

MVC and SWC Communication Policy

A set communication policy is in place for the Assignors, Athletic Directors, and All Officials that work in these conferences. The Policy is as follows:

1. The REFEREE will contact his partners, UMPIRE 1 & UMPIRE 2 confirming the assignment at least 3 days before the scheduled contest. The REFEREE should CC (carbon copy both the Assignor and host Athletic Director.
2. If the REFEREE has not contacted the other 2 partners 48 hours before the game, UMPIRE 1 & UMPIRE 2 should contact to assignor and let them know. UMPIRE 1 will become responsible for contacting me and the REFEREE to confirm the game date and time.
3. Each individual Official is also responsible for confirming back to the person that sent the reminder. This “completes the loop.” If confirmation is not returned, it must be assumed the person being contacted has not received the reminder.

Voice Mail, Text, emails, and phone calls are all acceptable means of communication as long as you have confirmation from all of your partners. However, Email is the preferred method.

It is also mandatory that you contact the host AD and Assignor to confirm the Crews assignment. If we consistently adhere to this policy we will not have any confusion or mistakes on game assignments.

Under NO circumstances will an Official FIND A REPLACEMENT on their own. All replacements will be made by the Assignor.

Assignor contact information:

MVC = Gary Gustafson, gusref@charter.net, 618-973-1891

SWC = Bill Schmidt, billschmidt28@gmail.com, 918-593-3422