

ASSISTANT REFEREE GUIDE



CONGRATULATIONS on completing the United States Soccer Federation Grade 9 Entry Level Referee Course. The Long Island Referee Association (LISRA) would like to welcome you to the G9 Assistant Referee Program (LISRA G9 Program)!

LISRA is an organization of LI Soccer Referees that helps organize training, recertification, and assist you in receiving your game assignments.

This is an **EXTREMELY IMPORTANT** document that you must **READ** and **SAVE**. It provides essential information for almost every aspect of the G9 program. It is divided into 3 sections that you may use as needed:

Section 1 provides the information required for you to begin receiving game assignments as well as your duties and responsibilities as an Assistant Referee;

Section 2 provides step by step directions for working with Arbiter;

Section 3 provides information regarding your responsibilities and duties as a Center Referee, in addition to the procedure for upgrading to a Grade 8 referee.

You will be treated as an adult in this G9 Program, which means you will be expected to read, understand, and follow all directions, instructions, and guidance provided. You are expected to regard officiating as a real job and act accordingly. A consistent failure to do so may result in your dismissal from this program.

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SECTION 1 – ASSISTANT REFEREE

1.1 HOW TO OBTAIN GAME ASSIGNMENTS (Officiating Opportunities)

Assistant Referee game assignments are issued via an online, internet based assignment system called **ARBITERSPORTS** (www.ArbitersSports.com). Your communication will be through the **G9 assignors** and **not** directly with Arbiters Sports.

YOU MUST HAVE ACCESS TO THE INTERNET: You need to be able to access the internet through a family member, relative, friend, neighbor or your local library.

PROVIDE INFORMATION: Once you pass the grade 9 course and receive your badge please e-mail the following information to the LISRA G9 Director (G9@LISoccerRefs.org) in order to become registered to use ARBITERSPORTS:

- 1) **Your Full Name, Your Address (including Zip code), Your Phone Number (home and cell), Your Date of Birth (DOB).**
- 2) **Your TRAVEL DISTANCE:** this is the distance in miles you are able to travel for game assignments. (The typical distance is 10 miles. The lower your miles, the fewer opportunities may exist for you to officiate).
- 3) **A UNIQUE EMAIL ADDRESS.** This email address will be your official login ID to the ARBITERSPORTS site so you may not use an address used by any other person in Arbiters. **You will need to monitor your email at least every other day**, if not more often, and respond to assigned games.
NOTE: We **CANNOT ACCEPT YAHOO, HOTMAIL, MSN or ME** email accounts for registration. They have proven to be completely unreliable for dependable use with our assigning system. If you need an email account, please obtain a **FREE GMAIL** account (Google Mail) by visiting www.gmail.com.
- 4) **Your HOME CLUB or Town you want to consider your home base.**
- 5) **The LOCATION and DATE you took the Grade 9 Course**
Your valid USSF Certification as a Grade 9 Referee must be verified by the LISRA G9 Director **BEFORE** you will be authorized to use ARBITERSPORTS and receive game assignments. If you are not certified for the current calendar year you may not officiate under any circumstances!
- 6) **Working Papers: New York State law** requires all officials under the age of 18 to have working papers. Please obtain them and put them in a safe place in case you are asked to provide them.
- 7) **Risk Management:** If you are 18 or over you must complete Risk Management. The website is <http://enyysaref.siplay.com/site/>.

Once you submit the requested information listed above and your Current Certification status has been verified, you will be entered into the ARBITER SPORTS system by the G9 Director. This may take 1-2 days. [January graduates will be entered in February after information for existing referees has been updated].

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1.2 THE ARBITER SPORTS “WELCOME EMAIL”

Once you are entered into the ARBITER SYSTEM, you will then receive a **WELCOME EMAIL** from ARBITERSPORTS which will provide you with your initial password and a link to the AbiterSports site. You will then be able to log in and complete your registration. The welcome e-mail appears as follows:

Welcome to ArbiterSports!

LISRA Master Admin is using ArbiterSports to manage their referee assignments and they have added you as a sports official who can receive officiating assignments from their account.

You must have your own ArbiterSports officiating account to receive these assignments.

Follow these simple steps to get started:

1. Go to ArbiterSports.com and enter your sign in information (top right of page).
User ID: name@gmail.com (Your e-mail address)
Password: password
(Note: the first time you sign in you must accept the Terms & Conditions and **choose your own password.**)
2. Check your Profile page to make sure your personal information is accurate. Phone numbers can be updated by clicking the Phone link. You can also upload a photo of yourself using the link on the left menu – assigning groups and schools find it helpful to see your face with your name.
3. Block the dates that you aren't available to officiate by going to the Blocks tab and selecting the dates you can't work.
4. Set the distance you are willing to drive for an assignment by clicking on Travel Limits under the Blocks tab. You can set a different travel limit for each day of the week.

That's it! You will be notified by email when you are assigned any games. Come back to ArbiterSports to review your assignments, and to accept or decline them. Always remember to click the Submit button after you accept or decline any assignments.

If you have any issues accessing your account, please contact ArbiterSports at support@arbiterSports.com for assistance.

Sincerely, ArbiterSports Team

PLEASE NOTE: DO NOT CONTACT the ArbiterSports team as stated in the email above. If you need assistance please contact G9@LISoccerRefs.org. You must include your full name and Club/Town.

Please remember your password as no one but you will know it.

Make sure your computer e-mail is not configured to block email from ArbiterSports and that it does not block emails with embedded graphics from that site. Verify that email is not going to your spam folder. **If we cannot reach you via e-mail you will not receive game assignments.**

Email is the way we communicate with you. We have over 800 ARs and cannot make phone calls or send US Mail. We also need you to include your complete name and Home Club/Town with every email so we can identify you.

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NOTE: When you log in to Arbiter please choose the “Official” option under the LISRA organization.

1.3 SETTING YOUR AVAILABILITY IN ARBITER SPORTS

Once you have completed your ARBITERSPORTS Registration, please READ ALL the **ARBITER SPORTS Home Page “Announcements”** as they contain important information regarding items you need to COMPLETE and information you MUST BE AWARE OF.

