

Football Booking Policy

1. **Eligibility**
 - a. Insure that all officials are current members with WCOA and FHSAA.
 - b. Insure that all officials meet all WCOA and FHSAA requirements prior to assignment.
2. **Availability**
 - a. Require all officials to submit availability for the entire season, including playoff dates by accessing Arbiter.
 - b. Require officials to submit changes to their availability as they occur by accessing Arbiter.
 - c. Submit a report to the Football Committee including officials who have low availability.
3. **Assignment**
 - a. General – Release bookings on the Arbiter according to the schedule agreed upon by the Football Committee. At the release of each Arbiter booking to the membership, issue the next booking schedule booking (tentative) to the Assignment Committee and any Football Board member upon request.
 - b. Varsity
 - i. Submit tentative schedule to the Assignment Committee/Football Committee for the entire season (less afternoon games) three (3) weeks prior to the opening Classic games.
 - ii. Assign complete crews to games when the overall schedule allows.
 - iii. During weeks when multiple dates are scheduled keep crews intact if at all possible.
 - iv. Assign replacements to crews based on assignment order by position provided by the Football Committee. Notify the Vice President if it is necessary to assign a varsity official out of position.
 - v. Attempt to balance crews on heavy nights by moving 4 and 5 rated officials.
 - c. Junior Varsity
 - i. Submit tentative schedule to the Football Committee for the whole season two (2) weeks prior to the opening Classic games and submit the schedule for the second half of the season on or about September 20.
 - ii. Assign crews to achieve balance of veteran officials with priority to non-varsity games.
 - iii. Assign 4 and 5 rated officials as clock operators in Western Conference JV games from a list provided by the Football Committee. Assign only JV evaluators to JV games that pay full fees (Jesuit, Berkeley, Tampa Catholic, River Ridge). Report officials who cancel out of evaluation assignments.
 - iv. Assign varsity referees to evaluate on games with training referees.
 - d. Youth
 - i. Attempt to assign crews with a mix of veterans, subordinate, and new officials.
 - ii. Attempt to use unassigned officials to replace cancellations before assigned officials.
 - iii. Adjust assignments to give new officials at least two (2) games on the field per assignment.
4. **Fine Policy**
 - a. Provide a report to the Vice President and Treasurer prior to each membership meeting of:
 - i. Turn backs – (Games turned back or cancelled out by officials)
 - ii. Tardiness – (Officials showing up late for games)
 - iii. No Shows
 - b. Include the reason given for the action.
5. **General**
 - a. Provide reports to the Recommendation Committee when required for the following:
 - i. State Ranking
 - ii. Test Scores
 - iii. Playoff Availability
 - b. Provide school specific schedules to each school with dates for varsity and JV contest at least one week prior to the first contest on the schedule.
 - c. Provide assignment information to members of the Assignment Committee upon request.
 - d. Provide a cancellation report to the Football Committee.
 - e. Provide requested information to the FHSAA by the requested date.
If the date cannot be met, inform the Vice President of Football immediately.