

HEAD OFFICIAL DUTIES & GUIDELINES

Update 2017-18

- 1) Head Official (HO) is synonymous with Head Referee (HR).
- 2) A Head Official/Head Referee is required for all IREVA tournaments.
- 3) HO is compensated \$7.50 per court for Juniors, \$5 per court for Adults [raised in 2017].
- 4) HO should be professional, personable, objective, organized, and knowledgeable. References and resources:
 - a) DCR
 - b) IREVA R1 clinic notes
 - c) IREVA website – officials section
 - d) IREVA-specific rules modifications [applicable to all IREVA-sanctioned tournaments]
 - e) IREVA Tournament Directors Guide [TDG]
- 5) A successful tournament is in part based on the collaboration of a Tournament Director [TD] and a HO. The HO can assist and support the TD in many ways. TD and HO shared responsibilities [see TDG] include:
 - a) Playing/Referee schedules
 - b) Facilities
 - c) Rosters
 - d) Work teams
 - e) Payments
- 6) The HO tasks include:
 - a) SCHEDULES [see TDG]
 - i) Review the schedule when first received.
 - (1) Ensure that it conforms to IREVA policies.
 - (2) If there are questions, discuss with the TD and Referee Assignor to find out if a non-standard schedule has been approved and communicated to teams, or have corrections made.
 - ii) Create and oversee the Referee schedule, ensuring equitable workload and accommodating changes and unique situations.
 - (1) Send the schedule out several days prior to the tournament to all Referees and the TD, accommodating start times if possible based on distance travelled.
 - (2) Ensure positive response from all of your Referees prior to the tournament.
 - (3) Contact the Referee Assignor or Referee Director if there are any last-minute changes, especially any that impact the number of Referees needed.
 - (4) Do not unilaterally remove or re-assign Referees without contacting the Referee Assignor.
 - iii) Introduce yourself to the Tournament Director or Site Coordinator when you arrive. Briefly review the Referee schedule [as well as event rules, ground rules, etc.].
 - iv) Arrive early and stay until the last match (at least 45 minutes or more early).
 - v) Usually do not schedule yourself to work the first match, in case a scheduled Referee doesn't show up on time.

- b) FACILITIES [see TDG]
 - i) Ensure courts are set up properly.
 - (1) Assess safety of all equipment and surroundings, including Referee stands and partitions/nets between courts.
 - (2) Check padding around Referee stands.
 - (3) Check for overhead obstructions and floor irregularities.
 - (4) Check net height and ball pressure.
 - (5) Check **IREVA site-specific requirements**.
- c) EVENT MANAGEMENT [see TDG]
 - i) Communicate ground rules, match format, and warm-up times with officials.
 - (1) Keep tournament running on schedule; TIME MANAGEMENT!
 - (2) Rosters are spot-checked courtside.
 - (3) Work teams qualifications and performance (R2 and SK qualified/certified after Jan 31) – **see IREVA work teams policy** – check scoresheets for reasonable quality.
 - ii) HO is responsible for questions about uniforms – **see IREVA uniforms policy**.
 - iii) TD is responsible for spectator conduct.
 - iv) Monitor unapproved team/club names, sanctions, unusual situations, injuries.
 - v) Provide informal feedback to other Referees.
 - vi) Form and chair the Protest Committee (may be remote for multiple sites).
 - vii) Receive feedback from TD, players, coaches, parents, other Referees.
 - (1) Use **IREVA Tournament Feedback Form** to report any relevant information to the Referee Assignor, Officials Director or others as appropriate.
- d) PAYMENTS FOR REFEREES
 - i) Bring a copy of the **IREVA Officials Compensation Policy** [revised for 2017/18].
 - ii) Bring copies of the **IREVA Officials Fee and Expense form** [revised for 2017/18].
 - iii) Fill out a single expense voucher for all the Referees, including Base Pay, Premium Pay (if any), Mileage (if any), Tolls (if any), and Hotel (if any).
 - iv) Review briefly with the TD and address any questions.