

Game Assignment Process

- The 15th of every month you will receive an email reminding you to submit your availability for the up coming month.
- You will have until the 20th to submit your availability.
- If you do not respond, you will not be scheduled.
- Once the schedule has been issued, each official is responsible for confirming their assignments with the scheduler. **You are required to respond within 72 hours to the scheduler whether or not you are accepting the games scheduled. If you do not respond, your games will be reassigned.**

Relinquishing Games

Should for any reason you need to relinquish your confirmed assignments, you are responsible for (1) finding a qualified replacement, (2) notifying the scheduler of the replacement. Follow the process outlined below for dumping games.

1. **Normal conditions (more than 3 days notice).** Send an email to the scheduler and other qualified officials, providing an explanation of the situation and requesting someone pick up your games. If you provide enough time, find a qualified replacement within 72 hours of game time, and keep the scheduler informed, there are no issues.
2. **Short-notice, emergency conditions (within 72 hours of game time).** Send an email to the scheduler **and** follow up with a phone call to his cell phone. In this situation, you should call around for a replacement and not rely on email. As a last resort you end up dumping these games to the scheduler, you will be subject to the appropriate fine.
 - Reassigned by you outside of the 72 hour window -- No fine
 - Reassigned by you within the 72 hour window – Scheduling considerations
 - Reassigned by scheduler, more than 72 hour notice. -- \$5 fine per game
 - Reassigned by scheduler, less than 72 hour notice. -- \$10 fine per game

It is understood that there may be situations that arise that may be out of your control. Each circumstance will be reviewed and fine determination made on a case by case basis.

Fines

Most of our officials do a great job of submitting their availabilities, confirming assignments, and showing up to all their game assignments. These officials are on the ice on time and are ready to start all games on schedule. These officials are appreciated and will continue to be given high priority in game assignments.

Unfortunately, there are a few officials that are not consistent about showing up on time or miss their games entirely. In light of this, the following policies and fines have been instituted. Without these procedures in place, and being enforced, we tend to slip into the habits that result in no-shows and late arrivals, and it reflects poorly on the association.

Missing Games Entirely

1. **First Occurrence**: Official will be assessed a fine equal to 50% of the game fee for the game missed. The fine applies to each game missed. If scheduled for two games, the fine will be for two games.
2. **Second Occurrence**: For the second occurrence in any 60-day time period, the official will be fined 100% of the game fee and removed from the schedule for the following 30 days.
3. **Third Occurrence**: The third occurrence, in any time period, the official will be fined 100% of the game fee and removed from the schedule for 60 days.
4. Fines will be deducted from the next paycheck.

There may be valid reasons for missing games. Each case will be considered individually and the decision of the association president and scheduler will be final.

If you end up doing games by yourself, you are required to notify the scheduler within 24 hours.

Late Arrivals

If you arrive for your games and your partner is absent at least 15 minutes prior to game time, you are to try to reach them by phone call. If you cannot reach your partner then you must make every effort to get a substitute. A listing of officials that live close to the RDV will be available in the locker room. If the substitute arrives, as well as the late arriving official, the substitute will be paid in place of the scheduled official.

If you are late, you are required to call RDV Ice Den, 407-916-2550, and notify the rink staff you are running late and to notify your partner.