

Coaches Handbook



COACHES AND OFFICIALS

1: Arbiter system Coaches

- A. Log on: update cell phone number
- B. Check your schedule to see if posted correctly.
- C. If you have JV playing same times in opposite gyms, do not worry about it, as I do not always know which team will be playing in the main gym.
- D. Tournament games: LOOK UNDER THE GYM AND NOT THE CLASSIFICATION OF TEAMS. YOU WILL SEE GAME TIMES AND TEAMS LISTED AS TBA
- E. Once officials are assigned you will be able to view them 14 days in advance of your game. You will also get a message from Arbiter listing the games and officials 3 days before any home game. These messages are created by Gym and not by team so you may also get additional notifications for other teams using that gym.
- F. Coaches have access to Arbiter for the following.

List of active officials and there contact information

2: Schedules:

Coaches, please check all your schedules including Jr. High and report any discrepancy to Darwin immediately. It is the coach's responsibility to notify Darwin of any changes, including time, number of teams, site, and date changes. If not notified and a crew arrives to call, they are entitled to the game fees for that assignment. It is highly recommended that mileage also be paid but not required by the UIL.

3: Tournament Changes

After the start of a tournament, officials will be paid as originally scheduled. We will make every effort to adjust schedules if a team drops out etc. but the officials will be paid number of games originally scheduled. They usually

have taken off work and the school has received the entry fee from the school causing the change issues.

4: Scratches:

Schools are entitled to 5 scratches for varsity contest excluding tournaments. You can view the roster in Arbiter and if you need to scratch someone follow this procedure.

- A. Go to the UIL website and under sports officials. On the right side of that page is a link to scratch an official. This is sent to the UIL and chapter president and chapter assignor. It is recommended that if you are thinking of scratching an official you wait 24 hours after the game to let the emotion wear off.**
- B. you can also go to the same pages and give an evaluation of a crew that worked your game. That is also sent to the UIL and Chapter President and Assignor. This does not have to be a negative report but a positive report is also welcome.**
- C. Coaches about how a game was called. We train to try and be as consistent as possible, but sometimes things happen. If you have a specific game that you are concerned about the calls, Katy Rice Belt will be glad to have our training committee review and give you feedback. You must provide in writing the situations, time in the game and provide us with access for us to view your concern (Hula, Video etc.) You will receive a written response.**
- D. We will not review the entire game**
- E. If you have rules or questions about how things were handled or the professionalism of an official, Let Calvin or Darwin know.**
- F. UIL or TAPPS Reporting: If an incident occurs that requires a report to the UIL or TAPPS, the officials will notify Darwin and Calvin immediately after the game. The officials will take notes of times and player numbers involved in the incident and file a report online within 24 hours with the appropriate organization. A copy of the report will be forwarded to Darwin. The school is also required to file a report in most cases.**

5: Game Fees and Mileage for all games follow UIL 1204

- A. Katy Rice Belt invoice: The chapter has an invoice that recaps all the correct mileage rates and game fees. If a school has their own invoice it will be filled out and it is recommended that the official attach a copy of his invoice to the school's invoice. Tournament pay is the same as regular season pay. Any discrepancies in the invoice first contact the official and if not resolved contact Darwin.**
- B. Copy of Rice Belt invoice is on website and included in this handbook.**

6: What Katy Rice Belt expects for schools.

- A. Game administration to greet and introduce themselves and let officials know where they will be located during the game and be pro active in monitoring the stands. They are there to support the officials if needed to handle any situation.**
- B. A reasonable dressing facility and if possible, water etc. before, halftime and after the game.**
- C. Security available to walk officials out after the game if needed.**
- D. Prompt payment of game and mileage within 30 days or sooner of the game.**

7: Katy Rice Belt Website: www.ricebeltofficials.com

- A. It has Katy Rice Belt Invoice,**
- B. Coaches Section on how to use arbiter.**
- B. Contact information for all Board members.**

COACHES GUIDE TO USING ARBITER SYSTEM.

LOG ONTO WWW.ARBITERSPORTS.COM

- USE YOUR EMAIL ADDRESS
- YOUR PASSWORD IS YOUR LAST NAME UNLESS YOU HAVE CHANGED IT.
- IF YOU CAN NOT GET IN CALL THE HELP DEST AT 1-801-576-2799

Once you are in the system you will be able to see several tabs:

SCHEDULE:

