

The AR Guide: LISRA G9 PROGRAM

ASSISTANT REFEREE PROGRAM GUIDE

CONGRATULATIONS on your interest in LISRA's Assistant Referee Certification Program, which is OFFICIALLY called your USSF Grade 9 Recreational Referee Certification! LISRA would like to welcome you to the G9 Assistant Referee Program (LISRA G9 Program)!

This is an **EXTREMELY IMPORTANT** document for you. You **MUST READ IT, SAVE IT** and **FOLLOW EVERY INSTRUCTION** and guideline contained herein. You **WILL BE** treated like an adult in the G9 Program, which means **YOU ARE EXPECTED** to read, understand, follow and **TAKE SERIOUSLY**, all directions, instructions and guidance provided. A consistent failure to do so may result in your dismissal from this program.

HOW TO OBTAIN GAME ASSIGNMENTS **(Officiating Opportunities)**

- All AR game assignments are issued via an online, internet based assignment system called **ARBITER SPORTS** (www.ArbiterSports.com).
- **YOU MUST HAVE ACCESS to a COMPUTER**, either your family's computer, a relative's, friend's or neighbor's computer OR you may utilize a computer in your local library.¹
- **YOU MUST PROVIDE** the LISRA G9 Director (G9@lisra.net) with the following information in order to become registered to use ARBITER SPORTS:

1) Your Full Name.

2) The distance (in miles) you are able to travel for game assignments. (Typical distance is 5 to 10 miles. The lower the number, the fewer the opportunities to officiate may exist, depending on where you reside).

3) A UNIQUE EMAIL ADDRESS that you WILL MONITOR at least daily and respond to. This email address will be your official login ID to the ARBITER SPORTS site.

NOTE: We CANNOT ACCEPT **YAHOO** or **HOTMAIL** email accounts for registration. They have proven to be completely unreliable for dependable use with our assigning system. If you need a FREE email account, please obtain a FREE **GMAIL** account (Google Mail) by visiting www.gmail.com. We must refuse any Registration request specifying a YAHOO or HOTMAIL email address.

SEND THE ABOVE INFORMATION, VIA EMAIL, to G9@lisra.net IMMEDIATELY in order to become REGISTERED and to become eligible for Game Assignments. **The LONGER YOU WAIT, the LONGER YOU WILL NOT RECEIVE Game Assignments!**

Your valid USSF Certification as a Grade 9 Referee MUST be verified by the LISRA G9 Director BEFORE you will be authorized to use ARBITER SPORTS and receive game assignments.

¹ If you have absolutely NO access to a computer, please contact your Head Instructor OR G9 Program Director (G9@lisra.net).

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Your **CURRENT CALENDAR YEAR USSF Certification** will **ALSO** be verified. If you are **NOT Certified** for the current calendar year, you **MAY NOT OFFICIATE GAMES UNDER ANY CIRCUMSTANCES!**

THE ARBITER SPORTS "WELCOME EMAIL"

Once you submit the requested information (above) to the G9 Program Director and your Current Certification status has been verified, you will be setup to register with the ARBITER SPORTS system.

ARBITER SPORTS will send you a WELCOME EMAIL once the LISRA G9 Program Director has entered you into the system. The following is exactly what this email looks like:

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Welcome to ArbiterSports.com! Inbox | X

★ Don Schulze to me [show details](#) 6:23 PM (22 hours ago) [Reply](#)

Welcome to ArbiterSports.com!

One of your officiating associations will be using this website 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. Go to <http://www.ArbiterSports.com/> and enter the sign in information provided below into the entry fields at the top right of the page.
2. Enter your sign in information as listed below:

-User Name: donschulze@gmail.com

-Password: referee

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.
- Make sure your personal information is accurate by clicking the Profile tab. Phone numbers can be updated by clicking the Phones link on the left-hand side of the profile page. A picture of yourself in either jpg or gif format can also be uploaded using the left-hand menu. Pictures of officials are always appreciated by assigners, partners and schools/leagues.
- Mark yourself as **Ready** to be assigned once you have set your availability and other blocks by clicking the check box located on the at the top right of your Main tab. If you don't have this checked, your assigner might not assign you to any games.
- 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 your assigner at dschulze@lisra.net. Additional contact information for Don Schulze is available if you sign in and click the "**Support**" link.

