

## 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

Confirm date, weigh-in time, start time and number of mats with **AD** 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.

Have tournament timesheet (officials name and BOCES number) filled in prior to event. All info is available either on LIWOA website or Section VIII directory.

Have a copy of the current pay rates

Have a copy of the current rankings

Have a copy of the LIWOA roster including email and cell numbers

Have timesheet signed by Tournament Director at the conclusion of the event.

Submit timesheet to BOCES within 3 days and keep a copy for your records.

If in the event that the number of officials need to be reduced prior to or during 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

### *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 he's 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

If an official is added to the event after the assignment has been made, that official is placed at the bottom of the list of working officials, regardless of his rank. That official becomes the "drop" official in the event that officials are dropped prior to the finals or an earlier round of wrestling.

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.