



## High School Soccer Officials of Central Florida

c/o Don Thomas CPA • 668 N Orlando Ave Ste 211  
Maitland, FL 32751-4459

www.hssocf.com • www.arbitersports.com

www.becomeanofficial.org

Email: [ddodge@hotmail.com](mailto:ddodge@hotmail.com)

# Memo

**To:** HSSOCF Members & Prospects!  
**From:** Don Dodge, Secretary  
**CC:** HSSOCF Board  
**Date:** July 8, 2009  
**Re:** Welcome/Welcome Back!

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Welcome/Welcome back! Thanks for your (continued) interest in serving as a high school soccer official. Can you believe it? The first High School Soccer Officials of Central Florida (HSSOCF) meeting of the new season is just around the corner (6 PM on Sunday, August 2<sup>nd</sup>)! Please thoroughly review the contents of this memorandum. It contains important information for your participation in the HSSOCF.

### Changes

1. The Arbiter web site URL has changed. The new web site is [www.arbitersports.com](http://www.arbitersports.com).
2. There is a new procedure to register with the HSSOCF on Arbiter this year. The complete steps are listed below on Action Item 5.
3. We have moved the February meeting to January 31<sup>st</sup> so as not to conflict with the Super Bowl, and also to distribute your 1099.
4. In order to fully comply with the 2009-10 FHSAO Officials Guidebook Policy 301.02(2) requirements for all post-season officials to meet the minimum requirements for an evaluation made by the local officials association, the HSSOCF has implemented the following changes to the soccer peer assessments:
  - a. The peer assessments will be performed on a voluntary basis, at no cost to the official.
  - b. The peer assessments will be available for every varsity match (boys & girls). The system is disabled for all sub-varsity matches.
  - c. When you work a varsity match, you are strongly encouraged to assess each of your officiating partners for the game (hopefully within a day or so). They will do the same for you.
  - d. The 8 criteria of the peer assessments will be the same as our test assessments last year, though the weightings have been adjusted to reflect a slightly different emphasis.

- e. The peer assessments will be one of the tools used to provide FHSAA Gainesville with the HSSOCF recommendations for post-season officiating crews.
5. In addition to the voluntary peer assessment system, a formal assessment is available. This formal assessment will actually consist of two assessments, one as a center referee and one as a side referee. There will be a charge for this formal assessment, the equivalent of one-half of one game fee to be paid by official requesting/receiving the assessment. However, to maximize the value, you will be getting two formal assessments for the one-half game fee, with the HSSOCF subsidizing the costs of the second assessment.
    - a. The formal assessments will be performed as requested, at a charge to the officials.
    - b. The formal assessments will be performed only for a requested varsity match (boys or girls).
    - c. The formal assessments will consist of a set of criteria as determined by the assessment committee.
    - d. The formal assessments will be one of the tools used to provide FHSAA Gainesville with the HSSOCF recommendations for post-season officiating crews.
  6. Match fees will not change for 2009-10. The HSSOCF will collect your fees directly from the schools. Checks for services performed are distributed during our monthly meetings or we mail to the address on your 2009-10 IRS W-9 Form. Also, there is no change in pre-season jamboree match fees.

Item	2009-10
MS Match Fees (2 officials) <i>20-min halves in Orange County</i> <i>25-min halves in other counties</i>	\$25
Freshman Match Fees (2 officials) <i>30-minute halves in all counties</i>	\$30
HS Match Fees (2 or 3 officials, varsity) <i>40-minute halves in all counties</i>	\$46
HS Match Fees (2 or 3 officials, sub-varsity) <i>30-minute halves in Orange County</i> <i>40-minute halves in other counties</i>	\$36
Travel Allowance	\$20

7. There is no change to the collection of the forty-five dollar (\$45) HSSOCF membership dues from each official. We will issue a one-time adjustment to your first paycheck. We expect to have checks for the HSSOCF members at the October 4<sup>th</sup> (fall matches), November 1<sup>st</sup>, December 6<sup>th</sup>, January 3<sup>rd</sup> & January 31<sup>st</sup> general membership meetings. Checks will be mailed if you do not pick them up at the meeting.
8. Procedures for FHSAA AT6 Unsporting Conduct Incident Reports will not change for 2009-10. Reports need to be FAXED to FHSAA (352-372-9082) and to HSSOCF (309-401-0779). This process will provide you with a comprehensive back-up in the event Gainesville calls something into question. Also, as stewards of your trust, it notifies HSSOCF of what individual officials are doing for any match involving misconduct.
9. If you encounter anybody who indicates an interest in becoming a referee, please forward their email to me ([ddodge@hotmail.com](mailto:ddodge@hotmail.com)) and refer them to [www.becomeanofficial.org](http://www.becomeanofficial.org).

