



2024 Official's Handbook

(revised 24-04-15)

1. List of Terms

LC – Lacrosse Canada – www.lacrosse.ca

ALA – Alberta Lacrosse Association – www.albertalacrosse.com

ALRA – Alberta Lacrosse Referee Association – www.albertalacrosserefs.ca

CALL – Central Alberta Lacrosse League – www.centralalbertalacrosse.com

CDLA – Calgary & District Lacrosse Association – www.calgarylacrosse.com

GELC – Greater Edmonton Lacrosse Council – www.gelc.ab.ca

RMLL – Rocky Mountain Lacrosse League – www.rockymountainlax.com

SALA – Southern Alberta Lacrosse Association – www.southernalbertalacrosse.com

Wheatland – Wheatland Lacrosse Association – 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	Kevin Kohut	president@albertalacrosserefs.ca
VP Member Services	Jack Sylven	vpmemberservices@albertalacrosserefs.ca
VP Finance	Jonathan Bennett	vpfinance@albertalacrosserefs.ca
VP Development	Cole Smith	vpdevelopment@albertalacrosserefs.ca
VP Technical	Vacant	vptechnical@albertalacrosserefs.ca
Executive Director	Vacant	admin@albertalacrosserefs.ca

5.2 Volunteer Board of Directors

Position	Name	Email
CALL OIC	Nathan Hamilton	call.oic@albertalacrosserefs.ca
CDLA OIC	Shelby Deis	cdla.oic@albertalacrosserefs.ca
GELC OIC	Pierre Oiumet	gelc.oic@albertalacrosserefs.ca
RMLL OIC	David Westwood	rml.oic@albertalacrosserefs.ca
SALA OIC	Meg Hannah	sala.oic@albertalacrosserefs.ca
Wheatland OIC	Rod Pettigrew	wheatland.oic@albertalacrosserefs.ca
Field OIC	Marty Gaffney	field.oic@albertalacrosserefs.ca
Past President	Ray McCarthy	pastpresident@albertalacrosserefs.ca
Privacy Officer	Braydon Lawrence	privacyofficer@albertalacrosserefs.ca

5.3 Assignors

Position	Name	Email	Levels Assigned
CALL Assignor	Nathan Hamilton	call.oic@albertalacrosserefs.ca	All Minor Levels
CALL Assignor	Cole Smith	vpdevelopment@albertalacrosserefs.ca	All Minor Levels
CDLA Assignor	Logan Parsons	cdla.assignor@albertalacrosserefs.ca	All Minor Levels
CDLA Assignor	Shelby Deis	cdla.oic@albertalacrosserefs.ca	All Minor Levels
GELC Assignor	Cameron Lafreniere	gelc.assignor@albertalacrosserefs.ca	All Minor Levels
GELC Assignor	Kevin Kohut	president@albertalacrosserefs.ca	All Minor Levels
RMLL Assignor	David Westwood	rml.oic@albertalacrosserefs.ca	All Major Levels
RMLL Assignor	Jon Bennett	vpfinance@albertalacrosserefs.ca	All Major Levels
SALA Assignor	Trent Olesen	sala.assignor@albertalacrosserefs.ca	All Minor Levels
Wheatland Assignor	Carmen Zayac	wheatland.assignor@albertalacrosserefs.ca	All Minor Levels
Field Assignor	Marty Gaffney	field.oic@albertalacrosserefs.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
- 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-7	1 hour	5	15	15	15	3
U-9	1 hour	5	12	12	12	3
U-11	1 hour	5	12	12	12	2
U-13	1.25 hours	10	15	15	15	2
U-15	1.5 hours	10	15	15	15	2
U-17	1.75 hours	10	20	20	20	5
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

- Except as specifically amended herein, all Periods shall be stop time as per LC guidelines. In Minor Box Lacrosse, except U7, U9, U11, and in Masters Lacrosse, the clock shall stop for goals, penalties, time-outs, and Official's discretionary stoppages (i.e. injury) with a minimum two (2) minute break between periods. In U7, U9, and U11 each game or period, as applicable shall be run time except that the clock will be stopped for timeouts. In Major Lacrosse, the clock shall stop for ALL stoppages including penalties, time-outs, and Official's discretionary stoppages (i.e. injury), and possession changes with a minimum ten (10) minute break between periods'
- 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 U13, U15, and U17 and straight time for U11. 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
- 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 Major Lacrosse (Junior / Senior), running time may be applied and will continue only at the discretion and agreement of both coaches. In cases where goal differential exists and both coaches cannot agree on running time, both Referees' may, in the interest of game management and/or player safety, make a discretionary decision to apply running time
- Except in U7 and U9, 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 15.12.
- The RULES OF PLAY outlined in this Regulation 15 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
- During exhibition play, 15.04 may be modified with the agreement of both teams. When modifying 15.04, the Allotted Game Time, Warm-Up Time, Period Length and Period Break are to be pre-determined. In the event that 15.04 is modified, the Officials officiating the game(s) are to be compensated according to the period lengths and allotted time for the next appropriate division (e.g. For a U9, U11 or U13 game where 3 x 20-minute periods are used, the officials will be compensated at a U15 rate).
- There will be **NO SHOT CLOCK** at U7 and U9.

11.1 U9 Rules

- In U9 Option L will apply (page 146 LC rulebook)
- In LC LTAD Option L, the fall-back rule applies, as per the LC rulebook
- Penalties will be served
- No face-offs after goals. The team that scored will fall-back to their defending zone and the team in possession will have the goalie outlet the ball as per the fall-back rule

11.2 U11 Rules

- All U11 box lacrosse games shall be played in accordance with LC LTAD Option L.

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
 - 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. 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.

