

Using Arbiter Sports



1	Introduction	
1.1	Introduction	4
2	Getting Started	
2.1	Meet the Assignors	6
2.2	First Steps	8
2.3	Welcome Email	10
2.4	Login	12
3	Your Account	
3.1	What's on the Main Screen	16
3.2	Your Account	18
3.3	Preferences	22
4	Blocks	
4.1	Block Your Calendar	24
4.2	Travel Limits	29
4.3	Attaching	31
5	Additional Things to Know	
5.1	Self Assign	34
6	Assigning Procedure & Expectations	
6.1	Know What's Expected of You	36



Introduction



Introduction

Welcome to the Southwest Idaho Soccer Referee Association - SWISRA

Welcome

Welcome to the Southwest Idaho Soccer Referee Association, commonly known as SWISRA. SWISRA is the largest soccer referee association in the state of Idaho. It's coverage area encompasses a large geographical area stretching from Glenn's Ferry in the east to Ontario, Oregon in the west and from McCall in the north to Kuna in the south. Within this area are the cities of Boise, Meridian, Eagle, Middleton, Mountain Home, Nampa and Caldwell, among others.

SWISRA provides referees and assistant referees to various youth and adult leagues within it's service area. In addition, SWISRA also provides on-going referee instruction, on the field training, mentoring and evaluation of referees.

Monthly meetings lasting approximately one hour are held on the third Monday of February, March, April, August, September and October. Please see the SWISRA website at www.swisra.org for meeting times and locations.

In order to receive referee assignments from the SWISRA assignors, a referee must be a certified USSF referee and obtain an Arbiter Sports account. Arbiter Sports is the online assigning system used by SWISRA and many other sports organizations in Idaho and around the country. Arbiter Sports is owned by the NCAA. Referees are required to be familiar with Arbiter and use it effectively. The purpose of this manual is to guide you through the Arbiter setup process and provide you with tips for using Arbiter to get and manage the assignments you receive.



Getting Started



Meet the Assignors

Referee assignors are your key to getting assignments

Albert Padley

assign@swisra.org or assignor.idaho@gmail.com

208-841-3560

Assigns: Youth leagues including D-III, Rush Select and Capitals Youth League

Boise Soccer League aka BSL (Adult League)



John Hickcox

jhickcox@mutualofenumclaw.com

208-861-0671

Assigns: Southern Idaho Soccer League aka SISL (Adult League)





Hank Brotzman

hbrotzman@clearwire.net

208-761-2128

Assigns: High school





First Steps

Things you need to do to get started.

Getting Started

The assignor must setup your Arbiter Sports account before you can login. Please send the following information to the assignor for the league you want to work in. The assignor contact information can be found on pages 6-7.

1. Your name
2. A unique email address (Arbiter tracks you by email address so each family member must have a different email address.)
3. Cell phone and/or home phone
4. Your complete address
5. A photo of yourself (optional but requested). A recent school photo or head and shoulder shot will do.
6. The leagues you want to work in for the assignor you are emailing.

Assignors have full time jobs and may take up to 48 hours to activate your account. You will receive an email when your account is ready.

RefPay

While you're waiting for the assignor to activate your Arbiter Sports account, proceed with setting up your RefPay account. You must have a RefPay account in order to be paid.



1. Get a copy of the instructions for setting up a RefPay account from <https://www.arbitersports.com/Groups/Files/refpayforofficials.pdf> . (This document is over 5 MB so be patient.)
2. Go to www.refpay.com and setup your account following the instructions in the above document. It is important that you write down your login information including username and password as well as your security code. RefPay is a bank and if you forget any of



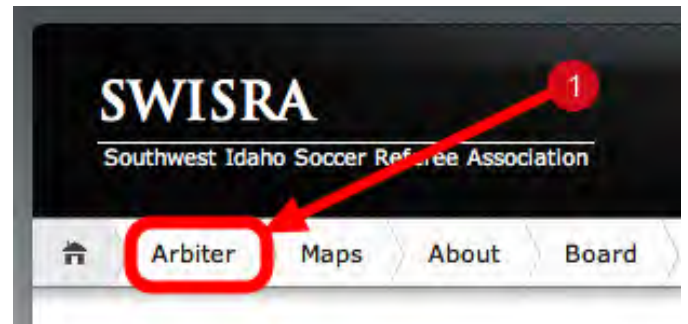
these items, the assignor **WILL NOT** be able to retrieve them for you.

