CONGRATULATIONS on becoming a United States Soccer Federation Referee. We would like to extend an invitation to you to join the Long Island Referee Association (LISRA).

LISRA is a non-profit organization of Long Island Soccer Referees that provides a support structure for you as a referee. Membership allows you to have access to Arbiter Sports, the on-line assigning system. Membership dues help us to provide instructional clinics and referee development programs, access to online forums, and a full time office staff to assist with problems. We also provide assistance with recertification and referee advancement. For additional benefits of our association please see “benefits of membership” on our website at www.LISoccerRefs.org.

Currently our association has over 800 members who serve the entire soccer community in and around Long Island. We officiate games in the youth and adult amateur ranks. Our membership includes United States Soccer Federation referees of all levels as well assessors and instructors.

This document provides essential information for almost every aspect of officiating. It is divided into 2 sections that you may use as needed:

Section 1 provides the information required for you to begin receiving game assignments, membership dues/fees as well as your duties and responsibilities as a Referee;

Section 2 provides step by step directions for working with Arbiter.
# TABLE OF CONTENTS

## SECTION 1

1.1 How to Obtain Game Assignments----------------------------------------------- 3
1.2 The ArbiterSports Welcome E-Mail--------------------------------------------- 4

1.3 Setting Your Availability in ArbiterSports-------------------------------------- 5
   - Block out times/days you are not available--------------------------------- 5
   - Attach yourself to your own team games------------------------------------ 5
   - Block the time your team plays------------------------------------------- 6
   - Setting availability for officials away at school------------------------ 6

1.4 Set Yourself to Ready to Receive Assignments----------------------------------- 6
1.5 Game Assignment Process-------------------------------------------------------- 7
1.6 Communication for Assigned Games--------------------------------------------- 8
   - Center Referee------------------------------------------------------------ 8
   - Assistant Referee--------------------------------------------------------- 9

1.7 Changes on game day----------------------------------------------------------- 10
   - You cannot officiate----------------------------------------------------- 10
   - Emergency Number--------------------------------------------------------- 10
   - AR does not show---------------------------------------------------------- 10
   - CR does not show--------------------------------------------------------- 10
   - Forfeits/Cancellations----------------------------------------------------- 11
   - Forfeits/Cancellations----------------------------------------------------- 11

1.8 Assessing the Field/Playing Conditions---------------------------------------- 11
1.9 Game Payment------------------------------------------------------------------ 11
1.10 Administration Fees / Dues--------------------------------------------------- 11
1.11 Fines/Turnbacks-------------------------------------------------------------- 12
1.12 Meetings-------------------------------------------------------------------- 13
1.13 Recertification-------------------------------------------------------------- 13
1.14 Available Games------------------------------------------------------------- 13
1.15 Development----------------------------------------------------------------- 14
1.16 Game Duties----------------------------------------------------------------- 14
1.17 Post Game Duties------------------------------------------------------------- 15
   - Referee Report------------------------------------------------------------ 15
   - Red cards/Concussion------------------------------------------------------ 15
   - Sportsmanship-------------------------------------------------------------- 15
   - AR Evaluation-------------------------------------------------------------- 15
   - Unusual events------------------------------------------------------------- 15

1.18 Assigning Facts-------------------------------------------------------------- 15
   - Contacting Assignors------------------------------------------------------ 15
   - Sanctioned assignors/games----------------------------------------------- 16
   - Independent contractors-------------------------------------------------- 16
   - Requesting to work with another official--------------------------------- 16
   - Self-Assign---------------------------------------------------------------- 16

1.19 Additional Information-------------------------------------------------------- 17
1.20 Referee Assault Procedure---------------------------------------------------- 17
1.21 Referee Code of Ethics------------------------------------------------------- 18

## SECTION 2 Working With Arbiter

2.1 Managing Your Availability----------------------------------------------- 1
   - Blocking Out Your Time-------------------------------------------------- 2
   - Attaching to a Team------------------------------------------------------- 7

2.2 Referee Information----------------------------------------------------------- 8
SECTION 1

1.1 HOW TO OBTAIN GAME ASSIGNMENTS (Officiating Opportunities)

All Referee game assignments are issued via an online, internet based assignment system called ARBITERSPORTS (www.ArbiterSports.com). However, your communication will be through LISRA and not directly with Arbiter Sports.

