

How to Use the WFTDA Officiating History Document

This help document is only applicable to the latest version (v3) of the Officiating History document.

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Get started with the Officiating History

The Officiating History is a document produced by the Officials Committee of the Women's Flat Track Derby Association. Officials use it to document their game experience and easily share it with others. Many tournaments, including WFTDA tournaments, require a game history in a WFTDA-approved format. All officials are encouraged to document their game experience in this format.

The Officiating History document is automatically created for you from [this form](#), which also registers your history document for automatic future upgrades. Do not simply copy somebody else's history document as it will not be registered and won't be upgraded.

Types of Officiating History Sheets

Data Entry tabs:

- **Game History tab:** This is the tab that you put your events into. Make sure to fill each event out as completely as you can.
- **Profile tab:** Use this tab to modify the information provided on the Summary tab.

Display Only tabs:

- **Summary tab:** This is a **read-only** tab that is refreshed from the core template on update. This contains a summary of the official's profile and game history. There is a table containing a breakout of number of GAMES worked, number of EVENTS worked and the number of POSITIONS worked across the combined Associations (WFTDA, MRDA, JRDA).
- **Stats tab:** This is a **read-only** tab that is refreshed from the core template on update.
- **Learn More tab:** This tab contains links to get help with the Officiating History and to give you information about the version of the Officiating History you're using. This is a read-only tab that is refreshed from the template after updates.
- **Metadata tab (hidden):** This is a **read-only** tab that is refreshed from the core template on update.

For those who wish to make use of the Metadata for your own calculations, the following features and cells might be of use:

- Today's date: Metadata!\$A\$16
- One year ago: Metadata!\$A\$18
- Two years ago: Metadata!\$A\$20
- Three years ago: Metadata!\$A\$22
- Associations: Metadata!\$A:\$A
- Game Type: Metadata!\$D:\$D
- Positions: Metadata!\$F:\$F

Keep your Officiating History up to date

In 2018, the WFTDA introduced a new version of the Officiating History document that uses an auto-updating template. By switching to this version, you will always have the latest Officiating History Document available. When the template is updated, you'll automatically be upgraded to the latest version of the Officiating History, including bug fixes, new features, and any updated formulas.

If the Officiating History template is updated, you will be alerted when you next open your history document as you will automatically be redirected to the Learn More tab.

Get Help

The WFTDA Officiating History Document has limited help available within the document. Please keep referring back to this document for help, as it is updated frequently.

Complete your Profile tab

After you create your Officiating History, complete the Profile tab with your personal information. All fields are text entry, so you can input your data without any formatting requirements. A subset of this information will show up on your Summary page, so make sure it fits in the space allotted in the Summary page. Officials are advised to keep information professional.

Add a photo to your Officiating History

To add your photo to your Officiating History, you'll first need to upload your photo to an imaging hosting site, like imgur, photobucket, flickr, facebook, static website somewhere, etc.

If you do not know how to get the URL of the image, here are instructions for imgur photos:

1. On your computer, go to www.imgur.com.
2. Click New Post.
3. Browse or drag the image you want to add to your profile. The photo will upload and imgur will show you a preview.
4. Right-click the image and choose Copy Image Address,
5. In your Officiating History, click Profile.
6. In the Profile Photo URL, paste in the URL of your photo. Make sure the image preview updates to your photo, then make sure the photo updates on the Summary page.

For the best results, use a square photo, about the size used for Facebook and other social media profiles. The photo will be automatically resized to fit in the space left for it.

We recommend you host your photo independently, but you can also use the URL for any hosted image. If your photo is already hosted on a website (like Facebook), right-click on the image and choose Copy Image Address. Then follow steps 5 and 6 in the instructions above.

NOTE: If your picture is stored on Google Drive, then instead of the URL, put in the document ID

Create a custom URL for your Officiating History

You might want to create and store a URL for your Officiating History that's easy to remember. You can use a link-shortening website like bit.ly or tinyurl to create a shortened link. If you choose to create a shortened link, add the link to the Short/Vanity URL field of the Profile tab.

