

South King County Soccer Referee Association

Web Site Access and Use for Referees

The purpose of this document is to provide all referees (especially helpful for new referees) with enough information to successfully logon to the site and manage their matches. If you find problems, report them to the webmaster by sending an email to webmaster@skcsra.org or contact one of the SKCSRA assignors.

First Time Logon Procedure

1. Open up your favorite Internet browser, type in www.skcsra.org in the address bar and press Enter. This will take you to our home page. In the upper left hand corner look for the word Logon as shown below.



South King County Soccer Referees Association

Welcome to the South King County Soccer Referees Association (SKCSRA) Site on Sunday, October 6th, 2013. We hope that you enjoy your visit to our Site and find it informative and useful.

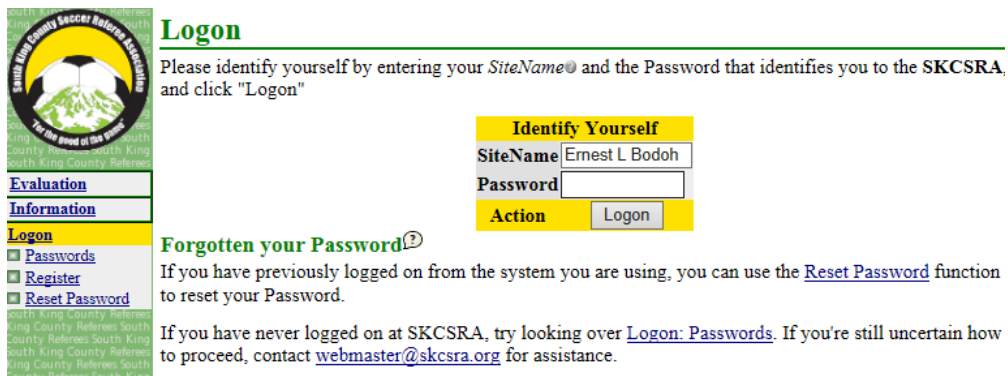
You can navigate through and around this Site by selecting (clicking on) any of the active hyperlinks that appear like this or the various graphical images you'll see. Click on the Information segment to review the information that we have available for the general public.

Logon If you are a **now!** participant with SKCSRA®, you may logon to the Site to access the secure portions that will be of interest to you. Don't forget to Logoff or shut your Browser down when you are finished with your session with the Site.

You can also return to this home page by clicking on the SKCSRA® logo located in the upper left corner of every page.

For more information about SKCSRA, check the Information: About page.

2. Once you get the screen below, click on the word Register.



Logon

Please identify yourself by entering your SiteName® and the Password that identifies you to the SKCSRA, and click "Logon"

Identify Yourself	
SiteName	Ernest L Bodoh
Password	
Action	Logon

Forgotten your Password?

If you have previously logged on from the system you are using, you can use the Reset Password function to reset your Password.

If you have never logged on at SKCSRA, try looking over Logon: Passwords. If you're still uncertain how to proceed, contact webmaster@skcsra.org for assistance.

3. The form below will pop up.

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Register

About SKCSRA ▾

If you are not currently a SKCSRA Participant and you would like to register for participation in our Chapter's activities, please complete the following information in it's entirety and click "Register" at the bottom of the page.

Register as a New User of SKCSRA.ORG	
Name	
Mailing Address	
Gender	WA ▾
Birthdate	
Notes	
Email	
Home Phone	
Role(s) you are interested in? ☐ Client? ☐ Referee? USSF Grade: Date Attained:	
Action Register	

- Information collected here is ONLY used to identify who you are and establishes your eligibility for involvement with the SKCSRA. You are required to provide the following fields: First Name, Last Name, Address, City, Zip, a PrimaryPhone and a PrimaryEmail. Please include in "About Me" your reason for application ("new to area", "just obtained my USSF License"; etc.)
- You WILL be required to agree to the appropriate SKCSRA Agreement(s) after logging onto our site.

- Please fill out the information in its entirety. The three blocks for the name is for your first name, your middle initial and your full last name. Please use your legal name throughout the entire process. It would be very helpful to know your referee grade and when you were registered for that grade. Once you click on register, it will be sent to the association who will process it and send you via email a temporary password. Come back to www.skcsra.org and log in.
 - You will automatically go to the Agreement page. You should read the agreement and if you agree, click on I agree. If you do not agree, you will not be able to use the private parts of the site including assigning yourself games.
 - You will get a profile page that asks you questions only you will know the answer to. These are used in the reset password process in case you forget your password.
- Once you're finished with the Agreement page and set up your profile, click on the word Services on the left side. This will take you to the following web page.



South King County Soccer Referee Association
The Road Ahead of the Game

- Assignor
- Evaluation
- Forums
- Information
- Referee
- Services
 - Agreement
 - Associations
 - Chapter Policies
 - Directory
 - Fees
 - Mail
 - Paperwork
 - Profile
 - Rankings
 - Subscription
- Logoff

Services

[Inquiry](#) | [Mail](#) | [Users](#) | [Assignment](#)

You have 6 Unread messages in your Inbox

As a participant with SKCSRA, the following aspects of the Site are available to you in support of your efforts:

Agreement
The Usage Agreement describes and establishes the formal relationship between SKCSRA and you

Associations
The organizations currently obtaining licensed Referees from SKCSRA

Chapter Policies
Published descriptions of existing Chapter Policies

Directory
Represents an online Directory of SKCSRA.ORG participants and provides you access to contact information about them (under their control, of course)

Fees
Current Fees for completed Assignments

Mail
A site based communication mechanism between Site Users

Paperwork
Review the status of or provide documentation associated with participation with SKCSRA

Profile
Manage and maintain your own personal SKCSRA information

Rankings
Display the standard Rankings in effect at SKCSRA. Remember, an Administrator, Assignor, or Site algorithm might adjust the Ranking for a specific Match, as required by the circumstance

Subscription
Manage your own Email subscription to the defined Lists

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From here you need to click on Paperwork for the following screen.

Paperwork

SKCSRA® makes a concerted effort to comply with all applicable Federal, State, and local rules and regulations that apply to the operation of the various Programs we are responsible for. Some of the Programs[®] require that we have on file specific forms to permit participation (the requirements vary, depending upon the specific Program you are interested in). Some Paperwork only has to be provided once, other Paperwork requires that it be renewed each year.

