

Heartland Soccer Association



Essential Information for HSA Referees





USSF Certification is Step 1

The Heartland Soccer Association is recognized as the largest soccer league and tournament host in the United States. As a metropolitan association (we play across state lines in Kansas and Missouri and host teams from 16 states) our scope is larger than a single state.

Referees are a critical part of the Heartland ecosystem.

The Heartland Soccer Association is required to use only **USSF Certified Referees**.

The information on how to achieve USSF Certification can be found at the following sites:

- Missouri: <https://mrdp.org/>
- Kansas: <http://www.kansasreferee.org/>

Note: Certification in either state qualifies you to work any USSF sanctioned matches. This includes Missouri and Kansas and any other states.



What you need to know and to do to get assignments at Heartland?

- **Contacts**
- **The assigning process**
 - Registering with the Heartland Soccer Association
 - The assigning process
 - Availability
 - Scheduling
 - Confirmation
- **Getting paid**





Contacts

- **Gordon Crape – Referee Assignor**
 - Email: referee@heartlandsoccer.net
- **Art Shinabargar – Referee Assignor (Legacy Park Soccer Venue)**
 - Email: referee@sportingls.org
- **Heartland Rainout Line**
 - (913) 307-3684



The Assigning Process

Step 1: Register with Heartland - letting the Assignor and the Office know who you are and how to contact you

- Go the web and complete the Referee Information Form
 - <http://heartlandsoccer.net/referee/>
- When you have completed the form and press “SUBMIT AVAILABILITY TO REFEREE ASSIGNOR” you will be directed to the additional forms that will be used by the office for payments
 - Independent Contractors Agreement Form
 - Direct Deposit Authorization (all payments are made electronically)
 - W9 – for reporting
- All Referees should complete the Information Form each season



The Assigning Process

Step 2: The Heartland assigning process is based on e-mail communications. It is critical that your e-mail address is current.

1. The Referee Assignor sends out a weekly availability request
 - a. Request will be done via e-mail
2. You (the Referee) respond to the Referee Assignor via e-mail with your availability for the week
3. The Referee Assignor sends out another e-mail with a link to the weekly schedule (it is an online form)
4. You (the Referee) will confirm your assignments via e-mail to the Referee Assignor



Your Game Day Administration

Step 3: The payment process starts with you completing the game cards for your assigned matches.

1. Record the score on the game card
2. Complete your name and Heartland assigned Referee number
 - a. The Center Referee should assure that the Assistant Referees also complete this information
 - b. Correctly completed cards are your time sheet
3. Put the completed game cards in the container at your field
 - a. Make sure all incident reports (Yellow and Red cards, etc.) are completed and submitted
 - b. Keep you own record of games worked so you can make sure your pay is right



Getting Paid

Step 4: Game cards are provided to the Heartland office. The Heartland payment process is Direct Deposit in the account you provided. It is critical that your account information is current.

1. You should receive an automated email on the Thursday before the pay date that gives you a detailed pay sheet.
2. The email will come from soccerheartland@gmail.com
3. Compare this detailed pay sheet against your records to make sure it is accurate
 - a. If there is a pay discrepancy email bridgette@heartlandsoccer.net
 - b. Include your name, ref id #, date, time, location, field and position worked
4. Referees are paid every two weeks of league games scheduled.
 - a. Pay dates are listed at www.heartlandsoccer.net/referee-pay-scale