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Managing Match Officials

Overview

'Match Official' is one of many Roles available that can be applied to a person's record.

People with the 'Match Official' role have access to unique functions and system features which allow them to set their availability for matches, check their match allocation and submit votes for awards.

Menu **Mode:** *Competition Management* **Menu:** *Match official -> Person List/Search*

How to assign the match official to a person

From person search list, double click on any participant record and a new pop up window will appear. Click on the **Roles** tab and assign a **match official**

Match official roles can be assigned in bulk via People --> Reconfirm/Change Person Roles

How to add new match official to system

Menu **Mode:** *Competition Management* **Menu:** *Match official -> Add new match official*

The system will perform a duplicate check before creating a new record. If the person already exists in the system, their record can be transferred (copied) to the new association/club with a role as match official. Otherwise, a new person record can be created by selecting "**Create new person**"

How to manage settings for a match official

Match official setting

Umpire settings	Details
Class	choices: JUNIOR, SENIOR. Indicates the class for the match official (Not Available in all sports)
Allocation Region	Display particular region this match official works
Location Zone	Display particular geographical zone this match official works
Accreditation Level	Show qualification information (if any)
Accreditation, Year attained	Show year of qualification attained (if any)
Passed Fitness Test	Show information of passed fitness test (if any - checked box)
Fitness Test Date	Show date of fitness test (if any)
Medical Certificate	Show checked box if any
Registration Status	Display registration status if any
Registration ID	Display registration ID if any
First Registered	First date of registration
Registration Paid to	Payment of registration
Double Up (weekend)	The official can officiate multiple matches on weekends
Double Up (reserves)	The official can officiate Seniors and Reserves on the same day
Available Mon-Fri Daytime	Weekday availability
Allocation Weight (0-200, 100 is normal weight)	Officials with a higher weighting will be allocated before officials with a lower weighting

Print Preferred

Officials need to check this to enable 'mail merge' notification (see notifications section)

Panel Assignments

This display indicates the panels that officials have been assigned to and their designated roles within those panels

Allocation history

History of match official allocation will be displayed as above throughout each selected season. In particular,

Allocation History	Details
Per club	Number of appearances
Per role	Official 1 (main role), Official 2 (assistant), Official 3 (reserve) or Call offs (Abandoned match)
Per panel	Number of appearances
Per list of 10 clubs allocated in season	Club name list/date/Role name & match detail view link
Per allocation days in a season	Date/Role/Match detail link

Availability Settings

Allows officials to set general availability rules across an entire season

Availability

Officials can use drop down selectors to indicate their availability on specific dates. Additional comments can be added if required.

Automatic Allocation

Overview

Auto allocation of **Match Officials** is one of the powerful features in the competition management system. Before this process can be activated it must be correctly configured:

Menu mode: Competition Management **Menu:** Match Official -->Match Official Allocation Setup

Auto Allocation Configuration

Step 1 - Configure Panel

Menu mode: Competition Management **Menu:** Match Official -->Match Official Allocation Setup --> Configure Panels

Panels should be added and set up and used to categorise Match Officials by their accreditation level. These panels are then mapped to grades, ensuring that only **Match Officials** with appropriate qualifications will be assigned during automatic allocation.

Allocating **Match Officials** to panels makes it easier to manage allocation when you have grades of varying standards.

Notes

Panel level ID - Used to group panels into same group of similar qualification criteria.

E.g. there is an elite junior development grade that has it's own panel but you want to group it with lower level senior grades so that overflow occurs from that panel to lower grades instead of to higher level senior grades. More often than not you will just keep this the same as the panel sort order.

Max level drop down

Sometimes you will want to limit the amount of "overflow" from the members of higher panels to lower grades so that your elite match officials do not end up being assigned to too low a grade. Generally you will set this to 0 which indicates no maximum drop down.

Step 2 - Assign to Panels

Menu mode: Competition Management **Menu:** Match Official -->Match Official Allocation Setup --> Configure Panels

- Select Panel and role from drop down list to assign
- Move those you want from the left to right text box
- Hit 'Update' for confirmation

Notes

Roles options vs. Match Official designated function:

- OFF 1 equivalent to REF - Main Match official
- OFF 2 equivalent to AR1 - Senior Assistant
- OFF 3 equivalent to AR2 - Junior Assistant

Panel vs Roles restriction

- An official is only allowed ONE role per panel
- A Person can take multiple roles across panels. For example, an official allocated to panel 1, with role A will have a designation 1A which means for role A they are also qualified to officiate in panel 2 matches for role A. They may also have a 2B designation for the role B and so on
- This panel overflow rule means that officials that don't get allocated to matches in their designated panel can then be used in lower grades. The overflow can be restricted such that officials don't get allocated too low.

