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## Welcome to a new MAPLE Season!

Please keep these notes handy; they have information that you will need to for a successful Refereeing season.

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## Mandatory MAPLE reading

You **must** read all documents in the "Referee Resources" section; some have a Year added to their name.

Navigate to <http://www.maplesoccer.com/referee-resources/>

Read the documents below:

- Referee Information (Basic) (this document)
- Referee Information (Advanced)
- Referee Meetings (Spring only)
- Assignors & Key Contacts
- Online Game Report Instructions
  
- Referee Game Log (PDF format)
- Referee Game Log (XLS Excel 2k3 format)
- USSF Cautionable & Send-off Offenses
- FIFA Laws Of The Game (LOTG)

Please be environment friendly and only print what is necessary.  
Use Adobe Reader "Multiple Pages per Sheet" when possible.

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## Are you registering with MAPLE for the first time?

Navigate to <https://games.maplesoccer.com/index.cfm/registerReferee/>

- **\*\*WRITE\*\*** down a user id and password of your choice.
- In the "Assignor" field pick the MAPLE Assignor that covers your area (hint: Assignors & Key Contacts doc)
- Enter your SSN and your USSF Referee Grade (9, 8, 7, etc.)
- Once you are satisfied, click "Save Account Information"

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## Have you already registered with MAPLE?

Navigate to <https://games.maplesoccer.com/index.cfm/refereeHome/>

Enter your username and password.

- Update you information.
- In the "Assignor" field pick the MAPLE Assignor that covers your area (hint: Assignors & Key Contacts doc)
- Once you are satisfied, click "Save Account Information"

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## You do not remember your password, what do you do?

- First, do **\*\*NOT\*\*** create a new account.
- Navigate to <https://games.maplesoccer.com/index.cfm/requestPassword/>
- Enter your social security number  
(Do **\*not\*** use the dashes, for example: if your SSN is 99-99-9999, then enter 99999999)
- Click "Submit"

The system will e-mail your username and password



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### Referee Contact Information

It is the Referee's responsibility to keep her or his contact information current.

The contact information **MUST** match the contact information entered in the USOfficials.com site.

If the information does not match across both sites, assignments, game reporting and payment will be delayed.

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### MAPLE Availability

It is the Referee's responsibility to keep the availability information current.

Referees do **NOT** enter availability in the MAPLE site

Referees **ONLY** enter availability in the USOfficials.com site

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### MAPLE assignments

You must be USSF certified Referee in the current year to receive assignments. Failure to properly communicate your status will result in removal from all assignments.

All MAPLE assignments are entered and accepted in the USOfficials.com site **ONLY**.

If an Assignor assigns you to a "SET" of games, it is expected you will accept **ALL** games in that set. Sets are more than one game, in the same field, on the same day.

The expectation is that the Referee will accept the assignments within 24hrs, and no more than 48hrs after the assignments are posted. Failure to do so may result in removal.

Please check your assignments on a regular basis carefully and notify the appropriate Assignor immediately if there are any errors.

If there are any changes/cancellations on Sunday mornings, MAPLE will post them by 8:00am (for morning games), and by 10:00am (for afternoon games)

The Referee is expected to arrive on the field of play 30 minutes before kick-off, please plan accordingly when accepting your assignments.

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### Declining MAPLE assignments

It is expected that you will fulfill your obligations unless you are released from your assignment by the appropriate Assignor.

Assignors realize that problems do arise during the course of the season. Please contact the appropriate Assignor in a timely manner if you are not able to fulfill an assignment.

Unless there's an emergency, a call Sunday morning saying you can't work that day is not acceptable, and besides, most Assignors will not be home. Do not just leave a v-mail; follow up until you get a hold of the Assignor.

All MAPLE assignments are declined in the USOfficials.com site **ONLY**.

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### Finding MAPLE fields

If you feel lost or do not know your way around, navigate to the "Maps" page of the MAPLE site

Navigate to <http://games.maplesoccer.com/index.cfm/fields/>