

## TACOMA-PIERCE COUNTY VOLLEYBALL OFFICIALS BOARD

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May 15, 2010

Memo To: Athletic Directors & Coaches

From: Marc H. Blau, Volleyball Assigning Secretary

Subject: 2010 Volleyball Season

The Tacoma-Pierce County Volleyball Officials Board is pleased to again offer officiating services for the 2010 Fall interscholastic volleyball season.

To help us better prepare for the season your help is needed in sending us your schedule of home matches and an officiating agreement no later than June 5th. These forms are attached for your convenience. **Please note that for your convenience simply drag the forms to your desktop, fill in the shaded boxes, save the form to your desktop, and then email it back to me as an attachment.** We ask that you use this method as it is easier to use and input into our scheduling program. If you are unfamiliar on how to do this, please have your athletic secretary or other staff show you. If necessary, please call me on my cell at 253-677-2872.

These forms provide the necessary information to best serve your school. Please remember to include all home matches such as jamborees and tournaments that you may be hosting. Also, please consider potential conflicts such as open houses, workshops, band concerts, in-service training, etc. **It is also critical that ALL information be provided including home and cell phone numbers and email addresses for both yourself and your coach. Because I must minimize working on this during my work hours, it is essential that I be able to contact you in the evening at home if I have specific questions.** This number is not given out to anyone else and will be used sparingly.

Please note space for a Purchase Order number that is required. Please include this number when completing the form. If you need to wait until school reconvenes in the Fall, then we simply ask that you submit this form to us no later than September 15<sup>th</sup>. For further information about the PO number and fees that are charged, please refer to the Athletic Directors section on the website at [www.tpcvob.com](http://www.tpcvob.com).

You will also find a Gymnasium Checklist for your review. This will help you to ensure that your facility is setup properly for all matches as per WIAA requirements. We are unable to officiate matches in an unsafe playing environment. Please be sure to inform us of any special promotions that you might have in between

games so that officials can be notified in advance. Also, please be aware that warm-up times and procedures have been negotiated and agreed upon with league representatives and officials are not prepared to deviate from them. If revisions are necessary, please discuss them with your league representative.

Athletic Directors, Athletic Secretaries (optional), and Coaches also must log onto the ARBITER scheduling program at [www.arbitrsports.com](http://www.arbitrsports.com). Instructions are posted on our website at [www.tpcvob.com](http://www.tpcvob.com) for your convenience. All matches will be posted on this system which will allow you to log on and check to make sure officials are assigned. There is no need to call or email me for this information as it will be available for viewing at your convenience once the season gets under way.

Throughout the season your input is always welcome. Please feel free to email or call me at 253-677-2872 as the need arises. Until then, have a great summer and please return the two forms no later than June 5th. Thank you.