Dollard Soccer Club

12001 De Salaberry Blvd suite H186
Dollard-des-Ormeaux, P.Q. H9B 2A7
(514) 421-2928 info@dollardsoccer.ca www.dollardsoccer.ca

PTS REF User Guide 2013

1. Open Internet Explorer and navigate to: http://www.tsisports.ca/soccer/ptsref/ (It is a good idea to save this in your favorites)
2. Enter your User (which is your passport number) & your Password (initial password is always you passport number)

   User / Utilisateur

   Password / Mot de passe

   ○ English ● Français

   LOGIN

3. If this is the first time you have logged onto PTS REF please change you default password by clicking **Administration -> Password ->** Input your old password and then enter your new password twice, then click save.

   Administration
   Info Referee
   Password ->

   Previous password Password ••••••
   New Password
   Confirm Password

   Save

4. You should be prompted to complete a Referee information sheet, if you aren't please select **Administration -> Info Referee** please complete all the fields highlighted in Yellow, and the Pink ones if applicable.

Referee personal information sheet
You must complete and keep your info current at all times

5. In order to enter your "AVAILABILITIES" click **Administration -> Unavailability/Availability**

6. On the Calendar check of the day or days you want to enter Availability, if you want to check a week use the boxes down the left hand side of the calendar, if you want to check a day of the week for the entire month use the boxes at the top of the calendar.

7. Enter the Start time and End time of the Availability

8. If this Availability is for all the League/clubs you work for ensure that all the groups are checked off and click **SAVE** & repeat for each date

    If you only wish to enter Availabilities for one specific league or club ensure that only that group remains checked and click **SAVE** & repeat for each date

9. You can review when you have made yourself available in the List of availabilities section, and use the check box to remove any errors:

10. If you need to limit the fields which you can / will travel to you need to update this in your profile. This can be done by selecting **Administration -> Fields by Referee**. If you work for different leagues / clubs then you will have a drop down menu at the top called assignment group: select the league you wish to modify the field you will and will not travel to. Then you need to select **YES** or **NO** to each field on the list. Click **SAVE** at the bottom when you are done.

11. Any Fitness Test that are organized will be posted under **Administration –> Cooper Test**. You need to select **Confirm** on the session you will be attending; the "Present" & "Pass" will be filled in once the results are tabulated.

Administration
Info Arbitre
Mot de passe
Indisponibilités /
Terrains arbitres
Joueurs, parenté,
Test Cooper	->

Test Cooper

Assignament group	Date	Location	Info	Confirmed	Presents	Passed	Confirm
ARS Lac St-Louis;	2012-05-06	Dalbe Viau - 9:00 - 13:00	760 Esther Blondin	No	No	No	Confirm

12. Any Meetings that are organized will be posted under **Administration -> Reunions**. You need to select **Confirm** to indicate that you will be attending the meeting. "Present" will be updated once the meeting is completed.

Administration
Info Referee
Password
Unavailabilities /
Fields by referee
Players,sibling,
Test Cooper
Meetings	->

Reunions

Assignament group	Date	Location	Info	Confirmed	Presents	Confirm
ARS Lac St-Louis;	2012-05-03	Arthur-Séguin 365, av. St-Louis Pointe-Claire	at 19:00	No	No	Confirm

13. If you want to e-mail any of the referee assigners select **Administration -> Email**. Select the assigner you would like to e-mail, enter a subject and a message then click **Send**.

Administration
Info Referee
Password
Unavailabilities /
Fields by referee
Players,sibling,
Test Cooper
Meetings
Email	->

Send Email

Your Email	ashotton@videotron.ca
Send to	☑ ARS Lac St-Louis ☐ Dollard Soccer Club (6704) ☐ Lakeshore Soccer Club
Subject	Assignments
Message	Thanks for the games!

Send Email

14. Once the assignments are complete you should receive an e-mail from PTS REF advising you of the games you have been assigned and to logon to your PTS REF account and confirm or decline them, they must be confirmed or declined within 72 hours of distribution, or the games will be re-assigned to other referee.
This is done by selecting **Assignments -> Games Assigned** then for each game check off confirm or decline (for decline you must select a reason why you are declining the games), once you have configured all your assigned games select **Confirm games** and/or **Decline games**, please ensure that all your assignments confirmed / declined.

