

Weekly BAYS Travel Referee Game Requests/Assignment Process

As part of the role, referees are expected to manage the administrative side as well as the on field duties. This includes submitting your game requests, CONFIRMING your assignments once made and being generally responsive on referee communications.

Referees should follow the below weekly steps to request and receive BAYS Referee assignments:

Monday

Referee assignor will send a weekly Monday email which includes a link to the home game schedule for the upcoming weekend. Review and consider your availability for the weekend. Weekly Schedule can also be viewed via the BAYS Travel Referee section at needhamsoccer.com [HERE](#)

Monday to Wednesday @ 12pm

Send an email to the NSC Ref Assignor at admin@needhamsoccer.com to notify of your availability for the games on the schedule. Include specific game numbers for the games you can do.

Wednesday

- The Ref Assignor will review submissions and assign games to referees. Ref assignor will send an email updated with initial assignments added to the schedule. You should also receive an automated notification email from BAYS for each game you are assigned.
- If there are any gaps on the schedule where referees or asst. referees are still needed, and you are able to pick any up, please let the assignor know as soon as possible.

Thursday @ 12pm (AT THE LATEST!)

You must login into your BAYS account and 'accept' any games you were assigned. Please do this step as soon as possible so the assignor knows the game is all set. Failure to do this could result in the game being reassigned.

Saturday - Sunday

- Referee the game(s)
- Most games are on Saturdays, but sometimes there Sunday or occasional midweek evening games. These will be included in the schedule.
- Arrive 15 minutes before ALL games. Arriving right on kick off is late. If the assignor receives an email asking if a referee is coming, you are late!
- Wear correct uniform and have correct equipment
- After the game, submit your score and game report on the BAYS site - Center Refs AND Assistant Refs.

IMPORTANT:

- Be accurate with your submitted availability, commitment is expected! Backing out of a game at the last minute is not good and leaves games uncovered, and potentially takes games away from other referees.
- **MAKE SURE YOU ARE CHECKING AND ACCEPTING ANY GAME ASSIGNMENTS AS SOON AS POSSIBLE AND BY 12pm Thursday AT THE LATEST. WE CANNOT GET TO FRIDAY NOT KNOWING IF A REF WILL SHOW UP. RESPONSIVE REFEREES WILL GET PREFERENCE ON GAME ASSIGNMENTS WHEN THERE ARE MULTIPLE REFS REQUESTING THE SAME GAME!**