



## High School Soccer Officials of Central Florida

c/o Utchel Financial Services

P O Box 180896

Casselberry, FL 32718-0896

www.hssocf.com • www.arbitersports.com • www.becomeanofficial.org

Email: [Secretary@hssocf.com](mailto:Secretary@hssocf.com)

# Memo

**To:** HSSOCF Members & Prospects!  
**From:** Ann Sansbury, Secretary  
**CC:** HSSOCF Board  
**Date:** July 5, 2015  
**Re:** Welcome/Welcome Back!

Thanks for your (continued) interest in serving as a high school soccer official. The first High School Soccer Officials of Central Florida (HSSOCF) meeting of the new season is just around the corner (6:30 PM on Sunday, August 16<sup>th</sup>)! Please thoroughly review the contents of this memorandum. It contains important information for your participation in the HSSOCF.

### Please Note

1. FHSAA Insurance cost per official registration processing fee is \$17. The per sport registration fee is \$27. The total FHSAA registration cost for one sport (soccer) is \$44 if paid by 9/30.
2. The grey 2015-2016 Officials Guidebook is now only available online at: <http://www.fhsaa.org/rules/officials-guidebook>. You will still need to get your 2015-16 NFHS Soccer Rules Book and other materials.
3. There is no required online video presentation. However, it will be helpful for you to review this [soccer information PowerPoint presentation](#) distributed at the FHSAA Leadership Conference.
4. There will be one (1) 50-question, 75-minute exam scheduled from 10/14-23. You must pass it with a 75 to referee in the regular season, and with an 80 (+ additional requirements) to referee post-season games.
5. The HSSOCF expects to have checks for the members at the October 4<sup>th</sup> (fall matches), November 1<sup>st</sup>, December 6<sup>th</sup>, & January 31<sup>st</sup> monthly association meetings, and auto-deposits by the Monday following the meeting. Match fees are as follows:

Item	\$
<b>MS Match Fees (2 officials)</b>	
20-min halves in Orange County + OT	\$25
25-min halves in other counties	
<b>Freshman Match Fees (2 officials)</b>	
30-minute halves in all counties	\$30
<b>HS Match Fees (2 or 3 officials, varsity)</b>	
40-minute halves in all counties	\$51
<b>HS Match Fees (2 or 3 officials, sub-varsity)</b>	
30-minute halves in Orange County	\$41
40-minute halves in other counties	
<b>Travel Allowance (per site per day)</b>	\$20

FHSAA AT6 Unsporting Conduct Incident Reports for high school (HS) varsity and sub-varsity games will continue to be sent online to FHSAA. **It is necessary to use the option to forward a copy to [at6@hssocf.com](mailto:at6@hssocf.com).** Also for our fall and spring middle school (MS) games there is an option to use a hard copy AT-6 form. If you have an issue during a MS game, **please complete this hard copy AT-6 form and forward it to [at6@hssocf.com](mailto:at6@hssocf.com).**

In all instances, **please take the time to notify the HSSOCF of any AT-6 submissions**. Your board tracks game exception reports involving injuries or ejections, but we can only provide an accurate accounting if you give us the details. **EMAIL to [at6@hssocf.com](mailto:at6@hssocf.com) or FAX to 309-401-0779.**

## Action

Here are a few items you need to address as soon as possible, preferably before our first meeting. Print and review page 4 of this memo to keep track of your requirements:

