



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

Memo

To: HSSOCF Members & Prospects!
From: Don Dodge, Secretary
CC: HSSOCF Board
Date: July 5, 2010
Re: 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 8th)! Please thoroughly review the contents of this memorandum. It contains important information for your participation in the HSSOCF.

Changes

1. Though the members passed the motion at the last meeting of the year to increase membership dues to fifty-five dollars (\$55) for each official, your HSSOCF board has tabled this implementation due to the fact the FHSAA changed insurance vendors for 2010-2011, and the new provider does not offer the supplemental coverage. We will issue a one-time adjustment to your first paycheck for forty-five dollars (\$45). For more information about the new insurance program, [click here](#).
2. In order to fully comply with the 2010-2011 FHSAA Officials Guidebook Policy 301.02(2) requirements for all post-season officials to meet the minimum requirements for evaluations made by the local officials association, the HSSOCF has implemented the following changes to the soccer peer assessments:
 - a. Peer assessments will be performed on a voluntary basis, at no cost to the official.
 - b. Peer assessments will be available for varsity matches (boys & girls) only.
 - c. When you work a varsity match, you are strongly encouraged to honestly assess each of your officiating partners for the game (hopefully within a day or so). They will do the same for you.
 - d. The peer assessments will be one of the tools used to provide FHSAA Gainesville with the HSSOCF recommendations for post-season officiating crews.
3. Please contact Assignor Ernie Head if you wish to arrange an independent assessment for personal development. Ernie will schedule your assessment for an upcoming game. It will be up to you to arrange for payment of the assessor prior to the start of the game.
4. The HSSOCF expects to have checks for the members at the October 3rd (fall matches), November 7th, December 5th, January 2nd & January 30th general membership meetings. Match fees will not change for 2010-11.

Item	\$
MS Match Fees (2 officials) <i>20-min halves in Orange County + OT 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 40-minute halves in other counties</i>	\$36
Travel Allowance (per site per day)	\$20

5. The HSSOCF will host an FHSAA Soccer Field Clinic this year. The dates requested are Saturday, October 16th (primary) and Saturday, October 23rd (backup). Association member Eric Saegebarth is working hard to put this 1-day clinic together. Details to follow.
6. FHSAA AT6 Unsporting Conduct Incident Reports for HS varsity and sub-varsity games will continue to be sent online to FHSAA. Please be sure to forward a copy to hssocf@hotmail.com. Also, with every game there is a hard-copy of the old AT-6 form. If you have an issue during a middle-school game, please complete this hard-copy form and forward it to HSSOCF. In all instances, please also take the time to notify the HSSOCF of any AT6 submissions. Your board tracks game exception reports involving injuries or ejections, but we can only provide an accurate accounting if you give us the details. EMAIL to hssocf@hotmail.com, or FAX to HSSOCF (309-401-0779). This process will also provide you with a comprehensive back-up in the event Gainesville calls something into question.
7. There are significant changes to the Jessica Lunsford Act (JLA). If you were fingerprinted prior to July 2007, you will need to be fingerprinted. If you were fingerprinted after that time you will need to check with me to find out whether you need to be fingerprinted. Send an email directly to me (ddodge@hotmail.com) to check your status. If you do need to be fingerprinted, follow the Action steps below.
8. If you encounter anybody who indicates an interest in becoming a referee, please forward their email to me (ddodge@hotmail.com) and refer them to www.becomeanofficial.org.

Action

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

1. **IRS W-9 (free, do it now).** Complete the online form emailed to you or found at www.hssocf.com (click "Become a Referee). Once you have completed the form, click [Submit].
2. **HSSOCF ICA (free, do it now).** Complete the online form emailed to you or found at www.hssocf.com (click "Become a Referee). Once you have completed the form, click [Submit].
3. **Become familiar with two more web sites.** Our main HSSOCF web site (www.hssocf.com). Match assignments are scheduled through the Arbiter (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 8, 2010: Monthly Association Meeting (1st meeting)
Sep 12, 2010: Monthly Association Meeting
Oct 3, 2010: Monthly Association Meeting (checks)
Oct 23, 2010: FHSAA Field Clinic @ TBD
Nov 7, 2010: Monthly Association Meeting (checks)
Dec 5, 2010: Monthly Association Meeting (checks)
Jan 2, 2011: Monthly Association Meeting (checks)
Jan 30, 2011: Monthly Association Meeting (checks, 1099s, elections)

4. **Register with HSSOCF on Arbiter (\$45 deducted from first paycheck, do it now).** The HSSOCF registration for the upcoming season will be available on Arbiter beginning July 1st. Follow the steps below to complete your registration with HSSOCF:
- a. Log on to Arbiter (www.arbitersports.com) 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. 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 noting any discrepancies that you cannot correct. 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 to block/clear the dates as necessary.
5. **Register with FHSAA.** Go to <http://www.fhsaa.org/>. Move your mouse over the tab that says "For Contest Officials > Officials Program Login". You will need to ...
- a. register or re-register (\$7 application fee),
 - b. take the on-line rules clinic (or you will be fined),
 - c. take an exam (\$27 for soccer), test location pull-down menu includes:
 - 00 Online Closed Book Exam
 - 01 Online Open Book Exam

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.

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.

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.

6. **JLA (\$81.25, do it ASAP).** Florida law requires you to subject yourself to fingerprinting and a background check in compliance with the Jessica Lunsford Act (JLA).
 - a. Go to www.flprints.com to pre-pay via credit/debit card. Make sure you select Contractors/Vendors for the Transaction Type. Complete the payment and print the confirmation page to bring with you. You can also pay CASH in person, but a personal check will not be accepted.
 - b. Some locations place additional burdens or financial obligations on officials. You will only need to go to one. The BEST places are the least expensive places, Seminole County and Osceola County.
 1. **Lake County Schools**, 201 W Burleigh Blvd, Tavares, FL 32778 ... \$103.25
<http://lake.k12.fl.us/16511031010526433/site/default.asp>
 2. **Orange County Public Schools**, 331 W Amelia St, Orlando, FL 32801 ... \$92.25
<https://www.ocps.net/op/procure/Pages/JessicaLunsfordAct.aspx>
 3. **School District of Osceola County**, 817 Bill Beck Ave, Kissimmee, FL 34744 ... \$81.25
Complete, print & submit this form, then bring with your payment confirmation.
Call 407-870-4091/407-343-8610 to schedule a fingerprinting appointment.
<http://www.osceola.k12.fl.us/depts/purchasing/documents/JessicaLunsfordAct.pdf>
 4. **Seminole County Public Schools**, 400 E Lake Mary Blvd, Sanford, FL 32773 ... \$81.25
Complete, print & submit this form, then bring with your payment confirmation.
No appointment necessary. 8:30AM – 12:00PM or 2:00PM – 4:00PM.
<http://www.scps.k12.fl.us/fingerprint.cfm>
 5. **Volusia County Schools**, 3750 Olson Dr, Daytona Beach, FL 32124 ... \$90.75
<https://www.volusia.k12.fl.us/jessicalunsfordact/index.asp>
 - c. ***Within the next couple of days you should receive the results of your fingerprint/background check via email. It should contain the date entered into the FSSR, the expiration date, and the results of the review. Please forward the entire email to ddodge@hotmail.com.***

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.

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HSSOCF Contact Information

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