

TO: **ALL NEW & RECERTIFIED GLASRA USSF OFFICIALS**

FROM: **JIM SEDICK, GLASRA ASSIGNOR FOR ARBITER ACCOUNT #102960**
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RE: **Arbiter maintenance & game assignment reply expectations**

1. **IF YOU ARE A NEW GRADE 9 OR ARE NEW TO OUR ASSOCIATION** you should have received an e-mail entitled "Welcome to the Arbiter. net". ARBITER is GLASRA's primary scheduling & communications software program. **At a minimum** - you must accept registry into Arbiter account/group #102960. If you haven't done so already & still want to receive game assignments from GLASRA please follow the acceptance directions as outlined. If you have not received the Arbiter "Welcome" e-mail, please notify me immediately.
2. **ALL RECERTIFIED GLASRA REFEREES ARE ALSO EXPECTED TO ACCEPT ENTRY INTO / BELONG TO GROUP #102960.** This is our master Arbiter USSF account which we use to communicate with our total GLASRA-USSF roster. Group #102960 is administered by **Jim Sedick** and also provides referee assignments to CAPITAL AREA SOCCER LEAGUE (CASL) YOUTH U9-U19 and WOMEN'S (LAWS) matches. A second GLASRA-USSF assigning group, #102961 is administered by **Vikki Blasey** and provides referee assignments to MEN'S (MMMSL), PREMIER, CHAMPIONS & MID-MI YOUTH matches. **Only selected USSF referees will be requested to accept entry into group #102961.**

3. **AT THIS TIME I NEED ALL GLASRA-USSF OFFICIALS (New & Recertified) TO DO THE FOLLOWING -**

(NOTE: Please repeat the appropriate step/s in the following procedure whenever you need to revise your personal data or calendar availability information in Arbiter in the future)

- 3.1 CLICK on the green "SIGN-IN" icon at the far end of the #102960 assigning group's I.D. line. This will put you into your Arbiter personal home page.
- 3.2 CLICK on "ACCOUNT-INFORMATION" (left margin) . Check the completeness and accuracy of your personal information. Make change/s as needed. CLICK - "SAVE".
- 3.3 While on that page, CLICK on "ACCOUNT-PHONES" (left margin.). Add/revise numbers as needed. CLICK - "EXIT" on the phone page. CLICK - "SAVE" on the Personal Information screen
- 3.4 CLICK on "BLOCKS-CALENDAR" (left margin). Select dates that you CANNOT accept officiating assignments between **April 12th – June 15th (or any date beyond, if applicable)**. This information must be updated regularly throughout the season. **If you belong to more than 1 Arbiter group account, make sure in your calendar blocks page you have a check mark for each group you belong to. That will allow your availability information to be shared with all groups checked.** If you block a date for 1 group, Arbiter will then be able to automatically block that date on any/all other Arbiter groups that you are a part of.
- 3.5 **1ST YEAR REFEREES** BEFORE COMPLETING THE NEXT STEP - you must currently possess or have access to an entire USSF uniform and required equipment. At a minimum this includes: USSF approved YELLOW officiating shirt with black stripes (an alternate RED &/or BLACK shirt is also highly recommended at this point), solid black shorts, black referee socks with 3 white stripes or USSF logo, black (preferably solid) cleated or turf shoes, whistle, AR flags, coin, red (*ejection*) and yellow (*caution*) cards, paper or card to record game information on and pencil/pen. If/when you have the above - then **examine the Settings – (blue) "ready" box in the lower left corner of your Arbiter start page. If the "ready" box is checked, you're all set. If not, click on it to insert a check mark. You will not be able to receive assignments until the "ready" box is filled with a check mark.** Whether the "ready" box is activated at this time or not – you can sign out of Arbiter now.

RETURNING/RECERTIFIED REFEREESS If you haven't done so already – **be sure there is a check mark in the “ready” box in the lower left corner of your Arbiter start page. If not, click on the “ready” box to insert a check mark. You will not be able to receive assignments until the “ready” box is filled with a check mark.** Once that is done – you can sign out of Arbiter.`

NOTE 1: **1st & 2nd year #102960 referees will generally only be assigned to U9-U14 CASL games.**

NOTE 2: If you do not wish to receive assignments for any of the above mentioned leagues in Account #102960 or if you have any other preferences, please notify me by e-mail.

4. HOW YOU ARE NOTIFIED OF GAME ASSIGNMENTS & HOW TO RESPOND

4.1 **YOU WILL RECEIVE an e-mail from Arbiter whenever you have been scheduled to officiate a match or whenever the date, time or location of a previous assignment has been changed.** This means that you must check your e-mail REGULARLY during each soccer season.

4.2 **WHAT'S EXPECTED.** You must ACCEPT or DECLINE each assignment or schedule revision within 5 days or else you will forfeit the assignment and it will be given to someone else. Please do not wait until the last minute to do this because the schedulers need to know as soon as possible which assigned positions have been accepted and still have plenty of time to find replacements for those that are being declined.

4.3 **HOW TO ACCEPT / DECLINE.** CLICK on “Schedule” in the upper left corner of your Arbiter start page. Your assignment schedule will be displayed. CLICK on the appropriate box in either the “Accept” (green) or “Decline” (red) column for each new assignment. When finished, CLICK “Submit” on the top or bottom-right side of the page finalize your response. At this point you should print/reprint your schedule for future reference. You can then click “Exit” to return to the previous page.

NOTE 1: **Once a game has been accepted** the only way to be removed from the assignment is by contacting your assignor no later than 48 hrs. prior to the scheduled game/s being turned back..

NOTE 2: **If you decline a game** that your Arbiter calendar shows you are available for or if you turn back a game that was accepted, Arbiter will automatically block you from receiving any other assignment for that entire day. This is 1 reason to update your Arbiter frequently throughout each soccer season.

If you have any questions about this part of the assigning process, please contact your assignor.