YOU WILL RECEIVE GAME ASSIGNMENTS BASED ON THE AVAILABILITY THAT YOU PROVIDE TO US IN ARBITER.

Therefore, the MOST IMPORTANT thing for you to do is enter your availability in Arbiter Sports and keep it current by doing the following 2 things:

- 1) **ATTACH** yourself to your own games if you play/coach soccer to PREVENT receiving assignments to officiate your own game. This may be done by “**attaching**” to your team, or “**blocking**” the times your team plays. The benefits for both methods are listed in Section 1.13 of this Guide
- 2) **BLOCK** out any days or times that you are not available to officiate

❖ ATTACH YOURSELF TO YOUR OWN TEAM GAMES:

Log in to Arbiter, click on “**Schedule**”, click the “**Attach**” function tab. Please follow the illustrative directions found in Section 2, “Attaching to Your Team”.

You will need to use the pull-down menus to NAVIGATE to select YOUR TEAM.

Sport: Boys Soccer / Girls Soccer

Level: Correct Age Group U13 thru U19 plus your current division

Team: Once you have made the above 2 selections, use the pull down menu to find your team.

Once you select your team, your team’s scheduled games will be displayed. Click the **ATTACH** checkbox for **EACH GAME**. Click the **SUBMIT** button at the bottom of the screen to register your ATTACHMENTS.

This will block Arbiter from showing you as available for these specific games as well as these time frames.

NOTE: You will need to repeat this process as games are added or rescheduled throughout the season.

❖ BLOCK THE TIMES YOUR TEAM PLAYS:

Log in to Arbiter, click on “**BLOCK**”. Please follow the illustrative document found in Section 2 of this Guide, “How to Manage Your Availability” and block the date and time of each game you are scheduled to play for the season so that you will not show as available for those dates and time frames. **You will need to repeat this process as games are added or rescheduled throughout the season.**

NOTE: Whether you “attach” to your team or “block” your game time, Arbiter Sports will have your game schedule before your coach has your team’s playing schedule each season! We will post this under “**Announcements**” when it is time for you to set your personal schedule each season. Do not share this information; use it to set your availability only.

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❖ BLOCK OUT TIMES/DAYS YOU ARE NOT AVAILABLE:

Please follow the illustrative document found in SECTION 2 of this AR Guide for **“How to Manage Your Availability”** in order to set your blocks for days or times you are not available to referee.

Set your availability **FOR BOTH Saturday and Sunday** as “Rainouts” and “Game Reschedules” may result in games being scheduled for Saturday. Additionally the U13 or U14 age groups may play on Saturday during the Spring season. You will be informed if this is the case at the start of the season.

ARBITERSPORTS allows **YOU** to control and dictate **YOUR OWN AVAILABILITY** and you **MUST DO THIS** to be assigned properly. If you have any questions regarding availability or our assigning procedures, email the LISRA G9 Assignors at G9@LISoccerRefs.org for assistance! Always include your full name and Home Club/Town.

Once you set your availability there should be almost **NO REASON** for you to ever **‘DECLINE’** a game since **YOU ARE the one IN CONTROL** of WHEN AND WHERE you can work!

“DECLINES”, “EXPIRED ASSIGNMENTS”, AND “NO-SHOWS” are grounds for 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!**

If you request to officiate as a Center Referee you must be extra certain that your availability is accurate. Instructions for information required in order to receive center referee assignments are provided in this Guide.

❖ SETTING AVAILABILITY FOR GRADE 9’s AWAY AT SCHOOL:

If you are away at school but wish to continue to officiate when you are home, you must do the following so we don’t delete you from Arbiter:

- 1) Block **“All Day”** from Sept 1 thru Nov 30 or March 1 through the date you return home.
- 2) Under [Custom Fields][Restrictions O] add the note: **“Away at School”**
- 3) Click **“Ready”**

You will now show up as “Active” and “Ready” and will receive Important Emails about the season and **Recertification** but you will not be assigned to games because you “Blocked” the time and you added the note “Away at School”.

If this is not done, officials who have not logged in, have not set themselves to “Ready”, and have not added the “Note”, will be looked at as **“NO LONGER INTERESTED”** and will be deleted from Arbiter to make room for active officials.

If you have extra time, would like to make extra money, and would like to officiate where you are going to school, you may want to try contacting the local referee association. Let them know you are a Grade 9 and ask if they have any games for you. If you need help locating the closest association, please let us know where you are going to school and we will see if we can help.

If you do not intend to officiate, and do not intend to recertify, please let the G9 Director know so you can be removed from Arbiter and will no longer be contacted.

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1.4 SET YOURSELF TO READY TO RECEIVE ASSIGNMENTS

Once you have set your availability by attaching to your team or blocking out the time of your games, **and** blocked out any known days or times you cannot officiate, you must mark yourself as **"Ready To Be Assigned"**. This is done by clicking the check box located at the top right of your **Main** tab. If you don't have this box checked, you will not show up as available for any games.

1.5 GAME ASSIGNMENT PROCESS

Please Note: You Do NOT CHOOSE THE GAMES YOU WILL REFEREE.

Once you are **Registered** and have checked yourself as **Ready**, you will be assigned to ANY game within the travel distance you provided to us that meets the availability you set in Arbiter.

- 1) You will receive your game assignments from authorized LISRA G9 assignors via ArbiterSports.
- 2) Log in to ArbiterSports on a **DAILY BASIS**, or at a minimum, **EVERY OTHER DAY**, to check for **NEW ASSIGNMENTS** as follows:

Go to your **"SCHEDULE"**, make sure that the **"DISPLAY"** is set to **"LIST VIEW"**, and that the **"FILTER"** is set to **"SHOW ALL"**.

NOTE: ARBITER SPORTS will EMAIL YOU a NOTICE that you have Assigned Games to review and ACCEPT. However, we know that **EMAIL IS NOT 100% RELIABLE**, so do not rely on the e-mail notice for your game assignments. Check ArbiterSports.

