San Diego Water Polo Officials Association

Referee Check List

(Note the blue underlined URL links)

1. Pay Dues

- $ 125.00 per Season (Boys or Girls)
- $ 200.00 Total if both seasons paid at one time

How to Pay:

Check: Payable to "SDWPOA" (San Diego Water Polo Officials Association)

- **Venmo**: @sdwpoa
  - When you have paid, you will be given a Rules Book
  - *At the end of each season, you will need to pay $ 1.50 assignment fee per each assigned game*

2. Purchase Insurance

- All referees *MUST HAVE* Liability Insurance
- **How to Purchase: (**There are two options for insurance)

1. **DragonFly** (**NFHS)** $ 35.00
   The coverage includes General Liability, Sexual Abuse and Molestation, and Accident Medical and is ***only for High School Sports***. NFHS uses DragonFly as their registration system
   - You can register or sign-in if an existing member. Instructions will also be on this page
   - The insurance card should attach to your profile. Sent t
   - *This option expires June 30th of each year, regardless of when you register.*

2. **NASO** $ 116.00 1-Year / $ 199.00 2-Years
   The coverage includes General Liability, Sexual Abuse and Molestation, and Accident, Medical and is more thorough than NFHS and ***can be used for all sports you officiate***

- **NOTE: Save a printed or digital copy of your receipt for your taxes. *You must send a copy of your insurance card or payment copy to the Treasurer* Dan Crane danielcrane523@gmail.com**

3. Complete the Code of Conduct form:

https://www.sdwpoa.org/_files/ugd/938bf5_e5e8dfe90b2349bbaf0f2c79c9667455.pdf

Complete, Sign, Save and E-mail to *Treasurer* **Dan Crane danielcrane523@gmail.com**

4. Contact Jacob Human *(Assignment Secretary)* to get registered on Arbiter Sports

5. Once you have been set up on Arbiter:

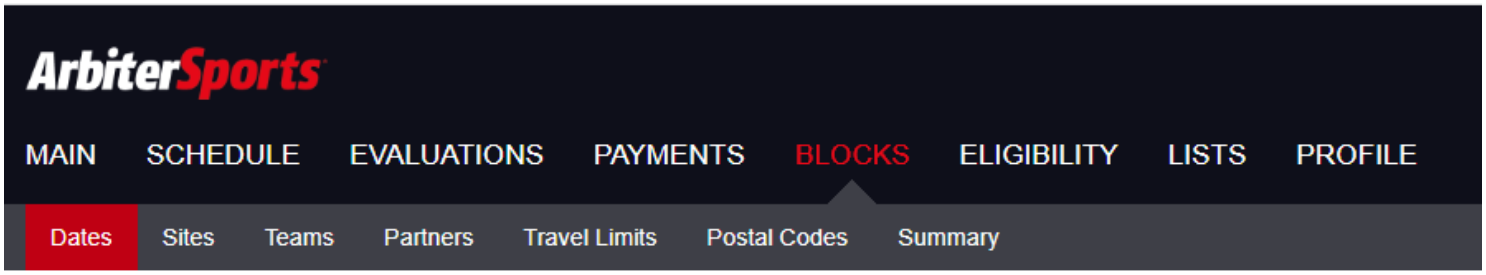
- Check your information under the Profile Tab to make sure it is complete and correct.
- Add a photo.

6. Set-Up Arbiter Pay https://www.youtube.com/watch?v=9cm3uRNCSuU

This is how you will be paid for 99% of the schools

7. Set-up your Blocks at least two weeks in advance.

- You can block Date (full or Partial days with time limitations, Schools, or other Referees you prefer not to work with.
- This information is confidential and only known to the Assignment Secretary only if they attempt to add you to a game and it cannot be assigned.
- Blocks are accessed in the Main Menu



