

CSRP Game Report Procedures

Game reports (and possibly other requirements) are required for the following situations for matches governed by CSSA or CJSA. At the end of this document the specific sequences of steps to report a standard run of the mill game are depicted. If you have any questions, please feel free to contact sac@ctreferee.net with them.

1. All adult matches sponsored by CSSA (matches are assigned in Central Assign).
2. All youth matches being played in any of the following competitions, regardless of any unusual incidents or events.
 - a. Elite League
 - b. Premier League
 - c. State Cup
 - d. Connecticut Cup
3. Any youth match played in a sponsored event by CJSA that has an unusual event, injury, yellow card, red card, or coach ejection.

All game reports are required to be submitted through the Central Assign system, regardless of how the game is assigned. In order to report a match, the official needs to log into Central Assign (<http://csrp.ctreferee.net>), and follow the instructions below. Based on the characteristics of the game report, information will be auto-forwarded to the appropriate parties.

Rosters

Requirements for rosters are specified in the rules of competition. Submission of the rosters for adult matches in the State of CT are specified online at

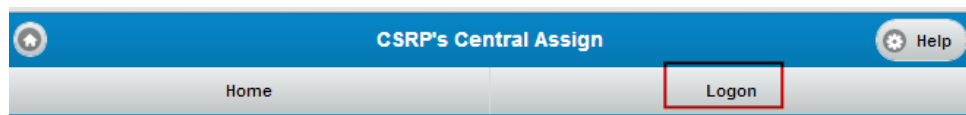
http://www.ctreferee.net/files/assigning_info/RefereeInstructionsForAdultCompetitions-revised10Jun13.pdf

Rosters for youth matches are required to be submitted to the office only if the roster is modified with a write in participant, or a game day roster is used. Rosters that have the CJSA certification, and are unmodified, do not need to be submitted to the office. Referees have the option to document the revisions in the supplemental area of the game report, email the image (just the roster's), or snail mail them. If in doubt, ask. Questions can be sent to info@ctreferee.net or sac@ctreferee.net.

Central Assign

For referees that do not know their current credentials in Central Assign, retrieve your account information using the "Forgot your password" feature from the Logon screen.

Select "Logon" from the navigation bar on the home page.



Hit the "Forgot your password" button on the administration screen.

Username:
[text input]
Password:
[text input]
Login Forgot your password?

On the next screen, key in your email address, and hit the “Search” button. The email address you use should be the same one you use to log into the www.ctreferee.net system.

Forgot Password
Type in your email address, we will search the system for accounts belonging to your email account.
Email Address:
[text input: rpackardjr@gmail.com]
Search Cancel

The next screen will show you the accounts that the email address has access to. Select the radio button next to the account, and hit the “Submit” button. The credentials will be emailed to you.

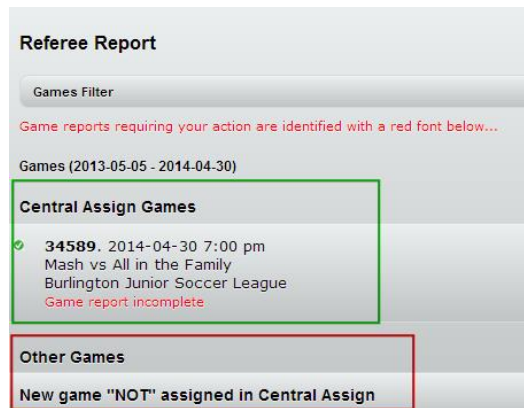
Forgot Password
Select the account tied to this email address that you want to retrieve/reset login credentials for. An email will be sent with the login credentials to the email address provided.
 gouldiiijames
 JKGouldIII
Submit Cancel

After you login to Central Assign, select “Complete Game Reports”, circled below.

Referee Games Utilities

- 1. Manage Availability
- 2. Calendar
- 3. Manage Game Invitation
- 4. Referee Schedule
- 5. Complete Game Reports
- 6. View Game Reports
- 7. Frequently Asked Questions

The following screen first appears, and defaults to show you the game reports that the referee has not yet completed.



The referee report screen has a “games filter” on the top of the screen that allows you to filter existing game reports for editing, or view game reports that are incomplete. The selection criterion is shown below, along with the default value (Incomplete). By selecting one of the other options, you can narrow your view of a time period to look for a game report completed in the past for editing.



The next screen is broken down into two sections. In the middle of the screen, you will see games that have been assigned to you from within Central Assign. The bottom part of the screen will provide you a mechanism to report games that are assigned outside of Central Assign. The area bordered in green in the diagram below identifies games assigned to the official that have game reports pending (they are not “finished”). The area bordered in red is the entry point for officials to report games that are assigned to officials outside of Central Assign.

