

METRO OFFICIALS ASSOCIATION
www.MetroOfficials.com

SCHOOL PROCEDURES

REFEREE PROCEDURE #5 states: (see *Official's Procedures* – www.metroofficials.com)

Officials MUST CALL schools by noon on game day & by Friday noon for weekend games.

Leave a callback phone number and get the name of the contact person. (MOA Administration does not recognize email communications between officials and schools as proper notification).

REFEREE PROCEDURE # 7 states: (see *Official's Procedures* – www.metroofficials.com)

Referees SHOULD be in the gym, properly dressed, and ready to go 15 minutes prior to game time. Games should start at the scheduled time. Referees are considered LATE if not in position by game time.

Failure to comply with above Directives will result in a \$50 fine due at the next meeting or within 1 week, whichever comes first.

All Referee's Procedures can be found at www.metroofficials.com

- If Referee's fail to comply with MOA procedures – call **Pat Sanford** immediately (**674-3411, 405-8560**). This includes “
- Schools should record Referee's name in the scorebook for rating purposes. Forward **RATING SHEETS** by mail or fax to

AC Williams:

6977 Cross Timber Lane

Memphis, TN 38125

Fax: 416-2199

1. Schools must enter their **HOME SCHEDULE ONLY** in www.thearbiter.net. Only Athletic Director's and the school's administrative staff will have arbiter access. Coaches should not be allowed to use thearbiter.net. Arbiter Training is available at annual AD meetings. Contact **Kevin Key (604-4450)** for additional training or any arbiter issues.
2. Schedule Changes should be done in thearbiter.net by the school. After MOA Administration begins the assignment process, schools will not be allowed to edit the games. Please **CALL Pat Sanford (674-3411)** or **Kevin Key (604-4450)** as soon as possible to record the change and notify the assigned Referee's. Games will be PAID –AS PLAYED unless the MOA is notified by noon on game day **AT THE LATEST**.
3. Forfeited games will be PAID –AS PLAYED unless the MOA is notified by noon on game day **AT THE LATEST**.
4. **Inclement Weather** – Contact **Pat Sanford** to cancel/reschedule games. Call the referees assigned if the school is closed game day and/or next day. Referees will be paid if school fails to comply and the officials report to work.
5. All MOA served schools must use MOA officials in tournaments.
6. Tournament game fees for officials are single game rates.