8. Uniforms & Other Items Required

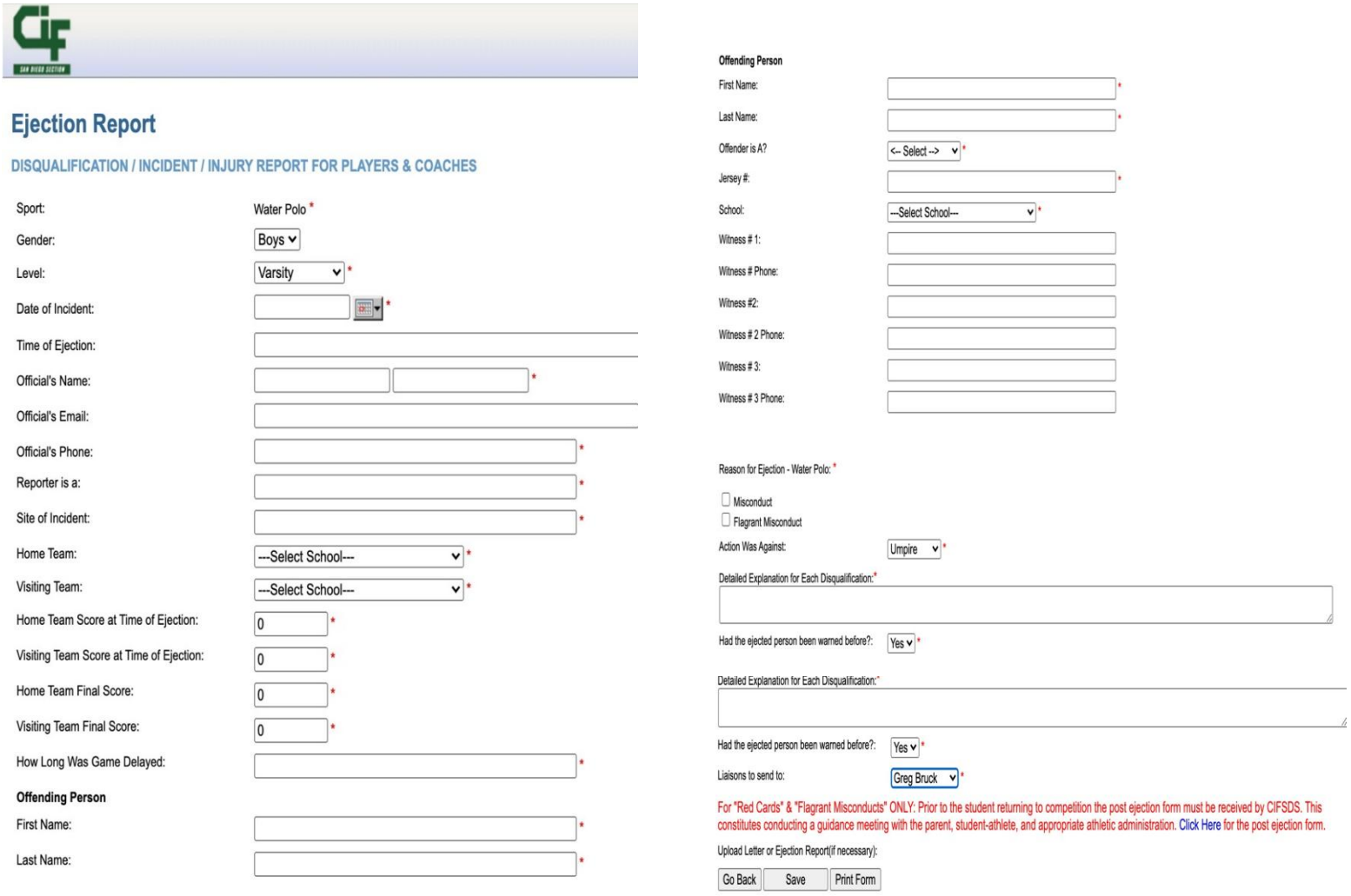
All water polo officials must wear white. You will need:

- White Pants
- White Shorts may be used on very hot days but both referees must wear shorts for uniformity
- White Shirt
- May be a Polo, Short or Long-Sleeve woven style shirt
- White Shoes
- You will be walking a lot so get ones with good support and comfort
- White Jacket
- You will need a light and a heavy white jacket for cooler and *cold* night games
- Other items needed
- Whistle w/Lanyard
- Yellow and Red Cards

9. How to Document a Misconduct or Flagrant Misconduct

- If you have a Misconduct or Flagrant Misconduct during any of your games, you must file a report within 24 Hours. Minor Acts of Misconduct do not need to be reported
- Only one of the two referees need to report the incident
- AT THE GAME YOU WILL NEED: Picture of the Scorebook, full or pages and close-ups of incident information
- Names and Cap numbers of all players/coaches involved
- Time of incident
- To file a report, go to: https://www.cifsdshome.org/misconduct/login
- Enter 123 as the password
- **Click on EJECTION MISCONDUCT**. (do not use the other ones)
- Fill out the report
- Be specific and stick to the relevant facts. Include your recommendation for how many games the instigator should sit out based on the severity of the offense
- Select Greg Bruck" as the Liaison
- Click the "Save" button at the bottom. This will e-mail the form to Greg.
    - Print the form as a backup in case you need to re-submit

To be prepared, here is what you will need to record:



Ejection Report

DISQUALIFICATION / INCIDENT / INJURY REPORT FOR PLAYERS & COACHES

Sport: Water Polo *
Gender: Boys
Level: Varsity *
Date of Incident: *
Time of Ejection:
Official's Name: *
Official's Email:
Official's Phone: *
Reporter is a: *
Site of Incident: *
Home Team: ---Select School--- *
Visiting Team: ---Select School--- *
Home Team Score at Time of Ejection: 0 *
Visiting Team Score at Time of Ejection: 0 *
Home Team Final Score: 0 *
Visiting Team Final Score: 0 *
How Long Was Game Delayed: *

