

# **Georgia Lacrosse Officials Association (GLOA)**

## **Guide to Arbiter for Officials**





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## GLOA Guide to Arbiter for Officials

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### Overview

ArbiterOne (“Arbiter”) is the online assigning system that GLOA uses to assign all lacrosse games. This system is also where officials view, accept, and manage their game assignments.

The site is found online at <https://www.arbitersports.com>.

If you don’t have an account or you are having problems logging in, email the assigners at [gloassigners@galaxref.com](mailto:gloassigners@galaxref.com).

This guide is designed to provide an overview of some of the most common features that GLOA officials use. You can visit the Arbiter support section at “[arbitersports.force.com/officials](https://www.arbitersports.com/officials)” for more detailed instructions and information about the system.



**Note on payments and game fees:** Do not assume that the game fee information in Arbiter is always up-to-date and accurate. GLOA does not use Arbiter for game fees. Officials are paid from GLOA at the end of the spring season, after summer tournaments, and at the end of fall-ball seasons.

### Logging in

Logging in to Arbiter is very straightforward. Click the “Login” button at the top right of the page:



...and enter your email address and password.



Be sure you change your password from the default one assigned by the system!

### Navigation

Arbiter has an intuitive navigation menu. Once you log in, you’ll see the landing page with information, such as a quick list of your upcoming games, announcements, etc.


Note: If you officiate other sports, you will see different organization listed. Simply click your name in the upper right corner, and you’ll be able to switch between the various sports/organizations.



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### Main

From the main page, you can see more detailed announcements, and the “Ready To Be Assigned” box.

 You must check the “Ready To Be Assigned” box or you will not be assigned any games!

Ready To Be Assigned

Ready To Be Assigned

Throughout the season, Assigners will post updates to the announcements, including “Big Game Days” (days where we have a large number of games to cover), reminders, and other important information. Be sure to pay attention to these announcements.

Key contact information for the Assigners and other GLOA leadership is found on in the Announcements on the Main tab.

### Schedule



Schedule is where you will view and accept games. This is also where you can *Attach* yourself to games and view the *Master Schedule* (details about these are below).

### Calendar

The Calendar shows what upcoming games you have been assigned and any game assignments not yet Accepted. When you are assigned a game, you will receive an email. You must login into Arbiter to view the game assignment information and accept the assignment. You will have **72 hours** to accept that assignment. If you don’t accept the game in this time period, the system will automatically turn-back the game—and will create a block for the date/time.

 You must be in “List View” to see the screen that allows you to accept or decline games.

When a game has not be accepted (or declined) it looks like this:

45625	GLOA	Referee	2/2/2019 Sat 5:30 AM	GHSA, Junior Varsity	East Roswell Park, #1	TBA	TBA	\$59.00	Accept by 1/15/2019	Accept <input type="checkbox"/>	Decline <input type="checkbox"/>
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Click the Accept box, and then click **Submit** at the bottom of the page to accept the game.

Accept by 1/15/2019	Accept <input checked="" type="checkbox"/>	Decline <input type="checkbox"/>
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*Decline:* Declining an initial assignment within 72 hours of it being published.

*Turn-back:* Declining an assignment after you have accepted it.

“Declines” and “Turn-backs” make it very difficult for the assigners to manage games. The rule is if you are not blocked and show “available” for a specific date/time, you are expected to accept your game assignments. If you turn back a game, you are required to provide the reason the game was turned back. We understand that legitimate situations and emergencies come up, so be sure to communicate with the assigner who assigned you that game.

**!** If you need to turn-back a game more than 72 hours from the game day, email the assigner who assigned you the game. If you need to turn-back a game less than 72 hours from game day, you must call (or text) the assigner. If you cannot reach the primary assigner, call one of the other assigners. It is your responsibility to ensure an assigner has positively communicated with you to remove you from the game.

Repeated turn-backs without sufficient justification will affect future assignments.

While in the Schedule view, you are able to see all games worked in the past, and games coming up in the future. There are predefined filters that allow you select a different preferred view. To view your schedule by Day, Week, or Month, click the corresponding radio button under Display. Just remember to return to “List” view in order to accept assignments!

Display	
<input checked="" type="radio"/>	List View
<input type="radio"/>	View By Day
<input type="radio"/>	View By Week
<input type="radio"/>	View By Month

### Viewing Game Information

Clicking the Game Number will bring up the Game Details page.

45625	GLOA	Referee	2/2/2019 Sat 5:30 AM	GHSA, Junior Varsity	East Roswell Park, #1	TBA	TBA	\$59.00
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The Game Details page has important information you will refer to for every game: **(1)** Your partner’s contact information; **(2)** a link to the Site Information, the address of the site and a link to Google Maps; and **(3)** the name and contact information of the Assigner who assigned the game.