3. **IMPORTANT!** Once you are able to login to Arbiter Sports, you will need to link your new RefPay account to your Arbiter Sports account. A video tutorial on how to link the two accounts can be found here <http://www.screencast.com/users/ArbiterSupport/folders/ArbiterSports.com/media/54dbfec9-a577-4e2a-a2b6-183a77bd1ed8> . Failure to follow this step is the single biggest reason new referees do not get paid.

Additional Resources

In addition to the document you are reading, SWISRA has also put together numerous video tutorials on using Arbiter Sports. They are available on the SWISRA website at www.swisra.org . Click the Arbiter tab (1) to view the tutorials.

The direct link to the tutorial page is http://swisra.org/wordpress/?page_id=32





Welcome Email

Initial login instructions

Welcome to ArbiterSports.COM!

Once the assignor has activated your Arbiter Sports account, he will send you a welcome email. Please make sure that you can receive email from the assignor's email address. Add it to your email client's address book. The Subject of this initial email will be "**Welcome to ArbiterSports.COM!**". If you don't receive this email within 72 hours, first check your spam/junk folder to see if the email has been misdirected. If you can't find the welcome email, please recontact the assignor so he can verify that your email address was entered correctly into Arbiter.



Email Contents

Here is an example of the welcome email.

Welcome to ArbiterSports.COM!

Your association has purchased this software for online referee assigning and now needs you to sign in. This email will explain the information needed to help you get started.

- How do I **Sign In**?
- What should I do first?
- Where can I get further help?

How do I sign in?

To sign into ArbiterSports.COM:

1. Navigate to <http://www.ArbiterSports.com/> using your internet browser and click the "Sign In" link.
2. Enter your sign in information as listed below:



- User Name: xxxx
- Password: xxxxxx

NOTE: The first time you sign in you must accept the **Terms and Conditions**, as well as change your password.

What should I do first?

Once you are signed in the system, you may want to do the following:

- If allowed by your assigner, block dates when you can't work. Your assigner might also have some other blocking options available to you. Just remember that as you add more blocks, you may be assigned to fewer games.

- Mark yourself as **Ready** to be assigned by clicking the check box located on the bottom left corner your start page. If you don't have this checked, your assigner might not assign you to any games. Once you click this check box, an icon will appear on your start page that allows you to **view your game schedule**.

- When your assigner assigns you to games, you will receive a notification email. Then it's up to you to accept or decline games, if allowed by your assigner. To do this, you must sign into the system and view your game schedule. On the right side of your game schedule, you will see **accept and decline** check boxes. Once you are finished marking the games, **be sure to click the Submit button** to submit the changes and have the games accepted or declined.

Where can I get further help?

If you need further assistance, please email assign@swisra.org who is your assigner. Additional contact information for Albert Padley is available if you sign in and click the "**Support**" link.

Sincerely,

ArbiterSports.COM TeamrSports.COM



Login

Logging into Arbiter Sports for the first time

Username and Password

The login area is found in the upper right corner of the Arbiter Sports landing page.

Your email address is the same address you initially gave to the assignor (1).

Your password (2) can be found in the Welcome email. It is usually your last name in all lowercase letters. You will change the password after accepting the Terms and Conditions in the next step.

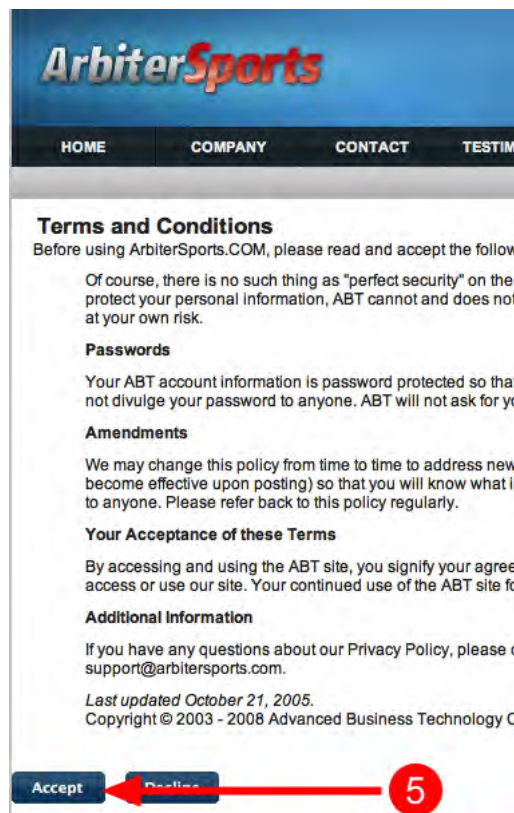
Click the "Go" button (3).