With this setup, referees can be allocated a C and D role thereby allowing them to officiate at both the senior and reserves game at the same venue in football or As for cricket, with this setup umpires can simply be given the UMP2 role insuring they only officiate with other umpires and not on their own.

Step 3 - Configure Region

The automatic allocation process takes into account a number of variables. *Allocation Regions* are useful for designating a geographical area for a grade and indicating a preferred geographical region for match officials so that they will only be allocated to matches in their area.

Go to **Mode:** Competition Management **Menu:** Referees -> Referee Allocation Setup -> Configure Regions

- Add New Region

When creating a region only the name and a description are required. Once a regions has been saved it will appear in the Allocation Region drop down box in the Allocation Grade Config screen and the referee settings screen accessible from the Referee Edit page.

Because Regions are attached to Grades, it is important to understand that automatic appointments for grades which span across regions or where regions are larger in scope may not be effective.

In such cases, using the *Allocate by location* feature in the *Referee Automatic Allocation* screen will achieve better results.

Step 4 - Configure Location Venues

Go to **Mode:** Competition Management **Menu:** Referees -> Referee Allocation Setup -> Configure Locations

This is used for designating a geographic location to each venue and match official, ensuring officials will only be allocated to matches in their immediate area.

This screen allows the adding, deleting and editing of *Allocation Locations* used in the referee allocation process.

- Add location and map it to certain region - The newly created location will appear on the list for auto allocation or in Drop down list in **Manual allocation by Zone**
- Assign available venues to location
- View venue listed attaching with location as well as regions ready for auto allocation

Step 5 - Configure grade for auto Match Official allocation

This will allow the mapping of each grade to particular Panel, Region and Venues

Menu Mode: Competition Management **Menu:** Match Officials -> Match Officials Allocation Setup -> Configure Grade Settings or Configure Payment Settings

#	Grade Configuration - Match official allocation
Panel	<ul style="list-style-type: none"> • COMPULSORY for AUTO ALLOCATION • Maps a Panel to the selected grade so that Match Officials can be auto allocated.
Region	<ul style="list-style-type: none"> • OPTIONAL • If selected, then only Match Officials with the same allocation region will be considered in the Auto Allocation process.
Is Reserve Grade	<ul style="list-style-type: none"> • Indicates if this grade a Reserve Grade for another grade. If checked then some Umpire roles will only apply to this grade
Associated Grade	<ul style="list-style-type: none"> • If the competition is structured into Senior and Reserve grades then choose the related grade using the dropdown box. For instance, if this grade is a Senior grade then choose the associated Reserve grade and vice-versa.
Number of officials to allocate	<ul style="list-style-type: none"> • This will set the maximum number of match officials to allocate for this grade.
Allocation Club Repeat rule (weeks)	<ul style="list-style-type: none"> • To control the minimum number of weeks between allocation that a club in the grade will "see" the same Match Official
Payment Settings (Football only)	<ul style="list-style-type: none"> • Enabled to nominate payment rates for each role in football by keying in the values for each role. • Payment rates are used to calculate individual match payments for each referee and are pivotal for calculation in the <i>Referee Payment Summary</i> report.

Start Auto Allocation process

Menu Mode: *Competition Management Menu: Match Officials > Match Official Allocation ->Auto Allocation*

As soon as the above 5 steps have been configured for Auto Allocation system, the grade will be available & auto allocation process can be initiated as below screenshot.

#	Auto Allocation Screen
Week Of	<ul style="list-style-type: none"> • In the selected season a list of match round weeks is populated in the "Week Of" drop down box. • This is the Saturday of the week that includes matches from the preceding Wednesday and the following Tuesday. • The screen will default to the upcoming Saturday.
Selected Grades	<ul style="list-style-type: none"> • The selected grades will be the ones that the process will allocate match officials to.
Allocation Mode	<ul style="list-style-type: none"> • Allocate and Preserve current allocations: Current allocations are preserved while the automatic process tries to allocate officials to unassigned matches • Allocate and Overwrite current allocations: Current allocations are first cleared then then the process allocates matches officials to matches • Clear current allocations: All allocations are cleared for the selected grades
Only Allocate Main	<ul style="list-style-type: none"> • Prevents secondary officials from being automatically allocated to matches.

