

To: Association, Team, Coaches & Managers

As we approach the new season...just a reminder for efficient game submission and assignment of officials for your home games.

Please note that each game is looked at and appropriate capable, age qualified and certified officials are assigned to your games. We do not have an automated scheduling system which plugs officials into game assignments with our staff knowing who is on your game(s).

Located on the web page is an Excel form to submit multiple game schedules. **IT IS NO PROBLEM** to submit one or two games via email when you add games on or make changes.

Submission of the form is not necessary. It is requested only for multiple games scheduling to help eliminate potential typo errors and allows us to upload these files directly into our scheduling system.

Short notice game additions are typically no problem as long as the procedure is not abused... we do suggest 3-4 days (or more) advanced notice preferably to ensure proper assignment of officials for your game. *During peak season*, late or last minute notice for add ons can result in more inexperienced officials assigned to your game.

If you have game(s) that may be an issue, such as visiting problem teams, important positioning, etc. that you feel requires special attention to official assignment. Let us know! We make every effort to accommodate these special games with the right officials.

For CANCELLATIONS – at least 24 (preferred 48) hour notice is requested. Many times officials may come from work or we are not able to contact officials in a short notice situation. We make every effort to let assigned officials know of any cancellations or last minute changes. Excluding weather, should there be a very late cancellation or we were not notified of a cancellation we request that the officials are compensated for making the schedule assignment. This is rare that we cannot reach scheduled officials but on occasion does happen.

NEW – We expect in the upcoming weeks to have a new system in place that will allow you to login and view your current games in our system. IN ADDITION, you will have the ability to submit confidential game reviews for comments, issues or concerns you may have. Or just to complement an official. This area will only be seen by staff and will be used to better officials that may be a concern and us as a group.

We will have a forum section also available for interaction between teams, coaches, managers and our officials. Share jokes, discuss rules, share an experience, etc.

If you have any questions, do not hesitate to contact us.

Thank you!

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