YOU MUST HAVE ACCESS TO THE INTERNET

PROVIDE INFORMATION: Once you pass the grassroots course you will need to provide the following information to LISRA in order to become registered to use ARBITERSPORTS:

1. Your Full Name, Your Address including Zip Code, Your Phone Number (home and cell) and DOB (Date Of Birth). If you are under the age of 18 you must provide a phone number and email for your parent or guardian.

2. Your TRAVEL DISTANCE: This is the distance in miles that you are able to travel for game assignments. (The typical distance if you wish to Center Referee is 25 miles; the typical distance if you wish to be an Assistant Referee is 10 miles.) The lower the number, the fewer the opportunities to officiate may exist, depending on where you reside.

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 Arbiter. Use the same email if you are already registered with Arbiter for another position.

You may obtain a FREE GMAIL account (Google Mail) by visiting www.gmail.com.

4. Your HOME CLUB or Town you want your travel distance to be based upon.

5. Any experience you might have as a player, coach or referee.

6. Location and Date (zoom date, if virtual) of the grassroots course you completed (and/or passed), and if you received your badge.

Your valid USSF Certification as a Referee will be verified BEFORE you will be authorized to use ARBITER SPORTS and receive game assignments.

7. 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.

SEND THE ABOVE INFORMATION TO THE LISRA G9 DIRECTOR AT: g9@LISoccerRefs.org

If you are under the age of 18 you will receive assignments as an Assistant Referee only, from the “g9 assignors”. Please send an email to the above address if you are interested in officiating as a Center Referee.

If you are older than 18 you will receive assignments as an Assistant Referee as well as a Center Referee from our area assignor or the LISRA office. Please inform us if you DO NOT wish to receive CR assignments and the g9 group will assign you to AR positions only.

You will not receive game assignments until these steps have been completed so we urge you to submit this information as soon as you have completed the referee course. Once you submit the requested information listed above and your certification has been verified, you will be entered into the ARBITER SPORTS system. This may take 1-2 days.
1.2 THE ARBITER SPORTS “WELCOME EMAIL”

Once you are entered into the ARBITER SYSTEM, you will receive a WELCOME EMAIL from ARBITERSPORTS which will provide you with your initial password and a link to the ArbiterSports 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.

You will be notified by email when you are assigned any games. Log in 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 support@LISoccerRefs.org or EJ at ej@LISoccerRefs.org You must include your full name and Club/Town so we can identify you and respond to you.

✧ 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 notifications regarding game assignments.
NOTE: If your email is entered into Arbiter because you are an official of another sport or a contact as a coach, you may see multiple “Organizations” or “Types”. Please choose LISRA under “Organization” and Official under “Type”.

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

1.3 SETTING YOUR AVAILABILITY IN ARBITER SPORTS

You will receive game assignments based on the availability that you provide to us in Arbiter.

You must enter your availability in Arbiter Sports FOR BOTH Saturday and Sunday and keep it current by doing the following:

1) BLOCK out any days or times that you know you will not be available to officiate. This will include SAT Prep, Drivers Ed, Work, Family Functions, Birthdays etc.

2) ATTACH yourself to your own games if you play or coach soccer to prevent receiving assignments to officiate your own game and to show you are not available for those dates and time frames. This may be done either by "attaching" to your team, or "blocking" the times your team plays.

HOW TO BLOCK OUT TIMES/DAYS YOU ARE NOT AVAILABLE:

Follow the illustrative document found in SECTION 2 of this Guide, "How to Manage Your Availability" in order to set your blocks for days or times you are not available to referee.

If you do not wish to receive weekday assignments please block out those days as well.

