



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: June 30, 2011
Re: Welcome/Welcome Back!

Thanks for your (continued) interest in serving as a high school soccer official. 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 7th)! Please thoroughly review the contents of this memorandum. It contains important information for your participation in the HSSOCF.

Changes

1. The HSSOCF has implemented soccer peer assessments for varsity matches (boys & girls) only. When you work a varsity match, you are to honestly assess each of your officiating partners for the game. They will do the same for you.
2. The HSSOCF expects to have checks for the members at the October 2nd (fall matches), November 5th, December 3rd, January 1st & January 29th monthly association meetings, and auto-deposits on the Monday following the meeting. Match fees will not change for 2011-12.

Item	\$
MS Match Fees (2 officials) <i>20-min halves in Orange County + OT</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 (per site per day)	\$20

3. 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.

4. 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 were fingerprinted last year, you are good to go. If you do need to be fingerprinted, follow the Action steps below.
5. 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. **2011-12 FW9ICA (free, do it now)**. Complete the online form found at www.hssocf.com (click "Become a Referee"). This new **FW9ICA form** replaces the two forms you were previously required to complete. Once you have completed the form, click [Submit]. **You must also send a hard copy of this form with a canceled check to HSSOCF, c/o Don Thomas CPA, 668 N Orlando Ave Ste 211, Maitland, FL 32751.**
2. **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 ICA&FW9, your name is on the FHSAA Muster List (you have registered with Gainesville) and you have 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 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](http://www.maitlandcityhall.com).
3. **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 5th. 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.

4. **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 (\$8 application fee),
 - b. take the on-line rules clinic (or you will not be permitted to referee),
 - 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.

5. **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). **Carefully read the instructions on the school district web site you intend to use.** See [2011-12 HSSOCF Fingerprinting JLA.pdf](#) for more information.
 - a. Go to www.flprints.com (**except Seminole County**) 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 (no personal checks).
No appointment necessary. 8:30AM – 12:00PM or 2:00PM – 4:00PM.
<http://www.scps.k12.fl.us/Portals/0/assets/pdf/frontpage/JLAct.pdf>
 - 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

- **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@embarqmail.com
- **Vice President:** Eric Saegerbarth, 927 Parkside Pointe Blvd, Apopka, FL 32712
(H) 407-814-2491 • (C) 407-920-8082 • eric_saegebarth_3@hotmail.com
- **Secretary:** Don Dodge, 210 Arnold Ln, Winter Springs, FL 32708
(H) 407-796-3500 • (C) 407-435-9249 • (F) 309-401-0779 • 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
- **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 • bobkreuter@aol.com • bob.kreuter@lmco.com
- **Assignor:** Ernie Head, 5652 Fischer Dr, Lakeland, FL 33812
(H) 863-868-3705 • (C) 863-397-5008 • erniehead76@msn.com

Important Dates

- **Aug 7, 2011:** HSSOCF Monthly Association Meeting (1st meeting)
- **Sep 11, 2011:** HSSOCF Monthly Association Meeting
- **Sep 20 – Oct 19, 2011:** FHSAA Soccer Rules Video Presentation (online)
- **Oct 2, 2011:** HSSOCF Monthly Association Meeting (checks)
- **Oct 21 – 26, 2011:** FHSAA Soccer Open Book Exam (online)
- **Nov 3 – 14, 2011:** FHSAA Soccer Closed Book Exam (online)
- **Nov 6, 2011:** HSSOCF Monthly Association Meeting (checks)
- **Dec 4, 2011:** HSSOCF Monthly Association Meeting (checks)
- **Jan 8, 2012:** HSSOCF Monthly Association Meeting (checks, 1099s)
- **Jan 29, 2012:** HSSOCF Monthly Association Meeting (checks, elections)
- **Feb 19, 2012:** Post-Season checks
- **May 18, 2012:** Lake District MS checks

All HSSOCF Monthly Association Meetings begin at 6PM at Maitland City Hall, 1776 Independence Ln, Maitland, FL 32751

2011 FHSAA Field Clinics

Sep 24 / Sarasota, FL

Manasota Soccer Referees Assoc

Oct 15 / Clewiston, FL

Big Lake Officials Assoc

Oct 21-22 / Auburndale, FL or Niceville, FL

Central Florida Ridge Soccer Officials Assoc

Emerald Coast Soccer Officials Assoc

Nov 4-5 / Tallahassee, FL

North Florida Referees Assoc

Action Items

- | Date Completed | Item |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. _____ | Registered with FHSAA (\$8) and listed HSSOCF as primary or secondary local association. |
| 2. _____ | Signed up to take the online Open Book (regular season) or Closed Book (post season) soccer exam (\$27). |
| 3. _____ | Properly completed JLA requirements since the fall of 2007 (cost varies).
My fingerprints are effective from _____.
My fingerprints are valid until _____.
I have a valid Transaction Control Number (TCN) _____. |
| 4. _____ | HSSOCF FW9ICA form (without canceled check) electronically submitted. |
| 5. _____ | HSSOCF FW9ICA form (with canceled check if auto-deposit) delivered to
HSSOCF, c/o Don Thomas CPA, 668 N Orlando Ave Ste 211, Maitland, FL 32751 |
| 6. _____ | Completed FHSAA soccer field clinic since the fall of 2008. |
| 7. _____ | Completed 2011-12 FHSAA soccer rules presentation. |
| 8. _____ | Completed 2011-12 FHSAA soccer online exam.
Score _____. <input type="checkbox"/> Open Book <input type="checkbox"/> Closed Book |