

Policy for Managing Your Games, Making Priority Decisions

The purpose of this policy is to provide guidance regarding:

- A) how to avoid game turn backs from conflicting assignments,
- B) criteria to resolve game conflicts if they occur.
- C) guidelines to make a priority decision.

Four absolute principles must be stated up front, and if they are adhered to, conflicts will be few:

- 1) once a Varsity game is accepted, work that game
- 2) Never trade a game in one section for a game in the other section.
- 3) HS games take priority over HVUA (Rec) games; open your Sportspak calendars, close your Horizon calendar. If a date is open in Sportspak, it's closed in Horizon.
- 4) timely management of all your calendars will minimize conflicts and turn backs.

Definition of some terms:

Initial assignments: Both Section 1 and 9 will offer each official an initial (or original) set of game assignments. If time and circumstances permit, a Section may offer a second round of initial assignments. Typically, this second round is unnecessary.

On demand assignments: once the initial assignments are offered and processed, all subsequent assignments are issued 'on demand', typically single games needing quick responses to accept or decline.

Guidelines to avoid game conflicts during Initial assignments:

- 1) Since it is not definite which Section will provide the initial assignments first, **open both calendars to the dates you want games.** Usually Section 1 goes first.
- 2) Once a section provides initial assignments, immediately act on those assignments.
- 3) **Then, immediately close those game dates in the other section's calendar.**
- 4) **However, If you have difficulty acting quickly,** you should not open the same dates in both Sportspak calendars, as slow response will lead to multiple game conflicts. If this describes you, instead open a date in one section while keeping that date closed in the other section's Sportspak.

Guidelines to avoid game conflicts (on demand assignments):

- 1) If offered a game in one Section, close that date in the other Section's calendar immediately.
- 2) Do not open your HVUA calendar for any date where you want a HS game.

Private Schools:

- 1) Private school games are to be considered a Sectional grouping, thus we service **3 HS 'Sections'**.
- 2) Private school games for **Millbrook Prep** and **Trinity Pawling** are **Varsity level** games. All other Private school games are JV level.
- 3) When you accept a Private school game, close both SportsPak calendars.
- 4) If you know of an urgent need for a Varsity game in Sections 1 or 9 AND you have a lower level (JV) Private school game, first call Chuck to see if he can backfill you on the Private School game BEFORE you commit to the Varsity game.

Guidelines for resolving game conflicts; choosing which game to work:

- 1) A lower level HS game may be turned back for a higher level HS game **if both HS games are in the same Section AND the assignor wants the swap.**
- 2) Across Sections 1 & 9: never turn back a game in one section for a better game in the other section.
- 3) A Varsity game should never be turned back due to a game conflict. Once you have a Varsity game, close all other calendars!
- 4) **College games** take priority over lower level HS games, **but not over HS Varsity games; do not turn back a HS Varsity game.** Timely calendar management should prevent conflicts. **If you want a college game, close both HS calendars.** If you have a college / lower level HS game conflict, BOCES will understand the priority decision but not appreciate excessive turn backs; so limit those turn backs.
- 5) If you struggle to keep your SportsPak calendars in synch in a timely manner, consider working in just one section and close the other section's calendar. You will still be notified of urgent shortages and you can react to those.

Maximizing your chances to pick up a game on an open date:

- 1) Open the date in both Section's calendars. Your HVUA calendar should be closed.
- 2) If a HS game is offered, close the other Sportspak calendar.
- 3) Once a date is **4 days away** (72 hour deadline) or less, close either your Section 1 or Section 9 calendar to avoid a possible turn back fee in Section 1 (or disappointing Section 9).
- 4) Or, if a HS game is not offered and the date is **3 days away** (or less), then you could look for an HVUA game. In this event, close both HS calendars; only respond to a HS emergency shortage.
- 5) If you can't wait until 3 days before the date, open your HVUA calendar and immediately close both HS calendars.
- 6) If you respond to a TBA and get the game, immediately close your SportsPak calendars.
- 7) On Saturdays, a single HS game is possible, but a DH is less likely. If you want multiple games, perhaps an early HS game and a late HVUA game or multiple HVUA games.
- 8) On Sundays, HS games are rare but not unprecedented. Unless you want a HS game, close both HS calendars, open your HVUA calendar.

