AYSO Area 1C
Upper Division Reporting Procedure
Lineup Cards, ArbiterSports, Area Website, and Mail

It is the Referee's job to enter the scores and other pertinent information **within 24 hours** of the game. Following these four procedure steps **in sequence** will ensure this is done with the minimum of problems.

1. Lineup Cards

    Start by filling out the back of the Lineup Cards completely. This is best done at the field when you can compare notes with the entire referee team. The Referee must retain the cards for the duration of the season or early December.

2. ArbiterSports

    Only the Referee has access to enter the official game report but an Assistant Referee may enter information in the "Notes" section of the report. If the Referee does not show up, the person who takes on the role of Referee must enter the same report described below in the "Notes" section of the game. Referee reports should be placed in the Comments Section, **not** in Notes.

    A. Log into ArbiterSports.com and click on SCHEDULE.

    B. Click the red **R** for the game you are reporting. If you don't see the game listed, check the **Show All** box on the left. Also, make sure you are not filtered for Future Games.

    C. Enter the score.

    D. If the Assistant Referees listed were "Late" or "No Show", click the drop downs next to their names and let us know. Enter the names of volunteers who helped out in the comments section.

    E. Fill in the **Comments Section** with any additional information that we need to know such as:

        a. The name and region of any replacement referee.

        b. All player misconduct using the following example:

            43', Team A, #99, Betsy Ross, Cautioned for USB, reckless tackle.
            Be sure to enter time, team, player no., full name, caution or send-off, and reason.

        c. Coach, Assistant Coach and/or spectator behavior issues, even if the person was not sent off or ejected.

        d. Any injuries that occurred in the game where a player left the field and did not return. Describe the incident and resulting actions. **This must be done if there were any head injuries or if Emergency Personnel are called. Again, identify the time, team, player number, full name of the player.**

        e. ANYTHING ELSE that you feel the Area staff might need to know

    F. If none of the above applies, type "no misconduct, injuries, or incidents" in the comments section, then click the "Save" button and go to Step 3. **If you do not click "Save" your entries will be lost.**

3. Area 1C Website Reports – Instructions there will walk you through the process

   A. Misconduct Report is required for

      - Player or substitute Send Off
      - Coach or assistant coach Send Off
      - Spectator ejection
      - Touchline Misbehavior by a coach, assistant or spectator, even if the person was not sent off or ejected.

   B. Injury Report is required for a serious injury as defined above.

4. Email

   Fully **flatten** the lineup cards. Take two pictures of the cards. The first is the front of Card1 and the back of Card 2 and the second is the back of Card 1 and the front of Card 2. Include the back of the cards even if blank. ARs should take pictures as backup. Put all pictures in a **single** email with the **heading "date, time, field"**, and send **one** email (not text) to UDlineupcards@ayso1c.org. Referees retain the lineup cards for the duration of the season (early December) in case of questions. Illegible photos or failure to submit the email may result in no referee point being awarded.

5. Mail

   Mail any retained ID cards to the Area Coordinator:

   >   Peter Smock
   >   393 Auburn Lane
   >   Sierra Madre, CA 91024