

ALL NATIONAL OPEN CUP REFEREES

You may request to be assigned as Referee or Assistant Referee to games convenient to your own schedule. Referee Assignors will review the schedules and decide to approve or disapprove assignments.

Before You Begin – READ THIS

- Do not request matches that include teams from your Section and Area; they in all likelihood will not be accepted. The Assignors will help you achieve this objective.
- If you have a player or players participating in the Games, do not request matches in the same pool where their team is competing.
- Each match has 3 referee team positions: 1 Referee and 2 Assistant Referees. It is expected that Referees will request a balanced schedule each day of 1 R + 2 ARs. The Assignors will help you achieve this balance.
- If you are traveling as a team of Referees, please allow the team leader to assign other members of the Referee team to the same matches. Note the provision just above this about balancing assignments on any given day. The Assignors will help you achieve this objective.
- National and Advanced Referees are requested to spread themselves around all the divisions and genders. The Assignors will help you achieve this objective.
- Youth referees must be at least two years older than the players on the teams where they are officiating. The Assignors will help you achieve this objective.
- Please familiarize yourselves with the Tournament Rules for the Games ([click here](#)).
- Please also familiarize yourself with the [AYSO Heading Policy](#) which will be in force during these Games.
- Know the duration of your matches and the scheduled kick-off time of the following match. We are on Tournament time in these Games: regardless of when you start a match, end the match 5 min before the start of the next one.
- Try to only sign up for back to back games on the same field. Given the tight schedules, getting to an adjacent field could be challenging if a field gets behind schedule.
- Limit yourself to no more than 3 games per day. Going to be hot. Really, really hot.
- It is strongly recommended you sign up for text alerts on RainedOut details at <http://noc2018.zayso.org/textalerts>.

HERE'S HOW TO SIGN UP FOR GAMES

1. Go to <http://noc2018.zayso.org>
2. Scroll down if necessary and sign in to zAYSO using the email address and password you used when registering on the site. Click on the button labeled **Sign In** to enter the site.
3. Forgot your zAYSO account password? Recover your zAYSO password by [clicking here](#).
4. On the Welcome Screen, note the menu options at the top.

IF YOU HAVE ONE OR MORE PLAYERS COMPETING IN THE GAMES AND WANT TO KNOW THEIR SCHEDULE FIRST

1. Click on **Schedules** and select **Team Schedules** from the drop down list.
2. Scroll through the list of participating teams to find the Age and Gender of the player, then look for the Region number or Team Coach Name. Make note of the Team number. (e.g., U14B #15)
3. Click on the team to highlight it and then click on the blue button labeled **Search**.
4. Scroll down if necessary to find that team's 5 game pool play schedule. Make note of the Pool letter, and the days and times for each game where you wish to be present.
5. Repeat these steps if you have more than one player participating in the Games.

SIGNING UP FOR GAMES

1. In the menu bar, click on **REFEREES** and select **REQUEST ASSIGNMENTS** from the drop down list.
2. On the next screen, note the red column headings at the top. You can choose to see the schedules by day of play, age and/or gender. Or you can select "All" in each category to see the entire schedule. When you have the filters set as you want, click on the blue button labeled **Search**.
3. Scroll down to see the individual matches. The default sort is first by Day, then by Time, then by Field Number and finally by Pool Group.
4. On the far right of the Schedule table is a column labeled **Officials**. For each game there are slots for a **REF**, **AR1** and **AR2**.
5. Wherever a slot is labeled as OPEN, that slot is available for assignment. To request that slot for assignment, click on the blue letters.
6. In red at the top of the next screen, appears a summary of the assignment. Confirm that this is the assignment you wanted and that you have no conflicts with either of the teams
7. Scroll down to read the Notes on Referee Assignment Procedures.
8. To lock in your assignment request, scroll back up if necessary and click on the blue button labeled **Submit**. Then click on the button labeled **"Back To Schedule"**.
9. Note that your name now appears in the requested slot and **Open** has changed to **Req**.
10. The system will send a message to the Assignors that you've requested the assignment. When an Assignor approves the request, **"Req"** will change to **"App"**.
11. Continue through the schedule to request other assignments using the steps above.