## Action

Here are a few items you need to address as soon as possible, preferably before our first meeting:

1. **JLA (approx. \$95, do it by Sep 1, 2009).** Florida law requires you to subject yourself to fingerprinting and a background check in compliance with the Jessica Lunsford Act (JLA). 6. The HSSOCF provides officials for high school and middle school games in Orange, Osceola, Seminole & parts of Lake and Volusia counties. The counties currently have a reciprocal agreement so you should only have to register in one county. Check out the following web pages for the most up-to-date information and contacts:

- a. Orange County Public Schools, 331 W Amelia St, Orlando, FL 32801  
<https://www.ocps.net/op/procure/Pages/JessicaLunsfordAct.aspx>
- b. School District of Osceola County, 817 Bill Beck Ave, Kissimmee, FL 34744  
<http://www.osceola.k12.fl.us/depts/purchasing/documents/JessicaLunsfordAct.pdf>
- c. Seminole County Public Schools, 400 E Lake Mary Blvd, Sanford, FL 32773  
<http://www.scps.k12.fl.us/webfingerprintinginfo.cfm>
- d. Volusia County Schools, 3750 Olson Dr, Daytona Beach, FL 32124  
<https://www.volusia.k12.fl.us/jessicalunsfordact/index.asp>
- e. Lake County Schools, 201 W Burleigh Blvd, Tavares, FL 32778  
<http://www.lake.k12.fl.us/LCSPortal/Home/JessicaLunsfordAct/tabid/271/Default.aspx>

**Forward all of the following information about your fingerprints to [ddodge@hotmail.com](mailto:ddodge@hotmail.com), or FAXED to 309-401-0779:**

- a. Date you were fingerprinted.
  - b. County in which you were fingerprinted.
  - c. Date your fingerprints expire (5 years from fingerprint date).
  - d. Transaction Control Number (TCN).
  - e. FL Drivers License Number.
2. **IRS W-9 (free, do it now).** Forward a completed and signed IRS W-9 Form (attached) to the HSSOCF, c/o Don Thomas CPA, 668 N Orlando Ave Ste 211, Maitland, FL 32751-4459, or FAXED to 309-401-0779. This form contains the address that we will use to mail checks and 1099 forms, if necessary.
  3. **2009-10 HSSOCF ICA (free, do it now).** Forward a completed and signed 2009-10 HSSOCF Independent Contractors Agreement (attached), to Joe Utchel, HSSOCF Treasurer, PO Box 300108, Fern Park, FL 32730-0108, or FAXED to 309-401-0779.
  4. **2009-10 HSSOCF Referee Availability Forms (free, do it now).** Forward a completed 2009-10 HSSOCF Referee Availability (attached), to Ernie Head, HSSOCF Assignor, 5652 Fischer Dr, Lakeland, FL 33812, or FAXED to 309-401-0779.
  5. **Become familiar with two more web sites.** Our main HSSOCF web site (<http://www.hssocf.com>). Match assignments are scheduled through the Arbiter (<http://www.arbitersports.com>). You need a Userid/Password to log into the Arbiter. ***I create this Userid account after we have received your W-9, your ICA, your name is on the FHSAA Muster List (you have registered with Gainesville) and you are listed as having met the JLA requirements.*** Your email address is your Userid, and you will receive your initial password from Arbiter separately. If you have already logged into Arbiter, you will have already changed your password. When you log in, make sure your current address, phone numbers and alternate emails are correct. We will use the information you enter to update the HSSOCF listing of officials. You will need to provide us with ...
    - a. our HSSOCF Association dues (\$45, deducted from your compensation),
    - b. your smiling face at our HSSOCF Association meetings. All meetings begin at 6PM at Maitland City Hall, 1776 Independence Ln, Maitland, FL 32751.

Aug 2, 2009: Monthly Association Meeting (1<sup>st</sup> meeting)  
Sep 13, 2009: Monthly Association Meeting  
Oct 4, 2009: Monthly Association Meeting (checks)  
Oct 18, 2009: Test Preparation Meeting  
Nov 1, 2009: Monthly Association Meeting (checks)  
Dec 6, 2009: Monthly Association Meeting (checks)  
Jan 3, 2010: Monthly Association Meeting (checks)  
Jan 31, 2010: Monthly Association Meeting (checks, 1099s, elections)

