

## **HEAD OFFICIAL DUTIES**

[draft 11/26/09, for use in 09/10]

### 1. Head Officials

- a. As determined for each tournament by the IREVA Officials Assignor
- b. Must be familiar with the IREVA Tournament Directors' Guide [aka TD Guide] in order to understand how their duties relate to TD responsibilities
- c. TD Guide supplements DCR with IREVA-specific policy and procedure

### 2. Head Officials Duties:

- a. Per TD GUIDE: "Head Officials (HO), required for tournaments with one or more courts, are compensated \$5 per court. The HO creates and oversees the referee schedule, verifies certified scorekeepers, and fills out a single voucher for all the referees. The TD approves the referee schedule prior to the start of the tournament."
- b. Create Work Schedule. Work with TD to adjust for changes as necessary during the course of the day.
- c. Make / explain ground rules to get consistency. Write down anything unusual and turn in with Event Report.
- d. Make sure equipment is safe; particular attention is to be paid to referee stands and any nets or partitions between courts.
- e. Ensure that Officials that start the day on each court check the net height & ball pressure.
- f. Help TD to get the tournament to run smoothly, such as monitoring schedule, warm-up durations, etc.
- g. Chair Protest Committee for any Protests that come up. (Create the Protest Committee.)
- h. Fill out Officials Expense form for TD and copy to Assignor.
- i. Event Report on any issues for the tournament.
  - i. Uniforms – see IREVA Uniforms Enforcement Policy and Procedure. Players and teams are allowed to play. Report details to Officials Director by email.
  - ii. Injuries – Brief report of what happened and description of injuries, what was done to take care of the injury and other pertinent information. Ensure that TD handles required formal reporting.
  - iii. Problems - Sanctions given and circumstances of the actions leading up to the sanction.
- j. Assist / support / mentor / help the other officials become better.