Terms and Conditions

You will need to read and accept the Arbiter Sports Terms and Conditions to proceed with login. You will only have to do this one time.

Click the "Accept" button (5).





Change Password

Enter your password from the Welcome email (6).
Enter your new password and confirm it (7). Write this new password down and store it in a safe place. If you forget your password, the assignor can't tell you what your password is.

Click one of the "Change" buttons (8) or (9).

Change Password Confirmation

If your password change is accepted, you will see the Change Password confirmation screen.

Click one of the "Ok" buttons (10) or (11).

Landing Page

Your personal landing page contains a list of all the referee organizations that you ref for that use Arbiter Sports for assigning. In the SWISRA service area you may see listing for SWISRA, SISL, Boise Soccer League, High School, etc. Click on the group icon that you want to sign into (12).



MyReferee Profile Page

You will only see this screen the first time you login. Feel free to fill out any of the information on the MyReferee Profile page, although none is required. You may skip this page entirely by clicking one of the "Save" buttons (13) or (14). **However, there is one checkbox that you should NEVER check.** Do not check the box next to "Set MyReferee As Start Page" (15). If you do, you will never see the important news, updates and announcements periodically posted to Arbiter Sports by the assignors and officers of SWISRA.

Click one of the "Save" buttons (13) or (14) to view the main Arbiter Sports screen.

The screenshot shows the 'MyReferee Profile' page. At the top right, there is a 'Save' button with a red circle containing the number 13. Below the profile information, there is a checkbox labeled 'Set MyReferee As Start Page' with a red circle containing the number 15 next to it. A red arrow points from this checkbox to the 'Save' button (13). Below this, there are sections for 'About You' with checkboxes for 'NASO Member', 'Referee Magazine Subscriber', 'Assigner', and 'Association Officer or Director'. The 'Sports and levels currently officiating' section has a dropdown for 'Generic Sport' set to 'Baseball' and a list of 'Generic Levels' with checkboxes: 'Youth Recreation', 'Intramural', 'Adult Recreation', 'High School', 'Collegiate', and 'Professional'. There is an 'Add' button next to the levels. The 'Membership of organizations' section has checkboxes for various organizations: ASA, AYSO, IASBO, MLB, MSBL, NAPA, NBA, NGA, NFL, NHL, NRSBA, NSGA, USAH, USSF, USSF, and Other. At the bottom right, there is another 'Save' button with a red circle containing the number 14.



Your Account



What's on the Main Screen

The main screen is your portal to everything in Arbiter Sports

Main Screen

The Arbiter Sports main screen (Start Page) contains news posted by the assignor and links to the various system functions. A few of these functions are highlighted here.

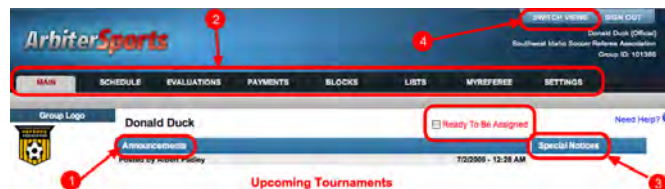
Important news, announcements and updates are always found in the center of the screen in the "Announcements" section (1). In the above example, "Upcoming Tournaments" is an announcement listing details about future tournaments available to referees. Don't skip over this section. SWISRA expects all referees to be familiar with the content of the Announcements section.

The menu bar (2) contains tabs that open other sections of the Arbiter Sports website. We will cover these tabs in other lessons.

The "Special Notices" (3) section is reserved to Arbiter Sports to post anything they like. Usually you will find important notices about the Arbiter Sports website posted in this section.

If you are a member of more than one Arbiter Sports group, e.g. you are part of the SWISRA group and the High School group, you can use the "SWITCH VIEWS" (4) button to quickly sign in to a different group.

Finally, there is the all important "Ready To Be Assigned" checkbox (5). You **must** check this box if





you want to receive referee assignments. Otherwise, you will not appear on the assignor's screen as an available referee.

