

IEFOA ratings procedure  
10/14/09  
Felker

-Throughout the year the board will communicate how the ratings process works. There will be a dedicated session on ratings at the 3<sup>rd</sup> meeting.

-At the 1<sup>st</sup> meeting in October, the board will remind everyone to get their game by game evaluations done. The cutoff day for having 80% done is noon on the Monday following the 2<sup>nd</sup> meeting in October. Also reminding everyone to attend the 2<sup>nd</sup> meeting as end of year ratings will be done at the meeting.

-The day after the 1<sup>st</sup> meeting in October, an email will be sent to all members reminding them of the above.

-At the 2<sup>nd</sup> meeting in October, the board will hand out a roster of officials and ask everyone who has passed field trials to rate everyone they have worked with for the year.

### **CREATING A RATINGS REPORT FOR PLAYOFFS**

- -The report for playoffs needs to be generated the day following the last meeting.
- -Generate the end of year number using the rosters submitted last night
  - -For each official, throw out a high and a low EOY rating. Then average the remaining numbers to 2 decimals.
  - -Make sure no one who has not passed field trials has submitted a roster
- -Generate a report from Arbiter after the noon cutoff time
  - -Choose to print an 'Evaluation Responses' report from Arbiter. Do not check any boxes.
- -Calculate anyone with less than 80% of evaluations completed
  - -Assigner needs to manually go in as each person and check this
  - -For the first playoff report, only the #1's need to be checked
  - -Make sure you don't count jamborees and 5<sup>th</sup> quarters
- -Create the new magic spreadsheet
  - -Open last year's 'Ratings after ratings committee' spreadsheet and save it as this year's 'Ratings master'
  - -Copy the new% column
  - -Paste special/values only in to the 'last year %' column – this carries over last year's number
  - -Delete any members that are absolutely not returning
  - -Insert numbers in the game/game and EOY columns for anyone that had a leave of absence so that they maintain their current %
  - -Add any new members
    - -Be sure to copy the formulas from the cells above for the calculations columns
    - -Manually assign brand new people a 45% (used to do 82.4%????????)
    - -Manually assign transfers a number that would put them in the right place
    - -Update the year new column for these officials and put them in the 'app' group
  - -Anyone who's last year's % is less than 45% should have a 45% reentered for them
  - -Update the year passed field trials for anyone who passed this year and put them in the 'rookie' group
  - -Manually enter the game/game and EOY numbers for each individual
  - -Update any position preference changes for officials
- Save this spreadsheet as this year's 'Playoff ratings report'

## **CREATING A RATINGS REPORT FOR THE RATINGS COMMITTEE**

- -One week after the season is over and before the ratings committee meets
- -Generate a final report from Arbiter
  - -Choose to print an 'Evaluation Responses' report from Arbiter. Do not check any boxes.
- -Calculate anyone with less than 80% of evaluations completed
  - -Assigner needs to manually go in as each person and check this
  - -Make sure you don't count jamborees and 5<sup>th</sup> quarters
- -Update the magic spreadsheet
  - -Open this year's 'Playoff ratings report' spreadsheet and save it as this year's 'Ratings for ratings committee'
  - -Manually enter the new game/game for each individual
- Save this spreadsheet and provide it, along with information about 80% completion to the ratings committee

## **CREATING A FINAL RATINGS REPORT FOR THE YEAR**

- Immediately after the ratings committee has met
- Open this year's 'Ratings for ratings committee report' spreadsheet and save it as this year's 'Ratings after ratings committee'
- Enter any changes to group # and update the year moved field for all officials that were moved
- Save this spreadsheet and provide it to all board members and assigner for use during next season