

LIWOA Head Official Guidelines

Set up a text list of all officials working the event

Confirm assignment and update any changes via text

Guarantees you have everyone's phone number in case of "no-shows" or lateness

Confirm final fee after tournament

Confirm date, weigh-in time, start time and number of mats with **Athletic Director** and **coach** one day prior to the event.

Coaches may have made changes amongst themselves without the ADs' knowledge. If the AD is not aware of any change(s), most likely BOCES has not been informed either.

Forms

Tournament timesheet (officials names) prior to event.

Current Fee Schedule

Current LIWOA rankings.

Current LIWOA roster including email and cell numbers.

Skin check/special equipment check **prior** to weigh-ins.

Timesheet must be signed by Tournament Director at the conclusion of the event.

Upload timesheet to ZebraWeb within 3 days and keep a copy for your records.

Show math on timesheet, make sure it's accurate and completely filled out.

If in the event that the number of officials need to be reduced prior to the event use the following protocol:

Volunteer(s)

Added officials (BOCES assigned after the original assignment)

Latest ranking (lowest to highest order)

If the number of mats was confirmed one-day prior but decreased the day of the event **ALL** officials shall remain.

Confirm trainer is on site and is available to all teams.

Remind officials to notify all tables (and head coach) if a coach is penalized for *coach misconduct*.

Thoughts/considerations

Don't use red marker for skin checks (it can appear like blood)

When checking a wrestler with a skin form, circle the "X" or check mark on their arm so the other officials know the wrestler is clear when they see him on the mat.

From the current LIWOA Official's Handbook:

Assemble all officials and introduce them to coaches prior to event

The general practice for officials' match-ups is for the highest-ranking official to work with the lowest ranking official. Second highest ranked official works with second lowest ranked official etc. This is a guideline; final decision is at the discretion of the Head Official.