

# **SYC Basketball Referee Scheduling Procedures**

**Scheduling is done by email.**

**To participate you must check your email as needed and reply as prompted.**

- **Look for emails from these two email accounts**

- **Patrick Walsh <bcoordinat@sycva.playmetrics.com>**- for scheduling and general announcements

- **Basketball Referee Coordinator (bballref@sycva.com)** - scheduling and individual direct communication

**Make sure mail from these email accounts is not going into your junk email folder** by designating them as “safe” or “not Junk” etc., depending on the email software you are using. You will need to be able to download and read pdf files for accessing and confirming assignments etc.

- **Each Saturday you will get an email requesting your available times to officiate games scheduled for the next Saturday.** Example for the Sat. Jan. 11 games, an email requesting available times will be sent on Sat. Jan. 4. Reply to that email with your available times for the upcoming Saturday. To be scheduled you must reply with your Available times by the following Monday at 7 pm.

- **The schedule will be posted each Tuesday by mid-day .** You will receive an email letting you know the schedule for that Saturday’s games has been posted on the SYC website basketball referee schedule and information page. Use the link in that email to navigate to the Basketball Referee Schedule Page. (<https://www.sycva.com/refschedule>)

- **To confirm your assignment** download and / or read the schedule on the posted pdf. Find your assignment and reply to the email your received letting you know the schedule for the upcoming Saturday has been posted. When confirming, list the game date, game times, and gym location you are confirming. Assignments must be confirmed by Wednesdays at 7:00 pm.

In the case of make-up games or scheduling near holidays the scheduling procedure will be adjusted as needed.

- **The Basketball Referee Schedule & Information Page** on the SYC Website (<https://www.sycva.com/refschedule>) will contain a pdf of the SYC Basketball Referee Manual as well as forms for direct deposit, tax docs, announcements, and other info in addition to the schedules.