Games - Referee

Game nu	Age Group	Date	Time	Play time	Field	Teams	Type	Action	Assigned referees
F81001	CSL U-18 F AA Div.1	2012-05-08	21:15	105	DESJARDINS #1 RIVERSIDE (11 x 11)	LaSalle Rapides A F18 vs Dollard Dragons F18 (DB)	Center	☐ Confirm ☑ Decline [Select Reject Reason ▼] Injuried Not Available Anymore Vacation Working Select Reject Reason	Assist 1 Assist 2 Center 4th

Assignment	M
Games assigned	->

15. If you are required to enter the results of the games you referee you access this thru the **Assignment -> Enter Results**

Assignment

Games assigned

Enter Results

a. Click on **Enter Game Results**

Enter game results

Games - Referee

Game nu	Age Group	Date	Time	Play time	Field	Teams	Type	Select
D2F007	CSL SEN. F A Div.2	2013-06-03	21:00	105	EDWARD JANISZEWSKI 2 (WEST)	Dollard C D2F (CO) vs Pierrefonds B Cobras D2F (GB)	Center	Enter game results

b. Enter the **Final Score** for the game and the **# of Fans** in the first section of the game sheet

Match No. D2F007 - Féminin SEN. A Groupe 2 Date 2013-06-03 21:00 Terrain 67040210 - EDWARD JANISZEWSKI 2 (WEST)

Dollard C D2F (CO)   0   1   Pierrefonds B Cobras D2F (GB)
6704317-2013E   6728022-2013E

☐ Matchs non joués ou non complétés

Forfait ☐   ☐ Forfait

Assistance/Fans   12

*** For playoff / cup games you will have an additional section if the game went to shots from the penalty mark.*

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c. For each team verify the following:

- Check all the player & coaches that participated
- Assign Goals
- Assign card Yellow, Double Yellow=Red & Red
- If the player is in Pink as suspended and did not play check Purge
- If the League requires a MVP check the player that is chosen.
- If a player that was not on the game sheet scored enter their Jersey # and the # of goals they scored
- If a player from the other team scored an own goal select this player from the drop down list and select **ADD**, then enter the number of goals they scored
- If you are missing a player (typically a reserve) you can enter their passport number at the bottom and select **Search** if the players is a valid reserve you will be able to add them to the game sheet.

Pierrefonds B Cobras D2F (GB) (F SEN. A)

Joueurs (20)

Joué	👕	Joueurs	Type	Muté	Position jouée	⚽	🟨	🟥🟨	🟥	Purgé	MVP
☐	5			M	Milieu	0	☐	☐	☐	☐	☐
☑	18				Milieu	0	☐	☐	☑	☐	☐
☑	7					0	☐	☐	☐	☐	☐
☑	15				Défenseur	0	☐	☐	☐	☐	☐
☑	10				Défenseur	1	☐	☐	☐	☐	☐
☑	12				Attaquant	0	☐	☐	☐	☐	☐
☑	26			M	Défenseur	0	☐	☐	☐	☐	☐
☑	11			M	Attaquant	0	☐	☐	☐	☐	☐
☐	27				Attaquant	0	☐	☐	☐	☐	☐
☑	28			M	Défenseur	0	☐	☐	☐	☐	☐
☑	3				Milieu	0	☐	☐	☐	☐	☐
☑	6				Milieu	0	☐	☐	☐	☐	☐
☑	29		NE		Milieu	0	☐	☐	☐	☐	☐
☑	4		E		Milieu	0	☐	☐	☐	☐	☐
☑	1			M	Gardien	0	☐	☐	☐	☐	☐
☑	2				Milieu	0	☐	☐	☐	☐	☐
☑	24				Milieu	0	☐	☐	☐	☐	☐
☑	9				Défenseur	0	☐	☐	☐	☐	☐
☑	25			M	Attaquant	0	☑	☐	☐	☐	☐
☑	16				Défenseur	0	☐	☐	☐	☐	☐

☐ Joueurs qui ont joué mais qui ne sont pas sur la feuille 0   Buts 0

Observations

Dans la case ci-bas choisissez seulement le(s) joueur(s) de l'équipe adverse qui a(ont) compté un but pour votre équipe (own goal) 0

[dropdown] **Ajouter**

Personnel d'équipe (4)

Joué	Nom	🟥	Purgé	Type passeport	Niveau entraîneur
☑		☐	☐	Entraîneur	S2;S3;S7;
☑		☐	☐	Assistant	S7;
☐		☐	☐	Entraîneur	
☐		☐	☐	Gérant	

Ajouter Joueurs / Personnel d'équipe

Passeport [   ]   **Rechercher**

d. In the referee section you need to complete the following:
- Confirm if the referee was Present, Absent with no replacement, Absent with Replacement or Late
- If a referee does not appear, you can search for them using their passport number and Add them to any position on the game sheet, this will ensure they are paid for the game.
- Add any Referee observation in the comment box at the bottom.

e. Select **Register and Continue** [Enregistrer et Continuer]
f. If you have no **RED** card(s) in the game select **Register and Close Game Sheet**

g. If you have a **RED** card(s) in the game select **Modify** to complete the discipline report

h. Complete the highlight fields below, and in the comment section a summary of what happened for this incident, if the report is final check the box at the bottom and select **Save**

Rapport disciplinaire
Match No. D2F007; SEN. F A Div.2; Date 2013-06-03 21:00; Terrain EDWARD JANISZEWSKI 2 (WEST)

Nom de l'arbitre	▇▇▇▇W	Numéro de passeport	▇▇▇
Téléphone	▇▇▇▇▇▇▇	Courriel	▇▇▇▇▇▇▇
Assistants	▇▇▇▇	et	▇▇▇▇
Date du match	2013-06-03 21:00	Numéro du match	D2F007
Nom de l'expulsé	▇▇▇▇	Numéro de passeport	▇▇▇
Type passeport	Joueur	Cartons	Carton rouge

Avez-vous conservé le passeport ?	◉ Oui ○ Non

De quel type de faute s'agit-il ?