- 3) ASSIGNMENTS expire and you **MUST RESPOND** to them as soon as possible. You will have a set number of days in which to **ACCEPT/DECLINE** your game assignment(s), usually 3 days. If you do NOT accept/decline within that time period, your assignments **EXPIRE** and **YOU LOSE THEM!** **Do Not Allow your assignments to EXPIRE as you may be fined!!**
- 4) DECLINES: There should be no declines if you set your availability correctly. If you decline an assignment you must provide a reason. Events such as Drivers Ed, weddings, birthday parties, SATs etc. are planned events that you should block and as such are not considered legitimate reasons for declining assignments. Those of you who continually decline games will be placed at the bottom of the assigning lists.
- 5) If you should receive an assignment for a game you are uncomfortable to ref (age, friends team) or a team your parent or sibling coaches or plays, please inform your assignor so we could re-assign you to another game.

1.6 CONTACTING YOUR CENTER REFEREE / FIELD LOCATION

- 1) **You must contact the Center Referee (CR)** assigned to your game **BY TUESDAY** before your SATURDAY/SUNDAY GAME(S) via **E-MAIL/PHONE**. Obtain the CRs name and contact information as follows:
 - Log in to ArbiterSports (www.ArbiterSports.com)
 - Click on **SCHEDULE** to access your game schedule
 - Click on the **BLUE GAME NUMBER** for each of your assigned games. You will now see the name of the referees assigned to that game including

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yourself. The CR's (Center Referee) referee number will also be visible.

- You can also click on the CR name to display a pop-up window with the information and phone numbers.

Note: We will not know the CR assigned to your game(s) until the week prior to your game, so you must keep checking Arbiter.

2) **Information required:** You must do the following:

- Find out the exact **FIELD LOCATION**. **Do not assume that you know where the field is located.**
- **Verify the time of the game** and ask for the **time to meet at the field**
- **Swap cell phone numbers** so the CR can contact you last minute if necessary
- **If you do not reach the CR via email, please call and** leave a detailed message containing Your name, and the specific game you are to AR (Date/Time/Home Team/Away Team)

NOTE: If you leave **2 messages** (one should be a phone call) without receiving a return call, **EMAIL G9@LISoccerRefs.org by THURSDAY** with your name and specific game details, and **SUBJECT: NO RETURN CALL** and we will help you. Always sign your emails with your full name and Club/Town.

NOTE: If you do not follow this procedure we cannot help you get paid if you arrive at the field and there is no game.

NOTE: CRs are occasionally reassigned and the CR you contacted earlier in the week may no longer be officiating your game. That is not reason to not know where to go. If by Thursday, you have not heard back from your CR, or there a CR is not listed, then click on the home team, **contact the home coach** and let the coach know you are one of the officials for the game. Confirm game time with him/her and directions to the field. Then send an email to the G9 group that the CR did not respond but you have contacted the home coach and will get directions and time from him. On game day, show up and work with the CR that comes to the field.

COMMUNICATION is two way. When you send an email, or call someone, it is complete only when they get back to you and acknowledge it.

1.7 CHANGES ON GAME DAY or the day before

Up until the Friday *5 PM* before the weekend's game, all communication is with the G9 group **via email** and must be confirmed as per item #2 above. Once Friday evening begins all **communication may need to be verbal in addition to e-mail.**

1) **If you Cannot officiate your game:**

Should an emergency arise (injury, illness, family emergency) and you cannot officiate your game, and you have contacted the CR during the week:

- ❖ **FIRST, Always call your CR!**
- ❖ **SECOND, Contact the G9 group via e-mail (when you are near a computer)**

If you have not contacted the CR during the week, then send an email directly to the G9 group.

Only when someone has returned your email or call is the communication complete. We need this acknowledgement as we are committed to have every

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three man game covered. If you can't make it to a game, we need to know so we can try to get someone there. Only with your help can we accomplish this. So remember every email or call needs to be acknowledged to be complete. Always include your name and Club/Town in every email and call.

- 2) **Emergency Number:** If you need to speak to someone immediately use the following number:

917-464-3859 Put this number in your phone now

This number will be forwarded, as NEEDED, to the office, voice mail or an assignor (Nick Apostolides who handles the Center Referees and Long Island).

During the weekend, it will go to the Assignor's office during Saturday's and Sunday's office hours and then be forwarded to an assignor or someone who can help during the afternoon. If an assignor is not available, it will go to the voice mail and will be retrieved as necessary.

Do not worry if you do not speak directly to someone. Leave a clear message with your name and call back number and a brief message. Then **SEND AN EMAIL, THE NEXT CHANCE YOU GET, TO THE G9 GROUP explaining what happened.** Most of the time the office will tell you to contact the G9 group via email anyway. But at least they know of the emergency. And once you have contacted the CR and sent an email to the G9 group you have done your job.

- 3) **Contrary game assignment:** If a CR gives you directions to officiate another game contrary to what is in Arbiter, send an email to G9 and call the emergency number.
- 4) **CR does not show:** If a CR does not show up and the coach is asking you to be the center referee, **please call the emergency number for authorization.** Under no circumstances may you do the game if it is U15 or older, and you may not officiate using a 2-man system (both ARs as center referees).

Before you call you must determine if the assigned referee has called the home coach or contacted a member of the referee crew; if the CR notified anyone that he would be late you **MUST WAIT FOR 30 MINUTES** to do the game. If the coach has not heard from the assigned referee and you cannot reach him, you may referee the game with authorization after **waiting 15 minutes** from the scheduled starting time, or end of a previous game. Please see Section 1.10 of this Guide for additional post game duties. If you do not feel comfortable as a CR or do not wish to CR, just say "NO, you are not authorized".

