

BENICIA YOUTH SOCCER / BENICIA ARSENAL FC

HOW TO REQUEST GAMES ON MYSOCCERLEAGUE.COM

MYSOCCERLEAGUE.COM

Benicia Youth Soccer uses MySoccerLeague.com (MSL) to schedule games and referees.

You should have an account and password for this site. If you do not have an account or if you have forgotten your login or password info, please email the Referee Coordinator at referees@beniciasoccer.org and ask.

PERSONAL INFORMATION

The first thing you should do is update your personal information. Personal information for users with referee roles is not visible on the league home page--only administrators and referee assignors can see it. If you have an administrative role for Benicia Youth Soccer, such as board member, referee assignor or match secretary, your phone number and email address will be visible on the league home page.

There are two places to update your personal information.

1) "Edit Personal Info" (top of the user home page)

- * Email Address: Please put your primary soccer email address here.
- * Phone(s): Admins and assignors may need to get in touch with you for urgent matters.
- * Street Address: We mail your game fees to this address.

2) "Edit Information" (second item in Referee role)

- * Comfort Level settings: Benicia Youth Soccer reviews these annually.
- * Birth (date): Used to calculate league comfort level settings, especially for youth referees.
- * License Expiration: Please enter "12/31/2015" if you have renewed your USSF license for this year.

REQUEST/CONFIRM SYSTEM

Benicia Youth Soccer uses the "Request/Confirm" system on MSL. You will self-select the games you want to work. You may request games in the roles, age groups, and competitive levels we have authorized for you. Available games are noted by the "I'd Like It" button for on the site.

If there is no button, you cannot request the game.

Games are available for request for the entire season. You can request games based on the league comfort level which Benicia Youth Soccer sets. If you cannot request a particular game, you can email the Referee Coordinator to inquire about changing the league comfort level. As you gain experience and think you are ready to advance, let one of the assignors or senior referee mentors know so we can assess your field work.

As the game date nears, one of the assignors will assign referees to the game. When the assignment is made, either a confirm or decline email will be sent to all referees who requested the game. We often get multiple requests for each game, so don't take it personally if your request is declined; we'll make sure you get plenty of games during the season. You might also get both an acceptance notification and a decline notification email for the same game. For example, you may have requested both the center referee and assistant referee positions, but were assigned one or the other.

MY CURRENT ASSIGNMENTS

Always check MySoccerLeague.com for your current assignment status. Under the Referee role, click the "My Current Assignments" for this information. Do **not** rely on your email inbox. Sometimes games are canceled or rescheduled, and sometimes we may put you on a different game at the same time based on match day considerations.

MSL automatically sends out an assignment reminder email 4 days prior which lists all of your games and roles for that upcoming match day.

CANCELING ASSIGNMENTS

If your plans change, you can cancel your role in the game up to 72 hours (3 days) in advance of the game on the MSL web site. Within 72 hours you cannot cancel your role on MSL, so you must contact the Referee Coordinator or one of the Referee Assignors **via phone** to explain the situation. E-mail is not sufficient. If you can't make it to a game you requested and were confirmed for, let us know ASAP so we have time to find a replacement. Don't simply not show up, as this will negatively impact your future opportunities. We understand that "life is what happens when you're making other plans." The assignors can find substitute referees if a family emergency or other situation arises, so

please extend us the courtesy of time to take care of things. Thank you!

HOW WE MAKE ASSIGNMENTS

Assigning is as much art as it is science. There are many factors which go into deciding who gets what game. Below are a few guidelines which assignors use when prioritizing their decisions:

- * Referees who request center referee positions;
- * Referees who request the earliest games and latest games in a day, since those are normally the hardest positions to fill;
- * Referees who request games for Premier/Gold/Silver/Bronze level games, since the league may be fined if we don't have full crews for these games;
- * Referees who have busy schedules, in particular coaches, managers and players, since their availability is limited;
- * Referees who can only request games infrequently, since we want to develop as many local officials as possible and give them chances to do games; and
- * Referees who act professionally and have good communications skills, since we can rely on them to show up on time and make their games a great experience for everyone involved.

CONTACT INFO

Referee Coordinator
Benicia Youth Soccer
referees@beniciasoccer.org