



# BACK TO THE FIELD

Eastern Ontario Tackle  
Football Association

Ottawa, ON

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## EOTFOA NEWSLETTER

### *Presidents Corner*

Hello All,

By the time you read this Newsletter we'll already be halfway through the Ottawa HS Junior League and one weekend away from reaching the midpoint of the Cornwall Spring League. The games are producing mixed reviews, but one thing is certain, we as an Association are making maximum use of the games to get an early jump on the season and are using the games for some valuable training for our intermediate and new officials.

This past weekend we held a productive training session in conjunction with the Cumberland Panthers. Although a little light on numbers, the session did allow us the opportunity to conduct some one-on-one sideline training for the new officials that were available.

This newsletter is focused on our Assign by Net system. This marks the first full officiating season that we will be using the Web Assign system. The 2008 season saw us launch this system. There was some training done last year on how to use the system but like anything else, we learn as we use something. The intent of this newsletter is to fine-tune our procedures to account for some of the idiosyncrasies that have been uncovered.

Assigning balanced crews to football games to ensure we provide the best officials available while balancing off the need to train officials and develop their officiating potential is a difficult task at the best of times. As our Association has grown over the past few years in the number of officials in our Association and the explosion in growth of the number of leagues and teams make the efficient use of a tool like Web Assign important to all of us. Tracking of games, assigning and being able to relatively quickly bill leagues and pay officials are just some of the many benefits that we realized last fall.

Now it is time us to use the Assign Web system to its fullest potential. Again this will be a growing process but one that should help make assign games, and conduct our daily business in a more effective manner.

The procedures outlined in this newsletter are important to each and every one of us. For example, your contact information needs to be correct to ensure you get information sent to you and we and the other members of the Association know how to contact you. More importantly though, your availability to do football games, needs to be entered in such a way that the system knows that you are, and when you aren't available. This is no guarantee you will be getting a specific game or even be assigned a game on a given day, due to a number of other factors. However, if your availability has been entered incorrectly, you can be assured that you

will not be assigned a game that day.

Please take the time to read John Pinches' article on Assign by Net carefully and apply the procedures that have been outlined. Without a doubt it will make both your and the Assignor's job easier.

## *Secretary's Book*

### Undoubtedly, every member is a **ASSIGN BY NET SYSTEM**

Undoubtedly, every member is or will become very familiar with our electronic method of assigning games. In the past each official received an email with their respective assignments and if there were any issues, our Assignor was faced with a deluge of calls and adjustments. The new system, which we implemented during last season, has proven to be a great means of providing assignments and to keep it running as smooth as possible I am providing some simple tips to follow:

**Registration and Availability** - *(you have all received an electronic version of a power point presentation on how to indicate your availability and accepting games)*

- Once registered, change your password to suit your requirements;
- If you forget your password or user ID, click on the red lettering on the entrance screen "Forgot User Name or Password" and you will receive an email with your password and ID from the system;
- Log on and have a look at what the system provides - contact lists, game confirmations, monthly availability for you to complete and also a listing of what games you have worked during the season;
- The most important thing for all our members is to input your availability - from the entrance screen, click on Availability Calendar - click on month you wish to update - **to indicate that you are NOT available click on the particular day and that day should turn red - to indicate that you ARE available, select after from the top drop down box and select a time from the bottom drop down box;**
- One method to simplify the availability input is to show the entire month as not available which will mean each day is red. From that point pick the days that you are available, click on that day and enter your availability.
- **IMPORTANT NOTE:** It is important to know that if you have marked yourself unavailable on a given day (marked the day red), but still write in information (i.e. after 6:00 a.m.), the information you wrote will override the red date, making you available. If you mark the day red, leave it red only!

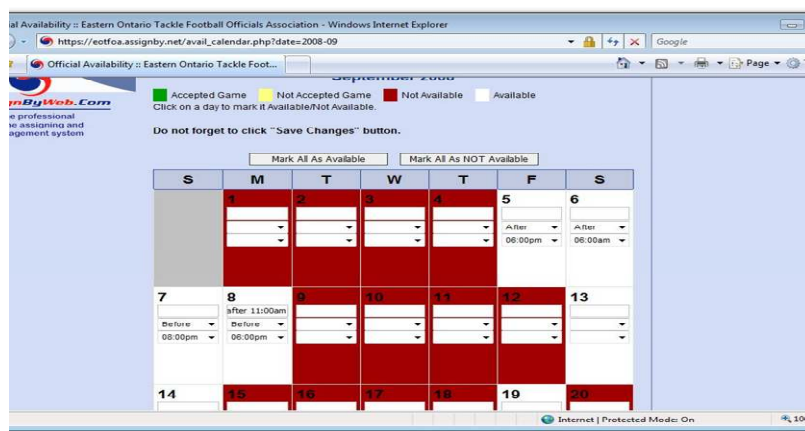
- To help clarify a question that continues to surface regarding how to show both before and after on the same day, I have attached a slide from the presentation that should help. If you look at the 8<sup>th</sup> day of the month shown on this slide there is a great example of before and after on the same day. If you wish to indicate availability between certain times, click on the blank area above the before block and enter a message (from the slide after 11:00am) and then go to the before block and enter before 6:00pm). When finished this means that you are available between 11:00am and 6:00pm.
- Try to not leave any dates white - **this indicates that you are available 24/7 and you may find yourself in a situation where you are assigned a game in the middle of a day and you are at work with no chance of doing the game;**
- In this year's version we have witnessed that when you put your times of availability into a date the screen turns "orange" - do not be alarmed as this is a change from last year and has no bearing on assignments.

### Accepting Games

- After you have been assigned a game, they will be displayed on your Home Page, once you log in;
- You can see all games assigned to you by highlighting **Master Schedule** and clicking on **All Assignments**;
- You can accept all games by clicking on the **Accept All Below** button or to accept or reject an individual game, click on **View**;
- From here you can choose to **Accept** or **Turn Back** an individual game;
- The most important function - make sure you scroll to the bottom of the page and click - **SAVE - Return to Schedule**.
- Remember that once the 48 hour notification has been sent you **cannot** go into that day and make changes. To attempt a change you must contact the assignor directly. We trust that such instances will be few and far between and please note that such situations will be monitored.

In addition to these tips, it is your responsibility to verify the accuracy of your contact information. To do so, on the entrance screen you will note a line titled **User Information** - click and select **Update** and make the necessary changes. In addition, please forward any changes to the attention of the Secretary.

We would kindly ask that general questions, comments and requests such confirming the accuracy of your personal information **NOT** be sent to the Assignor. He has enough on his plate and it would be greatly appreciated if these types of queries be forwarded to the Secretary for his response.



Indicate that you are **NOT available by clicking on a day** so that it turns **red**. To indicate times you **ARE** available, select **AFTER** from the top drop down box, and select a time from the bottom drop down box.

### *Three Minute Warning*

#### Options after a Safety Touch

- Options for the scoring team can be found on page 31 of the rule book.
- Experience has shown that rather than asking the Captains of the scoring team, the closest official (or the Referee in a three man crew) should hustle to the scoring teams bench and ask the coach which option he/she wants to take. Relay that option to the remainder of the crew and the appropriate bench in order that the game can continue.
  - This procedure is not meant to usurp the role of the Captain(s) of the respective teams. In the majority of cases, the decisions following a Safety are strategic in nature and often have impact in a close game. If an on-field Captain is forced into making a decision, you are often going to end an upset coach both and be asked to reverse a decision, a situation which should be avoided whenever possible.
  - A few extra seconds to hustles to the appropriate coaches for the decision after a Safety will make for an easier and better officiated.