ArbiterSports

Sign In [username] [password] [GO]

Remember Me [checkbox]
Forgot Password?

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Serving officials since 1984, TheArbiter is now ArbiterSports.

Learn More

Assigning
ArbiterSports pioneered the use of sports official assigning software in 1994 and has been the industry leader ever since. The ArbiterSports Assigning System provides online access to real-time game information for assigners, officials, leagues and teams.

Training
The ArbiterSports Training Suite provides leagues and associations with effective training and educational tools that are readily accessible to their officials, overcoming the challenges of time and distance. Features such as training videos, educational content, a searchable rules database, online testing – and more – empower management to ensure their officials are prepared for game day.

RefPay
ArbiterSports RefPay is the easiest and most reliable way for sports officials, allowing leagues or athletic departments to electronically pay officials assigned through the ArbiterSports Assigning System. A broad spectrum of groups ranging from elite college conferences to local recreation departments use ArbiterSports RefPay to send millions of dollars in officiating payments every month.

NCAA Baseball Registration
NCAA SUIP Registration

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

The screenshot shows the ArbiterSports website interface. 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 displays the 'Terms and Conditions' section, which includes a 'Privacy Policy' subsection. The Privacy Policy text states that Arbiter, LLC has created this statement to demonstrate its commitment to privacy and describes its practices regarding user information collection and use. It also mentions that the information collected includes names, addresses, phone numbers, email addresses, social security numbers, and dates of birth. At the bottom of the Privacy Policy section, there are 'Accept' and 'Decline' buttons. Below the main content area, there is a footer with links for 'About | Contact | Privacy' and a copyright notice for © 2009 ArbiterSports.

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

The screenshot shows the ArbiterSports website interface with the 'Change Password' form. The form is titled 'Change Password' and includes a message: 'Your password has expired. Please follow the directions below and click "Change" to change your password.' Below this message, there are three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Each field is masked with asterisks. There are 'Change' buttons next to the 'Current Password' and 'Confirm Password' fields. At the bottom of the form, there is a footer with links for 'About | Contact | Privacy' and a copyright notice for © 2009 ArbiterSports.

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

ArbiterSports

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

New Referee (Generic)

HOME COMPANY CONTACT TESTIMONIALS DEMO PLAYERS

My Account

New Referee ← Your Name

Welcome to your start page. We hope you find everything you need to manage your profile and select accounts you want to work with.

ALRA Account Sign-in

Which Account would you like to sign into?

OrganizationID	Organization Name	Account Type	Sign In
105364	Alberta Lacrosse Referees Assoc.	Official	

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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

ArbiterSports

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

New Referee (Official)
Alberta Lacrosse Referees Assoc.
Group ID: 105364

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MYREFEREE PROFILE

Group Logo

ALRA

ALBERTA LACROSSE REFEREES ASSOCIATION

RefPay

Ready To Be Assigned

Need Help?

Announcements

Posted by Adam Crewe

Welcome to all new ALRA referees.

3/17/2019 - 3:09 PM

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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 displays the ArbiterSports web application interface. At the top, there is a navigation bar with links for 'MAIN', 'SCHEDULE', 'EVALUATIONS', 'PAYMENTS', 'BLOCKS', 'LISTS', 'MY REFEREE', and 'PROFILE'. The 'BLOCKS' tab is currently selected. Below the navigation bar, there is a 'DATES' section with a 'SUMMARY' sub-tab. The main content area is divided into several sections:

- Action:** Includes options like 'View Schedule', 'Block All Day', 'Block Part Day', 'Clear Blocks', and 'Add Notes'. There is also a 'Date Range' box with 'From' and 'To' date pickers and a 'Date Range' calendar grid.
- Reports:** Includes a 'Calendar' section with a 'Legend' for 'Assigned Games', 'Attached Games', 'Priority Games', 'Full Day Block', 'Part Day Block', and 'Open Day'.
- Calendar:** A grid showing dates from February to April. The date 17 is highlighted in yellow.
- 3-17-2010 - Games and Blocks:** A table with columns for 'Group', 'Games/Blocks', 'Status', 'From', 'To', 'Site/Created', and 'Form'. A 'Delete Note' button is located to the right of the table.

At the bottom of the page, there is a footer with links for 'About | Contact | Privacy' and the copyright notice '© 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 'Schedule' tab in the Arbitersports interface. The main content area contains a table with the following data:

Game	Notes	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept/Decline
1		Referee	2/7/2010 Wed 12:00 AM	Lacrosse, Mini-Tyke	Almondale/Onex, Almondale	TBA	TBA	\$18.00	Accept by 3/19/2010	Accept Decline

Below the table, there are options to 'Submit' and 'Exit'. On the left side, there is a 'Legend' section with the following items:

- Normal
- Game Conflict
- Completed
- New
- Notified
- Attachment
- Rainout
- Forfeit
- Suspended
- Scratched
- Event
- Notes

- 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 'Self Assign' tab in the Arbitersports interface. The main content area contains a table with the following data:

Game	Position	Date & Time	Sport & Level	Site	Home	Away	Dist	Pay	Assign
2	Referee	3/20/2010 Sat 12:00 AM	Lacrosse Mini-Tyke	Almondale/Onex, Almondale	TBA	TBA	12	\$18.00	GD
2	Referee	3/20/2010 Sat 12:00 AM	Lacrosse Mini-Tyke	Almondale/Onex, Almondale	TBA	TBA	12	\$18.00	GD

Below the table, there are options to 'Exit' and 'Reset'. On the left side, there is a 'Legend' section with the following items:

- Normal
- Game Conflict
- Completed
- New
- Notified
- Attachment
- Rainout
- Forfeit
- Suspended
- Scratched
- Event
- Notes

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 **15th** 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