1.8 GAMES TO OFFICIATE AS A GRADE 9

As Grade 9 Official you are **ALLOWED TO OFFICIATE** the following GAMES:

- You can officiate LONG Island Junior Soccer League (LIJSL) and LIJSL Cup Games at **ALL AR** positions
- You can officiate LIJSL and LIJSL Cup **CR** positions U9-U14 and **only when assigned or authorized by a USSF assignor**
- You can officiate Just Say Soccer (JSS) and New York Club Soccer League as both **CRs and ARs**
- You can officiate your Intramural club provided they are part of LIJSL and all the players are rostered. You must insure they are rostered and insured. Otherwise do not officiate in your full uniform. Do not wear your badge.
- You may officiate sanctioned tournament games when assigned or authorized by a USSF assignor

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As a Grade 9 Official you are **NOT ALLOWED** to officiate the following games:

- **You may not be Center Referee any LIJSL games U15 and older**
- You may not officiate a State Cup games of any age unless granted permission by a USSF assignor
- You may not officiate any age NERP game unless permission is granted by a USSF Certified Assignor such as Nick Apostolides or Nanci Apostolides.

Failure to follow these procedures will be grounds for inactivation and/or fines.

1.9 GAME DUTIES

- ❖ 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 Center 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! You can purchase a 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 cleats, 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!
 - Although not written, proper uniform includes neat hair and appearance. Do not show up in an "appearance that does not promote the professionalism of the officiating team". That means no rolling up shorts or makeup as if going on a date.
 - Bring a small PAD and Pen or Pencil to record game information that you need to complete your LIJSL AR Gamer Report and other game details as needed.
 - Wear a sports watch with a TIMER! These can be purchased at any sporting goods store inexpensively. Watches and Stop watches are acceptable.
Cell phones, IPods and PDA are not acceptable methods of keeping time.
 - Referee flags; a whistle in case you are the CR.
- ❖ We HOPE this is not necessary to state but we are putting it in writing for all to read and understand. Once again, **the Center Referee is your 'boss' for each game**. Just like any other job, you should **NEVER** openly disagree with him/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. You are a TEAM and you must always reflect that fact. Please read the entire referee **Code of Ethics** listed in section

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Other reminders for Game Time Requirements for AR's:

- Be ON TIME for every game as pre-arranged with your Center Referee.
- **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 favoritism.
- Do NOT RETRIEVE the Ball for either Team....EVER! You are NOT "playing" the game. You have NO REASON to touch the ball, stop it from travelling off the field or otherwise "fetch" it for any player on either team. Simply DO NOT DO IT!

1.10 POST-GAME DUTIES

- 1) Notify the g9 group of any unusual circumstances that occurred during the game. Otherwise, there are no specific duties post game.
- 2) Please log in to Arbiter and read any evaluations your CR may have entered for you.
- 3) CR Duties

If you were the CR for a game you will have additional responsibilities. These include completing a game report, entering sportsmanship ratings for the teams, and entering ratings for the ARs if they were present. Please contact the G9 group for instructions on how to complete these duties.

1.11 PAYMENT

- **Payment for Long Island Junior Soccer League** games will be cash on the field
- AR Officiating Fees:
Current fees paid to the AR will be posted on Arbiter. **Do not go by fees listed in Arbiter for each game.**

1.12 FINES

Fines were implemented in 2012 by the Board of Directors of LISRA to curtail the excessive Expirations, Declines and Turn-Backs. It is not meant to make an AR go broke but to enforce the seriousness of letting assignments expire, declining games under two weeks away, and turning back games after accepting assignments).

- ❖ **EXPIRATIONS will** incur a \$10.00 fine per "Day's Expiration". You should be checking Arbiter every other day starting 4 weeks before the season starts and throughout the season as previously noted on Page 7 of this guide.
- ❖ **DECLINES** less than 2 weeks the Friday before the weekend are unacceptable and **may** be fined \$10.00 per day, if the game remains uncovered. You should be reviewing your schedule and updating your availability in Arbiter so it is as accurate as possible. If this is done, you should not have to decline a game.
- ❖ **TURNBACKS.** Once you have accepted a game, you **will** be fined for turning back that game for reasons other than true emergencies. If you can find someone to cover your game, and that person is approved by an Assignor, then you will not be fined for turning back a game. This shows us that you are taking responsibility for the assigned obligation.

All fines can be challenged thru arbitration, but you must follow instructions included in the fine letter that you will receive. This means that the fine MUST be paid and included with

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your challenge. If your challenge is upheld, your money will be returned. Any challenges that do not include the fine are automatically denied. Anyone who doesn't pay the fine will have their access to Arbiter removed and made Inactive. Don't let this happen to you.

1.13 AR TRAINING

1) CR Help

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@LISoccerRefs.org, also expects ARs to provide feedback as regards their experience with the Center Referee when necessary. 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. Remember to always sign your email with your complete name and Club/Town
- If you ever feel intimidated, or wish to have additional training, you may contact the G9 group to request support at the field. We will do our best to send an experienced referee to provide hands on training.

2) Rating System

The assignors use a ranking system in order to help match the ability of the AR with the games they receive to officiate.

- Newly certified ARs begin officiating the youngest age groups. As you are observed on the field and as we receive feedback from your CRs you may be given a higher ranking and thus receive higher level games.
- Typically new ARs will be assigned to U13 and U14, possibly U15 age groups to gain experience. After 1-2 seasons you will start receiving U15 and U16 games to officiate. Currently, U17/19 age group games are covered by Grade 8 referees or our highest rated ARs.

You may log in to Arbiter and view the rating given to you by your CR. Your CR should give you at least a quick summary of your work as an AR after the game so no comment should come as a surprise. Be aware that CRs vary in the way they rate the AR and many do not provide comments. No one rating will determine your rank.

1.14 ASSIGNING FACTS

- ❖ There are multiple assignors that handle the AR assignments for the various sections of Long Island. As stated previously, when you contact the G9 group you must include your full name and home club so that your area assignor or the assignor who gave you the game will be able to reply. If you do not do this, your e-mail may go unanswered.

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- ❖ Some coaches do not want their players to officiate before their own game. LIJ only gives about 10-15 minutes between games which does not provide enough time to participate in practice. If this applies to you, make sure you block out the appropriate amount of time before your own game. However, this may reduce the number of games available for you to officiate.
- ❖ You can choose a maximum number of games to officiate per day. If you are not able to enter this in your profile, contact your area assignor.
- ❖ You can also block out a particular team or town if you find that there is a conflict of interest. We generally ask you to notify us if you receive a game that a sibling/family member plays in or coaches.

