

# **2025 Official's Handbook**

(revised 25-04-10)

## 1. List of Terms

LC – Lacrosse Canada – [www.lacrosse.ca](http://www.lacrosse.ca)

ALA – Alberta Lacrosse Association – [www.albertalacrosse.com](http://www.albertalacrosse.com)

ALRA – Alberta Lacrosse Referee Association – [www.albertalacrosserefs.ca](http://www.albertalacrosserefs.ca)

CALL – Central Alberta Lacrosse League – [www.centralalbertalacrosse.com](http://www.centralalbertalacrosse.com)

CDLA – Calgary & District Lacrosse Association – [www.calgarylacrosse.com](http://www.calgarylacrosse.com)

GELC – Greater Edmonton Lacrosse Council – [www.gelc.ab.ca](http://www.gelc.ab.ca)

RMLL – Rocky Mountain Lacrosse League – [www.rockymountainlax.com](http://www.rockymountainlax.com)

SALA – Southern Alberta Lacrosse Association – [www.southernalbertalacrosse.com](http://www.southernalbertalacrosse.com)

Wheatland – Wheatland Lacrosse Association – [www.wheatlandlacrosse.com](http://www.wheatlandlacrosse.com)

## 2. Official's Code of Ethics

- I will faithfully enforce the rules of lacrosse in a just, impartial, and reasonable way.
- I will adhere to all the policies and rules of the ALRA.
- I will follow the dress code of the ALRA.
- I will conduct myself in a manner that exemplifies sportsmanship and fairness whether as an Official or any other position in the sport.
- I will promote the sport of lacrosse by being an example for others to follow.
- I will honor the obligations of my position and strive to attain excellence in the performance of my duties.

## 3. Rule of Two

The rule of two is for the protection of minor aged athletes/Officials and adult coaches and Officials. The Rule of Two states that there will always be two screened and NCCP/NOCP trained or certified coaches/Officials with a minor aged athlete/Official, when in a potentially vulnerable situation. This means that any one-on-one interaction between a coach/Official and a minor aged athlete/Official must take place within earshot and view of the second coach/Official, except for medical emergencies. One of the coaches/Officials must also be of the same gender as the athlete/Official.

Should there be a circumstance where a second screened and NCCP/NOCP trained or certified coach/Official is not available, a screened volunteer, parent, or adult may be recruited. This rule serves to protect minor aged athletes/Officials in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed doors meetings, travel, and training environments amongst others.

Organizations must create and implement policies and procedures that limit the instances of vulnerable situations whenever possible.

## 4. Dress Code

### 4.1 The Uniform

- Well-groomed and professional in appearance
- Approved ALRA Official's jersey
- Approved black pants (track suit pants are not acceptable for Major Lacrosse)
- A black belt may be worn
- Black socks
- No jewelry, i.e. necklaces, watches, etc. (Medic Alert bracelets are acceptable)
- Black runners are preferred for Minor Lacrosse (mandatory for Major Lacrosse)
- Come with all equipment required to perform duties as an Official
- CSA/NOCSAE approved helmet (visors are optional)

#### 4.2 Pre and Post-Game Attire (Minor)

- No team logoed apparel
- For Minor lacrosse, clean pants/shorts and collared shirt preferred.

#### 4.3 Pre and Post-Game Attire (Major)

- Business Casual Attire
  - Golf Shirt
  - Dress pants or Khakis
  - Close toed shoes (no crocks)

### 5. Contacts

#### 5.1 Volunteer Executive Members

Position	Name	Email
President	Cole Smith	president@albertalacrosse.ca
VP Member Services	Jack Sylven	vpmemberservices@albertalacrosse.ca
VP Finance	Jonathan Bennett	vpfinance@albertalacrosse.ca
VP Development	Caelan Thain	vpdevelopment@albertalacrosse.ca
VP Technical	Kevin Kohut	vptechnical@albertalacrosse.ca
Executive Director	Vacant	

#### 5.2 Volunteer Board of Directors

Position	Name	Email
CALL OIC	Nathan Hamilton	call.oic@albertalacrosse.ca
CDLA OIC	Branko vd Wildenbergh	cdla.oic@albertalacrosse.ca
GELC OIC	Pierre Oiumet	gelc.oic@albertalacrosse.ca
RMLL OIC	David Westwood	rml.oic@albertalacrosse.ca
SALA OIC	Trent Olesen	sala.oic@albertalacrosse.ca
Wheatland OIC	Rod Pettigrew	wheatland.oic@albertalacrosse.ca
Field OIC	Marty Gaffney	field.oic@albertalacrosse.ca
Past President	Vacant	pastpresident@albertalacrosse.ca
Privacy Officer	Vacant	privacyofficer@albertalacrosse.ca