Sincerely,

ArbiterSports Team

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This email contains complete instructions, your **INITIAL PASSWORD and a LINK** to the ARBITER SPORTS site to allow you to login and **COMPLETE** your Registration.

ARBITER SPORTS will make you choose **YOUR OWN PASSWORD** at the start of this initial logon session. **NO ONE BUT YOU** will know that password so **REMEMBER IT PLEASE!**

VERY IMPORTANT

Do NOT SELECT "myReferee" as your Arbiter Sports Home Page option. If you do, you will be BLOCKED from seeing very important LISRA G9 Program Announcements that are posted on the standard Arbiter Sports Home Page.

Make sure your computer email is not configured to block email from ARBITER SPORTS and that it does not block emails with embedded graphics from this site. If we cannot reach you via email, **YOU WILL NOT GET GAME ASSIGNMENTS.**

With literally hundreds of ARs in the LISRA G9 Program, we simply **CANNOT** make phone calls or send US Mail to all of you so those communication options are not options. If you need assistance, email the LISRA G9 Group via g9@lisra.net! Remember, **EMAIL IS THE ONLY WAY WE CAN COMMUNICATE WITH YOU!**

"CONFIGURING" ARBITER SPORTS FOR YOUR PERSONAL SCHEDULE

- Once you have completed your ARBITER SPORTS Registration, **READ ALL** the ARBITER SPORTS Home Page "Announcements" as they contain IMPORTANT items you need to **COMPLETE** and things you **MUST BE AWARE OF.**
- The **2 MOST IMPORTANT** THINGS FOR YOU TO DO ARE:

1) ATTACH yourself, if you are a soccer player, to YOUR OWN GAMES

2) Enter and MANAGE your own AVAILABILITY

- **YOUR AVAILABILITY:**
 - There is an illustrative document POSTED on ARBITER SPORTS under the FORMS link that you **MUST** access and read. This document is named "**How to Manage Your Availability**".
 - ARBITER SPORTS allows **YOU** to control and dictate **YOUR OWN AVAILABILITY** and you **MUST DO THIS.** If you have any questions after reading the documentation, email the LISRA G9 Group at G9@lisra.net for assistance!
 - There should be almost **NO REASON** for you to ever 'DECLINE' a game since **YOU ARE IN CONTROL** of WHEN AND WHERE you can work!

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- Remember that 'DECLINES' and 'NO-SHOWS' are grounds for your possible dismissal from the G9 Program. Your game assignments are to be taken seriously! Players, coaches and, most of all, your fellow Officials are COUNTING ON YOU!
- **ATTACH YOURSELF** to your own games: use the ATTACH function in ARBITER SPORTS to associate yourself with your own games. Find your Age Group and then your Team. Then ATTACH yourself to your games to **PREVENT assignments to Officiate your own game!**

NOTE: Arbiter Sports **WILL HAVE YOUR OWN GAME SCHEDULE** once we announce it. You WILL be able to ATTACH to your own game schedule long before your coach has your team's playing schedule each season!

NOTE: ATTACHMENTS must be done **PER GAME** so you MAY need to do **this several times** as additional games are imported into the system at the start of the season.

After clicking the ATTACH Function link the following window is displayed. It includes 3 pull-down menu boxes that show DEFAULT VALUES of Boys Soccer, U19 and the Boys Soccer U19 current season's team list.

YOU NEED to use these pull-down menus to NAVIGATE to the proper selections for YOUR TEAM.

1. **Boys Soccer / Girls Soccer**
2. **Correct Age Group U14 thru U19**
3. **Once you have made those 2 selections, you will use the Team Details pull-down to find your team.**

Once you select your team, your team's scheduled games will be displayed. Click EACH GAME'S ATTACH checkbox to associate yourself with each game. This will BLOCK the system from showing you as AVAILABLE for these specific games as well as these specific time frames.

Click the SUBMIT button at the bottom of the screen to register your ATTACHMENTS.

