

CONFIRMATION OF MATCH ASSIGNMENTS

It is VERY important that each member confirms their match assignments with their assigned partner after each of our meetings, every Sunday, or at least before they leave town for that match especially now that assignments are made online.

IT'S SECOND REFEREE'S (R2) RESPONSIBILITY TO CONTACT YOUR FIRST REFEREE (R1)

Each of these positions assigned is specifically listed on the assignments. Confirmations are required on each Sunday afternoon from 12 - 6 PM for the matches you are scheduled to work in the following week. Do not confirm anything more than a week out due to schedule changes. R1's, if your R2 does not call you by 6 PM Sunday, please call them. If you cannot get a hold of your partner by 7 PM, call the chapter Assignment Secretary and they can be replaced.

Guidelines:

1. Confirm all your matches for the coming week upon accepting your schedule.
2. Sunday afternoon from 12-6 pm would be your next step of confirmation as the week starts. Refrain from contacting your partner the day before or the day of a match to confirm. That is too late! RefTown can help with confirmations but make sure it is checked.
4. If you have exhausted all avenues of contacting your partner, please contact the Assignment Secretary by 7pm on Sunday to have them replaced
5. If you do not make contact with your partner in some way on Sunday, the person who cannot be contacted should expect a call at work, very late at home, or very early in the morning at home. If you don't confirm and are replaced and then you show up at that match, because you did not confirm with your assigned partner, that match now belongs to someone else. Your replacement will take precedence of that match. This can be avoided if you make all your calls on Sunday afternoon. Don't get upset if you did not make contact on Sunday and then you get a late night or early morning phone call saying that you are replaced. No confirmation can mean No match!
5. Make sure your phone numbers are correct on the member's roster, if you have a change, e-mail it to the President and Recording Secretary immediately and it will be e-mailed to all members and be sure you bring it up at the meeting.
6. Approved Confirmations - All of the following are approved confirmations: 1) a phone call where you talk to your partner, 2) an e-mail with a reply, 3) a phone message with a reply message, 4) a text message with a reply, 5) RefTown confirmation. The bottom line is that you MUST get some sort of reply confirming the match from your scheduled partner. Leaving your partner a message and NOT getting a reply IS NOT an approved confirmation. If someone is a no show in this case, both officials are at fault.

THERE IS ABSOUTELY NO EXCUSE FOR NOT CONTACTING YOUR PARTNER OR THE ASSIGNMENT SECRETARY.

Email, phone calls, texting, RefTown- one way or another you should be able to contact your partner. Although you may have confirmed online, they can easily forget during the week, so make every effort to contact them. You will both be responsible for one not showing at a match. Again, if all else fails contact the Assignment Secretary by phone immediately so the necessary adjustment can be made and a replacement is found to ensure that the match is covered.