You must set your availability at least 2 WEEKS prior to the play date and update it as soon as you know your availability has changed.

HOW TO ATTACH YOURSELF TO YOUR OWN TEAM GAMES:

Please follow the illustrative directions found in Section 2 of this Guide, “Attaching to Your Team”. If you play, coach, or train a team, log in to Arbiter, click on “Schedule”, click the “Attach” function tab.

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.

NOTE: You will need to repeat this process as games are added or rescheduled throughout the season.
HOW TO BLOCK THE TIMES YOUR TEAM PLAYS:

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.

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 or you as the 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.

SETTING AVAILABILITY FOR OFFICIALS 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 e-mails about the season and recertification details but you will not be assigned to games because you are “Blocked”. You will also not receive the daily availability of games since you are marked as away at school. You may notify your assignor for weekends you will be home and wish to officiate.

If you would like to officiate where you are going to school, you may want to try contacting the local referee association. 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 LISRA office know so you can be removed from Arbiter and will no longer be contacted.

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 middle of your Main tab, or the left side under status of your Profile tab. If you don’t have this box checked, you will not show up as available for any games.

ARBITERSPORTS allows YOU to control YOUR OWN AVAILABILITY and you must do this to be assigned properly. Once you set your availability there should be very few for you to ever ‘DECLINE’ or “TURNBACK” a game.

“DECLINES”, “EXPIRED ASSIGNMENTS”, AND “NO-SHOWS” are subject to fines.

Please, be diligent regarding this for the sake of the players and your fellow officials.
1.5 **GAME ASSIGNMENT PROCESS**

If you are not certified for the current calendar year you MAY NOT OFFICIATE GAMES UNDER ANY CIRCUMSTANCES!

Please Note: YOU DO NOT CHOOSE THE GAMES YOU WILL REFEREE.

Once you are registered in Arbiter 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. Your referee experience and age will also determine the level of games you will officiate.

1.5.1 You will receive your game assignments from AUTHORIZED area assignors via ArbiterSports if you are a member of LISRA in good standing.

1.5.2 If you are 18 or older, or you are assigned by the area assignor, your assignments will be sent to you as “Accepted”. Please note that you will most probably receive assignments as an AR in addition to center referee assignments. These assignments will also be sent as “Accepted”. (Occasionally games may be sent to you with the option to accept or decline).

1.5.3 If you are younger than 18, or assigned by the g9 assignors, your AR assignments will be sent to you with the option to “Accept” or “Decline”.

If you should receive an assignment with the option to “accept” or “decline”, please do so immediately. You MUST RESPOND to them as soon as possible as assignments expire and YOU LOSE THEM! Do Not Allow your assignments to expire as you may be subject to a fine!!

Typically, assignments expire after 3 days so if you check ArbiterSports at least every other day your assignments should not expire. Log in to ArbiterSports 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”.

1.5.4 ARBITER SPORTS will EMAIL YOU a NOTICE that you have received NEW Assignments that you must review. However, we know that EMAIL IS NOT 100% RELIABLE, so do not rely on the e-mail notice for your game assignments. Check ArbiterSports.

**NOTE:** All referees regardless of age may be assigned by the area assignor and assignments will be sent as “Accepted” so please make sure your availability is current right up to game time.

1.5.5 **TURNBACKS:** If you set your availability properly, there should be no turnbacks of games. We understand emergencies occur but we are counting on you to appear for your game. Those of you who turnback games without legitimate excuses may be fined, especially if the game remains uncovered. It will be acceptable to find an AR substitute for your game but you must clear this with the g9 group first. CRs must contact the office or your assignor.

**DECLINES:** If you have the option to accept or decline your assignment, you must provide a reason if you decline. Events such as Drivers Ed, SATs, weddings, birthdays etc. are planned events that should be blocked ahead of scheduling.