#### 5.3 Assignors

Position	Name	Email	Levels Assigned
CALL Assignor	Nathan Hamilton	call.oic@albertalacrosse.ca	All Minor Levels
CALL Assignor	Meg Hanna	call.assignor2@albertalacrosse.ca	All Minor Levels
CDLA Assignor	Logan Parsons	cdla.assignor@albertalacrosse.ca	All Minor Levels
GELC Assignor	Daniel Berreth	gelc.assignor@albertalacrosse.ca	All Minor Levels
GELC Assignor	Vacant	gelc.assignor2@albertalacrosse.ca	All Minor Levels
RMLL Assignor	Jack Sylven	vpmemberservices@albertalacrosse.ca	All Major Levels
RMLL Assignor	Jon Bennett	vpfinance@albertalacrosse.ca	All Major Levels
SALA Assignor	Daniel Fyfe	sala.assignor@albertalacrosse.ca	All Minor Levels
Wheatland Assignor	Carmen Zayac	wheatland.assignor@albertalacrosse.ca	All Minor Levels
Wheatland Assignor	Hayden Laporte	wheatland.assignor2@albertalacrosse.ca	All Minor Levels
Field Assignor	Marty Gaffney	field.oic@albertalacrosse.ca	All Levels

## 6. Game Fees

BOX LACROSSE			
Level	Pay Rate	Scheduling Fee	Total
U-9	\$25.00 x 2 (\$50.00)	\$6.00	\$56.00
U-11	\$27.50 x 2 (\$55.00)	\$6.00	\$61.00
U-13	\$35.00 x 2 (\$70.00)	\$6.00	\$76.00
U-15	\$41.50 x 2 (\$83.00)	\$6.00	\$89.00
U-17	\$49.00 x 2 (\$98.00)	\$6.00	\$104.00
4 on 4	\$20.00 x 2 (\$40.00)	\$6.00	\$46.00
Junior Recreational	\$57.00 x 2 (\$114.00)	\$6.00	\$120.00
Jr B Tiers III, Jr Ladies	\$73.00 x 2 (\$146.00)	\$6.00	\$152.00
Jr B Tiers II	\$73.00 x 2 (\$146.00)	\$6.00	\$152.00
Jr B Tiers I Senior C	\$79.00 x 2 (\$158.00)	\$6.00	\$164.00
Junior A	\$85.00 x 2 (\$170.00)	\$6.00	\$176.00
Senior B	\$85.00 x 2 (\$170.00)	\$6.00	\$176.00
Senior Ladies	\$79.00 x 2 (\$158.00)	\$6.00	\$164.00
Masters	\$45.00 x 2 (\$90.00)	\$6.00	\$96.00
Standby Official	1/2 game fee as indicated		
Scheduling Fee	\$6.00 per game		
FIELD LACROSSE (Traditional 10 on 10)			
Level	Pay Rate	Scheduling Fee	Total
U-9	\$21.00 x 2 (\$42.00)	\$6.00	\$48.00
U-11	\$21.00 x 2 (\$42.00)	\$6.00	\$48.00
U-13	\$23.00 x 2 (\$46.00)	\$6.00	\$52.00
U-15	\$26.00 x 2 (\$52.00)	\$6.00	\$58.00
U-17	\$32.00 x 2 (\$64.00)	\$6.00	\$70.00
U-19	\$39.00 x 2 (\$78.00)	\$6.00	\$84.00
Senior	\$52.00 x 2 (\$104.00)	\$6.00	\$110.00
Standby Official	N/A		
Scheduling Fee	\$6.00 per game		

- Officials working in any ALA sanctioned game, combine, or tournament will be provided the same game fee as above unless previously agreed upon by the ALRA Executive
- Officials working any league playoff medal game or ALA Provincial medal game are to be compensated at the regular season rate plus 10% per each official's rate per game. Any cancelled games will be subject to a lower assigning fee of \$6.00
- On occasion, the ALRA is requested to provide a standby (third) Official. The primary purpose of this Official is to stand in should one of the other Officials be injured. The standby Official is also responsible for monitoring the 30 second clock, the timekeeper and the scorekeeper. Should there be a request for a standby Official, this Official will be paid 1/2 of the respective per Official game fee. The request for the standby Official shall come in writing by the requesting team to the local Official-In-Charge not less than 48 hours prior to the start of the game. The ALRA shall, whenever possible, use local officials for the 'third Official' to avoid unnecessary cost to the LGB and Leagues.
- Official in Charge fees for tournaments will be an hourly fee bench marked to the U9 game fee rate. Mileage and per diem charges apply as per ALA Regulation 31.05.04.

