

## Job Details of the Assigner

### PRE SEASON

- PRE SEASON ARBITER MAINTAINENCE
- UPDATING REGISTRATION FORMS
  
- REGISTRATION OF OFFICIALS
  - - RETURNING
    - NEW
- VERIFICATION OF OFFICIALSPAID FHSAA
  - - PAID ECBOA
    - JESSICA LUNSFORD BADGE
    - TEST SCORE
    - MEETINGS REQUIREMENT MET
    - FIELD CLINIC STATUS
    - IDENTIFICATION OF SECONDARY OFFICIALS
    - MAKEUP TEST SCORES
- UPDATEOF RANKINGS GRID WITH ABOVE INFORMATION
- COLLECTION OF SCHEDULES FROM COUNTY
- INPUT OF SCHEDULES AND TOURNAMENTS BY HOME TEAM
- EVALUATE NEWBIES FOR INITIAL ARBITER CLASSIFICATION
- UPDATE RANKINGS GRID AGAIN AFTER TRYOUT/EVAL DAY
- UPDATE ALL RANKINGS FOR OFFICIALS IN ARBITER IE BOYS REF, BOYS U1, BOYS U2 GIRLS REF GIRLS U1 GIRLS U2
- UPDATE COACHES BLOCKS
- RANK 105 OFFICIALS ARE A 100 IN ARBITER FOR INITIAL ASSIGNING PROCESS, THEN ADJUSTED ACCORDINGLY MANUALLY
- GIRLS VARSITY, OFFICALS ARE EITHER 100 OR 120, THEREFORE, SOME 110'S ARE MOVED TO 100, SOME ARE 120

### SCHEDULING:

- MY DEFAULT SETTING IS THAT ARBITER WON'T ASSIGN SAME PARTNER FOR 14 DAYS, SAME SCHOOL FOR 10 DAYS WITHOUT A MANUAL OVERRIDE, OR ALLOW OFFICAL TO HAVE THE SAME MATCHUP TWICE IN A SEASON
- BOYS VARSITY, THEN GIRLS VARSITY, THEN BOYS JV, THEN GIRLS JV
- INITIAL SCHEDULES ATTEMPT TO HAVE MENTOR OR VARSITY OFFICIAL WITH ALL NEW OFFICIALS FOR FIRST GAME OR 2
- THINGS THAT ARE ASSIGNED MANUALLY:
  - CREW CHIEFS FOR BOYS VARSITY ON HIGH LEVEL GAMES,
  - ENTIRE CREWS FOR BIGGEST GAMES
- AUTO ASSIGN USED FOR EVERYTHING ELSE, THEN MANUALLY AUDITED FOR TRAVEL, PARTNERS, STRENGTH
- A 100 OR 105 THAT IS SCHEDULED A U2 WAS PUT THERE TO MAKE CREW STRONGER FOR THAT PARTICULAR GAME
- AUTO ASSIGN IS SET TO GIVE EVERY GAME A 100, 110, 120. ON MAJOR GAMES, 120 IS REPLACED WITH ANOTHER 100 OR 105

- AUTOASSIGN WILL ASSIGN BY GAME COUNT UNLESS TOLD TO DO OTHERWISE, ATTEMPT TO KEEP BALANCE OF GAME COUNTS BETWEEN OFFICIALS
- ARBITER COMPLETELY SEPERATES BOYS GAME STATISTICS FROM GIRLS GAMES (IE IF ASSIGNING A GIRLS GAME ON TUESDAY, IT DOESN'T KNOW YOUR DID A BOYS GAME ON MONDAY)
- ONCE MONDAY SCHEDULE IS DONE, MOVE TO TUESDAY, THEN WEDNESDAY ETC.
- GOAL IS SCHEDULED RELEASED MINIMUM 2 WEEKS OUT
- REPLACEMENT GAMES (TURNED BACK BY OTHER OFFICIALS) MAY GO OUT WITHIN 24/48 HOURS

#### **KICK OFF TOURNAMENTS**

- USED TO EVALUATE NEWBIES/TRANSFERS/NEWLY PROMOTED
- USED TO EVALUATE OFFICIALS THAT REQUEST IT TO GAUGE AMOUNT OF WORK DONE PRIOR TO NEW SEASON

