



**CENTRAL VIRGINIA SOCCER
REFEREE ASSOCIATION
(CVSRA)**

***REFEREE
HANDBOOK***

THIS HANDBOOK BELONGS TO:

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Guidelines for Jewelry, Braces and Glasses

(rev. 10/13/03)

Referees who officiate matches in Central Virginia often encounter the following list of common items. To ensure the safety of all players, the following items are **not allowed** to be worn or used by a player, on the pitch, **before or during** a game. Officials refereeing matches for CVSRA (youth and adults) will adhere to these guidelines unless specifically instructed otherwise as part of a written assignment.

- Watches
- Metal bracelets
- Plastic bracelets similar to Livestrong® bracelets
- Cloth bracelets (whether loosely or snug fitting)
- Metal necklaces (whether loosely or tight fitting)
- Cloth necklaces (whether loosely or tight fitting)
 - Bracelets must be removed to play; whether to cut them off to play is a player's decision.
- *Metal or Plastic barrettes*
 - Ribbons in the hair are allowed, – but all players on the same team must wear the same color ribbon.
- *Earrings – whether pierced, or not, on the lower or upper ear*
 - Earrings must be removed. If they require a tool, the player must remove them or not play.
 - Players may not tape earrings in order to play.
- *Rings on fingers or thumbs*
 - One smooth wedding band (no stones or sharp edges) by players in the Adult Leagues is allowed.
- *Any body piercing jewelry (nose, eyebrow, tongue, navel, etc., - including that under clothing)*
 - Referees will **NOT** inspect under clothing for these items. It is the responsibility of the player, parents, and coach to ensure that removing these covered items protects the player's safety.
- *Wire rim glasses*
 - Plastic frame glasses are permitted – even if they contain a wire within the plastic arm of the glasses.
- *Socks that are not the same colors.*
 - One player may not wear two different color socks.
 - If players on the same team have different colors, the referee should make every effort to play, avoiding targeting.
 - If players on the opposing teams have the same color socks, the referee should play, and make the best calls possible.
- *Elbow, finger, or wrist braces which contain any hard or inflexible substances*
 - Knee braces are permitted – if all hard edges and joints are properly padded. If during the game, the player uses the knee brace as a weapon in the opinion of the referee, it will no longer be allowed.
 - Casts are usually tolerated if they are soft or wrapped in soft material.

Medical and/or religious bracelets and necklaces are permitted if securely taped to the player.

Central Virginia Soccer Referee Association (CVSRA) – Contacts

PO Box 2335, Glen Allen, VA 23058

Hotline: (804) 744-4900

CVSRA Website: www.cvsra.com

Fax: (804) 739-7004

Arbiter: www.TheArbiter.net

OFFICERS & DIRECTORS

Position	Officer	Home	E-mail
President:	Scott Johnson	346-8605	president@cvsra.com
Past President	Frank Carroll	320-4767	pastpresident@cvsra.com
Secretary:	Rob Tyler	357-6029	secretary@cvsra.com
Treasurer:	Phil Knause	360-5219	treasurer@cvsra.com
Adult Leagues:	Scott Johnson	346-8605	adultleagues@cvsra.com
Scholastic League:	Brian Starling	726-9787	scholastic@cvsra.com
Youth Leagues:	Page Chapman	282-0290	youthleagues@cvsra.com
HS Commissioner	Christie Bernas	550-0073	sbrut@aol.com
Tournament Director	Christie Bernas	550-0073	sbrut@aol.com
At Large/ Youth:	Brian Lapierre		atlargeyouth@cvsra.com
At Large/ Adult:	James Pantaleo	366-0901	atlargeadult@cvsra.com

ASSIGNORS/COORDINATORS

Position	Assignors	Home	E-mail
Head Assignor	Beth Hatchel	744-4900, 739-7004 (fax)	cvsra.assignor@gmail.com
Scholastic Assignor	Joe Sheridan	778-4838	laws5and6@comcast.net
Assistant Assignor	Bobbie Joyner	730-2729	BobbieJoyner@comcast.net
Tournament Assignor	Beth Hatchel	744-4900	Cvsra.assignor@gmail.com
Out of Richmond Area Assignors	Jack Hitchens (FASA,STAF), Mort Sajadian (LUS), Don Dolinger (SOCA), Dan Ivory (MONU)		Justhitchens@comcast.net ms1@amazementsquare.com Don.Dolinger@SOCAspot.org
Assigning Assistant – Payroll & Acct'ng	Marian Fletcher	739-1679, 739-7004 (fax)	Admin@cvsra.com

STANDING COMMITTEES

Committee	Contact	Home	Board Contact
Audit:	audit@cvsra.com	790-0312	Phil Knause - treasurer@cvsra.com
Conduct:	Robbie Fierro conduct@cvsra.com		President president@cvsra.com
Training	Rodney Stovall stovallsoccer@hotmail.com	539.6850	President president@cvsra.com
Referee Development	Chris Barnard bskyjuice@yahoo.com	475-8714	President president@cvsra.com

CENTRAL VIRGINIA AREA STATE REFEREE STAFF

Position	Staff	Home	E-mail
Administrator:	Richard Martin	272-6027	lmartin@rcn.com
Instruction:	Kevin Wah	739-4503	k_wah@hotmail.com
Assessment:	Frank Carroll	320-4767	frankcarcgrref@verizon.net

CVSRA WEBMASTER: - Brian Starling E-mail: webmaster@cvsra.com

ATTENTION YOUTH REFEREES!

- Have a problem with assignments?
- Need more information about the CVSRA?
- Have suggestions about how to run the CVSRA?
- Have ideas about training that would make you a better referee?

The CVSRA youth referee representative can respond to these questions. He is your voice on the Board of Directors. Contact the Youth At Large member of the Board of Directors to express concerns or raise questions.

Regular Season (USSF) Weekend Play – Game day Procedures

Just a few reminders as you get ready to head for the fields for your assignments each weekend. For some of you this is old hat, but with many new refs this season we want to cover the basics. All of you please remember that things do not always run smoothly; let's be flexible, understanding and communicative with coaches and crews.

- ➔ If you have not already done so, please login to Arbiter and make sure all your phone numbers are LISTED, AND PRINTABLE (check the box after the number(s) while under the edit function. If you have a cell phone that you will be using on weekends, please make sure that it is listed and turned on during the weekend.
- ➔ Keep a copy of this handbook in your bag while you are at the fields – you may need it for reference.

-Friday Night/Saturday Night before Game Day:

- ➔ Print your schedule from Arbiter and take it with you. Please do this on Friday night or better yet, Saturday morning so that you have the most current information possible. This will have your match details and crews listed with their phone numbers, as well as the amount that you will be paid for each match. If your games are on Sunday, please do this on Saturday night/Sunday morning.
- ➔ Take a look at the driving directions to your fields – keep in mind that some of the roads may be under construction. Print them and take them with you if this is the first time going to a particular site. If you notice that the driving directions need modification, please send the new/pertinent information to Marian Fletcher at Admin@cvsra.com.
- ➔ As you make your travel plans for game day, remember to allow extra travel time during special event weekends. (Race weekends, Mall events, etc.).

-On Game Day

- ➔ Please remember to call the CVSRA weather hot line, (804) 744-4900, or check the website, www.cvsra.com OR www.theArbiter.net BEFORE leaving for the fields. Do this regardless of the weather conditions at your own home – even sunny days may find fields being closed at some sites.
- ** inclement field numbers for the fields you are assigned at are listed in your assignment's field link. You can call them directly too.
- ➔ Read all the messages on Arbiter's front page, many questions are answered there.
- ➔ Review the rules for the leagues that you are refereeing for. Take a copy with you just in

case. Current rules for each of the Leagues are available from the Forms link on your Arbiter home page.

- Arrive at the fields at least 30 minutes before your first match.
- Please be in uniform when you arrive – remember, no jewelry other than your watch and normal rings (wedding band, etc).
- Don't forget your whistle, cards, flags, match sheets (can be downloaded from CVSRA – www.cvsra.com, downloads, Game Card) and something to write with!
- There will not be any field marshals or referee coordinators at the fields – use your schedule and field markers to determine where you need to be. **Please be on time.**
- **Have fun!!**

-Pre-Game Checks

→ Rosters will be available for VSLI and VCCL games. These are for you to keep and are to be used with writing your reports. Check players' equipment; then match the player cards to the roster for players on VSLI games only.