## 7. Mileage

Mileage will be paid by the ALRA to Officials that utilize a personal/private vehicle to get to and from games where they are assigned as an on-floor Official (where applicable) under the following guidelines:

- Mileage will be paid to an Official who drives to his/her game at a rate of \$0.53/km when the round-trip distance (to and from the arena that the Official is assigned to) is greater than 50 km. When the round-trip distance is less than 50km, mileage will not be paid
- Mileage will need to be confirmed/entered by the Official after their game
- When the round-trip distance is over 450 km, the travel arrangements must be agreed to by the ALA or the LGB responsible for payment.

## 8. Travel Time

The ALRA encourages carpooling for all Officials. Where carpooling is employed, travel time will be paid under the following guidelines:

- Travel time is only paid to a passenger
- In situations where two (2) or more Officials travel together to officiate at the same venue, travel time will be paid to the Officials who are passengers at a rate of \$0.15/km when the round-trip distance (to and from the arena that the Official is assigned to) is greater than 50 km.

**When being paid mileage/travel time you must enter who drove in the adjustments section into Arbiter.**

## 9. Per Diem

A per diem will apply to Officials that are away from home (travelling or Officiating). Officials travelling 200 km or more round trip will receive \$30.00. Overnight trips will be paid at a rate of \$70.00 per day.

## 10. Hotel Flights

If you require hotel/flights you must email the appropriate OIC and copy the ALRA President to communicate the travel needs. No Officials should book own hotels/flights without written permission from ALRA Executive.

## 11. Box Lacrosse – Rules of Play

Rules of play in Alberta shall be those of the LC Rule Book for the current season. To ensure uniformity, there will be no variation of the LC Rules and officials shall enforce the LC Rules with the following enhancements:

- Abuse by Fans (See ALA Regulation 22)
- Mouthguards (See ALA Regulation 14)
- Standardized Game Time for Box Lacrosse is as follows:

Division	Allotted Time	Warm-Up	Period 1	Period 2	Period 3	Period Break
U-9	1 hour	5	15	15	15	3
U-11	1 hour	5	15	15	15	3
U-13	1 hour	5	15	15	15	3
U-15	1.5 hours	5	20	20	20	3
U-17	1.5 hours	5	20	20	20	3
Junior B	2.5 hours	30	20	20	20	10
Junior A	3 hours	60	20	20	20	10
Senior B	2.5 hours	30	20	20	20	10
Masters	1.25 hours	5	15	15	15	3

- In U9, U11, and U13 each game or period will be played as run-time. Run time is defined as straight play except for time outs or goalie water breaks.
- In U15 and U17 only the 3rd period will be played as stop-time. Stop-time is defined as the clock only stopping for goals, penalties, or time outs except for the 6 goal differential rule
- In U13, U15, and U17 Lacrosse if a goal differential of six (6) or more goals is present at any time during the game, at the next whistle to start play, the clock will run at straight time. If the goal differential is brought within four (4) goals, the clock shall return to stop time at that time.
- In U11, U13, U15, and U17 lacrosse, if five (5) minutes before the scheduled end time of the game time slot for league games, there is more than five (5) minutes left on the clock, the clock shall be reset to two (2) minutes and play shall continue in stop time to the end of the game, for each of U11, U13, U15, and U17 box lacrosse . As required, a game may be called at this time if an injury is present and cannot be taken care of in a timely fashion.
- During running time portions of the game, all time penalties shall run at their normal designated time (Minor – 2 minutes, Major – 5 minutes, Misconduct – 10 minutes, etc.)
- In the event a team is late for reasons outlined in LC Rule 19, the Officials may allow 5 minutes past the normal start time of the game for the team to arrive unannounced. If the team that has been delayed has made contact with the arena directly or via persons within the arena, the Officials shall provide an additional reasonable delay (up to 30 minutes).
- If less than two (2) full periods of any game have been completed, then, at the discretion of the Local Governing Body (Director of Development if no LGB is available), the game shall be considered incomplete, and the remainder of the game may be rescheduled for a suitable time.
- The standardized game length will be extended for the purpose of overtime subject to ALA Regulation 9.10.
- The RULES OF PLAY outlined above shall apply to all games sanctioned by the Alberta Lacrosse Association (e.g. exhibition, regular season, playoff, and provincial played games). The ALA retains the right to enhance rules of play for the safety and betterment of the Sport of Lacrosse in the Province of Alberta
- There will be **NO SHOT CLOCK** at U7 and U9.