We have the following Paperwork on file as of Sunday, October 6th, 2013 at 2:45pm PDT

Ernest L Bodoh				
#	Document	Uploaded	Type	Status
1	Proof of Age			
2	Parent/School Authorization			
3	Taxpayer Identification Number			Approved

The necessary Paperwork can be mailed, hand delivered to an appropriate SKCSRA Representative, or can be provided electronically to provide the necessary paperwork and have it on file with SKCSRA. If the Paperwork was provided electronically and is still online, the most recent version of the related document is available for your review by clicking on the Symbols you'll see in the Type column above.

If you are under 18, you must provide Proof of Age. This can be either a copy of your passport or birth certificate. You must also provide a Parent/School Authorization form. Finally you will need to provide a Taxpayer Identification Number (also known as a W-9).

Finally, if you are doing youth matches, you must obtain a Risk Management Assessment review. Please go to <http://www.wareferees.org/Administration/RMA.aspx> and use the link as shown below. Again, make sure you use your legal name.

Washington State Referee Committee

Home | Your SRC | Administration | Registration | Instruction | Assessment | Assignors | Clinics/Events | Login

Risk Management Administration

The SRC has elected to process Referee background checks through the Washington Youth Soccer (WYS) website. Any individual, adult or minor, participating in any capacity with WYS must apply for and pass a background check. These background checks verify that an individual does not have a criminal background and are done to protect the youth that WYS serves.

To complete the background check process, click the following link: [Washington Youth Soccer Referee RMA Portal](#). This will open a new browser window. If you are 18 years old or older, in the right hand sidebar, click the link on that page for Adult Referee RMA Instructions. If you are 17 years old or younger, click the link for Minor Referee RMA Instructions. Follow the instructions in those links.

The cost for this RMA will be \$6.00 payable as part of completing the request unless you have already completed the RMA as a WYS Volunteer. All RMA's completed prior to July 15, 2013 are no longer valid. In order to officiate for any WYS affiliated club or league, this RMA must be completed prior to your being assigned to any affiliated matches, effective September 1, 2013.

Once all the information is complete, you can then log on the SKCSRA web site and look for matches you want to referee. A good place to start is under Referee. Below is an overall of each section.

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Accounting: Here you can look at all the matches you have done for SKCSRA. Clicking on either the word Accounting or Review the Match Reports will bring up a screen like below.

			All	All	Pending		Show	10	Go	Print
#	Match	Date	Association	League	Status	Period	Chapter	Assignor	You	

Here you can look at all the matches you have refereed for SKCSRA by All, Billed, Paid, Pending or Review depending on the Status field you use.

Availability: This page identifies which types of matches you're interested in refereeing. It is divided into several sections. The top two sections sets up what time of day of each day of the week where you are available to referee. For example, in the screen below, this referee is available in the afternoons on Monday, Tuesday, Thursday and Friday plus all day for the weekend. Please be honest on your availability. Once you have your times set up, click on Update. Remember to always return here and update your availability as you have changes in your life such as going to school, job change, etc.

Time of Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (9am-12pm)	☐	☐	☐	☐	☐	☒	☒
Midday (12pm-3pm)	☐	☐	☐	☐	☐	☒	☒
Afternoon (3pm-5pm)	☒	☒	☐	☒	☒	☒	☒
Evening (5pm-10pm)	☒	☒	☐	☒	☒	☒	☒
Action	Update						

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Now go down to Association and put a check mark next to each organization that SKCSRA services that you would like to referee for. Initially, you may want to only referee in one or two associations. As your experience broadens, you will want to expand your availability. Be sure and come back to this area often and keep it up to day. Once again, when finished, click on update.

☒ FWSRA?
☒ KYSA?
☒ AYSA?
☒ Starfire?
☒ HSA?
☒ DMMSC?
☒ CFSC?

We also service several adult leagues as you can see below. As your experience grows, you may want to referee these matches. Again, check the ones you are interested in and then click on update. Always check back to see if any new leagues are added or old ones are dropped.

?	Logo	Description
☐		NWCoed NW Coed Soccer League (Adult USSF)
☐		WSWSA Washington State Women's Soccer Association (Adult USSF)
☐		Liga Hispana (Adult USSF Premier Men)
☐		La Liga Washington (Adult USSF Premier Men)
☐		SPSL Starfire Premier Soccer League (Adult USSF Premier Men)
☐		FWParks Federal Way Parks
Action	Update	

Finally there is the High School area to consider. Once you've become a registered or certified Washington Officials Association (WOA) referee, come back here and check the WOA box like below. Then click on Update.

High School
 Please check the following if you are interested in High School assignments
☒ WOA

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Calendar: Clicking on this link will bring up a calendar for the current month. This calendar will not only show events that you should be aware of but will also show your assignments. If you click on the event, it will take you the portion of the web site will all the pertinent information. Clicking on your match assignments will bring up the details of the match you are scheduled for the month. A sample calendar looks like the one below.

April 2009						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13 SKCSRA April May	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec						

Evaluations:

1. The system provides you access to any evaluations submitted on your game performance. Understand that these evaluations will be made by anyone who saw your performance. Use them as a guide while taking into account who made the evaluation. Some people will use this forum to vent about the match. Some will use this to give some good insight. Always talk to someone about an evaluation if you are concerned about the comments made. You should review all evaluations and provide comments or rebuttals to comments made in the evaluations. The Assignor will also review the evaluations.
2. Click on Evaluations. If there are any evaluations, they will show up on your list.

>		All	All	All	Show	All		
Key	Date	Client	Gender	Level	Position	Overall	Filed	
Displayed 1 to of 0								

FAQs: This is the area where a lot of questions may be answered for you. When you click on Frequently Asked Questions, it will open up like on the left side for sub categories plus open up some general questions like below.

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Information

Referee

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- [Match Changes](#)
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Member

Match Changes

- [What happens when a Match changes](#)

Misconduct

- [How do I file an online Misconduct Report?](#)

SelfAssign

- [The Rules associated with a Referee SelfAssign](#)

Turnback

- [Rule Processing within Turnback](#)

Welcome to SKCSRA

- [Things new SKCSRA Referees should know](#)

Always check out this section on a regular basis as it will change as needed to keep everyone up to date.

Inquiry: This is the part of the web site you're really interested in because here's where you get the work. This function includes the request, self-assign and turn-back functions. The Inquiry page is the primary page for managing your matches.