-Post Game Responsibilities

- If you are the center referee, complete an Official Match Report at www.cvsra.com when you get home from the games. These are due within 24 hours of game time. If you need help getting this done or have OMR questions, call Marian Fletcher at 739-1679 for assistance. You will need to report the score of the game, the officials on the match, any cards that were issued, any issues with the field, or any other issues that the assignor needs to know about.
- **EVEN** if your games are canceled, you need to fill out a report using the "Cancel This Game button" in the upper right corner of the screen.
- Do NOT fill out game reports on Arbiter.

-Personal Emergencies (How to Handle) – Regular Season USSF

Games

We understand that emergencies can arise. If you find that you are not able to complete your work assignment due to an emergency, please call 744-4900. If there is no answer, leave a message in Beth Hatchel's mail box (#1) with your name, phone number, the location/time/field of your scheduled games and the nature of the emergency. If you do not talk with Beth directly, try a few more times or until you hear back from her that she has received your message.

If you are shorthanded at the field, please use the following procedures to fill vacant crew positions:

20 minutes before game time: Using the schedule that you printed before leaving for the field, try calling the missing official(s) at either home or cell, if it is listed; use the cell number first as they are probably on their way.

15 minutes before game time:

- If you have not been able to get in contact with them or find out that they will not be honoring one or more of their assignments for the day, call the hot line, 744-4900 (Beth's mail box -option #1), leave a detailed message to include, your name, game location, time, number, who is late/not coming, and a phone number where Beth can reach you at the field.

The Head Assignor's primary focus during game day shortages will be to find a referee to replace the missing referee(s). Beth will contact you with any information as soon as she has it.

- Proceed with pre-game check ins of teams, and ask the team managers if there is a USSF certified referee connected with their teams who can stand in as a possible temporary replacement as a Club Line for that game. (Many schedules will list officials attached to your game. Some are players, parents or siblings who may be there watching, ask about them first). If there is not a USSF certified referee on the sideline, ask for a spectator to serve as a Club Line.
- If the Center Referee is missing, the most experienced AR should step into the Center Referee position. If this happens, notify Marian Fletcher so that she can set you up to enter the game report.
- The Center Referee must get the name and phone number of the person who is the Club Line to include in your game report. If the Club Line is certified, they will be paid by CVSRA. On your game report, put the Club Line Name/Phone number in the Notes to the Assignor field.

If you are unavoidably running late or unable to make the game:

- Try calling the center referee or one of the officials on the crew you are working with if you have that number on your schedule to let them know of your status.
- If you do not have the phone numbers of any of the crew, call 744-4900, option #1, and leave a detailed message (your name, game number, location, reason for delay or absence, phone number where you can be reached if clarification of the message is needed).
- **Note: DUALS FOR REGULAR SEASON VSLI, VCCL, ADSL 3 man system, and RECREATIONAL GAMES ARE NOT ALLOWED. USE A CLUB LINE IF YOUR CREW IS SHORT.**
- **CLUB LINES ARE NOT ALLOWED FOR SCHOLASTIC GAMES.**
- **Check your schedule to see if you are working a scholastic game or not when making a decision on use of club lines.**

CVSRA Regular Season Rate Schedule

Game fees are posted on Arbiter on each game. These fees print on the game report. If further information is needed about game fees, please contact Payroll and Accounting at Admin@cvsra.com.

The Central Virginia Soccer Referee Association's Website

CVSRA Website: www.cvsra.com

- Establish a login
- Submit tournament availability, Official Match Records & Referee Reports on line
- Get up-to-date information published by CVSRA
- See your total game count for the year
- Obtain handbook updates as they are available
- Send emails to the assigning team
- E-mail the Webmaster with suggestions to make the site serve you better.

Scholastic Matches – High School & Middle School

- Call the school office (not the AD) between 11 a.m. and 2 p.m. on all game days to confirm that the game is still on and the kick-off time has not changed. If you are a youth in school during the day, make plans to call when you get home from school. **Call your crew the night before the match.**
- For out of town matches, plan to car pool so your crew arrives together at the site as a team. This should be done whenever possible. If it does not make sense to carpool, make sure that all referees know when and where to meet before the match.
- The head referee of the highest level match (will usually be the Varsity match) is responsible for contacting the all crew members of all matches for the day to coordinate travel, if needed, to confirm with the school that matches are being held, and to coordinate the meeting time/place for all crews for the evening.
- If a referee cannot work a Scholastic match, the Scholastic assignor must be notified by them immediately via phone (day of) or via email (prior to match day) with an explanation of the reason for turning back the match.
- Travel directions to all sites are on Arbiter. Click on the site link to get access to them. **DO NOT USE THE DIRECTIONS FROM THE RISOA website as many of them have changed.**
- If the Arbiter driving directions are not accurate, please provide updates to Marian Fletcher so they can be made more accurate.
- All incidents (including send offs) must be called into the Scholastic Assignor and the HS Commissioner immediately after the match. Leave a detailed message on their cell phones, if there is no answer, leave a detailed message with a call back number should they need more information. Complete the OMR as soon as you can get to a computer for the complete report.
- If match reports are not available on the CVSRA website for any reason, contact Marian Fletcher (Admin@cvsra.com). Do not send an email to the Head Assignor or Scholastic Assignor as they cannot help you with this.

CVSRA's Code of Ethics and Conduct

I. The Central Virginia Soccer Referee Association (CVSRA) is an organization of certified referees serving the officiating needs of soccer leagues in central Virginia. These leagues have empowered the CVSRA to provide officials who are independent, impartial, and responsible. In addition, as officials, we are responsible for promoting the development of soccer in our matches.

II. CVSRA officials are expected to demonstrate excellence in conduct and ability at each match in which they participate or observe. This covers the time from arrival until departure from the field. In preparation for officiating, one must devote time, thought, and study to the Laws of the Game and mechanics of refereeing.

III. CVSRA officials are expected to follow these guidelines:

- a. Report to the field ready to officiate at least 30 minutes prior to the start of the match. Officials must arrive early enough to conduct pre-game activities (field check, pre-game conference, etc.). Failure to arrive in time may result in a fine.
- b. Wear the proper uniform. The proper uniform is as follows: USSF approved shirt, Officials should have and bring all approved uniforms to each game) black referee shorts; black socks with three white stripes or USSF approved logo; black shoes (may have white manufacturer's logo) and the proper badge for the match. In severe weather, officials may wear a black jacket with the proper badge. All officials working a match are expected to wear the same style uniform, so bring all shirts with you to a match.
- c. If the official knows prior to game time that he will not be able to perform his duties, he must notify the Head Assignor by calling the CVSRA Hotline. If there is no answer, leave a message and try again if possible. A full explanation of why they cannot complete their assignment is expected.
- d. Officiate the game; failure to show (no show) may result in a fine equal to the game fee. The Conduct Committee will give written notice of the fine. The official may submit a written excuse to the Conduct Committee, postmarked within 7 days of notification. If the excuse is accepted, the fine will be rescinded.
- e. Arrive on time; tardiness is subject to review/action by the Conduct Committee.
- f. Refrain, while they are a player, spectator, or coach at a game, from using loud, abusive, or destructive language in critiquing other officials. Such criticism from an official in uniform is serious and damaging. All such incidents are subject to review/action by the Conduct Committee, which may levy a suspension and/or fine.
- g. Refrain from using tobacco products during assignments.
- h. Refrain from using alcohol or illegal drugs before or during a game. Failure to comply results in immediate suspension and review/action by the Conduct Committee, which may recommend additional disciplinary action.
- i. Refrain from drinking alcohol while in uniform.

- j. Accept or reject assignments ASAP, but by the “accept by” date for sure. If the Official is unable to work a match that was accepted, contact the Head Assignor immediately using the turn back procedures listed below. Officials who cancel one assignment in order to work another will be fined the higher game fee.
- k. Submit electronically the Official Match Record (OMR), no later than 24 hours after the game, if you are the center referee or the senior referee in a dual. Failure to file a prompt OMR may result in the loss of the game fee.
- l. Submit a match report, to report sending off a player or coach, or cautioning a coach. You must report the players or coach's name, team, number, and offense within 24 hours of the game. Failure to follow these procedures may result in a \$25 fine.
- m. **If as a player or coach, you are sent off (RED CARD)** during any game, you are required to submit a written explanation within 7 days explaining your actions and events leading up to the send off. This shall be addressed to the CVSRA Conduct Committee Chairman and must give specific permission for the committee to make inquiries to other leagues / tournaments as needed concerning the events. Based on the severity, CVSRA reserves the right to limit matches until the Conduct Committee has completed its review of the incident and determines whether further sanction is appropriate. The Conduct Committee will act upon the written report and respond within 14 days time.
- n. Report infringements of items D through O for review/action by the Conduct Committee.

