

## FAQs

Q. What do I need to purchase to become a referee?

A. After you have completed Apprentice Training, you will need to purchase: white polo, navy slacks, black/blue belt, white sneakers, white socks, whistle & lanyard, watch, and red & yellow cards.

Q. Where can I purchase items needed to be a referee?

A. Clothing items can be purchased at your local clothing store, unless you opt to buy a "Certified Official" polo. That & the other equipment can be purchased at [roofsportsweat.com](http://roofsportsweat.com). Typically, at the beginning of the Fall season, we send in a group order to save on shipping.

Q. When do I get paid?

A. There are four basic seasons that we referee:

Fall: Sept 1-Nov. 10 & Nov. 10-Dec 21	Payment is on or before December 1 for the first part and by December 28 for the second part.
Winter: January 1-March 31	Payment is made by April 1 or earlier.
Spring: April 1-June 10	Payment is made by June 20 <sup>th</sup> or earlier.
Summer: June 10-August 1	Payment is made by August 10 <sup>th</sup> or earlier.

Q. How much do I get paid?

A. The fees paid vary and depend on the level of competition i.e. middle school/junior high, high school, college, youth rec ball, and adult rec ball. Visit our website at [www.tpcvob.com](http://www.tpcvob.com) and then click on Athletic Director's & Coaches. Go to the High School/Junior high/Middle School section and click on Fee Schedule and Mileage Chart to see the fees paid for the upcoming season. College fees can be found on this same page under Colleges. Rec ball fees can be found by going back to the upper menu bar and clicking on Recreation Leagues.

Q. Do I have to turn in a time sheet?

A. A pay voucher form can be found on the website under forms. Keep this form updated each week and at the end of the season you will be informed as to when this voucher can be submitted for payment. Simply email it to the Assigning Secretary for processing.

Q. How many times a year is training offered?

A. Two times--once in the middle of April & once at the end of August. Each training session is 3 days & includes classroom instruction & on-the-court training.

Q. When are the first matches of the Spring?

A. The first matches of the Spring are usually around April 20<sup>th</sup> however they are assigned around April 10<sup>th</sup>.

Q. Why do I have to fill out a W-9 form?

A. A W-9 form is used to confirm your social security number and to certify that you understand that you are responsible for all of your own taxes. As such, the TPCVOB will NOT withhold taxes from your earnings. You will receive a 1099 Misc statement each January IF you earn more than \$600.00 in a calendar year from refereeing.

Please complete your name and phone number, address, city, state and zip code where indicated. Enter your Social Security number in part one, and sign your name under part three and be sure to date the form.

Q. Where do I find a phone numbers for my partner?

A. Go to [arbitersports.com](http://arbitersports.com), log in & click on "lists". There you'll find emails & phone numbers of TPCVOB members. A member list containing email & phone numbers is also sent out via email at the beginning of the Fall season.

Q. Where do I find the phone number and address for a school?

A. Go to [arbitersports.com](http://arbitersports.com), log in & click on "lists", then in the gray area, click on "sites".

Q. What is the best way to get directions to a school?

A. Go to [arbitersports.com](http://arbitersports.com), log in & click on "lists", then in the gray area, click on "sites". Click on the school address which will take you to a map. We STRONGLY recommend that you also call the SCHOOL & ask for directions as they will know if there is any road construction or other potential delays to take into consideration. They can also tell you if the internet directions are correct—as they are often not. Do NOT wait until the day of a match to call for this information. Plan ahead and call at least 1-2 days in advance.

Q. How do I get assignments?

**A. Prior to the start of each season the Assigning Secretary will send out an email to all officials asking them to update Arbiter and to send the assignor a list of available dates for a certain time frame. Assignments will be emailed you for confirmation and will then be posted on Arbiter for a second confirmation.**

Q. How do I navigate through Arbiter?

**A. Once you log in to Arbiter, click on the blue "Need Help" button.**

Q. What happens and whom do I call if I can't make my match?

**A. You must call the Assigning Secretary as soon as you know you are unable to make a match. He will give you the names of 3 people eligible to officiate. You must call those 3 people. If one accepts your match THAT PERSON must call the assignor to let him know the match is covered. Under no circumstances should you call for that person—it is THEIR responsibility to do so.**