

REMINDERS for all with assigner status in the Section VI account:
6/18/12

Sub-Assigners for Officials Organizations are responsible for:

- Verifying that rosters in Arbitersports are up to date.
- Verifying that Officials Rankings in Arbitersports are accurate.
- Informing your officials of Section VI requirements regarding Fingerprinting, ID cards, Use of Arbitersports.

Timelines for Assigning

Please review the Section VI approved Timelines for Assigning in arbitersports on the website!!! Go to this link → [Assigning in Arbiter](#) - click on *North* or *South* for the timeline of interest.

Bill-To REMINDER

Every game in arbitersports must have the "bill-to" field completed with a school name that is in your league. When you add a game, the bill-to for the home school should come up as a default. (Notify our office if it is not!) If you add a game (e.g. tournament) with the home school *TBA*, there is no default bill-to, so you must manually select one. Select the school where the event is being held. If you do not do this, you will not be able to see the game that you just added!! Call if you have problems.....

SCRIMMAGES IN ARBITER

There are three levels for each sport where scrimmages apply: **Var Scrimmage** (fee=\$40), **JV scrimmage** (fee=\$30) and **Mod Scrimmage** (fee= \$0). There is also a JV/V Scrimmage for volleyball (fee=\$70)

When you add a scrimmage you must:

- Uncheck "Match Level" box. This will allow you to select a **Varsity** team for a **Var Scrimmage** , a JV team for JV Scrimmage, etc
- Verify with the school that the fee (listed above) applies. If the fee has been negotiated to other than these defaults, see "How to change the fee" below

SECTIONALS IN ARBITER

- Post-season levels: All sectional and regional contests hosted by Section VI are assigned in Arbitersports. Sectional levels in arbitersports are sport specific to match the # officials and the fees in the Officials Contract. The following levels are to be used for post-season contests:
 - 1) "Sectionals" for all sports.
 - 2) "Sectional Semis" for Soccer
 - 3) "Sectional Finals" for Soccer, Basketball, Baseball, Softball, Lacrosse
 - 4) "Sectional Diving" for Swimming
 - 5) "Bowls" for Football
 - 6) "Regionals" for all team sports
- Using post-season levels: When adding a game with a post-season level, the "match level" box must be NOT CHECKED. This will allow you to select Varsity teams to play post-season levels.
- Sectional assigners: Attached is a document (*Assigners for Sectionals*) that summarizes the responsibilities for selecting sectional officials and entering them in Arbiter for your sport. Please review the attachment and advise if this is not accurate for your sport.

OFFICIALS FEES

Please notify the Section office if you ever see a non-zero fee that is INCORRECT.

How to change the fee for a game:

- In the Notes column of the game, click on the *pink note card* to "Create a report"
- On the Game Report Page, in the line for the official Check the box "Locked" and enter the correct amount in the "game fee" box
- Click Save

GAMES NOT COMPLETED

If a scheduled game is not completed on the original date because of lightning, rain, etc, change the original game's status in arbiter to **RAINOUT** or **SUSPENDED**. This is especially important so that the officials assigned to the original game have a record of that assignment and can be paid for the original game as well as the rescheduled game that is played to completion.

EXHAUSTED ROSTERS

NOTE: For any game where you know there will be only one official instead of two, **delete the unassigned slot**. This will notify the official and AD's of the exhausted roster AND automatically change the fee to the correct amount for an exhausted roster.

GAME CHANGES Home/Away

If you receive notice of a non-league game changing the home and away teams so that now the game is no longer in your league, CONTACT THE ASSIGNER for the league that now will be hosting the game to decide how to handle the game change.

CONTACTS

You can add coaches or other individuals as contacts. When adding a contact please do the following:

- Use the title field this way:
 - For Athletic Directors, the title = “*League Athletic Director*” E.G.-->“NFL Athletic Director”.
 - For Secretaries, the title = “*League Secretary*” E.G. → “ECIC Secretary”
 - For coaches, the title = “*Coach sport school*” E.G. → “Coach Field Hockey Akron”
 - This will allow you to filter for the contacts in your league or to filter for coaches
- When you add a contact, you must click on *relationships* to “connect” each contact to the school(s) and sport(s) he/she needs to see

REMIND YOUR OFFICIALS TO:

- Meet deadlines and keep personal information up to date especially phone numbers
- Enter availability correctly. They must enter the hours they work **AND** the zip code they leave from for each day of the week.
- Notify their assigner (or the Section office) of team(s) with a conflict of interest that need to be blocked.
- Accept or decline contests by the date indicated or they become blocked on that date. Declining a contest also will block them on that date.
- Check their email frequently (every other day) for additions and changes to their assignments.
- Check the Section VI website (click on Officials) for detailed information on fingerprinting, ID cards, using the arbiter, the Officials Contract, etc.

BASIC REMINDERS TO ALL WITH ASSIGNER STATUS IN ARBITERSPORTS:

- **FIRST AND FOREMOST DO NOT DELETE ANYTHING.** Contact the Section office if you think something should be deleted.
- **DO NOT add sites.** They may already be in the system and you simply cannot “see” them. Contact the Section office to give you access to the site or add it if it does not exist.
- **DO NOT add teams.** A team when added has to be spelled correctly and have the default “bill-to” completed. PLEASE contact the Section office to add the team.
- **DO NOT inactivate any official.** The official may need to be active for another sport. Contact the Section office to inactivate. We’ll add a note with the reason for inactivation.
- **DO NOT check the ready box for any official** UNLESS you have spoken with him/her and know that his info and availability is correctly entered.
- **NOTE:** In a tournament PLEASE USE the default **TBA** in the system. This appears at the very end of the team list after Wilson. You can even use **TBA vs TBA**. Remember tat when you use TBA as the home team, you will have to manually select a Bill-to Reminder above.

Document “ARB reminders All assigners”

Location S Drive: Memos and Emails.....Section Office.....Arbiter