The games highlighted in green are clickable. When you click anywhere in the area of the game, it will bring you to the game reporting sub-system to complete the game report. For instances where the official is reporting a game assigned outside of the system, click the label “New game NOT assigned in Central Assign”.

The game reporting sub-system is laid out in a book format. The official turns pages, or advances to pages, to complete the game report. The two arrows below identify the two areas to navigate through the game report (red arrows). The drop down on the top allows the official to navigate directly to certain pages. The buttons on the bottom allow the official to turn the page, forward or backward, or return to the Game Report summary screen (first screen in this document). The significant majority of field elements are defaulted for based on the original assignment. In order to advance to another page in the report, the official must complete the mandatory information and pass all edits.

The following shows the various pages of the report. Officials are **not** required to complete each page. They should complete each page that is applicable to the match they officiated. For games that do not have misconduct or injuries you can use the drop down navigation bar to skip those pages and advance directly to another page that is required. The pages that must be completed are “Date/Time/Teams”, “Venue/Score”, “Referees”, “Supplemental”, and “Signature”. Most game reports should not take longer than two minutes to complete in their entirety.

Note that the navigation bar is different for Assistant Referees.

On the first page, verify the information is accurate from the assignment you received. If you are entering a game report from an assignment outside Central Assign, you will need to provide the correct “league” and “competition”. These components are important so that the reports and games are forwarded to the correct governing bodies that CSRP supports. The drop-down box for league has the following options; please select the correct league when reporting games. The league should be prefilled for games that are assigned in Central Assign.

Connecticut Cup: CISA sponsored cup competition for traditional travel teams.

State Cup: CJSA sponsored cup competition for Elite/Premier program teams.

State League: CJSA sponsored league for Elite/Premier teams.

Other Connecticut Junior Soccer Sponsored League: Any games not falling in one of the above categories.

The second page of the report (Venue/Score) is shown below. Select the appropriate items, and advance to the next page.

The screenshot shows a mobile application interface for a "Referee Report". At the top, there is a dropdown menu labeled "Venue/Score". Below this, the section "Fields / Date / Times (30570)" contains several input fields and dropdown menus. The "Field Location" is set to "Nassahegan Field 275 Punchbrook Road Burlington CT 06013". "Field conditions" is set to "Field Turf" and "Weather" is set to "Sunny". There are four score input fields: "MASH Final Score:" (2), "MASH Halftime Score:" (1), "All In The Family Final Score:" (1), and "All In The Family Halftime Score:" (0). At the bottom, there are three buttons: "Back", "Cancel", and "Forward".

In order to streamline the reports, we have modified field elements (field conditions/weather) to be drop down box's rather than input fields. Select the applicable elements and navigate to the next page.

The referee page is shown below. For games assigned in Central Assign, the referees will be prefilled. If a different official officiates the match than the assignment, use the "Find Referee" button to locate the official. If you officiate a match, and use the "Club linesman" system, indicate so by writing in "Club linesman" on the applicable role.

The screenshot shows a mobile application interface for a "Referee Report". At the top, there is a dropdown menu labeled "Referees". Below this, the section "Referees (30570)" contains several input fields. The "Referee:" field is prefilled with "Ronald Packard Jr" and the "Referee Grade:" field is prefilled with "6". There are also fields for "AR1:" (Justin Packard, AR1 Grade: 8), "AR2:" (Jason Packard, AR2 Grade: 8), and "4th:" (empty, 4th Grade: empty). At the bottom, there is a "Find Referee" button and three buttons: "Back", "Cancel", and "Forward".

The screen below demonstrates the "Find Referee" search screen. Type in a last name, or select a town, and hit the "Search" button. The system will show all officials that meet your search criteria. Select the official, and then click the referee position that official worked. Click the "Select official" button when completed.

Referees (30570)

Last Name

Town ▼

Kevin Baldwin Deep River CT ▶

Michael Baldwin Deep River CT ▶

Ryan Baldwin Deep River CT ▶

David Berardis Deep River CT ▶

Nicholas Stanford Deep River CT ▼

Referee **AR1** AR2 4th

Select official

If your match had injuries, navigate to the Injuries page (show below). To add an Injury, select the team, input the individuals name (or select one if the rosters are available), minute of match, and a short note. Select the “Add/Update Injury” button. A new row will appear under the “Existing Injuries” tag. When completed, navigate to the next page of the report using the buttons on the bottom or the navigation drop down.

Referee Report

▼

Injuries ()

Existing Injuries ▶

Kelsey, Tommy All In The Family 65' ▶

New Injury: ▶

Team: ▼

Name: ▼


Minute of Match:


Note:


The misconduct page is shown below. It is similar to the Injury page. To add misconduct to your game report, fill out the information under the “New Misconduct” header, and click the “Add/Update” Misconduct button. Notice that the thumb nails will assure that the proper card was issued, and that you are reporting the correct category.

