

## COACHES GUIDE TO USING ARBITER SYSTEM - Revised 9/9/13

LOG ONTO [WWW.ARBITERSPORTS.COM](http://WWW.ARBITERSPORTS.COM) AND USE YOUR EMAIL ADDRESS AND YOUR PASSWORD IS YOUR LAST NAME UNLESS YOU HAVE CHANGED IT. IF YOU CAN NOT GET IN CALL THE HELP DEST AT 1-801-576-2799

**Once you are in the system you will be able to see several tabs:**

SCHEDULE: CLICK ON THAT AND YOU WILL SEE ALL THE GYM SITES AND GAMES THAT YOU HAVE ACCESS TO. HIGHSCHOOL VARSITY COACHES USUALLY HAVE ACCESS TO THEIR PROGRAMS AND THE JR. HIGH PROGRAMS. THE JR. HIGH COACHES ONLY HAVE ACCESS TO THEIR SITES AND TEAMS.

IT WILL SHOW THE TOTAL NUMBER OF GAMES ASSOCIATED WITH YOUR TEAMS AND IF YOU CLICK ON THE GAMES TAB IT WILL OPEN UP TO SHOW ALL THE INDIVIDUAL GAMES. WHEN ON THE INDIVIDUAL GAMES, YOU CAN CLICK ON THE SLOTS ON THE RIGHT HAND SIDE AND IT WILL SHOW THE OFFICIALS ASSIGNED TO YOUR GAMES. IF WE CALL FOR THE SCHOOL YOU ARE PLAYING IT WILL SHOW THAT GAME ALSO.

IF YOU CLICK ON THE LIST TAB, IT WILL SHOW ALL THE OFFICIALS ON THE RICE BELT ROSTER WITH CONTACT INFORMATION. IF YOU CLICK ON A SPECIFIC OFFICIAL IT WILL SHOW YOU PHONE NUMBERS AND IF THEY HAVE UPLOADED A PHOT TO ARBITER IT WILL SHOW.

**SCRATCH PROCEDURE:** CLICK [HTTPS://UIL.ARBITERSPORTS.COM/FRONT/105040/SITE](https://uil.arbitersports.com/front/105040/site). THIS WILL TAKE YOU TO BASKETBALL, SPORTS OFFICIALS AND ON THE RIGHT SIDE OF THE PAGE IS A SECTION CALLED OFFICIALS SCRATCH FORM. CLICK ON IT AND FILL OUT THE FORM AND THEN SUBMIT IT.

THE FORM WILL GO TO THE UIL OFFICE AND TO DARWIN PHILLIPS RICE BELT. I WILL THEN GO IN AND UPDATE ARBITER WITH THAT INFORMATION.

**OFFICIALS EVALUATION FORM:** CLICK [HTTPS://UIL.ARBITERSPORTS.COM/FRONT/105040/SITE](https://uil.arbitersports.com/front/105040/site). THIS FORM IS LOCATED JUST ABOVE THE SCRATCH SECTION. CLICK ON THIS FORM AND FILL IT OUT AFTER YOUR GAMES. COPIES OF THE EVALUATIONS GO TO THE UIL AND DARWIN PHILLIPS RICE BELT

**REQUEST FOR OFFICIALS:** CLICK [HTTPS://UIL.ARBITERSPORTS.COM/FRONT/105040/SITE](https://uil.arbitersports.com/front/105040/site). YOU MUST USE THE UIL WEBSITE TO REQUEST OFFICIALS FOR POST SEASON GAMES . WE HOPE YOU REQUEST RICE BELT

REMEMBER THE OFFICIAL SCOREKEEPER MUST WEAR A BLACK AND WHITE STRIPED SHIRT. THIS IS A MANDATORY REQUIREMENT AND THE UIL HAS DIRECTED OFFICIALS TO REPORT IT, IF A SCHOOL FAILS TO COMPLY.