

Upper Division Reporting Procedure - Lineup Cards, Arbiter, Area Website, Email

It is the Referee's job to enter the scores and other pertinent information within 24 hours of the game. The following 4 procedure steps in order will ensure this is done with the minimum of problems.

1. Lineup Cards – Start by filling out the back of the lineup cards completely. This is best done at the field when you can compare notes with the entire referee team. Take a high resolution picture of both sides of both cards for emailing in Step 4 below.
2. ArbiterSports – Only the Referee has access to enter the official game report but an Assistant Referee may enter information in the “Notes” section of the report. If the Referee does not show up, the person who takes on the role of Referee must enter the same report described below in the “Notes” section of the game. Referee reports should be placed in the Comments Section and not in “Notes”
 - A. Log into www.ArbiterSports.com and click on SCHEDULE.
 - B. Click the red “R” for the game you are reporting. If you don't see the game listed, check the Show All box on the upper left. Also, make sure you are on the ‘List View’ and not filtering for ‘Future Games’.
 - C. Enter the score.
 - D. If the Assistant Referees listed were “Late” or “No Show”, click the drop downs next to their names and let us know. Enter the names of volunteers who helped out in the comments section.
 - E. Fill in the comments section with any additional information that we need to know such as:
 - a. The name and team of any replacement referee. .
 - b. Player misconduct using the following example:
 - i. 43', TeamA, #99, Betsy Ross, Cautioned for USB, reckless tackle.
Be sure to enter time, team, player no., full name, caution or send-off, & reason.
 - c. Coach, Assistant Coach, and/or spectator misbehavior even if it did not result in an expulsion/ejection.
 - d. Any serious injuries that occurred in the game where a player left the field and did not return. Describe the incident and resulting actions. This must be done if there were any head injuries or if Emergency Personnel are called. Again, identify the time, team, player number, and full name of the player.
 - e. ANYTHING ELSE that you feel the referee staff might need to know.
 - F. If none of the above applies, type “no misconduct, injuries, or incidents” in the comments section, then click the “Save” button and go to Step 3. If you do not click “Save” your entries will be lost.
3. Area 1C Website – If there was a player or substitute Send Off, a coach or assistant coach expulsion, or a spectator ejection, go to the Area 1C website and complete the Area 1C Misconduct Report Form. If there was a serious injury as defined above, go to the Area 1C website and complete the Area 1C Injury Report Form. Instructions there will walk you through the process.
4. Email the lineup card photos to lineupcards@ayso1c.org. Referee retains the cards for the duration of the season.