

Knowledge Base

I think it is important that all referees understand the assigning process and what they are expected to do in order to receive assignments. If you want to be assigned games, please follow these procedures throughout the entire season and note the potential problem areas. Referees who do not, will no longer receive assignments.

- **The assigning process begins on Friday.** Therefore, your Arbiter calendar must be up-to-date by Thursday night. Blocking your calendar after I begin that week's assignments has no effect and will only cause you trouble. #1 Problem for Referees
- **Assignments are announced on Sunday, usually around noon.** You will receive an email from messaging@arbitersports.com advising you of new game assignments. Text notification is also available with the "Connected" service. (Please make sure you add messaging@arbitersports.com to your email whitelist and check your junk/spam folder for notices.) These assignments will be for the following Saturday and the week after (i.e. 6 to 13 days in advance). There are weeknight and Sunday games throughout the season so please make sure your calendar blocks take those days and times into consideration.

Additional assignments are made every day during the season. Therefore, referees need to check email and Arbiter daily during the season. All assignments need to be checked and confirmed within 24 hours of being published. Referees will find this difficult and end up with poor ratings if they don't develop the habit of checking email and Arbiter daily.

- **You are expected to check your assignments by Sunday evening.** Arbiter records the time and date when you check your schedule or calendar. Referees who do not check their schedule in Arbiter as requested are removed from their assignments and the assignments are recorded as turnbacks. See next item for consequences of turnbacks. #2 Problem for Referees
- **You cannot decline an assignment.** That's why you are expected to keep your Arbiter calendar up-to-date. If your calendar indicates you are available, that is your commitment to the assignor that you can take an assignment on that date and time. Turnbacks of game assignments are highly discouraged. Multiple turnbacks result in being removed from the referee assigning list.

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- **Assignment Issues.** If there is a problem with an assignment, you need to advise the assignor within 24 hours of the assignment being announced, e.g. for an assignment announced at noon on Sunday that has a problem, notify the assignor by noon on Monday. You must specify the game(s) you are turning back and provide an explanation. Referees who repeatedly wait more than 24 hours to advise the assignor of a problem will be removed from the referee assigning list. #3 Problem for Referees
- **Check your Arbiter schedule daily during the season.** Assignments change often and sometimes email notices aren't delivered or get caught in spam filters. It is not unusual for your assignments to change on less than 24 hours notice. The only way you will truly know if you have an assignment is to check the Arbiter schedule daily. I will not assign referees who aren't willing to do their part to make the assigning system work. #4 Problem for Referees
- **I send an update email almost every day during the season.** These emails include a link to a list of unfilled assignments as well as updated information. It is important that you read all of these emails. I have noticed that referees often make mistakes because they ignore the update emails. These updates are one of my methods of communication with referees, so if you choose to ignore them, you do so at the risk of being removed from the referee assigning list.
- **Unfilled assignments.** Sometimes I can't fill all the available assignments. When that happens I post the list to Arbiter. If you want one or more of these assignments, send me a text or email. Don't wait as they tend to go fast.
- I also maintain my own website at www.idahoassignor.org . Please stop by this site periodically for important information and announcements. It's also the place you should check first when you have a question.
- The Idaho Soccer Referee Committee (ISRC) holds monthly training meetings throughout the year. All referees are expected to attend. The ISRC also maintains a website at www.idahosoccerrefs.org .
- Email me at assignor.idaho@gmail.com if you have questions.