1. **FW9ICA (free, do this ONLY if you are a new referee or you have changed your banking information).** The HSSOCF will rely exclusively on the address as listed in Arbiter. Make sure this address is correct & current. For new officials and banking changes, complete this [online FW9ICA form](#). Once you have completed the [online FW9ICA form](#), **mail a hard copy with a canceled check to HSSOCF, c/o Utchel Financial Services, P O Box 180896, Casselberry, FL 32718-0896.**
  - a. **IF YOU ARE A NEW REFEREE, YOU MUST HAVE A MINIMUM OF 1 YEAR EXPERIENCE, AND PROVIDE THE SECRETARY WITH REFERENCES THAT CAN BE VERIFIED.**
2. **JLA (\$81.25 good for five [5] years, do it ASAP).** Florida law requires you to subject yourself to fingerprinting and a background check in compliance with the Jessica Lunsford Act (JLA). **Carefully read the instructions on the school district web site you intend to use.** See [JLA.pdf](#) for more information.
  - a. Go to [www.flprints.com](http://www.flprints.com) (**except Seminole County**) to pre-pay via credit/debit card. Make sure you select Contractors/Vendors for the Transaction Type. Complete the payment and print the confirmation page to bring with you. You can also pay CASH in person, but a personal check will not be accepted.
  - b. Some locations place additional burdens or financial obligations on officials. You will only need to go to one. The BEST places are the least expensive places, Seminole County and Osceola County.
    1. **Lake County Schools**, 201 W Burleigh Blvd, Tavares, FL 32778 ... \$103.25  
<http://www.lake.k12.fl.us/Page/332>
    2. **Orange County Public Schools**, 331 W Amelia St, Orlando, FL 32801 ... \$92.25  
<https://www.ocps.net/op/procure/Pages/JessicaLunsfordAct.aspx>
    3. **School District of Osceola County**, 817 Bill Beck Ave, Kissimmee, FL 34744 ... \$81.25  
**Complete, print & submit this form**, then bring with your payment confirmation.  
Call 407-870-4091/407-343-8610 to schedule a fingerprinting appointment.  
<http://www.osceola.k12.fl.us/depts/purchasing/documents/JessicaLunsfordAct.pdf>
    4. **Seminole County Public Schools**, 400 E Lake Mary Blvd, Sanford, FL 32773 ... \$81.25  
**Complete, print & submit this form**, then bring with your payment (no personal checks).  
No appointment necessary. 8:30AM – 12:00PM or 2:00PM – 4:00PM.  
<http://www.scps.k12.fl.us/Portals/0/assets/pdf/frontpage/JLAct.pdf>
  - c. **Within the next couple of days you should receive the results of your fingerprint/background check via email. It should contain the date entered into the FSSR, the expiration date, and the results of the review. Please forward the entire email to [Secretary@hssocf.com](mailto:Secretary@hssocf.com).**

3. **USCIS FORM I-9 (\$10 CASH / CREDIT).** IN ORDER TO WORK AS AN HSSOCF SOCCER OFFICIAL YOU MUST COMPLETE AND PRINT OUT A USCIS FORM I-9 ([www.uscis.gov/sites/default/files/files/form/i-9.pdf](http://www.uscis.gov/sites/default/files/files/form/i-9.pdf)), THEN TAKE THE COMPLETED FORM ALONG WITH YOUR SOCIAL SECURITY CARD, AND YOUR DRIVER'S LICENSE OR PASSPORT TO THE SEMINOLE COUNTY PUBLIC SCHOOLS EDUCATION SUPPORT CENTER, 400 E LAKE MARY BLVD, SANFORD, FL 32773. THIS WILL BE YOUR FASTEST METHOD, TRY AND GO DURING THE SUMMER ON MONDAY THRU THURSDAY. GO SEE JESUS BETWEEN THE HOURS OF 8:30 AM - 12:00 NOON, OR 2 - 4 PM. This is required to get your badge, valid throughout the state. **Your badge must be on your person whenever you are on a school campus.**

4. **Register with FHSAA (\$44 before 9/30, \$54 before 11/12).** Go to <http://www.fhsaa.org/>. Move your mouse over the tab that says "For Contest Officials > Officials Program Login". You will need to ...
  - a. register or re-register;
  - b. take the on-line exam.

All soccer officials will take a 75-minute, 50-question online exam (10/11-21). Officials must pass with a minimum score of 75 to referee regular-season soccer matches, and a minimum score of 80 and meet the other requirements to referee Region and State Series (post-season) matches.

Make sure you select High School Soccer Officials of Central Florida as your association. The last section of the FHSAA registration says **READ AND CHECK THE BOX AT THE END**. If you do not check the box it will not allow you to go any further. Please read the section very carefully. When you check the box you are telling FHSAA that you are in compliance with all of their rules and regulations.