Those of you who continually decline games will be placed at the bottom of the assigning list or set back to Not Ready.
1.5.6 If you should receive an assignment for a game you are uncomfortable to ref (age, division, sibling or parent coaching or playing) please inform the assignor as soon as possible so you could be re-assigned. ARs may be assigned to home clubs but CRs should NOT officiate within their home town, especially if you have any soccer affiliations within your town. Please contact your assignor if you receive a home or away game for a team within your home club.

If you have any questions regarding availability or the assigning process you should contact the following: [please include your full name and home town]

under 18 years of age: contact g9@LISoccerRefs.org

18 or older: contact EJ at ej@lisoccerrefs.org or call the office at 631-648-8877. You may also e-mail Support@LISoccerRefs.org for assistance

1.6 COMMUNICATION FOR ASSIGNED GAMES

1.6.1 CENTER REFEREE

The week of your game(s) you must do the following:

1) You must contact the HOME COACH OF EVERY ONE OF YOUR ASSIGNED GAMES, even if they are all listed to be on the same field.

   - Log in to ArbiterSports (www.ArbiterSports.com)
   - Click on SCHEDULE to access your game schedule
   - Click on the Home Team to display the coaches contact information.
   - Contact the coach and confirm the game time and location, via email or phone. Do not assume that you know where the field is located. Exchange cell phone numbers so he can contact you in the event of a field/time change and you can contact him if you are running late.

   Please inform the referee office if the location of the game differs from that listed in Arbiter

2) If you have not heard from your ARs you must contact them as well.

   Click on the BLUE GAME NUMBER for each of your assigned games. You will see the names of the referees assigned to that game including yourself. The Assistant Referee information including phone numbers or email will be displayed. Confirm game time and location with them and exchange cell phone numbers. If you do not reach your ARs via email, please call or text. Leave a detailed message with your name, cell phone #, and the specific game for which you expect them to AR (Date/Time/Age Group/Location).

   Note: You should also receive an email reminder for your games which contains the emails for the coach as well as your ARs making it easy to send one email for the crew.

   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 game number, and SUBJECT: NO RETURN CALL and we will help you. It is in your best interest to make sure you have 2 ARs for your game.

   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.

   Please follow the illustrative document found in Section 2 of this Guide for “Determining field Location” and “Access to Officials”.
NOTE: You are responsible for contacting your ARs to let them know about any change in game time or location as soon as you become aware of such a change. Failure to do so may result in paying the AR fees if your ARs show to the field at the original time/location. Make sure you are able to reach them.

1.6.2 ASSISTANT REFEREE

1) You must contact the Center Referee (CR) assigned to your game BY TUESDAY before your weekend 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 see the name of the referees assigned to that game including yourself. The Center Referee information including phone numbers or email will be displayed. The CR’s 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: You will also receive an email reminding you of your scheduled games that includes information for all officials. Do not rely on the email-check 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 or text and leave a detailed message containing Your name, and the specific game you are to AR (Date/Time/Age Group/Location)
   - If your CR reaches out to you, please make sure you send an acknowledgement or he may assume you will not show to the game.

   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 game number, and SUBJECT: NO RETURN CALL and we will help you. Always sign your emails with your full name and Club/Town.

   NOTE: Please document this process. 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 a reason to not know where to go. If by Thursday, you have not heard back from your CR, or 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

1.7.1 If you Cannot officiate your game:

Should an emergency arise (injury, illness, family emergency) and you cannot officiate your game:

If you are the CR please contact the LISRA office or your assignor as soon as possible. The LISRA office is manned from 7:00 a.m. to 11:00 a.m. on Saturdays and Sundays, and then use the emergency number.

If you are an AR please call your CR and contact the g9 group via email.

We are committed to have every game covered so if you can’t make it to a game we need to know so we can try to get someone there.

1.7.2 Emergency Number: If you need to speak to someone immediately use the following number:

917-464-3859

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.

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.

1.7.3 If an AR does not show: If an Assistant Referee does not show up the CR may ask another AR to officiate the game provided that the assigned AR did not inform you that he/she would be late. The AR must have a complete uniform including a badge or he must be treated as a club linesman only (meaning they may only indicate ball out of bounds). Please inform the g9 group (g9@lisoccerrefs.org) the names of the ARs who do not show and their replacement, if any.