IV. CVSRA officials should consider the spirit of the law in cases where doubts or questions about interpretation of these guidelines exist.

V. CVSRA committee actions are reviewed by the Board of Directors. CVSRA members may question a committee action by filing a written appeal with the Board

VI. CVSRA members should strive to do their best on the field and to improve their skills.

VII. CVSRA officials should act and think like professionals. Behavior and conduct influence public opinion about officials and the officiating profession.

United States Soccer Federation (USSF) Code of Ethics for Referees

1. That I shall always maintain the utmost respect for the game of soccer.
2. That I will conduct myself honorably at all times and maintain the dignity of my position.
3. That I shall always honor a contractual obligation.
4. That I will endeavor to attend local meetings and clinics so as 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.

6. That I shall be loyal to my fellow 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 United States Soccer Federation, and I will strive to make my actions reflect credit upon that organization and its affiliates.

Assignment Procedures-General

Specific assignment procedures may vary depending on the assignor and number of games being assigned. All assignments will be posted on www.theArbiter.net. Initial assignments will be posted as follows:

- ➔ Tournaments: 3 weeks prior to tournament
- ➔ Youth regular season: 3 weeks prior to play
- ➔ Scholastic: 4 to 8 weeks prior to play
- ➔ SuperY: 3 weeks prior to play

Set your email package to accept email from the following addresses:

Support@theArbiter.net
Beth Hatchel: cvsra.assignor@gmail.com
Assigning_Team@cvsra.com
Webmaster@cvsra.com
CVSRA Payroll: Admin@cvsra.com or cvsrammf@comcast.net
Web Administrator: starlingjb@comcast.net
Scholastic Assignor: Laws5and6@comcast.net
Scott Johnson - Scott.Johnson1@kraft.com
Brian Starling: starlingjb@comcast.net

- All assignments depend on officials keeping their availability current in the Arbiter system.
- Arbiter assumes you ARE available unless you tell it otherwise.
- Keep your availability updated as it changes.
- Check your email and Arbiter DAILY for new assignments or assignment changes
- Accept your assignments by 6:00 AM of the “Accept By” date.
- If a game is on your schedule and the “Accept By” date has passed, it is still assigned to you and should be accepted.
- For detailed Arbiter instructions on how to set your availability, please review the Arbiter Instructions elsewhere in this manual.

- *Officials who work for multiple associations need to watch carefully that they do not give the same availability to all associations. If you are available to work for one organization on a given day/time, DO NOT give the same availability to another.*
- **MAKE A COMMITMENT** to being a referee if you really want to work and be **DILIGENT** about your availability and honoring your assignments.

-Assignment Procedures-Youth/Recreational USSF Regular Season (Beth Hatchel)

This is a general outline of how regular season USSF games are assigned. Scholastic, SuperY and other game assignment procedures will be communicated to referees via email prior to the season or at the monthly training meetings.

-Initial Assignments

1. Five (5) weeks before regular season begins you will receive an email from the Head Assignor asking you to set your availability as you know it for a specified period of time. Log into Arbiter and make sure your Calendar entries (Availability) are correct. Referees who have logged in (Arbiter tells the assignors when this is) are assigned first as it is assumed their availability is the most accurate.
2. Assignments are posted about 3 weeks in advance and are penciled in 4 weeks earlier based on a rotation system within each levels of ability. The NATURAL result of this process means you should receive an initial assignment (one that best fits your availability parameters), every 2-3 weeks. There are opportunities to receive additional assignments, depending on how available and reliable you are.
3. Games that are not accepted by the acceptance date are placed back into the pool of available assignments for any given date. The assignors are notified by Arbiter if you have looked at your assignments and not accepted them.
4. Check your schedule, and the schedule of anyone else you need to consider as soon as possible (youths, make sure you can get a ride to and from the assignments. Parents, check your honey do lists and your children's schedules). And then REMEMBER to accept or decline them by the deadline – click the appropriate check box(es) and click on **<SUBMIT>**.
5. Declines are re-assigned immediately so assignments can be posted almost daily through out the season
6. Schedules change routinely and emergencies happen which keep assignments fluctuating. You can usually pick up more games in the weeks before play in a couple of ways.
7. Weekly (and possibly more often) you will receive a "Possible Openings" email to fill games that do not have confirmed (Accepted) officials in one or more positions.
 - a. Opening are posted in the email AND
 - b. Posted on Arbiter Home Page
 - c. The email is sent to ALL referees
 - d. If you can work one or more games, reply to the assignor's email message. (**DO NOT USE THIS REPLY FOR ANY OTHER REASON as once the games are filled, the emails are not read.**)

- i. *Do not assume that you are assigned unless you get an email saying you have new assignments from Arbiter.*
 - ii. *If your availability changes after you have volunteered, please send another email to the assignor indicating the nature of the change.*
- e. Follow the directions in the email – do NOT use a phone call to volunteer unless the email asks you to do that.
 - f. Do **NOT REPLY** if you are **NOT AVAILABLE**.
 - g. Check your email each day for new assignments – and accept them as soon as possible.

-Declines:

1. Declining an assignment will remove you from the initial assignment rotation for 3 weeks *because the next 3 weeks have already been assigned.*
2. When declining a game, send an email to your assignor letting them know the reason for the decline, **to remain an official in good standing.**
3. A 2nd decline will cause your name to be red flagged as possibly not understanding how to give availability You will be pulled from the rotation until someone can contact you and have you demonstrate that you know how to log in availability correctly. This will cause you to lose *at least* another 3 weeks of initial assignments. In an 8 – 9 week season, this could keep you from working at all.

-Turn Backs (declining an already accepted assignment):

1. Turn backs after accepting an assignment are only allowed when unavoidable.
 - a. Do NOT turn back a CVSRA assignment to accept an assignment from another association.
 - b. DO use the correct email for the assignor (Cvsra.assignor@gmail.com)
 - C Do NOT reply to another email message that you have received from either the assignor or Arbiter. DO create a new email message.** The Subject line on the new email must include:
 - i. Your Name
 - ii. The word "TURNBACK"
 - c. Look for an email reply from the assignor within 24 hours. If no reply to your email is received and the assignments are still on your Arbiter schedule, then continue to try to reach the assignor.
 - d. If email is not possible, call the Voicemail at 744-4900.
 - e. Use **Voicemail only after 5 PM on Friday through Monday morning.**
 - f. Do NOT use Game Notes in Arbiter

-Tournaments and Special Events:

Assignments for these events are communicated through Arbiter; availability is collected at: www.cvsra.com

1. Announcements of the events will be communicated by email; log into www.cvsra.com and submit your availability using the link on your personal home page.

- a. Log in EVEN if you are NOT available; submit negative availability if that is the case so the assignor will stop sending you information regarding the event.
 - b. About a week after you submit your availability you will receive a confirmation email so you know it was received. (At this time it is recommended that you double check and make sure you have accurately submitted it). If you do not receive a confirmation email within a week, contact the Head Assignor at Cvsra.assignor@gmail.com.
 - c. There will be a message on Arbiter when the assigning process has started. PLEASE do NOT change your availability once this has begun unless it is unavoidable. Large events take a lot of time and planning, and you need to honor the commitment once you have made it even though you will not have specifics for several weeks.
 - d. Every effort will be made to coordinate your schedule with games you would like to watch, games you must not referee (family member on team), car pools, etc. Please make sure to put your requests in the notes field of the availability form.
2. Arbiter usage during tournaments
 - a. Tournament assignments ARE posted in Arbiter and must be accepted there.
 - b. Arbiter's home page will also keep you updated on the assigning progress.
 - c. DO NOT use Arbiter to change the availability you have submitted at CVSRA. Availability changes must be emailed to Cvsra.assignor@gmail.com.
 - d. **Availability is ignored in Arbiter** for tournaments. If availability at CVSRA conflicts with what is in Arbiter, Arbiter will be *overridden* by the assignor.
 3. Tournament Game Rates:
 - a. will be posted on individual assignments and will be made available at the time that the availability is announced. For specific rate questions, you may contact Payroll and Accounting at Admin@cvsra.com
 4. Common Tournament Availability Errors
 - a. Pay close attention to Tournament Locations. Tournaments are hosted by local clubs and utilize their home fields, rarely using fields far away from their local area. Giving availability to a tournament hosted by a club whose home fields are outside your travel limits, means you are willing to make an exception for the tournament.
 - b. Turning back tournament assignments without good cause will affect future assignments with CVSRA

CVSRA Website Procedures – detailed operating instructions for the following are available on the CVSRA website (www.cvsra.com) by using the Help link on the left side of the sign on screen: Official Match Reports, Availability submission for tournaments, updating personal information, etc.