Preview all the answers on your form. Submit the form only after correcting all errors and omissions. A new screen appears asking you for your Visa/MasterCard information. Fill out the requested information and click the submit button only ONCE. You might not see any on-screen confirmation but you do receive an email. **Plan to attend a NISOA Physical Performance Test (PPT)**. HSSOCF customer high schools have requested our referees be more physically fit and closer to play. If you seek to work CENTERS and higher level games, then you need consider participating in the assessment. Here is the link that outlines the four (4) components of the NISOA PPT: [http://nisoa.com/wp-content/docs/nisoa\\_forms/nrp\\_fitness\\_test.pdf](http://nisoa.com/wp-content/docs/nisoa_forms/nrp_fitness_test.pdf).

5. **Submit your availability on ARBITER.** For Aug/Sep/Oct by Tuesday (8/11) & For Nov/Dec/Jan by Tuesday (9/29)
6. **Register with HSSOCF on Arbiter (\$45 deducted from first paycheck).** The HSSOCF registration for the upcoming season will be available on Arbiter beginning July 3<sup>rd</sup>, after you have completed the other necessary registration requirements. Follow the steps below to complete your registration with HSSOCF:
  - a. Log on to Arbiter ([www.arbitersports.com](http://www.arbitersports.com)) using your registered UserID and password.
  - b. Once logged in, look to the right of the screen and you will notice, in big blue bold print, the phrase "Click here to re-register." Click on the phrase to begin the registration process. It will take you through five (5) screens.
    1. Screen 1 (*name & email*). If name is not spelled properly, please correct. Click [Next].
    2. Screen 2 (*address & phones*). This is the address Arbiter will use to determine distance from games. Please make sure everything is correct before proceeding. Click [Next].
    3. Screen 3 (*sports*). It will show the current sports that you worked last season. If you plan to work the same sport(s), check the box(es) for that sport(s). Click [Next].
    4. Screen 4 (*miscellaneous fields*). Please review displayed information for accuracy. Please send an email to UserID [secretary@hssocf.com](mailto:secretary@hssocf.com) noting any discrepancies that you cannot correct. Enter your driver's license and the JLA information from Action Step #1. Click [Next].
    5. Screen 5 (*self-explanatory*). Please select the appropriate boxes. Click [Finish]. You have completed the registration process.
  - c. There are additional screens to review in your account. Make sure you set your check box to **READY** (*to receive games*). Ernie will not assign you unless you have set your check box to **READY**.
  - d. Enter the calendar system to block/clear the dates as necessary.
7. **Get materials for the current year.** The grey 2015-16 FHSAA Officials Guidebook is now only available online at: <http://www.fhsaa.org/rules/officials-guidebook>. You will still need to get your 2015-16 NFHS Soccer Rules Book, FHSAA Identification Card, & FHSAA Sportsmanship Card.
8. **Become familiar with two more web sites.** Our main HSSOCF web site (<http://www.hssocf.com/>). Match assignments are scheduled through the Arbiter ([www.arbitersports.com](http://www.arbitersports.com)). You need a UserID/Password to log into the Arbiter. **I create this UserID account after we have your ICA&FW9, your name is on the FHSAA Muster List (you have registered with Gainesville) and you have met the JLA requirements.** Your email address is your UserID, and you will receive your initial password from Arbiter separately. If you have already logged into Arbiter, you have already changed your password. When you log in, make sure your current address, phone numbers and alternate emails are correct. We will use the information you enter to update the HSSOCF listing of officials. You will need to provide us with ...
  - a. our HSSOCF Association dues (\$45, deducted from your first check),
  - b. your smiling face at our HSSOCF Association meetings. All meetings begin at 6:30 PM at [Lake Highland Preparatory School, 901 N Highland Ave, Orlando, FL 32803](#).
9. If you encounter anybody who indicates an interest in becoming a referee, please forward their email to me ([Secretary@hssocf.com](mailto:Secretary@hssocf.com)) and refer them to <http://www.hssocf.com/becomeAReferee.html>.

Please get all of these actions done as soon as possible so Kevin can assign you games when the season starts. If you have any questions, feel free to contact me or another HSSOCF Board member and we will do whatever we can to assist you. Thanks again for becoming a member of the High School Soccer Officials of Central Florida.

Ciao for now!