#### **HOLIDAY TOURNAMENTS:**

- ASSIGNED FROM CHAMPIONSHIP BACK DEPENDING ON AVAILABILITY
- EVERY EFFORT MADE THAT AN OFFICIAL DOESN'T GET 2 CHAMPIONSHIPS
- EVERY EFFORT MADE THAT OFFICIAL NEVER SEES SAME TEAM IN TOURNAMENT ( UNLESS IN WINNERS BRACKET UNDER )
- KEEP OFFICIALS FROM SEEING A TEAM THAT LOST TWICE AT ALL COSTS
- MAKE EVERY EFFORT TO GET EVERY VARSITY OFFICIAL THAT IS AVAILABLE AT LEAST ONE GAME
- TRY AND MIX CHAMPIONSHIP OFFICIALS FROM YEAR TO YEAR
- REWARD THE OFFICIALS WHO ARE WORKING HARD AND MAKING EFFORTS TO IMPROVE WHERE POSSIBLE

#### **DISTRICT TOURNAMENTS**

- NUMBER ONE CREW CHIEF PICKS HIS FINAL AND 2/3 SEMI IF CREW IS AVAILABLE INTACT
- CREWS FOR CHAMPIONSHIPS ARE SET FIRST, HIGHER THE CREW, MOST COMPETITIVE DISTRICT GAME ( ON PAPER) AND THEN 2/3 SEMI
- 2/3 SEMIS CAN BE MOST IMPORTANT GAME, AS LOSING TEAM IS DONE FOR THE SEASON
- EVERY EFFORT MADE TO HAVE CREWS 1-10 GET AT LEAST 1 GAME AS A CREW, CREWS 1-4 TO GET AT LEAST 2 GAMES TOGETHER ON BOYS AND GIRLS SIDE
- BEST OFFICIALS BEST GAMES HIGHEST RANKED OFFICIALS BEST GAMES
- EVERY EFFORT MADE TO GET ALL VARSITY OFFICIALS AT LEAST 1 DISTRICT GAME IF AVAILABLE
- POSSIBLE SAME TOP CREW CAN HAVE MULTIPLE CHAMPIONSHIPS DEPENDING ON AVAILABILITY

#### **GENERAL RULES OF THUMB:**

- HIGHER THE RANKING, HIGHER THE GAME COUNT
- AVAILABILITY IS KEY
- NEWBIES WILL RECEIVE MOSTLY GIRLS JV GAMES UNTIL EVALUATED TO BE ABLE TO HANDLE A HIGHER LEVEL
- GIVEN A CHOICE, WHEN EVERYTHING IS EVEN, PRIORITY WILL BE GIVEN TO OFFICIALS WHO SHOW AVAILABILITY, HAVE LOW TURNBACKS, AND CONTRIBUTE TO THE ASSOCIATION
- THINGS THAT AFFECT STANDING ARE TURNBACKS, AVAILABILITY, CONTRIBUTIONS TO ASSOCIATION, COMPLAINTS/BLOCKS

- COMMUNICATION WITH ASSIGNOR IS CRITICAL/ADJUSTMENTS CAN'T BE MADE IF ASSIGNOR IS UNAWARE OF ISSUES YOU MAY HAVE
- COMPLAINING TO ASSIGNOR DOESN'T AFFECT YOUR GAMES/BEING UNPROFESSIONAL AND UNREASONABLE CAN
- DENIGRATING ANOTHER OFFICIAL DOESN'T IMPROVE YOUR OWN SKILLS
- COACHES DO MATTER AND ARE PERMITTED TO SCRATCH OFFICIALS
- ASSIGNORS JOB IS TO MAKE SURE THE RIGHT CREW IS ON THE RIGHT GAME, WHILE AT THE SAME TIME TAKING INTO CONSIDERATION THOSE WHO ARE MOST QUALIFIED AND STRIVING TO BECOME EVEN BETTER
- IF YOU AREN'T WORKING TO GET BETTER, DON'T EXPECT A BETTER SCHEDULE, OR EVEN THE SAME SCHEDULE YOU HAVE HAD
- QUALITY IS A MOVING TARGET, YOU MUST MAKE EFFORTS TO ALWAYS BE BETTER