- CLICK ON THAT AND YOU WILL SEE ALL THE GYM SITES AND GAMES THAT YOU HAVE ACCESS TO.
- HIGHSCHOOL VARSITY COACHES USUALLY HAVE ACCESS TO THEIR PROGRAMS AND THE JR. HIGH PROGRAMS.
- THE JR. HIGH COACHES ONLY HAVE ACCESS TO THEIR SITES AND TEAMS.
- IT WILL SHOW THE TOTAL NUMBER OF GAMES ASSOCIATED WITH YOUR TEAMS AND IF YOU CLICK ON THE GAMES TAB IT WILL OPEN UP TO SHOW ALL THE INDIVIDUAL GAMES. WHEN ON THE INDIVIDUAL GAMES, YOU CAN CLICK ON THE SLOTS ON THE RIGHT-HAND SIDE AND IT WILL SHOW THE OFFICIALS ASSIGNED TO YOUR GAMES. IF WE CALL FOR THE SCHOOL YOU ARE PLAYING IT WILL SHOW THAT GAME ALSO.
- IF YOU CLICK ON THE LIST TAB, IT WILL SHOW ALL THE OFFICIALS ON THE RICE BELT ROSTER WITH CONTACT INFORMATION. IF YOU CLICK ON A SPECIFIC OFFICIAL IT WILL SHOW YOU PHONE NUMBERS AND IF THEY HAVE UPLOADED A PHOT TO ARBITER IT WILL SHOW.

SCRATCH PROCEDURE:

- LOG ONTON WWW.UILTEXAS.ORG/ATHLETICS.
- GO TO BASKETBALL AND THEN SPORTS OFFICIALS AT THE TOP AND CLICK ON IT.
- ON THE RIGHT SIDE OF THE PAGE IS A SECTION CALLED OFFICIALS SCRATCH FORM. CLICK ON IT AND FILL OUT THE FORM AND THEN SUBMIT IT.
- THE FORM WILL GO TO THE UIL OFFICE AND TO DARWIN PHILLIPS RICE BELT. I WILL THEN GO IN AND UPDATE ARBITER WITH THAT INFORMATION.

OFFICIALS EVALUATION FORM

- THIS FORM IS LOCATED ON THE UIL WEBSITE JUST ABOVE THE SCRATCH SECTION.
- CLICK ON THIS FORM AND FILL IT OUT AFTER YOUR GAMES.
- COPIES OF THE EVALUATIONS GO TO THE UIL AND DARWIN PHILLIPS RICE BELT

REQUEST FOR OFFICIALS: YOU CAN ALSO USE THE UIL WEBSITE TO REQUEST OFFICIALS FOR POST SEASON GAMES IF YOU WANT.



BASKETBALL DIVISION

INVOICE FOR GAME OFFICIATING SERVICES

EACH OFFICIAL MUST COMPLETE AND SUBMIT A PAYSHEET FOR PAYMENT

OFFICIALS NAME:		Last 4 SSN:	
MAILING ADDRESS:		APT/UNIT:	
CITY:		STATE/ZIP:	
EMAIL ADDRESS:		CHAPTER:	Katy Rice Belt
GAME LOCATION/GYM:		VENDOR:	
TEAMS		DATE:	

GAME FEES

LEVEL	# Games	Fee		# Games	Fee	TOTAL
Varsity		\$ 80.00	Single Official		\$ 120.00	
Sub-Varsity (6 Min)		\$ 55.00	Single Official (6 Min)		\$ 82.50	
Sub-Varsity (7 Min)		\$ 60.00	Single Official (7 Min)		\$ 90.00	
Sub-Varsity (8 Min)		\$ 65.00	Single Official (8 Min)		\$ 97.50	
Junior High (6 Min)		\$ 45.00	Single Official (6 Min)		\$ 67.50	
Junior High (7 Min)		\$ 50.00	Single Official (7 Min)		\$ 75.00	
Junior High (8 Min)		\$ 55.00	Single Official (8 Min)		\$ 82.50	
TOTAL GAME FEES:						\$

TRAVEL REIMBURSEMENT

RADIUS (SELECT ONE)	SCHOOLS	AMOUNT	TRAVEL FEE
1-30 MILES	Faith West Academy, Harmony Discovery, Houston Awty, Katy-isd, Klein-isd, Lutheran North, Royal-isd, St. John's 23, St. Francis Episcopal, Tomball-isd	\$ 20.00	\$
31-60 MILES	Bellville Faith Academy, Bellville-isd, Boling-isd, Brazos-isd, Columbus-isd, East Bernard-isd, Hempstead-isd, Magnolia-isd, Montgomery-isd, Needville-isd, St. Anthony Catholic, Sealy-isd, Waller-isd, Wharton-isd	\$ 35.00	\$
61-90 MILES	Bay City-isd, El Campo-isd, Ganado-isd, Lagrange-isd, Louise-isd, Rice Consolidated-isd, St. Rose Catholic, Tarkington-isd, Weimar-isd	\$ 50.00	\$
NEGOTIATED	Hallettsville-isd	\$ 75.00	\$
91+ Miles (portal-to-portal)	Dime Box-isd, Palacios-isd, Smithville-isd, Yoakum-isd		\$
91+ MILES (mileage fee)	Miles _____ *(1-car .655, 2-car .491, 3-car .393)		
91+ MILES (rider fee)	\$15 Regular Season	\$	\$
91+ MILES (meal fee)	\$15 Regular Season/ \$30 Playoffs	\$	\$
TOTAL MILEAGE FEE			\$

TOTAL DUE OFFICIAL	\$
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OFFICIALS SIGNATURE: _____ DATE: _____

COACHES SIGNATURE: _____ DATE: _____