

Officials Role Description:

- Make contact with regional and district directors (RDs & DQDs) to encourage officials and advise them of the approval process.
- Update online evaluation form, working with web director.
- Update the official invite letter with new details; send via email and snail mail to past and prospective officials.
- Monitor web registrations for additional officials; send recommendation requests to DQDs and RDs.
- Monitor requests for recommendation; contact directors who do not respond promptly (1-2 weeks).
- Maintain a list of officials who are planning to attend.
- Verify last minute details, such as travel plans, game tickets, shirt sizes, early/late housing, etc.
- Based on evaluations, any personal experience and consultation with UC director, assign officials to rooms according to division/experience.
- Develop a schedule for guest officials (which include NYI staff, college reps, etc.). Understand that some college reps may refuse to participate; this is their loss! This is designed to allow them to interact with the teens in the TEENS' environment. They can work with the existing set of officials, or replace the content judge for a time.
- Coordinate early/late officials who are available to help with room setup/teardown. Work this out with the room setup coordinator.
- At registration, set up a table with a crew to check officials in. Advise them of immediate details (officials' meeting time and location, any necessary training, etc.), distribute room keys, handbooks and t-shirts.
- Conduct officials' meeting. Advise them of details concerning rulings, attitude and atmosphere, handling of question sets and equipment, their participation in activities beyond quizzing, and any other relevant information.
- Train building coordinators (BCs); coordinate distribution and collection of question sets.
- Make sure officials have drinks and snacks.
- Make any necessary staffing changes; monitor room progress.
- Staff emergency rooms.
- Help troubleshoot schedule issues.
- Help tech/stats team with any necessary verifications.
- Thank each official and BC personally.

- Assist on platform with awards.
- Get post-event evaluation of officials from BCs (possibly coaches).

Time Commitment:

Although I made first contact with district and regional directors near the beginning of the season, my duties with this assignment did not begin until officials began to register. This process begins 5-6 months prior to the event, and continues right up through the event.

Information Learned:

No matter how much effort you put into placing officials at appropriate levels, two things are guaranteed: 1. Some officials will be unhappy with their placement; 2. Some coaches will question the placement of certain officials. Develop a network with directors at various levels and various parts of the country to expand your knowledge of officials. If possible, attend tournaments and regional events to gain more exposure. Though the evaluations are invaluable, you may still need to speak directly with a DQD or RD to assess where an official should be placed. Be willing to admit a mistake, but be careful about making drastic changes. Moving an official to a different level after competition has started could be detrimental to confidence and respect. Do so only under extreme circumstances.

Counts:

The main count you need to be concerned with is the number of rooms being used. This will determine how many officials you will need. Plan to have 10-12 extra officials available for the event. This will account for late cancellations, people who get sick or simply bail on you, or any other adjustments.

Recommendations:

I continue to encourage the QAC to work towards official certification and a database of officials across the country. This would help us to encourage more officials to attend the Q events, as well as assist us in properly placing these officials. Continue to work with and update the evaluation process. Encourage more district directors to send officials to the Q events (also regional directors).

I generally did this job by myself, with occasional input from Bill Horning. I needed 2-3 people to staff the registration table to check in officials, as I was usually occupied with other duties related to setup.