

SJSL

ARBITER RESPONSIBILITIES & INFORMATION

This document will provide an overview of responsibilities for Officials, Club Reps, Assignors, Game Commissioners and League Arbiter Manger.

Officials should contact their assignor(s) with any specific Arbiter questions.

Assignors & Club Reps are to contact the League Arbiter Manager.

Important Note: At this point in time, Arbiter is only being used for the assigning of SJSL (boys) games. It is NOT being used for assigning the SJGSL (girls) games.

ARBITER actual web address: www.thearbiter.net

Prepared by: Dwayne Botnick, SJSL VP on August 31, 2008

Last revised: (none)

Club Rep's

1. Log into Arbiter and maintain your personal information (including your mailing address and phone numbers). It will be this information that is used for communications through Arbiter.
2. Monitor your club's scheduled games in Arbiter.
 - 2.1. The schedule in Arbiter is to be considered the most accurate – as this is what the referee's will be assigned from. If you have an issue with a game in Arbiter (time, location, date) please contact the Games Commish immediately.
 - 2.2. You will also be able to see all of the referee's assigned to your games. You will have access to the assigned referee's email address and phone numbers, in case you need to contact them.
 - 2.3. For the first few weeks of the season, you should still be getting an email or call from the referee assigned. As all those using Arbiter get more accustomed to the process, we will be eliminating this notification, since you will have direct access to it.
3. The SJSL is using four assignors beginning with the Fall-08 season. A list of the assignors and the site/clubs they are responsible for is attached (see assignors list).
4. Check your emails daily!
5. While in Arbiter, click on the SUPPORT link for information on how to complete any of the above steps.

Officials-Referees

1. Log into Arbiter:
 - 1.1. Update your personal information. **IT IS EXTREMELY IMPORTANT FOR YOU TO ADD YOUR MAILING ADDRESS INCLUDING ACCURATE ZIP CODE.** Arbiter uses this information to calculate distances from sites.
 - 1.2. Using the calendar, you **MUST** block dates and/or times you will not be available to referee. **IF YOU DO NOT BLOCK OUT DATES OR TIMES, THE ASSIGNORS WILL ASSUME YOU ARE GOOD TO REFEREE ON THOSE DATES.** We are currently NOT allowing referees to turn-back assignments from within Arbiter. If you are maintaining your calendar, you will not get assignments on blocked dates. However, if you have a circumstance that forces you to not accept a game that has been assigned, you **MUST** contact the assignor directly.
 - 1.2.1. It is our recommendation that you block your schedule 30 days out. Even though you may only have definite availability for the upcoming 2 weeks, maintaining your dates for the 3-4+ weeks will begin to give the assignors a better handle on overall availability. Once you begin doing this, then it just becomes a matter of updating your calendar 1x or 2x per week for the changes in your availability.
 - 1.3. Once you have updated your personal information and blocked out dates, you **MUST** click on the READY check box (lower left of your Arbiter start page). This is the signal that allows the assignors to give you games. If this is not checked you will not be assigned.
2. The SJSL is using four assignors beginning with the Fall-08 season. You may decide to work for one assignor or multiple assignors. In either case, please communicate with the assignor in the area you desire to work. All assignors attempt to keep officials as close to home as possible, but we also need to vary the assignments so one site does not see the same referee too often. A list of the assignors and the site/clubs they are responsible for is attached (see assignors list).
3. Once an assignor has assigned you to a game(s) you will get an email notification of this assignment.
 - 3.1. Even though you received the email notification, you **MUST** still log onto Arbiter and click on the Schedule link. Once you do this, Arbiter will automatically mark that you have accepted the assignment (remember, we are not allowing officials to turn-back

assignments via Arbiter). This is the assignors signal that you have received your assignment.

- 3.2. Early this season, we are still requiring officials to notify the home site's club rep of his assignment. You can easily do this by clicking on the site link for the assignment. You will then be given an email link and the list of phone numbers for that site. The club reps are linked to each home site.
4. Arbiter will email you a reminder of your assignments 3-days before the game(s).
5. Communicate with your assignor if you feel the level of the game assigned is too strong or weak based upon your experience level. Please remember that all games deserve good officials.
6. Check your emails daily!
7. While in Arbiter, click on the SUPPORT link for information on how to complete any of the above steps.

