# SECTION VIII BOYS ATHLETICS OFFICIAL'S HANDBOOK FALL 2025



Cross Country
Football
Boys Soccer
Boys Volleyball

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### Note from the Section VIII Office

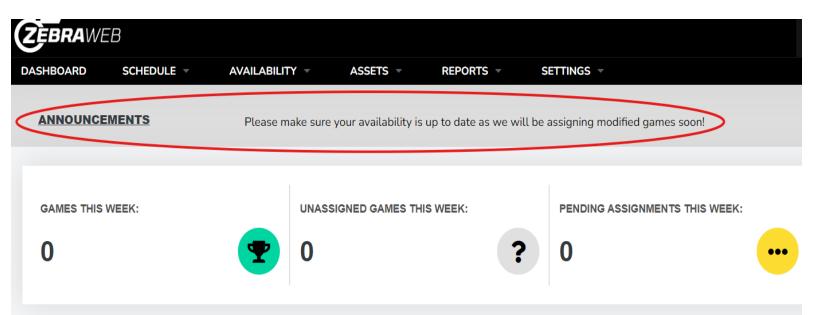
Thank you for taking the time to read this memo. It is my plan each season to release a handbook that will have important information for the upcoming season. I request that you review it in its entirety. Please note that this is not SECTION VIII OFFICIALS CONTRACT. You are still subject to the expectations outlined in the SECTION VIII OFFICIALS CONTRACT. If you have questions and need a copy, please speak to your respective association.

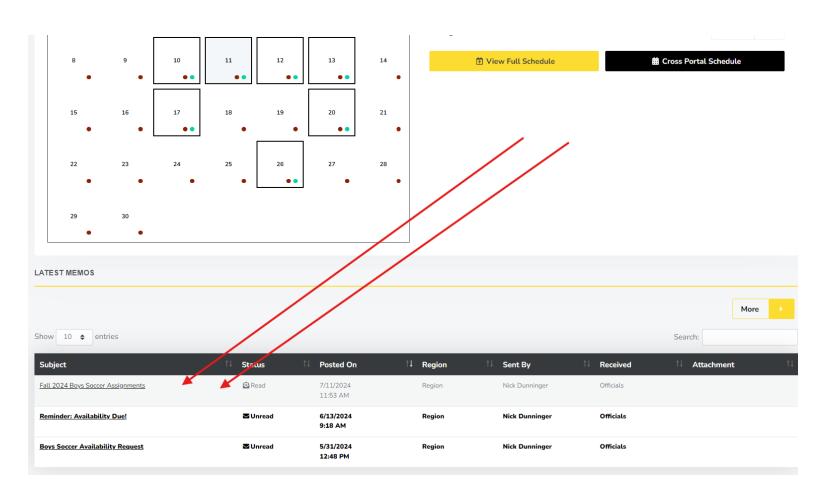
#### Before the season starts, Please:

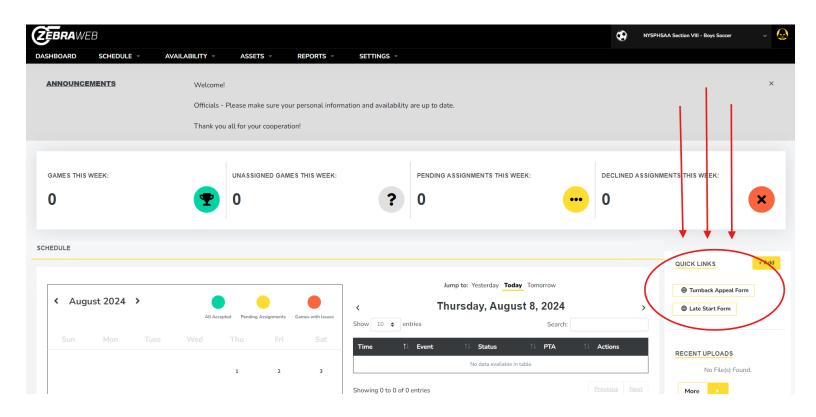
- Review this handbook
- Make sure all assignments are confirmed and your availability is up to date
- Print any <u>Late Start Forms</u> or Extra Competitor forms you may need

### **Dashboard**

- Please familiarize yourself with the dashboard on ZebraWeb. This is the page you land on when you enter your sport Portal. We may post messages, documents, memos and memos here. Please regularly check these.
- On the top, you will see announcements.
- On the bottom, there will be your memos. Memos will also be e-mailed to your email address on file. A copy of the memo will be store here for your convenience
- On the right side of the screen there will be Quick Links for your convenience. Below that is Recent Uploads where you will find any important documents you need.
- When possible, use of a desktop or laptop is recommended over the use of a tablet or smartphone.