First thing you will need to do is set your criteria in the top of the screen. The screen below is a sample of the default criteria. Each field on this screen can be select with a check mark to see exactly what is on the list below. Some advice – Keep it simple. If you are limited to where you can work (maybe close to home because of transportation), you can use the drop down menu for Location and pick where you want to work. If you notice, there are several icons on the lower right hand side of this portion of the screen. The bulls eye looking icon will restore the criteria back to the system default. You may need this if the screen gets too busy. If you make some changes to the criteria and always want this to be your criteria, then press the little disk icon. Now, every time you log on and go to inquiry, the selection criteria will be there. The last icon gives you the option to change the screen to a “printable” layout. This may be helpful to print out all your matches for a weekend.

Matches Criteria									
Referee	☒	Mine+Open	ARs	☒	Mine+Open	4th	☐	All	
Mentor	☐	All	Authority	☐	All	Client	☐	All	
Date	☒	today	League	☐	All	Location	☐	All	
Day	☐	All	Level	☐	All	Field	☒	All	
Time	☒	All	Division	☐	All	Season	☐	All	
Match#	☒		Gender	☐	All				
Association	☐	All	Team	☒		Sort By	Date, Time, Field		
Rank	☐	n/a				Action	☒	Show	25

Once you have your criteria established, click on the Show icon. Based on the criteria you selected above, a screen like the one below will show up.

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Match	Date	Time	Field	Teams	Ref	AR1	AR2	Action
61129	4/11/2009	3:00 pm	Starfire #02	Wanderers vs UPS	Christine Suter		Timothy Ferrin	
61123	4/12/2009	9:00 am	Auburn Game Farm - Yellow	Dep Hidalgo vs Guaymas	Richard A Meeks			
61122	4/12/2009	11:00 am	Auburn Game Farm - Yellow	Dep Milan vs San Andres			Richard A Meeks	
61124	4/12/2009	1:00 pm	Auburn Game Farm - Yellow	Real Hacienda vs Dep Michoacan				
60489	4/13/2009	6:00 pm	Auburn Stadium	Auburn vs Kentlake				

If you click on the match number (e.g. 61129) you will be taken to a screen showing all the match details in the system.

Match #61129			
Date	Saturday, April 11th, 2009	Time	3:00 pm
Field	Starfire #02	Authority	SPSL
League	Adult	Client	SPSL
Level	Open	Gender	M
Division	Premier	Status	Normal
Season	Spring	Rank	24
Home	Wanderers	Away	UPS
Officiating Crew			
Ref	Christine Suter	Status	Accept
AR1	Enrique V Renteria	Status	Unconfirmed
AR2	Timothy Ferrin	Status	Accept

In this example, you can see it's an adult match, being played on Starfire #02 at 3 pm. You can see the team names, the rank of the match and who in the referee crew has already accepted the assignment. Remember, anything underlined can be clicked on to gather more information.

Let's say from either screen, you don't know where the pitch is located. If you click on the field name, it will bring up more information about the pitch like below.

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Game Farm Park

The following information is associated with the location known as **Game Farm Park** as of Friday, April 10th, 2009.

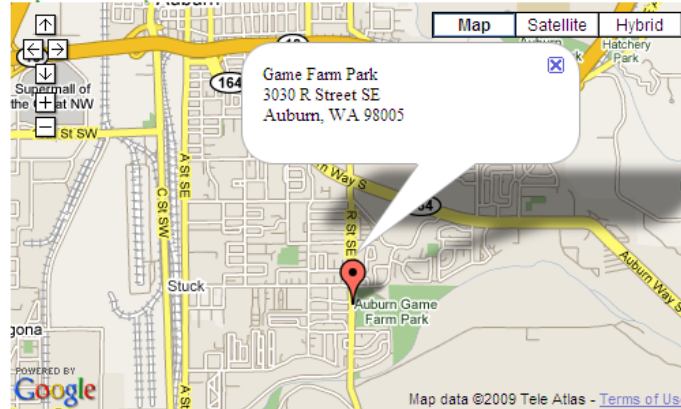
Address

3030 R Street SE
Auburn, WA 98005

Fields at this Location

1. Auburn Game Farm - Yellow
2. Auburn Game Farm - White
3. Auburn Game Farm #1

Google Map of the Vicinity



In this example, you notice you get the address and a general map of where this pitch is located. If you click on the arrow, it will ask for a beginning address and then give you directions to the pitch through Google maps.

Now let's do the important steps, requesting an assignment. Anytime you see the mail icon () , this means you can request to be assigned to a match but will have to have the system email the assignor.

Please consider me for the AR2 position on Match #61123, which will be played on 4/12/2009 at 9:00 am at Auburn Game Farm - Yellow. This is a Liga Hispana Adult Open Premier Match between Dep Hidalgo and Guaymas.

[Confirm Request](#)

Some matches are self assigned. You will see these with a plus sign next to them.

60691	4/15/2009 3:30 pm	Southwood 02	Enumclaw vs Kentlake	 
60090	4/17/2009 5:00 pm	Mountainview	Mountainview vs Franklin Pierce	 

If you click on the plus  sign, you will go to the screen below and a series of checks will be made by the system to see if you can be assigned the match.

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Rule	Condition	Limit	Computed	Status
After	Is the Match After the current date/time plus the selected time limit?	1 hours	169 hours	Ok
Available	Is the Ref Position available?	Required	Available	Ok
Ranking	Do you have appropriate Ranking for the assignment?	6	10	Ok
TooClose	Other assignments are too close?	55 minutes	No	Ok
MatchReports	Any Outstanding Match Reports?	0		Ok
Misconducts	Have required Misconduct Reports been completed?	Required	n/a	Ok
Registration	Are you properly Registered to do this Assignment (Grade 8 thru 2009)?	0	n/a	Ok
RiskMgmt	WSYSA RMA current?	No	Cleared	Ok
Group	Do you satisfy any Match Group requirements?		n/a	Ok
Override	Match getting close?	2 days	7 days	Ok
Member	Are you a Member of SKCSRA?		Yes	Ok
DailyMaximum	Too many School Assignments on 4/17/2009?	2	0	Ok
DailyCenters	Too many School Centers on 4/17/2009?	2	0	Ok
WeeklyMaximum	Too many School Assignments during week 16 of 2009?	20	0	Ok
MonthlyMaximum	Too many School Assignments during April 2009?	90	0	Ok
SameTeam	See one of the Teams too many times during a 21 day interval?	0	0	Ok
Action				Assign

If you would like to have this Assignment assigned to you, please confirm this by clicking the "Assign" button above.
The Assignment will NOT be yours until AFTER you click the Assign button.

