



Welcome to a new MAPLE Season!

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

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/pages/292_Referee_resources.cfm

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.

Are you registering with MAPLE for the first time?

Navigate to <https://Referees.maplesoccer.com/register.cfm>

- ****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"

Have you already registered with MAPLE?

Navigate to <https://referees.maplesoccer.com> and 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"

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

- First, do ****NOT**** create a new account.
- Navigate to <https://referees.maplesoccer.com/findaccount.cfm>
- 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



MAPLE Availability

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

MAPLE Assignors **will not assign games to Referees who do not enter their availability.**

All dates allow you to choose specific availability: AM (before 12:00pm), PM (after 12:00pm), ALL day or NONE. If you are available to referee from 11:00am to 01:00pm, you should check ALL day. In general, if you are available on a regular season morning and/or afternoon, there is a good probability you will receive games on that date.

If your availability changes, please reflect that fact on the MAPLE site as soon as possible.

If you provide availability in the MAPLE site, please be professional and block those dates in any other Assignor website you may use, and vice versa.

Referees who do not keep their availability up to date or offer their services to several Assignors to reject games at the last minute are considered non-professionals and that will reflect on the quality and number of assignments they receive.

Navigate to <https://referees.maplesoccer.com> and enter your username and password.

- Click "Log-In"
- In the next page, click "Update Availability"
- Here, pick the days you are free to work. (AM is noon or earlier, PM is after noon, i.e. 12:01p)
- ****MUST**** click "Update"
- Click Print if you want to, but be environment friendly.
- Click "Back"

Accepting MAPLE assignments

You must be USSF certified Referee for 2011 to receive assignments. Failure to properly communicate your status will result in removal from all assignments.

You will receive an e-mail only *after* the MAPLE Assignor assigns games to you. Please note that sometimes the sender e-mail address may not be from your MAPLE Area Assignor but may come from the MAPLE Referee Coordinator (Damian Arrondo) or the MAPLE Executive Officer (Kathy Irwin). You must log in and accept or decline the assignments.

If the MAPLE 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, it will be posted by 10:00am (for afternoon games) and 8:00am (for morning games).

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

Navigate to <https://referees.maplesoccer.com> and enter your username and password.

- Click "Log-in"
- In the next page, click "Edit My Games"
- For each game, choose "Accept" from the drop down menu
- ****MUST**** click the button "Submit"
- Click "Back"



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.

Navigate to <https://Referees.maplesoccer.com> and enter your username and password.

- Click "Log-in"
- In the next page, click "Edit My Games"
- For each game, choose "Decline" from the drop down menu
- ****MUST**** click the button "Submit"
- ****MUST**** enter a reason why (better be a good one)
- ****MUST**** click the button "Submit" again

**** IMPORTANT ****

- To un-block the game time for another MAPLE assignment:
Choose "Delete" from the drop down menu for each declined game.
When done deleting, click "Submit"
- To keep it blocked: Go to the next step
- Click "Back"

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://www.maplesoccer.com/pages/33_maps.cfm

or

<http://games.maplesoccer.com/fields.cfm>