1) ATTACHING VS BLOCKING YOUR TEAM

If you play for a team you need to either **attach** yourself to your team or **block** your team in order to avoid being assigned to that game. If you **attach** yourself to your team, Arbiter will set your "distance to travel" from the site of the game. For example, if you live in Oceanside and travel to Ronkonkoma to play, and your travel distance is 15 miles, you will not show up as available in the Oceanside area but will be available in the Ronkonkoma area. Since most assignors will assign you to a game before/after your own, make sure you block out the travel time before and after that game. You may want to notify your area assignor to state that you will be available at some point in the day. Some assignors will search to see where you are playing and may assign games to you in your area as you travel back to your home town. If you attach to your team, those games will show up in your "Schedule".

If you are having trouble receiving enough games in your own assigning area, this is a good way to possibly get more games assigned to you. Remember if you accept an away game, and your game gets cancelled, you would still be obligated to officiate the game.

If you **block** your team, Arbiter will place you at your home town. Since your assignor will not know where you are playing your game you must remember to block out the travel time before and after your game so that your assignor will not give you a game in your area that you cannot make due to travel time.

NOTE: The key to either method is to stay in communication with your area assignor.

2) Self-Assign Feature

There are almost always games set to self-assign whereby any referee can assign himself to the game. The assignors will set the games they cannot cover to "self-assign" as well as any games that are turned back or become available at the last minute. If you wish to receive more games, or if your schedule is so tight that your area assignor cannot find games for you, try to self-assign. If you do not see any games available, your rating might not be high enough, you might have a block or declined a game at the same time, or you have some other conflict.

Log in to **Arbiter**, go to **Schedule** and click on **Self-assign**. You may want to increase your travel distance to 50 miles to get a better look at what might be available. Make sure you set your travel distance back to your original limit.

- ❖ Please see the Arbiter home page for information regarding other leagues, including JSS. JSS is assigned to those referees registered in Arbiter but uses a different assigning system, and is not assigned through the G9 assignors.

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1.15 AR Communication

We understand that there will at times be extenuating circumstances, but you are expected to handle your own acceptances, set your availability, and communicate with the G9 group. We want to hear from you and not your parent.

However, you must check with your family for scheduled vacations, birthdays, weddings, communions, bar mitzvahs, SATs, Drivers Ed, etc. as these are NOT acceptable reasons for declines and turnbacks as they are planned events.

Try your best to make sure you have a ride to the field when you accept your assignments. Too many ARs are turning back an assignment the night before a game when they realize they will not have transportation to the field.

- ❖ **DO NOT PHONE THE ASSIGNOR'S OFFICE FOR ANYTHING AT ALL!!!** This goes for ARs AND PARENTS OF ARs!! There are simply TOO MANY OF YOU and the Assignor staff is already stretched so thin handling the Middle Referees that we CANNOT accommodate your phone calls. Your support is STRICTLY via G9@LISoccerRefs.org. PLEASE honor this request! And when sending any email please sign it with your name and Club/Town.
- ❖ You should become familiar not only with Arbiter Sports (www.ArbiterSports.com), but also www.LISoccerRef.org which is the official website of the Long Island Soccer Referees Association. **LISoccerRef.org** has a lot of very valuable information and is available for every referee. You DO NOT need to log in to get to this information.

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

- Announcement/Classes
- Registrations
- Benefits of Members
- Week in Review
- Links
- Forms
- About Us
- Contact us

- ❖ You may also follow the G9 group on **TWITTER @ G9Ref.**

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
ENY-soccer-referees.com	The official site of Eastern New Your Referees
USSoccer.com	The official site of the United States Soccer Federation
FIFA.com	The official site of the Federation of International Football Association
theifab.com	The International Football Association Board

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1.16 OFFICIATING AS A CR

If you are interested in taking a bridge class to become a Grade 8 referee please read Section 3 of this Guide.

As a Grade 9 referee you are eligible to officiate as a Center Referee ages U8 through U14. If you wish to receive such assignments please send an email to G9@LISoccerRefs.org and let us know.

PLEASE BE AWARE OF THE FOLLOWING:

- 1) Your assignments will come from Nick Apostolides, or the referee office, not the G9 assignors.
- 2) Your CR assignments will be sent to you as "ACCEPTED". These assignments are based on the availability you provide in Arbiter and they are not open to accept or decline as is the case with your AR assignments. If you turn these assignments back, you will receive a fine. Please make sure you set your availability properly for both Saturday and Sunday. Most younger games are played on Saturday.
- 3) You will be responsible for contacting the home coach and confirming game time and location. You will also have additional duties such as completing a referee report instead of the LIJSL AR REPORT, and Sportsmanship.
- 4) We encourage you to attend our monthly referee meetings so you will be aware of the latest regulations and attend our clinics. For this, you must be a member of LISRA. For those attending school under the age of 21, the associate member fee is \$40 per calendar year.

1.17 RECEIVING GAMES OTHER THAN LONG ISLAND JUNIOR

Notifications for listings of available cash game assignments for other leagues are sent via email. In order to receive these emails you must do the following:

- 1) Set your availability properly in Arbiter.
- 2) Log in to Arbiter and go to your Profile. Click on Custom Fields. Under the option "No Cash Emails" set the option to NO. If you do not wish to receive these emails, set the option to YES. Click SAVE for both options.
- 3) Respond quickly to the emails as these games go quickly.

Any complaints regarding cash games other than Long Island Junior for ARs are to be sent to rbaroniunas@optonline.net. The G9 assignors do not know about these games.

NOTE: If you receive games from other leagues please block out those times in Arbiter so that the assignors will not send additional games to you as they open up closer to the play date.

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1.18 RECERTIFICATION / MANDATORY MEETINGS

Recertification

Every referee must re-certify each year. Your badge is good for the entire year.

We will hold recertification for Grade 9 referees at least twice every fall, usually November or December. If a referee is unable to attend those dates notify the g9 group and you may attend the Grade 8 recertification in October.

The fees and number of recertification dates are set by Eastern New York; LISRA only provides the venue for recertifying. Please pay attention to the many e-mails that will be sent prior to the registration dates as they will list the entire procedure, dates, times and everything you need to register.

