

Coaches Handbook



COACHES AND OFFICIALS

1. Arbiter system Coaches
 - A. Log on: Update cell phone numbers.
 - B. Check your schedule is posted correctly.
 - C. If you have JV playing same time and you have it in opposite gym do not worry about it, as I do not always know which is in the main gym.
 - D. Tournament games look under the gym and not the classification of teams
 - E. Once officials are assigned you will be able to view the official's 14 days prior to your game
 - F. Coaches have access in arbiter for the following:
 - o list of active officials with 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 night. Paying mileage is optional to the school.**
3. **Tournament changes:** after the start of a tournament will be billed as originally scheduled, we will make every effort to move officials around but they will be paid the amount of original games scheduled since the school will have collected the tournament entry fee.
4. **Scratches:** Schools are entitled to have a maximum of 5 scratches for varsity contest excluding tournaments. You can view the roster on Arbiter and if you need to scratch someone follow this procedure:
 - a. Go to the UIL website and sports officials. On the right side of that page is a link to scratch an official. That is sent to the UIL and to me. I recommend that if thinking of scratching an official after a specific game you wait 24 hours to let the emotion wear off.
 - b. You can also go to the same page and give an evaluation of a crew that worked your game. That is also sent to the UIL and Darwin. This does not have to be a negative report but a positive report is also welcome.
 - c. Coaches concern 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 calls, Katy Rice Belt will be glad to look at it. You must provide in writing the situations you are concerned about, the time in the game and access for us to view your concern (Hula, Video etc.). A committee will review it and either the President or Secretary will respond back to you verbally and if requested a written response.
 - d. We will not view entire games.
 - 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 with 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 also in most cases.

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5. **Game Fees and Mileage for regular games:** Provided on the Mileage Chart sent to each coach and is on our website: www.ricebeltofficials.com
 - a. Mileage Chart is Available [Here](#).
 - b. **Katy Rice Belt Invoice:** We have an invoice that recaps all the correct rates that the official will leave at each game. If a school has their own invoice it will be filled out and it is recommended the official attach a copy of his invoice to the school invoice. If there is a discrepancy contact the official and if not rectified contact Darwin
6. **Tournament Pay**
 - a. Games fees are the same as regular season games:
 - b. Mileage is same as regular season. [Mileage Chart available here](#)
 - c. Tournament placement games will be officiated as a 3-person game unless requested otherwise
 - d. Officials will be payed, like normal season
7. **What Rice Belt expects from the schools:**
 - a. Game Administrator to greet and introduce themselves and let them know where they will be during a game and their support if needed to handle any fan situation
 - b. A reasonable dressing facility and if possible water etc. before, halftime and after the game
 - c. Security of Administrator available to walk out with the officials after the game if needed
 - d. Prompt payment of game and mileage within 30 days or sooner
- 8: **Rice Belt Website:** www.ricebeltofficials.com
 - a. It has W-9 forms, Mileage Chart, Rice Belt Invoice, Coaches Section How to use Arbiter

COACHES GUIDE TO USING ARBITER

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 DESK 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 PHOTO TO ARBITER IT WILL SHOW.

SCRATCH PROCEDURE:

- LOG ON TO 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 KATY 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 KATY RICE BELT

REQUEST FOR OFFICIALS:

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



TASO BASKETBALL DIVISION
 TEXAS ASSOCIATION
 of SPORTS OFFICIALS

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	NUMBER GAMES	FEE	TOTAL
VARSETY		\$ 70.00	
SUB-VARSITY		\$ 55.00	
JUNIOR HIGH (6 MIN)		\$ 35.00	
JUNIOR HIGH (7 MIN)		\$ 40.00	
JUNIOR HIGH (8 MIN)		\$ 45.00	
TOTAL GAME FEES:			

TRAVEL REIMBURSEMENT

RADIUS (SELECT ONE)	SCHOOLS	AMOUNT	TRAVEL FEE
1-30 MILES	FAITH WEST ACADEMY, HARMONY DISCOVERY, HOUSTON AWTY HS & JH, KATY ISD JH SCHOOLS (15), PAETOW HIGH SCHOOL, ROYAL HS & JH, SOUTHWEST CHRISTIAN ACADEMY, ST. JOHN'S 23, WALLER JH & SCHULTZ JH	\$ 15.00	\$
31-60 MILES	BELLVILLE FAITH ACADEMY, BELLVILLE HS & JH, BOLING HS & IAGO JH, BRAZOS HS & JH, COLUMBUS HS & JH, EAST BERNARD HS & JH, HEMPSTEAD HS & JH, MAGNOLI BEAR BRANCH JH, MAGNOLIA HS, MAGNOLIA JH, MAGNOLIA WEST HS, NEEDVILLE HS & JH, SEALY HS & JH, TOMBALL CREEK SIDE JH, TOMBALL HS & JH, TOMBALL JH, WALLER HS, WHARTON HS & JH	\$ 30.00	\$
61-90 MILES	BAY CITY HS & JH, BRENHAM HS & JH, EL CAMPO HS & JH, GANADO HS & JH, LAGRANGE HS & JH, LOUISE HS & JH, RICE CONSOLIDATED HS & JH, SWEENY HS & JH, WEIMAR HS & JH	\$ 45.00	\$
91-120 MILES	DIME BOX HS & JH, HALLETSVILLE HS & JH, PALACIOS HS & JH, SMITHVILLE HS & JH, TIDEHAVEN HS & JH, WAELDER HS & JH	\$ 70.00	\$
121+ MILES (rider fee)		\$ 15.00	\$
121+ MILES (portal to portal)	Miles _____ * [1 car: .545 2 cars: .41 3 cars: .33]	\$	\$
TOTAL MILEAGE FEE			\$

TOTAL DUE OFFICIAL	\$
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OFFICIALS SIGNATURE _____

DATE: _____

GAME FEES

UIL and TAPPS

VARSITY: \$70/GAME/OFFICIAL

SUB VARSITY: \$55/GAME/OFFICIAL

JR. HIGH - UIL and TAPPS

6 MINUTE QUARTERS = \$35/GAME/OFFICIAL

7 MINUTE QUARTERS = \$40/GAME/OFFICIAL

8 MINUTE QUARTERS = \$45/GAME/OFFICIAL