☐ Commet une faute grossière	☐ Adopte un comportement violent
☐ Crache sur un adversaire ou sur toute autre personne	☐ Reçoit un second avertissement au cours du même match

☐ Empêche l'équipe adverse de marquer un but, ou annihile une occasion de but manifeste en touchant délibérément le ballon de la main (cela ne s'applique pas au gardien de but dans sa propre surface de réparation)

☐ Annihile une occasion de but manifeste d'un adversaire se dirigeant vers son but en commettant une faute passible d'un coup franc ou d'un coup de pied de réparation

☐ Tient des propos ou fait des gestes blessants, injurieux et/ou grossiers

Veuillez cocher toutes les cases applicables

☐ Sans violence physique et verbale	☐ Durant le jeu sans intention de blesser et non violente	
☐ Durant le jeu sans intention de blesser	La faute fut	◉ rude ○ violente ○ extrêmement violente
	Le joueur bataillait-il pour le ballon ?	◉ Oui ○ Non
☐ Durant le jeu avec intention de blesser	La faute fut	◉ rude ○ violente ○ extrêmement violente
	Le joueur bataillait-il pour le ballon ?	◉ Oui ○ Non
☐ Durant un arrêt de jeu sans intention de blesser	La faute fut	◉ rude ○ violente ○ extrêmement violente
☐ Durant un arrêt de jeu avec intention de blesser	La faute fut	◉ rude ○ violente ○ extrêmement violente
☐ Comportement antisportif	◉ Déplacé ○ Très déplacé ○ Extrêmement déplacé	
☐ Racisme	◉ Envers l'arbitrage ○ L'adversaire ○ Autre (spécifiez)	[_____]
Est-ce que l'expulsé a protesté ?	◉ Non ○ Peu ○ Beaucoup ○ Violemment	
Est-ce que l'expulsé a immédiatement quitté le terrain ?	◉ Oui ○ Non	

Décrire le geste qui a mené à l'expulsion et tout comportement anormal qui a suivi l'expulsion

☐ Cochez cette option si ce rapport est finale. Vous ne pourrez pas le modifier après.

[Enregistrer] [Annuler]

16. In order to view the games you have refereed you can access this thru the **Assignment -> Games officiated (played)** menu

Assignment	My accou
Games assigned	
Enter Results	
Games officiated (played)	

17. To review your evaluations select **Assignment -> Evaluators Reports**

Assignment	My
Games assigned	
Enter Results	
Games officiated (p	
Evaluator Reports	

18. To request additional games that have been returned by other referee select **Assignment -> Select Available Games**, check off the games you would like to REQUEST, and click Add

Assignment	My accou
Games assigned	
Enter Results	
Games officiated (played)	
Evaluator Reports	
Select availables games	->

Assign Asked

Game nu	Age Group	Date	Time	Play time	Field	Teams	Position	Select
M51006	CSL U-15 M AA Div.1	2012-05-13	14:00	90	EUGENE DOSTIE OUEST (11 x 11)	Île-Bizard Blitz M15 vs GATINEAU Express M15	Center	☑

19. In order to view what games you have already been paid for and which game you will be paid for on your next check you need to click on **My Account** if the game has a "X" in the "Payment" column and a day in the "Date" you have been paid for that game, if they are blank then you will get paid for these games on your next pay check.

070287	SHOTTON, ANDREW		2008.12.21	HSLF31016	SOCCERPLEXE CATALOGNA-INT (#1)	LaSalle Faucons (FU12AA MD) DORVAL TIGERS U13F-AA	AA F U-13 Div.1	25	X	2009.04.13

20. To review the game you have been assigned in the past select **Archive -> Games Assigned**

Archive	Logou
Games assigned	

-> Select the Season Season | 2011 ETE / SUMMER / 2011 HIVER / WINTER / **2012 ETE / SUMMER** | Search then **Search**

This will display a detailed list of all the games you were assign in that season.

21. To review your past payments select **Archive -> Payments**

Archive	
Games ass	
Payments	

-> Select the Year Year | 2011 / **2012** | Search the **Search**

This will display a detailed list of all the games you were paid for in that calendar year, pay close attention to the **Date Payments** column is the approximate date the amount was deposited in your account or a check was made available.

NOTE that if you are missing any games on your list it is most likely because the game sheet has not been mailed into the League(s), please advise the assigner and he/she will look into it for you with the League Statistician(s). Please ensure that you make mark down your name and passport number clearly on the game sheet.

If you have any issues with PTS REF, please contact Jonathan Plante referee@dollardsoccer.ca or +1 (514) 684-9429 for support.