

## Requirements to be Assigned

I think it is important that all referees understand the assigning process and what they are required to do in order to receive assignments. If you want to be assigned games, please adhere to these requirements throughout the entire season. Referees who do not, will no longer receive assignments.

- The assigning process begins on Friday. Therefore, your calendar must be up-to-date by Thursday night. Blocking your calendar after I begin that week's assignments has no effect. Please listen to the Assigning Procedure podcast on [www.swisra.org](http://www.swisra.org) for additional details on this subject.
- Assignments are announced on Sunday, usually around noon. You will receive an email from [assign@swisra.org](mailto:assign@swisra.org) advising you of new game assignments. (Please make sure you add [assign@swisra.org](mailto:assign@swisra.org) to your email whitelist and check your junk/spam folder for notices.) These assignments will be for the following Saturday and the week after (i.e. 6 to 13 days in advance). There are weeknight and Sunday games throughout the season so please make sure your calendar blocks take those days and times into consideration.
- You are required to check your assignments by Sunday evening. Arbiter records the time and date when you check your schedule or calendar. Referees who do not check their schedule in Arbiter as required are removed from those assignments and recorded as turnbacks. See next item for consequences of turnbacks.
- You cannot decline an assignment. That's why you are required to keep your Arbiter calendar up-to-date. If your calendar indicates you are available, that is your commitment to the assignor that you can take an assignment on that time and date. Turnbacks of game assignments are highly discouraged. Multiple turnbacks result in being removed from the referee assigning list.
- If there is a problem with an assignment, you need to advise the assignor within 24 hours of the assignment being announced, e.g. for an assignment announced at noon on Sunday that has a problem, notify the assignor by noon on Monday. You must specify the game(s) you are turning back and provide an explanation. Referees who repeatedly wait more than 24 hours to advise the assignor of a problem will be removed from the referee assigning list.
- It is a requirement that you check your Arbiter schedule daily during the season. Schedules change often and sometimes email notices aren't delivered or get

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caught in spam filters. It is not unusual for your assignments to change on less than 24 hours notice. The only way you will truly know if you have an assignment is to check the Arbiter schedule daily. I will no longer assign referees who do not meet this requirement.

- I send an update email almost everyday during the season. These emails include a list of unfilled assignments as well as important updates. It is important that you read all of these emails. I have noticed that referees often make mistakes because they ignore the update emails. These updates are my primary method of communication with referees, so if you choose to ignore them, you do so at the risk of being removed from the referee assigning list.
- SWISRA also maintains its own website at [www.swisra.org](http://www.swisra.org) . Please stop by this site periodically for important information and announcements.
- Listen to the podcast on Assigning Procedure & Expectations available on [www.swisra.org](http://www.swisra.org) .
- Email me as [assign@swisra.org](mailto:assign@swisra.org) if you have questions.

### **Stay Out of Trouble with the Assignor**

- 1. Show up to all assignments on time!**
- 2. Keep your Arbiter calendar up-to-date at all times!**
- 3. Read your email everyday during the season!**