Official Match Reports – Official Match Reports (OMR) are required for each non tournament match. If you are the center referee, or the first listed referee in a dual, you must submit an Official Match Record (Game Card). Match Records must be submitted via the CVSRA web site within 24 hours of game time completion. Failure to turn in a timely match report may result in you and possibly your crew not being paid for your work in a timely fashion. If you do not have access to a computer, you will need to contact the Assigning Assistant (Payroll) [Marian Fletcher] to complete the report manually. Incomplete or incorrect match records will be returned to the referee. If you caution or send off a player or coach, enter the team, player's name, number, card (red or yellow), and infraction. All send offs require a detailed explanation of the situation leading up to and including the send off. Remember that errors can cause innocent players to be disciplined.

Cancellations – Closing information will be posted on the home screens of Arbiter and CVSRA. Emails will also be generated from Arbiter when a game has been cancelled for any reason, time permitting. DO NOT expect to receive a personal phone call from the assignor if a game is cancelled. You can also call the numbers for the fields directly that pop up when clicking on the field name in Arbiter.

- For Scholastic games, **always** call the school OFFICE before you leave home or work to confirm game time, location, etc.
- Scholastic Head Referees are to call their crews 24 hours before game time to confirm location, time, and transportation needs (if any) for all assigned games. If the crew has not heard from the Head Referee in that time frame, the members are to call the Head Referee.
- For all other matches, call 744-4900 and check the messages. If there are no messages, go to the field prepared to work.

If you get to a match and no one is there, check the site, time, and date on your assignment sheet. If you are at the right place, or if a match is canceled, submit a match report and you will be paid. In the Notes to the Assignor box, write an explanation of why the match wasn't played and which officials showed for the match.

Match Times – Our contracts with the leagues state that we will arrive prior to the match so plan on arriving at least 30 minutes prior to match time! Failure to show up 30 minutes prior to game time may result in actions by the Conduct Committee.

Send Offs - If you send off a player, or send off a coach, call the CVSRA hotline (744-4900) immediately after the match with the player's or coach's name, number, team, and the infraction. Official Match Reports which contain place for the Referee Reports must be submitted on the CVSRA website within 24 hours.

Telephone Calls – We receive many phone calls per day and try to respond as soon as possible. If you have not had a response within a week please call again. Please note e-mail messages are preferred for general inquiries.

Training Meetings - Training meetings are held periodically during the Spring and Fall seasons at locations throughout the metro Richmond area. The location will generally vary from month to month and will be announced about two weeks prior to the meeting. Training opportunities will be announced using the Event system within Arbiter, the assigning system. The training topics will cover areas needed for referee development and will be utilized during the 2nd half of the year to support recertification. Attendance is taken at these meetings.

E-mail – Many times a mass e-mailing is used to fill last minute turn backs. Check your e-mail daily. You may be able to pick up a game or two. Also, e-mail is used to send out general information on payroll, tournaments, and other various topics. If you would like to use this service, E-mail the Head Assignor giving us your name and e-mail address. Email inquiries may be answered by either the Head Assignor or a member of the assigning team.

Paychecks – As of July 1, 2009, CVSRA will no longer be issuing paychecks for games worked. Instead, we will use a system called RefPay that is linked to Arbiter to electronically transmit your payroll amounts. Monthly transfers (initiated by you) to your bank account or Debit Card are free provided you abide by the documented RefPay parameters that can be found on www.refpay.com. When the payroll is run, the computer program will not process games without a submitted match record. Therefore, you get no pay for these games until your match report has been submitted.

Tournament Payroll is based on the completion of accurate records kept by the site coordinator and official game cards. Tournament payrolls are normally run soon after the end of the tournament.

Payroll is run on the first working day of each month and is generally transferred to RefPay the next day. Tournament payrolls are run soon after the tournament has ended. Pay sheets are generated in Arbiter showing exactly which matches you are being paid for and how much you are being paid. Matches flagged as "PBB" on your paysheets are "paid by bill to" and you will receive payment from someone other than CVSRA for those matches. If you have not been paid for those matches, please contact Payroll at Admin@cvsra.com and we will follow-up to make sure that appropriate payment is made.

At the end of December each year you should print your Arbiter reports for the entire year. This will provide you with important information that will be needed for your taxes (mileage shows on these reports), re-certifications, and future upgrades. While this information is archived, it may not be in a format that is easy for you to extract the data you need. Please be proactive and print your reports.

All Payroll questions should be addressed to Marian Fletcher at 804-739-1679 or via email to Admin@cvsra.com.

Recertification - Only current, USSF-certified referees may be assigned to USSF games. Keep your certification current. Officials who have certification questions should contact a Central Virginia Area Staff member for answers. All referees must RECERTIFY ANNUALLY

by taking a recertification class and passing the certification test. Kevin Wah should be contacted with re-certification questions at k_wah@hotmail.com

Upgrading - We encourage all referees to upgrade when they have sufficient game counts. Refer to requirements as stated in the *Referee Administrative Handbook* in order to upgrade. Upon completing requirements, contact the Area Director of Assessment to apply for an assessment and to get answers to questions concerning upgrading. Also, send an email to the Head Assignor (Cvsra.assignor@gmail.com) so that you can be scheduled for an assessment match.

Mentor Program - For new referees or referees wanting to develop at a faster rate than most, there is a Mentor Program operating out of Striker Park. Please contact the Head Assignor at cvsra.assignor@gmail.com, if you are interested in participating.

Lightning Policy - We use a 30/30 rule. See below for further definition of these parameters.

- If there are 30 seconds or less between lightning and thunder sightings, the referee will stop the match and the game clock. Thunder is an indicator of lightening so if you hear it- keep an eye out for lightning.
- Everyone then moves to a SAFE location.
- At least 30 minutes after the LAST visible lightening /thunder sighting, the game on the site will resume play. So keep watching and counting.
- Should the sightings return after play has resumed, the 30/30 rule again applies.

General Rules Modifications For All Leagues -

The leagues for which CVSRA assigns referees all follow the standard FIFA Laws of the Game as adhered to by the U.S. Soccer Federation, and, for youth leagues, the U.S. Youth Soccer Association, the Virginia Youth Soccer Association, and standard youth soccer rules and regulations.

The following paragraphs are rule modifications that apply to all of the leagues associated with the CVSRA. These modifications are in addition to other modifications that the individual leagues may make as discussed in the following sections that deal specifically with those leagues.

Law I—Field of Play: Fields will include a coach, team, and spectator line one to two yards from and parallel to each touchline and extending between each 18-yard line. Coaches, players, and spectators must stay behind this line. Referees should note improperly marked

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fields on the match record. Team bench areas will be on the same side, across the field from the spectator's seats. The spectator area extends between each 18-yard line. Parents and other spectators must stay on the opposite side of the field from the players. Coaches are responsible for the behavior of their teams' spectators and a referee **may abandon the match if the spectators become unruly or out of control.**

Law II–The Ball: U-12 and under use a size 4 ball; U-13 and older use a size 5 ball.

Law III–Number of Players: U-9, U-10, and 7-Aside Summer League teams field 7 players, including the goalkeeper. Offside is enforced for the youth leagues.

Substitutions: Generally, teams may substitute when play stops (except for a corner kick):

- Before a throw-in, by the team in possession.
- Before a goal kick, by either team.
- After a goal, by either team.
- When play is stopped for an injury, by either team.
- At half time, by either team.
- On a caution, for the cautioned player only.

Law IV –Player Equipment: *Casts and soft splints are allowed, if in the opinion of the referee they are reasonably padded and safe to the wearer and other players.*

Wire-rimmed glasses are not allowed as safety glasses are recommended; Players must wear

similar jerseys, numbered (no duplicates), which must be tucked in. Players must wear shin guards covered by same color socks.

Law V–Referees: Use the diagonal system of control (DSC), except for the Middle School Leagues, which are duals. Coaches may be cautioned or sent off for their actions, or for the actions of their assistants or spectators. Discipline measures that may be taken against cautioned or sent off players apply to cautioned or sent off coaches. **Positive and tactful coaching from the touchline is allowed.**

Law VI–Duration of the Game: The following table shows the standard game duration by age group. See the entries for each league for exceptions or those not included here. The clock runs continuously, except when the severity of injury prevents an injured player from being removed from the playing field. When in doubt, the half length of each game may be found on your Arbiter game assignment report as the last two digits in the Sport/Level field.