## **Turnbacks**

- Turnbacks Must be called into the office. <u>E-mails will not be accepted</u>.
- Turnbacks are automatically accessed a \$50 Turnback Fee
- If you feel your Turnback is appealable, you must complete the <u>Turnback Appeal Form</u>
  - Within 5 business days
  - Send to Patrick Pizzarelli ppizzarelli@nasboces.org

## **Late Start**

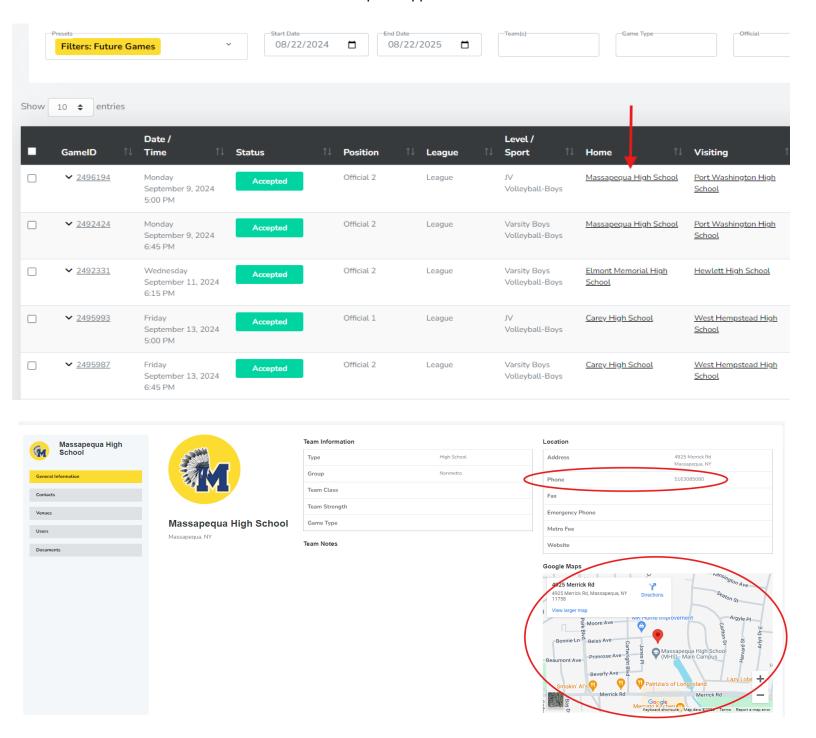
- Games starting over 20 minutes past the scheduled start time are subjected to an additional 25% of the base game fee.
- You must complete a Late Start Form the day of game
- You must have both coaches sign
- You must submit it to the Section VIII office within 3 business days
  - Email to Laurie- LGandolfo@nasboces.org
  - Email to Nick- NDunninger@nasboces.org
- Late starts not submitted on time or on the correct form will not be accepted by the Section VIII office.
- Please consider printing several copies of the Late Start Form and keeping them in your bag or car

# **ZebraWeb Help**

- ZebraWeb is available to assist. They are not supposed to do your availability for you.
   Please utilize them as a tool, not a personal assistant.
- Phone- 610-458-8950 ext 1
- E-mail- support@zebraweb.org
- Website Directions- ZebraWeb Directions

# **Game Day**

- Call the school to confirm the game time and location
- School number can be easily found by clicking the home team on your ZebraWeb Schedule. Both a number and map will appear.



# **Payment**

At the conclusion of the season you will be sent an email advising you that claims are now available for approval

- We do not use ZebraPay. Please ignore that portion on ZebraWeb
- If you wish to set up a direct deposit you must complete and submit a direct deposit form. This must be done before the period of time in which claims are being processed.
- Your claim voucher will be received by the Section VIII office however is submitted to BOCES for payment. This process takes 4-6 weeks.

#### Approving a Voucher

- Log onto ZebraWeb
- Go to the top right and click on your portrait and click "My Account"
- Make sure your <u>address</u> and <u>Social Security Number</u> are in and correct. You will not receive a payment without both being in and correct.
- Go to the specific Sport Portal
- Click Reports
- Click Invoices
- Click yellow "go" button
- Open and review by clicking "View"
- If there are issues or discrepancies, please Email the office and we will resolve it as quickly as possible. Otherwise, please sign and accept your claim voucher.

#### **Direct Deposit**

- Click here to open the Direct Deposit Application PDF.
- Complete the form
  - You can leave Vendor ID # blank BOCES has this
  - Type your name on the bottom approving the document.
- Save the PDF to your computer.
- Click the link below to upload the document.
  - Click SELECT FILE
  - Select the PDF that you saved to your computer
  - Fill in your First and Last name when prompted
  - o Click Upload
- Click here to Upload your Direct Deposit Form

# **Helpful Links**

Zebra Web Availability Directions

Section VIII Website

Section VIII Forms

**Late Start Form** 

Extra Competitors (Modified Track)

Official Incentive Plan

Turnback Appeal Form