



# Needham Soccer Club Champions League Referee Guide for Using gotsoccer.com



## Logging into your New NSCCL Referee Account

VERY IMPORTANT ONCE SIGNED UP FOR NSCCL AS A REF, YOU ARE NOT ALLOWED TO SIGN UP FOR ANY OTHER LEAGUES – **YOU ARE AUTHORIZED ONLY FOR NSCCL**

1. To begin the Referee Program go to [Referee Registration](#) for our NSCCL league
2. Fill in all the information you can

**Referee Registration**  
Complete the form below to create an account.  
If you already have an account, go to the [Referee Login](#).

**Contact Information**

Full Legal Name     
Legal First M.I. Last

State Registered

Display Name

Address

City

State

Zip Code

Country  United States

Email Address

Phone

Phone (2)

Mobile Phone

Mobile Text

Messaging Address (you@yourcarrier.com)

Fax

**Referee License Information**

USSF Reg #

Grade  1

**Account Access Information**

User Name

Password

Confirm Password

Additional Info/Notes (optional)

- Full Legal Name - Name for documents and payment
- Username - Usernames must be unique in our system. You can change this at a later date but will need one to continue. If you do not fill it in the system will give one to you.
- Password - You will need one to create the account but you can edit it at anytime.
- Grade – Please click **12** in the dropdown
- Display Name - is how you want to be seen in the database. Please do not make up nick-names as it can be confusing to the assignor.
- State Registered - Please make sure to enter the state that you primarily work in.
- Email Address - this is **VERY IMPORTANT**, if you do not enter one you will not be able to receive game confirmations as well as changes in schedules and other important information.
- When Done - Click **SUBMIT**.

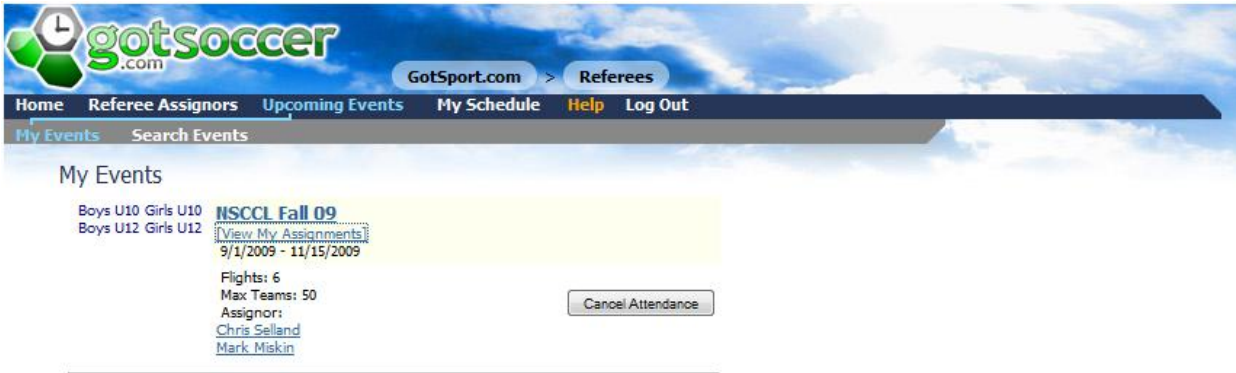
**You are now registered as a NSCCL Referee and can be assigned games.**



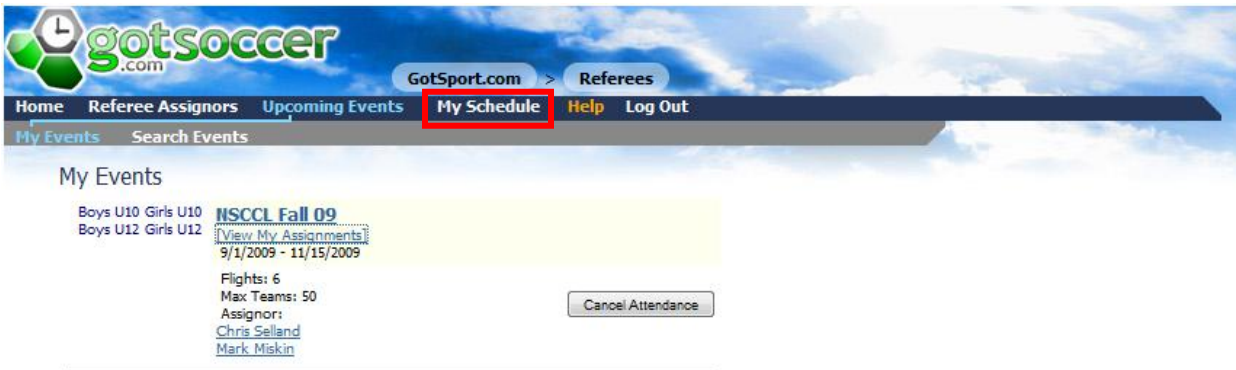
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3. Once you click submit you will be taken to the My Events page Listing NSCCL Fall 09 as your event.



