

PROCEDURE FOR REPLACEMENTS FOR SUB VARSITY GAMES

If for any reason you are not able to officiate a sub varsity game the procedure listed below is to be followed. *SUB VARSITY GAMES ARE NOT TO BE TURNED BACK TO THE COMMISSIONER.*

- 1- secure a replacement from NHFOA roster
- 2- notify home school athletic director of change
- 3- notify crew members of change
- 4- notify Commissioner of change (e-mail ok)
- 5- have replacement official sign replacement form & send to Commissioner
- 6- originally assigned official is responsible for communications and if sub no-shows

IF A NO-SHOW OCCURS

When an official fails to fulfill an assignment it is a failure to fulfill a contract for services. Should you be the originally assigned official, you fail to show and have not provided the Commissioner of proof of a replacement the following steps are to be taken:

- 1- phone calls of apology are to be made to Athletic Directors of both schools
- 2- a letter (not email or fax) of apology is to be sent to home school Athletic Director with hard copy to Commissioner
- 3- determine if officials that worked game were paid absent official's fee by school
- 4- if yes - send reimbursement to school, contact AD to determine check payable to
- 5- if no, or if officials paid by mail, notify school AD that you will pay officials
- 6- if no, pay each of the officials that worked an equal portion of the intended fee
- 7- either yes or no, send Commissioner proof of payment and name party(ies) paid