

# COA MID-SEASON REMINDERS

The following items have come to the attention of our Supervisor, Bill Christy, and need to be addressed immediately:

1. Any referee that has not heard from his umpires at least 48 hours in advance of the game should contact Bill Christy immediately.
2. Never leave for a game without knowing the status of your partners.
3. We ask that you try to ride together to games. However, do not expect your partners to wait for you more than 15 minutes past the designated meeting time. If you are running later than 15 minutes, contact your partners and get to the game on your own.
4. If the crew is running late due to weather, etc., you must call the school and let them know. Each COA member was given a list of emergency numbers for each school we work, use it!
5. If you have an ejection during a game, whether it is a coach or player, the calling official is to call Bill Christy immediately following the game. The Referee on that crew should then call Bill and give a complete report within 24 hours of the contest preferably immediately after the game and at the latest, the first thing the next morning. By following this procedure Bill has all of the pertinent information prior to the coaches calling.
6. Attire to the game is business casual, NO JEANS!
7. Please call Bill if you have any technical fouls in your games and inform him why the T's were called and on whom.
8. Make sure that before the game starts that all benches are within the confines of the coaching box and take care of this prior to the tip.
9. Please notify Bill if you are having any problems with any "tables" at any of our schools so we can rectify the problem.
10. If you do not receive your check within one month of working a game, call Bill so that he can help expedite the situation.
11. Some game fees were inadvertently paid the wrong amount, we have addressed this problem with the schools and this should not happen again. Game fees are the following: WPCC -\$85, Penn State Junior College - \$90, AMCC - \$130, Pitt Johnstown Men - \$150
12. If you cannot work a game due to illness, job, personal reason, etc., please notify Bill with adequate advance warning. Do not expect him to work miracles on short notice and afford him the same courtesy you would appreciate.
13. Remember, if you attempt to give back a Pitt Johnstown (Division II) men's game to take another DII game, your request will not be honored. You can only give back a COA assignment if you are working a game at a higher level.