

## **Arbiter**

Once we have all of the correct contacts in Arbiter (please verify on list) you will receive a welcome email with a login.

3 days before each game you will receive an email with the officials names and information. On the Wednesday before your game be sure to email the opposing coach and your officials to confirm the time/location/payment for games. Save this email in case you need it for a cancellation.

Check ***your refs and email them a reminder*** (especially for home games- sometimes refs and jr refs need to be reminded of where the game is):

1. Please go to [www.arbitersports.com](http://www.arbitersports.com)
2. Sign in with your club's log in
3. Click on the number under the '**games' column** and this will bring you to a list of all of your games/
4. If you look at the '**slots' column** you will see 0/2 if there are no refs who picked up the game, 1/2 if one ref...etc.
5. Click on the 0/2, 1/2, 2/2...This will show you the names of the refs- you can click on their name to get in touch and see their info.

**\*\*Check your team's refs each week and write down/print the info- you will need this to call refs to cancel due to weather the morning of game.**

Club Directors are expected to check Arbiter prior to each game and inform their coaches of the refs assigned.

-Club Directors are not permitted to schedule referees on their own, unless it is a game outside of your PAGLA Region. Please note you CANNOT schedule games with PA clubs who are not members of PAGLA.

-In the case of cancelling a game due to weather, the Club Director must check arbiter before cancelling to write down the contact information about the refs- once referee director is called and the game is cancelled in arbiter that information will not be available- and it is the club directors' responsibility to call refs to cancel.