

ASSIGNMENT PROCEDURES

PURPOSE: To establish the procedures and Guidelines for which CIF-SS and LA CITY game assignments are made and accepted by Certified High School referee who are members of SGVSOA.

1. Referees are assigned games primarily by the use of an on-line service provided by The Arbiter.net <https://www.arbitersports.com> as well as hands-on administration by our referee assigner using the telephone and email.
2. Before any official is assigned a game the official must have an email address on file with SGVSOA. If not, the official will see their game assignments at the assignment meeting in November.
3. The Arbiter set up:
 - If you are not available to work everyday, you must go to the calendar block and pick the days you will NOT work. The program cannot handle a preference of "I will work x days a week" Therefore, if you only want to work 3 days a week you must select the days you will work and block the other days of the week. Please keep in mind our big assignment days are Tuesday and Thursday.
 - If you have a relationship with a school that should preclude you from being assigned to that school, block the site not the teams. You can block up to 3 sites.
 - If you have a relationship with a specific team that should preclude you from being assigned to that particular team, home and away, block that specific team. You can block up to 3 teams.
 - Review your partner blocks. You may block up to 3 partners.
 - Set your travel limits. The default is a travel limit of 50 miles one way.
 - Review under travel limits your starting zip code. The default is your address. Therefore, if you are leaving from work, change the starting zip code accordingly. NOTE, you can have a different starting zip code for each day of the week. This will allow you greater variety in assignments.
 - Review and correct your address and telephone numbers. Check the privacy box on the Address Green Bar if you do not want other referees and schools to see your address information.
 - Finally, Mark Yourself Ready for Assigning by checking the box in the lower left corner of your start page.
 - For any questions about this process contact your assigner at avasq23996@aol.com
4. You must review the game assignments via the ARBITER on the first weekend of November. You will have 3 days (Friday, Saturday, and Sunday) to review game assignments and to accept or decline on the ARBITER. If game assignments have not been accepted or declined by Monday the games will be pulled and reassigned.
5. At the assignment meeting in November the unit assignor will hand out (1) copy of the game schedule that the officials have accepted and (1) invoice for game fees to be paid.
6. The assignment fee will be determined each year by the executive board of the association. The total assignment fee will be reflected on the official's game invoice.
7. The official will take the invoice to the treasurer or his designated representative, sign the invoice and pay all assignments fees. If the fees are not paid at this time, the games assigned to the subject referee MAY be assigned to other referees.
8. Once the referee has signed the invoice he/she has committed to doing those games. Failure to show up is considered a NO SHOW.
9. If a referee has an unscheduled event (non soccer) occurs which will prevent meeting the game commitment, he/she shall notify the assignor as soon as possible. If the notification is prior to 8:00 pm the evening before the assignment (including Sunday), he/she will be released from the commitment. If the call is after 8:00pm the referee is still obligated for the game unless notified by the assignor that a replacement has been found. **THE REFEREE MUST NOT FIND HIS/HER OWN REPLACEMENT.** A replacement may be suggested; however the assignor has the final say. Any one not following this procedures will have his/her Game assignments pulled for the remainder of the season with no refund issued.
10. If a referee is asked to referee additional game(s), he/she will be billed an assignment fee for each additional game. This will be on going and must be paid when invoiced.
11. All financial obligations must be satisfied prior to the scheduling of playoff games.
12. No refunds or credits will be issued for games rained out or canceled by the schools after the season has started.
13. No official shall work or accept any High School games or tournaments that have not been assigned from a Certified High School Assigner. Any one not following this procedure will have his/her game assignments pulled for the remainder of the season with no refund issued.

I ACKNOWLEDGE I HAVE READ AND WILL ADHERE TO THE ABOVE FOLLOWING PROCEDURES AND GUIDELINES ESTABLISHED BY CIF, SCSOA and SGVSOA BOARD.

For any question about this process contact your SGVSOA assigner:

Print Name of Official: _____ Date: _____

Signature of Official: _____