DUTIES OF RIC FOR TOURNAMENTS

Congratulations on being selected as Referee in Chief for the upcoming tournament.

Following is an outline the **Tournament Referee in Chief** is to follow for the 2008 Alberta Lacrosse Tournament year and paperwork required to be filled out.

Your duties will be not limited to the days the games are being played, but you are also required to do duties prior to and after the tournament.

Pre tournament duties will include the following:

- Establishing contact with the tournament committee liaison person 1 month prior to tournament. This name will be supplied to you by the local RIC.
- Establishing contact with local assignor of officials 1 month prior to tournament. This will be to give the heads up to the assignor that a tournament is coming and officials will be required for that time. If out of town officials are coming or required then they can be informed.
- Attend tournament meetings to assist in any planning issues that they may have.
- Fill out the <u>Tournament Referee Estimate Sheet</u> and submit copy to tournament organization and to the ALRA treasurer. Retain one copy for your own records. This sheet will give the tournament organization <u>an estimate</u> of cost that they will pay to the ALRA for referee services at the end of their tournament.
- Remember that this is an *estimate sheet only*. The true and actual cost sheet will be completed at the end of the tournament by your self and submitted for payment at the end of the tournament. A signed copy acknowledging receipt of the completed referee costs by the tournament coordinator will be submitted with your report.
- One week prior to the start of the tournament, check with the scheduler to determine that they have received the schedule for

games and that all positions are filled. Should game schedule not be submitted to the scheduler by this time you are to advise the Treasurer of this so that the proper fines can be applied.

Start and during the tournament

- Have a list of all officials that are registered that will be doing the tournament games. This list should include their phone numbers, or a way of getting a hold of them. If they are from out of town, the name of the hotel or place they are staying.
- Insure that all officials are at their floors for the start of game.
- Hand each official a pay sheet form and tell them that they
 are to submit them to you and you only when they have
 completed their refereeing duties at the end of the tournament. Failure to do so will result in them not getting paid.
- Inform the officials that they must fill out the tournament pay sheet neatly and properly. You are not to accept incomplete or messy pay sheets.
- During the tournament you are required to do assessments on officials on the floor and assist the younger one in positioning. This is part of your duty. You are not paid extra for this. You will be expected to do a number of assessments during the tournament. Your local RIC will furnish you with assessment forms. (Failure to do so will result in an explanation to the RIC of why you were not able to complete these evaluations and a fine by the RIC) These assessments will be submitted to the local RIC after the tournament.
- Of the officials attending the tournament, you will determine and select from them the officials in your mind who were the best to do the medal games. This selection of officials will be done by yourself and not by the assignor.
- You will only officiate should one of the assigned officials not show or is injured while on the floor. You will try and find a replacement. You will not schedule yourself into any of the games. You are there as the RIC for that tournament

and must make yourself available should a problem arise or someone is injured. You will not be paid extra for this.

End of tournament

- You will list all the officials that participated in the tournament neatly on the **Officials List for Tournament**
- You will list all the out of town officials that participated in the tournament neatly on the **Officials List for Tournament**
- You will neatly complete the **Tournament Officials Cost Sheet**. (This sheet must be filled out in detail, for without it **you** do not get paid)
- Submit to tournament coordinator for payment
- Have tournament person sign that they received **Tournament Officials Cost Sheet**.
- Collect all referee tournament pay sheets and verify. It will be your duty to collect these sheets. You will make it clear to the officials that you must receive these sheets at the end of the tournament. They are **not** to submit them to the assignor for payment. The assignor will return the sheet to the individual for proper procedure.
- Sign all tournament game pay sheets.

Post Tournament Duties

- Submit copy of **Tournament Officials Cost Sheet** to treasurer along with check should you have received one.
- Submit **Officials List for Tournament** to treasurer
- Submit your **RIC** invoice to treasurer
- Submit short report on tournament to treasurer covering

Who held tournament

When tournament was held

Where tournament took place

Your opinion of tournament, organization of tournament and outcome

Report on any suspensions or discipline problems that arose

Thanks for accepting this position.