If you satisfy all rules like the example above, you can click on the Assign button. Remember, the assignment is not yours until to click on Assign. If you fail one or more rules, you can still email the assignor and ask for the assignment. The assignor will determine if you qualify outside the rule criteria and let you know.

To Turn-back a match, find it on the list. If your match is not on the list, you will need to adjust the filters and press the Show button to refresh the list.

Once you find your match on the list, click on the  (dash or minus sign) under the REF column on the game you want to turn-back. This will bring up the match details and the rules that will allow you to turn back the assignment. The rules include the amount of lead-time prior to the match. If any of the rules comes up with a Fail, you must contact the assignor (via email or phone) and explain why you want to turn the match back. Depending on the reasons, the assignor will go in and remove your from the match or require you to still referee the match. This is handled on a case-by-case basis.

Wallet: This function allows you to print a wallet size list of each game. Enter the game number and click on Show.

Create Printable Wallet	
Match	60489
Action	Show  

You will get a screen like the one below. From here, print it out as you wish.

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[illegible]

This will show you the wallet size document. Print as you want. You can also print a wallet for a match from the inquiry screen. Here you will have two options. A regular size or a large size. The first icon is for regular size and the second one is for Big Printable Wallet Form. You can also get the form in Adobe format using the third icon.

Match #60489			
Date	Monday, April 13th, 2009	Time	6:00 pm
Field	Auburn Stadium	Authority	WIAA
League	School	Client	Auburn
Level	4A	Gender	M
Division	C	Status	Normal
Season	Spring	Rank	5
Home	Auburn	Away	Kentlake
Officiating Crew			
Ref	 	Status	Open

Match Reports:

You must submit game reports for every game you work. No game report, no pay. Also, if you have any outstanding game reports, you will not be able to self-assign any games until you have submitted all outstanding game reports. When you first log on the site, it will tell you if you are missing any match reports. Filing the match report is simple and straight forward. Clicking on the Match Report words on the left side brings up the following screen:

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Match Report	
Match#	60489
Action	Retrieve

If you are uncertain about the Match Number, use [Referee: Match Inquiry](#) to locate your Assignments.

Enter number the game you are reporting and click Retrieve. This will bring up the match report.

Match Report for #60489					
Date	4/13/2009	Time	6:00 pm	Gender	M
League	School	Level	4A	Division	C
Client	Auburn	Field	Auburn Stadium		
Season	Spring	Cautions		Send Offs	
Home	Auburn			Goals	
Visitor	Kentlake			Goals	
Field Conditions					
Notes					
Comments					
Sportsmanship	Honorable	Poor	Average	Good	Excellent
Home Coaches	☐	☐	☐	☐	☐
Home Players	☐	☐	☐	☐	☐
Home Sidelines	☐	☐	☐	☐	☐
Away Coaches	☐	☐	☐	☐	☐
Away Players	☐	☐	☐	☐	☐
Away Sidelines	☐	☐	☐	☐	☐
Referee Crew					
Ref					
Action	Save				

Fill in the required information and click on Save. The system will tell you if you have missed any required fields. If filing multiple match reports, repeat this process.

Misconducts:

While we hope that you can have a good match, it may become necessary to issue a misconduct (defined as a caution or red card). Now that the match is over, you need to do the paperwork. When you click on the word Misconduct on the left side, the following screen appears.

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You can use this screen for several inquiries but for now let's concentrate on submitting a new misconduct report. If you look in the lower right hand corner, you will see a gray looking square. If you click on this icon, it will open up the screen below to begin your misconduct report.

Match Number?	
Match#	
Action	Retrieve

Now put in your match number and click on retrieve. This will bring up the misconduct report. The top portion is shown below.

Misconduct #44016			
Authority		Status	
Source			
Authority	Starfire-PSPSL	Origin	SKCSRA Match #61189 Id: 2812
Referee	Ernest L Bodoh	On	4/13/2009 1:03 pm
Phone	() () () () () ()	Email	j
Updated	4/13/2009 1:03pm	Status	Unfinished
Match			
Date	5/3/2009	Time	12:00 pm
Location	Starfire #09	Sanctioned By	Starfire-PSPSL
League	Youth	Gender	B
Level	U09	Division	First
Home	ISC Arsenal Black 99	Id	
Away	Tynecastle FC 99	Id	
Report			
Team	ISC Arsenal Black 99	TeamId	
Offender	Player	Name	
Offense	Caution	Reason	
Field Spot		ID ¹	
Minute	0 (from start of Match)	Jersey ²	

You need to use the pull down menu and select the correct authority for the match. Please make sure this is correct so the proper authority will review the misconduct. You will also see that the source and match information is automatically filled in for you. Your part starts with the Report section. The team is the team of the player/coach that committed the misconduct is assigned to. The Offender can be Coach, Fan, Manager, Other, Player or Team. Be sure to use the drop down menu to select the correct offender. In the Name field, put the first name in the first box and the last name in the second box. For Offense, it is Caution, Expulsion, Send Off or Warning. REMEMBER, Caution and Send Off are for players, Expulsion and Warning is for all others. Use the drop down menu for the correct Reason. For players, it should match the 7 & 7. The field spot is helpful to know where on the pitch the offense occurred. The ID here is the player ID number (if known). The minute is the minute of the match they

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offense occurred. Remember for the second half the minutes continue. So for 5 minutes into a match having two 30 minutes halves, the minute would be 35. The jersey number is the number of the player committing the offense. Now comes the important part. In the Description area is where you write a description of what happened. You need to put enough information in there so someone reading the report understands what the person did to deserve the misconduct. If you're in doubt on how to write the narrative, always talk to someone such as an instructor or assignor. They will help you. Once you're satisfied that you have filled everything out correctly, go back to the top and change the Status from Unfinished to New and then go down to the bottom of the form and click on Update.

You also have the opportunity to submit a supplemental report. This type of report covers areas of the match that a misconduct report will not cover. Some examples are field conditions, lack of player cards, injuries, late arrival of a team or teams just to mention a few. If you look on the left side under misconducts you will see the word Supplemental. Clicking on this word will bring up the screen below.

