

**PIONEER VALLEY INTERSCHOLASTIC**

**ATHLETIC CONFERENCE**

**Commissioner of Officials**

**Job Description**

**Approved by the Executive Board on November 15, 2007**

Pioneer Valley Interscholastic Athletic Conference  
Commissioner Of Officials Job Description

A. Responsibilities

Each Commissioner will assume the following responsibilities:

1. Assignment of all varsity and sub-varsity officials for games/matches played by member schools in the Pioneer Valley Interscholastic Athletic Conference. The Commissioner will also assign officials for middle school games upon individual request.
  - a. The Arbiter software program will be used for assigning all PVIAC officials.
2. Make assignments for all postponed games - reassignment of officials if necessary.
3. Obtain and utilize approved officials from the M.I.A.A. list (s).
4. Provide a preference list to all Athletic Directors prior to the assignment of officials. This form should be returned to the Commissioner prior to the assignment of officials.
5. Assign officials on the following basis:
  - a. Consideration of the coach's preference list. (This list is sent to schools and returned to the Commissioner before assignments are made, item 4 above).
  - b. Competency.
  - c. Know affiliations (be aware of an official's affiliation with PVIAC schools and leagues).
6. Provide each school with a master schedule of all home and away games with assigned officials by that commissioner seven (7) days before the first scheduled game via the Arbiter.

- a. All schools should notify the Commissioner of any changes in the master schedule regarding Dates - Times - Sites as soon as possible.
  - b. The Commissioner will provide notice of any reassignment to the home school.
  - c. The Commissioner will advise the reassigned official to notify home management of the change upon arrival.
7. Provide member schools with an updated officials directory via the Arbiter. This directory will include give full names addresses, social security numbers, and telephone numbers.
8. Inform officials of all of their assignments via the Arbiter.
9. Establish a rating system that enables coaches to advise the Commissioner of individual varsity and sub-varsity officials' performance.
  - a. Prepare a seasonal summary of officials ratings and attach it to the final report.
  - b. In the event of limited reports, and/or insufficient data, final responsibility for rating officials rests with the Commissioner.
  - c. Any school that does not rate all officials assigned by the commissioner will not receive a pre-season preference list the following season.
10. Enforce the provision that no official, when assigned to a **PVIAC** varsity contest, be assigned to other **PVIAC** contests on the same day unless no officials are available.
11. Attend a pre and post-season coaches meeting.
12. All Pioneer Valley Interscholastic Athletic Conference schools will notify the Commissioner **and all officials** of postponement of any game/match at least two and one half hours before the starting time. The Commissioner is responsible for assigning officials to all rescheduled athletic contests and confirming all assignments with the

home team. **The commissioner will follow the PVIAC cancellation policy.**

13. Provide liaison with the official's organization for the Pioneer Valley Interscholastic Athletic Conference.
14. Issue a written final report on the season to the sport association chair. The final report should include comments, concerns and recommendations regarding the assignment of officials, as well as a summary of the final ratings. Any scheduling concerns should be covered in this report as well.

This Final Report is due 30 days after the Sectional Finals.

15. Upon request, attend hearings in any game under protest by a member school.
16. Additional items as established by the Individual Sport Association and approved by the Executive Board.
17. Attend the annual Commissioners meeting sponsored by the Pioneer Valley Interscholastic Athletic Conference when the meeting is scheduled.

B. Selection

1. Commissioners will be re-appointed annually based on the recommendation of the chair school, and the vote of the Pioneer Valley Interscholastic Athletic Conference Athletic Directors and the Executive Board.
2. A letter of interest and a resume shall be submitted to the PVIAC Executive Secretary by any interested applicant. The letter of interest is to be submitted in accordance with the date stipulated in the posting.
3. Applications will be reviewed by the Ad Hoc Committee appointed by the chair school. The chair school will recommend an applicant to the Executive Board of the conference for approval.

4. Notification of selection will be provided, in writing, by the Executive Board.

C. Compensation

1. The salary for each Commissioner will be established by the General Conference.
2. Fees from each member school of the sport association will be collected by the conference. Payment will be made to the commissioner by the conference chair after receipt of a bill and certification by the Individual Sport Association Chair that all responsibilities have been completed including a copy of the final report.
3. Before the Commissioner can collect any additional fees (from individual officials) a prior written agreement between the official board and the Commissioner must be submitted to the chair school. The chair school will forward such a request to the PVIAC Executive Board for approval.

The agreement cannot exceed \$3.00 per turn back and it is the responsibility of the Commissioner to collect the fee.