**Game Details (Game 45625)** Exit

Game	Notes	Date & Time	Sport & Level	Site	Home	Away	Voucher
45625		2/2/2019 Sat 5:30 AM	GHSA, Junior Varsity	<b>(2)</b> East Roswell Park, #1	TBA	TBA	

Official	Status	Position	Distance	Email Crew	Phones
Stuart Smith	Notified	Referee	58	southassigner@galaxref.com	678-749-1670 (Cellular) ↓
Patrick Joyce	Published	Umpire	26	<b>(1)</b> gloaassignor@gmail.com	404-520-1424 (Cellular) ↓

Your slot was assigned by:

Name	Position	Email	Phone
<b>(3)</b> Stuart Smith	Assigner	southassigner@galaxref.com	678-749-1670

**Reminder:** The Umpire and Field Judge (if assigned) must contact the Referee at least three (3) days prior to the game day. This communication is extremely important to establish the uniform, meeting locations for pre-game, and other details.

## Blocks

MAIN   SCHEDULE   EVALUATIONS   PAYMENTS   **BLOCKS**   LISTS   MOBILE   REPORTS   REFLOCKER   PROFILE

**Dates**   Teams   Travel Limits   Summary

The Blocks section where you set your own schedule and availability which greatly affects the number of games you may be assigned.

There are four sub-sections under blocks (Summary is not discussed as it is generally not used):

### Dates

The Dates section is where you enter your general availability. You can do a partial block (example 8 AM to 5 PM) or you can block a whole day. You can enter in blocks for each day or do a date range by entering in the dates and selecting the day(s) of the week you would like block (example would be M-F).



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**Time Period for partial blocks**

**Date & Days of the week to be included for the blocks**

**Block All Day:** Use this option to block days you are unable to officiate. Family events, out-of-town travel, etc.

**Block Part Day:** Use this option to block parts of days, such as your normal work schedule or other events. For example, if you normally work Monday through Friday from 8:00 AM to 4:00 PM, add a “Block Part Day.” Arbiter will not show you available for game assignments until 4:00 PM each day, M-F.

### Teams

The Teams section is where you block yourself from specific teams. GHSA Policy requires that officials may not officiate at a school where an official has a connection with the school. If your child attends a school, *regardless whether he or she plays lacrosse*, you are prohibited from officiating games at that school and must enter a “Team Block” for that school. Contact the Head Assigner if you have questions about this policy.

### Travel Limits

The Travel Limits section is where you input work and home Zip Codes and distances you are willing to travel for games (shorter distances, mean fewer opportunities for games). Arbiter calculates driving distance to game locations based on your starting Zip Code and the Zip Code of the school. The system also factors in an arrival time of 30 minutes prior to the start time of the game. A 6:00 PM start time = 5:30 arrival time. If your travel time based on your Zip Code is 45 minutes, and your block ends at 5:00 PM, you will not show up as available for the game.



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**Note:** for some higher level, competitive games, the “R” may request the crew arrive 45 minutes or an hour prior to game time.

It is strongly recommended you enter your work Zip Code for M-F and enter your home Zip Code for the weekend. This will ensure the Arbiter accurately calculates your travel time based on your blocks.

Some officials may choose to enter their Home zip code during the week so they will generally do games closer to home (thus have a shorter drive home after games). Be advised, this may adversely affect your ability to arrive on-time for games if you don’t adjust your availability times.

Example 1: If you work in downtown Atlanta and live in Roswell, you enter Atlanta as your starting Zip Code. A 5:00 PM game (4:30 PM arrival) and an availability starting at 4:00 PM gives you 30 minutes of travel time. The system would show you available for a 5:00 start for a game near downtown but would likely not show you as available for a 5:30 start for a game in Roswell. This may mean a longer drive home after a game (but traffic is generally better in the late evening).

Example 2: You work in Marietta and live in Alpharetta, and you choose to enter Alpharetta as your starting Zip Code. If enter 4:00 PM as the time you get off work, you would show available for a game 5:00 PM game (4:30 arrival); however, as we all know it is likely impossible to get from Marietta to Alpharetta in 30 minutes in Atlanta traffic.

Enter the Zip Code in the “Postal Code” box, enter the distance (default is 100 miles if you do not enter a number), and click the check-box next to the day of the week you want to change, then click “Apply.”