#### 11.1 U9 Rules

- In U9 Option L will apply (page 146 LC rulebook)
- The fall-back rule applies
- Players change on the fly
- Regulation ball used
- No coaches on the floor
- Penalties to be called and served

#### 11.2 U11 Rules

- All U11 box lacrosse games shall be played in accordance with LC Rules according to LTAD Option L for contact.

#### 11.3 Major Lacrosse Rules

- Major box lacrosse will be conducted according to the ALA and RMLL Rules, Regulations, and Policies.

### 12. Assigning Procedure

#### 12.1 Minor Lacrosse (CALL, CDLA, GELC, SALA, Wheatland)

Assignments will be completed through Arbiter, typically 2-3 weeks before the date of the game. Once assigned you must accept/decline the game within a 48-hour period. It is imperative Officials utilize the system to the fullest extent as this is a direct reflection on the number of games you will receive in a season. Fines could be

imposed on those Officials that continually turnback games at a rate of \$5.00 per turnback after two or more turn backs.

#### 12.2 Major Lacrosse (RMLL)

Assignments will be completed through Arbiter, typically 4-6 weeks before the date of the game. Once assigned you must accept/decline the game within a 48-hour period. Major lacrosse has a fine system in place for Officials declining/turnback of games.

- Decline - \$2.00 per game
- Turnback - \$5.00 per game

Fines will be automatically deducted from your Plooto payment every month. If an Official owes for fines at the beginning of the next year you will not be able to register until that has been completed. It is imperative Officials utilize the system to its fullest, as this is a direct reflection on the number of games you will receive in a season.

### 13. Game Day Procedure

All Officials must follow the game day procedure noted below. By doing so this greatly reduces the chances of Officials missing their assignments, or Officials being late for their assignments.

- Call/text your partner the night before your assigned game time(s) to confirm their ability to make the game(s). If you do not know your partner's mobile number, you can look it up in your game details in Arbiter. Confirm the arena location, game time, arrival time, and meeting location. A follow up text the next day prior to leaving for the game is also recommended.
- Go through your gear bag and ensure you have all of your necessary equipment (helmet, jersey, pants, shoes, socks, string for repairing holes in nets and whistles).
- Leave with plenty time to ensure you arrive at the arena at least 30 minutes before game time (60 minutes for major games). Allow extra time for traffic if necessary.
- If you do not hear from your partner from your original call/text, contact your assignor. If you do not hear back from your assignor within 5 minutes, contact your OIC.
- If you have not heard back from your assignor or OIC informing you they have been in touch with your partner, or if they have found a replacement Official by the time you get to the arena, looked for a qualified Official in the stands. You will need to confirm with your assignor or OIC that this person is qualified to officiate with you.
- **If after following the above procedure, we were unable to find a certified official to join you, or you were unable to find one at the arena, the game will be canceled.**

**Under no circumstances does an official referee a game alone!!!**

## 14 Referee Assigning System

The ALRA uses Arbiter as its assigning software to coordinate and track all lacrosse game assignments in Alberta. All games will be assigned through Arbiter and no games are to be accepted other than those assigned through Arbiter.

### 14.1 Using Arbiter for the first time

1. You will receive an email that looks like the one below. The email describes how to log into Arbiter, your username, and your default password.

#### Welcome to ArbiterSports.com!

One of your officiating associations will be using this website for online referee assigning and now needs you to sign in. This email will explain the information needed to help you get started.

- How do I Sign In?
- What should I do first?
- Where can I get further help?

#### How do I sign in?

To sign into ArbiterSports.com:

1. Go to <http://www.ArbiterSports.com/> and enter the sign in information provided below into the entry fields at the top right of the page.
2. Enter your sign in information as listed below:
  - User Name: [mr\\_smuggly@yahoo.com](mailto:mr_smuggly@yahoo.com)
  - Password: referee

NOTE: The first time you sign in you must accept the **Terms and Conditions**, as well as change your password.

