## **Managing Umpires/Referees**

A Person with a Match Official role has access to specific functions within the system, including setting their availability for matches, checking their match allocation and submitting votes for awards.

'Match Official' is one of many Roles available that can be applied to a persons record.

You can add the role to one person, or assign the role in bulk. See Assigning Person Roles.

Once you have assigned the role of Match Official to one or more Person records, you can edit the settings for a particular Match Official by selecting the Match Official tab in the Person Edit screen and clicking **Match Official Settings**.

# Person Edit:

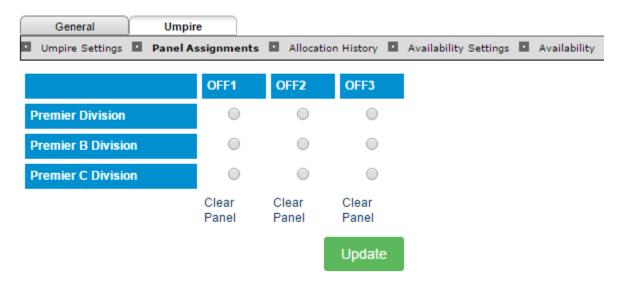
| General Player                                  | Match Official   |
|---|--|
| Match Official Settings Panel Assig             | nments Allocation History Availability Settings Availability |
|   | *Denotes a mandatory field.                                  |
| Class   | Select ▼   |
| Allocation Region                               | Select ▼   |
| Location Zone                                   |  |
|   | Select ▼   |
| Accreditation Level                             |  |
| Accreditation, Year Attained                    |  |
| Passed Fitness Test                             |  |
| Fitness Test Date                               | (dd/mm/yyyy)   |
| Medical Certificate                             |  |
| Registration Status                             | Unregistered ▼   |
| Registration ID                                 |  |
| First Registered                                | (dd/mm/yyyy)   |
| Registration Paid To                            | (dd/mm/yyyy)   |
| Double Up (weekend)                             |  |
| Double Up (reserves)                            |  |
| Available Mon-Fri Daytime                       |  |
| Allocation Weight (0-200, 100 is normal weight) | 100  |
| Print Preferred                                 |  |

### Update

| Umpire settings              | Details  |
|------------------------------|--|
| Class                        | Select JUNIOR, SENIOR. Indicates the class for the match official (Not Available in all sports). |
| Allocation Region            | Display particular region in which this match official works.                                    |
| Location Zone                | Display particular geographical zone in which this match official works.                         |
| Accreditation Level          | Show qualification information (if any).   |
| Accreditation, Year attained | Show year of qualification attained (if any).  |
| Passed Fitness Test          | Show information of passed fitness test (if any - checked box).                                  |

| Fitness Test Date                               | Show date of fitness test (if any).  |
|---|--|
| Medical Certificate                             | Show checked box (if any)  |
| Registration Status                             | Display registration status (if any).  |
| Registration ID                                 | Display registration ID (if any).  |
| First Registered                                | First date of registration.  |
| Registration Paid to                            | Payment of registration.   |
| Double Up (weekend)                             | The official can officiate multiple matches on weekends.                                     |
| Double Up (reserves)                            | The official can officate Seniors and Reserves on the same day.                              |
| Available Mon-Fri Daytime                       | Weekday availability.  |
| Allocation Weight (0-200, 100 is normal weight) | Officials with a higher weighting will be allocated before officials with a lower weighting. |
| Print Preferred                                 | Officials need to check this to enable 'mail merge' notification.                            |
|   |  |

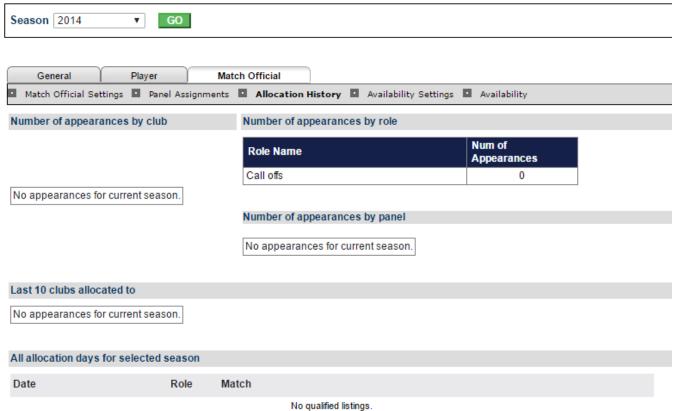
#### **Panel Assignments**



This display indicates the panels that officials have been assigned to and their designated roles within those panels

#### **Allocation history**

#### Person Edit:



No qualified listings.

No data



History of match official allocation will be displayed as above throughout each selected season. In particular,

| Allocation History                       | Details   |
|--|---|
| Per club                                 | Number of appearances   |
| Per role                                 | Official 1 (main role), Official 2 (assistant), Official 3 (reserve) or Call offs (Abandoned match) |
| Per panel                                | Number of appearances   |
| Per list of 10 clubs allocated in season | Club name list/date/Role name & match detail view link  |
| Per allocation days in a season          | Date/Role/Match detail link   |

#### **Availability Settings**

Set general availability rules across an entire season.

| General                               |              | Playe   | er                           | Mat          | ch Offic  | ial                      | 1        |          |                                |            |      |                |
|---------------------------------------|--------------|---------|------------------------------|--------------|---|--------------------------|----------|----------|--------------------------------|------------|------|----------------|
| Match Official                        | Settings     |         | anel Assi                    | ignments     | ■ Alle  | ocation H                | listory  |          | Availabilit                    | y Settings |      | Availability   |
|                                       |              |         |                              |              |   |                          |          |          | on for the d<br>ability settin |            | ed b | elow.          |
|                                       |              | Di      | ays Avai                     | ilable       | Sunda<br>Monda<br>Tuesd<br>Wedn<br>Thursd<br>Friday<br>Saturd | ay<br>ay<br>esday<br>day |          |          |                                |            |      |                |
| nilability                            | availabilit  | -       |                              |              |   |                          |          |          |                                |            |      |                |
| drop down select                      |              |         |                              |              |   | tional com               | ments o  | can b    | e added if red                 | luired.    |      | O Holo on th   |
| erson Edit: \$                        | •            | , Ste   | ohen (IL                     | D: 26431     | 51)   |                          |          |          |                                |            |      | (2) Help on th |
|                                       | GO           |         |                              |              |   |                          |          |          |                                |            |      |                |
| General General Match Official Settin | _            | ssignme | Match Officia<br>nts ■ Alloc |              | • Availabi  | lity Settings            | ■ Avai   | ilabilit | у                              |            |      |                |
| Click the > button to e               |              |         |                              | h match date | or click the  | button in the            | header t | о ехра   | and all matches.               |            |      |                |
| > Date                                | Availability |         |                              |              |   |                          | Comm     | nents    |                                |            |      |                |
| > Sat 30 Apr 2016                     | Available    | Un      | available                    | Conditiona   | √ Not   | Set                      |          |          |                                |            |      |                |

√Not Set

√Not Set

√Not Set

√Not Set

√Not Set

Conditional

Conditional

Conditional

Conditional

Conditional

> Sat 7 May 2016

> Sat 14 May 2016

> Sat 21 May 2016

> Sat 28 May 2016

> Sat 4 Jun 2016

Available

Available

Available

Available

Available

Unavailable

Unavailable

Unavailable

Unavailable

Unavailable