



USTA New England Collegiate Officials Assignments through Arbiter

Please keep this information for reference May 2009

All 2009 assignments for USTA Officials working in New England will be made through Arbiter.

USTA Officials in New England will receive a link and password which will allow you to sign in to Arbiter

1. You must complete the information sheet in its entirety including your address, telephone, email and social security#.
2. **To sign up for an event:** go to www.thearbiter.net and block off days that you are not available (those days will then be highlighted in red).
3. **Receiving your assignment:** Once you have been assigned to work, you will receive an email detailing the assignment.
4. **Accept/decline the assignment:** You must accept the assignment before the deadline date. Click on 'accept or decline' to complete the function.
5. **Changes in assignment:** The coach will have your email and telephone number. If a change is made it is the responsibility of the coach (or designee) to contact you.

Rules and responsibilities concerning assignments:

1. Make sure that your availability is up to date. If you discover that you are no longer available for a certain day or time, it is incumbent upon you to update your availability on Arbiter. If you encounter difficulty making the change, contact the assignor.
2. Once an official makes them self available for a particular day and/or time, he/she is agreeing to accept whatever assignment is given to him/her during that period. Assignments can be for Division I, II, or III in collegiate divisions (ITA) or in any other USTA event that uses Arbiter.
3. Whenever possible, assignments will be made within the official's geographic area. If you are willing to travel, please make sure to note this on your profile.
4. Throughout the year, Officials should expect to be assigned to matches in all three collegiate divisions and in other USTA events which use Arbiter. An official cannot choose a particular school or division for a college assignment nor can they choose a particular USTA amateur event.
5. Officials who have designated their availability and repeatedly fail to respond or decline matches within their geographic area for that segment of time, may face disciplinary actions.
6. Contact the Assignor if you do not receive payment within a reasonable time or if the college questions your billing record. Payments are typically being made in 30-60 days. Please do not contact the coach or college accounting office.

Assignor: Don Cortese doncortese@verizon.net 781-272-3971
If you would like to receive a Power Point Presentation of **Arbiter**, contact Don.

USTA New England contact: Jim Purington, purington@newengland.usta.com 508-366-3450 ext 32