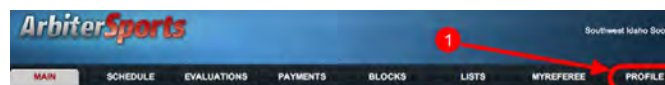


Your Account

Entering your account information

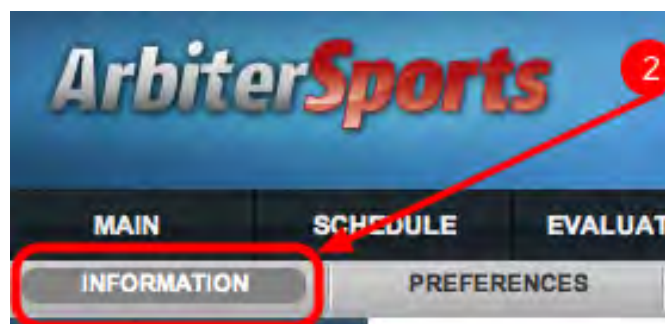
Profile Tab

From any Arbiter Sports screen, click on the PROFILE tab (1).



Information Submenu

Click on the Information submenu (2) which should already be selected by default.



My Information

Please check that your name and email address are correct in the "User Identification" section (3). Make changes as necessary.

You must fill-in your complete address in the "Address" section (4). If the assignor has already completed this section, please double check that everything is correct. Make changes as necessary. Note that Arbiter Sports will not show your name on the assignor's available to be assigned screen if you don't fill-in your address.

In the "Other Information" section, please fill-in your Date Of Birth (5). Official Number and SSN are not currently used by SWISRA. Your SSN is handled through RefPay. Other groups may still require an Official Number and/or SSN, so check with your

Account	Update My Information	7 Save Cancel
Phone Custom Fields Picture	User Identification	
Status	First Name: Donald	
<input type="checkbox"/> Ready	Last Name: Duck	3
	Email: example@swisra.org	
	Address (Public to other officials and contacts)	
	Address 1	
	Address 2	
	City: (unknown)	4
	State: (un)	
	Postal Code: (unknown)	
	Other Information	
	Official Number	
	SSN	
	Date Of Birth: (mm/dd/yyyy) 5	
		8 Save Cancel



assignor.

Next, click on the "Phones" link (6) under the "Account" heading.

Phones

Click on the **green +** icon to enter a contact phone number (9). At least one phone number must be listed so the assignor can contact you about last minute schedule changes. Almost everyone carries a cell phone these days. Please list your cell number first if you have one.

Type	Phone Number
------	--------------

Update My Information

User Identification

First Name: Donald

Last Name: Duck

Email: example@swsra.org

Address (Public to other officials and contacts)

Address 1: []

Address 2: []

City: (unknown)

State: (un)

Postal Code: (unknown)

Other Information

Official Number: []

SSN: []

Date Of Birth: [] (mm/dd/yyyy)

Save Cancel

Phone Screen

Select the type of phone you want to enter from the drop down menu (10). Cell phone number should be listed first, if you have one.

Enter your phone number in xxx-xxx-xxxx format (11).

Enter a note (optional) (12). A note could be names of parents who may answer the phone, good or bad times to call, etc.

Click the floppy disk icon (13) to save the telephone number.

Repeat all steps to enter additional phone numbers.

Use the Up and Down arrows at the far right of the screen to change the display order of the phone

Type	Phone Number	Extension	Public	Note
Home	[]	[]	<input checked="" type="checkbox"/>	[]



numbers.

Click one of the "Exit" buttons (14) or (15) to return to the My Information screen.

Custom Fields

Click the "Custom Fields" link (6).

Edit Custom Fields Screen

Select your current referee grade (16). If you just completed the Entry Level Referee Clinic, then you are a Grade 8 referee.

Enter the general time frame of when you were first certified as a USSF referee (17), e.g. Spring 2009.

Enter information about teams you play on, coach, have children on, or siblings on (18).

Enter information about your comfort level as a center referee and assistant referee (19).

Add any notes that you would like the assignor to consider when giving you games (20).

Click one of the "Save" buttons (21) or (22).

You will need to update the information on the Custom Fields screen each season.



Picture

Click the "Picture" link (6).

Picture Upload Screen

This step is optional, but highly recommended by all assignors. Select a photo of yourself from your local computer. A recent school photo or head and shoulders shot works well. It is a good practice to resize the photo to approximately 150 pixels wide by 200 pixels high before trying to upload it. Click either of the "Upload" buttons. Follow any additional instructions. When finished, you should be returned to the Update My Information screen and your picture will be displayed in the right column.