4. Click My Schedule.



5. Then Click Availability





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6. Here on the Availability Page you can list the age group you are able to referee. Remember if you did not take the course for 8v8 soccer you cannot ref in the U11 or U12 age groups.

Referee Availability - Mark Miskin  
 Referee Status: Available (dropdown) except where noted  
 Availability Blackouts: Add Blackout  
 Date: | Time: | No blackouts have been defined.  
 Age Group Preferences:  
 U5  U13   
 U6  U14  
 U7  U15  
 U8  U16  
 U9  U17  
 U10  U18  
 U11  U19  
 U12  OPEN

7. Click the age groups and click save.

Referee Availability - Mark Miskin  
 Referee Status: Available (dropdown) except where noted  
 Availability Blackouts: Add Blackout  
 Date: | Time: | No blackouts have been defined.  
 Age Group Preferences:  
 U5  U13   
 U6  U14  
 U7  U15  
 U8  U16  
 U9  U17  
 U10  U18  
 U11  U19  
 U12  OPEN

8. You can also add Blackout Dates that you cannot ref games...Like all day on 10/18

Referee Availability Blackout - Mark Miskin  
 Availability Blackouts: Add Blackout  
 Date: | Time: | No blackouts have been defined.  
 Date: 10/18/2009  
 Start Time: 8:00 am  
 End Time: 6:00 pm

9. Then Click Save



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10. Blackout Dates will then be listed and can be deleted or changed when needed.

Referee Availability - Mark Miskin  
Referee Status: Available except where noted

Availability Blackouts		Add Blackout	
Date	Time	Change	X
10/18/2009	8:00 AM - 6:00 PM	Change	X

Age Group Preferences

- U5  U13
- U6  U14
- U7  U15
- U8  U16
- U9  U17
- U10  U18
- U11  U19
- U12  OPEN

11. You can now click the Log Out button.

**12. As we have been doing... Each week you will need to send our NSCCL Ref Assignor an email requesting Saturday and Sunday Games and Make-ups.**

13. Our Ref Assignor will then assign the games online by Friday Noon and you will receive an email notification in your inbox like the one below. Make sure you check your spam folder.

Keep as New	Action	Delete	Spam	View: All 13
<input type="checkbox"/>	From	Subject	Date	
<input type="checkbox"/>	support@gotssport.com	Game assignment change notification	10:46 am	

14. Your email notification will look like this when you open it. Click on the link.

Game assignment change notification  
Chris Selland to you - 16 min ago [More Details](#) [Print](#) [Add to: To Do, Calendar](#)

Event: NSCCL Fall 09  
Group: Girls U10 GU9/10  
Game: 106

Date: 10/17/2009  
Time: 11:30 AM-1:30 PM  
Location: Pollard School POL2

Cntr.Ref: Mark Miskin  
Asst.Ref:  
Asst.Ref:  
4th:

<https://www.gotssport.com/asp/officials/login.asp>



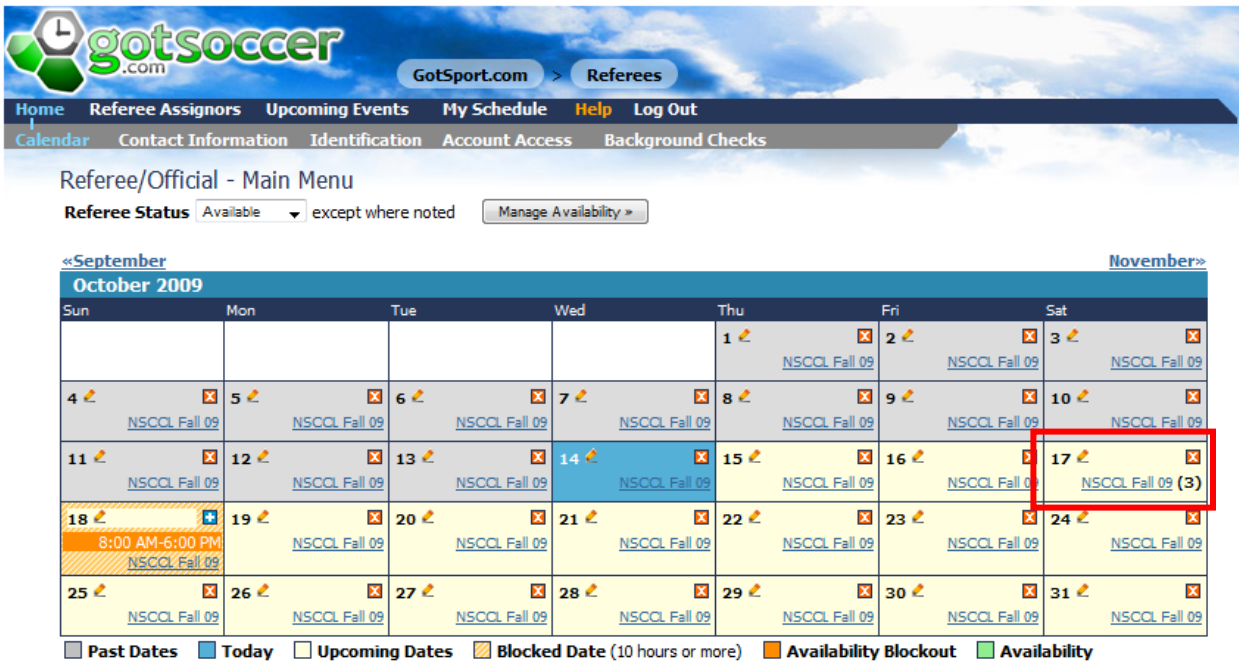
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15. You will be taken to your Login Page at GotSoccer, where you type in your username and password. This is what you signed up.