ADULTS	
League	Half Length
Summer League	25 minutes

YOUTH VSLI, VCCL, ADSL	
League	Half Length
U-17 & older	45 minutes

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		U-16 & U-15	40 minutes
		U-14 & U-13**	35 minutes
		U-12 & U-11	35 minutes
		U-12 & U-11 ADSL	30 minutes
		U-10 & U-9	25 minutes
		** See VCCL Section for spring season exceptions – will be noted on your assignments	
		Middle School, JV	30 minutes
		Varsity	40-45 minutes – will be noted on your assignments
		Recreational Play	Varies; game (GNN), half (NN) or quarter (QNN) lengths will be noted on the Arbiter game assignments

Pre-Game Requirements:

1. **Duals are NOT ALLOWED** in USSF Youth or Recreational play. Duals are only allowed in Scholastic play (middle or high school play). Unless otherwise approved, the diagonal system of control (DSC) is the preferred method of refereeing games. If one or two officials are absent, **use club linesmen**. If the officials arrive, they will assume their responsibilities at the next stoppage of play.
2. Coaches and teams should arrive 15 minutes before match time to complete pre-game requirements.
3. The both teams will provide the referee with a league official game roster before the start of the match. This roster should be retained by the referee for use in completing his Official Match Report (OMR).
4. Both coaches & referee should meet and review any special conditions related to the field, substitution rules, game length, and ball size before the match.
5. The assistant referees will check team player passes before the match. Teams without passes at game time may be required to forfeit. After checking the passes (picture and team #), return them to the team. If one team does not have player passes, note it on the official game record and play the game.
6. When uniform colors conflict, the home team must change jerseys unless the visiting team agrees to change.
7. Teams with fewer than the minimum number of players who are *not* ready to play within 10 minutes of stated match start time must forfeit the match. See the specific league entries for the minimum numbers or different rulings. The game may be delayed up to 10 minutes if a team has fewer than the official number of players. IF the teams with less than the minimum number of players wish to play the game anyway, officiate the match as a friendly but note it as a forfeit in your OMR.

8. If there are no officials present at game time and both coaches agree, the match may be played with a volunteer referee. If an official arrives later, the match is turned over at the next stoppage of play. The referee should meet with the volunteer to establish the length of game, score, time remaining, and any cautions or send offs. In all circumstances, the teams should attempt to play the match.
9. Lightning Policy- Matches will be suspended at the sound of thunder or sight of lightning. Players, coaches, and referees should seek shelter. The match will resume 30 minutes after the last thunderclap or lightning bolt.
10. Suspended games that are resumed will re-start from the point at which they were stopped. Games that are resumed are played in full, unless another game is scheduled for that field. If that occurs, the game will end five minutes before the next scheduled game. Games that are not resumed are official if half the game is played. Games in which less than half of the game has been played will be rescheduled and are not official. Discipline points for cards issued in a suspended match count.

Rules Modifications & Exceptions by League – if any of these rules are in conflict with current League rules, the League rules take precedence.

SCOR Indoor

Rules for this league may be found on Arbiter by clicking on **Forms** on the left navigation pane of the Arbiter Home Page. Click on [Indoor Rules SCOR Facility](#) to download a copy.

Steward Indoor

Rules for this league may be found on Arbiter by clicking on **Forms** on the left navigation pane of the Arbiter Home Page. Click on [Indoor Rules Steward](#) to download a copy.

Adult 7-A-Side League

1. Games consist of two, 25-minute halves and a 5-minute interval.
2. Teams will play with a goalkeeper and six field players
3. Review the rules provided by the league at www.strikersonline.com
4. Submit an electronic Match Record via www.cvsra.com;

High School & Middle School

1. Overtime:- Chesterfield County Regular Season
 - Chesterfield County Regular Season - If tied, play two 5-minute overtime periods. Regular overtime rules apply. No sudden death. If still tied, the tie stands.
 - Chesterfield County Tournament - If tied, play two, 5-minute overtime periods. If necessary, play two 5-minute sudden victory periods (first goal wins). Still tied, go to FIFA "Taking Kicks From the Penalty Mark."

Chesterfield County League Middle Schools

Current contact information for each of these middle schools (phone numbers, addresses, etc) is maintained on the Arbiter website.

Hanover / Henrico League Middle Schools

Current contact information for each of these middle schools (phone numbers, addresses, etc) is maintained on the Arbiter website.

➔ No overtime played after regulation.

Independent League Middle Schools

Current contact information for each of these middle schools (phone numbers, addresses, etc) is maintained on the Arbiter website.

Virginia Soccer League Inc. (VSLI)

1. Ask for official VYSA stamped roster and player cards from each team. **Check roster against cards**, and cards against players to insure players are part of team. Allow enough time prior to match to complete this portion and return cards prior to match. **All CARDS must be checked. Keep the roster copy for your records.**
2. Teams with less than 7 players (5 for U-11, U10 & U-9) ready to play within 10 minutes of game time may forfeit the game. Officiate a scrimmage if the teams wish.
- 3.

VSLI Youth Soccer Organizations with Standard Abbreviations – see the VSLI website (www.vсли.org) for a complete list of clubs and abbreviations.

Virginia Club Champions League Inc. (VCCL)

1. It is not necessary to check player pass cards, but the home team will provide a roster of the teams
2. U11 and under matches are 7vs7, 25 min halves single man coverage (do not use club lines) with only very obvious off sides being called. A player may participate in more than one age group.
3. **U12 –U14 games will be 5 minutes longer than normal age appropriate in the Spring season only. The proper game length will be listed on your Arbiter Schedules.**
4. **Do not tolerate** dissent or abusive language from players, team officials, or spectators. Caution and/or require violators (including spectators) to leave match as needed. Report **ALL** instances on your OMR promptly.
5. A team must field 7 players within 15 minutes of game time. Players may play for multiple age groups.
6. Substitutions may be made with the consent of the referee, at the following times:
 - ✓ Prior to a throw-in by the team in possession
 - ✓ Prior to a goal kick by either team
 - ✓ After a goal has been scored by either team
 - ✓ At the beginning of the second half of play

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- ✓ After an injury
- ✓ After an injury, by either team, when the referee stops play
- ✓ After the issuance of a caution, for the offending player. Opposing team may also substitute an equal number of players.

Virginia Club Champions League Inc. Member Clubs With Standard Abbreviations

BCH	Beach Football Club	RNK	Roanoke Soccer Club
FCR	FC Richmond	VLS	Williamsburg Soccer Club/VA Legacy
RSK	Richmond Strikers	SOCA	Soccer Organization of Charlottesville
VAR	Virginia Rush	RSC	Reston Soccer Club
KICP	Richmond Kickers		

Advanced Development Soccer League (ADSL)

1. Before every game the Team Rep will check the passes and roster of the other team making sure all the players are properly registered. The referee will be informed before the start of the game that all players are properly registered. You will NOT get a copy of the roster.
2. **OFF Side IS called.**
3. U10 and under matches are 7vs7, 25 min halves single man coverage. A player may participate in more than one game on a day.
4. U11 & U12 matches are 8vs8, 30 min halves. A player may participate in more than one game on a day.
5. ***No Club Lines or Assistant Referees will be used under any circumstances for U09-U11 matches.*** U12 matches will be 3 man crews and will use Assistant Referees (or club lines if no AR is available).
6. **Do not tolerate** dissent or abusive language from players, team officials, or spectators. Caution and or require violators (including spectators) to leave match as needed. Report **ALL** instances on your OMR promptly.
7. A team must field 7 players within 15 minutes of game time. Players may play for multiple age groups.
8. Diagonals are to be run by the Referee.
9. This is an instructional league. Please verbalize your calls in addition to using your hand signals (i.e., White throw in, corner kick, etc.) so that the players will learn both the infraction situations as well as the hand signals.
10. Red Cards: When a red card is warranted by a player, the Referee should blow their whistle, stop the game and warn both the player and the coach. The second time the same infraction happens for that same player, a red card should be issued to the player. Coach and/or spectator ejections will be handled as prescribed in the Laws of the Game.
11. Substitutions may be made with the consent of the referee, at the following times:
 - ✓ Prior to a throw-in by either team
 - ✓ Prior to a goal kick by either team
 - ✓ After a goal has been scored by either team
 - ✓ At the beginning of the second half of play

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- ✓ After an injury
- ✓ After an injury, by either team, when the referee stops play
- ✓ After the issuance of a caution, for the offending player. Opposing team may also substitute an equal number of players.