Save

When you have completed all steps, please make sure you click one of the "Save" buttons (7) or (8).

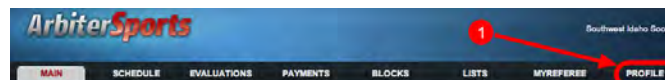


Preferences

Setting user preferences

Preferences

From any Arbiter Sports screen, click on the Profile tab **1**).



Preferences Submenu

Click on the Preferences submenu **2**).

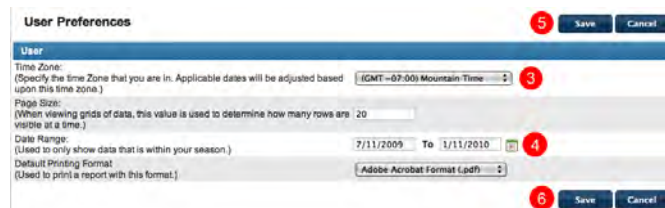


User Preferences

Please make sure that the "Time Zone" is set to "(GMT -07:00) Mountain Time" **3**).

Double check that the "Date Range" starts with today's date and ends 6 months in the future **4**).

Click one of the "Save" buttons **5** or **6**).





Blocks



Block Your Calendar

How to setup date and time blocks in the calendar

Introduction

Entering information into the Arbiter calendar is the most important task a user has in interacting with the Arbiter online assigning system. Failing to keep the Arbiter calendar up-to-date is the most frequent cause of conflict between users and assignors.

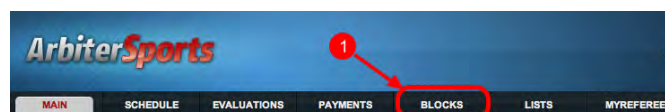
The Arbiter calendar is provided so you can block times and dates when you are **NOT** available to referee. When you place a block on the calendar, your name will not appear on the assignor's screen during the blocked time period. **However, please note that many assignors will ignore Arbiter calendar blocks during tournaments.** Assignors usually work from referee availability sheets that a referee fills out for each tournament.

Calendar blocks are so important to the efficient running of the assigning process that referees are encouraged to review the video tutorial on the subject at least once per season. The video tutorial is available on the SWISRA website www.swisra.org. If you still have questions after reviewing the video tutorial and reading this document, ask your assignor.

It is not an acceptable excuse to say that you forgot to block your Arbiter calendar!

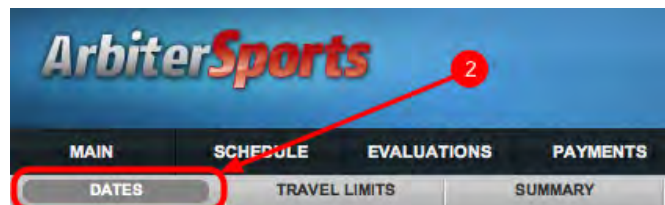
Settings Tab

From any Arbiter Sports screen, click on the "BLOCKS" tab (1).



Dates Submenu

The "Dates" submenu (2) should be selected by default and the calendar screen visible.





Groups

If you are a member of more than one referee group like SWISRA and High School, then you will see the "Groups" section (3). Each group is assigned a number by Arbiter. Hover your mouse over each number to see the group name. Check all of the groups you want your calendar actions to affect. If your block applies to one, but not all groups, then check only that group.



Actions

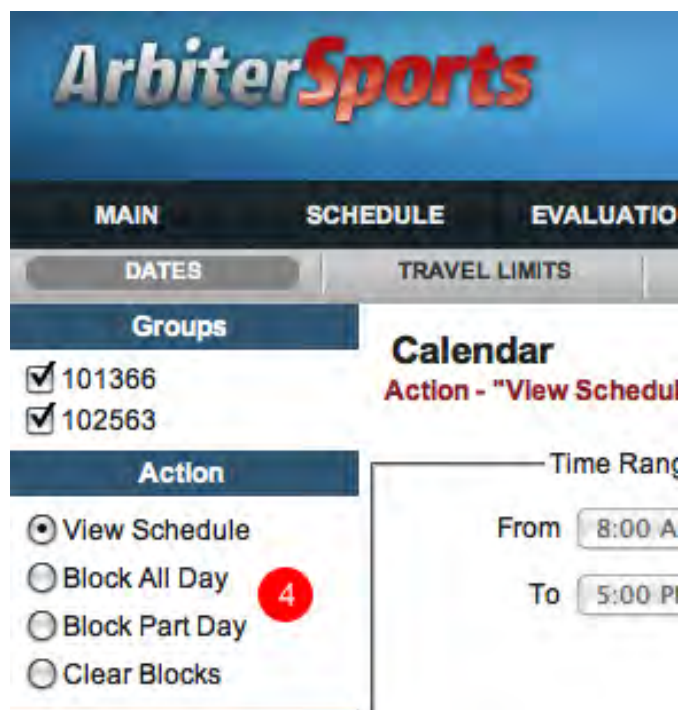
Actions control what task you will be performing on the calendar (4).

