

## The System and How It Works.

The system as set up depends on several things:

- The schedule is put in correctly and is checked by all, coaches/referees/administrator **DAILY**.
- Officials must keep their availability up to date daily so that the webmaster doesn't assign him/her to any dates they have other obligations.
- When an assignment is made, the referee **immediately** approves. The name(s) of the referee(s) will not appear on the site until he(they) officially accept(s) the game. This acceptance brings both the AD and the official into a contract situation where both are guaranteed that the game will be officiated and paid the amount agreed to in the contract.
- The coach (this only applies to *CYO*) calls the referee at least 48 hours before game time on the phone number(s) listed on the game page to verify that everyone is on the same page with the date/time/location.
- If weather or other reasons prevent the playing of the game, the coach or AD should immediately call the referee back at the phone(s) listed and tell him of the cancellation. This **MUST** be done at least **90 minutes** prior to game time to prevent the referee from driving to the site. If no call is made and the referee does arrive at the site with no game to officiate, he shall be paid  $\frac{1}{2}$  of the game fee for travel expenses. This includes everyone arriving and the weather still preventing playing due to field conditions. If the game begins, the official(s) shall receive a full game fee(s) no matter what occurs during the game.
- If the game is postponed due to weather or other reasons, the webmaster shall assign the same referee(s) to the makeup game unless he turns back the make-up date due to other obligations/games. Another referee would then be assigned.
- When the schedule is made up, it is incumbent on the coaches to check their schedules against field trips, religious events, or personal problems so that there are no surprises later. If the original schedule is fully assigned and then any game is moved without weather being a factor, the *CCSOO* may charge for assigning the new date.
- The coaches and referees should not depend on the webmaster to relay game changes or cancellations. The coach has the authority to go into the game page and cancel his game which automatically sends out an e-mail to the referee. But

the coach **MUST** still **call** the referee to cancel. If canceled within a week of the game, the webmaster must make the change. Important: If the game is cancelled or postponed within 24 hours due to circumstances beyond weather, the official(s) will be paid  $\frac{1}{2}$  game fee for lack of income possibility. If the official is assigned another game, that fee is waived.

- If an official fails to appear for the game, he is fined a full game fee and  $\frac{1}{2}$  of that fee is paid to the official who did appear.
- The coach should not rely on the game page to tell him the fee. The fees are listed under Game Fees/Times on the CCSOO Site ([www.ccsportsofficials.org](http://www.ccsportsofficials.org)).
- **The referee MUST keep his availability page up-to-date every time there is a change so that the webmaster doesn't assign him to a date he is already closed for. This is probably the most important consideration on this sheet.**
- **The fee for the game is to be paid to the referee when the coaches/captains are called to go over the ground rules at the beginning of the game. The only exceptions are when there are vouchers used for pay and then a copy of the voucher is to be given to the official for his records. In the situation where vouchers are used by the school, payment for the games must reach the official within two weeks of the conclusion of the game. If this doesn't happen, the school may be liable for a 10% late fee every two weeks. If the school pays through Arbiterpay, the payment must be processed within 48 hours of the game's conclusion.**