Super Y

An internet link will be provided to all Super Y referees by their assignor. This is where the rules will be found. **All referees must be on site one (1) hour before match start time.** Car pooling to matches outside of the Richmond area is encouraged when possible.

Tournaments

Each tournament will determine how it will handle the Laws of the Game. Tournament rules will be distributed to all referees who are scheduled to work the tournament immediately prior to the tournament dates and will be available at all site coordinator locations during the tournament.

Richmond Kickers Recreation/Cross Association

- ✓ Home teams are listed first.
- ✓ Home team coaches are reminded to call opponent coach on the Wednesday prior to that Saturday's game to confirm location, time, and team uniform color.
- ✓ Home team is responsible to resolve any uniform color conflicts.
- ✓ No scheduling change is permitted without visiting teams confirmed approval (i.e. no answering machines or unreplyed to email messages.). Also need approval of home team field coordinator and home team referee coordinator.

U04, U05, U06

- ✓ Play 3 v 3
- ✓ Size 3 ball
- ✓ 4 – 8 minute quarters (U04, U05)
- ✓ 4 – 10 minutes quarters (U06)
- ✓ Kick ins – opponent 3 yards away
- ✓ **No offsides**
- ✓ NO slide tackling
- ✓ NO Penalty Kicks (all indirect)

U08 (Dorey Park)

- ✓ Play 5 v 5 - NO Keeper
- ✓ Size 3 ball
- ✓ 4 - 10 minute quarters
- ✓ ****Substitute on anyone's throw in!****
- ✓ Allow second try on throw ins
- ✓ Coaches allowed on the field during play
- ✓ **No offsides**
- ✓ No slide tackling
- ✓ No Penalty Kicks (all indirect)
- ✓ Sportsmanship is REQUIRED.

- ✓ No coach should allow their team to run up the score on their fellow club member. Share players, make it work!

U08- Providence

- ✓ Play 5 v 5 including the goalkeeper
- ✓ Size 3 ball
- ✓ 4 - 12 minute quarters
- ✓ ****Substitute on anyone's throw in!****
- ✓ **No offsides**
- ✓ No slide tackling
- ✓ No Penalty Kicks (all indirect)
- ✓ Sportsmanship is REQUIRED.

No coach should allow their team to run up the score on their fellow club member. Share players, make it work

U10-Dorey Park

- ✓ Play 5 v 5 including keeper
- ✓ Size 4 ball
- ✓ 4 - 12 minute quarters
- ✓ ****Substitute on anyone's throw in!****
- ✓ No coaches on the field
- ✓ **No offsides**
- ✓ No slide tackling
- ✓ No Penalty Kicks (all indirect)
- ✓ Sportsmanship is REQUIRED.
- ✓ No coach should allow their team to run up the score on their fellow club member. Share players, make it work!

U10-Providence

- ✓ Games consist of 25 minutes halves.
- ✓ Teams play 6 v 6 (6th player is goalie).
- ✓ **No offsides**

U12

- ✓ Games consist of 30 minutes halves.

U14

- ✓ Games consist of 35 minute halves.

U16

- ✓ Game times will be 40 minute halves.

U19

- ✓ Game times will be 40 minute halves.

Field Locations / Directions

Driving directions to all game locations may be found on the Arbiter website. Click on the location hyperlink to see the driving directions. Additional directions may be found on the websites of each of the Leagues that CVSRA provides referees for or on the websites of individual clubs. **For changes/modifications to the Arbiter supplied directions, please contact Admin@cvsra.com.**

Arbiter User Manual

CVSRA uses an on line assigning program called TheArbiter.Net. Each referee has their own home page with this program. **To get assignments, the "Ready to be Assigned" check box MUST be checked (see below for how to do this). Do NOT check this box until all other updates (calendar, blocks) have been completed.**

The following instructions should be read and followed carefully. Failure to update Arbiter properly may result in you not getting assignments. If you feel you have updated Arbiter properly and are not getting assignments, please contact Beth Hatchel for assistance at Cvsra.assignor@gmail.com. Be sure to include your name and the best time to contact you in your email message.

For the Arbiter web site to work correctly, **your browser must:**

- Allow pop-ups
- Permit cookies to be set

Applies to all Arbiter Screens – menus and action buttons:

- Menus will be presented on the left side of each screen.
- Click on the **<Submit>** button to make the changes you have made permanent.
- To return to a previous screen, click on the **<Exit>** button which is usually located on either the upper right and/or lower right corner of the screen.
- **<Cancel>** will also return to a previous screen without saving changes.
- On some screens editing will be accomplished by clicking on the **<PENCIL icon>**.
 - To submit the change, click on the **<green CHECK MARK>** located on the left of the item
 - To exit without making changes, click on the **<red X>**.
- Some screens will allow you to add or delete items
 - To ADD, click on the **<+>** at the top of the left-most column; to save, click on the **<CHECK MARK icon>**
 - To DELETE, click on the **<red TRASH CAN icon>** and confirm the delete if prompted to do so.
- Game Notes: a **<Note Pad Icon>** will be green if there is a message and red if there is no message. Use this to send messages to your crew members. Do NOT use this for messages TO the assignor. Click on it if it is green to see if there is a message for you.

To Sign In:

- At your web browser, type in www.theArbiter.net
- Click on the **<Sign In>** link located in the upper left corner of the screen under the wording "Existing Users".
- Enter the email address (case sensitive) which was emailed to you from Support@theArbiter.net
- Enter the password that was provided in the email (case sensitive)
- If you have forgotten your password, click on the **<Forgot Password?>** link below the password box. Your password will be emailed to you.

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- If you are the only Arbiter user on this computer you may click on the check box beside <Automatically sign me in next time>. This will remember your login and password
- If you are a member of multiple groups that use Arbiter, the system will ask you to choose which group you are logging into. For CVSRA select, Organization ID: 102345, Central Virginia Soccer Referee Association, Referee. Upon successful login, you will be presented with your **Home Page**.

The **Home Page** is the starting point for all Arbiter activities. From your Home Page you can:

- Read announcements from the Assigning Team
- See the Association Meeting Calendar
- Update your Availability
- Update your Personal Information
- Update your Phone Numbers
- See your assignments, Accept them and Print them
- Set your Ready to Be Assigned Flag (Must be checked to get assignments)

Announcements: Will be located in the center of your **Home Page**. Please read them carefully.

- Each announcement will include the date/time of the posting and who posted the announcement.
- Each week during the season there will be a list of possible openings for the coming weekend. **Email** (DO NOT CALL) the assignor who has posted them if you are available for a set. DO NOT assume that you have been given the assignments requested until they are actually posted on your schedule.

Association Calendar: Is located on the far right side of the Home Page. Click on the dates highlighted in green to see what CVSRA sponsored event(s) are happening that day.

Home Page Menu Options: are located on the left side of the Home Page. A brief description of each item follows. **Detailed directions for each of the menu options are provided later in this manual.**

Schedules

Schedules: Click on this link to see your assignments

Self Assign: Click on this link to assign yourself to games as early as 10 days prior to game dates.

Attach: Attach yourself to games to make sure that you are available to play or watch the game.

Payroll

Payroll: Click on this link to see the detail for your pay check. Game numbers will be listed on your check stub. This option allows you to see all the detail associated with each paycheck issued.

Invoices: Not used at this time

CVSRA Functions

CVSRA.com: Click on this link to go to the CVSRA website

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My CVSRA.Com: Click on this link to login to YOUR CVSRA website home page.

Blocks

Calendar: Submit/update your availability

Teams: Submit which teams you do not want to see

Sites: These are sites where you do NOT want to work

Partners: Referees whom you do not want to be assigned with

Travel Limits: Maximum number of miles you are willing to travel to work games

Summary: Summarizes your blocks in report form.

Lists

Sites/Contacts: Address, phone numbers for each site and contact for each if available.

Account

Forms: Link to OMR forms on CVSRA website

Information: Update your personal information, including phone numbers (need at least one entered) and address (not used by CVSRA)

Preferences: Set your Arbiter Preferences

Password: reset your password

Settings

Ready: Check box **MUST BE CHECKED** to receive assignments!

Detailed directions for each of the menu options follow in the order that they are presented on the menu.

