see these in the referee area. **DO NOT ACCEPT** assignments until the TSRA Assignor announces that you can accept.
- 9) Work your game and then complete necessary “paperwork” – login.
 - a. Submit pay voucher – your games will be listed and it is a simple process. You may change pay frequency here from end of a season to monthly.
 - b. If you did an extra game then you may claim it on the NEXT day – you cannot claim extra games until the next day.
 - c. If you didn’t work the game then send treasurer and assignor an email saying you didn’t work the game.
 - d. If you as a center official gave out a misconduct card or need to report a coach without a pass, then use the misconduct form to complete the information. **PLAYER / COACH NAMES** are very important. **ALWAYS** get the names during the game

SPECIAL GAME DAY RULES

- 1) On the web site (you don’t need to login) are the TSA Game Day Rules under TSRA Governance. **THESE RULES** are very important.
- 2) If you work the adult co-ed games, there are separate rules for this league and a different set of rules also under TSRA Governance.

See the Download Library for information on setting up your pay account.