SIGNING UP AS A REFEREE TEAM

1. The person who will be serving as the Team Leader should sign into zAYSO. NOTE: Please make sure the persons you add know you will be assigning their games.
2. On the Welcome Screen, click on **REFEREES** and then select **MY CREW** from the drop down list.
3. Scroll down to read the **Notes on Adding a Person to your Crew**.
4. Click in the window labeled **Select Crew Member** to reveal a list of all Registered and Approved Referees for the Games. The list is alphabetical by FIRST NAME.
5. Scroll down the list to select the next member of the team. If you click on the first name in the list and then begin to type your person's first name, the cursor will jump down the list and make your selection quicker.
6. When you find the person's name, click on it to highlight it.
7. In the window to the left, click and then select whether this person is a family member or a peer. Then click on the button labeled **Add/Remove Selected Person(s)**.
8. Repeat these steps to find and add additional persons to the Team.
9. NOTE: All members of the Referee Team must have an account in zAYSO and meet the requirements to volunteer at the Games. If the name of the person(s) you are searching for are not on the list, check with them about this.

REFEREE: WITHDRAW ASSIGNMENT REQUEST

1. If, before the Assignor has approved your match request, you wish to withdraw your request, you may return to the match and click on the link to the left of your Name.
2. On the next screen, click on **Assignment Requested**, select **Remove Me from Assignment** and then click **Submit**.
3. Click on the button labeled **Back To Schedule**. The match will now show as OPEN on the Schedule.

REFEREE: TURNBACK MATCHES AFTER ACCEPTANCE

1. If, after the Assignor has approved your match request, you wish to turn back your match assignment, you may return to the match and click on the link to the left of your Name.
2. On the next screen, click on **Assignment Requested**, select **Remove Me from Assignment** and then click **Submit**.
3. Click on the button labeled **Back To Schedule**. The match will now show as **TB** on the Schedule.
4. If the Assignor approves the turnback, the status will revert to **OPEN**. If the Assignor needs you to fulfill that assignment and rejects your turnback request, the status will show as **App**.

NOTE: You are obliged to keep the assignment until the Assignor releases you.

SIGNING UP FOR SOCCERFEST GAMES

1. Return to the Game Schedule screen, and select just Wednesday and the age division(s) and gender(s) where you want to do games.
2. Click on the blue button labeled **Search**.

3. **NOTE:** If you have one or more players who will be participating in Soccerfest and you want to watch them play, look in the Group column and note the times when the team numbers from their pool will be playing. Request slots in games just before or just after their games on nearby fields.
4. Otherwise, just scroll the Soccerfest schedule and request up to 3 game slots that work for you, using the steps described above.

VIEWING YOUR SCHEDULE

You may view your schedule, and the status of Assignor approvals, by clicking on **MY STUFF** on the menu bar and selecting **MY SCHEDULE** from the drop down list.

**BEFORE YOU LEAVE AND AS YOU RETURN TO REVIEW AND UPDATE YOUR SCHEDULE, PLEASE
REMEMBER THIS:**

- Do not request matches that include teams from your Section and Area; they in all likelihood will not be accepted. This is a time to get around and see teams from across the USA. The Assignors will help you achieve this objective.
- If you have a player or players participating in the Games, do not request matches in the same pool where their team is competing.
- Each match has 3 referee team positions: 1 Referee and 2 Assistant Referees. It is expected that Referees will request a balanced schedule each day of 1 R + 2 ARs. The Assignors will help you achieve this balance.
- If you are traveling as a team of Referees, please see the instructions for registering as a team which will allow the team leader to assign other members of the Referee team to the same matches. However, note the provision just above this about balancing assignments on any given day. The Assignors will help you achieve this objective.
- National and Advanced Referees are requested to spread themselves around all the age divisions and genders. The Assignors will help you achieve this objective.
- Youth referees must be at least two years older than the players on the teams where they are officiating. The Assignors will help you achieve this objective.
- Please familiarize yourselves with the Tournament Rules for the Games ([click here](#)).
- Please also familiarize yourself with the AYSO Heading Policy described in the Tournament Rules which will be in force during these Games.
- Know the duration of your matches and the scheduled kick-off time of the following match. We are on Tournament time in these Games: regardless of when you start a match, end the match 5 min before the start of the next one.
- Try to only signup for back to back games on the same field. Given the tight schedules, even getting to an adjacent field could be challenging if a field gets behind schedule.
- Limit yourself to no more than 3 games per day. Going to be hot. Really, really hot.
- It is strongly recommended you sign up for text alerts on RainedOut details at <http://noc2018.zayso.org/textalerts>.
- Sportsmanship is the primary directive for the National Open Cup. Ensure you complete the Sportsmanship Report with the Field Monitors after each match.

Have FUN. Remember to smile

QUESTIONS

For help with Match Assignments, contact me at taidghsimpson@ayso.org or at 424-221-7940.

See you at the Cup,

Taidgh Simpson