

## **Game Turn Back Procedure**

To ALL Members:

Please understand the game assignment turn back process.

Within 24 hours of game time at any level notify members of crew and team athletic director.

SUB VARSITY games - Once a member self assigns or accepts a sub varsity game, he/she "owns" the game slot. If it becomes necessary for the official to turn the game back, regardless of reason, it is the responsibility of the official to secure a replacement from within the NHFOA membership and communicate details immediately to the commissioner. The commissioner will update Arbiter as soon as possible.

In searching for a replacement, officials have Arbiter email capability that allows mass distribution to the entire membership. Please utilize that function rather than asking the commissioner to do the same.

VARSITY games - Contact the commissioner immediately via email, cell phone, land phone and provide details. Only commissioner may make assignments and replacements for varsity games. Continue to make person-to-person communication with commissioner until you receive a confirmation or see that you have been removed from game on Arbiter.

Turn back of a varsity game incurs a \$20 administrative fee. Fee should be made payable to NHFOA and sent to the NHFOA treasurer. Injury, illness and family emergency are the only reasons to allow waiver of administrative fee. Employment responsibility, vacations and family functions are reasons for turn back of games but does not relieve responsibility for payment of administrative fee.