NOTE: If you officiate a game for which an AR does not show, you must return that AR’s money to the coaches.

1.7.4 If the CR does not show: If a CR does not show up and the coach is asking an AR or another referee not assigned to the game to be the center referee, please call the emergency number for authorization. Remember, only 1 official can be the Center Referee and must remain as the CR for the entire game.

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”.

If you are age 18 or under you may not do the game if it is U15 or older
1.7.5 **FORFEITS/CANCELLATIONS:** Forfeits and cancellations (other than weather) of games must be made by the division supervisor/coordinator or the referee office. If the home coach tells you there is a forfeit ask him to have the division supervisor or league coordinator contact you. Authorized cancellations or forfeits will be indicated as such in Arbiter. If you are unsure please contact the referee office and keep all documentation.

1.8 **ASSESS FIELD/PLAYING CONDITIONS (Bad/Wet Weather)**

The home team coach may cancel the game for weather-related, unplayable field conditions **two or more hours** prior to the game’s scheduled starting time. If the game is cancelled prior to 2 hours please notify the LISRA office.

**Note:** Be careful...sometimes, if there is more than one game scheduled on a field, one game can be canceled but the following games may still be played. Check with each coach to be sure that all games on your field have been canceled.

**If you are the CR and your game is cancelled 2 hours prior to the game, you must contact your ARs and inform them of the cancellation. Failure to do so may result in a fine equal to their game fee if your ARs show to the field.**

In the event of bad weather, check Arbiter for any cancellations. It may be prudent to check with the home coach prior to travelling to a field; ARs should reach out to the CR on bad weather days to make sure the game is on.

**If the home coach does not cancel, it is your responsibility to go to the field** and the CR will make a decision as to whether or not the field is in playable condition.

1.9 **GAME PAYMENT**

1.9.1 Payments for ARs and CRs are normally listed in Arbiter; do not worry if the fee cited is $0.00 as that is incorrect. You can find a “Cheat Sheet” on the LISRA website that details the fees for all leagues.

1.9.2 Coaches have been requested to have envelopes for each official in a 3-man system in order to make proper payments easily. A few teams are required to pay by check so please do not refuse to accept a “team” check.

1.9.3 The Cheat Sheet will also include payment for any games that are cancelled, forfeited, etc. Do not insist on payment from any coach; instead notify the LISRA office with all details and they will forward to the appropriate league to handle your payment.

**NOTE:** All CRs should make sure the ARs are paid first from any money that may be collected.

1.10 **ADMINISTRATION FEES / DUES**

1.10.1 There is currently a $30 one-time administration fee for new officials being entered into Arbiter to help offset costs involved with registration/Arbiter etc.

1.10.2 LISRA members are required to pay dues on a yearly basis in order to support the office staff and provide the benefits that can be found on our website. Dues for 2022 are $130 for members 21 years and older and $40 for those under 21. The LISRA board will advise the membership of the membership fee and date due on a yearly basis.
For new members, payment for the first season (fall or spring) will be waived. If it is the end of the spring season, the remaining ½ dues will be required for fall; if it is the end of the fall season, the entire next year's dues will be required.

An official who has not paid dues or has an outstanding fine will be listed as not in good standing. Access to ArbiterSports will be turned OFF.

If your access is turned off you will see the following message when you try to log in to Arbiter:

“"You do not have permission to access account 103312 at the current time. If you believe this to be in error, please contact the group administrator at admin@lisoccerrefs.org."

Having your access to Arbiter turned off does not prevent you from getting game assignments but it does mean that you will have to call your assignor to get your assignments and game information.

Please contact the office at 631-648-3877 or email Support@LISoccerRefs.org to remedy the situation.