Checklist for auto allocation

- Match Officials are assigned to panels for given match officiating associated with grades, regions and venues per configuration
- Match Officials can be set so that they are qualified for different roles for different panels (ie Main Referee for B Grade but only Senior Assistant in A Grade)
- Allocations take into account allocation history so that does not visit the same team for a certain period. This can be adjusted per panel.
- Members not allocated from a higher panel are made available to grades for a lower panel. This can be configured per panel.
- Per grade or league the number of officials to allocate can be set for instances where they don't need all officials allocated.
- The "main" match official is allocated first, to all grades then supporting officials are allocated after that. This ensures every match

gets at least one the main official(s)

- The automatic allocation process can preserve current allocations allowing manual allocations to take place first
- The allocation process can be run across all grades in the competition or just across a selection of grades
- Allows for Match Officials to officiate at multiple matches per weekend or just one.
- The configuration allows for s to officiate at a reserves and seniors match on the same match day at the same venue.
- Match Official availability settings are taken into account.
- Match Officials can be given a plus or minus rating so that they get allocated first or last within a given panel.
- The automatic allocation process gives feedback when finished indicating the number of match official positions that could not be allocated.
- An allocation "health" report is available listing various instances where umpires had to double up or missed out on matches altogether



Manual Allocation

Overview

Menu Mode: *Competition Management Menu: Match Officials -> Match Official Allocation -> Manually Allocate Match Official*

This page allows match officials to be manually allocated to matches. The page has four sections:

Grade Details	Displays drop down options to filter by season, week of upcoming matches and Grade
Match List	Displays the filtered match results by Grade or Zone
Match Official List	Display all people who have umpire roles, availability status and assigned panels (if any)
Match Official Allocations	To confirm name & position of allocated match official

Steps to allocate match officials to a particular match

1. There are filters for 'season', 'week of matches' and 'grade'
2. Select either 'Allocation by Grade' or 'Zone' to view relevant match list for allocation
3. Click on one of the matches displayed to activate umpire allocation
4. Select the umpire slot and click on an available umpire to allocate them to the match
5. Click "**Save Allocations**" to confirm

Allocation Reports

Almost all administrative queries regarding Match Official allocation can be found via the list of reports:

Menu mode: Competition Management -->Match Officials -->Match Official Allocation Reports

- Allocation Health Report
- Allocations By Round
- Status List
- Panel Allocation Summary
- Allocation List
- Allocation Clashes
- Double Ups
- Availability Summary
- Matches without Match Officials
- Payment Summary

Health Report

This page shows administrators any anomalies of official allocation

- **Unavailable** - List of match officials who are unavailable for the period
- **Club Repeat** - Lists allocations that violate the repeat rule for a match official during a fixed period - eg. allocated more than once for 1 week for the same club

- **Not Allocated** - List of non-allocated officials

Allocations By Round

Allocations by round are available for viewing/extracting as soon as match official allocations have been made.

Go to **Mode**: *Competition Management* **Menu**: *Match Officials* -> *Match Official Allocation Reports* -> *Match Official Allocations By Round*

It is possible to filter by season/the week of competition (starting with previous Wednesday & ending on the following Tuesday) and Grade

Status list

This section displays status of all officials so that allocation can be made without breaking any rules.

Legends	
Avail	This person is available for allocation
Assigned	This person has been assigned but CAN be allocated more matches
Unavail	This person has indicated that he/she is not available for one or a certain period
Assigned	This person has been assigned fully and could not officiate any more matches
Unavail	This person has indicated that he/she is not available for all dates
2W	This person can serve multiple matches in a weekend
2R	This person can server both Seniors and a Reserve at the same venue (Applicable to soccer only)

Panel Summary

This summary provides the details of allocation status for active panel

Allocation list

Displays details of the matches where an official has been assigned to.

Go to **Mode**: *Competition Management* **Menu**: *Match Officials* -> *Match Official Allocation Reports* -> *Match Officials Allocation list*

Clash Report

Displays all instances where match officials are allocated to more than one match at a time or for matches that overlap.