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Add Attachments

Select the sport, level, and team to view their game schedule:

Sport: Boys Soccer ▼
 Level: U-14 ▼
 Team: Longwood Pumas ▼ [Team Details](#)

Game	Date & Time	Site	Home	Away	Attach
465	9/7/2008 Sun 10:00 AM	Longwood, MS	Longwood Pumas	Ronkonkoma Riot	<input type="checkbox"/>
373	9/14/2008 Sun 2:20 PM	Commack, 3	Commack Hurricanes	Longwood Pumas	<input type="checkbox"/>
773	9/21/2008 Sun 3:00 PM	Soccer Park, SP4	Longwood Pumas	Dix Hills Dynamos	<input type="checkbox"/>
825	9/28/2008 Sun 12:30 PM	Brentwood, 12	Brentwood Strikers	Longwood Pumas	<input type="checkbox"/>
1185	10/5/2008 Sun 10:30 AM	Longwood, MS	Longwood Pumas	West Islip Lightning	<input type="checkbox"/>
1486	10/19/2008 Sun 2:40 PM	North Babylon, 2	North Babylon Raiders	Longwood Pumas	<input type="checkbox"/>
1729	10/26/2008 Sun 11:30 AM	Middle Country, EA5	Middle Country Bull Dogs	Longwood Pumas	<input type="checkbox"/>

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GAME ASSIGNMENT PROCESS – Details

- Once you are Registered **AND** you have informed us of your travel distance (we can easily assign you to ANY games to which you are willing and able to travel):
 - LISRA G9 Assigners will ASSIGN you to appropriate² games. **NOTE that YOU DO NOT CHOOSE your games!** They are ASSIGNED to you by authorized G9 Assignors via ARBITER SPORTS.
 - ARBITER SPORTS will EMAIL YOU a NOTICE that you have Assigned Games to review and ACCEPT. You will have a set number of days in which to ACCEPT your game assignments (usually 3 days). If you do NOT ACCEPT within that time period, your assignments EXPIRE and **YOU LOSE THEM!** **DO NOT ALLOW your assignments to EXPIRE!!** Logging in DAILY to Arbiter Sports will prevent this from occurring.
 - **EMAIL IS NOT 100% RELIABLE** so **YOU MUST LOGIN DAILY** or at a MINIMUM, EVERY OTHER DAY, to ARBITER SPORTS to check for any NEW ASSIGNMENTS. ASSIGNMENTS expire and you MUST RESPOND to them as soon as possible.
 - NOTE that ALL AR Assigning is carried out via EMAIL and EMAIL ONLY!

DETERMINING FIELD LOCATIONS:

- The week OF YOUR GAME(S), we suggest TUESDAY before the following SUNDAY GAME(S):
 - login to Arbiter Sports (www.ArbiterSports.com)
 - Click on **SCHEDULE** to access your game schedule
 - Click on the **BLUE GAME NUMBER** for each of your assigned games
 - That will display the **REFEREES assigned to that game**, including YOU
 - Note the "CR" entry which is the **CENTER REFEREE**
 - you **MUST PHONE THAT CENTER REFEREE to obtain FIELD LOCATION**

He/She is the ONLY person you take FIELD LOCATION from!!

Center Referees ARE NOT ASSIGNED via Arbiter Sports at this time and they do NOT HAVE ACCESS to Arbiter Sports. They have NO access to see the game information that you see via Arbiter Sports.

We do NOT know the Center Referee assigned to your game(s) until the week prior to your game.

An ANNOUNCEMENT is posted on the Arbiter Sports HOME PAGE each week AFTER all of the CR (Center Referee) data has been updated.

² "Appropriate" games are U15 level games for beginning ARs, with some exceptions, and games within the travel range you have specified. As ARs gain EXPERIENCE, and based on their RATINGS from Center Referees with whom they work, they may be assigned to U16 and Older Age Group games.

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Look for that announcement every week and start contacting your CR's immediately.