#### What should I do first?

Once you are signed in the system, you may want to do the following:

- If allowed by your admin, block dates when you can't work. Your admin might also have some other blocking options available to you.
- Make sure your personal information is accurate by clicking the Profile tab. Phone numbers can be updated by clicking the Phones link on the left-hand side of the profile page. A picture of yourself in either jpg or gif format can also be uploaded using the left-hand menu. Pictures of officials are always appreciated by admins, partners and schools/leagues.
- Mark yourself as **Ready** to be assigned once you have set your availability and other blocks by clicking the check box located on the at the top right of your Main tab. If you don't have this checked, your admin might not assign you to any games.
- When your admin assigns you to games, you will receive a notification email. Then it's up to you to accept or decline games, if allowed by your admin. To do this, you must sign into the system and view your game schedule. On the right side of your game schedule, you will see **accept and decline** check boxes. Once you are finished marking the games, **be sure to click the Submit button** to submit the changes and have the games accepted or declined.

#### Where can I get further help?

If you need further assistance, please email your admin at [president@alra.net](mailto:president@alra.net). Additional contact information for Dennis Deis is available if you sign in and click the "Support" link.

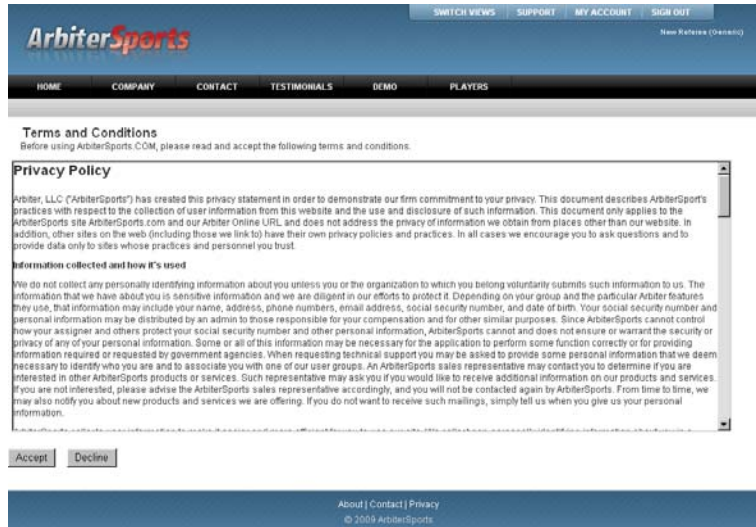
Sincerely,  
ArbiterSports Team

2. Go to <http://www.arbitersports.com> and use the username and password provided to log in.





3. You will then have to read and accept the terms and conditions of Arbiter.



The screenshot shows the ArbiterSports website's Terms and Conditions page. At the top, there is a navigation bar with links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this is a secondary navigation bar with links for HOME, COMPANY, CONTACT, TESTIMONIALS, DEMO, and PLAYERS. The main content area is titled "Terms and Conditions" and includes a sub-header "Privacy Policy". The text explains that Arbiter, LLC ("ArbiterSports") has created this privacy statement to demonstrate its commitment to user privacy. It details the collection and use of personal information, including names, addresses, phone numbers, email addresses, social security numbers, and dates of birth. The policy also mentions that ArbiterSports cannot control how its assignees and others protect user information and that it does not warrant the security or privacy of any personal information. A "Change" button is visible at the bottom right of the page.

ArbiterSports

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

HOME COMPANY CONTACT TESTIMONIALS DEMO PLAYERS

**Terms and Conditions**  
Before using ArbiterSports.COM, please read and accept the following terms and conditions.

**Privacy Policy**

Arbiter, LLC ("ArbiterSports") has created this privacy statement in order to demonstrate our firm commitment to your privacy. This document describes ArbiterSports' practices with respect to the collection of user information from this website and the use and disclosure of such information. This document only applies to the ArbiterSports site ArbiterSports.com and our Arbiter Online URL and does not address the privacy of information we obtain from places other than our website. In addition, other sites on the web (including those we link to) have their own privacy policies and practices. In all cases we encourage you to ask questions and to provide data only to sites whose practices and personnel you trust.