Other Profile tab fields

- **Officiating Number:** If you consistently use the same number to identify yourself on the track, enter it here.
- **Location:** Enter your city, state/province, and country.
- **Insurance:** This is a space for your WFTDA (or reciprocal) insurance information, it is not intended for your primary healthcare information.
- **Affiliated League:** The league you are primarily affiliated with, or "Independent" if you have no primary affiliation with a league.
- **WFTDA/League Roles:** If you currently have a job or elected position at your league or in the WFTDA, or you have had one in the past, enter it here.
- **Clinics, Education, and Certification History:** Enter any clinics and (online) classes you've attended or certification you've been awarded.

Add a game to your Officiating History

When you add a past or future game to your Game History tab, it automatically updates the data across all of your tabs. Future games are highlighted in green and won't be counted on the other tabs until the date passes.

1. Open your Officiating History. Make sure you are signed into the Gmail account that has edit access to your document.
2. Click the Game History tab.
3. **Always add new games to the top of your history.** This allows all viewers to quickly see your latest experience. To add a new row, right-click the Row Number and choose "Insert 1 Above." The Row Number is highlighted in green.
4. In the Date column, use the YYYY-MM-DD format. If you enter the date in another format, the Officiating History will attempt to correct you, but there might be issues with your games registering in the Summary and Stats tab.
5. If the game was part of a tournament or multi-day/multi-game event:
 - In the Event Name column, enter the name used by the Host league or organization.
 - In the Event Location column, add the city and state/province/country of the game. You can also add the venue details if they're available to you.
 - In the Host League column, enter the name of the Host League. If it is a Playoff or Championship game for the WFTDA, MRDA, or JRDA, use the league that the organization has selected as the Host.
6. Add the names of the teams that competed in the game. The name of the league [e.g., Toaster City Roller Derby] is required. When possible, include the name of the team in addition to the league [e.g., Toaster City Roller Derby All-Stars].

7. In the Association column, choose the governing body for the game.
8. In Game Type, choose the type of game. Use the definitions provided to [identify the appropriate game type](#).
9. In Position, choose the primary position you performed.
 - If you were a Tournament Head (or other per-event role) for a multigame event, use that role as your primary position. You should only add one row per event. In the Notes column, list how many days the event ran and the total number of games.
 - Make sure to designate any additional in-game roles in the “2nd Position” column.
 - Learn how to [abbreviate the different positions](#).
10. In the Software column, if you’re a Non-Skating Official who used additional technology (including the Scoreboard Operator) to complete your role, choose the technology type from the list:

C	CRG
O	Other
R	Rinxter
U	Ultimate
11. In the Head Referee and Head NSO columns, list the names of the appropriate people for the game. If this game is part of a tournament, then add the Tournament Head’s name(s) to the Notes field (this is different than the last version but there is no need to backdate this).

If you are the Head Official, and there is not another Head Official, then put another witness, such as a fellow official or a team captain.

If a cell is highlighted yellow, it means the data you entered is not what was expected in that cell - either there is an error, or there is some non-standard entry that won’t be counted in some tables (such as if you also worked a non-standard position such as “Penalty Hot Board”).

After you complete a game, click the Summary tab and make sure your game counts updated. If your game counts didn’t update as expected, [learn how to troubleshoot](#).

Identify your Game Type

Game Type is the category into which a game falls. Your Officiating History is designed to differentiate several kinds of game type, which are valuable for people seeking to staff or evaluate you for games of that type.

In the grid below, the Game Type is on the left, with an X in a box representing a requirement for that game. If all of the X marks are fulfilled for a game, choose the game type **closest to the top of the grid**.