Misconducts ()

Existing Misconducts

 Burns, Frank MASH (FRD) Failure to respect distance 35' ▶

 Bunker, Archie All In The Family (AL) Offensive, insulting or abusive language 64' ▶

 Stivic, Gloria All In The Family (UB) Unsporting Behavior 75' ▶

New Misconduct:

Team: ▼

Name: ▼

Misconduct: ▼

Minute of Match:

Note:

The supplemental page is where the official will document incidents of the match. Be descriptive, concise, and speak to the laws of the game. Do not offer opinions, or match commentary. Note that the “unusual incident” radio button will automatically be checked when an official enters an Injury or Misconduct. Referees are required to enter something in the supplemental area to acknowledge the report completion. If there is no documentation required, leave the radio button un-checked, and type “NA” in the supplemental report area.

Referee Report

Supplemental

Supplemental Information/Details (30570)

Unusual Incident Requiring Supplemental Report

Referee Supplemental Report:

Frank Burns issues yellow card for failing to respect distance after a direct kick was awarded to opposing team.

Archie Bunker issued red card for Abusive Language. "You freaking suck".

Tommy Kelsey left match with apparent knee injury and did not return.

Gloria Stivic tackled an opponent with a late tackle and was issued yellow card for Unsporting Behavior.

Back Cancel Forward

Assistant referees will have a slightly different view of the supplemental area, shown below. Document unusual incidents (misconduct, injury, problems with coaches, etc..) under “Unusual Incidents”. Remarks are for leagues that require additional reporting (goal scorers, etc..).

Referee Report

Supplemental

Supplemental Information/Details (30555)

Unusual Incident Requiring Supplemental Report

Unusual Incident:


Remarks:

Back Cancel Forward

The final page of the game report is the signature page. When you are satisfied that the game report is complete, navigate to the signature page, provide a phone number, and report date. When you hit the “Finish” button, the game report will be submitted and recorded. You will be redirected back to parent screen of the game reporting system. **You must hit the “Finish” button to complete the game report.**

Referee phone is a required field.

Referee Report

Signature 

Signature Page (30570)

By providing your phone number and date below, you are acknowledging that you are electronically submitting a formal game report, the statements you have made are truthful, and that you have followed the referee code of conduct and Laws of the Game to the best of your ability.

Referee Phone:

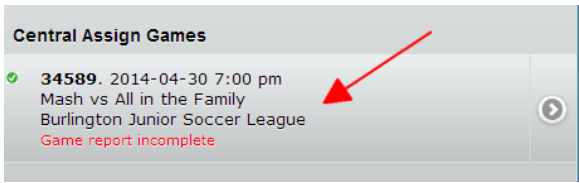
Report Date:

[Back](#) [Cancel](#) [Finish](#)

As you navigate through the pages, the game report will be edited. Edits will display in the top left of the screen, in red font. The system will not allow you to navigate off the page until the edits are corrected, or you hit the "Cancel" button at the bottom of the page.

The following depicts the sequences to report a standard game where no cards are issued, and there is no supplemental information required.

1. From the game reports screen, click on the game.



2. Validate the information from the game assignment, and hit the “Forward” button.

Teams / Scores / Division / Competition (34589)

Delete Game Report

Date of Game: 04/30/2014

Scheduled Time: 07:00 PM

Actual Kickoff: 07:00 PM

Completion Time: 08:30 PM

Home Team: Mash

Visiting Team: All in the Family

League: Burlington Junior Soccer

Competition: League

Division: N/A

Age Group:

Gender: Male

Match Status: Played

Back Cancel Forward

3. Key in the score of the contest. Select the “Signature Page” from the drop down box on the top where it says Venue/Score in the display below.

Referee Report

Games Filter

Venue/Score

Fields / Date / Times (34589)

Field Location: Nassahegan Field 275 Punchbrook Road Burlington CT |

Field conditions: Field Turf

Weather: Sunny

Mash Final Score: 0

Mash Halftime Score: 0

All in the Family Final Score: 0

All in the Family Halftime Score: 0

Back Cancel Forward

4. Key your phone number, and hit the “Finish” button.

Referee Report

Games Filter ▶

Signature ▼

Signature Page (34589)

By providing your phone number and date below, you are acknowledging that you are electronically submitting a formal game report, the statements you have made are truthful, and that you have followed the referee code of conduct and Laws of the Game to the best of your ability.

Referee Phone:

Report Date: ✕ ▶

That's it, you are done. The system will bring you back and show you remaining game reports that are incomplete. If there are no games shown, then there are no pending game reports.

Referee Report

Games Filter ▶

Game reports requiring your action are identified with a red font below...

Games (2013-05-05 - 2014-04-30)

Central Assign Games

Other Games

New game "NOT" assigned in Central Assign ▶