6. **Register with HSSOCF on Arbiter (\$45 deducted from first paycheck, deadline Oct 15, /2009).** The HSSOCF registration for the upcoming season will be available on Arbiter beginning July 1<sup>st</sup>. Follow the steps below to complete your registration with HSSOCF:
  - a. Log on to Arbiter using your registered userid and password.
  - b. Once logged in, look to the right of the screen and you will notice, in big blue bold print, the phrase "Click here to re-register." Click on the phrase to begin the registration process. It will take you through five (5) screens.
    1. Screen 1 (name & email). If name is not spelled properly, please correct. Click [Next].
    2. Screen 2 (address & phones). This is the address Arbiter will use to determine distance from games. Please make sure everything is correct before proceeding. Click [Next].
    3. Screen 3 (sports). It will show the current sports that you worked last season. If you plan to work the same sport(s), check the box(es) for that sport(s). If you are planning to work a sport which you did not work last year, please send an email to [ddodge@hotmail.com](mailto:ddodge@hotmail.com). If you are planning to drop a sport that you worked last season, please advise. Click [Next].
    4. Screen 4 (miscellaneous fields). Please review displayed information for accuracy. Please send an email to [ddodge@hotmail.com](mailto:ddodge@hotmail.com) noting any discrepancies. Enter your driver's license and the JLA information from Action Step #1. Click [Next].
    5. Screen 5 (self-explanatory). Please select the appropriate boxes. Click [Finish]. You have completed the registration process.
  - c. There are additional screens to review in your account. Make sure you set your check box to READY (to receive games). Ernie will not assign you unless you have set your check box to READY.
  - d. Enter the calendar system and block the dates to coincide with the information on your 2009 Referee Availability Forms from Action #5.
7. **Register with FHSAA.** Go to <http://tech.fhsaa.org/>. Move your mouse over the tab that says "For Officials". From there you will see a number of items to check out! You will need to ...
  - a. register or re-register (\$7 application fee),
  - b. take the on-line rules clinic (or you will be fined \$50),
  - c. take an exam (\$27 for soccer), test location pull-down menu includes:
    - 00 Online Closed Book Exam
    - 01 Online Open Book Exam
    - 48 Written Closed Book Exam at Dr Phillips HS
    - 64 Written Closed Book Exam at Deland HS

Select option 00 if you have been with HSSOCF at least three (3) years and plan to work Region and State Series matches. Select option 01 if you are relatively new to HSSOCF or do not plan to work the post-season matches. Select option 48 or 64 if you plan to take the written exam (a \$15 surcharge applies).

Make sure you select High School Soccer Officials of Central Florida as your association. The last section of the FHSAA registration says READ AND CHECK THE BOX AT THE END. If you do not check the box it will not allow you to go any further. Please read the section very carefully. When you check the box you are telling FHSAA that you are in compliance with all of their rules and regulations. If you have not been fingerprinted and acknowledged that you have been cleared, you are in violation of the law for falsifying a document and subject to penalties and fines deemed appropriate by FHSAA.

Preview all the answers on your form. Submit the form only after correcting all errors and omissions. A new screen appears asking you for your Visa/MasterCard information. Fill out the requested information and click the submit button only ONCE (if you click multiple times you may be billed multiple times). You will not see any on-screen confirmation but you do receive an email.

Please get all of these actions done as soon as possible so Ernie can assign you games when the season starts. If you have any questions, feel free to contact me or another HSSOCF Board member and we will do whatever we can to assist you. Thanks again for becoming a member of the High School Soccer Officials of Central Florida.

## **HSSOCF Contact Information**

- Mailing Address: HSSOCF, PO Box 300108, Fern Park, FL 32730  
(F) 309-401-0779
- Financial Address: HSSOCF, c/o Don Thomas CPA, 668 N Orlando Ave Ste 211, Maitland, FL 32751
- President: Tom Burton, 210 Palmetto Concourse, Longwood, FL 32779  
(H) 407-862-7154 • (C) 407-739-7154 • [tburt321@embargmail.com](mailto:tburt321@embargmail.com)
- Vice President: Dave Smith, 1003 Tony Cir, Saint Cloud, 32772  
(H) 407-957-1983 • (C) 407-908-4509 • (W) 407-935-3740 • [refsmithd@aol.com](mailto:refsmithd@aol.com)
- Secretary: Don Dodge, 1098 Needlewood Loop, Oviedo, FL 32765  
(H) 407-796-3500 • (C) 407-435-9249 • (F) 309-401-0779 • [ddodge@hotmail.com](mailto:ddodge@hotmail.com)
- Treasurer: Joe Utchel, 623 Jupiter Way, Casselberry, FL 32707  
(H) 407-830-5331 • (C) 407-399-6247 • (F) 407-834-4539 • [jutchel@cfl.rr.com](mailto:jutchel@cfl.rr.com)
- Past President: Bob Kreuter, 151 Tollgate Trl, Longwood, FL 32750  
(H) 407-332-8858 • (C) 321-277-3640 • (W) 407-306-6865 • (F) 407-306-6880  
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- Assignor: Ernie Head, 5652 Fischer Dr, Lakeland, FL 33812  
(H) 863-868-3705 • (C) 863-397-5008 • [erniehead76@msn.com](mailto:erniehead76@msn.com)

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