Recertification includes completing registration forms with your 16-digit referee number, a passing grade for the test (proof is required if taken on line), and proof of up-to-date Risk Management if you are 18 or older.

Recertification after the last scheduled session will incur late fees (again, set by ENY).

The process for recertification by mail for those away at school will be listed on the Arbiter home page.

Mandatory Meetings

A mandatory meeting will be held once a year for grade 9 referees for administration purposes as well as to update referees regarding any changes to the Laws of The game. All grade 9 referees are expected to attend.

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1.19 Referee Assault Procedure

In the unlikely event you are the subject of an assault please follow these instructions:

1. Never strike back.
2. Maintain a standard of behavior befitting a professional.
3. Where possible, get the name and number of player or coach.
4. Obtain name and phone number of any witnesses.
5. If physically assaulted or threatened, call the police.
6. Seek medical attention immediately if you are injured.
7. Immediately or upon reaching home, contact:

Enrico Roman, SRA... (845) 721-6324
Raymond Wolfe, SYRA... (516) 672-9479
Cathy Caldwell, LISRA President ... (631) 466-8611

1.20 UNITED STATES SOCCER FEDERATION Referee Code of Ethics

1. That I shall always maintain the ultimate respect for the game of soccer.
2. That I shall conduct myself honorably at all times on and off the field and maintain the dignity of my position.
3. That I shall always honor my obligations to the Association and the Federation.
4. That I will endeavor to attend local meetings and clinics so as best to know the laws of the game and their proper interpretation.
5. That I will always strive to achieve maximum teamwork with my fellow referees and assistant referees.
6. That I shall be loyal to my fellow referees and assistant referees and never knowingly promote criticism of them.
7. That I shall be in good physical condition so as to be in the right place at the right time.
8. That I will control the players effectively by being courteous and considerate without sacrificing firmness.
9. That I shall do my utmost to assist my fellow officials to better themselves and their work.
10. That I shall not make statements about any game except to clarify an interpretation of the laws of the game.
11. That I consider it a privilege to be a part of the USSF and I will strive to make my actions reflect credit upon the organization and its affiliates.

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SECTION 2 - WORKING WITH ARBITER

2.1 ATTACHING TO YOUR TEAM

- ❖ Log in to Arbiter, choose Official under the LISRA organization. Click on “Schedule”, and then the “Attach” function tab and a window will be displayed that includes 3 pull-down menu boxes. The DEFAULT VALUES will be displayed:

Sport: Boys Soccer

Level: BU19

Team: One team displayed from the List for current Boys U19

- ❖ You must attach yourself to your own team by performing the following:

Sport: Set to the appropriate Boys or Girls

Level: Use the pull down menu to find your age bracket and division

Team: Once you enter your sport and level, use the pull down menu to find your team

- ❖ Once you select your team, your team’s schedule will be displayed as depicted below
- ❖ Click each game’s “**Attach**” checkbox to associate yourself with that game and block Arbiter from showing you as available for these games/time frames.

Once this is done you MUST press **SUBMIT**

Add Attachments

Submit Exit

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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Submit Exit

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2.2 "MANAGING YOUR AVAILABILITY"

The most important aspect for receiving game assignments is for you to:

MANAGE your own 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@LISoccerRefs.org for assistance! Always sign your email with your complete name and Club/Town.
- ❖ 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!
- ❖ 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!**

If you did not Attach yourself to your team you may block out the time that your game takes place.

You must also block out any other times that you are not available. This includes Saturdays as well as Sundays since "Rainouts" and "Game Reschedules" may result in games on Saturdays.

NOTE: If you ever decide to Bridge to Grade 8, you will be assigned to CR games on Saturday. So making sure your Saturday availability is set properly is important.

SEE INSTUCTIONS BELOW FOR A STEP BY STEP on "BLOCKING"

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BLOCKING OUT YOUR TIME

Click the Calendar link found under the BLOCKS Menu Section found in the left hand column of the page:

The screenshot shows a web browser window displaying the Arbitersports.com website. The browser's address bar shows the URL: https://www.arbitersports.com/Official/BlockDates.aspx. The website's navigation menu includes: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, **BLOCKS**, LISTS, MYREFEREE, and PROFILE. Under the 'BLOCKS' menu, there are sub-links: DATES, SITES, TEAMS, PARTNERS, and SUMMARY. The 'DATES' sub-link is selected, leading to a page titled 'Calendar' with the action 'Block Part Day'. The page features a 'Time Range' section with 'From' set to 1:00 PM and 'To' set to 5:00 PM. There is also a 'Date Range' section with 'From' and 'To' fields and an 'Apply' button. A legend on the left side of the page defines various block types: Assigned Game (blue), Attached Game (green), Pending Game (light blue), Full Day Block (red), Part Day Block (orange), and Open Day (white). Below the legend is a calendar grid for September 2010, showing dates from August 29 to October 9. The date September 4th is highlighted in yellow. The browser's taskbar at the bottom shows several open applications, including Internet Explorer, Info..., Mat..., Sent..., Pur..., Arbi..., Part..., RE..., FW..., E:\B..., Man..., and Docu...

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Select the correct MONTH in the drop-down menu on the Right:

The screenshot displays the Arbitersports.com League Administration Software interface. The main navigation menu includes: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, **BLOCKS**, LISTS, MYREFEREE, and PROFILE. The 'BLOCKS' section is active, showing a sidebar with 'Action' (View Schedule, Block All Day, Block Part Day, Clear Blocks, Add Notes), 'Reports', 'Calendar', and 'Legend'. The 'Legend' includes: Assigned Game (blue), Attached Game (green), Pending Game (light blue), Full Day Block (red), Part Day Block (orange), and Open Day (white). The main content area features a 'Calendar' section with a 'Time Range' (From 1:00 PM, To 5:00 PM) and a 'Date Range' selector. Below this is a calendar grid for August, September 2010, and October. The grid shows dates from 29 to 9. A dropdown menu on the right lists months from Jun 2010 to Sep 2010, with 'Aug 2012' highlighted. The interface also includes a search bar, a 'Date Range' selector, and a 'Legend' section.

