



## Important Referee Tips for UFA:

UFA uses Assignr for all referee assignments. To be assigned at any UFA location, please email [referee@unitedfa.org](mailto:referee@unitedfa.org) to request access. Please include the location where you'd like to be assigned (Forsyth, Norcross, Mountains) and whether you're certified or participating in the UFA In-House Referee Academy.

1. **Uniforms:** The proper referee uniform as defined by FIFA and described in the USSF Laws of the Game and the Guide for Referees consists of:
  - Shirt of approved USSF design:
    - Yellow shirt (short or long sleeve) – primary
    - Green shirt (short or long sleeve) – secondary for UFA
    - Blue, Red and Black (short or long sleeve) – additional alternates
  - **Solid black shorts** (no additional markings – other than “Officials Sports”)
  - Black socks with 2 rings towards the bottom
  - Black shoes (may have manufacturers logo)

In lieu of a long sleeve referee shirt in the colder weather you may wear a solid black shirt under your short sleeve shirts. This DOES NOT include a hooded sweatshirt.

**Uniform Violations and Fees** – Referees who are not in proper uniform will be fined. You will receive 1 written warning, and then you will be fined \$5 per game for each game that you are not in proper uniform as described above. The amount will automatically be deducted from your paycheck.

**Unacceptable Dress** – Anything other than the proper uniform as described above –including player shorts with large white strips down the side of the shorts, socks down at the ankles, player socks, shirts untucked, undershirts hanging out the bottom of untucked shirts and shirt sleeves rolled up to appear like a sleeveless shirt.

2. Game Assignments – How exactly does this work, and how do I get assigned games with UFA? Here are some VERY IMPORTANT tips on getting assigned.
  - a. **DO NOT** submit your availability until you have your uniform in hand and are ready to work.
  - b. We run a referee availability report on Saturday morning @ 7:00am for the following weekend's game assignments. Please have your availability in the system as soon as possible, and **make sure you keep it up to date.**



- c. Game assignments are generally 95% complete by Saturday evening. Any last-minute changes that need to be made, based on feedback and observations from Saturday games, are done late Saturday evening or early Sunday morning and game assignments are released on Sunday for the following weekend. If you change your availability after assignments are made, but before they are released are considered cancellations. If anything changes for you on the weekend, you must send me an email to [linda@unitedfa.org](mailto:linda@unitedfa.org) AND update your availability.
- d. Initial game assignments must be accepted no later than noon on Tuesday. Any games not accepted by noon on Tuesday are considered cancellations – they are noted accordingly and then reassigned on Tuesday night.
- e. Repeat cancellations – after 3 cancellations, you will be placed on a reserve list and may not receive any game assignments for the remainder of the season. Not accepting games by noon on Tuesday is considered a cancellation.
- f. Referee pay is processed every 2 weeks. UFA processes all referee payments through Assignr. Instructions on getting set up in Assignr can be found in that system. You must set up your banking information and submit an electronic W9 to them. Anyone who works for multiple clubs in Assignr will only have to submit one W9 directly to Assignr and not each individual club.
- g. All referees should check their Assignr profile to make sure their contact info is accurate and up to date. Referees must make all changes. We cannot change/add/delete any of your personal info (phone #, mailing address, email address). Please be sure to include any preferences (i.e. game preferences, age preferences, venue locations, etc) as we rely on those notes when making game assignments. It is IMPERATIVE that you include your Date of Birth in your profile, so we know your age for game assignment purposes.

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