

Information Sheet For New And Transfer Officials Into The WCOA

Welcome and thank you for your interest in the West Coast Officials Association!

Marty Palenik martypalenik@aol.com is the West Coast Officials Association's contact person for all brand new officials and all transfer officials. If you email him, he will help guide you through the process of joining, attending training sessions and getting you ready to officiate.

Below is a guide of some of the necessary steps you will be navigating through.

There are two (2) associations that you will be joining to officiate high school level games:

1) The West Coast Officials Association (WCOA) which is our association.

2) The Florida High School Athletic Association (FHSAA) which is the state organization that runs all high school sporting activities across Florida.

1) You **MUST** register with the WCOA to receiving **ANY** games.

- Registration starts on July 1st of every year through our Treasurer **Mark Marino** mmarino56@msn.com
- You must complete the WCOA registration form found at the following link <http://www.wcoafila.org/Files/Registration/WCOA%20Registration%20Form%20-%202021.pdf>
- The preferred methods of payment for dues are through Zelle and Venmo. Checks or money orders can also be mailed with the completed registration form or submitted in person at meetings. Credit cards can be used but may be subject to a processing fee. Cash is **NEVER** accepted.
- If you are a veteran official, there is a deadline before a late fee is imposed.
- However, if you are brand new to officiating or a late transfer, there is no deadline or late fee.

2) You **MUST** be included in Arbiter Sports <https://www1.arbitersports.com/Shared/SignIn/Signin.aspx> (the computer system through which we assign all games, send out informational emails and get paid for high school level games). **ONLY** officials who are registered with the WCOA and have paid their dues to Mark Marino are added into Arbiter.

- **Jim Kelly** jk10@tampabay.rr.com is the Administrator of Arbiter and the Varsity Booking Commissioner. He is the only one who can put you into the Arbiter system. In order for Jim to add you, he **MUST** have **both** your name **and** your email address.
- Once you are entered into Arbiter, you **MUST** add an appropriate picture. No picture in Arbiter equals no game assignments. Once entered, you must complete your profile, set up your Arbiter Pay account if you will be working high school games, and keep your availability (blocks) up to date so you don't get assigned to games on days you are unavailable.
- To be visible as an available official to the booking commissioners when they assign games, you **MUST** check the "Ready To Be Assigned" box on your account located on the "Main" tab.

3) You **MUST** be fingerprinted, have completed the level 2 screening clearance and received your fingerprinting clearance cards to work **ANY** games. This is a Florida state law (The Jessica Lunsford Act). Therefore, being fingerprinted is mandatory for all officials in the state.

- **Jerome Ford** wcoafingerprint@gmail.com is the contact who will guide you through the fingerprinting process. There are **two** steps – **1)** completing paperwork and **2)** physically getting fingerprinted. **BOTH** steps must be completed. This process takes quite awhile, so you must start ASAP.

4) If you plan on officiating any high school level games, you **MUST** join the FHSAA. You accomplish this through Arbiter by selecting the "**FHSAA Central Hub**" and clicking on the "Registration" tab. Follow the instructions carefully. When you choose your primary association, the West Coast Officials Association (WCOA) is denoted as "**WestCoastFB**" on the drop down list.

- If you are a brand new official or new transfer to the state of Florida, you can access the FHSAA Central Hub registration through the following link <https://fhsaa.arbitersports.com/front/103524/Site>
- If you are a returning official, you access the FHSAA Central Hub via the choices of accounts you are given when you first log onto Arbiter.
- There is a rules exam you **MUST** pass with an 80% or higher score per our contractual obligations. The test is quite tricky so take it seriously and ask for help taking the exam. Clock operator only status and student officials are exempt from taking the exam.
- If you have zero interest in working high school level games in any capacity (varsity, JV or clocks) and **ONLY** want to work youth level games, then it is not required that you join the FHSAA.