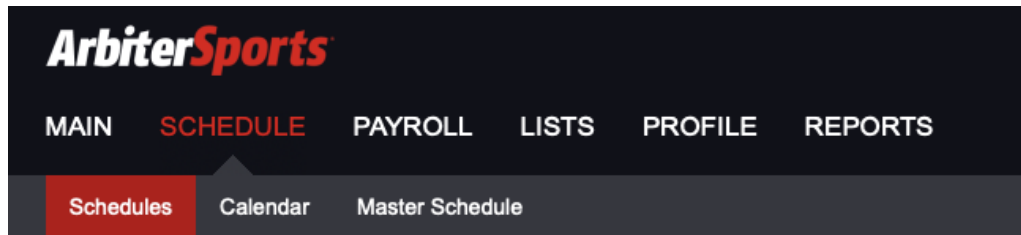


Pre-Game CheckList for Club Officers

This document is for WWLL School club members that are responsible for communicating with officials or arranging payments. For questions not covered in this document please email the assignor or the WWLL Commissioner.

Confirming Officials Assigned to Your Game:

- ☐ Confirm that your game schedule was submitted on the WWLL Scheduler Portal by Dec 1st.
-For games after Dec 1st enter on the scheduler and email the assignor.
- ☐ Log into arbitersports.com using the email address for your school club account.
-The email posted to the contacts page of the WWLL website is most likely the email address to log into arbitersports.com.
-Not sure? Email the assignor for your region.
- ☐ Once in arbitersports.com navigate the the "SCHEDULE" tab



- ☐ Then navigate to the "Games" column to the far right. Click on the blue number.

Pay Dashboard	Games	Print
Pay Dashboard	2	 
	1	
	15	
	0	

Exit

- ☐ Then navigate to the "slots" column. Click on the colored numbers to see the officials assigned.
-If no officials are assigned or officials have not accepted the game then it will be red or yellow.
If all officials have accepted the game it will be green.

Exit

Home	Away	Notes	Voucher	Slots
St. Mary's	Cal Poly 'A'			[1/3]
St. Mary's	Santa Clara			[3/3]

Exit

- ☐ Then click on the blue “name of the official” to see the pop up window of their contact information. You will **need this to MAKE CONTACT with the official** at least 3 weeks prior to and then 24 hours before your game. You will need to enable pop ups on your browser.
- ☐ Send an email to each official with the following information and ask that they respond.
 - ☐ Game date, time and exact location on campus
 - ☐ COVID protocols (vaccination card, wear a mask, etc)
 - ☐ Parking instructions (school will need to reimburse the official if there is a fee)
 - ☐ **PAYMENT INSTRUCTIONS!!!! See below**

Preparing to Pay Officials:

Officials are independent contractors and as such they are not required to work your games. If it is too difficult to get paid by a school the officials can decline to work for them. Do not get your team in a situation where officials decline your games! Find out what your school needs to pay officials and get it set up before Jan 15th.

- ☐ **Contact your school’s club sports officer and ask what protocols you need to follow to get your game officials paid.**
 - Each school is different and unfortunately the officials can not do this task for you.
- ☐ **Compile the instructions into an email and send them to the assignor for your region. Make sure to answer these basic questions:**
 - ☐ Do they need to become a “vendor” for the school to pay them?
 - ☐ Do they need to supply a 1099 to the school Finance Office?
 - ☐ Will the official need to provide an invoice in addition to the invoice you can print from arbitersports.com?
 - ☐ Do they need to make an online account with the school?
 - ☐ Will you be handing them a check at the field?
- ☐ **After Jan 15th log into arbitersports.com using your school’s email.**
- ☐ **Navigate to the schedule tab. (see above)**
- ☐ **Navigate to the officials assigned to your games. (see above)**
- ☐ **Email the officials assigned to your games at least 3 weeks prior to your game with instructions on HOW TO GET PAID. Ask that they respond with the necessary information or documents.**
- ☐ **If the officials do not provide you with the information needed to get paid, email the assignor.**
 - Everyone has a responsibility to communicate so that the process runs smoothly for the school, the students and the officials.