Select the "View Schedule" radio button (default) if you just want to see the current status of your calendar. You cannot make any changes to your calendar when the "View Schedule" button is selected with one exception noted at the end of this chapter.

Select the "Block All Day" radio button when you want to want to block an entire day. For instance, you will be out of town at a tournament and not available to referee. You would select the "Block All Day" action.

Select the "Block Part Day" radio button when you want to block a few hours out of day when you know you will be unavailable to referee. Checking this button will also activate the "Time Range" section of the Calendar.

Select the "Clear Blocks" radio button when you make an error or your schedule changes and you are now available to referee during a time or date you previously blocked.





The Calendar

The Calendar is where you actually add the blocks by clicking on dates on the Calendar. The type of block you enter is determined by the "Action" you have selected. The "Action" you are about to perform can be visually confirmed by checking the radio button in the "Action" section (4), or by looking for the action text blocks below the "Calendar" title (9), or below the "Time Range" section (10).

To block an entire day, select the "Block All Day" (4) radio button in the "Action" section and then click on a date on the calendar.

To block specific hours of a day, select the "Block Part Day" (4) radio button in the "Action" section. Select the start and end times in the "Time Range" section (5) and then click on a date on the calendar.

To block more than one day at a time, first select the Action (4). Next, select the start and end dates in the "Date Range" section (6). Now select the days of the week you want to block during that date range (7). If you are doing a Part Day Block, then you will also need to select the start and end times in the "Time Range" section (5). Finally, click the "Apply" button (8).

To move to a different month, select a month from the "Month" drop down menu (11) or click on one of the month name links (12) or (13) to move forward or backward one month at a time.

Calendar
Action - "Block Part Day" (9)

Time Range (5)
From: 12:00 PM
To: 5:00 PM

Date Range (6)
From: [] To: []
Apply (8)
S M T W T F S (7)

Month: Jul 2009 (11)

June	Mon	Tue	Wed	Thu	Fri	August
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

7/18/2009 - Games and Blocks

Group	Games/Blocks	Status	From	To	Site/Created	Firm
101366	BLOCKED		12:00 PM	5:00 PM		



Color Clues

Dates on the calendar will change colors depending on what items have been added to the calendar. A "Legend" is provided on the left side of the "dates" screen.

If the assignor has scheduled you for a game and already notified you about the game, then the date will have a dark blue background.

If you have attached yourself (See Attaching section) to a team's schedule, then the date will have a green background.

If the assignor has tentatively assigned you a game, but not notified you yet, then the date will have a light blue background.

Full day blocks are shown with a red background and part day blocks are shown with a pink background.

Colors are displayed in descending order of priority. In other words, if you have a Pending Game, the color for that date will always have a light blue background even if you have a full or part day block on that date.





Please note that if the assignor has scheduled you for a game (dark blue or light blue), then any block you enter will have no effect.

Once the assignor has assigned you a game, your attempt to block the date will have no meaning. The color codes help to avoid problems. If you discover a conflict, notify the assignor immediately.

Legend	
	Assigned Game
	Attached Game
	Pending Game
	Full Day Block
	Part Day Block
	Open Day

Games and Blocks

The "Games and Blocks" section at the bottom of the screen always displays a detailed listing of the calendar items for any date you select on the calendar.

Group	Games/Blocks	Status	From	To	Site/Created	Print
 101366	BLOCKED		All Day Block			
 101366	BLOCKED		12:00 PM	5:00 PM		



First, make sure you have chosen the "View Schedule" action (4). Next, select a date in the calendar. The details for that date will be displayed in the "Games and Blocks" section.

Removing Blocks

Sometimes it is necessary to remove a previously created block.