When you PHONE the Center Referee do the following:

If you MUST leave a message, make it **DETAILED**:

- provide your name
- your phone number(s)
- state the SPECIFIC GAME you are an AR for, Date/Time/Home Team/Away Team

If you leave 2 messages without receiving a RETURN CALL:

EMAIL G9@lisra.net IMMEDIATELY with the SAME DETAILS and SUBJECT: NEED FIELD LOCATION, NO RETURN CALL and we will help you.

This is the **ONLY WAY** we can provide **FIELD LOCATION** so it is **IMPERATIVE YOU FOLLOW THIS PROCEDURE**. **THIS IS NOT OPTIONAL!!!**

When you SPEAK to the Center Referee, do the following:

1. Find out the specific **FIELD LOCATION**
2. Ask for the **TIME TO MEET** at the **FIELD**
3. **SWAP CELL PHONE NUMBERS** so the Center Referee can contact you last minute if necessary

Arbiter Sports Screen Pictures showing access of the Center Referee:

Game	Notes	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept	Decline
2		AR 2	3/16/2008 Sun 9:00 AM	Boys Soccer, U-16	Albertson	Albertson Atomics	Hicksville Alliance	\$0.00	Accepted on 2/23/2008		
3		AR 2	3/16/2008 Sun 10:40 AM	Boys Soccer, U-16	Albertson	Albertson Barcelona Academy	Westhampton Celtics	\$0.00	Accepted on 2/23/2008		
4		AR 2	3/16/2008 Sun 12:20 PM	Boys Soccer, U-15	Albertson	Albertson Valencia Academy	Newfield Vipers	\$0.00	Accepted on 2/23/2008		

Figure 1 of 2: DETERMINE FIELD LOCATION

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Above illustrates an AR's SCHEDULE PAGE in Arbiter Sports. Let's say you need the FIELD LOCATION for the first game listed, Game #2.

Place your MOUSE on the Game Number and CLICK. It is a LINK that will display the Assignment GAME DETAILS.

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Game Details (Game 2) [Exit](#)

Game	Notes	Date & Time	Sport & Level	Site	Home	Away
2		3/16/2008 Sun 9:00 AM	Boys Soccer, U-16	Albertson	Albertson Atomics	Hicksville Alliance

Official	Status	Position	Distance	Email	Phones
Matthew R Schoen	Accepted	AR 1	1	strikerschoen7@gmail.com	
Rachel Nelson	Accepted	AR 2	3	sokkerzlar04@aol.com	516-248-6227 (Home)
Sean O'Neil	Accepted	CR	9		(516) 285-5052 (Home)

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Figure 2 of 2: DETERMINE FIELD LOCATION

The above screen display illustrates Game #2 after CLICKING on the GAME NUMBER and the display of the GAME ASSIGNMENT DETAILS.

The CR entry is YOUR CENTER REFEREE. Use the PULL DOWN menu at the far right to access ALL PHONE NUMBERS for your CENTER REFEREE. First use his or her HOME NUMBER or CELLULAR NUMBER. Use the CENTER REFEREE'S WORK NUMBER ONLY in an Emergency when you MUST CONTACT him or her during working hours. CR Work numbers are generally NOT available.

NOT ALL CENTER REFEREE'S will have ALL 3 Phone Number Types. Use what is listed.

You can ALSO Click on the CENTER REFEREE'S NAME to display a pop-up window displaying the CENTER REFEREE'S information and PHONE NUMBERS.