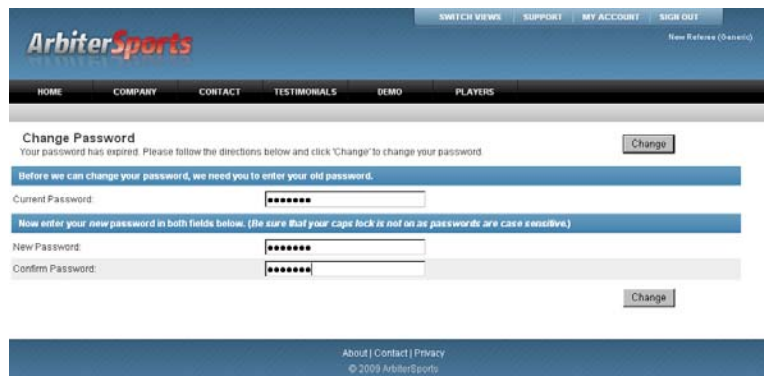
**Information collected and how it's used**

We do not collect any personally identifying information about you unless you or the organization to which you belong voluntarily submits such information to us. The information that we have about you is sensitive information and we are diligent in our efforts to protect it. Depending on your group and the particular Arbiter features they use, that information may include your name, address, phone numbers, email address, social security number, and date of birth. Your social security number and personal information may be distributed by an admin to those responsible for your compensation and for other similar purposes. Since ArbiterSports cannot control how your assigner and others protect your social security number and other personal information, ArbiterSports cannot and does not ensure or warrant the security or privacy of any of your personal information. Some or all of this information may be necessary for the application to perform some function correctly or for providing information required or requested by government agencies. When requesting technical support you may be asked to provide some personal information that we deem necessary to identify who you are and to associate you with one of our user groups. An ArbiterSports sales representative may contact you to determine if you are interested in other ArbiterSports products or services. Such representative may ask you if you would like to receive additional information on our products and services. If you are not interested, please advise the ArbiterSports sales representative accordingly, and you will not be contacted again by ArbiterSports. From time to time, we may also notify you about new products and services we are offering. If you do not want to receive such mailings, simply tell us when you give us your personal information.

Accept Decline

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4. It then asks you to change your password. Create a unique password that you will remember.



The screenshot shows the ArbiterSports website's Change Password page. At the top, there is a navigation bar with links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this is a secondary navigation bar with links for HOME, COMPANY, CONTACT, TESTIMONIALS, DEMO, and PLAYERS. The main content area is titled "Change Password" and includes a sub-header "Your password has expired. Please follow the directions below and click 'Change' to change your password." The page prompts the user to enter their current password, then their new password, and finally confirm their new password. A "Change" button is visible at the bottom right of the page.

ArbiterSports

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

HOME COMPANY CONTACT TESTIMONIALS DEMO PLAYERS

**Change Password**  
Your password has expired. Please follow the directions below and click "Change" to change your password.

Before we can change your password, we need you to enter your old password.

Current Password:

Now enter your new password in both fields below. (Be sure that your caps lock is not on as passwords are case sensitive.)

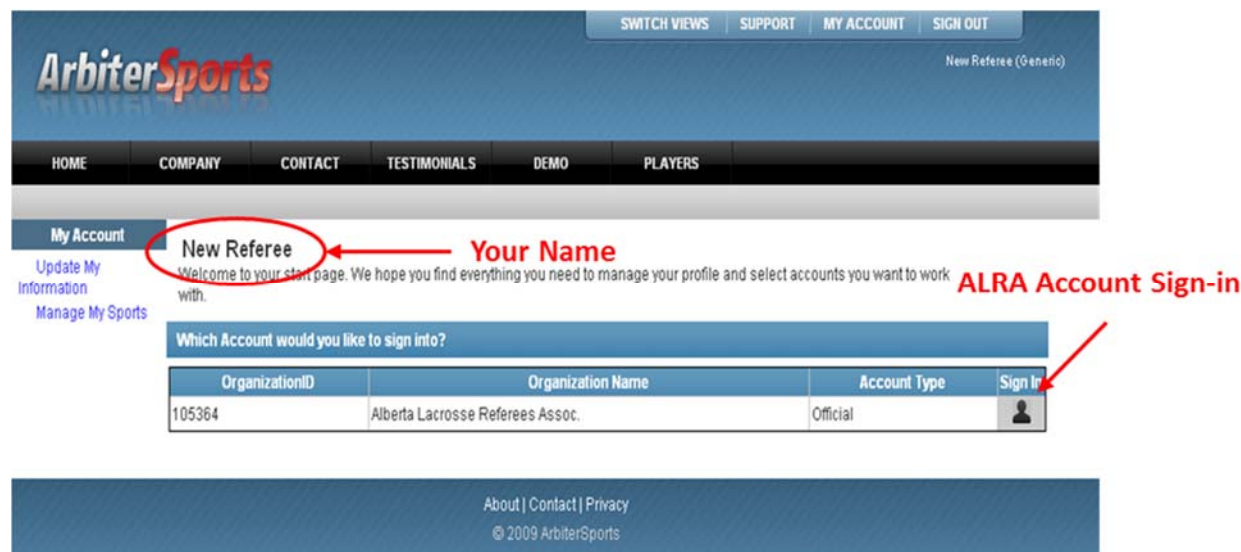
New Password:

