

# INDOOR REFEREE PROCEDURES

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Orangeville Minor Soccer Office Contact Info –

Phone – (519) 941-2517

email – [office@orangevilleminorsoccer.ca](mailto:office@orangevilleminorsoccer.ca)

Head Referee email - [headreferee@orangevilleminorsoccer.ca](mailto:headreferee@orangevilleminorsoccer.ca)

## **POWER UP SYSTEM**

All game information can be found on the referee system called Power Up found at <https://members.orangevilleminorsoccer.ca/convenor/default.asp?page=LOGIN&rd=> . If you are a current referee you will need to request access to the season you would like to referee, if you are a new referee you will need to request access to the system as a referee. Once your request is approved by the Head Referee you will receive an email indicating your access to the requested season.

A Users Guide for the Convenor System is posted on the website under Referees – Referee Login. If for any reason you are unable to access Power Up please contact the office at [office@orangevilleminorsoccer.ca](mailto:office@orangevilleminorsoccer.ca) or call (519) 941-2517.

Please do not create a second account as this will make the Power Up System think you are two different people. You will always need to select the appropriate season when signing in. The system will then show you any notes that apply to you as well as games that you need to confirm.

Please note that payments to referees will be based on the name entered into the system.

When access has been granted to the Power Up System you will need to sign onto the system and mark dates when you will not be available so that the Head Referee will not schedule games for you on those days. Please include dates that you will be playing or practicing soccer, on vacation or any other reason that you will not be available.

The system has a calendar available that you can use to indicate when you are not available and also will shows the details of each game you are scheduled for. To see your calendar click on “Calendar” and you will be shown your calendar by month.

To set yourself as unavailable for a time click on the availability link, and select the start and end time that you are not available or click the underlined ALL DAY. Please do NOT do this if you are already scheduled for a game – please follow the procedures for CONFIRMED GAME - UNAVAILABILITY BEFORE GAME TIME.

When the games are scheduled or rescheduled by the Head Referee the system will send a message to the scheduled referee(s) asking them to confirm their availability. Please ensure you complete this step so the Head Referee knows you are available for the game or it will be re-assigned.

## **CONFIRMED GAME - UNAVAILABILITY BEFORE GAME TIME**

If you have confirmed a game and find you are unable to attend, please send an email out to all referee's to see if you can find a replacement or trade games – please include the date, location, age group & referee position in the email. When you find a replacement email the replacement and the Head Referee all the details of the game so that the Head Referee can approve and make the necessary changes in Power Up.

When replying to such a email please “Reply to All” so that all parties know that the game is taken. After that point, just email between the necessary referees and the Head Referee.

If you are unable to find a replacement referee please call the Head Referee. Calls should only be made if you have no other option, but should be done BEFORE the game.

## **GAME DAY –**

Show up on time for every scheduled game and bring whistle, cards and watch. The Game Sheets will be available at the dome in the Indoor Binder. Have the coaches sign the game sheet prior to the start of the game.

Results must be put on the game sheet at the end of each game. The Referee must either place a check mark beside their name on the game sheet and sign the sheet OR if their name does not appear on the game sheet PRINT their name on the game sheet and sign the sheet. This is VERY important as the name must be readable to ensure proper payment is made. Please leave the copy of the game sheet in the binder at the Dome. Results and Referee changes will be entered into the Power Up System by the office.