

## Officials Responsibilities

These phone numbers are to be used during off hours, evenings, and weekends in emergencies

### Boces Contacts:

**Girls' Sports** Grace Chianese 516-396-2446 [gchianese@nasboces.org](mailto:gchianese@nasboces.org)

**Boys' Sports** Nick Dunninger 516-396-2443 [ndunninger@nasboces.org](mailto:ndunninger@nasboces.org)

**Zebraweb Support 610-458-8950**

**Emergency Number 516-997-4681**

### You must understand for your availability

**Zebraweb.org**-Choose your association- Zebraweb assigning

1. **Availability**-Zebraweb has blocked all of your availability. You must open the days that you want to be available. On the bottom right, choose to select all to block associations.
2. **Accepting your assignments**- on top, click on schedule, fill in start date and end date.

In the contract, assignments must be accepted within 5 days of receiving your schedule. \$10 fee, \$50 max for games not accepted on time.

### Turnbacks

You can turnback 2 games within 5 days of receiving your initial schedule without a valid excuse. It must be called in.

Any other turnback, must be called in. If you are appealing, you must fill out the turnback appeal form on SECVIII.ORG within 7 days

If you must **turnback** a contest that you were scheduled for, you **MUST CALL GRACE OR NICK**. Next, to appeal the \$50 turnback fee, go into [secviii.org](http://secviii.org)

## Forms

**SECVIII.ORG**- click on = on the upper right-click on officials-click on forms and resources. This is where you will find turnback appeals, late starts, unsportsmanlike behavior/incidents. When filling out one of these forms, put in as much information as you have including game number, B/G sport, V, JV, MS, JH etc...

**Turnback appeals**-Remember, you opened your availability in Zebraweb and told BOCES that you were available to work. We know things happen and now you are not available to work. **YOU MUST** call Grace or Nick. Turnback appeals should be submitted ASAP. Documentation, Dr. note, obituary, etc.. must be included. This could be sent at a later time. You must submit this form, not anyone from your board. It will be tracked by your email.

**Late Start Form**- Include the names of both coaches and your partners. Along with all other pertinent information.

**Unsportsmanlike/Incident**- This form must be submitted by the next morning at the latest. Confer with your partner and association the day this happens. Get the story straight!!!!

## **“CONTROL THE CONTROLLABLES”**

1. We must call the school on the day of the contest to confirm. Call Friday for weekend games
2. We must print out our schedule when we get it and keep it. If games are added on, print out again and keep it.
3. Check your schedule and availability every week, along with your email daily. You could be scheduled for a contest for tomorrow, if your availability is opened.
4. If you pick up a sport in a season that you are not already officiating, you could be reimbursed the cost of the course up to \$200.
5. Recruit new officials, who actually officiate, and you could get \$100 per official up to \$500.00
6. Suspended contest-you must wait 90 minutes unless coaches cancel it.
7. Understand what DASA is-Dignity for ALL Students Act.