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## 2019 New Referee Information & Checklist

Please complete each of the following steps to be added to the list of referees eligible to receive referee assignments in the above leagues.



***Complete the online form at:***

***<https://idahoassignor.org/new-referee-registration/>***

***I will add you to a new Arbiter group called SWISRA. This is a different group than the one you used to sign up for your referee clinic. You must accept membership in this group.***

***Once your information has been added to the SWISRA Arbiter group, a Welcome email will be sent from [messaging@arbitersports.com](mailto:messaging@arbitersports.com), not from me***

***Referees are expected to be diligent about checking email daily during the season. If you aren't willing to read your email daily, please do not complete this checklist.***

### ***Login to ArbiterSports***

1. Read the Announcements on the home page each time you login
2. Click the **Profile** tab then the **Information** submenu
3. Verify all of the following information: name, email, address, telephone numbers and date of birth. Make corrections as needed.
4. Click **Save**

### ***Set up your ArbiterPay account***

5. Referees are paid by the Idaho Youth Soccer Association (IYSA), not by me.
6. IYSA pays referees through [www.arbiterpay.com](http://www.arbiterpay.com) . An ArbiterPay account is required. Referees are paid periodically throughout the season as the leagues pay their referee bills. **REFEREES ARE NOT PAID AFTER EVERY GAME AND ARE NOT PAID IN CASH OR BY CHECK.**
7. Download the instructions from <https://www.arbitersports.com/Groups/Files/refpayforofficials.pdf>
8. Follow the instructions and set up your account at [www.arbiterpay.com](http://www.arbiterpay.com)

### ***Check that ArbiterPay is set up correctly***

9. Click the **PAYMENTS** tab then the **ArbiterPay** submenu

Al Padley  
Idaho State Assignor  
[assignor.idaho@gmail.com](mailto:assignor.idaho@gmail.com)  
[www.idahoassignor.org](http://www.idahoassignor.org)  
[www.idahosoccerrefs.org](http://www.idahosoccerrefs.org)  
208-841-3560 cell/text

10. If your ArbiterPay account is listed, you have everything set up correctly. If not, follow the instructions you previously downloaded. If you encounter problems, please contact support at [www.arbiterpay.com](http://www.arbiterpay.com) . I can't help you since ArbiterPay is a bank and they don't share your information with me.

### ***Watch the video tutorials on how to use the ArbiterSports website***

11. There are video tutorials on the Idaho Assignor website, <https://idahoassignor.org/videos/>.

### ***Continue with ArbiterSports setup***

12. If you are a player, coach, parent, etc., click the **SCHEDULE** tab then the **Attach** submenu and attach yourself to your team's game schedule. This will create automatic blocks on your calendar so you won't be assigned to ref during your team's games. (*only available after leagues release their season schedules and I have added them to Arbiter*). Know the actual level you are playing in for this season. You may have to scroll to the bottom of the list to find it.
13. If your team's schedule changes, including the addition of tournament games, you must return to the **Attach** page and attach to the new or rescheduled games. It is not automatic.

### ***Block additional dates and times on your Arbiter calendar***

14. Click the **BLOCKS** tab then the **Dates** submenu.
15. Set dates and times you are **NOT** available to referee by following the online written and video tutorials
16. Consider blocking the following type dates: all practices, prom, state high school districts & finals, SAT, ACT, PSAT, vacations, graduations, out-of-area tournaments, etc.
17. Keep blocks up-to-date everyday during the season. **"I forgot to block my calendar" in not an acceptable excuse for declining a referee assignment and will result in you being removed from the list of referees eligible to receive game assignments from me!**

### ***Set Travel Limits***

18. Click the **BLOCKS** tab then the **Travel Limits** submenu. **DO NOT** set below 40 miles.

### ***Check Ready to be Assigned***

19. Click the MAIN tab
20. Check the "Ready To Be Assigned" checkbox near the top-right. Text is red. (*You will not get any assignments until you mark this checkbox.*)

- Read and keep the **Knowledge Base** document handy. The Knowledge Base explains how referees can work effectively with me and receive the type of assignments they desire.
- Email me if you have any questions
- Congratulations! You are ready to be assigned.

## Additional Information We Think Is Important

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 the 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](mailto:messaging@arbitersports.com) advising you of new game assignments. (You may need to check your junk/spam folder for these notices.) Your 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 me that you can take an assignment on that date and time. Turnbacks of game assignments are highly discouraged. Multiple turnbacks result in removal from the referee assigning list.
- **Assignment Issues.** If there is a problem with an assignment, you need to advise me within 24 hours of the assignment being announced, e.g. for an

## Additional Information We Think Is Important

assignment announced at noon on Sunday that has a problem, notify me by noon on Monday. Please 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.

#4 Problem for Referees

- 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.
- **I send update emails frequently during the season.** These emails include a link to the list of unfilled assignments (<https://idahoassignor.org/available-assignments/>) as well as updated information. Please read all of these emails. I have noticed that referees often make mistakes and get yelled at because they ignore the update emails. No one wants that to happen to you.
- **Unfilled assignments.** Most weeks I can't fill all the available assignments. When that happens I post the list of available assignments on my website. If you want one or more of these assignments, send me a text or email. Don't wait as they tend to go fast.

**Ignoring the information in this document is the number 1 reason referees are removed from the referee assigning list. Please be a responsible professional.**