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GAME DUTIES – Details

- As stated, the Center Referee is your Crew Chief and boss for that game. Follow his or her pre-game instructions TO THE LETTER!
- Use each and every Center Referee to learn from.
- If you have ANY problem WHATSOEVER on the touchline from any PLAYER, COACH or SPECTATOR, you MUST bring this to the attention of the Middle Referee immediately. Allow him or her to handle these situations. DO NOT ASSUME they are aware that you are uncomfortable. Make sure you advise them of anything that is bothering you. They are there to help you, teach you and PROTECT YOU!
- You MUST be dressed in your FULL and PROPER Uniform, NO MATTER WHAT! This means:
 - Your Official Referee Shirt and CURRENT BADGE. A CURRENT Badge is one with the current YEAR imprinted on it. If you do NOT have your CURRENT Badge, you will be sent home without Pay so DO NOT SHOW UP WITHOUT YOUR BADGE!. Do NOT WASH your Badge as it will fall apart! If you need a REPLACEMENT or SPARE Badge (always a good idea to have), contact the LISRA G9 Director. You can purchase a spare or replacement Badge BEFORE JUNE of each year for a nominal fee. After JUNE of the year, the current year's badge is NO LONGER AVAILABLE!
 - Your Official black Referee Shorts (Not PLAYER'S shorts, even if black!).
 - Your Official Referee socks.
 - Black sneakers or cletes, not WHITE, BLUE, RED or any other color!
 - If you wear ANYTHING for warmth, make sure it is BLACK and is worn UNDER your Referee shirt and/or shorts!
 - Bring a small PAD and Pen or Pencil to record game information that you need to complete your AR Payment Form and other game details as needed.
 - Wear a sports watch with a TIMER! These can be purchased at any sporting goods store inexpensively.

We HOPE this is not necessary; however, it is in writing for all to read and understand. Once again, as stated, the Center Referee is your 'boss' for each game. Just like any other job, you should NEVER openly disagree with him or her. If you have a question about anything that occurs in the game, by all means ask that question, but do so at the halftime or game's end, privately, with the Middle Referee and your AR partner. You are a TEAM and you must always reflect that fact.

Here are some other reminders for Game Time Requirements for AR's:

- Be ON TIME for every game as pre-arranged with your Center Referee.
- Always be PREPARED and in FULL UNIFORM!
- DO NOT SPEAK WITH PLAYERS, COACHES or SPECTATORS BEFORE OR DURING ANY GAME! You may know many of them and it is CRITICAL that all Officials are IMPARTIAL! Do not give ANYONE ANY REASON to think you are performing your duties with ANY chance of favoritism.
- Do NOT RETRIEVE the Ball for either Team....EVER! You are NOT part of the "playing" game. You have NO REASON to touch the ball, stop it from travelling

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off the field or otherwise “fetch” it for any player on either team. Simply DO NOT DO IT!

- Above all, show EVERYONE you KNOW what you are doing, you WANT to be there and perform your duties at 100% for every minute of every game! Try to learn at least 1 new thing in every game you officiate. It is NOT as easy as it looks and you WILL be challenged! TAKE PRIDE IN YOUR APPEARANCE, YOUR SKILLS AND YOUR ABILITY AS AN OFFICIAL, just as you should as a PLAYER!

POST-GAME DUTIES – Details

- Make SURE you have downloaded the latest AR PAYMENT FORM from www.lisra.net
- This form can be found in the “AR Features” Menu Block on the left hand side of this site’s Home Page. It **DOES NOT REQUIRE** a login to that site! **SAVE** a copy of this form ON YOUR COMPUTER.
- Ensure you know what information is **REQUIRED** for each game you Officiate.
- NEW ARs: there is an entry for YOUR LISRA REFEREE NUMBER on this form. Initially, you DO NOT HAVE A LISRA REFEREE NUMBER. You are NOT ASSIGNED one UNTIL YOU SUBMIT YOUR FIRST PAYMENT FORM! Simply write “NEW OFFICIAL” in that space UNTIL you are told your LISRA REFEREE NUMBER. It will be FINE and will NOT interfere with you being paid.
- Be SURE to INCLUDE YOUR SOCIAL SECURITY NUMBER ON YOUR **VERY FIRST PAYMENT FORM** for Tax Reasons. ONLY INCLUDE IT ON YOUR FIRST FORM. It is NOT REQUIRED thereafter AND you should be VERY CAREFUL IN PROTECTING YOUR SOCIAL SECURITY NUMBER! NEVER include your Social Security number in ANY email!
- Follow the explicit directions for completing, signing and **MAILING** your AR PAYMENT FORM. Everything is detailed ON THE FORM itself.
- Submit an AR PAYMENT FORM within 24 hours of **EVERY GAME YOU OFFICIATE!! DO NOT WAIT TO SUBMIT THESE!** Complete them and submit them **EVERY WEEK** immediately **AFTER** you complete your games for the day.
- **KEEP A COPY** of every AR PAYMENT FORM you submit.
- PAYMENT is made to each LISRA Official, including AR’s, **AFTER THE SEASON** is complete and within a few weeks of the end of each season.
- **LIJSL** pays each Official **DIRECTLY**, by check, for all games Officiated, based on ALL PAYMENT FORMS SUBMITTED. AR’s KEEP a copy of every PAYMENT FORM submitted so you can reconcile the LIJSL payment and ensure it is complete and correct.
- **LISRA does NOT PAY Officials.**
- Officials are NOT PAID after EACH GAME and there are NO CASH games at all!