Schedules: Click here to get to your assignments. You will receive an email telling you that you have New Assignments. Do NOT reply to this email. You do not need to wait for the email to see new assignments – you can check your schedule from any online computer at any time. After you click on Schedules you will see a table of games:

Game Number – click on the game number to see the names of the crew members, their phone numbers, and email addresses.

Note Pad Icon: if the icon is green, click to see if there is a message for the referee crew. If there is no message, this is NOT an error. Do not use these notes to communicate TO your assignor.

Position: Ref(eree) is the center referee position. For some sports this may say Head Referee. AR1 and AR2 are lines. If you have a center assignment and would prefer to have only a line, contact your assignor as soon as possible via email. DO NOT DECLINE OR ACCEPT THE GAMES before consulting with the assignor; often the positions can be changed.

Date & Time: Date and time of the game

Sport & Level: All of our sports are soccer but we use the Sport function to indicate different Leagues. Following the League is the Level within the league – this will tell you the age of the teams and the half length for the game (at the end of the level). For example, Recreational, RSK U14G/35 means a recreational Strikers U14 Girls game which has 35 minute halves. All half times are 5 minutes. Total game length in this example would be 75 minutes.

Site: The field. Click on the field name to get driving directions and inclement weather numbers for the site. Click on the site address to get a map to the field.

Home Team: Home Team name

Away Team: Away Team name

Status: The date by which you need to accept or decline your assignment.

Green Box: Use this box to ACCEPT your game(s). Check the <accept box> for each game then click on the <Submit> button at the top right of the screen to accept your games.

Red Box: Use this box to DECLINE your game(s). Check the <decline box> for each game then click on the <Submit> button at the top right of the screen to decline your games. **If you must check this box, you will also need to send an email to your assignor explaining why you are declining the game(s). This email is required to remain in Good Standing.**

As long as games are showing in your schedule as available to accept or decline, they are yours to accept regardless of the "Accept By" date.

To Print your schedule:

Reports Menu: Click on the word <Schedule> under the Reports menu to print your game schedule. This report will show you the game information, your crew, their contact information, and how much you will be paid for each game. Print this report before leaving for the field and carry it with you for reference. Set your date parameters and select your report format prior to selecting the <Print Preview> button. **After doing Print Preview, follow the prompts to print your report.**

Special Notes About Games:

- **When you click on Schedule you will see a list of all games from today on. To see all games, from the menu on the left side, under DISPLAY, click on <Show All> check box. All games (past, present and future) will be displayed on your screen.**
- **Assignments are made in 2 -3 game sets and are linked together. You have to accept or decline them as a set, but if you are able to do at least one of the games, let the assignor know before you decline in case we can work around it.**
- **When you give availability to an assignor (how to do this will be covered later in this manual) you are expected to accept any assignment which falls within your parameters.**
- **The purpose of the decline and accept option is so CVSRA knows you have seen the assignment *and will be there*. Since assignments are made 3 weeks in advance, every decline knocks you out of the loop for the next three weeks. While you may still be able to pick up some last minute openings, they will not be the most ideal assignments for you, as you will be at the mercy of the openings instead of planning around your schedule.**

- **2 declines in a season will cause your name to be flagged, pulling you out of the assigning rotation, until we are sure you are using Arbiter correctly. So please be careful about declining games for your own benefit.**
- **IN DECEMBER, PRINT your Schedule for the entire year and file in your personal records. For a record of the games that you worked. You may need this in the future for upgrades and/or recertification. Keep it with other years for a complete file of the games you worked for CVSRA.**

Self Assign - This link will allow you to assign yourself to openings on games as early as 10 days before play. Check it every once in a while to see if there are games you can do, assign yourself and then let your assignor know. It is rare that there are ever any open though as we tend to re-assign them as soon as they open. The best times to find them will be in the late evenings and weekends.

Attach – Use this feature is you need to be assigned around a one or more team's schedule (either one you play on, coach, or need to watch). Click on the <Attach> link.

Sport – Recreational (Strikers, YMCA) and Youth (VCCL, ADSL and VSLI games). (FC Richmond VCCL *home* games will not be in Arbiter to attach to, you will have to block out the dates and times on your calendar, explained in **Blocks**).

Level - Scroll to find the level (Age group/division) your team is playing in.

Team – The teams in the sport and level you are associated with will be displayed so you can choose the one(s) you need. After you select the team, their schedule will drop down in columns. Check all the boxes at the right side of each game that you must attend and then click on the <Submit> button. The games will disappear from the screen and will show on your schedule in green.

To Unattach yourself from a game, select the <trash can icon> beside the game in your Schedule and follow the prompts to delete it.

Special Notes about the Attach Function:

- *VCCL teams may have different half lengths in the spring and fall, so the levels have either an "F" or an "S" before the back slash for the different seasons.*
- *Attaching will prevent you from being scheduled to ref during game times. Arbiter will calculate your availability for an assignment based on where you are coming from and going to. Every time you have a schedule change or addition through the season, you may need to go in and change your attachments. Please do this as soon as you are notified by your team of the change.*
- *Many teams play games outside the CVSRA assigning area. (North of Fredericksburg, South of Petersburg, Williamsburg and everything east). You will not be able to attach yourself to these games but will need to block out the dates and times on your calendar in Arbiter (See **Blocks**).*

- If you are playing in Fredericksburg, Fluvanna, Charlottesville, Richmond or Lynchburg, your games **WILL BE IN ARBITER!** Be sure to attach to them
- **Attaching is NOT assigning you games to referee; this is a common mistake. You are playing or watching, NOT working this game.**
- *This feature can only be used after the schedules for the season have been loaded; your assignor will let you know when to attach yourself to games. This will be announced on the front of Arbiter.*

Blocks (Calendar, Teams, Sites, Partners, Travel Limits)

Calendar: ***THIS IS WHERE YOU SET AVAILABILITY FOR ASSIGNMENTS.***

Arbiter assumes that you are available to work at all times. You will need to block out dates and times that you are **NOT** available so you do not get assignments during those time periods. Accurate availability and commitment is the key to getting steady assignments. Click on <Calendar> to set your availability.

Calendar: the default view is “**View Schedule**” for the current date. The color coding is explained in the “legend” section on the left. Click on the date to see the details in a drop down box below the calendar.

Use the scroll bars on the top left and right of the calendar to move from month to month.

To block a day as **UNAVAILABLE**, check the circle next to “**Block all Day**” and click on any day you do not wish to be assigned. Check the list at the bottom of the screen to be sure it reflects what you are trying to do.

To “**Block a Part Day**”, click on that circle on the left side of your screen. Set the <time range> in the upper left box, and click on all days that you need that time blocked. If you set the <date range> in the right side box, along with the time range, and check the boxes for various days of the week, you can block out weekly commitments in an easy move by clicking the <Apply> button next to the date range scroll bar. This is an easy way to block out every Saturday from 8 – 10 if you have a set commitment (like piano lessons).

“**Clear Blocks**” by checking that circle under *action* and then clicking on all dates you want to delete a block from.

Reports – you can print out your schedules for each calendar month, showing all your blocks and games including those that you are scheduled to play in/watch and those you are working. Click on <Reports> to print them. Choose the dates you wish to print and the format you want to print them in and click on <Print Preview>. Follow the prompts to complete printing your calendar reports.

Special Notes about Calendar [Time] Blocks

- **Arbiter automatically calculates that you need to arrive at a field 30 minutes before the first match in a set from the zip code you have entered in the travel section (Travel Limit Blocks). Do NOT calculate travel times into your blocks** unless you are leaving from a different location other than your default setting (normally your home zip code). *Only* calculate the additional time needed, if any, from your usual starting place. For example; if you live 10 minutes from a field and have blocked out 8 – 10 AM, Arbiter will not assign you any game that begins before 10:40. If you are coming from piano lessons 20 minutes farther from home, Arbiter will not know that and still not assign you any games before 10:40, when you actually can't do any games before 10:50. So you need to block 8 – 10:10.
- The **Lazy Practice** of choosing to **Not** enter availability, opting to just decline any assignments that you are not able to do will knock you out of assignment rotation and prevent you from being assigned on a regular basis. [It causes more work for the assignors and **is not appreciated**. Referees with a reputation of declining most assignments, are last to be assigned.]

Team Blocks: Block any teams that you have a sibling, child or parent involved in (player or coach). **DO NOT BLOCK YOUR TEAM**, (attach to your team's games). Click on the <Teams> link to access this feature.