First, check the "Clear Blocks" radio button in the "Action" section (4). Click on a date on the calendar to remove all blocks from that date.

Alternatively, while in "View Schedule" mode, you may click a date on the calendar and then click on the red "X" next to any block displayed in the "Games and Blocks" section (14) to remove just that block from the calendar.



Travel Limits

How to set travel limits

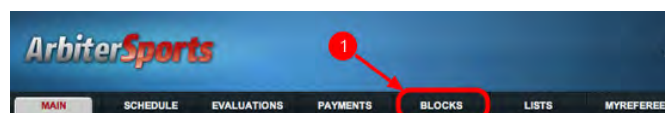
Introduction

The SWISRA service area is geographically large. You may want to limit the distance you have to travel to a game assignment. This is done by setting travel limits. Different limits can be set for each day of the week. However, please note the following:

1. Assignors look favorably on referees who are willing to travel to areas outside Boise like Ontario, Weiser, Mountain Home, Emmett or McCall.
2. Setting a travel limit that is too low, e.g. less than 10 miles, may block you from receiving any game assignments. That's because Arbiter computes travel distances from center of zip code to center of zip code.
3. A reasonable travel limit for someone who lives in the Boise area and only wants to receive games in the Boise area is 25 or 30 miles.

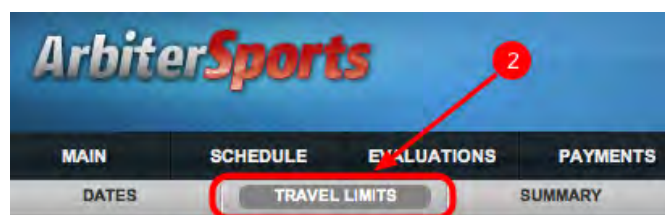
Blocks Tab

From any Arbiter Sports screen, click on the "BLOCKS" tab (1).



Travel Limits Submenu

Click on the "Travel Limits" submenu (2).



[Edit Travel Limits](#)



Travel Limits Screen

Travel limits are set by entering a "Postal Code" (3) and a "Distance" (4). Select a day of the week by checking the appropriate checkbox (5) and click the "Apply" button (6).

You may edit a Postal Code or Distance for any day of the week by clicking the pencil icon (7) next to that day, entering a different postal code and/or distance and clicking the green checkmark.

If you will be leaving for referee assignments from different locations depending on the day of the week, then be sure to enter the correct postal code for each day. For instance, you live in Nampa, but work in Boise. In this case, you would probably want to list your Nampa postal code on Saturday and Sunday, but your Boise work place postal code for Monday through Friday.

Edit Travel Limits

Postal Code: 83713 (3) Distance: 25 (4) (6)

<input type="checkbox"/>	Day	PostalCode	Distance
<input checked="" type="checkbox"/>	Sunday	Boise, ID 83713	25
<input type="checkbox"/>	Monday	Boise, ID 83713	25
<input checked="" type="checkbox"/>	Tuesday	Boise, ID 83713	25
<input type="checkbox"/>	Wednesday	Boise, ID 83713	25
<input checked="" type="checkbox"/>	Thursday	Boise, ID 83713	25
<input type="checkbox"/>	Friday	Boise, ID 83713	25
<input type="checkbox"/>	Saturday	Boise, ID 83713	25

Annotations: (5) points to the first checkbox; (7) points to the pencil icon next to Saturday.



Attaching

How to attach yourself to a team

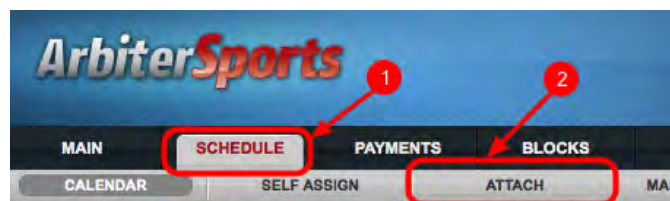
What Does Attach Mean?

Attaching is a quick method for blocking your calendar during times a specific team is playing. If you are a player, have a child who is a player, coach a team or just want to watch a particular team play, then "Attach" is for you.

It is important to remember that when you attach yourself to a team, you are blocking your schedule during that time. It is not an indication that you would like to referee in that match.

Select the Attach Menu

Select the "SCHEDULE" (1) tab and then click on the "Attach" submenu (2).