All payments can be made by check payable to LISRA and mailed to the LISRA office at the following address or payments may be made via PayPal for an additional $5 fee:

LISRA
701-9 Koehler Avenue
Ronkonkoma, NY 11779

1.11 FINES/TURNBACKS

Fines were implemented in 2012 to curtail the excessive Turn-Backs and the resultant disruption that occurs in the assigning process. It is not meant to be a punishment but rather to enforce the seriousness of Turnbacks as it seems other methods do not work.

Assignments are made based upon the availability you set in Arbiter.

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 play date. If you are uncertain of your availability, place yourself as unavailable and then call the Assignor the Wednesday before the weekend to see if there are any games you can cover when you are sure of your availability.

Should a Center Referee turn back an assignment, he/she will be subject to a $15.00 fine for each game turned back. Should an AR let multiple games expire, he/she will also be subject to a fine.

This is the extreme; your status will probably be set to Not Ready or you will not receive assignments before a fine letter is sent.

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

Please, communicate with your assignor. Don’t let emails to you questioning no shows to a game or declined/expired games go unanswered.
1.12 MEETINGS

The Long Island Soccer Referee Association normally holds meetings the 2nd Thursday of every month except for January, July and August. A clinic is conducted at most meetings so each official is required to attend at least 5 meetings throughout the year (fall/spring). Additionally, the meetings held prior to the start of each soccer season in **SEPTEMBER** and **MARCH** are **MANDATORY** as the clinic covers any changes to the Laws of the Game as well as the rules and regulations of various leagues. If you plan on being a CR you must attend these meeting but they are open to all ARs as well.

Access to ArbiterSports, the LISRA office, and attendance at LISRA meetings requires that an official be a member of LISRA in good standing. Members should notify the office if they cannot attend a meeting.

1.13 RECERTIFICATION

You are required to renew your United States Soccer Federation (USSF) badge each calendar year. Registration and eligibility status with USSF is controlled by Eastern New York (ENY) via Game Officials. Your use name and password for Game Officials is different than Arbiter Sports. We will send emails to you each year to ensure that you are aware of the recertification process and provide whatever help we can to ensure you get your badge.

If you are age 18 or over you will be required to complete SafeSports as well. Please contact support@LISoccerRefs.org if you need any help during the recertification process.

1.14 AVAILABLE GAMES

1.14.1 The real training as a referee comes on the field through experience. The more games you can officiate, whether league games or tournament games, the better you will become. You are eligible to officiate all league and tournament games that are assigned through ArbiterSports. LISRA can assist you with any problem that may occur before, during, or after these games.

If you have requested to be an Assistant Referee only, you will probably be given U13 and U14 games until you have some experience. Based upon feedback from your center referees and the number of games you officiate, you will begin to receive U15 through U19 games.

Most Center Referees will start on small sided games (U9-U12) before moving to a 3-man system. This again is based upon experience, feedback and direct observations. Center Referees will also be assigned as an AR in order to observe more experienced CRs.

1.14.2 The area assignor may also assign you directly to games not in Arbiter. These games are usually assigned based upon experience and referee level. You must contact your assignor directly for help with any of these games.

**NOTE**: Once you are assigned to a game, you may not turn back or deny a game for a “better” game. This includes higher level games or higher paying games. Once assigned, only an assignor can approve the change.

1.14.3 As a referee, you are an independent contractor; in order to remain covered by the insurance you receive as a certified referee you should only officiate sanctioned games. You can ensure this by accepting games from certified assignors only. Do not officiate any game requested by a coach or club unless it is cleared through your assignor.
1.15 DEVELOPMENT

1.15.1 As previously stated, clinics are usually offered at the LISRA referee meetings that deal with the Laws of The Game, game tactics, positioning, handling problems within a game, etc.

Many meetings are preceded with a RAP session whereby referees can discuss specific game incidents and how they were handled.

1.15.2 LISRA also has a development program whereby experienced referees attend a game to provide immediate help to both ARs and CRs.

If you ever feel intimidated or wish to have additional training you may contact the referee office or g9@LISoccerRefs.org to request support at the field. We will do our best to send an experienced referee to provide hands on training.