Assignors

1. Assigning games:
 - 1.1. Your visibility in Arbiter is limited to the sites you have been authorized to assign by the SJSL.
 - 1.2. You should be linking games (games that will be assigned as “one-set”) prior to assigning them.
 - 1.3. Assign games with as much practical lead time as possible. (Remember to click on the PUBLISH button after you have made assignments).
 - 1.4. For the first couple of weeks of the season, please be proactive in confirming with your officials that they have received and confirmed their assignments. Remember, for many of the officials, Arbiter is completely new.
2. Updating Games:
 - 2.1. You will need to update game information for changes received from the Games Commish. You will need to PUBLISH these updates for changes made to games already assigned.
 - 2.2. For assignments that have been turned back, you will need to un-assign that referee and then assign a new referee.
3. New officials:
 - 3.1. You may enter new officials into Arbiter. You are obligated to confirm that the official is a current NJ USSF official.
 - 3.2. Once entered into the system, notify the Arbiter Manager. The official will not be available for you to assign until the Arbiter Manager completes his steps.
4. Referee’s that have communicated with you that they are only working for you, please notify the Arbiter Manager. He will then change the scope so that the official will only be available to you. This makes it easier for the assignor to communicate via email to the officials that are working for him.
5. If you have sites that you are not able to assign, communicate this with the Games Commish.

6. With the help of your knowledge and the history we get through Arbiter and the SJSL game reports, we will begin ranking officials.
7. Check you emails daily!
8. While in Arbiter, you can click on the SUPPORT link for how-to information. For league support, contact the SJSL Arbiter Manager.

League Games Commissioner

1. Games Commish is only authority that can approve and/or change games including; game times; dates; locations; re-schedules; etc.
2. Upon Games Commish approval of any game change, the Commish will immediately notify the appropriate assignor via email and/or telephone.
3. Mass game changes, postponements or cancellations due to weather are to be communicated by the Games Commish to a) all appropriate assignor(s) and b) SJSL information officer (for posting on web site).
4. Work with assignors for issues regarding coverage, referee problems and any other game related issues.
5. The SJSL is using four assignors beginning with the Fall-08 season. A list of the assignors and the site/clubs they are responsible for is attached (see assignors list).
6. Check your email daily!

League Arbiter Manager

1. As Arbiter only allows one master assignor, this position would have control of all Arbiter settings. Most of the Arbiter Manager's responsibilities will be outlined in a separate document. Those listed here are specifically related to the playing season.
2. New referees added to Arbiter – Any assignor can add a new referee to Arbiter, however, they will not be visible or be able to be assigned until the Arbiter Manger completes the steps below:
 - 2.1. Scope referees to either a specific assignor or all assignors.
 - 2.2. Rank the referee (currently using on default rank).
 - 2.3. Send welcome email to referee (all welcome emails in Arbiter are system generated emails with the master assignor's signature).
3. Club adds a new playing site – club rep will need to provide complete address including zip-code which will then be added to Arbiter.
 - 3.1. Once added to database, manager will need to link site to club rep.
 - 3.2. Games commish & Club Rep will need to include what games by team number and date will now be playing at this new site. When this information is received, either the Arbiter Manager or the assignor will need to change the site of the existing games. If these games were already assigned, an automatic email will be sent to the officials and reps notifying them of the change.
4. Changes in Club Rep's – when information is received, manager will update Arbiter.
5. Check your email daily!

Assignors List – Fall-08

John Barna johnj.barna3@verizon.net

Cohansey
Elk
LAC
Logan (1
SJE)
Mannington
Penns
Grove
Pennsville
Pittsgrove
Swedesboro
Woodstown

Rich Papperman soccerref2002@comcast.net

Atlantic United
Cape Express
Egg Harbor
Franklin Twp
Gaetano
Hamilton South
Hammonton
Mainland
Millville
Upper Twp
Vineland

Mollie Theriault-Anderson Njdc24@aol.com

Bordentown
Florence
Hamilton North
Northern
Burlington
Pemberton
RV

Gary Nichols sokrguy@msn.com

Audubon	Medford
Barrington	Monroe
Berlin-Eastern	Moorestown
Burlington SC	Mt. Laurel
CHFC	Pal-Riv
CHSC	Paulsboro
Cinnaminson	Pitman
Clayton	PYAA
Delran AA	Runnemede
Delran SC	Seneca
Deptford	SJ Barons
East Greenwich	SJ Elite (8v8 @ Glassboro)
EPAA	Tar-Kill
Gibbstown	TBAA
Glassboro (1 SJE)	Voorhees
Haddon Hts.	Washington Twp
Haddonfield	Waterford
Hainesport	Wenonah
Harrison	West Deptford
Highland	Westmont
Lumberton	Westville
Mantua	Winslow
Maple Shade	Woodbury Hts.
Marlton	Woodbury SC

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