

## ***How to please your Assignor - The Ten Commandments***

Have you ever wondered why you're not scheduled more times than other officials in your association? Have you considered why bigger games are handed out to officials who you deem to be less qualified than yourself? Maybe you should consider your relationship with your Assignor. It behooves you to know and to understand the methods that an Assignor uses to make assignments. Most associations are now using some sort of computer software package that assists in assigning games. While the software is extremely helpful to put a schedule together, it isn't fool proof. There still exists the need for human intervention and insight on the Assignor's part. As an Assignor, during season, I spend a minimum of 12 hours per week on scheduling. This includes calls to and from officials to make necessary assignment changes, calling school athletic/activities directors to coordinate game changes, and inputting information into the computer database.

Here are "The Ten Commandments" for dealing with your Assignor:

1. Thou shall make sure that your Assignor has your home, work, fax, beeper and cellular telephone numbers. It is extremely frustrating when you need to reach a member about an assignment and he or she can't be reached. If you know that your Assignor is trying to contact you, call him back as soon as possible.
2. Thou shall make sure that your spouse (or significant other) is aware of your current assignment schedule and can answer questions for you. Anyone can take a message, but it would be great if they knew your schedule and were able to accept assignment changes on your behalf.
3. Thou shall install call waiting or an answering machine on your telephone if you don't already have it. Sometimes an Assignor needs to assign a game at a moment's notice. If your telephone is busy, the Assignor will just move to the next available name on the list.
4. Thou shall work assignments with the Assignor as much as possible. What better way to show your Assignor of your skills and knowledge than to let them get a first hand look at you?
5. Thou shall not call your Assignor with scheduling problems at the last minute, unless it is an emergency. This will definitely get you on the "bad guy" list with your Assignor. Certain emergencies are understandable and excusable, but some things just won't be tolerated. Whenever possible, find a suitable substitute yourself prior to notifying your Assignor.
6. Thou shall accept assignments graciously, no matter what the mileage distance or payoff. You must accept the good with the bad assignments. You can't be assigned to every big game right down the street from your home or office. When asked if you're available on a certain date, don't ask where and who's playing before you accept the assignment.
7. Thou shall not brown nose your Assignor. It happens, but a good Assignor will see right through you. Be nice, but don't go overboard.
8. Thou shall bring scheduling complaints up with the proper people. Usually each local or state association has methods in place for handling grievances or problems with schedules. Usually, your complaint is with the Assignor directly. Don't complain to him/her, but through the proper channels.
9. Thou shall work assigned games. If you regularly miss assignments or show up late, Assignors usually will stop scheduling you.
10. Thou shall notify the Assignor of scheduling "switches." Nothing will upset your Assignor more than when he's trying to contact you for three hours about an assignment, only to find out that you've switched with another member and didn't notify him.