To set blocks, check the show all box on the upper right side of the screen and all the teams in Arbiter drop down in alphabetical order. Check the box in front of all the teams you need to block, clicking on the numbers below to change pages, and the letters below them to narrow the section of the alphabet you are looking for. After you check the box, hit the <Save> button on the lower right of the page. Team names are the same as those that are on the official schedule for each league.

Special Notes about Team Blocks

- **For Scholastic teams, block all teams for schools that you or your family members attend.**
- **block any team in the division you play in: For example, if you play on the U13B Kickers VCCL team, you must attach yourself to those games in Arbiter, block out the dates on your calendar in which you play games that are not in Arbiter, AND block the other teams in your division (Strikers U13B, Roanoke, FCR...etc.). You are not allowed to officiate these teams. This is different than attaching, as you may still be assigned to ref a game that is going on another field at the same time a blocked team is playing. So for teams you need to be at to play or coach, attaching works better, as Arbiter will not assign you at all during these times.**

Block Sites – This section works in the same manner as Block Teams. check the “show all box” after clicking on the block sites link. All the sites are listed alphabetically and can be blocked by checking the boxes before their name and then “saving”.

Special Notes about Block Sites:

- Each field is a site. So if Point of Rocks is too far for you to go, you have to check Point of Rocks 1, Point of Rocks 2, etc. There is a limit of 15 sites. If you need to block more than 15 sites, consider using travel limits (defined later in this manual)..

Partner Blocks Works the same as Site and Team blocking. You are allowed to block up to 3 partners.

Travel Limits : for each day of the week you can set the zip code from where you are leaving for games, and the maximum number of miles you wish to travel. Click on the pencil in front of the day of the week. Type in the starting zip code, and then the miles you can travel. Click on the check mark to set your data, and then click exit to leave the page. This way if you are available to ref after school or work and that zip is different than your home zip, Arbiter can calculate what games you are available for.

Special Notes about Travel Limits:

- In rare situations, your home zip may be one that actually eliminates you from being available to the fields closest to you within the number of miles you have set. You may want to consider using the site zip code of your preferred field as your starting zip when you set your travel limits. Site zip codes can be found in the “List” section explained later.

Summary: Use this feature to print all your blocks to save for your records; Review them carefully, be sure that they are correct and file them for your records. Choose the format and click on <Print Preview>. Follow the prompts to print your report.

Special Notes about Blocks, in general:

- **REMEMBER** – every block limits the number of games you are available to do. While some blocks, such as travel and sites, might be necessary, blocking teams you do not like or partners you do not like will limit the number of games you will show up as available for each week. Use them sparingly.
- Games are assigned in 2 – 3 game links, so blocking out 8 – 9 AM so you can sleep in on the weekends, will block you till noon in most cases. And if you play in the afternoon you will not be assigned then either, which may be keep you from any assignments at all

Sites/Contacts: Clicking on this link under “Lists” will display all current fields in our database and will show the contact information for each field. In Arbiter a field is called a Site.

Special Notes about Sites/Contacts:

- The phone numbers are inclement weather hotlines for the clubs and you can call these to see if the fields are open or not.
- Clicking on the address in blue will get you a map on MapQuest.

Account:

Forms: Provides a link to CVSRA for Official Match Report (OMR) completion.

Information/Update My Information: Click on individual fields on this screen to provide updates in Arbiter to: Your name, email address, mailing address, social security number, date of birth, and assigning variables (number of games per day, number of games per week, total games and wait times).

Special Notes about Update My Information:

- If you update your email address here, it becomes your new login; this will NOT notify the Assigning Team of the change. To notify all assigners of your changes, ALSO send an email to Assigning_Team@cvsra.com.
- Make sure that your mailing address is correct – this is where your paycheck is going to be mailed. If you are missing apt numbers, or the address is spelled incorrectly, the US Postal Service will most likely not deliver your check to you – it will be returned to us for ‘insufficient address’.
- Assigning Variables will impact your ability to get assignments. It is suggested that you leave the defaults unless you want MORE games than 4 per day.
- Your social security number and birth date must be entered here so that the 1099 process which is run at year end will work properly. These fields are only visible to the assigning team who needs them to run the payroll system each month.

Phone Numbers: Click on this link enter/update your phone numbers. Use the <+> to add numbers. Use the <Red Trash Can> to delete numbers. When adding numbers, be sure to use the drop down box to identify the correct type (home, work, cell, other). Check the box “Public” to allow officials to see your phone numbers. To make CHANGES to an existing number, click on the <Pencil> beside the entry to move to Edit Mode.

Special Notes about Phones:

- Making your phone “Public” will allow your phone number to be displayed on game assignment reports so your crew members will know how to reach you in case of an emergency.
- Making your phone “Public” will NOT allow any internet user not signed into OUR Arbiter system to see it.
- If you have multiple phone numbers listed, the order they are listed in is the order that you would like to have them called and the order in which they will be printed on reports. To change the order use the <Green Arrows> located

at the right of each number to move the number up or down in the list. Be sure that your preferred primary phone number is listed first.

- Be sure that there is a primary phone number (at a minimum) on your account.

Misc. Fields: These fields are used to capture your referee grade (9, 8, 7, etc.) and who you wish to car pool with. Needs to have a Hotel Room is only used for regional tournaments.

Special Notes about Misc. Fields:

- *Any entries made to these fields do NOT notify the Assigning Team of your preferences – to make a Carpool add/change email the Head Assignor. Updates/changes should be emailed to the Head Assignor at Cvsra.assignor@gmail.com.*
- Be sure to click on <Save> to retain your changes in Arbiter.

Picture: Click on this link to add a picture of yourself to Arbiter. Make sure the picture is loaded on your computer and then follow the prompts to add the picture. Click on <Upload> to complete the process.

Password: Click on this link to change your password. You will be prompted for your old password, your new password, and reconfirm your new password. Click on <Change> to complete the update.

Special Notes about Passwords

- Passwords are CASE SENSITIVE
- Can be accessed from My Personal Information page OR Your Home Page

Preferences: Click on this link to set the number of entries that will appear on your screen (page size), the default date ranges for reports, and the default file type for reports (Adobe PDF is the system default). Click on <SAVE> to save your current preference updates.

Settings – Click on the check box beside READY to receive assignments.

Special Notes about Settings:

- If this box IS NOT CHECKED, you will NOT RECEIVE ASSIGNMENTS
- This has to be done at the beginning of EACH season. You will be notified by the Head Assignor when it is time to do this.
- Make sure that your email address is correct and that you can receive mail from the email addresses listed at the front of this manual
- Make sure that your Calendar is correct BEFORE CHECKING THIS BOX

For assistance with Arbiter or clarification of any portion of this manual, please send an email to Admin@cvsra.com or call the CVSRA Hotline at (804) 744-4900.

10 Action Items for New Referees:

1. Make sure you can receive emails from;
 - a. Support@Arbiter.net (only to receive email, never reply to these emails as they are rarely seen).
 - b. Beth Hatchel – cvsra.assignor@gmail.com
 - c. Marian Fletcher - Admin@cvsra.com or Admin@cvsra.com
 - d. Brian Starling - starlingjb@comcast.net
 - e. Scott Johnson - Scott.Johnson1@kraft.com
2. Log into both www.thearbiter.net and www.cvsra.com read any messages there and verify that your personal information is correct.
3. Log into Arbiter and set up your BLOCKS as you know them, travel limits and any dates you know you are NOT available to work through the end of November.
4. Email Beth Hatchel with any carpool requirements and/or friends you would like to be assigned with. There are no guarantees that it will happen all the time, but at least sometimes we can assign you at the same sites as a carpool.
5. Familiarize yourself with how to use Arbiter by reading the Arbiter User Manual (located in the CVSRA Handbook) while you are logged into it. Taking a half hour to learn all the advantages that the program offers will maximize your assignments.
6. Download the CVSRA handbook from the CVSRA web site. Pay close attention to:
 - a. Important information for referees – regular season play
 - b. Code of ethics for Referees
 - c. Things you need to know
 - d. Cancellations
 - e. League rules (review upon receiving assignments).
7. Familiarize yourself with the assigning procedures and expectations and how to log in your availability. (in the handbook)
8. Get in the habit of checking Arbiter everyday, even if it is the off season and not much seems to be happening.
9. Email your assignor if you are interested in participating in the mentor program.
10. Make sure the Arbiter **"READY" box** is checked once you get everything all set up.

* NEVER hesitate to contact your assignor with any questions. EMAIL is best.