In this example, the official works in Suwanee (30024) and lives in Atlanta (30318):

DATES | TEAMS | TRAVEL LIMITS | SUMMARY

**Edit Travel Limits** Exit

Postal Code:  Distance:  Apply

<input type="checkbox"/>	Day	PostalCode	Distance
<input type="checkbox"/>	Sunday	Atlanta, GA 30318	100
<input type="checkbox"/>	Monday	Suwanee, GA 30024	100
<input type="checkbox"/>	Tuesday	Suwanee, GA 30024	100
<input type="checkbox"/>	Wednesday	Suwanee, GA 30024	100
<input type="checkbox"/>	Thursday	Suwanee, GA 30024	100
<input type="checkbox"/>	Friday	Suwanee, GA 30024	100
<input type="checkbox"/>	Saturday	Atlanta, GA 30318	100

Exit





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If you work from home on certain days, you can also factor this in. In this example, the official lives in Newnan (30265), and works near the airport (30354) Monday – Thursday, but has a Newnan Zip Code on Friday:

Postal Code:  Distance:

<input type="checkbox"/>		Day	PostalCode	Distance
<input type="checkbox"/>		Sunday	Newnan, GA 30265	100
<input type="checkbox"/>		Monday	Atlanta, GA 30354	99
<input type="checkbox"/>		Tuesday	Atlanta, GA 30354	99
<input type="checkbox"/>		Wednesday	Atlanta, GA 30354	99
<input type="checkbox"/>		Thursday	Atlanta, GA 30354	99
<input type="checkbox"/>		Friday	Newnan, GA 30265	100
<input type="checkbox"/>		Saturday	Newnan, GA 30265	100

**New Officials:** If you find you are not getting game assignments, contact an Assigner. Typically, we find that an official has an issue in the Blocks section that is affecting availability.

## Profile

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MOBILE REPORTS REFLOCKER **PROFILE**

Information Preferences Password Sharing

The Profile section is where you maintain your contact information.

**It is extremely important that you keep both your email address and phone numbers updated in Arbiter!**

Phone Numbers (Patrick Joyce)

Public phone numbers will display in the order listed here.

	Type	Phone Number	Extension	Public	Note	Up	Down
	Cellular	404-520-1424		<input checked="" type="checkbox"/>			

The “+” symbol will let you add a phone number in the system  
If you select the pencil you can edit your phone number

The **Password** section is where you can change the password you use to log in to Arbiter.



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### Other Features and Functions

#### Master Schedule

The Master Schedule (Click Schedule > Master Schedule) is where you can see all the lacrosse games that have been loaded into Arbiter.

#### Attaching Yourself to a Game

Attaching (Click Schedule > Attach) is a feature that allows you to indicate in Arbiter that you are at a specific school on a particular date/time for a game. If you want to watch a specific game/team, or you have a child that plays on a specific GHSA team and you attend his games, you can attach yourself to those games. This will automatically create a block, so you will not be assigned to any other games that are listed during that time in the Arbiter. The benefit of using Attach vs. simply blocking that date/time is that Arbiter will show that you are at a particular school during that game time. If there is another game nearby that you could potentially make, the system would show you available for that game.

To Attach yourself, simply select the game from the list, filtering to a school or level, click the box in the “Attach” column and click “Submit.”

#### Add Attachments (GLOA)

Submit Exit

Select the sport, level, and team to view their game schedule:

Sport:  Level:   
 Team:  [Team Details](#)

Game	Date & Time	Site	Home	Away	Attach
45420	2/13/2019 Wed 7:00 PM	<a href="#">Woodward Academy, Stadium</a>	Woodward Academy	Decatur High School	<input type="checkbox"/>
44948	3/2/2019 Sat 3:00 PM	<a href="#">Greenbrier High School, Stadium</a>	Greenbrier High School	Decatur High School	<input type="checkbox"/>
45324	3/22/2019 Fri 5:55 PM	<a href="#">Walden Sports Complex, Stadium</a>	Grady High School	Decatur High School	<input checked="" type="checkbox"/>
43818	3/27/2019 Wed 5:55 PM	<a href="#">North Springs High School, Stadium</a>	North Springs High School	Decatur High School	<input type="checkbox"/>
45164	4/9/2019 Tue 5:30 PM	<a href="#">Druid Hills High School</a>	Druid Hills High School	Decatur High School	<input type="checkbox"/>

Submit Exit



### Summary

Arbiter has been a very effective tool for GLOA assigners to manage games. Officials who may struggle with understanding how to correctly set blocks and travel limits should contact an assigner, a mentor, or other veteran official for help.

If you're not getting games or the game you are getting don't seem to be conducive to your schedule, there is likely a problem with your blocks and/or travel limits.

Communication is key! Talk to an assigner if you have questions.