

“A Day In The Life”

WOA Sports Assigner

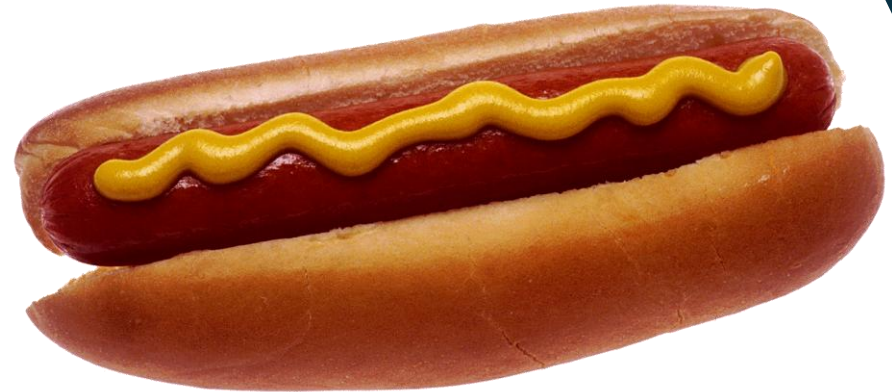


Audience: Assigners, officials and MOG board members

Goal: Help participants understand the daily duties, challenges, and tools involved in being a successful WOA sports assigner.

What does a
hotdog have
to do with
sports

assigning?



You appreciate them,
but
nobody really
knows what's
inside?





**Assigning
is easy!!!**

**Sorry to hear
you're sick and
can't work.**

**But Arbiter
shows you are
available?**

**What? Your
grandma died
again?**

**It's 1 hour before
kickoff and you want
to change what?**

**Can you please
work at 3:00pm? I
know it's 2:45pm.**



**Yes, the
game is in
the gym!**

Fantasy

Reality

What is the Assigner's life
Really like?

So Many Balls In The Air



Typical Day



- **Pre-Game: 6am-3pm**

- Deal with schedule changes/adjustment and officials' sickness/turn-backs beginning as early as 6am.
- Game Cancellation Deadline: Approximately 11am deadline for game day cancellations
- Communicate cancellation/changes to effected officials
- Work on scheduling & publishing games 2-3 weeks in advance
- *Wednesdays*: Attend WOA Assigner Roundtable meeting

- **Game Time: 3pm-10pm**

- In-person watch/evaluate new and younger officials
- Evaluation veteran officials in person
- Evaluate veteran officials via NFHS Network (Live & On Demand) for only \$\$13.99/month
- <https://www.nfhsnetwork.com/>



- **Post Game: 10pm-Midnight**

- Ensure "Game Reports" are completed green so that officials can get paid



Game Assignments & Scheduling

- **Assign officials to games based on availability and skill level**
- **Balance game assignments to ensure fairness**
- **Avoid conflicts of interest in assignments**
- **Update officials' schedules as games change**
- **Reassign officials for cancellations or reschedules**
- **Coordinate assignments across multiple sports**
- **Manage last-minute replacements**
- **Use and understand ArbiterSports assigning software**
- **Post schedules in a timely manner**
- **Avoid overworking officials**

Communication

- **Communicate game details to officials**
- **Notify officials of changes in assignments**
- **Respond to emails, texts, and phone calls from officials and schools**
- **Confirm game times and locations with schools or leagues**
- **Communicate weather cancellations**
- **Handle inquiries from coaches or athletic directors**
- **Provide assignment confirmation reminders**
- **Send out group communications or bulletins**
- **Clarify rules or protocols for events**
- **Act as a liaison between officials and schools/leagues and WOA**

Recruiting & Retention

- **Recruit new officials**
- **Encourage younger individuals to consider officiating**
- **Promote diversity in officiating**
- **Mentor new officials**
- **Identify and recommend training for potential officials**
- **Retain veteran officials through recognition and support**
- **Attend job fairs or recruiting events**
- **Promote a positive culture among officials**
- **Match mentors with mentees**
- **Help reduce burnout among officials**

Training & Development

- **Coordinate training clinics or meetings**
- **Identify officials needing improvement**
- **Recommend officials for advanced levels**
- **Provide game evaluations**
- **Encourage continued rules education**
- **Track officials' progress and certifications**
- **Create and distribute training materials**
- **Address performance issues**
- **Encourage feedback from coaches and partners**
- **Help develop career paths for promising officials**

Conflict Management

- **Resolve scheduling disputes**
- **Mediate conflicts between officials**
- **Handle coach or school complaints**
- **Investigate incidents involving officials**
- **De-escalate emotional situations**
- **Enforce conduct standards**
- **Support officials facing harassment**
- **Address ethical concerns**
- **Maintain professionalism across all interactions**
- **Work with local group to follow due process for suspensions or discipline**

Administrative & Reporting

- **Maintain updated contact info for all officials**
- **Track game counts per official**
- **Possibly manage payroll or invoicing for game fees for non-WOA games**
- **Prepare end-of-season reports**
- **Handle tax documentation for officials (e.g., 1099s in the US) for non-WOA games**
- **Keep records of assignments**
- **Report to league or conference leadership**
- **Maintain compliance with league policies**
- **Monitor mileage or travel reimbursement**
- **Archive performance records**

Technology & Systems

- **Use ArbiterSports software effectively**
- **Train officials on Arbiter system**
- **Troubleshoot login or access issues**
- **Maintain backups of assignment data**
- **Send push notifications or alerts**
- **Generate reports**
- **Monitor game statistics**
- **Evaluate officials via video (YouTube Hudl, NFHS Network, etc..)**
- **Ensure game reports are submitted**
- **Ensure ejection reports are submitted**

Game Day Logistics

- **Ensure officials have uniforms and gear**
- **Verify game start times and site instructions**
- **Provide emergency contact info**
- **Plan for transportation issues**
- **Ensure officials know weather protocols**
- **Coordinate with site managers**
- **Monitor game-day no-shows**
- **Provide backup officials for key events**
- **Handle disputes over start times or assignments**
- **Deal with issues from school administrators**

Leadership & Representation

- **Represent the official's association at meetings**
- **Advocate for your officials**
- **Educate leagues on the value of quality officials**
- **Promote officiating as a career**
- **Uphold integrity of the assigning process**
- **Celebrate milestones (e.g., 500th game, years of service)**
- **Maintain transparency in assignments**
- **Promote sportsmanship**
- **Encourage mental health awareness**
- **Foster a sense of team among officials**
- **Assist local board with required activities**

Season Planning & Forecasting

- Review game schedules in advance
- Estimate official availability
- Balance workload across season
- Plan for peak scheduling periods
- Set blackout dates for unavailable officials
- Coordinate with other assignors for coverage
- Forecast needs based on past trends
- Plan preseason meetings and deadlines
- Adjust for playoff or tournament schedules
- Debrief and analyze season outcomes for future improvements

We often say that without officials
the game is just recess.

But...

Assigners make lemonade out of
lemon every single day as they
constantly juggle many balls trying
to ensure the games you enjoy
take place without incident!

***Appreciate
Your Assigner***

Bottom Line...



And then...
COUNTDOWN



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*hours until
it all begins again!*