	Played at a WFTDA, MRDA, or JRDA Championship Tournament	Played at a WFTDA, MRDA, or JRDA Playoff/Cup Tournament	Confirmed by the WFTDA, MRDA, or JRDA to have met all sanctioning requirements	Considered the "national championships" by a national body recognized as governing roller derby for that nation Or Play between two national teams	Follows the Rules of Flat Track Roller Derby, Officiating Procedures, and Risk Management Guidelines	Played more or less according to The Rules of Flat Track Roller Derby
Champs	X	X	X		X	X
Playoff		X	X		X	X
Sanctioned			X		X	X
National				X	X	X
Regulation					X	X
Other						X

If the game doesn't match any of these, then list the Association as Other. **Other games will be highlighted in yellow and will not be counted in the summary tab.**

- For example: short games of under 40 minutes duration do not fall under the WFTDA/MRDA/JRDA rules and so must be classified with the Association listed as Other. Such short games must be changed in your history document as far back as 15th May 2015 to be listed with an Association of "Other", to support Certification requirements.

Action Required: Games that fall properly classified in the National category are to be retroactively changed back to 1st July 2017. No other games need further modification.

Learn What Position Code to Use

Use the following position codes when filling out the Position and Second Position columns for each game entry.

CODE	POSITION	DESCRIPTION
THR	Tournament Head Referee	Head Referee for an event
CHR	Crew Head Referee	Head Referee responsible for managing a crew that works multiple games over the course of an event
HR	Head Referee	The final rules adjudicator during a game
THNSO	Tournament Head NSO	Head NSO for an event
CHNSO	Crew Head NSO	Head NSO responsible for managing a crew that works multiple games over the course of an event
HNSO	Head NSO	Leads the NSO crew and communicates non-skating information to the Head Referee
JR	Jammer Referee	Responsible for assessing points scored by a Jammer
IPR	Inside Pack Referee	Responsible for pack definition
OPR	Outside Pack Referee	Responsible for penalty calls on the outside of the track
PT	Penalty Tracker	Records any penalties assessed and communicates them to other officials, as needed
PW	Penalty Wrangler	Assists the Penalty Tracker in hearing and communicating penalties
IWB	Inside Whiteboard	Creates a visual list of penalties received by players, whether they've sat for those penalties, and available timeouts
OWB	Outside Whiteboard	Prior to 2013 ruleset only. If your IWB is located on the outside of the track, continue to list the position as IWB
JT	Jam Timer	Begins each jam and acts as backup timer to the Scoreboard Operator
SK	Scorekeeper	Communicates the score from the Jammer Referee to the Scoreboard Operator, keeping a written record of each pass
SBO	Scoreboard Operator	Maintains the official time and score for a game
PBM	Penalty Box Manager	Times penalties (typically for Jammers) and communicates box information to the center
PBT	Penalty Box Timer	Times penalties (typically for Blockers)

LT	Lineup Tracker	Tracks players that participate in each jam and when those players serve penalties
ALTR	Alternate Referee	Fulfills secondary duties and steps in when an active Referee needs to be replaced
ALTN	Alternate NSO	Fulfills secondary duties and steps in when an active NSO needs to be replaced
PLT	Penalty Lineup Tracker	Combined Penalty Tracker and Lineup Tracker, using the combined PLT paperwork
ATHR	Assistant Tournament Head Referee	Assisting the THR throughout the event
ATHNSO	Assistant Tournament Head NSO	Assisting the THNSO throughout the event
STATS	Stats	Responsible for the processing and validation of game paperwork in any event where there are multiple games

Troubleshooting: If Your Game Counts Don't Update

If your game counts didn't update after you entered the game information, verify all the information is entered accurately and no fields are highlighted. A highlighted field indicates there's a non-standard entry or an error.

Pay special attention to the Date, Association, Game Type and Position fields. If your game counts still don't update, you might have accidentally edited a formula.

Get Started with the Summary Tab

Your game history data is split up into several tables:

- GAME Totals (green) - this table counts the number of games worked, regardless of whether you worked two positions in a single game
- POSITION Summary (purple) - this table counts the number of positions worked. If two positions are indicated for a game, both count toward the Position Summary count.
- EVENT Summary (electric blue) - this table counts the number of distinct events you have worked. If multiple types of games are worked during the event, the event may be counted multiple times.

Except where noted in the "All Associations" row of the GAME Totals table, all counts are for WFTDA, MRDA, and JRDA games only.