August		September 2010					October
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
29	30	31	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	1	2	
3	4	5	6	7	8	9	

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Select the ACTION you want from the left hand side RADIO BUTTONS:
 Note you can VIEW, Block An ENTIRE DAY, Block PART or PARTS of a DAY and CLEAR BLOCKS

In this example we chose "Block Part Day" and 9:30 AM as the START TIME for the BLOCK

Arbitersports.com - League Administration Software - Windows Internet Explorer
 https://www.arbitersports.com/Official/BlockDates.aspx

Michael Roamer (Official)
 LISRA
 Group ID: 103312

MAIN SCHEDULE EVALUATIONS PAYMENTS **BLOCKS** LISTS MYREFEREE PROFILE

DATES SITES TEAMS PARTNERS SUMMARY

Action

- View Schedule
- Block All Day
- Block Part Day
- Clear Blocks
- Add Notes

Reports

Calendar

Legend

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

Calendar
 Action - "Block Part Day"

Time Range

From 9:30 AM
 To 5:00 PM

Date Range

From
 To

Apply

S M T W T F S

Month Sep 2010

August		September 2010					October
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
29	30	31	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	1	2	
3	4	5	6	7	8	9	

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and we chose 12:15 PM as the TO or END TIME for the BLOCK

The screenshot displays the Arbitersports.com web application interface. The browser address bar shows the URL: <https://www.arbitersports.com/Official/BlockDates.aspx>. The user is logged in as Michael Roamer (Official) LISRA, Group ID: 103312.

The main navigation menu includes: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, **BLOCKS**, LISTS, MYREFEREE, and PROFILE. The sub-navigation menu includes: DATES, SITES, TEAMS, PARTNERS, and SUMMARY.

The 'Action' sidebar contains the following options:

- View Schedule
- Block All Day
- Block Part Day
- Clear Blocks
- Add Notes

The 'Calendar' section shows the following details:

- Calendar**
- Action - "Block Part Day"
- Time Range: From 9:30 AM, To 2:15 PM
- Date Range: From [], To [], Apply
- Month: Sep 2010

The calendar grid shows the following data:

August		September 2010						October	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
29	30	31	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	1	2			
3	4	5	6	7	8	9			

The 'Legend' section includes the following items:

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

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Next, we click on the 4th date in the Calendar which sets the 9:30 AM to 12:15 PM BLOCK on the 4th of September

The screenshot shows the Arbitersports.com website in a Windows Internet Explorer browser. The page title is "Arbitersports.com - League Administration Software - Windows Internet Explorer". The URL is "https://www.arbitersports.com/Official/BlockDates.aspx". The browser's address bar shows "Arbitersports.com - Leag...". The website's navigation menu includes "MAIN", "SCHEDULE", "EVALUATIONS", "PAYMENTS", "BLOCKS", "LISTS", "MYREFEREE", and "PROFILE". The "BLOCKS" menu item is selected. The page content includes a "Calendar" section with a "Time Range" set to "From 9:30 AM" and "To 2:15 PM". A "Date Range" section is also visible, with "From" and "To" fields and an "Apply" button. A calendar grid for September 2010 is shown, with the 4th of September highlighted in orange. The calendar grid is as follows:

August		September 2010						October
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
29	30	31	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	1	2		
3	4	5	6	7	8	9		

The Windows taskbar at the bottom shows the Start button and several open applications, including Internet Explorer, Info..., Mat..., Sent..., Pur..., Arbi..., Part..., RE:..., FW:..., E:\B..., Man..., and Docu....

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2.3 Referee Information

Arbiter Sports Screen Pictures showing access of the Center Referee:

Figure 1 of 2: CONTACT THE CR FOR FIELD LOCATION

The screenshot shows the 'Schedule' page in the Arbiter Sports system. At the top, there are logos for 'The Arbiter .NET', 'Your Association Logo', and an advertisement for 'LONG SLEEVE UMPIRE SHIRTS'. Below the logos, the user ID '103312' and the association 'LISRA' are displayed. The main content area is titled 'Schedule' and contains instructions: 'Select 'Accept' or 'Decline' for specific assignments. Click 'Submit' when finished, or click 'Exit' to return to the previous page.' There are 'Submit' and 'Exit' buttons. A table lists three game assignments. The first game, Game #2, is highlighted in yellow. The table columns are: Game, Notes, Position, Date & Time, Sport & Level, Site, Home, Away, Fees, Status, Accept, and Decline.

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		

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

Place your MOUSE on the Game Number (2) and CLICK. It is a LINK that will display the Assignment GAME DETAILS.

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Figure 2 of 2: CONTACTING THE CR FOR FIELD LOCATION

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 REFEREEs will have ALL 3 Phone Number Types. Use what is listed.

103312 LISRA

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	<input type="text"/>
Rachel Nelson	Accepted	AR 2	3	sokkerzta04@aol.com	516-248-6227 (Home)
Sean O'Neil	Accepted	CR	9		(516) 285-5052 (Home)

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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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SECTION 3 – CENTER REFEREE

3.1 OFFICIATING AS A CENTER REFEREE

Section 1.16 provides instructions on how to officiate as a center referee if you are a grade 9. Your games will be limited to small sided games to start. We also urge you to complete a season as an Assistant Referee before you begin to officiate as a Center Referee.

3.2 BRIDGING FROM GRADE 9 TO GRADE 8:

There is a great opportunity to become a Grade 8 and make some additional money. You can still AR games on Sundays for the G9 program and CR for the younger age groups on Saturdays. You will also be eligible to AR higher level games such as U19, Premier and State Cup game reserved for Grade 8 referees. These games are usually fun to do as you will have a higher grade CR to work with and the level of play is that much more enjoyable.

