

BEST PRACTICE #6



I maintain a pool of accessible officials and track availability.

Officials with greater availability usually work more games than those with restricted schedules. Assigning is a two-way street; officials need to understand that they must be accessible and responsive for the system to work.

Over-communicate your need for officials to keep their blocks up-to-date. We recommend officials check their assigning platform once per day, at minimum, during the season. Inform them that those who cannot be reached; do not return calls or emails, or who do not promptly accept games should expect to get fewer games. Many assignments are time sensitive, so those who are easily accessible will earn priority consideration.

Utilize officials who are willing to travel anywhere or work extra assignments, with games close to home to balance the amount of time they spend on the road. Inform officials that if they limit their travel it will curtail the number of games available to them. Additionally, it is important to not send the same officials to the same schools over and over so that teams and officials do not become too familiar with one another.

ArbiterSports	Officials can block their schedule with full or partial-day blocks based on their availability. They can also set travel limit restrictions on mileage based on ZIP codes for home, work, etc.						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	25	26	27	28	29	30	31
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
29	30	1	2	3	4	5	

While there should be a common sense understanding that last-minute things happen in life, excessive turnbacks from officials make assigning difficult. If this is an issue for your organization, then consider turnback fees, especially when turnbacks happen close to the date of the scheduled contest.

Have a defined protocol for officials who consistently turn back games. This protocol should include giving a warning, one or more grace periods, and a process for ultimately notifying the official that he or she will no longer be considered for assignments.

ArbiterSports	If contracts indicate that mileage will only be paid to a certain point, you can set mileage maximums by site or school so that only officials in a certain geographic footprint are to be assigned. The system will only show those officials who meet the mileage criteria as “eligible” to be assigned.					
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