Supplemental Criteria									
Key	☒		Origin	☒	All	Authority	☒	All	
Referee	☒		Filed	☒		Home	☐		☐
Match#	☒		Date(s)	☐		Away	☐		☐
Gender	☐		Level	☐		OffendingId	☐		
Location	☐		Division	☐		Sort	Filed (desc)		
Status	☒	All				Action	☒	Show	10

a specific Supplemental Report for review by clicking on the "#" value in the appropriate row.

Key	Authority	Origin	Match	Filed	Status	Referee	Action
415	WSYSA District III	SKCSRA	50162	11/17/2007	Pending	Ernest L Bodoh	 
Displayed 1 to 1 of 1							

In this example, you see there is one pending supplemental report. If you want to review this one, click on the Key number to bring up the report. If you want to submit a new report, click on the right icon in the lower right hand corner. This will bring up the form below.

Match Number?	
Match#	
Action	Retrieve

Enter the match number and click on Retrieve. The form like the one below will be brought up.

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Supplemental Report #958					
Authority	www.skcsra.org	Origin	SKCSRA	User	2812
Site	www.skcsra.org	Role	Referee	Match	61189
Filed By	Ernest L Bodoh	Email		On	4/13/2009 1:31 pm
Home Phone		Work Phone	(253) 299-7079		
Entered By	Ernest L Bodoh	Email			
Date	5/3/2009	Time	12:00 pm	Location	Starfire #09
Status	Unfinished	OffendingId			
Related Match Information (if applicable)					
League	Youth	Level	U09	Division	First
Gender	B	Season	Spring	Field Spot	
Referee	Ernest L Bodoh	Phone			
AR1		Phone			
AR2		Phone			
Team	Name	Id	Coach	Score	
Home	ISC Arsenal Black 99				
Away	Tynecastle FC 99				
Incident Narrative					
Description					
Action	Update Delete Copy				

You'll notice that most of the information needed in the first two sections are filled in for you. Make sure the authority is correct. Here again, correct any information that did not automatically fill in. In the Incident Narrative, please describe the incident causing the misconduct report to be filed. Again, ask for help if needed. Once complete, change the status to New and click on Update.

Recent Matches. This icon will bring up all the matches you have refereed on the SKCSRA web site. It is reverse date order, in other words starts with today and works backwards. In the example below, you will see the ten latest matches that Ernest L Bodoh has done. You can always say you want to see a larger number at one time. At the very bottom of the screen is the total number of matches. If you have performed as a fourth official or mentor, checking those boxes will bring up that information as well.

Matches Criteria									
Referee	☒ Mine	ARs	☒ Mine	4th	☐ All				
Mentor	☐ All	Authority	☐ All	Client	☐ All				
Date	☒ Today	League	☒ All	Location	☐ All				
Day	☒ All	Level	☒ All	Field	☒ All				
Time	☒ All	Division	☐ All	Season	☐ All				
Match#	☐ All	Gender	☐ All						
Association	☐ All	Team	☐ All	Sort By	Date and Time descending				
Rank	☐ n/a			Action	☐ Show 10				

You can also view the detail for any Match# by clicking on the numeric value you'll see in the "Match" column of the Results List.

Match	Date	Day	Time	League	Level	Field	Ref	AR1	AR2
59705	2/22/2009	Sun	12:00 pm	Youth	U11	Starfire #09	Ernest L Bodoh		
59704	2/22/2009	Sun	11:00 am	Youth	U11	Starfire #09	Ernest L Bodoh		
55877	10/21/2008	Tue	6:00 pm	School	3A	Renton Stadium	Scott Ray	Ernest L Bodoh	Christyan M Brown
56089	9/30/2008	Tue	7:00 pm	School	3A	Mountainview	Linda Rimmer	Joel A Lewis	Ernest L Bodoh
66666	9/23/2008	Tue	7:00 pm	School	3A	Mountainview	Enk J Sweet	Scott Ray	Ernest L Bodoh
55558	9/1/2008	Mon	9:45 am	Youth	U11A	Starfire #08	Timothy Karl Ritter	Ernest L Bodoh	Garrett L Greene
55557	9/1/2008	Mon	8:30 am	Youth	U11A	Starfire #08	Brooke Reed	Ernest L Bodoh	Eric D Baker
55578	8/31/2008	Sun	3:30 pm	Youth	U14	Valley Ridge #01	Thomas J Warfield	Ernest L Bodoh	Kyle N Ottwell
55597	8/31/2008	Sun	1:00 pm	Youth	U14	Valley Ridge #02	Ernest L Bodoh	Adis Suljic	Judy Simone-Johnson
55615	8/31/2008	Sun	10:30 am	Youth	U14	Valley Ridge #03	Ernest L Bodoh	Alayna R Wagers	Brian Timpe

Displayed 1 to 10 of 101

South King County Soccer Referee Association Web Site Access and Use for Referees

Finally, if you click on the match number, it will bring up the details of that match. In the example below, it's the details of match 59705. Of course, clicking on anything that is underscored and in blue will bring up that detail.

Match #59705			
Date	Sunday, February 22nd, 2009	Time	12:00 pm
Field	Starfire #09	Authority	Starfire-PSPSL
League	Youth	Client	Starfire-PSPSL
Level	U11	Gender	B
Division	Third	Status	Normal
Season	Spring	Rank	8
Home	Synergy FC 98 Zipp	Away	South County FC '98 Dev
Officiating Crew			
Ref	Ernest L Bodoh	Status	Accept

Site Inquiry. SKCSRA has an agreement to work with other referee associations to expand the possibly open matches for referees to pick from. We currently have this agreement with East King County, North County and Seattle Refs. In addition, they show SKC matches on their web site. Again, clicking on the Key # brings up the details of that match and how to apply for it.

