



## AYSO Area 1C Upper Division Reporting Procedure Lineup Cards, ArbiterSports, Area Website, and Mail

It is the Referee's job to enter the scores and other pertinent information **within 24 hours** of the game. Following these four procedure steps **in sequence** 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. Retain the cards for mailing 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, **not** in Notes.

A. Log into [ArbiterSports.com](http://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 left. Also, make sure you are not filtered 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 region of any replacement referee.

b. All player misconduct using the following example:

43', Team A, #99, Betsy Ross, Cautioned for USB, reckless tackle.

**Be sure to enter time, team, player no., full name, caution or send-off, and reason.**

c. Coach, Assistant Coach and/or spectator behavior issues, even if the person was not expelled/ejected.

d. Any 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, full name of the player.**

e. ANYTHING ELSE that you feel the Area 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 ([Area 1C Misconduct Report Form](#)) and fill out a misconduct report. If there was a serious injury as defined above, go to the Area 1C website ([Area 1C Injury Report Form](#)) and fill out an Injury Report. Instructions there will walk you through the process.

### 4. Mail

Mail the Game Cards and any incident report (not required if you filled out the online form) in the pre-addressed envelope and you are done. If you forgot to get an envelope, please mail to: Peter Smock, 393 Auburn Lane, Sierra Madre, CA 91024