16. You will then be brought to your Calendar Page (see color code legend for descriptions). Note October 17 shows (3) which are the number of assignments you have been given. Click on [NSCCL Fall 09](#).





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17. You will be taken to your Assigned Games Schedule.

Schedule - Mark Miskin

Event: NSCCL Fall 09 | Date: 10/17/2009 | All Assignments | Apply Filters

Click the confirmation icon on the right of an assignment to cycle through Unconfirmed, Confirmed, and Rejected status.

Assignment	Report	Event	Date	Time	Referee	Game Card	Confirmation Icon
NSCCL Fall 09	Report	Claxton Field CLX	# 109	9:00 AM	11:00 AM	Referee	Game Card ?
NSCCL Fall 09	Report	Pollard School POL2	# 106	11:30 AM	1:30 PM	Referee	Game Card ?
NSCCL Fall 09	Report	Pollard School POL2	# 38	4:30 PM	6:30 PM	Referee	Game Card ?

18. This is where you can Accept, Reject or leave Un-Confirmed your assignments by continuing to cycle through (clicking) where the question mark is located. **Please try to stick to the games you have requested and try not to Reject or leave games Un-Confirmed.**

Schedule - Mark Miskin

Event: NSCCL Fall 09 | Date: 10/17/2009 | All Assignments | Apply Filters

Click the confirmation icon on the right of an assignment to cycle through Unconfirmed, Confirmed, and Rejected status.

Assignment	Report	Event	Date	Time	Referee	Game Card	Confirmation Icon
NSCCL Fall 09	Report	Claxton Field CLX	# 109	9:00 AM	11:00 AM	Referee	Game Card [Green Checkmark]
NSCCL Fall 09	Report	Pollard School POL2	# 106	11:30 AM	1:30 PM	Referee	Game Card [Red X]
NSCCL Fall 09	Report	Pollard School POL2	# 38	4:30 PM	6:30 PM	Referee	Game Card [Yellow Question Mark]

**Click once to confirm**

**Click twice to reject**

**No Clicks to Un-Confirm**

**Click to Report Score and Report**

**Click for Game Card this is not Necessary**



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19. When you Click Report you will be taken to the game report for your assigned game. Fill this in after the game has been played. **Most important, fill in the Score and Click Save Scores.** Other information is optional.

Game Report - NSCCL Fall 09  
**Game# 38 - 10/17/2009 - 4:30 PM - 6:30 PM - Boys U10 BU9/10 3**

**Final Results**

Home	NEEDHAM NSC TUNISIA (MA)	Score: <input type="text"/>	Cards:  Yellow 0  Red 0
Away	NEEDHAM NSC PANAMA (MA)	Score: <input type="text"/>	Cards:  Yellow 0  Red 0

[Save Scores](#)

**Referee - Mark Miskin (grade: 12)**

Game Cancelled

Actual Game Date:  Actual Start Time:

Half-Time Score:  -  Actual End Time:

Player Injuries

Game Incidents

Field Condition

**Check all that apply**

Home team at field on time  Minutes late

Away team at field on time  Minutes late

Home team player passes received and checked

Away team player passes received and checked

Approximate Spectators

Referee Conduct

Player Conduct

Spectator Conduct

### Offense Codes

- C1 Unsporting Behavior (UB)
- C2 Dissent by word or action (DT)
- C3 Persistent Infringement (PI)
- C4 Delays restart (DR)
- C5 Fails to respect distance (FRD)
- C6 Enters/Re-enters field (E)
- C7 Deliberately leaves field (L)

- S1 Serious Foul Play (SFP)
- S2 Violent conduct (VC)
- S3 Spits at or on other person (S)
- S4 Denies opportunity by hand ball (DGH)
- S5 Denies opportunity by FK/PK offense (DGF)
- S6 Offensive, insulting or abusive language (AL)
- S7 Second caution in same match (2CT)

Please make sure Game Reports are completed after refereeing your games.