

TO: **ALL NEW & RECERTIFIED GLASRA AFFILIATED USSF OFFICIALS for 2011**

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

1. **IF YOU ARE A NEW GRADE 9 USSF OFFICIAL (certified this year or after July 1st of last year) OR ARE NEW TO OUR ASSOCIATION** you should have received an e-mail entitled "Welcome to ArbiterSports.com" and successfully completed the sign-in procedure. If you have not received the Arbiter "Welcome" e-mail, please notify me immediately. If you have not completed the sign-in procedure, please do so ASAP in order to be eligible to receive assignments for the 2011 Spring and/or Fall seasons.

ARBITER is GLASRA's primary scheduling & communications software program. In order to receive USSF referee match assignments from the Greater Lansing Soccer Referee Association (GLASRA) you must first be pre-placed into an appropriate Arbiter assigning account, also referred to as a "group". Your specific group will be determined by GLASRA based on your certification, experience and personal preferences. **You will then be responsible to accept registry into any pre-assigned group by following the sign-in procedure requested by Arbiter e-mail for each group.** The 2 GLASRA-USSF Arbiter groups are: (1) *USSF- Jim Sedick* (Account #102960) for CAPITAL AREA SOCCER LEAGUE (CASL) -Youth & WOMEN'S (LAWS) matches; and (2) *USSF-Vikki Blasey* (Account # 102961) for PREMIER, CHAMPIONS & MID-MI YOUTH matches. **(NOTE: Only selected USSF referees will be requested to accept entry into group #102961).**

You are receiving this e-mail because you have been pre-assigned into the USSF-JIM SEDICK assigning group (#102960) which, as indicated above, will manage referee assignments for CASL & LAWS. To receive assignments for either of these leagues - you must accept registry into Arbiter account/group #102960.

2. **ALL RECERTIFIED GLASRA REFEREES ARE ALSO EXPECTED TO ACCEPT ENTRY INTO / BELONG TO GROUP #102960.** This is our master Arbiter USSF account that 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. **(NOTE: 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 LOG into your ArbiterSports personal main/home page.
- 3.2 CLICK on "PROFILE" (last tab in the dark blue toolbar). Check the completeness and accuracy of your personal information. Make change/s as needed. CLICK - "SAVE".
- 3.3 While on that page, VERIFY that the phone numbers listed are correct. ADD/REVISE as needed. After making any change/s, CLICK the "SAVE" button immediately below the phone numbers. Now CLICK the "SAVE" button in the upper right corner of your "Profile" page.

- 3.4 CLICK on “BLOCKS” (4th tab in dark blue toolbar). Select dates that you CANNOT accept officiating assignments between **April 1st – June 15th (or any date beyond, if applicable)**. This information must be updated regularly throughout the seasons. **If you belong to more than 1 Arbiter group account, make sure there is a green check mark in the box next to 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.

NOTE: NOTE: To view a very helpful Power Point tutorial on “How to Block Dates & Times” as well as how to navigate through other basic features in our ArbiterSports software – (1) CLICK on <http://thearbiter.net/groups/files/officials.pptx> (2) CLICK on [Slide 1 – The Arbiter.net – League Administration software](#). “How to Block Dates” in Arbiter, for example is covered in slides #24 - #31.

- 3.5 **1ST YEAR REFEREES** BEFORE YOU CAN ACCEPT ASSIGNMENTS - you must 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 YOU DO NOT HAVE ACCESS to the above uniform & equipment, **DELETE** any check mark from the “Ready to be assigned” box **in the upper-right corner of your Arbiter main/home page** until you do. **BUT REMEMBER - you will not be able to receive assignments until you in/reinsert the “√” into the “Ready to be assigned” box. So be sure to in/reinsert the “√” when you do have access to the required equipment. If the “Ready” box is checked , you are indicating that you are properly equipped & ready for assignment.** 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 upper-right corner of your Arbiter main/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, however be sure to let me know if you feel your previous soccer officiating experience might qualify you for more competitive assignments.**

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 phone or e-mail.

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

- 4.1 **YOU WILL RECEIVE an e-mail from ArbiterSports 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.

[Please print a copy and put in your referee bag for future reference.]