

# ASSIGNMENTS

Assignments are made and posted on [www.reftown.com](http://www.reftown.com). The Assignment Secretary is responsible for making any changes. Hopefully, there will be VERY, VERY few changes as your assignments are based on the availability you submitted. We must be able to depend on you when we give you an assignment and you accept it. Be accurate with your availability and you should not have to make a lot of changes. If there are any matches that have not been assigned, the Assignment Secretary will continue to get it covered; so you could possibly pick up more matches if you are not scheduled on that night already. Of course these assignments are based on the chapter assignments policy that is a part of our Constitution. Assignments will be posted on the website, [www.reftown.com](http://www.reftown.com).

Here is how assignments are made. There is a master schedule of all matches that are scheduled on a certain day where we need to provide officials.

## On a Varsity Day: Tuesday, Thursday, Friday, Saturday

Assigning starts with our most senior officials as R1s on the most competitive matches and to the matches for the larger schools. Then officials are assigned who can leave early to matches that require a long drive such as Milano or Rockdale. Then all of the openings are filled with the more senior officials so we are covering our varsity matches with our best officials. Whenever assignments are made, considerations are made for the level of the match, the teams involved, the officials' availability, where they are leaving from, what time they can leave, and any special considerations such as conflicts of interest.

## On a JHS/MS Day: Monday or Thursday

Assigning starts on these matches with our most junior officials as they may not have been assigned on a varsity day. Junior officials will normally be assigned as the R2. Again all assignments are made based on the chapter Assignment policy. Then experienced officials are assigned as the R1 for each match to make a good pair at each school. JHS & MS VB can be a tremendous learning experience for new officials and senior officials have been asked to constantly work with junior officials at these matches to teach them as much as possible.

## Acceptance of an Assignment

Once you accept your assignment schedule with all required changes made, we expect you to make that assignment unless an EMERGENCY occurs. Please try your best to keep cancellations after you have accepted an assignment to a minimum or if you have to cancel give the Assignment Secretary as much notice as possible.

## THE MOST CHALLENGING DAY OF THE WEEK FOR OUR CHAPTER TO COVER IS TUESDAY.

If there is one day of the week that we really need everyone to work and to be really dependable it is Tuesday. Keep your assignment schedule with you at all times, both at work and on the road.