Sectional Games:

- 1) To qualify to receive a Sectional game(s) assignment:
 - a. In Section 1, you must work at least 4 games and at least 3 must be Varsity games
 - b. In Section 9, you must work at least 4 Varsity games
- 2) **Turn backs: if you have an excessive number of game turn backs, the BOCES assignor may exclude you from Sectional games.**

Courtesy: treat all your assignors the way you want them to treat you. Excessive turn backs / declines, short notice turn backs, being a pest: these behaviors will likely result in assignors excluding you from game assignments.

HS vs HVUA Game Priority

Also avoiding conflicts with college / other associations

- 1) **HS games take priority over HVUA games.** Members should manage their multiple calendars to achieve that result. If you are available for a HS game, open your Sportspak calendar(s) and try to get a HS game. There are **3 specific exceptions** to this rule:
 - i. **HVUA TBA games:** If you **accept** a TBA game, you are to work that game.
 - ii. **Sunday Men's games** have priority. If you want a Sunday men's game, close both Sportspak calendars.
 - iii. **Within 24 hrs / Day of game priority:** an HVUA game has priority when within 24 hours of the game date/time. You are to work the HVUA game **unless released by your HVUA assignor**. If you become aware of an urgent need on a HS game and you want that game, **call your HVUA assignor immediately and speak with them before agreeing to any changes.**

- 2) Your HS (Sportspak) calendars and HVUA (Horizon) calendar should **never** have the same date open. If a date is open in either Sportspak calendar, it should be closed in Horizon. And, if you want an HVUA game because you are not available for a HS game, close both Sportspak calendars. There are **3 specific exceptions** to this rule:
 - i. If a **HS game is wanted but not offered** and the date is now **3 days away** (72 hours) or less, you could open your HVUA calendar and close your Sportspak calendars.
 - ii. **Afternoon HS game, evening HVUA game:** If you want 2 games on a weekday (e.g. a 4:15 HS game and an 8pm HVUA game), open your HVUA calendar **and use a partial block** (e.g. available after 8pm).
 - iii. **Saturday games:** If you want a morning HS game and a late afternoon HVUA game, open your HVUA calendar **and use a partial block** (e.g. available after 4pm). If you want a DH earlier on a Saturday, your best approach is to close your Sportspak calendars and open your HVUA calendar for that date. Sometimes there are HS DHs, but you are more likely to get an HVUA DH.

- 3) **College games:** Your college calendar and HVUA calendar should **never** have the same date open, **no exceptions.**

- 4) **Other Associations:** These could be other sports (e.g. soccer) and/or other baseball associations. Typically, other associations use Arbiter, which means calendars cannot be shared with Horizon. This leaves the burden of managing all calendars with you. Some members may be quick to react and **update calendars to prevent conflicts**, but typically that is not the case. **In**

general, it is recommended that if one association calendar is open for a date, the other calendar(s) should be closed. HVUA Priority for TBA games, Sunday men's games, and day of game priority are in effect.

Some examples:

Example 1) I have an open Monday in two weeks where I want a game.

Answer 1) Open both Sportspak calendars, do not open your HVUA calendar. If you also want an 8pm game, open your HVUA calendar with a partial block (i.e. you want both an early and a late game on that Monday). If no HS game has arrived by the Friday before, only then open your HVUA calendar and close your Sportspak calendars.

Example 2) I have an open Thursday in 3 weeks: both my Sportspak calendars are open, my HVUA calendar is closed. I see a TBA game in Horizon for that Thursday, what should I do?

Answer 2) Do not respond to the TBA, wait. If you do not get a HS game and it's now the Monday before (3 days away), see if the TBA is still active. If you get the HVUA game, immediately close both Sportspak calendars. Anytime you **accept** an HVUA TBA game, you are to work that game.

Example 3) I have an open Saturday in 3 weeks and would like multiple games.

Answer 3) In this case since it is a Saturday, you should close both HS calendars and open your HVUA calendar. If you work college, open it instead of HVUA.

It is possible you could get a HS DH on a Saturday, but not as likely. You might also try for a morning HS game and a late HVUA game. To do that, use a partial block on your HVUA calendar (i.e. Open your HS calendars, block before 3 or 4 pm on your HVUA calendar). If there is a last minute urgent opening for a HS Varsity game, call your HVUA assignor to discuss.

Example 4) On Sundays I prefer to work HVUA men's games

Answer 4) Open your HVUA calendar and close both Sportspak calendars. If there is a last minute urgent opening for a HS Varsity game, call your HVUA assignor to discuss.