

USSF NC Arbiter Group Assignor Rules & Procedures

1. Field sites—NO ASSIGNOR may add a new field site to the list. If you have a field site that is not on the statewide list as shown on the Arbiter private assignor web page, then you need to submit the field name and address to the SYRA to be added to the list. Adding one on your own will result in the field being placed on ALL assignors lists and will require its removal along with any games you have entered to that field.

2. Field subsites. Any assignor may add additional subsites as needed, so long as the naming protocol is followed. (I.e. use numbers such as 01, 02 or for small sided field splits 01A, 03A etc. See naming protocol listed herein below).
3. Adding a field site to your scope. To add a field to your own scope from the statewide list, simply go to the statewide list on the NCSRA web site assignor page and locate the field from the alphabetical list. Find the field number, which is the (##) listed beside the name, including the parentheses. Put this number

in your Arbiter assignor information page Header 3 field. At 3 AM the night you put in the number, the program will automatically put the field on your scope. If you need to add more than one, you can just list them, including the parentheses, one after another. Practically speaking the limit of fields you can add at any one time is about 3. If you need to add more than 3 you should list the next 3 fields the night after. Once a field has been added to your scope removing its number from your Header 3 field will not affect it being on your scope. A

member of the State assignment staff must remove any field you want taken off. If your list of fields to be added is extensive, please send the SYRA an alphabetical list of the fields and they will be scoped all at once.

4. Game or Match Numbers. No assignor may add or input their own game number. You must let the Arbiter automatically assign all game numbers. (If and when the Arbiter adds a separate local game number field you will be able to use your own numbers---but not before then!). The exception to this rule,

and there is always one, is when you are adding a local classic match. In those rare circumstances when you must add a local classic match, you must use the NCYSA match number which you will need to obtain before entering that match. This is the only exception.

5. Adding Referees to your scope. To add any referee to your assignment list you need to have the referee put your assignor number in his or her Misc. Field labeled USSF Assignor #s. Your assignor number is found on the information page of your Arbiter Assignor record in the

Title field. It is the number in parentheses, including the parentheses, i.e. (##). Once the referee puts your assignor number in their record, the next time 3 AM passes then the program will automatically scope them to your list. If you have a group of referees that need to be added you may send an alphabetical list of the officials, with their full correct name, to the SYRA and they will be scoped manually. To remove unwanted referees from your list you can remove your assignor number from each unwanted

referee's record and then request the SYRA to remove ALL of your officials late one night before 3 AM. This will cause all those referees who still have your assignor # in their record to reload to your scope. You MUST insure that all officials you want to keep have your assignor # in their record before requesting this step.

6. Field Site Phone Number Field. No assignor is permitted to put any info into the field site phone number field. This is reserved solely for the field number designation and also a state level label on occasion.

However, any added info you feel necessary to put in a field site record may be placed in the directions field. Do not remove other assignor's info that may be there when you add your own.

7. Naming Protocols for Teams For adding teams into the system please follow the standard naming protocols listed below. This will make locating team groupings much easier.

Classic, Developmental and RIII Teams

YY ABCD Name B/G

Where YY is the year followed by a space

ABCD is the Capital Letters abbreviation of the club

Name is the team name, capital letter leading

B or G for Boys or Girls -- all teams

For example: 93 CUFC Green G or 90 CASL Premier Black B

Challenge and Rec Teams

ABCD YY Name B/G

For example: CASL 96 Kickers B or MUFC 95 Superchicks G

Adults

Division or Level (O, A, O30, R,CR) Name M/W/CoEd

For Example: O Durham Wanderers M

8. Adding Your Self As a Contact for Sites Make sure as an assignor that you enter yourself in the Arbiter as a contact in addition to being an assignor. Then make sure you link each site for which you assign to yourself as a site contact. In this fashion you will insure that you receive an email notification any

time a game change is made to any game being played at one of your sites.

9. Field Subsite Naming Criteria To add or modify field subsites assignors must use the following procedures. For numbers please use a two digit name for ALL numbers, i.e. 01-09, 10, 11, 12 etc. For fields which are divided into small sided arrangements, either permanently or only for certain events, please use an alpha numeric combination. I.e. if your field #1 is used for a full sized field and it is also occasionally divided into two (or more) small

sided fields you would use 01,01A,01B, and if needed 01C and more (if possible). If you need other than a number designation, FIRST use the number and then put additional id info as short as possible. This includes designations such as stadium, practice field, Astroturf, named fields, etc. The following are acceptable examples: 01(Std),02(Pepsi),14(Turf),09(Prac), 05(Var). Note that a number MUST always precede any other identification. This is important because in certain printed reports subsite names may be truncated,

cutting off some id info. This insures that the actual field number will at least print out. (This is also why when we add new field sites we try to abbreviate the site name as much as possible).