Go to **Mode**: *Competition Management* **Menu**: *Match Officials* -> *Match Official Allocation Reports* -> *Match Officials Allocation Clashes*

NOTES

- Filter by Season & Date range (max. 31 days only)
- Clash report is listed per official who is allocated to more than one match on the same day.
- If match times are used then the clash will consider the match start time and length before flagging them as clash

Allocation Double Up Report

This report identifies those referees that have more than one match allocation for a given weekend of matches. It is useful to balance the assignment between those who are assigned too many or too few games.

The "Week Of" drop down selector determines the *week of* matches form the previous Wednesday to the following Tuesday.

Availability Summary

This report shows the availability of officials for the upcoming matches. The availability can be indicated by the officials themselves or by the association's admin users.

Go to **Mode:** *Competition Management* **Menu:** *Match Officials -> Match Official Allocation Reports -> Match Officials Availability*

NOTES:

Availability Status	Available, Unavailable and Conditional (i.e. may be available depending on certain factors)
Comments	Be entered by admin users/officials to further clarify the availability status
Availability	Be specified separately for each day on which a match is scheduled - for example if a match is played over 2 days, a player/umpire can indicate a different availability for each date. The availability information is available throughout a given season - which means that a player/umpire can fill in availability for any future match in the current season at any time, or even the entire season at once.

Matches without officials

This report shows a list of matches that do not have an official assigned yet.

Go to **Mode:** *Competition Management* **Menu:** *Match Officials -> Match Official Allocation Reports -> Match without officials*

Match Official Payments

Shows a summary of the payment total per official according to the number of matches they are allocated for. Click on each official's name to display detailed information.

Go to **Mode:** *Competition Management* **Menu:** *Match Officials -> Match Official Allocation Reports -> Match Official Payment*

Notify Allocations

Overview

Menu Mode: *Competition Management* **Menu:** *Match Official-> Match Official Allocation -> Notify Match Official Allocations*

This page allows you notify the umpires of their allocations via email or SMS.

Email notifications

An email will be generated which contains match and allocation details for each umpire that has been allocated.

1. Select the grade (or choose *ALL GRADES*), and select a 'week of' date from the selector bar and click *Go*. The date range returned will be the week from the Wednesday prior to the date selected, up to the following Tuesday.
2. Optionally enter a message which will be included within the email
3. Deselect any recipients that you do not wish to notify
4. Note: People that do not have a valid email address are not able to be selected
5. Click *Send Email*

Notes

- Only users that have EMAIL_SENDER user role & a valid email address can send emails
- **Subject:** Pre-filled and can be adjusted
- **Message:** Enter the email/SMS message here if you want to add information to default content ie. Match, Date, allocation position
- **Attached files:** **Max. 100-200 KB in size** recommended

SMS notifications

An SMS message will generated which contains match details for each umpire that has been allocated. Before sending the notifications please ensure enough SMS credits are available. For further information, please read:

[\[About ResultsVault SMS\]](#)

To send SMS:

1. Select the desired week and grade and click *Go*
2. Deselect any recipients that you do not wish to notify
3. Note: People that do not have a valid mobile number are not able to be selected
4. Click *Send SMS*

Notes

You must have the SMS_SENDER user role to be able to send SMS.

Other features

Downloading data for mail merge

This feature supports umpires that do not have access to email and/or SMS. In this case the 'Print Preferred' check box must be checked on the umpire's Settings tab on their person record.

To download data:

- Select the desired week and grade and click *Go*
- The recipients that have their *Print Preferred* setting checked will be displayed
- Click the *Download Data* link
- Save the file (zip format) to a suitable location on your hard disc
- Unzip the files to a suitable location

The zip file contains a data file (allocations.txt) in tab delimited format which has all fields required for a mail merge. This file does not contain the match information however, instead formatted data for each match is contained in a separate HTML file named [_matchid.htm](#).

Notification history

An audit history is kept of all notifications sent by email and SMS.

Click the history tab, select the grade and click *Go* .

The audit history will be displayed including the type of notification, number of messages sent, and user that sent the notifications.

SMS history information is also available from the *Communications...SMS...Account and message history* screen (with the message recorded as 'Ump allocation sms'.