1.15.3 A LISRA member may also request to be assigned to a Big Brother. He/she will be available to help you with any pre-game or post game duties, or simply to discuss your game.

1.16 GAME DUTIES

1.16.1 All referees are required to officiate in a complete, proper uniform that includes:

- The current badge - has the current year imprinted on it. Do not wash your badge as it will fall apart. You can purchase a replacement Badge of each year for a nominal fee. After JUNE of the year, the current year’s badge is NO LONGER AVAILABLE!
- The current official referee shirt, black shorts, and socks.
- Predominantly black shoes
- A watch. You may not use your cell phone, IPOD or PDA, or a stopwatch around your neck
- Pen, paper, flags
- A whistle if you officiate as a CR.

Please arrive at the field dressed professionally in order to make a good first impression. If you wear anything for warmth, it must be black and be worn under your referee shirt/shorts. Do not officiate in warmups, sweatpants, jackets or an "appearance that does not promote the professionalism of the officiating team".

Please check your equipment before you go to the field. Most referees will have spare whistles, watches and pencils. If you have multiple games please bring water and food as appropriate, and any accessories for the weather.

1.16.2 All referees are expected to:

- Be aware of the competition rules for the game you are officiating
- Be aware of any changes to the Laws Of The Game; you can find any changes every July from the IFAB website
- Be on time for every game in order to perform your pre-game duties
- Act professionally and do not have “social” interactions with players, coaches, or spectators before, during, or after the game. It is critical that referees be impartial. Do not give anyone a reason to think you might show favoritism
- Work as a team and never openly disagree with each other, or comment to players, coaches, spectators about a CR’s calls
1.16.3 The Center Referee is the Crew Chief and is expected to:

- Make sure you have contacted your ARs and advised them about any changes to the game
- Provide pre-game instructions to the ARs no matter who they are. The pre-game should be based upon the experience of the official.
- Protect the AR from any and all harassment that might occur, especially if they are young. ARs need to notify the CR immediately if they have any problems whatsoever-do not assume the CR knows you are uncomfortable.
- Collect all game fees for you as the CR and the ARs prior to the start of the game. Please know the fees to be collected before you go to the field; have a few dollars in change for your ARs-not for the coach.

**NOTE:** Please make sure your ARs get paid if insufficient money is collected; LISRA will assist you in getting your payment.
- Help in the development of the AR by providing feedback at half or game end.
- Complete evaluation reports for the ARs and help identify any who need additional help or those that can move ahead quickly.

### 1.17 POST-GAME DUTIES

1.17.1 If you are the CR you must complete an on-line referee report for each game you officiate. Reports must be completed within 48 hours of the game. You can access the report for any game in Arbiter by going to the LISRA website, www.LISoccerRefs.org and scroll down on the home page to GAME REPORT. For the game report not in Arbiter please check with each league to determine what information is required for each game you officiate and where each game report is to be sent.

If required, the USSF referee game report can be found in Arbiter in [Lists] [Forms] “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.

1.17.2 If a **RED CARD** was issued or a possible concussion occurred, then you need to mail a USSF supplemental report to the correct office and “**RED CARD**” or “**Concussion Protocol**”. Please determine from each league if the actual player, coach, or trainer’s pass is required to be sent.

1.17.3 As a CR you will need to enter sportsmanship ratings for each Long Island Junior team you officiate. This will be done in conjunction with your referee report and must be completed before you can submit your on-line report for LIJ. Please contact the referee office for assistance.

1.17.4 If you had ARs in your game, please complete the ratings for each AR using Arbiter. You will receive a notification if you have not completed your ratings.

If you are an AR please check Arbiter for any comments your CR may have for you about the game. Your CR should give you a quick summary of your work as an AR on the field. Be aware that CRs vary in the way they rate the AR and many do not provide comments. No one rating will determine what games you receive.