The requirements to Bridge to Grade 8 are:

- 1) Have an interest in doing games in the middle (CR).
- 2) Make yourself available to CR younger games. We require you to officiate at least 5 games as CR before taking the bridge course.
- 3) Take and Pass the Bridge to Grade 8 Course. Present cost is *\$100.00*
- 4) Take a yearly recertification test (Grade 8) and recertification fee (determined by ENYSA).
- 5) Have a minimum of 4 Jersey colors (yellow, Black, Red and Blue (Green is optional).
- 6) That as a Grade 8 you are encouraged to join LISRA and pay dues to get access to Arbiter and assignments. Grade 9s access to Arbiter is Free. An Associate membership is available for those under 21 or full time student with current dues of \$40.00.
- 7) As a Grade 8 it is important to attend the 2 mandatory meetings (March and September) and as many clinics during the year. Schedule to be posted on the LISRA Website www.LISoccerRefs.org.

What you need to do:

- 1) Send an email G9@LISoccerRefs.org stating that you want to Bridge and that you understand these requirements. Remember to sign all your emails with your name and Club/Town
- 2) Take and Pass the Bridge to Grade 8 Course.

We will notify of the next Bridge Course will be held or you can check www.LISoccerRefs.org and www.Arbitersports.com for course announcements.

What the G9 group will do:

1. We will get you CR assignments on Saturday and at some Tournaments
2. We will have someone watch some of your games to assist you.
3. We will assign a "Big Brother". Someone you can call and talk about what happened at the game.

Good luck and should you have any questions remember to email the G9 group at G9@LISoccerRefs.org and always include your name and Club/Town.

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3.3 CR DUTIES

ASSIGNMENT AND GAME COVERAGE...AVAILABILITY

Each referee must make his availability known to our assignors. Arbiter is used for this purpose. CR assignments are automatically entered as "ACCEPTED" since your Arbiter Availability was used to determine your availability for the game. Should a referee turn back an assignment, he/she will be subject to a \$10.00 fine for each game turned back. Appeals of these fines can be made to our Grievance Committee. If you anticipate a change in your availability, as indicated in Arbiter, you must inform the assignor of the change a minimum of two weeks prior to the date in question. If you are uncertain of your availability, rather than face the possibility of a fine, place yourself as unavailable and then call the Assignor the Wednesday before the weekend to see if there are any games you can cover.

Turnbacks

You must do your utmost to not turn back a game. The amount of work required to cover your turn-backs continues to be excessive. PLEASE...DO NOT TURN BACK YOUR GAMES ONCE THEY'VE BEEN ASSIGNED TO YOU!! Remember...you WILL be fined \$10.00 for each turned back game. As with any fine assessed to you, you may always appeal to the Grievance Committee.

You also cannot Turnbacks one game for a different game. Once assigned, and accepted, only an assignor can approve a change.

A REAL EMERGENCY...IF YOU CAN Not COVER YOUR GAMES

If you cannot cover your assigned game(s) due to a last minute emergency, you must contact the Assignor phone (917) 464-3859 and leave a message. If, for whatever reason, your game(s) go uncovered, you will receive a call from a LISRA Board member to determine the reason. That board member will report his/her findings to the Arbitration Committee for evaluation and appropriate action will be taken. The assignors are usually in the Assignor's office Saturday and Sunday mornings from 7am-11am during the Spring and Fall seasons.

CONTACT THE COACH:

As the CR, it is your responsibility to contact via phone or e-mail **EACH** coach and verify the game time and location. Please exchange cell phone numbers so that you may be contacted in the event of a change.

If you have ARs for the game it is your responsibility to verify the game time and location with each of them. Again, exchange cell phone numbers so that you may contact them in the event of a game change.

Failure to do this will result in fines if your ARs show to the field when a game as been changed or cancelled.

Payment:

It is the responsibility of the CR to ensure that the correct payment is received from each coach for himself and the ARs, if present.

THE AR Guide: LISRA G9 Program#

BAD/WET WEATHER - ASSESS FIELD/PLAYING CONDITIONS

It is your responsibility to go to the field and assess the playing conditions in person, if you have not heard from the home team coach two or more hours prior to the game's scheduled starting time. UNDER NO CIRCUMSTANCE MAY YOU CANCEL A GAME OVER THE TELEPHONE. Only the Home Coach, the League, the Assignor or the Referee office may do it over the phone. If the home coach does not cancel, you must appear at the field and make a decision as to whether or not the field is in playable condition. Be careful...sometimes, if there is more game scheduled on a field, one game can be canceled but the following games may still be played. Check with each coach just to be sure that all games on your field have been canceled. In the event of bad weather, check the office answering service. If there has been a cancellation, there will be a message to that effect on the machine.

If you have ARs you must notify them of any changes or you will be fined in order to compensate them.

REFEREE REPORT:

As a CR you will now need to complete an official REFEREE REPORT. You can find this document in Arbiter in [Lists] [Forms] "LIJSL CR Game Report" or the USSF Referee Report. Information on how to fill out this report is in the LISRA handbook which is located on our home page www.LISoccerRefs.org in the members section. To Gain access to the member section please contact Support@LISoccerRefs.org and request access.

All referee Reports are required to be submitted to the correct office (LISRA, State, JSS etc.) within 48 hours of the game. That means Monday for Saturday's game and Tuesday for Sunday's. If a RED CARD was issued then you need to mail it along with a supplemental report to the correct office and on the outside of the envelope on the bottom write "RED CARD ENCLOSED".

It is very important that the report be accurate. If you are not sure about how to fill it out, please contact your Big Brother. If he is not available, or you can't reach him, send an email to G9@LISoccerRefs.org and one of the assignors will help you. Remember to sign your email with your name and Club/Town.

SPORTSMANSHIP REPORT:

Please contact Nanci at lisra@ix.netcom.com for assistance in completing the mandatory completion of sportsmanship points for the teams you officiated.

AR RATINGS:

If you officiated a game with grade 9 ARs, you will need to log in to Arbiter and complete ratings for each of the ARs. No ratings are necessary for any other level referee.

ASSOCIATE MEMBERSHIP:

We strongly urge that you become an Associate Member of LISRA in order to take advantage of clinics and meetings. You must be under the age of 21 or must be enrolled as a full time student. An Associate Member may not hold office, may not be a member of a standing committee, and may not vote in association matters. Dues for Associate Members will be determined by the Board of Directors.

- END -