

Entering Referee Requests for the Potomac Rugby Referees

Please be sure that either you or another member of your club has followed the procedures under “Before Entering Referee Requests”. Without the correct basic club and site data already in the system, you’ll have to go back and edit your work.

READ THE INSTRUCTIONS! READ THE INSTRUCTIONS!! ALL OF THEM!

The only games that you should be entering in the system are those for which your club is the host and requesting officials. Usually, these are just home games, but sometimes a club does host two visiting teams and take responsibility for obtaining officials. These procedures apply for all clubs wishing officials from the Potomac Rugby Referees, regardless of their union or league affiliation.

During the season, your club will still need to confirm (best by email) logistical information with all officials during the week before the matches and at least 3 days ahead! Host teams are responsible for checking on jersey colors when negotiating with their opponents and must ensure color contrast.

LOGGING IN: If you are authorized to log in to our system on Arbiter Sports you will have already received a Welcome message with login instructions. To get to the Scheduling and Assignments area click on SWITCH VIEWS at the very top and then “Contact” in the drop-down menu. Click on the tab for SCHEDULES; you should then see the list of Teams and Bill-Tos with which you are associated. Your club’s A-side and B-sides are separate teams. Men and Women or Boys and Girls are always considered separate clubs. In general, the parenthetical designations are:

MA = Men’s/Boys’ A-side

MB = Men’s/Boys’ B-side

WA = Women’s/Girls’ A-side

WB = Women’s/Girls’ B-side.

Some larger clubs have been set up with more teams. For example, NOVA Women have A and B sides provided for both D1 and D2, while Gonzaga has A and B sides for D1 and Sophomore/Freshman. If what is set up for your club does not match reality, please contact the Allocations Officer to fix it. (We never have enough officials to cover a C-side, so those are not listed.) Bill-Tos will only have a designation for Men or Women (M or W). Please review and understand the section of the web site on Game Level Codes before proceeding.

GENERAL RULES FOR ENTERING AND EDITING DATA: In general, as you move through the site, a green plus sign lets you add things, a pencil lets you edit, and a red X is for delete. Clicking on blue text usually takes you somewhere, though not always where you expect. You will often have to click on a blue number to enter data.

ENTERING REGULAR GAMES: After you click on the SCHEDULES tab, you will see your list of teams. You will have to enter the schedules for each side (A and B) separately. (If you don't expect to have a real B-side match with at least 30-minute halves and a good number of fresh players, please do not request a referee from the Society for that match; use a club ref.) Click on the blue number to the right of the Team/Side name under the Games column. Next, click on the green "+"-sign.

Following are instructions for each field.

Game #: Leave alone as (Next Available).

Status: Normal (you can't change it).

Sport: Will be "Rugby M" or "Rugby W" (you can't change it).

Level: This will default to the level of the Home team. There is rarely a reason to change it.

Home: This will default to the Team/Side you have chosen. You can't change it. If you need to have a different Home team, you need to enter games from a Bill-To (see Entering Games As Hosts Only, below).

Away: The initial drop-down menu will only include teams at the same division/level. To see all possible teams, unclick the box for "Match Game Level". The list of UNUSUAL OPPOENENTS, below, will take care of almost all additional situations. You can't Add New Team (despite the button for it).

Site: This should default to your club's normal home site, but can be changed to any site in the system. If it does not default to the correct site, please contact the Allocations Officer to fix this. Avoid using Unknown/TBA; please provide us with details on all match sites.

Type: This defaults to "League". You MUST change this for non-league matches. [NEW]

Bill-To: This defaults to the Bill-To for the team. You cannot change it. In general, you should not be entering a match for which your club is not taking billing responsibility. Contact the Allocations Officer if some rare situation makes this necessary.

Date: Get the date correct! Don't leave it unchanged from the last match you entered.

Start: We really need correct start times to assign referees now that kickoffs range from 8:00am to 8:00pm. Use your best guess if not totally sure.