1.17.5 All CRs should notify the LISRA office and ARs should notify the g9 group for any unusual circumstances that occurred during the game.

### 1.18 ASSIGNING FACTS

1.18.1 There are multiple assignors that handle the AR assignments for Long Island. When you contact the office or g9, include your full name and home town so the area assignor can respond to you. If you do not do this your email may go unanswered.
1.18.2 Your area assignor will assign you to USSF sanctioned games. You are not allowed to officiate any unsanctioned match while wearing your USSF badge. If you are unsure as to whether or not a game is sanctioned please contact your area assignor.

1.18.3 LISRA DOES NOT PAY OFFICIALS. Please remember that you are an Independent Contractor. As such, you cannot file for unemployment from LISRA.

1.18.4 You can choose a maximum number of games per day to officiate. If you are not able to do this, contact the referee office or g9. You are also able to block out a particular team or town if there is a conflict of interest or any other reason. You may also block out the appropriate amount of time before or after your game if you coach or play. This may reduce the number of games you receive but stay in contact with your assignor.

1.18.5 When assigned to games with ARs remember that you are to work as a team and your actions must always reflect that.

1.18.6 All referees should read the entire referee Code of Ethics listed in this section.

1.18.7 Requesting to officiate with a CR or AR: It is possible to request that you be assigned to officiate with an CR or an AR that is a child, parent, sibling or friend but it is difficult for the following reasons:
- ARs are assigned at least 2 weeks in advance of the play date if not more while CRs may only be assigned 1 week in advance
- ARs may officiate on their home field but CRs will not be assigned to home field games
- New ARs will start with younger teams that may not match the level of the requested official.
- Part of the learning process is working with different CRs and ARs

Please make your request known to your assignor and we will try to accommodate you when possible.

1.18.8 Self-Assign Feature

There are almost always games set to self-assign as an AR 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.

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.

If you are a CR please contact your assignor or the office to see if you are scheduled for any games before taking self-assign games.

Blocks will be created any time you decline a game or let a game expire and this will limit the self-assign games you will see as available to you. You must contact your assignor in order to remove a block.
1.19 ADDITIONAL INFORMATION

1) You should become familiar with Arbiter Sports (www.ArbiterSports.com) in order to set your availability and receive your games. Section 2 of this document will help with many of the routine activities.

2) You should also log in to the website of the Long Island Soccer Referees Association, www.LISoccerRef.org to view very valuable information. Some of this information is available to every referee without having to log in with a password. Information that you will find useful can be found on the Home Page, in the left hand side menu blocks as you scroll down:

- The LISRA Referee Handbook
- Advice for New Referees
- Announcement/Classes
- Benefits of Members
- Forms
- Links to league rules
- Contact us

3) 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

1.20 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:

Please call your LISRA President, your Assignor, and the LISRA office and follow the procedure posted on the referee website: www.LISoccerRefs.org

Cathy Caldwell, LISRA President ... (631) 466-8611 ccaldwell@lisoccerrefs.org
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.
SECTION 2 - WORKING WITH ARBITER

2.1 “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**. If you have any questions after reading the documentation, email Support@LISoccerRefs.org for assistance!

- Remember that ‘DECLINES’, ‘Turnbacks’ and ‘NO-SHOWS’ are grounds for possible fines.

You must block out any times that you are not available. This includes Saturdays as well as Sundays and Weekdays. You may also Block out the time of your own game if you play or coach.

**SEE INSTRUCTIONS BELOW FOR A STEP BY STEP on “BLOCKING”**
Click the Calendar link found under the BLOCKS Menu Section found in the left hand column of the page:
Select the correct MONTH in the drop-down menu on the Right:
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
and we chose 2:15 PM as the TO or END TIME for the BLOCK
Next, we click on the 4th date in the Calendar which sets the 9:30 AM to 2:15 PM BLOCK on the 4th of September
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**
2.2 Referee Information

Figure 1 of 2: CONTACT THE CR FOR FIELD LOCATION

First illustration above illustrates a referee’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.

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.