Offending Person
First Name: *
Last Name: *

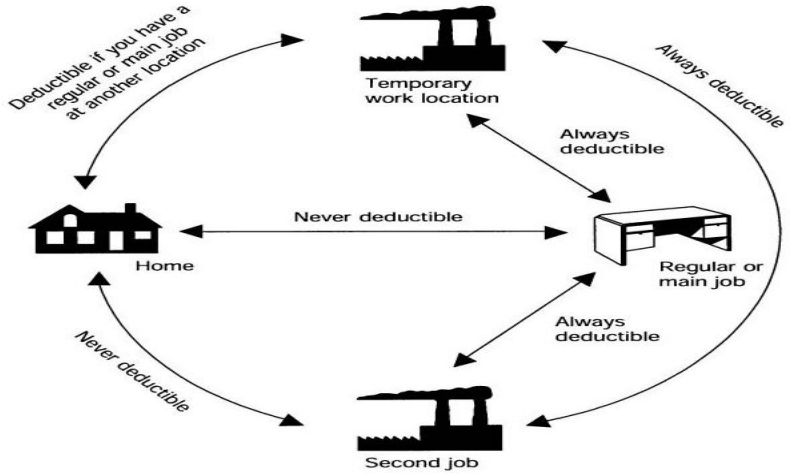
Offending Person
First Name: *
Last Name: *
Offender is A? <-- Select --> *
Jersey #: *
School: ---Select School--- *
Witness # 1:
Witness # Phone:
Witness #2:
Witness # 2 Phone:
Witness # 3:
Witness # 3 Phone:

Reason for Ejection - Water Polo: *
Misconduct
Flagrant Misconduct
Action Was Against: Umpire *
Detailed Explanation for Each Disqualification:*
Had the ejected person been warned before?: Yes *
Detailed Explanation for Each Disqualification:*
Had the ejected person been warned before?: Yes *
Liaisons to send to: Greg Bruck *
For "Red Cards" & "Flagrant Misconducts" ONLY: Prior to the student returning to competition the post ejection form must be received by CIFSDS. This constitutes conducting a guidance meeting with the parent, student-athlete, and appropriate athletic administration. Click Here for the post ejection form.
Upload Letter or Ejection Report(if necessary):
Go Back Save Print Form

In the comments section after detailing the incident, add in your thoughts on the punishment you think the incident requires. e.g. 1 game suspension CIF will determine what will happen to the player and/or coach but will use your thoughts as a baseline

10. Tax Deductions

- This is for reference only and may not be accurate on all accounts. You should talk to an accountant if you file your own taxes to ensure you are taking the proper deductions or use accountant or tax service.
- You can deduct you expenses and mileage from your taxes where entitled. If you have an accountant, it is always best to check with them when you do you taxes. Deductions come off your Gross Income, not off your taxes due If your income does not meet the requirement amount to pay taxes, deductions will not be necessary. You don't get an extra refund if the mileage brings your taxes due down to 0.
- Keep records and receipts of all deductions including mileage
- You will receive a 1099-NEC form (formally 1099-C) from Arbiter (you will have to go on-line to Arbiter to print out for your records. If you are paid by check, you will receive a 1099-NEC form from each School District that has paid you $ 600.00 or more. In most other account where the amount is less than $ 600.00, the District is not required to send you the form. This form will also be sent to the IRS.
- You will file a Schedule C "business" tax form
- Eligible Deductions are: (again check with your accountant)
  - Mileage to each game (*round trip* from home to the game location. The deduction is (currently $ 0.56 per mile but changes every year.
    - You will need your starting and ending mileage plus your total "referee mileage")
    - You can also choose to deduct a percentage of mileage, gas, repairs, auto payment/lease, auto insurance, etc., but you will still need your mileage totals for that deduction percentage, and this method is more difficult.
  - Clothing (Shirts, Pants, Shoes, Caps, Jackets, Belt)n – since a uniform (white clothes) are required
  - Equipment (Whistles, Red/Yellow Cards, Lanyard, Ear Plugs)
  - Association Dues and Fees (e.g., assignment fees)
  - Liability Insurance
  - Again, check with a tax advisor for current deductions each year



Home: The place where you reside. Transportation expenses between your home and your main or regular place of work are personal commuting expenses.

Regular or main job: Your principal place of business. If you have more than one job, you must determine which one is your regular or main job. Consider the time you spend at each, the activity you have at each, and the income you earn at each.

Temporary work location: A place where your work assignment is irregular or short-term, generally a matter of days or weeks. Unless you have a regular place of business, you can only deduct your transportation expenses to a temporary location outside your metropolitan area.

Second job: If you regularly work at two or more places in one day, whether or not for the same employer, you can deduct your transportation expenses of getting from one workplace to another. You cannot deduct your transportation costs between your home and a second job on a day off from your main job.