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.