Add Attachments

Select the level (3) the team plays in. This isn't always obvious. Teams sometimes play in an older age group, particularly in tournaments or a blended age group. If you don't see your team listed, double check the level.

Once a level is selected (3), the Team drop down menu (4) will list all the teams in that division. Select your team and their schedule will appear below. As the year progresses and we have more and more tournaments, team names can get confusing. If you don't find the correct schedule right away, keep trying similar team names until you get the correct schedule.

If you want to attach yourself to all of your team's games, then click "Attach" (5). Otherwise select the





checkboxes (6) next to the games you want to attach yourself to.

Finally, click one of the "Submit" buttons to confirm your choices.

Changes

If your team's schedule changes, you will need to return to the "Attach" screen and attach yourself to the "new" game. You will also need to return to your calendar and remove the block attached to the "old" game. Arbiter does not handle this automatically for you.



Additional Things to Know



Self Assign

One way to pick up extra assignments

Self Assign to Games

Some assignors allow referees to select games for themselves. This process is called Self Assign. The process is usually very limited and often not available at all until a couple of days before a game.

Select the "SCHEDULE" tab (1) and then the "Self Assign" submenu (2). If there are any available games, they will be listed here. It is not unusual to see the red notice (3) that no games are available. Factors that can affect the list of games include calendar blocks, travel limits, referee ability, etc.





Assigning Procedure & Expectations



Know What's Expected of You

Each assignor has different procedures and expectations

General Expectations

All assignors expect the following conduct from referees:

1. Timely communication when there is a problem.
2. An Arbiter calendar that is kept up-to-date. If your schedule changes, change your Arbiter calendar.
3. During the season, check Arbiter for updates every day.
4. During the season, check your email account for announcements every day.
5. File timely game reports and misconduct reports.
6. Attend monthly SWISRA meetings.

Al Padley's Assigning Procedure

The assigning process begins on Friday for games that will be played one week later on Saturday through the following Friday. **Therefore, your calendar must be up-to-date by Thursday night.** Blocking your calendar after that week's assignments have started does no good.

Assignments are published sometime on Sunday, usually around noon. You will immediately receive an email letting you know you have new game assignments. These assignments will be for the following Saturday through Friday. There are weeknight games so make sure your calendar reflects your availability during the week

You are expected you to check Arbiter for your assignments on Sunday. Arbiter tells the assignor when a referee last checked his/her schedule.

You cannot decline an assignment through Arbiter. That's why having your Arbiter calendar up-to-date is so important. If the Arbiter calendar says you are available to receive referee assignments, it is expected that you will honor your commitment and referee the assigned game.

If there is a problem with an assignment, you need to let the assignor know no later than Monday. That gives the assignor a chance to find a replacement. Referees who wait until Wednesday or Thursday will find their number of assignments reduced. If you have found a replacement on your own, please let the assignor know before the game. It is not considered professional to have a referee just show up at a



match in your place except in emergency situations.

Each week, I publish a list of games that still need referees. This list is distributed by email. Please email me if you can fill one of these open positions. I usually fill the games on a first to respond basis. My goal is to have 100% coverage every week.

Update emails are sent out every Sunday, Tuesday and Thursday. Emails are sent on other days when needed. Please make sure that you can receive email from assignor@swisra.org and assignor.idaho@gmail.com Things are always changing, so please read assignor emails immediately.

You can also follow us on Twitter ([assignor](#)) and Facebook (<http://www.facebook.com/pages/Boise-ID/SWISRA/101982625945>).

Announcements are also posted on the Arbiter start page. If you login to Arbiter and see a MyReferee Start Page instead of SWISRA announcements, you need to change this immediately. Login into Arbiter; Click the "MYREFEREE" tab and then click the "Profile" submenu. Next to "Set MyReferee As Start Page:" make sure the checkbox is UNCHECKED; Click Save.

Please see the announcement on the Arbiter start page on Game Day Procedures. These must be followed if you want to be paid for your game.

Game reports and misconduct reports are due within 48 hours. This applies to center referees only. Assistant referees do not have reporting requirements. Failure to file a timely game report means you won't be paid for the game.

Finally, please make sure you have setup your RefPay account AND linked the RefPay account to your Arbiter account. You can check this by logging into Arbiter, clicking the "PAYMENTS" tab and then selecting the "RefPay" submenu. If your RefPay account number is listed, then you are setup. If not, please link your accounts. You won't be paid if this isn't setup correctly.