

## PROCEDURE TO CHANGE MATCH ASSIGNMENTS

1. If you have committed to a game, you are contractually obligated to fulfill that assignment.
2. If you are unable to fulfill this commitment, then you **MUST** contact the match assignor and communicate your reason(s) to him/her and work with the assignor to identify a suitable replacement.
3. The match official should NEVER drop a game for a higher paying match. It is **UNACCEPTABLE.**
4. The **only way** to switch matches is by following the procedure below:
  - A. **Contact the original assignor and state your reason.**
  - B. **If the original assignor agrees with the switch, then he/she will communicate with the assignor on the replacement match.**
  - C. **The assignor on the replacement match will contact you and confirm the change.**

If you do not follow this procedure, you will put yourself in a position that you will be subject to suspension and/or additional sanctions.

**Be advised that assignors maintain consistent communication with each other and they track the games dropped by the officials.**