Site Inquiry Criteria

Site

☒ EKCSRA
☒ NCRRefs
☒ SeattleRefs
☒ SKCSRA

Positions

All

Match

☒

Crew

☒ All

Authority

All

League

☒

Teams

Date(s)

☒ Today
☐ +1 week

Level

☒

Field

☒

Day

All

Division

Location

Time

All

Season

Sort By

Date, Time, Field

Status

Gender

Action

Show
10
☐
☐
☐

Key	Site	Match	Date	Day	Time	League	Level	Field	Ref	AR1	AR2
1	EKCSRA	71550	5/11/2009	Mon	3:30 pm	School	JH	Canyon Park	Dirk van Veen		
155	SeattleRefs	49026	5/11/2009	Mon	3:30 pm	School	Varsity	Franklin HS	Stanley Melo		
156	SeattleRefs	49033	5/11/2009	Mon	3:30 pm	School	Varsity Playoff	Interbay Stadium	Levi Rippy	Cathy Echert	Michael Echert
2	EKCSRA	71570	5/11/2009	Mon	3:30 pm	School	JH	Leola	Jordan Portch		
3	EKCSRA	71580	5/11/2009	Mon	3:30 pm	School	JH	Northshore	Dimitrios Skepetaris		
4	EKCSRA	71555	5/11/2009	Mon	3:30 pm	School	JH	Pop Keesney	Edward Evatt Jr		
5	EKCSRA	71585	5/11/2009	Mon	3:30 pm	School	JH	Skyview	Robert Bolton		
6	EKCSRA	71595	5/11/2009	Mon	3:30 pm	School	JH	Timbercrest	Barry Kronmal		
219	SKCSRA	60225	5/11/2009	Mon	3:30 pm	School	3A	Valley Ridge #01	Brad Nelson		
157	SeattleRefs	49034	5/11/2009	Mon	5:30 pm	School	Varsity Playoff	Interbay Stadium	Romes Curtiss	William Zachary	Dave Manion

Displayed 1 to 10 of 353

If you need more detailed information about this inquiry, click on the word Introduction under Site Inquiry.

Training. Finally under the Referee tab is a link that will show what training you have accomplished since the date listed. This is a work in progress and will be evolving in 2009 to better track your training. This will make it easier to recertify by having all your training in one place for you.

	>=Jan 1			Show	10	v	🔍	📄	📄
Key	Date	Time	Clinic	Topic	for	Instructor	Hours		
Displayed to of 0									

In this example, there is no training listed for this referee since Jan 1st. Underneath the Training tab is a link called Register. If you click on that link, a list of available training sessions like the one below will show.

South King County Soccer Referee Association Web Site Access and Use for Referees

	SKCSRA	>=today		Show	10				
Clinic	Subject	Date	City	Limit	Enrolled	Status	Action		
2844	SKCSRA - May Meeting	5/11/2009	Tukwila	50	0	Open			
2825	SKCSRA Entry Level Clinic	6/24/2009	Tukwila	50	9	Open			
Displayed 1 to 2 of 2									

Clicking on the clinic number will bring up the following screen. This screen is on the Washington State Referee Committee web site.

[Register for a Clinic](#)
 Default Criteria has been established!

#2844: SKCSRA - May Meeting

Referee Recertification: May Meeting for SKCSRA. Wrap up the season! Please pre-register online so you can track your training hours.

Cost and Fee Information
\$0.00.

Sponsored By
SKCSRA (Greg Reed).

Instructor Coordinator
Greg Reed

References
 Internet (www.skcsra.org)

Sessions for this Clinic

- SKCSRA - May Meeting**
 Date/Time: Monday 5/11/2009 7:00 pm to 5/11/2009 9:00 pm
 Location: Starline Sports
 14900 Starline Way
 Tukwila, WA 98188

Notes: Testing and registration for 2009 will NOT be available.

If you look in the upper left hand corner, you can click on “Register for a Clinic” to register for the this clinic. In order to register for any clinic other than an Entry Level Clinic, you will need to log on the SRC web site. As of the date this document was created (May 11, 2009), this section is not fully functional. Keep watching the SKCSRA web site for updates.

Member

This icon on the left side opens a number informational links to help you. We’ll take a look at each one.

Evaluation Forums Information Referee Member Directory Fees Rankings	Directory Permits you to interrogate the SKCSRA Directory to locate one or more individuals that meet the criteria you specify. Fees The current compensation schedule in effect for completed SKCSRA assignments Rankings The currently established Match Ranking complexity levels
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[Directory](#). The directory is just like a phone book for SKC. It will bring up a default screen which you can use to look someone up. If you need to narrow your search, use the blank screens above each column.

South King County Soccer Referee Association Web Site Access and Use for Referees

	All	All	Show 10		
#	Name	City	Role(s)	(E)Mail	Phone
1	Abernathy, Dave	Testing		Home:	
2	Abounader, Danielle			Home:	
3	Acevedo, Nery			Cellular:	
4	Adams, Colin MI			Home:	
5	Adams, Dan P			Home:	
6	Adams, Emily G	Enumclaw		Home:	
7	Adams, Jerrod P			Home:	
8	Adams, Karleen K	Enumclaw		Cellular:	
9	Adams, Olivia M			Home:	
10	Adams, Oscar L			Cellular:	
Displayed 1 to 10 of 1,890					

In the case of City and Role(s), there is a drop down menu to select a particular city or role. In the example below, you can see all the roles available.

	All	All	Show 10		
#	Name	City	Role(s)	(E)Mail	Phone
1	Abernathy, Dave	Testing		Home:	
2	Abounader, Danielle			Home:	
3	Acevedo, Nery			Cellular:	
4	Adams, Colin MI			Home:	
5	Adams, Dan P			Home:	
6	Adams, Emily G	Enumclaw		Home:	
7	Adams, Jerrod P			Home:	
8	Adams, Karleen K	Enumclaw		Cellular:	
9	Adams, Olivia M			Home:	
10	Adams, Oscar L			Cellular:	
Displayed 1 to 10 of 1,890					

Let's say you need to find an assignor, clicking on the word Assignor and then clicking on Show, will bring up a list like this.

	All	Assignor	Show 10		
#	Name	City	Role(s)	(E)Mail	Phone
1	Adams, Paul G	Enumclaw	AAS	Home:	
2	Assignor, Starfire		A	Home:	
3	Bodoh, Ernest L		AMO	Home:	
4	Franco, Maizie	Tacoma	ASO	Home:	
5	Frazier, Debbie A	Federal Way	AACSO	Home:	
6	Hatfield, Scott	Black Diamond	AACSO	Home:	
7	Lane, Bobbi	Renton	A	Home:	
8	Rimmer, Linda	Covington	AAMO	Home:	
9	Roberts, Donnie	Lakebay	AAACSMO	Cellular:	
10	Schneck, Betty	Renton	AAACSM	Home:	
Displayed 1 to 10 of 17					

Now you can click on the corresponding number next to the assignor and get their contact information like this.

Ernest Bodoh

The following information is currently associated with **Ernest L. Bodoh** as of **Sunday, May 11th, 2009**.