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LIJSL strives to pay all Referees, including ARs, as soon as possible after the season ends. You can usually expect to receive your payment check within a few weeks of the season's end.

If you do not receive a payment OR your payment is not correct, EMAIL G9@lisra.net with **ALL THE DETAILS** of the problem. We will help you resolve the problem quickly. Be AWARE that you **MUST** contact us **IMMEDIATELY!** **DO NOT WAIT** months before you claim a payment problem. If you do, LIJSL **MAY NOT HONOR** your request.

DO NOT PHONE THE LISRA OFFICE FOR ANYTHING AT ALL!!! This goes for ARs AND PARENTS OF ARs!! There are simply TOO MANY OF YOU and the LISRA staff is already stretched so thin handling the Middle Referees that we CANNOT accommodate your phone calls. Your support is STRICTLY via G9@lisra.net. PLEASE honor this request ALWAYS!

Other Facts:

- Newly certified ARs begin officiating U15 age group games to gain experience. We prefer to see new ARs officiate U15 games for at least 1 to 2 seasons before they begin officiating U16 and U17/19 age group games.
- The "real" AR training comes on the field with the help of experienced Center Referees. LISRA expects all Center Referees to:
 - PROTECT the ARs from any and all harassment that might occur.
 - Continue training and helping ARs improve their officiating skills.
 - Provide AR evaluation reports to LISRA to help identify ARs that can move ahead more quickly, ARs who need additional help and ARs who do not seem to have a real interest in officiating. LISRA is NOT simply looking for "warm bodies" to put on the field and we will "weed out" those who simply are not interested as they do not help the game or the program.
 - The LISRA G9 Group, G9@lisra.net, also expects ARs to provide feedback as regards their experience with the Center Referee. Center Referees who do not protect them, train or teach them, or pay any attention to them, are of great interest to us so we may further educate those Center Referees.
- AR Officiating Fees:
 - As of the Spring 2009 Season, the AR Fees are:
 - i. U15 and U16: \$31.00 per game
 - ii. U17 and U19: \$36.00 per game

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You should become familiar not only with Arbiter Sports (www.ArbiterSports.com), but also **www.LISRA.net** which is the official website of the Long Island Soccer Referees Association. LISRA.net has very valuable information available for every referee and you DO NOT have to register to get to this information.

Some of the information that you will find useful is found on the Home Page, in the left hand side menu blocks as you scroll down:

LISRA Events Calendar - This has all the Monthly Meetings of LISRA and many more Important Dates that you may need as well as directions to these events.

G9 Center – Here you will find valuable information:

- AR Assignment Form
- AR Payment Form
- Email LISRA G9

Referee Recruitment & Training – This area contains information on various aspects of the Laws of the Game that you can download and keep:

- Spring 2009 Availability Form (CRs only)
- Grade 8 Entry Level Course
- Entry Level Quiz
- Fouls & Misconduct Chart
- Misconduct
- Offside
- Signals

Other Valuable Websites - These are OFFICIAL sites and the information here is sanctioned by the governing soccer bodies. They are the ONLY sources for accurate and complete information about the Laws of the Game and Match Rules for the games that you will be working:

LIJSoccer.com	The official site for the Long Island Junior Soccer League
ENYSoccer.com	The official site of Eastern New York Soccer
USSoccer.com	The official site of the United States Soccer Federation
FIFA.com	The official site of the Federation of International Football Association

LISRA Contact Information:

LISRA G9 Contact (includes the Director and ALL G9 Assignors):
G9@lisra.net