Confirm Password:

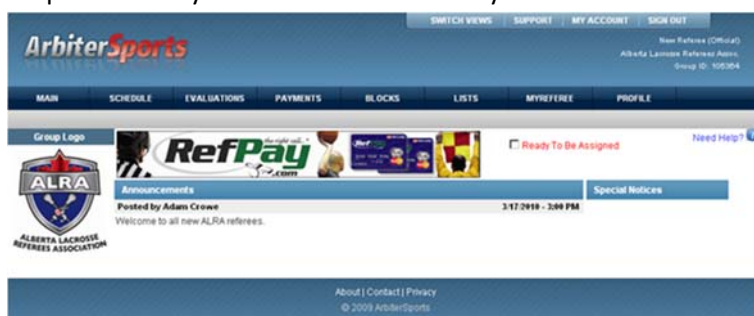
Change

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5. You will then be taken to the home page. This will be the page you see on each subsequent visit to Arbiter.



6. Click on the ALRA Account Sign In button (shown above). If you use Arbiter with other sports your other accounts will be shown here. You can also view a demo of Arbiter to help learn.
7. You will be asked to fill out some of your profile before you are taken to the ALRA main page (below).
- The Main page shows any **Announcements** or messages from the Assignors.
  - It also contains the “**Ready to be Assigned**” box. You will not be able referee any games until you check that box.
  - The **Schedule** Tab shows your assignments (past and future) and also contains the area for Self-Assigning yourself to games.
  - **Evaluations** contains any evaluations that have been done on you
  - **Payments** allows you to see a pay sheet for the games you have refereed
  - **Blocks** allows you to enter your calendar so you are not assigned when you are not available
  - **Lists** contains the list of all referees and sites
  - **MyReferee** is presented by Arbiter and isn't used by the ALRA



**Profile** is where you would enter your information such as phone numbers and addresses and preferences.

### 14.3 Entering Blocks

#### 9. Go to the **Blocks** tab

- Enter days (or partial days) that you are not available to referee. This is important so assignors are able to know ahead of time who is available to fill games
- You can automatically block a range of dates using the **Date Range** box.
- You can view a summary of your blocks by clicking on the **Summary** sub-tab.

The screenshot shows the ArbiterSports website interface. At the top, there is a navigation bar with links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this is a header with the ArbiterSports logo and user information: New Referee (Official), Alberta License Referee Apps, Group ID: 101384.

The main navigation bar includes: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MY REFEREE, and PROFILE. The 'BLOCKS' tab is currently selected.

Under the 'BLOCKS' tab, there are two sub-tabs: DATES and SUMMARY. The 'DATES' sub-tab is active, showing a 'Calendar' section with the action 'View Schedule'.

On the left side of the 'DATES' sub-tab, there is a sidebar with the following options:

- Action
  - ☒ View Schedule
  - ☐ Block All Day
  - ☐ Block Part Day
  - ☐ Clear Blocks
  - ☐ Add Notes
- Reports
  - Calendar
- Legend
  - Assigned Game
  - Assigned Game
  - Assigned Game
  - Full Day Block
  - Part Day Block
  - Open Day

The main content area of the 'DATES' sub-tab shows a 'Time Range' box with 'From' and 'To' dropdowns, and a 'Date Range' box with 'From' and 'To' dropdowns. Below these is a calendar for March 2010, showing dates from 1 to 31. The calendar is color-coded: blue for assigned games, green for assigned games, and red for full day blocks. The date 17 is highlighted in yellow.

At the bottom of the 'DATES' sub-tab, there is a table titled '3-17-2010 - Games and Blocks' with columns: Group, Games/Blocks, Status, From, To, Site/Created, and Firm. The table is currently empty.

At the bottom of the page, there is a footer with links: About | Contact | Privacy, and copyright information: © 2009 ArbiterSports.

## 14.4 Schedule

- If an assignor has assigned a game, you will receive an email notification. To accept the game, click on the **Schedule** tab and 'Accept' the game(s) as shown below.