Ernest L. Bodoh		
PrimaryPhone Home	PrimaryEmail	Email2
Home		
Work	Email	
Cellular	Email2	
Notes	Grade 7- referee for 3 years, instructor, assignor and ARA Coordinator for Washington. Very comfortable with youth through U16, can do other youth and adults when necessary.	

If you would like to change the information that is available (or not available) in the Directory about you, use the [Profile update](#) page to set the appropriate flags.

Ernest is involved with South King County Soccer Referees Association in the following capacities

- *assignor*
- *An Officer*
- *A Referee*

Fees. Every wonder how much is paid for each match? This link will bring up the following to show you how much to expect for the match you selected.

										Show	All	▼	🔍	📄
#	Association	Authority	Client	League	Level	Division	Season	Ref	AR1	AR2	4th	Mtr	Chapter	Assigno
1	SKCSRA	WSWSA	WSWSA	Adult		Open I	Spring	\$50.00				\$0.00	-1.00%	-5.00%
2	SKCSRA	NWCSL	NWCSL	Adult				\$45.00				\$0.00	-1.00%	-5.00%
3	SKCSRA	Liga Hispana	Liga Hispana	Adult		Champions		\$70.00	\$40.00	\$40.00	\$0.00	\$0.00	-1.00%	-5.00%
4	SKCSRA		WSWSA	Adult				\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	-1.00%	-5.00%
5	SKCSRA		Thunder Min	Middle School				\$33.00	\$0.00	\$0.00	\$0.00	\$0.00	-1.00%	-5.00%
6	SKCSRA		Starfire-PPSPL	Youth	U15			\$42.00	\$0.00	\$0.00	\$0.00	\$5.00	0.00%	0.00%
7	SKCSRA		Starfire-PPSPL	Youth	U14			\$42.00	\$0.00	\$0.00	\$0.00	\$5.00	0.00%	0.00%
8	SKCSRA		Starfire-PPSPL	Youth	U13			\$32.00	\$0.00	\$0.00	\$0.00	\$5.00	0.00%	0.00%
9	SKCSRA		Starfire-PPSPL	Youth	U12			\$32.00	\$0.00	\$0.00	\$0.00	\$5.00	0.00%	0.00%
10	SKCSRA		Starfire-PPSPL	Youth	U11			\$30.00	\$0.00	\$0.00	\$0.00	\$5.00	0.00%	0.00%
11	SKCSRA		Starfire-PPSPL	Youth	U10			\$27.00	\$0.00	\$0.00	\$0.00	\$25.00	0.00%	0.00%
12	SKCSRA		Starfire-PPSPL	Youth	U09			\$27.00	\$0.00	\$0.00	\$0.00	\$25.00	0.00%	0.00%

Rankings. Here you can see how each client, league and level of match is ranked. The higher the number, the more difficult the match will be. This is a general guideline to compare your ranking with the ranking of the match to see if you can self assign or need to send an email to the assignor to be assigned the match. Realize that it is a guideline only and some matches may be ranked higher or lower than what's listed here because of the difficulty of a team, known issues, etc.

					Show	10			
Key	▽Association	▽Authority	▽Client	▽League	▽Level	▷▷▷	Rank		
31	SKCSRA	FWParks	FWParks	Adult	40+		6		
32	SKCSRA	FWParks	FWParks	Adult	35+		8		
33	SKCSRA	FWParks	FWParks	Adult	30+		10		
34	SKCSRA		Starfire-PSPSL	Youth	U10		20		
35	SKCSRA		Starfire-PSPSL	Youth	U09		20		
36	SKCSRA		Starfire-PSPSL	Youth			8		
37	SKCSRA		NWCSL				10		
38	SKCSRA		NWCSL				10		
39	SKCSRA		NWCSL				10		
40	SKCSRA		NWCSL				12		

◀▶ Displayed 31 to 40 of 137 ▶▶

The final section is called Services Tab and has information as it relates to you.

South King County Soccer Referee Association

Web Site Access and Use for Referees



The general information for Services is below.

Agreement

The Usage Agreement describes and establishes the formal relationship between SKCSRA and you

Associations

The organizations currently obtaining licensed Referees from SKCSRA

Mail

A site based communication mechanism between Site Users

Profile

Manage and maintain your own personal SKCSRA information

Youth Referee

For Referees under 18 years of age, this function permits the delivery of an electronic image of the documents necessary to permit officiating activities

Agreement: This tab shows you the agreement you have signed to use the website.

The following general conditions, policies, and procedures are associated with the use of the private areas of. By using the Private areas of this Site, YOU (Ernest L Bodoh) are indicating that you have read, understand, and agree to the following items.

1. You (Ernest L Bodoh) and agree that the terms and conditions of this Agreement form the entire agreement regarding the service being provided by this Site ("SKCSRA.ORG"). You may indicate your acceptance of this Agreement by clicking the "I Accept" button at the end of this Agreement. Acceptance of this Agreement in this manner will have the same legal enforceability as an originally signed version.
2. Individual Users (all Referees, Clients, Assignors, Administrators, etc.) are provided access to the private area of SKCSRA.ORG® once they have properly registered with the site, completed their individual Profile appropriately, and agree to abide by this Agreement.
3. Both parties agree that information stored in or available from the private area of SKCSRA.ORG is to be considered confidential (all areas and pages are private except Information, Login, and their subpages).
4. Both parties understand that access to SKCSRA.ORG does NOT grant permission to either party to share information obtained in the private area of this Site with anyone who does not have independent access to the information being shared. Both parties agree to respect the privacy of all individuals who are listed in our Directory and will NOT share information such as Email addresses and phone numbers with those that do not also have direct, independent access to the information.
5. You agree that SKCSRA.ORG will provide certain information about you (specifically, your Name, PrimaryEmail, and PrimaryPhone) to other SKCSRA participants. Any other personal information about you available in the Directory to other SKCSRA.ORG Users is controlled by you and according to your wishes, as explained on the Profile page.
6. Neither party will, under any circumstance, use the information obtained from this site for marketing, advertising, other promotional activities, and will NOT sell, distribute, or loan the personal information present on the site unless required to do so by applicable State and/or Federal law.
7. SKCSRA Administrators and Assignors will have access to certain personal information about you whether you place it in the Directory or not, but their use is strictly limited to that use required to perform their individual responsibilities within SKCSRA.
8. SKCSRA provides SKCSRA.ORG on an "as is" and "as available" basis without any warranty or condition of any kind, express or implied. All other warranties, including, without limitation, the implied warranty of fitness for particular purpose, noninfringement, and noninterference are expressly disclaimed.
9. To the extent permitted by applicable law, SKCSRA is NOT and will NOT be liable for any lost revenues, lost profits, incidental, indirect, consequential, special, or punitive damages, or loss of data for any use of SKCSRA.ORG, even if SKCSRA is expressly advised of the possibility of such damages.
10. This Agreement is governed by the laws of the State of Washington, U.S.A. Both parties agree to waive the right to a jury trial in any proceedings related to SKCSRA.ORG and further agree that any disputes arising from this Agreement that cannot be quickly resolved by the parties shall be submitted to binding arbitration as managed by the American Arbitration Association.