End: This will default to 80 minutes later for most matches. For events of unusual length, such as extended scrimmages, put in an appropriate time.

of Slots: For most games, leave with the default as 1. ~~Premier matches will default to a higher number.~~ Select 3 if you wish ARs for your match. ARs will NOT be assigned unless requested [NEW]

Save: Review your entries before clicking Save and moving on to the next match.

Notes: After you have entered and saved a match, you can add a Note to mention anything unusual about it. When looking at the Game list, click on the clipboard icon under the Notes column.

LEAGUE/MATRIX GAMES: Make sure that the new Type designation is correct. In the past, some clubs when submitting schedules have labeled every match a league/matrix match, including their B-sides; this is wrong.

UNUSUAL OPPONENTS: A number of teams have been included in the database to handle special situations. You will not be able to see them unless you uncheck the box for “Match Game Level”. (Do not worry that these teams have been given the level of Tourn XV.)

Alumni/Old Boys and Alumnae/Old Girls

Guests Foreign

Guests USA (for use with any USA visiting team not in the database; if already used, TBA is OK)

Playoff Definite (for use when definitely hosting a playoff match, but with unknown opponent)

Playoff Tentative (for use when likely hosting a playoff match, but with unknown opponent)

Scrimmage / Intra-Squad

TBA (games with a team listed as TBA will not have officials assigned, unless a Note is added explaining the source of opposition)

TENTATIVE GAMES: In general, we don’t want tentative games put into the system. If you post a tentative match and either fail to cancel/delete it, or do so late, your club will be billed for the match. If you are fairly sure a match will occur, but not sure of the opponent (such as when you are guaranteed to host a playoff, but the opponent is not yet decided), go ahead and enter the match.

ENTERING TOURNAMENTS: (Small round-robin events with, say, three games, should have each game entered individually.) Tournaments can be entered almost as easily as matches. The following fields require special attention.

Level: Choose “Tourn XV” for 15s and “Tourn VII” for 7s.

Home: Uncheck the “Match Game Level” box and choose your club’s A-side.

Away: Choose Tournament .XV or VII, as appropriate.

Date: Get the date correct. For multi-day tournaments, you must create an entry for each day.

Start and End: Provide your best guess of start and end times.

of Slots: You can choose a best guess of the needed number of officials, or leave this alone.

Note: After you have **Saved** the entry, you must add a **Note**. The Note should include estimates for (a) number of fields, (b) total number of games for that day, (c) number and level of teams, (d) name and contact information for tournament chair[s], (e) any other information that will help us provide the needed officials.

ENTERING GAMES AS HOSTS ONLY: If you are hosting a match and taking responsibility for requesting referees, even though one of your teams is not playing, the procedure is slightly different. To do that, you must be associated with the Bill-To for your club. Initially, only the club’s President is linked to a Bill-To with the rights to enter games. (It was our oversight not to link Match Secretaries to their club’s Bill-To initially. Contact the Allocations Officer if you need this.) If you click on the blue number to the right of the Bill-To under the Games column, you will see the complete schedule with all teams for the club and be able to add games with both the Home and Away teams adjustable.

EDITING GAMES: To edit a game. If there is something that needs to be changed, but the system won’t allow you to change it, contact the Allocations Officer.

LATE CHANGES: You are only authorized to submit games or make changes up to six days in advance of the contest. After that, changes must be made by a Referee Society administrator. For late changes, please send email to the Allocations Officer.

AWAY GAMES: Clubs are responsible for requesting officials when they host a match. It is wise to review the schedule to ensure that your opponents for away games have done so. When you click on the blue number under the Games column for your teams, you will see a list of all games involving that team, both Home and Away. If you discover away matches within the Potomac region (DC/MD/NoVA/nearby-PA) not on the schedule, contact your hosts (not the Referees Society) to solve the problem.

SUGGESTIONS: Any suggestions for improving these instructions would be appreciated. If any of this does not make sense, please contact the Allocations Officer. Don't guess!

Sincerely,

Tigg

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