

Head Referee Duties

Dual/Tri/Quad Events

Prior to Event

- 1) Contact the Head Coach via email at least 3 days prior to event. The exchange:
 - Confirm weigh-in time, start time, visiting schools, and the number of JV matches.
 - Confirm the number of mats and the necessity of additional officials (if any).
 - Confirm they understand that they are responsible for weigh-in's and skin checks.
 - Determine location of event (gym, cafeteria, etc.).
- 2) After obtaining information from the head coach, email the additional officials to confirm their attendance. Make sure to provide officials with directions to the event.

Event Day Duties

- 1) Find the Head Coach to let them know you have arrived.
- 2) Conduct meeting with all officials to determine mat assignments and rotation schedule.
- 3) Attend coaches meeting to discuss any issues and to answer any questions.
- 4) Have all officials meet their respective table workers and train accordingly.
- 5) Officiate the event.
- 6) Go home!

Individual Tournaments

Prior to Event

- 1) Contact the Head Coach via email at least 5 days prior to event. The exchange:
 - Confirm weigh-in time, start time, and expected ending time.
 - Confirm the number of mats and the necessity of additional officials (if any).
 - Confirm they understand that they are responsible for weigh-in's and skin checks.
 - Determine location of event (gym, cafeteria, etc.).
- 2) After obtaining information from the head coach, email the additional officials to confirm their attendance. Make sure to provide officials with directions to the event.

Event Day Duties

- 1) Find the Head Coach to let them know you have arrived.
- 2) Conduct meeting with all officials to determine mat assignments and rotation schedule. If possible, do not schedule yourself in the normal rotation. Allow yourself the flexibility to visit the various mat areas throughout the day and to fill-in as needed (during breaks, lunches or when you are finally comfortable that the tourney is running smoothly).
- 3) Attend coaches meeting to discuss any issues and to answer any questions.
- 4) Have all officials meet their respective table workers and train accordingly.
- 5) Officiate the event.
- 6) Go home!