

TIPS FOR RECEIVING GAME ASSIGNMENTS

Officials can improve their opportunity for receiving game assignments by taking the following steps:

1. Complete all of the official's certification steps as early as possible.

- The game assignment process begins before the start of the season and continues throughout the season.
- Be sure the you are "Season Ready" by following the checklist on our the WWLOA website.
- The sooner in the season you complete these steps, the sooner you will receive games.
- Contact the WWLOA Secretary at registrar@wwloa.org if you would like to confirm that you have completed all of the steps required for receiving game assignments.

2. Make sure "Blocks" are properly set up in your ArbiterSports account.

- Blocks identify the time and date when an official is **not** available for a game.
- Having incorrect Blocks is a primary reason officials do not receive games.
- The more dates and times you Block, the less potential you have for receiving game assignments.
- For assistance in setting your Blocks, open your Arbiter account then call Arbiter Support at (800) 331-4060. They are able to walk you through the process for setting up Blocks and can answer your questions.

3. Update your "Blocks" as your personal schedule and calendar changes.

- As you schedule changes throughout the season, please be sure to keep your Blocks up-to-date.

4. Increase your "Travel Limits".

- You will not be listed as available for a game assignment if the distance from your residence to the game exceeds your Travel Limits.
- Consider longer Travel Limit distances on weekends.
- For assistance in setting your Travel Limits, open your Arbiter account then call Arbiter Support at (800) 331-4060.

5. Respond to game assignments within 48 hours of time you receive the game assignment notification.

- Check your email account daily to see if you have received game assignments.
- Sign up for Arbiter Connected in your ArbiterSports account to receive game assignment notifications by text message. There is no cost to umpires for using Arbiter Connected.

6. Limit the number of times you decline games.

- If your Blocks are set up properly, you will only be assigned to games when you are available. Therefore you should not need to decline games.
- The Assigner must do extra work every time an umpire declines a game.

7. Do not turn back games.

- An official has the ability in ArbiterSports to turn back a game assignment they previously accepted. However, this creates a hardship for the Assigner because the game must be reassigned.
- Officials should not turn back games unless they have an emergency situation that makes it impossible or a serious hardship for them to officiate the game.
- If you must turn back a game, tell the Assigner ASAP, but also try to find a colleague who can cover your game if at all possible.

8. Always be present and arrive on time for your assigned games.

- Officials are required to arrive and start pre-game activities 30 minutes prior to the start of the game. If officials arrive less than 30 minutes before the game, they are late.
- WWLOA receives notification when an official is late or misses a game.
- Do not miss games. This creates a hardship for your partner, teams and WWLOA.

9. Respond to “911” requests for officials from the WWLOA Assigner.

- Often during the spring season, there are not enough officials available to officiate games. When this occurs, the WWLOA Assigner sends out a “911” email request for officials for specific games.
- Officials can receive numerous game assignments if they are willing and have the flexibility to respond to “911” requests for officials.