

MATCH BAG & FOLDER

1. Every official should make up a match bag (uniform, equipment, and match folder) to carry to matches. It needs to contain only those things they need for a match. You should take your match bag and uniform to work with you **EVERYDAY** during the season (even if you are not scheduled for a match) just in case you are needed to cover a match.
2. Contents:
Match Folder: Here is what is suggested for you to put in your match folder. A plastic folder works well for the paperwork as it holds up to a lot more wear and tear.
 - a. Assignments taken from reftown.com
 - b. Members roster
 - c. Schools list
 - d. Current Fee Schedule
 - e. Maps of local schools especially all KISD schools
 - f. Pre-printed pay sheets with all of your personal info
 - g. Blank W-9 forms to give to all schools the first time you work there or in that ISD
 - h. Optional -Official NFHS Rally score sheets, rosters, and libero tracking sheets, in case schools don't have them.

This match folder should accompany your uniform and match equipment in your match bag to every assignment. Most officials take their match bag to work with them every day and leave it in the car during the season just in case. It is suggested that you get a small black duffle bag of some sort to use just for VB.

Match Bag: Here is what is suggested that you put in your match bag.

- a. The parts of your uniform (shoes, socks) that you do not keep on a hanger (shirt and pants).
- b. All equipment needed for the match: rule books, whistles, flipping coins, pens, line-up-cards, net height chain, pump, etc.

Note: You can change at work or at home and then go to your match. But you should not go anywhere in your uniform after the match except straight home with maybe a stop for gas or groceries. You ARE NOT allowed to wear your uniform into any establishment that serves alcohol whether you are drinking or not. Take a change of clothes. The weather is always hot during VB season, so maybe take shorts, a T-shirt, and sandals in your match bag with your uniform, to change into shorts at work before a match, leave work clothes in your car and then change into your uniform at the gym and then change back into shorts after the match for the ride home. Some can be much more comfortable that way and it keeps your

uniform neat and clean for your next assignment and you can stop anywhere on the way home.

VERY IMPORTANT SUMMARY

Even if you are not assigned on a VB night (Mon, Tues, Thurs, Fri, Sat) please take your match bag and your uniform with you to work (keep it available, in your car), you may get a call from the Assignment Secretary for an assignment that day if someone cancels and you may not have time to go home and get your uniform and equipment. If you don't have your gear with you when you are called, you will probably lose that chance at that match and someone else will have to be called.