The screenshot shows the 'ArbiterSports' website interface. The 'SCHEDULE' tab is selected. Under the 'Reports' section, the 'Schedule' link is active. A table displays a game assignment:

Game	Notes	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept	Decline
1		Referee	2/7/2010 Wed 12:00 AM	Lacrosse, Men-Tyke	AlonsdaleRiver, Alonsdale	TBA	TBA	\$18.00	Accept by 3/19/2010	<input type="checkbox"/>	<input type="checkbox"/>

Below the table, there are links for 'Standard View', 'View By Day', 'View By Week', and 'View By Month'. A 'Legend' section on the left lists various game statuses with corresponding colored boxes: Normal (white), Game Conflict (red), Confirmed (red), New (yellow), Notified (purple), Attachment (green), Rainedout (blue), Forfeit (orange), Suspended (light blue), Substituted (dark grey), Event (light orange), and Notes (light green).

- The **Self Assign** tab provides a list of games that an official can assign themselves. Press the 'GD' link to self-assign a game. Officials are only allowed to assign themselves games within their specific ranking

The screenshot shows the 'ArbiterSports' website interface with the 'SELF ASSIGN' tab selected. A table lists games available for self-assignment:

Game	Position	Date & Time	Sport & Level	Site	Home	Away	Dist	Pay	Assign
2	Referee	3/20/2010 Sat 12:00 AM	LACROSSE Mini-Tyke	Alonsdale/Onex, Alonsdale	TBA	TBA	12	\$18.00	<input type="checkbox"/>
2	Referee	3/20/2010 Sat 12:00 AM	LACROSSE Mini-Tyke	Alonsdale/Onex, Alonsdale	TBA	TBA	12	\$18.00	<input type="checkbox"/>

On the left side, there are filters for 'Current Sort', 'Date & Time', 'Game', 'Position', 'Pay (\$/hr)', 'Dist', 'Sport & Level', 'Site', 'Home', and 'Away'. A 'Reset' link is also present.

Once you have Accepted a game (Assignor Assigned) or you have Self-Assigned a game you are expected to referee that game. If you are unable to referee a game that you are Assigned to you, **MUST** contact you assignor with as much notice as possible to let them know.

## 15. How you are paid

The ALRA is continuing to use a payment system called Plooto. Plooto is more secure, timely and cost-effective than the EFT (Electronic Fund Transfers) used previously. Plooto operates as a "mass" e-transfer, and you will have the option to link your bank account directly (for most institutions) or manually enter your direct deposit information in order to receive your monthly payment. **You are no longer required to send your direct deposit information to the ALRA.**

- Funds will be sent on or before the **15<sup>th</sup>** of every month for all games officiated the previous month. (ie. June 15 for games officiated May 1-31)
- All officials will receive an email directly from Plooto with instructions to deposit your email money transfer. Your unique security question answer will be emailed to you beforehand by the VP Finance.
- You will receive all emails at the same address you use to sign into your Arbiter account, so ensure you have access to this account.
- **Your name in Arbiter must match the name of the bank account you choose to deposit your funds into.** If you plan to deposit the funds into a bank account in a different name (ie. a parent/guardian account, or legal name), you must email the VP Finance. For security reasons, your bank may deny the transfer if the correct depositor's name is not entered into Plooto beforehand.
- If you can access your email account and your name matches the bank, no further action is required.

You are responsible for the accuracy of your bank account information. If you enter the wrong account number which causes your deposit to fail, the ALRA will deduct a \$2.00 CAD fee charged to us by Plooto.

You are responsible for securing your email account and ensuring the name on the bank account matches the name in Arbiter.

## 16. Development Opportunities

There are many different Development opportunities available to officials to better themselves. Officials interested should reach out to the LGB Referee-in-chief to discuss what avenue is best suited for them. Below are some of the current opportunities available to officials

- LGB Playoffs – earned through regular season assignments
- Minor Provincials – significant development/advancement
- Alberta Summer Games – U15A – prepares Officials for U17A and RMLL
- U15 Challenge – available off years to Alberta Summer Games
- Minor Nationals – prepares referees for RMLL
- Major Provincials – move officials up within the RMLL
- Major Nationals – referees to represent Alberta, and refine skills
- Worlds/Professional – Expected to take leadership in ALRA

## 17. Insurance

Visit the ALA website for the Insurance Brochure

ALA – [www.albertalacrosse.com](http://www.albertalacrosse.com)