## HSSOCF Contact Information

- **Address:** HSSOCF, c/o Utchel Financial Services, P O Box 180896, Casselberry, FL 32718
- **President:** Eric Saegebarth, 927 Parkside Pointe Blvd, Apopka, FL 32712  
(H) 407-814-2491 • (C) 407-920-8082 • (F) 309-401-0779 • [President@hssocf.com](mailto:President@hssocf.com)
- **Vice President:** Greg McCoy, 1851 Temple Dr., Winter Park  
(C) 407-212-7232 • (F) 309-401-0779 • [VicePresident@hssocf.com](mailto:VicePresident@hssocf.com)
- **Secretary:** Ann Sansbury, 8701 South Bay Drive, Orlando, FL 32819  
(C) 407-257-1900 • (F) 309-401-0779 • [Secretary@hssocf.com](mailto:Secretary@hssocf.com)
- **Treasurer:** Michel Catin, 226 Curtis Ave (C) 407-256-9997 • (F) 309-401-0779 • [Treasurer@hssocf.com](mailto:Treasurer@hssocf.com)
- **Past President:** Bob Kreuter, 151 Tollgate Trail, Longwood, FL 32750  
(H) 407-332-8858 • (C) 321-277-3640 • (F) 309-401-0779 • [PastPresident@hssocf.com](mailto:PastPresident@hssocf.com)
- **Assignor:** Kevin O'Leary, 202 Addington Dr., Deland, FL 32724  
• (C) 239-249-9276 • [Assignor@hssocf.com](mailto:Assignor@hssocf.com)

### Important Dates

- **Aug 16, 2015:** Monthly Association Meeting (1<sup>st</sup> meeting)
- **Sep 6, 2015:** Monthly Association Meeting
- **Oct 4, 2015:** Monthly Association Meeting (checks)
- **Oct 12 – 21, 2015:** FHSAA Soccer Exam (online)
- **Nov 1, 2015:** Monthly Association Meeting (checks)
- **Dec 6, 2015:** Monthly Association Meeting (checks)
- **Jan 31, 2014:** Monthly Association Meeting (checks, , 1099s, elections)
- **Feb 26, 2014:** Post-Season checks
- **May 27, 2014:** Lake District MS checks

*All HSSOCF Monthly Association Meetings begin at 6:30 PM at Lake Highland Preparatory School, 901 N Highland Ave, Orlando, FL 32803*

## Action Items

- | Date Completed | Item   |
|----------------|--|
| 1. _____       | Registered with FHSAA and listed HSSOCF as primary or secondary local association by 9/30.   |
| 2. _____       | Properly completed <a href="#">JLA requirements</a> since the fall of 2009 (cost varies).<br>My fingerprints are effective from _____.<br>My fingerprints are valid until _____.<br>I have a valid Transaction Control Number (TCN) _____. |
| 3. _____       | HSSOCF <a href="#">FW9ICA</a> form (with canceled check if auto-deposit) delivered to:<br>HSSOCF, c/o Utchel Financial Services, P O Box 180896, Casselberry, FL 32718   |
| 4. _____       | Downloaded FHSAA Officials Guidebook from <a href="http://www.fhsaa.org/rules/officials-guidebook">http://www.fhsaa.org/rules/officials-guidebook</a> .  |
| 5. _____       | Participated in the NISOA Physical Performance Test (PPT)<br><a href="http://nisoa.com/wp-content/docs/nisoa_forms/nrp_fitness_test.pdf">http://nisoa.com/wp-content/docs/nisoa_forms/nrp_fitness_test.pdf</a><br>Score _____.             |
| 6. _____       | Picked up 2013-14 NFHS Soccer Rules Book, FHSAA Identification Card, FHSAA Sportsmanship Card.   |
| 7. _____       | Completed availability on Arbiter for Aug/Sep/Oct by Tuesday (8/11).   |
| 8. _____       | Completed availability on Arbiter for Nov/Dec/Jan by Tuesday (9/29).   |
| 9. _____       | Completed an FHSAA soccer field dinic since the fall of 2012.  |
| 10. _____      | Completed 2013-14 FHSAA soccer online exam (10/11-21).<br>Score _____.   |