If you ever have questions, look at the agreement.

Associations: This shows you a list of all the associations that have an agreement with SKC

Current Associations are:

1. [AYSRA](#)
2. [CFSRA](#)
3. [DMMSRA](#)
4. [FWSRA](#)
5. [HESRA](#)
6. [KPSRA](#)
7. [KYSRA](#)
8. [SKCSRA](#)
9. [TSRA](#)

South King County Soccer Referee Association

Web Site Access and Use for Referees

Again, clicking on the blue underlined association will bring up their basic information such as financial contact or maybe assignor. Each is different so be sure to check the one you're interested in work for.

Mail: The mail section is for emailing people within SKC. There are several subsections that are briefly explained below.

About	About	
Mail		A brief introduction to Site based Mail
- About		
- Compose	Compose	
- Hold (20)		Create a new Mail Message for another SKCSRA.ORG User
- Inbox (212)	Inbox	
- Sent (53)		A list of the Messages in your Inbox (Mail sent to you, if any)
- Trash (199)	Sent	
Profile		A Mail queue containing Mail you have sent to other Users of SKCSRA (if any)
Youth Referee		
Logoff	Trash	
		A Mail queue of Messages you have scheduled for deletion (if any)

This is a good place to check on a regular basis to see if there is any emails for you to look at. The system will notify you if you have mail in your inbox by flashing the mail icon in the upper left hand corner.



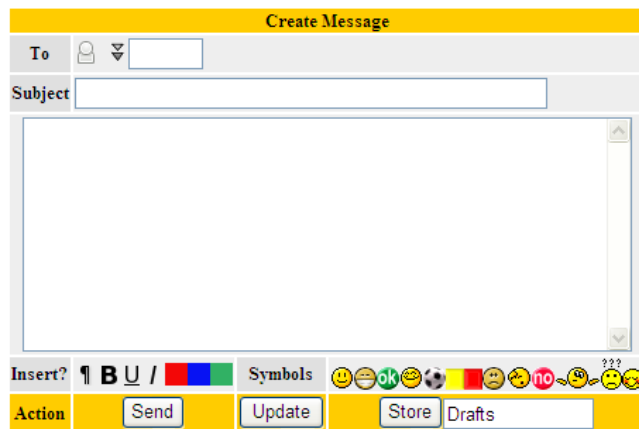
About. This is where you can learn all the details of using the email system in SKC. There are many symbols and other information that you can use.

Background
Internet Email is heavily used for communication amongst Internet Users and offers a wonderful flexibility in how it can be used. Unfortunately, it has also some operational characteristics that, in certain circumstances, make it problematic to rely upon for certain operational requirements. Perhaps it's biggest drawback (from the Site's perspective) is the inability to verify the delivery of an Email Message.
The Site Mail [®] mechanism is designed to address these shortcomings within the context of our objectives. It is NOT intended to be a replacement for conventional Email and is intended only to facilitate communication amongst SKCSRA membership within the scope of SKCSRA.ORG.
Mail, on SKCSRA.ORG
The choices under Services: Mail in the Table of Contents provide you direct access to the Site based Mail information. About is this introductory page. Compose is how you create a new Mail Message to another Site User. Beyond that, you will find other keywords that represent the Mail Queues associated with your Account (as a User). If you have any Mail waiting for you to review it and possibly take action, you'll see an Inbox . Sent Mail is stored in the Sent queue, deleted mail in the Trash , etc. You can also save Mail in any number of Queues of your own choice via the Store action (e.g. Drafts, etc.). You control how long Mail will reside in the Sent or Trash queues prior to automatic deletion in the Options form on the primary Mail page (by default, Sent Queue items are moved to the Trash after 1 week and Trash is purged after 2 days).
Symbols...
Site Mail makes heavy use of small graphical elements called "Symbols". They can represent a Mail Message status, disposition, or even an action to initiate against the Message. Following are the commonly used Symbols within Mail:
1. Continue Editing an Unsent Message
2. Forward a Message to a different User
3. Suppress the display of a portion of the Message or a Listing
4. Purge the Message from the Trash
5. Click this to take Action based upon the content of the Message (if desired)
6. Produce a version of the current page suitable for printing
7. The Message has previously been read
8. Reply to the other party about the Message

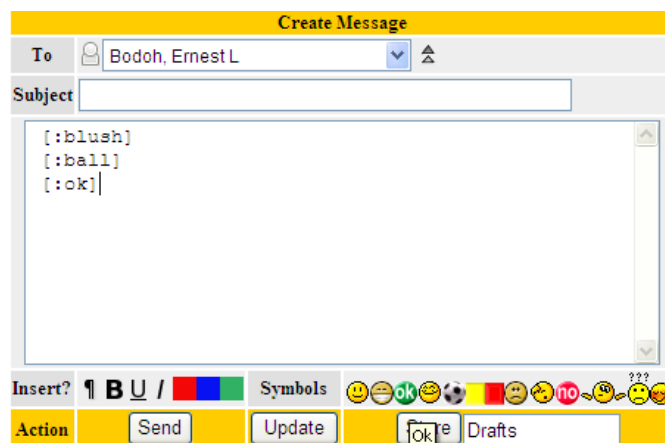
Not all symbols are shown in the example above so in doubt, look here.

Compose. Here you can compose a message to someone within the SKC web site. There is a drop down menu for the person you want to send an email to.

South King County Soccer Referee Association Web Site Access and Use for Referees



Here you can compose what you need to say to this one person. Common courtesy is to always include a subject and please DO NOT TYPE EVERYTHING CAPS. This is considered shouting. You can even add some of the symbols on the bottom. The system will insert them at the point you have your cursor. While you won't see the icon directly like below, they are in the message.



The other links on the left side are to hold your inbox, the emails you sent via this web feature and which emails you have deleted but have not been purged by the system.